



# SMOKY LAKE COUNTY COUNCIL MEETING

## AGENDA

Thursday, April 25, 2024, at 9:00 a.m. held

Virtually <https://video.businessconnect.telus.com/join/118330944> (Meeting ID # 118330944) and

Physically in Smoky Lake County Council Chambers, 4612 McDougall Drive, Smoky Lake

\*\*\*\*\*

1. Call to Order
2. Adoption of Agenda
3. Adoption of Minutes
  - 3.1. Minutes of the Regular Council Meeting, March 28, 2024
  - 3.2. Minutes of the Budget Council Meeting, April 5, 2024
  - 3.3. Minutes of the Regular Council Meeting, April 11, 2024
4. Delegation(s)
  - 4.1. Roadata Services Ltd.'s General Manager: Nicole Wright, and Operations Manager: Gail Wright, to review the permitting fees charged through the Transportation Routing and Vehicle Information System Multi-Jurisdiction (TRAVIS-MJ), as requested through Council's March 28, 2024, Motion #452-24 @ 9:15 p.m.
5. Public Hearing
 

Nil
6. Municipal Planning Commission (MPC) @ 11:00 a.m.  
*(The Council Meeting is recessed and the MPC Meeting is undertaken on a separate agenda)*

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

7. Business – Requests for Decisions
  - 7.1. Bylaw No. 1429-23 – Undeveloped Road Allowance, East Side of River Lot 10, Victoria Settlement
  - 7.2. Bylaw No. 1462-24: to Amend Road Closure Bylaw No. 1429-23 – Undeveloped Road Allowance, East Side of River Lot 10, Victoria Settlement
  - 7.3. Bylaw No. 1453-23: to amend the Land Use Bylaw No. 1272-14, to define Supportive Living Facilities and creating provisions relating thereto, and to rezone Part of River Lot 15 (Victoria Settlement) from Victoria Commercial (C2) District to Direct Control (DC2) District'
  - 7.4. Municipal Land Use Suitability Tool (MLUST) Request for Proposals
  - 7.5. Heartland Training & Support Hub (formerly Farm Safety Centre)
  - 7.6. Federation of Alberta Gas Co-ops Ltd Operations and Maintenance Manual
  - 7.7. Natural Gas Safety and Loss Management System (SLMS)
  - 7.8. Rural Utilities Quality Management Plan
  - 7.9. Annual Safety Meeting
  - 7.10. Alberta Indigenous & Municipal Police Transition Grant Agreement
  - 7.11. Tax Penalty Waive Request for Roll #17593420
  - 7.12. Donation Request – Smoky Lake Holubka Dancers
  - 7.13. Water Line Crossing on Road Allowance
  - 7.14. Day of Mourning – April 28<sup>th</sup>

- 8. Chief Administrative Officer (CAO) Report**
  - 8.1. Interim CAO Report (*handout*)
  
- 9. Council Committee Reports**
  - 9.1. Councillor Division One Report (*handout*)
  - 9.2. Councillor Division Two & Deputy Reeve Report
  - 9.3. Councillor Division Three Report (*handout*)
  - 9.4. Councillor Division Four Report (*handout*)
  - 9.5. Councillor Division Five & Reeve's Report
  
- 10. Correspondence**
  - 10.1. Rural Municipalities of Alberta, Backgrounder, Bill 18: Provincial Priorities Act, dated April 2024
  - 10.2. Alberta Health Services, Reception Centres: A Guide for Municipalities, received April 8, 2024
  - 10.3. Victoria Trail Agricultural Society, Request for Garbage Bins, dated April 18, 2024
  - 10.4. Invitation to Transportation & Economic Corridors Golf Day in Barrhead, dated April 19, 2024
  
- 11. Information Release**

Nil.
  
- 12. Financial Reports**
  - 12.1. Financial Statement for February 2024
  - 12.2. Financial Statement for March 2024
  - 12.3. Budget to Actual Report as at April 18, 2024
  
- 13. Next Meetings**
  - 13.1. Reconfirm Smoky Lake County Council's scheduled upcoming Meetings are as follows:
    - Thursday, May 9, 2024, at 9:00 a.m., (Regular)
    - Thursday, May 23, 2024, at 9:00 a.m. (Regular)
  - 13.2. Schedule Smoky Lake County Council's next Meetings for June, July, and August
  
- 14. In Camera (Executive Session)**
  - 14.1. Personnel Issue: in respect to Agricultural Department Staffing, under the authority of the FOIP Act Section 24: Advice from Officials
  - 14.2. Legal Issue: Equipment Rental Agreement Proposal, under the authority of the FOIP Act Section 24: Advice from Officials
  - 14.3. Personnel Issue, in respect to Chief Administrative Officer (CAO) Recruitment, under the authority of FOIP Act: Section 27: Privileged Information
  
- 15. Adjournment.**



**4. Delegations:**

**4.1. Constantine Kastrinos, Superintendent, Aspen View Regional Schools**

Present before Council from 9:08 a.m. to 9:56 a.m., was Aspen View Public Schools' Superintendent: Constantine Kastrinos, School Trustee South Central: Elohne Chizawsky, and School Trustee South East: Donna Cherniwchan, to provide an update, including the following slides:



**Rural Communities, Rural Schools**  
Sustainability Through Partnership



**2023-24 Board Priorities**

**Engagement:**  
Continue to build relationships with municipal and provincial government partners

**Advocacy:**  
Ensure that rural sustainability remains the key focus of advocacy efforts

**Creating Opportunity:**  
Support initiatives and partnerships that expand educational opportunities and enhance programming for students

**Aspen View PUBLIC SCHOOLS**

**Division-wide Initiatives**

- Learning Recovery & Curriculum Implementation
- Continuum of Supports



**H.A. Kostash School**

- Current enrolment of 346 students K-12, plus Great Beginnings Program
- 19 teachers, 15 support staff
- Family School Liaison Worker support through FCSS partnership
- Provincial nutrition grant supports morning snack and Grab N Go programs



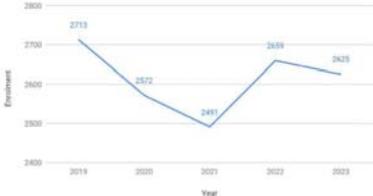
**Vilna School**

- Current enrolment of 122 students from Great Beginnings-Grade 12
- 17 additional students (Grade 9-12) enrolled at VOCAA
- 15 teachers, 14 support staff
- Family School Liaison Worker support through FCSS partnership
- Provincial nutrition grant supports morning snack and Grab N Go programs



**2023-24 Enrolment**

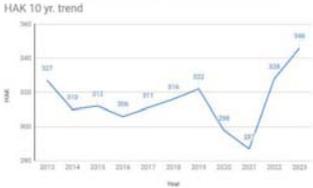
Aspen View Enrolment - 5 year trend



Year	Enrolment
2019	2713
2020	2572
2021	2491
2022	2689
2023	2625

**2023-24 Enrolment**

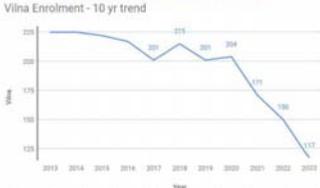
HAK 10 yr. trend



Year	Enrolment
2014	327
2015	313
2016	314
2017	306
2018	311
2019	322
2020	285
2021	277
2022	334
2023	368

**2023-24 Enrolment**

Vilna Enrolment - 10 yr trend



Year	Enrolment
2014	225
2015	215
2016	214
2017	201
2018	216
2019	201
2020	204
2021	175
2022	138
2023	117

**How we can help each other:**

- Work together to promote rural Alberta
  - Our communities are excellent places to live, work and raise families
  - Alberta's continued success requires strong and vibrant rural communities

**How we can help each other:**

- Human Resources Collaboration
  - Partnering in community promotion efforts
  - Community partnerships for recruitment and recruitment and retention (spousal hiring opportunities)
  - Collaboration to address housing challenges
- Political advocacy
  - Urging provincial government to prioritize rural concerns

One Member of the Public entered Council Chambers, time 9:16 a.m.  
 Two Members of the Public entered Council Chambers, time 9:35 a.m.  
 Two Members of the Public entered Council Chambers, time 9:43 a.m.  
 Carole Dowhaniuk - GIS Operator, Dave Franchuk - Environmental Operations Manager, and two Members of the Public, virtually joined the meeting, time 9:43 a.m.  
 Two Member of the Public, entered Council Chambers, time, 9:59 a.m.

**5. Public Hearing:**

Nil.

**6. Municipal Planning Commission:**

Nil.

**7. Request for Decision:**

**7.1. Farmers Ranchers Appreciation Day Event Location**

435-24: Halisky

That Smoky Lake County Council approve the location of the Year-2024 Farmers and Ranchers Appreciation BBQ event to be at the Smoky Lake Agricultural Complex, in the Town of Smoky Lake, as scheduled on June 14, 2024.

Carried.

**7.2. Bylaw No. 1458-24: Water & Sewer**

436-24: Halisky

That Smoky Lake County **Bylaw No. 1458-24: Water & Sewer**, for the purpose of setting and collecting water and sewer rates, fees, and charges, be given **FIRST READING**.

Carried.

Moved by Councillor Céré that Smoky Lake County **Bylaw No. 1458-24: Water & Sewer**, for the purpose of setting and collecting water and sewer rates, fees, and charges, be given **SECOND READING**.

Carried.

Moved by Councillor Fenerty that Smoky Lake County **Bylaw No. 1458-24: Water & Sewer**, for the purpose of setting and collecting water and sewer rates, fees, and charges, be given unanimous consent for **PERMISSION FOR THIRD READING**.

Carried Unanimously.

Moved by Councillor Gawalko that Smoky Lake County **Bylaw No. 1458-24: Water & Sewer**, for the purpose of setting and collecting water and sewer rates, fees, and charges, be given **THIRD & FINAL READING**, and the Reeve and Interim Chief Administrative Officer be hereby authorized to fix their signatures to all necessary documents and the corporate seal be fastened where it is deemed to be necessary.

Carried.

**7.3. Policy Statement No. 04-01-03: Operation Maintenance Transfer Station**

437-24: Fenerty

That Smoky Lake County Policy Statement No. 04-01-03: Operation Maintenance Transfer Station, be amended to the following:

Title: Operation and Maintenance of Transfer Sites Agreement		Policy No.: 01-03
Section: 04	Code: P-R	Page No.: 1 of 2
Legislation Reference: Provincial Legislation		
Purpose:	Maintain Standard Costs throughout commission area.	
<b>Policy Statement and Guidelines:</b>		
<ol style="list-style-type: none"><li>1. Whereas, under Section 602 (02), of the <i>Municipal Government Act</i>, the Lieutenant Governor in Council on recommendation of the Minister of Municipal Affairs, established the <b>Evergreen Regional Waste Management Services Commission</b>, consisting of the Municipalities, for the purpose of providing solid waste management services.</li><li>2. The Commission shall:<ol style="list-style-type: none"><li>a. have ownership through legal title of Regional Landfill Site.</li><li>b. have operational control of all Waste Transfer Stations through a signed lease with respective Municipalities within the Commission.</li><li>c. in reference to Section 2, subsection (b), operational control of transfer stations will come into effect when the Regional Site commences operation. All operational transfer stations must abide by the Operators Manual.</li></ol></li><li>3. The Commission shall designate an employee or contractor to be responsible for the operation and maintenance of the Regional Landfill.</li><li>4. The establishment of any disposal fees for the Waste Transfer Sites must be approved by the Commission and shall be applicable to all sites including modified landfill sites within the Commission effective November 1, 2001.</li><li>5. The establishment of any disposal fees for the Regional Landfill Site must be approved by the Commission.</li><li>6. The Commission will be responsible for the development and maintenance of an Operations Manual for the Regional Landfill and Waste Transfer Stations consistent with Provincial Guidelines.</li><li>7. Closure of all modified landfills will occur when the Regional Site becomes operational.</li><li>8. Lease agreement between <b>Evergreen Regional Waste Management Services Commission</b> and respective municipalities is to be signed prior to commencement of the development of a transfer station in that municipality.</li></ol>		

Title: Operation and Maintenance of Transfer Sites Agreement		Policy No.: 01-03
Section: 04	Code:	Page No.: 2 of 2
<b>Policy Statement and Guidelines:</b>		
<b>SCHEDULE "A"</b> Effective May 1, 2024		
Fridges and Freezers		\$ 20.00 (or free during the month of May)
Mattresses		\$ 10.00
Out of area household waste		\$ 10.00
Commercial Demolition Material		
Shingles, Cement, Non-burnable		
• ½ Ton		\$ 10.00
• 1 Ton		\$ 50.00
• Tandem (10 yards)		\$ 200.00
• End Dump (20 yards)		\$ 250.00
• Roll-Off Bins (Over 20 yards)		\$ 400.00
No Fee Disposals:		
<ul style="list-style-type: none"> <li>• Appliances (stoves, washers, dryers, dishwasher, microwaves, hot water tanks, barbeques)</li> <li>• Household and Office furniture (tables and chairs, couches, mattresses, desks, TV's, stereos, computers)</li> <li>• Un-bagged leaves, grass, garden waste for composting</li> <li>• Salvageable Scrap Metal</li> <li>• Burnable Materials</li> <li>• Tires</li> <li>• Trees, Shrubs</li> <li>• Wet Batteries (wet cell from vehicles)</li> <li>• Dry Batteries (dry cell)</li> </ul>		

Carried.

**7.4. Truckfill Water Storage Tanks for Extra Capacity**

438-24: Halisky

That Smoky Lake County Council **defer** further discussion in respect to potentially funding a 6-month rental or purchase of two 63 cubic meter stand up tanks including mobilization, demobilization and required adaptive fittings and hoses, which could be utilized for extra water storage capacity at the Smoky Lake County truck fill, as a proactive measure to assist the farming community during the predicted Year-2024 drought; **to the April 11, 2024, Council Meeting;** and bring forward quotes to determine the cost of potentially purchasing the said tank as well as research in respect to any potential grant funding.

Carried.

**7.5. Policy Statement No 08-10-04: Special Tax Cancellation**

439-24: Céré

That Smoky Lake County Policy Statement No 08-10-04: Special Tax Cancellation, be amended to include the cancellation of the 2024 Local Improvement Tax charged to the Bellis Ukrainian Orthodox Church:

Title: Special Tax Cancellation	Policy No.: 10-04
Section: 08	Code: P-S
Page No.: 1 of 2 E	
Legislation Reference: Municipal Government Act, Section 347.	
Purpose:	To provide financial relief to non-profit groups or registered charities that are levied a special tax through bylaw .
<b>Policy Statement and Guidelines:</b>	
Smoky Lake County recognizes the limited financial capacity of non-profit groups or registered charities. <u>If Council considers it equitable to do so</u> , it may cancel the special tax in respect to a particular property that is owned by a non-profit group or registered charity.	
Under section 397, of the <i>Municipal Government Act</i> , no land is exempt from a local improvement charge if a local improvement tax bylaw authorized that particular property to pay for a local improvement that benefited that area of the municipality.	
However, under section 347 of the <i>Municipal Government Act</i> , Council may cancel, reduce, or refund all or part of the tax.	
<b>Guidelines:</b>	
<ol style="list-style-type: none"> <li>1. A non-profit or registered charity may provide a letter asking to have the special tax cancelled.</li> <li>2. The request will be presented to Council.</li> <li>3. If Council approves the request, <b>Schedule "A": Special Tax: Cancellation</b> will be updated to contain the year of cancellation, the name of the group, roll number of the property and the amount of the local improvement charge as well as any other details that administration may find pertinent.</li> </ol>	



SCHEDULE "A"

Special Tax: Cancellation

Taxation Year	Name	Roll Number	Details	Amount
2024	Ukrainian Greek Orthodox Church of Canada Box 125 Bellis, AB T0A 0J0	15593522	Sewer	\$175.00

Carried.

**7.6. Property Tax Write Off Request Roll #14593040**

440-24: Halisky

That Smoky Lake County Council approve to write off taxes in the amount of \$207.11 and penalties in the amount of \$79.68 on Property Tax Roll #14593040, due to the cancellation of the lease to deceased lessee.

Carried.

**7.7. Property Tax Sale Results**

441-24: Céré

That Smoky Lake County register a Tax Forfeiture on Property Tax Roll 40300413, legally described as Block 4, Lot 13, Plan 314HW, as the said property was registered with a Tax Notification and did not sell at the December 12, 2023, Tax Sale and Council has accepted the option to not purchase the property but register the County's name on the land title via a Tax Forfeiture Instrument, which allows the County the ability to rent, lease or dispose of the property at a price as close to market value as possible; and if the property is not disposed of under s. 425(1) of the MGA, the County can, in 15-years' time following the date of the auction, request the Land Registrar to cancel the existing certificate of title from a Tax Forfeiture to a Certificate of Title in the County's name; and if the County does take title of the property, it is exempt from taxation under MGA s.362(1)(b) and the County can dispose of the property in accordance with section 425.

Carried.

**7.8. FCSS Grant Funding Applications**

442-24: Fenerty

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

Community Group	Eligibility	Funding
Royal Canadian Legion 227 Smoky Lake	Activity supplies to provide more opportunities for community engagement.	\$1,500.00

Carried.

4. Delegations:

4.2. **Bob Daudelin, Assessment Specialist, Accurate Assessment Group Ltd.**

Present before Council from 10:37 a.m. to 11:36 a.m. was Accurate Assessment Group Ltd.'s Assessment Specialist: Bob Daudelin, and Assessment Coordinator: Sean Barrett, to provide a summary of the County's Year-2023 Property Assessment which is used to calculate the Year-2024 Property Taxation, including the following slides:

**Agenda**

- Accurate Assessment Group Ltd.
- Highlights of the Municipality's Assessment

---

**AAG's Client Partners**

- 25 Rural Municipalities (including DIP Assessment Services to 13)
- 8 Cities
- 7 Towns
- 8 Merit Settlements

---

**Property Assessment Overview**

Residential	Non-Residential	Farmland
Bob Daudelin, AMAA	Assessment Specialist	
Jesse Nelson	Residential Assessor	
Cory Allen	Residential Assessor	
	Assessment Manager	
	Assessment Specialist	
	Residential Assessor	
	Residential Assessor	
	Farmland Assessment Specialist	
	Residential Assessor	

**Trusted Advisor**

- TEAM DEPTH: Operating in all types of municipal property assessment (City, Town, County, and Province)
- COMMUNICATION: We communicate like others don't.
- DATA INTEGRITY: Our technology drives our practice for assessment operations. Leaders in quality control through technology and continuous improvement.

---

**Assessment Valuation**

Assessment Class	Valuation Standard
Residential	Market Value
Non-Residential	Market Value/Regulated
Farmland	Regulated
Designated Industrial Property (DIP)	Regulated

---

**Assessment Legislation**

**MGA - Municipal Government Act**

- MRAT - Matters Relating to Assessment and Taxation Regulation
- COPTER - Community Organization Property Tax Exemption Regulation
- MRAC - Matters Relating to Assessment Complaints Regulation

[http://www.municipalfairs.alberta.ca/mc\\_property\\_assessment\\_and\\_taxation legislation](http://www.municipalfairs.alberta.ca/mc_property_assessment_and_taxation legislation)

**Approaches to Value**

- Cost Approach
- Direct Sales Approach
- Income Approach

---

**Market Value**

Means the amount that a property might be expected to realize if sold on the open market by a willing seller to a willing buyer.

**Mass Appraisal**

Means "the process of preparing assessments for a group of properties using standard methods and common data and allowing for statistical testing"

- Common data may include:
  - Location
  - Lot size
  - Age and condition
  - Other

---

**Assessment Process**

- Every property is reassessed annually
- Property inspections include:
  - Development Permits
  - Progressive Properties
  - Global Re-inspections

---

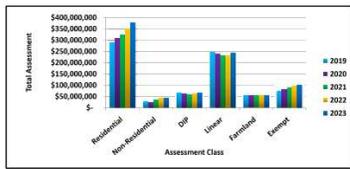
**Assessment Inquiry**

- Contact Municipality or attend Open House (if applicable) to speak with assessor.
- Provide all requested information to the assessor to ensure correct data is recorded and to maintain the right of complaint.
- If after all information is gathered and reviewed, and the ratepayer is unsatisfied with the assessment, a formal assessment complaint can be filed.

