

SMOKY LAKE COUNTY

A G E N D A: County Council Meeting to be held on
Thursday, **April 28, 2022** at 9:00 A.M.
Virtual through Zoom Platform

Meeting ID: 862 3985 1114 Passcode: 169245

<https://us02web.zoom.us/j/86239851114?pwd=bFFwRjdaSzNCVktzMktYVIs1d0hPd09>

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

1. Meeting:

Call to Order

2. Agenda:

Acceptance of Agenda:
as presented or
subject to additions or deletions

3. Minutes:

1. Minutes of March 22, 2022 –**County Council Departmental** Meeting. ©

Recommendation: Motion to Adopt.

2. Minutes of March 22, 2022 - **County Council Committee of the Whole for the Purpose of Administration** Meeting. ©

Recommendation: Motion to Adopt.

3. Minutes of March 24, 2022 (Reconvened on March 28, 2022) – **County Council** Meeting. ©

Recommendation: Motion to Adopt.

4. Minutes of March 30, 2022 - **County Council Committee of the Whole for the Purpose of Administration** Meeting. ©

Recommendation: Motion to Adopt.

5. Minutes of April 8, 2022 - **County Council Committee of the Whole for the Purpose of Administration** Meeting. ©

Recommendation: Motion to Adopt.

4. Request for Decision: Governance Issues and Management Issues

- 4.1 Intermunicipal Servicing Arrangement with Village of Waskatenau – Appointment of Joint Counsel. ©

- 4.2 Heritage River Management Planning – Request for Proposal (RFP). ©

- 4.3 Regional Engineering Standards – Request for Proposal (RFP). (*Forwarded to the May 26, 2022 Council Meeting*)

- 4.4 Unbudgeted Expense – Ergonomics Assessment (Joint Health & Safety Committee). ©

- 4.5 Trails Strategy- Public Participation Plan. ©

- 4.6 **Bylaw No. 1413-22:** Lending Money to a Municipal Controlled Non-Profit Organization. ©

- 4.7 **Policy Statement No. 01-03-28:** Organizational Chart. *(See Executive Session 8.1)* ©
- 4.8 Vilna & District Agricultural Society Request for Funding. ©
- 4.9 **Bylaw No. 1415-22:** Amending Land Use Bylaw No. 1272-14; and Amending Municipal Development Plan Bylaw No. 1249-12. ©
- 4.10 Day of Mourning – April 28, 2022. ©
- 4.11 Federation of Canadian Municipalities (FCM) Membership 2022-2023. ©
- 4.12 Phase II – Lake and Hamlet Signage Project. ©

At 11:00 a.m. we will pause for a moment of silence as an act of remembrance to honour the lives lost or injured due to workplace tragedy, while also acknowledging the sacrifices of frontline and essential workers who have died or became ill serving during the COVID-19 pandemic.

Public Question and Answer Period: 11:30 a.m. – 12:00 noon

5. Issues for Information:

- 5.1 Chief Administrative Officer:
 - 5.1.1 Monthly Report: March 21, 2022 to April 20, 2022. *(To be handed out at meeting)*
 - 5.1.2 Financial Statement for the months of: **None.**
 - 5.1.3 Action List:
 - i. County Council Departmental Meeting – March 22, 2022. ©
 - ii. County Council Committee of the Whole for the Purpose of Administration Meeting – March 22, 2022. ©
 - iii. County Council Meeting – March 24, 2022. ©
 - iv. County Council Committee of the Whole for the Purpose of Administration Meeting – March 30, 2022. ©
 - v. County Council Committee of the Whole for the Purpose of Administration Meeting – April 8, 2022. ©
- 5.2 Municipal Finance:
 - 5.2.1 Monthly Report. ©
 - 5.2.2 Actual to Budget Review.
 - 5.2.3 Accounts Receivable Aging Report. *(for Councillor's information).* **No report**
 - 5.2.4 Cheques Register. *(for Councillor's information).* ©
- 5.3 Reeve and Councillor: Reports from various Committees, Boards and Commissions
 - 5.3.1 Division One.
 - a. SWANA Report. ©
 - b. Evergreen: Financials/Minutes. ©
 - 5.3.2 Division Two.
 - 5.3.3 Division Three.
 - 5.3.4 Division Four. *(To be handed out at meeting)* - **Reeve.**
 - 5.3.5 Division Five.
 - 5.3.6 Additional Documentation: Committees, Boards and Commissions.
Waskatenau Pryveet Dance Club
 - c. Minutes: March 1, 2022. ©
 - d. Agenda: April 5, 2022. ©

6. Correspondence:

1. Honourable Ric McIver, Minister, Alberta Municipal Affairs, dated March 2022 – Re: Approval of 2021/22 ACP grant in the amount of \$200,000 to the Village of Vilna in support of the Management Plan for the North Saskatchewan River Heritage River System Project. ©

Recommendation: Acknowledge receipt.

2. Honourable Ric McIver, Minister, Alberta Municipal Affairs, dated March 2022 – Re: Approval of 2021/22 ACP grant in the amount of \$200,000 to Smoky Lake County in support of the Smoky Lake Region Municipal Development Guidelines and Minimum Servicing Standards Project. ©

Recommendation: Acknowledge receipt.

3. Gene Hrabec, District 5 Chair, Tara Kuzio, District 5 Vice Chair, Rural Municipalities of Alberta (RMA), dated March 24, 2022 – Re: Returning to Normal and Financial Statements for RMA Zone 5. ©

Recommendation: File for information.

4. Mike Haanen, President, American Public Works Association – Alberta Chapter, dated March 12, 2022 – Re: National Public Works Week May 12-21, 2022 “Ready and Resilient.” ©

Recommendation: Proclaim Public Works Week from May 12-21, 2022.

5. Landon Whitlock, Sr. Surface Landman, Paramount Resources Ltd., dated April 13, 2021 – Amending Letter for Alberta Surface Lease – rental change from \$400 to \$200. ©

Recommendation: Take no action and acknowledge receipt as information.

6. Melinda Kaminsky, President, Ellie Osinchuk, Vice President, Warspite Community Hall Association, dated April 6, 2022 – Re: Permission to apply County donated funds towards repairs and maintenance of their furnace. ©

Recommendation: Grant permission to apply County donated funds towards repairs and maintenance to the Warspite Hall furnace.

7. Lisa Shires, Coordinator for Highway Clean up, Smoky Lake Holubka Dancers, dated April 2022 – Re: Donation request for Highway Clean-up lunch. ©

Recommendation: Donate \$300.00 towards lunch for approximately 30 participants for Highway Clean-up on May 7, 2022.

8. Penny Fox, General Manager, Community Futures, dated April 4, 2022- Re: Lemonade Day – June 18, 2022. ©

Recommendation: That Smoky Lake County support the Community Futures: St. Paul – Smoky Lake Region’s project “Lemonade Day” on June 18, 2022, by promoting the event on social media and the Grapevine; and participate in the Lemonade Day 2021 by:

- Issuing Lemonade Stand Business Licenses at a cost of \$1.00, and
- Entering into a simple lease – should the youth want to locate their stand on municipal land.

**Note: Contributed above mentioned in 2019 and 2021.*

9. Steve Allan, Executive Director, Alberta Recreation and Parks Association, dated April 20, 2022 – Re: 2022 Communities in Bloom (CiB) Participation – 2022 Year of the Garden Proclamation. ©

Recommendation: Proclaim 2022 as the Year of the Garden.

10. Collene Ditchfield, Customer Relations, Inspections Group, dated April 7, 2022 - Re: Revised permit conditions. ©

Recommendation: Acknowledge receipt.

11. Smoky Lake and District Chamber of Commerce Invoice for membership. ©

Recommendation: Pay membership invoice in the amount of \$150.00.

12. Honourable Ric McIver, Minister, Alberta Municipal Affairs, dated March 2022 – Re: Approval of 2021/22 ACP grant in the amount of \$200,000 to the Town of Smoky Lake in support of the Smoky Lake Region Municipal Development Guidelines and Minimum Servicing Standards Project. ©

Recommendation: Acknowledge receipt.

7. Delegation(s):

1. Bob Daudelin, Assessment Specialist, Jesse Nelson, Accurate Assessment Group Ltd. @ **10:00 a.m.** – Re: 2021 Assessment Presentation.

8. Executive Session:

1. Personnel Issue: under the authority of the FOIP Act Section 27: Privileged Information, in regard to the Organizational Chart Structure Review. (*See Request for Decision 4.7*).

9. Information Release:

1. Calendar: April 2022. ©
2. Thank You Received: April 2022. ©

10. Bills and Accounts:

11. Date and time of Next Meeting(s):

12. Adjournment

SMOKY LAKE COUNTY

Minutes of the **County Council Departmental Operations Meeting** held on **Tuesday, March 22, 2022**, at 9:04 A.M. held virtually online through Electronic Communication Technology: Zoom Meeting and physically in Council Chambers.

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

ATTENDANCE		
<u>Tuesday, March 22, 2022</u>		
<u>Div. No.</u>	<u>Councillor(s)</u>	
1	Dan Gawalko	Present in Chambers
2	Linda Fenerty	Present in Chambers
3	Dominique Cere	Present in Chambers
4	Lorne Halisky	Present in Chambers
5	Jered Serben	Present in Chambers
CAO	Gene Sobolewski	Present in Chambers
Assistant CAO	Lydia Cielin	Virtually Present
Finance Manager	Brenda Adamson	Virtually Present
Legislative Svcs/R.S.	Patti Priest	Virtually Present
Public Works Manager	Doug Ponich	Virtually Present
Plan/Dev Manager	Jordan Ruegg	Virtually Present
GIS	Carole Dowhaniuk	Absent
Ag Fieldman	Carleigh McMullin	Virtually Present
Assistant Ag Fieldman	Amanda Kihn	Virtually Present @9:10am
Natural Gas Manager	Daniel Moric	Virtually Present
Planning & Dev. Tech	Kyle Schole	Virtually Present
Communications Tech.	Evonne Zukiwski	Virtually Present
Safety Officer	Trevor Tychkowsky	Virtually Present
Fire Chief	Scott Franchuk	Virtually Present
Shop Foreman	Mark Fedoretz	Virtually Present @9:06am

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

2. Agenda:

459-22: Serben

That the Smoky Lake County Council Departmental Operations Meeting Agenda for Tuesday, March 22, 2022, be adopted as presented.

Carried Unanimously.

3. Minutes:

No Minutes.

4. Request for Decision:

No Requests for Decision.

Mark Fedoretz, Public Works Shop Foreman, virtually joined the meeting, time 9:06 a.m.

Amanda Kihn, Assistant Agricultural Fieldman, virtually joined the meeting, time 9:10 a.m.

5. Issues for Information:

Management Policy Statement No. 3-M-06-13: Public Works Manager Work Plan

460-22: Serben

That Smoky Lake County's Management Policy Statement No. 3-M-06-13: Public Works Department – Manager Work Plan, be accepted as amended for Year 2022 as follows:

Title: Public Works Department: Public Works Manager – Work Plan		Policy No.: 06-13 E
Section: 3 - M	Code: P - A	Page No.: 1 of 8
Purpose:	To establish a Public Works Department Work Plan for the Smoky Lake County Public Works Department Program.	
Policy Statement and Guidelines:		
STATEMENT:		
The Public Works Department Work Plan, Schedule "A" outlines the Work Schedule of Projects and duties on a daily, weekly, monthly, periodic and seasonal time frame which provides detail work to be undertaken in the Public Works Department Program. Smoky Lake County Public Works Department: Personnel List, Schedule "B" outlines the department's personnel and job classifications.		
BENEFITS:		
The Public Works Department Work Plan will provide the following benefits:		
<ul style="list-style-type: none"> ■ Broaden the portfolio of the Public Works Department Program. ■ Good understanding of the process of the Public Works Department. ■ Increase efficiency and strengthen timeframe of deadlines. ■ Establishes accountability of the Program. ■ Communication Tool. 		
REVIEW:		
The Public Works Department Work Plan will be reviewed and presented to Council on an annual basis beginning of each year.		



SCHEDULE "A"

PUBLIC WORKS DEPARTMENT: WORK PLAN 2022

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
DAILY				
2-3 Hours	Communication: Phone calls from ratepayers, councilors, office.	Address issues.	After conversation: Inspect and Address.	Document and if necessary, send out work force.
1 Hour	Organize Work Force.	Communicate Plan.	As per assigned work.	Time Sheets.
2 Hours	Time sheets Daily journal E-Mail communication.	Verify time sheets Document activities Check e-mails.	Control of Public Works Dept. Respond to emails.	Check and Sign Document all that took place.
0.5 Hour	Daily Vehicle Inspection	Vehicle Inspection	Inspect vehicle as per Vehicle Inspection Booklet	Provision for sound and safe transportation
1 Hour	Work Place inspection. Summer and winter projects.	Hazard identification along with proper signage.	Identify obstructions and hazards within the working area. Document and discuss.	Tasks will be performed safely avoiding incident.
WEEKLY				
½ Hour	Safety Meeting	List on White Board and verbally communicate.	Discuss past week incidents and how to solve issues.	Communication Tool. Monitor.
1 Hour	Invoicing.	Verify invoices to projects and check paper work.	Authorize for Payment.	Submit to Central Office.
10-20 Hours	Road Inspections.	Drive Roads and list conditions.	Complete road improvements.	Improved and safe driving conditions.
1 ½ Hours	Management Meetings.	Meet with all Management Departments.	Update departments on Public Works activities for the week.	Monitor and complete tasks.
1 Hour	List tasks that can be improved upon.	Weekly review of programs occurring.	Compile a listing for improvements.	Monitor and communicate.
1 Hour	Truck Cleaning.	Maintain a professional vehicle appearance.	Clean County Vehicle.	Adhere to County Policy.
½ Hour	Communication.	Speak with Managers.	Discuss projects inside and outside of shop.	Communicate. Become more efficient.
1-4 Hours	Council Requests	County Infrastructure Issues	Inspect after receiving a request	Solving the issue at hand.
MONTHLY				
	Safety Meeting, Managers, Representation from each Department, including Council. Attend monthly Council meetings.	Report from each Department.	Discussion and Recommendations.	Safe Work Environment.
	Monthly reports to Council.	Manager Report Form.	Complete a manager's report for each meeting.	Information for discussion with Council and management.
April-October	Culvert Maintenance Program.	Replacing, installing and repairing.	Inspection and prioritize.	Proper drainage. Report update to Council.
April-September	Gravelling Projects.	Annual gravel haul.	Organize and schedule areas to be graveled.	Improved quality of roads. Monitor.
Mid May to October	Rehabilitation.	Shoulder Pulls.	Schedule and direct Work Force.	Improve quality of roads. Document.
March to November	De-Watering.	Rock extraction from beneath water table.	Schedule and direct work force.	Stock pile suitable material for crushing.

PUBLIC WORKS DEPARTMENT: WORK PLAN 2022- *Continued.*

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
MONTHLY- <i>Continued</i>				
May to August	Oil Treatment of Roads.	Hauling of Gravel and Mixing Oil.	Schedule and direct Work Force.	Improve quality of roads. Document.
May to September	Base Stabilization.	Hauling of Gravel and mixing MG30.	Schedule and direct Work Force.	Improve quality of roads. Document and Monitor.
June to October	Construction.	Backsloping, create ditches, raise road surface.	Schedule and direct Work Force.	Improve quality of roads. Document.
May to August	Private Dust Control.	Haul gravel, mix oil or MG30. Spread and compact	Schedule and direct Work Force.	Create dust control in front of private residence.
October	Snow Retention	Snow fence installation.	Schedule Warspite snow fence installation.	Hold back drifting onto main street.
October	Replenish Salt Supply	Contact Salt Supplier.	Research best value.	Fill salt bin.
October	Winter Road Sand Supply.	Screening and Hauling Sand. Co-ordinate calcium blending with sand.	County trucks haul screened sand from White Earth Pit to County Shop yards.	Sand in place for winter icy conditions.
QUARTERLY				
	G.I.S.	Data Updates	Provide information on assets to be installed into the system; updates on gravel and oil based roads, culverts, signage, dust controls, winter flag driveways, fencing, hydro-axe progress, construction and any other pertinent infrastructure.	Monitor assets, location and costs.
PERIODIC				
	Gravel Crushing Tender	Create Crushing Tender	Complete a new gravel crushing Tender as the old contract is being completed	Assure a contractor is in place for future gravel crushing.
	Bridge Maintenance.	Major Repairs or Replacement.	Communicate with Associated Engineering, Alberta Transportation and Contractor.	Safe Passage over creeks. Monitor and Document.
	Bridge Maintenance.	Minor repairs as directed by Associated Engineering.	Work requirements completed by Public Works staff.	Bridge quality improvement.
	Job interviews.	Prospective staff selection.	Advertise for specific positions and interview qualified individuals.	Selection of individual most fitting and qualified for the position.
	Conventions.	Attend Conventions.	Incorporate material into Public Works activities.	Education and Communicate.
	Strategic Plan	Quarterly Reports	Document actions taken to fulfill the plan.	Progression of Smoky Lake County.
	Backsloping Program	Control of brush and noxious weeds along county roadways.	Inspect road prior to and after completion.	Create proper drainage and reduce road maintenance costs.
	Five -Year Road Plan.	Document Information.	Study roads, determine which roads will need attention and schedule construction.	Budgeting Preparations.
	Fires.	Emergency Services Responses	Assist Fire Department as required. Debriefing.	Monitor Roster for Emergency Services.

Public Works Department: Work Plan

MANAGEMENT

PUBLIC WORKS DEPARTMENT: WORK PLAN 2022- *Continued.*

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
PERIODIC- <i>Continued</i>				
	Meeting with Council and Ratepayers.	Address Issues.	Investigate situations.	Document Activities.
	Personnel Communication.	Workers Issues.	Improve job execution. Address Concerns.	Quality Control.
	Annual Safety Meeting	Managers Annual Report	Discuss the previous and present years work schedule expectations and safety issues.	Communication to staff, managers and Council on work and safety within the county.
	Employee Evaluations.	Evaluate Staff.	Complete Evaluation Forms.	Improve quality of working relationship and communication
	Beaver Dam Situations	Removal	Track-hoe, back-hoe, or manual labour to break apart structures. Dynamite where necessary.	Ensure proper water flow and drainage.
	Public Works: Work Plan	Plan for the upcoming year	Review all Work Plans, and Programs – make appropriate changes	Submit to Council-Annually.
	Budget Meetings.	Budget Meetings for Public Works and Capital Assets.	Evaluate Programs and capital needs, price out items and prepare budget.	Meet with the Finance Manager.
	Various Meetings with Council: -Departmental Meeting - Council Meeting -Committee of The Whole -Aggregate Company Meeting	County Procedures	Discussions and recommendations provided in accordance to Public Works activities.	Provide information and clarity.
	Post-Wind Road Inspections	Tree Obstruction	Document and organize for brushing crews to remove trees from county roadways.	Provide public access and safe transportation along County roads.
	Policy Statement and Guidelines. (Meetings)	Review County Policies.	Make amendments to existing policies and create new policies when required.	Governance.
	Heavy Equipment Cross Training.	Public Works staff training.	Training staff on equipment including grader, back hoe, reclaimer, track hoe and cat.	Having the flexibility to place staff on various pieces of equipment in case of illness, injury or holiday time by existing employees
	Custom Grader Maintenance and Sanding Smoky Lake Complex, Vilna Cultural Center, H.A.K. School parking lot, Waskatenau hall, upon request.	Parking lot maintenance.	Winter snow removal and summer gravel blading.	Quality Control.
	Regional Heritage Board	Labour Assistance.	Installation of signs and or monuments upon request. Maintenance of Victoria Trail pullouts.	Quality Control.
	Training and Professional Development	Attend Conventions and Seminars.	Further Education.	Advancement in knowledge and practical procedures.
	Haul Road Agreements	Govern Hauling Activity	Have Contractor fill out and sign an agreement prior to hauling on County roads.	Assurance of haul roads remaining or returning to the condition prior to initiating the haul.

Public Works Department: Work Plan

MANAGEMENT

PUBLIC WORKS DEPARTMENT: WORK PLAN 2022 - Continued:

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
PERIODIC -Continued				
	Muni-Site Development	Entries	Enter new culvert and culvert repair locations along with completed Brushing and Hydro-axing areas.	Documentation for information and future requirements.
	North Saskatchewan River Boat Launch's	Maintenance.	Haul away debris and silt build-up from boat launch entrance to the river.	Provide proper access to the river.
Upon Request	Metis Crossing	Maintenance	Provide snow removal and gravel hauling and spreading upon request.	Quality Control.
SEASONAL				
	Road Maintenance.	Snow Removal. Grade Roads. Repair and monitor washouts and control flooding issues. Patch Oiled Roads.	Maintain Crown along with creating smooth driving surface. Assure proper slope and drainage.	Road Quality Improvement. Document.
	Brushing and tree removal.	Right-of-way maintenance.	Remove leaners, fallen trees, and any debris along roads and ditch area.	Allow for safe travel and proper flow of water along ditch bottom.
As per Work Plan	Hydro-axe.	Mulch brush and trees.	Operate hydro-axe in selected area, provide Ag. Dept. with map showing cleared area ready for spraying.	Improve site lines and overall drainage.
March-April	Winter and spring Culvert inspection.	Culvert obstruction removal.	Excavation of snow and ice along with steaming ice filled culverts.	Allow for ease of spring run-off along county roads
	Ice Inspections	Inspections for ice build-up on and along county roads due to natural springs.	Assign proper Work Force to break apart and remove ice build-up.	Maintain safe driving conditions.
	Replenish Oil Supply.	Contact Oil Suppliers.	Research for best oil available.	Fill tanks at best price.
	Oil Tank Maintenance.	Contact Gas Department.	Service burners.	Oil remains hot.
	Project Analysis.	Study procedures, time spent, quantities, cost of previous years work.	Investigate. Research. Monitor.	Budget process. Improve upon past performance.
	Work schedule	After adoption of the five-year road plan, schedule projects.	Organize road projects. Create calendars.	Scheduled projects and tasks are completed.
January	Smoky Lake County Annual Booklet	Annual Report	Document Public Works previous year Projects, maintenance and activities.	Public Awareness.
February - March	Dust Control Advertisement.	Create advertisement.	Submit to local newspapers and County Grapevine.	Accept applications and schedule seasonal dust control applications.
October - November	Flag Driveway Snow Removal Advertisement	Create advertisement.	Submit to local newspaper and County Grapevine.	Accept applications and document locations for snow removal.
	Register contract trucks and equipment.	Create advertisement.	Submit to local newspapers and County Grapevine.	County has access to acquiring additional trucks and equipment to perform services.
April and October	Sign Inspection	Spring and Fall sign inspection and documentation.	Ensure signs are in place and in good condition, note areas that may require additional signage.	Safety awareness.

Public Works Department: Work Plan

MANAGEMENT

PUBLIC WORKS DEPARTMENT: WORK PLAN 2022- Continued:

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
SEASONAL -Continued				
	Haul Road Inspection	Weekly inspections during gravel, oil and log hauling.	Document any damage that was a direct result of hauling, schedule any repair that will be necessary.	Assure haul roads are safe for travel.
April	Grader Operator Meeting	Seasonal Road Maintenance Discussion	Winter and summer road maintenance practices. Gravel recommendations.	Road quality improvement.
October	Plow/Sand Truck Meeting	Winter Road Maintenance Discussion	Repetition of proper snow removal techniques. Discussion and awareness of rough road surfaces inspected and documented prior to the winter season.	Road quality improvement.
October	Pre-Snow Removal Road Inspections	Inspection of County Roadways.	Document any road flaws or obstacles.	Allow for safe snow removal.
October	Pre-Snow Removal Driveway Inspections	Inspection of Flag Driveways.	Document obstructions to avoid during snow removal.	Avoid any incident from occurring.
	Operational Budget	Equipment Costs and Wages	Analyze actual costs as compared to projections made each season.	Efficiency and Quality Control.
	Private Gravel Pick-Up and Sales	New Time Slot for Gravel Customers	Advertise new hours for private gravel pick-up. June 1 to September 30 Tuesdays and Thursdays From 9:00 A.M. - 3:00 P.M.	Provide more efficient service by having a dedicated loader operator during these new time slots.
	Annual County Council Road Tour	Road Conditions and Evaluations	Point out proposed and completed road projects. Document any issues that may need to be resolved.	Provide valuable information to Council in regards to road improvement.
April - November	County Culverts Program	Culvert Inspections and Replacement	Ability to upgrade and add culverts under and along county roadways.	Improve drainage.
August	Smoky Lake Demolition Derby	Site Maintenance	Level and compact surface at the demolition derby site.	Improve riding surface.
	H.A.K. Parking Lot and Access Road	Site Maintenance	Grader blade road and parking surface.	Allow for smooth transportation and improve drainage.
November-April	Church yards and Cemeteries	Snow removal.	Tractor snow removal upon request.	Allow safe access to church and cemetery locations.
2022 ASSIGNMENTS				
	Gravel Sources.	Exploration for gravel: a. Crown Land b. Private Land	Application for S.M.E.'s on County land. Obtain permission to explore and dig test holes.	Strategic Priorities Operational: 2 - Secure alternate sources of pitrun for crushing purposes.
	Dust Control.	New Methods of Dust Control.	Research and inspect new methods of dust control.	Strategic Plan
	Shop Yard Expansion	Contact Arnold Dubetz	Discuss purchase of land north of county Shop yard.	Yard Expansion.
2022	Waspile Ferry Landing	Boat Launch Construction upon approval from A.E.P. (Alberta Environment and Parks)	Excavate, shape, place filter cloth and gravel.	Suitable Water Craft Landing.

Public Works Department: Work Plan

MANAGEMENT



SCHEDULE "A"

PUBLIC WORKS DEPARTMENT: SHOP FOREMAN WORK PLAN 2022

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
DAILY				
1 Hour	Six employees time sheets to sign and verify	Payroll.	Verify work done in shop	Sent to main office for payroll department.
1-8 Hours	Rap and Work Experience.	Supervisor roll.	Ensure work done properly.	To train properly. Strat Plan 1.2e
1 Hour	99 Vehicle check lists to review.	To be checked promptly and monitored for mileages and hours that will be used for warranties and parts.	To check for problems, to ensure proper repairs are scheduled to be done.	To get equipment and vehicles on the road as fast as possible. Follow National Safety Code Requirements
1-8 Hours	40 Equipment check lists to review	Whatever may require repairs	Prioritize repairs to have most important equipment or vehicles running first.	Strat Plan 1.2a
1-4 Hours	Repairs to equipment and vehicles.	Look up parts required for repairs	Order parts required to complete necessary repairs to vehicles and equipment	To reduce the amount of time vehicles and equipment are in for repairs
1-4 Hours	Order Parts	Source parts		
½ Hour	Pre-job assessment	Discuss which units to be repaired and recognize hazards.	Repair units accordingly and in a timely fashion.	Keep vehicles and equipment mobile.
WEEKLY				
2-3 Hours	Review purchase orders and invoices.	Sign and verify prices.	Make sure that we are charged for only items purchased, companies, are paid on time to avoid interest charges.	To keep equipment and vehicles mobile for projects.
½ - 1 Hour	Monday morning tool box meeting.	Discuss with employees' daily procedures and equipment or vehicles being worked.	Designate equipment or vehicles to be worked on.	To keep equipment and vehicles mobile for projects.
½ - 1 Hour	Management Meetings.	Meet with all management departments.	Update departments on Public Works Shop activities for the week.	Monitor and complete tasks. Communicate. Strat plan 1.1g
1-2 Hours	Review tracking information	Prioritize services	Determine and schedule equipment and vehicles for service	Keep vehicle and equipment services to minimal down time
MONTHLY				
1-8 Hours Per unit	325 Pieces of equipment and vehicles to service and repair 150 Services to vehicles and equipment	Repair items that require attention Change engine oils in pickups every 5000 kms, or by oil life meter. Change engine oils in Class 8 trucks every 250 – 500 hrs. Check over units (brakes, steering, suspensions). Change oil in engines on graders: 500 Hours Other oils as per OEM spec Construction equipment every 250 – 500 hours. Service and repair chainsaws, weed eaters, riding mowers and push mowers.	Make sure all equipment is safe for use Be sure items are done so that warranties are not voided. Monitor oil samples for problems that may arise.	Minimize down time To keep equipment and vehicles mobile for projects.

Public Works Department: Shop Foreman Work Plan

SUPERVISOR

PUBLIC WORKS DEPARTMENT: SHOP FOREMAN WORK PLAN 2022- Continued:

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
MONTHLY- Continued				
1-3 Hours	Report to Council.	Enter information into cascade reporting.	Maintenance on vehicles completed during previous month.	Deliver for Agenda Package. Strat Plan 1.1f
1-3 Hours	Safety Committee Meeting.	Attend and discuss safety issues.	Implement safety procedures	Keep work place safe.
Occasional	Budget.	Review budget numbers.	Monitor progress.	Document.
PERIODIC				
1-3 days per unit	31- Annual 3-Semi-Annually x 2 37 in total CVIP's on trucks, trailers, vans and buses. Trailers are done from December to February. Trucks are done from March to April.	Remove all wheels and brake drums, measure drums and shoes, replace any worn items, do all repairs required at this time. CVIP's and repairs may take from 1 day to 2 weeks to complete depending on amount of work to be done and parts availability.	Commercial inspections according to government specs. Organize staff.	Keep equipment and vehicles mobile and repaired in a timely fashion.
Scheduled by the Company	Warranty repairs.	Repairs as required.	Coordinate with dealers to have repairs done. Be sure items are covered under warranty to avoid extra charges.	Keep equipment and vehicles mobile and repaired in a timely fashion.
Training and Professional Development	Upgrade when required	Attend necessary training as required	Attend seminars or technical training to learn new and improved techniques	Keep up with changing times
As per budget	Spec out vehicles and equipment to be purchased for all departments.	As per Five-Year Capital Asset Budget.	Obtain spec.	Communicate. Supply budget numbers for year.
Interviews	Interviewing new Employee	Review resumes and interview new employees	Check references and credentials	Hire a new employee
SEASONAL				
1-2 days	8 – Graders ready for winter Starting October 1 st . 2-3 graders at a time.	Change hydraulic, transmission and engine oil, install snow equipment.	Make sure maintenance is done according to manufacturer's specs.	Keep equipment mobile.
1-2 days	4 – Tractors.	Install snowblade.	Prepare for winter snowplowing.	Keep equipment mobile.
1-2 days	3 – Sand trucks ready for October. 1 extra plow truck	Install sanders and snowplows.	Prepare for winter season.	Keep equipment mobile.
1-2 days	8 – Graders ready for summer – April. 2-3 graders at a time.	Remove wings.	Prepare for season.	Keep equipment mobile.
1 – 2 days	UPDATED 4 – Trucks ready for summer – April	Remove sanders and plows.	Prepare for gravel and patching season	Keep equipment mobile.
1-2 days	4 – Tractors.	Remove snowblades.	Get tractors ready for mowing and construction.	Keep equipment mobile.
1 day	Unit 616. Caterpillar Buggy when required.	Install as required when necessary.	Prepare for winter snowfall and summer projects.	Keep equipment mobile.

Public Works Department: Shop Foreman Work Plan

SUPERVISOR

PUBLIC WORKS DEPARTMENT: SHOP FOREMAN WORK PLAN 2022- *Continued*:

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
SEASONAL – Continued				
As required	15-20 Units. Prepare fire equipment for fire season. At all times water trucks and tanks filled with water and fuel at all times for emergency.	Change oil in proper time to eliminate down time during busy season	Get equipment repaired in shortest time possible.	Keep equipment mobile.
1 day	Annual Safety Meeting	Discuss plans for the year and upcoming updates.	Inform staff of changes.	So staff understands what our goals are.
1-2 days	Work plan	Update work plan as necessary.	Make any necessary changes to reflect current tasks.	Keep Council informed of changes.
1 – 3 days	Annual employee evaluations	Performance appraisal.	Inform employees of their strengths and weaknesses.	Help employees understand their duties.
1-5 weeks	Annual inventory count	Count parts for audit.	Perform manual count of parts.	To verify that parts that have been used have been accounted for.
1-2 days	1 – H.A. Kostash School Bus 1 – Vilna School Bus. 1 – Seniors Bus	Oil changes and repairs. \$200.00 special certificate required to maintain.	Keeping their equipment serviced.	Keep equipment mobile.
1-2 days when time permits	Contract CVIPs	Commercial Vehicle Inspections on private trucks.	Inspect as per Alberta Transportation specs as we are a carrier open inspection facility.	Added revenue to County \$300/inspection.
3 days	RUSA Convention.	Attend seminars.	To get new information on products and services and new regulations.	Change with times.
1 day	RMA Spring Convention	Meet with various Suppliers.	To get new information on products and services and new regulations.	Keep current on new items.
1-2 days	Insurance Review	Go through insurance listings.	Review insurance list and verify any additions or deletions are correct. Make sure serial numbers are correct.	Be sure vehicles and Equipment are insured
CVIP's	111: January 112: November 136: May 138: April 141: September 155: April 158: August 159: March 170: May 180: May 181: January 183: June 188: February 189: January	191: October 194: February 195: October 196: January 197: February 198: March 199A: October 208: March 214: December 217: March 308: May & November 322: March & September 401: December 403: March	404: March 405: March 445: March 447: February & August 451: October 459: August	

Public Works Department: Shop Foreman Work Plan

SUPERVISOR



SCHEDULE "B"

Smoky Lake County: Public Works Department: Shop Foreman Year - 2022

Personnel List

	Shop Foreman	Mechanic	CVIP Technician	Welder	Shop Helper	Apprentice	Shop Clerk
Mark Fedoretz							
Orianna Kropf							
Mike Skoreyko							
Shane Dubitz							
Larry Kokotilo							
Ryden Shapka							
Darline Zdebliak							

NOTE:
FULL TIME
PART TIME

Carried.

Management Policy Statement No. 02M-03-11: Fire Chief Emergency Services Work Plan
462-22: Cere That Smoky Lake County's Management Policy Statement No. 02M-03-11: Fire Chief Emergency Services Work Plan, be accepted as amended for Year 2022 as follows:

Title: Fire Chief: Emergency Services Work Plan	Policy No.: 03-11
Section: 02 – M	Code: P – A
	Page No.: 1 of 9

Purpose: To establish a Fire Chiefs Work Plan for the Smoky Lake County Emergency Services.

Policy Statement and Guidelines:
<p>STATEMENT:</p> <p>The Fire Chief's Work Plan: <i>Schedule "A"</i> outlines the Work Schedule of Projects and duties on a daily, weekly, monthly, periodic and seasonal time frame which provides detail work to be undertaken in the Emergency Services. The Emergency Services Department: Personnel List "<i>Schedule B</i>" outlines the departments personnel and responsibilities.</p> <p>BENEFITS:</p> <p>The Fire Chiefs Work Plan will provide the following benefits:</p> <ul style="list-style-type: none"> ■ Broaden the portfolio of the Emergency Services for Smoky Lake County. ■ Good understanding of the process of the Fire Chief. ■ Increase efficiency and strengthen timeframe of deadlines. ■ Establishes accountability of Emergency Services. ■ Communication Tool. <p>REVIEW:</p> <p>The Fire Chiefs – Emergency Services Work Plan will be reviewed and presented to Council on an annual basis beginning of each year.</p>

Section 02-M

Policy: 03-11



SCHEDULE "A"

FIRE CHIEF'S – EMERGENCY SERVICES: WORK PLAN 2022

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcome
DAILY				
0.5 hour	General Administration	Coding of purchased goods.	Code purchased goods to the correct department.	Monitor budget throughout the year and make sure every department gets paid on time.
15 min	Fire Permits	Issue fire permits to residents.	Write up permits, site inspections during dry periods or questionable burns.	Document
1-2 hours	If inspections are required			
1 hour	Office Work	Check emails, work on grants, phone calls.	Respond to email and research grants to fund projects for the fire departments.	Make sure grant deadlines are met.
0.5 hour	Bank Deposits	County deposits.	Deliver bank deposits.	Help out office staff.
15 min	Vehicle Pre-Trip Inspection	Complete Pre-Trip Inspection.	Report any issues to mechanics.	Working with safe equipment.
	Respond to Fire Calls	Organize equipment or manpower, if needed.	To be of assistance and guidance to the departments.	Complete the tasks safely and in a timely manner.
WEEKLY				
1 hour	Manager Meetings	Meet with other managers to ensure timely operations are occurring.	Assist other departments as required.	Communication tool.
6 hours	Fire Hall/ Equipment Inspections	Inspect fire hall trucks, equipment and document issues to be replaced or fixed.	Look for problems and issues the department may have with the equipment or vehicles.	Ensure all trucks and equipment are ready for calls.
1.5 hours per invoice	Emergency Services Invoicing	Invoice for all accidents and fires that occurred.	Obtain fire department reports as well as RCMP collision reports. Work with insurance companies to get claim numbers and the adjustor information. If no claim is made find out landowner information and submit invoice to the landowner.	Recover all or partial costs.
1 hour	Safety Meetings	Meet with all staff.	Discuss safety issues and incidents. Discuss workers concerns.	Address concern and issues that take place in the work week.
1 hour	Social Media	Update and post relevant information on social media networks.	Informs the members and general public of the fire departments operations and community participation.	Communication tool Recruitment and Retention Tool.
3 hours 2 hours 2 hours	Fire Meetings Smoky Lake Vilna Waskatenau	Meet with all fire departments.	Discuss concerns or equipment purchases. Maintenance and call sheets.	Communication.
	Fire Calls	Fill out all reports for all outside agencies.	Report environment hazards to Alberta Environment. Report all incidents to AEMA contact fire investigators and any other agencies needed.	Ensure all agencies have the information to complete the job. Adhere to legislative requirements.

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Fire Chief's – Emergency Services: Work Plan

MANAGEMENT

FIRE CHIEF'S – EMERGENCY SERVICES: WORK PLAN 2022- Continued:

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
WEEKLY-Continued				
5-6 Hours NEW	Regional Fire Study: Transitional Solutions	Provide information, stats and legislative documents to complete the project	Collect all emergency response demographics, fire department rosters, training records, policies, bylaws, meetings, surveys and interviews	Once the Project is completed, Regional implementation of the suggested recommendations.
1-3 hours	Covid-19	Research and read all Covid-19 precautions, restrictions and PPE requirements needed for first responders	Create memos and protocols for fire department members to read and follow when responding to calls and for practices and training nights.	Education and Communication tools.
1-2 Hours	Vehicle Maintenance	Complete inspections, clean and disinfect vehicles	Complete pre and post trip inspections, wash/organize and disinfect vehicles	Staff safety and following protocols
MONTHLY				
2 hours	Monthly Reports to Council	Manager report form.	Fill out forms.	Maintain record of reports.
2 days	Fire Protective Services Committee	Research topics. Prepare packages.	Prepare agenda every second month. Prepare Request for Decision forms. Photocopy packages.	Maintain agenda packages.
2 days	Smoky Lake Region Fire and Rescue Committee	Research topics. Prepare packages.	Prepare agenda quarterly. Prepare issues for discussion forms. Photocopy packages.	Maintain agenda packages.
2 hours	Joint Health and Safety Meeting	Attend Safety Meeting.	Bring up any issues and/or concerns.	Safety and Department Communication.
4-6 hours	Departmental Meeting	Manager Cascade report form	Prepare report for day-to-day operations of Council to review	Communication tool
2 hours	Office Staff Meeting	Attend staff meeting.	Bring up any issues and/or concerns.	Safety and Department Communication.
1 hour	Action Lists	Monitor direct action to be completed.	Complete action requests as directed by Council and Committee.	Complete action list prior to next meeting.
1 hour	Monthly Time Sheets	Summary sheets for holidays, vacation and sick time.	Fill out form and hand-in to Payroll Department and Chief Administrative Officer.	Maintain records.
1 day	Fire Newsletter	Create a monthly emergency service newsletter for the fire departments and internal entities.	Attend meetings and practices, report on all training and maintenance of vehicles completed by the departments for the month.	Communication.
5 hours	AFRRCS Technical Administrator	Oversee Fire Protective Services and Peace Officer radio communications.	Review Government quarterly reporting, Submit request tickets for communications issues, repair or reprogram any radio infrastructure owned by the Municipalities.	Communication.
5 hours	VHF Radio Administrator	Oversee all Public Works radio communications.	Maintain and operation the VHF radio system, schedule all repairs and updates.	Communication.
5 hours	Smoky Lake County Website: Emergency Services Department	Create and edit the Emergency Services Department on the Smoky Lake County Website.	Update policies and bylaws, post the fire newsletter and add issues and decisions addressed by Council.	Communication.
5 hours	Training	Schedule and plan training nights for the weekly meetings for the departments.	Research and develop training for the members.	Maintain records.

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Fire Chief's – Emergency Services: Work Plan

MANAGEMENT

FIRE CHIEF'S – EMERGENCY SERVICES: WORK PLAN 2022- *Continued:*

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
MONTHLY-Continued				
4-5 days	Emergency Services Invoicing	Invoice for all accidents and fires that occurred.	Obtain fire reports from the departments and RCMP reports. Write letters and invoices explaining the various charges.	Forward copies to appropriate departments. Maintain records and all invoices.
3-5 Days	Fire Apparatus Operations	Create and deliver a service/ maintenance schedule and programs on the apparatus operations.	Starting all equipment in the apparatus, servicing the foam systems, exercising all valves, cleaning/flushing all equipment.	Ensure all equipment is in good working order and ready to use.
5 hours	Budget	Review and monitor budget process of expenditures.	Remain within budgetary guidelines.	Finance management.
3 days	Fire Department Supplies	Order supplies for the departments are requested.	Research best quality and prices. Place orders and deliver them.	Communication.
2 days	Fire Department Inventory	Review with Fire Department Inventory of Supplies and Materials.	Research and develop list for budget purposes.	Budget
PERIODIC				
	SOG Review	A standard established by the Municipalities for the level of service the fire departments will perform.	This is a working document. Fire Departments review and make recommendations based on more equipment and training or a need to provide a service.	Proper documentation.
Conf. 4 days Meetings 1 day	Conference and Regional Meetings	Attend Fire Chief Conference and Regional Meetings.	Look at new products. Network with surrounding departments, share information on what works and what needs improvement.	Education.
4 hours	Fire Rescue Regional Committee	A regional committee to deal with issues from the fire departments.	Focus to address fire and rescue issues on a regional level in an advisory capacity as per bylaw 1286-15	Implementation of an Action list.
3-4 Days	Operation Cost Analysis	An analysis of operational costs for each municipality to operate the Fire Departments.	Working with each municipality to generate an operational cost for each fire department.	Monitor and Document.
2 hours	RCMP Liaison Meeting	Meeting with RCMP with Fish and Wildlife in attendance.	Focus to address issues or concerns with the RCMP or Fish and Wildlife.	Communication.
4-5 Days	Load Occupancies, Building Inspections, Fire Investigations	Provide inspections and information for businesses and homeowners for insurance and licensing permits. Assist in fire investigations on a structure or insurance claims.	Allow business to open and apply for liquor licenses. Find causes of fire and get insurance to approve payments for the cost of fire suppression.	Allows Private Business to open their doors.
6-10 hours	Drone Work	Fire investigations, Fire awareness, Formal requests.	Collect pictures and data for reports and requests.	Information, Reports and Assistance.
7-10 Days	Legal Proceeding	Key Contact for all legal proceeding involving fire protective services.	Provide reports, pictures, videos and information to Crown Prosecutor.	Assistance.
2 hours	Insurance	Review insurance coverage with Fire Departments.	Register new and existing member on a yearly basis.	Monitor and Document.
1 day	Mock Disaster Training every second year	Attend training from Private Companies for Emergency Response.	Trans Canada Pipelines, Vitera, Richardson Pioneer, Esso, Enbridge, Smoky Lake Forestry.	Fire Department Awareness.
1-2 days	Emergency Preparedness Week	Provide content on emergency preparedness and other emergency operations.	Coordinate with other emergency services to provide an educational day for the public.	Education and public awareness.

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Fire Chief's – Emergency Services: Work Plan

MANAGEMENT

FIRE CHIEF'S – EMERGENCY SERVICES: WORK PLAN 2022 - *Continued:*

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
PERIODIC-Continued				
2-4 hours	Presentations	Present to different school age groups, as requested.	Fire Prevention Week, Emergency Preparedness Week, Career Days, Job Fairs, Fire Extinguisher Usage, Party Program, DARE Program, Play Safe-Be Safe Program.	Education.
6 days	Instructor	Teach fire department professional firefighter courses.	Work with Cory Whitlock and Lakeland College to meeting the requirement to host and teach the courses.	Fire department preparedness.
6 weeks	GIS	Tracks speed and location of emergency vehicles as well as have Bonnyville Regional Fire Authority able to route fire crew to the calls. Since 2014 all fire permits and collisions are entered into the GIS system.	Meet with Carole and Brian to perform regular checks and test runs. Make sure all emergency vehicles are checking in and tracking.	Fire department communication.
1-2 hours	Fireworks Permits	Issue fireworks permits to residents.	Explain rules and regulations to residents on firing off fireworks.	Documents.
1 hour	Fire Smart Program for Planning and Development	Working with the Planning Department and new developers to fire smart their development to reduce fire risk.	Supply new developers with information, answer any questions and complete inspections if required.	Education
2 hours	Mutual Fire Aids	Update Mutual Fire Aid Agreements.	Update and keep Mutual Fire Aid Agreement current.	Monitor and communication with Mutual Aid partners (Municipalities).
3 days	Strategic Priority Chart	Operational Strategies for protective services.	Addressing councils' priorities and current issues.	Long term planning.
2-3 days	Recruitment and Retention	Working with the Fire Departments to attract new members to joint and recognize members for the years of service.	Create posters and advertising in local media for members. Follow County policy on recognition for fire members.	Document.
3 Weeks	Junior Fire Summer Camp	Create a week long summer fire camp program to bring interest for new members to the fire department.	Create an outline and budget, Organize equipment and instructors.	Fire Department Recruitment and Retention.
30 mins Each call	Assist Safety Officer	Assist Safety Officer in investigations on County Road Incidents.	Collect and Photograph incidents on County Roads for County Investigations and documentations.	Insurance and Liability Requirements, as per Policy.
4-6 hours	AFRRCS Technical Administrator	Key Contact with the Province for the AFRRCS System.	Report radio issues, ordering and programming of radios.	Fire Department Emergency Communications monitoring.
2-4 hours	VHF Public Works Communications	Key Contact with Bearcom for the VHF radio system.	Report radio issues, check radio equipment and manage the tower site.	Public Works radio communications monitoring.
7-10 Days	Wash Fire Gear	Clean/wash fire gear that was exposed to hazardous incidents.	Strip down fire gear that was worn by firefighters at fires and any other hazardous incidents and wash. Inspect for any repairs or if professional cleaning is needed. Gear will be sent away then.	Firefighter safety and OHS requirements.

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Fire Chief's – Emergency Services: Work Plan

MANAGEMENT

FIRE CHIEF'S – EMERGENCY SERVICES: WORK PLAN 2022 - *Continued:*

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
SEASONAL				
January and February	Review Policies and Bylaws	Update all Policies and Bylaws.	Make the departments more efficient.	Education.
	Year End	Ensure all invoices are paid and bills were coded to proper accounts.	Go through the ledger.	Meet with Finance Department.
	Plan Fire Training	Talk to Cory Whitlock for Fire Courses.	Complete the year of training schedules.	Communication with Fire Departments.
	Renew Memberships	Renew all fire fighters and Councilors.	Fill out paper work and send away.	Document.
	Fire Fighter Insurance Renewal	Renew all fire fighters that would like insurance coverage.	Fill out paperwork and send to Finance Manager.	Forward to Finance Department.
	Fire Department SOG's	Review the Fire Department Standard Operating Guidelines.	Make recommended changes to the SOG binders. Review with each Fire Department. Make sure all binders are updated.	Communication with each respective Council.
	Fire Call Invoicing	Invoice for all calls	Meeting with Fire Department, police to get all the reports for accurate billing.	Recover Costs.
	Order Equipment	Start ordering equipment for the Departments.	Order is approved as per Capital Budget.	Fire Department preparedness.
March / April	Summer Preparations	Order supplies.	Order foam, forestry hoses from grass fire season.	Fire Department preparedness.
	Formal Training(1)	Cory Whitlock teaches an NFPA 1001 course.	Train Departments to the Professional Fire Fighter standards.	Education and Awareness.
	Annual Safety Meeting	Attend Safety Meeting.	Attend annual safety meeting. Report unsafe conditions or work to supervisor to resolve.	Keep informed on safety practices/ policies of the County.
	Service Fire Equipment	Prepare Fire equipment for full operation.	Prepare 1 Ton Truck with skid unit. Ensure 2 Ton Truck is fully operational.	Communicate with Public Works Shop Foreman.
	Update Work Plan	Update Work Plan to keep current and accurate.	Review the years worked and make appropriate changes.	Communication to Council.
	Attend Regional Spring Fire Meeting	Update region on Fire Calls, training, issues and share information networks with counter parts.	Register and submit.	Education.
	CVIP Fire Trucks	Public Works Mechanics certify vehicles.	Year Requirements.	Communicate with Public Works Shop Foreman.
May	Fire Bans	Monitor Fire Bans: weather, SRD reports and County conditions.	Fire Bans maybe implemented.	Implement as per Policy.
	Fire Protection	Monitor Fire situation.	Implement a Fire Ban, if necessary. Advertise and ensure all fire ban signs are posted. Call residents that have fire permits to cancel.	Implement as per Policy.
	Regular Maintenance on Equipment	Oil changes and maintenance	Done yearly.	Communicate with Public Works Shop Foreman.

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Fire Chief's – Emergency Services: Work Plan

MANAGEMENT

FIRE CHIEF'S – EMERGENCY SERVICES: WORK PLAN 2022 - *Continued:*

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
SEASONAL- <i>Continued</i>				
June July August	Attend Fire Chiefs Conference	Week-long conference.	Register all Council and fire chiefs.	Education.
	Order Equipment	Order equipment as per budget.	Order equipment for departments that were specked out at Fire Chief's Convention.	Fire Department preparedness.
	Summer Fire Camp	Create a week long summer fire camp program to bring interest for new members to the fire department.	Create an outline and budget, Organize equipment and instructors.	Fire Department Recruitment and Retention.
	Formal Training(2)	Cory Whitlock teaches an NFPA 1001 courses.	Train departments to the professional fire fighter standards.	Fire Department preparedness.
September	Fire Protection	Monitor Fire Stations.	Implement a Fire Ban, if necessary. Advertise and ensure all fire ban signs are posted. Call residents that have fire permits and cancel.	Insurance and Liability, as per Policy. Protection for the County residents and the County region.
October	Fire Equipment	Service Fire Equipment.	Winterize 1 Ton Truck and skid unit. Ensure the 2 Ton is ready for winter and parked in the heated shop.	Communicate with the Public Works Shop Foreman.
	Budget Meeting for Fire and Capital Assets	Meet with the Finance Department to review Budget.	Evaluate programs and capital needs, price items and prepare budget.	Communicate with Fire Departments and Finance Department.
	Fire Department Budgets	Meet with each Fire Department on the training, equipment and maintenance the department would like to see the following year.	Prepare cost to date, price new equipment and prepare for the Budget to Council.	Communicate with Fire Departments and Finance Department.
November	Regional Fire Meeting	Attend Regional Fire Meeting.	Report to the region the Smoky Lake Fire year.	Communication.
	Formal Training (3)	Cory Whitlock teaches NFPA 1001 courses.	Train departments members to the professional fire fighter standards.	Fire Department preparedness.
December	Grants	Apply for Grants.	Training Grants and Capital Grants.	Work with Finance Department.
	License Renewal	Renew Fire Fighters Medical License.	Complete paper work and submit.	Education.
	Fire Training	Preparation of fire training schedules.	Coordinate schedule with Cory Whitlock and develop a training calendar.	Document
	Budget Review	Review the Budget.	Review ledger- make sure all purchases and properly coded and all purchases are complete.	Communicate with Finance Department.
	Fire Department Payments	Reconcile Fire Department hours.	Review all call sheets and reimburse each department.	Communicate with Finance Manager.

Page 7 of 9.

Fire Chief's – Emergency Services: Work Plan

MANAGEMENT

FIRE CHIEF'S – EMERGENCY SERVICES: WORK PLAN 2022 - Continued:

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
2022 ASSIGNMENTS				
July 7, 2015	Motion # 783-15	That Smoky Lake County enter into the Alberta Medical First Response Program with Alberta Health Services and proceed to develop a Bylaw to detail the Specifics of the program.	Research completed on other municipalities bylaws in regards to the Alberta Medical First Response Program with Alberta Health Services. Administration is currently creating the bylaw for a future Fire Protective Services Committee Meeting.	Adopting the new Bylaw
January 28, 2021	Motion # 298-21	That Smoky Lake County in partnership with the Town of Smoky Lake, Village of Waskatenau, and the Village of Vilna participate in the application of the 2020-2021 Alberta Community Partnership (ACP) Grant for the Project Titled: Regional Fire Services under the "Intermunicipal Collaboration Framework" Component Grant for the total project cost in the amount of \$200,000.00; and approve Smoky Lake County to be the Managing Partner under the said application; and further agree to abide by the terms of the Conditional Grant Agreement governing the purpose and use of the grant funds.	<p>Waskatenau Motion # 15-2021 That Village of Waskatenau in partnership with the Smoky Lake County, Town of Smoky Lake and the Village of Vilna participate in the application of the 2020-2021 Alberta Community Partnership (ACP) Grant for the Project Titled: Regional Fire Services Study under the "Intermunicipal Collaboration Framework" Component Grant for the total project cost in the amount of \$200,000.00; and approve the Smoky Lake County to be the Managing Partner under the said application; and further agree to abide by the terms of the Conditional Grant Agreement governing the purpose and use of the grant funds.</p> <p>Smoky Lake Motion # 12-2021 That Town of Smoky Lake in partnership with the Smoky Lake County, Village of Vilna and the Village of Waskatenau participate in the application of the 2020-2021 Alberta Community Partnership (ACP) Grant for the Project 2021-IC-25 Titled: Regional Fire Services Study for the total project cost in the amount of \$200,000.00; and approve Smoky Lake County to be the Managing Partner under the said application; and further agree to abide by the terms of the Conditional Grant Agreement governing the purpose and use of the grant funds.</p> <p>Vilna Motion # 08-21 That the Village of Vilna in partnership with the Town of Smoky Lake, Village of Waskatenau, and Smoky Lake County participate in the application of the 2020-2021 Alberta Community Partnership (ACP) Grant for the Project 2021-IC-25 Titled: Regional Fire Services Study Project under the "Intermunicipal Collaboration Framework" Component Grant for the total project cost in the amount of \$200,000.00; and approve Smoky Lake County to be the Managing Partner under the said application; and further agree to abide by the terms of the Conditional Grant Agreement governing the purpose and use of the grant funds.</p>	Proceed with the study

Fire Chief's – Emergency Services: Work Plan

MANAGEMENT



SCHEDULE "B"

Smoky Lake County Emergency Services Year 2022
Personnel and Responsibilities

Description	Fire Chief	Deputy Chief
Fire Protective Services agenda packages	90%	10%
Smoky Lake Region Fire and Rescue agenda packages	90%	10%
Joint Health and Safety Meetings	100%	0%
Departmental Meetings	100%	0%
RCMP liaison Meetings	100%	100%
Zone 3 Regional Meetings	100%	0%
County Budget Meetings	100%	0%
Fire Department Meetings	70%	50%
Joint Council Meetings	100%	100%
Joint Municipalities Meetings	100%	0%
Agriculture and Forestry Meetings	100%	0%
Staff/Office meetings	100%	100%
Alberta Fire Chief Conference	100%	20%
Alberta Emergency Management Summit Conference	100%	0%
Presentations	90%	10%
Responding to Calls during Working Hours	100%	100%
Responding to Calls After Hours	85%	60%
Fire Department Formal Training	100%	100%
Smoky Lake Fire Department Informal Training	40%	60%
Waskatenau Fire Department Informal Training	90%	10%
Vilna Fire Department Informal Training	100%	0%
Junior Summer Fire Camp	40%	60%
Fire and Fireworks Permits/Inspections	50%	50%
Emergency Services Invoicing	30%	70%
Research/Purchasing/Coding of Supplies	70%	30%
Vehicle Maintenance/Servicing	10%	90%
Firefighting Gear and Equipment Maintenance	40%	60%
AFRRCS/VHF Radio Communications	100%	0%
Grant Applications	100%	0%
Fire Inspection and Load Occupancies	50%	50%
Fire Investigations	80%	20%
VFIS Insurance	100%	0%
GIS Data Entry	30%	70%
Legal Proceedings	100%	0%
Inventory	0%	100%
Drone Work	100%	100%

Fire Chief's – Emergency Services: Work Plan

MANAGEMENT

Carried.

Management Policy Statement No. 02M-02-11: Safety Officer Work Plan

463-22: Fenerty

That Smoky Lake County's Management Policy Statement No. 02M-02-11: Safety Officer Work Plan, be accepted as amended for Year 2022 as follows:

Title: Public Works Department: Safety Officer: Work Plan	Policy No.: 02-11 E
Section: 2 - M	Code: P - A
Page No.: 1 of 6	

Purpose:	To establish a Safety Officer Work Plan for the Smoky Lake County Public Works Department Program.
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Policy Statement and Guidelines:

<p>STATEMENT:</p> <p>The Public Works Department Safety Officer Work Plan, Schedule "A" outlines the Work Schedule of Projects and duties on a daily, weekly, monthly, periodic and seasonal time frame which provides detail work to be undertaken in the Public Works Department Program.</p> <p>BENEFITS:</p> <p>The Public Works Department Work Plan of the Safety Officer will provide the following benefits:</p> <ul style="list-style-type: none"> ▪ Broaden the portfolio of the Public Works Department Program ▪ Good understanding of the process of the Public Works Department. ▪ Increase efficiency and strengthen time frame of deadlines. ▪ Establishes accountability of the Program. ▪ Communication Tool. <p>REVIEW:</p> <p>The Public Works Department Safety Officer Work Plan will be reviewed and presented to Council on an annual basis beginning of each year</p>



Section 02-M

SCHEDULE "A"

Policy: 02-11

PUBLIC WORKS DEPARTMENT: SAFETY OFFICER WORK PLAN 2022

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
DAILY				
End of day ½ hr	Dip fuel tanks	Dip fuel tanks for reconcile fuel amounts.	Measure fuel amounts from fuel tanks.	Maintain fuel inventory.
As they come in	Respond to e-mails	Respond from e-mails from kyetech on messages from tax payer concerns.	Call taxpayers from after hour call to kyetech.	As per Work alone policy.
3 times per day- ½ hr	Safety Tracking	Keep contact with anyone working alone morning, noon and end of the day.	Call them or receive calls from them.	As per Work Alone Policy.
As they come in- ½ hr	Answer phones	Field public complaints.	Talk to public to help with complaints.	Public relations.
When needed- ½ hr-2 hrs	Fix phone problems	fix phone problems or program problems.	Talk to Telus or fix the problem.	Better communications.
When needed - ½ hr - 2hrs	Monitor Phone plans	monitor phone plans for best pricing.	Talk to Telus or competitors.	Better communications and cost savings.
When needed- ½ hr - 2hrs	Fix Air card problems	Fix air cards or replace when needed.	Talk to communication companies.	Improves communication.
when operating vehicle-15 min	Vehicle check list	Checking fluid levels and light operations as well as overall vehicle condition.	Doing checklist.	Safe operations for vehicle.
As they come in ½ hr.	Check over JSA forms from site inspections	Review JSA forms to make sure proper hazards were identified.	Review.	Compliance as per safety policy.
Every day ½ hr	Update information board	Update information board as to COVID progress in our county	Post latest updates as it pertains to staff to be placed on info board	Keeping staff aware of COVID progress
When operating vehicle 10min	Clean unit inside and out	Clean out vehicle disinfect inside and wash outside	Cleaning vehicle	Safe operations for vehicles
Daily update 5-10 min	Get updates from provincial government on COVID	Look over provincial operations sit rep	Read over daily operations within the province	Keep updated to what is happening within the province
WEEKLY				
When needed- 1-3 hrs	Hazard Identification	Hazard identification is done whenever a new job is done.	Identifying hazards on the job.	Lower incidents.
One per week - 1hr	informal inspections	informal inspections are done at all jobs within the county.	Inspect the hazards identified making sure jobs are safe.	Lower incidents.
Every Monday morning- 1hr	Toolbox meetings	Conduct a toolbox meeting for most workers.	Keep records for meetings.	Awareness.
After tools box meetings- 1 hr	Management meetings	Report on upcoming projects for the week.	Give updates and talk about upcoming projects.	Reporting.
Once per week 2 hrs	Virtual updates for COVID	Attend provincial virtual meetings with province	Get updates as to COVID progress	Keeping staff informed
Once per Month 2hrs	Cascade reports	Update on progress on projects.	Enter on computer duties and what has been done.	Reporting.

PUBLIC WORKS DEPARTMENT: SAFETY OFFICER WORK PLAN 2022 - *Continued:*

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
MONTHLY				
Once per Month 8hrs	Fuel Entries on computer	Enter report on computer for fuel management.	Enter entries on AS 400.	Fuel Management.
Once per Month 8hrs	Phone Entries on Computer	Enter phone usage on computer.	Entries on computer.	Fuel usages.
Once per Month 2hrs	Safety Committee	Report activities pertaining to safe or the staff.	Act as an advisor for the committee reporting on events.	Complying with the OHS requirements and having staff awareness.
Once per month-1hr	Service Generators	Start generators and check oils.	Up keep to make sure generators are ready to be started in the event of an emergency.	Emergency properness.
Once per month-2hrs	Act as advisory for Town of Smoky Lake safety committee	Give advice on what to look for and what should be done	Attend the meeting and act as advisor capacity only	Help neighboring municipality become safety compliant
Once per month-2hrs	Management reports	Make reports on cascade reporting system	Keeping council up to date as to activities done that month	Keeping council updated
Once per month-4hrs NEW	IMT training virtual	Attend monthly training events of ICS models	Keep updated for ICS structure	Increase knowledge for County ICP
Once per month 4hrs NEW	Attend Departmental meeting	Attend meeting with Council to report on activities	Keep council updated as to the activities being done	Keep council updated
PERIODIC				
When required 1-6 hrs.	Update training matrix	Keep training matrix updated as to staff qualifications	Computer entries to keep updated	Proper inventory of staff qualifications
When required 1-8hrs	Work on special projects when required	Look into pricing of oversee a project as requested by P.W Manager.	Make calls for prices or site inspections.	Assist other departments.
Every 2 years 16 hrs	First-aid training	Safety training.	Teach as per policy requirements.	Trained staff.
Every 2 years 4 hrs	CPR training	Safety training.	Teach as per policy requirements.	Trained staff.
Every 2 years 6 hrs	Defensive Driving Training	Safety training.	Teach as per policy requirements.	Trained staff.
Every 2 years 6 hrs	Professional driving improvement course	Safety training.	Teach as per policy requirements.	Trained staff.
When needed 4 hrs	Flag person Training	Safety training.	Teach as per policy requirements.	Trained staff.
When needed 4 hrs	WHMIS Training	Safety training.	Teach as per policy requirements.	Trained staff.
When needed 1-40hrs	Instructor courses	Safety training.	As requirements for certification.	Keeping instructors current.
Every 3 years 4 hrs	TDG Training	Safety training.	Teach as per policy requirements.	Trained staff.
Every 3 years 16 hrs	ATV Training	Safety training.	Teach as per policy requirements.	Trained staff.

Public Works Department: Safety Officer Work Plan

SUPERVISOR

PUBLIC WORKS DEPARTMENT: SAFETY OFFICER WORK PLAN 2022 - *Continued:*

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
PERIODIC-Continued				
When needed 6hrs	De Escalating Potential violent situations	Safety Training.	Teaching to staff to keep them safe.	Trained staff.
When needed 16 hrs	Physiological first aid	Safety Training.	Teaching staff for mental health.	Trained staff.
When requested 2-4hrs	CPTED	Visiting taxpayers yards to give them ideas to keep their yards safe.	Do checklist for potential areas for crime.	Educate taxpayers and keeping their yards safe.
Every 3 years 6 hrs	Fork lift training	Safety training.	Teach as per policy requirements.	Trained staff.
When needed 1-16hrs	Additional training for external instructors	Arrange external instructors for training ie. Grader training, Skid steer training scissor lift training.	Finding qualified instructors to teach staff proper operations.	Trained staff.
When needed 1-2 hrs	Arrange online training for staff	Arrange online training for staff to keep updated as needed	Finding computers and registering staff	Trained staff
When needed 2 - 3 hrs	Orientation	Orientation of staff.	Instruct staff on how to do their job safely.	Trained staff.
When needed 1-4hrs	Incident investigation from public	Complete reports and determine root causes.	Trained in investigation of incidents.	Reduces pay out from county.
When needed 1-4hrs	Incident investigation from staff	Complete reports and determine causes	Trained in investigation.	Awareness.
When needed 1-4 hrs	Work Plan	Plan for the upcoming year projection.	Review work plans and make the changes as needed.	Submit to Council.
2X per year	Service command unit	Have unit ready for summer use and also winterize	Service unit	Emergency preparedness
1X per year NEW	Pull drivers abstract for staff	Check for qualified staff	Get drivers abstracts done at registries and review as to qualifications	Proper qualified staff for safe operations of county units
When needed	Fill out WCB reports	Complete reports	Fill out reports to WCB	As require by government
When needed 2 hrs	Risk Management	Attend workshops provided by RMA insurance.	Complete homework as required as per Risk management requirements.	Incorporate guidelines & policies as per program.
When needed	Transport worker to OIS clinic Edmonton	Transport injured worker to OIS clinic.	Get worker to OIS doctor to be checked for injuries.	Worker support.
When needed 1-8 hrs	Manage phone problems	Up keep phone communications.	Fix phone problems and keep communication with Telus.	Working phones for work alone policy.
When needed 1-3 hrs	Answer e-mails from Call center for after hour complaints	Receive e-mail for calls from kyetech.	Respond to e-mails by calling complainants back.	Phoning taxpayers and hearing complaints.
When changes are needed - 1hr	Manage work alone account	Up keep data from kyetech.	Call kyetech to get and give update on staff.	Better working system.
When called 1hr	Receive calls from after hour operator for taxpayers concerns	Receive e-mails from call center for after hour concerns.	Contact taxpayer and answer question or forward onto responsible department	Keeping taxpayers answers answered as soon as possible

Public Works Department: Safety Officer Work Plan

SUPERVISOR

PUBLIC WORKS DEPARTMENT: SAFETY OFFICER WORK PLAN 2022 - Continued:

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
PERIODIC-Continued				
When the need arises -8 hrs	Write safety policies	Update and write new policies when needed. And review old policies	Make new policies. And review old policies	As per OHS regulations.
When the need arises	Testing of drugs for staff suspected to be under the influence	Take staff to testing facility when drug use is suspected or post major incident.	Transport staff.	As per policy.
1X per year	Provide information to Federation gas coop for safety compliance	Fill out application for gas dept to deliver odorant to company in Fort Mac.	Compliance audit requirement for oil companies.	Ability to deliver odorant products.
1X per year 24hrs	Attend Annual H&S safety conference	Attend conference for learning opportunity.	Listen to speakers.	Education.
2X per year 8-12hrs	Attend Safety group NASC	Attend workshop for learning opportunity.	Listen to other municipalities and also speakers from OHS,WCB, AMHSA	Education.
4-5 X per year 2 days	Chair Provincial Safety/ Utility group (RUSA)	Host yearly conference for all municipalities.	Work with team of municipal workers to provide a yearly conference to train staff.	Staff becoming more knowledgeable on safety and utilities developments.
1X per year 2-3 days	Attend yearly conference	Attend yearly conference and bring staff also to share ideas.	Listen to speakers.	Education.
4-6 meeting per year - 1-8hrs	Chair Organized regional team (ASIST)	Training at provincial level.	Provide training and active phone list.	Provincial IMT team.
4-6 events per year -4-24hrs	ASIST Training	Organize training for ASIST team for large scale emergencies.	Look for instructors and locations to host training.	Organized training for large scale events.
When needed 40hrs	Up Date CEMP manual	Receive information from municipalities.	Enter info on computer.	As per Bylaws.
When needed 1hrs NEW	Make changes for codes for Fuel pumps	Security	Enter codes for new staff and remove staff form codes	Fuel management security
When needed 1hrs NEW	Make changes for codes for back gales	Security	Enter codes for new staff and remove staff form codes	Yard security
When needed 1hrs NEW	Make security system code changes for shop and office.	Security	Enter codes for new staff and remove staff form codes	Security
2X per year 4hrs	Hold regular meeting	Update upcoming training or updates for policy.	Chair meeting.	Keeping regional municipalities informed with COA's.
As needed 2-4hrs	Hold regular meeting	Update regional Councils.	Chair meeting.	As per Bylaws.
As needed 2-4hrs	Hold yearly meeting	Update outside agencies as to responsibilities.	Chair meeting.	Keeping agencies informed as per bylaw.
Yearly 8hrs	Hold table top training for EOC team	Do yearly training exercises.	Host and arrange coordinator.	Compliance as per LAEMR requirement.
1-2X per year 8-24 hrs	Do yearly training for EOC team	Receive training or organize training when needed.	Organize training.	Emergency preparedness.
When required 8hrs	Apply for grants when needed	Apply for disaster services grants.	Arrange regional funding for emergency services.	Keep updated equipment.

Public Works Department: Safety Officer Work Plan

SUPERVISOR

PUBLIC WORKS DEPARTMENT: SAFETY OFFICER WORK PLAN 2022 - Continued:

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
PERIODIC-Continued				
When needed 1-8hrs	Public works requests	Assist P.W. managers in supervising jobs.	Follow up on projects.	P.W. assist.
When needed 1-8hrs	Assist all other departments	Look up safety equipment or requests.	Research prices or look after jobs.	Working relations with other dept.
Quarterly 24hrs	Vice president RUSA	Arrange yearly (RUSA) Rural Utility Safety Association convention.	Work in conjunction with other board members.	Showing leadership in the municipal experience.
When required	Safety training	School training.	Teach to children.	Trained children.
When required	Safety training	Further Education training.	Teach to public.	Trained public.
When required	Safety training	Foundation training.	Teach to staff.	Trained staff.
When required	Safety training	Fire dept training.	Teach to volunteers.	Trained fire fighter.
Quarterly	Attend strat plan meetings	Follow directives sat out by strategic plan.	Update council on progress.	Stat plan compliance.
When required	Council requests	Fill out grant applications or gov programs	Research or investigate concerns	Grant funding or reimbursement
When required	Assist P.W. when needed	Pick up parts from various locations.	Parts pick up.	Helping public works completing jobs.
When required NEW	Watch for flooding within areas	Observe and document snow activities for possible flooding	Observe possible flooding problems	To be done in event of a DRP claim
SEASONAL				
By October	Annual Safety Audit	Complete internal or participate in an external inspection	Do safety audit to achieve COR	Rebate in WCB rates
Jan - Dec	Yearly Spring Safety meeting	Coordinate annual safety meeting	Get guest speakers and organize meeting	Awareness
May	Attend yearly Disaster forum	Yearly Disaster conference	Learn new ways to deal with emergencies	Learning experience
November	Attend yearly AEMA Summit	Yearly Emergency Management Conference	Attend conference and sharing of ideas to improve awareness	Learning experience
June	Attend disaster summit	Yearly Emergency Management Conference	Attend conference to learn about global events	Learning experience
October	Attend Alberta Safety Conference	Attend yearly safety Conference	Listen to high quality speakers to improve the safety program	Learning experience
December	Attend annual safety conference	Rural utilities Safety Conference	Attend conference	Learning experience
June - Sept	Jubilee insurance inspections	Inspect all buildings 3rd party insured through county	Inspect buildings for county insurance when required	Reduces claims
Once per year	RMA Risk pro meeting and requirements	Attend RMA Risk pro meetings and fill out the requirements	Look at helping to create policies as per risk pro requirements	Reduces claims
Once per year	Review safety manual	Review safety manual when new equipment is obtained	Update manual	As per Strategic Plan 1.2(b)
Yearly	Social events	Arrange social events i.e. Golfing, annual Christmas party	Pickup gifts/prizes make arrangements	Employee retention/recognition.
Yearly	Upkeep of driver information	Have drivers abstracts completed	Go through abstracts and enter on computer when it expires	Making sure drivers are qualified to drive county units

Public Works Department: Safety Officer Work Plan

SUPERVISOR

Carried.

**Safety Officer's Report
Annual Safety Meeting**

464-22: Cere

That Smoky Lake County Council approve to close both County Offices at 4612 McDougall Drive and 5004 50 Street in the town of Smoky Lake, during the Year-2022 Annual Safety Meeting, for the purpose of accommodating all employees in attending the said meeting tentatively scheduled for Friday, April 29, 2022.

Carried.

Management Policy Statement No. 61M-01-11: Planning and Development Work Plan

465-22: Serben

That Smoky Lake County's Management Policy Statement No. 61M-01-11: Planning and Development Work Plan, be accepted as amended for Year 2022 as follows:

Title: Planning & Development Manager: Work Plan	Policy No.: 01-11	E
Section: 61 - M	Code: P - A	Page No.: 1 of 19
Purpose:	To establish a Planning & Development Work Plan for Smoky Lake County for the Smoky Lake County Planning and Development Department Program.	
Policy Statement and Guidelines:		
STATEMENT:		
The Planning and Development Department Work Plan, Schedule "A" outlines the Work Schedule of Projects and duties on a daily, weekly, monthly, and periodic time frame which provides detailed work to be undertaken in the Planning and Development Department Program. Smoky Lake County: Planning and Development Department Manager, Personnel List, Schedule "B" outlines the department's personnel and responsibilities.		
BENEFITS:		
The Planning and Development Department Work Plan will provide the following benefits:		
<ul style="list-style-type: none"> ■ Broaden the portfolio of the Planning and Development Department. ■ Good understanding of the process of the Planning and Development Department. ■ Increase efficiency and strengthen timeframe of deadlines. ■ Establishes accountability of the Program. ■ Communication and Cross-Training Tool. 		
REVIEW:		
The Planning and Development Department Work Plan will be reviewed and presented to Council on an annual basis beginning of each year.		

Section 61-M

Policy: 01-11

**SCHEDULE "A"
PLANNING AND DEVELOPMENT: WORK PLAN 2022**

TIME	WORK SCHEDULE	WORK DESCRIPTION WITH TASKS	ELEMENTS: TASKS DUTIES	VERIFIED OUTCOME
DAILY				
1-2 hours	Emails	<ul style="list-style-type: none"> ■ Review and respond to emails from the general public regarding Planning & Development related inquiries, permits and land issues. ■ Approach and follow-up with consultants/contractors/surveyors regarding specific projects/files. ■ Review and respond to emails from other County staff/Councilors related to Planning & Development issues. 	<ul style="list-style-type: none"> ■ Send and respond to received emails to/from various sources related to planning and development matters. 	<ul style="list-style-type: none"> ■ Ensure that customer inquiries are acknowledged promptly (within 1-3 days). ■ Ensure effective communication between departments.
1-2 hours	In-Person & Telephone Inquiries	<ul style="list-style-type: none"> ■ Receive and respond to telephone and counter inquiries related to Planning & Development. ■ Approach and follow-up with consultants/contractors/surveyors regarding specific projects/files. ■ Supply appropriate application forms for Development Permits, Subdivisions, Safety Codes, Roadway Licensing Agreements, Land Purchases, Road Closures and Heritage Intervention Permits to applicants. ■ Provide appropriate contact information for County contractors (i.e. The Inspections Group Inc., Municipal Planning Services, surveyors, Accurate Assessment Group, Government of Alberta contacts, etc.) 	<ul style="list-style-type: none"> ■ Place calls to landowners, consultants and County staff and managers. ■ Answer calls from landowners, consultants and County staff and managers. 	<ul style="list-style-type: none"> ■ Ensure that customer inquiries are acknowledged promptly (within 1-3 days). ■ Ensure that cross training is completed so there is an individual in the office able to assist customers with basic P&D inquiries when P&D Manager is unavailable.
5 hour	Organization	<ul style="list-style-type: none"> ■ Organize and prioritize daily work tasks as per discussions at the weekly Manager's Meeting and any other emergent issues that may arise. 	<ul style="list-style-type: none"> ■ Coordinate departmental tasks with the Planning Technician and communicate priorities and work schedule for the week. 	<ul style="list-style-type: none"> ■ At the end of the week, ensure all tasks are completed as set out at the beginning of the week. If not completed, add the tasks to complete the following week.
2-3 hours	Meetings	<ul style="list-style-type: none"> ■ Meet with staff, external agencies and consultants as required for current and proposed files/projects. 	<ul style="list-style-type: none"> ■ Attend and complete follow-up of meetings with landowners, consultants, County staff and managers and other individuals. 	<ul style="list-style-type: none"> ■ Ensure that all projects are proceeding in a timely manner and that updates on important issues are communicated to Council through the monthly Manager's Report.

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PLANNING AND DEVELOPMENT: WORK PLAN 2022 CONTINUED

TIME	WORK SCHEDULE	WORK DESCRIPTION WITH TASKS	ELEMENTS: TASKS DUTIES	VERIFIED OUTCOME
DAILY - Continued				
15-30 mins	Administrative Tasks	<ul style="list-style-type: none"> Update timesheet, update calendar with upcoming meetings, write task list for the day, organize work space and file completed paperwork. 	<ul style="list-style-type: none"> Complete monthly timesheets, filing, project tracking and manage calendar. 	<ul style="list-style-type: none"> Ensure that department is organized and tidy to promote efficient work.
TOTAL DAILY HOURS = 4-6 HOURS				
WEEKLY				
4-6 hours	Development Permits: Permitted Use or Variances under 25%	<ul style="list-style-type: none"> Meet with applicant to discuss the proposed development. Refer/discuss development proposals with other department heads as necessary. Review application to ensure that it is in compliance with the County's planning documents (LUB, MDP, ASPs & IDPs where applicable). Collect Development Permit fees as per County Bylaw 1387-20: <i>Planning and Development Fees</i>. Prepare and send external agency referrals as necessary. Input application into MuniSightPD for coordination with The Inspections Group and other County departments. Draft Development Permit (including conditions) and send to applicant. Forward a copy of the issued Development Permit to the County's Assessor, Safety Codes Agency, Gas Department and Peace Officer. Update Development Permit Listing. 	<ul style="list-style-type: none"> Conduct a review of development permit applications and refer to LUB/MDP/ASP and planning and development and heritage policies. 	<ul style="list-style-type: none"> Legislative requirement: Issue notice of application completion within 20 days & decision for Development Permits within the 40 day timeframe prescribed under the MGA. Development Permit applications will be processed in a timely and consistent manner.
9-11 hours	Development Permits: Discretionary Use or Variances above 25%	<ul style="list-style-type: none"> Meet with applicant to discuss the proposed development. Refer/discuss development proposals with other department heads as necessary. Review application to ensure that it is in compliance with the County's planning documents (LUB, MDP, ASP & IDPs where applicable). Collect Development Permit fees as per County Bylaw 1387-20: <i>Planning and Development Fees</i>. Prepare and send external agency referrals as required. Prepare Development Report for MPC (Municipal Planning Commission) review and consideration. Prepare Public Notice for County website and newspapers. <p><i>Continued below</i></p>	<ul style="list-style-type: none"> Conduct a review of development permit applications and refer to LUB/MDP/ASP and planning and development and heritage policies. 	<ul style="list-style-type: none"> Legislative requirement: Issue notice of application completion within 20 days & decision for Development Permits within the 40 day timeframe prescribed under the MGA. (The 40 day timeframe does not include the advertising period). Development Permit applications will be processed in a timely and consistent manner.

PLANNING AND DEVELOPMENT: WORK PLAN 2022 CONTINUED

TIME	WORK SCHEDULE	WORK DESCRIPTION WITH TASKS	ELEMENTS: TASKS DUTIES	VERIFIED OUTCOME
WEEKLY - CONTINUED				
		<ul style="list-style-type: none"> Prepare Notice of Decision in follow-up to MPC decision and mail to applicant. Prepare Adjacent Landowner Notification package (includes letter to adjacent landowner, FOIP Notice of Decision, FOIP Development Permit Application, Location Map) and mail to adjacent landowners. If no appeals are received during the 14-day appeal period, draft and issue Development Permit to the applicant. Forward a copy of the issued Development Permit to the County's Assessor, Safety Codes Agency, Gas Department and Peace Officer. Update Development Permit Listing. 		
3.5-5 hours	Field Work/Research	<ul style="list-style-type: none"> Conduct site inspections, capture photos and research background documents as required on newly received applications. <ul style="list-style-type: none"> Development: Review is completed to ensure: lands aren't subject to flooding, proposed development is setback appropriately from steep slopes, approaches meet County standards (confer with Public Works), rural addresses are assigned as necessary (confer with Peace Officer), availability of sufficient gas to meet the needs of the proposed development (if insufficient, place a condition on the Development Permit that any servicing costs shall be borne by the developer). Subdivision: Review is completed to ensure: lands aren't subject to flooding, any undevelopable areas in the tentative plan for subdivision are dedicated as Environmental Reserve, any lands to be dedicated as Municipal Reserve are able to be developed as parks, playgrounds or schools, approaches meet County standards, availability of sufficient gas to meet the future needs of a multi-lot subdivision (if insufficient, place a condition on subdivision approval that any gas-servicing costs shall be borne by the developer). 	<ul style="list-style-type: none"> Travel to sites where development permits have been issued and conduct inspections to determine compliance with permits. 	<ul style="list-style-type: none"> Investigate and identify potential problems with a site before a Development Permit has been issued. Advise landowner before conducting a site inspection on their property. Follow-up on whether or not conditions of a Development Permit are being met.

PLANNING AND DEVELOPMENT: WORK PLAN 2022 CONTINUED

TIME	WORK SCHEDULE	WORK DESCRIPTION WITH TASKS	ELEMENTS: TASKS DUTIES	VERIFIED OUTCOME
WEEKLY - CONTINUED				
1 hour	Accounting	<ul style="list-style-type: none"> Coding of Purchased Goods/ Advertising/ Invoices. 	<ul style="list-style-type: none"> Review and pay invoices and code the expenses to the applicable GL account. 	<ul style="list-style-type: none"> Monitor and control expenditures of funds in accordance with the approved budget set by County Council.
1-2 hours	Manager's Meetings	<ul style="list-style-type: none"> Prepare report and attend weekly Manager's Meeting Report. Distribute report to the Planning and Development Assistant and assign tasks. 	<ul style="list-style-type: none"> Review departmental projects and prepare report to meeting. Attend weekly meeting. 	<ul style="list-style-type: none"> Keep informed on current initiatives and coordinate activities with other departments when necessary.
1-2 hours	Strategic Plan	<ul style="list-style-type: none"> Review tasks assigned to the Planning and Development Department and ensure that follow up is completed. 	<ul style="list-style-type: none"> Ensure that departmental projects align with the Strategic Plan wherever possible. 	<ul style="list-style-type: none"> Monitor tasks and report updates to CAO.
1-2 hours	Heritage	<ul style="list-style-type: none"> Meet and/or respond to inquiries relating to heritage/historic resources. Attend Heritage Board Meetings 	<ul style="list-style-type: none"> Process Heritage Intervention Permits and Municipal Historic Resource Designation Bylaw requests. Attend Heritage Board Meetings and conduct follow-up from meetings where applicable. 	<ul style="list-style-type: none"> Ensure inquiries are responded to in a timely manner.
6-8 hours/ application	Subdivision Application referrals from Subdivision Authority (Municipal Planning Services)	<ul style="list-style-type: none"> Review application and provide comments to ensure compliance with Statutory and Non-Statutory Plans. Discuss files with applicable department heads as needed. Complete adjacent landowners list for referral of subdivision application. Complete referral documents, scan to computer and send to Subdivision Authority. Coordinate approach inspections with the County Road Foreman once subdivisions have received conditional approval. Draft and print a Development Agreement for each subdivision file and meet with applicants to execute the Agreement. <p><i>Continued below</i></p>	<ul style="list-style-type: none"> Meet with landowners who are interested in subdivision. Provide application forms and information to landowners. Review referred file and provide comments to MPS. Follow-up with applicants after conditional approval. 	<ul style="list-style-type: none"> Ensure subdivision applications are being processed within the 60 day timeframe as mandated by the MGA. Ensure that all approaches are inspected and approved by the Road Foreman prior to endorsement of subdivision. Track received securities on a spreadsheet.

Planning & Development Department: Work Plan

MANAGEMENT

PLANNING AND DEVELOPMENT: WORK PLAN 2022 CONTINUED

TIME	WORK SCHEDULE	WORK DESCRIPTION WITH TASKS	ELEMENTS: TASKS DUTIES	VERIFIED OUTCOME
WEEKLY - CONTINUED				
		<ul style="list-style-type: none"> Follow-up meeting, letters and phone calls with the applicant as required to aid with the facilitation of completing conditions of subdivision approval. Conduct final review of subdivision file to ensure that all conditions have been completed by the applicant. Collect Subdivision Fees as per County Bylaw 1387-20: Planning and Development Fees. Prepare a letter of endorsement and send to the Subdivision Authority once satisfied that all conditions of the approval have been met. 		<ul style="list-style-type: none"> Ensure each Development Agreement is scanned and saved in the electronic subdivision file folder. File a copy with subdivision file.
1 hour	Safety Codes Permits	<ul style="list-style-type: none"> Make copies of applications available to customers. Serve as a liaison between The Inspections Group Inc., office staff and safety codes officers for processing of safety codes permits with ratepayers and natural gas department. As contract manager, ensure the contract with The Inspections Group Inc. (Safety Codes Agency) is monitored and adhered to. The contract ends on December 31, 2021 with Village of Vilna, Village of Waskatenau, and Town of Smoky Lake. 	<ul style="list-style-type: none"> Review issued permits and file accordingly. Manage QMP and Safety Codes Agency Contract. Complete Annual Internal Review. 	<ul style="list-style-type: none"> Ensure that the safety codes agency is fulfilling their contractual obligations in accordance with our UQMP (Uniform Quality Management Plan).
1 hour	Enforcement	<ul style="list-style-type: none"> Work with CAO/Peace Officer on any enforcement actions necessary to achieve compliance with the Land Use Bylaw or the conditions of a development approval or subdivision approval. Review previously issued Development Permits to ensure compliance. 	<ul style="list-style-type: none"> Conduct site inspections as necessary and draft letters & Stop Orders when warranted. 	<ul style="list-style-type: none"> Ensure appropriate documentation is tracked and filed appropriately for any enforcement related issue or issued Stop Order.
TOTAL WEEKLY HOURS = 28-40 DEPENDING ON # OF DEVELOPMENT/SUBDIVISION APPLICATIONS IN PROGRESS				
MONTHLY				
3-4 days	Heritage	<ul style="list-style-type: none"> Attend SLCRHB (Smoky Lake County Regional Heritage Board) Meeting as required to provide updates. Review and process applications for Heritage Resource Intervention Permits. Preparation of Municipal Heritage Designation bylaws and development of Heritage Policies. Liaison with Provincial Heritage Branch and SLCRHB regarding heritage issues. Record management of Municipal Heritage Designation Bylaws into the Provincial HERMIS (Heritage Resource Management Information System). <p><i>Continued below</i></p>	<ul style="list-style-type: none"> Process Heritage Intervention Permits and applications for Municipal Historic Resource Designation Bylaws as necessary. Attend Heritage Board meetings and conduct follow-up when applicable. 	<ul style="list-style-type: none"> Ensure that all SLCRHB members are informed in a timely manner of ongoing projects. Ensure that all ratepayers are informed on the process of designating Municipal Historic Resources.

Planning & Development Department: Work Plan

MANAGEMENT

PLANNING AND DEVELOPMENT: WORK PLAN 2022 CONTINUED

TIME	WORK SCHEDULE	WORK DESCRIPTION WITH TASKS	ELEMENTS: TASKS DUTIES	VERIFIED OUTCOME
MONTHLY - CONTINUED				
		<ul style="list-style-type: none"> Carry out any initiatives as required on the 20 Year Action List – Heritage Management Plan in conjunction with SLCRHB. Advertise and seek new membership for SLCRHB as required. Ensure board is adhering to Smoky Lake County Bylaw No. 1236-11. 	<ul style="list-style-type: none"> Provide support to other heritage projects on an as-needed basis. 	<ul style="list-style-type: none"> Ensure heritage records are kept up to date and recorded as a caveat at the Land Titles Office on title once a property is designated.
1-2 days	Municipal Planning Commission	<ul style="list-style-type: none"> Prepare and photocopy packages for MPC review and consideration. Notify appropriate members when agenda package is released and deliver as necessary. Attend MPC meetings and make presentations as required. Send follow up letter to applicant regarding MPC's (Development Authority) decision. Prepare Adjacent Landowner Notification package. 	<ul style="list-style-type: none"> Prepare materials for MPC meetings as necessary. Conduct post-meeting follow-up (mail Notice of Decision to applicant, advertise Notice of Decision in newspaper and send to adjacent landowners) 	<ul style="list-style-type: none"> Ensure packages are released to appropriate Council members in a timely manner to allow sufficient time to review.
0.5 hour	Office Supplies	<ul style="list-style-type: none"> Review and order office supplies as needed for department. Research best quality and prices. 	<ul style="list-style-type: none"> Conduct an inventory of office supplies and order more as needed. 	<ul style="list-style-type: none"> Ensure the appropriate tools are available for use.
1-3 hours	Safety Codes Permits	<ul style="list-style-type: none"> Monitor and update UQMP (Uniform Quality Management Plan). Ensure agency under contract is completing their obligations. Code invoices as permits are closed by agency. File closed permits in order to prepare for Safety Codes Audit. (Conduct Internal Audit: Yearly and Municipal Affairs Audit: Every 3 years. File closed permits every 3 years in the land file. Draft Request for Proposals for Safety Codes Act Services when contract expires. 	<ul style="list-style-type: none"> Review issued permits and file accordingly. Manage QMP and Safety Codes Agency Contract. 	<ul style="list-style-type: none"> Ensure audits are performed to ensure compliance monitoring is being conducted according to the Municipal Affairs/Safety Codes Council standards.
4-5 hours	Monthly Council Report	<ul style="list-style-type: none"> Prepare Monthly Council Report. 	<ul style="list-style-type: none"> Provide updates on departmental projects and activities through Council report. 	<ul style="list-style-type: none"> Maintain record of each Council Report.
4 hours	Council Action List	<ul style="list-style-type: none"> Update Action List as required. 	<ul style="list-style-type: none"> Follow-up on Council decisions related to planning and development matters. 	<ul style="list-style-type: none"> Maintain electronic record of each P&D Action List.

Planning & Development Department: Work Plan

MANAGEMENT

PLANNING AND DEVELOPMENT: WORK PLAN 2022 CONTINUED

TIME	WORK SCHEDULE	WORK DESCRIPTION WITH TASKS	ELEMENTS: TASKS DUTIES	VERIFIED OUTCOME
MONTHLY - CONTINUED				
3 hours	Compliance Certificates	<ul style="list-style-type: none"> Obtain 2 originals of the Real Property Report as per County Policy 61-12: <i>Compliance Certificates</i>. Verify the zoning of the property. Review Land Use Bylaw setbacks to ensure the existing building meet the LUB. Prepare compliance certificate or letter. Ensure that a signed copy is filed in the land file and uploaded into Webmap. 	<ul style="list-style-type: none"> Process requests for compliance certificates. Review Real Property Report for compliance with LUB and draft letter of compliance/non compliance accordingly. 	<ul style="list-style-type: none"> Main electronic record of each signed Compliance Certificate.
1 day	Monthly Council Meeting	<ul style="list-style-type: none"> Attend Council meeting and update Council on Planning and Development Matters 	<ul style="list-style-type: none"> Present departmental report to Council and provide recommendations on planning and development related matters. 	<ul style="list-style-type: none"> Ensure that Council is kept informed on Planning and Development matters.
1 day NEW	Monthly Departmental Meeting	<ul style="list-style-type: none"> Attend Departmental meeting and update Council on Planning and Development Matters 	<ul style="list-style-type: none"> Prepare Departmental report monthly Departmental Meeting. 	<ul style="list-style-type: none"> Ensure that Council is kept informed on Planning and Development matters.
1 day NEW	Monthly RCDC Meeting	<ul style="list-style-type: none"> Attend RCDC meeting to be kept apprised of economic development matters and how they relate to P&D 	<ul style="list-style-type: none"> Attend RCDC meetings and provide input when asked 	<ul style="list-style-type: none"> Ensure consistency between economic development initiatives and P&D
2-3 hours	Safety Committee	<ul style="list-style-type: none"> Attend the monthly Safety Committee Meeting Prep for meeting (Kyle is Chair) 	<ul style="list-style-type: none"> Prepare departmental report to Safety Committee and attend the monthly meeting of the Committee. 	<ul style="list-style-type: none"> Help ensure a safe & secure workplace
1-2 hours NEW	Dock Permits	<ul style="list-style-type: none"> Processing letters for dock permits 	<ul style="list-style-type: none"> Review applications of municipal approval and issue letters to applicants. 	<ul style="list-style-type: none"> Issued letters
TOTAL MONTHLY HOURS = 40-50 DEPENDING ON # OF DEVELOPMENT/SUBDIVISION/REZONING/COMPLIANCE CERTIFICATE APPLICATIONS IN PROGRESS				
ANNUALLY				
7-10 hours	Accounting	<ul style="list-style-type: none"> Ensure that all Planning & Development invoices are received and coded prior to the County's year end. <p><i>Continued below</i></p>	<ul style="list-style-type: none"> Review and pay invoices and code expenses to the appropriate GL account. 	<ul style="list-style-type: none"> Ensure that proper financial reporting is completed according to County policy and practice.

Planning & Development Department: Work Plan

MANAGEMENT

PLANNING AND DEVELOPMENT: WORK PLAN 2022 CONTINUED

TIME	WORK SCHEDULE	WORK DESCRIPTION WITH TASKS	ELEMENTS: TASKS DUTIES	VERIFIED OUTCOME
ANNUALLY - CONTINUED				
		<ul style="list-style-type: none"> Ensure that Smoky Lake County Regional Heritage Board (SLCRHB) has prepared and submitted their year-end financial statements and yearly expenses to the Finance Manager. Answer any P&D related audit questions from the County's auditors. 		
1-2 hours	Memberships	<ul style="list-style-type: none"> Renew memberships to ADOA, CPAA, APPI and other related memberships as required. 	<ul style="list-style-type: none"> Remit payment to the various organizations that the P&D Department is a member of. 	<ul style="list-style-type: none"> Maintain membership standing in professional organizations.
1-2 days	Work Plan	<ul style="list-style-type: none"> Review the previous year's work and update work plan to ensure it accurately reflects the Department's work. Present same to CAO/ACAO for review. Present same to Council as a management policy. 	<ul style="list-style-type: none"> Update Work Plan to reflect completed projects, new projects added and to review the number of hours/days dedicated to each task to ensure it accurately reflects the Department's work load. 	<ul style="list-style-type: none"> If the work plan is current, it should accurately reflect workload, demands, and priorities of the Department.
5-7 days	Budget Planning	<ul style="list-style-type: none"> Research and prepare the Department's budget needs for the following year. 	<ul style="list-style-type: none"> Review proposed projects for the next year and historical expenses/revenues to determine the Departmental budget requirements. 	<ul style="list-style-type: none"> Attend Budget Meetings and present same as required.
8-10 days	Grants	<ul style="list-style-type: none"> Research and make application to applicable P&D related grants. Prepare reports as required for approved grants. 	<ul style="list-style-type: none"> Complete grant application forms and prepare any required follow-up documentation for received grants. Complete invoicing related to grant applications. 	<ul style="list-style-type: none"> Ensure grants are applied for within the appropriate timelines.
2-3 days	Business License	<ul style="list-style-type: none"> Issue new business licenses throughout the year as needed. Conduct a telephone survey and hold a meeting with Council on the review of issuance of business licenses. 	<ul style="list-style-type: none"> Review applications for business licenses and issue licenses to approved businesses. 	<ul style="list-style-type: none"> Ensure business license listing is up to date.
1 day	Annual Safety Meeting	<ul style="list-style-type: none"> Attend annual safety meeting. Report unsafe conditions or work to supervisor to resolve. 	<ul style="list-style-type: none"> Attend annual safety meeting. 	<ul style="list-style-type: none"> Keep informed on safety practices/policies of the County.

Planning & Development Department: Work Plan

MANAGEMENT

PLANNING AND DEVELOPMENT: WORK PLAN 2022 CONTINUED

TIME	WORK SCHEDULE	WORK DESCRIPTION WITH TASKS	ELEMENTS: TASKS DUTIES	VERIFIED OUTCOME
ANNUALLY - CONTINUED				
3-4 days	CPAA Conference	<ul style="list-style-type: none"> Attend annual Community Planning Association Conference in April/May of each year. 	<ul style="list-style-type: none"> Attend CPAA Conference and provide a training report to Council following the conference. 	<ul style="list-style-type: none"> Attend and take notes at conference for future reference. Explore networking opportunities.
3-4 days	ADOA Conference	<ul style="list-style-type: none"> Attend annual Alberta Development Officer's Association Conference in September/October of each year. 	<ul style="list-style-type: none"> Attend ADOA Conference and provide a training report to Council following the conference. 	<ul style="list-style-type: none"> Attend and take notes at conference for future reference. Explore networking opportunities.
3-4 days	APPI Conference	<ul style="list-style-type: none"> Attend Alberta Professional Planners Institute Conference in October of each year. 	<ul style="list-style-type: none"> Attend APPI Conference and provide a training report to Council following the conference. 	<ul style="list-style-type: none"> Attend and take notes at conference for future reference. Explore networking opportunities.
2-3 days NEW	RMA Conference (Fall/Spring)	<ul style="list-style-type: none"> Attend the Rural Municipalities' Association Conference 1-2 times per year. 	<ul style="list-style-type: none"> Attend RMA Conference and provide a training report to Council following the conference. 	<ul style="list-style-type: none"> Attend and take notes at conference for future reference. Explore networking opportunities.
8-10 days	Workshops/Planning Sessions	<ul style="list-style-type: none"> Attend meetings on regional planning initiatives and meetings with the County's planner as required to keep current. 	<ul style="list-style-type: none"> Attend workshops and planning sessions on planning and development related matters and provide a training report to Council. 	<ul style="list-style-type: none"> Attend and take notes at conference for future reference.
6-10 days	Open Houses/Public Hearings/Public Meetings	<ul style="list-style-type: none"> Schedule and attend Open Houses/Public Hearings/Public Meetings regarding various Planning and Development matters. Prepare presentations and documentation for these meetings. 	<ul style="list-style-type: none"> Attend various Open Houses and Public Hearings and Meetings as necessary. 	<ul style="list-style-type: none"> Fulfill public consultation obligations as mandated by the MGA/County policy.
4-6 days	ADOA Board Meetings	<ul style="list-style-type: none"> Attend Board of Director Meetings as the Vice President of the ADOA. 	<ul style="list-style-type: none"> Attend the quarterly ADOA Board meetings. 	<ul style="list-style-type: none"> Increase the profile of Smoky Lake County.
1-2 days	Law Seminar	<ul style="list-style-type: none"> Attend law seminar as required. 	<ul style="list-style-type: none"> Attend the annual law seminars as required and provide a training report to Council. 	<ul style="list-style-type: none"> Keep up-to-date on changes to MGA, etc.
1 day	Annual Employee Performance Appraisal for the Planning and Development Assistant	<ul style="list-style-type: none"> Prepare Employee Performance Appraisal Form and meet with the Planning and Development Assistant to discuss. 	<ul style="list-style-type: none"> Meet with the Planning Technician to discuss past year's performance and prepare a professional development plan for the following year. 	<ul style="list-style-type: none"> Planning and Development Assistant receives his annual review in a timely manner.
TOTAL ANNUAL DAYS = 40-60 DEPENDING ON # OF WORKSHOPS/PUBLIC HEARINGS/PUBLIC MEETINGS/OPEN HOUSES SCHEDULED				

Planning & Development Department: Work Plan

MANAGEMENT

PLANNING AND DEVELOPMENT: WORK PLAN 2022 CONTINUED

TIME	WORK SCHEDULE	WORK DESCRIPTION WITH TASKS	ELEMENTS: TASKS DUTIES	VERIFIED OUTCOME
PERIODIC				
6-8 days per file	Road Closures and Cancellations	<ul style="list-style-type: none"> Review and discuss Road Closure/Cancellation request with applicant. Collect Road Closure/Cancellation Fee in accordance with County Bylaw 1387-20: Planning and Development Fees. Obtain landowner(s) consent to close/cancel road via a Letter of Consent. Determine whether Road Closure/Cancellation will be effect by resolution or bylaw. Draft and send third party referrals to all parties affected by road closure/cancellation and obtain consent from these parties. Prepare Request for Decision for resolution or bylaw as required. Prepare bylaw as needed. Prepare advertisement of closure/cancellation bylaw in accordance with Sec. 606 of the MGA. Hold a Public Hearing before 2nd/3rd readings. Update road closure listing at the beginning of each year and throughout the year as needed. Work within the allotted road closure budget. 	<ul style="list-style-type: none"> Draft Road Closure Bylaws and Resolutions and work in conjunction with surveyors and land titles to ensure proper registration of closure documents. 	<ul style="list-style-type: none"> Ensure that proper procedures as required by Alberta Transportation and Land Titles Office are followed to allow for quicker processing times.
2-3 days	Land Sales	<ul style="list-style-type: none"> Ensure that land sales comply with Section 70 of the MGA. Receive Expressions of Interest from ratepayers and review and discuss their application. Collect and track cash deposit as per County Policy 61-10-01 – Disposition of County Owned Property Circulate the Expression of Interest to department heads for comment. Obtain a current assessed value from the County's assessor. Prepare a Request for Decision, including compiled comments, with a recommendation to Council. Prepare an advertisement for newspapers/website if Council decides to sell the land in question. Prepare terms of the Agreement to Purchase and have signed by the Reeve, the CAO and the purchaser. Prepare a Notice to Transfer Land and have signed by the CAO. Update and maintain a list of County-owned lands for sale and review on an annual basis. 	<ul style="list-style-type: none"> Review applications to purchase County-owned lands Prepare RFD for Council. 	<ul style="list-style-type: none"> Ensure that requests to purchase County-owned land are processed quickly and consistently. Ensure proper tracking is in place to follow up with land sales.

PLANNING AND DEVELOPMENT: WORK PLAN 2022 CONTINUED

TIME	WORK SCHEDULE	WORK DESCRIPTION WITH TASKS	ELEMENTS: TASKS DUTIES	VERIFIED OUTCOME
PERIODIC - CONTINUED				
3-4 days	Land Filing	<ul style="list-style-type: none"> File Development Permits when all conditions have been complied with from the previous calendar year. File closed Subdivision Applications and Approvals as required. File completed Road Closure/Cancellations. File bylaws, caveats and Development Agreements as required. Ensure electronic copy has been scanned to appropriate electronic file. 	<ul style="list-style-type: none"> File all relevant permits and letters and documents in the appropriate land file. 	<ul style="list-style-type: none"> Ensure land filing is up to date and accurate.
2-4 days NEW	Land & Property Rights Tribunal	<ul style="list-style-type: none"> Review, prepare, and/or present to Municipal Government Board, when necessary. (Note: Time varies due to nature of the file) 	<ul style="list-style-type: none"> Attend hearings of the LPRT as necessary. 	<ul style="list-style-type: none"> Ensure County is represented professionally at the MGB Hearing.
6-8 days	Subdivision and Development Appeal Board	<ul style="list-style-type: none"> Review, prepare, and/or present to Subdivision and Development Appeal Board, when necessary. Prepare agenda packages for Board, appellant and the public. Notify the affected parties. Coordinate with the SDAB Secretary regarding the hearing date and decision. (Note: Time varies due to nature of the file) 	<ul style="list-style-type: none"> Represent the Development Authority before the SDAB as necessary. 	<ul style="list-style-type: none"> Ensure Development Authority and/or Subdivision Authority is represented professionally at the SDAB Hearing.
1 day	Land Title Transfer	<ul style="list-style-type: none"> Meet with the proponent to review process and timelines to have title transferred. Prepare agreements have same executed. Prepare appropriate documentation for land title transfers as required by Council resolution. Ensure that improvements have been completed as per agreement. Follow up on Spin II, Alberta Land Titles System to ensure titles has been transferred accordingly. File land transfer documents in the respective land file. 	<ul style="list-style-type: none"> Assist applicants with land transfers and other Land Titles issues as necessary. 	<ul style="list-style-type: none"> Monitor and ensure title is being transferred in a timely manner.
1-2 hours	Development Permit Follow-Up	<ul style="list-style-type: none"> Follow up to ensure all previously issued permits are being complied with and that all outstanding conditions have been completed (obtain copies of proper government approvals, Haul Road Agreement/Security, approach construction approvals, draft Development Agreements). 	<ul style="list-style-type: none"> Conduct site inspections and follow up as necessary. 	<ul style="list-style-type: none"> Ensure developer has complied with all conditions as set out in the Development Permit.
2-4 hours/month	Website/GIS Database	<ul style="list-style-type: none"> Review and update website/database as required in conjunction with GIS/Communications Director. 	<ul style="list-style-type: none"> Provide the GIS Technician and Communications Department with Planning and Development related data, materials and notices. 	<ul style="list-style-type: none"> Ensure P&D information on the website is current.