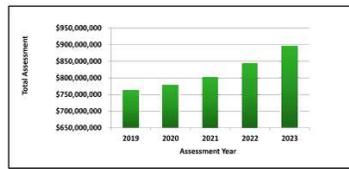
**2022 Compared to 2023 Assessment**

	2022	2023	Difference	
	Totals	Totals	\$	%
Residential	\$352,035,210	\$378,429,960	\$26,394,750	107%
Non-Residential	\$43,205,430	\$43,417,360	\$211,930	100%
Designated Industrial Property (DIP)	\$65,046,580	\$68,690,140	\$3,643,560	106%
Linear	\$230,586,620	\$243,849,970	\$13,263,350	106%
Farmland	\$57,984,720	\$57,553,220	(\$431,500)	100%
Exempt	\$96,493,590	\$103,342,300	\$6,848,710	107%
<b>Grand Total:</b>	<b>\$844,950,150</b>	<b>\$895,282,950</b>	<b>\$50,332,800</b>	<b>106%</b>

### Assessment Class History Comparison



### Assessment Total History Compare



### Taxable Assessment Change Compare by %

Range	Properties	%
-25% to -100%	38	0.6%
-10% to -25%	30	0.5%
-3% to -10%	568	6.1%
No Change	3,923	58.7%
1% to 10%	1,295	21.5%
10% to 25%	552	9.2%
25% to 100%	101	1.7%
Over 100%	29	0.5%
New Roll #'s	61	1.0%
Inactive Roll #'s	11	0.2%
<b>Total Properties</b>	<b>6,018</b>	<b>100%</b>

### Taxable Assessment Change Compare by \$

Range	Properties	%
Over \$1,000,000	0	0.0%
-\$100,000 to -\$999,999	19	0.3%
-\$25,000 to -\$99,999	48	0.8%
-\$10,000 to -\$24,999	80	1.3%
-\$1,000 to -\$9,999	221	3.7%
-\$999 to \$999	3,695	61.4%
\$1,000 to \$9,999	1,082	18.0%
\$10,000 to \$24,999	477	7.9%
\$25,000 to \$99,999	289	4.8%
\$100,000 to \$999,999	30	0.5%
Over \$1,000,000	5	0.1%
New Roll #'s	61	1.0%
Inactive Roll #'s	11	0.2%
<b>Total Properties</b>	<b>6,018</b>	<b>100%</b>

### New Roll #'s & Permit Comparison

New Roll #'s Summary					
	2019	2020	2021	2022	2023
Residential/Non-Res	24	15	15	14	61
Development Permit					
	2019	2020	2021	2022	2023
Development Permits	61	48	45	38	33

### Overview

(NOT including Industrial or Linear)

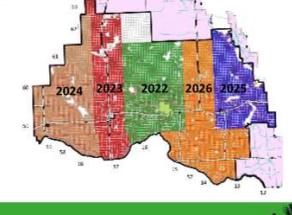
New Residential Growth Assessment				
	2021	2022	2023	
New Construction	\$6.1M (2.0%)	\$5.4M (1.7%)	\$8.0M (2.3%)	
Residential Inflation				
	2021	2022	2023	
Market Change	\$9.4M (3.0%)	\$21.6M (6.6%)	\$18.4M (5.2%)	

### Overview

(NOT including Industrial or Linear)

Residential (Rural)	
Land	Increase (3%-7%)
Overall Improved	3% - 10% Increase
Residential (Lake Subdivisions)	
Land	4%-5% increase for most areas, Bonnie Lake and Mons Lake higher
Overall Improved	3%-5% increase, some exceptions
Residential (Hamlets)	
Land	2% - 5% increase minimal change, Warspite 6% increase
Overall Improved	

### 5 Year Re-inspection Cycle



### Moving Forward – Residential / Non-Residential

- Prepare for Assessment Notice mail-out in mid to late Spring
- April - September, complete 2024 Re-inspections - focus area to be ranges 18 & 19
- October - December complete annual inspections such as new construction, past projects being completed, sales inspections, subdivision inspections

### Industrial Assessment Team

Ray Fortin, AMAA	Industrial Assessment Specialist
Sean Barrett, AMAA	Industrial Manager
Chris Smith, AMAA	Industrial Coordinator
Kent Smit, AMAA	Industrial Assessor
Chad Nelson, AMAA	Industrial Assessor
Steve Sawatsky, AMAA	Industrial Assessor
Ally Dietrich, AMAA	Industrial Assessor
Cole Cibula	Industrial Assessor
Harry Schmidt, AMAA	Specialty Assessment Services
Larry Riep, AMAA	LE Riep Assessment Services

### Non-Designated Industrial Property

- On an annual basis the Industrial Assessment team maintains the assessments for Non-Designated Industrial Property.
  - These are industrial properties not regulated by the Alberta Energy Regulator, the Canadian Energy Regulator, or the Alberta Utilities Commission
- In Smoky Lake County, examples of Non-Designated Industrial Property include (but not limited to):
  - Peat Moss Facility
  - Fertilizer Blending Facility
- AMG utilizing our team of specialized industrial assessors provide these services annually to the municipality.

### Designated Industrial Property

- As council and administration may be aware, in October 2020 the Government of Alberta announced they would not be implementing any of the scenarios from the assessment model review. Rather it was decided to implement several short-term initiatives intended to enhance oil and gas industry competitiveness.
- The initiatives focus on municipal property assessment and taxation and are intended as an alternative to the more substantial changes that were proposed in the assessment model review.
- While these initiatives will have significant financial impacts on many municipalities, they will be less than impacts resulting from the changes to the assessment model that were considered as part of the review process earlier this year.
- Most of the initiatives will be in effect for three years, which is intended to provide time for further consultation on the modernization of Alberta's assessment model for regulated oil and gas properties.
- Therefore, municipalities can expect a re-engagement of another attempt at an assessment model review for regulated property in the near future.

### Designated Industrial Property

- The initiatives include the following:
- Well Drilling Equipment Tax**
    - Elimination of the Well Drilling Equipment Tax (WDET) beginning in 2021. This elimination is expected to be permanent.
  - Low Producing Wells**
    - Three-year assessment reduction on low-producing wells. This reduction will be implemented through changes to Schedule D of the Alberta Linear Property Assessment Model's Guidelines.
    - Continuation of the shallow gas well and associated pipeline assessment reduction that was introduced in 2019. This will continue to be applied for the 2021 to 2024 tax year.
  - New Wells and Pipelines**
    - Three-year property tax holiday on all new wells and pipelines. Beginning in the 2022 property tax year, new wells and pipelines will not be taxed until the 2025 tax year. Therefore, the tax holiday applies to the 2022, 2023, and 2024 tax years.

### Designated Industrial Property (2024AY+ Update)

- As indicated prior, several short-term initiatives intended to enhance oil and gas industry competitiveness were implemented.
- Please note, it is anticipated the three-year property tax holiday on all new wells and pipelines will end in the 2024 assessment year (2025 tax year).
- The initial engagement of the assessment model review will also commence during the summer of 2024. There will be consultation with both municipal and industry stakeholders on the following:
- Assessment Year Modification
  - Construction Cost Reporting Guide (CCRG)

**14. Executive Session:**

**Legal Issue: Métis Nation of Alberta's Proposed Supportive Living Facility Development**

443-24: Serben

That Smoky Lake County Council go into Executive Session to discuss a Legal Issue: Métis Nation of Alberta's Proposed Supportive Living Facility Development: Healing Waters Treatment Center, under the authority of the FOIP Act Section 16: Third Party Business Interests and Section 27: Privileged Information, in the presence of all Council, Interim Chief Administrative Officer, Finance Manager, Executive Services Clerk, and the Delegations: Bob Daudelin, Assessment Specialist, and Sean Barrett, Assessment Coordinator from Accurate Assessment Group Ltd., time 11:17 a.m..

Carried.

444-24: Céré

That Smoky Lake County Council go out of Executive Session, time 11:36 a.m.

Carried.

**4. Delegations:**

**Aspen View Public Schools**

445-24: Céré

That the information received by Smoky Lake County Council, from the March 28, 2024, Delegations representing Aspen View Public Schools: Constantine Kastrinos - Superintendent, Elohne Chizawsky - Trustee South Central, and Donna Cherniwchan - Trustee South East, providing an update from the previous year, be accepted for information.

Carried.

**Year-2023 Property Assessments for the Year-2024 Taxation Year**

446-24: Fenerty

That the information received by Smoky Lake County Council, from the March 28, 2024, Delegations representing Accurate Assessment Group Ltd.: Bob Daudelin, Assessment Specialist, and Jesse Nelson, in respect to Smoky Lake County's Year-2023 Property Assessment for the Year-2024 Property Taxation year, be accepted for information.

Carried.

11:36 to 11:47 a.m.

**Public Question and Answer Period:**

Marianne Kaiser, resident of Bonnie Lake, questioned and expressed concerns in respect to Casey Tchir's proposed revisions to the Estates of Bonnie Lake Out Line Plan, which would allow access to Township Road 600 from and through the land legally described as NE-34-59-13-W4, as another exit/access route to the unapproved, conceptual subdivision plan:

- How soon can an appeal be made after it is approved?
- Why was there no notification to surrounding owners?

Lydia Cielin, Interim Chief Administrative Officer, answered:

- The developer has not yet applied for a development permit.
- The Planning and Development Manager is away, and he would be better suited to provide more details.
- All statutory regulations were and are followed.
- The Estates of Bonnie Lake Outline Plan was used as information in Year-2015 to rezone the land from Agricultural to Residential and that process went through.

7. **Request for Decision:**

**7.9. Request to Amend Development Concept Plan - Estates of Bonnie Lake Road Access**  
447-24: Céré

That Smoky Lake County Council **take no action to** the verbal information provided on February 22, 2024, by the Delegation: Casey Tchir, Developer, who spoke about recommending revisions to the Development Concept Plan contained within The Estates of Bonnie Lake Out Line Plan, to allow access to Township Road 600 from and through the land legally described as NE-34-59-13-W4, for the purpose of providing another exit/access route to the unapproved, conceptual subdivision plan on and for the said land; **and confirm** there is no approval of the Delegation's recommendation, and any such approval (or denial) to change the proposed development plan will be done so in due course and in accordance will all applicable bylaws, legislation, and compliance with Council's **January 29, 2015, Motion #301-15**: *"That Smoky Lake County request that the owner of lands legally described by NE 34-59-13-W4M provide the following reports to the satisfaction of the Subdivision Authority with the subdivision application: Biophysical Assessment, Traffic Impact Assessment, Water Report which satisfies Section 23(3) of the Water Act, Geotechnical Report, Environment Site Assessment Phase I & Phase II if necessary, a Historical Resource Act Clearance, and a Conservation Easement Agreement and addresses issues with RR132 to the satisfaction of the Subdivision Authority."*

Carried.

**7.10. County-Owned Land Sales Revenue**

448-24: Fenerty

That Smoky Lake County Council acknowledge the total funds disbursed in the amount of \$775,954.75 generated from the Public Land Sale Tender of County-Owned Lands, which were advertised through CLHbid.com, legally described as follows and resulting in **revenue to the County in the total amount of \$701,168.49**, for:

- NE 23-60-13-W4M (136.30 ACRES)  
with \$210,655.30 to the County and \$22,338.75 to CLHBid.com,
- SW 34-61-13-W4M (127.60 ACRES)  
with \$266,148.55 to the County and \$28,651.88 to CLHBid.com, &
- NE 32-59-14-W4M (160.0 ACRES)  
with \$224,394.64 to the County and \$23,795.63 to CLHBid.com.

Carried.

**7.11. Bylaw No. 1459-24: Next Generation 9-1-1 (NG9-1-1) Service**

449-24: Céré

That Smoky Lake County **Bylaw No. 1459-24: Next Generation 9-1-1 (NG9-1-1) Service**, for the purpose of authorizing the provision of TELUS' Next Generation 9-1-1 Service for the residents of the County, be given **FIRST READING**.

Carried.

Moved by Councillor Fenerty that Smoky Lake County **Bylaw No. 1459-24: Next Generation 9-1-1 (NG9-1-1) Service**, for the purpose of authorizing the provision of TELUS' Next Generation 9-1-1 Service for the residents of the County, be given **SECOND READING**.

Carried.

Moved by Councillor Gawalko that Smoky Lake County **Bylaw No. 1459-24: Next Generation 9-1-1 (NG9-1-1) Service**, for the purpose of authorizing the provision of TELUS' Next Generation 9-1-1 Service for the residents of the County, be given unanimous consent for **PERMISSION FOR THIRD READING**.

Carried Unanimously.

Moved by Councillor Halisky that Smoky Lake County **Bylaw No. 1459-24: Next Generation 9-1-1 (NG9-1-1) Service**, for the purpose of authorizing the provision of TELUS' Next Generation 9-1-1 Service for the residents of the County, be given **THIRD & FINAL READING**, and the Reeve and Interim Chief Administrative Officer be hereby authorized to fix their signatures to all necessary documents and the corporate seal be fastened where it is deemed to be necessary.

Carried.

**7.12. Northeast Alberta Alliance for Growth and Opportunities (NAAGO) Membership**

450-24: Fenerty

That Smoky Lake County renew the Northeast Alberta Alliance for Growth and Opportunities (NAAGO) membership for Year-2024, in the amount of \$2,200.00, payable to the Town of Vegreville, as per the NAAGO's Terms of Reference, Schedule A; and incorporate the said Terms of Reference into a new County policy to establish the NAAGO as Municipal Committee with the Reeve being the appointed member.

Carried.

**7.13. Transportation Routing & Vehicle Information System - Multi-Jurisdiction**

451-24: Céré

That Smoky Lake County execute the Memorandum of Agreement with the Province of Alberta to renew or the Transportation Routing and Vehicle Information System Multi-Jurisdiction (**TRAVIS-MJ**) for a three (3) year term, commencing April 1, 2024, and ending March 31, 2027, to address the industry's need for a simplified, electronic oversize commercial vehicle permitting system.

Carried.

**Invitation to RoaData Services Ltd. as a Delegation**

452-24: Halisky

That Smoky Lake County extend an invitation to RoaData Services Ltd., to send a representative to be a delegation at a future Council meeting, for the purpose of reviewing the fees for services through the Transportation Routing and Vehicle Information System Multi-Jurisdiction (TRAVIS-MJ) system.

Carried.

**7.14. Gravel Crushing Tender Award**

453-24: Céré

That Smoky Lake County award the Year-2024 to Year-2026 Gravel Crushing Tender to the second lowest bidder: **Auger Sand & Gravel of Westlock**, to crush and stockpile the following gravel products within the White Earth Creek Gravel Pit located on the lands legally described as NW ¼ of Section 2-61-18-W4, and with an option to renew for Year-2025 and Year-2026, (being the lowest rates received), at the sole discretion of the County, described as follows:

Item Description	Estimated Quantity for 2024	Unit Price in 2024	Unit Price in 2025	Unit Price in 2026	Total Bid for 2024
Crush to Stockpile Designation 4, Class 20 (3/4")	42,000 Tonnes	\$4.85	\$4.85	\$5.35	\$203,700
Crush to Stockpile Designation 4, Class 25 (1")	45,000 Tonnes	\$4.85	\$4.85	\$5.35	\$218,250
Crush to Stockpile Designation 4, Class 40 (1 1/2")	13,000 Tonnes	\$4.85	\$4.85	\$5.35	\$63,050
Crush to Stockpile Designation 3, Class 12.5C (1/2")	0.00Tonnes for 2024 5,000 Tonnes for 2025 & 2026		\$5.85	\$6.35	
Sand Elimination	10,000 Tonnes to 20,000 Tonnes	N/A	\$0.10	\$0.10	N/A
<b>Subtotal TENDER</b>					<b>\$485,000</b>
<b>GST</b>					<b>\$24,250</b>
<b>TOTAL TENDER</b>					<b>\$509,250</b>

Carried.

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

**Meeting Reconvened** The meeting reconvened on a call to order by the Reeve at 1:00 p.m. in the physical (or virtual) presence of all Council Members, Interim Chief Administrative Officer, Finance Manager, Executive Services Clerk, Communications Officer, GIS Operator, Agricultural Fieldman, Peace Officer, Fire Chief, Fire Services Clerk, Public Works Manager, and three Members of the Public.

**4. Delegations:**

**4.3. Barbara McCarthy, CPA, CA, JMD Group LLP, Chartered Professional Accountants – Smoky Lake County’s Year-2023 Audited Financial Statements**

Physically present before County Council from 1:00 p.m. to 1:31 p.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, 2023, as follows:

SMOKY LAKE COUNTY  
CONSOLIDATED FINANCIAL STATEMENTS  
YEAR ENDED DECEMBER 31, 2023

**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, 2023 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.

Lydia Cielin, Acting CAO

March 28, 2024

**INDEPENDENT AUDITOR’S REPORT**

To the Council of Smoky Lake County

*Opinion*

We have audited the consolidated financial statements of Smoky Lake County (the organization), which comprise the consolidated statement of financial position as at December 31, 2023, and the consolidated statements of operations, changes in net financial assets and cash flows and schedules 1 to 6 for the year then ended, and 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 organization as at December 31, 2023, and the consolidated results of its operations and consolidated cash flows for the year then ended in accordance with Canadian public sector accounting standards (PSAS).

*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 organization 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 organization’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 organization or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the organization’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 organization'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 organization'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 organization 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 28, 2024

Chartered Professional Accountants

**SMOKY LAKE COUNTY  
CONSOLIDATED STATEMENT OF FINANCIAL POSITION  
AS AT DECEMBER 31, 2023**

	2023	2022
<b>Financial assets</b>		
Cash (Note 2)	\$ 19,878,679	\$ 19,590,124
Taxes and grants in place receivable (Note 3)	512,236	543,562
Receivables from other governments	577,014	2,366,568
Trade and other receivables	623,689	1,068,266
Loan to MCC for Smoky Lake Development Corp. (Note 5)	615,567	-
Investment in Gas Alberta Inc. (Note 4)	67,932	67,983
Investment in MCC for Smoky Lake Development Corp.	10,000	10,000
	<u>22,285,117</u>	<u>23,646,503</u>
<b>Liabilities</b>		
Accounts payable and accrued liabilities	1,105,674	2,286,651
Employee obligations (Note 6)	1,348,948	1,406,489
Deposit liabilities	239,250	221,124
Deferred revenue (Note 7)	1,042,753	1,475,784
Tax sale surplus	10,317	10,317
Asset retirement obligations (Note 8)	1,767,840	1,733,177
	<u>5,514,782</u>	<u>7,133,542</u>
<b>Net financial assets</b>	<u>16,770,335</u>	<u>16,512,961</u>
<b>Non-financial assets</b>		
Tangible capital assets (Schedule 2)	37,717,013	38,487,697
Inventory (Note 9)	3,562,124	3,707,731
Prepaid expenses	54,499	199,380
	<u>41,333,636</u>	<u>42,394,808</u>
<b>Accumulated surplus (Schedule 1, Note 10)</b>	<u>\$ 58,103,971</u>	<u>\$ 58,907,769</u>

CONTINGENT LIABILITIES (Note 11)

APPROVED BY:

Reeve

SMOKY LAKE COUNTY  
CONSOLIDATED STATEMENT OF OPERATIONS  
YEAR ENDED DECEMBER 31, 2023

	Budget (Unaudited)	2023	2022
<b>Revenues</b>			
Net municipal taxes (Schedule 3)	\$ 10,315,527	\$ 10,376,688	\$ 9,935,917
Sales of goods and services	836,858	911,570	886,789
Government transfers for operating (Schedule 4)	733,580	910,436	850,579
Investment income	370,000	898,867	416,691
Penalties and costs of taxes	80,000	392,554	348,891
Licenses and permits	88,500	93,841	115,337
Special levies and taxes	209,040	206,540	150,052
Insurance recoveries	8,151	75,542	77,703
Rentals and leases	45,000	60,755	43,482
Natural gas	2,994,520	2,634,175	3,941,420
	<u>15,681,176</u>	<u>16,560,968</u>	<u>16,766,861</u>
<b>Expenses</b>			
Legislative	510,243	502,276	498,982
Administration	2,171,535	2,310,939	2,298,953
Protective services	1,338,897	1,358,956	874,384
Transportation	9,647,264	7,871,181	7,554,348
Water and wastewater	722,384	680,129	635,410
Landfill	530,988	661,908	679,557
Further education	113,230	118,657	119,903
Agricultural services	930,450	884,294	868,553
Municipal planning, community and economic development	883,751	761,166	744,396
Recreation and culture	510,174	410,670	409,701
Natural gas	3,059,520	2,828,039	4,306,643
	<u>20,418,436</u>	<u>18,388,215</u>	<u>18,990,830</u>
<b>Deficiency of revenues over expenses before other</b>	<u>(4,737,260)</u>	<u>(1,827,247)</u>	<u>(2,223,969)</u>
<b>Other</b>			
Government transfers for capital (Schedule 4)	1,977,489	1,151,264	2,302,242
Gain (loss) on disposal of tangible capital assets	361,800	(127,815)	134,067
	<u>2,339,289</u>	<u>1,023,449</u>	<u>2,436,309</u>
<b>Excess (deficiency) of revenues over expenses</b>	<u>(2,397,971)</u>	<u>(803,798)</u>	<u>212,340</u>
<b>Accumulated surplus, beginning of year</b>	<u>58,907,769</u>	<u>58,907,769</u>	<u>58,695,429</u>
<b>Accumulated surplus, end of year</b>	<u>\$ 56,509,798</u>	<u>\$ 58,103,971</u>	<u>\$ 58,907,769</u>

SMOKY LAKE COUNTY  
CONSOLIDATED STATEMENT OF CHANGES IN NET FINANCIAL ASSETS  
YEAR ENDED DECEMBER 31, 2023

	Budget (Unaudited)	2023	2022
<b>Excess (deficiency) of revenues over expenses</b>	<u>\$ (2,397,971)</u>	<u>\$ (803,798)</u>	<u>\$ 212,340</u>
Amortization of tangible capital assets	2,265,300	2,287,596	2,300,112
Acquisition of tangible capital assets	(1,052,559)	(1,910,871)	(3,443,299)
Proceeds on disposal of tangible capital assets	-	266,144	473,082
Loss (gain) on disposal of tangible capital assets	(361,800)	127,815	(134,067)
	<u>850,941</u>	<u>770,684</u>	<u>(804,172)</u>
Increase in inventory	50,000	145,607	(31,874)
Decrease (increase) in prepaid expenses	(50,000)	144,881	14,246
	<u>850,941</u>	<u>1,061,172</u>	<u>(821,800)</u>
<b>Increase (decrease) in net financial assets</b>	<u>(1,547,030)</u>	<u>257,374</u>	<u>(609,460)</u>
<b>Net financial assets - beginning of year</b>	<u>16,512,961</u>	<u>16,512,961</u>	<u>17,122,421</u>
<b>Net financial assets - end of year</b>	<u>\$ 14,965,931</u>	<u>\$ 16,770,335</u>	<u>\$ 16,512,961</u>

SMOKY LAKE COUNTY  
CONSOLIDATED STATEMENT OF CASH FLOWS  
YEAR ENDED DECEMBER 31, 2023

	2023	2022
<b>Net inflow (outflow) of cash related to the following activities:</b>		
<b>Operating</b>		
Excess of revenues over expenses	\$ (803,798)	\$ 212,340
Items not affecting cash:		
Amortization of tangible capital assets	2,287,596	2,300,112
Loss (gain) on disposal of tangible capital assets	127,815	(134,067)
	<u>1,611,613</u>	<u>2,378,385</u>
Changes in non-cash working capital:		
Taxes and grants in place receivable	31,326	77,713
Receivables from other governments	1,789,554	54,585
Trade and other receivables	444,577	293,073
Accounts payable and accrued liabilities	(1,180,977)	(76,178)
Employee obligations	(57,541)	38,232
Deposit liabilities	18,125	(400)
Deferred revenue	(433,030)	(656,436)
Tax sale surplus	-	195
Asset retirement obligations	34,663	864,523
Inventory	145,607	(31,875)
Prepaid expenses	144,881	14,246
	<u>937,185</u>	<u>577,678</u>
<b>Net cash from operations</b>	<u>2,548,798</u>	<u>2,956,063</u>
<b>Capital</b>		
Purchase of tangible capital assets	(1,910,871)	(3,443,299)
Proceeds on disposal of tangible capital assets	266,144	473,082
	<u>(1,644,727)</u>	<u>(2,970,217)</u>
<b>Investing</b>		
Investment in MCC for Smoky Lake Development Corp.	-	(10,000)
Change in restricted cash	85,488	404,229
Loan to MCC for Smoky Lake Development Corp.	(615,567)	-
Redemption of shares in Gas Alberta Inc.	51	-
	<u>(530,028)</u>	<u>394,229</u>
<b>Net change in cash during the year</b>	<u>374,043</u>	<u>380,075</u>
<b>Cash - beginning of year</b>	<u>18,902,142</u>	<u>18,522,067</u>
<b>Cash - end of year</b>	<u>\$ 19,276,185</u>	<u>\$ 18,902,142</u>
<b>Cash consists of:</b>		
Cash	\$ 19,878,679	\$ 19,590,124
Less restricted cash	(602,494)	(687,982)
	<u>\$ 19,276,185</u>	<u>\$ 18,902,142</u>

SMOKY LAKE COUNTY  
SCHEDULE 1 - CHANGES IN ACCUMULATED SURPLUS  
FOR THE YEAR ENDED DECEMBER 31, 2023

	Unrestricted Surplus	Restricted Surplus	Equity in Tangible Capital Assets	2023	2022
Balance, beginning of year					
As originally stated	\$ 5,095,348	\$ 15,324,724	\$ 38,487,697	\$ 58,907,769	\$ 58,695,429
Prior period adjustment, asset retirement obligations	1,733,177	-	(1,733,177)	-	-
<b>As restated</b>	<b>6,828,525</b>	<b>15,324,724</b>	<b>36,754,520</b>	<b>58,907,769</b>	<b>58,695,429</b>
Excess of revenues over expenses	(803,798)	-	-	(803,798)	212,340
Funds used for tangible capital assets	(1,910,871)	-	1,910,871	-	-
Annual amortization expense	2,287,596	-	(2,287,596)	-	-
Disposals of tangible capital assets	393,959	-	(393,959)	-	-
Annual accretion expense	34,663	-	(34,663)	-	-
Funds designated for future use	648,177	(648,177)	-	-	-
<b>Change in accumulated surplus</b>	<b>649,726</b>	<b>(648,177)</b>	<b>(803,247)</b>	<b>(803,798)</b>	<b>212,340</b>
<b>Balance, end of year</b>	<b>\$ 7,478,251</b>	<b>\$ 14,676,547</b>	<b>\$ 35,949,173</b>	<b>\$ 58,103,971</b>	<b>\$ 58,907,769</b>

SMOKY LAKE COUNTY  
SCHEDULE 2 - TANGIBLE CAPITAL ASSETS  
FOR THE YEAR ENDED DECEMBER 31, 2023

	Land	Land Improvements	Buildings	Engineered Structures	Machinery & Equipment	Vehicles	2023	2022
<b>Cost</b>								
Balance, beginning of year	\$ 5,539,089	\$ 2,216,811	\$ 5,582,239	\$ 52,383,319	\$ 12,668,591	\$ 6,564,824	\$ 84,954,872	\$ 82,623,354
Acquisition of tangible capital assets	-	-	21,495	1,563,317	917,430	789,439	3,291,681	2,712,789
Construction in progress	-	-	-	(1,380,310)	-	-	(1,380,310)	735,510
Disposal of tangible capital assets	(201,870)	-	-	-	(42,975)	(256,793)	(501,648)	(1,111,780)
Balance, end of year	5,337,213	2,216,811	5,603,734	52,565,826	13,541,046	7,097,470	86,364,100	84,954,872
<b>Accumulated amortization</b>								
Balance, beginning of year	-	1,079,773	1,790,893	32,509,514	7,004,049	4,082,947	46,467,176	44,939,828
Annual amortization	-	76,872	138,827	1,112,197	632,165	328,735	2,287,596	2,300,112
Accumulated amortization on disposals	-	-	-	-	(19,220)	(87,065)	(107,685)	(173,764)
Balance, end of year	-	1,156,645	1,929,720	33,621,711	7,616,994	4,324,717	48,647,087	46,467,176
<b>Net book value of tangible capital assets</b>	<b>\$ 5,337,213</b>	<b>\$ 1,060,166</b>	<b>\$ 3,674,014</b>	<b>\$ 18,944,115</b>	<b>\$ 5,924,052</b>	<b>\$ 2,772,753</b>	<b>\$ 37,717,013</b>	<b>\$ 38,487,697</b>
2022 Net book value of tangible capital assets	\$ 5,539,089	\$ 1,137,038	\$ 3,791,346	\$ 19,873,805	\$ 5,664,542	\$ 2,481,877	\$ 38,487,697	

SMOKY LAKE COUNTY  
SCHEDULE 3 - PROPERTY TAXES LEVIED  
FOR THE YEAR ENDED DECEMBER 31, 2023

	Budget (Unaudited)	2023	2022
<b>Taxation</b>			
Residential	\$ 3,045,296	\$ 3,139,717	\$ 2,981,937
Non-residential	1,270,155	1,316,217	1,224,239
Farmland	911,096	1,001,076	992,707
Machinery and equipment	1,188,096	1,279,951	1,138,096
Linear property	6,310,864	6,141,030	6,209,350
Grants in place	68,756	69,721	11,759
	<b>12,794,263</b>	<b>12,947,712</b>	<b>12,558,088</b>
<b>Requisitions</b>			
Alberta School Foundation Fund	1,986,936	2,039,430	2,085,670
Smoky Lake Foundation	468,927	510,942	514,064
Designated Industrial Property	22,873	20,652	22,437
	<b>2,478,736</b>	<b>2,571,024</b>	<b>2,622,171</b>
<b>Net municipal taxes</b>	<b>\$ 10,315,527</b>	<b>\$ 10,376,688</b>	<b>\$ 9,935,917</b>

SMOKY LAKE COUNTY  
SCHEDULE 4 - GOVERNMENT TRANSFERS  
FOR THE YEAR ENDED DECEMBER 31, 2023

	Budget (Unaudited)	2023	2022
<b>Transfers for operations</b>			
Federal grants	\$ 15,000	\$ 54,992	\$ 17,661
Provincial	650,445	796,228	769,067
Local governments	68,135	59,216	63,851
	<b>733,580</b>	<b>910,436</b>	<b>850,579</b>
<b>Transfers for capital</b>			
Provincial	1,977,489	1,151,264	2,302,242
<b>Total government transfers</b>	<b>\$ 2,711,069</b>	<b>\$ 2,061,700</b>	<b>\$ 3,152,821</b>

SMOKY LAKE COUNTY  
SCHEDULE 5 - CONSOLIDATED EXPENSES BY OBJECT  
FOR THE YEAR ENDED DECEMBER 31, 2023

	Budget (Unaudited)	2023	2022
<b>Expenses</b>			
Salaries, wages and benefits	\$ 8,550,958	\$ 7,850,810	\$ 7,627,393
Contracted and general services	3,909,685	3,018,056	2,642,077
Purchases from other governments	321,000	313,165	248,007
Materials, goods, supplies and utilities	3,326,327	2,827,184	2,820,782
Provision for allowances and bad debts	-	309,946	207,802
Transfers to other governments	57,500	32,083	41,797
Transfers to individuals and organizations	739,133	352,381	328,722
Bank charges and short-term interest	6,000	5,592	7,728
Tax adjustments	3,000	80,804	39,663
Natural gas purchases	1,239,533	1,275,934	2,692,763
Amortization of tangible capital assets	2,265,300	2,287,596	2,300,112
Accretion expense	-	34,664	33,984
<b>Total expenses</b>	<b>\$ 20,418,436</b>	<b>\$ 18,388,215</b>	<b>\$ 18,990,830</b>

SMOKY LAKE COUNTY  
SCHEDULE 6 - SEGMENTED DISCLOSURE  
FOR THE YEAR ENDED DECEMBER 31, 2023

	General Government	Provisional Services	Transportation Services	Environmental Services	Planning and Community Services	Agriculture	Recreation and Culture	Gas	2023
<b>Revenues</b>									
Net municipal taxes	\$ 10,376,688	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,376,688
User fees (rentals and sales)	129,179	139,012	209,204	316,637	127,618	9,425	41,239	2,634,375	3,646,589
Government transfers for operating	141,250	59,091	-	-	417,048	181,247	111,800	-	910,436
Investment income	811,468	-	-	-	-	-	-	87,399	899,867
Other operating revenues	466,982	7,853	204,040	9,040	80,562	-	-	-	768,477
Government transfers for capital	-	68,585	1,082,679	-	-	-	-	-	1,151,264
Gain (loss) on disposal of TCAs	(157,002)	3,063	23,307	22,542	-	(19,745)	-	-	(127,815)
	<b>11,767,665</b>	<b>278,594</b>	<b>1,519,230</b>	<b>348,219</b>	<b>625,228</b>	<b>176,927</b>	<b>153,039</b>	<b>2,721,674</b>	<b>17,584,417</b>
<b>Expenses</b>									
Salaries, wages and benefits	1,412,533	451,717	3,308,408	714,065	317,208	537,996	173,942	93,841	7,850,810
Contracted and general services	722,897	613,950	1,057,521	199,263	409,449	120,645	18,784	188,712	3,331,221
Goods and supplies	112,539	163,233	2,013,645	169,362	1,890	177,920	3,262	1,457,264	4,183,119
Transfers to others	41,142	-	-	32,683	131,289	-	199,950	-	384,064
Other expenses	389,680	-	13,300	27,092	-	-	-	(56)	431,006
	<b>2,678,791</b>	<b>1,230,900</b>	<b>6,392,964</b>	<b>1,142,765</b>	<b>879,939</b>	<b>836,561</b>	<b>357,938</b>	<b>2,580,761</b>	<b>16,180,619</b>
<b>Net revenues before amortization</b>	<b>9,088,874</b>	<b>(952,306)</b>	<b>(4,873,734)</b>	<b>(794,546)</b>	<b>(254,711)</b>	<b>(665,634)</b>	<b>(204,900)</b>	<b>140,813</b>	<b>1,403,798</b>
Amortization expense	(133,825)	(128,056)	(1,478,218)	(199,273)	-	(56,509)	(44,447)	(247,277)	(2,287,596)
<b>Excess (deficiency) of revenues over expenses</b>	<b>\$ 8,955,049</b>	<b>\$ (1,080,362)</b>	<b>\$ (6,351,952)</b>	<b>\$ (993,779)</b>	<b>\$ (254,711)</b>	<b>\$ (722,143)</b>	<b>\$ (249,355)</b>	<b>\$ (106,466)</b>	<b>\$ (883,798)</b>

SMOKY LAKE COUNTY  
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS  
YEAR ENDED DECEMBER 31, 2023

---

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, payables and accretion of asset retirement obligations. These estimates are reviewed periodically and as adjustments become necessary, they are reported in operations in the period in which they become known.

Financial Instruments

Financial instruments are recorded at fair value when acquired or issued and subsequently measured at amortized cost. Transaction costs and financial fees associated with financial instruments carried at amortized cost are recorded as adjustments to the initial fair value recognized and amortized over the life of the financial instrument.

(continues)

SMOKY LAKE COUNTY  
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS  
YEAR ENDED DECEMBER 31, 2023

---

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. 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.

Inventory

Inventories of supplies for resale are valued at the lower of cost or net realizable value with cost determined by the average cost method.

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.

Revenue Recognition

Revenue from transactions with no performance obligation is recognized at realizable value when the county has the authority to claim or retain an inflow of economic resources and identifies a past transaction or event giving rise to an asset.

Revenue from transactions with performance obligations is recognized as the performance obligations are satisfied by providing the promised goods or services to the payor. User fees are recognized over the period of use, sales of goods are recognized when goods are delivered. Licenses and permits with a single performance obligation at a point in time are recognized as revenue on issuance.

(continues)

**SMOKY LAKE COUNTY**  
**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**  
**YEAR ENDED DECEMBER 31, 2023**

1. SIGNIFICANT ACCOUNTING POLICIES *(continued)*

Deferred Revenue

Deferred revenues represent government transfers (collected or allocated), donations, and other amounts that have been collected, but for which the related services have yet to be performed or agreement stipulations have not been met. These amounts will be recognized as revenues when revenue recognition criteria have been met.

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:

	<u>Years</u>
Land improvements	10-27
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. Leases

Leases are classified as capital or operating leases. Leases which transfer substantially all of the benefits and risks incidental to ownership of property are accounted for as capital leases. All other leases are accounted for as operating leases and the related lease payments are charged to expenses as incurred.

4. Inventories

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

*(continues)*

**SMOKY LAKE COUNTY**  
**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**  
**YEAR ENDED DECEMBER 31, 2023**

1. SIGNIFICANT ACCOUNTING POLICIES *(continued)*

Asset Retirement Obligations

A liability for an asset retirement obligation is recognized at the best estimate of the amount required to retire a tangible capital asset at the financial statement date when there is a legal obligation for the county to incur retirement costs, the past transaction or event giving rise to the liability has occurred, it is expected that future economic benefits will be given up, and a reasonable estimate of the amount can be made. The best estimate of the liability includes all costs directly attributable to asset retirement activities, based on information available at year-end. The best estimate of an asset retirement obligation incorporates a present value technique, when the cash flows required to settle or otherwise extinguish an asset retirement obligation are expected to occur over extended future periods.

When a liability for an asset retirement obligation is initially recognized, a corresponding asset retirement cost is capitalized to the carrying amount of the related tangible capital asset. The asset retirement cost is amortized over the useful life of the related asset. Asset retirement obligations which are incurred incrementally with use of the asset are recognized in the period incurred with a corresponding asset retirement cost expensed in the period.

At each financial reporting date, the county reviews the carrying amount of the liability. The county recognizes period-to-period changes to the liability due to the passage of time as accretion expense. Changes to the liability arising from revisions to either the timing, the amount of the original estimate of undiscounted cash flows or the discount rate are recognized as an increase or decrease to the carrying amount of the related tangible capital asset. The county continues to recognize the liability until it is settled or otherwise extinguished. Disbursements made to settle the liability are deducted from the reported liability when they are made.

2. CASH

	<u>2023</u>	<u>2022</u>
Petty cash	\$ 800	\$ 850
Current accounts	851,468	1,863,225
Savings accounts	19,015,526	17,715,698
Trust account	10,885	10,351
	<u>\$ 19,878,679</u>	<u>\$ 19,590,124</u>

Council has designated \$14,676,547 (2022 - \$15,324,724) to fund the reserves.

Included in cash is a restricted amount of \$602,494 (2022 - \$687,982) comprised of deferred grants received and not expended (see Note 6).

3. TAXES AND GRANTS IN PLACE RECEIVABLE

	<u>2023</u>	<u>2022</u>
Current	\$ 333,791	\$ 375,129
Arrears	2,350,877	2,030,919
Less allowance for doubtful accounts	<u>(2,172,432)</u>	<u>(1,862,486)</u>
	<u>\$ 512,236</u>	<u>\$ 543,562</u>

**SMOKY LAKE COUNTY**  
**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**  
**YEAR ENDED DECEMBER 31, 2023**

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.

	2023	2022
<u>The county's investment consists of</u>		
Class A common shares	\$ 432	\$ 483
Loan receivable	67,500	67,500
	\$ 67,932	\$ 67,983

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

5. INVESTMENT IN MCC FOR SMOKY LAKE DEVELOPMENT CORP.

6.5% loan to MCC for Smoky Lake Development Corp. to invest in the Smoky Lake Tourism Company Ltd. repayable in annual blended instalments of \$100,000 commencing December 31, 2024.

6. EMPLOYEE OBLIGATIONS

	2023	2022
Accrued holiday pay	\$ 452,401	\$ 473,703
Accrued sick leave	693,983	714,156
Accrued retirement benefits	143,726	129,665
Accrued wages and benefits	58,838	88,965
	\$ 1,348,948	\$ 1,406,489

7. DEFERRED REVENUE

	2023	2022
Federal Gas Tax Fund	\$ 391,198	\$ 443,308
MSI Capital	607,136	825,357
ACP-Intermunicipal Collaboration-Regional Fire	10,870	40,971
ACP - Municipal Development Guidelines	-	102,850
Alberta Infrastructure - AEP	20,000	20,000
Advanced Education	13,549	15,107
Parks Canada	-	28,191
	\$ 1,042,753	\$ 1,475,784

Unexpended funding in the amount of \$1,042,753 (2022 - \$1,475,784) 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 \$602,494 (2022 - \$687,982) and the remaining deferred grants are supported by receivables from other governments.

**SMOKY LAKE COUNTY**  
**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**  
**YEAR ENDED DECEMBER 31, 2023**

8. ASSET RETIREMENT OBLIGATIONS

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 original liability calculated in the year of implementation is added to the cost of the associated asset and amortized on a straight-line basis over the remaining useful life of the asset.

The county has also recognized a liability for restoration of the Spedden landfill and two gravel pits. These amounts have not been added to the cost of an asset as there is no asset other than land and land is not amortized.

The liabilities are increased annually by the accretion expense.

	Opening Balance	Accretion Expense	Total
Smoky Lake landfill reclamation	\$ 432,633	\$ 8,653	\$ 441,286
Smoky Lake landfill post-closure monitoring	330,103	6,602	336,705
Spedden landfill reclamation	171,321	3,426	174,747
Spedden landfill post-closure monitoring	365,620	7,312	372,932
White Earth gravel pit	357,000	7,140	364,140
Sowka Lake gravel pit	76,500	1,530	78,030
	\$ 1,733,177	\$ 34,663	\$ 1,767,840

The undiscounted expenditures represent the estimated cash outflows required in future years in order to satisfy the asset retirement obligation assuming annual inflation of 2%. Undiscounted expenditures have been discounted using a 2% rate to calculate the current liability.

	2023	2022
<u>Undiscounted Expenditures</u>		
Smoky Lake landfill reclamation	\$ 723,976	\$ 723,976
Smoky Lake landfill post-closure monitoring	563,448	563,448
Spedden landfill reclamation	259,665	259,665
Spedden landfill post-closure monitoring	565,241	565,241
White Earth gravel pit	942,056	942,056
Sowka Lake gravel pit	201,869	201,869
	\$ 3,256,255	\$ 3,256,255

The Smoky Lake landfill asset retirement obligation expenditures are anticipated to be incurred in 2049.

The post-closure monitoring of the Smoky Lake landfill asset retirement obligation expenditures are anticipated to be incurred in annual increments of \$28,860 over 25 years, starting in 2050.

The Spedden landfill asset retirement obligation expenditures are anticipated to be incurred in 2044.

The post-closure monitoring of the Spedden landfill asset retirement obligation expenditures are anticipated to be incurred in annual increments of \$28,860 over 25 years, starting in 2045.

The gravel pits are both expected to be reclaimed in 2072.

**SMOKY LAKE COUNTY**  
**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**  
**YEAR ENDED DECEMBER 31, 2023**

9. INVENTORY		<u>2023</u>	<u>2022</u>
Public works	\$ 716,138	\$ 720,893	
Gravel (valued at crushing cost)	2,644,987	2,843,381	
A.S.B.	36,716	61,836	
	<u>3,397,841</u>	<u>3,626,110</u>	
Gas utility	164,283	81,621	
	<u>\$ 3,562,124</u>	<u>\$ 3,707,731</u>	

10. ACCUMULATED SURPLUS

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

		<u>2023</u>	<u>2022</u>
Unrestricted surplus		\$ 7,478,252	\$ 6,828,525
Restricted surplus			
Municipal reserve	52,423	50,133	
Reserve - General Capital	2,754,091	3,754,412	
Building	1,189,721	1,139,721	
Connectivity	476,523	476,523	
Fire	1,754,033	1,515,569	
Transportation	954,609	988,096	
Road development	1,819,552	1,681,762	
Street sweeper	61,171	61,060	
Gravel pit reclamation	472,542	467,012	
Gravel pit development	122,711	115,628	
Regional waterline	255,559	249,348	
Regional landfill	344,160	294,160	
Agricultural capital reserve	167,000	40,000	
	<u>10,424,095</u>	<u>10,833,424</u>	
Municipal general	2,047,358	2,306,327	
Gas utility	2,205,094	2,184,973	
	<u>14,676,547</u>	<u>15,324,724</u>	
Total restricted		<u>14,676,547</u>	<u>15,324,724</u>
Equity in tangible capital assets		<u>35,949,173</u>	<u>36,754,520</u>
		<u>\$ 58,103,972</u>	<u>\$ 58,907,769</u>

Opening unrestricted surplus was increased and equity in tangible capital assets was decreased for the asset retirement obligations of \$1,733,177.

**SMOKY LAKE COUNTY**  
**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**  
**YEAR ENDED DECEMBER 31, 2023**

11. 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 tipage 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.