PLANNING AND DEVELOPMENT: WORK PLAN 2022 CONTINUED

TIME	WORK SCHEDULE	WORK DESCRIPTION WITH TASKS	ELEMENTS: TASKS DUTIES	VERIFIED OUTCOME
PERIODIC - CONTINUED				
4-6 days	Policy Development	<ul style="list-style-type: none"> Research and analyze best practices and prepare policies for Planning and Development related issues. Review all Planning and Development related policies annually to ensure they are current with the best practices in the planning field. Ensure the Planning and Development Department is following all County policies. 	<ul style="list-style-type: none"> Prepare policies on an as-needed basis and in response to Council direction. 	<ul style="list-style-type: none"> Ensure that P&D department is working efficiently with current practices.
2-3 days per year	Planning and Development Corner - Bulletin Board (front reception area)	<ul style="list-style-type: none"> Update Planning and Development bulletin board with current planning initiatives, documents, forms and contact information. 	<ul style="list-style-type: none"> Ensure the bulletin board is stocked with up-to-date information and application forms. 	<ul style="list-style-type: none"> Provide up-to-date information regarding development in the County.
2-3 days per year	Planning and Development Brochures and Articles and P&D Report for Annual Booklet	<ul style="list-style-type: none"> Prepare one page flyers on planning tips to assist developers, ratepayers with developing lands in Smoky Lake County. Prepare advertisements for Planning and Development related information. 	<ul style="list-style-type: none"> Prepare annual booklet report for the P&D Department and prepare brochures/info sheets on an as-needed basis. 	<ul style="list-style-type: none"> Inform the public of P&D Department's activities from the previous year. Educate ratepayers on P&D processes and procedures.
10-15 days per year	Planning Bylaw Amendments (LUB, ASP, IDP, etc.)	<ul style="list-style-type: none"> Prepare amendments to the County's planning bylaws as necessary. Prepare advertising required for Public Hearings involving planning bylaw amendments. Prepare and attend Public Hearings/Council meetings related to proposed bylaw amendments. 	<ul style="list-style-type: none"> Conduct background research and draft amendments. Comply with the processes set out in the LUB and the MGA. 	<ul style="list-style-type: none"> Ensure that planning bylaw amendments are processed in a consistent and efficient manner.
TOTAL ANNUAL DAYS = 50-70 DEPENDING ON # OF DEVELOPMENT/SUBDIVISION/REZONING APPLICATIONS IN PROGRESS				
PROJECTS CARRIED OVER FROM PREVIOUS YEAR(S)				
TBD	Waskatenau Nuisance Grounds	<ul style="list-style-type: none"> Assist with an application to remove/reduce the 300m development setback. Facilitate the sale of the property. 	<ul style="list-style-type: none"> Process purchase agreement and advocate to have the setback reduced/eliminated. 	<ul style="list-style-type: none"> Resolve nuisance grounds buffer issues to allow future development of adjacent lands and complete the Intermunicipal Development Plan with the Village of Waskatenau.
TBD	Intermunicipal Development Plans & Intermunicipal Collaborative Frameworks	<ul style="list-style-type: none"> Work with the Town of Smoky Lake to update the existing Intermunicipal Development Plan to reflect the recently adopted Victoria District Economic Development Plan. 	<ul style="list-style-type: none"> Prepare new policies for inclusion in the IDP with the Town. 	<ul style="list-style-type: none"> Revise IDP with Town to encourage tourism businesses and potential population growth.

Planning & Development Department: Work Plan

MANAGEMENT

PLANNING AND DEVELOPMENT: WORK PLAN 2022 CONTINUED

TIME	WORK SCHEDULE	WORK DESCRIPTION WITH TASKS	ELEMENTS: TASKS DUTIES	VERIFIED OUTCOME
PROJECTS CARRIED OVER FROM PREVIOUS YEAR(S)-Continued				
TBD	Edward Road Closure and Survey	<ul style="list-style-type: none"> Bylaw 1325-18 was given First Reading on June 24, 2021, to close portions of "First Ave" and "Main St" in the Hamlet of Edward. The Bylaw has been forwarded to the Minister of Transportation for approval before being forwarded to Council for Second and Third and Final Reading. Once passed, the Planning and Development Department will engage MPS to proceed with the transfer and consolidation of these closed portions of road with the adjacent properties. 	<ul style="list-style-type: none"> Work with the applicants and surveyor to have the necessary documents registered with land titles. 	<ul style="list-style-type: none"> Forward the request to Council for consideration and then implement the decision.
TBD	Victoria District Economic Development Strategy	<ul style="list-style-type: none"> Complete creation of the Municipally-Controlled Corporation and Limited Partnership documents Continue to meet with potential tourism partners/entrepreneurs/developers and build relationships with them as the strategy is implemented 	<ul style="list-style-type: none"> Assist the legal team in the creation of the documents necessary for the creation of the MCC/Limited Partnership. 	<ul style="list-style-type: none"> Creation of the MCC and Limited Partnership
TBD	Pursuance of designation of the North Saskatchewan River as a Canadian Heritage River	<ul style="list-style-type: none"> 111-19: That Smoky Lake County provide a letter of support for the Canadian Heritage River System, which is a joint program administered by the federal, provincial and territorial governments to conserve and protect the best examples of Canada's river heritage, to give them national recognition, and to encourage the public to enjoy and appreciate them, in response to the email received from Katherine Finn, Manager, North Saskatchewan River Basin Council, dated October 16, 2019. In Fall 2019, Smoky Lake County relaunched this stalled Watershed Alliance (NSWA) initiative. In Fall 2020, Minister Nixon provided a letter endorsing the project, which kick-started a nomination document. Last November 2021, the P&D Dept. presented the Nomination Document to the inter-provincial/federal Canadian Heritage Rivers System Board, which accepted the nomination, and recommended it back to the Minister of Alberta Environment and Parks (AEP) for final consideration In 2022, we will publish a Request for Proposal to complete a subsequent river study required to complete the designation. 	<ul style="list-style-type: none"> Prepare the necessary documentation to have the NSR designated as a Heritage River and conduct consultation with stakeholder groups to this end. 	<ul style="list-style-type: none"> The Designation aligns with the County's Economic Development Strategy which leverages heritage assets and resources as a driver of tourism. Leverages heritage assets and resources as a driver of tourism, recreation and community wellness, and reconciliation.

Planning & Development Department: Work Plan

MANAGEMENT

PLANNING AND DEVELOPMENT: WORK PLAN 2022 CONTINUED

TIME	WORK SCHEDULE	WORK DESCRIPTION WITH TASKS	ELEMENTS: TASKS DUTIES	VERIFIED OUTCOME
PROJECTS CARRIED OVER FROM PREVIOUS YEAR(S)-Continued				
TBD	AEP Approvals	<ul style="list-style-type: none"> Obtain the necessary approvals (Water Act and Public Lands Act) from Alberta Environment and Parks for the County's boat launches located on the North Saskatchewan River and to deal with erosion at Mons Lake. Motion #309-12: That Smoky Lake County submit the appropriate application to Alberta Environment and Parks to renew the disposition for a 25-Year Recreation Lease for the lands legally described as NW-24-60-17-W4M (Brodyk Lake Recreation Area), in respect to Disposition No. REC 170005, expiring on January 1, 2023. Motion #310-21: That Smoky Lake County submit the appropriate application to Alberta Environment and Parks to renew the disposition for a 25-Year Recreation Lease for the lands legally described as NE-34-61-17-W4M (Island Lake Campground), in respect to Disposition No. REC 170007, expiring on November 13, 2022. Motion #313-21: That Smoky Lake County submit the appropriate application to Alberta Environment and Parks to renew the disposition for a 25-year Department License of Occupation (DLO) for the lands legally described as NE-20-61-17-W4M (Hanmore Lake Boat Launch), in respect to Disposition No. DLO 170189, expiring on September 3, 2022. 	<ul style="list-style-type: none"> Work with consultant and surveyors to prepare the necessary documents to have the AEP approvals and renewals processed and approved. 	<ul style="list-style-type: none"> Infrastructure improvements are authorized by AEP and allow the County to continue accessing the River for emergency management and recreation purposes. REC Lease Dispositions are in place for the County's campgrounds.
TBD	Dark Skies	<ul style="list-style-type: none"> 213-20: That Smoky Lake County proceed with investigating the feasibility and next steps of pursuing a Nomination of, and Designation as, a Dark Sky Community under the International Dark-Sky Association (IDA), for the purpose of providing leadership in reducing light pollution and promote responsible outdoor lighting that is beautiful, healthy and functional. The P&D Department completed initial round of public engagement in June 2021, with results published in a What We Heard Report. We have also been working with the Edmonton-based Royal Astronomical Society of Canada (RASC) Observatory to schedule dark sky measurements in Winter 2022 which will help inform next steps. Any necessary dark sky bylaws could be considered as a Land Use Bylaw Amendment in Fall 2022. Target completion: Fall/Winter 2022. 	<ul style="list-style-type: none"> Work with the International Dark Skies Association to develop appropriate policies for inclusion in the County's Land Use Bylaw, Municipal Development Plan and other planning documents that will assist with the pursuit of a Dark Skies Designation. 	<ul style="list-style-type: none"> Potential designation as a Dark Sky Community will help complement the goals and objectives of the Victoria District Economic Development Strategy and to promote increased tourism in the County.

PLANNING AND DEVELOPMENT: WORK PLAN 2022 CONTINUED

TIME	WORK SCHEDULE	WORK DESCRIPTION WITH TASKS	ELEMENTS: TASKS DUTIES	VERIFIED OUTCOME
PROJECTS CARRIED OVER FROM PREVIOUS YEAR(S)-Continued				
TBD	Wetland Replacement Program MOU	<ul style="list-style-type: none"> 227-20: That Smoky Lake County authorize administration to proceed to execute a Memorandum of Understanding (MOU) with Alberta Environment and Parks (AEP) in support of identifying potential wetland replacement projects for the purposes of the Wetland Replacement Program. Work with Public Works Department and AEP to determine potential locations for wetland replacement. 	<ul style="list-style-type: none"> Identify projects that will satisfy the requirements of the Program and assist landowners with their applications. 	<ul style="list-style-type: none"> Address flooding problems and create potential opportunities for recreation and education.
TBD	Lake Subdivision Signage/ Hamlet Access Signs	<ul style="list-style-type: none"> Signs have been fabricated for the lake subdivisions and locations for placement have been identified. Public Works Department to install signs during Spring 2022. Hamlet Access Signs have been designed and site visits will be conducted during Spring 2022 prior to ordering the signs. 	<ul style="list-style-type: none"> Coordinate the placement of lake subdivision and hamlet signage with the Public Works Department. 	<ul style="list-style-type: none"> Provide signage to show location of lots. Easier for first responders to locate properties.
TBD	Public Land Sale Application	<ul style="list-style-type: none"> 961-20: That Smoky Lake County Administration proceed, at no cost to the County, with a Public Land Sale (PLS) Application in conjunction with the Metis Nation of Alberta (MNA) or its designate as a co-applicant, for the Crown Land (Grazing Permit #787758) encompassed within the North Part of River Lot 10, Victoria Settlement, encompassing approximately 47 acres more or less, in accordance with applicable legislation, including the Alberta Public Lands Act RSA 2000, Ch. P.40, and update the legal description within the proposed Smoky Lake County Bylaw No. 1380-20, as per the information provided by Alberta Land Titles in preparation for the next Public Hearing. An application (PLS2000211) has been filed with Alberta Environment and Parks and is currently underway. Target completion: 2023. 	<ul style="list-style-type: none"> Work with representatives of the MNA and Alberta Environment and Parks to prepare the necessary documentation in order facilitate the transfer. 	<ul style="list-style-type: none"> Assist the MNA with its application to purchase Public Land, allowing the County to foster its relationship with the MNA and to encourage additional opportunities for tourism and economic development, in pursuance of the goals and objectives of the Victoria District Economic Development Strategy.
TBD	Safety Codes Annual Internal Review	<ul style="list-style-type: none"> Prepare the 2022 Annual Internal Review by the end of March 2022, as is required by the Safety Codes Council. 	<ul style="list-style-type: none"> Compile permit information and complete the Annual Internal Review form and submit to the Safety Codes Council by March 31st. 	<ul style="list-style-type: none"> Provide ratepayers with efficient Safety Codes Act inspections service.
TBD NEW	Trails Strategy	<ul style="list-style-type: none"> Motion #1305-21: That the Smoky Lake County Council accept the verbal progress update on the Lake Trails Strategy project initiated by Council's June 24, 2021, Motion #953-21, in respect to creating an inventory of <p><i>Continued below</i></p>	<ul style="list-style-type: none"> Compile an inventory of all of the trails located within the County 	<ul style="list-style-type: none"> To develop a comprehensive trails strategy that will create a hierarchy of

PLANNING AND DEVELOPMENT: WORK PLAN 2022 CONTINUED

TIME	WORK SCHEDULE	WORK DESCRIPTION WITH TASKS	ELEMENTS: TASKS DUTIES	VERIFIED OUTCOME
PROJECTS CARRIED OVER FROM PREVIOUS YEAR(S)-Continued				
		all trails located on Municipal Reserve, Environmental Reserve or on County Lands, and acknowledge further information will be brought forward once it is finalized. Inventory to include location of trails, types of trails (i.e. use type), surface type, condition of trail, etc.	and assess their condition, use, category, materials, etc. ▪ Develop a trails strategy that addresses user groups, types of uses, maintenance schedule, investments, etc.	trails within the network and detail maintenance schedule.
TBD NEW	Land Use Bylaw/ Municipal Development Plan Renewal	▪ Smoky Lake County Land Use Bylaw 1272-14 was adopted on December 4, 2014. ▪ Smoky Lake County Municipal Development Plan 1249-12 was adopted on January 31, 2013. ▪ Good planning practice is to conduct a thorough review/adopt a new LUB every 5 years. ▪ Good planning practice is to conduct a thorough review/adopt a new MDP every 10 years.	▪ Conduct a thorough review of the LUB/MDP and create policy options for consideration by Council.	▪ Conduct a thorough review of both the LUB/MDP and, if necessary, adopt a new LUB/MDP.
TBD NEW	RV Resort Strategy/LUB Amendment	▪ P&D will introduce recommendations for changes to provisions contained within the LUB/MDP pertaining to RV campgrounds/resorts. ▪ Administration has completed a review of other jurisdictions to determine how to approach these types of developments and address the concerns raised by ratepayers while also providing certainty to prospective developers.	▪ Conduct a jurisdictional scan of similar municipalities to determine what policies they have related to RV parks/resorts. ▪ Develop a proposed amendment to the County's LUB to address this issue.	▪ Create a separate Land Use District in the LUB that contains provisions to address RV Resort developments.
TBD NEW	Design (Engineering) Standards- ACP Grant Application.	▪ P&D has submitted an ACP Grant application for the development of regional design/engineering standards for new subdivisions. ▪ Smoky Lake County currently has Design Standards developed in the 1970's that require updating. The Villages and the Town do not currently have standards but wish to have them.	▪ If the grant is approved, put out an RFP for the development of the standards.	▪ Creation of a document that contains development standards and guidelines for new subdivisions and infrastructure projects.
TBD NEW	Joint Use and Planning Agreements (JUPA)	▪ On June 10, 2020, the Municipal Government Act was amended to require municipalities to enter into Joint Use Planning Agreements with school boards by June 10, 2023. ▪ CAO and Planning & Development Department to contact school boards to initiate discussions. ▪ Smoky Lake County does not have any schools, however, Aspen View owns two parcels of land that may be subject to these new requirements.	▪ If required, create Joint Agreement between the County and the school boards.	▪ Have a Joint-Use Planning Agreement in place by the June 10, 2023 deadline (if necessary).

Planning & Development Department: Work Plan

MANAGEMENT

PLANNING AND DEVELOPMENT: WORK PLAN 2022 CONTINUED

TIME	WORK SCHEDULE	WORK DESCRIPTION WITH TASKS	ELEMENTS: TASKS DUTIES	VERIFIED OUTCOME
PROJECTS CARRIED OVER FROM PREVIOUS YEAR(S)-Continued				
0-2 days per month NEW	North Saskatchewan Watershed Alliance (NSWA) Board of Directors	▪ The North Saskatchewan Watershed Alliance (NSWA) is a not-for-profit organization that collaborates with a diverse range of stakeholders to find practical solutions to watershed issues. ▪ Under the Government of Alberta's Water for Life Strategy, NSWA is one of eleven Watershed Planning and Advisory Councils (WPACs) in Alberta. ▪ A Board of Directors, elected by members, guides the strategic planning of the NSWA Society, which celebrated its 20th anniversary in 2020. https://www.nswa.ab.ca/ o The Board of Directors meets at least quarterly, as does its sub-committees. o In June 2021, Kyle was elected for a three-year term as a Member-at-large of the NSWA Board of Directors. In January 2022, he also joined the Executive, filling a vacancy as Secretary, until the June AGM.	▪ Attend Board meetings and report back to Council.	▪ Inputs to Land Use Bylaw and Municipal Development Plan Refreshment Project ▪ Inputs to Heritage River Initiative. ▪ Inputs to Wetland Replacement Program (WRP) Inputs to other Water Act Approvals.
0-2 days per month NEW	Alberta Development Officers Association (ADOA) Board of Directors	▪ The Alberta Development Officers Association provides an opportunity for discussion, communication and education for Development Officers, and those persons designated as a development authority, in the Province of Alberta. o Jordan is currently the President of the ADOA ▪ 3-day Annual Conference in September	▪ Attend Board meetings and conduct duties as necessary and report back to Council.	▪ Professional Development ▪ Emerging Legal Trends ▪ Best Practices
TBD NEW	Hillside Acres Site Visit (re: boat launch and lake access)	▪ Conduct site visit to Hillside Acres to determine suitability of boat launch and lake access locations	▪ Conduct a feasibility study to determine if a boat launch and/or lake access is possible ▪ Determine most cost-effective solution for providing access if feasible ▪ If Council chooses to proceed with providing access/boat launch, ensure that appropriate authorizations/approvals from AEP are obtained	▪ Develop a plan to address the requests made by residents of Hillside Acres

Planning & Development Department: Work Plan

MANAGEMENT



SCHEDULE "B"

Smoky Lake County: Planning and Development Department: Manager Year - 2022

Personnel List

	Planning and Development Manager	Planning and Development Technician	Development Officer	SDAB Clerk	Heritage Planning
Jordan Ruegg					
Kyle Schole					

FULL TIME

Carried.

One Member of the Public, virtually joined the meeting, time 11:20 a.m.

Management Policy Statement No. 09M-01-11: Natural Gas Manager Work Plan

466-22: Gawalko

That Smoky Lake County's Management Policy Statement No. 09M-01-11: Natural Gas Manager Work Plan, be accepted as amended for Year 2022 as follows:

Title: Natural Gas Department: Natural Gas Manager Work Plan	Policy No.: 01-11
Section: 9 - M	Code: P - A
Page No.: 1 of 6	E
Purpose: To establish a Natural Gas Department Work Plan for the Smoky Lake County Natural Gas System.	
Policy Statement and Guidelines:	
STATEMENT:	
The Natural Gas Department Work Plan, <i>Schedule "A"</i> outlines the Work Schedule of Projects and duties on a daily, weekly, monthly, periodic and seasonal time frame which provides detail work to be undertaken in the Natural Gas System. Smoky Lake County Natural Gas Department Personnel List, <i>Schedule "B"</i> outlines the department's personnel and job classifications.	
BENEFITS:	
The Natural Gas Department Work Plan of the Natural Gas Manager will provide the following benefits:	
<ul style="list-style-type: none"> ■ Broaden the portfolio of the Natural Gas System. ■ Good understanding of the process of the Natural Gas Department. ■ Increase efficiency and strengthen timeframe of deadlines. ■ Establishes accountability of the Program. ■ Communication Tool. 	
REVIEW:	
The Natural Gas Department Work Plan will be reviewed and presented to Council on an annual basis beginning of each year.	



SCHEDULE "A"

NATURAL GAS DEPARTMENT: NATURAL GAS MANAGER WORK PLAN 2022

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
DAILY				
2-8 Hours	Line locates	Locate and mark County gas lines for construction, seismic, and whoever is working by County gas lines	Insure gas lines are located and properly marked. Manpower of 2 to 3 men.	Eliminate the possibility of disrupted gas service due to damage lines.
2-6 Hours	Customer complaints	Gas odor calls, on-off readings of meters, listen to general complaints.	Answer customer questions, delegate duties, going out to customer residents.	Document and monitor service for improvements.
1-2 Hours	Documentation of jobs	Complete necessary documentation work completed.	Address and monitor tasks.	Accountability.
0.5 Hours	Daily Vehicle Inspections	Ensure vehicles are in safe working condition before operation.	Check fluids, lights, tires, visibility, etc.	Safe operating condition prior to driving.
1 Hour	Pre job meetings	Complete necessary paper work.	Identify and record hazards and control measures.	Safety at job site.
0.25 Hours	Mail/parcels	Pick up and deliver mail.	Pick up and deliver mail to Post Office as well as pick up parcels from Post Office and Pappy's.	Mail and packages are handled routinely and efficiently.
After Office Hours	On-Call	Man emergency phone.	Take after hour's emergency calls.	Continuance of gas service.
WEEKLY				
12 Hours	RMO Checks	Check RMO stations.	Record station operations, metering, meter oil levels, odorant, glycol, heaters, and line heaters.	Insure gas quality and operation of the station to insure continuous gas flow.
1.5 Hours	Management meeting	Meet with all management departments.	Update all departments of Natural Gas Department activities for the week.	Discuss and work with all departments. Help each other.
1-3 hrs.	Invoicing	Check Customer Service Requests.	Invoice for third party work.	Provides income for gas department.
1 hr.	Clean truck	Maintain a professional appearance.	Keep County vehicle clean.	Adhere to County Policy.
1 Hour	Utility Personnel Meeting	Communicate projects and tasks.	Work schedules reviewed for the week and month.	Education and monitoring.
2 Hour	Tool Box meeting	Communicate with all departments.	Review any incidents and report weekly activities.	Learn from past experiences.
MONTHLY				
1 Hour	Magazine check	Explosive inventory.	Check and record inventory.	Legal requirement.
20 Hours	Odor sample	Checking for gas quality.	Take sniff tests at different locations from each RMO and record.	Ensures sufficient odor in gas line for customer safety and address legal requirements.
4 hrs.	Gas balancing	Check differences between bought gas and sold gas.	Document gas purchase verses gas sold.	Gives an indication of possible gas loss problems.
1-2 Hrs	Main Office Safety Meeting	Attend monthly office safety meetings.	Review any incidents and report monthly activities in office.	Safer work environment.

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NATURAL GAS DEPARTMENT: NATURAL GAS MANAGER WORK PLAN 2022 - Continued:

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
MONTHLY-Continued				
1-2 Hrs	Joint Health and Safety Meeting	Attend monthly Joint Health and Safety Meetings.	Review any incidents, report weekly activities, and review safety policies and correspondence.	Safer work environment.
32 hrs	AMR meters	Reading meters.	Download AMR meter to reader and read all installed AMR meters.	Takes 1 person approximately 4 days to read app. 1450 meters.
10 Hrs.	Meter readings	Reading meters.	Manually reading meters not on AMR.	2 people approximately 1 day.
8 hrs.	Managers reports	Manager report form.	Complete a manager's report for monthly council meeting.	Provide information for council and management.
8-24 Hours	Delinquent accounts	Collect arrears.	Collect overdue accounts or leave notice. Lock off if necessary for no payments.	Generate income.
1-8 hrs	Paperless billing	Set up customers monthly gas bills to be sent by email.	Send out notification that it is available, gather information from interested customers, and enter into our system.	Less paper consumed, less time spent folding and putting bill in envelopes, and less postage costs.
10 to 12 Days	Odorant	Deliver Odorant.	Deliver odorant to approximately 300 RMO's in 35 different Gas Co-ops.	Safety and income generating for the County.
PERIODIC				
2-3 Hours	Vehicle maintenance	Oil changes and general truck maintenance.	Assist in oil change and general repair when necessary.	Safe and well-maintained vehicle.
100 hrs	Conventions	Attend conventions.	Incorporate materials into Natural gas activities.	Education and communication.
8 hrs	Auditor documentation	Have documentation available for auditor.	Prepare spreadsheets and invoices for auditor.	Present council with end of year financial report.
16 hrs	Strategic plan	Quarterly report.	Document actions to fulfill the plan.	Communicate and educate.
80 hrs.	Equipment maintenance	Change oil, general repair and replacement.	Complete oil changes and lubrication.	Well maintained equipment works longer.
40 hrs	Utility meetings	Manager report.	Prepare request for decisions, agendas.	Communicate with council on activities happening in the department and natural gas industry.
40 hrs.	Budget meetings	Research information.	Prepare budgets for operating and capital purchases.	Long term financial stability.
20 hrs.	Replace defective gas meters	Replace gas meters if they have stopped reading gas.	Monitor readings monthly, inspect or replace meters that have stopped metering gas.	Accurate balancing and payment for gas used.
20 hrs.	Departmental meetings	Compile all information.	Prepare departmental work plan.	For all to know what the department does.
250 hrs.	Leak detection	Underground leaks.	Find and repair leaks.	Prevent gas loss and maintain public safety.
10 Hrs.	Job interviews	Interviewing for new staff	Advertise and arrange interviews.	Hire best available candidate when approved.
5 hrs.	Employee evaluations	Evaluate staff.	Complete documentation of evaluation.	Improve working relation and communication.

Page 3 of 6

NATURAL GAS DEPARTMENT: NATURAL GAS MANAGER WORK PLAN 2022 - Continued:

Natural Gas Department: Natural Gas Manager Work Plan

MANAGEMENT

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
PERIODIC-Continued				
4 hrs.	Work plan	Plan for the upcoming year :2021.	Review work plans and make appropriate changes.	Submit to council annually.
40 hrs.	Prepare budgets	Budget meeting for Gas Department needs.	Evaluate capital and operational budget.	Meet with finance manager and council for approval.
8 Hours	Safety	Annual safety meeting.	Attend county wide safety meeting.	Review incidents, find remedies, communicate with all county staff on working safely.
20 to 40 Days	PFM check	Pressure meter factoring. Required legally.	Go to all PFM sets and make sure that proper pressure is going through the meter.	Insures accurate measurement of gas to customers.
5 to 10 Days	Public building inspections	Check public building where large groups of people gather.	Check churches, schools, halls, lodges, etc. for gas leaks within the buildings and appliance condition.	Safety to places where large groups of people may gather.
40 to 70 Hours	Cathodic protection	Perform test.	Test cathodic beds and sacrificial anodes. Replacing when necessary.	Protect metal gas lines from getting pin hole due to electrolysis.
16 Hours	Tefler bag samples	Collect sample bags of gas.	Take samples for each RMO at different locations, send away for a lab analysis.	Required legally. Provide documentation of gas quality.
151 hrs.	Compressed natural gas trailer	Provide compressed natural gas in emergency situations.	Travel to various locations with CNG trailer.	Provide emergency gas for other Gas Co-ops and Third-party jobs.
4 to 8 days	Budget	Capital and operating budget.	Work with finance and management to prepare budgets.	Approval by council for natural as department day to day operational finances and capital purchases.
8 to 40 Hours	Hydro Axing	Communicate with Public Works.	Check for grown in right-of-ways and give direction to Public Works on what needs to be trimmed.	Clean right of way for line walking, line locating and line repair.
80 to 800 Hours	Meter Recalls	Replace outdated meters. Legally required.	Replace outdated meter with a current sealed meter. Repair leaks.	Less gas loss and eliminates the yearly PFM checks.
40 to 60 Hours	End Pressure Test	Check pressures at various locations at end of lines.	Insert gauges at various locations and occasionally get readings.	Check if lines are delivering sufficient gas to customers.
60 Hours	GPS	New service's and Alterations.	GPS all new services and Alterations.	Used for GIS system and future use for line locating if tracer wire deteriorates.

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NATURAL GAS DEPARTMENT: NATURAL GAS MANAGER WORK PLAN 2022 - Continued:

Natural Gas Department: Natural Gas Manager Work Plan

MANAGEMENT

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
PERIODIC- Continued				
25 hours	Other duties	Office.	Assist admin staff with misc. office duties such as filing, operating folding and postage machines, etc.	Make for good working relationship with office staff.
5 hours	Bank Deposit	Complete County deposit at Bank	Deliver the County bank deposit to the local bank for processing of cheques	Transfer of funds into County accounts.
8-60 hours	Training	Training for Operations	Attend various training courses offered. Some are required for operations, as well as renewal training for expired courses.	Enhance operations.
40 Hours	O & M Policy	Check if we are complying with the O & M Policies.	Fix, install or replace necessary equipment.	Comply with O & M Policy Manual Operations.
1-10 hours	Council Requests	Respond to Council requests.	Upon request of Council, respond or investigate based on situation	Comply and communicate with Council
60 Hours	Inventory	Take inventory at shop.	Physical count all inventory in our shop.	Monitoring for year-end.
SEASONAL				
May to November	Construction	Install gas lines.	Construct new gas services.	New customers
May to November	Construction	Install underground lines.	Install underground secondary gas lines.	Generates an income and helps County customers.
May to November	Construction	Wash and bleach all equipment.	Wash and bleach equipment used in construction prior to crossing property lines.	Prevent the spread of Club Root by this department.
May to November	Sign installation	Replace and install new signs.	Install new sign at new construction crossings and replace old unreadable or damaged ones.	Make people aware of gas lines crossing roads, etc.
8 to 80 Hours	Cut and Caps	Terminate released lines.	Dig up gas lines that have been released, cut and cap the service.	Remove unwanted gas lines.
May to November	Maintenance	Maintain facilities.	Do maintenance on above ground facilities (Reg Stations, RMO's, etc)	Tighten the system, less leaks more profit.
ASSIGNMENTS				
15 Hrs.	Automatic Meter Readings	Group AMR meter customers	Group AMR customers to Taps and individual regulating stations.	Use for gas loss and balancing
50 hours	Sign Repair	Repairing Natural Gas signage	Replace or repair existing Natural Gas signage throughout the County.	Better public image and better visibility to public.
May to November (when required)	Line Replacement	Upgrade/replace gas lines when deemed necessary	Installing larger gas lines to replace either undersized or defective gas lines.	Increase system capacity to allow for future expansion.



SCHEDULE "B"

Smoky Lake County: Natural Gas Department Year - 2022

Personnel List

	Gas Manager	Gas Servicemen	Labourer
Daniel Moric			
James Vezeau			
Barry Letwin			
Daniel Malysh			
William Gray			
Summer Labourer			

NOTE:

FULL TIME

SEASONAL

Carried.

Management Policy Statement No. 04M-01-12: Environmental Operations Work Plan

467-22: Fenerty

That Smoky Lake County's Management Policy Statement No04M-01-12: Environmental Operations Manager Work Plan, be accepted as amended for Year 2022 as follows:

Title: Environmental Operations Management Work Plan	Policy No.: 01-12
Section: 04 - M	Code: P - A
	Page No.: 1 of 11
<i>E</i>	
Purpose:	To establish an Environmental Operations Work Plan for the Smoky Lake County for the Environmental Operations of Water, Wastewater and Waste Management Program.
Policy Statement and Guidelines:	
STATEMENT:	
The Environmental Operations Management Work Plan, <i>Schedule "A"</i> outlines the Work Schedule of Projects and duties on a daily, weekly, monthly, periodic and seasonal time frame which provides detail work to be undertaken in the Environmental Operations for Water, Wastewater and Waste Management Program. Smoky Lake County Environmental Operations Department: Personnel List. <i>Schedule "B"</i> outlines the department's personnel and job classifications.	
BENEFITS:	
The Environmental Operations Management Work Plan will provide the following benefits:	
<ul style="list-style-type: none"> ■ Broaden the portfolio of the Environmental Operations of Water, Wastewater and Waste Management Program. ■ Good understanding of the process of the Environmental Operations of Water, Wastewater and Waste Management Department. ■ Increase efficiency and strengthen timeframe of deadlines. ■ Establishes accountability of the Program. ■ Communication Tool. 	
REVIEW:	
The Environmental Operations of Water, Wastewater and Waste Management Work Plan will be reviewed and presented to Council on an annual basis beginning of each year.	

Section 04-M

Policy: 01-12



SCHEDULE "A"

Environmental Operations Management: WORK PLAN 2022

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
DAILY				
½ Hour	Communication: Phone calls or emails from ratepayers, councilors and office.	Address issues regarding complaints or billing inquiries.	Inspect and Access provide reply if required.	Rectify and Document the issue.
¼ Hour	Organize daily projects.	Communicate plan, and safety concerns.	As per assigned work.	Time sheets.
¼ Hour	Morning mail	Collect County mail.	Collect and or mail if required and pick up parcels.	Provide mail to front desk.
¼ Hour	Vehicle inspection	Check vehicle in the morning and when done for the day.	Go through checklist provided.	Fill out the checklist for future records. If there are issues with the vehicle report to the Shop Foreman to have rectified.
2 Hours	Check Warspite potable Water system	Monitor Chlorine content at plant and distribution system.	Collect samples from the plant and distribution system and test for total chlorine content. Calculate all chemical consumption. Monitor all chemical pumps, and visual inspection to assure all equipment is working properly.	Record all results on daily logs. Level 2 water distribution certification required.
1 Hour	Check Regional equipment at the Warspite system	Monitor pressures and chloramine residuals. If results are not efficient the operator will troubleshoot system.	Tend to adjustments required.	Record all results on daily logs. Level 2 water distribution certification required.
1 Hour	Monitor Warspite sewage lift station	Monitor pump operation and ensure level sensing electronics are in good operation.	Manually work pumps and have a visual check on water levels while pump is in operation. Clean out sewage traps, daily.	Record all results on the daily logs. Level 1 water sewer certification required.
2 hours	Check Spedden Water system	Monitor Chloramine content at plant and distribution system.	Collect samples from the plant and distribution system and test for chlorine content. Calculate all chemical consumption. Monitor all chemical pumps.	Record all results on daily logs. Level 2 water treatment required.
1.5 hours	Check regional equipment, at the Spedden facility	Monitor pressures and chloramine residuals. Tend to booster station. If results are not satisfactory the operator will trouble shoot system.	Tend to adjustments required. Communicate with St Paul County and assist and rectify if any issues come up.	Record all results on daily logs. Level 2 water distribution certification required.
1 hour	Check regional and distribution system at the Bellis Potable Truck fill	Monitor pressures and chloramine residuals. If results are not efficient the operator will troubleshoot the system.	Tend to adjustments required.	Record all results on daily logs. Level 2 water distribution certification required.

Page 2 of 11.

Environmental Operations Management Work Plan

MANAGEMENT

Environmental Operations Management: WORK PLAN 2022- Continued:

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
DAILY- Continued				
½ hour	Check on pumps and Booster station at the Smoky Lake regional station	Monitor pressure and chloramine residuals. Tend to the booster station. If results are not satisfactory the operator will trouble shoot the system.	Tend to adjustments required.	Record results on daily logs. Level 2 water distribution certification required.
½ hour	Check regional equipment and testing at the Vilna and Waskatenau water facilities	Collect water samples and testing for mono and free chloramine.	Tend to adjustments if required.	Record results on daily logs. Level 2 Water Treatment certification required.
1 hour	Tend to Regional Waterline First Calls	Allocate the first call to either Smoky Lake County, or the County of Thorhild.	Each County will mark or determine if the work proposed is not a conflict with the Regional Waterline, and notify the Contractor or Landowner.	Record each First Call ticket number and actions taken. Keep these records for 3 years.
½ hour	Edward booster station check	Monitor pressure and pump runtimes, assure system is properly operating.	Tend to adjustments is required.	Record results on daily logs. Level 2 water distribution certification required.
½ hour	Check on Warspite Booster station	Assure proper operation of pumps and monitor pressure.	Tend to adjustments when required.	Record results on daily logs. Level 2 water distribution certification required.
½ hour	Check Regional side of Whitefish Lake Reservoir.	Monitor water and chemical levels. Assure the system is in proper working order.	Tend to adjustments and visual inspections of system. Add chemicals when required.	Record results on daily logs. Level 2 water treatment required.
½ hour NEW	Supervising Vilna Potable water system.	Test chloramine residual entering the reservoir within the distribution system.	Review Vilna's operator in training paperwork and test results. Alberta Environment and Parks requires a daily check due to the poor reservoir conditions.	Level one water certification required. Record results
WEEKLY				
½ hour	Safety Meeting	Report Verbally.	Listen to safety issues that caused concern in the previous week and how to resolve, and report our department's plans for the week.	Communication tool Monitor.
1 hour	Managers Meeting	Verbally report to Management team of weekly direction and concerns.	Communicate with the other managers of weekly events. An opportunity to plan tasks with other departments and notice of events that may affect each department's weekly activities.	Management Communication
½ hour	Invoicing	Verify invoice to specific water or waste site.	Code, date and authorize.	Submit to appropriate office personnel.
10 hours	Water Testing and equipment calibration of Regional sites within Smoky Lake County	A sample is collected at each site and is tested regarding Mono Chlorine, Free Chlorine, and Free Ammonia. Each site Chloramine Analyzer must be calibrated weekly.	We would collect 3 samples at every site. Each sample will take 15 minutes to complete. Sites to be collected from are: Spedden, Vilna, Bellis, Smoky Lake, Warspite, and Waskatenau. Beakers, and test tubes are to be cleaned and Chloramine analyzers are to be recalibrated reflecting results. Time allocated reflects travel time.	Record results on weekly logs. Level 2 water distribution certification required.

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Environmental Operations Management Work Plan

MANAGEMENT

Environmental Operations Management: WORK PLAN 2022 - Continued:

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
WEEKLY - Continued				
9 hours	Enzyme substrate tests (Bac-T samples)	Collect water samples, and deliver to aspen health authority. Record all results on weekly log. Also collect coins in coin operated truck fill in Warspite	Collect water samples throughout the county, Waskatenau truck fill, Warspite potable and raw, Smoky Lake truck fill, Bellis potable and raw, Vilna Truck fill, Spedden potable, Spedden raw, and lakes with swimming facilities.	These samples are couriered to the Provincial Laboratory for public health, with the results sent back to the county. If results fail we would redo this process, and rectify the problem found immediately followed with a report to Alberta Environment.
½ hour	Flush Warspite distribution lines	Monitor chloramine residual at end of distribution line. If results are less than 0.5 mg/l we flush in order to bring the residual to an acceptable level.	Open hydrant and test for total chloramine, when the water reaches the desired level the valve is shut slowly and caps are replaced.	Record result on daily log sheet.
2 hours	Maintenance and calibrate testing equipment	Inspect, clean and follow manufacture guidelines for calibrating chlorine content meters, PH meters, and alkalinity meters.	Replace reference electrolyte cartridge in PH meter, mix a standards solution used to compare results.	Record all results on weekly logs.
2 hours	Wash and tidy service trucks	Maintain professional appearance of utility department.	Wash outside, inside, tidy service box, clean tools and restock supplies as needed.	Service truck is safe and maintains clean appearance.
½ hour	In house courier	We are asked to deliver packages to other municipal offices.	Since we must check the plants though out the county or attend meetings we will deliver packages to Waskatenau, Smoky Lake Vilna, Thorhild or St Paul.	Deliver and Drive safe.
2 hours	Shock truck fill wells	If Alberta Health notifies us of a sample that has contained Bacteria or E Coli the well is shocked and flushed.	If Bacteria is detected approximately a gallon of Hypochloral Chlorine is poured down the well and then tested the next week. If E Coli is detected the reservoir is flushed and drained and treated with bluestone. We retest and send off to the Alberta health lab that same day.	Follow up on resamples repeat if necessary. And document in the daily logs.
3 hours	Check on pumps and Booster station at the Egremont regional station	Monitor pressure and chlorine residuals. Tend to the booster station. If results are not satisfactory the operator will trouble shoot the system.	Adjust chlorine and ammonia pumps to ensure monochloramine levels are sufficient.	Record work done for future inquires. Service and maintain equipment.
24 hours	Skid Steer Operations	Have skid steer tend to clean ups around waste transfer stations and water facilities.	Push up dry waste pits and burn pits to provide more dumping area. Push refrigerators to metal pile once freon is removed. Move heavy items to proper locations. Cut grass at transfer stations and water facilities, and assist with snow removal.	Record work done for future inquires. Service and maintain equipment.

Environmental Operations Management Work Plan

MANAGEMENT

Environmental Operations Management: WORK PLAN 2022- Continued:

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
WEEKLY - Continued				
12 hours Winter 24 hours Summer	Smoky Lake Transfer Station/Landfill	Waste Transfer Operator is provided on site for maintenance and directing the public.	Direct public, maintain recycling sites and take it or leave it shack, weed trimming, picking litter, burn pits maintenance, keeping records of loads brought in, and charging customers when required while providing receipts.	Maintain all logs and inform the manager of incidents, requirements and issues that may arise. All transfer stations and Landfills must have an operator present as per Alberta Environment and Parks requirements and must have a basic transfer station certification.
12 hours Winter 16 hours Summer	Bellis Transfer Station	Waste Transfer Operator is provided on site for maintenance and directing public.	Direct public, maintain recycling sites, weed trimming, picking litter, burn pit maintenance, keeping records of loads brought in, and charging customers when required while providing receipts.	Maintain all logs and inform the manager of incidents, requirements and issues that may arise. All transfer stations must have an operator present as per Alberta Environment and Parks requirements and must have a basic transfer station certification.
12 hours Winter 16 hours Summer	Spedden Transfer Station/Landfill	Waste Transfer Operator is provided on site for maintenance and directing the public.	Direct public, maintain recycling sites, weed trimming, picking litter, burn pit maintenance, keeping records of loads brought in, and charging customers when required while providing receipts.	Maintain all logs and inform the manager of incidents, requirements and issues that may arise. All transfer stations must have an operator present as per Alberta Environment and Parks requirements and must have a basic transfer station certification.
MONTHLY				
2 hours	Attend Joint Health and safety meetings	A monthly meeting is arranged for the department to provide input.	Communication of safety issues that have occurred and provide input of options to prevent these occurrences to happen in the future.	Discuss the outcome of the safety meeting with the Environmental Operations staff and bring forward any concerns they may have regarding safe work practice.
1 hour	Attend main office/staff safety meeting	A monthly meeting for Office staff to discuss safety and other issues pertaining to the staff.	Provide input of options to prevent future occurrences and listen to the other options.	Discuss the outcome of the safety meeting with the Environmental Operations staff and bring forward any concerns they may have regarding safe work practice and to notify them of general issues that came up in the meeting.
1 hour	Read meters	Meters are read monthly at Warspite.	Set up Iron auto reader, drive down the streets and verify the readings. We download the information at the office and review bills before they are sent out. Install meter if required.	Bill water usage.
1 hour	Service distribution pumps	Proactive approach on general maintenance.	Grease, check propellers for wear and housing for signs of cavitation wear, and add or replace packing as needed.	Record all results on monthly log.
1 hour	Order supplies	Order chemicals, repair parts and tools necessary to effectively operate facilities.	Distribute to facility where required.	Record inventory, and prices to assist in annual budget.
4 hours	Report to council	Monthly report required by council.	Prepare and deliver briefing or debriefing for Supervisor and council, monthly, and as required individual request of council, environment, health officials and the CAO.	File all for future reference.

Environmental Operations Management Work Plan

MANAGEMENT

Environmental Operations Management: WORK PLAN 2022- *Continued:*

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
MONTHLY-Continued				
4 hours	Organize all the take it or leave it shacks.	Go through items taken in and determine if the item can be used again and is safe and corresponds with the take it or leave it policy	Remove the items that do not correspond with the Take it or Leave it policy	Maintain a neat and safe facility for the public.
On call	On call duties	Required for emergencies and weekend system checks.	Treatment facilities require the plant to be monitored on weekends during the high consumption seasons, small repairs are required throughout the system.	Report and monitor, the same as regular plant checks.
4 hours	Inspect Waste Transfer Stations	Go through each Transfer Station with designated waste operator.	Discuss operational issues, if cat work is necessary, burn pits cleaned, road maintenance, and when recycle contractors are to be notified for pick-up or maintenance.	Follow up by contacting desired county equipment or contractors needed.
2 hours	Check truck fill stations	Proactive approach: Check for leaks, line stress, station in proper working order, and maintain clean and tidy site.	Visual inspection of site as well as inside building. Assure receipt printer is working, unplug or change paper role when required. Assure all lights are working, and mechanical components are in proper working order.	On site record of what was done, how long it took, supplies needed, and date of visit.
3 hours	Attend Evergreen Meetings	Regional Waste Commission meeting communication of Evergreens activities.	Provide input when required. Learn valuable information regarding our own sites, compare ideas and networking.	Agenda package is forwarded to the utility meeting agenda.
2 hours or more if a leak is determined.	Regional Waterline leak monitoring	Review SCADA system to assure the system is tight with no water loss occurring.	If a water loss is noticed visually inspect lines for surfacing water. Test for chemicals in surface water. Notify Engineers and or contractor of issue	Document location of leak, monitor repairs and collect any information that has transpired.
PERIODIC				
20 hours Varies on amount of recyclables	Arrange for recyclable waste to be picked up	This includes wastes such as, propane bottles, Tires, metals, agriculture chemical containers, batteries, paints, and electronics.	Arrange for Freon to be removed from refrigeration units and mercury from microwaves, prior to bailing. Collect all propane bottles and stored at one site for pick up. Notify recycle contractors when areas are almost full.	Record the weights or totals of materials taken as a small revenue is collected for some materials.
2 hours	Regional Waterline construction/ technical meeting	Attend Regional Waterline Meeting involving the waterline twinning and requirements to provide adequate pressure and chloramine residual to Whitefish Lake and Mallaig.	Provide input regarding the County's and Regional Waterline Commissions interests. A huge learning curve on all the new infrastructure that will be operating.	File all records of meetings to assist with future issues.
8 hours	Prepare crossing agreements	Review crossing proposal request	By using crossing agreement template indicate all requirements of the agreement.	Have the agreement signed and approved and keep on file.
1 hour	Whitefish Lake Offsite Reservoir construction/technical meeting	Attend Regional Reservoir technical meeting, and onsite construction, become aware of the site and its operation.	Provide input regarding the County's and regional Waterline Commissions interests.	File all records of meetings to assist with future issues.

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Environmental Operations Management Work Plan

MANAGEMENT

Environmental Operations Management: WORK PLAN 2022- *Continued:*

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
PERIODIC-Continued				
1 hour	Tend to overdue accounts	Review bills and provide notice when the account is in arrears.	Notice is provided in the customer's bill, if there is still no payment we physically go to the customer and provide them with a written shut off notice.	If payment is not made we will inform the customer that the service will be shut off.
10 hours	Arrange for regular maintenance at Transfer Stations	Maintenance on burn pits, cutting grass, snow removal, toilets, and cat work at dry fill pits.	Ashes removed from pits and hauled to Evergreen site, have Ag department cut grass, have public works have snow plowed and cat level dry fill sites, and vac truck to clean toilets.	Record when these duties were performed and code contractor's invoices.
20 hours per Operator	Water operator training	Continuing education is required by the Alberta Water and Waste Water Association	Level 2 operators must maintain the required (CEU's) Continuous Education Units.	Send attendance records in to the Alberta Water and Waste Water Association.
20 hours	Waste Management Training	Continuing education is required by the Alberta Environment and Parks.	A Land fill operations certificate is required when a municipality has a level 3 landfill in operation. The supervisor must maintain the required CEU's.	Send attendance records in to the Solid Waste Association of North America.
5 hours/ week	Operator relief	Tend to water operations when Waskatenau of Vilna operators require time off.	Complete daily checks and maintenance of water treatment facilities and sewage lift stations at Vilna/Waskatenau.	Record on daily logs of activities and invoice the municipality.
20 hours	Maintain Lagoons	Expose manholes and valves, and repair access roads.	Visual inspection, prevent weeds growth, and rodents from burrowing on slopes to prevent erosion from occurring.	Record the date maintenance occurred and the costs of the project.
16 hours	Flushing sewer lines	Have a Vac truck flush sewer with high velocity and clean sewage lift station settling chamber.	Organize for contractor, assist and supervise. Reassure all manholes are in place.	Monitor and record all results.
4 Hours	Flush regional line	Collect data from daily logs to determine which portion of the line has a low chloramine residual and flush accordingly.	When portion of the line is determined, assure each municipality has a sufficient amount of water, notify all regional members and open valve, monitor by randomly testing Chloramine residual. When the residual is at the desired levels (1.0 ->) close valve and monitor the entire system.	Record all results in the daily logs and notify the commission of the metered amount of water that was flushed.
1 hour	Council Request	Look into issue and rectify if possible to do so within budget	Bring issue to next possible meeting if the issue is over the proposed budget and may require a motion by council to proceed.	Document the work completed, and notify council.
Depends on nature of job approximately 8 to 24 hours.	Emergency repairs.	Repair leaks throughout distribution and sewage systems, and repairs on treatment facilities.	Notify all customers who are affected, dig up line, locate all underground utilities. Hold a pre job meeting to identify any safety issues that may arise. Inspect and repair. Clean up and reclamation of site.	Record site information, and notify Alberta Environment if required.
Varies on number of meetings.	Attend required meetings	Departmental operations, Strategic plan, budget, and meetings with the Town or Villages.	Provide input regarding the Environmental Operations Department.	Prepare information, record information and carry out requests.

Page 7 of 11.

Environmental Operations Management Work Plan

MANAGEMENT

Environmental Operations Management: WORK PLAN 2022- Continued:

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
PERIODIC- Continued				
1 hour depends on amount of waste discarded NEW	Pick up discarded waste furniture or appliances from County property.	Receive a complaint from staff or the public of waste discarded on County property. Sometimes heavy items rectify if it will take more than one person.	Carefully pick up waste using PPE to prevent from getting stuck with sharp items. If possible look for identification to report the littering of waste to bylaw enforcement.	Record details of what was picked up, where, and how long it took. Follow up with bylaw enforcement.
SEASONAL				
16 hours	Repair waste transfer station fences	Mend fences due to trees falling on the fence.	Cut the trees that are against the fence and ones that may be an issue in the future. Mend fence or replace portion if required.	Record the areas that have been repaired and monitor for future issues.
1 hour	Review water pricing	Review price increases or decreases in water rates from Capital Region Waterloo Services Commission	Bring rates forward to Council with an updated draft of the Water and Sewer Bylaw with proposed changes.	Follow Councils decision and bill accordingly.
2 hours or depending on amount of applicants	New hire on if required.	Create add for position and have it advertised in house if no eligible candidate then publicly advertise.	Review all applications, contact references, arrange for interviews.	Notify all applicants of the final decision. Prepare successful candidate for employment, provide payroll clerk necessary information and have new employee safety oriented
Every spring 8 hours.	Annual safety meeting	All day meeting to discuss and interact with all employees on safe work practices.	Provide an update of past and upcoming events of the Environmental Operations Department as well as being informed of what other departments have to report. Acknowledge input from guest speakers informing us of issues that may arise.	Ensure all safety equipment and PPE is in proper order and maintain a safe working environment throughout the year.
Spring and Fall 8 hours	Exercise distribution main valves	8 main valves throughout Warspite distribution system, will take approximately 1 hour per valve. Proactive approach to see if these valves are in good working order.	Basically the valves are closed and opened. This process is repeated till the valve moves easily.	Record the results and date when this was done.
Spring and Fall 12 hours	Exercise all hydrants	12 Fire hydrants throughout Warspite, this is a proactive approach to assure all the hydrants are in proper operating order for emergency purposes. This would include a visual inspection as well, and would take about 1 hour per hydrant.	Each hydrant is flushed, and inspected for corrosion, and valve wear.	Record the results and date when this was done.

Environmental Operations Management Work Plan

MANAGEMENT

Environmental Operations Management: WORK PLAN 2022- Continued:

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
SEASONAL - Continued				
Spring and Fall 8 hours	Exercise all CC valves	At the present time, there is 46 service CC valves. As well as regular maintenance we would be able to tell which ones are in need of repair.	Each CC is closed and opened, and we verify with customer if these valves are in proper working order.	Record the results and date when this is done.
Spring and Fall 36 hours	Inspect and exercise regional line valves	Assure all valves and blow offs are working properly	Open and close valves, run water through blow offs assure proper drainage. Inspect man holes maintain sites for easy access.	Record results and rectify any problems. Record the dates when this was done.
Summer 8 hours	Weed control at lagoon sites	Both lagoons should have weed control for both appearance and to provide rodent prevention.	Spray each facility and inspect for rodent burrowing activity mow grass 2 times in summer	We would record the date this was done as well as the amount of chemical used.
12 hours	Clean and repair paper incinerators	These are the incinerators at the waste transfer stations for county residents to burn private letters/information. We have 5 incinerators throughout the county that must have the ashes removed.	Lift the unit with the backhoe in order to remove the ash. Inspect the units and replace top screen when required.	Place incinerator back into position and assure that it is in safe working order.
3 hours	Weed control at Spedden Water treatment plant	Weed control for appearance and safety.	Cut down existing weeds and spray to prevent,	We would record the date this was done as well as the amount of chemical used.
30 hours	Freon Removal	Remove the Freon from every discarded refrigeration unit at every transfer station.	With the recovery unit tend to every discarded refrigeration unit by piercing the copper piping containing Freon. During this procedure weigh the amount of product collected and document. Send product for recycling.	A CFC/HCFC/HFC Control in the Refrigeration and Air Conditioning Industry certification is required.
8 hours	Provide budget	Review the costs that have occurred and forecast the capital and operation budget for the upcoming year.	Look into capital items that are required and provide council. With costs	Prepare budget for council and when passed follow diligently.
2 hours	Employee evaluations/interviews	Prior to Budget, meet with employees regarding evaluation.	Discuss improvements and praise when required. Verbal or written reprimand if required.	Record and submit it a raise is in order.
3 to 4 days	Attend conferences or workshops related to Water or Waste	Arrange for enrollment and accommodations for County staff and Council.	Attend presentations that are provided.	Provide a report on all the information you received.
1 hour	Waste site Seasonal time changes	Have the winter/summer hours posted on the website and other County information sites, regarding the Landfills and Transfer stations.	Notify all staff which this may affect.	Continue to inform public and re-advertise if necessary.

Environmental Operations Management Work Plan

MANAGEMENT

Environmental Operations Management: WORK PLAN 2022- Continued:

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
SEASONAL - Continued				
2 hours	Update workplan	List new projects and maintenance of new facilities, and jobs that have been introduced to the department.	Review the expectations of the department and duties that have been added or removed, list accordingly.	Maintain records for future development and follow current work plans direction.
2022 ASSIGNMENTS				
16 hours	GIS	Assist Carol with updates and input to the GIS system	Provide information relating to water, wastewater, and waste and update when repairs and improvements are carried out	Document and continue to update.
1 day NEW	Have well drilled	Contact contractor when the site is ready to be drilled	Supervise drilling and pump installation	Assure proper working order and post appropriate signage.
1 day NEW	Research online sites and other available possibilities for funding	Notify council of grant and budget implications.	If council approved complete appropriate forms.	Follow through with project if grant application was successful.



SCHEDULE "B"

Smoky Lake County: Environmental Department Year - 2022

Personnel List

	Water Stations	Waste Water	Regional Water	Skid Steer	Garbage Truck	Smoky Lake Transfer St.	Bellis Transfer St.	Spedden Transfer St.	Vilna Transfer St.	Transfer Station Maintenance
	Water	Water	Water	Waste	Waste	Waste	Waste	Waste	Waste	Waste
Dave Franchuk										
Terry Bodnar										
Lorne Fedirchuk					Full time					
Syd Kuryliw				1 day a week	3 days a week					
Scott Adamson						2 days/week (summer)	1 day a week			4 days a week
Avery Sinclair						1 days/ week (winter)				
Walter Mazur								2 days a week		
Beth Kydd					1 day a week					
Scott Keller							sick leave			
Ed Kuchera							sick leave			

NOTE:
PRIMARY JOB
PART TIME
CASUAL

Carried.

Management Policy Statement No. 07M-01-08: Parks and Recreation Manager Work Plan 468-22: Serben That Smoky Lake County's Management Policy Statement No. 07M-01-08: Parks and Recreation Manager Work Plan, be accepted as amended for Year 2022 as follows:

Title: Parks and Recreation: Work Plan	Policy No.: 01-08 E
Section: 7 - M	Code: P - A
	Page No.: 1 of 6

Purpose:	To establish a Parks and Recreation Work Plan for the Smoky Lake Recreational Program.
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Policy Statement and Guidelines:
<p>STATEMENT:</p> <p>The Parks and Recreation Work Plan, Schedule "A" outlines the Work Schedule of Projects and duties on a daily, weekly, monthly, periodic and seasonal time frame which provides detail work to be undertaken in the Recreational Program. Smoky Lake County Parks and Recreation Department: Personnel List, Schedule "B" outlines the department's personnel and job classifications.</p> <p>BENEFITS:</p> <p>The Work Plan of the Parks and Recreation department will provide the following benefits:</p> <ul style="list-style-type: none"> ▪ Broaden the portfolio of the Recreational Program ▪ Good understanding of the process of the Recreational Department. ▪ Increase efficiency and strengthen time frame of deadlines. ▪ Establishes accountability of the Program. ▪ Communication Tool. <p>REVIEW:</p> <p>The Parks and Recreation Work Plan will be reviewed and presented to Council on an annual basis beginning of each year.</p>

	Date		
Approved	March 20, 2015	#466-15 - Page 11692	Chief Administrative Officer
Amended	April 4, 2016	#551-16 - Page 12197	
Amended	March 30, 2017	#597-17 - Page 12629	
Amended	March 13, 2018	#374-18 - Page 13026	
Amended	March 13, 2019	#490-19 - Page 13547	
Amended	March 5, 2020	#617-20 - Page 14034	
Amended	April 27, 2021	#650-21 - Page 14626	
Amended	March 22, 2022	#468-22 - Page 15056	

Section 07-M

Policy: 01-08



SCHEDULE "A"

PARKS AND RECREATION WORK PLAN 2022

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
DAILY				
½ Hr.	Meet with Parks and Recreation staff	Discuss days plan.	As per assigned work.	Time sheets.
2 Hrs.	Communicate with ratepayers, office, and Council	Address issues.	As required.	Document.
½ Hr.	Approve staff timesheets and code invoices			
½ Hr.	Time sheets	Review and sign time sheets.	Ensure time sheets are being completed and handed in on time to payroll.	All time sheets are handed in and completed properly and on time.
½ Hr.	Vehicle Inspections	Ensure vehicles are in safe working condition before operation.	Check fluids, lights, tires, visibility, etc.	Safe operating condition prior to driving.
½ Hr.	Pre-job hazard assessment	Identify possible dangers.	Eliminate or control hazards.	Ensure a safe working environment.
WEEKLY				
½ Hr.	Safety Meeting	Communicate	Discuss incidents and concerns.	Safe work environment.
1 Hr.	Managers meeting	Meet with department heads to ensure open communication.	Assist other departments	Working together for common good.
	Bank deposits	County deposits.	Deliver bank deposits.	Help out office staff
1 Hr.	Clean trucks	Maintain a professional appearance.	Keep County Vehicle clean.	Adhere to County policy
MONTHLY				
2 Hrs.	Joint Health and Safety Meeting	Communicate with all departments	Review any incidents and report weekly activities.	Learn from past experiences.
2 Hrs.	Main Office Staff and Safety Meeting	Attend monthly office safety meetings	Review any incidents and report monthly activities in office	Safer work environment
3 hrs NEW	Reports to Council and provide agenda for utility meeting	Manager report form.	Complete a manager's report for monthly departmental meetings. And Utility meetings.	Provide information for Council and management.
PERIODIC				
2 Days min. 2x per yr.	Flags	Raise and lower flags as per Policy #01-35. Flags: Half-mast.	Spedden: 3; Vilna: 3; Bellis: 3; Smoky Lake: 4; Warspite: 4; Victoria Cairn: 3; Total: 20	Exhibits respect.
On-going	Rural addresses	Determine document and order in fall.	Do one calls install address signs.	Provides safety and convenience for ratepayers.
	GIS	To provide spatial data to GIS.	Submit upon a new element created.	Monitor facility assets.
	Budget Meeting	Review budget.	Review ledger; make sure all purchases are properly coded and all purchases are complete.	Communicate with Finance Department.
2 hours NEW	Research possible grants.	Search various sites and complete research on funding possibilities.	Present to council before budget process.	Follow through with application and follow up if grant is awarded.

Page 2 of 6

Parks and Recreation: Work Plan

MANAGEMENT

PARKS AND RECREATION: WORK PLAN 2022 - Continued:

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
PERIODIC-Continued				
	Minor building/furniture maintenance	Maintenance in office, shop or yards.	As required.	Ensure facility interior and exterior condition is maintained.
2 Hrs.	Street lighting	Monitor and report street light problems in hamlets to ATCO.	As required.	Safety and convenience for ratepayers.
6 Hrs.	Work Plan	Plan for upcoming year.	Review work plan and make changes.	Submit to Council annually.
2 Hrs. NEW	Tend to bottles	Collect bottles from shop, office, trail and day use parks and take them into the bottle depo	We have designated barrels for cans/bottles and we must empty them periodically	Clean environment.
SEASONAL				
April to November	Inspect trail system	Visual inspection of the Iron Horse Trail as per Policy #07-01-01: Designated Recreational Trails.	Correct deficiencies.	Safety for trail users.
April to October	Inspect playground equipment	Visual inspection of all playgrounds as per Policy #07-02-01: Playgrounds.	Correct deficiencies in: Spedden, Bonnie Lake, Bellis, South and East, Warspite, Hanmore Lake East and West	Safety for users.
Daily/ Weekly	Inspect campsites	Visual checks on infrastructure.	Correct deficiencies.	Safety and enjoyment of the campers.
When required	Communicate with lake contractors	Answer phone calls, emails or person to person.	Address issues.	Safety and enjoyment of the campers.
May to September	Step Students	Advertise and hire for: 2 - 2 month positions 2- 4 month positions	Train and assign tasks.	Extra help during summer's heavy workload.
May to September	Grass cutting	Hamlets, parks, resorts, water fill stations, campsites, office, entrance signs and ball diamonds (Spedden: 2; Bellis: 2; Warspite: 1; Hamlin: 1).	Operate mowers and trimmers.	Keeps County property neat and clean.
17 ½ Days	Parade float	Decorate float.	Display in parades in Vilna, Smoky Lake and Waskatenau.	Advertises County and supports municipalities.
2 Days	Display parade float in 3 parades	Enter float in the 3 County parades.	Display in parades in Vilna, Smoky Lake and Waskatenau.	Advertises County and supports municipalities.
1 Hour/ Daily	Mower Equipment	Maintenance.	Sharpen blades, check oil and clean machine.	Prolongs life of mowers.
2 Days	Outhouses	Have outhouses pumped out.	51 Outhouses.	Facilities are clean.
4 Days	Building outhouses	Build and repair outhouses.	Pick up supplies and build.	Facilities are in good working order.
2 Days	Piers	Install and removed piers at: Kaduk: 1; Mons: 4; Hanmore: 3; Bonnie: 5; Whitefish:1.	Replace any worn planking.	Provides safe access to water.
1 Day	Swim rafts.	Install and remove rafts at: Mons: 1; Hanmore: 1	Replace any work parts.	Provides safe access to water.

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Parks and Recreation: Work Plan

MANAGEMENT

PARKS AND RECREATION: WORK PLAN 2022 - Continued:

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
SEASONAL- Continued				
1 Hour	Snow shoveling	Remove snow and ice from office walkways.	As required.	Provides safe walkways for public and staff.
	Tree removal	Remove dead and fallen trees from campsites and walkways.	As required.	Provides safe areas for the Public.
	Firewood	Split firewood compiled from brushing.	As required.	Provides firewood for special occasions.
6 Days	Help set up for Smoky Lake Rodeo	Move bleaches and tables.	As required.	Helps volunteers.
2 Days	Help set up for parades.	Move bleachers and tables, cut grass and trim.	Grass cutting and trimming, painting and set up fences.	Helps County volunteer groups.
3 ½ Days	Help with Farmers Day, Pumpkin Fair, Women's Conference, Christmas party and other special events	Move bleachers, tables and the stage.	As required.	Helps County volunteer groups.
4 Days	Christmas decorations	Set up lights before "Christmas Light Up" in Smoky Lake and take down after January 20 th .	Warspite, Spedden, Shop and Office.	Celebrating the season.
1 Day	Equipment	Acquire estimates and order.	As required and budgeted for.	Ensures equipment is available to perform tasks.
1 Hour	Lights in office.	Repair lamps and ballasts.	As required.	Maximum light available for public and staff
1 Day	Annual Safety Meeting	Attend Annual Safety Meeting.	Be aware of the safety procedures set out by the County and follow them for a safe work environment.	Keep informed on safety practices of the County
5 Days	Inventory	Take inventory of all supplies.	County supplies.	Maintain records.
2 Hours	Employee Evaluations.	Performance appraisal.	Inform employees about their strengths and weaknesses.	Help employees understand their duties.
2022 PROJECTS				
5 Days	Camp kitchen at Hanmore East	Paint/stain camp kitchen.	Correct deficiencies as required.	Prolong life of structure.
5 Days	Camp kitchen at Kaduk Lake	Paint/stain camp kitchen.	Correct deficiencies as required.	Prolong life of structure.
5 Days	Camp kitchen at Bellis Beach	Paint/stain camp kitchen	Correct deficiencies as required.	Prolong life of structure.
5 Days	Assist with erosion problem at Mons Lake	Install retaining wall or landscape.	As required.	Preserve playground area.
5 Days	Assist with boat launch area by river	Assist with installing boat launch where needed.	As required.	Provides access to river.

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Parks and Recreation: Work Plan

MANAGEMENT

PARKS AND RECREATION: WORK PLAN 2022 - Continued:

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
2022 PROJECTS- Continued				
4 hours	Repairs to Boat launch on main beach of Hanmore Lake	Remove broken cement slabs and replace with new	Correct deficiencies as required	Assure boat launch provides safe access and water crafts do not become damaged.
2 days	Replace boat launch at Bonnie Beach	Remove broken cement slabs and replace with new	Correct deficiencies as required.	Provide safe watercraft access.
2 days NEW	Research feasibility of road or trail and boat launch at Island Lake	Inspect area with measurements and create a detailed plan.	Research appropriate licenses and permits required, and the total cost of project.	Present the results to council at the 2023 budget meeting.
2 days NEW	Research feasibility of boat launch at Kaduk lake	Inspect area with measurements and create a detailed plan	Research appropriate licensees and permits required, and the total cost of the project.	Present the results to council at the 2023 budget meeting.

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Parks and Recreation: Work Plan

MANAGEMENT



SCHEDULE "B"

Smoky Lake County: Parks and Recreation Department Year - 2022

Personnel List

	Parks and Recreation Manager	Equipment Operator	Labourer	Contract: Lake Caretaker
Dave Franchuk				
Ray Soch				
Position to be filled				
Student (2): High School			2 months in summer	
Students (2): College			4 months in summer	
Jaclyn Jarema				
Veronica Fox				

FULL TIME

SEASONAL

Carried.

Reporting on Training Events

469-22: Cere

That Smoky Lake County Council acknowledge receipt of the Reports produced in accordance with Management Policy Statement No. 01-M-41: Reporting on Training Events, received from:

Environmental Operations:

- Alberta CARE (Coordinated Action for Recycling Enterprises) Convention, held on February 23-25, 2022, attended by the Environmental Operations Manager.

Carried.

Meeting Recessed

Meeting recessed for Lunch, time 12:14 p.m.

Meeting Reconvened

The meeting reconvened on a call to order by Reeve Lorne Halisky at 12:46 p.m. in the presence of all Council members, the Chief Administrative Officer, and the virtual presence of the Assistant Chief Administrative Officer, Finance Manager, Planning and Development Manager, Recording Secretary, Communications Technician, Fire Chief, Agricultural Fieldman, and Assistant Agricultural Fieldman.

Management Policy Statement No. 62M-01-15: Agricultural Service Board Work Plan

470-22: Fenerty

That Smoky Lake County's Management Policy Statement No. 62M-01-15: Agricultural Service Board Work Plan, be accepted as amended for Year 2022 as follows:

Title: Agricultural Service Board – Agricultural Fieldman Work Plan	Policy No.: 01-15
Section: 62 – M	Code: P– A
	Page No.: 1 of 9 <i>E</i>
Purpose:	To establish an Agricultural Service Board Work Plan for the Smoky Lake County Agricultural Service Board Program.
Policy Statement and Guidelines:	
STATEMENT:	
The Agricultural Service Board Work Plan, Schedule "A" outlines the Work Schedule of Projects and duties on a daily, weekly, monthly, periodic and seasonal time frame which provides detail work to be undertaken in the Agricultural Program. Smoky Lake County Agricultural Department: Personnel List, Schedule "B" outlines the department's personnel and job classifications.	
BENEFITS:	
The Agricultural Service Board Work Plan will provide the following benefits:	
<ul style="list-style-type: none"> ■ Broaden the portfolio of the Agricultural Service Board Program. ■ Good understanding of the process of the Ag Department. ■ Increase efficiency and strengthen timeframe of deadlines. ■ Establishes accountability of the Program. ■ Communication Tool. 	
REVIEW:	
The Agricultural Service Board Work Plan will be reviewed and presented to Council on an annual basis beginning of each year.	



SCHEDULE "A"
AGRICULTURAL SERVICE BOARD: WORK PLAN 2022



Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
DAILY				
1-2 hrs	General Administration	Approve staff time sheets, code ASB invoices, maintain records (spraying, weed inspection, mowing, complaints), order parts, chemical, toxicants and maintain staff records, assist office staff with various duties	Assign duties to crews Inspect work being done. Complete ASB Duties. Keep up to date on emails, data entry, timely coding of invoices as per accounts payable requests.	Detailed and organized ASB records, Admin staff satisfied with flow of information. Required ASB duties under the Acts completed.
1hr	Phone Calls	County residents' concerns. Agricultural Information on Invasive species, chemicals, toxicants, trees, soils, land and custom rates.	Address and handle concerns in a timely fashion. Include proper departments on concern if needed.	Document complaints and maintain records. Follow up to confirm problems were investigated and rectified. Document calls and requests.
1hr	Bank Deposits and Mail run	County deposits and mail.	Deliver bank deposits and take mail to post office.	Help out office staff.
30 mins	Job Safety Assessment	Complete daily before starting a new job.	Fill out form. Discuss hazards with co-workers if job is being carried out with multiple people.	Give completed form to Safety Officer for filing.
15 mins	Vehicle walk around	Inspect Vehicle	Inspect vehicle and fill out inspection check list.	Drive safely.
WEEKLY				
1hr	Manager Meetings	Meet with all department heads to ensure open communication between departments.	Assist other departments as required.	Communication tool. Method of accountability for the department
1hr	ASB Staff Meetings in Ag bay at the beginning of every week	Meet with ASB Staff.	Discuss work plans for the week. Address safety concerns and other issues.	Communication tool to address timelines and safety.
1hr	Toolbox Safety Meetings at Shop	Attend weekly safety meeting.	Discuss safety issues and incidents. Discuss workers concerns.	Staff use meeting to address concerns and issues that take place in the work week.
1hr	Code Invoices	Code to specific account number.	Review current budget in codes.	Proper coding.
1hr	ASB Staff Timesheets	Review and sign ASB staff timesheets.	Ensure timesheets are being completed and handed in on time to payroll.	All timesheets are handed in and completed properly and on time.
1hr	Clean & Tidy Vehicles	Clean & Tidy Vehicles	Clean & Tidy Vehicles	Ensuring that vehicles are presentable to the public eye and that all debris is washed off for safety purposes.
MONTHLY				
2-3 hrs	Monthly Reports to Council	Cascade Report.	Fill out report.	Maintain record of reports. Method of communication to Council and administration as to what the Ag. Department has done for the past 2 months.
5-6 days	Prepare ASB Agenda packages and write RFD's	Research topics. Prepare packages.	Prepare Agenda's and Request of Decisions Photocopy and distribute packages.	Complete action list from the meeting.

Page 2 of 9.

Agricultural Service Board - Agricultural Fieldman: 2022

MANAGEMENT

AGRICULTURAL SERVICE BOARD: WORK PLAN 2022- Continued:

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
MONTHLY - Continued				
2-3 days	Farm/ Field Visit	Meet with ratepayers and agricultural producers to diagnose weed, pest or disease issues.	Provided identification of problem and possible solutions.	Maintain record of field visits.
2 hr	Joint Health and Safety Committee Meetings	Attend monthly.	Discuss safety issues and incidents. Discuss workers concerns.	Use meetings to address concerns and issues that take place in the work week.
1-2 hrs.	Main Office Safety Meeting	Attend monthly office safety meetings.	Review any incidents and report monthly activities in office.	Safer work environment.
1-2 hrs	Monthly Time Sheets	Summary sheet of work, vacation and sick days.	Fill out and hand in. Review staff timesheets, sign and give to payroll.	Monitor ASB issues.
1-5 hrs	Departmental Meeting	Attend monthly.	Complete manager report, discuss upcoming events happening within the ASB.	To provide Council with monthly updates and information.
3 days	Dog Calls	Attend calls when received	Go to area of concern and try to catch the dog, speak to complainant if necessary to gather more information	Complaints dealt with in a timely manner
PERIODIC				
2-3 days	Job Interviews	Interviewing staff.	Advertise and arrange interviews.	Hire staff as required.
1 day	Northeast AAAF Regional Meeting	Attend meetings.	Meet with NE AAAF members to discuss agricultural issues of mutual concern.	Bring back issues to Council.
4hrs	Issue Form 8's (Permit to use Coyote and Skunk Control Material on Own Land) to landowners.	Issuing 1080 tablets for coyote control where predation is deemed a problem.	Inspect complaints to confirm predation. Issue 1080 tablets to producers. Report to Alberta Agriculture.	Issue 1080 tablets to qualified producers. Reduction of coyote predation in livestock.
1 day	Wild Boar On-Farm Inspections	Investigate reports of Wild Boar at large and enforce Prohibited Animals Bylaw 1307-17.	Carry out require duties under the Agricultural Pest Act of Alberta.	Ensure wild boars are not at large in Alberta or Smoky Lake County.
5-10 days	Agriculture Workshops	Set up seminars and workshops.	Arrange guest speakers, prepare presentations and advertise.	Document.
5-7days	ASB Policy Review	Review policies.	Amend old policies and/or create new ones.	Update policies to ensure they are current within 5 years.
1-2 days	Environmental Farm Plans	Meet with producers to assist them in completing their EFP's.	Help producers complete their EFP's and attend peer review sessions to review binders.	Issue completion letters. Maintain records.
2-3 hrs	Canadian Agricultural Partnership	Prepare for the new program, train staff to become fluent in the new grant programs.	Prepare materials and grant applications for programs.	Document and report to Alberta Agriculture annually the number of producers helped with grant applications.
2-4 hrs	Council Requests	Investigate/ research or complete any Council requests that come in.	Prepare materials to bring forward to Council. This could be anything from researching a topic, or completing a duty ex. Spraying problem area or trapping problem location.	Provide Council with answers to any questions or concerns.

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Agricultural Service Board - Agricultural Fieldman: 2022

MANAGEMENT

AGRICULTURAL SERVICE BOARD: WORK PLAN 2022 - Continued:

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
PERIODIC - Continued				
2-4 hrs	Working with Lakeland Agricultural Research Association	Communicate and facilitate events with LARA	Working together to bring awareness to the community on what LARA has to offer to our producers. Communicating on new ideas and events to offer to producers.	Providing our local producers with unbiased agricultural research.
4 hours NEW	ASB Meeting	Attend monthly	Discuss agricultural concerns, outcomes and successes	To provide Council with monthly updates and information.
4 hrs NEW	Employee evaluations	Review previous year evaluation with full-time permanent staff	Prepare evaluation booklet	Ensure employees and manager are on the same page in regards to career objectives and goals.
SEASONAL: Yearly Outline				
January February	Agricultural Service Board Conference	Attend 3-day conference.	Book rooms. Complete registration packages.	Advise.
1-2 hrs	ASB Resolutions	Present new resolutions annually.	ASB to discuss new resolutions to come to a group consensus.	Consensus reached as only two members can vote at provincial conference.
6 days	ASB Grant Application	Report ASB Activities to Alberta Agriculture.	Submit activities in detail and ASB expenditures.	ASB will receive funding for legislative and environmental activities.
5 days	ASB Year End	Ensure all invoices are paid and bills coded to proper accounts.	Go through the ledger.	Verify with the Finance Department.
5 days	Renew Licenses	Renew explosives and damage control licenses.	Complete the paperwork and submit.	Maintain records.
2 days	ASB Work Plan	Plan for the upcoming year-2021 Work Plan.	Submit to Council for approval.	Submit to Council - Annually.
6-7 days	Various Ag Conferences	Attend conferences.	Attend conference and learn about projects or information.	Bring information to ASB or apply new information and skills to ASB programs.
15-30 days	ASB Staff Continuing Education	Continuing education.	Take applicable courses to the ASB.	Maintain and improve on existing knowledge and experience within the agricultural sector.
5 days	DFO Blasting Submissions	Submit Notification Forms and Project review forms to the DFO	Pre-submit to the DFO on areas we suspect will be issues for flooding in the Spring based on historical data.	Be prepared for Spring trapping and blasting season.
2 days	ASB Business Plan	Review all ASB data from previous year.	Develop measurable outcomes for reporting.	ASB Business plan is submitted to Alberta Agriculture annually on time.
2-4 days NEW	Additional Grant Application	Research additional grants that the Ag Department may qualify for	Apply to potential grant opportunities	Receive additional funding for the ASB Program
4 days NEW	Update Workplan	Add/Remove workplan items as department evolves.	Complete workplan for March Departmental Meetin.	Have a well maintained and defined outline of what the department does each year.
March April	Preparations for 2022 Summer Season	Order supplies. Review work plans and polices and prepare as required. Obtain easements as required.	Order herbicide, dynamite, strychnine, mower blades.	Monitor Budget. Maintain Records.

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Agricultural Service Board - Agricultural Fieldman: 2022

MANAGEMENT

AGRICULTURAL SERVICE BOARD: WORK PLAN 2022- Continued:

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
SEASONAL: Yearly Outline - Continued				
2-3 days	Hire summer staff	Hire summer staff for the Ag Department.	Advertise and interview if necessary.	County orientation.
5 days	Equipment Preparations	Prepare spraying and mowing equipment.	Mount sprayer and calibrate. Inspect equipment and maintain as needed.	Maintain records. Equipment ready for work.
3 days	Classroom Agriculture Program	Prepare a presentation and samples to deliver to students.	Give presentation to Grade 4 students whose teachers sign up for the program in the County.	Keep students connected to the agriculture in their area.
5 days	Farmer Appreciation Event	Plan to host event in conjunction with Bellis 4-H.	Buy supplies, prepare hall, coordinate with 4-H, book speakers or tradeshow.	Ensure many local producers attend.
15 days	Problem Wildlife	Beaver Control.	Removal (trapping) of problem beavers that are affecting county infrastructure.	Maintain record. Develop site plan.
1 day	Problem Wildlife	"1080" Tablets.	Distribute 1080 to livestock producers who are experiencing high levels of predation.	Reduction in livestock predation.
3 days	Seasonal Trapper	Coordinate problem locations for Beaver Removal with Transportation Department.	Coordinate blasting with trapping locations.	Reduction in beaver problems affecting county infrastructure.
2 days	ASB Poster Contest	Prepare poster contest packages to deliver to schools with theme for the year.	Pick up poster contest submissions from schools, display for council and distribute prizes.	Engage with students in our community.
2-3 days	Strychnine Program	Richardson Ground Squirrel Control Program.	Distribute Strychnine to producers with high infestation levels.	Maintain records and reports.
1 day	Seed Cleaning Plant Inspections	Inspect all seed cleaning plant stationary or mobile and license them accordingly.	Inspections are done based on cross-contamination and final turned-out product.	Ensure weed seeds are not present in cleaned grain.
1 day	Annual Safety Day	Attend Annual safety day.	Bring forward any safety concerns with the department.	Work safely. Communicate safety concerns appropriately.
15-20 days NEW	Beaver Management	Trap beavers/muskkrats	Setting/Checking traps	No plugged culverts/flooding
5 days NEW	Beaver Management	Clean culverts	Clean culvert of debris from beaver activity	Water is flowing areas of flooding concerns have been resolved.
20 days NEW	Beaver Management	Check/Repair/Install Pond Levelers	Daily checks of existing pond levelers. New installs and maintenance are carried out when necessary.	No water issues from damaged or faulty infrastructure.
May	Problem Wildlife	Beaver Control.	Removal of Beaver Dams and installations of new gizmos and the removal of old ones that are no longer needed.	Maintain records. Develop site plan.
6hrs	Tansy Reduction Program	Education and Awareness.	Distribute Tansy information to landowners with infestations on tansy.	Allowing landowners to realize why Tansy is such a problem and start reducing infestation levels within their own land.

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Agricultural Service Board - Agricultural Fieldman: 2022

MANAGEMENT

AGRICULTURAL SERVICE BOARD: WORK PLAN 2022 - Continued:

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
SEASONAL: Yearly Outline - Continued				
45 days	Spraying Program	The East half of the County is the target area of 2022. Spot spraying will be conducted in Zone 1 with remaining herbicide.	Spray for noxious weeds as required by the Weed Control Act of Alberta and brush for sightline safety on roads.	Document map records.
4 days	Spraying Data Tracking	GIS program submit spraying data.	Creation of maps and stored map layers for future reference.	Ability to compare years of spraying in different layers on maps for the evaluation of programs.
60 days	Weed Inspections	Complete Weed inspections on private land.	Issue weed letters and notices to achieve compliance.	Reduction of noxious within the county.
5-7 days	Weed Inspector Training	Train staff on how to conduct and track weed inspections.	Assistant Pesticide Applicator Training and Weed Identification.	More Weed inspections and better-quality inspections.
3 months	Roadside Mowing	Begin mowing program and orientation with staff.	Mow resorts, hamlets, and roadsides.	Document map records.
2 days	Farmer Appreciation Event Planning	Work with Ag Societies to host the Farmer Appreciation Event.	Advertise, coordinate with hall, Ag Society, order food, make work schedule, and all other arrangements.	Document. Networking and relationship building with local producers.
3 days	ASB Grant Reporting	Submit ASB year-end final report for 2022.	Send in audited financial statements. Approved budget. Application agreement forms.	Maintain records.
½ day	Shelterbelt Program	Advertise Shelterbelt program Tree Time which is a local nursery within Smoky Lake County.	Promote Shelterbelts through local nursery Tree Time website.	Document.
1 day	Hay Permit Program	Advertise hay permit program. Ensure hay permit binder is ready develop maps of hay permit locations for spraying and mowing.	Develop News article for papers.	Producers fill out a hay permit prior to cutting hay within municipal right-of-way.
20 days NEW	Beaver Management	Trap beavers/muskkrats	Setting/Checking traps	No plugged culverts/flooding
5 days NEW	Beaver Management	Clean culverts	Clean culvert of debris from beaver activity	Water is flowing areas of flooding concerns have been resolved.
20 days NEW	Beaver Management	Check/Repair/ Install Pond Levelers	Daily checks of existing pond levelers. New installs and maintenance are carried out when necessary	No water issues from damaged or faulty infrastructure.
June	Roadside Spraying	Spraying of road allowances in Zone 1 targeting noxious weeds and brush re-growth under 1.5 metres.	Spray road allowances for noxious weeds as priority, then brush control after. As per policy.	Proper documentation of spraying. Records kept for 5 years.
July	Roadside Mowing	Grass Cutting Program.	Mow all County ROWs, as per Policy Statement 62-28 Mowing Program .	Document map records.
August	Keep weekly records of Mowing progress. Submit to GIS department for data input	Keep weekly records for GIS data.	Ensure records are submitted weekly to GIS department.	Maps and Data readily available for Ag Service Board meetings.
September				

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Agricultural Service Board - Agricultural Fieldman: 2022

MANAGEMENT

AGRICULTURAL SERVICE BOARD: WORK PLAN 2022 - Continued:

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
SEASONAL: Yearly Outline - Continued				
16 days	Pest Monitoring	Insect inspections and other.	Check Bertha Armyworm traps, Swede Midge Traps, Grasshopper surveys.	Maintain records.
15 days	GIS record keeping	Record all pond leveler locations and problem beaver areas on the GIS system	While in the field update AGMobile app where pon levelers are located.	Maintaining records, and ensuring we have locations available for future employees.
20 days	Clubroot Inspections	Inspect known Clubroot Fields to ensure best management practices are being followed as per guidelines under the Alberta Clubroot Management Plan.	Inspect all current Clubroot positive fields.	All Clubroot positive fields are acting in good agricultural faith and following best management practices.
1 day	GIS pest data input	Submit monitoring data for GIS department to create maps and layers of pest infestation levels.	Submit samples diligently.	All data collected will be formed in to maps and later use to evaluate infestation levels of pests and diseases.
25 days	Spot Spraying Program	Spot spraying to be completed in Zone 1 and problem patches in Zones 2 and 3.	Target infestations of noxious weeds.	As per Vegetation Management Policy (62-15) and Tansy Reduction Policy (62-23) .
3 days	Grasshopper Survey Program	Grasshopper survey inspections.	Inspect ditches and fields for grasshoppers as required by Alberta Agriculture.	Maintain records.
5 days	Weed Survey Program	Participate in Weed Survey inspections.	Inspect fields for weeds.	Maintain records and report to Alberta Agriculture.
	Tansy Reduction Program	Collect locations of tansy infestations throughout Smoky Lake County.	Submit collected data for the creation of maps.	Maintains yearly infestation level maps to help monitor tansy populations.
1 day	Grazing school for Women	Co-host the Grazing School for Women.	Work with committee to plan and host the event.	Document.
5 days	ASB Summer Tour	Attend tour.	Book rooms and register.	Document.
80-90 days NEW	Beaver Management	Trap beavers/muskkrats	Setting/Checking traps	No plugged culverts/flooding
10 days NEW	Beaver Management	Clean culverts	Clean culvert of debris from beaver activity	Water is flowing areas of flooding concerns have been resolved.
80-90 days NEW	Beaver Management	Check/Repair/ Install Pond Levelers	Daily checks of existing pond levelers. New installs and maintenance are carried out when necessary	No water issues from damaged or faulty infrastructure.
October	Problem Wildlife	Beaver dam control.	Install gizmos and remove dams to alleviate water issues for farmers and county infrastructure.	Maintain records. Develop site plan.
5 days	Spraying Equipment	Spray out and winterize spraying equipment to be put away for winter.	Take small sprayers off truck and Polaris. Flush and winterize with RV antifreeze.	Maintain records.
5 days	Organize Clubroot Inspection data and report to University of Alberta	Put together and send out Clubroot notification packages for ag producers that were found positive.	Clubroot Mapping and send out notification information as per Policy Statement 62-12 Clubroot .	Meet with Producers to review their Clubroot Management Agreement or assist them in completing it.

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Agricultural Service Board - Agricultural Fieldman: 2022

MANAGEMENT

AGRICULTURAL SERVICE BOARD: WORK PLAN 2022 - Continued:

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
SEASONAL: Yearly Outline - Continued				
15-20 days	Problem Wildlife Program	Blast Beaver Dams.	Blast Beaver dams that are affecting infrastructure.	Help minimize flooding on county roads during spring thaw.
2 hrs	Budget Meeting for ASB and Capital Assets	Meet with Finance Manager regarding budget.	Evaluate programs and capital needs, price out items, and prepare budget.	Meet with Finance Department.
3-4 days	Policy and Program Review	Adjust and a budget to co-exist with policy change.	Evaluate policy and programs to match our budget.	Update policies.
20 days NEW	Beaver Management	Trap beavers/muskkrats	Setting/Checking traps	No plugged culverts/flooding
10 days NEW	Beaver Management	Clean culverts	Clean culvert of debris from beaver activity	Water is flowing areas of flooding concerns have been resolved.
November and December	Training – AAF IST	Annual In-Service Training for 4 days.	Attend IST, other relevant training opportunities.	Gain credits to maintain Pesticide Applicator License. Report to council.
2 days	Budget Review/ Meeting	Review Budget.	Review ledger, make sure all purchases are properly coded and all purchases are complete.	Communicate with Finance Department.
1 day	ASB Business Plan	Review Business Plan and submit to council.	Make any required changes.	Submit to Alberta Agriculture for documentation for grant reporting.
3-4 days	Policy Review	Update policies that require changes.	Submit to Council for approval.	Document.
5 days	Inventory	Take mileage, chemical, poison, explosives supply inventory.	Count supplies.	Maintain records.
1 day	Review of 2022 Action List	Review Action Lists from all ASB meetings that year.	Update Action List binder.	Ensure no action list items are missed.
SEASONAL: 2022 PROJECTS				
1-2 days NEW	Pond Leveler Installs	For the 2022 season we have 2 brand new installs planned. NE-23-59-16-4 & NE-28-80-16-4. There is potential for more but it will be based on need, budget and time. These new installs are in addition to regular maintenance and upgrades that take place yearly.	Install New Pond Levelers	New areas of concern (flooding/beaver activity) will be remedied



SCHEDULE "B"



Smoky Lake County: Agricultural Department Year - 2022

Personnel List

	Agricultural Fieldman	Assistant Agricultural Fieldman	Weed/Pest Inspector	Seasonal Trapper (2021/2022 Trial 1 year full-time year round)	Vegetation Management Technician	Mower Operator
Carleigh Danyluk						
Amanda Kihn						
Summer Student					Primary	
Summer Student NEW			Primary			
Summer Student NEW					Primary	
Trevor Cameron				Primary		
Stephen Jarema						Primary
Paul Skarlicki						Primary
Vacant						Primary

NOTE:

FULL TIME

SEASONAL

Carried.

**GIS Report:
Schedule a Committee of the Whole Meeting**

471-22: Cere

That the next Smoky Lake County Council **Committee of the Whole for the purpose of Administration**, be scheduled for Thursday, April 14, 2022 at 9:00 a.m. to be held virtually, through Electronic Communication Technology as per Bylaw 1376-20 **and/or** physically in County Council Chambers.

Carried.

Management Policy Statement No. 01M-33-10: GIS Work Plan

472-22: Fenerty

That Smoky Lake County's Management Policy Statement No. 01M-33-10: GIS Work Plan, be accepted as amended for Year 2022 as follows:

Title: Geographic Information System (GIS) Services: Work Plan		Policy No.: 33-10
Section: 1 - M	Code: P-A	Page No.: 1 of 7 E
Purpose:	To establish a Department Work Plan for the Smoky Lake County GIS Services Program.	
Policy Statement and Guidelines:		
STATEMENT:		
The Geographical Information Systems (GIS) Work Plan, <i>Schedule "A"</i> outlines the Work Schedule of Projects and duties on a daily, weekly, monthly, periodic and seasonal time frame which provides detail work to be undertaken within GIS.		
BENEFITS:		
The GIS Work Plan will provide the following benefits:		
<ul style="list-style-type: none"> ▪ Broaden the portfolio of GIS Operations for Smoky Lake County. ▪ Good understanding of the process of the GIS Operator. ▪ Good understanding of the responsibilities of the County GIS Program. ▪ Increase efficiency and strengthen departments using GIS data. ▪ Maximize effectiveness and accountability of County Spatial Data. 		
REVIEW:		
The GIS Services Work Plan will be reviewed and presented to Council on an annual basis beginning of each year and presented to Council on an annual basis beginning of each year.		

Section 01-M

Policy: 33-10



SCHEDULE "A"
GIS SERVICES: WORK PLAN 2022

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
DAILY				
2 - 4 hours	Administration	Review and respond to emails	<ul style="list-style-type: none"> • Review and respond to emails from County Management/staff related to GIS issues. • Review and respond to emails from the public related to GIS inquiries. • Approach and follow-up to emails from MuniSight/consultants/contractors relating to GIS projects. 	<ul style="list-style-type: none"> • Ensure effective communication between departments. • Ensure GIS projects are proceeding or completed in a timely manner.
1 - 3 hours	GIS data input, Spatial Data Entry – MuniSight/Mobile App	Input/update Data	Input/update Data supplied by departments into the GIS system: Road Use Agreements, Dust Control, Brushing / Axing, Spring Flooding, Fire Permits, Fireworks Permits, and Municipal Addressing.	Maintain accurate and current data to meet the County's database requirements.
5 hour	Certified Tracking Solutions–Titan PS	Perform administrative functions	<ul style="list-style-type: none"> • Verify assets are reporting • Verify workers and assets are safe. 	Data Analysis for Admin, managers, and council.
15 - 30 mins	Organization	Identify priority levels	Organize and prioritize daily work tasks set out at the weekly Manager's Meeting and other issues that may arise.	Ensure tasks are completed as set out at the beginning of the week. If not completed, add the tasks to complete in the following week.
15 – 30 Mins	Administration	Schedule of Departments weekly operations	<ul style="list-style-type: none"> • Update timesheet and calendar schedule with upcoming meetings and projects. • Organize workspace and file completed paperwork. 	<ul style="list-style-type: none"> • Ensure the department is organized to promote efficient daily operations. • Maintain records.
5 – 30 Mins	Office Assistance	Assist Office Staff	Assist with answering phone, accounts receivable, front counter inquiries.	Ensure efficient operations and public assistance in a timely manner.
WEEKLY				
1 hour	Managers Meeting	Prepare report, attend weekly meeting.	Provide departmental activities to Manager's, staff and Council.	Ensure effective Communication between departments.
5 - 3 hours	Meet with Department Manager's or staff	Review progress of GIS projects.	<ul style="list-style-type: none"> • Work with staff to schedule workload priorities for data input into the GIS Database. • Assist and generate queries for departments to eliminate duplicate entries. 	<ul style="list-style-type: none"> • Ensure effective Communication between departments. • Ensure GIS projects are proceeding or completed in a timely manner. • Ensure efficient operations. • Ensure data integration meets the County's database requirements.

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GIS SERVICES: WORK PLAN 2022- Continued:

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
WEEKLY- Continued				
1 - 3 hours	Assist management and staff with issues that come up	Perform various administrative functions related to GIS.	<ul style="list-style-type: none"> Fix Technical Issues. Hardware Maintenance. Coordinate Maintenance with IT Coordinate Assistance or Maintenance with MuniSight or Titan when required. 	<ul style="list-style-type: none"> Ensure efficient operations.
1.5 - 4 hours	County & Region Webmap – MuniSight	Streamline data / maps and search tools offered to the county/region residence through County and Region <i>Public and Internal</i> MuniSight.	Verify and check all sites of MuniSight: County, Town, Villages and Regional. Total of 7 sites.	<ul style="list-style-type: none"> Ensure efficient operations and accurate data for public GIS inquiries. Ensure efficient operations and accurate data for management, council, and staff.
MONTHLY				
3 - 6 hours	Monthly departmental Report	Prepare Monthly Departmental Report.	Complete updates of department projects and activities.	Maintain record of Report.
1 day NEW	Attend Departmental meeting	Present Monthly Departmental Report.	<ul style="list-style-type: none"> Present updates of department projects and activities. Address council inquiries. Gain information for other dept's GIS needs. 	<ul style="list-style-type: none"> Ensure effective communication with council. Ensure effective communication between departments.
1 day	Attend Monthly Council Meeting	Attend to gain information and GIS needs.	Plan for future GIS needs.	Ensure effective communication with council.
5 - 10 hours	GIS reporting and forecasting	Assist managers with reports utilizing the GIS data.	<ul style="list-style-type: none"> Provide assistance to managers in developing and utilizing reports. Forecasting of short-term and long-term county activities related to development, infrastructure, and resource management. 	<ul style="list-style-type: none"> Analysis Tool for Managers, staff & Council. Ensure effective communication between departments. Ensure efficient operations.
3-5 hours	Monitor Contracts	General Service Hours	<ul style="list-style-type: none"> Review and validate County and Regional General Service Hours. Provide monthly GSH reports to the Region. 	Monitor and control expenditures of funds in accordance with the approved contracts by County Council.
1 hour	Accounting - Budget	Monthly financial transactions	Coding of purchased good and 3 rd party invoicing.	Monitor and control expenditures of funds in accordance with the approved budget set by County Council.
10 hours	GIS Data validation	Work with Management, and staff.	<ul style="list-style-type: none"> Test Alta.IIS, MuniSight and Titan updates to GIS system. Test, validate, and conduct quality assurance to ensure the highest quality customer oriented analytical products. 	Ensure data integration meets the County's database requirements.

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GIS Services: Work Plan

ADMINISTRATION

GIS SERVICES: WORK PLAN 2022- Continued:

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
MONTHLY-Continued				
1 - 3 hours	County Webmap Tool MuniSight-QGIS	Provide geospatial info to internal/external parties.	<ul style="list-style-type: none"> Create documents, maps, using geospatial data. Provide Export files. 	<ul style="list-style-type: none"> Provide accessible, accurate and up to date information. Communicate County information to residents and non-residents in an effective manner.
1 - 2 hours	Manage GIS User Accounts Smoky Lake County and Region	Manage user accounts. Manage user roles and permissions.	<ul style="list-style-type: none"> Set up/delete user Accounts Set up/delete user Role and Permission 	<ul style="list-style-type: none"> Ensure secure system. Ensure effective communication with departments and Regional Partners.
QUARTERLY NEW				
8-10 Hours NEW	Address Sign	Installation of Address Signs	<ul style="list-style-type: none"> Take orders or replacement requests. Verify requests and mark placement of sign Order Signs. Alberta one call. Coordinate pick up, installation and GIS Data collection of Signs. 	<ul style="list-style-type: none"> Ensure efficient operations Ensure accurate data Ensure Address sign is in place and visible.
ANNUALLY NEW – (DATA MOVED FROM PERIODIC)				
10 hours	GIS – contracts & Data Sharing Agreements	Manage Contracts and Agreements.	<ul style="list-style-type: none"> Manage Third Party Contracts. Manage licensing agreements. Update contract listing to Municipal Clerk 	<ul style="list-style-type: none"> GIS Operations. Communication. Ensure efficient operations
30 - 50 hours	Meeting with County Managers on GIS needs.	Annual Departmental GIS Review	<ul style="list-style-type: none"> Prepare departments GIS layers for review. Design and implement manageable GIS projects Develop and implement GIS advanced business intelligence analyses and reporting solutions. 	<ul style="list-style-type: none"> GIS Tool for Managers. Ensure effective communication between departments. Continually enhance GIS capability and demonstrate success.
2-3 days	Budget Planning	Prepare the department's budget needs for the following year.	<ul style="list-style-type: none"> Review past expenses and projects. Review departments Technology needs. Review Contracts with corresponding departments, Prepare proposed budget. 	Present to Council at Budget meeting.
6 hours	Annual Safety Meeting	Attend annual Safety meeting.	Attend to educate and gain information from safety presentations.	Keep informed on safe practices and policies.
1-2 days	Work Plan	Provides detailed work to be undertaken within the GIS Operations.	<ul style="list-style-type: none"> Review the previous year's work plan. Update the work plan to ensure it accurately reflects the work to be undertaken within the GIS Work Plan in the current year. 	<ul style="list-style-type: none"> Communication to Council. Provide detailed work to be undertaken by GIS Services.

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GIS Services: Work Plan

ADMINISTRATION

GIS SERVICES: WORK PLAN 2022- Continued:

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
ANNUALLY- Continued				
5-10 Hours NEW	Grant Research and applications	Research and assist in grant applications,	<ul style="list-style-type: none"> Prepare pre and follow up documentation. Assist finance and surrounding Municipalities with GIS related grants. 	<ul style="list-style-type: none"> Strengthen intermunicipal relationships Reduced cost for municipality
NEW	Employee Evaluation	Meet with Supervisor	Review GIS Operators performance Appraisal	Strengthen GIS relationships and performance
PERIODIC				
30 - 50 hours	Data Analysis	Data cleaning Provide strategic advice to managers and council.	<ul style="list-style-type: none"> Clean data for consistency and update missing data. Generate queries. Generate reports. 	<ul style="list-style-type: none"> Ensure data meets the County's database requirements Asset Management and Financial tool.
10 - 30 hours	Third Party Data Integration	Coordinate Data Integration	Coordinate with MuniSight Data Integration from Engineers or Contractors.	<ul style="list-style-type: none"> Ensure data integration meets the County's database requirements Ensure efficient operations and accurate data for management, council, and staff.
5-10 Hours	Administrators Meetings	Attend meetings to provide GIS support.	<ul style="list-style-type: none"> Provide services and support. Assist with Regional GIS Development and Integration. 	<ul style="list-style-type: none"> Ensure effective communication with regional partners Ensure efficient operations. Facilitate the sharing of data, applications, knowledge, and experience
30 - 50 hours	Implement Training	Cost effective training and support.	<ul style="list-style-type: none"> Provide cost effective training and support. Review level of training needs. Plans and provides in house training for the Region. 	Ensure efficient operations.
12 - 16 hours	Landownership maps	Apr and Oct, Verify, print and post Landownership map.	<ul style="list-style-type: none"> Verify Landownership map. Update county website. Distribute to Management, Council, & staff. Print maps in house to sell & mail orders. Send copy to I Hunter. 	<ul style="list-style-type: none"> Internal use and external purchase. Provide accurate and up to date information to residents and non-residents in an effective manner.
15 hours	Emergency Services	Monitor AVL Assist with additional equipment needs	<ul style="list-style-type: none"> Prepare reports for Emergency Services. Perform regular checks and test runs of assets. Obtain Listing of Registered Equipment from Public Works to assist Fire Chief. 	<ul style="list-style-type: none"> Ensure efficient operations. Ensure effective communication between departments.
5 - 10 hours	Hardware Maintenance	Assist and coordinate maintenance	<ul style="list-style-type: none"> Perform maintenance on tablets, computers. Coordinate maintenance with IT 	Minimize System Downtime

GIS Services: Work Plan

ADMINISTRATION

GIS SERVICES: WORK PLAN 2022- Continued:

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
PERIODIC- Continued				
5 - 10 hours	Server Maintenance	Work with IT and MuniSight to resolve issues on server.	<ul style="list-style-type: none"> Verify Server backups with IT Verify Data, Software and System checks. 	Minimize System Downtime
5 - 10 hours	Request from CAO And Council	Generate reports on Titan GPS	Run Queries and generate reports upon request.	Information for verification and decision making.
5 - 10 hours	Website	Provide GIS website updates to communications	<ul style="list-style-type: none"> Provide Current Landownership Maps Provide Current Resort, Hamlet and subdivision maps. Provide various department maps. Update Public Webmap User Guide Test and update Links for GIS Services Research and work with departments on new GIS software to link to website. 	<ul style="list-style-type: none"> Provide accurate and up to date information to residents and non-residents in a timely manner. Assist with public inquiries. Maintain and improve existing communications with rate payers and public inquiries.
1 - 5 hours	Drone	Assist Emergency Services with Drone inquiries and practices.	Assist with training set up for Emergency Services, Planning and Development and Public Works.	Analytical tool for Management and Council.
10 - 50 hours	Integration of New Software	Assist Departments with New GIS Software integration.	<ul style="list-style-type: none"> Coordinate new software integration. Review setup and configuration changes Implementation plan for best practices 	<ul style="list-style-type: none"> Ensure efficient operations. Ensure software and data integration meets the County's database requirements.
1 - 4 days	GIS Conferences	Attend to gain information on new technology and future GIS needs.	<ul style="list-style-type: none"> Network with surrounding Municipalities. Share and obtain information, knowledge, and experience. 	Informational and analytical tool.
15-30 Hours NEW	Asset Management	Assist with Asset Management.	<ul style="list-style-type: none"> Assist with asset classification in webmap. Assist with asset assessment data entry. Coordinate training for users in Asset Management Software. Provide assistance to the Finance Manager and departments in the Asset Management Program. 	<ul style="list-style-type: none"> Ensure efficient operation Assist in meeting the County's database requirements.
10-15 Hours NEW	GIS Layers	Maintain GIS Layers	<ul style="list-style-type: none"> Maintain listing of County Internal and Public GIS Layers. Review GIS Layers with managers at annual GIS department Review. Maintain listing of Regional Internal and Public GIS Layers. Review GIS Layers with the Region. 	Ensure layers are displaying in assigned locations.