12. COMMITMENTS

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

13. 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:

		<u>2023</u>	<u>2022</u>
Total debt limit		\$ 24,841,452	\$ 25,324,071
Total debt		-	-
Debt limit remaining		<u>\$ 24,841,452</u>	<u>\$ 25,324,071</u>
Debt servicing limit		\$ 4,140,242	\$ 4,220,678
Debt servicing		-	-
Debt service limit remaining		<u>\$ 4,140,242</u>	<u>\$ 4,220,678</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**  
**YEAR ENDED DECEMBER 31, 2023**

14. 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)	2023
<b>Council</b>				
Reeve - Halisky	\$ 64,896	\$ 14,267	\$ 15,725	\$ 94,888
Councillor - Halisky	11,319	1,949	2,266	15,534
Reeve - Serven	12,979	2,331	1,862	17,172
Councillor - Serben	56,594	13,326	8,360	78,280
Councillor - Gawalko	70,681	12,172	13,099	95,952
Councillor - Fenerty	68,466	12,665	16,526	97,657
Councillor - Cere	67,913	14,791	9,213	91,917
	<u>\$ 352,848</u>	<u>\$ 71,501</u>	<u>\$ 67,051</u>	<u>\$ 491,400</u>
<b>Others</b>				
CAO - Sobolewski	\$ 262,960	\$ 14,465	\$ 2,404	\$ 279,829
Interim CAO - Cielin	102,961	13,236	233	116,430
Designated officers (3)	301,505	37,104	8,426	347,035
	<u>\$ 667,426</u>	<u>\$ 64,805</u>	<u>\$ 11,063</u>	<u>\$ 743,294</u>

	Salary (1)	Benefits & Allow. (2)	Expenses (3)	2022
<b>Council</b>				
Reeve - Halisky	\$ 77,875	\$ 15,355	\$ 21,606	\$ 114,836
Councillor - Gawalko	71,234	11,646	16,895	99,775
Councillor - Fenerty	67,913	11,322	22,898	102,133
Councillor - Cere	67,913	13,830	13,410	95,153
Councillor - Serben	67,913	13,830	9,723	91,466
	<u>\$ 352,848</u>	<u>\$ 65,983</u>	<u>\$ 84,532</u>	<u>\$ 503,363</u>
<b>Others</b>				
CAO - Sobolewski	\$ 163,714	\$ 29,248	\$ 5,489	\$ 198,451
Designated officers (3)	243,742	25,047	3,375	272,164
	<u>\$ 407,456</u>	<u>\$ 54,295</u>	<u>\$ 8,864</u>	<u>\$ 470,615</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**  
**YEAR ENDED DECEMBER 31, 2023**

15. 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 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.

	2023	2022
Current service contributions by employer	\$ 268,339	\$ 251,208
Current service contributions by employees	240,186	225,533
	<u>\$ 508,525</u>	<u>\$ 476,741</u>

The county is required to make current service contributions to the LAPP of 8.45% of pensionable earnings up to the year's maximum pensionable earnings under the Canada Pension Plan and 12.23% on pensionable earnings above this amount. Employees of the county are required to make current service contributions of 7.45% of pensionable salary up to the year's maximum pensionable salary and 11.23% on pensionable salary above this amount.

At December 31, 2022, the LAPP disclosed an actuarial surplus of \$12.7 billion.

For further information of the amount of LAPP deficiency/surplus see: [www.lapp.ca/page/annual-reports](http://www.lapp.ca/page/annual-reports).

16. 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.

17. OTHER CREDIT FACILITIES

The county has a prime plus 1% authorized operating line of credit of \$5,000,000 with the Alberta Treasury Branch. No balance was outstanding as at December 31, 2023.

The county has ATB MasterCard with a combined limit of \$50,000. Interest is calculated on principal owing beyond one month at the rate of prime plus 2%.

18. 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 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 county has recorded a total allowance of \$2,185,432 (2022 \$1,907,486). 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.

**SMOKY LAKE COUNTY**  
**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**  
**YEAR ENDED DECEMBER 31, 2023**

19. APPROVAL OF FINANCIAL STATEMENTS

Council and management have approved these financial statements.

20. BUDGET AMOUNTS

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

21. RECENT ACCOUNTING PRONOUNCEMENTS PUBLISHED BUT NOT YET ADOPTED

Conceptual Framework for Financial Reporting in the Public Sector

This standard describes the concepts underlying the development and use of accounting principles in government financial statements. It also identifies the objectives of government financial statements that are generally acceptable to the users and preparers of the statements. It applies to years beginning on or after April 1, 2026.

PSAS Section 1202, Financial Statement Presentation

This standard responds to the need for understandable financial statements. The new reporting model will consist of:

- a statement of financial position;
- a statement of net financial assets (net financial liabilities);
- a statement of operations;
- a statement of changes in net assets (net liabilities);
- a statement of cash flows; and
- accompanying notes and schedules.

SMOKY LAKE COUNTY GAS UTILITY

FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2023

---

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, 2023, 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, 2023, 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 28, 2024, on the consolidated financial statements of the Smoky Lake County for the year ended December 31, 2023, 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.

St. Paul, Alberta  
March 28, 2024

Chartered Professional Accountants

SMOKY LAKE COUNTY GAS UTILITY  
STATEMENT OF FINANCIAL POSITION  
AS AT DECEMBER 31, 2023

	<u>2023</u>	<u>2022</u>
<b>Financial assets</b>		
Due from general operating fund	\$ 1,889,834	\$ 1,971,382
Receivables (net of allowance)	356,651	731,601
Investment in Gas Alberta Inc. (note 3)	<u>67,932</u>	<u>67,983</u>
	<u>2,314,417</u>	<u>2,770,966</u>
<b>Liabilities</b>		
Accounts payable	267,913	641,639
Meter deposits payable	<u>6,918</u>	<u>8,593</u>
	<u>274,831</u>	<u>650,232</u>
<b>Net financial assets</b>	<u>2,039,586</u>	<u>2,120,734</u>
<b>Non-financial assets</b>		
Inventory	164,283	81,621
Prepaid expenses	23,148	32,418
Tangible capital assets (note 4)	<u>1,882,380</u>	<u>1,981,089</u>
	<u>2,069,811</u>	<u>2,095,128</u>
<b>Accumulated surplus</b>	<u>\$ 4,109,397</u>	<u>\$ 4,215,862</u>

On behalf of the Smoky Lake County

\_\_\_\_\_  
Reeve

SMOKY LAKE COUNTY GAS UTILITY  
STATEMENT OF OPERATIONS  
FOR THE YEAR ENDED DECEMBER 31, 2023

	Budget (unaudited)	<u>2023</u>	<u>2022</u>
<b>Revenues</b>			
Gas sales and distribution charges	\$ 2,219,400	\$ 1,859,249	\$ 3,224,440
Penalties and service charges	489,500	533,770	508,445
Sale of goods, secondaries, conversions	95,620	101,701	32,072
RMO operating grant	--	5,600	9,600
Interest income	20,000	87,399	31,200
Bulk odorant delivery	124,000	109,355	127,732
Compressed natural gas revenue	16,000	--	7,632
Infill recovery	<u>50,000</u>	<u>24,500</u>	<u>31,500</u>
	<u>3,014,520</u>	<u>2,721,574</u>	<u>3,972,621</u>
<b>Expenses</b>			
Wages and benefits	1,080,126	934,841	941,589
Materials	251,220	181,331	211,707
Gas purchases	1,239,533	1,275,933	2,692,763
Contracted and general services	243,641	188,712	216,866
Amortization	245,000	247,277	243,414
Bad debt expense (recovery)	--	<u>(55)</u>	<u>303</u>
	<u>3,059,520</u>	<u>2,828,039</u>	<u>4,306,642</u>
<b>Deficiency of revenues over expenses before other</b>	(45,000)	<u>(106,465)</u>	(334,021)
<b>Other</b>			
Gain (loss) on sale of tangible capital assets	<u>10,000</u>	--	<u>(370)</u>
<b>Deficiency of revenues over expenses</b>	(35,000)	<u>(106,465)</u>	(334,391)
<b>Accumulated surplus, beginning of year</b>	<u>4,215,862</u>	<u>4,215,862</u>	<u>4,550,253</u>
<b>Accumulated surplus, end of year</b>	<u>\$ 4,180,862</u>	<u>\$ 4,109,397</u>	<u>\$ 4,215,862</u>

SMOKY LAKE COUNTY GAS UTILITY  
STATEMENT OF CHANGE IN NET FINANCIAL ASSETS  
FOR THE YEAR ENDED DECEMBER 31, 2023

	Budget (unaudited)	<u>2023</u>	<u>2022</u>
<b>Deficiency of revenues over expenses</b>	\$ (35,000)	<u>\$ (106,465)</u>	<u>\$ (334,391)</u>
Acquisition of tangible capital assets	(235,500)	<u>(148,568)</u>	(90,309)
Proceeds on disposal of tangible capital assets	10,000	--	8,350
Loss (gain) on sale of tangible capital assets	(10,000)	--	370
Amortization of tangible capital assets	<u>245,000</u>	<u>247,277</u>	<u>243,414</u>
	<u>9,500</u>	<u>98,709</u>	<u>161,825</u>
Acquisition of inventory	(145,000)	<u>(142,119)</u>	(43,729)
Use of inventory	60,000	59,457	79,833
Acquisition of prepaid assets	(24,000)	<u>(23,148)</u>	(32,418)
Use of prepaid assets	<u>33,000</u>	<u>32,418</u>	<u>42,983</u>
	<u>(76,000)</u>	<u>(73,392)</u>	<u>46,669</u>
<b>Decrease in net financial assets</b>	(101,500)	<u>(81,148)</u>	(125,897)
<b>Net financial assets, beginning of year</b>	<u>2,120,734</u>	<u>2,120,734</u>	<u>2,246,631</u>
<b>Net financial assets, end of year</b>	<u>\$ 2,019,234</u>	<u>\$ 2,039,586</u>	<u>\$ 2,120,734</u>

SMOKY LAKE COUNTY GAS UTILITY  
STATEMENT OF CASH FLOWS  
FOR THE YEAR ENDED DECEMBER 31, 2023

	<u>2023</u>	<u>2022</u>
<b>Net in flow (outflow) of cash related to the following activities:</b>		
<b>Operating</b>		
Deficiency of revenues over expenses	\$ (106,465)	\$ (334,391)
Non-cash items included		
Amortization of tangible capital assets	247,277	243,414
Loss (gain) on sale of tangible capital assets	--	370
Non-cash charges to operations (net change):		
Decrease (increase)		
Receivables	374,950	(98,239)
Inventory	(82,662)	36,104
Prepaid expenses	9,270	10,565
Increase (decrease)		
Accounts payable	(373,726)	168,383
Meter deposits	(1,675)	(600)
	<u>66,969</u>	<u>25,606</u>
<b>Investing</b>		
Reduction in Investment in Gas Alberta Inc.	<u>51</u>	--
<b>Capital</b>		
Acquisition of tangible capital assets	(148,568)	(90,309)
Proceeds on disposal of tangible capital assets	<u>--</u>	<u>8,350</u>
	<u>(148,568)</u>	<u>(81,959)</u>
<b>Change in cash and cash equivalents during the year</b>	<b>(81,548)</b>	<b>(56,363)</b>
<b>Cash and cash equivalents, beginning of the year</b>	<b>1,971,382</b>	<b>2,027,735</b>
<b>Cash and cash equivalents, end of the year</b>	<b>\$ 1,889,834</b>	<b>\$ 1,971,382</b>

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, 2023

	Unrestricted Surplus	Restricted Surplus	Equity in Tangible Capital Assets	<u>2023</u>	<u>2022</u>
<b>Balance, beginning of year</b>	\$ 49,800	\$ 2,184,973	\$ 1,981,089	\$ 4,215,862	\$ 4,550,253
Deficiency of revenues over expenses	(106,465)	--	--	(106,465)	(334,391)
Funds designated for future use	(118,689)	118,689	--	--	--
Funds used for tangible capital assets	(50,000)	(98,568)	148,568	--	--
Annual amortization expense	247,277	--	(247,277)	--	--
<b>Change in accumulated surplus</b>	<u>(27,877)</u>	<u>20,121</u>	<u>(98,709)</u>	<u>(106,465)</u>	<u>(334,391)</u>
<b>Balance, end of year</b>	\$ 21,923	\$ 2,205,094	\$ 1,882,380	\$ 4,109,397	\$ 4,215,862

SMOKY LAKE COUNTY GAS UTILITY  
SCHEDULE OF GROSS MARGIN  
FOR THE YEAR ENDED DECEMBER 31, 2023

	Budget (unaudited)	<u>2023</u>	<u>2022</u>
Gas sales and distribution charges	\$ 2,219,400	\$ 1,859,249	\$ 3,224,440
Gas purchases	(1,239,533)	(1,275,933)	(2,692,763)
Capital surcharge	(137,000)	(118,689)	(144,974)
Gross margin	\$ 842,867	\$ 464,627	\$ 386,703

SCHEDULE OF OPERATING EXPENSES

	Budget (unaudited)	<u>2023</u>	<u>2022</u>
<b>General and administrative expenditures</b>			
Council expenses	\$ 9,000	\$ 699	\$ 2,196
Audit, legal, and consulting	39,000	29,366	35,231
Advertising, membership, printing	36,700	39,138	36,239
Telephone, postage, freight, travel	33,500	37,977	27,566
Computer lease	6,600	12,574	10,371
Office supplies, utilities, insurance	80,571	59,494	63,273
Wages and benefits	491,807	420,802	450,366
	<u>697,178</u>	<u>600,050</u>	<u>625,242</u>
<b>Distribution</b>			
Wages and benefits	588,319	514,039	491,223
Vehicle and equipment costs	82,000	64,378	79,854
Repair and maintenance – system	207,490	126,417	173,844
	<u>877,809</u>	<u>704,834</u>	<u>744,921</u>
Gas purchases	1,239,533	1,275,933	2,692,763
Appliance purchase and repair	--	--	--
Amortization	245,000	247,277	243,414
Bad debt expense (recovery)	--	(55)	302
Total operating expenditures	\$ 3,059,520	\$ 2,828,039	\$ 4,306,642

SMOKY LAKE COUNTY GAS UTILITY  
NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2023

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, 2023

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 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:

	<u>Years</u>
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, 2023

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>2023</u>	<u>2022</u>
Class A common shares	\$ 432	\$ 483
Loan receivable	<u>67,500</u>	67,500
	<b>\$ 67,932</b>	<b>\$ 67,983</b>

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

4. Tangible Capital Assets

	<u>Cost</u>	<u>Accumulated Amortization</u>	<u>Net Book Value</u>	
			<u>2023</u>	<u>2022</u>
Distribution system	\$ 6,853,504	\$ 5,719,196	<b>\$ 1,134,308</b>	\$ 1,302,580
Buildings	333,254	83,417	<b>249,837</b>	262,638
Machinery and equipment	372,311	209,835	<b>162,476</b>	183,545
Vehicles	<u>699,617</u>	<u>363,858</u>	<b>335,759</b>	<u>232,326</u>
	<b>\$ 8,258,686</b>	<b>\$ 6,376,306</b>	<b>\$ 1,882,380</b>	<b>\$ 1,981,089</b>

**2023 Consolidated Financial Statements and Gas Utility Financial Statements**

454-24: Fenerty

That Smoky Lake County Council approve the audited Smoky Lake County Consolidated Financial Statements and the Smoky Lake County Gas Utility Financial Statements for the year ended: December 31, 2023, as prepared by JMD Group LLP Chartered Professional Accountants; and approve to execute the Year-2023 Audit Findings letter affirming no significant deficiencies, dated March 28, 2024.

Carried.

Barb McCarthy, CPA, CA, from JMD Group LLP Chartered Professional Accountants, and Brenda Adamson, Finance Manager, left Council Chambers, time 1:32 p.m.

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

**8.1 Chief Administrative Officer (CAO) Report – February 16, 2024 to March 22, 2024**

Chief Administrative Officer - Report Period: February 16, 2024 – March 22, 2024		
LEGISLATIVE / GOVERNANCE		
Projects	In Progress	Completed
<p><b>Intermunicipal Collaboration Frameworks: Engagement Guide for RMA Members- March 2024.</b></p> <ul style="list-style-type: none"> <li>ICF's are intended to facilitate shared service delivery between neighbouring municipalities in cases where collaboration make sense for all parties. Municipal Affairs is considering changes to several aspects of the process and is gathering municipal input through the survey.</li> <li>RMA developed an ICF Member engagement guide and encourage members to consult the guide and complete the survey based you your own ICF negotiation experiences. <b>Attachment: 8.1a</b></li> <li>At the RMA Conventions resolutions passed advocating the government to: (1) that third-party services should not be included in intermunicipal collaboration frameworks and limit the funding demands by urban municipalities. (2) define "core municipal services" for the purpose of ICF. <b>More information within the guide.</b></li> <li>Survey will include sections on: Intermunicipal Services to be included in an ICF; ICF Agreement duration, Cost calculations, mediation and arbitration and enforcement.</li> <li>Survey closes on: April 19, 2024.</li> </ul> <p><b>RECOMMENDATION:</b> That Smoky Lake County acknowledge receipt of the Intermunicipal Collaboration Frameworks: Engagement Guide for RMA Members released by Rural Municipalities of Alberta (RMA) dated March 2024, and Council members who wish to participate - participate in the engagement survey prior to the deadline of April 19, 2024.</p>	March 14/24	
<p><b>Aspen View Public Schools</b></p> <ul style="list-style-type: none"> <li>Letter received from Amber Oko, Secretary-Treasurer, Aspen View Public Schools, dated March 20, 2024. Re: Emergency Preparedness. <b>Attachment: 8.1b</b></li> <li>Aspen View Public Schools wishes to engage with our Municipal Partners in respect to the preparedness of Emergency Management.</li> </ul> <p><b>RECOMMENDATION:</b> That Smoky Lake County Director of Disaster Services Coordinator communicate with Aspen View Public Schools and provide information and engage in activities relating to the regional emergency plan.</p>	March 20/24	
<p><b>Regional Community Development Committee (RCDC):</b></p> <ul style="list-style-type: none"> <li>I appreciate the motion made by Council on March 7, 2024: "That Smoky Lake County Council defer scheduling the next Regional Community Development Committee (RCDC) Meeting, until after a Chief Administrative Officer has been hired for the County."</li> <li>However, last week, received information that requires committee's attention and approval.</li> </ul> <p><b>RECOMMENDATION:</b> That Smoky Lake County schedule a Regional Community Development Committee (RCDC) Meeting.</p>	March 2024	
ADMINISTRATIVE		
Projects	In Progress	Completed
<p><b>Wayfinding Signage at Lake Subdivisions: Garner Lake - Vandalism</b></p> <ul style="list-style-type: none"> <li>Weekend of February 24, 2024: Birchland Resort a Garner Lake sign was cut down and taken.</li> <li>February 29, 2024: Parkview Sign was hit and laying on the ground. Public Works Department picked up The Sign and is stored at Shop – minor repair required.</li> <li>Wayfinding Signage was a County Project in Year 2011: Budget for 10 signs: \$4,725.00. They were installed during the summer and fall of Year 2023 for the purpose of emergency service and promoting public awareness of the subdivision's layout and municipal reserve locations.</li> <li>Our Communication Department: Releases - Social Media Post:</li> </ul> <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <p><i>Smoky Lake County would like to remind the public that tampering with or removing municipal road signs is illegal, and more importantly, can have deadly consequences to those travelling the roads.</i></p> <p><i>Theft of road signs is an offence under section 334 of the Criminal Code and may result in fines or prison time.</i></p> </div> <ul style="list-style-type: none"> <li>Further discussion by Planning and Development in the future at a Community of the Whole Planning Meeting in respect to replacement.</li> </ul>	Feb. 24/24	
FINANCIAL		
Projects	In Progress	Completed
<p><b>Wildfire Community Preparedness Day Grant</b></p> <ul style="list-style-type: none"> <li>Smoky Lake County submit an application for a "Wildfire Community Preparedness Day" Grant for the amount of \$500.00 on January 9, 2024.</li> <li><b>Attachment 8.1c: FireSmart Canada Wildfire Community Preparedness Day Promotion" Award Acceptance, Consent and Release Form.</b></li> </ul> <p><b>RECOMMENDATION:</b> That Smoky Lake County approve action taken by Interim Chief Administrative Officer in executing the "FireSmart Canada Wildfire Community Preparedness Day Promotion" Award Acceptance, Consent and Release Form with the Canadian Interagency Forest Fire Centre Inc. (CIFFC), the Administrator and with the National Fire Protection Association, the Co-operators Group Ltd., and the Institute for Catastrophic Loss Reduction, as sponsors to receive the Grant in the amount of \$500.00 for the project to be completed by October 31, 2024.</p>	Jan. 17/24	March 10/24

HUMAN RESOURCES		
Projects	In Progress	Completed
<ul style="list-style-type: none"> <li>Staff Debrief: next meeting is scheduled for April 2, 2024 at 10:00 a.m. Invite sent to staff on February 27, 2024</li> </ul>	Feb. 27/24	
<b>Staff: Update</b> <ul style="list-style-type: none"> <li>Public Works Department: Hired Al Huber – full-time Operator III.</li> <li>Loss Prevention Coordinator/Disaster Services Coordinator: Received Retirement Letter – July 26, 2024.</li> <li>Agricultural Department – Assistant Ag Fieldman: Received Resignation Letter – March 29, 2024.</li> </ul>		
<b>Manager's Reports</b> were submitted to the Interim Chief Administrative Officer for the Month of March. <ul style="list-style-type: none"> <li>The Release of Information: March 22, 2024</li> </ul>	March 22/24	
<b>Chief Administrative Officer (CAO) Recruitment: Position</b> Interview scheduled on March 25, 2024 and March 26, 2024.	March 2024	
COMMUNITY		
Projects	In Progress	Completed
TRAINING / MEETINGS		
ACTION LIST		
Signature: Interim Chief Administrative Officer	County Council Meeting: March 22, 2024	

**Intermunicipal Collaboration Frameworks: Engagement Guide for RMA Members**

455-24: Serben

That Smoky Lake County acknowledge receipt of the Intermunicipal Collaboration Frameworks: Engagement Guide for RMA Members released by Rural Municipalities of Alberta (RMA) dated March 2024, and Council members who wish to participate - participate in the engagement survey prior to the deadline of April 19, 2024.

Carried.

**Aspen View Public Schools – Regional Emergency Plan**

456-24: Fenerty

That Smoky Lake County’s Director of Disaster Services Coordinator communicate with Aspen View Public Schools and provide information and engage in activities relating to the Regional Emergency Plan, as requested in the letter received from Amber Oko, Secretary-Treasurer, Aspen View Public Schools, dated March 20, 2024.