GIS Services: Work Plan

ADMINISTRATION

GIS SERVICES: WORK PLAN 2022- Continued:

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
PERIODIC-Continued				
15-30 Hours NEW	Training	Participate in GIS training and Software that links to the GIS Webmap, project management.	<ul style="list-style-type: none"> Register for training. Incorporate skills into GIS Operations 	<ul style="list-style-type: none"> Ensure efficient operations. Enhance education and skill set
SEASONAL				
40 - 100 hours	GIS –Mobile App Data Collection		<ul style="list-style-type: none"> Assisting departments as required with data collection out in the field. Assist departments to keep up with current data collection. 	<ul style="list-style-type: none"> Collect accurate data throughout the organization. Ensure data meets the County's database requirements.
50 - 70 hours	Main Office Landscape	Seasonal Display – outside front entrance	Plant and maintain flowers – May-October. Seasonal outside main entrance displays.	Statement of curb appeal.
2022 ASSIGNMENTS				
10-15hrs	Public Information	GIS services available on the County website.	Communicate through the Smoky Lake Grapevine.	Public communication and notification.
15-20 hours	Assist with Policy Development	Draft policies.	<ul style="list-style-type: none"> Research and analyze AVL practices Defined rolls and responsibilities 	<ul style="list-style-type: none"> Ensure efficient operations. Good understanding of user roles and responsibilities of each department.
10-20 Hours NEW	New -Planner Software	Planner Software Integration	<ul style="list-style-type: none"> Coordinate the integration. Coordinate training. Build Individual department Permits and Application forms (development permits, fire permits, snow clearing applications) Link applications and permits to website. 	<ul style="list-style-type: none"> Enhance departments workflow and operations Provide accurate and up to date information to residents and non-residents in a timely manner. Assist with public inquiries. Maintain and improve existing communications with rate payers and public inquiries.
10-20 Hours NEW	New - Asset Management Software Version 2	Version 2 Software Integration	<ul style="list-style-type: none"> Coordinate the integration. Coordinate training. 	Enhance departments workflow and operations
10-30 Hours NEW	New - All Net Service Request Tracker- tentative	All Net Service Request Tracker Software Integration	<ul style="list-style-type: none"> Coordinate the integration. Coordinate training. Coordinate user Roles and Responsibilities. Set up Departmental Requests Link Service Requests to website. 	<ul style="list-style-type: none"> Ensure efficient operations Provide accurate and up to date information to residents and non-residents in a timely manner. Assist with public inquiries. Maintain and improve existing communications with rate payers and public inquiries.

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GIS Services: Work Plan

ADMINISTRATION

Carried.

Manager's Reports

473-22: Cere

That the Smoky Lake County Management Reports received for the period between February 19, 2022 to March 14, 2022 from the Public Works Manager, Public Works Shop Foreman, Planning and Development Manager, Safety Officer, Natural Gas Manager, Environmental Operations Manager, Agricultural Fieldman, GIS and Communications Technician, be accepted as presented and filed for information.

Carried.

Management Policy Statement No. 01M-43-03: Communication Services Work Plan

474-22: Serben

That Smoky Lake County's Management Policy Statement No. 01M-43-03: Communication Services Work Plan, be accepted as amended for Year 2022 as follows:

Title: Communication Services: Work Plan		Policy No.: 43-03
Section: 1 - M	Code: P-A	Page No.: 1 of 5 E
Purpose:	To establish a Department Work Plan for the Smoky Lake County Communication Services Program.	
Policy Statement and Guidelines:		
STATEMENT:		
The Communications Work Plan, Schedule "A" outlines the Work Schedule of Projects and duties on a daily, weekly, monthly, periodic and seasonal time frame which provides detail work to be undertaken within Communications.		
BENEFITS:		
The Communication Services Work Plan will provide the following benefits:		
<ul style="list-style-type: none"> Good understanding of the process and responsibilities of the County Communication Program. Increase efficiency and strengthen timeframe of deadlines. Establishes accountability of Communications. 		
REVIEW:		
The Communication Services Coordinator Work Plan will be reviewed and presented to Council on an annual basis beginning of each year.		



SCHEDULE "A"

COMMUNICATION SERVICES: WORK PLAN 2022

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
DAILY				
1 hr	Administration	Respond to e-mails. Code Communication invoices. Complete Action List items and record progress updates.	Address questions/ requests for advertising. Keep up to date on emails, timely coding of invoices as per accounts payable requests.	Address questions, requests and follow up, as required. Keep detailed records regarding action items completed.
1.5 hr	Social Media	Post and update relevant information (Meetings, public hearings, office closures, notices, updates to programs or services, community events, etc.) on the County's Facebook and Twitter accounts in a timelier manner than placing a print ad or publishing in the Grapevine.	Make social media posts as requested by managers or Councillor Requests. Promote annual events or awareness days to increase public visibility and awareness. Promote government programs/ services/ safety updates that are non-County specific to residents.	Communicate Smoky Lake County information and public awareness events to residents in a timely and effective manner. Share non-County important information with ratepayers.
1.5 hr	Website Updates	Post and update relevant information (RFP's, public notices, policies, bylaws, events calendar, program services, employment opportunities, etc.) on the County's website in a timely manner.	Work with departments to update department webpage content. Create new pages as needed. Update alerts/ notices/ events as needed.	Communicate the most current County information and events to residents in a timely and effective manner in a central location.
½ hr	News Ideas	Proactively seek out County news that could be published on Facebook, or Twitter, County website, Grapevine, and/or through news releases (free media) for local papers.	Create and/or promote news ideas as they occur.	Communicate County information to residents in an effective manner.
2.5 hrs	Communications for Departments	Work with departments to meet specific communication needs as they arise (Public Participation, department specific services updates, bursary opportunities, advertisements as required by policy, changes to services, employment, etc.). Create ads and advertise through appropriate methods.	Work with departments to create program information ads/ updates as they occur. Advertise and promote department programs/ services in a timely manner with consideration of department advertising budget.	Communicate department specific information to residents in an effective manner.
½ hr	Tracking- Advertisements placed	Track ads placed by Smoky Lake County and record and track through Cascade software.	Keep detailed records of all ads placed on social media, website and published in print media for historical reference.	Locate archived material.
½ hr	Ad Requests	Manage phone and email ad requests for Smoky Lake County advertising promotion/ sponsorship. Determine whether to accept or decline (based on budget/ value), if chosen to accept, create advertisements for publishing.	Consider promotional advertising requests. Develop appropriate advertising if request is accepted and aligns with advertising budget.	Promote Smoky Lake County in a professional and budget conscious manner.
½ hr	Respond/ assist with concerns that arise.	Respond with day-to-day concerns that arise (ex: road conditions/ closures, truck fill outages, fire warnings, FOIP requests, etc.).	Respond to concerns as they arise. Work with departments to create public notice bulletins and advertise appropriately as needed.	Communicate County information to residents.

COMMUNICATION SERVICES: WORK PLAN 2022- Continued:

Communication Services: Work Plan

ADMINISTRATION

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
WEEKLY				
1.0 hr	Management Meeting Notes	Attend, compile and distribute the Weekly Manager's Meeting notes to Council and all staff through email.	Attend weekly manager's meetings and compile Department Manager's notes and distribute through email to all staff and Council.	Provide department updates of activities to all staff and Council. Communicate departments weekly activities.
2 hrs	Management/ Staff Meetings	Be aware of County activities through meetings and staff interaction as communication tools for news releases, advertisements, etc.	Review any incidents or concerns and report monthly activities in office.	Discussion and awareness of other department activities.
3 hrs	Communication Advice	Provide communication advice to managers and staff as requested. Provide assistance on creating a communication strategy to fit their specific department request. Create ads for departments, as needed.	Work with departments to create ads, if requested, and publish/ advertise information to best reach the target audience.	Effective communication tools used to reach desired audience.
3 hrs	Develop Advertisements and Information Publications	Create advertisements and publications that are non-department specific (office holiday closures, proclamations, service weeks, graduations, etc.) and advertise through appropriate media outlets.	Create ads and promote events through appropriate platforms.	Communicate County information with residents.
5 hrs	County Website	Work with website developer/ host to create and maintain an attractive, user friendly and functional website. Organize, create new pages or new features to increase functionality.	Update current webpage content to reflect the most current information/ documents. Organize content into easily accessible locations on website.	Communicate and provide current County information to residents in an easily accessible location.
1 hr	Filing	File documents as required.	Physically or digitally file information for historical reference and accurate record keeping.	Locate archived documents.
MONTHLY				
6 hr	Council Meetings	Attend to gain information on Council activities that may need to be advertised or promoted to the public.	Attend Council Meetings to be able to report Council highlights in the Grapevine.	Gain information on Council activities and advertise if appropriate.
3 hr	Manager's Reports	Prior to Departmental Meetings provide a report on monthly Communications activities.	Complete a manager's report for monthly council meeting.	Provide Council with department activities.
2 hrs	Joint Health & Safety Meetings	Attend monthly Joint Health & Safety Committee Meetings to review incidents, review safety policies and correspondence.	Review any incidents, report weekly activities, and review safety policies and correspondence.	Participate in development and implementation of programs to protect the employees' safety and health.
1/2 hr	Monthly Timesheet	As required.	Complete and hand in at the end of each month.	Documentation.
16 hrs	Grapevine	Plan, create ads, produce and distribute the monthly Grapevine. Keep track of annual events/ campaigns/ holidays/ proclamations, etc. to include in appropriate Grapevine. Post the Grapevine on the County website once complete.	Create ads that promote monthly activities/ events/ deadlines/ department activities. Produce and publish the monthly Grapevine that is accurate and visually appealing. Send Grapevine to print media for publishing. Post monthly Grapevine on website.	Communicate County events, information and activities to residents.

Communication Services: Work Plan

ADMINISTRATION

COMMUNICATION SERVICES: WORK PLAN 2022-Continued:

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
MONTHLY-Continued				
4 hrs	Departmental Meeting	Attend monthly Departmental Meetings.	Attend monthly Departmental Meetings to address any concerns or highlight any projects or activities as they relate to the Annual Work Plan.	Address any concerns/ answer any questions Council or Administration may have regarding department activities.
PERIODIC				
Dependent on request.	FOIP/ Access to Information Requests	Work cooperatively with Legislative Services and with requesting parties to investigate requests to obtain Access to Information or FOIP (Freedom of Information and Privacy) information. Work with department managers, as necessary, to obtain requested information and document and maintain records of shared information.	Receive request and note timelines. Work with departments to determine if information requested is eligible for release. Release requested information and document information shared. Contact requesting party if information is not eligible for release. Report yearly FOIP requests received to the Province.	Provide information requested to the requesting party as allowed to by Legislation.
Dependent on Season.	Fire Ban Information	Work with Senior Management and the Fire Chief to distribute Fire Ban Advisories to media outlets. Ensure information is posted on social media and the County website.	Receive Fire Restriction updates and advertise as accurately and quickly as possible. Create alerts for website and social media.	Communicate urgent County information to residents in an effective and efficient manner.
5 hrs	Brand Development	Work on creating and implementing a consistent branding strategy for Smoky Lake County and promote the County in the most professional, cost effective and time efficient way.	Create ads with a consistent visual look and appeal. Create logos for Municipal milestones celebrated.	Use a consistent and positive brand to promote Smoky Lake County.
6 hrs	Annual Safety Meeting	Attend.	Attend yearly Safety Meeting.	Obtain valuable information from speakers
4 hrs	Prepare Budget	Work with Senior Management and Finance Manager to develop a Communications Budget.	Prepare budgets for operating and capital purchases.	Develop a budget and keep expenses within the approved budget.
4 hrs	Policy Development	Develop new and/or update existing Communications Policies and Best Management Practices to reflect current platforms used.	Work with Assistant CAO to create or update policies to reflect current practices to be incorporated into policy manuals.	Keep policies up to date with current protocols and technologies.
½ hr	Deposit/ Mail	Take the County deposit to the bank and the County mail to the Post Office.	Deliver bank deposits and take mail to post office.	Assist office staff with daily County tasks
14 hrs	Microsite Maintenance	Create microsites for requesting community organizations and assist organizations with site maintenance support, if needed. Communicate with organizations as website updates/ renewal occur.	Create microsites for requesting organizations. Create log in accounts and assign user permissions. Hand off microsite to organization with starter manual and tutorials. Assist users with troubleshooting if needed. Communicate with microsite users as website updates/ contracts need renewals.	Assist organizations in promoting their club/ service to the community.

Communication Services: Work Plan

ADMINISTRATION

COMMUNICATION SERVICES: WORK PLAN 2022-Continued:

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
PERIODIC-Continued				
30 hrs	Training	Participate in web design/ social media/ marketing/ branding training to better promote the County in the most professional, cost effective and time efficient way possible.	Register for training/ book accommodations if needed. Incorporate materials/ skills into Communications operations.	Education and increased skill set.
16 hrs	FOIP Training	FOIP Training to ensure most current information on the Legislation.	Register for training. Incorporate knowledge into FOIP requests received.	Increased education and awareness.
4 hrs	Annual Work Plan	Update the Communications Annual Work Plan to reflect work conducted within the department.	Submit to Council for approval.	Develop a Work Plan and keep up to date to reflect any changes and projects within the department.
12 hrs	Council Requests	Respond to requests/ inquiries received by Council.	Research information regarding requests received by Council. Communicate task completion or findings back to appropriate parties.	Address any concerns and respond to any questions Council may have regarding projects or activities within the Communications Department.
3 hrs NEW	Employee Evaluation	Meet with senior administration to review job performance, discuss growth opportunities, department improvements and receive feedback for future planning.	Complete pre evaluation questions to gather clear ideas about strengths, weakness, concerns, department successes prior to meeting with senior administration.	Continue to build and grow the department and personal skills that benefit the County. Improve on areas that require more attention.
SEASONAL				
26 hrs	Quick Reference Book	Revise, edit, produce and distribute the Quick Reference Booklet.	Revise/ edit reference book as needed. Print new copies if required.	Communication tool for County Council and staff.
100 hrs	County Annual Report	Revise, compile, edit, produce and distribute the Annual Report.	Gather information from department managers to be included in report. Include Financial Statements into report. Print and mail Annual Reports for Council, staff, residents that have requested mailed copies, and extras for in-office pick up.	Communicate County information to residents.
2022 ASSIGNMENTS				
50 hrs	Communication and Marketing: County Website	Continue to update and improve the existing County website to reflect the most current and up to date program information and data to highlight municipal programs and meet Municipal needs.	Update webpage content. Recreate clear department pages with current information on department services.	Communicate complete and current information in a central source to residents.
14 hrs NEW	Communications/ Social Media Policy:	Revise the current Communication and Social Media policies to reflect how we currently use social media platforms and to establish clear and consistent guidelines on the type of communication and communication outlets provided to the public. Inform departments of policy updates to provide a uniform method of communication.	Revise the Communications and Social Media policy to create a clear and consistent communication strategy.	Keep policies up to date with current protocols and technologies and create clear guidelines for a communication strategy.

Communication Services: Work Plan

ADMINISTRATION

Carried.

Management Policy Statement No. 08M-02-10: Finance Manager Work Plan

475-22: Serben

That Smoky Lake County's Management Policy Statement No. 08M-02-10: Finance Manager Work Plan, be accepted as amended for Year 2022 as follows:

Title: Administration- Finance Department: Finance Manager Work Plan		Policy No.: 02-10
Section: 08 – M	Code: P – A	Page No.: 1 of 12 <i>E</i>
Purpose: To establish a Work Plan for the Smoky Lake County Finance Department.		
Policy Statement and Guidelines:		
STATEMENT:		
The Finance Department Work Plan, Schedule "A" outlines the Work Schedule of Projects and duties on a daily, weekly, monthly, quarterly, yearly and periodic time frame which provides detail work to be undertaken in the Finance Department/Information Technology Department. Smoky Lake County Administration- Finance Department: Personnel List, Schedule "B" outlines the department's personnel and job classifications.		
BENEFITS:		
The Finance Department Work Plan will provide the following benefits:		
<ul style="list-style-type: none"> ■ Good understanding of the tasks required to ensure that the County manages its finances and information technology in accordance with the Municipal Government Act, The Public Sector Accounting Board specifications, Revenue Canada requirements, and commonly accepted financial and IT control practices. ■ Establishes accountability of the Finance Department. ■ Communication Tool. 		
REVIEW:		
The Finance Work Plan will be reviewed and presented to Council on an annual basis within the first quarter of each year.		

Section 08-M

Policy: 02-10



SCHEDULE "A"
FINANCE DEPARTMENT WORK PLAN 2022

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
DAILY				
	Cash Receipts	Enter cash receipts.	Take payments, provide customer service, prepare and balance cash receipts.	Dollars ready to deposit at bank.
	Daily Mail	Distribute Daily Mail.	Record payments received. Distribute mail throughout the organization.	Payments received daily, departments receive mail daily.
	On line payments	Record payments received through online banking.	Record all payments as per faxes provided daily from banks.	Payments recorded once daily.
	Daily Deposit	Deposit prepared daily.	Balance cash receipts. An employee who has not been involved in the receipting or balancing takes the deposit to the bank.	Funds deposited to bank.
	Daily Backup	Daily Backups of computer data are made.	Daily Backups of computer data are created and IT verifies the process.	Data protection in case of failure.
	Front Counter Service	Assist customers at the front counter as needed.	Finance staff greet people, and either assist them or ensure that an employee from the appropriate department assists them.	Customers and visitors are provided respectful courteous service.
	Telephone service	Answer phones and assist callers.	Answer calls, assist as required and forward to county staff as required.	Callers are provided respectful courteous service.
	Filing	All documents are filed.	Each employee files their own work in a timely fashion.	Files are available as needed and are organized for audit.
	Banking	Check bank account transactions and balances online.	Check for anomalies clearing the account, NSF charges, etc.	Information is received and entered on a timely basis, good bank controls in place.
	Accounts Payable	Enter invoices for payment.	Ensure invoices are approved and coded by the appropriate manager. Accurately enter all information to prepare invoice for payment.	Invoices are coded correctly to the general ledger and are ready to write cheques.
	Information Technology	Daily computer checks.	Check email Barracuda logs, verify back ups, verify websites, check server log files, check printers, check notice boards, check virus scans, check water connections and fax downloads.	Maintain system and data integrity. Ensure backups are in place to protect the County from loss of data

Finance Department: WORK PLAN 2022- *Continued:*

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
WEEKLY				
	Managers meeting	Attend managers meeting.	Communicate information as needed to managers, note information that will affect finances.	Finance Department is knowledgeable about events affecting budget.
	Weekly Backup Tape	Weekly backup tape is stored at the ATB.	IT provides tape to one of the 4 people who are able to take the tape to the safe deposit box every Friday.	Data is secure in case of emergency.
	Accounts Payable Cheque runs	Pay accounts payable invoices.	Run cheques, attach backup, provide to CAO/Council for signature, and distribute payments.	Accounts paid.
	Prepare Tax Certificates	Provide tax certificates as requested.	Assist with requests via telephone, prepare and send out certificate. Follow up with billing.	Tax certificates sent and payment received.
	Provide Assessment Sheets	Provide assessment sheets and information.	Assist with requests via telephone, prepare and send out certificate. Follow up with billing.	Tax certificates sent and payment received.
	Payroll Daily Time Entry	Time sheets from the departments are entered.	Verify that time sheets are approved, enter information into Bellamy.	Daily time is in the system providing accurate work order costs and payroll calculations.
	Information Technology Data	Protect Servers.	Verify backup, Move GIS data backup to tape. Image the parent virtual machine.	Protect the County from loss of data/systems.
	Utilities	Meter reading/change of ownership.	When advised of change of ownership, have the gas technician read the meter and then set up the new information in Bellamy.	Utility costs are billed to the correct user.
	Information Technology – Fuel system	Check computer fuel system at shop.	Verify that the connection between pumps and system is good and that data is being transferred.	Reduce loss through fuel management.
	Highway 28/63 Water Commission Accounts Payable	Pay approved invoices.	Enter invoices into Simply Accounting, manually write cheques, have signed and mail out payments.	Invoices are paid in a timely manner.
	Highway 28/63 Water Commission Deposits	Deposit all payments to ATB.	Enter receipts into Simply Accounting, write up deposit and deliver to bank.	Funds are deposited into bank as received.

Finance Department: WORK PLAN 2022- *Continued:*

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
MONTHLY				
Semi-Monthly	Accounts Receivable Invoicing	Accounts Receivable invoices sent out on the 15 th and 31 st .	Departments provide finance with miscellaneous charges to be billed. Invoices are created and sent.	Invoices are sent in a timely manner.
Semi-Monthly	Water Truck Fill Invoicing	Truck fill usage downloaded and invoiced to customers twice per month.	Truck fill usage downloaded, invoices entered into Bellamy and mailed out.	Invoices are sent in a timely manner.
Monthly	Salary Payroll	Salary payroll paid 21 st of every month.	Record days off, run payroll, have reviewed by finance manager, run cheques, have cheques approved by CAO or assistant, submit EFT file to bank minimum of 2 days before pay date.	Approved copy of cheques is filed. Salary employees receive payment.
	Council payroll	Council payroll paid 21 st of every month.	Run payroll, have reviewed by finance manager, run cheques, have cheques approved by CAO or assistant, submit EFT file to bank minimum of 2 days before pay date.	Approved copy of cheques is filed. Council members receive payment.
	Hourly Payroll	Hourly payroll paid 31 st of every month and advances paid on the 15 th .	Import Daily Time, run payroll, have reviewed by finance manager, run cheques, have cheques approved by CAO or assistant, submit EFT file to bank minimum of 2 days before pay date.	Approved copy of cheques is filed. Hourly employees receive payment.
	Pay Council expenses	Council is reimbursed once per month for mileage and expense.	Verify expense reports, code, enter, and produce cheques.	Cheques are signed and distributed to Council Members.
	Pay Payroll Remittances	Paid monthly within 3 banking days of last day of the month.	Payroll Clerk balances and prepares remittances and submits to AP for payment.	Approved copy of cheques filed.
	Payroll balancing	Balance payroll sub ledger with general ledger accounts.	Run a payroll trial balance and make sure that it balances with the general ledger accounts.	Prevents year end imbalances.
	Tax and Utility Auto Payments	Send auto payment EFT to bank.	Run reports, have utility clerk verify utility portion and remit the file to ATB online banking.	Funds to be withdrawn from account 20 th of the month.
	Utility meter changes	Enter meter changes into Bellamy.	Information regarding changed meters is entered into Bellamy before billing.	Invoices reflect accurate usage and meters are tracked.
	Main Office Safety Meeting	Attend monthly office safety meetings.	Review any incidents and report monthly activities in office.	Safer work environment.

Finance Department: WORK PLAN 2022- Continued:

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
MONTHLY-Continued				
	Bill utilities	Bill both gas and water usage.	Enter readings, bill and balance utilities. Send out invoices to customers; follow up with problems, concerns, etc.	Invoices sent.
	Bill Utilities	Download data from meters and truckfill stations.	IT provides the downloads and assists with the automatic meter reading.	Invoicing complete.
	Accounts Receivable Statements	Reminder statements sent monthly.	Send out Monthly statements for arrears.	Increased AR collections.
	Accounts Receivable	Receive emergency response details and bill.	Bill insurance claims and Highway Emergency Response to Alberta Transportation.	Charges are invoiced in a timely manner.
	Bank Reconciliation	Reconcile all bank accounts monthly.	Reconcile cheques, deposits, and other transactions. Enter adjustments as needed.	Bank financial report provided to Council.
	Monthly Journal Entries	Create journal entries to adjust and correct accounts as needed.	Journal entries are created by Finance Manager and entered by Tax Clerk.	General Ledger accounts are up to date and accurate.
	Balance Sub ledgers	Ensure Utilities, Accounts Receivable, and tax receivable sub ledgers balance with General Ledger.	Run sub ledger reports and balance and correct any outages.	Ledgers are balanced.
	Monthly Budget to Actual Comparison	Prepare report for Council that shows both the budget and actual up to date values.	Report is prepared and provided at the monthly Council meeting. Information regarding unbudgeted expenditures or discrepancies is provided.	Council is kept apprised of the financial status monthly.
	Manager's Report to Council	Prepare report for monthly Council meetings.	Provide Council updated information on finance department activities.	Council is apprised of finance initiatives and activities.
	Land title changes	Process land title changes in both taxes and gas systems.	Enter new titles.	Tax and utility systems are updated with new owner information.
	Monthly Department Reports	Provide Actual to Budget Reports to Department Managers.	Print department reports showing detailed account information. Discuss and verify anomalies and errors.	Manager are provided information to ensure they meet their annual budget.
	Faxes	Faxes are run through the email system. They are kept on the system for 90 days	Monthly the IT technician will purge old faxes.	Backup of incoming faxes is kept for 90 days.

Finance Department: Finance Manager Work Plan

MANAGEMENT

Finance Department: WORK PLAN 2022- Continued:

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
MONTHLY-Continued				
	Printers and Toner	Inventory and order toner.	Printers and toner are checked. Additional toner is ordered as needed.	Printing Capabilities are maintained and constant.
	Accounts Receivable Collections	Letters on delinquent receivables.	Send letters out to customers with old accounts due.	Payment on accounts.
	Accounts Receivable Collections	Update managers regarding delinquent receivables.	Coordinate with managers to pursue payment.	Payment on accounts.
	Highway 28/63 water invoicing	Invoice water usage to Town of Smoky Lake, Village of Waskatenau, Village of Vilna, County of Thorhild, St. Paul County, and Whitefish First Nations	Get readings from County of Thorhild Staff, balance, and invoice.	Water usage balanced and billed.
	Carbon Levy report/remit.	Complete carbon levy reporting and remit payment to Canada Revenue Agency.	Reconcile levy, submit reporting online and pay by the end of every month.	Carbon Levy paid avoiding penalties.
	GST Returns	Effective 2019 GST returns are required monthly.	Balance GST payable remit via internet as per the forms sent as per Revenue Canada Requirements.	Confirmation of GST remittance filed. Refund received.
	Highway 28/63 financial reporting.	Prepare financial update for board.	Provide updates to board regarding budget status.	Board understands financial status and issues or concerns.
QUARTERLY				
	Garbage billing	Bill Village of Waskatenau and Village of Vilna for garbage pick up costs.	Calculate delivery costs and tippage fees.	Invoices entered into Accounts Receivable and forwarded for payment.
	Payroll Balancing	Review payroll balances and verify.	Check that correct benefits are being deducted, provide an updated listing of vacation and sick day balances.	Deductions are correct limiting possible losses to County.
	Gas Balancing	Balance gas sales with tap readings.	From Gas Alberta billing, Town readings, and Bellamy gas bills calculate volumes and dollars and ensure amounts balance.	Minimal variances between actual sales and gas used.
	Aggregate Levy	Ensure Aggregate Levy is being reported and paid as per Road Haul Agreements	Provide Public Works Liaison with update on levies received.	Levies collected as per bylaw and agreements
YEARLY				
January	Year End	Prepare all year end working paper and coordinate audit	Reconcile accounts, record accruals, capital transactions, create audit working papers and year end entries.	Information ready for audit.
	Bill partnering municipalities	Allocate annual costs to partnering municipalities.	Calculate total costs for partnered projects and bill according to agreements.	Invoices entered and bills forwarded to municipalities.

Finance Department: Finance Manager Work Plan

MANAGEMENT

Finance Department: WORK PLAN 2022- Continued:

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
YEARLY-Continued				
Jan/Feb	Payroll Year End	Reconcile payroll and prepare year end reports.	T4s due Feb.28, WCB reporting due Feb. 28, LAPP reporting due Jan.31.	T4s complete and reports filed with government agencies.
	Tax year end	Finalize tax year end.	Verify tax and assessment balances and process year end in Bellamy.	Current tax balances are moved to arrears.
Feb	Audit	Assist Auditors as required.	All finance staff must be available to locate information and answer questions for annual audit.	Audit is efficient and costs are minimized.
Feb/Mar	Annual Grant Reporting	Reconcile and prepare SFEs for all grants.	Reporting required is different for each program. Most Reports are due February/March, but must check each grant.	Reports submitted to appropriate agency.
	Asset download	Provide asset file to Assessor.	Download asset file (assessment roll) forward to assessors.	Assessors will update file with new assessment.
	Enter Linear Assessment	Receive linear assessment from Municipal Affairs.	Starting 2019, we have to enter these assessments manually into the Financial System.	Assessment ready for taxation.
March	Update Assessment.	Receive assessment from the Assessors.	Upload to Bellamy.	Assessment ready for taxation.
	Bellis Sewer Charges Bylaw	Bellis Sewer Charges Bylaw must be passed annually.	Updated costs to operate system, take new bylaw to council with recommended rate.	Passed Bylaw.
	Final Financial Statements	Work with Auditor to present final financial statement to Council.	Review statements, and have approved by Council, make available to public online and through annual booklet.	Annual Financial Statements available to public.
	Tax Notifications	Place tax notifications as per MGA by March 31 st .	Tasks to be carried out as per MGA.	Tax notice confirmation from Alberta Land Titles.
Mar/Apr	Annual Grant Projects	Submit project profiles for Annual Grant Programs.	Each program has different requirements, forms, and submission requirements.	Applications submitted to appropriate agency.
Mar/Apr	Final Budget	Adjust interim budget to reflect actual tax income and requisitions.	Adjust expenses and revenues. Calculate requisition tax rates and develop options for the Municipal tax rate. Present to Council for decision.	Council passes final budget. Mill rate is set for taxes.
Apr/May	Mill Rate Bylaw/Bill Taxes	Mill Rate Bylaw must be passed to levy property taxes.	Bylaw is presented to Council.	The mill rate will be used to levy taxes.
May	Statistical Information Return	Complete SIR for provincial submission.	Update information, complete online form and mail in to province.	SIR is filed before June.
April	Annual Safety Meeting.	Attend annual safety Meeting.	Report unsafe conditions or work to supervisor to resolve.	Keep informed on safety practices/ policies of the County.
May/June	Bill Taxes	Taxes billed by May 31 st .	Balance Assessment, balance tax billing, run notices and mail.	Tax notices sent out.

Page 7 of 12

Finance Department: Finance Manager Work Plan

MANAGEMENT

Finance Department: WORK PLAN 2022- Continued:

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
YEARLY-Continued				
May/June	Equalized Gas year end	Balance equalized gas and process year end.	Process year end, bill out final amounts owing and send refunds to customers with a credit balance. Set next year budget amount.	Final invoices and cheques processed.
June/July	Budget Consultation	Budget Public Consultation.	Prepare a budget consultation process for the public. To be complete by early fall. The results will be communicated to Council to be used to begin the net budget year.	Open and transparent budget process that allows ratepayers input.
July/August	Assessment Complaints	Process assessment complaints.	Acknowledge complaints, forward to assessor, set up hearing dates as per MGA.	Hearing is held Oct/Nov.
July/August	Five year financial plan	Create five year financial plan that meets MGA requirements.	A 2020-2025 financial plan document will be presented to council for approval.	The new financial plan will be presented to Council with annual budget.
Sept-Dec	Interim Budget	Prepare interim budget for: capital, operating and three year road plan.	Review actual, prepare budgets with managers, present to Council.	As per policy: Interim budget passed prior to December 31, 2012.
Oct/ Nov	Assessment Appeal Hearing.	Ensure the assessment appeal process proceeds as per MGA.	Assist ratepayers, respond to official complaints, coordinate exchange of evidence, schedule hearing.	Decisions must be complete by December 31 st .
Oct	Taxes Due	Process tax payments, assist ratepayers.	Assist ratepayers to ensure best possible collection of taxes prior to due date.	County receives money for operations.
Nov /Dec	Borrowing Bylaw	Present Borrowing Bylaw to Council.	Work with bank to create bylaw and service agreement.	Line of credit and credit card is renewed.
August – Nov	Tax arrears property sale	Ensure that properties with tax arrears more than 3 years take place.	Advertise sale as per MGA and hold auction.	Property sale proceeds are deposited to special account.
Nov.1 and Mar. 1	Tax penalties.	Run tax penalties as per bylaw.	Advertise reminders and run tax penalties.	Penalties added to account.
Feb/March	Work Plan	Update Annual Work Plan	Review job tasks/duties with staff and update	Council and Public have a good understanding of the tasks required to carry out the financial administration of the County
Jan. / Feb.	CLC Grant	Verify grant funds spent by CLC	Ensure County records are in accord with CLC records	Smoky Lake County meets Provincial Grant requirements as the Host Municipality.
	Employee evaluations	Review previous year evaluation with full-time permanent staff	Prepare evaluation booklet	Ensure employees and manager are on the same page in regards to career objectives and goals.

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Finance Department: Finance Manager Work Plan

MANAGEMENT

Finance Department: WORK PLAN 2022- Continued:

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
PERIODIC				
	Set up new employees	Set up new employees in payroll, and benefits.	Ensure that all new employees are set up in the payroll system to have the correct benefits and deductions. Provide employee with benefits information and provide ensure all necessary registrations are complete.	New employees receive benefits and pay.
	Coordinate Additional Named Insured annual renewals and billings	Coordinate Additional Named Insured annual renewals and billings.	Send renewal notices, confirm insurance amounts, reconcile, and bill ANI's.	Provide local organizations with insurance through RMA at no cost to the County.
	Record of Employment (ROE)	Create and submit record of employment.	When an employee leaves the County, a ROE must be provided to the employee and to the Federal government online.	Meet legislative requirements.
Semi – Annual	Hwy 28/63 Water Commission GST	Remit GST return January and July.	Balance GST payable remit via internet as per the forms sent as per Revenue Canada Requirements.	Confirmation of GST remittance filed. Refund received.
	Assist Assistant CAO	Provide assistance as required.	Municipal Clerk position assists Assistant CAO with meeting preparation, etc.	Administration requirements are met.
	Regional Community Development Committee	Provide financial services to the RCDC Committee.	Prepare financial reports.	All municipalities understand the financial status of this regional committee.
	15 Year Capital and Infrastructure Plan	Update the Equipment and Vehicle Plan. Create a long-term plan policy. Create a long-term plan for infrastructure.	Work with departments to create plan.	To be presented as part of the budget process.
	Policy Development and Review	Review existing policy and recommend new policy to Council.	As needed research policies.	Up to date best practices.
	Alberta Purchasing Connection	Post tenders, requests for proposals, etc. on APC website.	Assist departments with posting preparation and manage posting on website.	Large purchases are posted to meet public procurement requirements.
	Cost Analysis	As issues arise, review costs and prepare analysis for Council and Management.	Use best accounting practices to ensure information is accurate.	Provide the best possible information for decision making.
	Grant research and applications	Research new grant sources.	Assist managers in locating new grant sources. Assist with grant applications and follow up reporting.	The County maximizes funding through grants.
	Payroll questions	Assist staff with payroll and benefits questions.	Answer questions, do research as requested.	Customer assistance provided to employees.

Finance Department: Finance Manager Work Plan

MANAGEMENT

Finance Department: WORK PLAN 2022- Continued:

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
PERIODIC-Continued				
	Credit Applications	Complete credit applications.	Provide information and complete applications for departments.	New vendor accounts set up.
	Meetings with Council	Attend meetings with Council.	Attend meetings to provide information, advice and to ensure decisions affecting budget are noted financially.	The finance department is knowledgeable in the affairs of operations.
	Members of the Government Finance Officers Association	Maximize training and networking opportunities.	Attend training opportunities and conferences. Member of the Professional Development Task Force.	The County maximizes opportunities to learn best practices from other professionals and municipalities.
	Member of the Society of Local Government Managers	Maximize training and networking opportunities.	Attend training opportunities and conferences.	The County maximizes opportunities to learn best practices from other professionals and municipalities.
	Members of the Canadian Payroll Association	Maximize training opportunities.	Changes to payroll legislation are provided along with training opportunities.	The County maximizes opportunities to learn best practices and ensure adherence to legislation.
	Financial Services for Highway 28/63 Water Commission	Transfer financial services from Thorhild County to Smoky Lake County.	Work with Commission.	Smoky Lake County will manage the Water Commission.
	Assist all Computer users	Information Technologist assists and trains users (Smoky Lake County, Smoky Lake Foundation, Legion, and fire departments) as requested/needed.	Fixing hardware and software issues. Training.	All Organizational computer users have access to immediate assistance.
	Information Technology updates	Research and initiate hardware and software updates as needed.	Routinely checks for software system updates and ensures that they are implemented. Researches best options for both hardware and software.	Technology is current and use is maximized.
	Oversee entire Information Technology Systems	Install and repair all systems when needed.	Research solutions, repair hardware and software issues and when necessary, coordinates with outside suppliers.	Technology is current and use is maximized.
	Insurance	Coordinate insurance renewals, bill ANI's, track prepaid insurance and track additions and deletions.	Coordinated renewals except for ANI's.	To ensure and maintain current insurance files.
	Highway 28/63 Water line to Whitefish Lake	Manage the finances regarding the Water Line project to Whitefish Lake.	Monitor, account for, and prepare all grant documentation for the new Whitefish Lake Water Line Project.	To ensure project is accounted for according to GAAP and Grant requirements.

Finance Department: Finance Manager Work Plan

MANAGEMENT

Finance Department: WORK PLAN 2022- *Continued:*

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
PERIODIC <i>Continued</i>				
	Asset Management	Asset Management Policy and Strategy.	Prepare an Asset Management Policy and Strategy for the organization.	Improve Asset Management Practices to include more than just financial management.
	Asset Management Software	Implement Asset Management data into Munisight and set up new processes	Set up asset register on Munisight.	Improve Asset Management Data sharing.
	Finance Policies	Review and initiate finance policies.	Follow best practices and expert recommendations to recommend and create financial policies for Council consideration.	Smoky Lake County follows best practices for financial management.
NEW	New Financial System	Convert the financial system from Bellamy to Diamond Great Plains	Install, convert, and go live in Diamond Great Plains Financial System.	Smoky Lake County has a new up dated, finance software system at a lower operating cost.
NEW	Financial Orientation Presentation	Highway 28/63 Water Services Commission Financial Orientation	Create a financial orientation presentation for the Water Commission Board	The Highway 28/63 Water Commission Board has a better understanding of financial policies and practices.
NEW	Fiber Internet	Investigate and implement fiber internet.	Investigate, negotiate, contract, make hardware changes and connect to fiber internet.	Smoky Lake County has reliable and fast internet.



SCHEDULE "B"

Smoky Lake County: Administration - Finance Department Year - 2022

Personnel List

	Finance Manager	Highway 28/63 Water Commission	Payroll	Reception	Natural Gas / Accounts Receivable Clerk	Taxation	Accounts Payable
Brenda Adamson							
Lorraine Karvonen			Primary	Back-up			
Barb Shapka				Primary	Primary		
Debbie Hackman				Back-up	Back-up	Primary	
Lonnie Shulko				Back-up			Primary
Jenna Preston (under administration - back up only for finance)				Back-up			
NOTE:							

Carried.

2. Correspondence:

No Correspondence.

7. Delegation:

No Delegation.

8. Executive Session:

No Executive Session.

Adjournment:

476-22: Fenerty

That the Smoky Lake County Council Meeting for the purpose of Departmental Operations of March 22, 2022, be adjourned, time 1:43 p.m.

Carried.

REEVE

S E A L

CHIEF ADMINISTRATIVE OFFICER

SMOKY LAKE COUNTY

Minutes of the **County Council Committee of the Whole Meeting for the purpose of Administration on Tuesday, March 22, 2022 at 2:06 P.M.** held in County Council Chambers and virtually online through Electronic Communication Technology: Zoom Meeting.

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

ATTENDANCE		
<u>Tuesday, Mar. 22, 2022</u>		
<u>Div. No.</u>	<u>Councillor(s)</u>	
1	Dan Gawalko	Present in Chambers
2	Linda Fenerty	Present in Chambers
3	Dominique Cere	Present in Chambers
4	Lorne Halisky	Present in Chambers
5	Jered Serben	Present in Chambers
CAO	Gene Sobolewski	Present in Chambers
Legislative Svcs/R.S.	Patti Priest	Present Virtually

No Member of the Media was present.
No Member of the Public was present.

2. Agenda:

477-22: Fenerty

That the Agenda for the Smoky Lake County Council Committee of the Whole Meeting for the purpose of Administration for Tuesday, March 22, 2022, be adopted, as presented.

Carried Unanimously.

3. Minutes:

No Minutes.

4. Request for Decision:

N/A.

5. Issues for Information:

Policy Statement No. 01-03-27: Organizational Chart

Smoky Lake County Policy Statement No. 01-03-27: Organizational Chart, was provided for reference in respect to the Executive Session.

6. Correspondence:

No Correspondence.

7. Delegation:

No Delegation.

8. Executive Session:

Personnel Issue – Organizational Chart

478-22: Gawalko

That Smoky Lake County Council go into Executive Session to discuss a Personnel Issue: in respect to proposed changes to the Organizational Chart under the authority of FOIP Act: Section 27: Privileged Information and Section 24: Advice from Officials, in the presence of all Council and the Chief Administrative Officer, time 2:08 a.m.

Carried.

479-22: Cere

That Smoky Lake County Council go out of Executive Session, time 3:53 p.m..

Carried.

ADJOURNMENT

480-22: Fenerty

That the Smoky Lake County Council Committee of the Whole for the purpose of Administration Meeting of Tuesday, March 22, 2022, be adjourned, time 3:54 p.m..

Carried.

REEVE

S E A L

CHIEF ADMINISTRATIVE OFFICER

SMOKY LAKE COUNTY

Minutes of the **County Council Meeting** held on Thursday, **March 24, 2022** at 9:01 A.M. held virtually online through Electronic Communication Technology: Zoom Meeting and physically in Council Chambers.

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

ATTENDANCE		
<u>Div. No.</u>	<u>Councillor(s)</u>	<u>Thursday, Mar.24, 2022</u>
1	Dan Gawalko	Present in Chambers
2	Linda Fenerty	Present in Chambers
3	Dominique Cere	Present in Chambers
4	Lorne Halisky	Present in Chambers
5	Jered Serben	Present in Chambers
CAO	Gene Sobolewski	Present in Chambers
Assistant CAO	Lydia Cielin	Present in Chambers
Finance Manager	Brenda Adamson	Virtually Present
Legislative Svcs/R.S.	Patti Priest	Virtually Present
Plan/Dev Manager	Jordan Ruegg	Virtually Present
Planning Technician	Kyle Schole	Virtually Present

Observers in Attendance Upon Call to Order:

Communications Tech.	Evonne Zukiwski	Virtually Present @9:11am
Enviro. Ops Manager	Dave Franchuk	Virtually Present
Media	Vegreville News Advertiser	Absent
Public	1 Member	Virtually Present

2. Agenda:

480-22: Fenerty That the Smoky Lake County Council Meeting Agenda for Thursday, March 24, 2022, be adopted, as amended:

- Additions to the Agenda:**
1. Federation of Canadian Municipalities (FCM) Annual Conference and Trade Show.
 2. Riverland Recreational Trail Society – Iron Horse Trail Sign Replacement / Repair Project.
 3. Executive Session: Legal Issue – Re: Board Governance and Role of Board Members, under the authority of the FOIP Act Section 16: third party business interest and Section 24: advice from officials.
 4. Spring Cleanup Promotion – Freon Appliances.

Carried Unanimously.

3. Minutes:

Minutes of February 22, 2022 – County Council Departmental Meeting
 481-22: Serben That the minutes of the **Smoky Lake County Council Departmental Operations Meeting** held on Tuesday, February 22, 2022, be adopted as presented.
 Carried.

Minutes of February 24, 2022 – County Council Meeting
 482-22: Serben That the minutes of the **Smoky Lake County Council Regular Meeting** held on Thursday, February 24, 2022, be adopted as presented.
 Carried.

Evonne Zukiwski, Communications Technician, virtually joined the meeting time, 9:11 a.m.

8. Executive Session:

Legal Issue: Mons Lake, Kaduk Lake and Bellis Lake – Maintenance Contract/Agreement
483-22: Gawalko

That Smoky Lake County Council go into Executive Session in regard to a Legal Issue: County Lakes: Site #2 Mons Lake and Kaduk Lake and Site #3 Bellis Lake – Facility Supervision and Recreation Area Cleaning Contract/Agreement Amendment, under the authority of the FOIP Act, Section 24: Advice from Officials, in the presence of all Council, Chief Administrative Officer, Assistant Chief Administrative Officer, Environmental Operations Manager, Finance Manager, and Legislative Services Clerk, time 9:26 a.m..

Carried.

484-22: Fenerty

That Smoky Lake County Council go out of Executive Session, time 9:34 a.m.

Carried.

4. Request for Decision:

Mons Lake, Kaduk Lake and Bellis Lake – Maintenance Contract/Agreement Amendment
485-22: Halisky

That Smoky Lake County execute the Facility Supervision and Recreation Area Cleaning Contract/Agreement Amendment for County Lakes: Site #2 Mons Lake and Kaduk Lake and Site #3 Bellis Lake with Veronica Fox Holmes and Donald Holmes to bind the Contractor in mutual agreement to incorporate Schedule “B”: Maintenance Service Schedule as an addition to Agreement- Schedule “A”: Recreational Area Facility Supervision and Cleaning Services to the end of the Contract Term of 2020 to 2024, signifying consent by signing, with the amendments.

Carried.

One Member of the Public, virtually left the meeting, time 9:36 a.m.

Dave Franchuk, Environmental Operations Manager, virtually left the meeting, time 9:38 a.m.

Broadband Connectivity

486-22: Cere

That Smoky Lake County schedule a Committee of the Whole Meeting for the purpose of Administration for Wednesday, March 30, 2022 at 1:00 p.m. to discuss developing a planning framework relating to broadband connectivity.

Carried.

Alberta Rural Connectivity Coalition’s 2nd annual Alberta Rural Connectivity Forum

487-22: Serben

That Smoky Lake County Council who can attend – attend, the Alberta Rural Connectivity Coalition’s 2nd annual Alberta Rural Connectivity Forum, scheduled for May 17 - 18, 2022, in Sylvan Lake, Alberta.

Carried.

Buffalo Lake Métis Settlement - Broadband and Cellular Phone Coverage

488-22: Serben

That Smoky Lake County appoint Councillors Halisky and Cere as members, and Councillor Serben as alternate, to a working group committee with Buffalo Lake Métis Settlement, to work towards a solution-based plan to gain full broadband and cellular phone coverage.

Carried.

7. Delegation:

Northern Lights Library System

Present before Council from 10:02 a.m. to 10:27 a.m. was James MacDonald, Executive Director, Northern Lights Library System, to present a “Value Statement” to highlight the benefits of belonging to the Northern Lights Library System to show the value of the County’s investment.

One Member of the Public virtually joined the meeting, time 10:04 a.m.

Northern Lights Library System

489-22: Fenerty

That the presentation received by Smoky Lake County from James MacDonald, Executive Director, Northern Lights Library System, in respect to a “Value Statement” to highlight the benefits of belonging to the Northern Lights Library System to show the value of the County’s investment, be accepted for information.

Carried.

7. Delegation:

JMD Group LLP Chartered Professional Accountants

Physically present before County Council from 10:28 a.m. to 10:55 a.m. was Barb McCarthy, CPA, CA, from JMD Group LLP Chartered Professional Accountants, to present the Smoky Lake County Consolidated Financial Statement and the Smoky Lake County Gas Utility Financial Statement for the Year Ending December 31, 2021 as follows:



7.2

Maurice R. Joly, CPA, CA, CFP*
Barbara K. M^cCarthy, CPA, CA*
Claude R. Dion, CPA, CA, CMA*
Richard R. Jean, CPA, CA*
Amie J. Anderson, CPA, CA*
Stephanie Ference, CPA, CA*
*Denotes Professional Corporation

March 16, 2022

Reeve and Council
Smoky Lake County
Box 310
4612 McDougall Drive
Smoky Lake, AB T0A 3C0

Dear Reeve and Council:

Re: Audit Findings

This letter has been prepared to assist you with your review of the financial statements of the Smoky Lake County for the period ending December 31, 2021. We look forward to meeting with you and discussing the matters outlined below.

Audit Status

We have completed the audit of the financial statements, with the exception of the following items:

1. Receipt of a signed representation letter from management;
2. Completing our discussions with the Reeve and Council; and
3. Obtaining evidence of the Reeve and Councils’ approval of the financial statements.

Significant Matters Arising

Changes to Audit Plan

There were no changes to the audit plan as presented to you in our letter of November 15, 2021.

Significant Difficulties Encountered

There were no significant difficulties encountered during our audit.

Comments on Accounting Practices

Accounting Policies

The significant accounting policies used by the county are outlined in Note 1 to the financial statements.

- There were no significant changes in accounting policies;
- We did not identify any alternative accounting policies that would have been more appropriate in the circumstances; and
- We did not identify any significant accounting policies in controversial or emerging areas.

Significant Accounting Estimates

The following significant estimates/judgments are contained in the financial statements:

- Amortization of tangible capital assets;
- Quantity of gravel inventory;
- Allowance for uncollectible accounts;
- Accrual for sick leave;
- Accrual for retirement benefits, and
- Landfill closure and post-closure liability.

Based on audit work performed, we are satisfied with the estimates made by management.

Significant Financial Statement Disclosures

We did not identify any financial statement disclosures that are particularly significant, sensitive or require significant judgments, that we believe should be specifically drawn to your attention.

Uncorrected Misstatements

We accumulated misstatements that we identified during our audit and communicated them to management. All material misstatements were corrected.

Significant Deficiencies in Internal Control

A deficiency in internal control exists when a control is designed, implemented or operated in such a way that it is unable to prevent, or detect and correct, misstatements in the financial statements on a timely basis, or when a control necessary to prevent, or detect and correct, misstatements in the financial statements on a timely basis is missing.

A significant deficiency in internal control is defined as a deficiency or combination of deficiencies in internal control that, in the auditor's professional judgment, is of sufficient importance to merit the attention of those charged with governance.

To identify and assess the risks of material misstatement in the financial statements, we are required to obtain an understanding of internal control relevant to the audit. This understanding is used for the limited purpose of designing appropriate audit procedures. It is not used for the purpose of expressing an opinion on the effectiveness of internal control and, as a result, we do not express any such opinion. The limited purpose also means that there can be no assurance that all significant deficiencies in internal control, or any other control deficiencies, will be identified during our audit.

We did not identify any control deficiencies that, in our judgment, would be considered significant deficiencies.

Written Representations

In a separate communication, we have requested a number of written representations from management in respect to their responsibility for the preparation of the financial statements in accordance with Canadian public sector accounting standards.

Other Audit Matters of Governance Interest

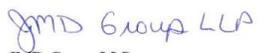
Attached to this letter is a summary of the major variances between the budget, current year actual and prior year actual on the consolidated statement of operations.

We would like to thank management and staff for the assistance they provided to us during the audit.

We hope the information in this audit findings letter will be useful. We would be pleased to discuss them with you and respond to any questions you may have.

This letter was prepared for the sole use of those charged with governance of the County of Smoky Lake to carry out and discharge their responsibilities. The content should not be disclosed to any third party without our prior written consent, and we assume no responsibility to any other person.

Yours truly,


JMD Group LLP
Chartered Professional Accountants

Acknowledgement of Council:

We have read and reviewed the above disclosures and understand and agree with the comments therein:

Signature: _____ Date: _____

Signature: _____

Signature: _____

Signature: _____

Signature: _____

Smoky Lake County
 P&L Analysis
 December 31, 2021

Revenues	2021		2020
	Budget	Actual	Actual
Taxes	9,608,731	9,609,459	9,699,792
Sales	852,428	856,506	789,708
Gov't transfers - operating	398,952	903,683	776,174
Interest	292,500	139,911	229,360 A
Penalties & costs on taxes	74,095	217,247	249,046 B
Licenses and permits	72,830	76,412	108,636 C
Special levies and taxes	209,040	142,490	219,076 D
Insurance recoveries	79,560	64,330	79,568
Rentals and leases	51,550	51,522	43,137 E
Natural gas	2,683,744	3,437,998	2,694,526 F
Gov't transfers - capital	3,455,375	2,361,066	868,521
	<u>17,778,805</u>	<u>17,860,624</u>	<u>15,757,544</u>

- A Lower than expected interest rates.
- B O/S taxes keep increasing - oil companies declaring bankruptcy
- C See 780 - \$48,000 inspection fees for Metis Crossing in 2020
- D Gravel hauling- All transferred to reserve - fluctuates annually
- E Camping up significantly - new contracts with campground attendants in 2020
- F Cold Nov & Dec - major increase in gas prices.

Smoky Lake County
 P&L Analysis
 December 31, 2021

EXPENSES	2021		2020
	Budget	Actual	Actual
Legislative	512,218	475,990	456,661 A
Administration	2,522,148	2,241,850	2,297,356 B
Protective services	953,872	944,084	893,217 C
Transportation	8,222,284	7,549,022	7,057,639 D
Water and wastewater	572,524	595,267	574,660
Landfill	693,563	542,296	469,034 E
Further education	125,700	112,843	114,048
Agricultural services	876,992	808,014	655,000 F
Municipal planning, community and ec dev	1,123,682	576,877	729,407 G
Recreation and culture	463,378	347,197	391,358
Natural gas	2,688,244	3,530,172	2,730,596
	<u>18,754,605</u>	<u>17,723,312</u>	<u>16,368,976</u>

- A Travel costs still down due to Covid
- B \$400,000 commitment to the school not paid in 2021
 Allowance \$50,000 higher than budget
 W/O of taxes \$100,000 higher than budget GIL w/o not budgeted for - 50%
- C Increase in protective services actual from PY - Regional Fire Study - \$83,422
 Covered by grant
- D \$330,000 budget for bridge projects, payroll contra not budgeted \$121,000
 Some of the road projects budgeted under operations ended up being capital projects.
- E Had budgeted for the lease of a garbage truck \$114,000
- F \$20,000 less spent on chemicals and another \$20,000 less on travel/conventions
- G \$600,000 not given to MCC
- H \$70,000 less in wages - no manager of recreation
- I See revenue

SMOKY LAKE COUNTY
CONSOLIDATED FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2021

MANAGEMENT'S RESPONSIBILITY FOR FINANCIAL REPORTING

Management of the Smoky Lake County is responsible for the preparation, accuracy, objectivity and integrity of the accompanying consolidated financial statements and all other information contained within this financial report. Management believes that the consolidated financial statements present fairly the County's financial position as at December 31, 2021 and the results of its operations for the year then ended.

The consolidated financial statements have been prepared in compliance with legislation, and in accordance with Canadian public sector accounting standards (PSAS).

The consolidated financial statements include certain amounts based on estimates and judgements. Such amounts have been determined on a reasonable basis in order to ensure that the consolidated financial statements are presented fairly in all material respects.

In fulfilling its responsibilities and recognizing the limits inherent in all systems, management has designed and maintains a system of internal controls to produce reliable information and to meet reporting requirements on a timely basis. The system is designed to provide management with reasonable assurance that transactions are properly authorized and assets are properly accounted for and safeguarded.

These systems are monitored and evaluated by management and reliable financial information is available for preparation of the consolidated financial statements.

The County Council carries out its responsibilities for review of the consolidated financial statements. They meet regularly with management and external auditors to discuss the results of audit examinations and financial reporting matters.

The external auditors have full access to council with and without the presence of management. The County Council has approved the consolidated financial statements.

The consolidated financial statements have been audited by JMD Group LLP, Chartered Professional Accountants, independent external auditors appointed by the County. The accompanying Independent Auditor's Report outlines their responsibilities, the scope of their examination and their opinion on the County's consolidated financial statements.

Gene Sobolewski, CAO

March 24, 2022

INDEPENDENT AUDITOR'S REPORT

To the Council of Smoky Lake County

Opinion

We have audited the consolidated financial statements of Smoky Lake County (the municipality), which comprise the consolidated statement of financial position as at December 31, 2021, and the consolidated statements of operations, changes in net financial assets and cash flows and schedules 1 to 6 for the year then ended, and notes to the consolidated financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying consolidated financial statements present fairly, in all material respects, the consolidated financial position of the municipality as at December 31, 2021, and the consolidated results of its operations and consolidated cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Consolidated Financial Statements* section of our report. We are independent of the municipality in accordance with ethical requirements that are relevant to our audit of the consolidated financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Consolidated Financial Statements

Management is responsible for the preparation and fair presentation of the consolidated financial statements in accordance with PSAS, and for such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the consolidated financial statements, management is responsible for assessing the municipality's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the municipality or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the municipality's financial reporting process.

(continues)

Auditor's Responsibilities for the Audit of the Consolidated Financial Statements

Our objectives are to obtain reasonable assurance about whether the consolidated financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these consolidated financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the consolidated financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the municipality's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the municipality's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the consolidated financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the municipality to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the consolidated financial statements, including the disclosures, and whether the consolidated financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

St Paul, Alberta
 March 24, 2022

Chartered Professional Accountants

SMOKY LAKE COUNTY
CONSOLIDATED STATEMENT OF FINANCIAL POSITION
AS AT DECEMBER 31, 2021

	2021	2020
Financial assets		
Cash (<i>Note 2</i>)	\$ 19,614,278	\$ 20,121,392
Taxes and grants in place receivable (<i>Note 3</i>)	621,275	520,590
Receivables from other governments	2,421,153	1,427,404
Trade and other receivables	1,361,339	1,062,773
Investment in Gas Alberta Inc. (<i>Note 4</i>)	67,983	67,983
	<u>24,086,028</u>	<u>23,200,142</u>
Liabilities		
Accounts payable and accrued liabilities	2,805,179	1,342,248
Employee obligations (<i>Note 5</i>)	1,368,257	1,369,065
Deposits liabilities	329,175	231,615
Deferred revenue (<i>Note 6</i>)	2,132,220	2,013,468
Tax sale surplus	10,122	10,069
Landfill closure and post-closure liability (<i>Note 7</i>)	318,654	286,688
	<u>6,963,607</u>	<u>5,253,153</u>
Net financial assets	<u>17,122,421</u>	<u>17,946,989</u>
Non-financial assets		
Tangible capital assets (<i>Schedule 2</i>)	37,683,526	36,940,936
Inventory (<i>Note 8</i>)	3,675,856	3,520,433
Prepaid expenses	213,626	247,329
	<u>41,573,008</u>	<u>40,708,698</u>
Accumulated surplus (<i>Schedule 1, Note 9</i>)	<u>\$ 58,695,429</u>	<u>\$ 58,655,687</u>

APPROVED BY:

 Reeve

SMOKY LAKE COUNTY
 CONSOLIDATED STATEMENT OF OPERATIONS
 FOR THE YEAR ENDED DECEMBER 31, 2021

	Budget (Unaudited)	2021	2020
Revenues			
Net municipal taxes (Schedule 3)	\$ 9,608,731	\$ 9,609,459	\$ 9,699,792
Sales of goods and services	852,428	856,506	789,708
Government transfers for operating (Schedule 4)	398,952	903,683	776,175
Investment income	292,500	139,911	229,358
Penalties and costs of taxes	74,095	217,247	249,046
Licenses and permits	72,830	76,412	108,636
Special levies and taxes	209,040	142,490	219,076
Insurance recoveries	79,560	64,330	79,568
Rentals and leases	51,550	51,522	43,137
Gain on sale of investment	-	-	1,622,480
Natural gas	2,683,744	3,437,998	2,694,526
	<u>14,323,430</u>	<u>15,499,558</u>	<u>16,511,502</u>
Expenses			
Legislative	512,218	475,990	456,661
Administration	2,522,148	2,241,550	2,297,356
Protective services	953,872	944,084	893,217
Transportation	8,222,284	7,549,022	7,057,639
Water and wastewater	572,524	595,267	574,660
Landfill	693,563	542,296	469,034
Further education	125,700	112,843	114,048
Agricultural services	876,992	808,014	655,000
Municipal planning, community and economic development	1,123,682	576,877	729,407
Recreation and culture	463,378	347,197	391,358
Natural gas	2,688,244	3,530,172	2,730,596
	<u>18,754,605</u>	<u>17,723,312</u>	<u>16,368,976</u>
Excess (deficiency) of revenues over expenses before other	(4,431,175)	(2,223,754)	142,526
Other			
Gain (loss) on disposal of tangible capital assets	205,000	(97,570)	(12,220)
Government transfers for capital (Schedule 4)	3,455,375	2,361,066	868,521
Excess (deficiency) of revenues over expenses	(770,800)	39,742	998,827
Accumulated surplus, beginning of year	58,655,687	58,655,687	57,656,860
Accumulated surplus, end of year	\$ 57,884,887	\$ 58,695,429	\$ 58,655,687

SMOKY LAKE COUNTY
 CONSOLIDATED STATEMENT OF CHANGES IN NET FINANCIAL ASSETS
 YEAR ENDED DECEMBER 31, 2021

	Budget (Unaudited)	2021	2020
Excess (deficiency) of revenues over expenses	\$ (770,800)	\$ 39,742	\$ 998,827
Acquisition of tangible capital assets	(4,008,713)	(3,203,812)	(699,026)
Amortization of tangible capital assets	2,289,800	2,291,363	2,332,353
Proceeds on disposal of tangible capital assets	-	72,289	9,200
Loss (gain) on disposal of assets	(205,000)	97,570	12,220
	<u>(1,923,913)</u>	<u>(742,590)</u>	<u>1,654,747</u>
Decrease (increase) in prepaid expenses	-	33,703	(15,546)
Decrease (increase) in inventory	-	(155,423)	(551,658)
	<u>(1,923,913)</u>	<u>(864,310)</u>	<u>1,087,543</u>
Increase (decrease) in net financial assets	(2,694,713)	(824,568)	2,086,370
Net financial assets, beginning of year	17,946,988	17,946,989	15,860,619
Net financial assets, end of year	\$ 15,252,275	\$ 17,122,421	\$ 17,946,989

SMOKY LAKE COUNTY
CONSOLIDATED STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED DECEMBER 31, 2021

	2021	2020
Net inflow (outflow) of cash related to the following activities:		
Operating		
Excess of revenues over expenses	\$ 39,742	\$ 998,827
Items not affecting cash:		
Amortization of tangible capital assets	2,291,363	2,332,353
Loss on disposal of tangible capital assets	97,570	12,220
Gain on sale of investment	-	(1,622,480)
	<u>2,428,675</u>	<u>1,720,920</u>
Non-cash charges to operations (net change):		
Taxes and grants in place receivable	(100,685)	169,764
Receivables from other governments	(993,749)	(284,644)
Trade and other receivables	(298,566)	(83,965)
Inventory	(155,423)	(551,658)
Prepaid expenses	33,703	(15,546)
Accounts payable and accrued liabilities	1,462,931	351,742
Employee obligations	(808)	63,994
Deposits liabilities	97,560	(37,780)
Deferred revenue	118,752	896,109
Tax sale surplus	53	5,762
Landfill closure and post-closure liability	31,966	23,188
	<u>195,734</u>	<u>536,966</u>
Net cash from operations	<u>2,624,409</u>	<u>2,257,886</u>
Capital		
Acquisition of tangible capital assets	(3,203,812)	(699,026)
Proceeds on disposal of tangible capital assets	72,289	9,200
	<u>(3,131,523)</u>	<u>(689,826)</u>
Investing		
Increase in restricted cash	(169,379)	(700,666)
Proceeds from sale of CCI	-	2,722,373
	<u>(169,379)</u>	<u>2,021,707</u>
Change in cash during the year	(676,493)	3,589,767
Cash, beginning of year	19,198,560	15,608,793
Cash, end of year	\$ 18,522,067	\$ 19,198,560
Cash is made up of:		
Cash	\$ 19,614,278	\$ 20,121,392
Less restricted cash	(1,092,211)	(922,832)
	<u>\$ 18,522,067</u>	<u>\$ 19,198,560</u>

SMOKY LAKE COUNTY
SCHEDULE 1 - CHANGES IN ACCUMULATED SURPLUS
FOR THE YEAR ENDED DECEMBER 31, 2021

	Unrestricted Surplus	Restricted Surplus	Equity in Tangible Capital Assets	2021	2020
Balance, beginning of year	\$ 6,313,997	\$ 15,400,754	\$ 36,940,936	\$ 58,655,687	\$ 57,656,860
Excess of revenues over expenses	39,742	-	-	39,742	998,827
Funds used for tangible capital assets	(2,361,066)	(842,746)	3,203,812	-	-
Annual amortization expense	2,291,363	-	(2,291,363)	-	-
Disposals of tangible capital assets	169,859	-	(169,859)	-	-
Funds designated for future use	(452,258)	452,258	-	-	-
Change in accumulated surplus	(312,360)	(390,488)	742,590	39,742	998,827
Balance, end of year	\$ 6,001,637	\$ 15,010,266	\$ 37,683,526	\$ 58,695,429	\$ 58,655,687

SMOKY LAKE COUNTY
SCHEDULE 2 - TANGIBLE CAPITAL ASSETS
FOR THE YEAR ENDED DECEMBER 31, 2021

	Land	Land Improvements	Buildings	Engineered Structures	Machinery & Equipment	Vehicles	2021	2020
Cost								
Balance, beginning of year	\$ 5,144,068	\$ 1,459,980	\$ 4,815,100	\$ 50,435,301	\$ 12,166,225	\$ 6,032,568	\$ 80,053,242	\$ 79,383,036
Acquisition of tangible capital assets	174,876	9,050	26,142	782,046	967,590	879,962	2,839,666	755,868
Construction in-progress	-	-	252,272	(104,025)	215,899	-	364,146	(56,842)
Disposal of tangible capital assets	-	-	-	-	(156,048)	(477,652)	(633,700)	(28,820)
Balance, end of year	5,318,944	1,469,030	5,093,514	51,113,322	13,193,666	6,434,878	82,623,354	80,053,242
Accumulated amortization								
Balance, beginning of year	-	947,759	1,587,100	30,201,515	6,284,220	4,091,712	43,112,306	40,787,353
Annual amortization	-	53,253	89,632	1,170,662	684,728	293,088	2,291,363	2,332,353
Accumulated amortization on disposals	-	-	-	-	(129,923)	(333,918)	(463,841)	(7,400)
Balance, end of year	-	1,001,012	1,676,732	31,372,177	6,839,025	4,050,882	44,939,828	43,112,306
Net book value of tangible capital assets	\$ 5,318,944	\$ 468,018	\$ 3,416,782	\$ 19,741,145	\$ 6,354,641	\$ 2,383,996	\$ 37,683,526	\$ 36,940,936
2020 Net book value of tangible capital assets	\$ 5,144,068	\$ 512,221	\$ 3,228,000	\$ 20,233,786	\$ 5,882,005	\$ 1,940,856	\$ 36,940,936	

**SMOKY LAKE COUNTY
 SCHEDULE 3 - PROPERTY TAXES LEVIED
 FOR THE YEAR ENDED DECEMBER 31, 2021**

	Budget (Unaudited)	2021	2020
Taxation			
Residential and farmland	\$ 3,695,180	\$ 3,707,474	\$ 3,514,675
Non-residential	949,892	943,604	1,004,719
Machinery and equipment	1,088,485	1,082,114	1,232,012
Linear property	6,289,094	6,288,683	6,382,279
Grants in place	66,395	66,395	33,169
	<u>12,089,046</u>	<u>12,088,270</u>	<u>12,166,854</u>
Requisitions			
Alberta School Foundation Fund	1,989,191	1,987,085	1,960,283
Smoky Lake Foundation	468,251	468,927	482,894
Designated Industrial Property	22,873	22,799	23,885
	<u>2,480,315</u>	<u>2,478,811</u>	<u>2,467,062</u>
Net municipal taxes	<u>\$ 9,608,731</u>	<u>\$ 9,609,459</u>	<u>\$ 9,699,792</u>

**SCHEDULE 4 - GOVERNMENT TRANSFERS
 FOR THE YEAR ENDED DECEMBER 31, 2021**

	Budget (Unaudited)	2021	2020
Transfers for operations			
Federal grants	\$ (3,000)	\$ (70,725)	\$ (16,800)
Provincial	(329,008)	(733,007)	(655,746)
Local governments	(66,944)	(99,951)	(103,628)
	<u>(398,952)</u>	<u>(903,683)</u>	<u>(776,174)</u>
Transfers for capital			
Provincial	(3,455,375)	(2,361,066)	(830,083)
Local governments	-	-	(38,438)
	<u>(3,455,375)</u>	<u>(2,361,066)</u>	<u>(868,521)</u>
Total government transfers	<u>\$ (3,854,327)</u>	<u>\$ (3,264,749)</u>	<u>\$ (1,644,695)</u>

**SMOKY LAKE COUNTY
 SCHEDULE 5 - CONSOLIDATED EXPENSES BY OBJECT
 FOR THE YEAR ENDED DECEMBER 31, 2021**

	Budget (Unaudited)	2021	2020
Expenses			
Salaries, wages and benefits	\$ 7,950,124	\$ 7,243,309	\$ 7,233,796
Contracted and general services	2,746,830	2,444,053	2,349,376
Purchases from other governments	211,521	212,750	194,968
Materials, goods, supplies and utilities	2,782,204	2,846,310	2,222,953
Provision for allowances and bad debts	200,000	249,747	401,271
Transfers to other governments	52,000	61,582	62,877
Transfers to individuals and organizations	1,400,536	310,057	291,461
Bank charges and short-term interest	6,150	5,260	3,790
Tax adjustments	3,000	116,631	15,058
Natural gas purchases	1,112,440	1,942,250	1,261,073
Amortization of tangible capital assets	2,289,800	2,291,363	2,332,353
Total expenses	<u>\$ 18,754,605</u>	<u>\$ 17,723,312</u>	<u>\$ 16,368,976</u>

**SMOKY LAKE COUNTY
 SCHEDULE 6 - SEGMENTED DISCLOSURE
 FOR THE YEAR ENDED DECEMBER 31, 2021**

	General Government	Protective Services	Transportation Services	Environmental Services	Planning, Community Services	Agriculture	Recreation and Culture	Gas	2021
Revenues									
Net municipal taxes	\$ 9,609,459	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,609,459
Government transfers for operating	229,150	124,811	-	-	264,711	156,284	128,727	-	903,683
User fees and sales of goods	95,415	1,900	251,984	295,336	-	-	-	3,418,110	4,062,745
Investment income	121,511	-	-	-	-	-	-	18,400	139,911
Other operating revenues	379,412	134,222	140,203	2,508	66,312	-	41,215	19,888	783,760
Government transfers for capital	304,690	-	1,941,376	-	-	115,000	-	-	2,361,066
	<u>10,739,637</u>	<u>260,933</u>	<u>2,333,563</u>	<u>297,844</u>	<u>331,023</u>	<u>271,284</u>	<u>169,942</u>	<u>3,456,398</u>	<u>17,860,624</u>
Expenses									
Salaries, wages and benefits	1,400,827	306,738	3,140,429	550,802	304,434	490,143	104,174	945,763	7,243,310
Contracted and general services	721,652	412,276	704,271	225,058	240,264	102,031	32,992	218,259	2,656,803
Goods and supplies	118,352	109,990	2,121,537	117,696	311	154,861	55,007	2,110,805	4,788,559
Transfers to others	59,158	-	-	61,582	144,711	-	106,188	-	371,639
Other expenses	356,324	-	-	2,309	-	-	-	13,005	371,638
Less (gain) on disposal of assets	(705)	-	(17,300)	132,983	-	(708)	(3,200)	(13,500)	97,570
	<u>2,655,608</u>	<u>829,004</u>	<u>5,948,937</u>	<u>1,090,430</u>	<u>689,720</u>	<u>746,327</u>	<u>295,161</u>	<u>3,274,332</u>	<u>15,529,519</u>
Net revenue before amortization	<u>8,084,029</u>	<u>(568,071)</u>	<u>(3,615,374)</u>	<u>(792,586)</u>	<u>(358,697)</u>	<u>(475,043)</u>	<u>(125,219)</u>	<u>182,066</u>	<u>2,331,105</u>
Amortization expense	(61,227)	(115,142)	(1,582,785)	(180,213)	-	(60,819)	(48,837)	(242,340)	(2,291,363)
Excess (deficiency) of revenues over expenses	<u>\$ 8,022,802</u>	<u>\$ (683,213)</u>	<u>\$ (5,198,159)</u>	<u>\$ (972,799)</u>	<u>\$ (358,697)</u>	<u>\$ (535,862)</u>	<u>\$ (174,056)</u>	<u>\$ (60,274)</u>	<u>\$ 39,742</u>

SMOKY LAKE COUNTY
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2021

1. Significant Accounting Policies

The consolidated financial statements are the representations of management prepared in accordance with Canadian generally accepted accounting principles for local governments established by the Public Sector Accounting Board of the Canadian Institute of Chartered Professional Accountants. Significant aspects of the accounting policies adopted by the county are as follows:

Reporting Entity

The consolidated financial statements reflect the assets, liabilities, revenues and expenses, and change in financial position of the reporting entity. This entity is comprised of the municipal operations plus all of the organizations that are owned or controlled by the county and are, therefore, accountable to the county Council for the administration of their financial affairs and resources.

The schedule of taxes levied also includes requisitions for education and other external organizations that are not part of the municipal reporting entity.

The statements exclude trust assets that are administered for the benefit of external parties.

Interdepartmental and organizational transactions and balances are eliminated.

Basis of Accounting

The financial statements are prepared using the accrual basis of accounting. The accrual basis of accounting records revenue as it is earned and measurable. Expenses are recognized as they are incurred and measurable based upon receipt of goods or services and/or the legal obligation to pay.

Funds from external parties and earnings thereon restricted by agreement or legislation are accounted for as deferred revenue until used for the purpose specified.

Government transfers, contributions and other amounts are received from third parties pursuant to legislation, regulation or agreement and may only be used for certain programs, in the completion of specific work, or for the purchase of tangible capital assets. In addition, certain user charges and fees are collected for which the related services have yet to be performed. Revenue is recognized in the period when the related expenses are incurred, services performed, or the tangible capital assets are acquired.

Measurement Uncertainty

The preparation of financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amount of assets and liabilities, disclosure of contingent assets and liabilities at the date of the consolidated financial statements and the reported amounts of revenues and expenses during the period. Such estimates include allowance for uncollectable receivables, provision for amortization of tangible capital assets, and payables. These estimates are reviewed periodically and as adjustments become necessary, they are reported in operations in the period in which they become known.

(continues)

SMOKY LAKE COUNTY
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2021

1. Significant Accounting Policies (continued)

Cash

Cash is defined as petty cash and cash in chequing and savings accounts adjusted for outstanding cheques and deposits.

Investments

Investments are recorded at amortized cost.

Requisition Over-levy and Under-levy

Over-levies and under-levies arise from the difference between the actual property tax levy made to cover each requisition and the actual amount requisitioned.

If the actual levy exceeds the requisition, the over-levy is accrued as a liability and property tax revenue is reduced. Where the actual levy is less than the requisition amount, the under-levy is accrued as a receivable and as property tax revenue.

Requisition tax rates in the subsequent year are adjusted for any over-levies or under-levies of the prior year.

Tax Revenue

Tax revenues are recognized when the tax has been authorized by bylaw and the taxable event has occurred.

Requisitions operate as a flow through and are excluded from municipal revenue.

Government Transfers

Government transfers are the transfer of assets from other governments that are not the result of an exchange transaction, are not expected to be repaid in the future, or the result of a direct financial return.

Government transfers are recognized in the financial statements as revenue in the period in which events giving rise to the transfer occur, providing the transfers are authorized, any eligibility criteria have been met, and reasonable estimates of the amounts can be determined.

Landfill Closure and Post-Closure Liability

Pursuant to the Alberta Environmental Protection and Enhancement Act, the county is required to fund the closure of its landfill sites and provide for post-closure care of the facilities. Closure and post-closure activities include the final clay cover, landscaping, as well as surface and ground water monitoring, leachate control, and visual inspection. The requirement is being provided for over the estimated remaining life of the landfill sites based on usage.

Contaminated Sites Liability

Contaminated sites are a result of contamination being introduced into air, soil, water or sediment of a chemical, organic or radioactive material or live organism that exceeds an environmental standard. The liability is recorded net of any expected recoveries. A liability for remediation of a contaminated site is recognized when a site is not in productive use and is management's estimate of the cost of post-remediation including operation, maintenance and monitoring.

(continues)

SMOKY LAKE COUNTY
 NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
 FOR THE YEAR ENDED DECEMBER 31, 2021

1. Significant Accounting Policies (continued)

Non-Financial Assets

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the normal course of operations. The change in non-financial assets during the year, together with the excess of revenues over expenses, provides the consolidated change in net financial assets for the year.

1. Tangible Capital Assets

Tangible capital assets are recorded at cost which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The costs, less residual value, of the tangible capital assets are amortized on a straight-line basis over their estimated useful lives as follows:

	Years
Land improvements	10-25
Buildings	50
Engineered structures	
Roadway system	15
Water system	18-40
Wastewater system	18-40
Bridges	50-150
Gas distribution system	40-50
Machinery and equipment	20-30
Vehicles	10-20

One-half of the annual amortization is charged in the year of acquisition. Assets under construction are not amortized until the asset is available for productive use.

2. Contributions of Tangible Capital Assets

Tangible capital assets received as contributions are recorded at fair value at the date of receipt and also are recorded as revenue.

3. Inventories

Inventories held for consumption are recorded at the lower of cost and replacement cost.

2. Cash

	2021	2020
Petty cash	\$ 850	\$ 850
Current accounts	1,025,209	1,663,159
Savings accounts	18,578,097	18,447,314
Trust account	10,122	10,069
	\$ 19,614,278	\$ 20,121,392

Council has designated \$15,010,264 (2020 - \$15,400,753) to fund the reserves.

Included in cash is a restricted amount of \$1,092,211 (2020 - \$922,832) comprised of deferred grants received and not expended (see Note 6).

SMOKY LAKE COUNTY
 NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
 FOR THE YEAR ENDED DECEMBER 31, 2021

3. Taxes and Grants in Place Receivable

	2021	2020
Current	\$ 543,720	\$ 333,445
Arrears	1,653,299	1,473,974
Less allowance for doubtful accounts	(1,575,744)	(1,286,829)
	\$ 621,275	\$ 520,590

4. Investment in Gas Alberta Inc.

The shareholders of Gas Alberta Inc. are predominantly made up of members of the Federation of Alberta Gas Co-ops.

	2021	2020
<u>The county's investment consists of</u>		
Class A common shares	\$ 483	\$ 483
Loan receivable	67,500	67,500
	\$ 67,983	\$ 67,983

The loan is non-interest bearing and is secured by a debenture. The loan is due upon the expiration of the contract and may be repaid earlier at Gas Alberta Inc.'s option or in the event the county no longer holds any of the Class A common shares.

5. Employee Obligations

	2021	2020
Accrued holiday pay	\$ 482,775	\$ 442,495
Accrued retirement benefits	82,555	108,103
Accrued wages	83,635	76,936
Accrued sick leave	719,292	741,531
	\$ 1,368,257	\$ 1,369,065

SMOKY LAKE COUNTY
 NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
 FOR THE YEAR ENDED DECEMBER 31, 2021

6. Deferred Revenue

	2021	2020
Federal Gas Tax Fund	\$ 613,784	\$ 551,971
MSI Capital	1,040,009	1,176,721
Municipal Stimulus Program	292,537	-
Municipal Operating Support Transfer	-	163,219
ACP-Intermunicipal Collaboration-GIS	74,805	74,805
ACP-Intermunicipal Collaboration-Regional Fire	66,578	-
Family and Community Support Services	23,327	7,783
Advanced Education	21,180	20,793
Natural gas sales	-	18,176
	<u>\$ 2,132,220</u>	<u>\$ 2,013,468</u>

Unexpended funding in the amount of \$2,132,220 (2020 - \$1,995,292) was allocated to the county in the current year from various federal and provincial government programs and local governments. The use of these funds is restricted to eligible operating and capital projects as approved under the funding agreements. Of these allocations, funds received and unexpended are supported by funds in savings accounts of \$1,092,211 (2020 - \$922,832) and the remaining deferred grants are supported by receivables from other governments.

7. Landfill Closure and Post-Closure Liability

Alberta environmental law requires closure and post-closure care of landfill sites, which includes final covering and landscaping, pumping of ground water and leachates from the site, and ongoing environmental monitoring, site inspections and maintenance.

The estimated total liability is based on an engineering assessment dated November 27, 2017 adjusted for inflation at 2%.

The accrued liability portion is based on the cumulative capacity used at year end compared to the estimated total landfill capacity. The total capacity of the site is estimated at 135,000 cubic metres. The estimated remaining capacity of the landfill site is 84,000 cubic metres. The existing landfill site is expected to reach capacity in approximately the year 2049.

The municipality has designated some assets for settling closure and post-closure liabilities.

	2021	2020
Estimated closure costs	\$ 424,150	\$ 406,500
Estimated post-closure costs	414,412	399,000
Estimated total liability	838,562	805,500
Amount accrued to December 31, 38% (2020 36%)	<u>(318,654)</u>	<u>(286,688)</u>
Balance of total liability remaining to be recognized	<u>\$ 519,908</u>	<u>\$ 518,812</u>

SMOKY LAKE COUNTY
 NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
 FOR THE YEAR ENDED DECEMBER 31, 2021

8. Inventory

	2021	2020
Public works	\$ 616,610	\$ 710,149
Gravel (valued at crushing cost)	2,895,206	2,623,477
A.S.B.	46,315	72,409
	<u>3,558,131</u>	<u>3,406,035</u>
Gas utility	117,725	114,398
	<u>\$ 3,675,856</u>	<u>\$ 3,520,433</u>

9. Accumulated Surplus

Accumulated surplus consists of restricted and unrestricted amounts and equity in tangible capital assets as follows:

	2021	2020
Unrestricted surplus	\$ 6,001,637	\$ 6,313,997
Restricted surplus		
Municipal reserve	47,295	41,761
Fire	1,342,334	1,365,612
Road development	1,623,575	1,604,633
Building	1,197,539	1,197,539
Transportation	1,224,496	1,349,496
Gravel pit reclamation	462,922	456,537
Gravel pit development	107,874	99,746
Connectivity	476,523	476,523
Street sweeper	61,060	55,265
Regional waterline	261,233	261,233
Regional landfill	249,160	613,207
Economic development	59,223	59,223
General capital	<u>3,461,875</u>	<u>3,283,111</u>
	10,575,109	10,863,886
Municipal general	2,354,858	2,507,750
Gas utility	<u>2,080,299</u>	<u>2,029,118</u>
Total restricted	<u>15,010,266</u>	<u>15,400,754</u>
Equity in tangible capital assets	<u>37,683,526</u>	<u>36,940,936</u>
	<u>\$ 58,695,429</u>	<u>\$ 58,655,687</u>

SMOKY LAKE COUNTY
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2021

10. Contingent Liabilities

Evergreen Regional Waste Management Services Commission

Smoky Lake County is a member of the Evergreen Regional Waste Management Services Commission. Each participating municipality funds a portion of the Commission's deficit based on their proportionate tippage for the year. The expense is accounted for as a current transaction in the year the county is invoiced.

Highway 28/63 Regional Water Services Commission

Smoky Lake County is a member of Highway 28/63 Regional Water Services Commission. Each participating municipality is responsible for their proportionate share of any unfunded deficit. The expense is accounted for as a current transaction in the year the county is invoiced.

11. Commitments

Council has agreed to provide funding of \$445,000 towards the construction of a new school in the Town of Smoky Lake.

In 2020 Council committed a \$600,000 contribution, towards a Municipal Controlled Corporation with the Town of Smoky Lake, to further economic development.

12. Debt Limits

Section 276(2) of the Municipal Government Act requires that debt and debt limits as defined by Alberta Regulation 255/00 for the Smoky Lake County be disclosed as follows:

	2021	2020
Total debt limit	\$ 23,249,337	\$ 24,824,910
Total debt	-	-
Debt limit remaining	<u>\$ 23,249,337</u>	<u>\$ 24,824,910</u>
Debt servicing limit	\$ 3,874,889	\$ 4,137,485
Debt servicing	-	-
Debt service limit remaining	<u>\$ 3,874,889</u>	<u>\$ 4,137,485</u>

The debt limit is calculated at 1.5 times revenue of the municipality (as defined in Alberta Regulation 255/00) and the debt service limit is calculated at 0.25 times such revenue. Incurring debt beyond these limitations requires approval by the Minister of Municipal Affairs. These thresholds are guidelines used by Alberta Municipal Affairs to identify municipalities that could be at financial risk if further debt is acquired. The calculation taken alone does not represent the financial stability of the municipality. Rather, the financial statements must be interpreted as a whole.

SMOKY LAKE COUNTY
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2021

13. Salary and Benefits Disclosure

Disclosure of salaries and benefits for municipal officials and designated officers as required by Alberta Regulation 313/2000 is as follows:

	Salary (1)	Benefits & Allow. (2)	Expenses (3)	2021
<u>Council</u>				
Reeve - Lukinuk	\$ 64,896	\$ 10,611	\$ 6,891	\$ 82,398
Reeve - Halisky	69,573	14,437	11,994	96,004
Councillor - Orichowski	59,362	12,371	7,410	79,143
Councillor - Gawalko	68,466	11,150	14,093	93,709
Councillor - Cherniwchan	56,594	9,692	7,197	73,483
Councillor - Fenerty	11,319	2,110	4,711	18,140
Councillor - Cere	11,319	2,729	5,302	19,350
Councillor - Serben	11,319	2,729	4,273	18,321
	<u>\$ 352,848</u>	<u>\$ 65,829</u>	<u>\$ 61,871</u>	<u>\$ 480,548</u>
<u>Others</u>				
CAO - Sobolewski	\$ 160,467	\$ 30,400	\$ 2,915	\$ 193,782
Designated officers (3)	271,413	32,761	4,011	308,185
	<u>\$ 431,880</u>	<u>\$ 63,161</u>	<u>\$ 6,926</u>	<u>\$ 501,967</u>
	Salary (1)	Benefits & Allow (2)	Expenses (3)	2020
<u>Council</u>				
Reeve - Lukinuk	\$ 77,875	\$ 11,818	\$ 9,598	\$ 99,291
Councillor - Orichowski	71,234	13,821	9,234	94,289
Councillor - Gawalko	67,913	10,799	10,497	89,209
Councillor - Cherniwchan	67,913	10,202	8,267	86,382
Councillor - Halisky	67,913	14,614	6,123	88,650
	<u>\$ 352,848</u>	<u>\$ 61,254</u>	<u>\$ 43,719</u>	<u>\$ 457,821</u>
<u>Others</u>				
CAO - Ollikka	\$ 97,054	\$ 16,986	\$ 1,378	\$ 115,418
CAO - Sobolewski	39,500	9,945	25,137	74,582
Designated officers (3)	253,108	31,655	2,239	287,002
	<u>\$ 389,662</u>	<u>\$ 58,586</u>	<u>\$ 28,754</u>	<u>\$ 477,002</u>

(1) Salary includes regular base pay, bonuses, overtime, lump sum payments, gross honoraria and any other direct cash remuneration.

(2) Employer's share of all employee benefits and contributions or payments made on behalf of employees including Canada Pension Plan, Employment Insurance, health care, dental coverage, group life insurance, accidental death and dismemberment insurance, long and short-term disability plans, and professional memberships.

(3) Expenses include travel, mileage, meals, accommodation, registration fees and other expenses.

SMOKY LAKE COUNTY
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2021

14. Local Authorities Pension Plan

Employees of the county participate in the Local Authorities Pension Plan (LAPP), which is one of the plans covered by the Alberta Public Sector Pension Plans Act. The LAPP serves about 276,000 people and 433 employers. The LAPP is financed by employer and employee contributions and by investment earnings of the LAPP Fund.

Contributions for current service are recorded as expenditures in the year in which they become due.

The county is required to make current service contributions to the LAPP of 9.39% of pensionable earnings up to the year's maximum pensionable earnings under the Canada Pension Plan and 13.84% on pensionable earnings above this amount. Employees of the county are required to make current service contributions of 8.39% of pensionable salary up to the year's maximum pensionable salary and 12.84% on pensionable salary above this amount.

Total current service contributions by the county to the LAPP in 2021 were \$283,806 (2020 - \$ 282,233). Total current service contributions by the employees of the county to the LAPP in 2021 were \$257,652 (2020 - \$256,403).

At December 31, 2020, the LAPP disclosed an actuarial surplus of \$5 billion.

15. Segmented Disclosure

The Smoky Lake County provides a range of services to its ratepayers. For each reported segment, revenues and expenses represent both amounts that are directly attributable to the segment and amounts that are allocated on a reasonable basis. The accounting policies used in these segments are consistent with those followed in the preparation of the financial statements as disclosed in note 1.

Refer to Schedule 6 – Segmented Disclosure.

16. Operating Line of Credit

The county has a prime less 1/4% authorized operating line of credit of \$5,000,000 with the Alberta Treasury Branch. No balance was outstanding as at December 31, 2021.

17. Financial Instruments

The county's financial instruments consist of cash, receivables, long-term investments and accounts payable and accrued liabilities. It is management's opinion that the county is not exposed to significant interest or currency risks arising from these financial instruments.

The county is subject to credit risk with respect to taxes and grants in place of taxes receivable, and trade and other receivables. Credit risk arises from the possibility that taxpayers and entities to which the county provides services may experience financial difficulty and be unable to fulfill their obligations. The large number and diversity of taxpayers and customers minimizes the credit risk.

Unless otherwise noted, the carrying value of the financial instruments approximates fair value.

18. Approval of Financial Statements

Council and management have approved these financial statements.

19. Budget Amounts

Budget amounts are included for information purposes only and are not audited.

SMOKY LAKE COUNTY
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2021

20. Recent Accounting Pronouncements Published But Not Yet Adopted

PSAS Section 1000, Financial Statement Concepts

The amendments are effective beginning on or after April 1, 2023. This standard has been amended to allow for recognition of intangibles.

PSAS Section 1201, Financial Statement Presentation

Revised standard is effective beginning on or after April 1, 2023, when sections PS2601 and PS3450 are adopted.

PSAS Section 2601, Foreign Currency Translation

PS2601 establishes standards on how to account for and report transactions that are denominated in foreign currency in government financial statements. It applies to years beginning on or after April 1, 2022.

PSAS Section 3041, Portfolio Investments

This standard addresses the distinction between temporary and portfolio investments. The standard is effective beginning on or after April 1, 2022, when sections PS1201, PS2601 and PS3450 are adopted.

PSAS Section 3160, Public Private Partnerships

This standard establishes standards on how to account for public private partnership arrangements. It applies in years beginning on or after April 1, 2023.

PSAS Section 3280, Asset Retirement Obligations

This standard is intended to provide guidance on accounting for asset retirement obligations and will apply in years beginning on or after April 1, 2021.

PSAS Section 3400, Revenue

This standard will provide greater clarity on the difference between exchange and non-exchange transactions. It applies in years beginning on or after April 1, 2023.

PSAS Section 3450, Financial Instruments

This standard establishes recognition, measurement and disclosure requirements for derivative and non-derivative financial instruments. It applies to years beginning on or after April 1, 2022.

21. Uncertainty Due to Covid-19

On March 17, 2020, the Government of Alberta declared a public health emergency in response to the COVID-19 pandemic. The measures implemented to combat the spread of the virus have had an impact on the county; however, an estimate of the financial impact cannot be made at this time.

The county is closely monitoring the recommendations from public health agencies and government authorities while implementing its operational plan to reduce any adverse financial impact and continue operations.

SMOKY LAKE COUNTY GAS UTILITY

FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2021

INDEPENDENT AUDITOR'S REPORT

To the Members of Smoky Lake County Council

Opinion

We have audited the financial statements of the Smoky Lake County Gas Utility (Gas Utility), which comprise of the statement of financial position as at December 31, 2021, and the statements of operations, changes in net financial assets, and cash flows and schedules of changes in accumulated surplus, gross margin and operating expenses for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Gas Utility as at December 31, 2021, and the results of its operations and its cash flows for the year then ended in accordance with Canadian public sector accounting standards (PSAS).

Emphasis of Matter

It is understood that this report is requested by the Smoky Lake County Council. We have issued an audit report dated March 24, 2022 on the consolidated financial statements of the Smoky Lake County for the year ended December 31, 2021 and reference should be made to those audited financial statements for complete information.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Gas Utility in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with those requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with PSAS, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatements, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Gas Utility's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless management either intends to liquidate the Gas Utility or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Gas Utility's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements. As part of the audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Gas Utility's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Gas Utility's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosure are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Gas Utility to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

SMOKY LAKE COUNTY GAS UTILITY
 STATEMENT OF FINANCIAL POSITION
 AS AT DECEMBER 31, 2021

	<u>2021</u>	<u>2020</u>
Financial assets		
Due from general operating fund	\$ 2,027,735	\$ 1,943,228
Receivables (net of allowance)	633,362	351,502
Investment in Gas Alberta Inc. (note 3)	<u>67,983</u>	<u>67,983</u>
	<u>2,729,080</u>	<u>2,362,713</u>
Liabilities		
Accounts payable	473,256	197,376
Meter deposits payable	9,193	9,775
Deferred revenue	<u>—</u>	<u>18,176</u>
	<u>482,449</u>	<u>225,327</u>
Net financial assets	<u>2,246,631</u>	<u>2,137,386</u>
Non-financial assets		
Inventory	117,725	114,398
Prepaid expenses	42,983	42,308
Tangible capital assets (note 4)	<u>2,142,914</u>	<u>2,316,436</u>
	<u>2,303,622</u>	<u>2,473,142</u>
Accumulated surplus	<u>\$ 4,550,253</u>	<u>\$ 4,610,528</u>

On behalf of the Smoky Lake County

_____ Reeve

_____ CAO

SMOKY LAKE COUNTY GAS UTILITY
 STATEMENT OF OPERATIONS
 FOR THE YEAR ENDED DECEMBER 31, 2021

	Budget (unaudited)	<u>2021</u>	<u>2020</u>
Revenues			
Gas sales and distribution charges	\$ 1,890,000	\$ 2,703,448	\$ 1,975,881
Penalties and service charges	560,500	499,510	502,323
Appliance sales and service	1,000	—	—
Sale of goods, secondaries, conversions	51,200	28,871	49,960
RMO operating grant	9,600	9,600	10,895
Interest income	12,500	18,400	14,000
Bulk odorant delivery	89,444	111,483	89,639
Compressed natural gas revenue	32,000	5,697	31,805
Infill rebate	—	19,888	13,023
Infill recovery	<u>50,000</u>	<u>59,500</u>	<u>21,000</u>
	<u>2,696,244</u>	<u>3,456,397</u>	<u>2,708,526</u>
Expenses			
Wages and benefits	943,071	945,763	902,075
Materials	205,779	168,555	163,772
Gas purchases	1,112,440	1,942,250	1,261,073
Contracted and general services	196,954	218,259	169,516
Amortization	230,000	242,340	235,516
Bad debt expense (recovery)	<u>—</u>	<u>13,005</u>	<u>(1,356)</u>
	<u>2,688,244</u>	<u>3,530,172</u>	<u>2,730,596</u>
Excess (deficiency) of revenues over expenses before other	8,000	(73,775)	(22,070)
Other			
Government transfers for capital	—	—	38,438
Gain on sale of tangible capital assets	<u>—</u>	<u>13,500</u>	<u>—</u>
Excess (deficiency) of revenues over expenses	8,000	(60,275)	16,368
Accumulated surplus, beginning of year	4,610,528	4,610,528	4,594,160
Accumulated surplus, end of year	\$ 4,618,528	\$ 4,550,253	\$ 4,610,528

SMOKY LAKE COUNTY GAS UTILITY
 STATEMENT OF CHANGE IN NET FINANCIAL ASSETS
 FOR THE YEAR ENDED DECEMBER 31, 2021

	Budget (unaudited)	<u>2021</u>	<u>2020</u>
Excess (deficiency) of revenues over expenses	\$ 8,000	\$ (60,275)	\$ 16,368
Proceeds on disposal of tangible capital assets	—	13,500	—
Gain on sale of tangible capital assets	—	(13,500)	—
Acquisition of tangible capital assets	(195,500)	(68,818)	(127,784)
Amortization of tangible capital assets	<u>230,000</u>	<u>242,340</u>	<u>235,516</u>
	<u>34,500</u>	<u>173,522</u>	<u>107,732</u>
Acquisition of inventory	—	(61,333)	(49,987)
Use of inventory	—	58,006	44,917
Acquisition of prepaid assets	—	(42,983)	(42,308)
Use of prepaid assets	<u>—</u>	<u>42,308</u>	<u>42,464</u>
	<u>—</u>	<u>(4,002)</u>	<u>(4,914)</u>
Increase in net financial assets	42,500	109,245	119,186
Net financial assets, beginning of year	2,137,386	2,137,386	2,018,200
Net financial assets, end of year	\$ 2,179,886	\$ 2,246,631	\$ 2,137,386

**SMOKY LAKE COUNTY GAS UTILITY
 STATEMENT OF CASH FLOWS
 FOR THE YEAR ENDED DECEMBER 31, 2021**

	<u>2021</u>	<u>2020</u>
Net inflow (outflow) of cash related to the following activities:		
Operating		
Excess (deficiency) of revenues over expenses	\$ (60,275)	\$ 16,368
Non-cash items included		
Amortization of tangible capital assets	242,340	235,516
Gain on sale of tangible capital assets	(13,500)	--
Non-cash charges to operations (net change):		
Decrease (increase)		
Receivables	(281,860)	101,078
Inventory	(3,327)	(5,070)
Prepaid expenses	(675)	156
Increase (decrease)		
Accounts payable	275,880	(83,626)
Meter deposits	(582)	1,100
Deferred revenue	<u>(18,176)</u>	<u>(19,721)</u>
	<u>139,825</u>	<u>245,801</u>
Capital		
Acquisition of tangible capital assets	(68,818)	(127,784)
Proceeds on disposal of tangible capital assets	<u>13,500</u>	<u>--</u>
	<u>(55,318)</u>	<u>(127,784)</u>
Change in cash and cash equivalents during the year	84,507	118,017
Cash and cash equivalents, beginning of the year	<u>1,943,228</u>	<u>1,825,211</u>
Cash and cash equivalents, end of the year	\$ <u>2,027,735</u>	\$ <u>1,943,228</u>

Cash and cash equivalents are defined as Due from General Operating Fund.

**SMOKY LAKE COUNTY GAS UTILITY
 SCHEDULE OF CHANGES IN ACCUMULATED SURPLUS
 FOR THE YEAR ENDED DECEMBER 31, 2021**

	Unrestricted Surplus	Restricted Surplus	Equity in Tangible Capital Assets	<u>2021</u>	<u>2020</u>
Balance, beginning of year	\$ 264,975	\$ 2,029,117	\$ 2,316,436	\$ 4,610,528	\$ 4,594,160
Excess of revenues over expenses	(60,275)	--	--	(60,275)	16,368
Funds designated for future use	(51,181)	51,181	--	--	--
Funds used for tangible capital assets	(68,818)	--	68,818	--	--
Annual amortization expense	242,340	--	(242,340)	--	--
Change in accumulated surplus	<u>62,066</u>	<u>51,181</u>	<u>(173,522)</u>	<u>(60,275)</u>	<u>16,368</u>
Balance, end of year	\$ <u>327,041</u>	\$ <u>2,080,298</u>	\$ <u>2,142,914</u>	\$ <u>4,550,253</u>	\$ <u>4,610,528</u>

**SMOKY LAKE COUNTY GAS UTILITY
 SCHEDULE OF GROSS MARGIN
 FOR THE YEAR ENDED DECEMBER 31, 2021**

	Budget (unaudited)	<u>2021</u>	<u>2020</u>
Gas sales and distribution charges	\$ 1,890,000	\$ 2,703,448	\$ 1,975,881
Gas purchases	(1,112,440)	(1,942,250)	(1,261,073)
Capital surcharge	<u>(140,000)</u>	<u>(147,212)</u>	<u>(149,802)</u>
Gross margin	\$ <u>637,560</u>	\$ <u>613,986</u>	\$ <u>565,006</u>

SCHEDULE OF OPERATING EXPENSES

	Budget (unaudited)	<u>2021</u>	<u>2020</u>
General and administrative expenditures			
Council expenses	\$ 9,000	\$ 2,710	\$ 515
Audit, legal, and consulting	41,500	46,855	37,479
Advertising, membership, printing	35,700	37,144	38,211
Telephone, postage, freight, travel	28,500	15,310	17,934
Computer lease	5,200	3,610	3,385
Office supplies, utilities, insurance	68,710	68,168	68,998
Wages and benefits	<u>464,353</u>	<u>468,119</u>	<u>436,896</u>
	<u>652,963</u>	<u>641,916</u>	<u>603,418</u>
Distribution			
Wages and benefits	478,718	477,644	465,179
Vehicle and equipment costs	80,196	59,482	64,139
Repair and maintenance – system	<u>133,927</u>	<u>150,947</u>	<u>102,627</u>
	<u>692,841</u>	<u>688,073</u>	<u>631,945</u>
Gas purchases	1,112,440	1,942,250	1,261,073
Appliance purchase and repair	--	2,588	--
Amortization	230,000	242,340	235,516
Bad debt expense (recovery)	--	13,005	(1,356)
Total operating expenditures	\$ <u>2,688,244</u>	\$ <u>3,530,172</u>	\$ <u>2,730,596</u>

SMOKY LAKE COUNTY GAS UTILITY
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2021

1. Significant Accounting Policies

(a) Reporting Entity

The financial statements reflect the assets, liabilities, revenues and expenses, and change in net financial assets of the reporting entity which comprises the entire gas utility. These statements exclude all other municipal operations.

(b) Basis of Accounting

The financial statements are prepared using the accrual basis of accounting. The accrual basis of accounting records revenue as it is earned and measurable. Expenses are recognized as they are incurred and measurable based upon receipt of goods or services and/or the legal obligation to pay.

Funds from external parties and earnings thereon restricted by agreement or legislation are accounted for as deferred revenue until used for the purpose specified.

Government transfers, contributions and other amounts are received from third parties pursuant to legislation, regulation or agreement and may only be used for certain programs, in the completion of specific work, or for the purchase of tangible capital assets. In addition, certain user charges and fees are collected for which the related services have yet to be performed. Revenue is recognized in the period when the related expenses are incurred, services performed or the tangible capital assets are acquired.

(c) Measurement Uncertainty

The preparation of financial statements requires management to make estimates and assumptions that affect the reported amount of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenue and expenses during the period. Such estimates include the provision for doubtful accounts, amortization of capital assets and accruals. These estimates are reviewed periodically and as adjustments become necessary, they are reported in earnings in the period in which they become known.

(d) Investments

Investments are recorded at amortized cost. When there has been a loss in value that is other than a temporary decline, the respective investment is written down to recognize the loss.

SMOKY LAKE COUNTY GAS UTILITY
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2021

1. Significant Accounting Policies (continued)

(e) Non-Financial Assets

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the normal course of operations. The change in non-financial assets during the year, together with the excess of revenues over expenses, provides the change in net financial assets (debt) for the year.

(i) Tangible Capital Assets

Tangible capital assets are recorded at cost which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The costs, less residual value, of the tangible capital assets are amortized on a straight-line basis over their estimated useful lives as follows:

	Years
Buildings	50
Distribution system	40-50
Machinery and equipment	20-30
Vehicles	10-20

One-half of the annual amortization is charged in the year of acquisition. Assets under construction are not amortized until the asset is available for productive use.

(ii) Contributions of Tangible Capital Assets

Tangible capital assets received as contributions are recorded at fair value at the date of receipt and also are recorded as revenue.

(iii) Inventories

Inventories held for consumption are recorded at the lower of cost and replacement cost.

2. Prepaid Infills

The county has an obligation to provide infills to 127 lake lots. These infills will have to be installed once the owners request the infill. The costs of these infills will be expensed in the year of installation. The amounts are likely to be spread over many years and the cost in any one year is not likely to be significant. The future cost of these infills is not determinable at this time.

**SMOKY LAKE COUNTY GAS UTILITY
 NOTES TO THE FINANCIAL STATEMENTS
 FOR THE YEAR ENDED DECEMBER 31, 2021**

3. Investment in Gas Alberta Inc.

Effective June 30, 1998, Gas Alberta, a branch of Alberta Transportation and Utilities, was privatized and operations assumed by Gas Alberta Inc. The shareholders of Gas Alberta Inc. are predominantly made up of members of the Federation of Alberta Gas Co-ops.

The county has entered into a gas supply contract, which renews automatically each year, to purchase natural gas exclusively from Gas Alberta Inc.

The county's investment in Gas Alberta Inc. consists of:

	<u>2021</u>	<u>2020</u>
Class A common shares	\$ 483	\$ 483
Loan receivable	<u>67,500</u>	<u>67,500</u>
	\$ 67,983	\$ 67,983

The loan is non-interest bearing and is secured by a debenture. The loan is due upon the expiration of the contract and may be repaid earlier at Gas Alberta Inc.'s option or in the event the county no longer holds any of the Class A common shares.

4. Tangible Capital Assets

	<u>Cost</u>	<u>Accumulated Amortization</u>	Net Book Value	
			<u>2021</u>	<u>2020</u>
Distribution system	\$ 6,853,504	\$ 5,376,703	\$ 1,476,801	\$ 1,653,182
Buildings	333,254	57,814	275,440	288,242
Machinery and equipment	368,221	176,244	191,977	210,313
Vehicles	<u>480,684</u>	<u>281,988</u>	<u>198,696</u>	<u>164,699</u>
	\$ 8,035,663	\$ 5,892,749	\$ 2,142,914	\$ 2,316,436

2021 Consolidated Financial Statements and Gas Utility Financial Statements

490-22: Gawalko

That Smoky Lake County Council adopt the audited Smoky Lake County Consolidated Financial Statements and the Smoky Lake County Gas Utility Financial Statements for the year ended: December 31, 2021, as prepared by JMD Group LLP Chartered Professional Accountants; and approve to execute the Year-2021 Audit Findings letter affirming no significant deficiencies, dated March 16, 2022.

Carried.

Barb McCarthy, CPA, CA, from JMD Group LLP - Chartered Professional Accountants, left Council Chambers, time 10:56 a.m.

8. Executive Session:

Personnel Issue: Natural Gas & Environmental Operations Staff On-Call Compensation

491-22: Fenerty

That Smoky Lake County Council go into Executive Session in regard to a Personnel Issue: Natural Gas & Environmental Operations Staff On-Call Compensation, under the authority of the FOIP Act, Section 24: Advice from Officials, in the presence of all Council, Chief Administrative Officer, Assistant Chief Administrative Officer, and Finance Manager, time 10:58 a.m..

Carried.

492-22: Fenerty

That Smoky Lake County Council go out of Executive Session, time 11:17 a.m.

11:33 to 11:34 a.m.

9. Public Question and Answer Period:

None.

Support for Ukraine - Smoky Lake Region's Fundraising Efforts

493-22: Fenerty That Smoky Lake County approve to participate in the Smoky Lake Region's fundraising efforts facilitated through the Kinette Club of Smoky Lake, towards supporting Ukraine's citizens and Ukraine's defense against the Russian invasion launched on February 24, 2022.

Carried.

Support for Ukraine - Pumpkin Mugs made by Ukrainian Ceramic Artist: Serhiy Dutka

494-22: Fenerty That Smoky Lake County purchase seven (7) of the hand crafted Pumpkin Mugs made by Ukrainian Ceramic Artist: Serhiy Dutka, of Rozhniv, Ivano-Frankivs'Ka Oblast', Ukraine (which were received by the Smoky Lake Region through the Ukrainian Twinning Committee in 2021 for resale) at a cost in the amount of \$40.00 per mug, and retain one (1) mug to display at the County's main office, and donate six (6) of the mugs as silent auction or raffle items as organized by the Smoky Lake Kinettes, with all proceeds going towards supporting Ukraine's defense against the Russian invasion launched on February 24, 2022.

Carried.

Support for Ukraine - Social Media Campaigns by the Kinette Club of Smoky Lake

495-22: Fenerty That Smoky Lake County share any social media campaigns produced by the Kinette Club of Smoky Lake and other official Smoky Lake Region non-profit campaigns in respect to fundraising efforts towards supporting Ukraine's citizens and Ukraine's defense against the Russian invasion launched on February 24, 2022.

Carried.

Support for Ukraine - Raising the Ukrainian Flag on March 1, 2022

496-22: Gawalko That Smoky Lake County Council approve action taken in raising the Ukrainian flag on March 1, 2022, at County Offices in solidarity with Ukraine against the Russian invasion launched on February 24, 2022.

Carried.

Support for Ukraine - Request from the Mayor of Kosis, Ukraine for Financial Aid

497-22: Gawalko That Smoky Lake County acknowledge receipt of the letter from Yuriy Ploskonos, Mayor of Kosiv, Ukraine, dated March 4, 2022, requesting comrades to organize financial collection towards the purchase of tools, equipment and humanitarian goods from the neighboring partner countries of Ukraine.

Carried.

Support for Ukraine – Lamont County Challenge

498-22: Serben That Smoky Lake County meet the challenge of Lamont County's March 8, 2022, commitment in the amount of \$5,000.00 towards Ukrainian Humanitarian Aid, by **donating in the amount of \$5,000.00** directly to the municipality of Kosiv, Ukraine, for the purposes outlined in the letter received from Yuriy Ploskonos, Mayor of Kosiv, Ukraine, dated March 4, 2022; and post a news release on social media, and notify Lamont County of same.

Carried.

Peace Officer Program: Community Peace Officer (CPO 1) – Appointment

499-22: Cere

That the letter received from Tammy Spink, Manager, Peace Officers Program, Alberta Justice and Solicitor General, dated February 17, 2022 in regards to the amended “Authorization to Employ or Engage Peace Officer” - #319, as authorized by M.A (Marlin) Degrand, Assistant Deputy Minister / Director of Law Enforcement of the Public Security Division, Department of Justice and Solicitor General, for the Province of Alberta, be accepted and retain appointment for the new position of Community Peace Officer (CPO) – Level One for Smoky Lake County.

Carried.

Meeting Recessed

Meeting recessed for Lunch, time 12:26 p.m.

Meeting Reconvened

The meeting reconvened on a call to order by Reeve Lorne Halisky at 1:01 p.m. in the presence of all Council members, the Chief Administrative Officer, and Assistant Chief Administrative Officer, Finance Manager and the virtual presence of the, Planning and Development Manager, Planning Technician, Recording Secretary, Communications Technician, two Members of the Public, and two Associated Engineering Alberta Ltd. representatives as delegations.

5. Issues for Information:

Chief Administrative Officer’s Report

7. Delegation:

Associated Engineering Alberta Ltd. – Smoky Creek Drainage Assessment

Virtually present before Council from 1:02 p.m. to 1:51 p.m. was Maxime Belanger, M.Sc., P.Eng. Project Manager, Community Infrastructure, Associated Engineering Alberta Ltd. and Ryan Krausher, P.Tech (Eng), PMP Manager, Technical Services Municipal Infrastructure Division, Associated Engineering Alberta Ltd. to present the key findings and concerns in respect to the Smoky Creek Drainage Assessment.

One Member of the Public, virtually joined the meeting, time 1:20 p.m.

Vilna School’s Grade 6 class, virtually joined the meeting, time 1:36 p.m.

Maxime Belanger, M.Sc., P.Eng. Project Manager, Community Infrastructure, Associated Engineering Alberta Ltd. and Ryan Krausher, P.Tech (Eng), PMP Manager, Technical Services Municipal Infrastructure Division, Associated Engineering Alberta Ltd., virtually left the meeting, time 1:51 p.m.

Dave Franchuk, Environmental Operations Manager, virtually joined the meeting time, 1:57 p.m.

Smoky Creek Drainage Assessment Report

500-22: Gawalko That Smoky Lake County acknowledge receipt of the Smoky Creek Drainage Assessment Report, dated March 2022, as presented on March 24, 2022, and prepared by Associated Engineering Alberta Ltd., recommending:

1. the “high priority improvements” described in the said report should be implemented as soon as practical to provide the greatest benefit for the lowest costs and substantially reduce flood risks of adjacent lands during periods of low flow in the creek;
2. the “medium priority improvements” should be implemented in the next few years, while low priority improvements should be implemented on an opportunistic basis; and
3. initiating obtaining the required regulatory approvals and/or permits for proposed work within Smoky Creek, such that the high priority improvements can be implemented.

Carried.

Smoky Creek Drainage Assessment

501-22: Serben That Smoky Lake County determine the cost of addressing the “high priority improvements” and “medium priority improvements” as described in the Smoky Creek Drainage Assessment Report, dated March 2022, prepared by Associated Engineering Alberta Ltd., and bring the information forward to a future meeting of Council for consideration.

Carried.

Natural Gas Departments Staff On-Call Compensation

502-22: Gawalko That Smoky Lake County Council approve the expenditure for the Smoky Lake County Natural Gas Technicians to be compensated for On-Call duties in the amount of \$50.00 per day during working days and \$75.00 per day during weekends and statutory holidays, effective April 1, 2022.

Carried.

Environmental Operations Departments Staff On-Call Compensation

503-22: Fenerty That Smoky Lake County Council approve the expenditure for the Smoky Lake County Water, Waste Water & Waste Technicians to be compensated for On-Call duties in the amount of \$50.00 per day during working days and \$75.00 per day during weekends and statutory holidays, effective April 1, 2022.

Carried.

Vilna School’s Grade 6 class, virtually left the meeting, time 2:04 p.m.

Bylaw No. 1407-22: Designation for Hamlin Road Ranch as a Municipal Historic Resource

504-22: Fenerty That Smoky Lake County **Bylaw No. 1407-22: Designation for Hamlin Road Ranch as a Municipal Historic Resource**, for the purpose designating the Hamlin Road Ranch, located on the lands legally described as SW-17-58-13-W4, under the Alberta Historical Resources Act, and in accordance with Smoky Lake County Policy Statement 61-15-1: Designation of a Municipal Historic Resource, be given **FIRST READING**.

Carried.

Moved by Councillor Fenerty that Smoky Lake County **Bylaw No. 1407-22: Designation for Hamlin Road Ranch as a Municipal Historic Resource**, for the purpose designating the Hamlin Road Ranch, located on the lands legally described as SW-17-58-13-W4, under the Alberta Historical Resources Act, and in accordance with Smoky Lake County Policy Statement 61-15-1: Designation of a Municipal Historic Resource, be given **SECOND READING**.

Carried.

Moved by Councillor Fenerty that Smoky Lake County **Bylaw No. 1407-22: Designation for Hamlin Road Ranch as a Municipal Historic Resource**, for the purpose designating the Hamlin Road Ranch, located on the lands legally described as SW-17-58-13-W4, under the Alberta Historical Resources Act, and in accordance with Smoky Lake County Policy Statement 61-15-1: Designation of a Municipal Historic Resource, be given **PERMISSION for third reading**.

Carried Unanimously.

Moved by Councillor Fenerty that Smoky Lake County **Bylaw No. 1407-22: Designation for Hamlin Road Ranch as a Municipal Historic Resource**, for the purpose designating the Hamlin Road Ranch, located on the lands legally described as SW-17-58-13-W4, under the Alberta Historical Resources Act, and in accordance with Smoky Lake County Policy Statement 61-15-1: Designation of a Municipal Historic Resource, be given the **THIRD and FINAL READING** and that the Reeve and the Interim Chief Administrative Officer are hereby authorized to fix their signatures to all necessary documents and that the corporate seal also be fastened where it is deemed to be necessary.

Carried.

Heritage River Management Planning - Terms of Reference

505-22: Gawalko That Smoky Lake County adopt the revised Terms of Reference for the North Saskatchewan Heritage River Initiative Management Planning Advisory Steering Committee and Project Milestones Roadmap dated March 18, 2022.

Carried.

Heritage River Management Planning - Memorandum of Understanding (MOU)

506-22: Cere That Smoky Lake County execute the proposed Memorandum of Understanding (MOU) with the North Saskatchewan Watershed Alliance (NSWA), for in-kind support of between 50-100 hours of in-kind support (up to approximately \$8,000.00 of value) for Heritage River Management Planning, which is to be in effect until December 31, 2022, or until the completion of the Heritage Management Plan.

Carried.

Heritage River Management Planning – Support Correspondence Received

507-22: Serben

That Smoky Lake County acknowledge receipt of the support correspondence in respect the Project: Management Plan for the North Saskatchewan River under the Canadian Heritage Rivers System from:

1. County of St. Paul, dated January 13, 2022,
2. County of Vermillion River, dated January 13, 2022,
3. Town of Rocky Mountain House, dated January 21, 2022,
4. Town of Elk Point, dated January 26, 2022,
5. Town of Devon, dated January 27, 2022,
6. Smoky Lake County, dated January 27, 2022,
7. City of Fort Saskatchewan, dated January 31, 2022,
8. Town of Smoky Lake, dated February 3, 2022,
9. Thorhild County, dated February 4, 2022,
10. Parkland County, dated February 10, 2022,
11. County of Wetaskiwin, dated February 11, 2022,
12. Lamont County, dated February 16, 2022,
13. Sturgeon County, dated February 17, 2022,
14. Strathcona County, dated February 23, 2022,
15. Clearwater County, dated February 23, 2022, and
16. Smoky Lake County, dated March 10, 2022.

Carried.

2021 Safety Codes Annual Internal Review – Joint Accreditation No. J000148

508-22: Cere

That Smoky Lake County Council approve action taken by administration to complete and submit the 2021 Safety Codes Annual Internal Review, for Joint Accreditation No. J000148, covering the period beginning January 1, 2021, and ending on December 31, 2021, to satisfy the requirement as an Accredited Agency under the Safety Codes Act, as outlined in the Joint Quality Management Plan; and acknowledge the said review was received and approve by the Safety Codes Council.

Carried.

Memorandum of Agreement for the Waskatenau Nuisance Ground Reclamation Within Smoky Lake County (Plan 5225CL; Block OT - Former Waskatenau Nuisance Grounds)

509-22: Serben

That Smoky Lake County Council approve action taken to execute the Memorandum of Agreement for the Waskatenau Nuisance Ground Reclamation Within Smoky Lake County, with Alberta Transportation providing **funding in the amount of \$87,438.00**, totaling 50% of costs incurred by Smoky Lake County to preform reclamation work on the former Waskatenau Nuisance Ground, on the lands legally described as Plan 5225CL: OT.

Carried.

Subdivision and Development Appeal Board (SDAB) Member Appointments

510-22: Fenerty

That Smoky Lake County appoint Jerry Melnyk and Amy Cherniwchan as members-at-large and accept the resignation of Richard Dubetz as a member-at-large of the Smoky Lake Subdivision and Development Appeal Board (SDAB), as per Bylaw No. 1347-19.

Carried.

Vilna Schools' Grade 6 class, virtually joined the meeting, time 2:34 p.m. and virtually left the meeting, time 2:37 p.m.

Undeveloped Road Allowance to NE 13-59-16-W4

511-22: Cere

That Smoky Lake County **approve the action taken** by the Chief Administrative Officer in notifying the current landowner of the land legally describes as NE 13-59-16-W4, that the portion of road allowance on Range Road 160 between Township Road 592 and 592A is considered undeveloped road allowance as of December 11, 2018.

Carried.

Undeveloped Road Allowance to NE 13-59-16-W4

512-22: Fenerty

That Smoky Lake County **approve the action taken** by the Chief Administrative Officer to refuse to undertake snowplowing activities within the portion of the undeveloped road allowance on Range Road 160 between Township Road 592 and 592A prior to Saturday, March 12, 2022, as there is at least another week of high priority snow clearing operations urgently required to be undertaken elsewhere in the County; **and going forward**, provide the said landowner with Policy Statement No. 03-26-01: Custom Work, and Policy Statement No. 03-35-11: Snow Clearing.

Carried.

Undeveloped Road Allowance to NE 13-59-16-W4

513-22: Gawalko

That Smoky Lake County affirms that the designation of the road allowance on Range Road 160 between Township Road 592 and 592A to the land legally described as NE 13-59-16-W4 is undeveloped and the structure within is also considered to be an abandoned road pursuant to the closure of road plans 1890Y and 1280AU as of December 11, 2018.

Carried.

Undeveloped Road Allowance Policy

514-22: Serben

That Smoky Lake County Council direct Administration to review the current County policies concerning undeveloped road allowances and usages therein and prepare a comprehensive “Undeveloped Road Allowance Policy and Procedures” document for review by the Policy Committee and adoption by Council.

Carried.

Bylaw No. 1412-22: Hamlet of Bellis Sewer System

515-22: Halisky

That Smoky Lake County **Bylaw No. 1412-22: Hamlet of Bellis Sewer System**, for the purpose of authorizing an additional service charge levy in the amount of \$1.75 (One Dollar and Seventy-Five Cents) per front foot, as per Bylaw No. 666: Hamlet of Bellis Sewer System, related to the operation and maintenance of the Hamlet of Bellis Sewer System, be given **FIRST READING**.

Carried.

Moved by Councillor Fenerty That Smoky Lake County **Bylaw No. 1412-22: Hamlet of Bellis Sewer System**, for the purpose of authorizing an additional service charge levy in the amount of \$1.75 (One Dollar and Seventy-Five Cents) per front foot, as per Bylaw No. 666: Hamlet of Bellis Sewer System, related to the operation and maintenance of the Hamlet of Bellis Sewer System, be given **SECOND READING**.

Carried.

Moved by Councillor Gawalko That Smoky Lake County **Bylaw No. 1412-22: Hamlet of Bellis Sewer System**, for the purpose of authorizing an additional service charge levy in the amount of \$1.75 (One Dollar and Seventy-Five Cents) per front foot, as per Bylaw No. 666: Hamlet of Bellis Sewer System, related to the operation and maintenance of the Hamlet of Bellis Sewer System, be given **PERMISSION for third reading**.

Carried Unanimously.

Moved by Councillor Fenerty that Smoky Lake County **Bylaw No. 1412-22: Hamlet of Bellis Sewer System**, for the purpose of authorizing an additional service charge levy in the amount of \$1.75 (One Dollar and Seventy-Five Cents) per front foot, as per Bylaw No. 666: Hamlet of Bellis Sewer System, related to the operation and maintenance of the Hamlet of Bellis Sewer System, be given the **THIRD and FINAL READING** and that the Reeve and the Interim Chief Administrative Officer are hereby authorized to fix their signatures to all necessary documents and that the corporate seal also be fastened where it is deemed to be necessary.

Carried.

Addition to the Agenda:

Spring Cleanup Promotion – Freon Appliances

516-22: Gawalko That Smoky Lake County advertise a “Spring Cleanup Promotion”, exclusive to residents of the Smoky Lake Region, of free disposal of appliances containing freon at County Landfill Sites during the month of May each year, and annually advertise this on the County’s social media and Grapevine.

Carried.

8. Executive Session:

Land and Legal Issue: McDougall Gravesite & Victoria Park Cemetery

517-22: Fenerty That Smoky Lake County Council go into Executive Session in regard to a Land and Legal Issue, in respect to the McDougall Gravesite (VICTORI 8) and Victoria Park Cemetery (VICTORI 10), under the authority of the FOIP Act Section 16: third party business interest and Section 24: advice from officials, in the presence of all Council, Chief Administrative Officer, Assistant Chief Administrative Officer, Finance Manager, Planning & Development Manager, Planning & Development Technician, and Legislative Services Clerk, time 3:05 p.m..

Carried.

Jordan Ruegg, Planning & Development Manager, and Kyle Schole, Planning & Development Technician, virtually left Executive Session and the meeting, time 3:25 p.m.

Addition to the Agenda (Executive Session):

Legal Issue: Board Governance and Role of Board Members

While under Executive Session, Council discussed a Land and Legal Issue, in respect to the Board Governance and Role of Board Members, under the authority of the FOIP Act Section 16: third party business interest and Section 24: advice from officials, in the presence of all Council, Chief Administrative Officer, Assistant Chief Administrative Officer, Finance Manager, and Legislative Services Clerk, time 3:25 p.m..

8. Executive Session:

Canadian Union of Public Employees CUPE Local 4575

While under Executive Session, Council discussed a Land and Legal Issue, in respect to a Personnel Issue: under the authority of the FOIP Act Section 27: Privileged Information, in regard to the Ratification of the Collective Agreement and Letter of Understanding with CUPE Local 4575, under the authority of the FOIP Act, Section 24: advice from officials, in the presence of all Council, Chief Administrative Officer, Assistant Chief Administrative Officer, Finance Manager, and Legislative Services Clerk, time 4:05 p.m.

518-22: Serben

That Smoky Lake County Council go out of Executive Session, time 4:11 p.m..

Carried.

McDougall Gravesite (VICTORI 8) and Victoria Park Cemetery (VICTORI 10).

519-22: Cere

That Smoky Lake County Reeve, on behalf of Smoky Lake County Council, transmit a letter to Martha Dawson, Chairperson, Property Commission of the Northern Spirit Regional Council of the United Church of Canada expressing the County's desire to obtain Title, at no cost to the County, to the McDougall Gravesite located on (pt. of VICTORI 8).

Carried.

Canadian Union of Public Employees CUPE Local 4575 – Collective Agreement

520-22: Gawalko

That Smoky Lake County Council approve to affix signatures to the Collective Agreement and Letter of Understanding with the Canadian Union of Public Employees CUPE Local 4575, for the period January 1, 2021 to December 31, 2024, subject to the Employees ratification of same.

Carried.

Meeting Recessed

521-22: Cere

That Smoky Lake County Council recess the Regular Council Meeting of March 24, 2022, at 4:15 p.m., and agree to **reconvene the meeting on Monday, March 28, 2022, at 10:00 a.m.**, to be held virtually, through Electronic Communication Technology as per Bylaw 1376-20 **and/or** physically in County Council Chambers.

Carried.

Meeting Reconvened

The meeting reconvened on Monday, March 28, 2022, upon a call to order by Reeve Lorne Halisky at 10:04 a.m. in the presence of Councillors: Gawalko, Cere, and Serben, the Chief Administrative Officer, and Assistant Chief Administrative Officer, Finance Manager and the virtual presence of the Planning Technician, Recording Secretary, Natural Gas Manager, Communications Technician, and one Member of the Public.

2. Agenda:

522-22: Cere

That Smoky Lake County Council unanimously agree to further amend the recessed March 24, 2022 Council Meeting Agenda, on March 28, 2022 as reconvened, as follows:

Addition to the Agenda:

1. Municipally Controlled Corporation (MCC) - Appointment of Directors.

Carried Unanimously.

One Member of the Public, virtually joined the meeting, time 10:15 a.m.

Councillor Linda Fenerty, virtually joined the meeting, time 10:24 a.m.

Addition to the Agenda:

Municipally Controlled Corporation (MCC) - Appointment of Directors

523-22: Gawalko

That Smoky Lake County approve to appoint Reeve Lorne Halisky and Councillor Linda Fenerty to the position of Board of Directors for the Municipally Controlled Corporation (MCC) in accordance with the Victoria District Economic Development Strategy MCC Business Plan.

Carried.

524-22: Cere

That a Smoky Lake County and Town of Smoky Lake Joint Council Meeting be scheduled for **Friday, April 1, 2022 at 3:30 p.m.** to be held virtually.

Carried.

5. Issues for Information:

Chief Administrative Officer's Report

The Chief Administrative Officer (CAO) provided a report to Council for the period of February 21, 2022 to March 20, 2022, as follows:

Chief Administrative Officer			
			Report Period: <u>Feb 21, 2022 to Mar 20, 2022</u>
LEGISLATIVE / GOVERNANCE			
Projects	Date In Progress	Date Outstanding	Date Completed
Joint Health and Safety Committee			Feb 23/22

ADMINISTRATIVE																		
Projects	Date In Progress	Date Outstanding	Date Completed															
Mangers Meetings – Every Monday Morning			Ongoing															
Administration Building Upgrades – Roof Replacement: Finishing trims. Have not received a Change Order cost for the work requested by Council (Lighting).	Jul' 15/21		Mar 17/22															
Bonnie Lake Resort – At the RMA, Planning and myself met with AE to discuss the issues. They will be sending us a letter which will be forwarded to the Developer to action accordingly.	Ongoing		Mar 15/22															
Tourism Partnership – Legal team meeting – MCC Legal – Awaiting information from legal and then setting a meeting. Preparing loan bylaw for next Council meeting.	Ongoing		Mar 17/22															
<p>STIP RR130 – BF13398 Tender Results. The STIP grant for this bridge replacement was undertaken in November of 2020, and the design portion completed in November 2021 and reviews completed in December 2021. At that time, we anticipated that there may be an escalation in costs due to what we were seeing in the marketplace regarding construction materials (steel, concrete, fabrication cost increases, shortages of raw materials) and proceeded to tender to get some actual pricing.</p> <p>The STIP grant is based on a 75/25 basis and the project total of \$885,867 (\$752,928 construction, \$132,939 engineering) was approved. Below is the bid summary.</p> <table border="1"> <thead> <tr> <th>Bidder</th> <th>Total Bid Price (not including GST)</th> <th>Total Bid Price (including GST)</th> </tr> </thead> <tbody> <tr> <td>Formula Alberta Ltd.</td> <td>\$1,173,587.00</td> <td>\$ 1,232,266.35</td> </tr> <tr> <td>Kichton Contracting Ltd.</td> <td>\$1,217,042.00</td> <td>\$1,277,894.10</td> </tr> <tr> <td>160082 AB Ltd</td> <td>\$1,332,355.00</td> <td>\$1,398,972.75</td> </tr> <tr> <td>Formula Contractors Ltd.</td> <td>\$1,600,346.98</td> <td>\$ 1,680,364.33</td> </tr> </tbody> </table> <p><small>The tender submissions were reviewed and have been checked for errors. The amounts shown in the summary have been found to be correct.</small></p> <p>The County is responsible for 25% or \$221,467. The escalation requires that an additional \$420,660 will be required to meet this tender. At the rate of further escalations, this number is very likely to exceed \$500,000 in 35 days (term to award) commencing March 01/2022. The pre-tender estimate in December 2021 anticipated that the construction costs had escalated approximately 35% at that time. From the STIP application in November 2020, the construction costs have escalated 56%, which was based on current unit rates at that time. The bid expires on April 05/2022. At the RMA, A meeting was held with Michael Botros (from AT) and a letter has been sent to the Minister requesting the escalation funding.</p>	Bidder	Total Bid Price (not including GST)	Total Bid Price (including GST)	Formula Alberta Ltd.	\$1,173,587.00	\$ 1,232,266.35	Kichton Contracting Ltd.	\$1,217,042.00	\$1,277,894.10	160082 AB Ltd	\$1,332,355.00	\$1,398,972.75	Formula Contractors Ltd.	\$1,600,346.98	\$ 1,680,364.33			Mar 17/22
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160082 AB Ltd	\$1,332,355.00	\$1,398,972.75																
Formula Contractors Ltd.	\$1,600,346.98	\$ 1,680,364.33																
<p>Contract Equipment: On March 7, 2022, Smoky Lake County Region encountered a severe Snowstorm that brought heavy snow with strong winds up to 60 km. Public Works Department needed assistance in clearing County roads. The Contractor's with "Snow Removal Equipment" hired to assist Public Works in opening the roads: March 8, 2022: One grader and Seven Tractors with plow and March 9, 2022: Two Graders and Two Tractors with Plows</p> <p>Recommendation: That Smoky Lake County approve the action taken for contracting equipment on March 8, 2022 and March 9, 2022 to assist Public Works Department in snow removal for the severe weather winter snow that occurred on March 7, 2022.</p>			Mar 09/22															

Council Departmental meetings			Feb 22/22
Smoky Lake Creek – Attached is the draft report (AE is currently finalizing) for the Smoky Lake Creek. This was an issue raised last summer and AE undertook the survey and study to undertake some work to rectify some of the issues. This channel was constructed with an incredibly flat gradient (modern equipment would have difficulty achieving this grade today) and the end result, in my opinion, was the creation of a very skinny and long (7 kms) storage pond. Parts of it do flow and there are some known beaver dams along this channel. AEP provided an easement and permission to undertake maintenance work on the channel in 1974, but to my knowledge, there has been little to no maintenance ever undertaken on this channel.			Mar 17/22
Waskatenau/Legal – Proposed Development			Feb 22/22 Feb 23/22 Mar 03/22 Mar 08/22
RMA – Spring Session			Mar 14/22 to Mar 16/22
HWY 28/63 COMMISSION			
Commission Meetings – Organizational, Budget, draft bylaw issues			Ongoing
WFL #128 Solicitor – Agreements/requirements: Met with Associated Engineering and later with the WFL Solicitor to review issues and plan the resolution of the agreements.			Mar 09/22 Mar 11/22
Bylaw Committee: The Committee got through about 2/3 of the definitions in the bylaw. Have scheduled another meeting.	Ongoing		Mar 07/22
FINANCIAL			
Projects	Date In Progress	Date Outstanding	Date Completed
Affordable Housing – Attended a webinar focused on Affordable Housing. Spent about a half hour and left as it seemed to be too subjective and approach and more of a generic survey of Provincial needs as opposed to grant funding opportunities.			Mar 09/22
HUMAN RESOURCES			
Projects	Date In Progress	Date Outstanding	Date Completed
Legal – Managing Partner Deficiency Issues - Brownlee has provided a template for Review. Provided at the last meeting. Has there been any comments?	Ongoing		
CUPE 4575: County completed negotiations.			Mar 03/22
Public Works Clerk: Received letter from Darline Zdebliak on March 1, 2022 – Re: Officially retiring on May 15, 2022 after 43 years. Recommendation: That Smoky Lake County accept with regret, the letter received from Mrs. Darline Zdebliak, dated March 1, 2022, announcing her retirement from the position of Public Works Clerk, after 43 years of service, effective May 15, 2022.			Mar 01/22
COMMUNITY			
Projects	Date In Progress	Date Outstanding	Date Completed
Dr Retention Committee Meeting			Mar 03/22
Smoky Lake Minor Hockey: Qualified for Provincials Championship in Sunde on March 31 – April 3, 2022 and County provided \$500.00 as per Policy.			Mar 17/22

TRAINING			
COUNTY STRATEGIC PLAN			
N/A			
Signature: <i>Gene Sobolewski</i>		County Council Meeting: <u>March 20, 2022</u>	

BF13398 Funding

525-22: Gawalko

That Smoky Lake County confirm approval or rejection of funding in respect to the Bridge File which was identified as a critical priority for replacement on Range Road 130 as a result of inspections and testing, identified as BF13398 prior to April 5, 2022; **and if** provincial funding is rejected, cancel the BF13398 tender; **and if** provincial funding is approved, proceed to hold a Special Council Meeting to move forward on awarding the tender.

Carried.

Contract Equipment for March 7, 2022 Severe Weather Event Snow Removal

526-22: Fenerty

That Smoky Lake County Council **approve the action taken** by Administration in contracting the following local people with their private equipment on March 8, 2022 and March 9, 2022 to assist the Public Works Department with snow removal for emergency purposes after the severe winter weather event which occurred on March 7-8, 2022 resulting in 12 inches of snowfall along with extreme winds causing drifts up to 8 feet high across roads:

On March 8, 2022

- Dallas Przekop – grader,
- Trevor Cherniwchan – tractor with plow,
- Collin Starchuk – tractor with plow,
- Marion Chimko – tractor with plow,
- Gerry Tchir – tractor with plow,
- Dean Kozak – tractor with plow,
- Brad Shapka – tractor with plow,
- Jerry Repka – tractor with plow, and
- Mike Diachyshyn – grader and dozer

On March 9, 2022

- Dallas Przekop – grader,
- Mike Diachyshyn – grader,
- Trevor Cherniwchan – tractor with plow, and
- Collin Starchuk – tractor with plow,

And assure County Employee: Marion Chimko, was not paid his regular wage March 8-9, 2022.

Carried.

Retirement Darlene Zdebliak – Public Works Shop Clerk

527-22: Serben

That Smoky Lake County accept with regret, the letter received from Mrs. Darlene Zdebliak, dated March 1, 2022, announcing her retirement from the position of Public Works Clerk, after 43 years of service, effective May 15, 2022.

Carried.

Public Works Shop Clerk 2 – Employment Opportunity

528-22: Gawalko

That Smoky Lake County Council approve to advertise an employment opportunity to fill the position of Public Works Shop Clerk 2, pursuant to the proposed organizational chart, and as per the Collective Agreement with International Union of Operating Engineer’s IUOE Local 955.

Carried.

Riverland Recreational Trail Society - Trail Sign Replacement/Repair Project

529-22: Cere That Smoky Lake County Council approve to directly purchase the forty-three (43) “Recreation Trail Only” signs at a cost in the amount of \$24.00/each, for the portion of the Iron Horse Trail within Smoky Lake County, from local business: Aston Signs, of Smoky Lake County, in response to the January 28, 2022 email request from Marianne Janke, Travel Lakeland / Alberta’s Iron Horse Trail on behalf of the Riverland Recreational Trail Society in respect to their Trail Sign Replacement / Repair Project.

Carried.

Financial Statements

As annexed to the minutes:

↳ Financial Statement for the month of: **January 2022.**

Action List(s)

Action Lists:

- i. County Council Departmental Meeting – February 22, 2022. ©
- ii. County Council Meeting – February 24, 2022

Chief Administrative Officer’s Report

530-22: Serben That Smoky Lake County’s Chief Administrative Officer’s report for the period of February 21, 2022 to March 20, 2022, be accepted and filed for information.

Carried.

5. Issues for Information:

**Finance Manager’s Report:
Actual to Budget Report**

Brenda Adamson, Finance Manager presented an updated Financial Report for the period ending February 2, 2022.

Utility Billing – February and March, 2022

531-22: Serben That Smoky Lake County Council waive all late payment penalties on utility accounts for the months of February and March, 2022 due to system interruptions arising from the financial system conversion from Bellamy to Great Plains/Diamond; and post a “thank you for your patients” regarding same, on social media.

Carried.

Schedule Smoky Lake County Budget Meeting

532-22: Gawalko That the next Smoky Lake County budget meetings be scheduled for Friday, April 22, 2022 at 9:00 a.m. and Thursday, May 5, 2022 at 9:00 a.m.

Carried.

Family and Community Support Services (FCSS)

533-22: Cere That Smoky Lake County approve to allocate funding from the 2022 Family and Community Support Services (FCSS) Grant budget in accordance with Policy No. 08-17-01: Family and Community Support Services (FCSS) grant as follows:

Community Group	Eligibility	Funding
Aspen View Public Schools	Local career fair for students.	\$1,000.00
Town of Smoky Lake Library	Social library programing for children and families.	\$6,500.00

Carried.

Finance Manager's Report

534-22: Gawalko That Smoky Lake County's Finance Manager's report for the period ending February 2, 2022, be accepted, and filed for information.

Carried.

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

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

March 17, 2022 - Vilna & Bellis Citizens on Patrol Meeting held at Bellis Hall

- Meeting was called to order @ 7:05 pm RCMP officer gave a short report property crime is up, but personal crime is down they are still addressing vehicle thefts in the area, lots of people still leaving their vehicles unlocked and running. Today was the first day of the coffee with a cop program that is on the 3rd Thursday of the month.
- Eric from the fish and wildlife dept. said the lakes are hard to get onto and some black bears have been out with the warm weather there are 2 sows near Garner Lake one with 3 cubs one with 4 cubs. There is a second officer in Smoky Lake now Nicholas Flag. All officers will have alcohol testing equipment by next week. Some big files have been moving through the court system and still lots of back log, he would like municipalities to push for more crown prosecutors to clear the courts.
- The financial report was presented.
- Some old business was taken care of ID cards are given out after 6 months of being a member, they are looking at purchasing a banner, meat raffle tickets were handed out for those interested in buying or selling a few books, all members that provided their emails can log onto the ACOPA website,
- They discussed doing something for the Vilna centennial celebration, and they will be contacting Trevor T. to discuss some training for new members and to update some courses.
- Next meeting is May 12, 7:00 pm @ Vilna cultural center.

March 17, 2022, Evergreen Regional Waste Management Services Commission Meeting:

- Brownlee law firm will be doing an orientation for staff and directors.
- We had a look at the new CNRL contract for leachate disposal.
- Barb from Joly McCarthy Dion will be at the next meeting going over the financials.
- Paul gave a report from the Alberta Care conference which is attached to the evergreen info pkg.
- We have an endorsed statement from RMA stating the town of Elk Point is insured through the commission.
- Ashley presented the treasurers report.
- Paul gave the site report, repairing pickup at Zarowny's, the annual report from Omni Mcann will be ready soon, looking to hire a gravel truck to haul clay, spring work is under way, The month of May we will be taking freon units in for freon talked about a relief worker that all municipalities could use, talked about a MSW baler to bale all municipal solid waste, the leachate is less and landfill cell will last longer.
- Linda Salstrom gave a presentation on a MSW proposition and a MRF (material recovery Facility).
- Environment 360 solutions bought out quick pick same routes and tonnage but will be signing a new agreement with them.
- Next meeting will be on April 21J 2022 in St. Paul County office.
- Any questions feel free to contact me at any time.

Evergreen Regional Waste Management Services Commission Documents shared:

- Municipal Solid Waste (MSW) Management & Processing Value Proposition, March 17, 2022.
- ERWMSC – Budget to Actual, January 1, 2022 to February 28, 2022.
- CNRL Leachate Disposal Contract.

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

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

March 4, 2022 – Northern Lights Library System - NLLS (via Zoom):

- Auditor's report was presented with no significant findings identified by them. Deficit was questioned, auditor said it was mostly due to amortization. We have reserves to cover shortfall if required.
- Chairperson's Report – Several libraries toured throughout the area. It was interesting to discover how different municipalities and their libraries operate.
- Library Manager's Report – working on 2022 Summer Reading Program with many increased activities.
- Alberta Library Trustee's Association (ALTA) – discussion on who they are. They offer support, professional development, and education to library boards
- Financial Report (YTD) – accepted as presented
- Annual Conference – May 26-28 – May 26 is training for trustees, library managers, and Board Chairs. May 27 – main conference. May 28 – Annual General Meeting for the Board.
- Next meeting will be May 28 @ 10:00 a.m. at NLLS (Elk Point)

March 14, 2022 – Northeast Muni-Corr Ltd.

- Due to Rural Municipalities Spring Convention, meeting was postponed until April 11 @ 10:00 a.m.

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

Dominique Cere - Division Three Councillor's report from various Committees, Boards and Commissions:

None Submitted.

Reeve - Division Four Councillor's Report on various Committees, Boards & Commissions

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

February 22, 2022 – Council Departmental Operations meeting, held in Chambers (all Council)

- Reviewed all management reports of activities and tasks completed.
- Approved to amend the P&D position name of "Planning and Development Assistant" to "Planning Technician" and adjust the salary range to be \$61,000 to \$88,000.

February 23, 2022 – Joint Health & safety Committee Meeting, held virtually (Lorne & Dominique)

- Approved to amend six policies to take corrective action in respect to rectifying deficiencies listed in the External Safety Audit - Action Plan document from Alberta Municipal Health and Safety (AMHSA).
- Reviewed two incidents:
 - January 19, 2022 - worker was working on sand salt shed noticed block was hit and moved, and when investigated it was believed this happened some time ago, no damage to any of our loaders, interviewed all staff no one noticed it.
 - January 26, 2022 - worker turning around grader in taxpayer's driveway, hit the post on the entry way, taxpayer was notified of this event.

February 23, 2022 – Economic Development Workshop, held virtually/in Chambers (all Council)

- Facilitated by Doug Griffiths, Chief Community Builder, 13 Ways Inc., as part of the ongoing Regional Service Delivery Review funded through the 2020/21 – Alberta Community Partnership (ACP) Intermunicipal Collaboration Grant, with the Village of Vilna as the managing partner.
- The Town of Smoky Lake and Village of Waskatenau also participated in the meeting.
- The results will be acknowledged officially when they become available through a Council motion.

February 24, 2022 - Council Regular Meeting, held in Chambers (all Council)

- Executed a funding agreement with Park Canada for the “North Saskatchewan River (AB) Management Plan for Canadian Heritage River Designation” totaling \$45,000.
- Received a presentation from the developer of Northern Lights R.V. Resort, located along Hwy 652 at Range Road 141.
- Received a presentation from Riverland Recreational Trail Society & Alberta’s Iron Horse Trail on financial activities.
- Amended Policy Statement No. 14-A.02-03: Incident Reporting.
- Accepted the Victoria Trail Agricultural Society as an Additional Named Insurance with RMA Insurance under the County’s insurance umbrella.
- Approve to submit a funding application for Electric Vehicle Charging Stations.
- Approved the 2-year extension of Municipal Sustainability Initiative (MSI) grant.
- Accept the Smoky Lake Region’s Doctor Retention and Recruitment Committee Year-2022 Budget, with the County’s portion of \$14,640.
- Proclaimed Economic Development Week to be May 9-13, 2022.
- Acknowledged receipt of the Smoky Lake RCMP Detachment’s quarterly Community Policing Report for October 1st to December 31st, 2021.

February 25, 2022 – Foundation CAO Evaluation Meeting, held virtually (Lorne, Dominique, Jered & Linda)

- Discussion on CAO Evaluation process including the format, what other Foundation use/do etc.

February 25, 2022 – RMA 101 Business Services Webinar (Lorne)

- Discussed Canoe Insurance, Equipment Purchasing, Admin Services etc.

March 2-3, 2022 – CUPE Collective Bargaining, held in Chambers (Lorne, Danny & Dominique)

- Negotiated with the CUPE Local 4575 Employees to renew the collective agreement.

March 4, 2022 - Minister of Justice and Solicitor General Meeting - Alberta Provincial Police Transition Study Engagement, held at Métis Crossing (Lorne, Danny, Jered & Dominique)

- The meeting focused on key concepts presented in the transition Alberta Provincial Police Service Transition Study with the intent to refine the model presented by PricewaterhouseCoopers (PwC). and inform future decisions on an Alberta Provincial Police Service.

March 7, 2022 – Highway 28/63 Regional Water Services Commission bylaw working group, held virtually/in Chambers (Lorne & Danny)

- Held review in preparation for 2nd & 3rd readings of the Commission’s new Bylaw 008-2022 designed to cover the entire governance, administration and operation of the Commission in accordance with Bill 22 changes to the MGA.

March 13-16, 2022 – RMA Convention, in Edmonton (Lorne, Linda, Dominique, Jered)

- Session topics included:
 - Council’s Role in Strategic Planning & Service Delivery,
 - Role Clarity for Municipal Councillors,
 - The Revamp of Recycling: Alberta’s Journey to a Circular Economy,
 - Mayors and Reeves Meeting, March 14 (Lorne)
 - FCM’s President Update,
 - Federal Advocacy Panel,
 - Alberta Law Enforcement Response Teams (ALERT),
 - Infrastructure Asset Management Alberta (IAMA),
 - Strategic Communications for Tense Times,
 - Tips and Tools for Effective Council Meeting Participation, and
 - Rural Connectivity Solutions: Learnings from the Pandemic.

March 15, 2022 – RCMP & Solicitor General Meeting at RMA Convention (Lorne, Linda, Dominique, Jered)

- Held discussions to advocate the County’s following priorities: Crime Reduction- Prevent and Reduce Property Crimes, Visibility and Enforcement in the Community, Enhance Public Confidence and Engagement- Consultations and Connections, and Additional Member for the Smoky Lake Detachment.

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

Jered Serben - Division Five Councillor written report from various Committees, Boards and Commissions:

February 25, 2022 - Smoky Lake Foundation meeting, held Virtually

- Motion to revise letter of employment to a contract
- Motion to revise the CAO evaluation

March 1, 2022 - Smoky Lake Foundation meeting, held Virtually

- Smoky Lake and Waskatenau reports accepted as presented
- Vilna report accepted as presented
- Maintenance: Q. Halisky questioned the turn around time on newly vacant rooms. A. approximately one week. Q. Prockiwi – Zurusky questioned whether the foundation provides internet to self contained units. A. Leslie explained it's the tenant's responsibility for their own service. Maintenance report accepted as information.
- CAO report accepted as presented
- Financial report accepted as presented
- Review of policies tabled
- GIC matured, re – invested into 90 – day Notice of Demand account
- Motion to research 3rd party services of appraisal for Smoky Lake Foundation operations that will be brought back to the chair
- Next regular meeting April 5th, 2022, at 9 am at Town Council Chambers.

Councillors Reports on Various Committees, Boards and Commissions

535-22: Serben

That the Smoky Lake County Councillor's reports received for the period of February 2022 to March 2022, be filed for information and the Reeve's Report received for the period of February 18, 2022, to March 15, 2022, be posted to the County's website.

Carried.

Regional Community Development Committee (RCDC) – 2021 Expenditures

536-22: Cere

That Smoky Lake County, as a municipality in partnership of the Regional Community Development Committee (RCDC) with the Town of Smoky Lake, and the Village of Vilna approve for the Managing Partner, Smoky Lake County to invoice for the 2021 Economic Development to each respective municipalities based on Year 2021 actual expenditure costs incurred by RCDC.

Carried.

Schedule a Policy Committee Meeting

537-22: Cere

That the next Smoky Lake County **Policy Committee Meeting** be scheduled for **Wednesday, May 11, 2021 at 9:00 a.m.**, to be held virtually, through Electronic Communication Technology as per Bylaw 1376-20 **and/or** physically in County Council Chambers.

Carried.

Additional Named Insured – Waskatenau Pryveet Dance Club

538-22: Serben

That Smoky Lake County acknowledge receipt of the following information from the Waskatenau Pryveet Dance Club, as an Added Named Insured (ANI) under the County's insurance umbrella:

- Minutes of January 11, 2022, and March 1, 2022.

Carried.

RCMP Liaison Committee – Invitation for Coffee with a Cop

539-22: Gawalko That Smoky Lake County approve action taken on March 14, 2022 in advertising on social media, the Smoky Lake RCMP Detachment’s “Coffee with a Cop” events scheduled for the third Thursday of each month in 2022, as per the request from Roxanne Genereaux, Acting Detachment Commander, Smoky Lake RCMP Detachment, dated March 11, 2022.

Carried.

6. Correspondence:

Vilna & District Agricultural Society – Request for Funding

540-22: Gawalko That Smoky Lake County **defer** discussion of the letter received from Charlie Leskiw, President, Vilna Agricultural Society, dated February 17, 2022, requesting \$20,000.00 of funding towards the Vilna Boomtown Days - “Vilna Celebrates” 50th anniversary for Vilna Ag Society, as well as the 100th anniversaries for the Village, School, and Pool Hall; until a further information is obtained in respect to the proposed breakdown of expenses requiring funding.

Carried.

Minister of Municipal Affairs

541-22: Gawalko That Smoky Lake County acknowledge receipt of the correspondence from Ric McIver, Minister of Municipal Affairs, dated February 24, 2022, in respect to the Year-2022 Provincial Budget, and announcing the Alberta’s government is investing approximately \$980 million overall to build stronger communities across our province.

Carried.

Village of Waskatenau – Request for Bylaw Enforcement Services

542-22: Serben That Smoky Lake County administration meet with the administrations of the Village of Waskatenau, Village of Vilna and Town of Smoky Lake, to explore bylaw enforcement services, in response to the letter received from Bernice Macyk, Village of Waskatenau Chief Administrative Officer, dated February 23, 2022, in respect to a motion passed at Waskatenau’s February 17, 2022 Council meeting to inquire if the Smoky Lake County can assist the Village of Waskatenau with Bylaw Enforcement for Dog Control within the Village.

Carried.

Alberta Mayors, Reeves and Indigenous Leaders Caucus

543-22: Gawalko That Smoky Lake County’s Reeve & Deputy Reeve attend the Alberta Mayors, Reeves and Indigenous Leaders Caucus, on the preferred date of April 13, 2022, at the Regional Recreation Centre in Two Hills, in response to the letter from Leonard Ewanishan, Mayor of the Town of Two Hills, received in March, 2022.

Carried.

Municipal Stimulus Program (MSP) - BF09915 & Range Road 181 Rehabilitation Projects

544-22: Serben That Smoky Lake County Council acknowledge receipt of the letter from Ric McIver, Minister of Municipal Affairs, dated February 15, 2022, approving funding for the new Bridge File BF09915 Rehabilitation project, as well as granting the request for a time extension on the previously approved Range Road 181 Rehabilitation Municipal Stimulus Program (MSP) project, and affirming the MSP funding for these projects must be expended by December 31, 2022, as further exemptions will not be granted.

Carried.

Vilna & District Municipal Library – Year-2022 Membership Fees

545-22: Fenerty That Smoky Lake County provide funding in the amount of **\$450.00**, allocated from Grant to Individuals and Organizations, to the Vilna & District Municipal Library, towards their Year-2022 membership fees, in response to the letter received from Rebeka-Lynn Harakal, Vilna & District Municipal Library Manager, dated March 2022.

Carried.

Vilna & District Municipal Library - Computer Courses

546-22: Gawalko That Smoky Lake County recommend the Vilna & District Municipal Library contact Smoky Lake County Community Learning Council to facilitate Computer Courses, in response to the letter received from Rebeka-Lynn Harakal, Vilna & District Municipal Library Manager, dated March 2022.

Carried.

Additions to the Agenda:

Federation of Canadian Municipalities (FCM) Annual Conference and Trade Show

547-22: Halisky That Smoky Lake County Council who can attend – attend the Federation of Canadian Municipalities (FCM) Annual Conference and Trade Show, scheduled for June 2-5, 2022, in Regina, Saskatchewan.

Carried.

9. Information Release:

Monthly Release of Information - March 2022

548-22: Gawalko That Smoky Lake County's following correspondence released to Smoky Lake County Council in accordance with Policy Statement No. 01-28-02: Council - Request for Information, for the month of March 2022, be (F) filed for information or (A) acknowledged receipt:

- R07-22: Nancy Broadbent, President & CEO, Portage College, dated February 15, 2022 – Re: Grand Opening of the newly created Indigenous Cultural Space at the Portage College Lac La Biche Campus on March 4th, 2022. **F**
- R08-22: RMA: Contact Newsletter: February 25, 2022. **F**
- R09-22: Rural Health Professions Action Plan Information Session – Alberta Farm Mental Health Network: March 17, 2022. **F**
- R10-22: RMA: Contact Newsletter: March 4, 2022. **F**
- R11-22: RMA Spring Calendar and RCMP K Division Spring Meeting. **F**
- R12-22: UCC Alberta – E-Bulletin: March 10, 2022. **F**
- R13-22: Aspen View Board Highlights –February 24, 2022. **F**
- R14-22: RMA: Contact Newsletter: March 11, 2022. **F**
- R15-22: LICA Update: AEP – Stormwater Management Engagement. **F**
- R16-22: Donations for Ukraine. **F**
- R17-22: UCC Alberta – E-Bulletin: March 18, 2022. **F**

Carried.

Thank You to Smoky Lake County

There was no "Thank You" correspondence received in the month of February 2022.

10. Bills & Accounts:

549-22: Gawalko

That all the Smoky Lake County Bills and Accounts approved for payment, including the bills and accounts recommended for payment by the Natural Gas Council, and including transfers to the Payroll Account, be filed for information:

County Council Meeting: Mar. 24th, 2022

Batch #	Cheque Numbers	Total of Batch
58257	52065	\$2,666.37
58273	52066 to 52087	\$75,333.10
58285	52088 to 52105	\$315,940.43
58314	52106 to 52125	\$61,157.46
58330	52126 TO 52151	\$54,324.12
Total Cheques from 52065 to 52125		\$509,421.48

Batch #	EFT Numbers	Total of Batch
58257	776	\$39,307.88
58273	777 to 793	\$151,065.47
58285	794 to 803	\$9,601.94
58314	804 to 813	\$75,768.57
58330	814 TO 837	\$674,177.26
Total EFTs from 776 to 837		\$949,921.12

Direct Debit Register

Batch #	Description	Total of Batch
58252	My HAS	\$221.00
58279	My HAS	\$692.84
58287	My HAS	\$917.51
58289	My HAS	\$71.83
58290	Smoky Lake County	\$347,556.26
58320	Enterprise Fleet Mgmt	\$126.24
Total Direct Debits		\$349,585.68

Grand Total Bills and Accounts	\$1,808,928.28
<i>(Note: From General Account)</i>	

Carried.

11. Date and Time of Next Meeting(s):

County Council Departmental Meeting

550-22: Cere

The next Smoky Lake County Council Departmental Meeting be scheduled for **Tuesday, April 26, 2022 at 9:00 a.m.** and **Tuesday, May 24, 2022 9:00 a.m.** to be held virtually, through Electronic Communication Technology as per Bylaw 1376-20 **and/or** physically in County Council Chambers.

Carried.

County Council Meeting

551-22: Serben

The next Smoky Lake County Council Meeting be scheduled for **Thursday, April 28, 2022, at 9:00 a.m.** and **Thursday, May 26, 2022 9:00 a.m.** to be held virtually, through Electronic Communication Technology as per Bylaw 1376-20 **and/or** physically in County Council Chambers.

Carried.

ADJOURNMENT:

552-22: Serben

That the Smoky Lake County Council Meeting of March 24, 2022, be adjourned, time 12:34 p.m..

REEVE

S E A L

CHIEF ADMINISTRATIVE OFFICER

SMOKY LAKE COUNTY

Minutes of the **County Council Committee of the Whole Meeting for the purpose of Administration of Wednesday, March 30, 2022 at 1:05 P.M.** held in County Council Chambers and virtually online through Electronic Communication Technology: Zoom Meeting.

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

ATTENDANCE		
<u>Wednesday, Mar. 30, 2022</u>		
<u>Div. No.</u>	<u>Councillor(s)</u>	
1	Dan Gawalko	Present in Chambers
2	Linda Fenerty	Present in Chambers
3	Dominique Cere	Present in Chambers
4	Lorne Halisky	Present in Chambers
5	Jered Serben	Present in Chambers
CAO	Gene Sobolewski	Present in Chambers
Assistant CAO	Lydia Cielin	Present Virtually
Finance Manager	Brenda Adamson	Present Virtually @2:01pm
Legislative Svcs/R.S.	Patti Priest	Present Virtually
Natural Gas Manager	Daniel Moric	Present Virtually
Plan. & Dev. Assistant	Kyle Schole	Present Virtually
Comm. Ec. Dev. Officer	Michelle Wright	Present Virtually

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

2. Agenda:

553-22: Serben

That the Agenda for the Smoky Lake County Council Committee of the Whole Meeting for the purpose of Administration, for March 30, 2022, be adopted, as presented.

Carried Unanimously.

3. Minutes:

No Minutes.

4. Request for Decision:

No Request for Decision.

5. Issues for Information:

Broadband Connectivity

Gene Sobolewski, Chief Administrative Officer, presented information for Council to discuss in respect to Broadband Connectivity, including but not limited to preparing to:

- develop a planning framework to determine priorities within the County,
- engage the public to get a sense of urgency as to priority areas,
- engage with professionals as to costs, scheduling of a report and impact to budgets within the next 3 years,
- hold discussions at a “Strategic Planning” level as an Initiative for broadband/connectivity (which requires significant levels of planning, collaboration, engagement, governance, legal, and business strategies), and
- continue commitment to work collaboratively with Buffalo Lake Métis Settlement to address the need for full-service cell phone tower / broadband connectivity.

Broadband Connectivity – Request for Proposal

554-22: Cere That Smoky Lake County Council Committee of the Whole recommend preparing a Request for Proposal (RFP) for seeking a specialized consultant to undertake an evaluation study to determine Broadband Connectivity priorities within the County.

Carried.

Broadband Connectivity – Request for Indigenous and Municipal Partnerships

555-22: Serben That Smoky Lake County Council Committee of the Whole recommend reaching out to our Indigenous and Municipal neighbours: Buffalo Lake, Whitefish Lake First Nations #128, Saddle Lake, Kikino, Village of Waskatenau, Village of Vilna and Town of Smoky Lake to gauge interest in participating in an evaluation study to determine Broadband Connectivity priorities and interest if services arrive.

Carried.

6. Correspondence:

No Correspondence.

7. Delegation:

No Delegation.

8. Executive Session:

No Executive Session.

ADJOURNMENT

556-22: Gawalko That the Smoky Lake County Council Committee of the Whole for the purpose of Administration Meeting of Wednesday, March 30, 2022, be adjourned, time 2:24 p.m.

Carried.

REEVE

S E A L

CHIEF ADMINISTRATIVE OFFICER

SMOKY LAKE COUNTY

Minutes of the **County Council Committee of the Whole Meeting for the purpose of Administration of Friday, April 8, 2022 at 10:17 A.M.** held in County Council Chambers.

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

			ATTENDANCE
			<u>Friday, April 8, 2022</u>
<u>Div. No.</u>	<u>Councillor(s)</u>		
1	Dan Gawalko	Present in Chambers	
2	Linda Fenerty	Present in Chambers	
3	Dominique Cere	Absent	
4	Lorne Halisky	Present in Chambers	
5	Jered Serben	Present in Chambers	
CAO	Gene Sobolewski	Present in Chambers	
Assistant CAO	Lydia Cielin	Present in Chambers	
Finance Manager	Brenda Adamson	Present in Chambers	
Legislative Svcs/R.S.	Patti Priest	Absent	
Plan. & Dev. Assistant	Jordan Ruegg	Present in Chambers	
Planning Technician	Kyle Schole	Present in Chambers	
Com. Ec. Dev. Officer	Michelle Wright	Present in Chambers	

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

2. Agenda:

557-22: Gawalko

That the Agenda for the Smoky Lake County Council Committee of the Whole Meeting for the purpose of Administration, for April 8, 2022, be adopted, as presented.

Carried Unanimously.

3. Minutes:

No Minutes.

4. Request for Decision:

No Request for Decision.

5. Issues for Information:

Municipally Controlled Corporation Named: “MCC for Smoky Lake Development Corp.”

In preparation for the next Joint Town of Smoky Lake Council and Smoky Lake County Council Meeting, scheduled for April 13, 2022 at 5:00 p.m., Gene Sobolewski, County Chief Administrative Officer, provided an overview in respect to the purpose of a Municipally Controlled Corporation (MCC) and how it relates to the structure within the Victoria District Economic Development Strategy.

And, for the purpose of Council’s review, the proposed Unanimous Shareholder Agreement, between Smoky Lake County, Town of Smoky Lake and the MCC For Smoky Lake Development Corp. and the proposed Corporate Bylaw No. 1, for the municipally controlled corporation named: MCC for Smoky Lake Development Corp. was provided from the Joint Town of Smoky Lake and Smoky Lake County Council held on April 1, 2022.

Council reviewed the said documents, and noted the following points regarding the:

Unanimous Shareholder Agreement:

- no material changes were suggested, only minor grammatical inconsistencies within sentence structures, and paragraph numbering.

Corporate Bylaw No. 1:

- several edits were affirmed, further to the April 1, 2022, Joint Town of Smoky Lake and Smoky Lake County Council Meeting, to address minor grammatical inconsistencies, paragraph numbering, and updates to the Table of Contents' bookmarks, as well as to include the additions of the missing clauses:
 - Subsection 6.04 - Compliance with Policies,
 - Subsection 6.05 - Policies Amendment,
 - Section 9 - PECUNIARY INTERESTS AND CONFLICT OF INTEREST.
- Council also affirmed the need for the MCC For Smoky Lake Development Corp. Board (through the solicitor) to prepare a Code of Conduct policy.

6. Correspondence:

No Correspondence.

7. Delegation:

No Delegation.

8. Executive Session:

No Executive Session.

ADJOURNMENT

558-22: Serben

That the Smoky Lake County Council Committee of the Whole for the purpose of Administration Meeting of Friday, April 8, 2022, be adjourned, time 12:37 p.m.

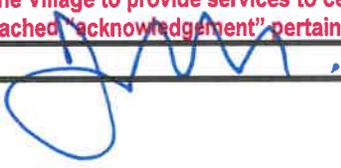
Carried.

REEVE

S E A L

CHIEF ADMINISTRATIVE OFFICER

REQUEST FOR DECISION		DATE April 28, 2022	4.1
TOPIC	Intermunicipal Servicing Arrangement with Village of Waskatenau – Appointment of Joint Counsel		
PROPOSAL	<ul style="list-style-type: none"> To consent to Brownlee LLP Barristers & Solicitors, to act as Smoky Lake County's representation & as representation for the Village of Waskatenau, and to retain Brownlee to prepare an Intermunicipal Servicing Agreement between Smoky Lake County and the Village of Waskatenau, to allow for the Village to provide services to certain parcels of land that are located within Smoky Lake County, and to execute the attached "acknowledgement" pertaining to the Agreement. 		
BACKGROUND	<ul style="list-style-type: none"> At the January 27, 2022 Smoky Lake County Council meeting, Council adopted a motion to sell the lands legally described as Plan 5225CL; OT (former Waskatenau Nuisance Grounds). The purchasers of said lands have proposed a commercial development for the site, which is congruent with Land Use Bylaw 1272-14 & Municipal Development Plan 1249-12. The subject lands are also located within the "Serviced Commercial" Future Land Use Area of Intermunicipal Development Plan Bylaw No. 1304-17. Pursuant to Section 3.4.4 of the Bylaw, new commercial developments that are on parcels located within the "Serviced Commercial" Area are required to be connected to municipal piped sanitary sewer and water services. These required services do not exist within the County, therefore, in order to ensure compliance with Section 3.4.4., commercial developments are required to connect to piped water and sanitary sewer services that are provided by the Village of Waskatenau. Pursuant to Section 54(1)(a) of the <i>Municipal Government Act</i>, the Village can only provide services outside its municipal boundaries with the approval of Smoky Lake County. In addition to the subject lands, there are other parcels of land within Smoky Lake County that are currently connected to Village-provided services, without existing agreements, and both the Village and County believe that it would be prudent to address the provision of these services to these other properties at the same time. A copy of the letter from Brownlee requesting the County and Village to agree to be jointly represented is attached for reference. © Attachment 1 		
CORRELATION TO BUSINESS (STRATEGIC) PLAN			
LEGISLATIVE, BYLAW and/or POLICY IMPLICATIONS	<p><u>Intermunicipal Development Plan Bylaw No. 1304-17</u></p> <p>Section 3.4.4 "All new commercial development within the service commercial area shall be connected to municipal piped sanitary sewer and water services."</p> <p><u>Municipal Government Act, R.S.A., 2000 C. M-26</u></p> <p>Providing Services in Other Areas Section 54(1) "A municipality may provide outside its municipal boundaries any service or thing that it provides within its municipal boundaries a) in another municipality, but only with the agreement of the other municipality"</p>		
BENEFITS	<ul style="list-style-type: none"> Ensure compliance with Smoky Lake County Intermunicipal Development Plan Bylaw No.1304-17. 		

	<ul style="list-style-type: none"> Formalize the existing provision of Village-provided municipal services to ensure compliance with the <i>Municipal Government Act</i>. Provide prospective developers with greater clarity and certainty regarding the provision of municipal services within the Plan Area of Smoky Lake County Intermunicipal Development Plan Bylaw No.1304-17.
DISADVANTAGES	<ul style="list-style-type: none"> Nil.
ALTERNATIVES	<ul style="list-style-type: none"> Appoint a different legal counsel than Brownlee to act as the County's representation and to draft the Intermunicipal Servicing Agreement.
FINANCE/BUDGET IMPLICATIONS	
Operating Costs: _____	Capital Costs: _____
Budget Available: _____	Source of Funds: _____
Budgeted Costs: _____	Unbudgeted Costs: _____
INTERGOVERNMENTAL INVOLVEMENT/IMPLICATIONS	<ul style="list-style-type: none"> The Village of Waskatenau will also have to agree to be jointly represented by Brownlee. The matter will be brought to the Village Council for decision on April 21, 2022.
COMMUNICATION STRATEGY	Nil.
RECOMMENDATION	
<p>RECOMMENDATION: To consent to Bronwlee LLP Barristers & Solicitors, to act as Smoky Lake County's representation & as representation for the Village of Waskatenau, and to retain Brownlee to prepare an Intermunicipal Servicing Agreement between Smoky Lake County and the Village of Waskatenau, to allow for the Village to provide services to certain parcels of land that are located within Smoky Lake County, and to execute the attached "acknowledgement" pertaining to the Agreement.</p>	
CHIEF ADMINISTRATIVE OFFICER	



BROWNLEE LLP
Barristers & Solicitors

Suite 1500 Watermark Tower
530 8th Ave. SW
Calgary, AB Canada T2P 3S8
Telephone: (403) 232-8300
Telecopier: (403) 232-8408
E-Mail: e-mail@brownleelaw.com
WebSite: www.brownleelaw.com

Refer to: M.S. Paul
Direct Line: 403-260-5314
E-mail: mpaul@brownleelaw.com
Our File No.: 71105.0071

February 25, 2022

VIA E-MAIL

VILLAGE OF WASKATENAU
PO Box 99
Waskatenau, AB T0A 3P0

SMOKY LAKE COUNTY
4612 – McDougall Drive
PO Box 310
Smoky Lake, AB T0A 3C0

Attention: Bernice Macyk

Email: waskvillage@mcsnet.ca

Attention: Jordan Ruegg

Email: jruegg@smokylakecounty.ab.ca

Dear Sirs:

Re: **Village of Waskatenau Municipal Servicing of Parcels Within Smoky Lake County**

We confirm that you have contacted us to prepare documentation too allow for the Village of Waskatenau to provide sanitary sewer and water services to certain parcels within Smoky Lake County.

Brownlee LLP represents the parties on various legal matters. As such, we propose that Brownlee LLP be retained to assist all parties in this matter. We will not be lawyer for any one individual partner but rather a lawyer for the project. In doing so, all parties must be aware that the Law Society of Alberta's Code of Professional Conduct dictates that a lawyer must not act for more than one party in a conflict or potential conflict situation unless all parties consent and it is in the best interest of the parties that the lawyer so act.

We have reviewed the circumstances of this matter as we currently understand them and have concluded that it is in the best interest of each of the parties for us to act for each of them in this matter.

Each of the parties must be aware of the following:

1. it is possible that some time in the future, interest of one or more of the parties may not be the same as one or more of the other parties and a potential for conflict between them may arise;
2. no material information received in connection with these matters for one party can be treated as confidential so far as the other parties are concerned;



3. in the event that a dispute develops amongst the parties with respect to this particular matter, we will be compelled to cease acting altogether unless, at the time that the dispute develops, all parties to the dispute consent to our continuing to represent one of them. In such circumstances it may be appropriate for each party to seek independent legal advice for the resolution of the particular matter;
4. if we are able to give evidence in Court relating to the nature of that particular dispute, none of these parties will be able to claim any privilege based upon solicitor/client relationship.

We will require the execution of the acknowledgment of all the parties, in which the parties acknowledge that they have been advised of the above, consent to our firm representing all the parties on this matter in accordance with the above conditions.

Thank you for giving us the opportunity to be of assistance in this matter.

Yours truly,

BROWNLEE LLP

Per:

MARLENA (MARNY) S. PAUL

MSP/kp

Encl.



ACKNOWLEDGEMENT

Village of Waskatenau hereby acknowledges that it has been advised of the above and consents to the firm of Brownlee LLP representing each of the parties in this matter.

Dated this _____ day of _____, 2022

VILLAGE OF WASKATENAU

Per: _____
Bernice Macyk

ACKNOWLEDGEMENT

Smoky Lake County hereby acknowledges that it has been advised of the above and consents to the firm of Brownlee LLP representing each of the parties in this matter.

Dated this _____ day of _____, 2022.

SMOKY LAKE COUNTY

Per: _____
Jordan Ruegg

Jordan Ruegg

From: Paul, Marlena <mpaul@brownleelaw.com>
Sent: February 28, 2022 1:22 PM
To: Jordan Ruegg
Cc: Pazurik, Kennedy; McDonnell, John
Subject: Intermunicipal Servicing Arrangement with Village of Waskatenau (71105.0071
Attachments: Retainer and Conflict Letter Smoky Lake County and Village of Waskatenau....pdf

Hello Jordan,

Your email was forwarded to me by Dylan and John McDonnell and I have been asked to assist with the preparation of the necessary agreement to allow for the Village to provide municipal services within the County.

We understand that Brownlee has been asked to act for both the County and the Village with respect to this matter. This is our "happy family" approach in which we assist both parties in finalizing the necessary agreement. As this is a non-contentious, amicable transfer, it likely makes more sense for us to assist in such a manner. Should the County and the Village which to proceed this way, we first ask that both the County and the Village execute the attached correspondence and return to us for the matter of the joint retainer.

If you have any questions or concerns regarding the same, please do not hesitate to contact myself or John McDonnell directly.

Once we have an executed version of the attached from each party, we can set up a call to discuss in detail the options and issues to consider with respect to how the intermunicipal servicing can be established.

Kind regards,

Marny



MARLENA (MARNY) S PAUL | ASSOCIATE | BROWNLEE LLP

PRONOUNS: SHE/HER/HERS

MUNICIPAL

m. 403-232-8300 | d. 403-260-5314 | f. 403-232-8408 | mpaul@brownleelaw.com

SUITE 1500 | 530 - 8 AVENUE SW | CALGARY, AB T2P 3S8

Toll-Free. 800-661-9069 | www.brownleelaw.com

Please note that our Calgary office has moved. We are now located in Watermark Tower at 530 8 Ave SW, Suite 1500.

To help limit the spread of the COVID-19, the Brownlee LLP Edmonton and Calgary offices are closed to the public. Email, telephone, and video conferencing, including Zoom and Skype are the primary channels of communication for our clients with their lawyer instead of in-person meetings. Please refer to our [COVID-19 resource page](#) that features articles written by our lawyers that examine how COVID-19 is affecting different industries and municipalities.

Brownlee LLP would like the opportunity to send you invitations and legal news electronically. Please give us your permission by [clicking here](#).

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From: McDonnell, John
Sent: Tuesday, February 22, 2022 9:24 AM

To: Paul, Marlana
Cc: Muscat, Dylan G.
Subject: FW: Agreement to Purchase - Waskatenau Nuisance Grounds - 71105-0069

From: Muscat, Dylan G.
Sent: Thursday, February 17, 2022 3:08 PM
To: McDonnell, John
Subject: FW: Agreement to Purchase - Waskatenau Nuisance Grounds - 71105-0069

From: Jordan Ruegg [mailto:jruegg@smokylakecounty.ab.ca]
Sent: Thursday, February 17, 2022 2:48 PM
To: Muscat, Dylan G.
Cc: McElhinney, Cyndee; Kyle Schole; Village Of Waskatenau; Gene Sobolewski
Subject: RE: Agreement to Purchase - Waskatenau Nuisance Grounds - 71105-0069

Good afternoon Dylan.

Thank you for providing us with the Purchase and Sales Agreement. Gene and I have had the opportunity to look it over and we believe that it sufficiently addresses the County's concerns. I have forwarded a copy to the purchasers for their solicitor to review and provide comments prior to forwarding to Council for execution.

Following the eventual transfer of land, and pursuant to Section 3.4.4 of Smoky Lake County Bylaw #1304-17: *Village of Waskatenau & Smoky Lake County Intermunicipal Development Plan* (attached for reference), new commercial development within the Plan area shall be connected to municipal piped sanitary sewer and water services. Given that Smoky Lake County does not have these services available at this site, the developer must connect to the Village water/wastewater systems. Our understanding is that pursuant to sec. 54(1)(a) of the *Municipal Government Act*, the County must enter into an agreement with the Village to allow for the Village to provide services to this land. Moreover, during our conversations with the Village, it was determined that there are a number of parcels of land located within the County that the Village already provides services to without an agreement in place. Both the County and the Village wish to address both the existing serviced lots as well as the lands identified in the IDP as being required to connect to municipal water/wastewater services with some sort of blanket agreement (if possible) that would satisfy sec.54. Furthermore, it is also our understanding that the developer of the lands that are to be transferred would be required to enter into a subsequent agreement with the Village for the provision of the specified services, which would include, among other matters, service rates, ownership of infrastructure, etc.

To summarize, Smoky Lake County and the Village of Waskatenau wish to have an agreement that will allow for the Village to provide municipal services to the lands contained within the IDP plan area, as per Map 5.1: Future Land Uses of Smoky Lake County Bylaw #1304-17: *Village of Waskatenau & Smoky Lake County Intermunicipal Development Plan*. Additionally, an agreement between the Village and the purchasers of the former nuisance grounds (1986215 ALBERTA LTD) for the provision of water and wastewater services will also be required.

Are you able to assist with the preparation of said agreements? Perhaps it would be useful to have a conference call with representatives from the County and Village to discuss the particulars of the agreements as well.

Thank you,

Jordan Ruegg, B.A., MPlan
Planning & Development Manager
Smoky Lake County
President ADOA



4612 - McDougall Drive, PO Box 310
Smoky Lake, Alberta TOA 3C0
e: jruegg@smokylakecounty.ab.ca
p: (780) 656-3730 / c: (780) 650-5207
w: <http://www.smokylakecounty.ab.ca/>

b^ab<Cu 4b"Δg<? (kaskapatau sakahigan / Smoky Lake) on Treaty 6 Territory

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- **2017** – the North Saskatchewan River Basin Council (NSRBC) in the Province of Saskatchewan completed a CHRS Background Study required for the portion of the NSR within that Province.
- **October 29, 2019** – Smoky Lake County adopted Motion 11-19 to send a Letter of Support to the NSWA, NSRBC, AEP, as well as river communities and Indigenous groups in favor of completing CHRS Designation for the North Saskatchewan River
- **February 2020** – Planning & Development Services made a presentation to the NSWA Board in-person, in Stony Plain.
- **Throughout 2020** – Smoky Lake County obtained received many dozens of Letters of Support calling for CHRS Designation for the NSR in Alberta.
 - **October 23, 2020** - letter from the Hon. Jason Nixon, confirming AEPs intent to support Nomination/Designation.
- **November 2020 thru Sept 2021**
 - Work progressed on revising a formal Nomination Document, including substantial public participation that yielded hundreds of responses, and a *'What we Heard' Report*.
 - Parks Canada and Smoky Lake County provided \$5k funding contributions each toward this work.
- **September 2021**
 - Courtesy of work from the North Saskatchewan River Basin Council (NSRBC) in Saskatchewan, the Minister of Parks, Culture and Sport Laura Ross for the Province of Saskatchewan declined to sponsor the Saskatchewan portion of NSR under CHRS.
 - Smoky Lake County published a Request for Expressions of Interest to begin to inform how the subsequent River Study/Management Plan Process might best be formulated.
- **November 24, 2021** – Presentation to the CHRS Board, which recommended approval of the Nomination to Alberta Environment and Parks Minister Jason Nixon.
- **January 5, 2022** - Village of Vilna applied as the Managing Partner for an Alberta Community Partnership (ACP) Grant in the Intermunicipal Collaboration theme, in an amount of \$200k to contribute to completing a Heritage River Management Plan.
 - *This application was modeled on a similar successful application led by the MD of Fairview No. 136 in 2019, on behalf of the five-member Peace Valley Conservation, Recreation & Tourism Society.*
- **January 23, 2022** - the North Saskatchewan Watershed Alliance (NSWA) Board, a motion carried to enter into a Memorandum of Understanding (MOU) further to supporting the Heritage River Management Plan in-kind up to \$8k.
- **February 24, 2022** – Smoky Lake County executed a \$45k Parks Canada Funding Contribution Agreement.
- **March 2022**
 - The Village of Vilna's Alberta Community Partnership (ACP) Grant application via Municipal Affairs for \$200k is **successful**.

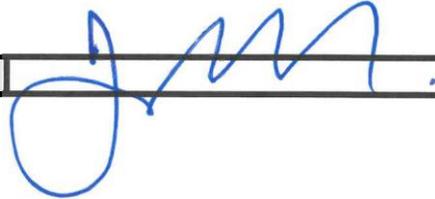
	<ul style="list-style-type: none"> ○ Delayed February presentation to County of Two Hills Council completed. ● April 2022 <ul style="list-style-type: none"> ○ The City of Edmonton has convened a Stakeholder Committee to help guide the National Urban Park (NUP) Initiative. This group will meet for about an hour once a month for six months. 						
CORRELATION TO BUSINESS (STRATEGIC) PLAN							
<p>Values: Integrity, Sustainability/Stability, Pride, Fairness, Freedom</p> <p>Vision: Leading the way in positive growth with healthy, sustainable, rural living.</p> <p>Mission: Smoky Lake County strives for collaboration and excellence in the provision of transparent and fiscally responsible governance and services.</p>							
LEGISLATIVE, BYLAW and/or POLICY IMPLICATIONS	<u>Parks Canada Guiding Principles and Operational Policies, Part II - Activity Policies: Canadian Heritage Rivers Policy</u>						
BENEFITS	<ul style="list-style-type: none"> ● Natural, land, and river-based tourism development opportunities. ● Opportunities for the unlocking of additional grants, etc. (such as Watershed Resiliency, etc.) ● Enhanced community participation, awareness, pride, and place-making. 						
DISADVANTAGES	<ul style="list-style-type: none"> ● Staff time. 						
ALTERNATIVES	<ul style="list-style-type: none"> ● Take not action/Defer 						
FINANCE/BUDGET IMPLICATIONS							
<table border="0" style="width: 100%;"> <tr> <td style="width: 50%;">Operating Costs: _____</td> <td style="width: 50%;">Capital Costs: _____</td> </tr> <tr> <td>Budget Available: \$245,000 + \$8k in-kind</td> <td>Source of Funds: <u>grants</u></td> </tr> <tr> <td>Budgeted Costs: _____</td> <td>Unbudgeted Costs: _____</td> </tr> </table>		Operating Costs: _____	Capital Costs: _____	Budget Available: \$245,000 + \$8k in-kind	Source of Funds: <u>grants</u>	Budgeted Costs: _____	Unbudgeted Costs: _____
Operating Costs: _____	Capital Costs: _____						
Budget Available: \$245,000 + \$8k in-kind	Source of Funds: <u>grants</u>						
Budgeted Costs: _____	Unbudgeted Costs: _____						
INTERGOVERNMENTAL INVOLVEMENT/IMPLICATIONS	<ul style="list-style-type: none"> ● Engagement with Indigenous communities ● River-adjacent municipalities including Counties of Clearwater, Wetaskiwin, Parkland, Leduc, Sturgeon, Strathcona, Lamont, Thorhild, Smoky Lake, St. Paul, Two Hills, and Vermilion River, the Cities of Edmonton and Fort Saskatchewan, the Towns of Devon, Rocky Mountain House, Elk Point and Smoky Lake, and the Village of Waskatenau. ● Canadian Heritage Rivers System (CHRS) and Parks Canada, Environment & Climate Change Canada (ECCC), Alberta Environment and Parks (AEP), Alberta Culture, & Status of Women ● North Saskatchewan Watershed Alliance (NSWA), Paddle Alberta, Eagle Point Blue Rapids Park Council (EPBRPC) 						
COMMUNICATION STRATEGY	<ul style="list-style-type: none"> ● Project website & social media 						

RECOMMENDATION

That Smoky Lake County:

1. Execute the proposed Project 2122-IC-45 Assignment Contract with the Village of Vilna;
2. Approve the proposed Request for Proposal (RFP No. CHRS-2022) online and via the Alberta Purchasing Connection (APC) in accordance with the Heritage River Management Plan Advisory Steering Committee Terms of Reference, and Smoky Lake County Policy Statement 08-16: Purchasing Guidelines, with Kyle Schole, Planning Technician, as Project Manager;
3. Acknowledge the Parks Canada Press Release dated March 14, 2022, and correspondence from Andre Corbould, City Manager, City of Edmonton, dated March 25, 2022, inviting representation of the Heritage River project within the National Urban Park Stakeholder Committee, and the accompanying City of Edmonton Committee Terms of Reference;
4. Acknowledge correspondence from Two Hills County, dated March 30, 2022, in support ex post facto for the Village of Vilna's 2021/2022 Alberta Community Partnership Grant for a Heritage River Study.

CHIEF ADMINISTRATIVE OFFICER





ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Calgary-Hays*



AR108119

His Worship Leroy Kunyk
Mayor
Village of Vilna
PO Box 10
Vilna AB T0A 3L0

Dear Mayor Kunyk,

Through the Alberta Community Partnership (ACP) program, the Government of Alberta encourages strengthened relationships between municipalities and co-operative approaches to service delivery. By working in partnership with our neighbours, we create opportunities that support economic development and job creation. Together, we help build vibrant, resilient communities for the benefit of all Albertans.

I am pleased to inform you that the Village of Vilna has been approved for a grant of \$200,000 under the Intermunicipal Collaboration component of the 2021/22 ACP in support of your Management Plan for the North Saskatchewan River under the Canada Heritage River System project. This approval does not signify broader support for any recommendation or outcome that might result from your project.

The conditional grant agreement will be sent shortly to your chief administrative officer to obtain the appropriate signatures.

The provincial government looks forward to celebrating your ACP-funded project with you and your municipal partnership. I encourage you to send invitations for these milestone events to my office. We ask you advise Municipal Affairs a minimum of 15 working days prior to the proposed event. If you would like to discuss possible activities or events to recognize your ACP achievements, please contact a grant advisor, toll-free at 310-0000, then 780-422-7125 or at acp.grants@gov.ab.ca.

.../2

- 2 -

I congratulate the partnership on initiating this project, and I wish you every success in your efforts.

Sincerely,



Hon. Ric McIver
Minister

cc: Hon. Jason Nixon, MLA, Rimbey-Rocky Mountain House-Sundre
Hon. Nate Glubish, MLA, Strathcona-Sherwood Park
Jackie Armstrong-Homeniuk, MLA, Fort Saskatchewan-Vegreville
Shane Getson, MLA, Lac Ste. Anne-Parkland
David B. Hanson, MLA, Bonnyville-Cold Lake-St. Paul
Mark Smith, MLA, Drayton Valley-Devon
Glenn van Dijken, MLA, Athabasca-Barrhead-Westlock
Jordan Walker, MLA, Sherwood Park
Mayor Gale Katchur, City of Fort Saskatchewan
Mayor Jeffrey P. Craddock, Town of Devon
Mayor Parrish Chi-Kin Tung, Town of Elk Point
Mayor Debbie Baich, Town of Rocky Mountain House
Mayor Amy Cherniwchan, Town of Smoky Lake
Mayor Rod Frank, Strathcona County
Mayor Alanna Hnatiw, Sturgeon County
Mayor David Kenneth Diduck, Lamont County
Mayor Allan Gamble, Parkland County
Reeve Daryl Lougheed, Clearwater County
Reeve Glen Ockerman, County of St. Paul No. 19
Reeve Donald Gulayec, County of Two Hills No. 21
Reeve Stacey Hryciuk, County of Vermilion River
Reeve Lorne Halisky, Smoky Lake County
Reeve Joyce Pierce, Thorhild County
Earla Wagar, Interim Chief Administrative Officer, Village of Vilna
Troy Fleming, City Manager, City of Fort Saskatchewan
Tony Kulbisky, Chief Administrative Officer, Town of Devon
Ken Gwozdz, Chief Administrative Officer, Town of Elk Point

.../3

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Adam Kozakiewicz, Chief Administrative Officer, Town of Smoky Lake
Dean Krause, Chief Administrative Officer, Town of Rocky Mountain House
Darrell Reid, Chief Commissioner, Strathcona County
Reegan McCullough, Chief Administrative Officer, Sturgeon County
Peter Tarnawsky, Chief Administrative Officer, Lamont County
Laura Swain, Chief Administrative Officer, Parkland County
Murray Hagan, Interim Chief Administrative Officer, Clearwater County
Sheila Kitz, Chief Administrative Officer, County of St. Paul No. 19
Sally Dary, Chief Administrative Officer, County of Two Hills No. 21
Harold Northcott, Chief Administrative Officer, County of Vermillion River
Gene Sobolewski, Chief Administrative Officer, Smoky Lake County
Ryan Maier, Chief Administrative Officer, Thorhild County

Village of Waskatenau
City of Edmonton

Project 2122-IC-45 Assignment Contract

Village of Vilna, of 5135 – 50 Street Box 10, Vilna AB, T0A 3L0 (the ‘Assignor’) assigns the entirety of the Assignor’s contractual rights and obligations under the Conditional Grant Agreement dated _____, 202__ for the **2021 – 2022 Alberta Community Partnership (ACP), Intermunicipal Collaboration Component Conditional Grant Agreement for \$200,000.00 for the Project 2122-IC-45: Management Plan for the North Saskatchewan River under the Canadian Heritage River System** with the Minister, c/o Director, Grant Program Delivery, Municipal Affairs, 15th Floor Commerce Place, 10155 – 102 Street, Edmonton, AB T5J 4L4, which is attached hereto as Schedule “A”, to Smoky Lake County, of 4612 McDougall Drive, Box 310, Smoky Lake, AB, T0A 3C0 (the ‘Assignee’).

The Assignor warrants and covenants the following regarding the contractual rights which the Assignor has assigned:

1. that the Assignor has the right to assign the contract;
2. that the Assignor will not do any act which may prevent or hinder the Assignee from enforcing the assigned contractual rights; and
3. that the Assignor has not done or knowingly permitted any act, deed, or thing by which the contractual rights can be impeached or affected in any manner.

It is agreed that this Assignment will endure to the benefit of and be binding upon the parties to this Assignment, their heirs, executors, administrators, successors, and assigns respectively.

This Agreement will be construed in accordance with the governed by the laws if the Province of Alberta.

SIGNED, SEALED, AND DELIVERED

this ___ day of _____, 202__ in the presence of:

WITNESS:
Print Name: _____

Village of Vilna
per: _____(seal)

Print Name: _____

SIGNED, SEALED, AND DELIVERED

this ___ day of _____, 202__ in the presence of:

WITNESS:
Print Name: _____

Smoky Lake County
per: _____(seal)

Print Name: _____

Opportunity Description:

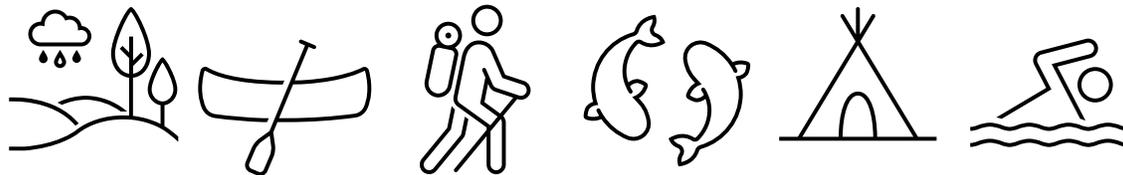
Smoky Lake County is leading the North Saskatchewan Heritage River Initiative which is being supported by dozens of municipalities, community groups, and Indigenous organizations, which are collectively working together to achieve designation under the Canadian Heritage Rivers System (CHRS). Our goal is to contribute to planning for better and sustainable utilization of the North Saskatchewan River.

To that end, we wish to complete a river study that will explore key culture and recreation issues like access points in relation to existing road infrastructure, emergency services, types of accommodations, interpretation, Indigenous Traditional Knowledge, routes, and itineraries, etc.

The overall project is multi-faceted and includes engagement and roundtable discussions with stakeholders and existing river groups, societies, and clubs. Through this engagement, we hope to identify existing and potential recreational sites and opportunities along the river, conduct a gap analysis, and identify new and unique opportunities through consultation with various levels of government to identify any barriers to future recreation development.

The successful bidder will review all existing data and incorporate with new data collected where relevant. The consultant will work with the Project Lead, CAO, and Administration to ensure work is completed in a timely and effective manner.

As this project is broad in nature, we anticipate the need to build a team with diverse skillsets to work with, to ensure the best results. The attachment outlines the parameters and scope of the expected work.



To: Interested Respondents
From: Kyle Schole, Project Lead

Date: April 28, 2022

Re: RFP: North Saskatchewan Heritage River Study

Dear Bidder,

Smoky Lake County is leading the North Saskatchewan Heritage River Initiative, which is supported by dozens of municipalities, community groups, and Indigenous organizations, which are collectively working together to achieve designation under the Canadian Heritage Rivers System (CHRS). Our goal is to contribute to planning for better and sustainable utilization of the North Saskatchewan River.

To that end, we wish to complete a river study that will explore key culture and recreation issues like access points in relation to existing road infrastructure, emergency services, types of accommodations, interpretation, Indigenous Traditional Knowledge, routes, and itineraries, etc.

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The successful bidder will review all existing data and incorporate with new data collected where relevant. The consultant will work with the Project Lead, CAO, and Administration to ensure work is completed in a timely and effective manner.

As this project is broad in nature, we anticipate the need to build a team with diverse skillsets to work with, to ensure the best results. The attachment outlines the parameters and scope of the expected work.

Sincerely,

Kyle Schole
Planning Technician & Project Lead

Encl: REQUEST FOR PROPOSAL: RFP No. CHRS-2022

cc: Earla Wagar, CAO, Village of Vilna (ACP Grant Manager)
Gene Sobolewski, CAO, Smoky Lake County



Smoky Lake County
4612 McDougall Drive, Box 310
Smoky Lake, AB T0A 3C0

REQUEST FOR PROPOSAL: RFP No. CHRS-2022

North Saskatchewan Heritage River Initiative Study

DESCRIPTION: Conduct a Heritage River Study of the North Saskatchewan, focused on the portion from the Banff National Park Boundary to the Alberta/Saskatchewan Border.

Key Dates

On or about April 29, 2022	Smoky Lake County posts RFP documents on Alberta Purchasing Connection (APC)
May 13, 2022, 1:59:59 p.m. MST	Cut-off for County receiving Proponent questions regarding the RFP
May 16, 2022 by 3:59:59 p.m. MST	Smoky Lake County posts final addenda on APC
May 18, 2022, 3:59:59 p.m. MST	RFP closing date and time
April 19, 2022, to April 26, 2022	As required, county obtains written clarifications
On or about May 27, 2022	Notification of successful Proponent
June 1, 2022	Contract start date

All dates and times are subject to change.

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1. INSTRUCTIONS TO PROPONENTS

Introduction

Smoky Lake County (the "County") is leading a collaborative Heritage River Initiative seeking recognition for +700 km of the North Saskatchewan across Alberta to be under the Canadian Heritage Rivers System (CHRS).

The objective of this RFP is to solicit proposals from qualified consultants for the provision of a Heritage River Study (the "Project") for the North Saskatchewan River in Alberta.

Preparation of proposals

All proposals received will be subject to all terms and conditions contained in this RFP. Proponents are responsible for familiarizing themselves with all terms and conditions of this document and for carefully examining the samples, specifications and other documents enclosed herewith (herein collectively referred to as the "RFP.") The Proponent shall make all inquiries and investigations necessary for the preparation and submission of proposals and shall be deemed to have made same prior to submitting the proposal response.

The County will not be responsible for any costs incurred by a Proponent in preparing and submitting a proposal. The County accepts no liability of any kind to a Proponent unless and until the proposal is accepted by the County.

Offer and acceptance period

A response to the RFP shall be deemed to be an offer to contract with the County based upon the terms, conditions and specifications contained in this RFP. Proposals shall constitute offers which are irrevocable for a period of 60 days after the RFP's closing date and time. If in the County's sole opinion, a Proponent's proposal does not meet these requirements, the county may reject the proposal.

Definitions

Terms used in this RFP have the meaning set out below unless otherwise indicated.

Agreement means a written document between the County and the Proponent(s) to perform the tasks, duties, and responsibilities, as described in this RFP.

APC is the Alberta Purchasing Connection, which is the Government of Alberta's official website where Smoky Lake County's competitive process is posted. Please see the following web site for additional information:
<http://www.purchasingconnection.ca>.

Contract administrator or **Project Manager** means the county's representative responsible for the day-to-day administration of the contract. The Contract Administrator is the Proponent's primary county contact for all matters relating to the contract and service delivery.

Could, Should, or Desirable, means that a provision so described has a significant degree of importance and will be evaluated.

Must means an obligatory requirement that is to be met in a substantially unaltered form for a Proponent's proposal to be considered.

Primary Contact means the individual a Proponent (that has submitted a proposal), designates to represent the Proponent during the competitive process associated with this RFP. There can be only one primary contact.

Procurer means Smoky Lake County.

Proponent means the firm or individual who has obtained a copy of this RFP or has registered as an interested Proponent on APC for this competitive process. Proposal means the Proponent's response to this RFP.

Services means everything done or performed by or through the Proponent that is within the scope of the RFP, including preparation and submission of any deliverables required by the agreement.

Pre-proposal meeting

There is no pre-proposal meeting scheduled for this RFP.

Inquiries

Inquiries will be accepted up until and including **Monday May 13, 2022, 1:59:59 p.m. MST.**

At the County's sole discretion, information or clarifications regarding competitive process procedural issues may be provided to Proponent(s) after this date and time.

When submitting an inquiry, identify your organization name, address, telephone, and email address, as well as "Consulting Services RFP."

Kyle Schole
Planning Technician, Smoky Lake County
Email: kschole@smokylakecounty.ab.ca
Work Cell: 780-650-2059

All inquiries received will be reviewed by the County. Inquiries that may contain proprietary or confidential information, in the County's sole opinion, may be answered exclusively to the submitting Proponent directly via email (not posted on APC) provided the response does not: 1) require a modification to this RFP document, or 2) potentially provide the Proponent with an undue advantage in the competitive process. If the County believes that either of these situations may reasonably arise, it reserves the right to request the Proponent to reword and resubmit the inquiry or not provide a response.

All other inquiries will be compiled and answered in the form of written addenda issued by the County and posted on APC. Proponents are strongly encouraged to submit inquiries as early as possible. Proponents are advised that all other inquiries received and answered by the County will be provided verbatim to Proponents.

Prior to the closing date and time, if the County requires clarification pertaining to an inquiry submitted by a Proponent, the County will direct the request for clarification to the Proponent's representative that submitted the inquiry.

After the closing date and time, the County will direct all correspondence regarding this competitive process only to the Proponent's primary contact as identified in its proposal. It is the Proponent's responsibility to notify the Contract Administrator—in writing and in advance—of any change in the Proponent's primary contact information; this is especially critical for an email address change.

The County assumes no responsibility or liability arising from information obtained in a manner other than as described by this RFP.

Addenda

Any changes to this RFP as well as the response(s) to all inquiries received will be issued in the form of written addenda. The final written addenda will be issued no later than **Monday May 16, 2022, by 3:59:59 p.m. MST.**

The final written addendum to non-proprietary or non-confidential inquiries will be posted on APC no later than the above noted date and time. The final written addenda to proprietary or confidential inquiries will be emailed directly to the Proponent's Primary Contact that submitted the inquiry no later than the above noted date and time.

The date and time for issuing the final written addendum may be amended at the sole discretion of the County.

Verbal instructions shall not be binding.

It is the Proponent's sole responsibility to regularly check APC for any updates or addenda pertaining to this competitive process, and to maintain current and accurate user profile information on APC. The County will not be liable to any Proponent for any damages, direct or indirect, or lost profits arising out of the Proponent's use of the APC. By

registering as an interested Proponent on APC for this competitive process, the Proponent agrees to be bound by the terms and conditions set out in the APC website.

The County requests the Proponent acknowledge receipt of all addenda by completing and returning the Appendix with the proposal. The County shall have the sole authority to resolve any discrepancies, omissions, or conflicts in this RFP.

Closing date and time

The closing date and Time for this RFP is **Wednesday May 18, 2022, at 3:59:59 p.m. MST.**

The closing date and time may be amended at the sole discretion of the County.

For RFP closing purposes, the official time of receipt of proposals shall be determined by the time recorder clock—located at County Office, front reception, to date and time stamp proposals upon submission to County.

Failure to clearly identify proposals as outlined herein, proposals being delivered to County front reception just prior to the closing time, and/or proposals not being delivered directly to front reception may result in delays in date and time stamping of proposals. Proposals that are date and time stamped after the closing date and time will not be evaluated and will be returned unopened.

Submission of proposals

Smoky Lake County reserves the right to accept any proposal that best accomplishes the intent of the project and may reject any and / or all proposals that are not acceptable for any reason. The lowest or any other bid may not necessarily be accepted.

Smoky Lake County shall not be responsible for any costs associated with the production or submission of a proposal.

The Proponent shall submit its proposal clearly marked and identified as follows:

<p>Hardcopy:</p> <p>Smoky Lake County Attn: Kyle Schole, Project Lead P.O. Box 310 4612 McDougall Drive, Smoky Lake, AB T0A 3C0</p> <p><u>Stamped/Marked:</u> RFP No. CHRS-2022, (<i>Proponent's Name</i>)</p>
<p>or Email:</p> <p>kschole@smokylakecounty.ab.ca</p> <p><u>Subject Line:</u> RFP No. CHRS-2022, (<i>Proponent's Name</i>)</p>

- Proposals submitted in the name of an incorporated company shall be signed in the name of the company by a duly authorized representative of the company;
- Proposals received after the closing date and time will not be evaluated and will be returned unopened;
- Delivery service disruptions will not be acceptable conditions for late proposal submissions;
- At any time prior to the RFP closing date and time, a Proponent may withdraw its proposal. No proposal shall be altered, amended or withdrawn after the closing date and time unless the Proponent is requested to do so by the County;
- Persons or firms submitting proposals shall be actively engaged in the line of work required by the RFP and shall be able to refer to work of a similar character performed by them; and,
- The County will retain for its records all copies of Proponents' proposals and related documents.

Exceptions

For the Proponent to be considered for possible exemption from the application of any of the terms and conditions or specifications contained in the RFP, the County requests the Proponent's proposal specifically address the term, condition, or specification in question by referring to the corresponding RFP page number and paragraph containing the term, condition, or specification and, if applicable, providing proposed revised wording.

The acceptability of any proposed exemption will be determined by the Contract Administrator. The extent of any proposed exemption(s) may be a factor in whether the County will accept or reject a Proponent's proposal.

Prior to the submission of its proposal, the Proponent is strongly encouraged to use the inquiries process outlined herein to obtain clarification from the County as to the acceptability of any proposed exception(s).

Reservation

Notwithstanding anything to the contrary herein, the County reserves the right in its sole discretion to:

- Accept or reject any or all proposals. The lowest priced proposal need not be accepted.
- Accept or reject any proposal that exceeds the County's allocated budget for this RFP.
- Add, delete and/or negotiate with a Proponent an agreement containing different and/or additional items or terms without reference to other Proponents or proposals.
- Disqualify a Proponent in the event that, in the sole discretion of the County, its proposal does not contain sufficient information to permit a thorough analysis.
- Verify the validity of the information supplied and to reject any proposal where the contents appear to be incorrect or inaccurate in the County's estimation.
- Award the contract to more than one Proponent without invalidating the proposals.
- Accept proposals in whole or in part.
- Accept a non-compliant proposal.
- Waive compliance with any requirement of this RFP for any one or more Proponents at any time without notice.
- Accept or reject any proposal where the County believes the County staffing levels required to implement and maintain a Proponent's proposed solution are unacceptable.
- In the event that:
 - The majority of the proposals exceed the County's allocated budget for this RFP;

- Financial circumstances of the County change;
- Political, economic or technical conditions change;
- Any other event which was unforeseen occurs and is beyond the control of the County; or,
- Less than three qualified Proponents submit proposals,

the County reserves the right, in its sole discretion, to cancel this RFP without award or compensation to Proponents, their officers, directors, employees or agents.

Freedom of Information and Protection of Privacy Act

While the *Freedom of Information and Protection of Privacy Act* allows persons a right of access to records in the County's custody or control, it also prohibits the County from disclosing personal information about an individual in certain circumstances, or business information, if disclosure could reasonably be expected to cause harm as outlined in the Act. Because of the complexity of this Act, Proponents must consider the potential that any information that is provided to the County may be disclosed to a third party.

All information in the possession or control of the County, including any information provided, obtained or under the control of the County under this competitive process, is subject to the *Freedom of Information and Protection of Privacy Act*. Should the County receive a request for any records that are under the control of the County and in the Proponent's custody, the Proponent must provide the records, at the Proponent's expense, to the County.

Assessment criteria and allocation formulas for this competitive process are public information. Information regarding individual assessments is considered confidential and may be provided, upon request, to the party to whom it relates. Third parties will only be provided information in accordance with the *Freedom of Information and Protection of Privacy Act*.

Conflict of interest

Proponents must fully disclose, in writing to the County on or before the closing date and time of this RFP, the circumstances of any potential conflict of interest or what could be perceived as a possible conflict of interest if the Proponent were to become a contracting party pursuant to this RFP. The County shall review any submissions by Proponents under this provision and may reject any proposals where, in the sole opinion of County, the Proponent could be in a conflict of interest or could be perceived to be in a possible conflict of interest position if the Proponent were to become a contracting party pursuant to this RFP.

Governing Law

This RFP shall be governed by the laws of the province of Alberta, and the forum for all disputes shall be the courts of the province of Alberta.

Insurance

Upon awarding of a contract after this RFP, the successful Proponent shall provide the County with proof of the following insurance coverage:

1. Comprehensive General Liability for an amount of not less than two million dollars (\$2,000,000.00)
2. Standard automobile insurance for all vehicles owned, licensed, or leased by the successful Proponent for an amount of not less than two million dollars (\$2,000,000.00)

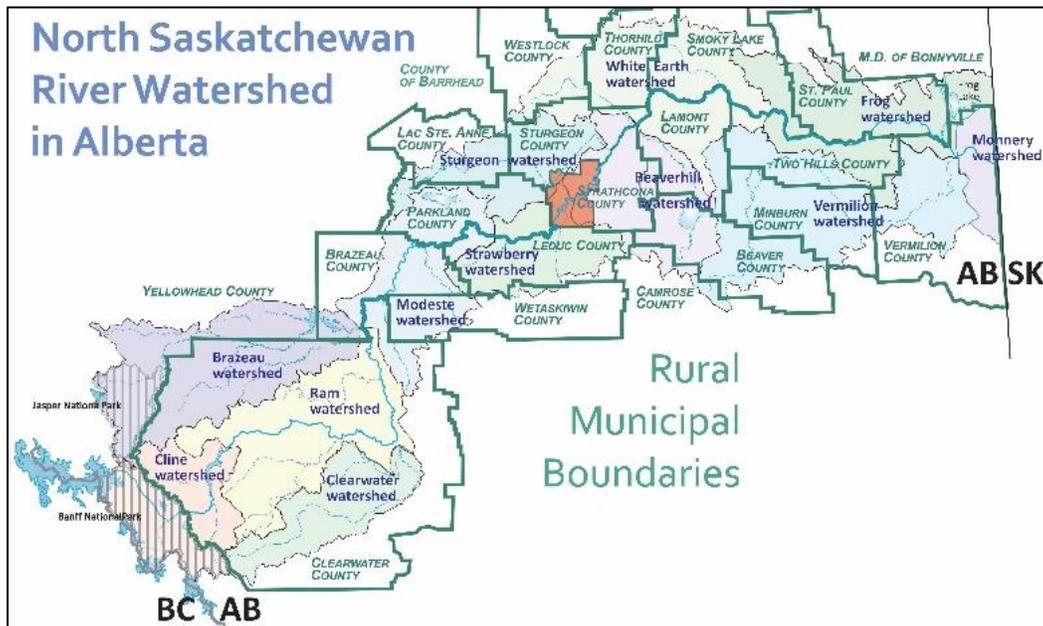
2. PROJECT INFORMATION

Project background

Smoky Lake County is a welcoming community located in Alberta’s Lakeland region, Northeast of Edmonton. We are home to ~4,000 residents, and vibrant culture and heritage as expressed, for example, within the Victoria District National Historic Site. Our hamlets include Warspite, Bellis, Edwand, and Spedden, and we have subdivisions at Bonnie Lake, Garner Lake, Hanmore Lake, and Mons Lake. The Villages of Waskatenau and Vilna, and the Town of Smoky Lake are located within our County Boundary but are separately governed. We also share municipal boundaries with Thorhild County, Lamont County, Two Hills County, St Paul County, Saddle Lake IR, Whitefish IR, Kikino Metis Settlement, and Buffalo Lake Metis Settlement. Finally, Lac La Biche County is located across Whitefish Lake.

Smoky Lake County provides a variety of services to its residents and businesses, including emergency services, road maintenance, water, sewer and waste management, agricultural services, community supports, planning and development services and parks/recreational services.

The North Saskatchewan River flows more than 700 km through Treaty 6 Territory, and 16 river-adjacent municipalities across Alberta including Clearwater County, Town of Rocky Mountain House, Brazeau County, Parkland County, Leduc County, Town of Devon, City of Edmonton, Strathcona County, Sturgeon County, City of Fort Saskatchewan, Thorhild County, Lamont County, Smoky Lake County, Two Hills County, St. Paul County, and Vermillion River County.



^Source: North Saskatchewan Watershed Alliance (NSWA)

From coast to coast to coast, Canadian Heritage Rivers offer visitors a chance to experience great waterways, learn about their rich history, and share in their stewardship. The Canadian Heritage Rivers System helps recognize and conserve these outstanding rivers that are an enduring part of our national heritage and identity.

Once rivers are designated to the Canadian Heritage Rivers System, they become part of a network of waterways that are cared for by passionate river stewards. Governments, local communities, conservation authorities and local citizens come together with the overarching goal of celebrating, conserving, and protecting designated rivers.

Being a part of the Canadian Heritage Rivers System means an opportunity to:

- foster cooperative river management that unites communities;
- celebrate and support the cultural connections of Indigenous Peoples with rivers;
- tell the stories of our nation, building sense of identity and pride;
- stimulate adventure travel and sustainable tourism;
- help Canadians connect to history, nature and cultural traditions;
- promote stewardship and citizen engagement;
- engage new Canadians and youth in river education, conservation, and recreation;
- encourage the protection of water resources to improve public health, well-being, and quality of life.