Carried.

**Schedule Next Regional Community Development Committee (RCDC) Meeting**

457-24: Serben

That Smoky Lake County approve to schedule a Regional Community Development Committee (RCDC) Meeting, to be held virtually as well as in County Council Chambers.

Carried.

**Wildfire Community Preparedness Day Grant**

458-24: Céré

That Smoky Lake County approve action taken by Interim Chief Administrative Officer in executing the “FireSmart Canada Wildfire Community Preparedness Day Promotion” Award Acceptance, Consent and Release Form with the Canadian Interagency Forest Fire Centre Inc, (CIFFC), the Administrator and with the National Fire Protection Association, the Co-operators Group Ltd., and the Institute for Catastrophic Loss Reduction, as sponsors to receive the Grant in the amount of \$500.00 for the project to be completed by October 31, 2024.

Carried.

Brenda Adamson, Finance Manager, entered Council Chambers, time 1:40 p.m.

**Interim Chief Administrative Officer Report**

459-24: Halisky

That Smoky Lake County Council accept the Interim Chief Administrative Officer Report, for the period of February 16, 2024, to March 22, 2024, for information.

Carried.

## **9. Council Committee Reports:**

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

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

February 29, completed the ASB grant survey for the legislation stream, input will be used to inform the review and updating of the next ASB grant program documents and programming as the current 5 year grant cycle will conclude at the end of 2024.

March 5, Held a ASB meeting, received the ASB grant reporting overview for Smoky Lake county received the RMA guide for declaring municipal agricultural disasters in Alberta, received a moisture situation update from Alberta agriculture and irrigation, received a letter from Sunrise county proposed changes to the weed control regulation expressing their concern regarding lack of consultation and transparency throughout the process, the ASB connector was also presented to the board and anyone can sign up to receive it the link is ASB Connector, E-Newsletter-Agriculture Service Boards.

March 6 attended the LARA board meeting Wanda the chair gave her report attended a very well attended funding opportunity in Lac La Biche county and Innovation on the ranch, Alyssa gave the director report lots of ASB meetings, will be purchasing 2 wheel hoes, she attended LLB watershed meeting, LICA meeting, she is on the organizing committee of women's grazing school and western Canada soil health, a discussion on what subscriptions we need for our researchers, Lance gave the research report all proposals have been submitted, helping producers with the grants, sourcing seeds, Jay gave the LFA report they held their AGM 2 new board members, 140 people attended the farmer appreciation event in Glendon, the meeting was adjourned and we proceeded to have our AGM at Goodridge hall, Wanda Austin the chair will not be putting her name forward next term so she thanked LARA and the staff, RDAR and all the municipalities and directors involved in LARA, Alyssa gave the executive directors report some staff changes and going forward the 3 new staff members and the knowledge they have, the increased funding from RDAR, Barb from JMD gave the financial statements for the year, elections took place and Jamie Shapka was elected producer rep for Smoky Lake county, George L'Heureux Lac La Biche county and Patrick Elsen for St.Paul county all for 3 year terms.

March 13, attended the LARA securing success: programs, services and funding opportunities for your farm or ranch in Smoky Lake with councillor Lorne Halisky a very informative session on how to access and how much money you can receive from these programs and what is eligible a very good turnout with approx. There were 45 attendees in total (2 of them being councillors) so 43 of the public. 41 of those attendees registered as being from Smoky Lake County and/or they have land in Smoky Lake. 2 girls were Lakeland College students there for professional development as part of their schooling. Lance and Alyssa from LARA really know a lot about these programs and are proving to be an excellent contact for both OFCAF On-Farm-Climate- Action-Fund, RALP Resilient Agricultural Landscapes Program and the WRRP Watershed resiliency and restoration program Smoky Lake county fieldmen had a information booth along with a presentation from our county trapper on beavers and pond levelers and how producers can control the water levels in ponds and streams, EFP environmental farm plans were also talked about as most programs need this living document to access funds, upcoming events EFP workshop March 23 Craigend hall, Funding assistance March 25 Smoky Lake county, March 28 St.Paul county, Its dry now what March 26 Bellis hall or April 9 at Flat Lake hall, April 27 no-till vegetable gardening, and Western Canada conference on soil health and grazing in Edmonton December 10-12 2024.

March 18 RMA conference attended confronting net zero with Dr. Tammy Nemeth a discussion on carbon and methane and how it will effect Canadians in the future, also what is happening in the EU right now. Also attended the building your municipality one engineer at a time discussed procurement processes and project success rates, met with R.C.M.P. K division

March 19 RMA conference attended the Vibrant Landscapes helping farmers sow resiliency, discussed the ALUS program and some on farm projects they have ongoing in communities near us by helping producers build nature based solutions and restore acres of nature on their land, the RALP program was also touched on.

March 21 attended the Evergreen Regional Waste Commission meeting, the fire department did a report on the tire aggregate we intend to stock pile and we will start hauling in fall of 2024, discussed new msw future cell construction, Paul gave a report on the Alberta CARE conference, the Beaver River Waste Commission, St. Paul county hauled gravel and screenings for road maintenance, a staff member passed his landfill operator test we will be looking for a seasonal employee, a quote to bring the shredder on site came to 40,500 for 40 hours of shredding we have 1,800 mattresses that we collected plus other material that needs to be shredded we discussed the EPR programs and Ashley gave the finances next meeting April 18.

Carleigh Danyluk, Agricultural Fieldman, entered Council Chambers, time 1:45 p.m.

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

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

February 23, 2024 – Northern Lights Library System – 10:00 a.m. – via Zoom

- Metrix Group LLP – audit accepted as presented. Motion passed to use Metrix Group LLP as auditor for 2024.
- Policies – (1) Volunteer Time Off - In response to a discussion of the Executive Committee in December this policy was developed to allow staff greater community service in NLLS member municipalities. The policy proposes 7 hours of annual paid time off for volunteer service. (2) Library Property – Library employees must properly sign-out property before using it. All the rest of the policies reviewed today had minor changes, so an omnibus motion was used to accept all.
- Two reports that were due are now completed. Fishing Lake Library remains a work in progress. NLLS has been unsuccessful in securing a location.
- Chair's report presented & accepted.

- OROS Website demonstration – OROS was designed to reduce barriers on Reserves & Settlements to access library services. “Join Your Local Library Today” has been offered in various Indigenous languages.
  - Levies – 44 municipalities have paid their levy, 14 still outstanding.
  - Next meeting – AGM on May 24 (in person)
- February 26, 2024 – Smoky Lake Region Fire & Rescue Committee – County Chambers – 9:00 a.m.
- Action List was accepted for information – Motion 07-24 was the submission of a Resolution at RMA to advocate to the GOA to collaborate with Fed. Gov't & Fire Underwriters to retain fire services by recruiting firefighters and addressing the declining Fire Dept. Services in AB.
  - Motion 08-24 was for each municipality to explore tax incentives to firefighters living & serving with the Smoky Lake Region, i.e. property tax reduction for businesses who employ local firefighters. Only Vilna did not respond. Motion 09-24
  - Acknowledge receipt of TSI presentation.
  - Requests for discussion – recommend establishment of a firefighter incentive program & on-call firefighter for upcoming Wildfire Season and bring forward to a future ICC meeting.
- February 27, 2024 – Vilna & District Municipal Library – Vilna Library – 6:00 p.m.
- Ken Allen, Public Library Services Board, AB Municipal Affairs gave a Library Board Roles & Responsibilities for members of the Vilna Library Board. Topics discussed were:
    - The structure of library service in Alberta, including the roles of the province, the library system, the municipality and the board in local library service delivery.
    - The role of the board as whole, including essential information from the *Libraries Act* and Libraries Regulation, and information about the board's plan of service, policies, bylaws, and budget.
    - The roles and responsibilities of individual board members.
    - Funding and finances for library boards, and
    - Board-manager relations.
- February 7, 14, 21, 28, 2024 – Council's Role in Service Delivery – via Zoom
- Municipalities are about delivering the services that support safe, healthy and prosperous communities. Council's role in this process is to decide what services are needed, what level
  - they need to be delivered at, and what methods of delivery best fit the needs of the community. This Course provided an overview of the various services and delivery mechanisms available to municipalities, the pros and cons of each, and how councils can make educated decisions related to service delivery.
  - Please note: These courses are interactive, and require the use of a monitor secondary to my Surface Pro. Cost is \$299.00, but Will may be able to source a lower price for the model I have looked at. Lydia has suggested a motion from Council for the purchase of the monitor.
- February 28, 2024 – Resilience Builder's Information Session
- March 6, 2024 – Drought Resilience in Alberta – 12:00-1:00 p.m. – via Zoom
- March 11, 2024 – Muni-Corr – via Zoom – 10:00 a.m.
- Update on landbook – Marianne will contact GIS individuals from respective municipalities.
  - RRTS – report presented. This year, there was not enough snow to require snow-grooming.
  - Marianne presented her report – An anonymous donor has offered to pay for Lisa Roper Outdoors to film at Lower Chain Lake, possibly Shemeluk Lake, and Little Bear Lake. Dates: TBD
  - Closed session.
  - Note: I left early to attend another meeting.
- March 18, 2024 – Council's Role in Strategic Planning (U of A) – 8:30-4:30 p.m.
- This course explained the basic elements of a strategic plan, how to set and assess strategic priorities. It outlines the role of Council and staff in strategic planning and the important role that strategic planning plays in building municipal sustainability for both the short- and long-term.
- March 19 & 20, 2024 – Rural Municipalities of Alberta
- Breakout session I attended was Growing Agri-Tourism. This is a growing area for ag producers to diversify. The session provided perspectives on how municipalities and producers can work collaboratively to support agri-tourism opportunities.
- March 21, 2024 – Smoky Lake Regional Heritage Board/Smoky Lake Regional Heritage Society – Council Chambers – 8:30 a.m.
- AGM held – executive remains the same.
  - Financial reports presented & accepted.
  - President's report – Action tracking table reviewed & updated. A bronze plaque for Apedaile farm has been installed. Currently seeking grant funding for photo archives.
  - Discussion on Desjarlais Ferry Crossing Sign – Linda to interview residents and possibly get video/audio histories of their recollections of using the Desjarlais Ferry.
- March 25 – Muni-Corr – 10:00 – via Zoom
- closed session
- March 27 – Community Futures – 5:00 – Community Futures Office
- Note: This meeting will be mostly Closed Session (financials/CF applications). If there is other information, I will bring it forth next month if there are items of interest.
- Other Meetings
- February 22, 2024 – County Council Meeting – Council Chambers – 9:00 a.m.
  - February 28, 2024 – Joint Waskatenau & County Council Meeting – County Chambers – 2:00 p.m.
  - February 29, 2024 – Friends of Vilna Pool Hall Society – 7:00 p.m.
  - March 1, 2024 – COW mtg (CAO Recruitment) – County Chambers – 9:00 a.m.

- March 5, 2024 – COW mtg. (Planning & Development) – 10:00 a.m.
- March 7, 2024 – County Council Meeting – Council Chambers – 9:00 a.m.
- March 12, 2024 – Vilna & District Municipal Library – Vilna Library – 6:30 p.m.
- March 13, 2024 – Alberta Cultural Days (info session) – Vilna Library
- March 18-20, 2024 – Rural Municipalities of Alberta – Edmonton
- March 25 & 26, 2024 – CAO interviews – Council Chambers

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

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

- February 23 General Board Meeting Library (Alternate Zoom) 10 am  
February 26 Warspite Community Hall Association 7 pm  
February 28 FCSS Smoky Lake Interagency 1 pm
- A review of agencies as well as an update as to what they do as well as what they provide to residents in the Smoky Lake region
- February 28 Joint Waskatenau and County Council 2 pm  
March 01 Committee of the Whole 9 am  
March 05 Committee of the Whole Planning & Development 10 am  
March 05 Ag. Service Board (Zoom) 1 pm  
March 06 Drought Resilience in Alberta – Water Shortage Response Plan (Zoom) 12 pm  
March 07 Smoky Lake County Regular Council meeting 9 am  
March 11-13 ASCHA Conference
- ASCHA Board Welcome Reception
  - Corey Hirsch; Opening keynote speaker
  - Navigating Unionization in AB Housing Sector
  - Using Data driven Tool to Design and Cost-Estimate for new Construction and New Lands Database
  - The Importance of Emergency Preparedness Planning
  - The Organizational Compass: Guiding the Growth of the Community Housing Sector
  - AGM
  - Jennifer Barroll; Closing keynote speaker
- March 18-20 Rural Municipalities Association Conference
- Net Zero
  - Let's Talk About it: Rural Access to Addiction Supports
  - Ministerial Forums
  - Meeting with Senior RCMP Officers; K Division
  - Neville Wright; Closing keynote Speaker
- March 21 FCSS Board mtg., 6 pm  
March 22 Smoky Lake Foundation 9 am  
March 25-26 CAO Interviews  
March 27 Intermunicipal Collaboration Committee – Ad-Hoc Working Group Committee for Housing Opportunities and Initiatives (Zoom) 9 am

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

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

- February 16, 2024 – Health Engagement Session - Westlock (in-person)
- Discussion was on the Future of Health Care is in Albertan's Hands.
  - Topics discussed were identifying barriers/challenges related to accessing health care, understanding how to successfully implement the new AHS direction (four specialized areas focused on Primary Care, Continuing Care, Acute Care and Mental Health & Addiction) and how to improve local decision-making, find ways to enhance ongoing regional engagement, and demonstrate transparency/two-way dialogue.
- February 26, 2024 – Smoky Lake Region Fire and Rescue Committee Meeting (in-person)
- Discussion was held on Firefighter Incentive Program to which a Resolution was developed to be presented at the Spring RMA Convention and with other potential organizations; Firefighter On-Call Program was discussed with changes being made to the program to be presented at the next meeting; Firefighter Retirement was added to the meeting agenda and reviewed, finding it to be sufficient.
  - Next Meeting date is April 15, 2024.
- February 29, 2024 – Highway 28/63 Regional Water Services Commission Regular Meeting (Lorne and Dan in-person)
- Discussed and addressed Village of Waskatenau request for water capacity info; Letter from Minister of Environment and Protected areas on Prepare for Drought and Alberta Drought Information/Water Licence Holder Responsibilities During Drought with suggesting that a Water Plan be built for the Commission and each respective member build their own plans/by-laws.
  - Financial report was given with all in good standing and on budget.
  - North East Muni-Corr Ltd Agreement Renewal with funding request was discussed with the Board taking no action as the Agreement was already renewed in 2023.
  - Next Meeting date is April 3, 2024.
- March 4, 2024 – Bellis Board of Trade Meeting in Bellis (in-person)
- Discussion was held on fund raising such as a Hamlet Garage Sale and 50/50 Raffle; donated \$250 and other support such as manual labor etc. for the August 2024 Randy Russ Barrell Race, and Water and Wastewater possible grant funding.
  - Financial report was giving with all in good standing.
  - Presented some County things on the go such as Health Care, EMS, Policing, LUB, Housing, Fire Services, Drought/water use etc.
  - Financial report was given with all in good standing.
  - Next Meeting date is May 6, 2024.

- March 13, 2024 – LARA Securing Success Session in Smoky Lake (in-person)
- Discussion was held Programs, Services and Funding Opportunities for Ag Producers such as feed testing, soil testing, riparian health assessments, environmental farm plans, and RALP Funding and LARAWRRP Funding opportunities.
- March 17, 2024 – Edmonton Boat & Sportsman Show (Lorne & Dan)
- Represented Smoky Lake County at the Smoky Lake Region Booth.
- March 18, 2024 – RMA Conference Edmonton Confronting Net Zero Session (in-person)
- Discussion was held on social media and misleading information on carbon/methane emissions and how it impacts Canada.
- March 18, 2024 – RMA Conference Edmonton Building Your Municipality – One Consulting Engineer at a Time - Breakout Session (in-person)
- Discussion was held on procuring, selecting, monitoring etc. engineering consultants finding that the best process is QBS Qualification Based Selection.
- March 19, 2024 – RMA Conference Edmonton Vibrant Landscapes Helping Farmers Sow Resiliency One Acre at a Time (in-person)
- Discussion was held on utilizing the ALUS Alternative Land Use Services Program which consists of Community developed, Farmer delivered, Science based, Market driven, Integrated, Targeted, Accountable and Voluntary.
- March 21, 2024 – LICA Lakeland Industry and Community Association Meeting (virtually)
- Discussion was held on refurbishing outdoor Monitoring Stations and recently installing an indoor Monitoring Station in the Smoky Lake County Office and Vermillion River County Office.
  - Education and Outreach Coordinator discussed 2024 Calendar Contest for K-12 and will be reaching out to the members schools, Family Fun Day, and Soil Painting etc. programs.
  - Environmental Coordinator discussed Buffalo Lake and Kikino Metis Settlements CreekWatch Program and Species at Risk Flipbook.
  - Financial report was given with all in good standing, below and on budget.
  - The new Outreach Coordinator Position was discussed including job description, job advertisement and hiring committee appointment, target Q2/24 placement.
  - Next Meeting date is April 25, 2024.
- March 21, 2024 – Alberta's Lakeland DMO Meeting (virtually)
- Discussion was held on social media and misleading information on carbon/methane emissions and how it impacts Canada.
  - Financial report was given with all in good standing, below and on budget.
  - Social media continues to be at normal or above views with optimizing the marketing component of the website etc.
  - The Travel Lakeland Region Booth showed that it is a good approach when attending promotional shows such as the Edmonton Boat & Sportsman Show. The Lisa Roper Fishing Event Draw increased the traffic at the booth and the above head Travel Lakeland Banner made it easier to find the booth which also created more traffic. Booth visitors were looking for real estate, camping, recreation, culture/heritage etc.
  - The summer/year is going to be busy, so all are encouraged to view the Alberta Lakeland DMO Event Calendar for events etc.
  - Next Meeting date is April 18, 2024.

## 9.5 Reeve & Div. 5 Councillor's Report on various Committees, Boards & Commissions

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

February 16, 2024 - Refocusing Alberta's Health Care System Engagement Session, in Westlock (Jered, Dan & Lorne)

- This was an open opportunity to identify barriers and challenges related to accessing the health care system, opportunities and discuss community-driven solutions, to help the province understand how to successfully implement new direction and how to improve local decision-making, by finding ways to enhance ongoing regional engagement and ensure all stakeholders have a voice.

February 16, 2024 – Smoky Lake Foundation, held at Bar-V-Nook (Jered & Dominique)

- Received operational updates, financial statements.
- Approved a flag etiquette policy.
- Updated the signing authorities.
- Recommended items for the 2024 Capital Budget.
- Received updates on changes and benchmarking underway, such as changes to job duties.

February 22, 2024 - Regular Council Meeting, held in Chambers (All Council)

- Approved a municipal contribution of \$55,000 to Lakeland Agricultural Research Association (LARA) for their Year-2024 Operating Budget.
- Amended Policy Statement No. 62-10-09: Agricultural Service Board Business Plan 2024, to include changes made to Policy Statement No. 62-28-06 Mowing Program, and the fulltime Animal Control Technician position.
- Approved to donate \$500.00 towards the 7th Annual Randy Russ Memorial Barrel Race, on August 4-5, 2024, in Bellis.
- Approved \$2,000 of FCSS grant funding to Warspite Community Hall Association's Volunteer Appreciation and \$6,500 to the Town of Smoky Lake Library Board's 2024 Family Programming.
- Appointed public members to the Assessment Review Board (ARB) for Year-2024.
- Gave 3<sup>rd</sup> & Final Reading to Bylaw No. 1456-24: Aggregate Extraction Business License.
- Approved to promote the "PatientsFirst" Letter Writing Campaign with the intent of removing red tape hindering the attraction and retention of physicians affecting the George McDougall Health Care Centre's Emergency Room Services and Medical Clinics in the Smoky Lake Region.
- Approved the Year-2024 Budget for the Smoky Lake Region's Physicians & Health Care Professionals Committee, with the County's contribution being \$14,640
- Supported the application to the 2024 Rural Health Professions Action Plan's (RhPAP) Rhapsody Award for the Rural Health-Care Heroes to nominate Dr. Anton Raubenheimer, Dr. Stephan Raubenheimer and Dr. Hendrick Lourens, as well as their dedicated staff, at the Raubenheimer Medical Clinic.