The Canadian Heritage Rivers System informs, inspires and encourages Canadians to connect with the country's river heritage and share in its safe-keeping. Our heritage rivers are integral to the health, well-being, and identity of Canada's current and future generations.

The Project study area **could** focus on river segments:

- 1) the Banff NP boundary to Rocky Mountain House
- 2) Rocky Mountain House to Drayton Valley
- 3) Drayton Valley to Devon/Fort Edmonton
- 4) Devon/Fort Edmonton to Fort Saskatchewan
- 5) Fort Saskatchewan to Victoria/Pakan/Metis Crossing
- 6) Victoria/Pakan/Metis Crossing to Fort George & Buckingham House
- 7) Fort George & Buckingham House to the Saskatchewan Boundary/Hwy 17

Related Project Documents

The successful Proponent will be familiar with and give consideration of to Canadian Heritage Rivers System (CHRS) guiding documents, such as:

- a) [CHRS Principles, Procedures, and Operational Guidelines \(2017\)](#)
- b) CHRS [Cultural Values](#) (2000), [Natural Values](#) (2001) Frameworks

- c) [CHRS Strategic Plan 2020-2030](#)
- d) [NSR in AB Nomination Document \(November 2021\)](#)

The ideal document will identify the core values and principles of the department and outline specific actions and targets that will improve and expand services to meet resident needs.

Project Objective

The objective of this project will be the completion of a Heritage River Study (aka Management Plan) for inclusion under the Canadian Heritage Rivers System (CHRS) that includes a 10-year strategic plan including recommendations, opportunities, risks, and barriers concerning:

The Project will involve creating

- access to the River, including routes, day-use, accommodations;
- conservation & stewardship actions, including responsibilities of municipalities, the province, federal government, NGOs, and individuals/others;
- awareness 'ethical space,' alternative ways of knowing, and recognition of traditional knowledge;
- historic resources including built, biotic, cultural, and landscape;
- consideration of issues such as emergency services availability/capacity/response time; and
- consideration of relevant topographical, geotechnical, hydrological, environmental, and regulatory data.

This will primarily be a visioning document with a horizon of 10 years, but also create an action plan that can support the direction of decision makers and municipal councils along the river in a collective course.

The Proponent shall have regard for other ongoing relevant regional initiatives such as the Eagle Point Blue Rapids Park, the North Saskatchewan Watershed Alliance (NSWA) State of the Watershed update, the proposed Big Island Provincial Park, the Edmonton National Urban Park Initiative, the City of Edmonton River Valley Planning Modernization project, and the River Valley Alliance trails system.

Scope of Work

The Proponent is to provide services for the completion of the Project including all details as outlined in the General Scope of Services and Detailed Scope of Services.

Budget

The total amount for the Project inclusive of GST, and all costs is **\$225,000 CAD**.

There may arise opportunities to leverage additional corporate/industry partnerships, and/or grants. This may be explored with the successful Proponent in more detail, later.

General Scope of Services

General services required as part of this study include:

Indigenous, Public, & Stakeholder Engagement:

The following outlines the general audiences:

Indigenous Peoples - Inclusion of Indigenous peoples with interest in developing environmental management frameworks, sub-regional, and issue specific plans is important to the success of all Planning Branch projects.

Government (Municipal, Provincial, Federal) - A key component to the delivery of the environmental management frameworks, sub-regional, and issue specific plans will be implementation by planning and decision-making bodies in the respective regions. All orders of government (Municipal, Provincial and Federal) will be involved.

Partnerships and Non-Government Organizations (NGOs) – Includes organizations such as local and provincial environmental organizations, Airshed groups, multi-stakeholder groups, Watershed Planning and Advisory Councils, research institutions, academia, etc.

Industry – Includes oil and gas, forestry, tourism, irrigation, processing, agriculture, etc.

The successful Proponent will:

- Undertake honest and meaningful engagement with Indigenous communities across Treaty 6 and Treaty 8 Territories and the Metis Homeland, and beyond, being mindful of traditional territories, and the substantial traditional and ongoing significance of the '*Kisiskâciwanisîpiy, omaka-ty.*'
- Undertake public and stakeholder engagement with river-adjacent communities, tourism operators, stewardship and conservation groups, industry, recreation clubs, and academia, etc., such as for example, via survey, open house/webinars, etc.

- Provide results and analysis of engagement via '*What We Heard*' Reports.

Mapping

The successful Proponent will:

- Gather existing municipal and regional mapping and promotional material.
- Identify potential river routes for boaters/canoers including day and overnight trips, estimated route times, availability of vehicle parking, and portaging.
- Identify gaps and required infrastructure, amenities, and emergency services where necessary.
- Identify potential issues for boaters/canoers/recreators in the event of inclement weather, medical emergencies, and nightfall, and potential remedies.
- Identify information relevant to completing a future [CHRS ArcGIS 'Story Map.'](#)

Governance

The successful Proponent will facilitate the adoption of an effective governance model and guiding language within the River Study to ensure equitable long-term (10-year) implementation of the Project.

Communications

The successful Proponent will:

- Contemplate and contribute to project branding.
- Review any existing and historical promotional and mapping material developed to-date that promote river access.
- Increase public and stakeholder awareness of the Project, including potential promotion opportunities through print and social media, farmers markets, etc.
- Contemplate and contribute information to a future CHRS designation plaque text.

PROPOSAL EVALUATION PROCESS

Screening

Upon receipt of the proposals, the Contract Administrator will screen each proposal to ensure the Proponent's compliance with the requirements of this RFP. After the proposal has passed the initial screening, the evaluation team will then undertake a detailed analysis of the Proponent's proposal.

Evaluation process

The primary areas for evaluation and weighting are:

- Demonstrated understanding of the "Project" including relevant guiding documents.
- Demonstrated experience:
 - in completing similar work in the tourism, recreation, and conservation realms, as well as knowledge of Alberta Public and Crown Lands policies, regulations, legislation, etc.
 - undertaking Indigenous, public, and stakeholder engagement.
 - strategic communications, governance, and inter-municipal and inter-governmental relations, and advocacy.
- Clear project methodology and ability to meet project timeframe.
- Costs are within budget, and bid received before close.
- References and samples of previous work, and any value add.

Criteria	Weight (out of 100)
<u>Experience</u> : experience of Proponent/project team in delivering similar services, technical capability, capacity, skills and qualifications of the Proponent and any proposed subcontractors in similar projects, communication and public engagement capability, references.	32.5%
<u>Services</u> : understanding of project requirements/ objectives, approach taken to completing services, detailed plan, resource	32.5%

allocation, project management and delivery schedule	
<u>Pricing</u> : overall value for money, detailed budget, and breakdown of associated costs	25%
<u>Additional features / value added</u>	10%

Incomplete Proposals may be eliminated without further evaluation.

The County may, at its sole discretion, request the three high ranked Proponent to make a presentation to, or make a team available for an interview with the County.

At any time during the evaluation process, the County may request written clarification concerning any aspect of a Proponent's proposal. If the County is not satisfied as to the reliability of any proposed solution, the proposal may be rejected, at the sole discretion of the County.

Award strategy

The successful Proponent(s) will be notified as soon as possible after acceptance of its proposal. Selection of a successful Proponent(s) does not obligate the County to negotiate or execute an Agreement.

Awards shall be made on proposals that give the greatest value based on quality, service, and price.

Proponent debriefing

The County may, at the request of a Proponent who submitted a response to this RFP, conduct a debriefing after the signing of an agreement with the successful Proponent(s), for the purpose of discussing with the requesting Proponent the strengths and weaknesses of its proposal.

The Workers' Compensation Act

As a part of the screening and evaluation process, the County will perform account reviews and obtain employer clearance certificates for Proponents to ensure compliance with the requirements of the *Workers' Compensation Act*. The County will advise Proponents of any compliance deficiencies and the time allowed to rectify the same. The County will not enter into an agreement with a Proponent where the deficiencies remain outstanding.

Outstanding issues negotiation

After the proposal evaluation and the presentation phases, but prior to notifying Proponents of the successful Proponent(s), the County may, starting with the highest ranking Proponent, enter into sequential negotiations in an attempt to resolve outstanding issues. If necessary, the County may enter sequential negotiations with other Proponent(s) in order of ranking. If the County is unable to successfully conclude negotiations, the County reserves the right, in its sole discretion, to:

1. Cancel this RFP without award or compensation to Proponents, their officers, directors, employees, or agents; or,
2. Reissue to compliant Proponents updated competitive process documents, in whole or in part, and request compliant Proponents to resubmit proposals, in whole or in part.

The County will inform Proponents of its intent to enter outstanding issues negotiation with Proponent(s).

3. PROPONENT RESPONSE INSTRUCTIONS

Introduction

This section outlines the information the County requests the Proponent to provide in its proposal. Failure to provide all the information may result in disqualification from the competitive process.

The Proponent is advised to confirm that its proposal clearly addresses all requirements defined as a "Must."

Proposal organization

The County requests the Proponent's proposal be organized as outlined below. This will facilitate the County's evaluation.

- Cover Page
- Table of Contents
- 1.0 – Executive Summary
- 2.0 – Experience
 - 2.1 – Corporate Profile
 - 2.2 – References
- 3.0 – Services
 - 3.1 – Project Understanding
 - 3.2 – Delivery Approach and Methodology
 - 3.3 – Project Schedule
 - 3.4 – Project Management
 - 3.5 – Risk Management
- 4.0 – Pricing
 - 4.1 – Fee for Services
- 5.0 – Additional Features / Value Added
- Appendix A – Addenda (*Completed table as required*)
- Appendix B – Consent Form (*Completed and signed*)

Cover page

The County requests the cover page be completed with:

- The name and number of this RFP;
- The name of the Proponent;
- The Proponent's address, telephone and fax numbers, name of the Proponent's primary contact for this competitive process, and primary contact's email address;

- The date of proposal submission;
- Include the following statement: “It is the intent of [*Proponent’s legal name*] to enter into a formal agreement with the County based on the requirements of this RFP.” **Modifying the above wording may result in disqualification from this competitive process;** and
- The signature of a duly authorized representative of the company (indicate name and title).

Table of Contents - No explanation required.

Executive summary

Provide an executive summary for the Proponent’s proposal. At a minimum, the executive summary should outline the Proponent’s knowledge and understanding of the background and issues involved in the project, the intended deliverables, and deadlines. In addition, outline a brief description of the proposed solution with a high-level description of the implementation strategy and key milestones.

Experience

Corporate profile

The County is interested in acquiring the services of a Proponent with proven experience in providing consulting services.

In this section the Proponent should include a brief corporate history and overview of the Proponent (*please limit this to a maximum of three pages*). The County is looking for the Proponent to clearly demonstrate that it has the resources and experience necessary to effectively provide the requirements of this RFP.

In addition, discuss the Proponent’s future direction where it may positively impact and increase service capabilities offered to the County.

The Proponent should identify all members of the consulting team, their credentials and previous experience in undertaking projects of this nature.

References

In this section identify corporate experience relevant to the requirements of this RFP, including the following information:

- Name and size of organizations where services are/were performed similar to the size of the County account and the requirements of this RFP;
- Number of years’ experience with each organization; and,
- A minimum of three corporate references for similar work from the above list of Proponent corporate experience that the County can contact without prior notification. Include reference name, title, company, location, phone number and a brief description

Information obtained through reference checks may be incorporated into the evaluation and scoring of any applicable part of a proposal. A reference's relevance to the requirements of this RFP is an element of the evaluation of references.

Service

Project Understanding

Proponents are required to demonstrate their understanding of the project scope and requirements. Briefly outline the key issues as the Proponent understands them.

Delivery Approach and methodology

Describe the capabilities in terms of methods, approach, and tools the Proponent intends to deploy in fulfilling project scope and requirements. It is desirable to include the following:

- A narrative of the proposed approach, reflecting the Proponent's understanding of the scope, objectives, priorities and requirements presented in this RFP;
- A work plan including major tasks, resource allocations, milestones, deliverables, dependencies, and start and end dates;
- Strategies that the Proponent will apply to resource the Project and to manage performance and quality assurance during the Project;
- The rationale behind the Proponent's proposed team structure and composition;
- An explanation of how the proposed approach has been successfully utilized to refine and achieve the vision of the client in a reference project;
- A narrative of the rationale behind the Proponent's proposed methodology to providing the Services and deliverables;
- A description of proposed deliverables, including recommended tables of content;
- The proposed strategy to make optimum use of the Province's and the Proponent's resources to ensure that the value to the Project is maximized;
- The proposed approach to sponsor/stakeholder engagement for this Project;
- A resource work effort matrix; including the total number of hours per resource on the Project, and a detailed description of which resource will work on the development of each deliverable and work product;

- Any assumptions as to the scope or nature of the work, which the Proponent has made in completing the Proposal, or any other significant factors upon which changes in resource effort may result;
- An identification of risks applicable to the Project, and proposed strategies to mitigate such risks;
- An indication why the Proponent considers itself, its Proposal and its resources to be the “right” ones and what key strengths it will bring to the Project; and
- What the Proponent sees as the critical success factors for the Project.

Project schedule

Present your high-level schedule including:

- 1) key dates for all deliverables;
- 2) County and the Proponent resource assignments (i.e., who is doing what); and
- 3) percentage of available time the Proponent’s resources are assigned to this project.

Comment on your strategy to facilitate a quick start to the project.

Project management

Describe your project management methodology and how it will ensure completion of the project within the requirements of this RFP.

Pricing

Fees for services

Submit a list of fees and expenses that will be incurred for the project. Describe the fees in detail identifying when/how fees are applied. In addition, using the proposed fees, provide estimated hourly quantities, and an estimate total value for this project.

Any fees not identified in the proposal will be the responsibility of the Proponent.

Additional features / value added

In addition to the categories identified in this section, the Proponent is encouraged to identify any additional features or value-added components of its proposal that could be of benefit to the County. Only those aspects deemed to be of benefit to the County, at its sole discretion, may be considered in the evaluation.

4. Appendices

ADDENDA

The following addenda have been received. The modifications to the RFP documents noted therein have been considered and the effects are included in the proposal prices.

Note: The County requests the Proponent acknowledge receipt of all addenda by completing and returning Appendix A with the proposal.

Addendum # 1 Received Date _____

Addendum # 2 Received Date _____

Addendum # 3 Received Date _____

CONSENT FORM

Proponents are requested to sign and return this form with their proposal.

Enclosed is our proposal submitted in response to RFP No. CHRS-2022.		
The Proponent consents and has obtained written consent of any individuals identified in the proposal, to the use of the information in the proposal by the County or its agents to enable the County to evaluate the proposal and use this information for other program purposes of the County.		
	()	
Proponent Legal Name	Telephone	Email Address
Authorized Signature	(Print Name)	Title
Mailing Address:		

AGREEMENT

The following file is provided separately and form part of this RFP.

- *Memorandum of Agreement: Heritage River Study*

Note: The County is required to include standard terms and conditions in its agreements. The County may consider minor amendments to the Agreement but not ones that alter their fundamental intent.

*****END OF DOCUMENT*****



Item 4.2 - Attachment 3 - Page 1 of 36
CONSULTING SERVICES AGREEMENT
GENERAL TERMS AND CONDITIONS

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

SMOKY LAKE COUNTY:

CONSULTANT:

Per: _____

Per: _____

Print Name: _____

Print Name: _____

Print Title: _____

Print Title: _____

Date: _____

Date: _____

SMOKY LAKE COUNTY WITNESS:

CONSULTANT WITNESS:

Per: _____

Per: _____

Print Name: _____

Print Name: _____

Print Title: _____

Print Title: _____

Date: _____

Date: _____

Initials _____ / _____
County Consultant



Item 4.2 - Attachment 3 - Page 1 of 36
CONSULTING SERVICES AGREEMENT
GENERAL TERMS AND CONDITIONS

1. DEFINITIONS

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

2. ASSIGNMENT

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

3. ORGANIZATION – EMPLOYMENT DISCLAIMER

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

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

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

4. REPRESENTATIONS AND WARRANTIES

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

5. CONDUCT OF THE EMPLOYEES OF THE CONSULTANT

- 5.1. While the Consultant's employees or sub-Consultant's employees (collectively referred to as "personnel") are on the County's premises, the Consultant shall:
 - 5.1.1. Be responsible for direction and supervision and, if necessary, discipline of all personnel;
 - 5.1.2. Ensure all personnel conform to the County's standards of behavior and dress and respect to the general requirements of the County;
 - 5.1.3. Ensure all personnel comply with all on site County safety and security requirements;
 - 5.1.4. Ensure that, should fire of any nature occur, personnel shall notify 911 immediately, whether extinguished or not;

Initials _____ / _____
County Consultant



Item 4.2 - Attachment 3 - Page 1 of 36
CONSULTING SERVICES AGREEMENT
GENERAL TERMS AND CONDITIONS

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

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

6. CONFIDENTIALITY

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

7. CONFLICTS OF INTEREST

7.1. The Consultant and the Consultant's employees:

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

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

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

would appear to cause, a conflict of interest; and

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

8. AGREEMENT AND AGREEMENT AMENDMENTS

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

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

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

9. DISCREPENCIES

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

10. ERRORS AND OMISSIONS

Initials _____ / _____
County Consultant



Item 4.2 - Attachment 3 - Page 1 of 36
CONSULTING SERVICES AGREEMENT
GENERAL TERMS AND CONDITIONS

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

11. GOVERNING LAW

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

12. ENUREMENT

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

13. INDEMNIFICATION

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

14. FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

14.1. All information obtained by the County is a record under the Freedom of Information and Protection of Privacy Act (FOIP).

15. INSURANCE

15.1. Without restricting any obligations or liabilities under the Agreement, the Consultant shall provide, maintain and pay for the following minimum insurance coverage, in forms acceptable to the County:

15.1.1. General Liability Insurance, in accordance with the Alberta Insurance Act, in an amount not less than \$2,000,000 per

occurrence, insuring against bodily injury, personal injury, and property damage, including loss of use thereof. Such insurance shall include blanket contractual liability and shall be in effect for the duration of the Agreement and any extensions or renewals. This insurance coverage must extend to all levels of sub-Consultants.

15.1.2. Professional Errors and Omissions liability insurance with limits of not less than \$1,000,000 per claim. The Consultant shall maintain this policy for a period of twenty four (24) months after Final Acceptance of the Services. The Policy shall cover the Consultant and sub-Consultants for all sums which the Consultant shall become legally obligated to pay because of the Consultant’s or sub-Consultant’s professional errors or omissions

15.1.3. Comprehensive Automobile liability insurance on all vehicles owned, operated or licensed in the Consultant's name, with limits of not less than \$2,000,000 per occurrence. The policy shall cover the Consultant for all sums which the Consultant shall become legally obligated to pay as damages because of bodily injury including passenger hazard and property damage caused by an occurrence. This insurance coverage requirement extends to all levels of sub-Consultants.

15.2. Any insurance called for under this Agreement shall be endorsed to provide the County thirty (30) days advance written notice of cancellation or material change (material identified as any change restricting or reducing required coverage).

15.3. As evidence of all required insurance, certificates of insurance shall be provided to the County prior to the commencement of work under the Agreement and within thirty (30) days of any insurance

Initials _____/
County Consultant



Item 4.2 - Attachment 3 - Page 1 of 36
CONSULTING SERVICES AGREEMENT
GENERAL TERMS AND CONDITIONS

renewal. Certified true copies of the policies shall be provided promptly upon request. All evidence must comply with the insurance requirements and be free of limitations or qualifications as to compliance.

16. WORKER'S COMPENSATION

16.1. The Consultant shall comply with the requirements of the Workers' Compensation Act. The County may not make payments to the Consultant until acceptable evidence has been submitted to the County, that such coverage is in effect and will remain in effect during the term of the Agreement. The County reserves the right to terminate any Agreement should the Consultant not comply with the requirements as identified in the Workers' Compensation Act.

17. COUNTY'S RIGHT OF REVIEW

17.1. The Consultant shall permit the County to review, comment upon, and critique the Consultant's deliverables.

17.2. If the County directs the Consultant to change a deliverable, the Consultant shall promptly make the change, unless in the Consultant's opinion the change will compromise the Consultant's legal or ethical obligations, in which case the Consultant shall notify the County accordingly, in writing. Changes directed by the County under this provision are not Additional Services, unless in the County's opinion they constitute a material change to the Services.

17.3. The County may, at the completion of the Agreement, evaluate the Consultant's performance of the Services and review the results of the evaluation with the Consultant.

18. PATENTS AND ROYALTIES

18.1. The Consultant shall pay all license fees and royalties required for the performance of the Agreement. The Consultant shall hold the County, its officers, employees, and agents, harmless from and against any claims, demands, losses, costs (including costs on a

solicitor and his own client basis incurred to defend any such action), damages, actions, suits, or proceedings arising out of the Consultant's performance of the Agreement which are attributable to an infringement or an alleged infringement, by the Consultant or anyone for whose acts the Consultant may be liable, of a patent of invention, industrial design, copyrights, or trademarks used in completing the Work and in the subsequent use and operation of the Work, or any part thereof, upon completion. The County shall hold the Consultant harmless against any claims, demands, losses, costs (including costs on a solicitor and his own client basis incurred to defend any such action), damages, actions, suits, or proceedings arising out of the Consultant's performance of the Agreement which are attributable to an infringement or alleged infringement of a patent of invention, industrial design, copyrights, or trademarks in employing a model, plan or design, which was supplied to the Consultant by the County in accordance with the requirements contained in this Agreement.

19. OWNERSHIP OF DELIVERABLE AND OF COPYRIGHT

19.1. All materials, including but not limited to programs, reports, notes, maps, drawings, photographs, data, forms, and other records developed or produced by the Consultant and its employees or agents under this Agreement are the property of the County and the copyright therein shall vest with the County. Without restricting the generality of the foregoing, the Consultant agrees to provide all intellectual property rights associated with the materials provided under this Agreement and hereby waives all moral rights to such materials or deliverables.

20. PAYMENT

Initials _____ / _____
County Consultant

- 20.1. The Consultant shall submit invoices monthly or submit a single invoice upon completion of the Services.
- 20.2. Amounts invoiced on account of fees for Services must not exceed the value of Services performed before the date of invoice submission.
- 20.3. Invoices shall include Goods and Services Tax (GST).
- 20.4. Where an invoice includes amounts on account of Services paid on a time rate basis, the Consultant shall provide, with the invoice, a breakdown indicating the name, hourly rate, and number of hours billed for each billable person. The Consultant shall provide an explanation, satisfactory to the County, if there is any change with respect to persons designated in the Agreement to perform the Services.
- 20.5. The County shall pay the Consultant 30 days after receipt of an invoice that is acceptable in accordance with the terms of the Agreement.
- 20.6. If at any time any item of payment is in issue, then the amount not in issue will, notwithstanding, be paid when due.

21. SETOFF

- 21.1. The County may set off any amount due to the Consultant under the terms of this Agreement as against any amount due to the County by the Consultant under this Agreement or otherwise.

22. PAYMENT OF REIMBURSABLE EXPENSES

- 22.1. If the Agreement provides for payment of reimbursable expenses as a pre-determined fixed amount, amounts invoiced monthly on account of these reimbursable expenses must be proportional to the pre-determined fixed amount.
- 22.2. If the Agreement provides for payment of reimbursable expenses based on actual costs incurred, the following conditions apply:

- 22.2.1. Only expenses specified in the Agreement as reimbursable, and expenses not specified in the Agreement as reimbursable but specifically approved in writing by the County before they are incurred, are reimbursable.
- 22.2.2. All claims for reimbursable expenses incurred by the Consultant, sub-Consultant, or their employees, must be accompanied by originals or photocopies of supporting receipts, invoices, or statements issued by parties other than the claimant, except for those expenses that the County permits to be claimed without receipts.
- 22.3. No markup on reimbursable expenses is payable by the County.

23. RECORDS AND AUDIT

- 23.1. The Consultant shall maintain records related to hours spent and costs incurred in performing the Services, for at least three years following the completion or termination of the Agreement.
- 23.2. The County reserves the right to audit or cause to be audited the Consultant's financial statements and accounts regarding the County's account at any time during the term of this Agreement and for seven (7) years thereafter.

24. SUB-CONSULTANTS

- 24.1. The Consultant shall, before commencing the Services, provide the County with the names of all sub-Consultants that will be used in the performance of the Services. The Consultant shall obtain the County's prior written consent for any changes to named sub-Consultants.
- 24.2. The Consultant shall bind each sub-Consultant to the terms of the Agreement, to the extent applicable to the part of the Services performed by the sub-Consultant.
- 24.3. The Consultant shall discharge the Consultant's lawful obligations to sub-Consultants and shall

satisfy any sub-Consultant claims against the Consultant or the County.

24.4. The County may, for reasonable cause, at any time, object to the use of a proposed sub-Consultant or Supplier, and require the Consultant to employ another suitable sub-Consultant or Supplier.

24.5. If the County requires the Consultant to change a proposed sub-Consultant or Supplier, the Agreement Price and Agreement Time shall be adjusted by the difference occasioned by such required change in accordance with a determination by the Consultant.

24.6. The Consultant shall not be required to employ as a sub-Consultant or Supplier a person, firm, or corporation to whom the Consultant may reasonably object.

25. TIME

25.1. All time, except time of payment, is of the essence.

26. COMPLIANCE WITH LAWS

26.1. The Consultant shall be responsible for complying with all Federal, Provincial (Alberta) and Municipal laws, bylaws, rules, regulation and guidelines that apply to the Services under this Agreement.

27. FORCE MAJEURE

27.1. Neither the County nor the Consultant shall be held responsible for any delay or failure to perform its obligations under this Agreement where such delay or failure is due to fire, flood, explosion, war, riots or acts of civil disobedience, embargo, government action, Act of Public Authority, Act of God, or any other causes beyond their control, except labour disruption.

27.2. Should the Force Majeure last longer than thirty (30) calendar days, the County may terminate the Agreement.

28. SUSPENSION OF SERVICES

28.1. The County may, at any time and for any reason, temporarily suspend the Services, by giving a written notice to the Consultant stating the effective date of the suspension.

28.2. If the County suspends the Services, the Consultant shall take immediate steps to mitigate any costs or expenses incurred by the Consultant after the effective date of the suspension.

28.3. If the County suspends the Services and does not authorize resumption of the Services within 90 days after the effective date of the suspension, and the parties have not agreed to extend the suspension period on agreed terms, the Agreement is considered terminated on the 91st day after the effective date of the suspension.

28.4. When the suspension period expires, the Consultant may submit an invoice for any costs or expenses directly attributable to the suspension, and unavoidably incurred during the suspension period, regardless of whether the Services are resumed or the Agreement is considered terminated.

29. TERMINATION

29.1. The following shall be deemed to be defaults of the Agreement:

29.1.1. Failure by the Consultant to make adequate progress in the performance of the Agreement, or alternatively, an indication by the Consultant that they cannot or will not meet any or all of the requirements of the Agreement;

29.1.2. Failure by the Consultant to observe and perform any of the terms, conditions, covenants or obligations which are contained in the Agreement, each and every one of which are subject hereto as though each were reiterated hereunder;

29.1.3. Breach of any representation or warranty herein contained; and

- 29.1.4. If the Consultant makes any assignment for the benefit of creditors; has a Receiving Order made against it or makes a Response under any bankruptcy legislation; if any action, legislation or otherwise, is taken to accomplish a winding up, dissolution or liquidation of it;
- 29.1.5. or if a receiver is appointed or any execution issues of or against the property of the Consultant which remains outstanding for ten (10) days.
- 29.1.6. Should the Consultant fail to comply with the terms of the Agreement, or otherwise be in default of the Agreement, the County may terminate the Agreement for cause and without notice to the Consultant or may give the Consultant written notice of default and the period of time the Consultant shall have to fully correct such default. If the default has not been resolved to the County's complete satisfaction at the end of the period, the County may terminate the Agreement, for cause, without further notice.
- 29.1.7. Termination of this Agreement, as aforesaid shall not be in lieu of, limit or restrict, in any fashion, any other right or remedy available to the County herein or at law.

30. CANCELLATION

- 30.1. The County may, upon giving ten (10) days written notice, unilaterally terminate this Agreement without cause. If this Agreement is so terminated, the Consultant shall be entitled to receive payment for Services actually performed, as of the date termination becomes effective. The Consultant shall have no further obligation under this Agreement. The Consultant shall turn over all materials, information and work in progress in its possession at such termination to the County.
- 30.2. If the County terminates the Agreement, or if

the Agreement is considered terminated following a suspension of Services, the extent of the County's liability to the Consultant is limited to payment for all Services performed in accordance with the Agreement up to and including the effective date of the termination including, if applicable, any costs or expenses unavoidably incurred during a suspension period. This obligation survives the Agreement.

31. INVALID OR UNENFORCEABLE PROVISIONS

- 31.1. If any provision of this Agreement is for any reason, found to be invalid or unenforceable by a body of competent jurisdiction, that provision shall be deemed severed from this Agreement and such invalidity, illegality or unenforceability shall not affect the validity of any other of its provisions.

Parks Canada and partners take first step toward creating a national urban park in Edmonton

From: [Parks Canada](#)

News release

A national urban park in the Edmonton region would promote access to green spaces and nature

March 14, 2022

Edmonton, Alberta

Parks Canada Agency

As Canadians, we know that green spaces in and around our cities are good for our health, good for wildlife, and good for the environment.

Today, the Honourable Randy Boissonnault, Minister of Tourism, on behalf of the Honourable Steven Guilbeault, Minister of Environment and Climate Change and Minister responsible for Parks Canada, together with the Honourable Amarjeet Sohi, Mayor of the City of Edmonton, Chief Tony Alexis, Alexis Nakota Sioux Nation and Confederacy of Treaty Six First Nations representative, and Audrey Poitras, President of the Métis Nation of Alberta, announced the launch of the pre-feasibility phase to explore the creation of a national urban park in the Edmonton region.

Parks Canada and the City of Edmonton will work closely with Indigenous partners to ensure that a national urban park in the Edmonton region showcases Indigenous stewardship, voices and stories, and offers opportunities for connections to the land and water based on Indigenous Knowledge and values.

A national urban park in the Edmonton region would mean better access to quality green space for Edmontonians and promote better mental and physical wellbeing as people spend more time in nature. It would also create jobs, strengthen the local economy, and compliment the City of Edmonton's tourism.

For nature, urban green spaces provide habitat for animals, including species at risk, and can serve as crucial corridors for wildlife. They are great examples of nature-based climate solutions, helping to cool cities and absorb rain water during extreme weather events. They can contribute to Canada's climate change objectives by sequestering carbon, and to the Government of Canada's commitment to conserve 25 per cent of its lands and waters by 2025, working toward 30 percent by 2030.

The National Urban Parks Program, announced in August 2021, is the next step for Parks Canada whose history over 110 years has provided Canadians a system of national parks, including Rouge National Urban Park, national historic sites and national marine conservation areas.

Quotes

“I am delighted to see that a national urban park in the Edmonton region is in the works. The river valley is a source of pride and inspiration for Edmontonians and Albertans. Green spaces such as this provide us with ready access to nature and all of the health benefits that come from being outdoors. Urban parks boost the municipal economy, generate tourism and employment opportunities, increase biodiversity and help mitigate the effects of the changing climate. Sharing this amazing space with Canadians makes great sense.”

*The Honourable Randy Boissonnault,
Minister of Tourism*

“Edmontonians are united by our love of nature and getting outside. Being close to natural spaces increases wellbeing and connection. We are so lucky to have an incredible amount of green space across our city including the largest continuous area of urban parkland in the country. I am looking forward to partnering with Parks Canada, the Confederacy of Treaty Six First Nations, and the Métis Nation of Alberta to continue our long-standing stewardship of this land for all to enjoy.”

*The Honourable Amarjeet Sohi,
Mayor, City of Edmonton*

“The Government of Canada is proud to work with partners like the City of Edmonton to create a network of national urban parks and ensure all Canadians have access to green spaces wherever they live, work and play. In addition to supporting better mental wellbeing and equity in urban areas, expanding nature access and protection in our urban spaces is also critical in the fight against biodiversity loss and climate change.”

*The Honourable Steven Guilbeault,
Minister of Environment and Climate Change and Minister responsible for Parks Canada*

“Indigenous Peoples have a deep connection to the land so I am grateful for this development. Having a National Urban Park in Treaty 6 Territory would not only provide space for connecting to the Land, but would also provide opportunities for healing and cultural celebration for both Indigenous and non-Indigenous people. This is a step in the right direction towards Reconciliation.”

*Chief Tony Alexis,
Alexis Nakota Sioux Nation, Confederacy of Treaty Six First Nations Representative*

“The Métis Nation of Alberta is pleased to be involved in the early stages of Parks Canada’s National Urban Parks Program and looks forward to continued collaboration on this initiative. This program represents an important opportunity to develop green spaces that focus on preserving the natural habitats that exist around us all. An opportunity for growing partnerships with Canada, Alberta, and the City of Edmonton and for exploring new and innovative ways to

protect, share, and appreciate the land and to celebrate the rich history, culture, and connection the Métis people have to the Edmonton area.”

*Audrey Poitras,
President, Métis Nation of Alberta*

Quick facts

- The vast network of protected areas administered by Parks Canada is a gateway to nature, history, and 450 000 km² of memories from coast to coast to coast.
- New national urban parks will be managed under a range of flexible governance models, including federally administered places, third party administered places, and various partnership approaches.
- In January 2022, Parks Canada Agency and the City of Edmonton signed a Statement of Collaboration to indicate their mutual interest in conducting a dialogue around the creation of a new national urban park in the Edmonton region.
- Both Parks Canada and the City of Edmonton hope to work, through this collaboration, in close partnership with the Confederacy of Treaty Six First Nations and the Métis Nation of Alberta, other significant regional land holders, and local stakeholders.
- In addition to the city of Edmonton, Parks Canada has signed statements of collaboration with the Meewasin Valley Authority and the municipalities of Winnipeg (MB), Halifax (NS), and Windsor (ON) and is working with others to identify potential urban park sites at various locations, including Colwood (BC) and Montreal (QC).

Associated links

- [National Urban Parks](#)
- [Minister’s Round Table on Parks Canada](#)
- [City of Edmonton: National Urban Park Initiative](#)

Contacts

Kaitlin Power
Press Secretary
Office of the Minister of Environment and Climate Change
819-230-1557
kaitlin.power@ec.gc.ca

Media Relations
Parks Canada Agency

855-862-1812
pc.media@pc.gc.ca

Mary-Ann Thurber
Communications Adviser
City of Edmonton
780-442-1698
mary-ann.thurber@edmonton.ca

Search for related information by keyword: [National parks](#) | [Parks](#)
[Canada](#) | [Canada](#) | [Alberta](#) | [Sustainability](#) | [general public](#) | [Aboriginal peoples](#) | [news releases](#)
Report a problem or mistake on this page

Kyle Schole

From: Andre Corbould <andre.corbould@edmonton.ca>
Sent: March 25, 2022 12:17 PM
To: [REDACTED]
Cc: Stephanie McCabe; Kent Snyder; Janice Wan; Salima Ebrahim; Jaimy Miller; Melissa Kuriyama
Subject: INVITATION - National Urban Park Stakeholder Committee | April 5, 2022
Follow Up Flag: Follow up
Flag Status: Flagged

Good afternoon,

As you may have heard, the City of Edmonton, in partnership with Parks Canada, the Confederacy of Treaty 6 First Nations, and the Métis Nation of Alberta, has [recently launched](#) a new initiative to explore the possibility of establishing a National Urban Park in the Edmonton region.

This is part of a new federal program that will see the creation of National Urban Parks across Canada. I am excited about this initiative and the opportunities it presents to:

- support conservation in urban areas, including nature-based climate solutions and biodiversity protection,
- increase access for Canadians to urban spaces, and provide opportunities to learn about local nature and culture, and
- promote reconciliation, provide space for Indigenous stewardship, and promote Indigenous voices and stories.

We are at the early stages of this conversation, and would like to extend an invitation to you, on behalf of your organization, to take part in this important work and participate as a member of our Stakeholder Committee for the pre-feasibility stage. The purpose of this committee is to obtain your views at this stage of the process, share updates on our work with partners to date, and provide an overview of the broader process and next steps.

We will be hosting a virtual kickoff meeting on **April 5, 2022 from 9:30-11:30 am** and we cordially request one representative from your organization to join. We request that the person named commit to attending meetings through 2022, while acknowledging that the lack of a set schedule at this time may require that an alternate individual attend some meetings.

Please share the name of your representative with Kent Snyder (kent.snyder@edmonton.ca) by March 31, 2022. Additionally, capacity funding may be available, if required in order to participate in this process, please let Kent know if your organization would require financial support.

A meeting agenda will be provided one week before the meeting date.

Thank you, and I look forward to seeing you, or your organization representative, on April 5.



Andre Corbould, OMM, MSC, P.Eng, FCAE, ICD.D
CITY MANAGER
OFFICE OF THE CITY MANAGER
[780-496-8222](tel:780-496-8222) OFFICE

City of Edmonton
3rd Floor, City Hall
1 Sir Winston Churchill Square
Edmonton AB T5J 2R7

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National Urban Park Stakeholder Committee

Terms of Reference

April 2022

The logo for the City of Edmonton, featuring the word "Edmonton" in white text on a dark blue background.

Purpose

This committee is convened to provide input and expertise to the City of Edmonton in exploration of a National Urban Park. As representatives of communities with an interest in Edmonton's parks network, committee members will develop a shared understanding of the goals of the National Urban Park program proposed. They will in turn provide advice and feedback to guide the development of a high-level plan for establishment of a National Urban Park in Edmonton.

Scope

The Stakeholder Committee will assist with direction and decisions for the pre-feasibility phase of work being undertaken jointly by the City of Edmonton and Parks Canada. The impact of input collected through this committee will inform the options for geographic boundaries of a National Urban Park and options for governance models. These will be proposed to City Council in late 2022 for decision, at which time Council will determine whether a formal agreement for establishment of a National Urban Park is undertaken.

While other topics of conversation may arise, decisions and direction related to programming, operations, capital costs, etc are outside the scope of this committee and the pre-feasibility phase of work.

Membership and Roles

Membership will include the following representation which is intended to capture a variety of perspectives and knowledge. On occasion, additional people may be invited to join meetings on subjects where they have specific knowledge.

Co-Chairs: Branch Manager of Planning and Environment Services, Director of Urban Growth and Open Space

Support: Senior Planner, Planner II from Open Space unit

Conservation groups: 2 members

Recreation groups: 2 members

Social services: 2 members

Tourism and economic development organizations: 2 members

City-supported agencies and boards: 2 members

Quasi governmental organizations: 2 members

Community organizations: 2 members

Education and academic organizations: 2 members

Key Responsibilities

The committee will:

- Review locations in Edmonton with opportunity to meet the mandate of the National Urban Park program
- Provide context and local knowledge related to potential sites
- Provide cautions about geographic areas that may not be suitable for meeting the program mandate
- Inform future participation of stakeholder and public involvement should the project move beyond the pre-feasibility stage
- Act as a feedback loop with the community at large about the project
- Learn about the opportunities for future management of a National Urban Park to inform possible models for governance
- Learn about how existing city policy may inform the geography and governance of a National Urban Park
- Attend all meetings and participate by reviewing material in advance when relevant and sharing perspectives during discussions

Meetings and Outcomes

The committee will meet monthly for a 6-month period. More frequent meetings may be agreed upon by attendees and scheduled by the Chair. Meetings will be one to two hours in duration, depending on the agenda topics.

Committee members are encouraged to attend all meetings. Substitutes or alternates from the same organization as the member may attend in a member's absence. A Committee member should not miss more than two meetings.

Outcomes and guiding directions given by the committee will be recorded and considered for recommendations made to City Council. Meeting minutes will be provided for review and information, and to capture action items or topics for future exploration.

The committee will strive for consensus in discussions but will recognize, respect and report differences of opinion.

Resources

Support and resources will be provided from the City of Edmonton:

- **Meeting Coordinator:** Coordinate logistics, manage agenda building, develop and distribute minutes/notes, develop/maintain record of community issues and opportunities.
 - ▶ Recording of minutes will be documented by the meeting coordinator.
 - ▶ Reporting will include the names of project team and members in attendance as well as key points of discussion points and action items. Comments recorded will not be attributed to specific speakers.
 - ▶ Meeting discussions will be sent out to members for additional feedback and confirmation, shared with the Committee and retained by the City of Edmonton.

Committee Member Commitments

Committee members will provide input from their areas of expertise as they relate to the project. Committee members will strive to:

- Be familiar with background materials provided as required
- Identify missing perspectives that should be considered as part of the work
- Demonstrate a desire to succeed and a willingness to work together to broaden understanding
- Be respectful of other committee members
- Generate ideas, discuss new ways of doing things and offer recommendations and/or options to address challenges
- Consider input and subject matter expertise from committees, the public, governments, and other stakeholders in the discussion of any potential issues and opportunities
- Respond to emails and calls from the project team in a timely fashion
- Commit to attending meetings and limiting sending proxies as much as possible
- Review meeting notes and provide feedback to the project team within the agreed upon time
- Liaise with the community they represent as necessary to provide informed input
- Advise the project team immediately in the case of a potential conflict of interest

Committee members shall:

- Acknowledge that the committee does not represent all public, stakeholder, and Indigenous interests in the project
- Be open minded, flexible and bring creative ideas to the committee for review and discussion
- Commit to the goal of developing a vision that meet the goals of the National Urban Park Program
- Raise issues/conflicts with the chair as they arise to ensure swift problem solving and minimize frustration

Communication

- Communication with the media and the public will be managed by the City of Edmonton
- Committee Members may update or discuss certain issues with their communities; however, members will not share information with the media or with the public related to meetings in advance of decisions being finalized

P.O Box 490, Two Hills AB T0B 4K0
Telephone: (780) 657-3358 Fax: (780) 657-3504

March 30, 2022



Council of the Village of Vilna
P.O. Box 10
Vilna, Alberta, T0A 3L0

Re: Letter of Support for 2022 Alberta Community Partnership Application

Dear Council of Village of Vilna:

This will advise that the Council of the County of Two Hills resolved, at their meeting on March 30, 2022, that the County of Two Hills provide a Letter of Support to the Village of Vilna in their application to the Alberta Community Partnership (APC) grant program to complete a Management Plan for the North Saskatchewan River under the Canadian Heritage River System.

The County of Two Hills supports the partnership lead by the Village of Vilna, as the North Saskatchewan River is a regional asset benefiting the County of Two Hills and surrounding area.

Should you have any questions or concerns, you may contact the undersigned.

Sincerely,

A handwritten signature in blue ink, appearing to read "Sally Dary". The signature is fluid and cursive.

Sally Dary
Chief Administrative Officer

Cc: Smoky Lake County
Kyle Schole, Planning Technician

REQUEST FOR DECISION		DATE April 28, 2022,	4.4
TOPIC	Unbudgeted Expense – Ergonomics Assessment (Joint Health & Safety Committee)		
PROPOSAL	<p><i>That Smoky Lake County approve the proposed unbudgeted expenditure in an amount not exceeding \$3,000.00, inclusive of GST and contingency, for the purposes of undertaking an office ergonomics assessment, and receipt of the final report will be acknowledged at a future meeting of Smoky Lake County Council.</i></p> <p><u>BACKGROUND</u></p> <ul style="list-style-type: none"> • December 15, 2021 – Joint Health & Safety Committee Meeting <ul style="list-style-type: none"> ○ Main Office Ergonomics Assessment Request Motion 30-21: <i>“That the Joint Health & Safety Committee acknowledge the Safety Officer is to facilitate determine and acknowledge next steps. End of February” Carried.</i> • January 20, 2022 – Joint Health & Safety Committee Meeting <ul style="list-style-type: none"> ○ Motion 44-22: <i>“That the Joint Health & Safety Committee acknowledge the Safety Officer is to facilitate both virtual at-home and in-person Office Ergonomics Assessments by the end of February 2022.” Carried.</i> • February 23, 2022 – Joint Health & Safety Committee Meeting <ul style="list-style-type: none"> ○ Motion 58-22: <i>“That the Joint Health & Safety Committee recommend the Safety Officer provide the information/price-list bulletin from EWI Works, titled: Office Ergonomics, to Management to determine available funding, further to the January 20, 2022, request for both virtual at-home and in-person Office Ergonomics Assessments to be completed by the end of February 2022, as per Motion #44-22.” Carried.</i> • March 17, 2022 – Joint Health & Safety Committee Meeting <ul style="list-style-type: none"> ○ Motion 78-22: <i>“That the Joint Health & Safety Committee acknowledge the Safety Officer intends to meet with the Finance Officer on March 17, 2022, to review the available budget to complete both virtual at-home and in-person Office Ergonomics Assessments and intends to complete the assessments prior to the next meeting, further to the January 20, 2022, request for to be completed by the end of February 2022, as per Motion #44-22.” Carried.</i> <p><u>ATTACHMENTS</u></p> <ul style="list-style-type: none"> • Ergonomics Assessment Quote from: <ul style="list-style-type: none"> ○ EWI Works – © Attachment 1 (Provided by Safety Officer) <ul style="list-style-type: none"> ▪ Total= \$5,614.45 ○ Leading Edge Physiotherapy – © Attachment 2 <ul style="list-style-type: none"> ▪ Total= \$2,826.725 ○ Ergo-motion – © Attachment 3 (will be distributed upon receipt) <ul style="list-style-type: none"> ▪ Total: \$8,108.10 ○ Backs Unlimited Inc. – Declined to bid due to schedule 		

	<ul style="list-style-type: none"> ▪ N/A ○ JADA Solutions (HSE) Inc. – © Attachment 5 <ul style="list-style-type: none"> ▪ Total: \$8,096.63 • Email dated March 23, 2022, from the CAO & Safety Officer to the Chair of the Joint Health & Safety Committee Chair – © Attachment 6
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CORRELATION TO BUSINESS (STRATEGIC) PLAN

Values: Integrity, Sustainability/Stability, Pride, Fairness, Freedom

Vision: Leading the way in positive growth with healthy, sustainable, rural living.

Mission: Smoky Lake County strives for collaboration and excellence in the provision of transparent and fiscally responsible governance and services.

LEGISLATIVE, BYLAW and/or POLICY IMPLICATIONS

Municipal Government Act

Smoky Lake County Safety Policy Manual Joint Health & Safety Committee Terms of Reference 01-05

BENEFITS

- Employee wellness

DISADVANTAGES

- Staff time
- Future Capital Costs Identified

ALTERNATIVES

- Defer a Decision
- Decline Funding

FINANCE/BUDGET IMPLICATIONS

Operating Costs: _____
Budget Available: _____
Budgeted Costs: _____

Capital Costs: _____
Source of Funds: reserves
Unbudgeted Costs: \$3,000.00

INTERGOVERNMENTAL INVOLVEMENT/IMPLICATIONS

- Nil.

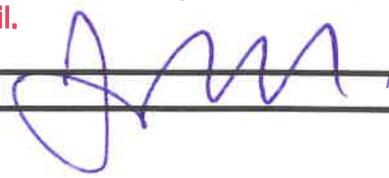
COMMUNICATION STRATEGY

- Nil.

RECOMMENDATION

That Smoky Lake County approve the proposed unbudgeted expenditure in an amount not exceeding \$3,000.00, inclusive of GST and contingency, for the purposes of undertaking an ergonomics assessment, and receipt of the final report will be acknowledged at a future meeting of Smoky Lake County Council.

CHIEF ADMINISTRATIVE OFFICER



Office Ergonomics Education & Mini-Audits

Key features:

- 30 minute online course pre-onsite visit **or** 60 minute in-person presentation.
- 30 minute workstation reviews/individual featuring:
 - ✓ Identification of ergonomics risk factors.
 - ✓ Onsite adjustments of each workstation to minimize risks.
- Group report summarizing general recommendations.
- Short individual summary and equipment recommendation table per individual.



First steps to the Mini-Audit/Education process:

1. Organization must complete a sign-up sheet and provide the schedule to the Ergonomist prior to the mini-audits procedure.

Requirements of a mini-audit:

- Groups of 6 or more staff occupying workstations in the same area.
- Staff do not require significant workstation changes.
- Employees are not experiencing discomfort or they only experience MINOR generalized discomfort.
- Participants must not be receiving medical intervention.
- Note: If the Ergonomist determines that an individual requires an individual office ergonomics assessment, this will be discussed with the organization prior to completion of the mini-audit.

Cost:

1. Mini-Audits: \$165/employee

PLUS choice of one of the following:

2A. Online course: \$29.95/person.

2B. In-person presentation: \$475/session

Remote Ergonomics Assessment (TeleHealth)

Key features:

- 60 minute video conference call with an Ergonomist that will cover:
 - ✓ Ergonomics concerns & review of risks identified through photos.
 - ✓ Instruction & completion of workstation adjustments.
 - ✓ Detailed work practice coaching (stretches, postural and scheduled breaks)
 - ✓ Detailed tips on best practices regarding mouse operation, typing, chair, keyboard tray set-up, etc.
- Individual report summarizing changes & recommendations.
- Unlimited access to EWI Works' online office stretches course.
- Follow up visit - included in the initial cost.



Benefits of a Remote Assessment:

- Save on travel costs to conduct assessments on staff located in remote communities.
- Safety when completing at home assessments

First steps of a Remote Assessment:

1. Employee must complete an online questionnaire and consent form.
2. Employee must have a co-worker or someone to take specific photos.
3. Photos must be sent to the Ergonomist prior to scheduling the assessment.
4. Employee requires a video camera, microphone, a reliable internet connection, and measuring tape.

\$350/Assessment +

Taxes and Fees

Kyle Schole

From: Lisa Huskins <lisa@leadingedgephysio.com>
Sent: April 20, 2022 7:14 PM
To: Kyle Schole
Subject: Ergonomic Assessments

Hello Kyle,

Thanks for your call today, sorry I was unable to chat when you were on the phone. I understand you're looking to have 26 workstations assessed. I'm guessing it is more of an ergonomic screen to ensure everyone is set up properly? If so, we are able to provide this over one day. Typically we spend 15 minutes with each staff member to discuss proper positioning, adjust their set up as able and provide a summary report at the end with any possible equipment needs. We charge \$275 for the first assessment and \$75 for each assessment thereafter. As you are located in Smoky Lake, we also have to charge travel time and mileage, which would be billed at \$40 per hour of travel, and \$0.51 per km.

We are currently booking into May/June for these assessments. Please let me know if you have any further questions.

Thank you,

Lisa Huskins
Occupational Therapist
Owner



130, 145 Carleton Drive
St. Albert, AB T8N 3S6
Phone: 780-458-2669
Fax: 780-458-5440
www.leadingedgephysio.com

Please support www.Runwild.ca

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JADA

Solutions (HSE) Inc.

Health, Safety & Environmental Services

106, 150 Chippewa Road, Sherwood Park, Alberta, T8A 6A2 | Ph. 780.640.8837 Fx. 780.640.8857 | www.jadasolutions.ca

April 20, 2022

Smoky Lake County
4612 McDougall Drive,
PO Box 310,
Smoky Lake, Alberta
T0A 3C0

Attn: Kyle Schole
Planning Technician, Smoky Lake County

RE: Office Ergonomics Assessment Located at 4612 McDougall Drive, Smoky Lake County, Alberta

Dear Mr. Schole,

As per our discussion JADA Solutions (HSE) Inc. is pleased to provide you with a proposed scope of services and cost proposal for the above-mentioned work and location.

Once you have reviewed our proposal, please initial Schedule A and B, and sign the Professional Services Agreement presented in Schedule C.

BACKGROUND

As per our phone conversation we understand that you wish to conduct an ergonomics assessment of 26 office spaces with a mix of standing and sitting work areas at the above mentioned location. There have been some complaints of back pain and physical stress from employees and the County wishes take a proactive approach to determine things they can do to help the employees and build efficiencies and productivity.

The work will be completed in accordance with the current industry standards of practice for professionals in the environmental and occupational hygiene fields.

SCHEDULE

A tentative schedule has not been set for this project. It is assumed that this work will be initiated and conducted during a regular work week (Monday through Friday). A time and date for the project work will be set once acceptance of the agreement has been processed.

Schedule will ultimately be dependent on arrangement between Smoky Lake County and JADA Solutions (HSE) Inc. with respect to access, internal schedule, and equipment availability. It is estimated that approximately 5 days, including prep and travel, will be needed to complete the assessment and monitoring. Reports are issued within four (4) weeks of the last of the field work.

CLOSURE

We trust that this information meets your requirements and look forward to engaging in a professional relationship with your organization. If there is any way we can be of assistance in the future with regards to Occupational Hygiene and/or Health & Safety services, or if you have any questions, concerns or require additional information, please feel free to contact the undersigned.

Sincerely,

JADA SOLUTIONS (HSE) INC.



E-Signature – Originals Signed

Justin Ralph
Manager, Business Development
Cell: (780) 237-3294
Voice: (780) 640-8837
Fax: (780) 640-8857
Email: jralph@jadasolutions.ca



E-Signature – Originals Signed

Jason Dent, CRSP, P.Ag, CIH, ROH
Principal Consultant
Cell: (780) 237-3368
Voice: (780) 640-8837
Fax: (780) 640-8857
Email: jdent@jadasolutions.ca

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Our File No. PED22-053
Smoky Lake County
Office Ergonomic Assessment
Smoky Lake, AB

www.jadasolutions.ca

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Schedule A Scope of Work



www.jadasolutions.ca

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SCOPE OF WORK

The scope of work is outlined below:

Ergonomic Assessment:

- JADA Solutions (HSE) Inc. will conduct an assessment on the 26 office spaces in the Head Office Building, focusing on the following concerns:
 - Computer monitors (location, brightness, and height)
 - Neck/shoulder posture
 - Keyboard (use of and position)
 - Typing Style
 - Documents (use of and location)
 - Document holder (use of, type and location)
 - Normal gaze direction
 - Desk (height, thickness, and adjustability)
 - Chair (height and adjustability)
- Light level mapping in the Head Office Building will be conducted using a SPER Scientific Certified Visible Light Datalogger, and results will be compared to guidelines established by the Alberta Occupational Health and Safety Act, Regulation and Code (2009) and the Alberta Employment Immigration and Industry, *Indoor Air Quality Tool Kit* (August 2009).
- JADA Solutions (HSE) Inc. will also interview each employee to determine if there are any individual concerns that need to be addressed.

Upon completion of the on-site assessment, JADA Solutions (HSE) Inc. will prepare a summary report presenting any findings with recommendations to improve ergonomics.

Acceptance of Proposed Scope of Work _____
Initials

Our File No. P11D22-053
Smoky Lake County
Office Ergonomic Assessment
Smoky Lake, AB

www.jadasolutions.ca

106, 150 Chippewa Road, Sherwood Park, Alberta, T8A 6A2 | Ph. 780.640.8837 | Fx. 780.640.8857 | www.jadasolutions.ca



Schedule B Cost Estimate



www.jadasolutions.ca

106, 150 Chippewa Road, Sherwood Park, Alberta, T8A 6A2 | Ph. 780.640.8837 | Fx. 780.640.8857 | www.jadasolutions.ca





JADA Solutions (HSE) Inc. Proposal Cost Estimate
 106, 150 Chippewa Road Sherwood Park, AB T8A 6A2

Client: Smoky Lake County Proposal Number: PED22-053

Proposal Description: Office Ergonomics Assessment

<u>Project Time</u>							
Tech time	\$ 85	/hour	8	hours/day	5	days	= \$ 3,400.00
Travel time	\$ 85	/hour	2.5	hours/day	5	days	= \$ 1,062.50
Report writing	\$ 85	/hour	10	hours/day	1	days	= \$ 850.00
Project Management	\$ 105	/hour	2	hours/day	1	days	= \$ 210.00
Senior review	\$ 125	/hour	2	hours/day	1	days	= \$ 250.00
						Sub-total	= \$ 5,772.50
<u>Instrumentation Costs</u>							
Light Meter	\$75.00	/unit	1	units/day	5	days	= \$ 375.00
						Sub-total	= \$ 375.00
<u>Disbursements</u>							
Mileage	1200	/km		\$0.85/km			= \$ 1,020.00
						Sub-total	= \$ 1,020.00
10% mark up on disbursements/laboratory/instrumentation (outside) costs							= \$ 139.50
7% administration charge on hourly rates							= \$ 404.08
						Total Cost (excluding GST)	= \$ 7,711.08
						GST	= \$ 385.55
						Total Cost	= \$ 8,096.63

PAYMENT TERMS AND CONDITIONS

Invoices will be issued at the beginning of every month for work completed in the previous month. Invoices will be due within 30 days of the date of the invoice. Interest of 2% per month will be charged on unpaid accounts after 30 days.

Additional terms of payment are covered in the Agreement for Professional Services and Authorization to Proceed form attached.

Acceptance of Cost Estimate _____



Our File No. PED22-053
Smoky Lake County
Office Ergonomic Assessment
Smoky Lake, AB

www.jadasolutions.ca

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Schedule G Professional Services Agreement



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Agreement for Professional Services and Authorization to Proceed



Client: Smoky Lake County
Address: 4612 McDougall Drive, PO Box 310, Smoky Lake County
Proposal Number: PED20-053
Project Description: Office Ergonomic Assessment



Where as CLIENT desires CONSULTANT to perform certain technical services, the CLIENT and CONSULTANT have agreed that such services shall be performed in accordance with the terms and conditions set forth herein

Terms and Conditions

1. JADA Solutions (HSE) Inc. quotation was prepared for the consideration of the CLIENT only. Its contents may not be used or disclosed to any party without prior written consent from JADA Solutions (HSE) Inc.
2. JADA Solutions (HSE) Inc. quotation shall be valid for a period of thirty (30) days upon date of issue. The validity period may be extended by mutual agreement in writing. JADA Solutions (HSE) Inc. reserves the right to revise the quotation beyond the stated validity period.
3. Any work performed by JADA Solutions (HSE) Inc. will be conducted in accordance with generally accepted safety, engineering or scientific practices current in this geographical area at the time the work was performed.
4. No warranty is either expressed or implied, or intended by this agreement or by furnishing oral or written reports or findings.
5. The CLIENT acknowledges that subsurface and concealed conditions may vary from those encountered or inspected. JADA Solutions (HSE) Inc. can only comment on the environmental conditions observed on the date(s) the assessment is performed.
6. The work will be limited to those areas of concern identified by the client or outlined in our proposal. Other areas of concern may exist but will not be investigated within the scope of this assignment.
7. Samples that are collected and found to be other than non-hazardous waste may be returned to the CLIENT at the sole discretion of JADA Solutions (HSE) Inc...
8. CLIENT is to identify all known hazardous conditions that exist within the building, on the property and in the area of work including but not limited to the presence of confined spaces, work at heights, areas causing heat stress, traffic, pinch points etc. CLIENT is to identify any specific training requirements required for access and entry to the building, property and area of work and provide any site specific training required at no cost to JADA Solutions (HSE) Inc.. Client must ensure adequacy of ladders, scaffolds etc to provide safe access to the site.
9. JADA Solutions (HSE) Inc. makes no other representations whatsoever, including those concerning the legal significance of its findings, or as to other legal matters touched on in the report, including, but not limited to, ownership of any property, or the application of any law to the facts set forth herein with respect to regulatory compliance issues, regulatory statutes are subject to interpretations and these interpretations may change over time. JADA Solutions (HSE) Inc. accepts no responsibility for consequential financial effects on transactions or property values, or requirements for follow-up actions and costs.



10. The CLIENT hereby agrees that to the fullest extent permitted by the law the CONSULTANT's total liability to CLIENT for any and all injuries, claims, losses, expenses or damages whatsoever arising out of or in anyway relating to the Project, the Site, or this agreement from any cause or causes including but not limited to the CONSULTANT's negligence, errors, omissions, strict liability, breach of contract, or breach of warranty shall not exceed \$20,000.00 or the value of this Agreement, whichever is less

The CLIENT and CONSULTANT agree that to the fullest extent permitted by law the CONSULTANT shall not be liable to the CLIENT for any special, indirect or consequential damages whatsoever, whether caused by the CONSULTANT's negligence, errors, omissions, strict liability, breach of contract, breach of warranty or other cause of causes whatsoever.

To the fullest extent permitted by law, the CLIENT agrees to defend, indemnify and hold the CONSULTANT, its directors, officers, employees, agents and subcontractors, harmless from and against any and all claims, defense costs, including legal fees on a full indemnity basis, damages, and other liabilities arising out of or in any way related to the CONSULTANT's reports or recommendations concerning this Agreement, the CONSULTANT's work and presence on the project property, or the presence, release, or threatened release of hazardous substances or pollutants on or from the Site; provided that the CLIENT shall not indemnify the CONSULTANT against liability for damages to the extent caused by the negligence or intentional misconduct of the CONSULTANT, its agents or subcontractors.

11. JADA Solutions (HSE) Inc. will not be responsible for any consequential or indirect damages. JADA Solutions (HSE) Inc. will only be liable for damages resulting from negligence of JADA Solutions (HSE) Inc. All claims by the CLIENT shall be deemed relinquished if not made within two years after last date of services provided under this contract.
12. Information provided by JADA Solutions (HSE) Inc. is intended for CLIENT use only. JADA Solutions (HSE) Inc. will not provide results or information to any party other than the CLIENT, unless the CLIENT, in writing, requests information to be provided to a third party or unless disclosure by JADA Solutions (HSE) Inc. is required by law. Any use by a third party, of reports or documents authored by JADA Solutions (HSE) Inc., or any reliance by a third party on or decisions made by a third party based on the findings described in said documents, is the sole responsibility of such third parties. JADA Solutions (HSE) Inc. accepts no responsibility for damages suffered by any third party as a result of decisions made or actions conducted.
13. As used herein, the term "Work Product" means all materials, software, tools, data, inventions, works of authorship and other innovations of any kind, including, without limitation, any deliverables under the Statement of Work and any improvements or modifications to Client proprietary computer software programs and related materials, that Client may make, conceive, develop or reduce to practice, alone or jointly with others, in the course of performing the Services or as a result of such Services, whether or not eligible for patent, copyright, trademark, trade secret or other legal protection. Client agrees that all Work Product shall be the property of JADA Solutions (HSE) Inc. and hereby assigns all rights it may have in the Work Product and in all related patents, patent applications, copyrights, mask work rights, trademarks, trade secrets, rights of priority and other proprietary rights to JADA Solutions (HSE) Inc. Client acknowledges that JADA Solutions (HSE) Inc. in its sole discretion, shall have the right to license the Work Product or any portion thereof, and/or incorporate the Work Product or any portion thereof into JADA Solutions (HSE) Inc. products, for use by other licensees or clients of JADA Solutions (HSE) Inc..
14. JADA Solutions (HSE) Inc. grants to Client a perpetual, non-transferable, nonexclusive, worldwide license to use any materials developed by JADA Solutions (HSE) Inc. for Client under this Agreement. Client will not use any materials developed by JADA Solutions (HSE) Inc. for Client under this Agreement without clearly labelling or otherwise clearly indicating such materials were developed by JADA Solutions (HSE) Inc..

15. Invoices will be issued (i) monthly or (ii) upon completion of site work or issuing of report... GST is additional. Amounts not received within thirty (30) days of invoice date will bear interest thereafter at a rate of 2% per month (24% per annum) until paid. If payment remains past due forty-five (45) days from the date the invoice is sent then the CONSULTANT shall have the right to suspend all work under this Agreement, without prejudice and all reasonable demobilization and other suspension costs will be paid by CLIENT. The CLIENT agrees that any collection fees, including consultant, agency, legal fees on a full indemnity basis and court fees, incurred by the CONSULTANT shall be payable over and above the contract amount.
16. This Agreement may be terminated by the either party for any reason whatsoever upon thirty (30) days written notice supplied by the party seeking to terminate the agreement. In the event that this Agreement is terminated, the CLIENT shall pay the CONSULTANT for all work performed by the CONSULTANT and any de-mobilization charges by the CONSULTANT incurred to the date of the notice of termination of the Agreement.
17. GENERAL PROVISIONS.
 - a. **Governing Law.** This Agreement is to be construed in accordance with and governed by the internal laws of the Province of Alberta, without regard to or application of provisions relating to choice of law.
 - b. **Severability.** If any provision of this Agreement is unenforceable, then such provision will be enforced to the maximum extent possible under applicable law so as to effect the intent of the parties and the other provisions of this Agreement will continue in full force and effect.
 - c. **Counterparts.** This Agreement may be executed in counterparts.
 - d. **Entire Agreement; Amendment; Waiver.** This Agreement (including any Statements of Work) constitutes the entire agreement between the parties with respect to the subject matter hereof, and supersedes all prior or contemporaneous communications, negotiations, and agreements, written or oral, regarding the subject matter hereof. No modification of or amendment or waiver to this Agreement will be effective unless in writing and signed by each of the parties.

Acceptance Authorizes:

1. The release, to JADA Solutions (HSE) Inc., of information requested in connection with this work. JADA Solutions (HSE) Inc. undertakes to maintain the confidentiality of all such information.
2. The release by JADA Solutions (HSE) Inc. of information to others necessary to perform the work.
3. Entry and access to all areas of the property and buildings on the property, by JADA Solutions (HSE) Inc. staff or representatives, as required, to perform the proposed services. The CLIENT shall identify limitations, conditions or terms regarding entry and access.

It is understood that the CLIENT will be liable for all additional cost incurred by JADA Solutions (HSE) Inc. in the performance of the proposed work, caused by changes to the terms, delays, postponements or cancellations or other unseen or unknown conditions that are beyond the control of JADA Solutions (HSE) Inc..

By signing below the CLIENT provides authorization to proceed and accepts the terms and conditions outlined above and in the referenced proposal (if applicable). In the event JADA Solutions (HSE) Inc. provides services requested by the CLIENT, in addition to those identified above or in the proposal (where applicable), the CLIENT agrees to compensate JADA Solutions (HSE) Inc. either on a time and materials basis using the JADA Solutions (HSE) Inc. standard rates (in effect at the time the services provided), or as per a written amendment to the terms and conditions originally agreed upon.



IN WITNESS WHEREOF the parties have caused this Agreement to be signed, as of the date and year first set forth below in the Town of Sherwood Park, Alberta:



JADA Solutions (HSE) Inc.

Smoky Lake County



THE CONSULTANT: _____

THE CLIENT: _____

SIGNATURE: _____


E-Signature - Original's Signed

PRINT NAME: _____

Jason Dent

TITLE: _____

Principal Consultant

DATE: _____

April 20, 2022

Please execute this agreement and return the last page by fax, e-mail (pdf), or courier to:

JADA Solutions (HSE) Inc.
#106, 150 Chippewa Road
Sherwood Park, Alberta
T8A 6A2

Phone: (780) 640-8837
Fax: (780) 640-8857



Kyle Schole

From: Gene Sobolewski
Sent: March 21, 2022 3:52 PM
To: Kyle Schole
Cc: Jordan Ruegg
Subject: RE: office assessments

Kyle,

Actually...what I discussed was that since this initiative is going to cost money, which was not budgeted (not likely to make it by the annual budget) that this will be an un budgeted expense.

To resolve that, will require and RFD. I said that it did not matter whether the RFD was prepared by yourself as chair or Trevor because at the end of the day, Council would have to approve a recommendation prepared by someone.

In that recommendation, there would be how many were receiving the home office evaluation, the benefits and the resolution of recommendation from the Committee.

So in the end, you were not volun-told...but you did seem to be a logical choice. Trevor can do it to...I suggest “*rock, paper, scissors, lizard, Spock*”.

Gene 😊

Kyle Schole

From: Trevor Tychkowsky
Sent: March 21, 2022 1:18 PM
To: Kyle Schole
Subject: office assessments
Attachments: 2020- TeleHealth Assessment sell sheet.pdf; 2019 Mini-Audits & Education Sell Sheet.pdf

Hi Kyle

We had a discussion with Brenda and Gene and we said that the safety committee wanted the ergonomic assessment and since no one has it in their budget it was suggested that a RFD was made to council and thought it would be best coming from the committee chair so I will send you the info and if you can do this and it will go off to council.

The there is 26 office stations and only one asked for a home assessment

The costs would be 165.00 per worksite in person or 350.00 for virtual the travel would be 52¢ km and it would be aprox 300km travel and also they are \$100.00 per hour of travel



Trevor Tychkowsky
Safety Officer/Regional Director Emergency Management
p:780-656-3755 or toll free 1-888-656-3730
c:780-650-5111
5004 – 50 st, PO Box 310
Smoky Lake, Alberta, T0A 3C0

b^ob<Cu hb^Δg<P (kaskapatau sekahigan / Smoky Lake) on Treaty 6 Territory
This communication is for use by the intended recipient and contains information that may be privileged, confidential or copyrighted under applicable law. If you are not the intended recipient, you are hereby formally notified that any use, copying or distribution of this e-mail, in whole or in part, is strictly prohibited. Please notify the sender by return e-mail and delete this e-mail from your system. *Studies show that trees live longer when they are not cut down. Please do not print this email unless you really need to.*

Kyle Schole

From: Steve Grimmert | Ergo-Motion <steve@ergo-motion.com>
Sent: April 21, 2022 12:37 PM
To: Kyle Schole
Subject: Ergonomic assessments

Hello Kyle,

It was good speaking with you today. As we discussed, we have two options that may be suitable for your group, and most likely the ergonomic reviews are the best fit.

Comprehensive Ergonomic Assessment - typically used when there is a medical request, or one-off assessment requirement.

An ergonomic assessment will involve our ergonomist taking a detailed history, measurements, and then will analyze the workstation against current Canadian standards, the employees anthropometrics and any issues at hand. The ergonomist provides on-site changes to existing furniture and workstation setup as well as education on workstyle changes that would be required. A comprehensive report including all findings and recommendations for changes and ergonomic product purchases will be submitted to yourself. Assistance in sourcing specialized products will be provided, if required. This assessment typically takes about 60 minutes to complete.

Individual Ergonomic Reviews - typically used to be proactive, or when there are many people to be seen without known issues.

An ergonomic review of each workstation would involve our ergonomist analyzing each workstation against current Canadian standards, the employees anthropometrics and any issues at hand. The ergonomist provides on-site changes to existing furniture and workstation setup as well as basic education on workstation setup to ensure comfort.

A summary report would be submitted to yourself outlining any remaining ergonomic risk factors that could not be addressed during the ergonomic review and recommendations to mitigate the risk. (and thereby increase comfort)

Each ergonomic review would take 20-30 minutes per workstation depending on the issues reported.

Pricing

Comprehensive Ergonomic Assessment: \$750 per assessment/person

Ergonomic Reviews: \$270 per review/person (minimum of 4 at a time)

If we were to do all 26, we'd aim to schedule 2 days back to back to come into the office to allow enough time to see all staff

Please let me know if you have any other questions or would like to proceed with booking.

Regards,

Steve Grimmert



Toll-Free: 1-877-841-3508 x.201

This email communication is confidential. If you are not the intended recipient, please notify me at the telephone number shown above or by return email and delete this communication and any copy immediately. L'information paraissant dans ce message électronique est confidentielle. Si ce message vous est parvenu par erreur, veuillez immédiatement m'en aviser par téléphone ou par courriel et en détruire toute copie.



REQUEST FOR DECISION	DATE	April 28, 2022,	4.5
TOPIC	Trails Strategy – Public Participation Plan		
PROPOSAL	<p data-bbox="493 390 1471 485"><i>That Smoky Lake County approve the Trails Strategy Public Participation Plan, in accordance with Smoky Lake County Policy Statement 01-51: Public Participation, with a ‘What We Heard’ Report to be brought back.</i></p> <p data-bbox="493 516 662 548"><u>BACKGROUND</u></p> <ul style="list-style-type: none"> <li data-bbox="537 583 1471 678">• Smoky Lake County has many dozens of kilometers of trails, ranging from lake subdivisions to Crown/Public lands, to road allowances (which are under the ‘direction and control’ of the municipality). <li data-bbox="537 716 1471 842">• Trails have long-been a subject of discussion for Smoky Lake County Council, with community members regularly approaching the County on an ad-hoc basis, requesting work or improvements be done, or requesting certain trails be closed or regulated. <li data-bbox="537 879 1471 974">• The ad-hoc nature of these requests often does a disservice to work-planning for Public Works, as well as for residents as there is sometimes conflict about the intended uses (walking vs. motorized) or design/standards/widths of the trails <li data-bbox="537 1012 1471 1075">• Many of these trails have never been inspected or their data captured, which makes it difficult for the County to plan or budget for their maintenance or regulate their use. <li data-bbox="537 1113 1471 1228">• Smoky Lake County Council gave First Reading to an Environmental Reserve (ER) Bylaw in September 2019. This bylaw proposed to regulate activities within the ER and establish ticket-able penalties. Because this proposed bylaw did not receive three readings within two years of First Reading, it has now expired. <li data-bbox="537 1266 1471 1329">• ‘Accretion’ is an increase of land due to the accumulation of soil on the shoreline, or the lowering of water-levels of a lake. <ul style="list-style-type: none"> <li data-bbox="626 1367 1471 1430">○ Accretion can wax or wane relatively dramatically, and the exact to-of-bank can only be established by completing a new survey. <li data-bbox="537 1467 1471 1562">• ‘Bed and Shore’ is land that is covered by water long enough to remove the vegetation, or land marked by a distinct margin in the vegetation or on the ground caused by the presence of water. <ul style="list-style-type: none"> <li data-bbox="626 1600 1471 1715">○ Bed and Shore is legally vested in the Province of Alberta. However, due to accretion, ‘at-law’, portions of the bed and shore are likely extensions of the Environmental Reserve, wherever ER does exist. (<i>Seminar advice from Brownlee LLP</i>). <li data-bbox="537 1753 1471 1879">• Bill 79, the Alberta Trails Act: The Government of Alberta has introduced new legislation which would allow municipalities or trail groups (such as, for example, Trail Twisters) to adopt a trail management plan, and become designated as a ‘trail manager’ for trails on Crown or Public Lands. 		

County Trail Inventory

953-21: Halisky That Smoky Lake County create an inventory of all trails located on Municipal Reserve, Environmental Reserve or on County Lands, and bring back the information for discussion at a future meeting of Council.

Carried.

- For the purposes of addressing **Motion 953-21**, Administration has *focused* on lake subdivisions, where the majority of highest-use trails exist, but is not ignoring other trails for example on Crown Lands.
 - The GIS Department has established a new layer in Munisite, which will eventually host trail data.
 - The Planning and Development Department visited lake sites (Hanmore, Mons, Bonnie, Garner, and Whitefish) on August 31 and September 16, 2021.
 - Data from these site visits have been captured digitally, and by hand which is also being digitized to allow for better consideration, though more work is still required.
- Administration has also undertaken a jurisdictional scan, looking at municipalities that undertake trail planning and management through policy such as Strathcona County.
- Some general observations may be made in relation to the many trails having been identified:
 - Many trails are in parallel with one another, following along the shore.
 - There are disparities in the state or condition of many of these trails, with some clearly being damaged or torn-up by motorized vehicles.
 - The majority of trails are legally located within the 'bed and shore'.
 - There has been significant vegetation clearing, both in the Environmental Reserves (ER) and the bed and shore.
- The proposed level of participation for Round 1, is deemed to be:
 - Level 2 – Consult: "To keep the public informed, listen to and acknowledge concerns and aspirations. Consult simply means to ask for the public's opinions and consider any input received."
 - Goal: When feedback/ input is required from public in a specific program area, analysis, or initiative.

ATTACHMENTS

- Trails Strategy Public Participation Plan – © **Attachment 1.**
- **Smoky Lake County Policy Statement 01-51: Public Participation** – © **Attachment 2.**

CORRELATION TO BUSINESS (STRATEGIC) PLAN

Values: Integrity, Sustainability/Stability, Pride, Fairness, Freedom

Vision: Leading the way in positive growth with healthy, sustainable, rural living.

Mission: Smoky Lake County strives for collaboration and excellence in the provision of transparent and fiscally responsible governance and services.

LEGISLATIVE, BYLAW and/or POLICY IMPLICATIONS

Municipal Government Act

Trails Act

BENEFITS

- Public Participation will provide valuable insight as to how people want to see trails managed.
- Improvement and revising of draft trail maps created in fall 2021

DISADVANTAGES

- Staff time

ALTERNATIVES

- Defer a Decision
- Decline a Public Participation Plan

FINANCE/BUDGET IMPLICATIONS

Operating Costs: _____

Capital Costs: _____

Budget Available: _____

Source of Funds: **P&D Dept. Budget**

Budgeted Costs: ~\$1,500

Unbudgeted Costs: _____

INTERGOVERNMENTAL INVOLVEMENT/IMPLICATIONS

- Engage Alberta Environment and Parks (AEP)

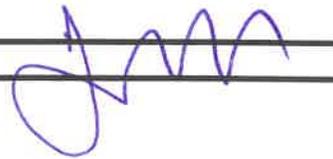
COMMUNICATION STRATEGY

- Social Media
- Web Notice
- Newsprint Ad
- Gas Bill Inserts
- Posters at lake subdivisions

RECOMMENDATION

That Smoky Lake County approve the Trails Strategy Public Participation Plan, in accordance with Smoky Lake County Policy Statement 01-51: Public Participation and prepare a 'What We Heard' Report.

CHIEF ADMINISTRATIVE OFFICER



April 2022

Municipal Trails Strategy - Public Participation Plan

Round 1:

Survey Monkey (qualitative in style), focused on:

- **Draft Trails Maps**, posted online for comment
- Identify concerns, including safety, etc.
- Establish a guiding vision for municipal trail management in Smoky Lake County

Two Virtual Open Houses:

- Tuesday June 14th at 5pm
- Thursday June 16th at 7pm

Communications Strategy:

- Social Media Paid Ad, Facebook
- Newsprint Paid Ad, via Redwater Review
- Website Notice
- Gas Bill Inserts
- Posters (11"x17") at Mons Lake (, Hillside Acres, Bonnie Lake Resort, Birchland Resort, Hanmore Lake, Spedden, and Vilna.

'What We Heard' Report.

Round 2 (tentative, August):

Invite comment on a draft Municipal Trails Strategy Policy Statement.

SMOKY LAKE COUNTY



Title: Public Participation		Policy No.: 51-01
Section: 01	Code: P-I	Page No.: 1 of 17 <b style="color: red;">E

Legislation Reference: Alberta Provincial Statutes

Purpose:	To establish a framework within which public participation can be enhanced in the decision-making process fulfills the duties and obligations set out in legislation with regard to public participation.
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Policy Statement and Guidelines:	
1.	<p>STATEMENT:</p> <p>1.1 Smoky Lake County acknowledges the fundamental right of all citizens to participate in the governance system and that the responsibility to be involved in decisions starts at the grassroots level where the public is directly involved with municipal functions.</p> <p>1.2 This policy is a commitment from Smoky Lake County to ensure appropriate mechanisms, processes and procedures enable the public and its community to participate in the affairs of the Council through effective and meaningful public engagement processes.</p> <p>1.3 This Public Participation Policy is in addition to and does not modify or replace the statutory public hearing requirements in the <i>Municipal Government Act</i>.</p>
2.	<p>OBJECTIVES:</p> <p>2.1 Smoky Lake County's Vision is "<i>Leading the Way in positive growth with healthy, safe, and sustainable rural living</i>" and the proactive approach is to provide practical and appropriate opportunities for participation by citizens and the public regarding proposed developments, services, programs or other municipal decisions that may impact quality of life in the County.</p> <p>2.2 To provide sufficient access to information to allow the public to become informed and have the opportunity to participate to be involved in municipal issues and provide input to the decision-making process.</p> <p>2.3 Demonstrate consistent application of the process to the public and Council.</p> <p>2.4 To provide effective input into Council's decision-making process deepening participatory democracy, accountability, responsiveness and a social contract with communities and citizens.</p> <p>2.5 Establish a method to effectively report back to the community on their input and on Council's decisions and outcomes to help the community and/or citizens to understand; and encourage them to continue to contribute to the democratic participation, exchange information and participate in decision-making processes.</p>

Title: Public Participation		Policy No.: 51-01
Section: 01	Code: P-I	Page No.: 2 of 17 E

Policy Statement and Guidelines:	
3. DEFINITIONS:	
3.1	Chief Administrative Officer: means the person, also known as the "CAO", appointed by Council to the position of Chief Administrative Officer under the <i>Municipal Government Act</i> for Smoky Lake County.
3.2	Community: refers to the County, residents, businesses, schools, religious institutions and all other institutions and agencies that make up Smoky Lake County.
3.3	Council: means the Reeve and Councillors duly elected in the Smoky Lake County.
3.4	Councillor: is a Member duly elected as a Councillor and is a member of Council.
3.5	County: means the geographic area contained within the boundaries of the municipality of Smoky Lake County.
3.6	Municipality: means the Municipal Corporation of Smoky Lake County.
3.7	Public/Citizens: means an individual, resident, sometimes represented in an organization/group that takes an interest in an issue, will be or is likely to be affected by an issue, or has the ability to affect a decision or outcome.
3.8	Public Participation: means processes through which the County provides non-statutory opportunities for the community to have input into decision-making through public meetings, surveys, open houses, workshops, polling, resident advisory committees and other forms of engagement.
3.9	Public Participation Plan: means a plan as a course of action outline which identifies which opportunities, level of Participation and Public Participation Tools to be used to obtain public input in a particular circumstance.
3.10	Public Participation Tools: means the tools that may be used, alone or in combination, to create Public Participation opportunities.
4. GUIDELINES:	
4.1	Conduct of Engagement: Core principles will guide decisions about how and when to involve the public toward cooperative relationships and assist in governing a "Conduct of Engagement" by working together to build and maintain Public Participation. The following principles form the acronym " TRUST ":
4.1.1	Transparency: demonstrate accountability that the decision-making process is open, clear and accessible to all role players in the participation process where the public becomes familiar with the appropriate information and tools to engage in meaningful participation.

Title: Public Participation		Policy No.: 51-01
Section: 01	Code: P-I	Page No.: 3 of 17 E

Policy Statement and Guidelines:

4.1.2 **Respect:** consideration of timing and style of approach strengthens legitimacy where the public is more likely to accept the decision made when they have taken part in creating the solution. Respect that is built into the participatory processes upfront benefits adequate public involvement allows for realistic management of costs and creates a better ability to manage the quality of the output.

4.1.3 **Unity:** embracing all views and opinions in the process of public participation strengthens participatory democracy with the community by promoting a spirit of democracy and participants become aware of other views by enabling their voice to be heard and taken into account of. Dialogue with others where views are exchanged assists in reaching solutions upon which consensus can be built.

4.1.4 **Social:** collectively bond to collaborate a balanced approach of engagement by listening to understand and be informed, learning to gather information to refine perspectives on issues or initiatives, and voicing points of view ensures a free flow of valuable information to all participants to be actively involved.

4.1.5 **Transform:** be the lead model responsible to empower participation and communicate results to the public to directly share in the decision-making process. Open public participation process can therefore result in better citizen "buy-in" as the community changes and evolves.

4.2 **Proactive Public involvement:** Public involvement is happening all the time and it is about dialogue with the appropriate people in the appropriate way at the appropriate time. The following elements can be perceived as factors that can reflect potential negative drawbacks when engaging in the public participation process:

- Time Consuming: Consultation can be time consuming, slowing down decision-making processes.
- Costs: Consultation can be resource intensive (financially and staff wise).
- Unrealistic Expectations: Can lead to citizens expecting shared decision-making power with the Council. If their solution is not adopted, these individuals may criticize the process rather than the decision.
- Fair Representation: Public who participate may not represent all relevant views to issues being discussed. The interests of a few active people can be seen as overruling the silent majority.
- Inaccurate information: Public may have strong opinions that are based on inaccurate information. All information provided by participants will be carefully assessed.

Benefits: It is imperative that the public understands that there not be, nor appear to be any conflict between the interests of Council and their duties of municipal functions to the Community. Effective public participation, however, considers opportunities to go beyond simply providing information; the end result is decisions reflective of the public interests and looks at how and when to best connect with the community.

Title: Public Participation		Policy No.: 51-01
Section: 01	Code: P-I	Page No.: 4 of 17 <i>E</i>

Policy Statement and Guidelines:

4.3 **Public Participation Plan:**

4.3.1 **Public Participation Opportunities:** Council and Administration recognize that quality public participation is a critical component of good governance. Councillors and staff of the Municipality will ensure that the **Public Participation Plan** involves the public in the following functions:

4.3.1: **Bylaws and Regulations:** New programs and Services being established and/or reviewed, upon direction to engage Public Participation through a motion of Council.

4.3.2: **Policy** formulation and review: Policies of Intent (Policy Code P-I).

4.3.3: **Budget:** Preparation for gathering input.

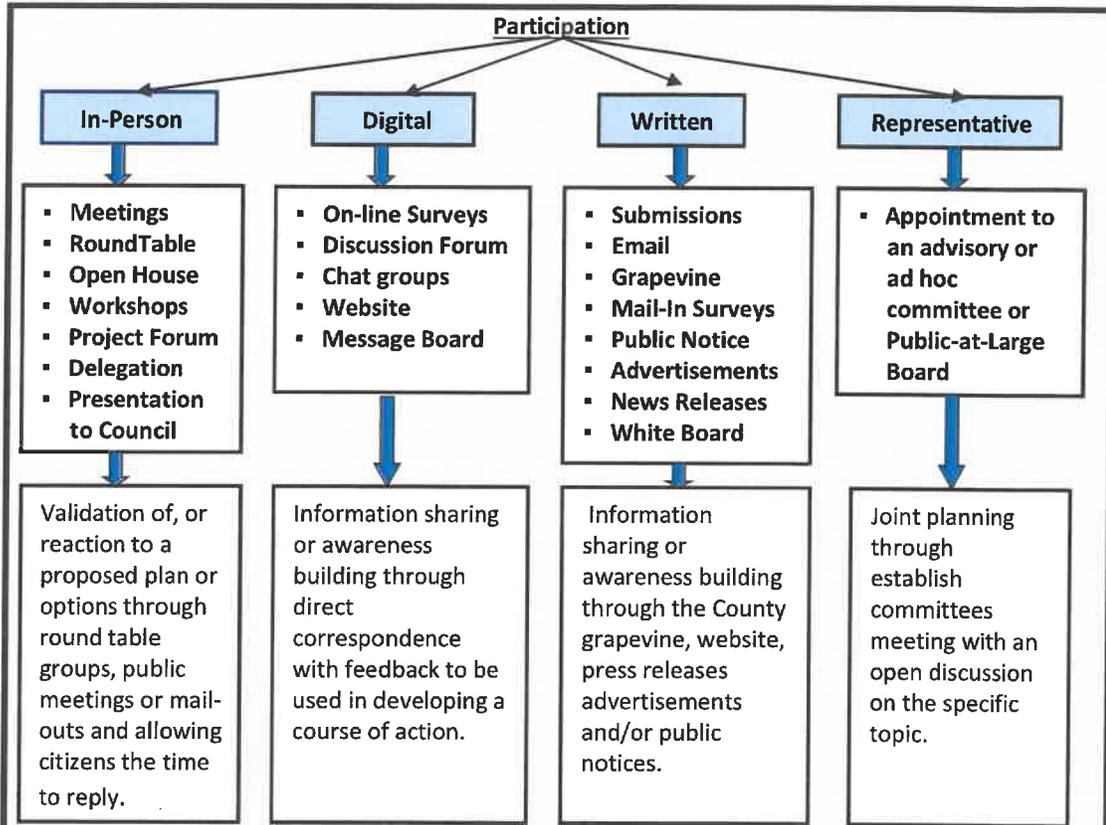
4.3.4: **Planning:** Strategic Plan and Business Plan and any implementation of projects and initiatives.

4.3.2 **Levels of Participation:** The effort to build the capacity to enable effective participation from the community and its citizens can be achieved through five (5) goals and levels of engagement for dissemination of information, mechanisms and platforms for dialogue.

	1	2	3	4	5
	Inform	Consult	Involve	Collaborate	Empower
G O A L	When the County want to provide information on municipal functions.	When feedback/ input is required from public in a specific program area, analysis or initiative.	When the public's comments can have an impact on the design and development of a facility, structure, program or project.	When it's important to build partnerships and strengthen relationships between the community and County.	When public buy-in is of primary importance for an initiative to be successful.
L E V E L	Provide the public with the information to assist them in understanding the problem, alternatives, opportunities and/or solution.	To keep the public informed, listen to and acknowledge concerns and aspirations. Consult simply means to ask for the public's opinions and consider any input received.	To work directly with the public by providing opportunity for dialogue and interaction throughout the process to ensure that public concerns and interests are understood and considered.	Public is directly engaged in decision -making. Possible actions or solutions are typically generated by the public and there is an explicit attempt to find consensus.	Authority is delegated to the public to varying degrees where appropriate to improve community capacity - normally through committees created by Council that have members-at-large.

Policy Statement and Guidelines:

4.3.3 **Public Participation Tools:** To ensure timely and continuous involvement of the public, community and others in the public participation process, a variety of public notification and participation procedures can be used and may use any combination of the following making it easier to pick tools and activities that match public expectations to the desired level of participation.



PLEASE NOTE: Budget is an essential component. Ensure all possible expenses are identified and seek approval for the overall budget.

4.4 **Encourage Public Participation:**

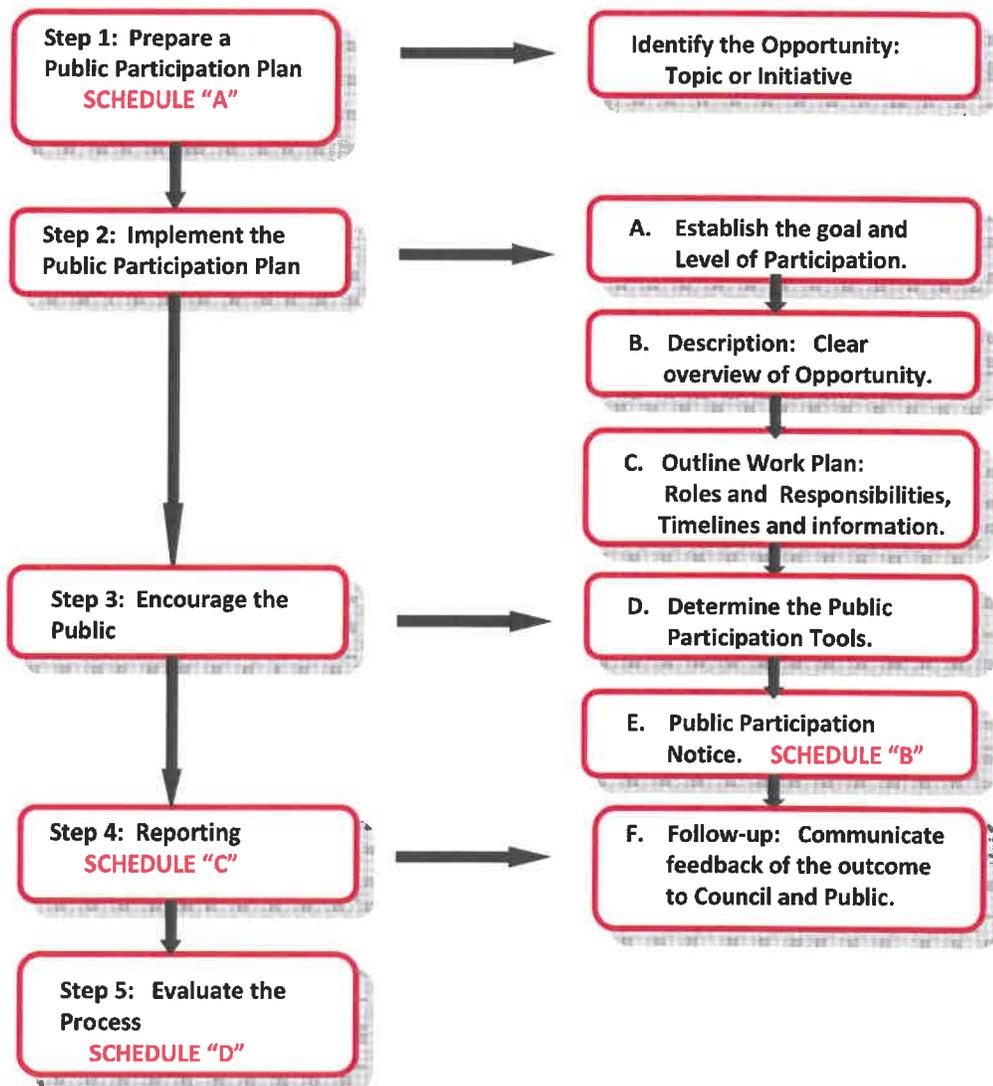
The municipality's meetings are all open to the public when and as required under the *Municipal Government Act*, and the public will have an opportunity to provide feedback or comments in writing or in persons at these meetings.

- The Public Participation Plan will outline the communication to ensure that participation by the public is meaningful and effective, through timely disclosure of information, in the best way by various means in accordance with this Policy to inform citizens to remain educated and connected about opportunities to provide formal public comments.
- Council meetings will address all Public Participation elements during Agenda – Section 4: Request For Decision. Sign in sheet, as per **Schedule "E": Public Participation Attendees** will indicate the public participation attendance for the record and assist the Reeve to acknowledge persons who wish to speak.

Policy Statement and Guidelines:

4.5 Implementing a Public Participation Process:

The next step in public participation is to implement a **Public Participation Process**. This process is designed to address the specific issue or project. The diagram presents the tasks in a series of linear steps and activities in the process:



The intensity of the public participation process varies depending on the nature of the project, characteristics of the neighborhoods, community issues and the perceived impact to the public involved. A Public Participation Plan sets a roadmap of what will be done, when, with whom, by whom and where will be outlined in accordance with **Schedule "A": Public Participation Plan**.

Title: Public Participation		Policy No.: 51-01
Section: 01	Code: P-I	Page No.: 7 of 17 <i>E</i>

Policy Statement and Guidelines:

4.6 Public Notification and comment Process:

4.6.1 The public notification process is a notice advertised in order to notify the public of an issue and a time frame of a 14-day public comment period will be provided prior to a decision being made. Each notice will include, as outlines in *Schedule "B": Public Participation Notice*, at a minimum, the following information:

- Name of topic/issue /activity/type of participation event.
- Municipalities' name.
- Action to be taken and by whom.
- Day, date, time and location of meeting.
- Brief summary of the proposed action or plan and geographic scope.
- Start and end dates for public comments.
- Where to obtain copies of the materials, and how to provide formal comments.
- A designated contact for more information (name, telephone, email).

4.6.2 County Council must give the public a reasonable opportunity to present their views and the requirements for advertising are stipulated in accordance with *Bylaw No. 1316-18: Public Notification*. Notice must be advertised for all citizens/public.

4.7 Reporting: Reporting and giving feedback to the public is a critical phase in the process – it ensures those involved see their input was received, understood and valued.

4.7.1 The County will provide a response report that demonstrates the County has received and considered input from the public about project.

4.7.2 Public Participation Report will help understand the level of achievement and demonstrate the results of the outcome by indicating satisfaction with the process, success with the conclusion of the work, approval of the recommendations and resolution of the issue.

4.7.3 Response and meeting summaries prepared will highlight key points in the public participation process that note feedback/questions received and the County's response, in accordance with *Schedule "C": Public Participation – Report*.

Policy Statement and Guidelines:

- 4.7.4 Communicating the results of the public engagement effort back to those who have participated is a fundamental principle of engaging the public and Council.
- **The designated department manager** will prepare and present the summary report following each major initiative or project participation process, and provide copies:

Report - What it means:	
COUNCIL	PUBLIC
<ul style="list-style-type: none"> ▪ Provide complete and unbiased results of the involvement. ▪ Provide report for review – supplying background information of the involvement, and the inputs received. ▪ Providing an outline of next steps as recommendations. 	<ul style="list-style-type: none"> ▪ Council values the efforts citizens/public make to participate in its municipal decisions. ▪ Make report available to the public.
<p>The Communication Department will publish the REPORT on the Council's website and distribution through the Central Office.</p>	

- 4.8 **Evaluation:** Evaluation measures the effectiveness of the public participation process.

4.8.1 The final stage of this process is evaluating the effectiveness of the public involvement process. Evaluation is a critical part of every engagement effort to help understand if the guiding principles have been met, and if not, why not. It also supports continuous improvement and learning. To ensure effective and meaningful public participation, an internal evaluation shall be completed after every process, in accordance with Schedule **"D": Internal Evaluation**.

5. PROCEDURES:

5.1 Roles and Responsibilities:

There are four (4) primary groups who have a stake in decisions made by Council:

5.1.1 County Council:

- Acknowledges the public's involvement and Council members actively engage in public participation.
- Will consider input through Public Participation.
- Review this policy every election term to ensure the Policy complies with all relevant legislation, municipal policies and the purpose of Public Participation.
- Ensure appropriate resources are available to solicit Public Participation.

Title: Public Participation		Policy No.: 51-01
Section: 01	Code: P-I	Page No.: 9 of 17 E

Policy Statement and Guidelines:

5.1.2 Administration Staff: Administration carries out the steps of the process to ensure the proper process is established and used properly and that the guiding values are consistent.

- Chief Administrative Officer/Assistant Chief Administrative Officer:
 - Ensure that a Public Participation Plan is developed in accordance to this Policy for proper engagement.
 - Be a resource to lead the departmental team for public participation: framework, vision, guiding values, benefits and continuum of engagement for every issue in which public involvement is expected/warranted.
 - Report findings of the Public Participation to Council.
 - Ensure that policy is adhered to by all personnel, consultants and contractors hired to do public engagement on behalf of the County.
- Department Managers:
 - Coordinate the implementation of the Public Participation Plan.
 - Implement the format to facilitate public participation appropriate to the issue at hand.
 - Ensure adequate time and resources are dedicated to planning, coordinating and conducting engagement processes, whether internal or external.
 - Assign staff, as needed to implement Public Participation, ensuring adequate time and resources is available.
 - Ensure the staff understands the importance of Public Participation and this policy.
 - Report findings of the Public Participation to Chief Administrative Officer/Assistant Chief Administrative Officer.
- Communication Department:
 - Support public engagement processes with communication planning and build awareness of the opportunity to participate.
 - Assist the Departments with the Public Participation.

5.1.3 Community associations and special interest groups: As an important connection to communities throughout the Smoky Lake County, community associations and special interest groups play an integral role in having unique knowledge of a topic or issue, or will be impacted in a unique and specific way.

5.1.4 General Public: Anyone who is affected by a decision should be involved in some way in that decision. The public's main role is to actively participate in the process, keeping in mind the "greater good" while considering the current and future needs of the community.

Title: Public Participation		Policy No.: 51-01
Section: 01	Code: P-I	Page No.: 10 of 17 E

Policy Statement and Guidelines:	
5.2	<p>SUPPORTING LEGISLATION:</p> <p>All Public Participation will be undertaken in accordance with the following Legislative framework:</p> <p>5.2.1 The <i>Municipal Government Act</i>:</p> <p><u>Section 216.1</u>: Outlines the Public Participation requirements for all Alberta municipalities.</p> <p><u>Sections 227</u>: The general guidelines and requirements to hold a public meeting are outlined. For any public meetings called by County Council, notice must be advertised and all citizens can attend.</p> <p>5.2.2 Smoky Lake County <i>Bylaw No. 1316-18: Public Notification</i> outlines the advertising methods used to provide Notice for all citizens/public who can attend. This Bylaw stipulated the requirements to allow the public a reasonable opportunity to present their views to make suggestions and representations.</p> <p>5.2.3 This policy will adhere to the principles in accordance to the "Public Question and Answer Period" Sections: 5.34 to 5.37 of the Smoky Lake County <i>Procedural Bylaw No. 1303-17</i>. This applies to the process on how the Public Participation shall be conducted at County Council Meetings for public's understanding.</p> <p>5.2.4 Smoky Lake County information and disclosure of municipal records in accordance with the <i>Municipal Government Act</i> and under the <i>Freedom of Information and Protection Privacy (FOIP)</i>, and any other applicable legislation.</p> <p>5.2.5 Smoky Lake County <i>Bylaw No. 1134-05: The Records Retention and Disposition</i> outlines when correspondence submitted to Smoky Lake County will form part of the public record and will be retained in accordance with this Bylaw.</p> <p>5.3 LEGISLATIVE AND POLICY IMPLICATIONS</p> <p>5.3.1 Smoky Lake County Policy Statement No. 01-51: Public Participation will be reviewed by County Council every four years or as required.</p> <p>5.3.2 Smoky Lake County will post this policy on the website for Public Inspection.</p>

	Date	Resolution Number
Approved	June , 2018	# 000-18 - Page # 00000
Amended		
Amended		
Amended		



PUBLIC PARTICIPATION PLAN

SCHEDULE "A"

Project Title: Municipal Trails Strategy

STEP ONE	Prepare a Public Participation Plan:
	Public Participation Opportunity Number: _____ Policy Section: 4.3.1

STEP TWO	IMPLEMENT THE PUBLIC PARTICIPATION PLAN
-----------------	--

A Establish the Goal and Level of Public Participation	Identify Public Participation Goal and determine level of public participation for the project: To determine the appropriate level of public participation, it is important to assess the degree to which the public considers the issue significant. Policy Section: 4.3.2
	LEVEL: 1 2 3 4 5 <input type="checkbox"/> Inform <input checked="" type="checkbox"/> Consult <input type="checkbox"/> Involve <input type="checkbox"/> Collaborate <input type="checkbox"/> Empower What is to be achieved: <u>Input on trail classification and management, gap analysis</u>

B Description: Clear overview of Opportunity	Describe the Project: Provide a clear description to lay the foundation for a successful and achievable public participation process within the timeline, geographic area, staff and budget limitations of the overall project. This information will be used to explain the project and communicate the boundaries of public participation in planning, program development or decision processes.
	Describe the Project: (Key Issue) Smoky Lake County is undertaking a Municipal Trails Strategy, which will be informed by input from the public input. This is a first round of early engagement, of an anticipated 2 rounds before Council contemplates adopting a policy statement.
	Costs of Public Participation: printing and advertising, & software: ~\$1,500

C Outline Work Plan	Create a Work Plan Schedule: Any public participation plan should include a detailed timeline of the planning, program development or decision-making processes as well as the public participation activities within that process. Public information and input need to be timed early enough to provide the public adequate opportunity to influence the decision.		
	Roles and Responsibilities Designated Department Manager Team Members	Timeline Include stages of Public Engagement (if more than one)	Information Include Background, history and previous engagements
	P&D Manager Planning Technician Other: Public Works Manager Parks & Rec Manager	Round 1: May - July Round 2: August	Council is regularly approached each summer in an ad-hoc manner for case-by-case improvements requests.



PUBLIC PARTICIPATION PLAN

PAGE TWO

STEP THREE	ENCOURAGE THE PUBLIC
D Determine the of Public Participation Tools	Select Tools: Different public participation goals typically require different tools and approaches. Policy Section: 4.3.3 <input type="checkbox"/> In-Person <input checked="" type="checkbox"/> Digital <input type="checkbox"/> Written <input type="checkbox"/> Representation
	Tool Activities: Survey Monkey _____ Website _____ Webmap _____
E Public Participation Notice	Public Notification Process: advertised in order to notify the public of an issue and with a time frame of a 30-day public comment period will be provided prior to a decision being made. Policy Section: 4.6.1
	Advertise: Complete <i>Schedule "B": Public Participation Notice.</i>
	Gather Inputs and Disseminate Results for Reporting: (Concerns and Impact)
STEP FOUR	REPORTING
F Follow-up	Communicate feedback of the outcome to Council and Public. Policy Section: 4.7 Complete <i>Schedule "C": Public Participation Report.</i>
	Council Meeting Date: <u>August 25, 2022</u> Request For Decision - Agenda Item: <u>TBD</u>
STEP FIVE	EVALUATE THE PROCESS
E	Evaluation measures the effectiveness of your public involvement process - Public Feedback and Public Participation Outcomes. Evaluate and report to Council. Policy Section: 4.8
	Complete <i>Schedule "D": Internal Evaluation</i>
	Evaluation summary will be provided through the Department Manager Report <u>after</u> the Public Participation Engagement Meeting with Council has been completed. To the following Council Meeting for Review. Council Meeting Date: <u>August 25, 2022</u>
SMOKY LAKE COUNTY: Engagement Coordinator Name: <u>Kyle Schole</u> Title: <u>Planning Technician</u> DEPARTMENT: <u>Planning & Development</u> DATE: _____	

SCHEDULE "B"

Invitation for Public Participation

NOTICE



Your relationship with your Municipal Government "It's Your County - Engage"

Pursuant to Policy Statement No. 01-51: **Public Participation**, therefore promote and encourage public participation as is stipulated and governed by legislation to obtain public input on proposed

Opportunity: Municipal Trails Strategy

Name: Topic/issue /activity/type of participation event:
Survey and opportunity to comment on trail maps and classification

Brief summary description and details: Comment and feedback on draft trail maps, identify safety concerns, and levels of service, and identify a draft vision for a Smoky Lake County Trails Strategy Policy Statement.

Informed the Public: List all tools used to inform the public
Social media, website, news print gas bill insert, posters

The Public Participation Reporting will be held as follows:

Date: August 25, 2022
Time: TBD
Location: Smoky Lake County Council Chambers
Address: 4612 McDougall Drive, Smoky Lake, Alberta
P.O. Box 310, Smoky Lake, Alberta T0A 3C0

Anyone who is interested to provide formal **comments or feedback** on the proposed opportunity is encouraged to attend the Council Meeting, or alternatively present a written submission at the Smoky Lake County Office prior to **12:00 p.m. (noon) on Month, Day, Year.**

A copy of the information can be obtained at the Smoky Lake County Office during normal business hours: Monday through Friday from 8:00 a.m. to 4:00 p.m. or on the County's website. For further information please contact Name, Department at 780-656-3730.

Advertised: Week of Month Day and Year in Paper(s): May 17, June 6: Redwater Review

Posted: Month Day and Year on Website: May 16

Name: Kyle Schole
Title: Planning Technician

Smoky Lake County

SCHEDULE "C"

	Public Participation	REPORT
<p>The objective of this report is to provide all proceedings, findings and recommendations pertaining to the Public Participation undertaken for the following: Public Participation Opportunity</p> <p>NAME: <u>Municipal Trails Strategy</u></p> <p>DATE OF ACTIVITY/TIME PERIOD: <u>May 18 - June 30, 2022</u></p>		<p>Contact Person: <u>Kyle Schole</u></p> <p>Department: <u>Planning & Development</u></p>
BRIEF DESCRIPTION OF PARTICIPATION OPPORTUNITY		
# of Participants: _____		Other: _____
PURPOSE OF PARTICIPATON		TOOLS
Level of Participation	Goals #	Participation Tools used:
1. _____	_____	<input type="checkbox"/> _____
2. _____	_____	<input type="checkbox"/> _____
3. _____	_____	<input type="checkbox"/> _____
4. _____	_____	<input type="checkbox"/> _____
BACKGROUND: Record of the Participation PROCESS		
<p>Public Notice: _____</p> <p>Timeline Date for Public Feedback & Comment</p> <p>_____</p>	<p>Advertised:</p>	<p>Background Information Provided:</p>
SUMMARY OF PUBLIC COMMENTS RECEIVED:		Written, Verbal or No comments
Committer Name	Title	Date and Format of Feedback received
1. _____	_____	<input type="checkbox"/> _____
2. _____	_____	<input type="checkbox"/> _____
3. _____	_____	<input type="checkbox"/> _____
4. _____	_____	<input type="checkbox"/> _____
5. _____	_____	<input type="checkbox"/> _____
6. _____	_____	<input type="checkbox"/> _____
7. _____	_____	<input type="checkbox"/> _____
8. _____	_____	<input type="checkbox"/> _____



Public Participation

REPORT

Public Participation Opportunity

NAME: Municipal Trails Strategy

PAGE TWO

SUMMARY OF PUBLIC COMMENTS:

FINDING: Result of Involvement

RECOMMENDATION: Analysis of results

[Empty space for findings]

[Empty space for recommendations]

COMPLETE AFTER COUNCIL DECISION

COUNCIL MEETING: DECISION:

Provide an outline of decisions made

Provide a record of how the final decision was reached

Council Meeting Date: _____

Request For Decision: 4. _____

Approval: Motion Number: _____

WHAT WORKED WELL AND WHY? Satisfaction with the process, success with the conclusion of the work

[Empty space for what worked well]

WHAT SHOULD BE DONE DIFFERENTLY NEXT TIME?

[Empty space for what should be done differently]

HOW WAS SUCCESS MEASURED? How do we know that the engagement as successful?

Evaluation Completed: _____

Comments:

[Empty space for comments]

COMMUNICATE DECISION:

Advise Public of the final outcome

Report Release Date:

How was the Public advised of Decision:

[Empty space for report release date]

[Empty space for how public was advised]

RETENTION OF RECORD: All correspondence submitted to Smoky Lake County will form part of the public record and will be retained in accordance with Bylaw No. 1134-05: Records Retention and Disposition. File No.: _____

SIGN-OFF:

DEPARTMENT MANAGER NAME:

SIGNATURE

DATE

[Empty space for department manager signature]

CHIEF ADMINISTRATIVE OFFICER NAME:

SIGNATURE

DATE

[Empty space for chief administrative officer signature]

SCHEDULE "D"

PUBLIC PARTICIPATION Internal Evaluation				
Follow-Up Worksheet				
OPPORTUNITY: <u>Municipal Trails Strategy</u>				
1 = No 2= Partially 3=Yes				
T	Transparency			
1	The Public Participation Policy was followed.	1	2	3
2	Benefits of involving public were considered.	1	2	3
3	Engagement tools and approach were effective.	1	2	3
4	Information provided in timely, accurate, accessible and easily understood.	1	2	3
5	An evaluation process was developed and administered.	1	2	3
R	Respect			
6	An involvement strategy was identified – key issues addressed.	1	2	3
7	A variety of techniques was considered to reach and involve.	1	2	3
8	Support was evident throughout.	1	2	3
9	Time spent by staff in preparation, delivery and follow-up: <ul style="list-style-type: none"> ■ Number of hours? _____ ■ Were resources budgeted? _____ ■ Costs of Participation Process? _____ 			
10	Staff was capable of supporting effective involvement.	1	2	3
U	Unity			
11	The issue/question was clearly defined before starting.	1	2	3
12	The levels of participation were applied effectively.	1	2	3
13	Publics' time and resources were recognized and used effectively.	1	2	3
14	The expected outcome of the process was achieved.	1	2	3
15	Was the public satisfied with the Public Participation process.	1	2	3
S	Social			
16	Appropriate citizens were identified.	1	2	3
17	Attempts were made to reach and involve those directly affected.	1	2	3
18	The participation was appropriate and added value.	1	2	3
19	Public adhered to the process.	1	2	3
20	Feedback was provided on how public participation input influenced decision.	1	2	3
T	Transform			
21	Council adhered to the process.	1	2	3
22	Results were communicated to all public.	1	2	3
23	The outcomes were achieved satisfactorily.	1	2	3
24	What can be improved for next time?			
25	What went well?			
Department: <u>Planning & Development</u>		Completed by: _____		
Date: _____		Council Meeting Date: <u>August 25, 2022</u>		



REQUEST FOR DECISION		DATE	April 28, 2022	4.6
TOPIC	Bylaw 1413-22 Lending Money to a Municipal Controlled Non-Profit Organization			
PROPOSAL	<p>In the 2018 Strategic Plan, one of the priorities Council established was to diversify the economy with innovative planning and by supporting infrastructure that encourages investment. A goal from the plan was to create a Victoria District Economic Development plan. This led to the Victoria District Economic Development Strategy MCC Business Plan which was adopted by council in June, 2021.</p> <p>To carry out the plan, Smoky Lake County will invest \$10,000 in ownership of the MCC for Smoky Lake Development Corp and then the County will loan the MCC \$590,000. As per the business plan, the funds loaned will be used to invest in the Smoky Lake Tourism Company LTD (a partnership between the MCC and the Metis Nation). It is currently understood by the County that the funds will be used as follows:</p> <ol style="list-style-type: none"> 1. The MCC will Invest \$25,000 in class A shares in the Smoky Lake Tourism Company Ltd (a partnership between the MCC and the Metis Nation) and appoint a Director to sit on that Board. 2. The MCC will have a remainder of \$565,000 loan to the Tourism Company Ltd (SLTL) to invest in projects brought forward by the SLTL to the MCC Board. <p>Smoky Lake County can only lend money via a lending bylaw. Attached is the proposed lending bylaw to give authorization for the loan.</p> <ul style="list-style-type: none"> • The MCC will use the funds to invest in the Smoky Lake Tourism Company Ltd. • The Smoky Lake Tourism Company Ltd is a partnership consisting of the MCC and the Metis Nation. This organization will be authorized to use the funds invested to further invest or loan in projects that increase tourism in the Victoria District area. • As per the business plan, the loan of \$590,000 is to be completely paid back within 8 years. • The interest rate established is 6.5% which is substantially higher than the 3.07% that is currently being charged by Alberta Capital Finance Authority. • Payments of \$100,000 per year will be made annually beginning 2024. Interest will be accrued for 2022 and 2023. In the final year (2030) the balance of \$288,000 will be paid. The amortization schedule is shown below: 			

**MCC Smoky Lake Development Corp
Schedule A
Amortization Schedule**

Loan value \$ 590,000.00
Interest 6.5% per annum
Payment due December 31 of each year

			Accrued Principle	Principal Paid	Interest	Balance Owing	Payment
Deferred Interest Payment	31-Dec-22	2022	\$ 590,000.00	\$ -	\$ 38,350.00	\$ 628,350.00	\$ -
Deferred Interest Payment	31-Dec-23	2023	\$ 628,350.00	\$ -	\$ 40,842.75	\$ 669,192.75	\$ -
Payment #1	31-Dec-24	2024		\$ 56,502.47	\$ 43,497.53	\$ 612,690.28	\$ 100,000.00
Payment #2	31-Dec-25	2025		\$ 60,175.13	\$ 39,824.87	\$ 552,515.15	\$ 100,000.00
Payment #3	31-Dec-26	2026		\$ 64,086.52	\$ 35,913.48	\$ 488,428.63	\$ 100,000.00
Payment #4	31-Dec-27	2027		\$ 68,252.14	\$ 31,747.86	\$ 420,176.49	\$ 100,000.00
Payment #5	31-Dec-28	2028		\$ 72,688.53	\$ 27,311.47	\$ 347,487.96	\$ 100,000.00
Payment #6	31-Dec-29	2029		\$ 77,413.28	\$ 22,586.72	\$ 270,074.68	\$ 100,000.00
Payment #7	31-Dec-29	2030		\$ 190,881.93	\$ 17,554.85	\$ -	\$ 287,629.54
Totals				\$ 590,000.00	\$ 297,629.54		\$ 887,629.54

Principal	\$ 590,000.00
Interest	\$ 297,629.54
Total Payments	\$ 887,629.54

The Bylaw notice was posted on the website April 6, 2022
It was advertised on social media April 7 and 20, 2022 as well as the Redwater review April 13 and 20 editions.

Thus far Administration has not received any feedback from the public regarding the bylaw.

CORRELATION TO BUSINESS (STRATEGIC) PLAN

Policy 01-38-03 Smoky Lake County Strategic Plan 2018-2020, Schedule B, Page 9 of 10

Economic Development Smoky Lake County diversifies its economy with innovative planning and by supporting infrastructure that encourages investment.

1.0 Good planning that supports growth

1.2 Victoria District Economic Development Plan July 2020

**LEGISLATIVE,
BYLAW and/or
POLICY
IMPLICATIONS**

Purpose of loans and guarantees

264(1) A municipality may only lend money or guarantee the repayment of a loan if (a) the loan or guarantee is made under subsection (2) or (3), (b) the loan is made to one of its controlled corporations, or (c) the guarantee is made in respect of a loan between a lender and one of its controlled corporations. (2) A municipality may (a) lend money to a non-profit organization, or (b) guarantee the repayment of a loan between a lender and a non-profit organization if the council considers that the money loaned or money obtained under the loan that is guaranteed will be used for a purpose that will benefit the municipality.

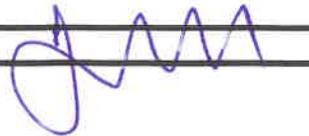
Loan bylaws

265(1) A municipality may only lend money to a non-profit organization, one of its controlled corporations or the designated seller within the meaning of section 30(1) of the Gas Distribution Act, SA 1994 cG-1.5 as it read on June 30, 1998, if the loan is

authorized by bylaw. **(2) The bylaw authorizing the loan must set out (a) the amount of money to be loaned and, in general terms, the purpose for which the money that is loaned is to be used; (b) the minimum rate of interest, the term and the terms of repayment of the loan; (c) the source or sources of the money to be loaned. (3) The bylaw that authorizes the loan must be advertised.** 1994 cM-26.1 s265;1998 c26 s13

Requirements for advertising

606(1) The requirements of this section apply when this or another enactment requires a bylaw, resolution, meeting, public hearing or something else to be advertised by a municipality, unless this or another enactment specifies otherwise. (2) Notice of the bylaw, resolution, meeting, public hearing or other thing must be (a) published at least once a week for 2 consecutive weeks in at least one newspaper or other publication circulating in the area to which the proposed bylaw, resolution or other thing relates, or in which the meeting or hearing is to be held, (b) mailed or delivered to every residence in the area to which the proposed bylaw, resolution or other thing relates, or in which the meeting or hearing is to be held, or (c) given by a method provided for in a bylaw under section 606.1. (3) A notice of a proposed bylaw must be advertised under subsection (2) before second reading. (6) A notice must contain RSA 2000 Section 606.1 Chapter M-26 MUNICIPAL GOVERNMENT ACT 367 (a) a statement of the general purpose of the proposed bylaw, resolution, meeting, public hearing or other thing, (b) the address where a copy of the proposed bylaw, resolution or other thing, and any document relating to it or to the meeting or public hearing may be inspected, (c) in the case of a bylaw or resolution, an outline of the procedure to be followed by anyone wishing to file a petition in respect of it...

BENEFITS	
DISADVANTAGES	
ALTERNATIVES	
FINANCE/BUDGET IMPLICATIONS	
Operating Costs: \$ _____	Capital Costs: \$ _____
Budget Available: \$ _____	Source of Funds: \$ _____
Budgeted Costs: _____	Unbudgeted Costs: _____
INTERGOVERNMENTAL INVOLVEMENT/IMPLICATIONS	
COMMUNICATION STRATEGY	
RECOMMENDATION	
That Smoky Lake County gives 2 nd and 3 rd readings to Bylaw 1413-22: Lending Money to a Municipal Controlled Non-Profit Organization.	
CHIEF ADMINISTRATIVE OFFICER	

**SMOKY LAKE COUNTY
IN THE PROVINCE OF ALBERTA
BYLAW NO. 1413-22**

**BEING A BYLAW OF SMOKY LAKE COUNTY IN THE PROVINCE OF
ALBERTA TO AUTHORIZE LENDING MONEY TO A MUNICIPAL
CONTROLLED NON-PROFIT ORGANIZATION**

WHEREAS pursuant to Sections 264 and 265 of the Municipal Government Act, R.S.A. 2000, Chapter M-26 and amendments thereto, a municipality may loan funds to a non-profit organization or one of its controlled corporations

AND WHEREAS, the MCC for Smoky Lake Development Corp is a non-profit municipal controlled corporation duly incorporated under the laws of the Province of Alberta.

AND WHEREAS, the MCC for Smoky Lake Development Corp; is owned 50% by Smoky Lake County and 50% by the Town of Smoky Lake.

AND WHEREAS, the MCC for Smoky Lake Development Corp will invest in the Smoky Lake Tourism Company Ltd which will invest and or lend funds for local tourism opportunities.

AND WHEREAS, the County of Smoky Lake's available debt limit established by the provisions of 276(2) of the Municipal Government Act, R.S.A. 2000, Chapter M-26 was \$23,249,337

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

1. Smoky Lake County will lend to the MCC for Smoky Lake Development Corp the amount of Five Hundred Ninety Thousand Dollars (\$590,000) for the purpose of investing in the Smoky Lake Tourism Company Ltd.. The term of the loan is eight (8) years.
2. The interest rate offered is 6.5%(per annum), and is based on the MCC for Smoky Lake Development Corp business plan.
3. The loan will be repaid by the MCC for Smoky Lake Development Corp annually on or before December 31 of each year, beginning December 31, 2024 hereafter called the "due date". The loan will be repaid according to the schedule outlined in Shedule"A", attached hereto forming part of this bylaw
4. Payments may be made without penalty in advance of the due dates above. Payments in advance of the due date will result in the recalculation of future payments. Interest is due or payable on the outstanding balance at the time of each repayment installment.
5. It is anticipated that the MCC for Smoky Lake Development Corp will repay the loan from investment earning.

Bylaw No. 1413-22

6. The source of money to be loaned to the MCC for Smoky Lake Development Corp shall be from the General Capital Reserve Fund held by Smoky Lake County. All principal repayments received from the MCC for Smoky Lake Development Corp shall be returned to this reserve. All interest earned shall be allocated to general revenue in the year it is received.
7. The MCC for Smoky Lake Development Corp and Smoky Lake County shall enter into a loan agreement consistent with the terms of this bylaw. The agreement will form Schedule "B", attached hereto and forming part of this bylaw.
8. Any funds not used by the MCC for Smoky Lake Development Corp for the purposes contained in this bylaw or the funding agreement shall be immediately returned to Smoky Lake County.
9. This bylaw shall take effect on the day of the final passing thereof and shall remain in effect until all amounts due to Smoky Lake County specified within this bylaw have been received.

READ a First Time this 1st day of April, 2022.

READ a Second Time this th day of , 2022.

READ a Third and Final Time this th day of , 2022 and finally passed by Council.

REEVE

S E A L

CHIEF ADMINISTRATIVE OFFICER

PROMISSORY NOTE

BETWEEN:

MCC FOR SMOKY LAKE DEVELOPMENT CORP.
(the "Borrower")

- and -

SMOKY LAKE COUNTY
(the "Lender")

WHEREAS:

- A. The Lender is a 50% shareholder of the Borrower;
- B. The Lender has passed Bylaw No. 1413 – 22, pursuant to Section 264 and Section 265 of the *Municipal Government Act*, R.S.A. 2000, Chapter M-26 to permit the Lender to lend to the Borrower, the money as evidenced herein;
- C. The Lender has agreed to the making of a loan of Five Hundred Ninety Thousand (\$590,000.00) Dollars to the Borrower upon and subject to the terms, covenants and conditions contained within this Promissory Note.

NOW THEREFORE IN CONSIDERATION of the Lender advancing funds to the Borrower as evidenced by this Promissory Note, the Borrower promises to pay the sums required within this Promissory Note, and the mutual covenants contained within this Promissory Note, the Lender and the Borrower covenant, promise and agree as follows:

1. Loan

The Borrower hereby promises to pay to, or to the order of, the Lender at its address of PO Box 310 Smoky Lake, AB T0A 3C0, or such other address as directed by the Lender, the sum of Five Hundred Ninety Thousand (\$590,000.00) Dollars in lawful money of Canada and upon the following terms:

- (a) interest shall accrue on the balance outstanding from time to time at the rate of six and one half (6.5%) percent per annum, compounded calculated semi-annually and not in advance;
- (b) the indebtedness evidenced hereof shall be payable in accordance with the amortization schedule attached hereto as Schedule "A";

2. Service and Legal Fees

The Borrower shall be responsible for payment of any and all service fees and legal costs (on a solicitor and his own client full indemnity basis) incurred by the Lender in the enforcement of any or all of the terms of this Promissory Note.

3. Default

At the option of the Lender, the whole of the balance outstanding under the above-noted loan, together with accrued interest, shall be accelerated and become immediately due and payable and the in each and every of the following events:

- (a) if the Borrower defaults in payment of amount when the same becomes due and payable, either by the terms hereof or otherwise;
- (b) if the Borrower is in default under any other terms of this Promissory Note or any further or other agreement which is now or may hereafter be granted by the Borrower in favour of the Lender collateral to, in addition to, or as security for the performance of the Borrower's obligations contained within this Promissory Note.

A default by the Borrower under this Promissory Note shall constitute a default under any other instruments or agreements, if any, granted by the Borrower in addition to, collateral to, or as security for this Promissory Note.

4. Pre-payment

Notwithstanding anything contained within this Promissory Note, the Borrower shall be entitled to prepay all or any portion of the above-noted loan at any time without notice, bonus or penalty. This Promissory Note shall remain in full force and effect until all amounts described herein, as well as all obligations of the Borrower, are fully paid and discharged.

5. Extension for Time

The extension of time for payment of all or any part of the amounts outstanding from time to time under this Promissory Note at any time or times shall not release the Borrower of or from their obligations hereunder.

6. Waiver of Presentment

The Borrower hereby waives demand and presentment for payment, notice of non-payment and notice of protest of this Promissory Note.

7. Interpretation

Wherever the singular, plural, masculine, feminine or neuter is used throughout this Agreement, the same shall be construed as meaning the singular, plural, masculine, feminine, neuter, body politic or body corporate where the fact or context so requires and the provisions hereof and all covenants herein shall be construed to be joint and several where applicable to more than one party.

DATED at _____, in the Province of Alberta, this ____ day of _____, 2022.

MCC FOR SMOKY LAKE DEVELOPMENT CORP.

Per: _____

Per: _____

**SMOKY LAKE COUNTY
IN THE PROVINCE OF ALBERTA
BYLAW NO. 1413-22**

BEING A BYLAW OF SMOKY LAKE COUNTY IN THE PROVINCE OF ALBERTA TO AUTHORIZE LENDING MONEY TO A MUNICIPAL CONTROLLED NON-PROFIT ORGANIZATION

WHEREAS pursuant to Sections 264 and 265 of the Municipal Government Act, R.S.A. 2000, Chapter M-26 and amendments thereto, a municipality may loan funds to a non-profit organization or one of its controlled corporations

AND WHEREAS, the MCC for Smoky Lake Development Corp is a non-profit municipal controlled corporation duly incorporated under the laws of the Province of Alberta.

AND WHEREAS, the MCC for Smoky Lake Development Corp; is owned 50% by Smoky Lake County and 50% by the Town of Smoky Lake.

AND WHEREAS, the MCC for Smoky Lake Development Corp will invest in the Smoky Lake Tourism Company Ltd which will invest and or lend funds for local tourism opportunities.

AND WHEREAS, the County of Smoky Lake’s available debt limit established by the provisions of 276(2) of the Municipal Government Act, R.S.A. 2000, Chapter M-26 was \$23,249,337

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2. The interest rate offered is 6.5%(per annum), and is based on the MCC for Smoky Lake Development Corp business plan.
3. The loan will be repaid by the MCC for Smoky Lake Development Corp annually on or before December 31 of each year, beginning December 31, 2024 hereafter called the “due date”. The loan will be repaid according to the schedule outlined in Shedule”A”, attached hereto forming part of this bylaw
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5. It is anticipated that the MCC for Smoky Lake Development Corp will repay the loan from investment earning.

Bylaw No. 1413-22

6. The source of money to be loaned to the MCC for Smoky Lake Development Corp shall be from the General Capital Reserve Fund held by Smoky Lake County. All principal repayments received from the MCC for Smoky Lake Development Corp shall be returned to this reserve. All interest earned shall be allocated to general revenue in the year it is received.
7. The MCC for Smoky Lake Development Corp and Smoky Lake County shall enter into a loan agreement consistent with the terms of this bylaw. The agreement will form Schedule "B", attached hereto and forming part of this bylaw.
8. Any funds not used by the MCC for Smoky Lake Development Corp for the purposes contained in this bylaw or the funding agreement shall be immediately returned to Smoky Lake County.
9. This bylaw shall take effect on the day of the final passing thereof and shall remain in effect until all amounts due to Smoky Lake County specified within this bylaw have been received.

READ a First Time this 1st day of April, 2022.

READ a Second Time this th day of 2022.

READ a Third and Final Time this th day of 2022 and finally passed by Council.

REEVE

S E A L

CHIEF ADMINISTRATIVE OFFICER

MCC Smoky Lake Development Corp
Schedule A
Amortization Schedule

Loan value \$ 590,000.00
Interest 6.5% per annum
Payment due December 31 of each year

			Accrued Principle	Principal Paid	Interest	Balance Owing	Payment
Deferred Interest Payment	31-Dec-22	2022	\$ 590,000.00	\$ -	\$ 38,350.00	\$ 628,350.00	\$ -
Deferred Interest Payment	31-Dec-23	2023	\$ 628,350.00	\$ -	\$ 40,842.75	\$ 669,192.75	\$ -
Payment #1	31-Dec-24	2024		\$ 56,502.47	\$ 43,497.53	\$ 612,690.28	\$ 100,000.00
Payment #2	31-Dec-25	2025		\$ 60,175.13	\$ 39,824.87	\$ 552,515.15	\$ 100,000.00
Payment #3	31-Dec-26	2026		\$ 64,086.52	\$ 35,913.48	\$ 488,428.63	\$ 100,000.00
Payment #4	31-Dec-27	2027		\$ 68,252.14	\$ 31,747.86	\$ 420,176.49	\$ 100,000.00
Payment #5	31-Dec-28	2028		\$ 72,688.53	\$ 27,311.47	\$ 347,487.96	\$ 100,000.00
Payment #6	31-Dec-29	2029		\$ 77,413.28	\$ 22,586.72	\$ 270,074.68	\$ 100,000.00
Payment #7	31-Dec-29	2030		\$ 190,881.93	\$ 17,554.85	\$ -	\$ 287,629.54
	Totals			\$ 590,000.00	\$ 297,629.54		\$ 887,629.54
Principal			\$ 590,000.00				
Interest			\$ 297,629.54				
Total Payments			\$ 887,629.54				

PROMISSORY NOTE

BETWEEN:

MCC FOR SMOKY LAKE DEVELOPMENT CORP.
(the "Borrower")

- and -

SMOKY LAKE COUNTY
(the "Lender")

WHEREAS:

- A. The Lender is a 50% shareholder of the Borrower;
- B. The Lender has passed Bylaw No. 1413 – 22, pursuant to Section 264 and Section 265 of the *Municipal Government Act*, R.S.A. 2000, Chapter M-26 to permit the Lender to lend to the Borrower, the money as evidenced herein;
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- (b) the indebtedness evidenced hereof shall be payable in accordance with the amortization schedule attached hereto as Schedule "A";

2. Service and Legal Fees

The Borrower shall be responsible for payment of any and all service fees and legal costs (on a solicitor and his own client full indemnity basis) incurred by the Lender in the enforcement of any or all of the terms of this Promissory Note.

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At the option of the Lender, the whole of the balance outstanding under the above-noted loan, together with accrued interest, shall be accelerated and become immediately due and payable and the in each and every of the following events:

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Wherever the singular, plural, masculine, feminine or neuter is used throughout this Agreement, the same shall be construed as meaning the singular, plural, masculine, feminine, neuter, body politic or body corporate where the fact or context so requires and the provisions hereof and all covenants herein shall be construed to be joint and several where applicable to more than one party.

DATED at _____, in the Province of Alberta, this ____ day of _____, 2022.

MCC FOR SMOKY LAKE DEVELOPMENT CORP.

Per: _____

Per: _____



REQUEST FOR DECISION	DATE	April 28, 2022	4.8
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TOPIC	Vilna & District Agricultural Society Request for Funding
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PROPOSAL	<p>BACKGROUND:</p> <p>History: The County provided \$1,200.00 of funding in 2016, 2017, & 2018 to the Vilna & District Agricultural Society, and provided \$1,000.00 in 2019. Previous Councils have approved lending bylaws to provide funds to the Vilna & District Agricultural Society, for \$10,000.00 in 2004 under Bylaw No. 1115-04, and \$30,000.00 in 2005 under Bylaw No. 1124-05.</p> <p>March 26, 2022, County Council Meeting, the following correspondence was brought forward:</p> <div style="text-align: center;">  <p>Vilna & District Agricultural Society P.O. Box 440, Vilna, Alberta T0A 3L0</p> </div> <div style="text-align: right;"> <p>ph 780-636-3960 info@vilnaagsociety.com</p> <p>February 17, 2022</p> <p>Sent via email: dgawaiko@smokylakecounty.ca</p> </div> <p>RE: Request for Financial Assistance</p> <p>Dear Smoky Lake County Council,</p> <p>The Vilna & District Agricultural Society was formed on March 16, 1972 by a group of 158 residents looking to improve the quality of life in the community by offering the Cultural Center and Arena buildings. Over the past 50 years, these buildings have become well known community hubs for various organization’s events, fundraisers, and social gatherings.</p> <p>The past two years have been difficult for not only our organization, but for all the residents of Smoky Lake County. Unfortunately, many events typically hosted in our facilities were not able to proceed because of changing restrictions and looming health concerns. With insurance, utility and other costs increasing, it is difficult to continue operating in our facilities with minimal rental income.</p> <p>In conjunction with the Village of Vilna, the Vilna School and the Vilna Pool Hall Society, we are hosting our annual Boomtown Days event August 19 – 21, 2022 with the theme of “Vilna Celebrates”. This will recognize our 50th anniversary, as well as the 100th anniversaries for the Village, school, and pool hall.</p> <p>To host the Boomtown Days event, we are accepting the risk of utilizing our operating funds to host this celebration to improve the quality of life in our community. We are hopeful that this event can help to rejuvenate the spirit of Vilna as an active community. We are asking for financial assistance from the County of Smoky Lake for \$20,000 to help us not only host this important event, but also continue to operate and improve our facilities.</p> <p>We appreciate the County’s previous support of our organization and consider you an integral partner of our organization. Thank you for your consideration of our request and we look forward to hearing from you.</p> <p style="text-align: center;">Sincerely,</p> <p style="text-align: center;">Charlie Leskiw President CC: cao@smokylakecounty.ca</p> <p style="text-align: center;">www.vilnaagsociety.com</p>
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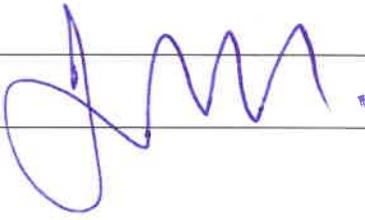
March 26, 2022, County Council Meeting, Motion # 540-22:

That Smoky Lake County defer discussion of the letter received from Charlie Leskiw, President, Vilna Agricultural Society, dated February 17, 2022, requesting \$20,000.00 of funding towards the Vilna Boomtown Days - "Vilna Celebrates" 50th anniversary for Vilna Ag Society, as well as the 100th anniversaries for the Village, School, and Pool Hall; until a further information is obtained in respect to the proposed breakdown of expenses requiring funding.

CURRENT:

Legislative Services requested further information in respect to a breakdown of how the funds would be spent, by email on March 28, 2022, and in response, Rebecca Joseph, Office Manager, Vilna & District Agricultural Society, provided the following information in an email dated April 5, 2022:

Vilna & District Agricultural Society		
As requested, please find information below indicating where the funds requested in February 2022 will be utilized to assist our operations for 2022.		
Funds Requested:	\$ 20,000.00	
Current Balances- as of April 4, 2022		
General Chequing	\$ 4,146.86	
Casino Chequing	\$ 64.42	
BoomTown Account	\$ 1,768.73	
Kitchen Account	\$ 470.32	
TOTAL	\$ 6,450.33	
Accounts Recievable- as of April 4, 2022		
Vilna Curling Club - Ice Rental	\$ 3,850.00	Due April 30-22
Farm Safety Grant	\$ 2,975.42	Expected Apr 30-22
Alberta Gov Ag Society Grant	\$ 27,535.00	Expected July 30-22
TOTAL	\$ 34,360.42	
Accounts Payable- as of April 4, 2022		
Alberta Government- CFEP Grant	\$ 14,983.92	<i>Estimated</i>
ACE- Electric	\$ 3,283.42	Due April 4-22
Smoky Lake County- Gas Bill	\$ 2,013.73	Due April 22-22
Drew Gregory (Boomtown Performer)	\$ 2,750.00	Due Aug 20-22
Finnegan Farms (Boomtown Petting Zoo)	\$ 850.00	Due Aug 20-22
HulaHoop Circus (Boomtown Kids Performer)	\$ 850.00	Due Aug 20-22
PyroWest Fireworks (Boomtown)	\$ 1,650.00	Due Aug 20-22
TOTAL	\$ 26,381.07	
Allocation of requested funds:		
CFEP Grant- Arena Roof Repayment of Funds	\$ 14,983.92	<i>See attached</i>
Smoky Lake County- Feb Gas Bill	\$ 2,013.73	Due April 22-22
ACE Electric- March Electricity Bill	\$ 3,283.42	Due April 4-22
Smoky Lake Country- March Gas bill	\$ 2,000.00	<i>Estimated</i>
ACE Electric- April Electricity Bill	\$ 2,800.00	<i>Estimated</i>
Employee Wages- Office & Caretaker	\$ 2,300.00	Due April 30-22
Foster Park Brokers- Insurance	\$ 16,063.00	<i>Estimated</i>
TOTAL	\$ 28,460.15	

PROPOSAL:	
Council's discretion to provide an amount of funding.	
CORRELATION TO BUSINESS (STRATEGIC) PLAN	
N/A	
LEGISLATIVE, BYLAW and/or POLICY IMPLICATIONS	N/A
BENEFITS	▪ Supports the quality of life of persons living in our agricultural community.
DISADVANTAGES	▪ Unbudgeted expense.
ALTERNATIVES	▪ Council's discretion.
FINANCE/BUDGET IMPLICATIONS	
Operating Costs: \$ _____	Capital Costs: \$ _____
Budget Available: \$ _____	Source of Funds: \$ _____
Budgeted Costs: \$ _____	Unbudgeted Costs: \$ _____
INTERGOVERNMENTAL INVOLVEMENT/IMPLICATIONS	N/A
COMMUNICATION STRATEGY	N/A
RECOMMENDATION(S)	
<p>That Smoky Lake County provide funds in the amount of \$ _____ to the Vilna & District Agricultural Society, in response to the letter received from Charlie Leskiw, President, Vilna & District Agricultural Society, dated February 17, 2022, requesting funds in the amount of \$20,000.00 towards the Vilna Boomtown Days - "Vilna Celebrates" 50th anniversary for Vilna Ag Society, as well as the 100th anniversaries for the Village, School, and Pool Hall; further to the breakdown of expenditures received on April 5, 2022.</p>	
CHIEF ADMINISTRATIVE OFFICER	



REQUEST FOR DECISION		DATE April 28, 2022	4.9
TOPIC	Bylaw No. 1415-22: Amend Land Use Bylaw 1272-14 to rezone all the portions of the lands legally described as Plan 1423459, Block 1, Lot 1 (Municipal Address: 19176 Victoria Trail), from "Agriculture (AG) District" to "Victoria Commercial (C2) District"; and to amend Municipal Development Plan Bylaw No. 1249-12, to reclassify all the portions of the lands legally described as Plan 1423459, Block 1, Lot 1 (Municipal Address: 19176 Victoria Trail), from "Agriculture Area" to "Commercial Area".		
PROPOSAL	<ul style="list-style-type: none"> • Smoky Lake County received an application to amend Smoky Lake County Land Use Bylaw No. 1272-14 & Smoky Lake County Municipal Development Plan Bylaw No 1249-12, from Clayton Didier, dated April 19, 2022, to rezone/reclassify all the portions of the lands legally described as Plan 1423459, Block 1, Lot 1 (Municipal Address: 19176 Victoria Trail). © Attachment 1 • The amount of land that the applicant proposes to rezone/reclassify totals approximately 10.48 acres. A copy of the Certificate of Title is attached for reference. © Attachment 2 • The applicant proposes to amend Smoky Lake County Land Use Bylaw No. 1272-14 & Smoky Lake County Municipal Development Plan Bylaw No. 1249-12, to accommodate the development of the Pine Creek Stopping House & Retreat, a combination bed and breakfast and 'glamping' retreat, comprised of eco-cabin style units and associated facilities (washrooms & shower facility, picnic shelter, firepit, etc.). A copy of the proposed development is attached for reference. © Attachment 3 • The current Agriculture zoning of the lands allows for the development of a bed and breakfast establishment as a "Permitted Use". However, Smoky Lake County Land Use Bylaw 1272-14 defines a "Bed and Breakfast Establishment" as "a development within a private, owner-occupied dwelling which possesses a dwelling unit, where temporary sleeping accommodations, up to a maximum of ten (10) bedrooms, with or without meals, are provided for remuneration to members of the public for a period of fourteen (14) days or less at a time." • The proposed 'glamping' retreat would not constitute a "Bed and Breakfast Establishment" as the use would not be contained within a dwelling. However, the proposed 'glamping' retreat could be considered as an "Eco-Cabin/Star-Gazing Unit", which is a "Permitted Use" under the Victoria Commercial (C2) District. © Attachment 4 • Smoky Lake County Land Use Bylaw 1272-14 defines an "Eco-Cabin/Star-Gazing Unit" as "a development used for the provision of self-contained 'Artisanal Use' units for temporary sleeping accommodation where in the judgement of the Development Authority, the unit(s) are designed and intended to facilitate stargazing, and the rooms are not equipped with individual kitchen facilities." • The subject site is classified as "Agriculture Area" under Section 7.2.3 (MDP Map 1.3) of Smoky Lake County Municipal Development Plan Bylaw No. 1249-12, which is incongruent with the proposed rezoning. Therefore, proposed Bylaw No. 1415-22 proposes to amend the Municipal Development Plan to reclassify the subject site to "Commercial Area" to ensure consistency between the Land Use Bylaw and the Municipal Development Plan. The relevant policies pertaining to commercial uses contained within the Municipal Development Plan are attached for reference. © Attachment 5 • The subject site is classified as "Heritage & Environment Area" under Map 1 – Future Land Uses of the Victoria District Area Structure Plan Bylaw No. 1305-17. According to Policy #48, "Commercial businesses may operate on lands designated as Heritage and Environment on Map 1 Future Land Use of this plan, if developed in association with a museum, historic park, or a similar enterprise. Additional tourism oriented businesses and agri-commercial uses may also be allowed within this area in accordance with the County's Land Use Bylaw. The relevant policies contained within the Victoria District Area Structure Plan pertaining to the proposed development are attached for reference. © Attachment 6 • The subject site is classified as "Culture and Tourism Area" on Map 7.3 Future Land Use of Smoky Lake County Bylaw No. 1383-20: Smoky Lake County & Lamont County 		

	<p>Intermunicipal Development Plan and is located within the "Referral Area" as shown on Map 7.2 Plan Area and Referral Area Boundaries. The relevant policies from Bylaw No. 1383-20 pertaining to proposed Bylaw are attached for reference. © Attachment 7</p> <ul style="list-style-type: none"> • Pursuant to Section 5.4 (Circulation and Referral) of Bylaw No. 1383-20, a copy of proposed Bylaw 1415-22 will be circulated to Lamont County for comment. • A copy of proposed Bylaw No. 1415-22 is attached for reference. © Attachment 8 • The subject site is home to the McDonald Stopping House (also known as the Pine Creek Stopping House), which is designated as a Provincial Historic Resource. The owner of the subject lands will need to obtain approval from the Minister of Culture and Status of Women prior to commencing work related to the Bed and Breakfast Establishment and Eco-Cabin/Stargazing Units.
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CORRELATION TO BUSINESS (STRATEGIC) PLAN

Smoky Lake County Policy No. 38-03: 2018-2020 Strategic Plan

Focus Area: Economic Development

1.0 – Good Planning that Supports Growth

1.1 – Land Use Bylaw Changes

The proposed Bylaw 1415-22 aligns with Smoky Lake County's strategic plan by providing an additional opportunity for economic development within the region. Moreover, the proposed Bylaw would help facilitate economic development that aligns with the Victoria District Economic Development Strategy Bylaw No. 1372-20.

LEGISLATIVE, BYLAW and/or POLICY IMPLICATIONS

Municipal Government Act

When to hold public hearing

230(1) When this or another enactment requires council to hold a public hearing on a proposed bylaw or resolution, the public hearing must be held, unless another enactment specifies otherwise,

- a) before second reading of the bylaw, or
- b) before council votes on the resolution.

(2) When this or another enactment requires a public hearing to be held on a proposed bylaw or resolution, council must

- a) give notice of the public hearing in accordance with section 606, and
- b) conduct the public hearing during a regular or special council meeting.

(1) A council may by bylaw establish procedures for public hearings.

(2) In the public hearing, council,

- a) must hear from any person, group of persons, or person representing them, who claims to be affected by the proposed bylaw or resolution and who has complied with the procedures outlined by the council, and

- b) may hear any other person who wishes to make representations and whom the council agrees to hear.

(5) After considering representations made to it about a proposed bylaw or resolution at the public hearing and after considering any other matter it considers appropriate, the council may

- a) pass the bylaw or resolution,
- b) make any amendment to the bylaw or resolution it considers necessary and proceed to pass it without further advertisement or hearing, or
- c) defeat the bylaw or resolution.

- (6) The minutes of the council meeting during which the public hearing is held must record the public hearing to the extent directed by the council.

Requirements for advertising

- 606(1) The requirements of this section apply when this or another enactment requires a bylaw, resolution, meeting, public hearing or something else to be advertised by a municipality, unless this or another enactment specifies otherwise.
- (2) Notice of the bylaw, resolution, meeting, public hearing or other thing must be
- a) published at least once a week for 2 consecutive weeks in at least one newspaper or other publication circulating in the area to which the proposed bylaw, resolution, or other thing relates, or in which the meeting or hearing is to be held,
 - b) mailed or delivered to every residence in the area to which the proposed bylaw, resolution or other thing relates, or in which the meeting or hearing is to be held, or
 - c) given by a method provided for under section 606.1.
- (3) A notice of a proposed bylaw must be advertised under subsection (2) before second reading.
- (4) A notice of a proposed resolution must be advertised under subsection (2) before it is voted on by council.
- (5) A notice of a meeting, public hearing or other thing must be advertised under subsection (2) at least 5 days before the meeting, public hearing or thing occurs.
- (6) A notice must contain
- a) a statement of the general purpose of the proposed bylaw, resolution, meeting, public hearing or other thing,
 - b) the address where a copy of the proposed bylaw, resolution or other thing, and any document relating to it or to the meeting or public hearing may be inspected.
 - c) in the case of a bylaw or resolution, an outline of the procedure to be followed by anyone wishing to file a petition in respect of it, and
 - d) in the case of a meeting or public hearing, the date, time and place where it will be held.
- (7) The certificate of a designated officer certifying that something has been advertised in accordance with this section is proof, in the absence of evidence to the contrary, of the matters set out in the certificate.
- (8) The certificate is admissible in evidence without proof of the appointment or signature of the person who signed the certificate.

Planning Bylaws

- 692(1) Before giving second reading to
- a) a proposed bylaw to adopt an intermunicipal development plan,
 - b) a proposed bylaw to adopt a municipal development plan,

- c) a proposed bylaw to adopt an area structure plan,
- d) a proposed bylaw to adopt an area redevelopment plan,
- e) a proposed land use bylaw, or
- f) a proposed bylaw amending a statutory plan or land use bylaw referred to in clauses (a) to (e),

a council must hold a public hearing with respect to the proposed bylaw in accordance with section 230 after giving notice of it in accordance with Section 606.

- (2) Despite subsection (1), if a proposed development relates to more than one proposed bylaw referred to in subsection (1), the council may hold a single public hearing.
- (3) Despite subsection (1), in the case of a public hearing for a proposed bylaw adopting or amending an intermunicipal development plan,
 - a) councils may hold a joint public hearing to which section 184 does not apply, and
 - b) municipalities may act jointly to satisfy advertising requirements of section 606.
- (4) In the case of an amendment to a land use bylaw to change the district designation of a parcel of land, the municipality must, in addition to the requirements of subsection (1),
 - a) Include in the notice described in section 606(2)
 - I. the municipal address, if any, and the legal land address of the parcel of land, and
 - II. a map showing the location of the parcel of land.
 - b) give written notice containing the information described in clause (a) and in section 606(6) to the assessed owner of that parcel of land at the name and address shown on the assessment roll of the municipality, and
 - c) give written notice containing the information described in clause (a) and in section 606(6) to each owner of adjacent land at the name and address shown for each owner on the assessment roll of the municipality.
- (5) If the land referred to in subsection (4)(c) is in another municipality, the written notice must be given to that municipality and to each owner of adjacent land at the name and address shown for each owner on the tax roll of that municipality.
- (6) Despite subsection (1), a bylaw referred to in subsection (1) may be amended without giving notice or holding a public hearing if the amendment corrects clerical, technical, grammatical or typographical errors and does not materially affect the bylaw in principle or substance.
- (6.1) Subsection (1)(f) does not apply in respect of a propose bylaw amending a statutory plan or land use bylaw to specify the purposes of a community services reserve.
- (7) In this section,
 - a) "adjacent land" means land that is contiguous to the parcel of land

	<p>that is being redesignated and includes</p> <ol style="list-style-type: none"> I. land that would be contiguous if not for a highway, road, river or stream, and II. any other land identified in the land use bylaw as adjacent land for the purpose of notifications under this section; <p>b) "owner" means the person shown as the owner of land on the assessment roll prepared under Part 9.</p> <p>(8) If an ALSA regional plan requires a council to pass a bylaw referred to in this section, the council must</p> <ol style="list-style-type: none"> a) consider whether, in view of the requirement in the ALSA regional plan, consultation is necessary, desirable or beneficial, and b) decide whether or not to proceed with consultation. <p>(9) If a council decides under subsection (8) that consultation is neither necessary nor desirable or would not be beneficial, subsections (1) to (7) do not apply to the council in respect of the bylaw concerned.</p>
BENEFITS	<p>County will be able to:</p> <ul style="list-style-type: none"> • Increase assessment through commercial development • Facilitate commercial development that will support the tourism industry and potentially provide opportunities for additional economic development spinoffs.
DISADVANTAGES	<ul style="list-style-type: none"> • Nil.
ALTERNATIVES	<ul style="list-style-type: none"> • Refuse the proposed amendment.
FINANCE/BUDGET IMPLICATIONS	
Operating Costs: ~\$1,000.00 advertising costs	Capital Costs: _____
Budget Available: _____	Source of Funds: _____
Budgeted Costs: _____	Unbudgeted Costs: _____
INTERGOVERNMENTAL INVOLVEMENT/IMPLICATIONS	A copy of the proposed Bylaw will be circulated to Lamont County for comment following First Reading and prior to the Public Hearing.
COMMUNICATION STRATEGY	<ul style="list-style-type: none"> • If First Reading of the proposed Bylaw is given, a Notice of a Public Hearing will be advertised in the local papers for two consecutive weeks as well as being posted on the County's website and at the County office.
RECOMMENDATION	
<p>That Smoky Lake County Council give Bylaw No. 1415-22: A Bylaw to amend Land Use Bylaw 1272-14 to rezone all the portions of the lands legally described as Plan 1423459, Block 1, Lot 1 (Municipal Address: 19176 Victoria Trail), from "Agriculture (AG) District" to "Victoria Commercial (C2) District"; and to amend Municipal Development Plan Bylaw No. 1249-12, to reclassify all the portions of the lands legally described as Plan 1423459, Block 1, Lot 1 (Municipal Address: 19176 Victoria Trail), from "Agriculture Area" to "Commercial Area", FIRST READING, and to schedule a Public Hearing, to be held at the Smoky Lake County Council chambers, and concurrently virtually via Zoom, on Thursday, May 26, 2022, at 9:15 a.m., and to advertise in the local newspapers, said Public Hearing in accordance with section 230 and section 606 of the <i>Municipal Government Act</i>, and to advertise notice of said Public Hearing on the County's website and at the County office.</p>	
CHIEF ADMINISTRATIVE OFFICER	



Date of Application: April 18th, 2020

APPLICATION TO AMEND

LAND USE BYLAW AREA STRUCTURE PLAN MUNICIPAL DEVELOPMENT PLAN

APPLICANT INFORMATION

NAME OF APPLICANT Clayton Didier		NAME OF REGISTERED LANDOWNER (COMPLETE IF DIFFERENT FROM APPLICANT)	
SIGNATURE <i>Clayton Didier</i>		SIGNATURE	
MAILING ADDRESS PO Box 177, Waskatenau, Alberta		MAILING ADDRESS	
POSTAL CODE T0A3P0	TELEPHONE 4034044388	POSTAL CODE	TELEPHONE

LEGAL DESCRIPTION

QTR/LSID NW 1/4	SECTION 35	TOWNSHIP 58	RANGE 19	W4M
REGISTERED PLAN 1423459	BLOCK block 1, lot 1		LOT	

PLANNIG DOCUMENT

<p>EXISTING LAND USE DISTRICT</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> AGRICULTURAL DISTRICT (AG) <input type="checkbox"/> VICTORIA AGRICULTURE DISTRICT (A1) <input type="checkbox"/> MULTI-LOT COUNTRY RESIDENTIAL DISTRICT (R1) <input type="checkbox"/> RESIDENTIAL (CLUSTER) CONSERVATION DISTRICT (R2) <input type="checkbox"/> VICTORIA RESIDENTIAL DISTRICT (R3) <input type="checkbox"/> HAMLET RESIDENTIAL DISTRICT (R4) <input type="checkbox"/> HIGHWAY COMMERCIAL DISTRICT (C1) <input type="checkbox"/> VICTORIA COMMERCIAL DISTRICT (C2) <input type="checkbox"/> HAMLET COMMERCIAL DISTRICT (C3) <input type="checkbox"/> INDUSTRIAL DISTRICT (M1) <input type="checkbox"/> RURAL INDUSTRIAL DISTRICT (M2) <input type="checkbox"/> COMMUNITY AND INSTITUTIONAL DISTRICT (P) <input type="checkbox"/> DIRECT CONTROL DISTRICT (DC) <input type="checkbox"/> DIRECT CONTROL LANDFILL DISTRICT (DC1) 	<p>PROPOSED LAND USE DISTRICT</p> <ul style="list-style-type: none"> <input type="checkbox"/> AGRICULTURAL DISTRICT (AG) <input type="checkbox"/> VICTORIA AGRICULTURE DISTRICT (A1) <input type="checkbox"/> MULTI-LOT COUNTRY RESIDENTIAL DISTRICT (R1) <input type="checkbox"/> RESIDENTIAL (CLUSTER) CONSERVATION DISTRICT (R2) <input type="checkbox"/> VICTORIA RESIDENTIAL DISTRICT (R3) <input type="checkbox"/> HAMLET RESIDENTIAL DISTRICT (R4) <input type="checkbox"/> HIGHWAY COMMERCIAL DISTRICT (C1) <input checked="" type="checkbox"/> VICTORIA COMMERCIAL DISTRICT (C2) <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)
<p>MUNICIPAL DEVELOPMENT PLAN: Change designation from Agriculture Area to Commercial Area</p>	<p>AREA STRUCTURE PLAN: Victoria District</p>

REASON IN SUPPORT OF APPLICATION FOR AMENDMENT:

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	RECEIPT #	BYLAW NO.	



LAND TITLE CERTIFICATE

S
 LINC SHORT LEGAL TITLE NUMBER
 0036 237 353 1423459;1;1 222 045 958

LEGAL DESCRIPTION

PLAN 1423459

BLOCK 1

LOT 1

EXCEPTING THEREOUT ALL MINES AND MINERALS

AREA: 4.24 HECTARES (10.48 ACRES) MORE OR LESS

ESTATE: FEE SIMPLE

ATS REFERENCE: 4;19;58;35;SW

MUNICIPALITY: SMOKY LAKE COUNTY

REFERENCE NUMBER: 202 018 715

REGISTERED OWNER(S)				
REGISTRATION	DATE (DMY)	DOCUMENT TYPE	VALUE	CONSIDERATION
222 045 958	25/02/2022	TRANSFER OF LAND	\$360,000	CASH & MORTGAGE

OWNERS

CLAYTON DIDIER

AND

SEVINJ BAYRAMOVA

BOTH OF:

19176 VICTORIA TRAIL

SMOKY LAKE COUNTY

ALBERTA T0A 3P0

AS JOINT TENANTS

ENCUMBRANCES, LIENS & INTERESTS

REGISTRATION

NUMBER	DATE (D/M/Y)	PARTICULARS
762 118 469	06/07/1976	UTILITY RIGHT OF WAY GRANTEE - THE COUNTY OF SMOKY LAKE NO. 13.

(CONTINUED)

REGISTRATION

NUMBER	DATE (D/M/Y)	PARTICULARS
112 080 376	23/03/2011	ORDER HISTORICAL RESOURCES ACT AS TO PORTION DESCRIBED
142 240 794	28/07/2014	UTILITY RIGHT OF WAY GRANTEE - ATCO ELECTRIC LTD. AS TO PORTION DESCRIBED
142 240 795	28/07/2014	UTILITY RIGHT OF WAY GRANTEE - ATCO ELECTRIC LTD. AS TO PORTION DESCRIBED
222 045 959	25/02/2022	MORTGAGE MORTGAGEE - ROYAL BANK OF CANADA. PERSONAL SERVICE CENTRE 10 YORK MILLS ROAD, 3RD FLOOR TORONTO ONTARIO M2P0A2 ORIGINAL PRINCIPAL AMOUNT: \$360,000

TOTAL INSTRUMENTS: 005

THE REGISTRAR OF TITLES CERTIFIES THIS TO BE AN ACCURATE REPRODUCTION OF THE CERTIFICATE OF TITLE REPRESENTED HEREIN THIS 20 DAY OF APRIL, 2022 AT 11:33 A.M.

ORDER NUMBER: 44219003

CUSTOMER FILE NUMBER:



END OF CERTIFICATE

THIS ELECTRONICALLY TRANSMITTED LAND TITLES PRODUCT IS INTENDED FOR THE SOLE USE OF THE ORIGINAL PURCHASER, AND NONE OTHER, SUBJECT TO WHAT IS SET OUT IN THE PARAGRAPH BELOW.

THE ABOVE PROVISIONS DO NOT PROHIBIT THE ORIGINAL PURCHASER FROM INCLUDING THIS UNMODIFIED PRODUCT IN ANY REPORT, OPINION, APPRAISAL OR OTHER ADVICE PREPARED BY THE ORIGINAL PURCHASER AS PART OF THE ORIGINAL PURCHASER APPLYING PROFESSIONAL, CONSULTING OR TECHNICAL EXPERTISE FOR THE BENEFIT OF CLIENT(S).

Pine Creek Stopping House & Pine Creek Retreat

Business Introduction & Executive Summary





Pine Creek Stopping House

The Historical Pine Creek Stopping House is part of a hidden retreat nestled above the banks of the North Saskatchewan River along old Victoria Trail. The Stopping House served as a sanctuary and re-supply for weary travellers, homesteaders and curious adventurers retreating into the wild of the Alberta Heartland and Lakeland.

Commencing winter 2021, the historical Pine Creek Stopping House and grounds are being carefully restored and resurrected to serve its original purpose and intend for the modern curious adventurer wanting to connect to the rich cultural history and breathtaking landscapes of Alberta's Lakeland Region.

The Pine Creek Stopping House is a one-and-a-half storey log house originally built in 1908. This designated provincial historical resource was originally used as an Inn, general store, post office and social gathering area for the region. It features a steeply pitched gable roof, wrap-around verandah and one-storey lean-to addition at the rear. A modern wing with extra accommodation, great room and wood burning fireplace were added in the early 1990s, and now serve as part of the Pine Creek Retreat facilities.

The property is situated in a natural setting on Pine Creek Ravine, with a large yard and numerous trees alongside the historic Victoria Trail, near the village of Waskatenau on the North side of the North Saskatchewan River, only minutes away from newly re-imagined Metis Crossing Cultural Destination and Historical Victoria Settlement.

Gateway to the Lakeland - 54°03'22.5"N 112°43'37.3"W

Pine Creek Stopping House and Pine Creek Retreat are located in the county of Smoky Lake, the gateway to the Lakeland region. We are proud to be part of the community of Smoky Lake, as the county and residents are committed to identifying and preserving its vast and rich historic and heritage assets, and is home to the Re-imagined Metis Crossing Cultural Destination, numerous Provincial and Municipal Historic Resources, including Pine Creek, as well as the Victoria District National Historic Site of Canada. Each of these buildings and sites are important to the fabric and history of Smoky Lake County and Lakeland Region.

Find Yourself in Pine Creek - Pine Creek Retreat Centre

Pine Creek Retreat was established around the idea of an immersive personal escape. We wanted to share this natural sanctuary and the beautiful landscape of this historical gathering place to escape, connect and rejuvenate what's important to you.

Situated on the Pine Creek Ravine, above the banks of the North Saskatchewan River, the retreat property offers a unique connection to nature and self with its unique shelter experiences, thoughtfully placed along the ravine, all connected to a lavish common area facilities, including showers, bathrooms, personal areas, full outdoor kitchen, common deck, common area fire pit, wood burning cedar oak hot tub and finally the Pine Creek Stopping House and Facilities

Pine Creek Retreat will officially commence development Springs 2022, during the launch of the property anchor, the Pine Creek Stopping House. The development is currently planned in three phases over three years, with pre-booking starting fall 2022.

The retreat will consist of two "Reclaimed Shelters", that would form the premium experience within the retreat facilities. Additionally there will be six "Air" Shelters, all with double occupancy capabilities, for a total of 16 guests or eight queen beds.

Even though the retreat grounds are being built around the idea of "sanctuary", we want to be able to book out the facilities to Private Group Retreats a few times per season, where the inclusion of the Pine Creek Stopping House, kitchen facilities, dining hall and great room would be included to accommodate group bookings of up to 20-25 guests at a time, allowing yoga and mindfulness retreats an immersive all inclusive experience.



Pine Creek Retreat Development Plan

Phase one - Spring 2022 – Facility and Shelter Site Development

A significant point of difference for the Pine Creek Retreat will be the supportive facilities, which will consist of showers, bathrooms and sinks, covered outdoor kitchen area, group fire pit and veranda and cedar wood burning hot-tub. We believe having spa-like showers, toilets and sink areas (all separate) will create an unsurpassed user experience for the guests, and maximize facility access to all guests.

In addition, we will develop eight camping sites that will be converted to shelter and air shelter sites in the following phases. This includes levelled camping area, mix of gravel and cedar chip, contained fire pit and sitting area. Finally, a boardwalk system connecting the stopping house to the retreat facilities, creating a complete foundational framework for phase two and three.

Phase two - Fall 2022 -- Glamping Shelters instillation

Convert five of the eight camping sites into "glamping sites", including two premium shelters, three air shelters and one premium RV pad (Full-service) behind spruce grove.

Phase three - Summer 2023 -- Glamping Shelter & Facility Expansion

Installation of three additional air shelters and possible facilities expansion (bathroom, shower, sinks) if required.

Pine Creek Experiences

Pine Creek Retreat and the Pine Creek Stopping House are conveniently located at the gateway to the Lakeland Region, Smoky Lake County. Smoky Lake County has a strong tourism development plan, well established and establishing "hotspots", with many well developed experiences and historical and cultural locations, which we want to take full advantage of as part of our local experience profile.

However, the Pine Creek Stopping House and Retreat Centre would like to establish revenue generating experiences that align specifically with our unique identity and brand. We have chosen to partner with regional businesses on almost ALL our onsite experiences.

This includes Pine Creek Outfitters, an accommodation and tour experience that will invite our guests to enjoy guided fishing tours on the North Saskatchewan River.

Due to our proximity to the start of the Alberta Iron Horse Trail, we will partner with an established regional ATV rental company to provide ATV rental to our guests throughout the season.

Exclusive to Pine Creek Stopping House Guests, we are offering a "Farm to Table" culinary experience through a potential partnership with Serbin Farms and their established network.

Star Gazing around the campfire is a strong tradition in rural Alberta, and to ensure each of our guests get a chance to enjoy this ritual, we are providing a campfire experience at each campsite, and through a partnership with a local wood supplier, offer wood bundles directly on site for purchase.

Finally, once the initial operations are established, we will re-introduce* the Stopping house "general store" on site and online, offering the local artisan and indigenous crafts within the decor of the facilities for people to bring a keepsake of their experiences home.

It is important to note that Pine Creek offers many complimentary experiences including archery and air rifle target shooting, North Saskatchewan River access from property, bush-crafting areas, river canoes, river fishing, outdoor kitchen, fire pit, nature, trails, hiking, wildlife sightings, outdoor theatre area and, after dark, star gazing.



Competitive Analysis

The comparable to the Stopping House are few and far between within the Smoky Lake region, the Lakeland region and even within Alberta. What makes the Pine Creek Stopping House so unique is it will be one of the only provincial historical resources that invites the visitors to actually spend the night. The “boutique” hotel designed experience, the farm to table guest menu, the beautiful landscapes on and around the grounds, the North Saskatchewan River and the vast available experiences and proximity to the newly developed Metis Cultural Gathering Centre, Metis Crossing, and finally, only being an hour away from Edmonton, make The Pine Creek Stopping House a unique gem for the curious adventurer venturing into the Lakeland region.

Fortunately, Pine Creek Retreats offerings are also fairly unique within the region. The comparability analysis revealed a few competitors to consider, even though they are outside the Lakeland region. Honourable mentions include Urban River Adventure, Elk Island Retreat, Hideaway Adventure Grounds and Miquelon Lake Comfort Camping. All offer a fairly unique positioning within the ‘glamping retreat’ category, all share somewhat common available experiences, and all share convenient proximity to the Alberta Capital.

The competitors range somewhat in offering, but basically ALL offering “glamping” to some degree, weather geodesic domes (most common), tipi’s, trappers tents or other seasonal comfort camping options and range in pricing from around \$100 to \$300/night, considering the structure type and capacity. The one common thing they all share, are limited personal facilities and what is now becoming a “common” glamping structure, the geodesic dome.

Pine Creek’s highly unique glamping Reclamation Shelters, Air Shelters and facilities are designed to create a MAJOR relevant point of difference in comparison to our peers, taking the “comfort” not only to the accommodation, but grounds and premium facilities. Pine Creek also uniquely offers its guest access to the Pine Creek Retreats fully serviced office, boardroom and production space with full cell service and broadband wifi for the remote worker and guest who needs to stay connected, all a short drive away in the Town of Smoky Lake.

Despite desperate times for the tourism industry, the recovery road in the hospitality industry left many opportunities for a new development, if positioned correctly (pandemic design considerations) to shelter people from the outside world, and to provide a new type of sanctuary for families, couples, individuals and the developing remote worker category.

Target Demographic REGIONAL

The regional target demographic for Pine Creek Stopping House and Pine Creek Retreat is defined as the CURIOS ADVENTURER. The reason that we want to appeal too and target this particular demographic is that they are looking for personal enlightenment, looking for an authentic connection, desire to feel like a local, are seeking to understand one's place and are ultimately looking for fulfillment through discovery. Within this broad regional demographic, we are putting a primary focus on "Learners" or Authentic Experiencers, Cultural Explorers, Cultural History and Personal History Buffs as they have been proven to have the strongest RURAL demographic appeal.

Authentic Experiencers are typically understated travellers looking for authentic, tangible engagement with destinations they seek, with a particular interest in understanding the history of the places they visit. Cultural Explorers are defined by their love of constant travel and continuous opportunities to embrace, discover and immerse themselves in the culture, people and settings of the places they visit. As travellers, Personal History & Cultural History Explorers are primarily defined by their desire to connect to their own cultural roots or the roots of the area they are exploring – and do so by travelling in comfort, style and security. Our secondary and tertiary demographic focus are families, escapists/rejuvenators (Pine Creek Retreat) and finally the Free Spirit.

Keeping our focus regionally for the first few years is essential to our independent growth within the Lakeland regions, and more specifically Smoky Lake County. We have come to this conclusion strategically, as the global draw, and hotspot hunters will be drawn to the area for the newly re-imagined Metis Crossing Cultural Centre, and cross exposure to their target market will happen organically due to our close proximity and completely unique offerings.



Financial Summary

Information redacted to comply with the *Freedom of Information and Protection of Privacy Act* (FOIP Act), Section 16 (Disclosure harmful to business interests of a third party).



Pine Creek Stopping House



Two Bedroom, Master Ensuite, Living Room & Kitchenette.



Reclamation Shelter Design



Queen Bed, Double Occupancy



Air Shelter Design



Queen Bed, Double Occupancy



Pine Creek Site Map

- | | | | |
|---|-------------------------------|----|----------------|
| 1 | Pine Creek Stopping House | 8 | Air Shelter #1 |
| 2 | Pine Creek Retreat Facilities | 9 | Air Shelter #2 |
| 3 | Stopping House Fire Pit | 10 | Air Shelter #3 |
| 4 | Stopping House Guest Parking | 11 | Air Shelter #4 |
| 5 | Pine Creek Retreat Facilities | 12 | Air Shelter #5 |
| 6 | East Premium Shelter | 13 | Air Shelter #6 |
| 7 | West Premium Shelter | | |

LUSHNA Villa Massive

Cosy, warm and intimate bedroom in nature with unique design.



CONNECTION TO NATURE
full panoramic window wall

TOP NATURAL MATERIALS
larch and pine wood

UNIQUE TRIANGULAR DESIGN
timeless architecture with strong identity

FULL COMFORT
king-size bed in nature

FOUR SEASONS PRODUCT
min. 10 cm eco insulation

COSY
small but spacious

Touch, feel and smell the wood essence for years.

The best sleep you will ever get. Panoramic glass wall brings the feeling of sleeping outdoor under the stars. Perfect for rainy days. A treat for all senses. Shingle roof brings connection to tradition. Getting nicer with age. 100% wood. Build to last. 4-season tourist lodge build entirely from untreated larch wood. No prebuilt foundations required.

LUSHNA®

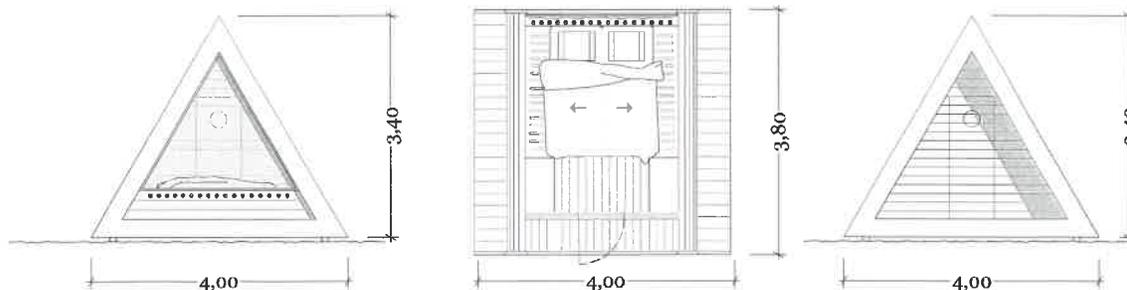
LUSHNA Villa Massive

Bedroom in nature with the view.



4/3.8/3.4 m (13.12/12.46/11.15 ft.) **SIZE**
massive wood **MATERIAL**
A frame – modular **CONSTRUCTION**
min. 10 cm wood fibers **ECO INSULATION**

WOODEN ROOF larch shingles
FULL PANORAMIC WINDOW openness
CAPACITY 2 people
ECO FOUNDATION ground screws - concrete free*



LUSHNA Villa Massive: Features



bedroom in nature
front glass wall -
full window
opening



Natural ventilation



wooden larch shingles



electric installation



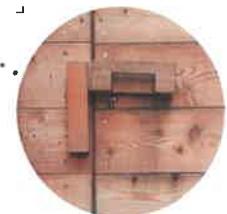
exterior LED lighting



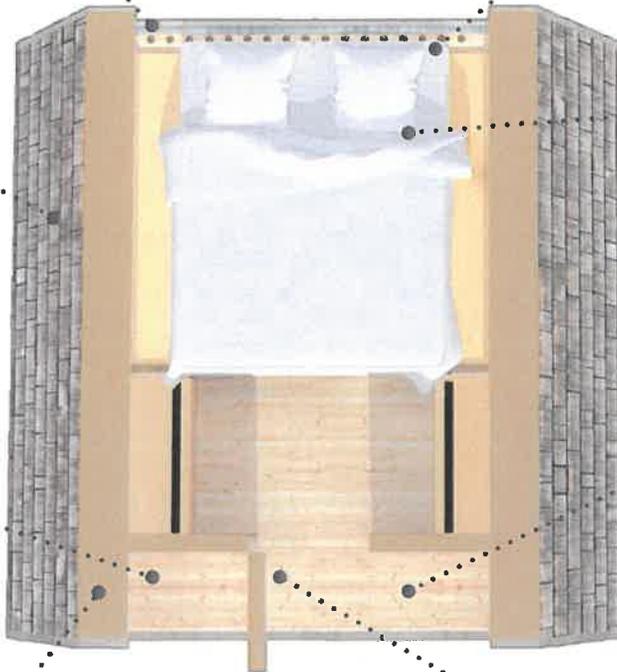
porch



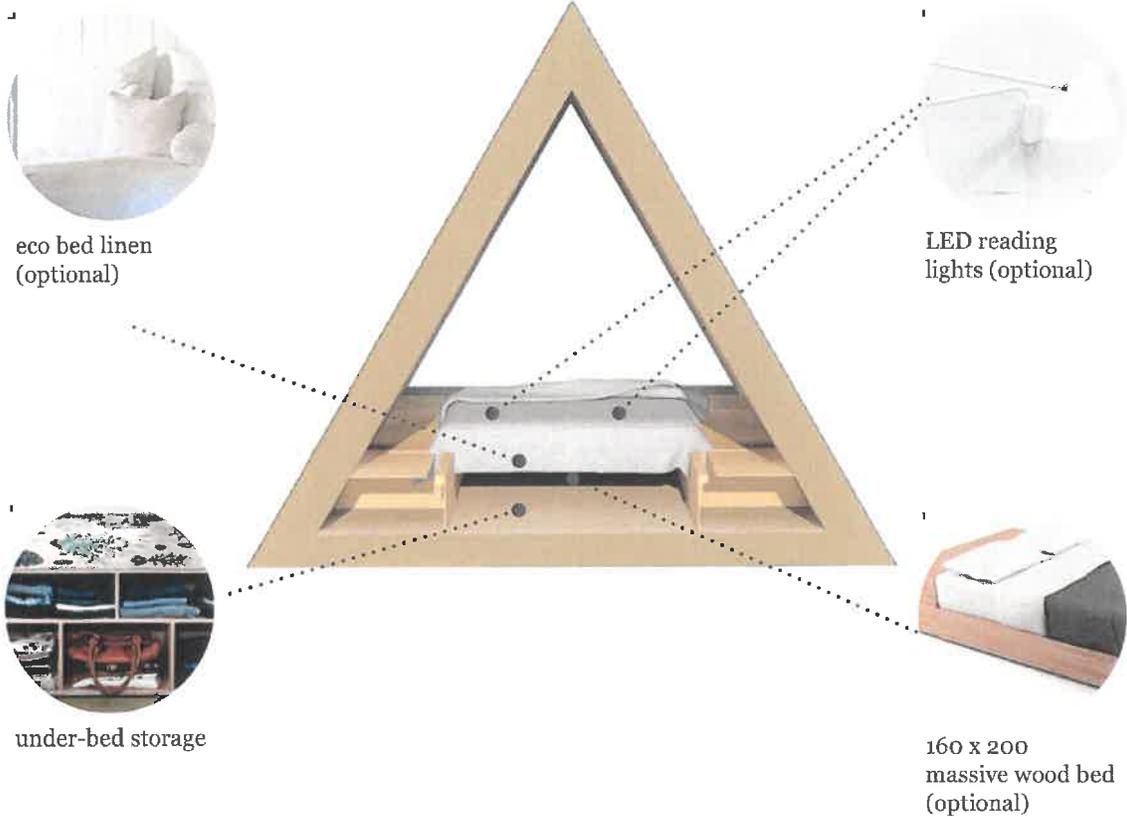
quality construction,
insulated for coldest
winters



wooden lock



LUSHNA Villa Massive: Equipment



all furniture massive wood MATERIALS
220/110 V fuse box ELECTRICITY

MAINTENANCE none – natural untreated wood
HEATING fast air heater 1000W



Textile quality

All Textile Elements
Including zips have up to
2 years guarantee.



Roof quality

Up to five years guarantee
on all the roofs.



Long lasting

All our products are built
to last with the best
quality materials.



Eco construction

All Lushna products are
made from natural and
ecological materials. The
use of wood as the main
material in all Lushna
products reduce CO2
emissions considerably.

LUSHNA Villa Massive: Technical specifications

FLOOR CONSTRUCTION	<ul style="list-style-type: none"> • Wooden flooring thickness 32mm, spruce AB 2x oiled, • Vapour barrier Sd = 10m • Massive Wood construction beams • Insulation Wood fibres STEICO flex 10 cm • Fibre wood board "agepan" DWD
ROOF	<ul style="list-style-type: none"> • Interior wooden cladding, tongue / groove thick. 20mm, spruce AB, 1x oiled • Vapour barrier Sd = 10m • Massive Wood construction studs • Insulation Wood fibres STEICO flex 10 cm • OSB board, thick 18mm • 1x EPDM waterproof membrane roofing • Larch shingles.
WALLS (front & back facades)	<ul style="list-style-type: none"> • Interior wooden cladding, tongue / groove thick. 20mm, • Vapour barrier Sd = 10m • Massive Wood construction studs • Insulation Wood fibres STEICO flex 10 cm • Exterior wooden cladding tongue/Groove in larch
INTERIOR FURNITURE-BED (optional)	<ul style="list-style-type: none"> • 19 mm massive wood Tilly board thick. 19mm with milled grooves. • All 2x oiled
ELECTRICITY INSTALLATION	<ul style="list-style-type: none"> • Robust electrical fuse box with electrical box, 6x plugins.
LIGHTS	<ul style="list-style-type: none"> • 2 LED reading lights • General light • Built in LED exterior light in porch.
GLASS	<ul style="list-style-type: none"> • Two layered glass U= 1,1 with wooden frame.
EXTERIOR WOOD	<ul style="list-style-type: none"> • Larch wood in façade and terrace floor in different dimensions 20/60, 20/110, 32/40, 60/32.
FOUNDATIONS* (optional)	<ul style="list-style-type: none"> • Krinner ground-screws with dimensions and length depending on type of soil of location.

LUSHNA Villa Massive: FAQ



What is included in the BASIC price per unit?

Basic price includes the structure, roof, facades, electricity and lighting. There is an additional cost for furniture and bedding accessories. Foundations, transport and installation are not included in the basic price. Upon request we can provide a complete solution including our "Ground Screw foundation system", ecological and concrete free.

Is it wired/able to have heat, AC, fan, electricity, water?

Electrical installation, lightning, connections and sockets are included in the basic price. Water installations are not an option in Lushna Massive.

What preparation for the placement of Vilas needs to be made?

You don't need to pre-prepare your land. We can adapt to the topography. Nevertheless we need you to provide connections for electricity. We can offer the complete support on designing and planning your destination.

Foundations

We use ecological Ground Screws Foundation from Krinner, Germany. We just screw the foundations to ground and place the cabins on the screws and bind them together. In this way no pre-preparation of the location is necessary. We don't damage the location and cabins can be moved to the other location without major visible signs on the previous location.

Warranty

5 years on the roof and construction and 2 years on the textile parts.

LUSHNA Villa Air

Bright and airy bedroom in the nature.



FULL COMFORT

Hotel bed on a wooden platform
with electrical plugins

CONNECTION TO NATURE

Both side opening with mosquito net

QUALITY MATERIALS

Breathable, flame retardant, water-, mildew-,
repellent outdoor fabric, wooden floors

PRIVACY

Double canvas hides the shadows

Unique beach hut with fresh and modern design.

This wooden tent offers all the comforts the people are missing in the tent, like king size bed, lighting, electrical plugins and mosquito net. Ideal for summer destinations. Easy to set up on sandy beaches with our Ground Screw Foundations without any hassle or damage to the environment.

LUSHNA®

LUSHNA Air

Bright and airy bedroom in the nature.



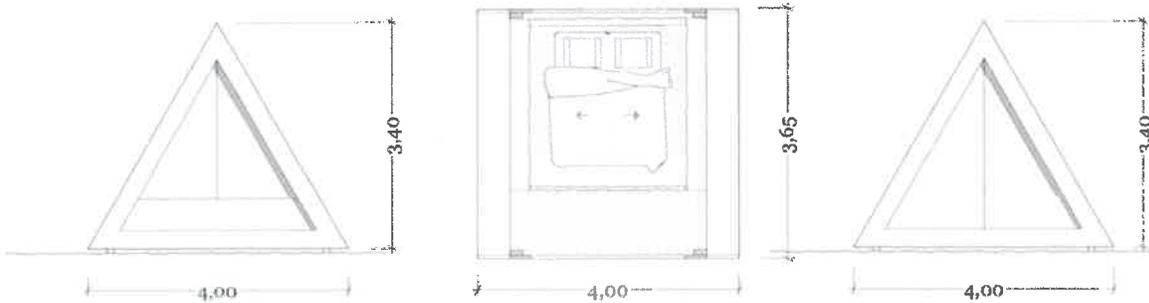
4/3.65/3.4 m (13.12/12.46/11.15 ft.) **SIZE**

Breathable, durable and water repellent **OUTDOOR FABRIC**
double roof **NATURAL AIR CONDITIONING**

WOODEN STRUCTURE AND FLOORS

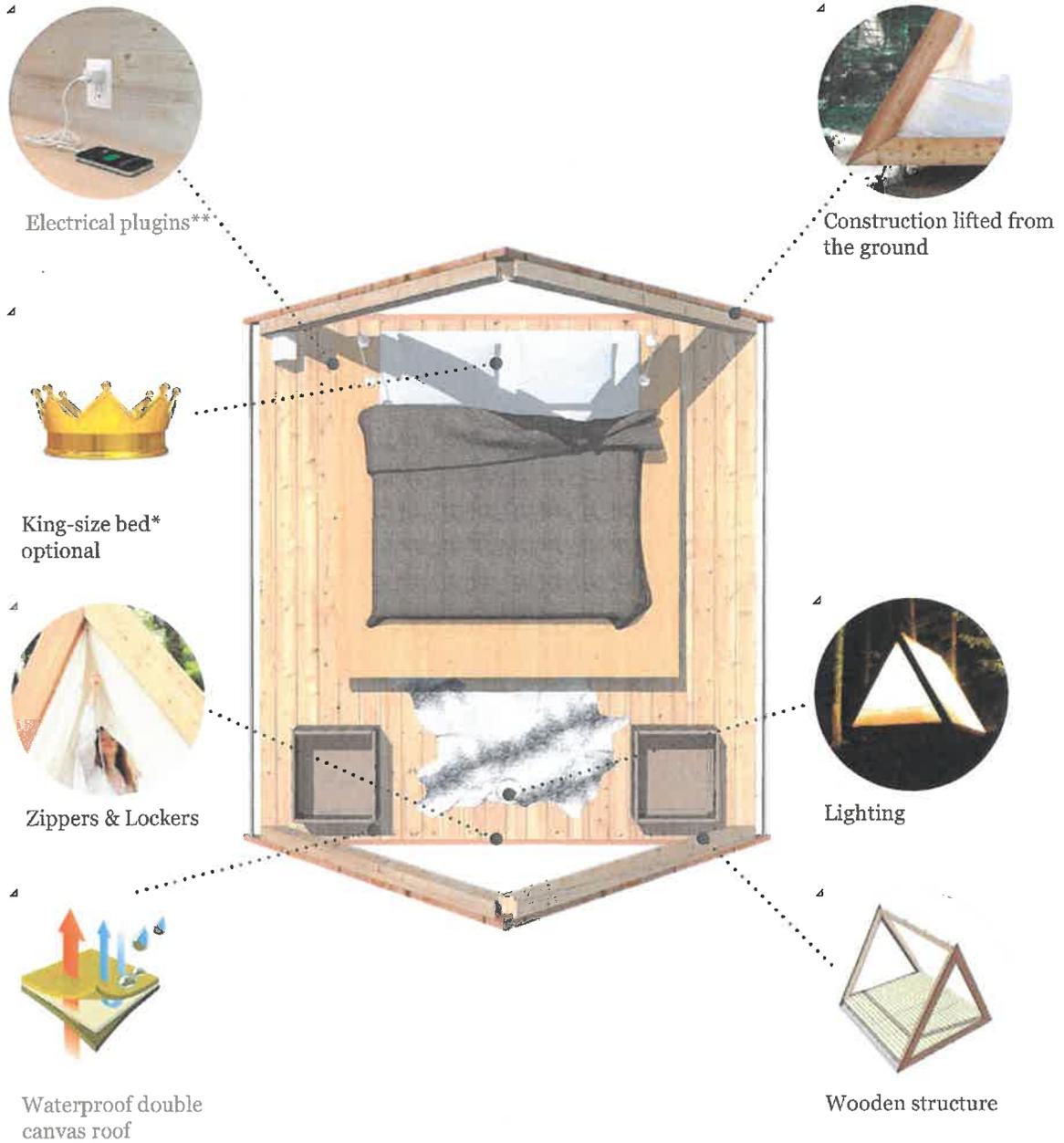
CAPACITY 2 people

ECO FOUNDATION* Ground screws - concrete free



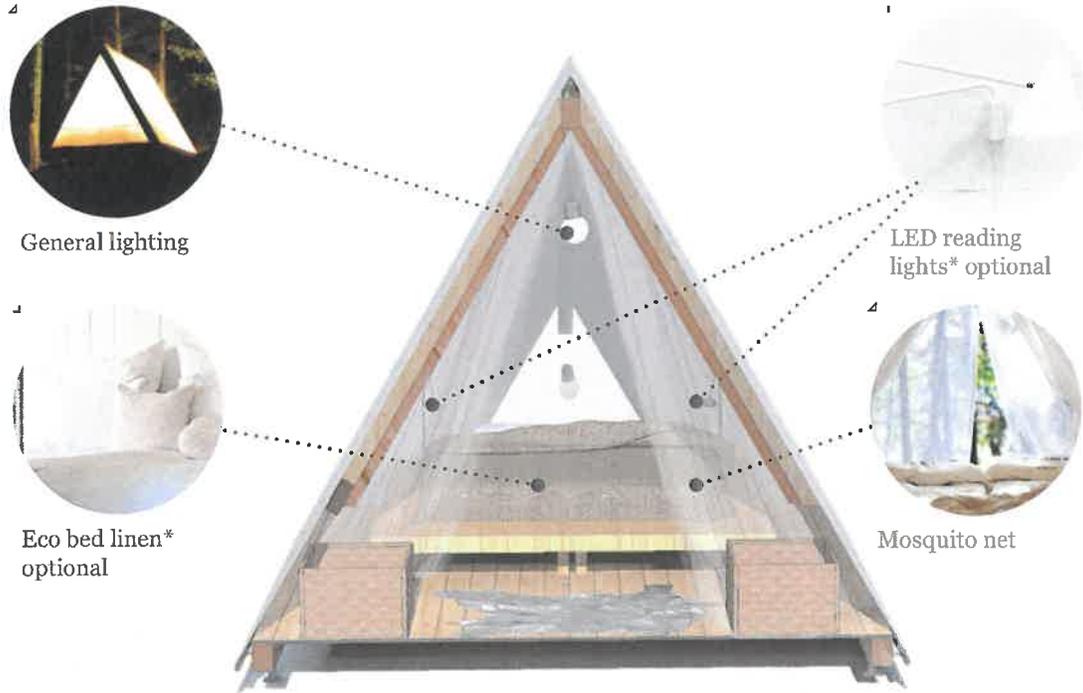
* **Optional feature**

LUSHNA Air Features



* Optional feature

LUSHNA Air Equipment



all furniture massive wood MATERIALS

MAINTENANCE low cost maintenance

220/110 V ELECTRICITY



Best Product

Our customers have chosen Lushna Air as best product of 2017.



Textile quality

All Textile Elements Including zips have up to 2 years guarantee.



Long lasting

All our products are built to last with the best quality materials. Therefore, construction elements are guaranteed for up to 5 years.



Eco construction

All Lushna products are made from natural and ecological materials. The use of wood as the main material in all Lushna products reduce CO2 emissions considerably.

***Optional feature**

****Integrated sockets are only available when purchased with furniture.**

LUSHNA Air: Technical specifications

WOODEN STRUCTURE	<ul style="list-style-type: none"> • Massive Wood spruce construction dimensioned to support wind gusts. • Natural wood in façade triangles with UV lasure protection.
FLOORS	<ul style="list-style-type: none"> • Deck floor options*: Lacquered hard wood / lacquered Plywood / Waterproof film covered plywood
EXTERIOR ROOF CANVAS	<ul style="list-style-type: none"> • 420 gr/m2 made of 50 % polyester / 50% cotton. • Breathable, water repellent, moisture regulating, strong and dirt repellent. • Back and front Zip opening <p>Options:</p> <ul style="list-style-type: none"> • flame-retardant which inhibits scorching, smouldering and sparks. • Canvas colours: White, beige, Brown.
INTERIOR CANVAS	<ul style="list-style-type: none"> • Cotton TCC 125 g/m • Mosquito net in front and back sides
ELECTRICITY INSTALLATION	<ul style="list-style-type: none"> • 220 / 110 v electrical connection . • 4 x sockets (included in bed furniture)*.
LIGHTS	<ul style="list-style-type: none"> • 1 x general Light point. • 2 x LED bed side night lamps *
INTERIOR FURNITURE-BED*	<ul style="list-style-type: none"> • 2,40 x 2,40 m bed structure with built in electrical sockets. • Made of birch plywood.
FOUNDATIONS*	<ul style="list-style-type: none"> • Krinner ground-screws with dimensions and length depending on type of soil of location. • No concrete needed.

(*) Optional feature.

LUSHNA Air: FAQ



What is included in the BASIC price per unit?

Basic price includes the structure, roof, facades, lighting and electricity plugins. There is an additional cost for furniture and bedding accessories. Foundations, transport and installation are not included in the basic price. Upon request we can provide a complete solution including our "Ground Screw foundation system", ecological and concrete free.

Is it wired/able to have heat, AC, fan, electricity, water?

Electrical installation for general lightning and electrical socket extension cord are included in the basic price. Integrated sockets are only available when purchased with furniture. Lushna Air without furniture will be provided with a socket extension cord. Water installations and toilet is not an option in Lushna Air.

What preparation for the placement of Vilas needs to be made?

You need to provide connections for the electricity. The basic price includes steel adjustable beam bases for the foundation support. If you would like to use these you will have to level the ground. If you would like to put units to an uneven terrain or a slope Lushna is also offering and installing Ground Screw foundations.

How to assemble Lushna Air?

Lushna Air comes in a ready to assemble kit (RTA) with a step by step instructions booklet to build it yourself.

Foundations

We are recommending and installing the use of ecological Ground Screws Foundation from Krinner, Germany. We just screw the foundations to ground and place the cabins on the screws and bind them together. We don't damage the location and cabins can be moved to the other location without major visible signs on the previous location. Screw have 20 years warranty.

Warranty

5 years on wooden construction and 2 years on the textile parts

8.9 VICTORIA COMMERCIAL (C2) DISTRICT

1. Purpose

The general purpose of this District is to control development in the vicinity of the Victoria Trail in order to ensure that future commercial development in this area is compatible with significant cultural landscapes in the Victoria Trail area.

2. Permitted Uses

- A. Art, Craft, and Photography Studios
- B. Bed and Breakfast Establishment
- C. Boutique Accommodation
- D. Buildings and Uses Accessory to Permitted Uses
- E. Campground, basic,
- F. Community Hall
- G. Convenience Retail Service
- H. Cultural Facility
- I. Drive-in Business
- J. Eating and Drinking Establishment
- K. Eco-Cabin/Star-gazing Units
- L. Extensive Agriculture
- M. Home Occupation, Minor
- N. Home Occupation, Major
- O. Natural Area
- P. Protective or Emergency Services
- Q. Public or Quasi-Public Services
- R. Public Park
- S. Secondary Suite
- T. Solar Energy Conversion System
- U. Wind Energy Conversion System, Micro

3. Discretionary Uses

- A. Amusement Establishment, Indoor
- B. Amusement Establishment, Outdoor
- C. Buildings and Uses Accessory to Discretionary Uses
- D. Campground, minor
- E. Campground, intermediate
- F. Campground, major
- G. Cemetery
- H. Commercial Uses

- I. Dwelling, Single Detached
- J. Dwelling, single detached, tiny
- K. Duplexes (Vertical and Side-By-Side)
- L. Hotel
- M. Manufactured Home
- N. Modular Home
- O. Motel
- P. Natural Resource Extraction
- Q. Outdoor Eating Establishment
- R. Places of Worship
- S. Public Utilities
- T. Recreational vehicle park
- U. Shipping Container
- V. Surveillance Suite
- W. Transfer Station
- X. Wind Energy Conversion System, Small
- Y. Other Uses which, in the opinion of the Development Authority, are similar to the above mentioned Permitted and Discretionary Uses

4. Subdivision Regulations

A. General

- i. All subdivisions in environmentally sensitive areas and significant cultural landscapes, including but not limited to the Victoria Commercial District, must be designed to retain historically significant patterns of spatial organization and significant environmental features.
- ii. The County considers river lots to be historically significant patterns of spatial organization. Therefore subdivisions within existing river lots must be designed in such a manner that the original river lot pattern is still retained.
- iii. The County will normally require new developments in areas identified as containing significant cultural landscapes, preserve a minimum of 50% of the existing vegetation on each site.
- iv. New developments will also be required to maintain, as much as possible, the current land form and to be sited in such a manner as to ensure that the current viewscape of the areas from the Trail is maintained within the nationally recognized Victoria Trail Heritage Site.

B. Minimum Lot Area – As determined by the Subdivision Authority

5. Development Regulations

A. Minimum Yard Setback Requirements

It should be noted that adjacent to Provincial Highways, Alberta Transportation may require greater setbacks for development. Contact Alberta Transportation regarding their requirements in this regard.

i. Minimum Front Yards

From Municipal Road Allowances	23.1 m (92.0 ft.) from the property line
From Highways	40.8 m (134.0 ft.) from the boundary of the right-of-way or as required by Alberta Transportation
Internal Subdivision Roads	7.6 m (25.0 ft.) from the property line

ii. Minimum Side Yards

From Municipal Road Allowances	18.3 m (60.0 ft.) from the property line
From Highways	40.8 m (134.0 ft.) from the boundary of the right-of-way or as required by Alberta Transportation
When adjacent to an internal subdivision road	7.6 m (25.0 ft.) from the property line
When adjacent to Another Parcel	7.6 m (25.0 ft.) from the property line

iii. Minimum Rear Yards

From Municipal Road Allowances	18.3 m (60.0 ft.) from the property line
From Highways	40.8 m (134.0 ft.) from the boundary of the right-of-way or as required by Alberta Transportation
When adjacent to an internal subdivision road	7.6 m (25.0 ft.) from the property line
When adjacent to another parcel	7.6 m (25.0 ft.) from the property line

iv. Notwithstanding **subsections (i), (ii), and (iii)** above, where there is an intersection or sharp curve, the minimum yard requirements shown on **Figures**

20 and 21 of this Bylaw shall apply.

6. Other Regulations
 - A. Development proposals adjacent to a primary highway shall comply with any relevant provincial regulations.
 - B. Fences shall be developed in accordance with **Section 7.7** of this Bylaw.
 - C. Landscaping shall be provided in accordance with **Section 6.11** of this Bylaw. Additionally the Development Authority may require the submission of additional information regarding the appearance or the proposed development with any application for development permits in this District in order to ensure that:
 - i. That the development is similar in character in appearance to development on adjacent sites; and
 - ii. That the development will be buffered, to the satisfaction of the Development Authority from the Victoria Trail and adjacent properties.
 - D. Grading and drainage of the site shall be provided in accordance with **Section 7.17** of this Bylaw.
 - E. Accessory buildings shall be developed in accordance with **Section 8.2** of this Bylaw.
 - F. Motels shall be developed in accordance with **Section 6.22** of this Bylaw.
 - G. Places of Worship shall be developed in accordance with **Section 6.29** of this Bylaw.
 - H. Natural Resource Extraction Industries shall be developed in accordance with **Section 7.16** of this Bylaw.
 - I. Shipping Containers shall be developed in accordance with **Section 7.31** of this Bylaw.
 - K. Solar Energy Conversion Systems shall be developed in accordance with **Section 7.33** of this Bylaw.
 - L. Wind Energy Conversion Systems shall be developed in accordance with **Section 2.9** of this Bylaw.

2.4.3 Industrial Uses

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

At present, industrial uses within the County can be classified as rural industrial, light industrial or medium industrial, as defined in the Smoky Lake County Land Use Bylaw.

Rural Industrial

Rural industries are industrial uses which are better suited to a rural rather than an urban environment because they require relatively large areas of land, do not require urban services, and may provide services to the rural area; or are potentially hazardous or emit high levels of noise, dust, odour, vibration, etc.

Major rural industries operating in the County are dairies, peat moss producers and gravel extraction and hauling. Sungrow Horticulture Canada Ltd. operates a major rural industry in the County. There are also a number of gravel and aggregate operations located predominately in the southwestern portion of the County in close proximity to the North Saskatchewan River valley.

Industrial

Industrial uses include both light and medium industrial developments as defined in the Smoky Lake County Land Use Bylaw. There are currently no heavy or petrochemical industrial developments operating within the County.

2.4.4 Commercial Uses

Commercial uses within the County can currently be classified as Highway Commercial, Urban Commercial or Victoria Commercial.

Highway commercial

Highway commercial uses are generally commercial uses which service the traveling public. They are for the most part located adjacent to or close to highways. Existing Highway Commercial developments within the County include service stations, gas bars and restaurants.



Urban Commercial

Urban commercial developments located in or near the hamlet areas include hotels and motels, farm equipment sales, antique stores, farmers markets, and general commercial retail services.

Victoria Commercial

These commercial uses are currently located along the Victoria Trail and are predominately tourism developments. Major developments include the Métis Crossing which aims to become a première aboriginal interpretive centre.

2.4.5 Public and Quasi-Public Uses

Public and quasi-public uses include public administration and services, and uses for the purposes of community hall and places of worship, instruction, culture, enlightenment, community activities, the provision of utilities and also includes cemeteries and public utilities. The County currently includes a number of public and quasi-public uses including churches, cemeteries, community halls, utility corridors and schools.

2.4.6 Transportation, Communications and Utility Uses

Transportation, communication and utility uses include rights-of-way, and municipal services such as substations, sewage and refuse disposal facilities, water tanks, water treatment facilities, reservoirs, and pumping stations which are normally associated with transportation, communications and/or utilities.

Roadways

The County maintains an extensive municipal road network and works cooperatively with regional and provincial partners to ensure the safety and efficient provision of regional roadways.

Smoky Lake County is serviced by two primary provincial highways: Highway No. 28 and Highway No. 36. Highway No. 28 provides access to the Industrial Heartland and Edmonton to the southwest and to Bonnyville and Cold Lake to the northeast. Highway No. 36 provides direct paved road access to Lac La Biche, Fort McMurray and the Athabasca Oil Sands developments.

Highways No. 831, 855, 656, 857, 859 and 652 crisscross the County providing indirect access to the Yellow Head Trail route and providing access to the western regions of the province and Peace River Country.



Smoky Lake County Municipal Development Plan Bylaw 1249-12

3.6 Tourism

Smoky Lake County supports tourism initiatives and wishes to promote local hospitality operations, museums, churches, cultural centers, golf courses, and special events.

Bed and breakfast establishments and guest ranches are becoming a more significant component of our tourism industry. The Land Use Bylaw should recognize that such establishments are not typical home-based businesses but should be recognized as a separate use category.

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

Objective 3.6.1	To support and promote cultural tourism initiatives within the County
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Policy 3.6.1.1	The County will encourage the utilization and/or development of cultural, historic and recreational resources to promote tourism, where appropriate.
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Objective 3.6.2	To cooperate with regional partners to encourage local and regional tourism
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Policy 3.6.2.1	Smoky Lake County will co-operate with area tourism groups, municipal neighbours, and tourism zones in promoting local tourism linkages with neighbouring communities.
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Policy 3.6.2.2	The County shall encourage private sector developers to facilitate tourism development, and may assist in accessing government funding programs to develop new, or upgrade existing, tourism attractions.
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**Smoky Lake County
Municipal Development Plan
Bylaw 1249-12**

Objective 3.6.3 **To support and encourage bed and breakfast and guest ranch establishments within the region**

Policy 3.6.3.1 The County will promote bed and breakfasts and guest ranches by creating separate use categories in the Land Use Bylaw to allow such uses, on a discretionary basis, in the Agricultural District.

3.7 Transportation and Municipal Servicing Policy

The development of transportation and utility systems can have a significant impact on land use within Smoky Lake County. Although the County does not have the authority to regulate Provincial Highways, pipelines, transmission lines and similar installations that are under provincial control in many instances Council is given an opportunity to comment on the proposed locations of these facilities. It is Council's intention to encourage the appropriate authorities to have regard for the policies of this Plan.

The following objectives and policies have been adopted by the County relating to transportation and municipal servicing in the County:

Objective 3.7.1 **To discourage the fragmentation of working landscapes by transportation and utility corridors**

Policy 3.7.1.1 Council shall encourage linear transportation and utility facilities to locate so that they:

- (a) minimize impacts on working landscapes;
- (b) minimize the fragmentation of land, particularly higher capability agricultural land;
- (c) follow road allowances wherever feasible;
- (d) use corridors to integrate a number of utilities;
- (e) minimize disruption of recreation, wildlife, and historic resources; and
- (f) avoid disruption of existing or future urban centres.



**Smoky Lake County
Municipal Development Plan
Bylaw 1249-12**

Policy 4.3.2.2 Council shall only consider proposals for the development of lands for industrial uses in a hamlet if the proposal is for a light industrial use.

4.4 Commercial Policy

The intent of the Plan is to accommodate commercial facilities, primarily adjacent to the highway, secondary road systems, within established hamlets, and in appropriate locations within multi-lot recreation residential developments. **Commercial developments provide a service to the agricultural community, local residents, the highway traveling public, and tourists to the region.** The County will not support commercial developments that adversely affect the standard of safety or convenience, or the functional integrity of any highway or road. The Plan also recognizes that specific commercial uses may require unique site locations in order to serve the rural community.

Objective 4.4.1 To minimize the impacts of commercial activities on working landscapes and cultural landscapes

Policy 4.4.1.1 The County shall consider proposals for commercial development:

- (a) that will not unnecessarily fragment the working landscape; and
- (b) that do not conflict with adjacent land uses.

Policy 4.4.1.2 Commercial uses shall be encouraged to avoid locating in areas of critical wildlife habitat wherever possible.

Policy 4.4.1.3 Commercial uses operated as secondary uses to agricultural operations may be allowed.

Objective 4.4.2 To minimize conflicts with adjacent land uses

Policy 4.4.2.1 Commercial development may be allowed to locate near urban areas in consultation with the affected urban area, as determined by the Development Authority.



**Smoky Lake County
Municipal Development Plan
Bylaw 1249-12**

Policy 4.4.2.2 The Development Authority shall require the developer to construct and/or maintain an appropriate buffer, as determined by the Development Authority, between the development and nearby lands.

Policy 4.4.2.3 Council shall encourage commercial development in hamlets if the necessary servicing requirements do not exceed the servicing capabilities of the hamlet or negatively impact the character of the hamlet.

Objective 4.4.3	To minimize municipal servicing costs associated with commercial development
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Policy 4.4.3.1 The Development Authority shall require the developer of a commercial development to identify all municipal servicing costs associated with the development. The assignment of these costs between the County and the developer will be the basis of an agreement to be entered into prior to a subdivision approval or upon the issuance of a development permit. Normally, however, all development servicing costs associated with the development will be carried by the developer.

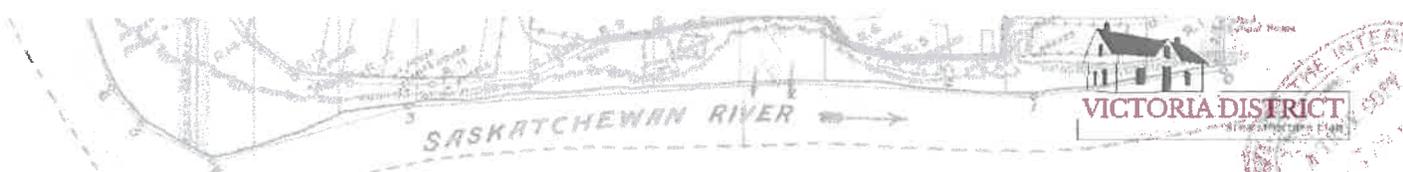


Objective: Encourage commercial developments that support traditional land practices, settlement patterns, local agricultural history, and ecological features within the Plan Area.

- Policy 44: Smoky Lake County shall discourage resource extraction or processing operations from locating within the plan area, within view of municipal, provincial or federal historic sites, in order to protect the area's viewsapes, as well as significant cultural and environmental features.
- Policy 45: The development of home-based businesses shall be encouraged throughout the plan area, consistent with provisions in the Smoky Lake County Land Use Bylaw.
- Policy 46: Commercial operations that are not home-based or agricultural-based will be encouraged to develop on lands designated as Commercial on **Map 1 – Future Land Use**.
- Policy 47: Applications for significant commercial developments, or commercial developments on lands designated as Commercial on **Map 1 – Future Land Use**, shall require the submission of a neighbourhood structure plan or outline plan, to the satisfaction of the Development Authority. The requirements of a neighbourhood structure plan or outline plan, including provisions for public consultation, are detailed in **Part 5: Putting into Practice**.
- Policy 48: Commercial businesses may operate on lands designated as Heritage and Environment on Map 1 Future Land Use of this plan, if developed in association with a museum, historic park, or a similar enterprise. Additional tourism oriented businesses and agri-commercial uses may also be allowed within this area in accordance with the County's Land Use Bylaw.

22. Heritage & Environment

This plan acknowledges the equal significance of local environmental and heritage assets, and their interdependent relationship with one another. Significant Heritage and environmental features are jointly identified on **Map 1 - Future Land Use** as the Heritage & Environment Area. The intent of this designation is to identify areas where major cultural and environmentally significant assets (i.e. heritage properties, archeological sites, significant slopes, riparian areas, etc.) are present, and to protect these areas into the future, so that they may remain as valued assets for the Victoria District.



Objective: Preserve and protect cultural and environmental features in the plan area by limiting development opportunities in these areas to land uses that complement the natural beauty and historical significant of the local landscape.

Policy 49: The Heritage & Environment designation identified on **Map 1 - Future Land Use** of this plan shall include:

- » Lots containing all municipally, provincially, or federally recognized historic sites;
- » A 30 metre wide buffer on either side of the Victoria Trail;
- » A 30 metre wide buffer along all water bodies or water courses;
- » Environmentally Significant Areas identified by the province; and
- » All significant slopes (greater than 15%).

Policy 50: Within the Heritage & Environment Area agricultural, recreational, tourism and institutional land uses shall be encouraged.

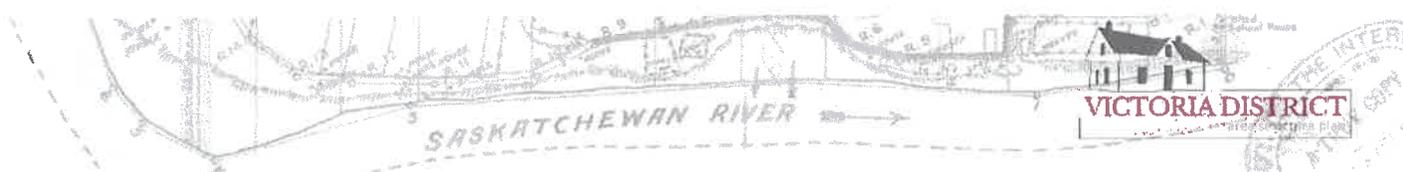
Policy 51: The plan recognizes that non-intensive agricultural activities compliment the historical significance of the plan area, and may add to or enhance the heritage value of the Victoria District.

Policy 52: The plan shall encourage the development of agricultural land use activities on private properties where the Land Suitability Assessment has indicated that there are multiple development considerations that represent constraints to country residential or commercial development.

Policy 53: Agricultural and rural developments in the Heritage and Environment area shall retain existing shelterbelts, hedgerows and significant tree stands that articulate the plan area's historic subdivision pattern and contribute to the attractiveness of the local landscape.

Policy 54: The consolidation of river lots into larger parcels shall be discouraged.

Policy 55: Natural resource extraction and processing uses shall not be allowed where the development of such uses will be visible from a provincial or municipally designated heritage site or would be located within the identified viewscape areas.



	of the respective County's Municipal Development Plan and Land Use Bylaw and shall take into consideration the guidelines and/or recommendations of: <ol style="list-style-type: none"> Qualified professionals; and/or The Government of Alberta's Stepping Back from the Water: A Beneficial Management Practices Guide for New Development Near Water Bodies in Alberta's Settled Region; and/or The North Saskatchewan Watershed Alliance's Municipal Guide, Planning for a Healthy and Sustainable North Saskatchewan River Watershed; ESRD Recommended Setbacks Chart (see Appendix C – Recommended Setbacks).
Policy 3.2.7	The dedication of Environmental or Municipal Reserve within the IDP area should be coordinated to promote maintenance contiguous wildlife corridors through undisturbed connected tree stands.
Policy 3.2.8	Environmental Reserve, Environmental Reserve Easements, and/or Conservation Reserves shall be established in accordance with Section 664 of the MGA. The boundaries of these area shall normally be defined using the recommendations from a Biophysical Assessment and/or wetland assessment, provided by the development proponent.
Policy 3.2.9	New developments in the IDP area shall be designed to reduce risk from wildfires. New development shall incorporate FireSmart Canada recommendations where appropriate into the site design, where appropriate.
Policy 3.2.10	The Counties may explore opportunities for intermunicipal collaboration on watershed management initiatives that protect and enhance the North Saskatchewan River.