- Accepted the Strategic Plan 2023-2025 Progress Priorities update for 2023 (which can be found here: <https://www.smokylakecounty.ab.ca/p/strategic-plan>)
  - Acknowledged the updated Management Policy 1-M-45-01: Waste Management Operator Job Description.
  - Approved payment of \$188,262.00 to the province for the Policing Cost Share Under the Police Funding Model.
  - Approved the 2024 membership fee of \$1,386 to Alberta Municipalities.
  - Amended the interim Year-2024 Capital Budget with an increase of \$12,000 to purchase a mower and side arm for \$92,000.00.
- February 28, 2024 - Joint Waskatenau & County Council Committee, held in Chambers (All Council)
- Received and discussed information in respect to the Village of Waskatenau's proposed annexation relating to the taxes and assessments of the lots within proposed annexation area, as well as the natural gas utilities.
- March 1, 2024 - Council Committee of the Whole Meeting, held in Chambers - CAO Recruitment (All Council)
- Held discussion under Executive Session, to discuss a Personnel Issue: Chief Administrative Officer (CAO) Recruitment, under the authority of the FOIP Act Section 24: Advice from Officials, and FOIP Section 27: Privileged Information.
  - Recommended Administration prepare information packages for each respective Minister (as listed under Council's January 11, 2024, Motion #250-24) to be utilized for advocacy efforts outlining issues which are specific to the County, providing potential solutions, and including supporting documentation, which can be presented at any one-on-one meetings with the Ministers.
- March 5, 2024 - Committee of the Whole - Planning & Development, held in Chambers (All Council)
- Held discussion and received information in respect to potential Concepts for Attracting Development and Investment, relating to Fees & Charges, Tax Incentives, County-Owned Lands, and Land Use Bylaw.
  - Held discussion under Executive Session, to discuss a Legal Issue in respect Métis Nation of Alberta's proposed Supportive Living Facility Development: Healing Waters Treatment Center, under the authority of the FOIP Act Section 16: Third Party Business Interests and Section 27: Privileged Information.
- March 5, 2024 - Agricultural Service Board Meeting held in Chambers (Jered, Dan, Dominique)
- Received the Agricultural Service Board Grant Reporting Overview Year-2023.
  - Received correspondence relating to concerns in respect to being underrepresented in the pre-engagement review for the Year-2024 proposed changes to Weed Control Regulation.
  - Received the RMA document titled: A Guide for Declaring Municipal Agricultural Disasters in Alberta, for awareness.
  - Received a Moisture Situation Update from Alberta Agriculture and Irrigation.
- March 7, 2024 – Regular Council Meeting, held in Chambers (All Council)
- Held Public Participation for the Proposed Bylaw No. 1454-24: Off-Highway Vehicle Control and later gave 3<sup>rd</sup> & Final Reading to the Bylaw.
  - Agreed to establish a Wildfire Rapid Response Program, fully funded by Smoky Lake County for the Smoky Lake Region, in response to the anticipated drought forecast and current drought conditions being experienced throughout Alberta in Year-2024.
  - Approved tender out the 2024-2026 Gravel Crushing.
  - Approved to schedule the Farmers and Ranchers Appreciation BBQ event, for June 14, 2024.
  - Gave 3<sup>rd</sup> & Final Reading to Bylaw No. 1457-24: Bellis Sewer Tax Bylaw.
  - Received notice of approval of Alberta Community Partnership (ACP) Program funding of \$200,000 for the Regional Water, Wastewater, & Stormwater Infrastructure Design Study Project & a timeline extension for the Smoky Lake Regional Fire Services Study Project to Dec. 31, 2024.
  - Resolved that the federal government work with municipalities to maintain the Canada Community-Building Fund (CCBF), which was formerly known as the federal Gas Tax Fund, as a source of direct, predictable, long-term funding for local infrastructure priorities.
- March 11-13, 2024 – Alberta Senior & Community Housing Association (ASCHA) Conference, held in Calgary (Jered & Dominique)
- Workshop by Paul Davis about emergency management within facilities.
  - Workshop planning new housing & seniors housing, constructing simple plans for reduced costs.
  - The new ASCHA president is President James Nibourg.
- March 18, 2024 – Commanding Officer of the RCMP K Division & Executive Team Meeting at RMA (Jered, Dominique, Lorne & Dan)
- Discussed potential issues with the proposed supportive living facility.
  - Discussed the increased property and persons crimes and how the RCMP are approaching these, with addictions being the contributor to majority, if not all, crimes.
  - Thanked the RCMP for an additional member, a Corporal position.
- March 18, 2024 – Mayors and Reeves Liaison Meeting at RMA (Jered & Linda)
- Discussed Victim's Services. An ongoing issue, GOA pushing towards regional services vs local.
  - Module B coming in the future due to the Solar projects pause.
  - Advocating for maintenance funding for regional airports to upgrade surfaces, communications (forest fire fighting planes).
  - Discussion about the future of the RCMP and the GOA's additional policing services.
  - Discussion about utility companies beginning to download costs to municipalities for line locations.
  - Discussion about the carbon net zero program and how it is and will affect industries in the future.
- March 18-20, 2024 – RMA Spring Convention, held in Edmonton (All Council)
- Attended de-escalation workshop, techniques, phrases to reduce confrontation both in council and public.

- Attended agri-tourism workshop, travel Alberta, CATA presented opportunities and grant funding to enhance current and new builds.
  - Lorne read the fire resolution at the resolution session. The resolution passed.
  - The Ministerial forum (bear pit) was discussion of more of the same issues, policing, EMS, health, environment, technology, infrastructure, LGFF, housing, etc.
  - Networking and building relationships with neighboring municipalities.
- March 20, 2024 - Minister Mental Health and Addiction, Dan Williams, at RMA (Jered & Linda)
- Discussed Lack of knowledge on the Métis Nation of Alberta's proposed Supportive Living Facility Development: Healing Waters Treatment Center.
  - Discussed the broad spectrum of healthcare and advocated to reduce red – tape to employ Doctors, nurses and to enhance health care within our hospital by offering minor surgeries, dialysis, etc.
  - Discussed the continued lack of EMS and the strain on our fire fighters in all 3 departments.

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

460-24: Gawalko That Smoky Lake County's Reeve Report received for the period of February 16, 2024, to March 21, 2024, be posted to the County's website and the Councillors reports on various committees, boards and commissions, be accepted as presented.

Carried.

**10. Correspondence:**

**10.1. Transportation & Ec. Corridors "Keeping critical water infrastructure afloat"**

461-24: Halisky That Smoky Lake County acknowledge receipt of the emailed News Release from Transportation & Economic Corridors, dated March 15, 2024, titled: "Keeping critical water infrastructure afloat" announcing the total funding allocations towards targeting investments in municipal infrastructure to improve water treatment and support Alberta's growing communities, under the Provincial Budget 2024 through the following programs is:

- \$206.5 million for Alberta Municipal Water/Wastewater Partnership,
- \$237.7 million for Water for Life, and
- \$37.7 million for First Nations Water Tie-In Program.

Carried.

**10.2. Minister of Municipal Affairs Awards for Municipal and Public Library Excellence**

462-24: Fenerty That Smoky Lake County acknowledge receipt of the correspondence received from the Minister of Municipal Affairs, received March 6, 2024, in respect to the Minister's Awards for Municipal and Public Library Excellence, being open for nomination, with a submission deadline of April 15, 2024.

Carried.

**10.3. Review of MGA requirements for Intermunicipal Collaboration Frameworks (ICF)**

463-24: Céré That Smoky Lake County acknowledge receipt of the letter received on March 1, 2024, from Minister of Municipal Affairs, encouraging participation in a survey in respect to the review of the MGA requirements relating to Intermunicipal Collaboration Frameworks (ICF), prior to the deadline of April 12, 2024.

Carried.

**10.4. High-speed Internet Connections for Buffalo Lake Metis Settlement**

464-24: Fenerty That Smoky Lake County acknowledge receipt of the News Release received from the Minister of Technology and Innovation, dated March 5, 2024, titled: "Funding High-speed connections for tens of thousands more homes" announcing 14 projects which will improve internet speeds benefiting various communities including the Buffalo Lake Metis Settlement.

Carried.

**10.5. Regulated Property Assessment System (Assessment Model Review)**

465-24: Halisky

That Smoky Lake County acknowledge receipt of the letter from the Minister of Municipal Affairs, dated March 18, 2024, providing an update on the regulated property assessment system (Assessment Model Review (AMR)) process, which is aimed to update Alberta’s regulated property assessment system for a fairer valuation of regulated property, and encouraging stakeholders to provide feedback to the AMR Team.

Carried.

**10.6. Break & Enters and Thefts at Paradise Cove Resort**

466-24: Halisky

That Smoky Lake County acknowledge receipt of the letter from a ‘Concerned Citizen’, dated March 9, 2024, in respect to “at least 13 break and enters and thefts at Paradise Cove Resort at Whitefish Lake in just the last 6 months”, and forward the said letter to the Smoky Lake RCMP Detachment for follow up.

Carried.

**11. Information Releases:**

**Information Releases from February to March 2024**

467-24: Céré

That Smoky Lake County Council’s “Information Releases” received within the period of February to March, 2024, listed as follows, be filed for information:

Tracking Number & Description of Information Released:	Date Released:	Released by:	Municipal File #:
R021.24 - GAI Interim Report Dec 31-2023	Feb. 15’24	Legislative	61-39
R022.24 – Fed Gas 2024 Spring Zone Meeting Package	Feb. 15’24	Legislative	9-22
R023.24 - RMA Contact Newsletter Feb. 16 2024	Feb. 20’24	Legislative	1-10
R024.24 – County Manager's Reports for February 2024	Feb. 21’24	Legislative	N/A
R025.24 - Brownlee LLP's Teamwork-How-Governance-CAN-Work	Feb. 23’24	Legislative	11-25
R025.24 - UCC E-Bulletin February 23, 2024	Feb. 23’24	Legislative	1-209
R026.24 - ERWMS Draft Minutes Jan 18’24 & Financial Report	Feb. 26’24	Legislative	4-29
R027.24 - Doctor Recruitment and Retention - Budget History	Feb. 26’24	Legislative	5-20
R028.24 - RMA Contact Newsletter Feb. 23 2024	Feb. 26’24	Legislative	1-10
R029.24 - Aspen View Schools 20240222 Board Highlights	Feb. 26’24	Legislative	17-4
R030.24 - Citizens on Patrol Minutes Jan. 26’23 & Nov. 16’23	Feb. 29’24	Legislative	2-91
R031.24 - Town Council Committee List Revised Feb 26, 2024	Feb. 29’24	Legislative	1-113
R032.24 - Minister of MA - Provincial Budget 2024 Letter	Feb. 29’24	Legislative	1-203
R033.24 - RMA Contact Newsletter Mar. 1, 2024	Mar. 04’24	Legislative	1-10
R034.24 - UCC E-Bulletin March 8, 2024	Mar. 19’24	Legislative	1-209
R035.24 - RMA Contact Newsletter_Mar.8, 2024	Mar. 19’24	Legislative	1-10
R036.24 - RMA Contact Newsletter_Mar.15, 2024	Mar. 19’24	Legislative	1-10
R037.24 - ANI Pryveet Dance Club Feb 28 2024 Minutes	Mar. 19’24	Legislative	ANI Binder
R038.24 - Bellis Ukrainian Rec. & Cultural Centre thank you	Mar. 19’24	Legislative	7-11
R039.24 - Ukrainian Twinning thanks to Community Futures	Mar. 19’24	Legislative	1-209
R040.24 - Aspen View Board Highlights March 14, 2023	Mar. 20’24	Legislative	17-4
R041.24 – ARMA ABCare Presentation Final	Mar. 21’24	Legislative	4-29
R042.24 – ERWMS - Circular Materials EPR - Feb 28, 2024	Mar. 21’24	Legislative	4-29
R043.24 - UCC E-Bulletin March	Mar. 22’24	Legislative	1-209
R044.24 - ERWMS Draft Minutes Feb.15’24 & Financial Report	Mar. 22’24	Legislative	4-29

Carried.

**12. Financial Reports:**

**Budget to Actual Report**

468-24: Halisky

That Smoky Lake County financial reports, including the Budget to Actual as of March 20, 2024, and Financial Statements for the month of January 2024, be accepted for information.

Carried.

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

**Scheduled County Council Committee of the Whole Meetings**

469-24: Halisky

That the next Smoky Lake County Council Committee of the Whole Meeting be scheduled for **Wednesday, April 17, 2024, at 10:30 a.m.** to be held virtually, through Electronic Communication Technology as per Bylaw 1376-20 **and/or** physically in County Council Chambers.

Carried.

**Scheduled County Council Meetings**

470-24: Halisky

That the previously scheduled upcoming Smoky Lake County Council Meetings be re-confirmed as follows:

Friday, April 5, 2024, at 9:00 a.m. (Budget),

Thursday, April 11, 2024, at 9:00 a.m., (Regular),

Wednesday, April 24, 9:00 a.m. (Budget),

Thursday, April 25, 2024, at 9:00 a.m., (Regular),

Thursday, May 9, 2024, at 9:00 a.m., (Regular),

Thursday, May 23, 2024, at 9:00 a.m. (Regular),

to be held virtually, through Electronic Communication Technology as per Bylaw 1376-20 **and/or** physically in County Council Chambers; **and** schedule a Regional Community Development Committee (RCDC) Meeting, to be held virtually as well as in County Council Chambers.

Carried.

**Executive Session:**

**Legal and Personnel Issues**

471-24: Céré

That Smoky Lake County Council go into Executive Session to discuss the following issues, in the presence of all Council, Interim Chief Administrative Officer, Planning & Development Manager, Finance Manager, and Executive Services Clerk, time 2:06 p.m.:

- from 2:08 p.m. to 2:27 p.m., a Legal Issue, in respect to the Community Peace Officer's activities and investigations, under the authority of FOIP Act: Section 27: Privileged Information; and
- from 2:27 p.m. to 2:44 p.m., a Personnel Issue, in respect to Agricultural Department Staffing, under the authority of the FOIP Act Section 24: Advice from Officials; and

*the Agricultural Fieldman, Interim Chief Administrative Officer, Finance Manager, Public Works Manager, and Executive Services Clerk, left Executive Session, time 2:44 p.m.*

- from 2:44 to 2:55 p.m., a Personnel Issue, in respect to Chief Administrative Officer (CAO) Recruitment, under the authority of FOIP Act: Section 27: Privileged Information; and

*the Interim Chief Administrative Officer, Finance Manager, Public Works Manager, and Executive Services Clerk, returned to Executive Session, time 2:55 p.m.*

- from 2:55 p.m. to 3:05 p.m., a Legal Issue, in respect land purchase negotiations for the widening of Bridge BF76552, under the authority of the FOIP Act Section 24: Advice from Officials; and
- from 3:05 p.m. to 3:09 p.m., a Personnel Issue, in respect to International Union of Operating Engineers Local 955 Pension Plan Bill 30, Letter of Understanding, under the authority of the FOIP Act Section 17: Third Party Personal Privacy; and

*Public Works Manager, left Council Chambers, time 3:09 p.m.*

- 3:09 p.m. to 3:18 p.m., a Legal Issue: Proposed Supportive Living Facility Development, under the authority of the FOIP Act Section 16: Third Party Business Interests.

Carried.

472-24: Halisky That Smoky Lake County Council go out of Executive Session, time 3:27 p.m.

Carried.

**International Union of Operating Engineers Local 955 Pension Plan Bill 30**

473-24: Gawalko That Smoky Lake County **defer** the letter received from Chris Flett, Business Manager & CEO of Operating Engineers Local 955, dated March 18, 2024, as discussed on March 28, 2024, while in Executive Session, as a Personnel Issue, in respect to International Union of Operating Engineers Local 955 Pension Plan Bill 30, Letter of Understanding, under the authority of the FOIP Act Section 17: Third Party Personal Privacy, to the Negotiating Committee, when bargaining commences.

Carried.

**15. ADJOURNMENT:**

474-24: Fenerty That the Smoky Lake County Council Meeting of March 28, 2024, be adjourned, time 3:28 p.m..

Carried.

---

REEVE

**S E A L**

---

CHIEF ADMINISTRATIVE OFFICER

SMOKY LAKE COUNTY

Minutes of the County Council Budget Meeting held on Friday, April 5, 2024, at 9:02 A.M. held both virtually online and physically in Council Chambers.

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

<b>ATTENDANCE</b>		
<u>Div. No.</u>	<u>Councillor(s)</u>	<u>Friday, April 5, 2024</u>
1	Dan Gawalko	Present in Chambers
2	Linda Fenerty	Present in Chambers
3	Dominique Céré	Present in Chambers
4	Lorne Halisky	Present in Chambers
5	Jered Serben	Present in Chambers
Interim CAO	Lydia Cielin	Present in Chambers
Finance Manager	Brenda Adamson	Present in Chambers
Executive Svcs/R.S.	Patti Priest	Present Virtually

\*\*\*\*\*

Observers in Attendance Upon Call to Order:

Nat. Gas Manager	Daniel Moric	Present Virtually
P & D Manager	Jordan Ruegg	Present Virtually
Comm. Officer	Evonne Zukowski	Present Virtually
Ag. Fieldman	Carleigh Danyluk	Present Virtually
Public	2 Members	Present Virtually
Media	No Members	N/A

**2. Agenda:**

475-24: Fenerty

That the Smoky Lake County Council Budget Meeting Agenda for Friday, April 5, 2024, be adopted, as amended:

**Addition to the Agenda:**

- Executive Session – Land & Legal Issue in respect to the Village of Waskatenau’s Annexation Proposal, under the authority of the FOIP Act Section 21: Intergovernmental Relations, and Section 27: Privileged Information.

Carried Unanimously.

**3. Minutes:**

N/A

**4. Request for Decision:**

**Year-2024 Budget**

The interim budget was passed in December 2023. The assessment, higher than expected 2023 surplus, and the LGFF Grant are both higher than previously budgeted. The net changes to the interim Year-2024 budget, as listed below will result in a \$502,440 surplus:

Transfer to Aspen View	-360,000
Aspen View Contribution funded by reserve	360,000
2023 surplus was 675,000	175,000
Correct bridge engineering	-5,000
Change email system to meet cyber security req	-20,000
Rent 2 water storage units for truckfills	-23,000
Adjust Dr Rec & Ret to actual passed budget	5,360
Increase office supplies for ergonomic chairs not purchased in 2023	-5,000
Increase gravel – tenders were higher	-35,000
Increase School requisition	-49,468
Increase tax revenue based on school req and act assessment	64,915
Increase sale of Capital Assets re: land sale	701,000
Increase transfer to reserve for future purchase of land	-701,000
Increase LGFF Grant to actual allocation	400,233
<u>Increase in actual cost of Grader</u>	<u>-23,600</u>
<b>TOTAL SURPLUS</b>	<b>\$484,440</b>

The increased assessment provides the revenue budgeted without the need to increase the tax rates.

To balance the interim budget, we removed \$1,207,000 proposed transfers to reserves:

Admin building	\$ 50,000
Fire building	\$ 75,000
Fire equipment	\$ 10,000
Fire apparatus	\$162,000
Grader	\$600,000
Sanding truck	\$100,000
Wheel Loader	\$ 45,000
Sewer	\$ 5,000
Highway Sign replacement	\$ 50,000
Garbage Truck	\$ 50,000
Agriculture Equipment	\$ 60,000

Administration recommends that we budget to transfer \$500,000 to the grader reserve and decrease the contingency allowance to \$54,440. A grader is scheduled for purchase in 2025 at a cost of over \$1.1 million. The \$500,000 will help to decrease the impact of the 2025 capital replacement plan on the tax revenue requirements.

One Member of the Public, virtually joined the meeting, time 9:22 a.m.  
 Carole Dowhaniuk, GIS Operator, virtually joined the meeting, time 9:24 a.m.

**Year-2024 Budget**  
 476-24: Céré

That Smoky Lake County Council **defer** adopting the Year-2024 Total Function Budget, to the next Budget Meeting, scheduled for April 24, 2024, bring forward a revised budget with the changes as discussed on April 5, 2024.

Carried.

**5. Issues for Information:**

**Assessment & Tax Summary**

Taxes Levied in 2023						
	Assessment	Municipal	School	Foundation	DIP	
Res/Farmland						
Residential	351,993,350	\$2,032,867	\$858,406	\$242,171		3,133,444
gil no requisitions	831,070	11,033				11,033
Farmland	56,809,610	\$754,165	\$138,542	\$39,085		931,792
<b>Total Res/Farmland</b>	<b>409,634,030</b>	<b>\$2,798,064</b>	<b>\$996,948</b>	<b>\$281,256</b>	<b>\$0</b>	<b>4,076,270</b>
Non Res						
Commercial	31,517,330	\$687,958	\$117,765	\$21,684	\$1,022	838,429
Small Business	18,168,650	398,424	\$67,887	\$12,500		478,811
gil no requisitions	2,747,220	60,838				60,838
Linear	230,500,520	\$5,104,480	\$861,265	\$158,584	\$17,195	6,141,524
<b>Total Non Res</b>	<b>282,933,720</b>	<b>\$8,261,699</b>	<b>\$1,046,917</b>	<b>\$192,768</b>	<b>\$18,218</b>	<b>7,519,600</b>
M and E	55,888,830	\$1,237,669	\$0	\$38,462	\$3,830	1,279,959
<b>TOTAL ASSESSMENT &amp; TAXES</b>	<b>748,456,580</b>	<b>\$18,297,433</b>	<b>\$2,043,865</b>	<b>\$512,476</b>	<b>\$22,048</b>	<b>12,875,629</b>

Taxes to Levy in 2024						
	Assessment	Municipal	School	Foundation	DIP	
Res/Farmland						
Residential	378,308,870	\$2,184,836	\$863,018	\$260,275		3,408,129
gil no requisitions	831,070	11,033				11,033
Farmland	56,778,410	\$753,750	\$144,535	\$39,064		937,349
<b>Total Res/Farmland</b>	<b>435,916,350</b>	<b>\$2,949,619</b>	<b>\$1,107,553</b>	<b>\$299,339</b>	<b>\$0</b>	<b>4,356,511</b>
Non Res						
Commercial	44,238,510	\$979,626	\$155,726	\$30,435	\$1,041	1,166,828
Small Business	5,844,080	\$128,156	\$20,573	\$4,021		152,756
Grant in Lieu	2,790,560	61,798				61,798
Linear	243,766,240	\$5,398,252	\$850,130	\$167,711	\$18,185	6,442,276
<b>Total Non Res</b>	<b>296,639,390</b>	<b>\$6,567,832</b>	<b>\$1,034,429</b>	<b>\$202,167</b>	<b>\$19,226</b>	<b>7,823,658</b>
M and E	59,306,000	\$1,313,343	\$0	\$40,803	\$4,083	1,358,229
<b>TOTAL ASSESSMENT &amp; TAXES</b>	<b>791,859,740</b>	<b>\$10,830,794</b>	<b>\$2,141,982</b>	<b>\$542,308</b>	<b>\$23,309</b>	<b>13,538,398</b>
Estimated Minimum Tax Revenue						
<b>TOTAL ASSESSMENT &amp; TAXES</b>	<b>\$791,859,740</b>	<b>\$10,830,794</b>	<b>\$2,141,982</b>	<b>\$542,308</b>	<b>\$23,309</b>	<b>13,538,398</b>

Difference Between 2023 and 2024 tax years						
	Assessment	Municipal	School	Foundation	DIP	
<b>Res/Farmland</b>						
Residential	26,313,540	151,969	104,612	18,104	0	274,635
gil no requisitions	0	0	0	0	0	0
Farmland	-31,205	-414	5,994	-21	0	5,558
<b>Res/Farmland Increase(Decrease)</b>	<b>26,282,340</b>	<b>\$151,554</b>	<b>\$110,605</b>	<b>\$18,082</b>	<b>\$0</b>	<b>\$280,243</b>
Percentage Increase(Decrease)	6.42%	5.42%	11.09%	6.43%	#DIV/0!	6.67%
<b>Non Res</b>						
Commercial	12,719,160	261,669	37,961	8,751	19	328,380
Small Business	-12,324,570	-270,266	-47,314	-8,479	0	-326,059
gil no requisitions	43,340	950	0	0	0	960
Linear	13,285,720	293,772	-3,135	9,127	990	298,754
<b>Non Res Increase(Decrease)</b>	<b>13,703,670</b>	<b>\$306,133</b>	<b>-\$12,488</b>	<b>\$9,398</b>	<b>\$1,009</b>	<b>\$303,044</b>
Percentage Increase(Decrease)	4.84%	4.89%	-1.19%	4.88%	5.54%	4.03%
<b>M and E</b>	<b>3,417,170</b>	<b>75,674</b>	<b>0</b>	<b>2,351</b>	<b>253</b>	<b>78,022</b>
M& E Percentage Increase/Decrease	6.11%					
<b>Total Amount gained or reduced</b>	<b>43,403,160</b>	<b>533,361</b>	<b>98,117</b>	<b>28,832</b>	<b>1,261</b>	<b>661,310</b>
<b>Total Percentage Increase/Decrease</b>	<b>5.80%</b>	<b>5.18%</b>	<b>4.80%</b>	<b>5.82%</b>		<b>5.14%</b>
<b>Minimum Tax - 50.00 on Farmland</b>						
<b>Total (Decrease) Increase in Municipal Taxes from 2023</b>						<b>\$533,360.93</b>
<b>Total (Decrease) Increase in all Taxes from 2023</b>						<b>\$661,310.00</b>

**Assessment & Tax Summary**

477-24: Gawalko That Smoky Lake County’s Assessment & Tax Summary, including the Year-2023 totals, Year-2024 requirements, as prepared for April 5, 2024, be accepted for information. Carried.

**6. Correspondence:**

N/A

**7. Delegation:**

N/A

**Addition to the Agenda (Executive Session):**

**Land and Legal Issue: Village of Waskatenau’s Proposed Annexation**

478-24: Serben That Smoky Lake County Council go into Executive Session to discuss a Land and Legal Issue in respect to the Village of Waskatenau’s Annexation Proposal, under the authority of the FOIP Act Section 21: Intergovernmental Relations, and Section 27: Privileged Information, in the presence of all Council, Interim Chief Administrative Officer, Finance Manager, and Planning and Development Manager, time 9:31 a.m.. Carried.

479-24: Serben That Smoky Lake County Council go out of Executive Session, time 9:57 a.m. Carried.

480-24: Céré That Smoky Lake County Administration research and compile the information requested by Council as per the discussion held on April 5, 2024, under Executive Session, in respect to a Land and Legal Issue relating to the Village of Waskatenau’s Annexation Proposal, under the authority of the FOIP Act Section 21: Intergovernmental Relations, and Section 27: Privileged Information. Carried.

**Date & Time of Next Meeting:**

The next Smoky Lake County Council Budget Meeting is scheduled for Wednesday, April 24, 2024 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.

**Adjournment:**

481-24: Halisky

That the Smoky Lake County Council Meeting of April 5, 2024, be adjourned, time 9:57 a.m..

Carried.

---

REEVE

**S E A L**

---

CHIEF ADMINISTRATIVE OFFICER

**SMOKY LAKE COUNTY**

Minutes of the **County Council Meeting** held on Thursday, **April 11, 2024**, at 9:01 A.M. held both virtually online and physically in Council Chambers.

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

<b>ATTENDANCE</b>		
<u>Div. No.</u>	<u>Councillor(s)</u>	<u>Thursday, Apr. 11, 2024</u>
1	Dan Gawalko	Present in Chambers
2	Linda Fenerty	Present in Chambers
3	Dominique Cere	Present in Chambers
4	Lorne Halisky	Present in Chambers
5	Jered Serben	Present in Chambers
Interim CAO	Lydia Cielin	Present in Chambers
Finance Manager	Brenda Adamson	Present in Chambers
Executive Svcs/R.S.	Patti Priest	Present in Chambers
*****		

Observers in Attendance Upon Call to Order:

Plan. & Dev. Manager	Jordan Ruegg	Virtually Present
Enviro. & Parks Manager	Dave Franchuk	Virtually Present
Ag. Fieldman	Carleigh Danyluk	Virtually Present
Comm. Officer	Evonne Zukiwski	Virtually Present
Fire Services Clerk	Meaghan Andreychuk	Virtually Present
Public	2 Members	Virtually Present
Media	No Members	N/A
Delegation, MCSNet	Rhonda Lafrance, CMO	Present in Chambers

**Moment of Silence**

Council and those present observed a minute of silence to honour Terry Cardinal "Papa Chief" of Saddle Lake, who passed away on March 29, 2024, at the age of 68 years.



**2. Agenda:**

482-24: Cere

That the Smoky Lake County Council Meeting Agenda for Thursday, March 7, 2024, be adopted, as amended:

**Addition to the Agenda:**

1. Legal Issue: Proposed Supportive Living Facility Development, under the authority of the FOIP Act Section 16: Third Party Business Interests
2. Personnel Issue, in respect to Chief Administrative Officer (CAO) Recruitment, under the authority of FOIP Act: Section 27: Privileged Information
3. Personnel Issue, in respect to Public Work Manager, under the authority of FOIP Act: Section 27: Privileged Information

Carried Unanimously.

3. Minutes:

Nil.

4. Delegations:

**MCSNet - Rhonda Lafrance, Chief Marketing Officer**

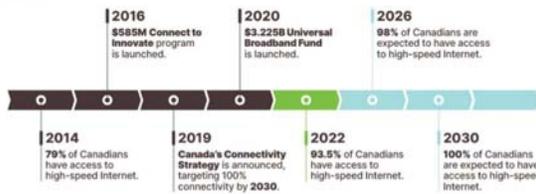
Present before Council from 9:03 a.m. to 9:23a.m. was Rhonda Lafrance, Chief Marketing Officer, MCSNet, to provide an update on where Smoky Lake County fits into MCSNet’s future grant applications as follows:




## Presentation to Council April 11, 2024

### Broadband Grants Overview

Since 2015, the Government of Canada has been prioritizing investments to increase access to high-speed internet across the country. Canada's Connectivity Strategy, released in 2019, committed to ensuring all Canadians have access to high-speed internet at speeds of at least **50 Megabits per second (Mbps) download / 10 Mbps upload**.



Year	Event / Milestone	Connectivity Goal
2014	79% of Canadians have access to high-speed Internet.	79%
2016	555M Connect to Innovate program is launched.	-
2019	Canada's Connectivity Strategy is announced, targeting 100% connectivity by 2030.	100%
2020	\$3.225B Universal Broadband Fund is launched.	-
2022	93.5% of Canadians have access to high-speed Internet.	93.5%
2026	98% of Canadians are expected to have access to high-speed Internet.	98%
2030	100% of Canadians are expected to have access to high-speed Internet.	100%

### Applying for Grants

MCSnet has been successful in receiving various federal and provincial grants in order to improve broadband for rural communities.

- **Alberta Final Mile Grant** (2013) - Received \$2,001,105 in partnership with 8 municipalities to install 57 towers with broadband equipment and 3 co-locations with broadband equipment.
- **Connecting Canadians Grant** (2015) - Total Funds Received is \$4,434,370.84 (matching MCSnet's contribution). This grant was used to install 17 new and upgrade 147 existing towers and broadband equipment.
- **Connect to Innovate Grant** (2017) - Total Funds Received is \$7,334,425.24 (matching MCSnet's contribution). This grant was used to build 645 km of transit fiber to 25 eligible communities to provide open access PoPs and improving bandwidth capacity to 291 existing fixed wireless towers (23 directly connected, the remainder of towers have improved wireless backhaul capacity).

### Application to \$3.225 Billion UBF



Universal Broadband Fund

- 1** Innovation, Science and Economic Development Canada (ISED) Universal Broadband Fund announced Nov. 9, 2020 - Deadline March 15, 2021

**3** Matching grant: MCSnet proposed 50/50 funding model for transit fiber and 75/25 model for FTTP (government 75%).
- 2** MCSnet determined which communities would be eligible under the criteria and asked for letters of support from municipalities.

**4** Official announcement on March 5, 2024 of MCSnet's successful application. MCSnet knew it was successful in early 2022 and was allowed to complete some of the construction.

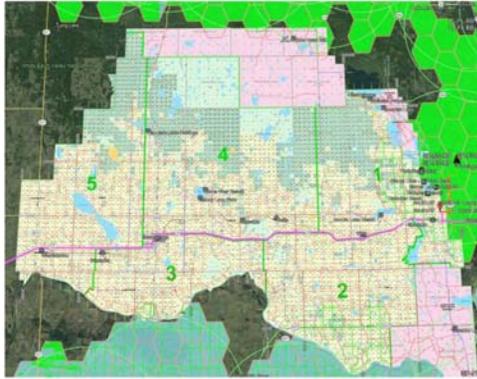


### OVERVIEW:

- 864 km Transit Fiber
- 20,000 premises with improved broadband
- 69 Towers connected to fiber
- 60+ GigAir communities
- 15 Counties and MDs served
- \$4,068,100 Federal funding
- \$4,068,100 Provincial funding
- \$8,136,200 MCSnet funding

**MCSnet receives grant funding to build \$16 M in rural broadband infrastructure**

## Grant Projects in Smoky Lake County



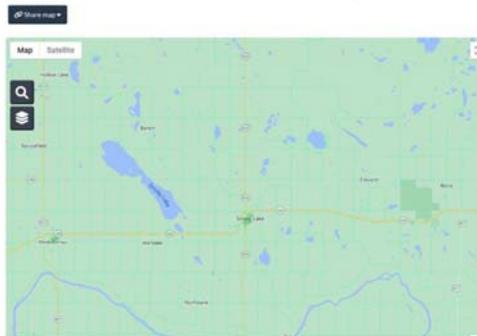
**ISED Connect to Innovate**  
-built transit fiber along Highway 28 which allowed us to launch GigAir in Waskatenau, Warspite, Smoky Lake, Vilna, Spedden

**Universal Broadband Fund**  
-Spedden rural area and Southeast corner of County to receive enhanced broadband

6

## Future Grant Applications

National Broadband Internet Service Availability Map



According to the ISED National Broadband Internet Service Availability Map, most of the County is eligible for future broadband grants.

[National Broadband Internet Service Availability Map](#)

7

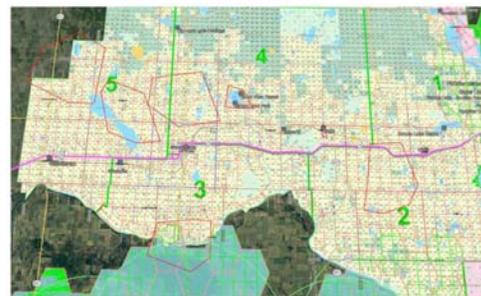
## Alberta Broadband Fund

- Announced Fall of 2022
- \$36 million - part of \$390-million commitment that it matched to ISED's UBF.
- Stream 1 applications were due on March 20, 2023. To be eligible for funding, applicants were required to prove that mapped speeds are inaccurate. No announcements to date.
- Stream 2 intake has not been announced yet. The second intake, Community / ISP Applications, will invite applications from communities and internet service providers for underserved households not included in applications for broadband funding programs like UBF, CRTC broadband fund and UBF Rapid Response Stream.

## Alberta Broadband Fund Application

Once the Alberta Broadband Fund opens its Stream 2, we plan on applying for transit fiber to 4 existing towers and to two new towers to address the broadband coverage that Smoky Lake has brought forward in previous discussions including the NRED Grant application.

- Bellis
- Mons Lake area
- Metis Crossing area
- Smoky Lake North
- Waskatenau North
- Edwand area
- Vilna area



9

# Thank You!

Anita Doktor (Sgt), Detachment Commander, Smoky Lake RCMP Detachment, entered Council Chambers, time 9:16 a.m.

One Member of the Public, virtually joined the meeting, time 9:18 a.m.

### **MCSNet Presentation**

483-24: Halisky

That Smoky Lake County Council acknowledge the update received from the April 11, 2024, delegation: Rhonda Lafrance, Chief Marketing Officer, MCSNet, providing an overview of their broadband projects including the projects within the Smoky Lake Region:

- Innovation, Science and Economic Development Canada (ISED) Connect to Innovate: built transit fiber along Highway 28 which allowed us to launch GigAir in Waskatenau, Warspite, Smoky Lake, Vilna, Spedden; and
- Universal Broadband Fund (UBF): Spedden rural area and Southeast corner of County to receive enhanced broadband.

Carried.

Rhonda Lafrance, Chief Marketing Officer, MCSNet, left the meeting, time 9:23 a.m.

### **Smoky Lake RCMP Detachment**

Present before Council from 9:23 a.m. to 9:38 a.m. was Anita Doktor (Sgt), Detachment Commander, Smoky Lake RCMP Detachment, to speak about the RCMP Performance Plan, and their community activities.

Chris Minailo, Public Works Manager, entered Council Chambers, time 9:28 a.m.

Chris Minailo, Public Works Manager, left Council Chambers, time 9:33 a.m.

### **Smoky Lake RCMP Detachment – Annual Performance Plan 2024-2025**

484-24: Fenerty

That Smoky Lake County Council acknowledge Anita Doktor (Sgt), Detachment Commander, Smoky Lake RCMP Detachment, has consulted and discussed the detachment's progress against last years priority issues and furthermore, agree to collectively focus on the following Community Priority Issues:

1. Police / Community Relations - Police Visibility & Youth Eng, &
2. Crime Reduction - Property Crime,

as presented in the Royal Canadian Mounted Police Annual Performance Plan: "Acknowledgement of Consultation" Collator Code: K1652 for the fiscal year 2024-2025.

Carried.

### **5. Public Hearing:**

Nil.

### **6. Municipal Planning Commission:**

Nil.

**7. Request for Decision:**

**7.5. 2023-24 ACP Grant Application – Municipal Land Use Suitability Tool (MLUST) RFP**  
485-24: Halisky That Smoky Lake County, as the Managing Partner, in partnership with the Town of Smoky Lake, the Village of Waskatenau and the Village of Vilna, for the Alberta Community Partnership (ACP) 2023-24 Grant, execute the Conditional Grant Agreement for Project No. 2324-IC-11, in the amount of \$99,900.00, and prepare a Request for Proposals for the preparation of a Regional Municipal Land Use Suitability Tool (MLUST), as per the conditions contained within the Conditional Grant Agreement.

Carried.

**7.6. 2023 Safety Code Annual Review – Joint Accreditation No. J000148**  
486-24: Fenerty That Smoky Lake County Council approve action taken by Administration in completing and submitting the Year-2023 Safety Codes Annual Internal Review for Joint Accreditation No. J000148, covering the period of January 1, 2023, to December 31, 2023.

Carried.

One Member of the Public, virtually left the meeting, time 9:58 a.m.

Carleigh Danyluk, Agricultural Fieldman, left the meeting virtually and entered Council Chambers, time 9:59 a.m.

**7.7. Policy Statement No. 61-03-07: Application for Development Permit**  
487-24: Cere That Smoky Lake County Council amend Policy Statement No. 61-03-07: Application for Development Permit, to reflect the adoption of the Planning and Development Fees Bylaw and the Intermunicipal Subdivision and Development Appeal Board Bylaw.

<b>Title: Application for Development Permit</b>		<b>Policy No: 03-07</b>
<b>Section: 61</b>	<b>Section: P-A</b>	<b>Page No.: 1 of 13 E</b>
<b>Legislative Reference:</b>	Alberta Provincial Statutes Land Use Bylaw	
<b>Purpose:</b>	To outline the procedures and requirements for applying for a Development Permit in Smoky Lake County.	
<b>Policy Statement and Guidelines:</b>		
<b>1. STATEMENT</b>		
1.1 Development Permits are issued by Smoky Lake County, pursuant to the <i>Land Use Bylaw</i> and the <i>Municipal Government Act</i> R.S.A. 2000, Chapter M-26, as amended.		
1.2 Development Permits are issued by Smoky Lake County, and are required <b>PRIOR</b> to commencing any Development, including new construction, and alterations or additions to an existing structure.		
<b>2. DEFINITIONS</b>		
2.1 “Act” means the <i>Municipal Government Act</i> R.S.A. 2000, Chapter M-26, as amended.		
2.2 “Developer” means the owner of lands on which a Development is proposed, or any other person applying for a Development Permit.		
2.3 “Development” means development as defined in the <i>Act</i> , and includes the following:		
2.3.1 The carrying out of any construction or excavation, or other operations, in, on, over or under land;		
2.3.2 The making of a any change in the use or the intensity of use of any land, buildings or premises, and, without restricting the generality of the foregoing, includes the removal and/or placement of topsoil;		
2.3.3 In a building or on a parcel used for dwelling purposes, an increase in the number of families occupying and living in the building or on the parcel, and any alteration or additions which provide for an increase in the number of dwelling units within the building or on the parcel;		
2.3.4 The placing of refuse or waste material on any land;		
2.3.5 An excavation or stockpile and the creation of either of them;		
2.3.6 A building or an addition to or replacement or repair of a building and the construction or placing of any of them in, on, over or under land;		
2.3.7 The resumption of the use for which land or buildings had previously been utilized;		
2.3.8 The use of land for the storage or repair of motor vehicles or other machinery or equipment;		

Title: Application for Development Permit		Policy No: 03-07
Section: 61	Section: P-A	Page No.: 2 of 13 E
<b>Policy Statement and Guidelines:</b>		
2.3.9	The more frequent or intensive use of land for the parking of trailers, bunkhouses, portable dwellings, skid shacks or any other type of portable building whatsoever whether or not the same has been placed or affixed to the land in any way;	
2.3.10	The placement of an already constructed or a partially constructed building on a parcel of land; and	
2.3.11	The erection of signs, unless otherwise exempted by the <i>Land Use Bylaw</i> .	
2.4	“ <b>Development Authority</b> ” means the Development Authority established by the municipality’s Development Authority Bylaw and appointed by Council pursuant to that Bylaw.	
2.5	“ <b>Development Authority Officer</b> ” means that person or persons defined by the municipality’s Development Authority Bylaw and appointed by Council to act as the Development Authority Officer, pursuant to that Bylaw.	
2.6	“ <b>Development Permit</b> ” means a permit issued by Smoky Lake County that authorizes a specified development and includes, where applicable, plans, drawings, specifications or other documents. This permit is separate and distinct from a building permit.	
2.7	“ <b>Discretionary Use</b> ” means a use of land or buildings within a specific land use district, for which a Development Permit <i>may</i> be issued.	
2.8	“ <b>Municipal Planning Commission</b> ” means the Municipal Planning Commission of Smoky Lake County, established in accordance with the County’s Municipal Planning Commission Bylaw and appointed by Council pursuant to that Bylaw.	
2.9	“ <b>Permitted Use</b> ” means the use of land or a building within a specific land use district, for which a Development Permit <i>shall</i> be issued, with or without conditions, provided the Development conforms to the <i>Land Use Bylaw</i> .	
2.10	“ <b>Subdivision and Development Appeal Board</b> ” means the Subdivision and Development Appeal Board established by the municipality’s Subdivision and Development Appeal Board Bylaw and appointed by Council pursuant to that Bylaw.	
<b>3. PROCEDURES</b>		
3.1	Whenever a Development is proposed within the boundaries of Smoky Lake County, a Development Permit must be obtained by the Developer prior to commencement of the Development.	

Title: Application for Development Permit		Policy No: 03-07
Section: 61	Section: P-A	Page No.: 3 of 13 E
<b>Policy Statement and Guidelines:</b>		
3.2	A <b>Development Permit Application Form (Schedule “A”)</b> must be completed and submitted to the Development Authority Officer, accompanied by the application fee as set out in Smoky Lake County <a href="#">Policy No. 61-11: Planning and Development Fees</a> .	
3.3	Development Permit application forms are available at the County office and from the County’s website at <a href="http://www.smokylakecounty.ab.ca">www.smokylakecounty.ab.ca</a> .	
3.4	The Development Authority Officer must, within <b>20 days</b> after the receipt of an application for a Development Permit, determine whether or not the application is complete.	
3.5	An application for a Development Permit shall be deemed complete, if in the sole opinion of the Development Authority Officer, the application contains the documents and other information necessary to review the application.	
3.6	The time period referred to in Subsection 3.4 may be extended by an agreement in writing between the Developer and the Development Authority Officer.	
3.7	If the Development Authority Officer does not make a determination on an application referred to in Subsection 3.4 within the time required under Subsection 3.4 or Subsection 3.6, the application is deemed to be complete.	
3.8	If the Development Authority Officer determines that an application is complete pursuant to Subsection 3.4 or Subsection 3.6, the Development Authority Officer shall issue to the Developer a notice, in writing, informing the Developer that said application had been deemed complete.	
3.9	If the Development Authority Officer determines that an application is incomplete pursuant to Subsection 3.4 or Subsection 3.6, the Development Authority Officer shall issue to the Developer a notice, in writing, informing the Developer that said application has been deemed incomplete.	
3.10	A notice issued by the Development Authority Officer under Subsection 3.9 shall contain a reason(s) why the application has been deemed incomplete and shall indicate that any outstanding documents and information as deemed necessary by the Development Authority Officer shall be submitted by a date set out in said notice or a later date agreed on between the Development Authority Officer and the Developer in order for said application to be deemed complete.	
3.11	If the Development Authority Officer determines that the information and documents submitted pursuant to Subsection 3.10 are complete, the Development Authority Officer shall issue to the Developer a notice, in writing, informing the Developer that said application has been deemed complete.	