3.3 HISTORIC RESOURCES

Policy 3.3.1	All applications for subdivision and new development on parcels identified by the Province as containing or potentially containing a historic resources must provide a Historic Resources Impact Assessment (HRIA) and letter of clearance from Alberta Culture, Multiculturalism and Status of Women. Where a HRIA has been waived by the department, a letter of clearance indicating that the HRIA is not required must be provided.
Policy 3.3.2	When reviewing proposals for new development applications within portions of the IDP area that are also within the Victoria District Area Structure Plan, the Development Authority shall have regard for potential impacts on the designation of the Victoria District National Historic Site.

3.4 TRANSPORTATION

Policy 3.4.1	The Counties will work collaboratively with Alberta Transportation and Alberta Infrastructure to ensure that highways and bridges in the IDP area are safe and efficient.
Policy 3.4.2	The Counties will work collaboratively to identify opportunities for the placement of signs along local roads and highways in each other's municipality that may promote local businesses, cultural sites, important landmarks, and regional wayfinding.

3.5 NATURAL RESOURCES

Policy 3.5.1	Aggregate resource extraction shall be guided by the policies and regulations in the applicable County's statutory plans and LUB, as well as applicable provincial and federal requirements.
Policy 3.5.2	Applications for subdivision and development in the Plan Area shall conform to setbacks established by the Alberta Energy Regulator (AER).
Policy 3.5.3	The Counties shall work with oil and gas infrastructure development proponents to discourage fragmentation of important natural features or agricultural lands by proposed oil and gas infrastructure in the IDP area.
Policy 3.5.4	The Counties shall work with oil and gas infrastructure development proponents to maintain the integrity of existing pipeline corridors within the Plan Area.

3.6 TOURISM AND RECREATION

Policy 3.6.1	Tourism and recreation opportunities in the region such as ecotourism, enhancements to existing trails, new trail development, staging areas and parks/campgrounds that respect agricultural land uses and environmentally sensitive lands, may be supported.
Policy 3.6.2	Collaboration with existing recreation and tourism groups to efficiently promote recreational tourism in the region will be encouraged.
Policy 3.6.3	Where appropriate, each municipality will endeavour to find efficiencies in bylaw enforcement through public education on recreational use near the North Saskatchewan River and the exploration of shared by bylaw services and existing mutual aid agreements.
Policy 3.6.4	The means of providing access to educational material regarding safe and responsible trail use, North Saskatchewan River health, off highway vehicle regulations, hunting regulations, and property ownership will be encouraged.
Policy 3.6.5	Public awareness of significant historic and cultural sites in the region will be promoted as part of heritage tourism efforts.
Policy 3.6.6	Both municipalities will work together to jointly advocate to the Province on issues related to tourism and recreation such as fishing to support tourism in the region.
Policy 3.6.7	Explore opportunities to work together on provincial and federal grant applications for recreation and tourism initiatives in the region.
Policy 3.6.8	Lamont County will explore opportunities to identify and promote the municipality's cultural and historic resources within the Plan Area.

3.7 REQUIREMENTS FOR AREA STRUCTURE PLANS

Policy 3.7.1	Requirements for when an ASP will be prepared for a planned development in the IDP area shall be as identified in the respective Counties' MDPs and LUBs.
Policy 3.7.2	<p>In consideration of a proposal for a redistricting, subdivision, or development permit application that requires Area Structure Plan the Approving Authority may require the following supporting studies and plans as part of the application:</p> <ol style="list-style-type: none"> Geotechnical & Groundwater Report to identify environmental hazard lands such as high water table, slope stability; Wetland Assessment to delineate and classify wetlands within the subject site; Biophysical Assessment to identify significant ecological features, water bodies and watercourses; Traffic impact assessment and circulation plan to ensure that the integrity of adjacent roads shall be maintained through the use of service roads and limited access points; Utility servicing plans which identifies location and facilities for servicing; Storm water management plans; Environmental Impact Assessment prepared in accordance with Alberta Environment and Parks (AEP) guidelines; Phase I environmental assessment to identify areas of potential contamination within the site; Development specific design standards including: architectural, landscaping and sign controls; Figures identifying suitable building sites; Historic Resources Impact Assessment (HRIA) or letter of clearance Alberta Culture, Multiculturalism and Status of Women if the proposed site contains a Historic Resource; Public consultation; Any other information or study determined necessary by the Subdivision and/or Development Authority for consideration of the application.

	<ul style="list-style-type: none"> b. Provided for in the respective County’s LUB; or c. Supported by an approved ASP or Conceptual Scheme.
Policy 4.1.12	<p>Land uses and developments that may create negative offsite impacts on surrounding properties by way of:</p> <ul style="list-style-type: none"> a. Noise; b. Pollution; c. Dust control; d. Smell; and/or e. Fragmentation of local viewsapes <p>shall be discouraged from being developed in portions of the Agriculture and Rural Development Area that may affect existing or proposed developments in the Culture and Tourism Area.</p>
Policy 4.1.13	<p>Proposals from subdivision and/or development described in Policy 5.1.13 shall be subject to the policies of Section 5.4 - Circulation and Referral.</p>

4.2 CULTURE AND TOURISM AREA

The policies in this section apply to lands within the Culture and Tourism Area on **Map 7.3 – Future Land Use**.

Policy 4.2.1	The development of lands within the Culture and Tourism Area shall be guided by an approved Area Structure Plan or Conceptual Scheme.
Policy 4.2.2	Lands within the Culture and Tourism Area may be developed for a range of rural agricultural, residential, commercial, institutional, and recreational uses.
Policy 4.2.3	Development within the Culture and Tourism Area will be consistent with the Victoria District Economic Development Strategy.
Policy 4.2.4	Development within the Culture and Tourism Area shall be designed to enhance the socio-cultural authenticity of the communities, conserve built and living cultural heritage and traditional values, and contribute to intercultural understanding and tolerance.

	<ul style="list-style-type: none"> c. The Chief Administrative Officer of Smoky Lake County, or their designate (non-voting member); d. The Chief Administrative of Lamont County, or their designate (non-voting member); and e. Other staff as required to provide technical support to the IPC (non-voting member(s)).
Policy 5.2.4	The Councils of each County may appoint alternative members, should any member not be able to attend an IPC meeting.
Policy 5.2.5	The Chief Administrative Officers of each municipality may appoint another member of their municipality's Administration to serve as an alternate non-voting member.
Policy 5.2.6	The IPC shall establish its own rules of procedure, including its own schedule of meetings.
Policy 5.2.7	Meetings should be called at the pleasure of the IPC Chair as required.
Policy 5.2.8	At minimum, The IPC shall communicate with all members via email on an annual basis to determine if a meeting of the IPC is requested by a member to discuss issues concerning the implementation of the IDP. If no request for a meeting is made, then a meeting of the IPC shall not be required.
Policy 5.2.9	The IPC shall not deal with all development matters within the IDP area. Rather, it will deal with all matters referred to it in the manner described in this IDP.
Policy 5.2.10	<p>The IPC has the following functions:</p> <ul style="list-style-type: none"> a. To clarify the intent and interpretation of the IDP; b. To develop specific strategies related to the provision of infrastructure, service provision, cost sharing, etc. for proposed subdivision and development in the IDP area that reflect the policies and guidelines set out in the IDP; c. To review and comment on applications to amend the IDP; d. To review and comment on development matters referred to the IPC in accordance with this IDP; e. To participate in the dispute resolution process, as outline in Section 6; and f. To undertake such other matters as it deems reasonable and as are referred to it by either County's Council or Administration.

5.3 COMMUNICATION

Policy 5.3.1	The Council and Administration of each County shall encourage and work to improve intermunicipal communication and cooperation.
Policy 5.3.2	The Counties will maintain open lines of communication to resolve misunderstandings and problems in order to capitalize on opportunities for mutual benefit.
Policy 5.3.3	The Counties may explore joint economic initiatives, joint servicing initiatives, and profit sharing agreements as the need arises to support development within the IDP area.

5.4 CIRCULATION AND REFERRAL

Referral Requirements

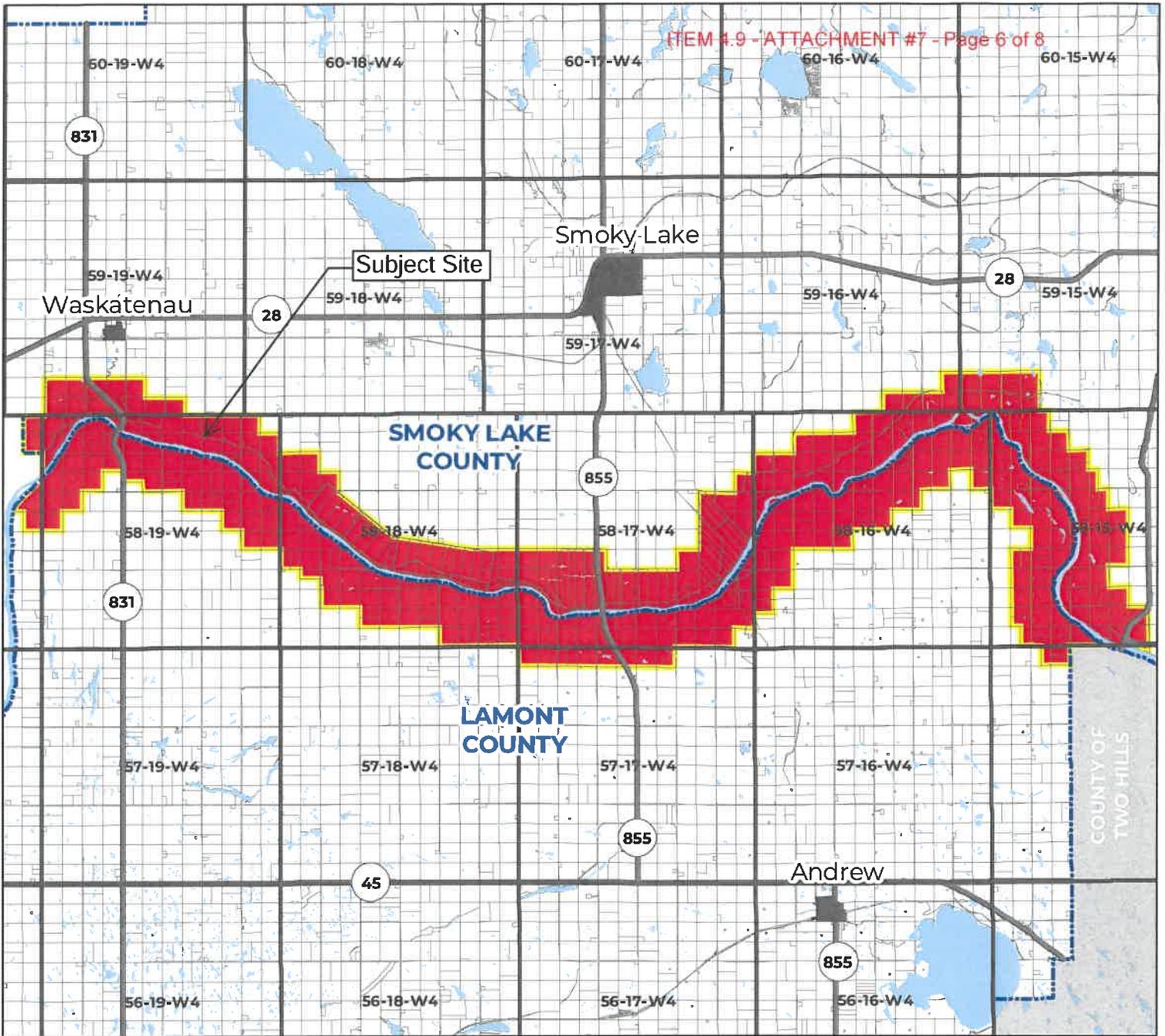
Policy 5.4.1	<p>The Counties agree that each County's Subdivision Authority and/or Development Authority will notify the other County's Administration of the following items which affect lands within the Referral Area identified on Map 7.2 – Plan Area and Referral Area Boundaries:</p> <ul style="list-style-type: none"> a. A proposed Municipal Development Plan, or amendment thereto; b. A proposed Land Use Bylaw, or amendment thereto; c. A proposed Area Structure Plan or Conceptual Scheme, or any amendment thereto; or d. A proposed subdivision or development permit application that would: <ul style="list-style-type: none"> i. Significantly impact local viewscales within view of the Culture and Tourism Development Area; ii. Create significant negative offsite impacts (such as noise, odour, pollution, dust, etc.); iii. Create a significant impact on municipal or provincial infrastructure; or
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	<p>iv. Impact infrastructures system(s) within the adjacent County or operated as part of a regional system.</p> <p>Comments shall be sent by the responding municipality to the approving authority within 14 calendar days of the date of the referral, as identified in the Administration Review portion of Section 6.4 unless an alternate time period has been agreed to by both Counties.</p>
Policy 5.4.2	<p>Depending on the nature of the proposed application for subdivision or development, and at the specific request of the respective County's Administrations, the IPC may provide recommendations related to the proposed application, as identified in the IPC Review portion of Section 5.4.4.</p>

Administration Review

Policy 5.4.3	<p>Where a referral is required, the referring County shall provide complete information concerning the matter to the other County's Administration. The administrative review shall proceed according to the following process:</p>
--------------	--

STEP	TIMELINE	ACTION
1 Referral to Administration	As matters Arise	Where a referral is required, the referring municipality shall provide complete information concerning the matter to the responding municipality's administration.
☺ Resolution or Next Step ▼		
2 Evaluation of the referral by Administration	Within 14 days of receipt of the referral	<p>The Administration of the responding municipality will undertake an evaluation of the matter and provide comments in writing to the administration of the referring municipality within 14 days of receipt of the referral.</p> <p>Should no comments be received within the 14 days, the referring municipality may proceed with the issuance of a decision/next reading of the bylaw.</p>
☺ Resolution or Next Step ▼		
3 Meeting of Administrations	Within 7 days of receipt of comments	If there are any objections, the two administrations shall meet and discuss the issue and attempt to resolve the matter within 7 days of the referring municipality's receipt of the comments provided by the responding municipality.
☺ Resolution or Next Step ▼		
4 Resolution or referral to the IPC	Within 7 days of the meeting	<p>If the administrations resolve the objection, the responding municipality will formally notify the referring municipality in writing, within 7 days of the resolution. The referring municipality will proceed with the processing of the application and issue a decision within the legislated timeframe or proceed to the next reading of the bylaw adoption process.</p> <p>In the event that the objection is not resolved at the administrative level within 7 days of the meeting of administrations, the referring municipality's administration shall refer the matter to the Intermunicipal Planning Committee.</p>
☺ Resolution or Next Step ▼		



Smoky Lake County & Lamont County

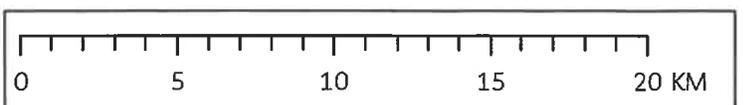
INTERMUNICIPAL DEVELOPMENT PLAN

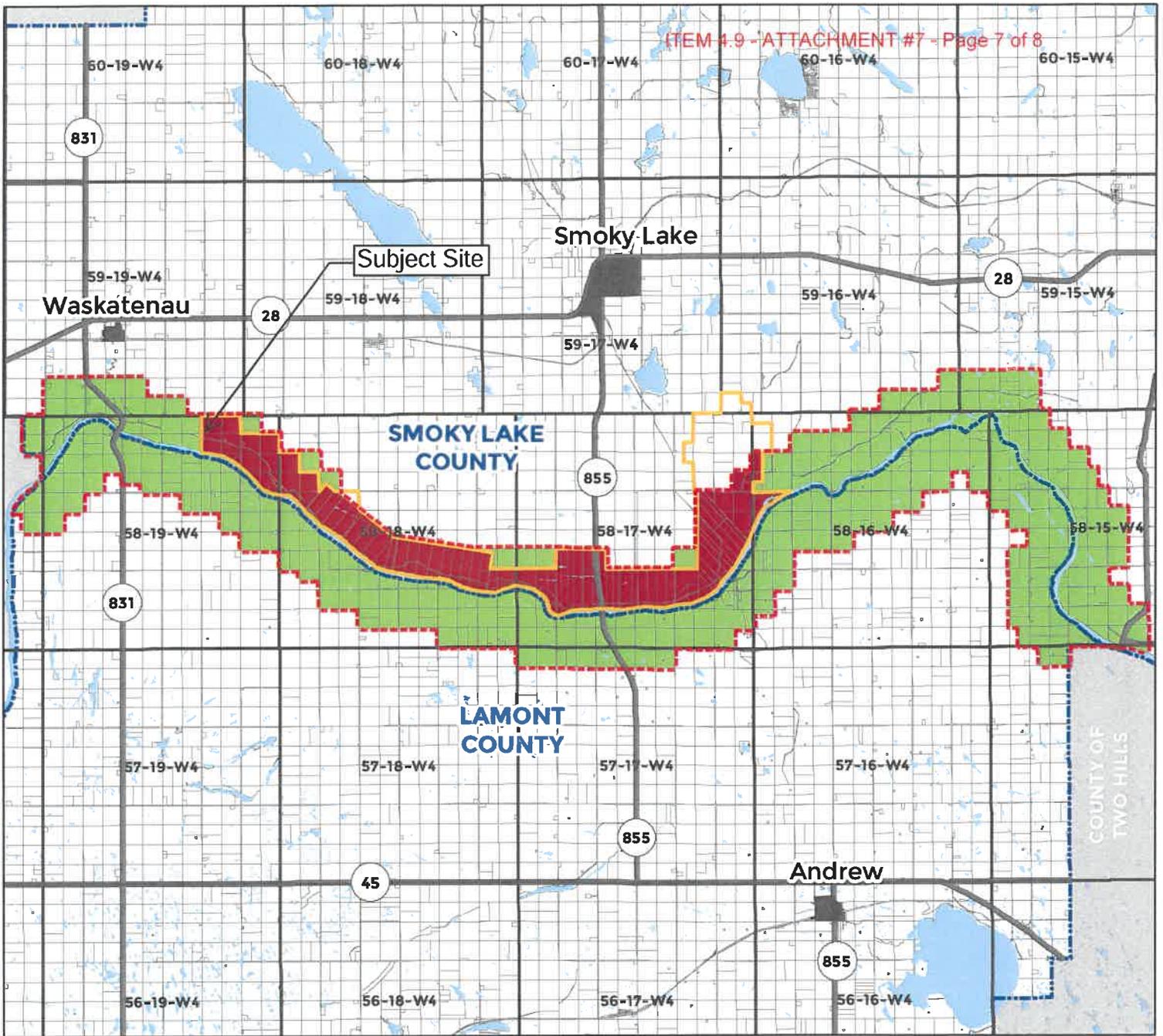


7.2 PLAN AREA AND REFERRAL AREA BOUNDARIES

	Intermunicipal Development Plan Area
	Referral Area
	Urban Municipality
	Waterbody

Digital Information:
 Geogratis, Geo discover, Altalist
 Projection: UTM NAD 83 12N





Smoky Lake County & Lamont County

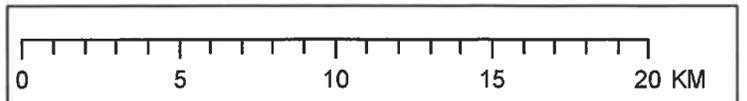
INTERMUNICIPAL DEVELOPMENT PLAN

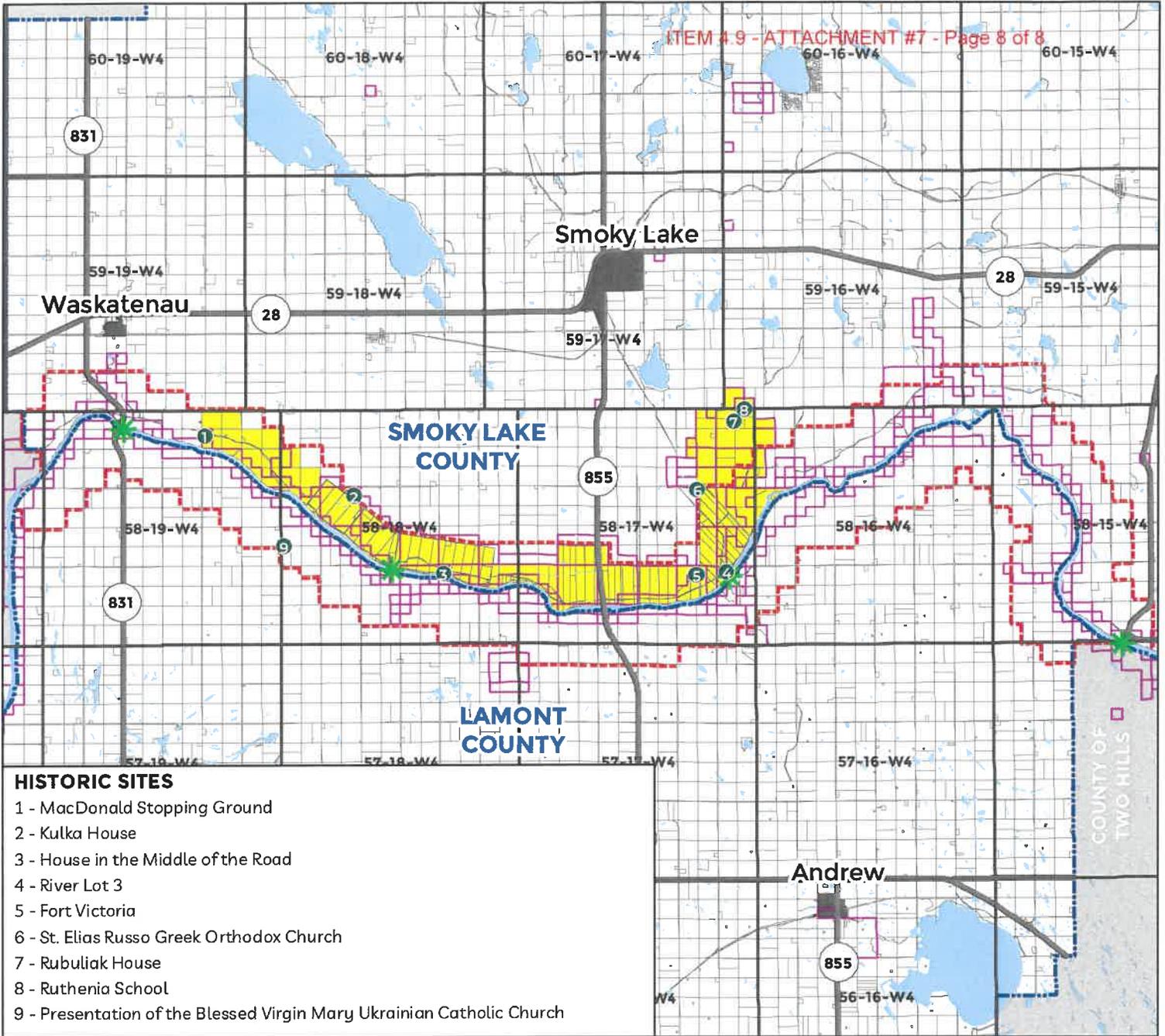


7.3 FUTURE LAND USE

-  Intermunicipal Development Plan Area
-  Agriculture and Rural Development Area
-  Culture and Tourism Area
-  Victoria District Area Structure Plan
-  Urban Municipality

Digital Information:
Geogratis, Geodiscover, Altalist
Projection: UTM NAD 83 12N





Smoky Lake County & Lamont County

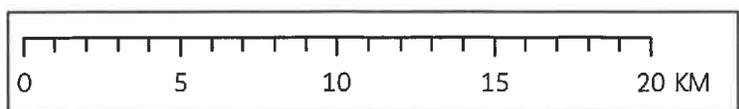
INTERMUNICIPAL DEVELOPMENT PLAN



A.3 HISTORIC AND CULTURAL RESOURCES

	Plan Area Boundary		Historic Site
	Urban Municipality		Former Ferry Crossing
	Victoria District ASP		Waterbody
	Historic Resources		

Digital Information:
Geogatis, Geodiscover, Altalist
Projection: UTM NAD 83 12N



Bylaw 1415-22

**SMOKY LAKE COUNTY
IN THE PROVINCE OF ALBERTA
BYLAW NO. 1415-22**

**A BYLAW OF THE MUNICIPALITY OF SMOKY LAKE COUNTY IN THE PROVINCE OF ALBERTA,
TO AMEND BYLAW 1272-14 BEING THE LAND USE BYLAW FOR SMOKY LAKE COUNTY & TO
AMEND BYLAW 1249-12 BEING THE MUNICIPAL DEVELOPMENT PLAN FOR SMOKY LAKE
COUNTY**

WHEREAS Council has adopted Smoky Lake County Bylaw 1249-12 to be used at the Municipal Development Plan.

WHEREAS Council has adopted Smoky Lake County Bylaw 1272-14 to be used at the Land Use Bylaw.

WHEREAS it is deemed expedient to amend Bylaw 1249-12, Bylaw 1272-14, and Bylaw 1305-17, as set out in Section 692 of the Municipal Government Act, R.S.A. 2000, c. M-26, and amendments thereto.

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

1. That Appendix "B" of Smoky Lake County Bylaw No. 1272-14: Land Use Bylaw, be amended such that all the portions of the lands legally described as Plan 1423459, Block 1, Lot 1, as shown on Schedule "A", be rezoned from "Agriculture (AG) District" to "Victoria Commercial (C2) District";
2. That Section 7.2 "Future Land Use Map" of Smoky Lake County Bylaw No. 1249-12: Municipal Development Plan, be amended such that all portions of the lands legally described as Plan 1423459, Block 1, Lot 1, as shown on Schedule "B", be reclassified from "Agriculture Area" to "Commercial Area";
3. This Bylaw shall come into effect after third and final reading.

READ A FIRST TIME IN COUNCIL THIS 28TH DAY OF APRIL, AD 2022.

Lorne Halisky
Reeve

S E A L

Gene Sobolewski
Chief Administrative Officer

READ A SECOND TIME IN COUNCIL THIS _____ DAY OF _____, AD 2022.

READ A THIRD AND FINAL TIME IN COUNCIL _____ DAY OF _____, AD 2022.

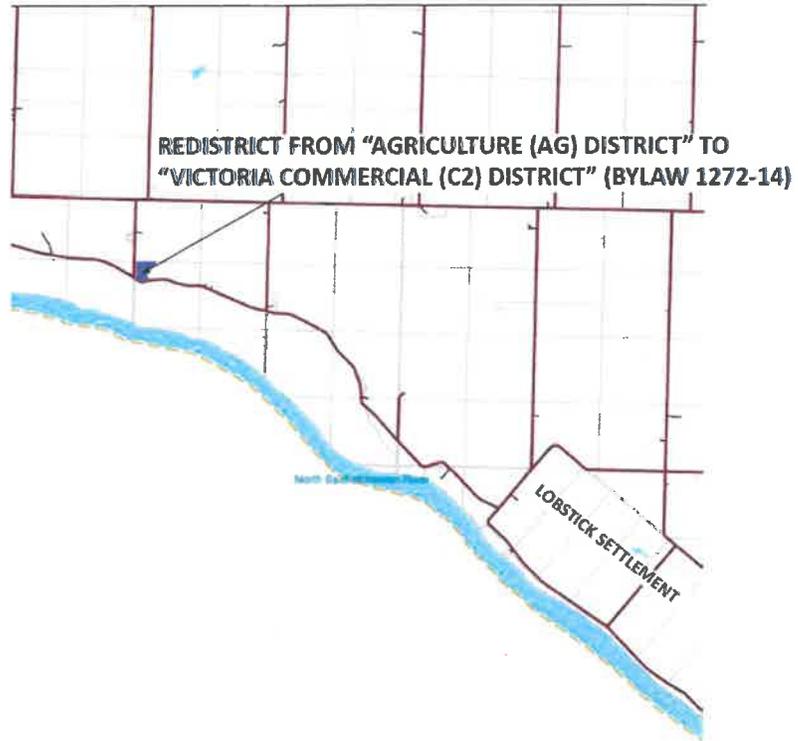
Lorne Halisky
Reeve

S E A L

Gene Sobolewski
Chief Administrative Officer

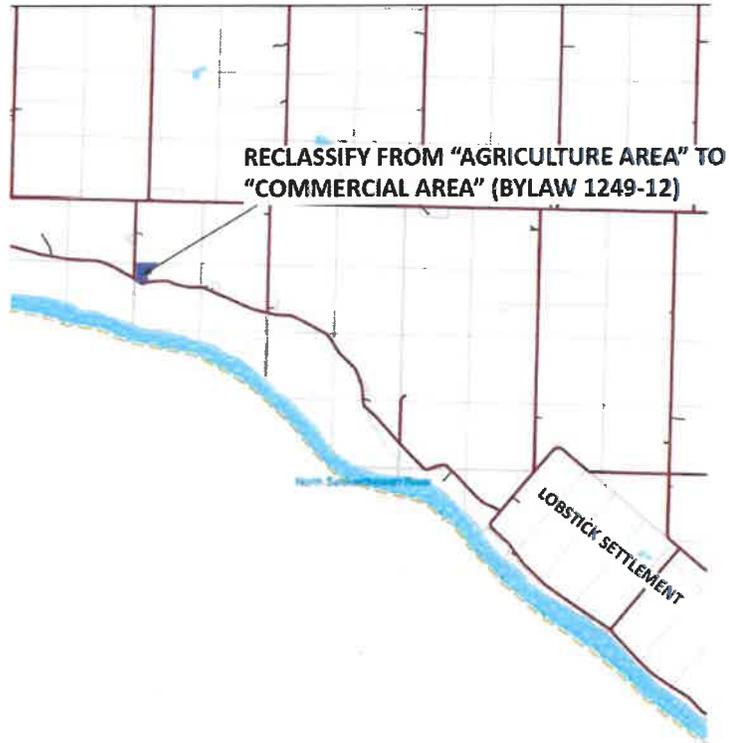


SCHEDULE "A" BYLAW NO. 1415-22





SCHEDULE "B" BYLAW NO. 1415-22



REQUEST FOR DECISION

DATE

April 28, 2022**4.10**

TOPIC

Day of Mourning – April 28

PROPOSAL

HISTORY:

- National Day of Mourning – April 28 is a day set aside each year to remember those who have been killed or seriously injured in the workplace.
- On April 28, 1991, Canada recognized its first National Day of Mourning for Persons Killed or Injured in the Workplace: a day where flags fly at half-mast, and we hold ceremonies across the country to recognize the lives needlessly lost, and the tremendous suffering of those left in the wake of workplace tragedy. In the years since, more than 100 other countries have also adopted the observance known widely as Workers' Memorial Day.

**BACKGROUND:**

April 28 is a **day** set aside to remember those killed or injured on the job as a strong call to action for prevention message.

Observance: previous years

YEAR	Statistics	Mark the Day of Mourning
2021	178	Our last goodbye wasn't how we imagined
2020	150	Gone too soon – remembered for a lifetime
2019	165	Not everyone makes it home to those they love
2018	162	He was more than a co-worker – he was my friend
2017	166	I still can't believe he's gone
2016	125	He wanted to be – just like his dad
2015	169	She will never know her father

CURRENT:

Smoky Lake County observes April 28 as:

- **We remember:** workers who were killed, injured, or became ill from their job.
- **We commit:** to protecting workers and preventing further workplace tragedies.

Last Year's Motion:

April 29, 2021: County Council **Meeting** - Motion #675-21:

"That Smoky Lake County declare April 28, 2021 as a "Day of Mourning" remembering all workers who have been killed, injured or disabled at their place of work and honouring the 150 men and women who were killed "Gone to Soon – remembered for a lifetime" in Year-2020; and commemorate the day by lowering the flags as per Policy Statement No. 01-35: Flags: Half Mast, and promote the "Day of Mourning" in the County Grapevine and Social Media for awareness."

PROPOSAL:

- The National Day of Mourning is not only a day to remember and honour those lives lost or injured due to a workplace tragedy, but also a day to collectively renew our commitment to improve health and safety in the workplace and prevent further injuries, illnesses and deaths.
- **Year 2021:** Sadly, Alberta lost 178 people to workplace injury or illness in 2021.
April 28 - Smoky Lake County declare "Day of Mourning" and honour this day to remember to honour lives forever changed.



Information on materials and resources can be found on:

<https://wcb.ab.ca/about-wcb/community-partnership/day-of-mourning>

CORRELATION TO BUSINESS (STRATEGIC) PLAN

LEGISLATIVE, BYLAW and/or POLICY IMPLICATIONS

GOVERNMENT OF CANADA: WORKERS MOURNING DAY ACT S.C. 1991, c.15
 An Act respecting a Day of Mourning for Persons Killed or Injured in the Workplace [Assented to 1st February, 1991]

WHEREAS it is desirable that Canadians should designate a day of mourning to remember workers killed, disabled or injured in the workplace and workers afflicted with industrial disease; AND WHEREAS Canadians seek earnestly to set an example of their commitment to the issue of health and safety in the workplace; NOW, THEREFORE, Her Majesty, by and with the advice and consent of the Senate and House of Commons of Canada, enacts as follows:

Short title

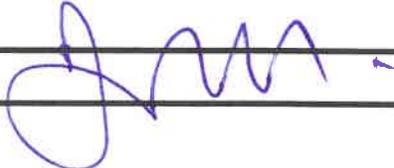
1. This Act may be cited as the Workers Mourning Day Act.

Day of Mourning

2. (1) Throughout Canada, in each and every year, the 28th day of April shall be known under the name of "Day of Mourning for Persons Killed or Injured in the Workplace".

(2) For greater certainty, the Day of Mourning for Persons Killed or Injured in the Workplace is not a legal holiday or a non-juridical day and shall not be required to be kept or observed as such.

Policy Statement No. 01-35: Flags: Half Mast

		Section 1.3 Flags shall be lowered on the Provincial Declaration "Day of Mourning" for remembering workers injured or killed on the job.
BENEFITS	<ul style="list-style-type: none"> • Displays the County's commitment to workplace health and safety. • Reminding more workers to put health and safety at the forefront of their work and helping to prevent further work-related injuries and loss of life. • Shows respect to remember and honour those lives lost or injured due to a workplace tragedy. 	
DISADVANTAGES	N/A	
ALTERNATIVES	N/A	
FINANCE/BUDGET IMPLICATIONS		
Operating Costs:	\$ _____	Capital Costs: _____
Budget Available:	\$ _____	Source of Funds: _____
Budgeted Costs:	\$ _____	Unbudgeted Costs: _____
No Budget Implications		
INTERGOVERNMENTAL INVOLVEMENT/IMPLICATIONS		
COMMUNICATION STRATEGY	Promoting on social media. Declaration in the County Grapevine.	
RECOMMENDATION		
That Smoky Lake County declare April 28, 2022 as a "Day of Mourning" remembering all workers who have been killed, injured or disabled at their place of work and honouring the 178 men and women who were killed "Our last goodbye wasn't how we imagined" in Year-2021; and commemorate the day by lowering the flags as per Policy Statement No. 01-35: Flags: Half Mast, and promote the "Day of Mourning" in the County Grapevine and social media for awareness.		
CHIEF ADMINISTRATIVE OFFICER		

Our last goodbye wasn't how we imagined.

In 2021, we lost 178
people to workplace
illness or injury in Alberta.

*On April 28, we take a
moment to remember
them.*

Day of Mourning

In memory of the 178 people in Alberta who died from workplace injury or illness in 2021

Rian, 73, trauma — *Ralph*, 82, trauma — *George*, 72, trauma — *John*, 79, motor vehicle accident — *Edward*, 85, occupational disease — *Kevin*, 56, trauma — *Robert*, 72, trauma — *Ernest*, 83, trauma — *Jeffery*, 62, trauma — *Peter*, 57, trauma — *Nick*, 87, occupational disease — *Thomas*, 81, occupational disease — *Carol*, 56, trauma — *William*, 79, occupational disease — *David*, 70, occupational disease — *Glenn*, 80, occupational disease — *Richard*, 63, cardiac — *Kenneth*, 78, occupational disease — *George*, 77, trauma — *Allan*, 76, occupational disease — *Dale*, 66, trauma — *Eugene*, 79, occupational disease — *William*, 74, occupational disease — *Wilfred*, 90, occupational disease — *Albert*, 74, occupational disease — *Richard*, 83, occupational disease — *Iulian*, 63, trauma — *Gary*, 71, occupational disease — *Joseph*, 88, occupational disease — *Donald*, 85, occupational disease — *Donald*, 86, occupational disease — *Edwin*, 70, occupational disease — *Michael*, 52, trauma — *Kenneth*, 77, occupational disease — *Victor*, 66, occupational disease — *Lowell*, 95, occupational disease — *Gerald*, 85, occupational disease — *James*, 72, occupational disease — *Russell*, 96, occupational disease — *Konrad*, 57, trauma — *Victor*, 75, occupational disease — *Bill*, 89, occupational disease — *George*, 72, occupational disease — *Hugh*, 87, occupational disease — *Fred*, 79, occupational disease — *Cornelius*, 83, occupational disease — *Robert*, 74, occupational disease — *Ejnar*, 90, occupational disease — *Eugene*, 78, occupational disease — *Normand*, 93, occupational disease — *George*, 73, occupational disease — *David*, 77, occupational disease — *Stuart*, 90, occupational disease — *Arleigh*, 73, occupational disease — *Richard*, 73, occupational disease — *Allan*, 82, occupational disease — *Denis*, 67, occupational disease — *Wayne*, 69, occupational disease — *Robert*, 83, occupational disease — *Wayne*, 82, occupational disease — *Alvin*, 79, occupational disease — *Gene*, 82, occupational disease — *Clair*, 82, occupational disease — *Raymond*, 69, occupational disease — *Peter*, 89, occupational disease — *Kelly*, 45, cardiac — *Douglas*, 71, occupational disease — *Fred*, 78, occupational disease — *Johnny*, 76, occupational disease — *Vaclav*, 76, occupational disease — *Alan*, 66, occupational disease — *Vernon*, 75, occupational disease — *Martin*, 47, motor vehicle accident — *Gerald*, 54, occupational disease — *Thomas*, 78, occupational disease — *Jeffrey*, 50, trauma — *Dale*, 72, occupational disease — *Naomi*, 57, occupational disease — *Bryan*, 41, motor vehicle accident — *Laurier*, 65, occupational disease — *Philip*, 75, occupational disease — *Graham*, 70, occupational disease — *Stanford*, 90, occupational disease — *Keith*, 47, occupational disease — *Daniel*, 87, occupational disease — *Patrick*, 51, motor vehicle accident — *Kwang*, 67, cardiac — *John*, 73, occupational disease — *Darrell*, 63, occupational disease — *Reinhard*, 84, occupational disease — *Roger*, 45, occupational disease — *Rose*, 63, occupational disease — *Yurub*, 52, occupational disease — *Kelly*, 30, motor vehicle accident — *Joe*, 61, occupational disease — *Andrew*, 37, trauma — *Maureen*, 50, occupational disease — *John*, 63, cardiac — *Patrick*, 25, trauma — *Roop*, 46, motor vehicle accident — *Darwin*, 35, occupational disease — *Curtis*, 42, cardiac — *Abdulkadir*, 49, motor vehicle accident — *Henry*, 50, occupational disease — *Lawrence*, 80, occupational disease — *Wayne*, 73, occupational disease — *Conrad*, 60, occupational disease — *Wreford*, 82, occupational disease — *Walter*, 81, occupational disease — *Monika*, 63, trauma — *Reinhold*, 62, occupational disease — *Derek*, 36, trauma — *Delfin*, 43, occupational disease — *Wayne*, 61, motor vehicle accident — *Paras*, 29, motor vehicle accident — *Chad*, 36, trauma — *John*, 69, occupational disease — *Darcy*, 54, cardiac — *Lisa*, 52, occupational disease — *Michael*, 24, motor vehicle accident — *Dennis*, 66, occupational disease — *Ryan*, 49, trauma — *James*, 65, trauma — *Edward*, 64, occupational disease — *John*, 63, occupational disease — *Faron*, 49, occupational disease — *Dwight*, 63, trauma — *Sleiman*, 47, trauma — *Maureen*, 55, occupational disease — *Neil*, 67, occupational disease — *Wade*, 61, trauma — *Frank*, 75, motor vehicle accident — *Michael*, 51, occupational disease — *Derek*, 49, occupational disease — *Ronald*, 67, occupational disease — *Larry*, 67, occupational disease — *Verda*, 62, occupational disease — *Efren*, 37, trauma — *Greg*, 60, occupational disease — *Leonard*, 60, occupational disease — *Brad*, 35, trauma — *Robert*, 56, occupational disease — *Douglas*, 61, occupational disease — *Heath*, 48, motor vehicle accident — *Ryan*, 34, motor vehicle accident — *Jean*, 66, occupational disease — *Virginia*, 49, occupational disease — *Andrew*, 70, occupational disease — *Dorothy*, 68, occupational disease — *Omor*, 33, motor vehicle accident — *Sukhjinder*, 36, motor vehicle accident — *Barry*, 66, trauma — *Alexander*, 89, occupational disease — *Jason*, 42, trauma — *Samantha*, 26, trauma — *Alexander*, 55, trauma — *Rodney*, 50, trauma — *Donald*, 60, motor vehicle accident — *Stefan*, 89, occupational disease — *Darrick*, 35, occupational disease — *Wayne*, 51, motor vehicle accident — *Saad*, 56, trauma — *Kenneth*, 55, trauma — *Clinton*, 30, trauma — *Gary*, 61, trauma — *Kenneth*, 86, occupational disease — *Parmohit*, 22, motor vehicle accident — *Christopher*, 46, trauma — *Reialvin*, 54, trauma — *Dean*, 60, occupational disease — *Cordell*, 44, trauma — *Martin*, 82, occupational disease — *Christopher*, 34, motor vehicle accident — *Cody*, 32, trauma — *Gordon*, 64, motor vehicle accident — *Clinton*, 49, motor vehicle accident — *Murray*, 71, trauma — *Brian*, 55, motor vehicle accident

Day of Mourning

We can make a difference by working together to make workplaces safer.

TOPIC

Federation of Canadian Municipalities (FCM) – Membership 2022-2023

PROPOSAL

HISTORY:

- FCM (Federation of Canadian Municipalities) has been the national voice of municipal government since 1901. Membership includes more than 2,000 municipalities of all sizes, from Canada's cities and rural communities to northern communities and 20 provincial and territorial municipal associations. Together, they represent more than 90 percent of all Canadians from coast to coast to coast. Municipal leaders from across Canada assemble each year to set FCM policy on key issues.
- FCM is an advocacy group. It is an organization with no formal power but significant ability to influence debate and policy, as it is a main national lobby group of Mayors/Reeves, Councillors and other elected municipal officials. It negotiates with the Government of Canada's departments and agencies on behalf of municipalities and administers a number of funds.

■ **Membership:**

Province	Members	% Municipal Populations
Alberta	240	97.8%
British Columbia	185	94.9%
Saskatchewan	420	88.2%
Manitoba	135	99.8%
Ontario	348	95.7%
New Brunswick	99	97.9%
Newfoundland and Labrador	155	80.1%
Nova Scotia	49	84.1%
Northwest Territories	13	88.7%
Nunavut	18	76.0%
Yukon	9	100%

BACKGROUND:

■ **Smoky Lake County: Membership Status:**

Year	Membership
2001-2002	\$ 383.82
2002-2003	\$ 392.11
2003-2004	\$ 564.00
2004-2005	\$ 399.48
2005-2006	\$ 407.80
2006-2007	\$ 398.35
2007-2008	\$ 406.67
2008-2009	\$ 481.13
2009-2010	\$ 494.55
2010-2011	\$ 519.63
2011-2012	\$ 539.70
2012-2013	\$ 561.45
2013-2014	\$ 649.33
2014-2015	\$ 664.89
2015-2016	\$ 681.23

Population per capita was corrected with FCM	2016-2017	\$ 490.41	Membership 2022-2023 \$ 747.90
	2017-2018	\$ 749.19	
	2018-2019	\$ 896.20	
	2019-2020	\$ 1,134.96	
	2020-2021	\$ 702.26	
	2021-2022	\$ 730.08	
	<p>■ Conference: FCM's 2022:</p> <p>FCM's 2022 Annual Conference and Trade Show is officially scheduled June 2nd - 5th at Regina or online. Meeting online has its advantages! With no need to travel across the country, more people from your municipality can attend this year. Plus you'll enjoy brand new features tailored to a virtual conference environment, along with the learning and networking opportunities you already know and love.</p> <p>CURRENT:</p> <p>Council received an Invoice to renew the FCM Membership for 2022-2023:</p> <p>March 24, 2022: County Council Meeting - Motion #547-22:</p> <p>"That Smoky Lake County Council who can attend – attend the Federation of Canadian Municipalities (FCM) Annual Conference and Trade Show, scheduled for June 2-5, 2022, in Regina, Saskatchewan.</p> <p>PROPOSAL:</p> <p>To pay the 2022-2023 FCM Membership Fee of \$747.90.</p>		
CORRELATION TO BUSINESS (STRATEGIC) PLAN			
LEGISLATIVE, BYLAW and/or POLICY IMPLICATIONS		N/A	
BENEFITS	<ul style="list-style-type: none"> • Voice to represent rural Alberta as a invested part with a right to • Attributes work together and contributed to a sense of representing you community. • Represents the interest of municipal governments. 		
DISADVANTAGES			
ALTERNATIVES	Support concept setting up a Confederation of Western Municipalities.		
FINANCE/BUDGET IMPLICATIONS			
Operating Costs:	<u>\$ 747.90</u>	Capital Costs:	_____
Budget Available:	\$ _____	Source of Funds:	_____
Budgeted Costs:	\$ _____	Unbudgeted Costs:	_____
INTERGOVERNMENTAL INVOLVEMENT/IMPLICATIONS			
COMMUNICATION STRATEGY			
RECOMMENDATION			
<p>That Smoky Lake County RENEW the Federation of Canadian Municipalities (FCM) membership for Year 2022-2023 in the amount of \$747.90 as per invoice number INV-29139-H7S9J5, dated October 13, 2021.</p>			
CHIEF ADMINISTRATIVE OFFICER			



FEDERATION
OF CANADIAN
MUNICIPALITIES

FÉDÉRATION
CANADIENNE DES
MUNICIPALITÉS

**Membership Invoice
2022-2023
Facture d'adhésion**

6.9

24, rue Clarence Street
Ottawa, Ontario K1N 5P3
T. 613-241-5221
F. 613-241-7440

Gene Sobolewski
Smoky Lake County
PO Box 310 4612 McDougall Drive
Smoky Lake, AB, T0A 3C0
Attn: Chief Administrative Officer

INVOICE / FACTURE: INV-29139-H7S9J5
DATE: 10/13/2021
ACCOUNT / COMPTE: 40308
DUE DATE / DATE LIMITE: 04/01/2022

ITEM / DESCRIPTION	QTY / QTE	RATE / TAUX	SUB-TOTAL / SOUS-TOTAL	GST / TPS	TOTAL
Base fee per your population/ Taux de base selon votre population	1	\$210.00	\$210.00	\$10.50	\$220.50
Per capita dues calculated per your population/Frais de cotisation calculés selon votre population	2,461	\$0.2041	\$502.29	\$25.11	\$527.40
TOTAL			\$712.29	\$35.61	\$747.90

PAID AMOUNT / MONTANT PAYÉ: \$0.00
BALANCE DUE / MONTANT DÛ: \$747.90

PAYMENT / PAIEMENT

Cheque payable to / Chèque à l'ordre de
Federation of Canadian Municipalities
Fédération canadienne des municipalités

Electronic Funds Transfer / Transfert électronique de fonds

Royal Bank of Canada (RBC)
90 Sparks St, Ottawa, ON K1P 5T7
Transit Number/Numéro de transit: 00006

**Your FCM membership helps empower local leaders with
new tools to support their communities and drive
Canada's recovery.
Learn more at <https://fcm.ca/membership>.**

New / Nouveau

Account Number / Numéro de compte: **1113307**

accountsreceivable@fcm.ca/comptesrecevables@fcm.ca



REQUEST FOR DECISION		DATE	April 28, 2022,	4.12
TOPIC	Phase II – Lake & Hamlet Signage Project			
PROPOSAL	<p><i>That Smoky Lake County acknowledge the proposed Phase II Lake & Hamlet signage locations and design, as a budgeted 2022 project, with installation subject to scheduling by Public Works.</i></p> <p><u>BACKGROUND</u></p> <ul style="list-style-type: none"> • Questions often arise regarding issues such as directional wayfinding, ownership and boundaries of Municipal Reserve, requirement for Development Permit, etc., particularly at the County’s Lake subdivisions. <ul style="list-style-type: none"> ○ Many other rural municipalities (such as Lacombe County, Sturgeon County, Wetaskiwin County) have installed wayfinding/directional/information signage at many subdivisions to address these matters. ○ The Planning and Development Department has been working in cooperation with the GIS Operator to develop a series of high-quality maps that include addresses and additional information. • In 2021, Phase I focused on lake communities (nine). <ul style="list-style-type: none"> ○ Hanmore Lake (intersection of RGE RD 174 & Lake Drive) ○ Mons Lake <ul style="list-style-type: none"> ▪ Sandy Lane (intersection of TWP RD 602 & Mons Lake Drive) ▪ Mons Lake Estates (intersection of TWP RD 602 & RGE RD 164) ▪ Mons View Resort (intersection of RGE RD 164 & Mons Lake Drive) ○ Bonnie Lake (RGE RD 132A – entrance to Bonnie Lake Resort) ○ Garner Lake <ul style="list-style-type: none"> ▪ Birchland Resort (intersection of TWP RD 602 & RGE RD 123) ▪ Sunrise Beach (intersection of RGE RD 124 & Syroid Drive) ○ Whitefish Lake <ul style="list-style-type: none"> ▪ Hillside Acres (intersection of RGE RD 133A & RGE RD 133A) • For 2022, Phase II focuses on hamlets and other subdivisions (seven). <ul style="list-style-type: none"> ○ Warspite, Hamlet ○ Wayetenau, Subdivision <ul style="list-style-type: none"> ▪ Due to site considerations, it is recommended that the Wayetenau Subdivision either receive two signs, or be struck from ○ Spedden, Hamlet ○ Parkview Beach Resort, Subdivision ○ Haynes Estates, Subdivision ○ Edward, Hamlet ○ Bellis, Hamlet <p><u>ATTACHMENTS</u></p> <ul style="list-style-type: none"> • Draft Signs Copy, Locations Map, Built Design Sketch – © Attachment 1. 			
CORRELATION TO BUSINESS (STRATEGIC) PLAN				
Values: Integrity, Sustainability/Stability, Pride, Fairness, Freedom				

Vision: Leading the way in positive growth with healthy, sustainable, rural living.

Mission: Smoky Lake County strives for collaboration and excellence in the provision of transparent and fiscally responsible governance and services.

LEGISLATIVE, BYLAW and/or POLICY IMPLICATIONS

Municipal Government Act

BENEFITS

- Emergency Wayfinding
- Placemaking
- Community awareness of necessity for permits & property ownership information.

DISADVANTAGES

- Staff time

ALTERNATIVES

- Defer or modify design/locations
- Public Engagement

FINANCE/BUDGET IMPLICATIONS

Operating Costs: _____

Capital Costs: _____

Budget Available: \$5,218.50

Source of Funds: 1-2-526-32

Budgeted Costs: _____

Unbudgeted Costs: _____

INTERGOVERNMENTAL INVOLVEMENT/IMPLICATIONS

- Nil.

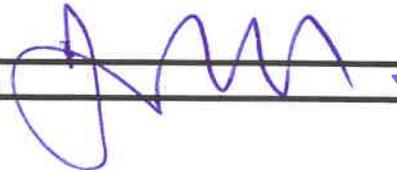
COMMUNICATION STRATEGY

- Nil.

RECOMMENDATION

That Smoky Lake County approve the proposed Phase II Lake & Hamlet signage locations and design, as per the 2022 budget, and forward the installation to be subject to scheduling by Public Works.

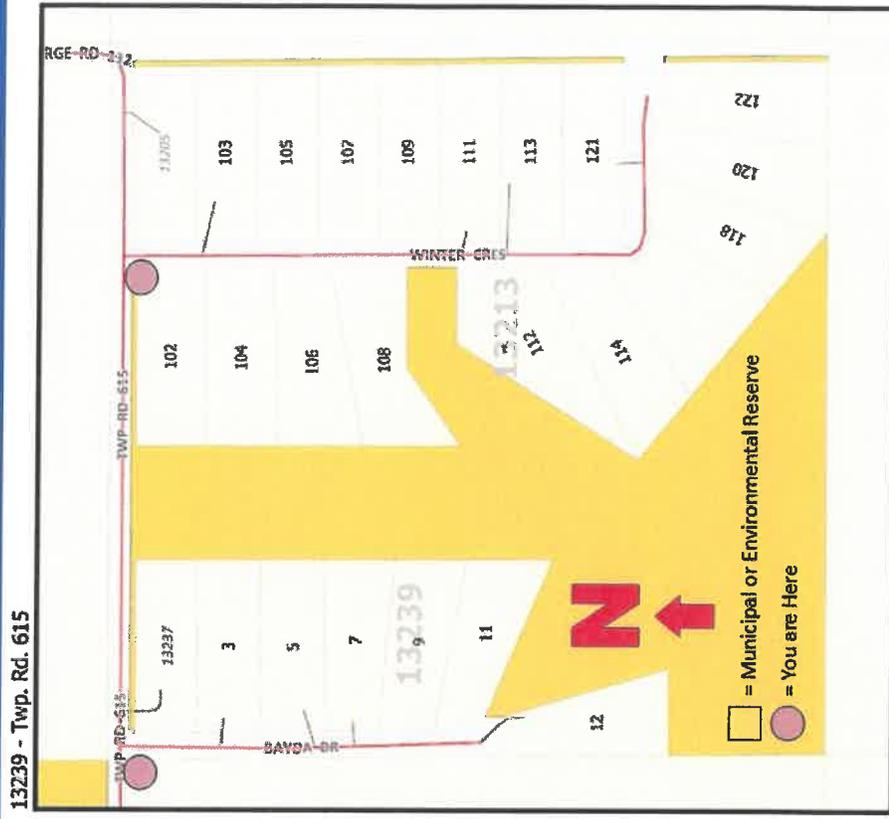
CHIEF ADMINISTRATIVE OFFICER



Wayetenau Subdivision



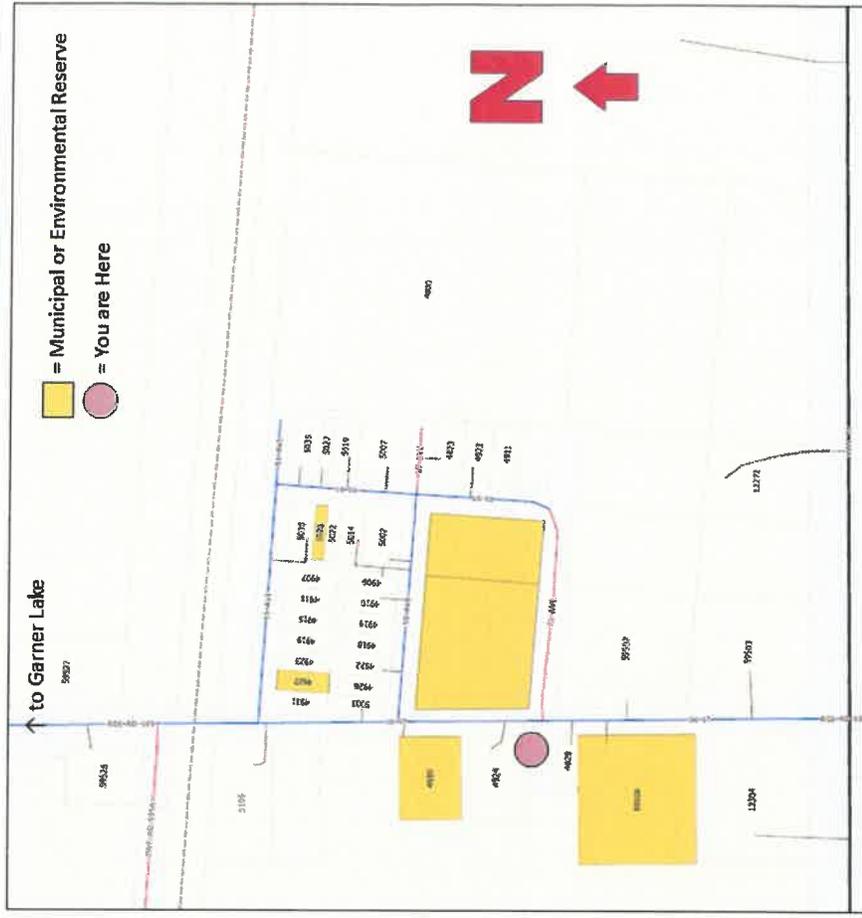
All development requires an approved Development Permit. Please contact the County's Planning and Development for more information at 780-656-3730 or www.smokylakecounty.ab.ca.



Hamlet of Spedden



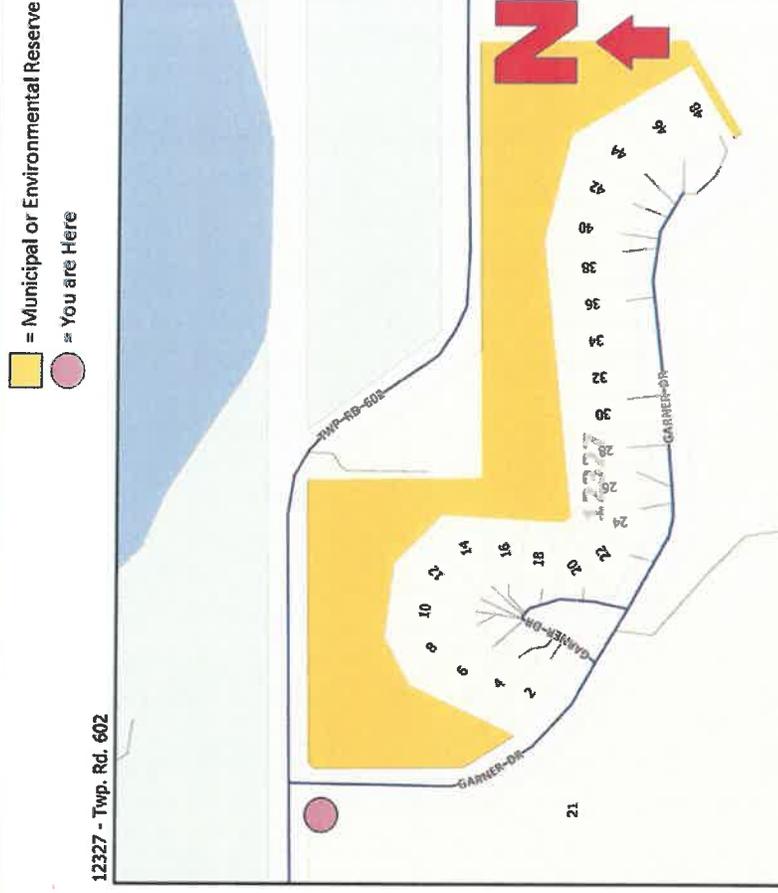
All development requires an approved Developing and Permit. Please contact the County's Planning and Development for more information at 780-656-3730 or www.smokylakecounty.ab.ca.



Parkview Beach Resort



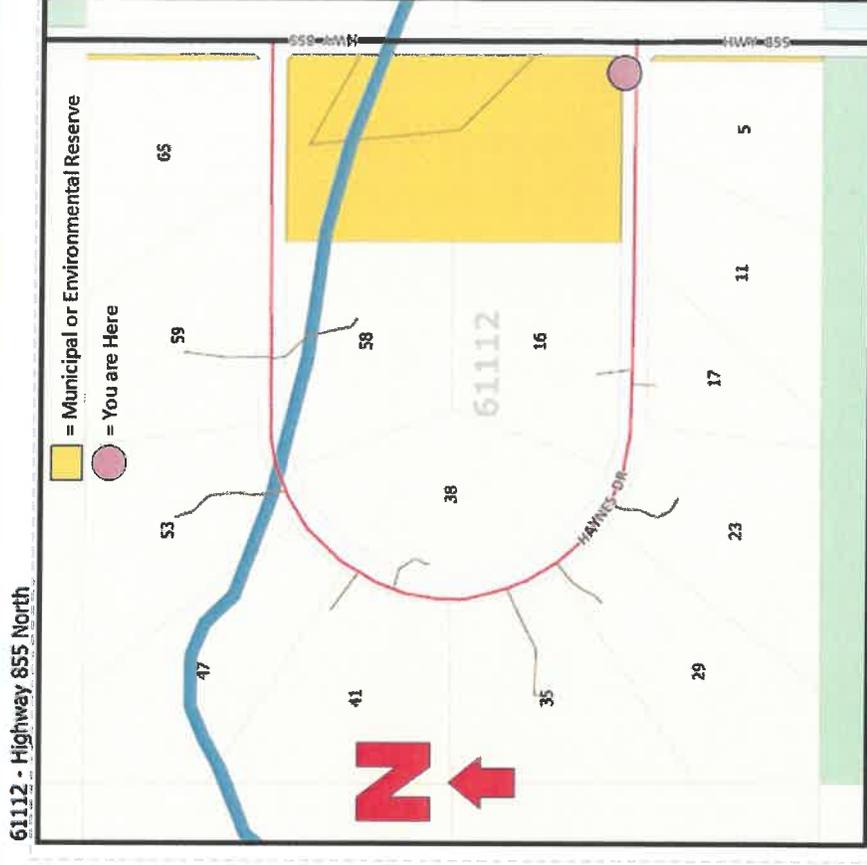
All development requires an approved Development Permit. Please contact the County's Planning and Development for more information at 780-656-3730 or www.smokylakecounty.ab.ca.



Haynes Estates Subdivision



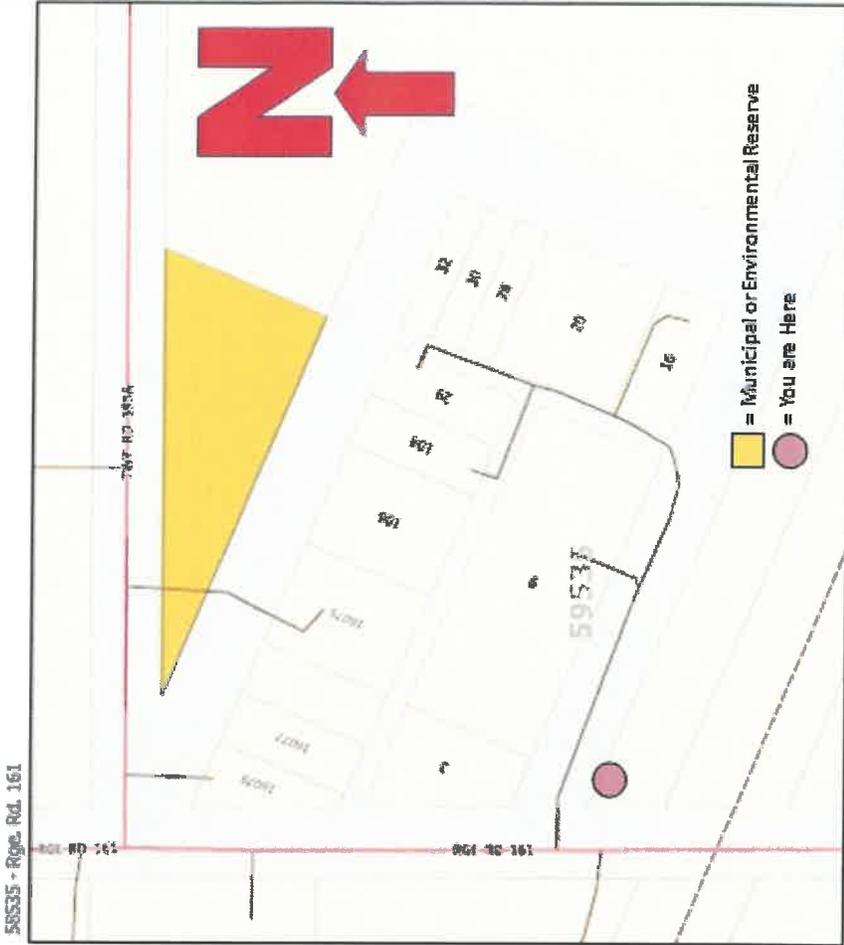
All development requires an approved Development Permit. Please contact the County's Planning and Development for more information at 780-656-3730 or www.smokylakecounty.ab.ca.



Hamlet of Edwanda



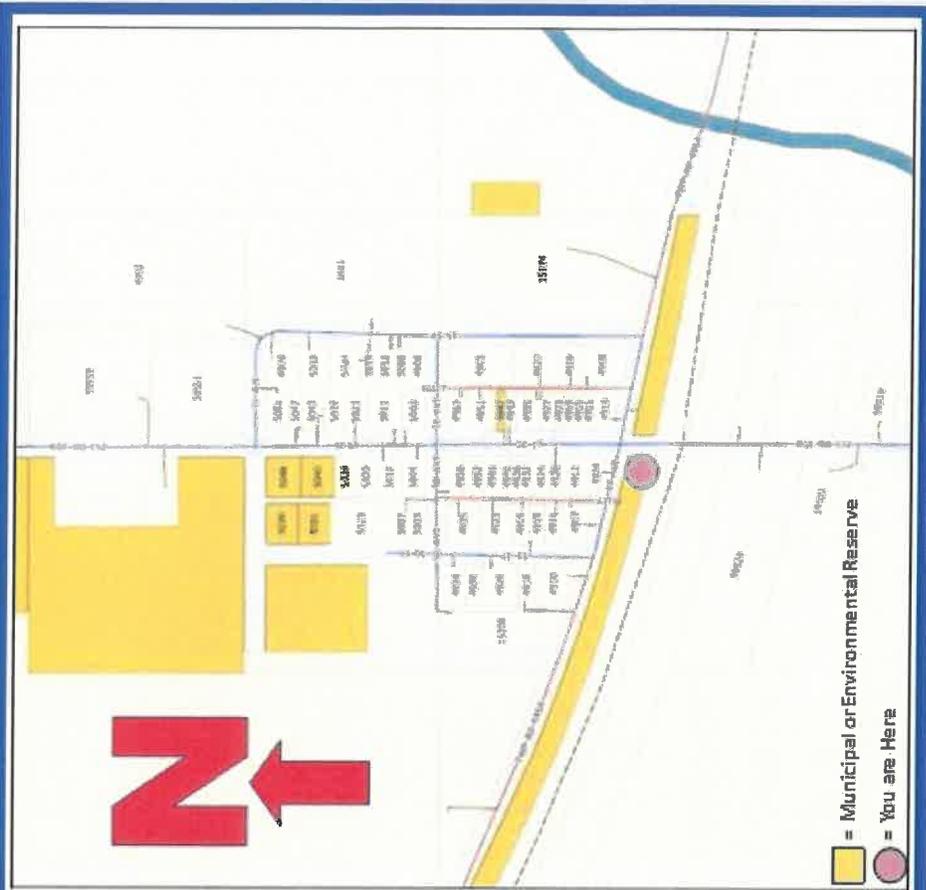
All development requires an approved Development Permit. Please contact the County's Planning and Development for more information at 780-656-3730 or www.smokylakecounty.ab.ca



Hamlet of Bellis

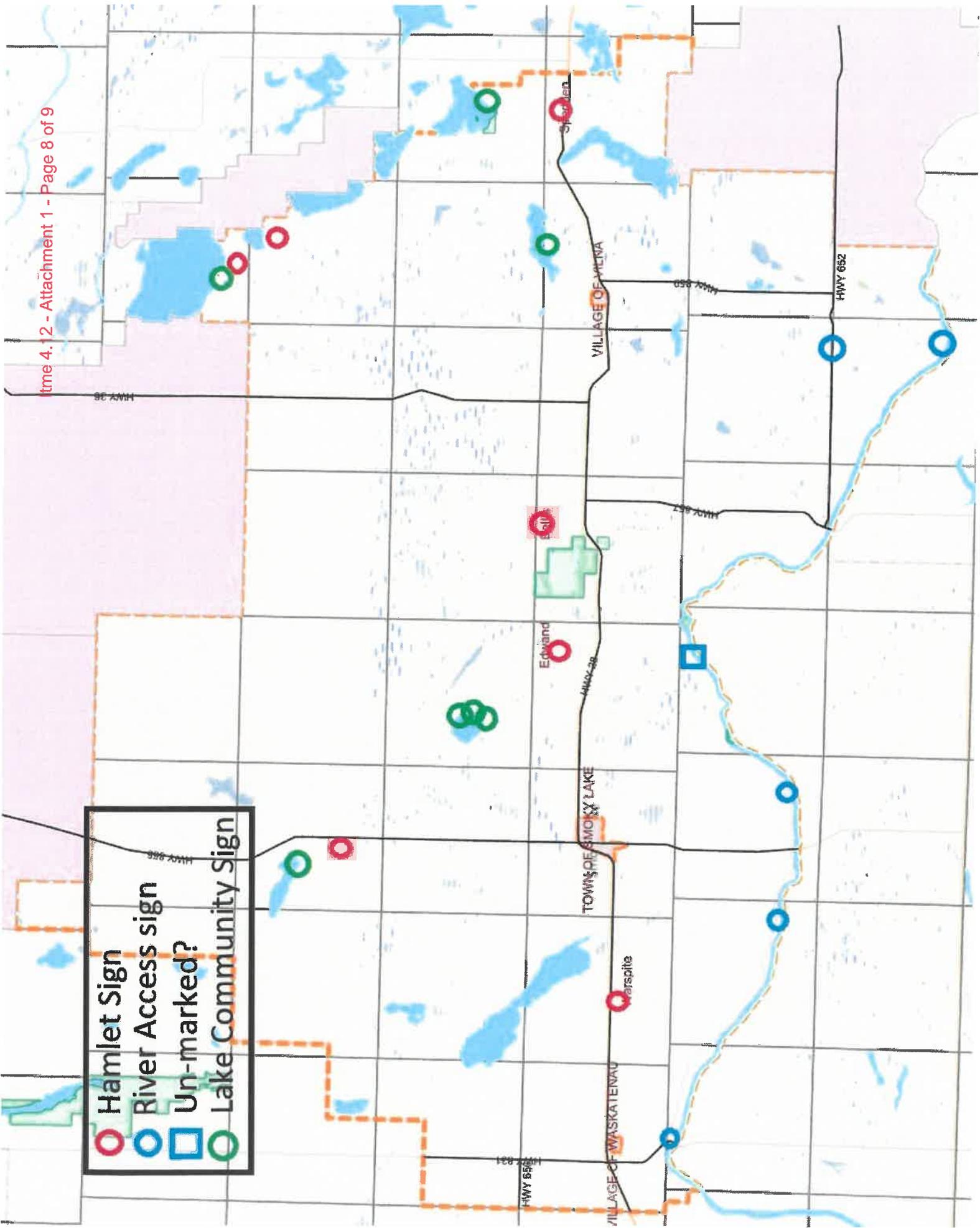


All development requires an approved Development Permit. Please contact the County's Planning and Development for more information at 780-656-3730 or www.smokylakecounty.ab.ca.

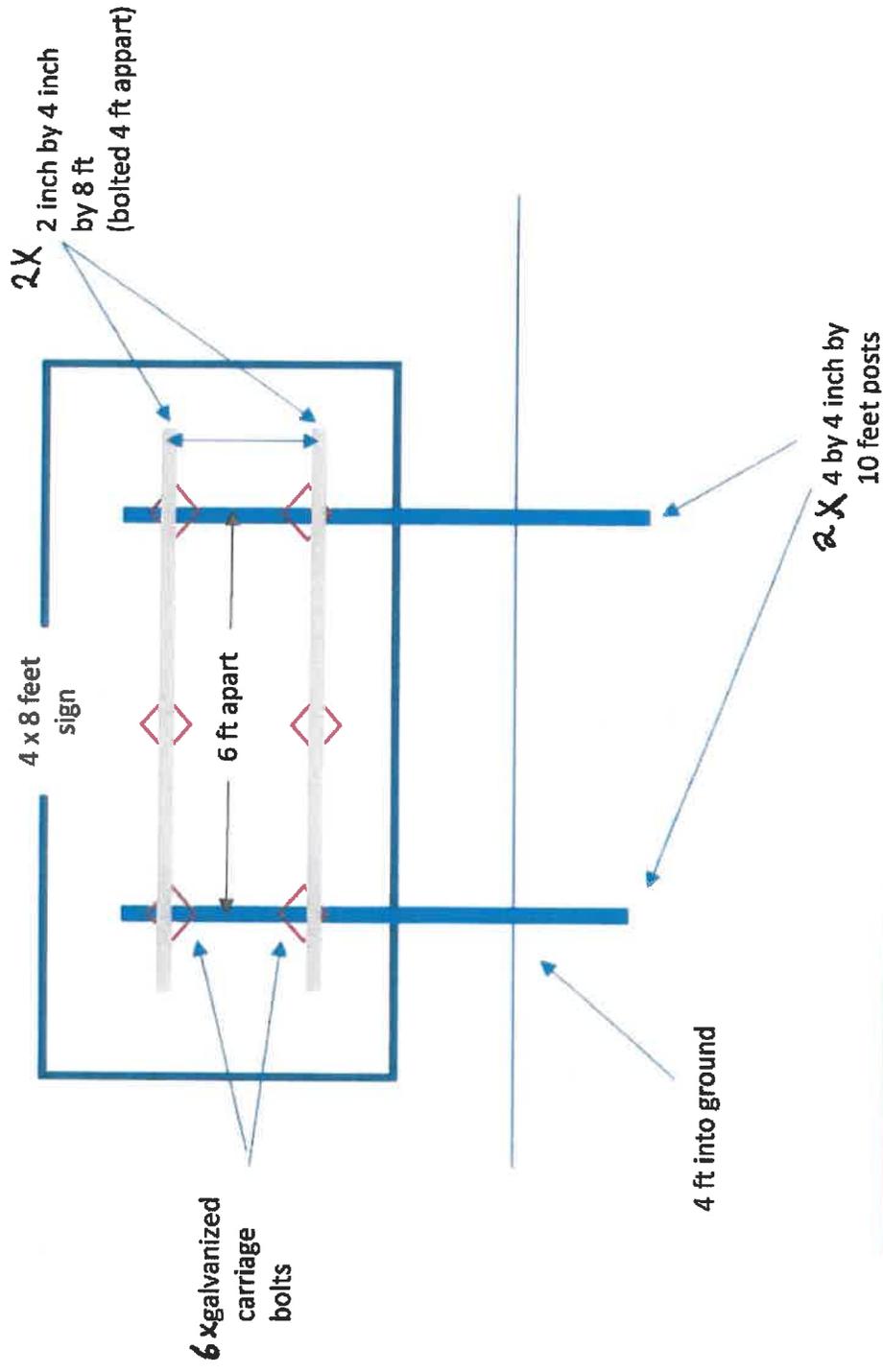


Legend

- Hamlet Sign
- River Access sign
- Un-marked?
- Lake Community Sign



- 4" x 4" x 10' treated posts.
- Set 4' in the ground, 6' apart
- 2 units of treated 2" x 4" x 8's, across at top & 4' down.
- Bolt the signs to them with galvanized carriage bolts.



Total Supplies:
 32 units of 4" x 4" x 10'
 32 units of 2" x 4" x 8'
 96 units galvanized carriage bolts

TOPIC

Federation of Canadian Municipalities (FCM) – Membership 2022-2023

PROPOSAL

HISTORY:

- FCM (Federation of Canadian Municipalities) has been the national voice of municipal government since 1901. Membership includes more than 2,000 municipalities of all sizes, from Canada's cities and rural communities to northern communities and 20 provincial and territorial municipal associations. Together, they represent more than 90 percent of all Canadians from coast to coast to coast. Municipal leaders from across Canada assemble each year to set FCM policy on key issues.
- FCM is an advocacy group. It is an organization with no formal power but significant ability to influence debate and policy, as it is a main national lobby group of Mayors/Reeves, Councillors and other elected municipal officials. It negotiates with the Government of Canada's departments and agencies on behalf of municipalities and administers a number of funds.

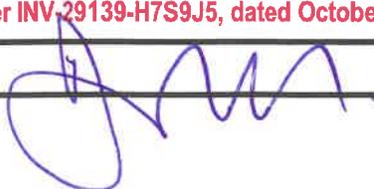
■ **Membership:**

Province	Members	% Municipal Populations
Alberta	240	97.8%
British Columbia	185	94.9%
Saskatchewan	420	88.2%
Manitoba	135	99.8%
Ontario	348	95.7%
New Brunswick	99	97.9%
Newfoundland and Labrador	155	80.1%
Nova Scotia	49	84.1%
Northwest Territories	13	88.7%
Nunavut	18	76.0%
Yukon	9	100%

BACKGROUND:

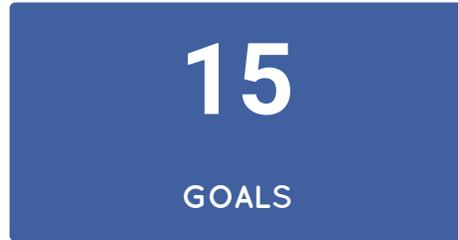
■ **Smoky Lake County: Membership Status:**

Year	Membership
2001-2002	\$ 383.82
2002-2003	\$ 392.11
2003-2004	\$ 564.00
2004-2005	\$ 399.48
2005-2006	\$ 407.80
2006-2007	\$ 398.35
2007-2008	\$ 406.67
2008-2009	\$ 481.13
2009-2010	\$ 494.55
2010-2011	\$ 519.63
2011-2012	\$ 539.70
2012-2013	\$ 561.45
2013-2014	\$ 649.33
2014-2015	\$ 664.89
2015-2016	\$ 681.23

Population per capita was corrected with FCM	2016-2017	\$ 490.41
	2017-2018	\$ 749.19
	2018-2019	\$ 896.20
	2019-2020	\$ 1,134.96
	2020-2021	\$ 702.26
	2021-2022	\$ 730.08
		Membership 2022-2023 \$ 747.90
<p>■ Conference: FCM's 2022:</p> <p>FCM's 2022 Annual Conference and Trade Show is officially scheduled June 2nd - 5th at Regina or online. Meeting online has its advantages! With no need to travel across the country, more people from your municipality can attend this year. Plus you'll enjoy brand new features tailored to a virtual conference environment, along with the learning and networking opportunities you already know and love.</p> <p>CURRENT:</p> <p>Council received an Invoice to renew the FCM Membership for 2022-2023:</p> <p>March 24, 2022: County Council Meeting - Motion #547-22:</p> <p>"That Smoky Lake County Council who can attend – attend the Federation of Canadian Municipalities (FCM) Annual Conference and Trade Show, scheduled for June 2-5, 2022, in Regina, Saskatchewan.</p> <p>PROPOSAL:</p> <p>To pay the 2022-2023 FCM Membership Fee of \$747.90.</p>		
CORRELATION TO BUSINESS (STRATEGIC) PLAN		
LEGISLATIVE, BYLAW and/or POLICY IMPLICATIONS		N/A
BENEFITS	<ul style="list-style-type: none"> • Voice to represent rural Alberta as a invested part with a right to • Attributes work together and contributed to a sense of representing you community. • Represents the interest of municipal governments. 	
DISADVANTAGES		
ALTERNATIVES	Support concept setting up a Confederation of Western Municipalities.	
FINANCE/BUDGET IMPLICATIONS		
Operating Costs:	\$ 747.90	Capital Costs: _____
Budget Available:	\$ _____	Source of Funds: _____
Budgeted Costs:	\$ _____	Unbudgeted Costs: _____
INTERGOVERNMENTAL INVOLVEMENT/IMPLICATIONS		
COMMUNICATION STRATEGY		
RECOMMENDATION		
<p>That Smoky Lake County RENEW the Federation of Canadian Municipalities (FCM) membership for Year 2022-2023 in the amount of \$747.90 as per invoice number INV 29139-H7S9J5, dated October 13, 2021.</p>		
CHIEF ADMINISTRATIVE OFFICER		



5.1.3.i



● Draft ● Not started ● Behind ● On Track ● Overdue ● Complete → Direct Alignment --- Indirect Alignment

GOAL

Meeting...	Motio...	Goal	Details	Owner	Progress Update	Curr...
		2022 03 22 Departmental Operations Meeting				Comple
2022/03/2 2	460-22	→ Management Policy Statement No. 3-M-06-13: Public Works Manager Work Plan	That Smoky Lake County's Management Policy Statement No. 3-M-06-13: Public Works Department – Manager Work Plan, be accepted as amended for Year 2022 as follows:	Municipal Clerk	Jenna Preston: Achievements: Policy Statement No. 03M-06-13: Public Works Department – Public Works Manager Work Plan was signed by the CAO and sent to the Communications Department to post on County Website. Challenges: <i>No value</i> Next Steps: <i>No value</i>	Comple
2022/03/2 2	461-22	→ Management Policy Statement No. 3-M-07-13: Public Works Shop Foreman Work Plan	That Smoky Lake County's Management Policy Statement No. 3-M-07-13: Public Works Department – Shop Foreman Work Plan, be accepted as amended for Year 2022 as follows:	Municipal Clerk	Jenna Preston: Achievements: Policy Statement No. 03M-07-13: Public Works Department – Shop Foreman Work Plan was signed by the CAO and sent to the Communications Department to post on County Website. Challenges: <i>No value</i> Next Steps: <i>No value</i>	Comple

Meeting...	Motio...	Goal	Details	Owner	Progress Update	Curr...
2022/03/2 2	462-22	→ Management Policy Statement No. 02M-03-11: Fire Chief Emergency Services Work Plan	That Smoky Lake County's Management Policy Statement No. 02M-03-11: Fire Chief Emergency Services Work Plan, be accepted as amended for Year 2022 as follows:	Municipal Clerk	<p>Jenna Preston:</p> <p>Achievements: Policy Statement No. 02M-03-11: Fire Chief - Emergency Services Work Plan was signed by the CAO and sent to the Communications Department to post on County Website.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>	Comple
2022/03/2 2	463-22	→ Management Policy Statement No. 02M-02-11: Safety Officer Work Plan	That Smoky Lake County's Management Policy Statement No. 02M-02-11: Safety Officer Work Plan, be accepted as amended for Year 2022 as follows:	Municipal Clerk	<p>Jenna Preston:</p> <p>Achievements: Policy Statement No. 02M-02-11: Public Works Department - Safety Officer Work Plan was signed by the CAO and sent to the Communications Department to post on County Website.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>	Comple
2022/03/2 2	464-22	→ Annual Safety Meeting	That Smoky Lake County Council approve to close both County Offices at 4612 McDougall Drive and 5004 50 Street in the town of Smoky Lake, during the Year-2022 Annual Safety Meeting, for the purpose of accommodating all employees in attending the said meeting tentatively scheduled for Friday, April 29, 2022.	Communications Technician	<p>Patti Priest:</p> <p>Achievements: Communications ensured "Offices Closed on April 29, 2022" was advertised in the April Grapevine and on Social Media.</p> <p>The Safety Officer and shop staff booked speakers and catering.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>	Comple
2022/03/2 2	465-22	→ Management Policy Statement No. 61M-01-11: Planning and Development Work Plan	That Smoky Lake County's Management Policy Statement No. 61M-01-11: Planning and Development Work Plan, be accepted as amended for Year 2022 as follows:	Municipal Clerk	<p>Jenna Preston:</p> <p>Achievements: Policy Statement No. 61M-01-11: Planning and Development Manager Work Plan was signed by the CAO and sent to the Communications Department to post on County Website.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>	Comple

Meeting...	Motio...	Goal	Details	Owner	Progress Update	Curr...
2022/03/2 2	466-22	→ Management Policy Statement No. 09M-01-11: Natural Gas Manager Work Plan	That Smoky Lake County's Management Policy Statement No. 09M-01-11: Natural Gas Manager Work Plan, be accepted as amended for Year 2022 as follows:	Municipal Clerk	Jenna Preston: Achievements: Policy Statement No. 09M-01-11: Natural Gas Manager Work Plan was signed by the CAO and sent to the Communications Department to post on County Website. Challenges: <i>No value</i> Next Steps: <i>No value</i>	Comple
2022/03/2 2	467-22	→ Management Policy Statement No. 04M-01-12: Environmental Operations Work Plan	That Smoky Lake County's Management Policy Statement No. 04M-01-12: Environmental Operations Manager Work Plan, be accepted as amended for Year 2022 as follows:	Municipal Clerk	Jenna Preston: Achievements: Policy Statement No. 04M-01-12: Environmental Operations Work Plan was signed by the CAO and sent to the Communications Department to post on County Website. Challenges: <i>No value</i> Next Steps: <i>No value</i>	Comple
2022/03/2 2	468-22	→ Management Policy Statement No. 07M-01-08: Parks and Recreation Manager Work Plan	That Smoky Lake County's Management Policy Statement No. 07M-01-08: Parks and Recreation Manager Work Plan, be accepted as amended for Year 2022 as follows:	Municipal Clerk	Jenna Preston: Achievements: Policy Statement No. 07M-01-08: Parks and Recreation Work Plan was signed by the CAO and sent to the Communications Department to post on County Website. Challenges: <i>No value</i> Next Steps: <i>No value</i>	Comple
2022/03/2 2	469-22	→ Reporting on Training Events	<p>That Smoky Lake County Council acknowledge receipt of the Reports produced in accordance with Management Policy Statement No. 01-M-41: Reporting on Training Events, received from:</p> <p>Environmental Operations:</p> <ul style="list-style-type: none"> Alberta CARE (Coordinated Action for Recycling Enterprises) Convention, held on February 23-25, 2022, attended by the Environmental Operations Manager. 	Legislative Service Clerk	Patti Priest: Achievements: Reporting on Training Events is captured for other members to reference as an educational tool. Municipal File: 1-289 Challenges: <i>No value</i> Next Steps: <i>No value</i>	Comple

Meeting...	Motio...	Goal	Details	Owner	Progress Update	Curr...
2022/03/2 2	470-22	→ Management Policy Statement No. 62M-01-15: Agricultural Service Board Work Plan	That Smoky Lake County's Management Policy Statement No. 62M-01-15: Agricultural Service Board Work Plan, be accepted as amended for Year 2022 as follows:	Municipal Clerk	<p>Jenna Preston:</p> <p>Achievements: Policy Statement No. 62M-01-15: Agricultural Service Board – Agricultural Fieldman Work Plan was signed by the CAO and sent to the Communications Department to post on County Website.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>	Comple
2022/03/2 2	472-22	→ Management Policy Statement No. 01M-33-10: GIS Work Plan	That Smoky Lake County's Management Policy Statement No. 1-M-33-10: F=Geographic Information System (GIS) Services Work Plan, be accepted as amended for Year 2022 as follows:	Municipal Clerk	<p>Jenna Preston:</p> <p>Achievements: Policy Statement No. 01M-33-10: Geographic Information System (GIS) Services Work Plan was signed by the CAO and sent to the Communications Department to post on County Website.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>	Comple
2022/03/2 2	474-22	→ Management Policy Statement No. 01M-43-03: Communication Services Work Plan	That Smoky Lake County's Management Policy Statement No. 01M-43-03: Communication Services Work Plan, be accepted as amended for Year 2022 as follows:	Municipal Clerk	<p>Jenna Preston:</p> <p>Achievements: Policy Statement No. 01M-43-03: Communications Services Work Plan was signed by the CAO and sent to the Communications Department to post on County Website.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>	Comple
2022/03/2 2	475-22	→ Management Policy Statement No. 08M-02-10: Finance Manager Work Plan	That Smoky Lake County's Management Policy Statement No. 08M-02-10: Finance Manager Work Plan, be accepted as amended for Year 2022 as follows:	Municipal Clerk	<p>Jenna Preston:</p> <p>Achievements: Policy Statement No. 08M-02-10: Finance Manager Work Plan was signed by the CAO and sent to the Communications Department to post on County Website.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>	Comple



COMMITTEE OF THE WHOLE MEETING ACTION LIST MAR. 22, 2022 AS OF 2022/04/21

5.1.3.ii



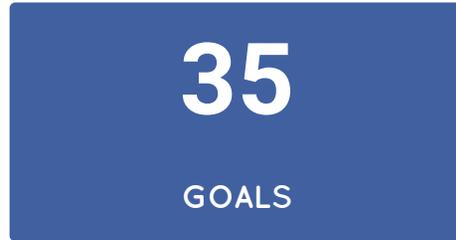
● Draft
 ● Not started
 ● Behind
 ● On Track
 ● Overdue
 ● Complete
 → Direct Alignment
 --- Indirect Alignment

GOAL

Meeting...	Motio...	Goal	Details	Owner	Progress Update	Curr...
		2022 03 22 Committee of the Whole Meeting				Comple
	No value	→ No Actions Required.		Legislative Service Clerk		Comple



5.1.3.iii



● Draft ● Not started ● Behind ● On Track ● Overdue ● Complete → Direct Alignment --- Indirect Alignment

GOAL

Meeting...	Motio...	Goal	Details	Owner	Progress Update	Curr...
		2022 03 24 & 28 Regular Council Meeting				On Track
2022/03/24	487-224	→ Alberta Rural Connectivity Coalition's 2nd annual Alberta Rural Connectivity Forum	That Smoky Lake County Council who can attend – attend, the Alberta Rural Connectivity Coalition's 2nd annual Alberta Rural Connectivity Forum, scheduled for May 17 - 18, 2022, in Sylvan Lake, Alberta.	Legislative Service Clerk	Patti Priest: Achievements: The event was added to Council's outlook calendar and those who wish to be registered are to notify Legislative Services. No response to date, April 21, 2022. Municipal File: 1-169 Challenges: <i>No value</i> Next Steps: <i>No value</i>	On Track

Meeting...	Motio...	Goal	Details	Owner	Progress Update	Curr...
2022/03/24	488-22	→ Buffalo Lake Métis Settlement - Broadband and Cellular Phone Coverage	That Smoky Lake County appoint Councillors Halisky and Cere as members, and Councillor Serben as alternate, to a working group committee with Buffalo Lake Métis Settlement, to work towards a solution-based plan to gain full broadband and cellular phone coverage.	Legislative Service Clerk	<p>Patti Priest:</p> <p>Achievements: Brenda Blyan <administrator@blmetis.ca> was notified of Motion # 488-22, via email on April 21, 2022. Municipal File: 1-169</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>	Comple
2022/03/24	490-22	→ 2021 Consolidated Financial Statements and Gas Utility Financial Statements	That Smoky Lake County Council adopt the audited Smoky Lake County Consolidated Financial Statements and the Smoky Lake County Gas Utility Financial Statements for the year ended: December 31, 2021, as prepared by JMD Group LLP Chartered Professional Accountants; and approve to execute the Year-2021 Audit Findings letter affirming no significant deficiencies, dated March 16, 2022.	Communications Technician	<p>Patti Priest:</p> <p>Achievements: Municipal File: 1-50N</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>Brenda Adamson:</p> <p>Achievements: The financial statements were forwarded to Communications to be posted to the website on March 25, 2022</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>	Comple

Meeting...	Motio...	Goal	Details	Owner	Progress Update	Curr...
2022/03/24	493-22	→ Support for Ukraine - Smoky Lake Region's Fundraising Efforts	That Smoky Lake County approve to participate in the Smoky Lake Region's fundraising efforts facilitated through the Kinette Club of Smoky Lake, towards supporting Ukraine's citizens and Ukraine's defense against the Russian invasion launched on February 24, 2022.	Legislative Service Clerk	<p>Patti Priest:</p> <p>Achievements: Email sent on March 24, 2022, with the Motion to communicate action taken by the County in response to the informal Ukrainian Twinning discussion held on March 3, 2022, To: Evonne Zukiwski <ezukiwski@smokylakecounty.ab.ca>; Brenda Adamson <badamson@smokylakecounty.ab.ca>; Lonnie Shulko <lshulko@smokylakecounty.ab.ca>; Lydia Cielin <lcielin@smokylakecounty.ab.ca>; Michelle Wright <cedo@smokylakeregion.ca>; Gene Sobolewski <cao@smokylakecounty.ab.ca>; Crystal Letwin (finance@smokylake.ca) <finance@smokylake.ca>; CAO Waskatenau <waskvillage@mcsnet.ca>; CAO Vilna <vilna@mcsnet.ca>; CAO Smoky Lake <cao@smokylake.ca></p> <p>Municipal File: 11-21</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>	Completed

Meeting...	Motio...	Goal	Details	Owner	Progress Update	Curr...
2022/03/24	494-22	→ Support for Ukraine - Pumpkin Mugs made by Ukrainian Ceramic Artist: Serhiy Dutka	That Smoky Lake County purchase seven (7) of the hand crafted Pumpkin Mugs made by Ukrainian Ceramic Artist: Serhiy Dutka, of Rozhniv, Ivano-Frankivs'Ka Oblast', Ukraine (which were received by the Smoky Lake Region through the Ukrainian Twinning Committee in 2021 for resale) at a cost in the amount of \$40.00 per mug, and retain one (1) mug to display at the County's main office, and donate six (6) of the mugs as silent auction or raffle items as organized by the Smoky Lake Kinettes, with all proceeds going towards supporting Ukraine's defense against the Russian invasion launched on February 24, 2022.	Finance Manager	<p>Patti Priest:</p> <p>Achievements: Email sent on March 24, 2022, with the Motion to communicate action taken by the County in response to the informal Ukrainian Twinning discussion held on March 3, 2022, To: Evonne Zukiwski <ezukiwski@smokylakecounty.ab.ca>; Brenda Adamson <badamson@smokylakecounty.ab.ca>; Lonnie Shulko <lshulko@smokylakecounty.ab.ca>; Lydia Cielin <icielin@smokylakecounty.ab.ca>; Michelle Wright <cedo@smokylakeregion.ca>; Gene Sobolewski <cao@smokylakecounty.ab.ca>; Crystal Letwin (finance@smokylake.ca) <finance@smokylake.ca>; CAO Waskatenau <waskvillage@mcsnet.ca>; CAO Vilna <vilna@mcsnet.ca>; CAO Smoky Lake <cao@smokylake.ca></p> <p>The CEDO confirmed to invoice the County for mugs and the County retained one mug for historical purposes.</p> <p>Municipal File: 11-21</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>	Completed

Meeting...	Motio...	Goal	Details	Owner	Progress Update	Curr...
2022/03/24	495-22	→ Support for Ukraine - Social Media Campaigns by the Kinette Club of Smoky Lake	That Smoky Lake County share any social media campaigns produced by the Kinette Club of Smoky Lake and other official Smoky Lake Region non-profit campaigns in respect to fundraising efforts towards supporting Ukraine's citizens and Ukraine's defense against the Russian invasion launched on February 24, 2022.	Communications Technician	<p>Patti Priest:</p> <p>Achievements: Email sent on March 24, 2022, with the Motion to communicate action taken by the County in response to the informal Ukrainian Twinning discussion held on March 3, 2022, To: Evonne Zukiwski <ezukiwski@smokylakecounty.ab.ca>; Brenda Adamson <badamson@smokylakecounty.ab.ca>; Lonnie Shulko <lshulko@smokylakecounty.ab.ca>; Lydia Cielin <lcielin@smokylakecounty.ab.ca>; Michelle Wright <cedo@smokylakeregion.ca>; Gene Sobolewski <cao@smokylakecounty.ab.ca>; Crystal Letwin (finance@smokylake.ca) <finance@smokylake.ca>; CAO Waskatenau <waskvillage@mcsnet.ca>; CAO Vilna <vilna@mcsnet.ca>; CAO Smoky Lake <cao@smokylake.ca></p> <p>Municipal File: 11-21</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>	Completed

Meeting...	Motio...	Goal	Details	Owner	Progress Update	Curr...
2022/03/24	496-22	→ Support for Ukraine - Raising the Ukrainian Flag on March 1, 2022	That Smoky Lake County Council approve action taken in raising the Ukrainian flag on March 1, 2022, at County Offices in solidarity with Ukraine against the Russian invasion launched on February 24, 2022.	Legislative Service Clerk	<p>Patti Priest:</p> <p>Achievements: Email sent on March 24, 2022, with the Motion to communicate action taken by the County in response to the informal Ukrainian Twinning discussion held on March 3, 2022, To: Evonne Zukiwski <ezukiwski@smokylakecounty.ab.ca>; Brenda Adamson <badamson@smokylakecounty.ab.ca>; Lonnie Shulko <lshulko@smokylakecounty.ab.ca>; Lydia Cielin <lcielin@smokylakecounty.ab.ca>; Michelle Wright <cedo@smokylakeregion.ca>; Gene Sobolewski <cao@smokylakecounty.ab.ca>; Crystal Letwin (finance@smokylake.ca) <finance@smokylake.ca>; CAO Waskatenau <waskvillage@mcsnet.ca>; CAO Vilna <vilna@mcsnet.ca>; CAO Smoky Lake <cao@smokylake.ca></p> <p>Municipal File: 11-21</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>	Completed

Meeting...	Motio...	Goal	Details	Owner	Progress Update	Curr...
2022/03/24	497-22	→ Support for Ukraine - Request from the Mayor of Kosis, Ukraine for Financial Aid	That Smoky Lake County acknowledge receipt of the letter from Yuriy Ploskonos, Mayor of Kosiv, Ukraine, dated March 4, 2022, requesting comrades to organize financial collection towards the purchase of tools, equipment and humanitarian goods from the neighboring partner countries of Ukraine.	Legislative Service Clerk	<p>Patti Priest:</p> <p>Achievements: Email sent on March 24, 2022, with the Motion to communicate action taken by the County in response to the informal Ukrainian Twinning discussion held on March 3, 2022, To: Evonne Zukiwski <ezukiwski@smokylakecounty.ab.ca>; Brenda Adamson <badamson@smokylakecounty.ab.ca>; Lonnie Shulko <lshulko@smokylakecounty.ab.ca>; Lydia Cielin <lcielin@smokylakecounty.ab.ca>; Michelle Wright <cedo@smokylakeregion.ca>; Gene Sobolewski <cao@smokylakecounty.ab.ca>; Crystal Letwin (finance@smokylake.ca) <finance@smokylake.ca>; CAO Waskatenau <waskvillage@mcsnet.ca>; CAO Vilna <vilna@mcsnet.ca>; CAO Smoky Lake <cao@smokylake.ca></p> <p>The Reeve & Kosiv Mayor had a virtual meeting on April 1, 2022 re-affirming the needs of goods required.</p> <p>Municipal File: 11-21</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>	Completed

Meeting...	Motio...	Goal	Details	Owner	Progress Update	Curr...
2022/03/24	498-22	→ Support for Ukraine – Lamont County Challenge	That Smoky Lake County meet the challenge of Lamont County's March 8, 2022, commitment in the amount of \$5,000.00 towards Ukrainian Humanitarian Aid, by donating in the amount of \$5,000.00 directly to the municipality of Kosiv, Ukraine, for the purposes outlined in the letter received from Yuriy Ploskonos, Mayor of Kosiv, Ukraine, dated March 3, 2022; and post a news release on social media, and notify Lamont County of same.	Finance Manager	<p>Patti Priest:</p> <p>Achievements: Email sent on March 24, 2022, with the Motion to communicate action taken by the County in response to the informal Ukrainian Twinning discussion held on March 3, 2022, To: Evonne Zukiwski <ezukiwski@smokylakecounty.ab.ca>; Brenda Adamson <badamson@smokylakecounty.ab.ca>; Lonnie Shulko <lshulko@smokylakecounty.ab.ca>; Lydia Cielin <lcielin@smokylakecounty.ab.ca>; Michelle Wright <cedo@smokylakeregion.ca>; Gene Sobolewski <cao@smokylakecounty.ab.ca>; Crystal Letwin (finance@smokylake.ca) <finance@smokylake.ca>; CAO Waskatenau <waskvillage@mcsnet.ca>; CAO Vilna <vilna@mcsnet.ca>; CAO Smoky Lake <cao@smokylake.ca></p> <p>Municipal File: 11-21</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>Brenda Adamson:</p> <p>Achievements: \$5,000 Canadian (\$3,876.27 USD) was wire transferred to Maryuniuk Rostyslav on April 7, 2022</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>	Completed

Meeting...	Motio...	Goal	Details	Owner	Progress Update	Curr...
2022/03/2 4	499-22	→ Peace Officer Program: Community Peace Officer (CPO 1) – Appointment	That the letter received from Tammy Spink, Manager, Peace Officers Program, Alberta Justice and Solicitor General, dated February 17, 2022 in regards to the amended "Authorization to Employ or Engage Peace Officer" - #319, as authorized by M.A (Marlin) Degrand, Assistant Deputy Minister / Director of Law Enforcement of the Public Security Division, Department of Justice and Solicitor General, for the Province of Alberta, be accepted and retain appointment for the new position of Community Peace Officer (CPO) – Level One for Smoky Lake County.	Legislative Service Clerk	Patti Priest: Achievements: Letter was written on April 19, 2022 to Tammy Spink, Manager, Peace Officer Program, returning the old document "Authorization to Employ or Engage Peace Officer". Municipal File: 2-28 Challenges: <i>No value</i> Next Steps: <i>No value</i>	Completed
2022/03/2 4	500-22	→ Smoky Creek Drainage Assessment Report	<p>That Smoky Lake County acknowledge receipt of the Smoky Creek Drainage Assessment Report, dated March 2022, as presented on March 24, 2022, and prepared by Associated Engineering Alberta Ltd., recommending:</p> <ol style="list-style-type: none"> 1. the "high priority improvements" described in the said report should be implemented as soon as practical to provide the greatest benefit for the lowest costs and substantially reduce flood risks of adjacent lands during periods of low flow in the creek; 2. the "medium priority improvements" should be implemented in the next few years, while low priority improvements should be implemented on an opportunistic basis; and 3. initiating obtaining the required regulatory approvals and/or permits for proposed work within Smoky Creek, such that the high priority improvements can be implemented. 	Legislative Service Clerk	Patti Priest: Achievements: A copy of the report was provided to the Public Works Manager on April 19, 2022 to prepare costing in respect to high / medium priority improvements. Municipal File: 3-88 Challenges: <i>No value</i> Next Steps: <i>No value</i>	Completed
2022/03/2 4	501-22	→ Smoky Creek Drainage Assessment	That Smoky Lake County determine the cost of addressing the "high priority improvements" and "medium priority improvements" as described in the Smoky Creek Drainage Assessment Report, dated March 2022, prepared by Associated Engineering Alberta Ltd., and bring the information forward to a future meeting of Council for consideration.	CAO	Patti Priest: Achievements: A copy of the report was provided to the Public Works Manager on April 19, 2022 to prepare costing in respect to high / medium priority improvements. Municipal File: 3-88 Challenges: <i>No value</i> Next Steps: <i>No value</i>	On Track

Meeting...	Motio...	Goal	Details	Owner	Progress Update	Curr...
2022/03/24	502-22	→ Natural Gas Departments Staff On-Call Compensation	That Smoky Lake County Council approve the expenditure for the Smoky Lake County Natural Gas Technicians to be compensated for On-Call duties in the amount of \$50.00 per day during working days and \$75.00 per day during weekends and statutory holidays, effective April 1, 2022.	Finance Manager	<p>Patti Priest:</p> <p>Achievements: A copy of Motion 502-22 & 503-22 was emailed to Payroll: From: Patti Priest Sent: March 24, 2022 5:55 PM To: Lorraine karvonen <lkarvonen@smokylakecounty.ab.ca> Cc: Lydia Cielin <lcielin@smokylakecounty.ab.ca>; Dave Franchuk <dfranchuk@smokylakecounty.ab.ca>; Daniel Moric <dmoric@smokylakecounty.ab.ca>; Brenda Adamson <badamson@smokylakecounty.ab.ca></p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>	Completed
2022/03/24	502-22	→ Environmental Operations Departments Staff On-Call Compensation	That Smoky Lake County Council approve the expenditure for the Smoky Lake County Water, Waste Water & Waste Technicians to be compensated for On-Call duties in the amount of \$50.00 per day during working days and \$75.00 per day during weekends and statutory holidays, effective April 1, 2022.	Finance Manager	<p>Dave Franchuk:</p> <p>Achievements: As of April 1, the Environment and Parks Manager will update the on call payment to be submitted, as per motion 502-22</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>	Completed
2022/03/24	504-22	→ Bylaw No. 1407-22: Designation for Hamlin Road Ranch as a Municipal Historic Resource	<p>That Smoky Lake County Bylaw No. 1407-22: Designation for Hamlin Road Ranch as a Municipal Historic Resource, for the purpose designating the Hamlin Road Ranch, located on the lands legally described as SW-17-58-13-W4, under the Alberta Historical Resources Act, and in accordance with Smoky Lake County Policy Statement 61-15-1: Designation of a Municipal Historic Resource, be given FIRST READING.....</p> <p>be given the THIRD and FINAL READING and that the Reeve and the Interim Chief Administrative Officer are hereby authorized to fix their signatures to all necessary documents and that the corporate seal also be fastened where it is deemed to be necessary.</p>	Planning & Development Manager	<p>Jordan Ruegg:</p> <p>Achievements: The Planning and Development Department is preparing the necessary documents to send to the Land Titles Office to register the Bylaw.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>	On Track

Meeting...	Motio...	Goal	Details	Owner	Progress Update	Curr...
2022/03/2 4	505-22	→ Heritage River Management Planning - Terms of Reference	That Smoky Lake County adopt the revised Terms of Reference for the North Saskatchewan Heritage River Initiative Management Planning Advisory Steering Committee and Project Milestones Roadmap dated March 18, 2022.	Planning & Development Manager	<p>Kyle Schole:</p> <p>Achievements: The revised Terms of Reference has been adopted and filed and circulated to the membership. No Further Action.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>	Comple
2022/03/2 4	506-22	→ Heritage River Management Planning - Memorandum of Understanding (MOU)	That Smoky Lake County execute the proposed Memorandum of Understanding (MOU) with the North Saskatchewan Watershed Alliance (NSWA), for in-kind support of between 50-100 hours of in-kind support (up to approximately \$8,000.00 of value) for Heritage River Management Planning, which is to be in effect until December 31, 2022, or until the completion of the Heritage Management Plan.	Planning & Development Manager	<p>Kyle Schole:</p> <p>Achievements: The executed MOU has been returned to NSWA, filed, and will be posted to the project website.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>Jenna Preston:</p> <p>Achievements: The Memorandum of Understanding will be recorded for monitoring purposes as well as the in-kind support.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>	Comple

Meeting...	Motio...	Goal	Details	Owner	Progress Update	Curr...
2022/03/2 4	507-22	→ Heritage River Management Planning – Support Correspondence Received	<p>That Smoky Lake County acknowledge receipt of the support correspondence in respect the Project: Management Plan for the North Saskatchewan River under the Canadian Heritage Rivers System from:</p> <ol style="list-style-type: none"> 1. County of St. Paul, dated January 13, 2022, 2. County of Vermillion River, dated January 13, 2022, 3. Town of Rocky Mountain House, dated January 21, 2022, 4. Town of Elk Point, dated January 26, 2022, 5. Town of Devon, dated January 27, 2022, 6. Smoky Lake County, dated January 27, 2022, 7. City of Fort Saskatchewan, dated January 31, 2022, 8. Town of Smoky Lake, dated February 3, 2022, 9. Thorhild County, dated February 4, 2022, 10. Parkland County, dated February 10, 2022, 11. County of Wetaskiwin, dated February 11, 2022, 12. Lamont County, dated February 16, 2022, 13. Sturgeon County, dated February 17, 2022, 14. Strathcona County, dated February 23, 2022, 15. Clearwater County, dated February 23, 2022, and 16. Smoky Lake County, dated March 10, 2022. 	Planning & Development Manager	<p>Kyle Schole:</p> <p>Achievements: The correspondence has been filed. No further Action.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>	Completed
2022/03/2 4	508-22	→ 2021 Safety Codes Annual Internal Review – Joint Accreditation No. J000148	<p>That Smoky Lake County Council approve action taken by administration to complete and submit the 2021 Safety Codes Annual Internal Review, for Joint Accreditation No. J000148, covering the period beginning January 1, 2021, and ending on December 31, 2021, to satisfy the requirement as an Accredited Agency under the Safety Codes Act, as outlined in the Joint Quality Management Plan; and acknowledge the said review was received and approve by the Safety Codes Council.</p>	Planning & Development Manager	<p>Patti Priest:</p> <p>Achievements: Municipal File: 2-60</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>	Completed
2022/03/2 4	509-22	→ Memorandum of Agreement for the Waskatenau Nuisance Ground Reclamation Within Smoky Lake County (Plan 5225CL; Block OT - Former Waskatenau Nuisance Grounds)	<p>That Smoky Lake County Council approve action taken to execute the Memorandum of Agreement for the Waskatenau Nuisance Ground Reclamation Within Smoky Lake County, with Alberta Transportation providing funding in the amount of \$87,438.00, totaling 50% of costs incurred by Smoky Lake County to preform reclamation work on the former Waskatenau Nuisance Ground, on the lands legally described as Plan 5225CL: OT.</p>	Planning & Development Manager	<p>Jordan Ruegg:</p> <p>Achievements: County administration has signed and executed the Memorandum of Agreement between Smoky Lake County and Alberta Transportation and received full payment of the \$87,438.00 on March 22, 2022.</p> <p>Municipal File: 4-46</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>	Completed

Meeting...	Motio...	Goal	Details	Owner	Progress Update	Curr...
2022/03/2 4	510-22	→ Subdivision and Development Appeal Board (SDAB) Member Appointments	That Smoky Lake County appoint Jerry Melnyk and Amy Cherniwchan as members-at-large and accept the resignation of Richard Dubetz as a member-at-large of the Smoky Lake Subdivision and Development Appeal Board (SDAB), as per Bylaw No. 1347-19.	Planning & Development Manager	<p>Jordan Ruegg:</p> <p>Achievements: The Municipal Committee listing was updated, distributed to Council, and posted to the website on March 29, 2022. Municipal File: behind Bylaw 1347-19</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>Patti Priest:</p> <p>Achievements: The Municipal Committee listing was updated, distributed to Council, and posted to the website on March 29, 2022.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>	On Track
2022/03/2 4	511-22	→ Undeveloped Road Allowance to NE 13-59-16-W4	That Smoky Lake County approve the action taken by the Chief Administrative Officer in notifying the current landowner of the land legally describes as NE 13-59-16-W4, that the portion of road allowance on Range Road 160 between Township Road 592 and 592A is considered undeveloped road allowance as of December 11, 2018.	Legislative Service Clerk	<p>Patti Priest:</p> <p>Achievements: As per motion & RFD #4.11 within the March 24, 2022 Council Agenda Package, details are documented of activities undertaken by the CAO. Municipal File: NE-13-59-16-W4</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>	Completed
2022/03/2 4	512-22	→ Undeveloped Road Allowance to NE 13-59-16-W4	That Smoky Lake County approve the action taken by the Chief Administrative Officer to refuse to undertake snowplowing activities within the portion of the undeveloped road allowance on Range Road 160 between Township Road 592 and 592A prior to Saturday, March 12, 2022, as there is at least another week of high priority snow clearing operations urgently required to be undertaken elsewhere in the County; and going forward , provide the said landowner with Policy Statement No. 03-26-01: Custom Work, and Policy Statement No. 03-35-11: Snow Clearing.	Legislative Service Clerk	<p>Patti Priest:</p> <p>Achievements: As per motion & RFD #4.11 within the March 24, 2022 Council Agenda Package, details are documented of activities undertaken by the CAO. Municipal File: NE-13-59-16-W4</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>	Completed

Meeting...	Motio...	Goal	Details	Owner	Progress Update	Curr...
2022/03/24	513-22	→ Undeveloped Road Allowance to NE 13-59-16-W4	That Smoky Lake County affirms that the designation of the road allowance on Range Road 160 between Township Road 592 and 592A to the land legally described as NE 13-59-16-W4 is undeveloped and the structure within is also considered to be an abandoned road pursuant to the closure of road plans 1890Y and 1280AU as of December 11, 2018.	Legislative Service Clerk	<p>Patti Priest:</p> <p>Achievements: As per motion & RFD # 4.11 within the March 24, 2022 Council Agenda Package, details are documented of activities undertaken by the CAO. Municipal File: NE-13-59-16-W4</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>	Completed
2022/03/24	515-22	→ Bylaw No. 1412-22: Hamlet of Bellis Sewer System	<p>That Smoky Lake County Bylaw No. 1412-22: Hamlet of Bellis Sewer System, for the purpose of authorizing an additional service charge levy in the amount of \$1.75 (One Dollar and Seventy-Five Cents) per front foot, as per Bylaw No. 666: Hamlet of Bellis Sewer System, related to the operation and maintenance of the Hamlet of Bellis Sewer System, be given FIRST READING....</p> <p>...be given the THIRD and FINAL READING and that the Reeve and the Interim Chief Administrative Officer are hereby authorized to fix their signatures to all necessary documents and that the corporate seal also be fastened where it is deemed to be necessary.</p>	Finance Manager	<p>Brenda Adamson:</p> <p>Achievements: The levy will be included in the 2022 Property tax billings.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>	On Track

Meeting...	Motio...	Goal	Details	Owner	Progress Update	Curr...
2022/03/24	516-22	→ Spring Cleanup Promotion – Freon Appliances	That Smoky Lake County advertise a “Spring Cleanup Promotion”, exclusive to residents of the Smoky Lake Region, of free disposal of appliances containing freon at County Landfill Sites during the month of May each year, and annually advertise this on the County’s social media and Grapevine.	Communications Technician	<p>Patti Priest:</p> <p>Achievements: Municipal File: 4-42</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>Evonne Zukiwski:</p> <p>Achievements:</p> <ul style="list-style-type: none"> • Spring Clean Up promotion 'coming soon' advertisement placed in the April edition of the Smoky Lake County Grapevine (published April 6, 2022), and advertised on social media on April 11, 2022 • Spring Clean Up promotion advertisement will be placed in the May edition of the Smoky Lake County Grapevine and advertised on social media. <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>	Completed
2022/03/24	519-22	→ McDougall Gravesite (VICTORI 8) and Victoria Park Cemetery (VICTORI 10).	That Smoky Lake County Reeve, on behalf of Smoky Lake County Council, transmit a letter to Martha Dawson, Chairperson, Property Commission of the Northern Spirit Regional Council of the United Church of Canada expressing the County’s desire to obtain Title, at no cost to the County, to the McDougall Gravesite located on (pt. of VICTORI 8).	Planning & Development Manager	<p>Jordan Ruegg:</p> <p>Achievements: Smoky Lake County has received a signed "Consent or Regional Council of the United Church of Canada" to sell the lands legally described as Pt. River Lot 8, Victoria Settlement (Title #122081499+2) to Smoky Lake County. The Planning and Development Department will work with representatives from the United Church to finalize the necessary paperwork to register the transfer with the Land Titles Office.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>	On Track

Meeting...	Motio...	Goal	Details	Owner	Progress Update	Curr...
2022/03/2 4	520-22	→ Canadian Union of Public Employees CUPE Local 4575	That Smoky Lake County Council approve to affix signatures to the Collective Agreement and Letter of Understanding with the Canadian Union of Public Employees CUPE Local 4575, for the period January 1, 2021 to December 31, 2024, subject to the Employees ratification of same.	Legislative Service Clerk	<p>Patti Priest:</p> <p>Achievements: Email was sent requesting the finalized copy of the agreement: From: Gene Sobolewski <cao@smokylakecounty.ab.ca> Sent: April 20, 2022 10:31 AM To: mbrzezowski@cupe.ca Cc: Connors, Steve <SCONNORS@brownleelaw.com>; dibochoor@hotmail.ca; Patti Priest <patti.priest@smokylakecounty.ab.ca> Subject: Collective Agreement Update</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>	On Track
2022/03/2 4	543-22	→ Alberta Mayors, Reeves and Indigenous Leaders Caucus	That Smoky Lake County's Reeve & Deputy Reeve attend the Alberta Mayors, Reeves and Indigenous Leaders Caucus, on the preferred date of April 13, 2022, at the Regional Recreation Centre in Two Hills, in response to the letter from Leonard Ewanishan, Mayor of the Town of Two Hills, received in March, 2022.	Legislative Service Clerk	<p>Patti Priest:</p> <p>Achievements: Legislative Services RSVP'd for the Reeve & Deputy Reeve to attend and they did attend. Municipal File: 1-226</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>	Completed
2022/03/2 4	544-22	→ Municipal Stimulus Program (MSP) - BF09915 & Range Road 181 Rehabilitation Projects	That Smoky Lake County Council acknowledge receipt of the letter from Ric McIver, Minister of Municipal Affairs, dated February 15, 2022, approving funding for the new Bridge File BF09915 Rehabilitation project, as well as granting the request for a time extension on the previously approved Range Road 181 Rehabilitation Municipal Stimulus Program (MSP) project, and affirming the MSP funding for these projects must be expended by December 31, 2022, as further exemptions will not be granted.	Legislative Service Clerk	<p>Patti Priest:</p> <p>Achievements: Retained under Municipal File: 19-56x 2022 Bridges</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>	Completed

Meeting...	Motio...	Goal	Details	Owner	Progress Update	Curr...
2022/03/2 4	545.22	→ Vilna & District Municipal Library – Year-2022 Membership Fees	That Smoky Lake County provide funding in the amount of \$450.00 , allocated from Grant to Individuals and Organizations, to the Vilna & District Municipal Library, towards their Year-2022 membership fees, in response to the letter received from Rebeka-Lynn Harakal, Vilna & District Municipal Library Manager, dated March 2022.	Finance Manager	<p>Patti Priest:</p> <p>Achievements: The motion and backup information was provided to Accounts Payable on April 21, 2022 for payment. Municipal File: 7-93</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>	On Track
2022/03/2 4	546-22	→ Vilna & District Municipal Library - Computer Courses	That Smoky Lake County recommend the Vilna & District Municipal Library contact Smoky Lake County Community Learning Council to facilitate Computer Courses, in response to the letter received from Rebeka-Lynn Harakal, Vilna & District Municipal Library Manager, dated March 2022.	Legislative Service Clerk	<p>Patti Priest:</p> <p>Achievements: The CLC Executive Program Coordinator was given the correspondence on April 13, 2022 and copies of the motion were emailed on April 17, 2022 for CLC to work with Vilna Library on Computer Courses. Municipal File: 7-93</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>	Completed
2022/03/2 4	547-22	→ Federation of Canadian Municipalities (FCM) Annual Conference and Trade Show	That Smoky Lake County Council who can attend – attend the Federation of Canadian Municipalities (FCM) Annual Conference and Trade Show, scheduled for June 2-5, 2022, in Regina, Saskatchewan.	Legislative Service Clerk	<p>Patti Priest:</p> <p>Achievements: The Reeve & CAO have been register to attend the event in Regina and accommodations have been booked.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>	Completed
2022/03/2 4	548-22	→ Monthly Release of Information - March 2022	<p>That Smoky Lake County's following correspondence released to Smoky Lake County Council in accordance with Policy Statement No. 01-28-02: Council - Request for Information, for the month of March 2022, be (F) filed for information or (A) acknowledged receipt:</p> <ul style="list-style-type: none"> R07-22: Nancy Broadbent, President & CEO, Portage College, dated February 15, 2022 – Re: Grand Opening of the newly created Indigenous Cultural Space at the Portage College Lac La Biche Campus on March 4th, 2022. F R08-22: RMA: Contact Newsletter: February 25, 2022. F R09-22: Rural Health Professions Action Plan Information Session – Alberta Farm Mental Health 	Legislative Service Clerk	<p>Patti Priest:</p> <p>Achievements:</p> <ul style="list-style-type: none"> R07-22: Nancy Broadbent, President & CEO, Portage College, dated February 15, 2022 – Re: Grand Opening of the newly created Indigenous Cultural Space at the Portage College Lac La Biche Campus on March 4th, 2022. F - Municipal File: 17-9 R08-22: RMA: Contact Newsletter: February 25, 2022. F - Municipal File: 1-10 	Completed

- Network: March 17, 2022. **F**
- R10-22: RMA: Contact Newsletter: March 4, 2022. **F**
 - R11-22: RMA Spring Calendar and RCMP K Division Spring Meeting. **F**
 - R12-22: UCC Alberta – E-Bulletin: March 10, 2022. **F**
 - R13-22: Aspen View Board Highlights –February 24, 2022. **F**
 - R14-22: RMA: Contact Newsletter: March 11, 2022. **F**
 - R15-22: LICA Update: AEP – Stormwater Management Engagement. **F**
 - R16-22: Donations for Ukraine. **F**
 - R17-22: UCC Alberta – E-Bulletin: March 18, 2022. **F**

- R09-22: Rural Health Professions Action Plan Information Session – Alberta Farm Mental Health Network: March 17, 2022. **F- Municipal File: 5-19**
- R10-22: RMA: Contact Newsletter: March 4, 2022. **F- Municipal File: 1-10**
- R11-22: RMA Spring Calendar and RCMP K Division Spring Meeting. **F- Municipal File: 2-85**
- R12-22: UCC Alberta – E-Bulletin: March 10, 2022. **F- Municipal File: 1-209**
- R13-22: Aspen View Board Highlights – February 24, 2022. **F- Municipal File: 17-4**
- R14-22: RMA: Contact Newsletter: March 11, 2022. **F- Municipal File: 1-10**
- R15-22: LICA Update: AEP – Stormwater Management Engagement. **F - Municipal File: 1-244**
- R16-22: Donations for Ukraine. **F - Municipal File: 11-22**
- R17-22: UCC Alberta – E-Bulletin: March 18, 2022. **F - Municipal File:1-209**

Challenges: *No value*

Next Steps: *No value*



COMMITTEE OF THE WHOLE MEETING ACTION LIST MAR. 30, 2022 AS OF 2022/04/21

5.1.3.iv



● Draft
 ● Not started
 ● Behind
 ● On Track
 ● Overdue
 ● Complete
 → Direct Alignment
 --- Indirect Alignment

GOAL

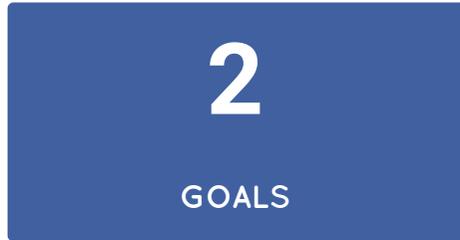
Meeting...	Motio...	Goal	Details	Owner	Progress Update	Curr...
2022 03 30 Committee of the Whole Meeting						Comple
2022/03/30	554-22	→ Broadband Connectivity – Request for Proposal	That Smoky Lake County Council Committee of the Whole recommend preparing a Request for Proposal (RFP) for seeking a specialized consultant to undertake an evaluation study to determine Broadband Connectivity priorities within the County.	Assistant Chief Administrative Officer		Behind

Meeting...	Motio...	Goal	Details	Owner	Progress Update	Curr...
2022/03/30	555-22	<p>↳ Broadband Connectivity – Request for Indigenous and Municipal Partnerships</p>	<p>That Smoky Lake County Council Committee of the Whole recommend reaching out to our Indigenous and Municipal neighbours: Buffalo Lake, Whitefish Lake First Nations #128, Saddle Lake, Kikino, Village of Waskatenau, Village of Vilna and Town of Smoky Lake to gauge interest in participating in an evaluation study to determine Broadband Connectivity priorities and interest if services arrive.</p>	<p>Legislative Service Clerk</p>	<p>Patti Priest:</p> <p>Achievements: A letter dated April 19, 2022 was prepared under the Reeve's signature and emailed to:</p> <ul style="list-style-type: none"> Buffalo Lake Métis Settlement Kikino Métis Settlement Saddle Lake Cree Nation Town of Smoky Lake Village of Vilna Village of Waskatenau Whitefish Lake First Nations #128 <p>Cc.: Glenn van Dijken MLA</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>	<p>Completed</p>



COMMITTEE OF THE WHOLE ACTION LIST APRIL 8, 2022 AS OF 2022/04/22

5.1.3.v



● Draft
 ● Not started
 ● Behind
 ● On Track
 ● Overdue
 ● Complete
 → Direct Alignment
 --- Indirect Alignment

GOAL

Meeting...	Motio...	Goal	Details	Owner	Progress Update	Curr...
		2022 04 08 Committee of the Whole				Comple
		↳ Action taken at the April 13, 2022 Joint Town/County Meeting		Legislative Service Clerk		Comple

SWANA Conference, Banff, 2022

Monday, April 4, 2022

2 tours on the agenda

First Tour, the Francis Cook Transfer Station and Class 3 landfill site.

- This site is inert waste only; all wet waste is hauled off of National Park land.
- They are located between Canmore and Calgary.
- It accepts approx.; 75 – 85,000 MT annually, of that waste intake, approx. 42,000MT of it is excavation waste from new construction or expansion project from the Banff town site or surrounding areas. Asphalt, Clay, Concrete.
- Wood pallets, wood, demolition, metals, compost material, branches, make up the balance.
- Equipment on site to process these volumes are a shredder grinder, to process the wood pallets to a size that they use as fuel source for the waste to energy on their site, 3 wheel loaders, 1 track loader, 2 track hoes and one of the hoes has a concrete cracker as an attachment.
- Recycling stations are set up for tires, glass, metals, paints, ewaste.

They have invested in a scale model of their transfer site to educate and teach the public, school groups as to why the recycling implementation are in place. It cost them \$30,000 for this model which includes the monitoring wells, river locations, cross view of the cells, lots of information included in the scale model.

Second tour, Banff e-co Station

- The Town of Banff population 9500 people
- On any given day there could be 30,000 people
- Annual tourism can reach 4.2 million people
- The E-co site tries to promote the full circle economy for items being disposed there.
- They have a small MRF (Material Recovery Facility) where they capture cardboard, plastics, clean wood products. Cardboard and paper are baled and shipped to Capital Paper and intern the town will buy paper towel products, toilet paper, as the tourism is a large part of this circular economy. Plastics are baled and sold for further processing in Calgary. Clean wood (PALLETs) are shredded by a shredder they have on site, the material resembling coarse tooth pics, and it is used in their waste to energy boiler system that heat up 4 of their municipal buildings. Pallets are brought in in large numbers due to the tourism industry supplies. This is the best fuel for their waste to energy boiler system. They have invested \$1.5 million in the boiler system but have saved a lot of money not shipping their wood waste elsewhere, low carbon foot print, cost savings for heating the municipal buildings. Glass is crushed, tires are collected, “take it or leave it” sites well utilized, Mattresses and bulky furniture are sent to the Francis Cook Class 3 landfill for further processing and disposal. Mattresses a problem everywhere, but the EPR program will

soon offer solutions for this kind of waste. All wet waste is hauled off of National Park lands for further processing as to not interfere and disrupt wildlife habitat.

Tuesday, April 5, 2022

**Key note speaker; Spencer Beach, motivation, safety, inspiration
Spencer Speaks turning your Demons into Diamonds**

We all have bad days, is there a way to turn them around?

This gentleman is a great motivational speaker; his story is like none I have ever heard. I would like to join with the commission municipalities to see if we could bring him in to share his message at commission or regional event.

I have attached his brochure to view and read.

EPR Circular Economy; EPR (Extended Producer Responsibility)

What are the different economies?

Linear Economy = Take, Make, Waste, this is where our societies are at for the moment. We TAKE timber, we MAKE lumber, we WASTE wood product in the inert waste cells. (As an example)

Circular Economy = design out waste and pollution, Keep products and materials in use, Regenerate natural systems. This is where we are headed in the near future. With the EPR programs, the future is Recycling and Waste diversion within a circular economy framework.

Circular economy will affect every product made in the future, from packaging, to lawn and garden supplies, to fast food take out containers, everything will be affected. The concept idea behind this circular economy will be take less from environment/ make smarter products/ waste less in the MSW and inert waste cells.

Design it smarter in the first place, Repair it, Reuse it, Recycle it, Recover nutrients from it (composting) Recover energy from it (waste to energy)

We at the landfill levels will have to be Strategic, be Practical, and be Proactive because waste diversion is here to stay. Mattresses, living room furniture and white appliances are the next items on the EPR expansion.

Lead Acid Batteries; much is done with government regulations to haul these acid batteries from point A to B. with the increase of electric car production on the rise, lithium ion battery recycling is done in Canada but not all provinces have the same transportation regulations to reach the recycling facilities, causing challenges for this industry.

Solar Panels; looking for ways to recycle the metals used in the designs of Solar Panels.

What The Circular economy may have in the future;

- Repair café stations, ex; repairing slightly used bikes, lawn mowers... to give back to communities
- Central locations to bring reusable products or items (we have our take it or leave it sites)

Isolated landfills or landfills near larger centers will have the same opportunities with EPR programs if they recycle in Alberta. If you recycle and sort and make ready for transport your recyclable waste, there will be a market for your EPR program items.

Across Canada, provinces are working to have the same EPR programs in place.

CLIMATE CHANGE WASTE SYSTEMS; City of Leduc presentation

Municipal Climate Change Emergency; how solid waste departments are stepping in with long term waste strategies and circular economy.

How can we do this at our landfill? ERWMSC should consider a long term Waste Management strategy. We collaborate with commission municipalities in recycling florescent lights, cardboard; we have transfer stations that are engaged in recycling many items for further processing, we have municipalities with “take it or leave it” sites to reduce, reuse, recycle, rethink some of the waste being generated.

The term CLIMATE LENS is applied to much of the changes, innovations being proposed in the waste industry now, and looking to the future, waste reduction, feedstock for the waste to energy projects will affect the waste streams. ERWMSC should look through the Climate Lens to see if efficiencies can be achieved (round table discussion) in the MSW stream coming to the Evergreen Landfill. Options like a “Dirty MRF” (for the MSW waste stream) can extent our landfill life, create a waste to energy feedstock, produce greater volumes of recyclables, work to reduce environmental impacts by shredding and baling MSW to minimize (leachate production, fugitive waste) to name a few.

Climate Change does impact the way waste is collected, disposed and the economic challenges it leaves behind do to more frequent extreme weather.

Wednesday, April 6, 2022

Organic Processing:

Agriculture is the greatest contributor of methane emissions

Landfills are the second largest contributor of methane emissions.

Organic recycling is big industry. Composting **MUST BE DONE PROPERLY.**

Soil building, through composting, to reintroduce composted soils to community gardens, farm land to enrich the soils as a natural form of fertilizer.

There were very passionate speakers from Ontario and BC on this subject.

“Crisis leads to change”

How do we do this? What is our goal? What direction do municipalities want to take? Do we have disposal capacity? Do we have a diversion target that we want to achieve? What are the plans?

- Start small, identify the type of feedstock.
- Collaboration and partnership makes it possible to operate your facility
- Location of a facility
- Seasonal feedstock and waste stream may offer challenges.
- Type of Equipment required
- Type of facility, open air or closed system?
- Residential curbside collection?
- Residential collection pilot?

Waste diversion, waste reduction, methane gas reduction, extended landfill life, soil building, are a few things that can be achieved through a composting program. Where do we stand?

Thursday, April 7, 2022

Calgary /WWTP, first tour

Had the tour of the Calgary WWTP, Pine Creek (Waste Water Treatment Plant)

This was a very nice facility. It has its own lab on site to identify any type of issues. They have testing pods to identify the COVID-19 virus through the waste water streams; they have pods that will test for drugs in waste water streams at work camps, they can be installed in waste water lines from different areas of a camp to identify problems.

COMPOST FACILITY; second tour

The compost facility was a closed system which means that the organics were brought into a large building by trucks, dumped out on a receiving floor and push into composting vessels where the temperature, water, and rotations are controlled.

This facility processes 85 – 100,000 tons of organics.

2 reasons for this facility were to divert organic waste and bio solids from the waste streams.

The product is sold as a bulk product (not bagged) loaded as loose loads, for other application.

This product is screened to get as many impurities out prior to shipping off the facility.

Benefits of Compost;

- Returns nutrients to soil, increasing productivity
- Improves water retention and reduces topsoil loss and erosion through wind elements
- Reduces land use and environmental impacts of landfilling
- Increases biodiversity and reduces disease in soils
- Replaces the need for chemical fertilizers.

This was a very interesting place to visit, very large scale operation.

CALGARY RURAL LANDFILL; third tour

This landfill was very large,

They have a great transfer station/ recycling area on the same site. The city owns the landfill but all of the equipment and operators are contracted out. All equipment is serviced by the contractor. The Landfill staff gives detailed information to the operators as to the working face placement etc. The scale house has a two way scale system (two lane of traffic). This is a very busy place. The tour guide did not know the volumes of waste received at this site but looking at traffic flow, vehicle types, equipment on site to push and pack, it was large volumes.

Thank you very much for allowing me to attend the SWANA convention. A lot of our challenges here in Alberta are reflected in other parts of Canada, but we all have the same common goals, to divert as much from the MSW landfills as we can, looking for the same recycling companies, the same markets for the recycled products. The speakers/presenters were very informative, much to take in.

It is nice not to be downstream from the information that was shared at this conference, to be upstream and hear of the changes that will take place NOW, in the Waste Industry, in the near future, gives us a chance to discuss and be proactive in what we can control in the Waste Industry in our communities and municipalities.

Testimonials

"From start to finish it was completely riveting."

"Awesome, inspiring, heart wrenching."

"I will think about your presentation for the rest of my life."

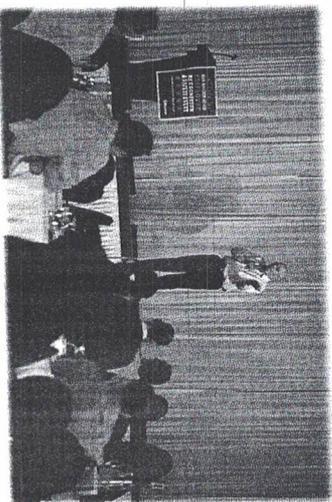
"You are a great inspiration, you have touched my heart."

"You have given me the strength to go on and to know that things will get better."

"Your courage, strength, humour, and recovery are amazing."

"A truly remarkable presentation!"

"It was great to hear him speak so openly."



CONTACT SPENCER:

www.spencerspeaks.com

 [Facebook.com/SpencerSpeaks](https://www.facebook.com/SpencerSpeaks)

 [@spencerbeach1](https://twitter.com/spencerbeach1)



Spencer Beach currently resides in Edmonton, Alberta, Canada, with his family. He travels North America extensively sharing his story and his experiences bringing hope and inspiration to others.

Before the fire, Spencer was a third generation craftsman. After his life altering incident he was deemed by the local Workers Compensation Board to be 100% permanently disabled and unable to ever work again.

BUT HE DID!!

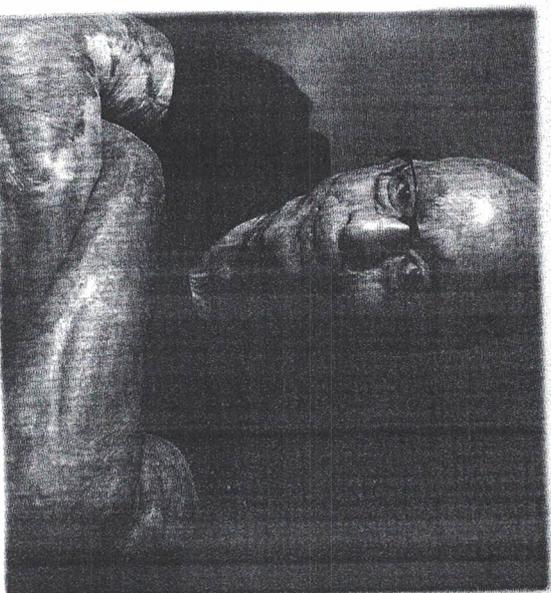
Through his own determination, a strong desire to live, and with the support of friends and family, Spencer found a path that ultimately turned his 'Demons into Diamonds.'

Today, Spencer is a National Construction Safety Officer and a W.H.M.I.S. instructor. He graduated with distinction from the Occupational Health and Safety program at the University of Alberta, Faculty of Extensions.

Spencers first book, "In Case of Fire" was released in 2010 and continues to inspire others with its honesty and excruciating detail.

Spencer was the first person to receive the Glenrose Rehabilitation Hospitals "Award of Courage" which is now presented annually.

Spencer Speaks



MOTIVATION . SAFETY . INSPIRATION

**"My name is Spencer Beach
and I wouldn't change what
happened to me.
Let me tell you why."**

The Blink of an Eye

Every day we live our lives following the same routines. We wake up at the same time, eat the same breakfast, and kiss our spouse goodbye heading out the door. As we travel our minds are filled with familiar fleeting thoughts about dinner, meetings, our boss, and our other daily obligations. The radio plays as background noise and we follow the same route we always take to arrive at the same place we always go.

My name is Spencer Beach and what I learned on a familiar and routine day is that sometimes, for no reason, tragedy can find you. With a 'whistle and a bang' I suddenly found myself engulfed in flames; confused and dying. My only thought as I lay there helpless and burning was that this was it, the end. In that instant I knew my life would be changed forever and in ways no person can imagine. I survived the fire with 3rd and 4th degree burns covering 90% of what was left of my body.

I awoke from the horror, and into the excruciating pain in a burn treatment trauma unit. I was kept awake long enough to be told by the best burn specialists in the field that my chances of survival were less than 5%. I was quietly asked a question no human being should be forced to answer... would I just prefer to die?

My personal story is one of pure survival. I invite you to learn from my pain and suffering lessons and insights you can apply to your own life. Lessons of hope, lessons of change, lessons of profound strength and humility.

My story is one you will never forget.

P r e s e n t a t i o n F o r m a t s

Demons into Diamonds

Enhance and compliment the main theme of your organizations conference with a customized keynote presentation.

Structured around my own personal hardships, struggles, and triumphs; the ultimate message is one of hope and strength in facing your own personal challenges and adversities.

This is a fun, impactful, and engaging presentation custom tailored to meet your own organizational objectives and goals.

This presentation will leave your guests, employees, and delegates with a long lasting impression of your conference that they will be able to apply to all aspects of their daily living.

Safety Awareness

GET IT DONE SAFELY - This presentation places emphasis on the safety culture within your own organizational workforce.

Through embracing proper safety procedures and techniques you will learn how to potentially avoid life altering loss, disability, and pain.

Learn how to avoid the simple and routine mistakes we tend to make everyday and then use this information to highlight and compliment your own organizations safety culture.

SAFETY - DO OR DO NOT: THERE IS NO TRY - He might be 3 feet tall and green but 'Yoda' was one smart 'Jedi'!

Whether you are a supervisor, manager, or the CEO, YOU have a responsibility not only for your employee safety but for that of their family's as well. This presentation will make everyone understand that they are leaders in the workplace safety culture.

Educational

ELEMENTARY - The number one casualties of burns in North America are children. This presentation engages the children and encourages their participation in learning to respect what a fire can do, not to fear it. The key points covered are fire respect and safety, self-esteem, and the importance of maintaining a positive attitude in their own lives when faced with problems or adversity.

MIDDLE and HIGH SCHOOL - Most teenagers have a profound feeling of invincibility. That sense of "it could never happen to me" often leads to poor decisions and needless risk taking. This presentation centers around personal responsibility and the potential consequences of bad decision making. Discussions and topics covered include drug and alcohol abuse, personal safety, self-esteem, and the importance of reaching for ones full potential in life.

Health Care

Anyone in the healthcare or rehabilitative professions will gain valuable insights into trauma or debilitating patient care.

This presentation focuses on the perspective of the patient being treated. Learn the importance of motivation in recovery and how emotional recovery can be just as important to healing as the physical injuries.

Discover new tools that can be used in aiding your patients and their importance as part of the 'Healing Cycle.'

**ERWMSC- 2022 Budget to Actual
January 1 to March 31, 2022**

5.3.1.b

	2022				Actual Revenue	2021
	Budgeted Tonnage	Actual Tonnage	Rate	Budgeted Revenue		
Commission Members						
Revenue						
Commission Members Upfront Fees						
County of St. Paul				\$ 116,908.61	\$ 116,908.61	\$ 117,857.45
Smoky Lake County				\$ 45,986.95	\$ 45,986.95	\$ 44,677.31
Town of St. Paul				\$ 70,082.39	\$ 70,082.39	\$ 69,983.27
Town of Smoky Lake				\$ 10,635.17	\$ 10,635.17	\$ 10,522.95
Town of Elk Point				\$ 16,383.68	\$ 16,383.68	\$ 16,911.60
Village of Vilna				\$ 2,650.47	\$ 2,650.47	\$ 2,657.60
Village of Waskatenau				\$ 2,352.73	\$ 2,352.73	\$ 2,389.82
Total Commission Members				\$ 265,000.00	\$ 265,000.00	\$ 265,000.00
Commission Members						
Member County of St. Paul	2,498	441.95	40	\$ 99,920.00	\$ 17,684.00	\$ 19,551.40
Member Town of St. Paul	1,125	256.19	40	\$ 45,000.00	\$ 10,253.60	\$ 9,238.00
Member Town of Elk Point	392	72.64	40	\$ 15,680.00	\$ 2,905.60	\$ 3,426.40
Member Smoky Lake County	1,133	206.83	40	\$ 45,320.00	\$ 8,273.20	\$ 8,775.60
Member Town of Smoky Lake	622	137.62	40	\$ 24,880.00	\$ 5,504.80	\$ 5,211.80
Total Commission Members	5,770	1,115.23		\$ 230,800.00	\$ 44,621.20	\$ 46,203.20
Commission Private Haulers						
County of St. Paul	352	61.50	85	\$ 29,920.00	\$ 5,315.50	\$ 5,445.25
Town of St. Paul	1,215	260.52	85	\$ 103,275.00	\$ 22,224.20	\$ 20,289.45
Town of Elk Point	202	32.13	85	\$ 17,170.00	\$ 2,731.05	\$ 2,828.85
Smoky Lake County	-	-	85	\$ -	\$ -	\$ -
Town of Smoky Lake	-	-	85	\$ -	\$ -	\$ -
Total Commission Private Haulers	1,769	354.15		\$ 150,365.00	\$ 30,270.75	\$ 28,563.55
Non Member Tipping						
Get Trashed	1,376	239.05	85	\$ 116,960.00	\$ 20,319.25	\$ 23,436.65
Wild Rose	3,015	689.89	141	\$ 425,115.00	\$ 97,274.50	\$ 95,375.70
Seven Lakes	650	233.86	65	\$ 42,250.00	\$ 16,032.90	\$ 18,750.70
Village of Glendon	118	24.02	100	\$ 11,800.00	\$ 2,402.00	\$ 2,602.00
Saddle Lake	-	214.17	85	\$ -	\$ 18,204.45	\$ 21,893.35
Frog Lake	350	-	85	\$ 29,750.00	\$ -	\$ -
Kehewin	300	-	85	\$ 25,500.00	\$ -	\$ -
Non Member Tipping	-	5.99	125	\$ -	\$ 748.75	\$ -
Total Non Member Tipping	5,809	1,406.98		\$ 651,375.00	\$ 154,981.85	\$ 162,058.40
Other Revenue						
Transfer Station (Inert Waste)	2,183	294.93	55	\$ 120,065.00	\$ 17,458.90	\$ 17,377.80
Saddle Lake- House Demo's		89.71	85	\$ -	\$ 7,625.35	\$ -
Asbestos			200	\$ -	\$ -	\$ -
Contaminated Soil			35	\$ -	\$ -	\$ -
Town of St. Paul WWTP	213	128.99	35	\$ 7,455.00	\$ 4,514.65	\$ 159.60
Interest Revenue				\$ 25,000.00	\$ 631.51	\$ 1,550.11
Miscellaneous Sales				\$ -	\$ -	\$ -
Recycling Revenue				\$ 2,500.00	\$ -	\$ -
Total Other Revenue	2,396	513.63		\$ 155,020.00	\$ 30,230.41	\$ 19,087.51
Total Tonnage/Revenue	15,744	3,389.99		\$ 1,452,560.00	\$ 525,104.21	\$ 520,912.66

<u>Expenses</u>	<u>Budgeted 2022</u>	<u>Actual 2022</u>	<u>2021</u>
Fixed Operating			
Accounting & Legal	\$ 10,000.00	\$ -	\$ 9,200.00
Advertising & Promotions	\$ 2,000.00	\$ 415.81	\$ 160.00
Administration/Council Honorarium	\$ 11,550.00	\$ -	\$ -
Bad Debts	\$ 150.00	\$ -	\$ -
Boot Allowance	\$ 400.00	\$ -	\$ -
Fuel & Oil	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
Groundwater Monitoring	\$ 80,000.00	\$ 9,941.00	\$ 23,108.75
Insurance	\$ 52,000.00	\$ 110.00	\$ -
Interest & Bank charges	\$ 2,700.00	\$ 226.91	\$ 453.44
Leachate	\$ 52,000.00	\$ 32,232.22	\$ 17,790.28
Licenses	\$ 150.00	\$ -	\$ -
Meeting Expenses	\$ 2,000.00	\$ 106.34	\$ 60.00
Memberships and registration	\$ 1,300.00	\$ 2,148.40	\$ 848.40
Mileage & Subsistence	\$ 6,000.00	\$ 1,504.11	\$ 241.07
Miscellaneous - Approval/Appeal	\$ 30,000.00	\$ -	\$ -
Office supplies	\$ 12,000.00	\$ 521.05	\$ 1,892.14
Propane	\$ 14,000.00	\$ 7,665.17	\$ 2,946.45
Road Maintenance	\$ 25,000.00	\$ 95.24	\$ -
Signage	\$ 500.00	\$ -	\$ 65.00
Small Tools & shop supplies	\$ 4,000.00	\$ 672.72	\$ 877.44
Telephone/Internet	\$ 4,600.00	\$ 1,057.94	\$ 1,082.53
Training	\$ 5,000.00	\$ 350.00	\$ 214.20
Transfer Station- Commission Sites	\$ 5,000.00	\$ -	\$ 1,856.40
Transfer Station- Regional Site	\$ 2,100.00	\$ -	\$ -
Utilities	\$ 7,500.00	\$ 1,767.52	\$ 1,312.74
Total Fixed Costs	\$ 339,950.00	\$ 68,814.43	\$ 72,108.84
Variable Operating Costs			
Cell Operations & Maintenance	\$ 19,500.00	\$ -	\$ 4,610.00
Fuel & Oil	\$ 50,000.00	\$ 10,563.01	\$ 2,180.10
Leachate	\$ 158,000.00	\$ -	\$ -
Postage & Freight	\$ 1,500.00	\$ 554.32	\$ 73.47
Rent of Equipment	\$ 3,000.00	\$ -	\$ -
Repair & Maintenance - Equipment	\$ 49,000.00	\$ 6,786.64	\$ 4,843.81
Repair & Maintenance - Buildings	\$ 4,000.00	\$ 60.98	\$ 833.50
Site Operations & Maintenance	\$ 20,000.00	\$ 1,389.62	\$ 284.80
Vehicle Maintenance & Repair	\$ 5,000.00	\$ 641.17	\$ 586.27
Wages	\$ 355,000.00	\$ 79,057.90	\$ 72,273.08
Workers Compensation	\$ 10,650.00	\$ 1,632.24	\$ 501.92
Total Variable Costs	\$ 675,650.00	\$ 100,685.88	\$ 86,186.95
Freight- Wildrose Disposal	\$ 168,840.00	\$ 23,075.92	\$ 40,160.55
Wildrose- Payback End of Year	\$ 63,315.00		\$ -
Loans (loan pd off Jan 2022)	\$ 14,323.30	\$ 14,323.30	\$ 42,969.90
Jan 28, 2022 made lump sum payment of \$238,760.72			
Post Closure			
Post Closure Reclamation (3.5/tonne)	\$ 46,718.00	\$ 10,067.26	\$ 10,536.30
Non-Member Tipping Reserve (7/tonne)	\$ -	\$ -	\$ -
Total Post Closure	\$ 46,718.00	\$ 10,067.26	\$ 10,536.30

	Budgeted 2022	Actual 2022	2021
Cell Replacement Reserve	\$ 100,000.00	\$ -	\$ -
Equipment Replacement Reserves			
Compactor	\$ -	\$ -	\$ -
Track Loader	\$ -	\$ -	\$ -
Front End Loader	\$ -	\$ -	\$ -
Total Equipment Replacement	\$ -	\$ -	\$ -
Total Expenses	\$ 1,408,796.30	\$ 216,966.79	\$ 251,962.54
Net Operating Income/Deficit	\$ 43,763.70	\$ 308,137.42	\$ 268,950.12
Capital Expenditures (Money in Savings/Reserve)			
Security Camera's Equipment Shed	\$ 6,000.00	\$ -	\$ -
Compactor	\$ -	\$ -	\$ -
Dry Waste Pit	\$ -	\$ -	\$ -
Bale Processor	\$ -	\$ -	\$ -
Zero Turn Mower	\$ -	\$ -	\$ -
Vehicles to purchase new & Used	\$ 18,000.00	\$ -	\$ -
Net Surplus	\$ 19,763.70	\$ 308,137.42	\$ 268,950.12

Cheque Register March 2022

Cheque #	Payable To:	Amount
5369	County of St. Paul- Finning, Wages PP 1-4	\$ 53,934.44
5370	Spaid- Filters	\$ 2,063.00
5371	Lakeland Fire and Safety- Shop Supplies	\$ 728.81
5372	E-Can Oilfield Services	\$ 4,773.21
5373	MCS Net	\$ 94.40
5374	Canoe Procurement Group- Filters	\$ 2,352.49
5375	Omni McCann Geoscience- Groundwater Monitoring	\$ 10,438.05
5376	Widrose Disposal- FOB Feb 2022	\$ 11,081.28
5377	Cornerstone Cooperatives- Diesel, Fuel, Propane, shop supplies	\$ 13,185.42
5378	Servus Credit Union- MC- Telus, Direct Energy, Zoom, Hotel @ AB Care Conf, Zarowny	\$ 1,880.13
Total Cheques Issued		\$ 100,531.23

Accounts Receivable as attached

Bank Balance - March 31, 2022	\$ 545,535.82
High Yield Savings- March 31, 2022	\$ 251,586.90

Investments:

GIC # 36: 60 months	Maturity Date March 22, 2024	Interest Rate 3.35%	\$ 297,082.67
Compactor	\$249,357.62		
Trac Loader	\$26,371.13		
Post Closure	\$21,059.23		
Capital Replacement	\$294.69		
GIC # 38: 1 yr non redeemable	Maturity Date: April 23, 2022	Interst Rate 0.75%	\$ 750,000.00
Post Closure	\$547,962.43		
Compactor	\$73,674.85		
Capital Replacement	\$81,865.46		
Cell Replacement	\$46,497.26		
GIC # 42: 90 days Non- redeemable	Maturity Date: April 25, 2022	Interest Rate 0.52%	\$ 407,883.62
Cell Replacement	\$65,935.84		
Not put to anything	\$341,947.78		
Total Investments			\$ 1,454,966.29

Evergreen Regional Waste

Customer Aged Summary As at 19/04/2022

Name	Total	Current	31 to 60	61 to 90	91+
C & N Property Restoration Ltd.	1,467.60	176.55	419.65	871.40	-
County of St. Paul No. 19	7,048.25	7,048.25	-	-	-
Get Trash'd	6,999.20	6,999.20	-	-	-
Lakeland Waste Disposal	5,500.70	2,617.50	1,201.90	1,681.30	-
North Bay Development Ltd.	35.30	10.00	25.30	-	-
PuroClean	4,568.95	4,568.95	-	-	-
Quik Pick Waste Disposal	13,191.13	7,815.30	5,375.83	-	-
Seven Lakes Oilfield Services	5,662.15	5,662.15	-	-	-
Smoky Lake County	5,700.99	5,700.99	-	-	-
St. Paul Vet Clinic	61.05	61.05	-	-	-
Town of Elk Point	1,058.40	1,058.40	-	-	-
Town of Smoky Lake	2,047.60	2,047.60	-	-	-
Town of St. Paul	7,113.05	7,113.05	-	-	-
Village of Vilna	675.77	675.77	-	-	-
Village of Waskatenau	726.80	726.80	-	-	-
Waste Management of Canada ...	1,667.70	1,667.70	-	-	-
Wildrose Disposal Inc.	39,172.62	39,172.62	-	-	-
Total outstanding:	102,697.26	93,121.88	7,022.68	2,552.70	-

**EVERGREEN REGIONAL WASTE
MANAGEMENT SERVICES COMMISSION**

Minutes of Regular Meeting

**County of St. Paul Office
Thursday, March 17, 2022
10:00 a.m.**

Members Present:

Maxine Fodness- Chairman
Dan Gawalko
Nathan Taylor- Virtually
Tim Smereka- Virtually
Richard Warren- Virtually
Leroy Kunyk- Virtually

Members Absent

Terry Makowichuk

Alternates Present:

Ron Boisvert- Virtually
Evelynne Kobes- Virtually

Paul Poulin- Manager Evergreen Landfill
Ashley Cozzens- Recording Secretary
Tim Mahdiuk- County of St. Paul - Virtually
Dave Franchuk- Smoky Lake County- Virtually

1. CALL TO ORDER

Maxine Fodness called the meeting to order at 10:00 a.m.

a. Additions to Agenda

Add 7.a. Spring Cleanup- May
Add 7.b. AEP Meeting

Evelynne Kobes made a motion to accept the agenda with the additions.

CARRIED

2. MINUTES OF FEBRUARY 17, 2022 REGULAR MEETING

Richard Warren made a motion to adopt the minutes of the February 17, 2022 Regular Meeting as presented.

CARRIED

3. **BUSINESS ARISING FROM MINUTES**

a. **Brownlee Law Orientation**

The orientation from Brownlee Law will take place at our next meeting (April 21)

Nathan Taylor made a motion to have the next board meeting start at 9:00 a.m. and to both JMD Group and Brownlee Law present at the meeting, lunch to be provided.

CARRIED

b. **CNRL Disposal Contract**

We signed the three year contract with CNRL for leachate disposal; January 1, 2022 thru December 31, 2024.

Dan Gawalko made a motion to file the CNRL disposal contract as information.

CARRIED

c. **Alberta CARE Report**

Paul's takeaways from the Alberta CARE Conference in Lethbridge:

- Toured the Material Recovery Facility (MRF)
- Clean Energy Improvement Program (CEIP)- savings for home improvement projects
- Extended Producer Responsibility
- Waste to Energy Project
- Hydro Vac code of practice
- Alberta Recycling Management Authorities expanding
- Plastic recycling – Westlock Landfill

Leroy Kunyk made a motion to file the Alberta CARE report from Paul as information.

CARRIED

d. **Mileage Schedule**

Schedule F (Board Remuneration and Expense Reimbursement) was amended to include reimbursement of mileage for Commission Members.

Schedule G was created for reimbursement of mileage for Commission staff members.

Dan Gawalko made a motion to approve Schedules F & G.

CARRIED

e. RMA Update Town of Elk Point

The Town of Elk Point has been missing on some of our insurance documents.

Received an endorsement letter from RMA Insurance stating that:
Effective January 24, 2022 the Town of Elk- Elk Point Transfer Station Site
(SW-36-56-7 W4, located southwest of Elk Point on Hwy 646) is now insured.

Evelyne Kobes made a motion to file the RMA update Town of Elk Point as information.

CARRIED

4. CLOSED MEETING SESSION

No closed meeting session.

5. FINANCIALS

a. Treasurer's Report

Ashley Cozzens presented the Treasurer's Report to February 28, 2022.

Tim Smereka made a motion to accept the treasurer's report as presented.

CARRIED

b. GIC Interest Rates

Servus Credit Union offers Evergreen preferred rates based on the total connection of the municipal funds with Servus; this would include the County, Towns, etc.

Evelyne Kobes made a motion to file the GIC interest rates as information.

CARRIED

6. NEW BUSINESS

a. Regional Site Report

Paul presented the site report for the Evergreen Landfill March 2022:

- School fundraiser- Ashmont School usually picks fugitive waste around the site. Do we want to do this this year?
- Will be hiring someone with a tractor to rake ditches
- Will be hiring a gravel truck to haul clay
- We took the Ford truck to Zarowny's to fix
- Omni McCann year end reports will be coming out soon

Richard Warren made a motion to offer the litter cleanup to all schools in the commission. A \$2,000 limit plus lunch is to be offered.

CARRIED

Leroy Kunyk made a motion to accept the Regional Site Report as information.

CARRIED

b. Train float staff

Discussion on whether the Commission would be interested in the training of a float staff that can be utilized throughout the Commission to aid in holiday/sick time relief, site cleanup, recycling program and collection fugitive waste.

Training would be done at the Evergreen site where the participant would learn the operation at the transfer station and expectations required. Transfer station course would be completed.

An service agreement between Evergreen and the Commission Municipalities regarding wages, travel and work schedule would be created.

Nathan Taylor made a motion to approve the intent of hiring of a float staff. The Board Members are to bring this information back to their respective Municipalities to see who would be interested in hiring this float staff. Final decision will be made after the 2021 financial statements are presented.

CARRIED

c. Shamrock Valley Sale

March 18 is the Shamrock Valley equipment sale. Listed are four good ½ ton trucks.

d. MSW Bailer

Had a discussion with the City of Lethbridge- they bale their MSW waste on windy days- process 200-400 MT per windy day.

Also had a discussion with the City of Leduc- as they will likely be changing over to a MSW bale fill landfill in the future. This would eliminate windblown litter, leachate content; they would preserve the baled, shredded MSW for future waste to energy technology.

Paul would like to continue to look into this option for Evergreen. Segregating waste for waste to energy, better recycling, reducing the putrid characteristics of leachate being produced- as much of the leachate in the waste received would be shredded and eliminated at that stage.

e. MSW Value Proposition- Linda Sallstrom

Linda Sallstrom came into the meeting at 11:02 a.m.

March 9 Linda Sallstrom and Paul Poulin had a meeting with Cool Green Solutions. They are a waste to Energy Company and they gave a presentation of their work and how their system can utilize a large portion of the waste streams landfills are receiving.

Discussion on how this system could work at Evergreen:

- MRF, sorts MSW into manageable streams that can generate revenue and better manage environmental concerns
- Stream 1- Recycling- more efficient capture of recyclables, less recyclable materials in landfill, more revenue from captured recyclables through Extended Producer Responsibility mandates
- Stream 2- Biomass- can be anything that has a natural composition/breakdown without contamination. Through processing organics can be broken down into usable/ revenue generating bi products like Syn Gas, Biochar and Ash.
- Stream 3- Feedstock- includes most MSW/ Non usable feedstock (Ag waste, food processing waste, paper/cardboard, housed hold waste, railway ties hardwood and soft wood waste). Bale the MSW that can be harvested at a future time and sold elsewhere
- Stream 4- Landfilling- remaining unusable waste, waste requiring further breakdown (i.e. Mattresses, furniture).

Next step would be to have approval from the Commission to contact AEP, to support in principal, the move towards getting a feasibility study done.

Tim Smereka made a motion to have Paul contact AEP and to have Linda Sallstrom seek out funding opportunities.

CARRIED

Linda Sallstrom left the meeting at 11:25 a.m.

f. Work Hub Tutorial

Paul took part in a work hub training course on March 3; inspection reports, accident reports, near miss reports, policies and news letters.

Would like to purchase a laptop for use of Commission business such as work hub, conferences, and Commission site inspections.

Richard Warren made a motion to purchase a laptop for Evergreen.

CARRIED

g. Environmental 360 Solutions

There is a new waste management company in our region called Environmental 360 Solutions. They have acquired Quik Pick from Lloydminster. E360 Solutions will continue with the routes, disposal site and customers that the former Quik Pick had.

Richard Warren made a motion to file the Environmental 360 Solutions discussion as information.

CARRIED

7. OTHER BUSINESS/CORRESPONDENCE

a. AEP Meeting

Alberta Environmental and Parks will be scheduling a series of virtual town hall information sessions. First one will be Friday, March 18. These sessions will focus on the extended producer responsibility (EPR) and regulatory framework development process. EPR is the new way of recycling; what these programs look like for our transfer stations.

Leroy Kunyk made a motion to the AEP Meeting discussion as information.

CARRIED

b. Spring Cleanup- May

Evelynne Kobes made a motion to have the Evergreen Regional Landfill participate in the Spring Clean-Up for the month of May and not charge residents the \$20 for Freon removal on fridges, freezers, water coolers, dehumidifiers and air conditions.

CARRIED

8. **NEXT MEETING**

The next regular meeting is to be scheduled for Thursday, April 21, 2022 at 10:00 a.m.
County of St. Paul Office.

9. **ADJOURNMENT**

Maxine Fodness adjourned the meeting at 11:44 a.m.

Date

Commission Chairman

DRAFT



4 PRECIPITATION RECORDS

Precipitation records for 2021 as recorded at the scale house and maintenance building stations are provided in Appendix B-VII. In 2021, approximately 218.6 mm and 217.14 mm of precipitation were recorded at the scale house (Table B-II) and maintenance building, respectively.

As shown on Table B-II, the total precipitation recorded at the scale house in 2021 was significantly lower than in recent previous years. Drought conditions were noted across most of Alberta throughout 2021 with rainfall being significantly below average during June and July.

Table B-II Summary of Precipitation Records¹⁶ from Scale House (in mm)

	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
January	65.5	0	33	12	33	41	16	13.8	9	9.5	11.5
February	39.6	4	15	25	50	18	9	12	12	4	0
March	19.7	15	18	7	33	35	29.5	5	0	25	2
April	16.2	31.5	32	63	32	14	44	10	5	0	2
May	2	69	3	82	16	18	118.8	18	5	23	38.6
June	117.5	44	49	117	67	14	179	153	158	129.8	57.1
July	108	125	66	90	68	18	100	62	89	58.8	28.2
August	64	43	87	14	30	42	65	25	16	58	44.3
September	4.5	25	0	29	58	21	19	101	8	3	5.8
October	13.5	23.5	33	21	10	47	22	7	10	7	6.4
November	0.8	35	27	66	22	17	23	21.6	3	19	15.4
December	0.1	26	59	7	27	5	4	12.7	9	13.5	7.3
Total	451.4	441	422	533	446	290	629.3	441.1	324	350.6	218.6

¹⁶ Precipitation is not recorded when the landfill is not operational; therefore, monthly totals may not completely reflect precipitation.



Year	Total Precipitation* (mm)	Cells 1/2 Leachate Volume (m ³)	Cell 3/4 Leachate Volume (m ³)	Cells 5/6 Leachate Volume (m ³)	Annual Total Leachate Volume (m ³)
2010	No Data	397.65	2,578.40		2,976.05
2011	451.4	184.50	3,424.60		3,609.10
2012	441	158.00	2,733.00		2,891.00
2013	422	141.00	2,887.50		3,028.50
2014	533	166.00	3,132.50	11.00	3,309.50
2015	446	190.60	1,086.90	4,196.46	5,473.96
2016	290	282.00	1,351.50	4,414.00	6,047.50
2017	629.3	846.00	2,092.00	5,681.00	8,619.00
2018	441.1	476.00	1,720.00	3,151.00	5,347.00
2019	324	940.50	1,173.00	3,043.50	5,157.00
2020	350.6	870.00	1,188.00	2,913.50	4,971.50
2021	218.6	275.00	544.00	1,327.00	2,146.00

* Data measured on site at the Scale House. Precipitation total does not include periods when the landfill is closed (i.e. weekends and holidays). Actual annual precipitation totals are likely higher than reflected in the data.

The annual leachate volumes removed indicate that there has been little or no decline in the effectiveness of the leachate collection systems installed in the Class II cells. The volumes also indicate that higher leachate volumes can be expected in years with, or after, higher annual precipitation. The total volume of leachate removed from the Class II cells in 2021 was less than half the amount removed in 2020 which is reflective of drought conditions during 2021.

8.3 LEACHATE SAMPLING

Two types of leachate samples with different parameter sets are required at the Evergreen Regional Landfill; one for the facility that receives the hauled leachate and another to meet the requirements of the Approval. Leachate was sampled from the MSW Cells 1/2, 3/4 and 5/6 in May and October 2021 for the receiving facility and in October 2021 for compliance with the Approval. Concentrations of the analysed parameters in leachate were generally within historic ranges in 2021. Leachate chemistry information is provided in Appendix B-VI.

★ 2022: | Cells 1/2 | Cells 3/4 | Cells 5/6
 783.50 m³ | 400 m³ | 1,183 m³



5 AIR SPACE REMAINING

The waste surface of the active MSW disposal cells were last surveyed on September 20, 2021. The current life expectancy has been calculated based on air space available from the waste survey at that time and the scale records provided for 2021.

Based on this information and subject to a number of factors/variables, a new MSW cell may need to be constructed in or around 2029.

The waste surface of the Inert Waste disposal Cells 6-8 were last surveyed on October 22, 2021. The current life expectancy has been calculated based on air space available from the waste survey at that time and scale records provided for 2021.

Based on this information and subject to a number of factors/variables, a new Inert Waste cell may need to be constructed in 2022.



- Water impounded in the storm water management pond was sampled on May 5, 2021. All analysed parameters met the release criteria as specified in Table 4.6-A of the Approval and the pond was released on May 17, 2021 (about 1,415 m³).

With regard to Ministerial Order 03/2010 reporting conditions:

- This groundwater monitoring report has considered and reported all hydrological and hydrogeological data available for 2021 regarding the Landfill.
- No data was generated in 2021 which required correcting or updating the analysis and conclusions in all documents filed with AEP up to December 31, 2021.
- As determined in this report, the Evergreen Landfill was compliant with its Approval in 2021.

Waskatenau Pryveet Dance Club

Tuesday March 1st, 2022

Regular Meeting - Minutes

Waskatenau Community Hall

6:15p.m.

Attendance: Erin Sauchuk (President), Jessica Ollikka (Vice President), Wendy Dowhan (Treasurer), Jami Dombowsky (Secretary), and Vance Macklin

1. Call Meeting to Order at 6:15pm
2. Additions/Adoption of the Agenda - no additions added. Jami made the motion to approve the agenda and Wendy seconded
3. Approval of Minutes from January 11th, 2022 Meeting - Reviewed and Jami made the motion to approve the minutes as presented and Wendy seconded.

4. **Treasurer Report**

Financial Report

General Account - \$11,868.34

Casino Account - \$3450.00

GIC - \$15,523.19

Wendy made the motion to approve the financial report and Jessica seconded.

5. **Old Business**

- a. **Dance Clothing/Bags** - Erin will look into setting up a website where we can order dance items with a logo.. What type of items would we like to order: Hoodies, Pants, Jackets, T-Shirts and duffel bags.
- b. **Year-End Concert** - New date is April 23rd, 2022 at 2pm. We will not have dinner and the kids will do their dance routines. We will give out plaques/awards. We need to order 5 new plaques for the new dancers. We also should have 2020/2021 tags added to the individuals who danced last year (13 tags). Wendy will look into tags and plaques in Fort Saskatchewan.

6. **New Business**

- a. **Dance costumes** - Buko dance, boys will wear the black pants for the year-end concert.
- b. **Casino** - last casino was in 2018 and the next casino was scheduled for Spring of 2022. Due to covid we will most likely be pushed to spring of 2023. As of right now, we are in a good position with the funds in our casino account.
- c. **Invoices** - received invoices for pictures and cleaning. Wendy to pay.

7. Next Regular Meeting

8. Adjourned

Waskatenau Pryveet Dance Club

Tuesday April 5th, 2022

Regular Meeting - Agenda

Waskatenau Community Hall

6:15p.m.

1. Call Meeting to Order
2. Additions/Adoption of the Agenda
3. Approval of Minutes from March 1st, 2022 Meeting
4. **Treasurer Report**
Financial Report
5. **Old Business**
 - a. **Dance Clothing/Bags** - Erin sent out a flier through text with items, which will be set up online to shop.
 - b. **Year-End Concert** - Wendy to look into tags and plaques for the year end concert.
6. **New Business**
 - a. Dance Pictures - Erin to discuss Smart Photography and ordering from Melissa.
 - b. Update of Instructors for 2022/2023 season
 - c. Year-End Concert - Dress rehearsal on Friday April 22nd, 2022 and set up. Walk through what Saturday will look like.
7. Next Regular Meeting
8. Adjourned



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Calgary-Hays*

6.1

AR108119

His Worship Leroy Kunyk
Mayor
Village of Vilna
PO Box 10
Vilna AB T0A 3L0

Dear Mayor Kunyk,

Through the Alberta Community Partnership (ACP) program, the Government of Alberta encourages strengthened relationships between municipalities and co-operative approaches to service delivery. By working in partnership with our neighbours, we create opportunities that support economic development and job creation. Together, we help build vibrant, resilient communities for the benefit of all Albertans.

I am pleased to inform you that the Village of Vilna has been approved for a grant of \$200,000 under the Intermunicipal Collaboration component of the 2021/22 ACP in support of your Management Plan for the North Saskatchewan River under the Canada Heritage River System project. This approval does not signify broader support for any recommendation or outcome that might result from your project.

The conditional grant agreement will be sent shortly to your chief administrative officer to obtain the appropriate signatures.

The provincial government looks forward to celebrating your ACP-funded project with you and your municipal partnership. I encourage you to send invitations for these milestone events to my office. We ask you advise Municipal Affairs a minimum of 15 working days prior to the proposed event. If you would like to discuss possible activities or events to recognize your ACP achievements, please contact a grant advisor, toll-free at 310-0000, then 780-422-7125 or at acp.grants@gov.ab.ca.

.../2

I congratulate the partnership on initiating this project, and I wish you every success in your efforts.

Sincerely,



Hon. Ric McIver
Minister

cc: Hon. Jason Nixon, MLA, Rimbey-Rocky Mountain House-Sundre
Hon. Nate Glubish, MLA, Strathcona-Sherwood Park
Jackie Armstrong-Homeniuk, MLA, Fort Saskatchewan-Vegreville
Shane Getson, MLA, Lac Ste. Anne-Parkland
David B. Hanson, MLA, Bonnyville-Cold Lake-St. Paul
Mark Smith, MLA, Drayton Valley-Devon
Glenn van Dijken, MLA, Athabasca-Barrhead-Westlock
Jordan Walker, MLA, Sherwood Park
Mayor Gale Katchur, City of Fort Saskatchewan
Mayor Jeffrey P. Craddock, Town of Devon
Mayor Parrish Chi-Kin Tung, Town of Elk Point
Mayor Debbie Baich, Town of Rocky Mountain House
Mayor Amy Cherniwchan, Town of Smoky Lake
Mayor Rod Frank, Strathcona County
Mayor Alanna Hnatiw, Sturgeon County
Mayor David Kenneth Diduck, Lamont County
Mayor Allan Gamble, Parkland County
Reeve Daryl Lougheed, Clearwater County
Reeve Glen Ockerman, County of St. Paul No. 19
Reeve Donald Gulayec, County of Two Hills No. 21
Reeve Stacey Hryciuk, County of Vermilion River
Reeve Lorne Halisky, Smoky Lake County
Reeve Joyce Pierce, Thorhild County
Earla Wagar, Interim Chief Administrative Officer, Village of Vilna
Troy Fleming, City Manager, City of Fort Saskatchewan
Tony Kulbisky, Chief Administrative Officer, Town of Devon
Ken Gwozdz, Chief Administrative Officer, Town of Elk Point

Adam Kozakiewicz, Chief Administrative Officer, Town of Smoky Lake
Dean Krause, Chief Administrative Officer, Town of Rocky Mountain House
Darrell Reid, Chief Commissioner, Strathcona County
Reegan McCullough, Chief Administrative Officer, Sturgeon County
Peter Tarnawsky, Chief Administrative Officer, Lamont County
Laura Swain, Chief Administrative Officer, Parkland County
Murray Hagan, Interim Chief Administrative Officer, Clearwater County
Sheila Kitz, Chief Administrative Officer, County of St. Paul No. 19
Sally Dary, Chief Administrative Officer, County of Two Hills No. 21
Harold Northcott, Chief Administrative Officer, County of Vermillion River
Gene Sobolewski, Chief Administrative Officer, Smoky Lake County
Ryan Maier, Chief Administrative Officer, Thorhild County



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Calgary-Hays*

AR108119

Mr. Lorne Halisky
Reeve
Smoky Lake County
PO Box 310
Smoky Lake AB T0A 3C0

Dear Reeve Halisky,

Through the Alberta Community Partnership (ACP) program, the Government of Alberta encourages strengthened relationships between municipalities and co-operative approaches to service delivery. By working in partnership with our neighbours, we create opportunities that support economic development and job creation. Together, we help build vibrant, resilient communities for the benefit of all Albertans.

I am pleased to inform you that Smoky Lake County has been approved for a grant of \$200,000 under the Intermunicipal Collaboration component of the 2021/22 ACP in support of your Smoky Lake Region Municipal Development Guidelines & Minimum Servicing Standards project. This approval does not signify broader support for any recommendation or outcome that might result from your project.

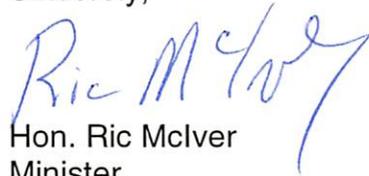
The conditional grant agreement will be sent shortly to your chief administrative officer to obtain the appropriate signatures.

The provincial government looks forward to celebrating your ACP-funded project with you and your municipal partnership. I encourage you to send invitations for any milestone events to my office. We ask you advise Municipal Affairs a minimum of 15 working days prior to the proposed event. If you would like to discuss possible activities or events to recognize your ACP achievements, please contact a grant advisor, toll-free at 310-0000, then 780-422-7125 or at acp.grants@gov.ab.ca.

.../2

I congratulate the partnership on initiating this project, and I wish you every success in your efforts.

Sincerely,



Hon. Ric McIver
Minister

cc: David B. Hanson, MLA, Bonnyville-Cold Lake-St. Paul
Glenn van Dijken, MLA, Athabasca-Barrhead-Westlock
Mayor Amy Cherniwchan, Town of Smoky Lake
Mayor Leroy Kunyk, Village of Vilna
Mayor Richard Warren, Village of Waskatenau
Gene Sobolewski, Chief Administrative Officer, Smoky Lake County
Adam Kozakiewicz, Chief Administrative Officer, Town of Smoky Lake
Earla Wagar, Interim Chief Administrative Officer, Village of Vilna
Bernice Macyk, Chief Administrative Officer, Village of Waskatenau

Zone 5 Mayors, Reeves and Councillors

Subject: Returning to Normal

As the COVID restrictions have eased, and from our experience during the spring RMA Convention, there is a renewed sense of urgency to return to normal networking. We have received numerous ideas and suggestions for renewing district sponsored educational components for host municipalities. These could include municipalities hosting EOEP, EDA or other related presentations in partnership with District 5 funding to supplement costs. Sponsorship from RMA would be critical and there have been initial discussions taking place.

Perhaps there may be some interest from a few members to volunteer to host a District 5 Golf Tournament in July, along with a social for those that are not interested in Golfing but still wanting to meet and greet new members, and renew old acquaintances. Some members feel that it would be a good connecting event for member municipalities within Zone 5 boundaries, and we could include key government leaders such as Ministers, MLA's and MP's. It would be an opportunity to rekindle relationships with our member municipalities and get to know our fellow leaders.

We are looking at your interest level, ideas as well as a consensus on using some of the Zone 5 funds to incubate these programs. If your municipality can volunteer to host any of the events please contact us. We suggest that all proceeds for the fundraising go into a pot to be distributed back to the District 5 participants to be split and distributed in their own community fundraisers.

We would appreciate your feedback by April 4, 2022

Attached is a copy of the financial documents from our last Zone meeting.

Thank You,

Gene HRABEC

District 5 Chair

Tara KUZIO

District 5 Vice Chair

RMA ZONE 5

Summary of Cash Flows January 1, 2021 to December 31, 2021

	<u>Business Account</u>	<u>Investments</u>
Receipts		
Interest	261	163
Invested		15,000
Total Receipts	<u>261</u>	<u>15,163</u>
Disbursements		
Invested	<u>15,000</u>	
Total Disbursements	<u>15,000</u>	<u>-</u>
Net receipts	<u>(14,739)</u>	<u>15,163</u>

Cash Reconciliation

Balance at January 1, 2021	28,576	15,000
Add net receipts	(14,739)	15,163
Balance at December 31, 2021	<u>13,837</u>	<u>30,163</u>



6.4



March 12, 2022

**Attention: Honourable Mayor,
Members of Council and Chief Administrative Officers**

Re: National Public Works Week, May 12-21, 2022 – “Ready & Resilient”

The APWA Alberta Chapter is seeking your support to recognize and promote National Public Works Week (NPWW) by acknowledging May 15-21, 2022 as National Public Works Week in your community. This year’s theme is “Ready & Resilient.” Within every public works professional lies a superhero, which is dramatically represented in this year’s poster. Public works professionals are always READY to serve their communities and RESILIENT as ever in their abilities to pick themselves up off the ground after encountering challenges.

The "Ready & Resilient" theme highlights the ability of these professionals to perform regular public works duties and be ready at a moment's notice to react as first responders during natural disasters and overcome trials seen in the field.

Public works superheroes help keep communities strong by providing an infrastructure of services in transportation, water, wastewater and stormwater treatment, public buildings and spaces, parks and grounds, emergency management and first response, solid waste, and right-of-way management. They are what make our communities great places to live and work. So join us in celebrating these superheroes!

National Public Works Week is observed each year during the third full week of May and this is the 62nd year. The APWA encourages public works agencies and professionals to take the opportunity to celebrate the week by parades, displays of public works equipment, high school essay contests, open houses, programs for civic organizations and media events. The occasion is marked each year with scores of resolutions and proclamations from Mayors and Premiers and raises the public’s awareness of public works issues and increases confidence in public works agencies like yours who are dedicated to improving the quality of life for present and future generations.

For your convenience, I have attached a sample Council proclamation that you may consider using. You may wish to go to www.publicworks.ca for a digital copy of the proclamation and information about this year’s theme and resources on making your Public Works Week a success. Also please consider entering your event for our annual awards as well as the National Public Works Week award from CPWA. www.cpwa.net If you have any further questions or require any additional information, please do not hesitate to contact Jeannette Austin, Executive Director at 403.990.2792. Thank you for making a difference.

Please note that declarations should be forwarded to office@publicworks.ca or by mail to:
APWA Alberta Chapter
PO BOX 44095 Garside Postal Outlet
EDMONTON AB T5V 1N6

Yours truly,

A handwritten signature in blue ink, appearing to read 'Mike Haanen'.

Mike Haanen, APWA President



National Public Works Week

May 15 – 21, 2022

“Ready and Resilient”

Provincial/Territorial Proclamation (SAMPLE)

WHEREAS, public works professionals focus on infrastructure, facilities and services that are of vital importance to sustainable and resilient communities and to the public health, high quality of life and well-being of the people of **[insert Province/Territory]**; and,

WHEREAS, these infrastructure, facilities and services could not be provided without the dedicated efforts of public works professionals, who are engineers, managers, and employees at all levels of government and the private sector, who are responsible for rebuilding, improving, and protecting our nation’s transportation, water supply, water treatment and solid waste systems, public buildings, and other structures and facilities essential for our citizens; and,

WHEREAS, it is in the public interest for the citizens, civic leaders and children in **[Insert Province/Territory]** to gain knowledge of and to maintain an ongoing interest and understanding of the importance of public works and public works programs in their respective communities; and,

WHEREAS, the year 2022 marks the 62nd annual National Public Works Week sponsored by the American Public Works Association be it now,

RESOLVED, I, **[Insert Full Name]**, **[Insert Premier -or- other title]** of **[Insert Province/Territory]**, do hereby designate the week May 15 – 21, 2022 as National Public Works Week; I urge all citizens to join with representatives of the American Public Works Association/Canadian Public Works Association and government agencies in activities, events, and ceremonies designed to pay tribute to our public works professionals, engineers, managers, and employees and to recognize the substantial contributions they make to protecting our national health, safety, and quality of life.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of **[Insert Province/Territory]** (to be affixed),

DONE at the **[City/Town/Rural Municipality]** of **[Insert City/Town/Rural Municipality]**, **[Insert Province/Territory]** this _____ day of _____ 2022.

[Insert Full Name of Premier]

[SEAL]



Celebrate Public Works Week May 15-21, 2022 Ready & Resilient

Proclamation

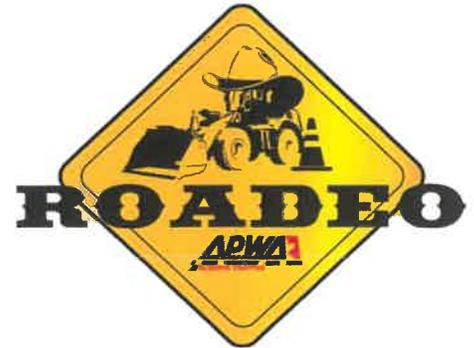
Ensure that your Municipality proclaims or recognizes NPWW! See our website for digital copy of proclamation www.publicworks.ca

What You Can Do



Public works superheroes help keep communities strong by providing an infrastructure of services in transportation, water, wastewater and stormwater treatment, public buildings and spaces, parks and grounds, emergency management and first response, solid waste, and right-of-way management. They are what make our communities great places to live and work. So, join us in celebrating these superheroes!

Support your superheroes by sending them to compete in the Equipment Rodeo and participate in the "Stronger Together We are One" Annual Technical Conference & Snow Show June 6 – 9, 2022 at the River Cree Resort in Enoch AB.



See our website for details www.publicworks.ca

Environmental Campaign

Develop a week of activities to improve the community's environment. Show the many ways public works departments contribute to your community's environmental health.

Thought starters:

- Invite garden clubs, civic groups, historic preservation societies, schools and scouting councils to join you in an environmental project or suggest a project of their own.
- Organize a tree-planting ceremony, recycling drive, public grounds clean-up or free, safe disposal of oversized items and household hazardous wastes.
- Launch a campaign to solicit organizations to adopt a highway or public park.

Public Works Exhibit

Create an exhibit to spotlight your organization's recent successes and emphasize how they benefit all citizens. Arrange to display your exhibit at libraries, community centers and shopping malls. You may be able to take advantage of a captive audience by exhibiting at a scheduled community event.

Thought starters:

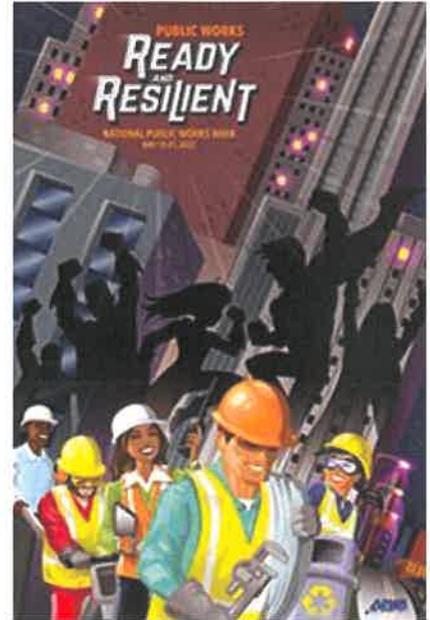
- Feature public works equipment, display photos of facilities and provide information on upcoming public works projects.
- Show a film or video of public works in action.
- When practical, have a representative from various departments staff the exhibit to answer questions and provide information.

Rodeo/Equipment Shop

Display equipment your department uses in day-to-day operations. Give public works employees the opportunity to show the skill required to operate public works equipment.

Thought starters:

- Select a location with high visibility such as a parking lot, city park, or public gathering place. Allow adequate time to research and reserve a location.
- Invite elected officials to participate in an activity during the event.
- Sponsor a regional contest and challenge other municipalities to a test of skills necessary to operate a backhoe, garbage pickup, forklift and lawn tractor.
- Emphasize safety; highlight the cost-effective measures and unique features of your equipment and vehicles.
- Have representatives from various departments show equipment and answer questions.



Open House or Tour

An open house or tour offers participants a new perspective on public works and gives professionals an opportunity to discuss the daily operation at their facility. It also is a good time to gather community members opinions of public works projects and services.

Thought starters:

- Plan the open house in conjunction with a dedication ceremony, an anniversary, or a celebration of a completed project.
- Select employees to serve as ambassadors or tour guides.
- Provide a forum for citizens to learn about various departments and their functions.
- Develop a survey to gather attendees' opinions about a public works project or service of importance to your organization.

Employee Appreciation Day

Acknowledge the many accomplishments public works employees contribute throughout the year with a special recognition event.

Thought starters:

- Sponsor a banquet to recognize outstanding performance, special achievements, safety records and attendance. Award honourees with a gift registration to a seminar, an engraved plaque, a special proclamation or a cash award.
- Include family members of honourees.
- Invite elected officials.
- Hold your event in a public works facility. For example, host a barbecue in an equipment garage.

For further information see our website: www.publicworks.ca

Or contact Jeannette Austin
Executive Director
admin@publicworks.ca

**READY
AND
RESILIENT**



April 13, 2021

“WITHOUT PREJUDICE”

**County of Smoky Lake No. 13
Box 310
Smoky Lake, AB
T0A 3C0**

**RE: Amending Letter for Alberta Surface Lease
Surface Location: PTN 12-11-61-18 W4M Wellsite
Lease Type: Alberta Surface Lease dated January 12, 1989**

Paramount Resources Ltd. (“Paramount”) has initiated a review of the annual rental for the above captioned Surface Lease. As you are likely aware, Paramount has conducted significant cleanup activities on the Ptn 12-11-61-18 W4M well site including the abandonment and cut and cap of the ACL LUCKY 12-11-61-18 W4M well and the removal of any surface equipment that may have been on location.

These cleanup activities have resulted in a considerable change/reduction to the use of the site by Paramount and significantly reduced the impact to the farming operation.

Paramount has reviewed all aspects of your lease including the following:

- (i) Well site and access road location and current site condition
- (ii) Impact to the farming operation
- (iii) Current annual rental payment

As such, to better reflect your actual loss and actual adverse-affect associated with the ACL LUKCY 12-11-61-18 W4M abandoned and cut and capped well, Paramount proposes to adjust your annual rental as follows:

PRL File	Lease Date	Lands: NW 11-61-18 W4M	Acres	Current Rental	Amended Rental	Effective Date
S16714	Jan 12, 1989	Ptn of Wellsite	0.97	\$400.00	\$200.00	Jan 12, 2023

Reclamation/remediation work as required will be conducted within the next few years until this lease is fully reclaimed and a reclamation certificate is received.

I trust that the above is in order and ask that you acknowledge your agreement to the amended annual rental by signing, dating, and returning **one (1) copy** of this letter in the self-addressed stamped envelope provided within forty-five (45) days. Upon receipt, our records will be amended to reflect the new annual rental amount.

The Surface Lease herein referred to as amended, shall continue in full force and effect in all other aspects.

Should you have any questions, please feel free to call me at (403) 290-6280. Thank you

Yours truly,

Paramount Resources Ltd.



Landon Whitlock
Sr. Surface Landman

ACKNOWLEDGED and ACCEPTED
this _____ day of _____, 20__.

County of Smoky Lake No. 13

Per: _____

Warspite Community Hall Association
P.O. Box 43
Warspite, AB T0A 3N0

6.6



April 6, 2022

Smoky Lake County Council
Smoky Lake, AB T0A 3C0

To Whom It May Concern:

As you are aware the Warspite Community Hall is the only gathering place in Warspite to host events such as weddings, funerals, birthdays, anniversaries, baby showers, meetings, elections, supper/dances and other community events. To the best of our ability we are continuing to encourage and support heritage, and create opportunities for the Warspite area to engage and stay active with their community.

On behalf of the Warspite Community Hall Association and its members, we wish to thank the Council for responding to our request dated October 14, 2021 (a copy of which is attached) and for your generous financial support in the amount of \$8,000.00 towards the replacement of a much needed furnace (ducts, wiring, etc.). However in discussions with several different furnace companies, the cost could be anywhere from \$25,000 to \$30,000 plus.

We need time to do fundraising and research to provide the best and proper furnace for our hall. Due to covid we were basically at a stand still, and depleted our funds with just minimal operating costs. We are currently in the planning stages of fundraising ideas and applying for other government grants. We recently replaced the roof with the combination of fundraising and help of a government grant, and do not wish those monies and volunteer time to be a wasted effort. We have managed to do some small repairs (copies of invoices attached) to keep the furnace somewhat functioning until such time as we are able to replace it. Therefore we are addressing council for permission to apply the funds as needed towards repairs and maintenance, first for the furnace and second for any related repairs in order to keep the hall open and functional.

Thank you for your time. If you have any questions or concerns, please feel free to contact Melinda Kaminsky/President (780-656-8240) or Ellie Osinchuk/Vice-President (780-953-3858).

Sincerely,



Melinda Kaminsky, President

Ellie Osinchuk, Vice-President



[On behalf of the Executive, Members and Community]

Oct 14,2021

To Whom it may concern,

I am writing to Smoky Lake Council on behalf of The Warspite Community Hall Association. The Hall is one of the gathering places we have in Warspite and hosts a number of events including but not limited to weddings, funerals, birthdays, anniversaries, baby showers, supper/dances and other community events. We are in dire need of financial support to help with the cost of replacing our furnace. Our current furnace is inefficient and hazardous and needs to be replaced. Due to covid we are at a stand still and unable to have functions, as well as the furnace not being able to heat the hall properly we are unable to have ANY winter rentals or functions. We are requesting financial aid in the realm of \$6000-\$10000 to purchase ducting and furnace equipment that will be efficient and safe. We have depleted our funds with just minimal operating costs over the last 20 months. We will also be applying for another government grant as soon as its available. The roof was replaced with a government grant a few years ago and that was a cost of \$16000. I will attach a copy of our current financial statement . I will also be forwarding any quotes for the equipment needed for this project as soon as it is available to our association. If there is any questions or concerns please contact Melinda Kaminsky 7806568240. Thank you for your time.

Sincerely

Melinda Kaminsky

President



I COMFORT DISTRIBUTOR

THE MASTER GROUP INC. - 290144 Township Road 261, Rocky View County (AB) T4A 0V6 master.ca



GST/HST: 816609234RT0001 PST MB: 032508-4 PST SK: 6877369 PST BC: 1114-927

INVOICE

SOLD TO
SUNDRY EDMONTON NORTH SOPERS
EDMONTON, AB
T5H 3J6

SHIP TO
LAWRENCE
780-656-0322
EDMONTON, AB
T5H 3J6

Table with columns: CUSTOMER NO., PROV. TAX NO., CLERK, TELEPHONE, PAGE, DATE, INVOICE, TERMS, SHIPPED VIA, REFERENCE, YOUR ORDER, BRANCH, REP, ORDER NO., PICK UP, PRODUCT, DESCRIPTION, SHIP, B/O, UNIT, PRICE, ESC., TOTAL

PAID VIA MASTERCARD AUTH# 01707Z

Table with columns: ASL01443102, A15 LAU BEARING BRCKT, 2, 0 each, 101.08, 20.00, 161.73, TOTAL, G.S.T., INVOICE TOTAL

MERCHANDISE RECEIVED AND ACCEPTED IN GOOD CONDITION

CUSTOMER ACCOUNTING

DATE

SIGNATURE

Terms: Administration charges of 1.25% per month (15% per year) for each invoice passed. The 90-day period of account statement.

NO RETURN ON ALL SPECIAL ORDERS. Return fees of 20% will be charged after 30 days, for all intact stock return.



INVOICE

REMIT MOTION INDUSTRIES, (CANADA) INC
TO:PHONE:
7804837775

BRANCH ADDRESS

MOTION CANADA
11723 - 170TH STREET
EDMONTON, AB T5M 3W7** ISO 9001:2015 Registered **
PH 7804837775
CREDIT CARD RECEIPT
FAX 7804842087

SHIP TO (SAME AS *SOLD TO* UNLESS SHOWN)

MASTERCARD
COMMERCIAL SOLUTIONS INC
11723-170 STREET
EDMONTON, AB T5M 3W7

SOLD TO

MASTERCARD
COMMERCIAL SOLUTIONS INC.
11723-170 STREET
EDMONTON, AB T5M 3W7
CARD NAME: MAST
CARD#: 4897
APP CODE: 03131Z
MERCHANT: MOT001720000

INVOICE NUMBER

AB72-0000180937

INVOICE DATE

01/14/22 ORIGINAL

PO/RELEASE NUMBER

LAWRENCE

ENT BY: MARK DIST: MR TAKEN BY: MARK CN

ORDER DATE 01/14/22	PAYMENT TERMS . CRDTCD	SHIP DATE 01/14/22	SHIP VIA CUST.PICK-UP BRANCH	ACCT NUMBER 00009801	FOB FOB ORG,FRT COLLECT
ORDER DUE DATE 01/21/22	OCN 0000160415	COMMENTS:			

LINE	VEN	MINO.	DESCRIPTION	CUSTOMER INFORMATION	CUST PO ITEM	QUANTITIES				UNIT PRICE	UNIT	NET AMOUNT
						ORDER	B/O	SHIPPED	BILLED			
1	00608	B04930	ZX0618			2	0	2	2	92.278	EA	184.56
			SRDG BALL BEARINGS									
			GST 10398 7889 RT0001									9.23

THANK YOU FOR YOUR ORDER

Thank you for your order.

Please be sure to include the entire invoice number on your remittance advice in order to ensure your funds are properly applied.
register at motionindustries.com to pay invoices on-line.

MDSE. TOTAL	FREIGHT	OTHER CHARGES		SALES TAX		CASH DISCOUNT	TOTAL DUE CAD PAID IN FULL
		RESTOCKING		PCT	AMOUNT		
184.56	IN 0.00 OUT 0.00	0.00	0.00	5.0000	9.23		193.79

NO MERCHANDISE MAY BE RETURNED WITHOUT OUR PERMISSION, AND RETURNS ARE SUBJECT TO RESTOCKING CHARGES
 INVOICES UNPAID 31 DAYS AFTER INVOICE DATE ARE SUBJECT TO SERVICE CHARGE OF 1.5% PER MONTH. EQUIVALENT INTEREST RATE PER ANNUM IS 18%
 THE MERCHANDISE LISTED IN THIS INVOICE HAS BEEN PRODUCED WITH RESPECT TO OUR OWN OPERATION, IN ACCORDANCE WITH THE FAIR LABOR STANDARDS ACT OF 1938, AS AMENDED.*

9860-12

Aue

S.W.

INVOICE #: AB720000180937

ACCT #: 00009801

PO/RELEASE #: LAWRENCE

PAGE: 1 OF 1

To: Whomever this may concern,

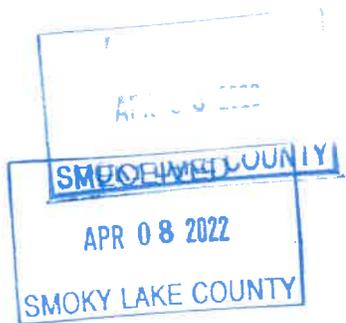
The Smoky Lake Holubka Dancers will be participating in the Annual Highway Clean Up on Saturday May 7th, 2022. We will be cleaning the ditches between Warspite to Highway 855 North of Smoky Lake. There will be about 30 of us participating. If you would be willing to donate money for a lunch for the participants after we completed highway clean up that would be greatly appreciated. If you have any questions please don't hesitate to call me any time. My phone number is 780-656-8866.

Sincerely:



Lisa Shires

Coordinator for Highway clean-up for the
Smoky Lake Holubka Dancers





Box 1484
4802 - 50 Avenue
St Paul, AB
T0A 3A0

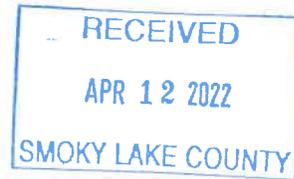
T 780-645-5782
F 780-645-5782
TF 1-888-644-5782

E admin@cfspsl.ca
W www.cfspsl.ca

6.8

April 4th, 2021

Lydia Cielin, Assistant CAO
Smoky Lake County
4612 – McDougall Dr.
P.O. Box 310
Smoky Lake, AB
T0A 3C0



Dear Lydia:

Re: Lemonade Day – June 18,2022

We are planning another Lemonade Day in Smoky Lake this summer and I wanted to ask for your cooperation with this project again this year.

The day will be very similar to the one we ran in 2021 where we encourage youth to become Entrepreneurs and to join other youth across Northern Alberta to run a lemonade stand.

The youth register to participate on the website. Registration is now open. There will be mentor sessions offered in the later part of April and then we are planning our taste testing for the Smoky Lake area on June 9th. The mentor session is where the new Entrepreneurs learn about the program, get their manuals and training around food safety. The tasting day is when they bring us a sample and we judge the best tasting lemonade.

As a municipality, we are asking for your involvement in the project to:

- **Issue a business license to the youth – you can use your own or we have attached a sample.**
- **Enter into a simple lease if they want to locate their stand on municipal land- also attached.**
- **Provide someone who can help us judge the lemonade tasting June 9th and be available to judge the lemonade stands on June 18th.**
- **Include the Lemonade Day information on your social media or information releases to your residents.**
- **If the municipality would like, to assist in sponsorship of the prizes for the day we would ask for \$100.00 in sponsorship.**

As the youth (and the mentors) work through their workbooks they are encouraged to set a goal, make a plan and then follow that plan. We are also asking them to use the money earned in the following ways: save a little (savings), share a little (with a Not For Profit) and to spend a little (on themselves)

There is no charge for youth to participate. Our office and sponsors help us to cover the costs (approx. \$20.00 per child, \$500.00 in prizes and \$1000.00 in advertising and promotion).

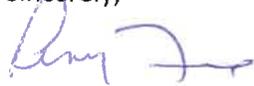
I want to thank you again for assisting us as we roll out this program. In 2021 we had so much fun with the youth that participated, and it was a few hours of laughing, drinking lemonade and enjoying the excitement that we saw created in the community.

As a reminder, I have attached some information about how the program works. More information is available at www.lemonadedaynorthernalberta.ca or at the facebook page - Lemonade Day Northern Alberta.

Also attached are some posters and other promo material for your office, website etc. to show your support of this project.

If you have any other questions, you can contact me at 780-645-5782 (work) or 780-645-8723 (cell)

Sincerely,



Mrs. Penny Fox
General Manager

Lemonade Day!®

NORTHERN ALBERTA
lemonadeday.org/northern-alberta

**Saturday
June 18, 2022**



What is Lemonade Day?

Lemonade Day is a free, fun, experiential learning program that teaches youth, Kindergarten to high school, how to start, own and operate their own business – a lemonade stand.

When is it?

Lemonade Day for Northern Alberta is on
Saturday, June 18, 2022

Who can participate?

Youth of all ages, from **Kindergarten through High School**, can register to participate in Lemonade Day.

Registration opens on March 1, 2022 and will close June 1, 2022.

Lemmy U Training Dates & Locations

Smoky Lake/Vilna/Waskatenau

April 19th

How to Register

To register your child for Lemonade Day Northern Alberta go to the website link below.

lemonadeday.org/northern-alberta

How does Lemonade Day work?

Once a child has registered for Lemonade Day, they will then pick a location to attend Lemonade University.

At University each child receives a backpack with an Entrepreneur Workbook where they learn the lessons of Lemonade Day. Our facilitator will guide them through the workbook where they will learn skills like creating budgets, setting profit-making goals, serving customers, repaying investors, and giving back to the community.

After attending Lemmy U kids are eligible to enter their area's "Best Tasting Lemonade Contest" if they choose.

Then on June 18, 2022 all participants will set up their Lemonade Stands in their towns at their local business location, and try their hand at running their own business. On that day they can also enter in their areas "Best Lemonade Stand Contest" as well as the "Best Entrepreneur Contest".

Kids who participate in Lemonade Day keep all the profit their stands make, but the program encourages them to save some, spend some and share some.

Once Lemonade Day is over kids can then enter their business results on the Lemonade day Northern Alberta website and they will be entered to WIN a New Bike.

NOTE: Our team will be monitoring the covid19 situation and following guidance and guidelines implemented by Canada Public Health and Alberta Health. Will make adjustments to the program as required. The safety of our kids, parents, staff and communities is our top priority. .



June 18, 2022

Join The Fun!

Lemonade Day

Building Futures & Stirring Up Success



A fun, experiential program that teaches youth how to START, OWN and MANAGE their VERY OWN BUSINESS - a Lemonade Stand.

Each year participants get to experience entrepreneurship by setting up their Lemonade Stands during their licensed area's community-wide Lemonade Day!

lemonadeday.org/northern-alberta

Lemonade Day!
NORTHERN ALBERTA



Our team will be monitoring the covid19 situation and following guidance and guidelines implemented by Canada Public Health and Alberta Health. Will make adjustments to the program as required.

Jenna Preston

From: Lydia Cielin
Sent: April 21, 2022 8:25 PM
To: Jenna Preston
Cc: Patti Priest
Subject: FW: Program Announcement - 2022 Communities in Bloom (CiB) Participation

Jenna:

Look into this - The Canadian Garden Council invite municipalities to **proclaim 2022 as the Year of the Garden** for their citizens to acknowledge all the benefits that Gardens and Gardening provide.

Go to Council in May – if not to late.

Lydia

From: Steve Allan <cwoodley@arpaonline.ca>
Sent: April 20, 2022 2:49 PM
To: Lydia Cielin <lcielin@smokylakecounty.ab.ca>
Subject: Program Announcement - 2022 Communities in Bloom (CiB) Participation

April 20, 2022

Reeve Lorne Halisky
PO Box 310
TOA 3C0
Smoky Lake County

Dear Reeve Halisky

Re: Program Announcement – 2022 Communities in Bloom (CiB) Participation

Registration for Communities in Bloom Alberta 2022 is underway. We invite your community to join us! The theme of this year's program is Year of the Garden.

In its 15th year, the CiB Alberta program continues to enhance quality of life, support community improvement projects and recognizes dedicated volunteers across Alberta. CiB Alberta is a fantastic program to support the economic and human recovery of your citizens and communities.

Registered Alberta communities can participate in various categories including an evaluation process to receive constructive feedback and suggestions in the areas of Tidiness, Environmental Action, Urban Forestry, Heritage Conservation, Landscaped areas and Floral Displays. We welcome your participation in this initiative.

To discover more about Communities in Bloom, enjoy this video:

<https://www.youtube.com/watch?v=WlivKHB7EYw>

To register for Communities in Bloom Alberta, find more information here:

<https://arpaonline.ca/program/cib/participate/>

The Canadian Garden Council invite municipalities to proclaim 2022 as the Year of the Garden for their citizens to acknowledge all the benefits that Gardens and Gardening provide.

By joining Canada’s celebration of the Year of the Garden 2022 municipalities will demonstrate leadership and inspire and engage citizens using evidence-based information and actions to contribute to the sustainability of Canadian municipalities.

For more information about the Year of the Garden 2022, follow this link:

<https://livethegardenlife.gardenscanada.ca/>

For more information on CiB Alberta do not hesitate to contact CiB Provincial Coordinator, Karen Snethun at

ksnethun@arpaonline.ca

Sincerely,



Steve Allan

Executive Director

Alberta Recreation and Parks Association

Pronouns: He/Him

(780) 415-1745 ex. 102

sallan@arpaonline.ca

www.arpaonline.ca



ARPA would like to acknowledge the First Nations, the Métis, and all of the people across Alberta who share a history and a deep connection with this land. We dedicate ourselves to moving forward in partnership with Indigenous communities in the spirit of reconciliation and collaboration.

Jordan Ruegg

From: Collene Ditchfield <cditchfield@inspectionsgroup.com>
Sent: April 7, 2022 3:30 PM
To: Jordan Ruegg
Subject: Permit Conditions listed on issued permits
Attachments: Additional Items.docx; Fire Safety Plan Generic.docx

Importance: High

Good afternoon

We have been granted approval from Cristian Nadeau and Peter Thomas to revise our permit conditions that are listed on our issued permits. Below are the changes that we would like to make and are requesting approval to make those changes.

Proposed Permit Conditions:

- Permit Conditions revision from 'may' statement, to:
 - Set expiry dates on permits based on a timeframe acceptable to the risk tolerance of the Authority Having Jurisdiction. (eg. Expiry date of one or two years)
- General Permit Notes/Information printed on the issued permit
 - List the QMP required/minimum inspection stages on the permit.
 - Standard Statement
 - "The applicant is responsible for calling for inspection for all required/minimum inspection stages before covering work. Covered work may be required to be uncovered or verified by a professional engineer."
 - Additional Standard Comment:
 - "If interested, call to see if a virtual inspection is possible."

The expiry date should reflect what is already in the QMP and if in some cases there is no "final inspection within" date in the QMP then we would discuss what would be an acceptable time frame.

Listing the QMP required inspections should eliminate the need for follow-up every 90 or 120 days.

The "Additional Standard Comment" is optional, if the Municipality is interested in allowing virtual inspections then this would apply.

Once you have had a chance to review and discuss the above with your peers, if you could kindly respond to this email letting me know if we can begin changing the templates that would be greatly appreciated.

I have also attached a separate list of items that we would like to discuss in a future meeting as well.

Please let me know if you have any questions.

Thank you

Collene Ditchfield
Customer Relations

12010 - 111 Avenue Edmonton AB T5G 0E6



Smoky Lake

CHAMBER OF COMMERCE

Box 635
Smoky Lake, Alberta T0A 3C0
Canada

INVOICE

6.11

Invoice No.: 92
Date: 01/31/2022
Ship Date:
Page: 1
Re: Order No.

Sold to:

Smoky Lake County
4612 - McDougall Drive
PO Box 310
Smoky Lake, AB T0A 3C0
Canada

Ship to:

Smoky Lake County
4612 - McDougall Drive
PO Box 310
Smoky Lake, AB T0A 3C0
Canada

Business No.:

Item No.	Unit	Quantity	Description	Tax	Base Price	Disc %	Unit Price	Amount
	ea	1	2022 Membership		150.00		150.00	150.00
			Subtotal:					150.00
Shipped By: _____ Tracking Number: _____							Total Amount	150.00
Comment: _____							Amount Paid	0.00
Sold By: _____							Amount Owing	150.00



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Calgary-Hays*

AR108119

Her Worship Amy Cherniwchan
Mayor
Town of Smoky Lake
PO Box 460
Smoky Lake AB T0A 3C0

Dear Mayor Cherniwchan,

Through the Alberta Community Partnership (ACP) program, the Government of Alberta encourages strengthened relationships between municipalities and co-operative approaches to service delivery. By working in partnership with our neighbours, we create opportunities that support economic development and job creation. Together, we help build vibrant, resilient communities for the benefit of all Albertans.

I am pleased to inform you that the Town of Smoky Lake has been approved for a grant of \$200,000 under the Intermunicipal Collaboration component of the 2021/22 ACP in support of your Regional Water Loss Study project. This approval does not signify broader support for any recommendation or outcome that might result from your project.

The conditional grant agreement will be sent shortly to your chief administrative officer to obtain the appropriate signatures.

The provincial government looks forward to celebrating your ACP-funded project with you and your municipal partnership. I encourage you to send invitations for these milestone events to my office. We ask you advise Municipal Affairs a minimum of 15 working days prior to the proposed event. If you would like to discuss possible activities or events to recognize your ACP achievements, please contact a grant advisor, toll-free at 310-0000, then 780-422-7125 or at acp.grants@gov.ab.ca.

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- 2 -

I congratulate the partnership on initiating this project, and I wish you every success in your efforts.

Sincerely,



Hon. Ric McIver
Minister

cc: Glenn van Dijken, MLA, Athabasca-Barrhead-Westlock
Mayor Leroy Kunyk, Village of Vilna
Adam Kozakiewicz, Chief Administrative Officer, Town of Smoky Lake
Earla Wagar, Interim Chief Administrative Officer, Village of Vilna

Monthly Release of Information



APRIL 2022							Release for Information #
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
					1	2	<p><u>March 2022</u></p> <p>March 21, 2022 – R18-22: RMA: President’s Update: March 2022.F</p> <p>March 30, 2022 – R19-22: Aspen View Board Highlights –March 24, 2022.F</p> <p>March 31, 2022 – R20-22: RMA Board of Directors Report March 2022.F</p> <p>March 31, 2022 – R21-22: RMA Findings and Recommendations March 2021.F</p> <hr/> <p>R22-22: RMA: Contact Newsletter: April 1, 2022.F</p> <p>R23-22: LICA – Call for Volunteers. F</p> <p>R24-22: Paul Reutov, Mayor, Lac La Biche County, dated March 16, 2022 – Re: Invitation to 2022 Healthier Communities Golf Tournament- July 8, 2022. F</p> <p>R25-22: RMA: Contact Newsletter: April 8, 2022.F</p>
3	4 R22-22	5	6 R23-22 R24-22	7	8	9	
10	11	12 R25-22	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	



Horne,

On behalf of the AHC Team, I would like to extend a huge Thank You for taking the time from your busy schedule to participate in our CCI Mar. 17th. Your insight and open conversation was greatly appreciated. We look forward to continued collaboration - Sincerely ☺
Yvonne Rempel

Thank
You!

The
Do More
Agriculture
Foundation

Thank you for
supporting mental
health in agriculture!



Maggie Reynolds.