<b>Title: Application for Development Permit</b>		<b>Policy No: 03-07</b>
<b>Section: 61</b>	<b>Section: P-A</b>	<b>Page No.: 4 of 13 E</b>
<b>Policy Statement and Guidelines:</b>		
3.12	If the Developer fails to submit all the outstanding information and documents pursuant to Subsection 3.10 on or before the date referred to in the notice issued under Subsection 3.9, the application shall be deemed refused by the Development Authority Officer.	
3.13	If an application is deemed to be refused under Subsection 3.12, the Development Authority Officer must issue to the Developer a notice informing the Developer that said application has been refused and the reason(s) for said refusal.	
3.14	Despite that the Development Authority Officer has deemed an application complete pursuant to Subsection 3.8 or Subsection 3.11, in the course of reviewing the application, the Development Authority Officer may request additional information or documentation from the Developer that the Development Authority Officer considers necessary to review the application.	
3.15	If the Development Authority refuses the application for a Development Permit, the Development Authority must issue to the Developer a notice informing the Developer that the application has been deemed refused and the reason(s) for the refusal.	
3.16	The Development Authority must make a decision on an application for a Development Permit within <b>40 days</b> after the receipt by the Developer of a notice issued pursuant to Subsection 3.8 or 3.11.	
3.17	For the purposes of Subsection 3.16, the Developer shall be deemed to have received the notice issued under Subsection 3.8 or 3.11 <b>7 days</b> from the date of the issuance of said notice.	
3.18	The time period referred to in Subsection 3.16 may be extended by an agreement in writing between the Developer and the Development Authority Officer.	
3.19	If the Development Authority fails to make a decision referred to in Subsection 3.16 within the time required under Subsection 3.16 or Subsection 3.18, the application is, at the option of the Developer, deemed to be refused.	
3.20	When an application is refused under Subsection 3.12, and subject to the provisions contained in the <i>Land Use Bylaw</i> , the Development Authority may refuse a subsequent application for a Development Permit for the same or a similar use, until the time stated in the <i>Land Use Bylaw</i> has expired.	
3.21	In cases where a Developer makes application for a Development Permit for a Permitted Use under the <i>Land Use Bylaw</i> , the Development Authority Officer shall issue or refuse said Development Permit.	
3.22	In cases where a Developer makes application for a Development Permit for a Discretionary Use under the <i>Land Use Bylaw</i> , the Municipal Planning Commission shall issue or refuse said Development Permit.	

<b>Title: Application for Development Permit</b>		<b>Policy No: 03-07</b>
<b>Section: 61</b>	<b>Section: P-A</b>	<b>Page No.: 5 of 13 E</b>
<b>Policy Statement and Guidelines:</b>		
<b>4. APPEALS</b>		
4.1	In the event that the Development Authority fails to issue a Development Permit to a Developer, issues a Development Permit to a Developer subject to conditions, or issues an order under Section 645 of the <i>Act</i> , the Developer applying for the Development Permit or the person affected by the order may appeal to the Subdivision and Development Appeal Board.	
4.2	In addition to a Developer or other person affected by an order under Subsection 4.1, any person affected by an order, decision or Development Permit made or issued by the Development Authority may appeal to the Subdivision and Development Appeal Board.	
4.3	Despite Subsection 4.1 and Subsection 4.2, no appeal lies in respect of the issuance of a Development Permit for a Permitted Use unless the provisions of the <i>Land Use Bylaw</i> were relaxed, varied or misinterpreted or if the application for the Development Permit was deemed to be refused under Subsection 3.12.	
4.4	Any party identified under Subsection 4.1 and Subsection 4.2 who wishes to appeal a decision of the Development Authority must file a notice of appeal, accompanied by the application fee as set out in Smoky Lake County <a href="#">Policy No. 61-11: Planning and Development Fees</a> , with the Subdivision and Development Appeal Board.	
4.5	A notice of appeal filed pursuant to Subsection 4.4 must be filed with the Subdivision and Development Appeal Board within <b>21 days</b> after the date on which the written decision is given by the Development Authority.	
4.6	If the Development Authority has not made a decision on an application for a Development Permit within the <b>40-day</b> period or within an extension of that period agreed upon pursuant to Subsection 3.18, and the Developer chooses to deem the application refused, a notice of appeal must be filed with the Subdivision and Development Appeal Board within <b>21 days</b> after the date that the period or extension expires.	
4.7	With respect to an order issued by the Development Authority under Section 645 of the <i>Act</i> , a notice of appeal must be filed with the Subdivision and Development Appeal Board within <b>21 days</b> after the date on which the order is made.	
4.8	Upon receipt of a notice of appeal, the Subdivision and Development Appeal Board must hold an appeal hearing within <b>30 days</b> after the receipt of the notice of appeal.	
4.9	The Subdivision and Development Appeal Board must give its decision in writing together with reasons for the decision within <b>15 days</b> after concluding the hearing.	
4.10	A decision made by the Subdivision and Development Appeal Board is final and binding on all parties and persons subject only to an appeal to the Court of Queen's Bench on a question of jurisdiction of law, pursuant to the <i>Act</i> .	

Title: Application for Development Permit		Policy No: 03-07
Section: 61	Section: P-A	Page No.: 6 of 13 E
Policy Statement and Guidelines:		
5. ENFORCEMENT		
5.1 Where the Development Authority finds that a Development or use of land or a building is not in accordance with a Development Permit or the provisions of the <i>Land Use Bylaw</i> , as amended, the Development Authority may exercise the right to order compliance as outlined in the <i>Land Use Bylaw</i> , as amended, pursuant to the <i>Act</i> .		

Section 61

SCHEDULE "A"

03-07

**DEVELOPMENT PERMIT APPLICATION FORM**

**DEVELOPMENT PERMIT INSTRUCTIONS**

It is important to read and understand the following instruction prior to completing this application form:

- 1) Every application for a Development Permit shall be submitted in complete form, accompanied by the applicable application fee set pursuant to Smoky Lake County [Policy No. 61-11: Planning and Development Fees](#). If site work or construction has commenced prior to obtaining a Development Permit, you are advised that **no further work on the Development is to occur until a Development Permit has been issued**. Any access to, site servicing of, or construction started on the property prior to the issuance of a Development Permit, and/or during the appeal period, is at the Developer's risk and may be subject to enforcement measures being taken pursuant to the *Land Use Bylaw* and/or the *Act*, where applicable.
- 2) An application for a Development Permit **shall** be accompanied by the following information:
  - a. a site plan, to scale, showing the legal description; north arrow; location and dimension of property lines; existing utility rights-of-way and easements; fences; driveways; paved areas; proposed front, rear and side yard setbacks, if any; any provisions for off-street loading and vehicle parking; access and egress points to the site; and any encumbrance such as rights-of-way;
  - b. existing and proposed building dimensions;
  - c. the location of abandoned wells (if applicable), location of water bodies (if applicable), and the location of developed and undeveloped roads (if applicable);
  - d. the type and location of water supply and sewage and waste water disposal facilities;
  - e. a statement of uses;
  - f. a statement of ownership of the land and the interest of the applicant therein;
  - g. the signatures of at least one of the registered landowners listed on the Certificate of Title;
  - h. the estimated commencement and completion dates;
  - i. the estimated cost of the project or contract price;
  - j. an application fee as established by Smoky Lake County Policy No. 61-11: *Planning and Development Fees*, as amended;
  - k. written authorization from the registered owner authorizing the right-of-entry by the Development Authority to such lands or buildings as may be required for investigation of the proposed development;
  - l. in the case of an application for a Development Permit on Crown Land, Provincial authorization for the Development; and
  - m. any other information as required by the Development Authority.
- 3) The Development Authority **may** also require additional information in order to assess the conformity of a proposed Development with the *Land Use Bylaw* before consideration of the Development Permit shall commence. Such information may include:
  - a. floor plans;
  - b. elevations and sections of any proposed buildings;

Schedule "A": Development Permit Application Form

Page 7 of 13.

Section 61

03-07

- c. a Real Property Report, or other documentation indicating the exact location of all structures on the property (prepared within the last five (5) years, in a form that is acceptable to the Development Authority;
  - d. drainage, grading and landscaping plans which provide pre-and-post construction site elevations;
  - e. a storm water management plan approved by Alberta Environment and Parks (or other appropriate provincial authority);
  - f. a geotechnical report prepared, stamped and signed by a qualified professional registered in the Province of Alberta, in potentially hazardous or unstable areas;
  - g. a biophysical assessment prepared, stamped and signed by a qualified professional registered in the Province of Alberta, on the impacts of the proposed Development on wildlife habitats and environments;
  - h. a reclamation plan for aggregate extraction or site grading and excavation;
  - i. an environmental assessment to determine potential contamination and mitigation;
  - j. in the case of placement of an already constructed or partially constructed building on a parcel of land, information relating to the age and condition of the building and its compatibility with the District in which it is to be located;
  - k. a hydro-geological assessment, prepared, stamped and signed by a registered professional engineer or hydro-geologist, registered in the Province of Alberta, of any potential flooding or subsidence hazard that may, in the sole opinion of the Development Authority, affect the subject site;
  - l. a site plan detailing how vegetation, topography disturbance or erosion is to be minimized;
  - m. an environmental impact assessment describing a Development's potential environmental effects;
  - n. within the Garner Lake Area Structure Plan area, a landscaping plan;
  - o. a Cumulative Effects Assessment;
  - p. the identification of all rights-of-way and easements within or abutting the subject property; and/or
  - q. any additional information the Development Authority deems necessary.
- 4) Developers are advised to accurately locate any and all oil, gas, power, telephone and other utility lines on the subject site prior to the commencement of a Development by contacting Alberta One-Call at 1-800-242-3447 or by visiting [www.albertaonecall.com](http://www.albertaonecall.com).
  - 5) Please note, that a Development Permit **does not** constitute a Building Permit, or any other Permit issued pursuant to the *Safety Codes Act*. After obtaining a Development Permit from Smoky Lake County, a Developer is required to obtain the applicable *Safety Codes Act* Permits (Building, Plumbing, Gas, Electrical and Private Sewage Disposal) from the County's Safety Codes inspectors The Inspections Group Inc. Please contact The Inspections Group Inc. at 780-454-5048 or by email at [questions@inspectionsgroup.com](mailto:questions@inspectionsgroup.com).
  - 6) If you have any questions regarding this application package, please contact the Smoky Lake County Planning and Development Department at 780-656-3730 or by email at [pd@smokylakecounty.ab.ca](mailto:pd@smokylakecounty.ab.ca). Alternatively, you may arrange a pre-application meeting with Planning and Development staff to discuss a proposed Development.

Schedule "A": Development Permit Application Form

Page 8 of 13.

Section 61

SCHEDULE "A"

03-07

**DEVELOPMENT PERMIT APPLICATION FORM**

**Internal Use Only**  
Our File Number: \_\_\_\_\_ Your File Number: \_\_\_\_\_ Roll Number: \_\_\_\_\_

**Applicant Information**  
Applicant/Agent: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
City/Prov. \_\_\_\_\_ Postal Code: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email address: \_\_\_\_\_ Signature: \_\_\_\_\_

**Applicant/Agent Authorization:** I am the applicant/agent authorized to act on behalf of the registered owner and that the information given on this form is full and complete and is, to the best of my knowledge, a true statement of the facts relating to this application.

**Registered Landowner Information**  *Owner same as applicant*  
Registered Owner: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Fax: \_\_\_\_\_  
City/Prov. \_\_\_\_\_ Postal Code: \_\_\_\_\_ Signature: \_\_\_\_\_

**Section A - Property Information** Division \_\_\_\_\_  
Legal: Lot \_\_\_\_\_ Block \_\_\_\_\_ Plan \_\_\_\_\_ and Part of \_\_\_\_\_ ¼ Sec \_\_\_\_\_ Twp \_\_\_\_\_ Rge \_\_\_\_\_ W4M  
Subdivision Name (if applicable) or Area of Development \_\_\_\_\_  
Rural Address/Street Address \_\_\_\_\_ Parcel Size \_\_\_\_\_  
Number of existing dwellings on property (please describe) \_\_\_\_\_

Has any previous application been filed in connection with this property?  Yes  No  
If yes, please describe the details of the application and file number: \_\_\_\_\_

Is the subject property near a steep slope (exceeding 15%)?  Yes  No  
Is the subject property near or bounded by a body of water?  Yes  No  
Is the subject property within 800m of a provincial highway?  Yes  No  
Is the subject property near a Confined Feeding Operation?  Yes  No Distance: \_\_\_\_\_  
Is the subject property within 1.5km of a sour gas facility?  Yes  No Distance: \_\_\_\_\_  
Is the subject property within 1.5km of a sewage treatment plant/lagoon?  Yes  No Distance: \_\_\_\_\_  
Is the subject property immediately adjacent to the County boundary?  Yes  No  
If yes, the adjoining municipality is: \_\_\_\_\_

Schedule "A": Development Permit Application Form

Page 9 of 13.

Is the property the subject of a licence, permit, approval, or other authorization granted by the Natural Resources Conservation Board, Energy Resources Conservation Board, Alberta Energy Regulator, Alberta Energy and Utilities Board or Alberta Utilities Commission?  Yes  No  
If yes, please describe: \_\_\_\_\_

Is the property the subject of a licence, permit, approval, or other authorization granted by the Minister of Environment or granted under any Act the Minister is responsible for under s.16 of the Government Organization Act\*?  Yes  No  
If yes, please describe: \_\_\_\_\_

Is the subject property immediately adjacent to the County boundary?  Yes  No  
If yes, the adjoining municipality is: \_\_\_\_\_

*\*The Minister is responsible for the following Acts: AB Land Stewardship Act, Environmental Protection Act, Public Lands Act, Surveys Act, Water Act. Please see attached list of resources for identifying this information.*

**Section B – Proposed Development Information**  
Estimated Cost of Project \$ \_\_\_\_\_  
Estimated Commencement Date \_\_\_\_\_ Estimated Completion Date \_\_\_\_\_  
Dwelling: Floor Area \_\_\_\_\_ sq. ft. % of Lot Occupied \_\_\_\_\_ Height of Dwelling \_\_\_\_\_ ft / m  
Accessory Building Floor Area \_\_\_\_\_ sq. ft. % of Lot Occupied \_\_\_\_\_ Height of Acc. Bldg \_\_\_\_\_ ft / m  
Parking: No. of Off-Street Parking Stalls (if applicable) \_\_\_\_\_  
Land Use District (Zoning) of Property: \_\_\_\_\_  
Description of Work: \_\_\_\_\_

**Section C – Preferred Method of Communication**  
When a decision has been made on your file, do you wish for us to:  
 call you for pick up  mail the decision  email the decision  
Section 608(1) of the *Municipal Government Act*, R.S.A. 2000, c. M-26, as amended states:  
**608(1)** Where this Act or a regulation or bylaw made under this Section requires a document to be sent to a person, the document may be sent by electronic means if  
a) the recipient has consented to receive documents from the sender by those electronic means and has provided an e-mail address, website or other electronic address to the sender for that purpose.

Schedule "A": Development Permit Application Form

Page 10 of 13.

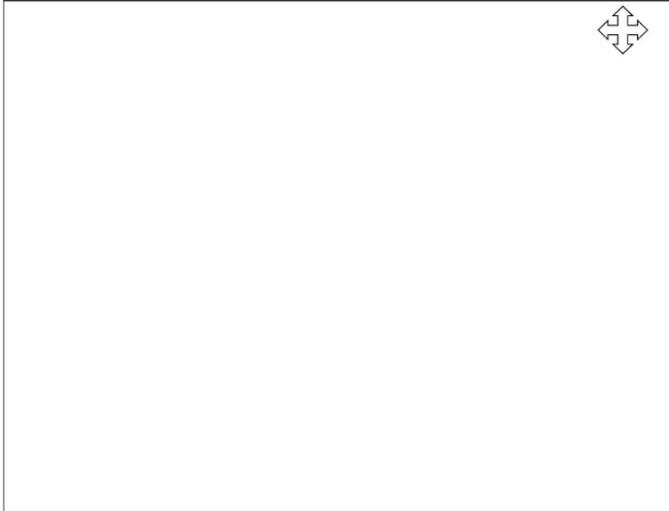
I/we grant consent for the Development Authority to communicate information and/or the decision electronically regarding my/our application.  YES  NO

<p><b>OFFICE USE ONLY</b></p> <p>Type of Payment: <input type="checkbox"/> DEBIT <input type="checkbox"/> CASH <input type="checkbox"/> CHEQUE Fee \$ _____ Receipt # _____ Receipt Date _____ Date Received _____ *and deemed complete by Development Authority. <input type="checkbox"/> Entered into MuniSight PD # _____</p>	<p><b>Authorization:</b> <input type="checkbox"/> Permitted Use <input type="checkbox"/></p> <p>Discretionary Use Issuing Officer's Name _____ Issuing Officer's Signature _____ Date of Approval _____ Date Issued _____ Comments and/or Variances _____</p>
--	---

**DEVELOPMENT PERMIT APPLICATION FORM**

Our File Number: _____	Roll Number: _____
------------------------	--------------------

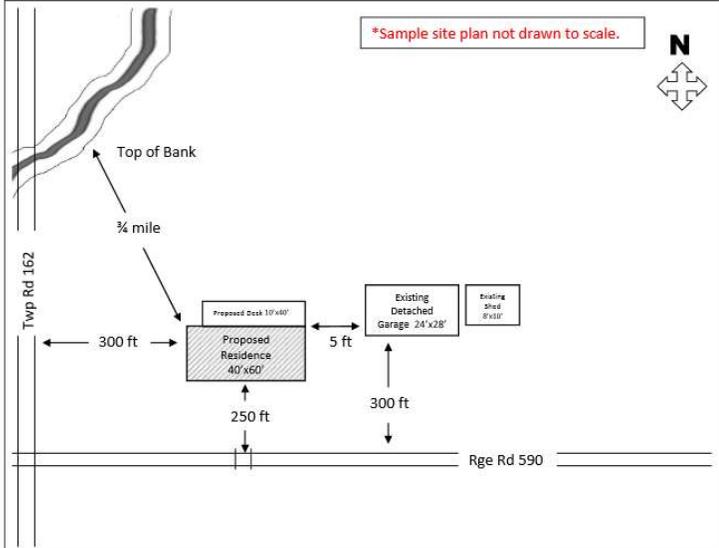
**DEVELOPMENT PERMIT SITE PLAN**



DATE: _____	SIGNATURE OF APPLICANT: _____
DATE: _____	DEVELOPMENT AUTHORITY: _____

**DEVELOPMENT PERMIT APPLICATION FORM**

**SAMPLE SITE PLAN**



- INCLUDE THE FOLLOWING INFORMATION IN YOUR SITE PLAN:**
- |  |  |   |
|--|--|---|
| <ul style="list-style-type: none"> <li>✓ Location of existing buildings.</li> <li>✓ Location of proposed buildings.</li> <li>✓ Location of existing access (es).</li> <li>✓ Location any proposed access (es).</li> <li>✓ Location of any abandoned wells.</li> <li>✓ Location of shelterbelts and dugouts</li> <li>✓ Location of water well(s)</li> </ul> | <ul style="list-style-type: none"> <li>✓ Front, Side and Rear Yard setbacks from property lines in meters/feet.</li> <li>✓ Location of any water bodies on subject property.</li> <li>✓ Location of driveway.</li> <li>✓ All developed/undeveloped road allowances.</li> </ul> | <ul style="list-style-type: none"> <li>✓ Location of Private Sewage Disposal System (existing and/or proposed)</li> <li>✓ Indicate the North direction.</li> <li>✓ Location of all right-of-way and easements within or abutting the subject property.</li> <li>✓ Location of power generation facilities (if applicable).</li> </ul> |
|--|--|---|

Carried.

**7.8. Policy Statement No. 61-02: Resource Extraction Development Permit Application**

488-24: Fenerty

That Smoky Lake County Policy Statement No. 61-02: Resource Extraction Development Permit Application, **be rescinded** as the said Policy is made redundant by Policy Statement No. 61-03: Application for Development Permit.

Carried.

Chris Minailo, Public Works Manager, entered Council Chambers, time 10:03 a.m.

Dave Franchuk, Environment & Parks Manager, left the meeting virtually and entered Council Chambers, time 10:05 a.m.

**7.1. White Earth Creek Flood Mitigation**

489-24: Cere

That Smoky Lake County Council acknowledge:

1. receipt of the research conducted by the Agricultural Department in respect to White Earth Creek flood mitigation; and acknowledge,
2. there is no single government responsible for the removal of debris in streams and the decision to remove debris from streams rests with the landowner, where they feel the debris is cause for concern; and if the landowner believes it is necessary to remove debris from streams, it is the landowners' responsibility to ensure they obtain any necessary authorization from Environment and Parks, in accordance with the correspondence received from the Assistant Deputy Minister of Alberta Environment and Parks, dated September 14, 2022; and acknowledge,
3. landowners can submit a request for services in accordance with Policy Statement No. 62-21-06: Beaver Control – Fee for Removal with Explosives, for the County to undertake beaver control services for a fee, which can mitigate flooding; and acknowledge,
4. the flooding from White Earth Creek onto the lands legally described as SE-32-59-16-W4 is currently not directly related to beavers; and acknowledge,
5. dredging and lowering the creek bed of White Earth Creek for flood mitigation on the lands legally described as SE-32-59-16-W4 is unreasonable as doing so would have significant negative environmental and wildlife impacts as well as significant financial burden onto the County,

and therefore, Smoky Lake County will not conduct any action to dredge and lower White Earth Creek's bed and will continue regular trapping of beavers and removal of dams where it is deemed to be necessary for flood mitigation and continue to seek awareness and consideration of any available grants in respect to flood mitigation.

Carried.

Carleigh Danyluk, Agricultural Fieldman, left Council Chambers and re-joined the meeting virtually, time 10:23 a.m.

**7.2. Riverland Recreational Trail Society Annual Maintenance Fee**

490-24: Halisky

Smoky Lake County Council extend an invitation to representatives from the Riverland Recreational Society and Smoky Lake Trail Twisters, to be a joint delegation to Council for the purpose of clarifying the Riverland Recreational Trail Society's Annual Maintenance fees.

Carried.

**7.3. Truckfill Water Storage Tanks for Extra Capacity**

491-24: Fenerty

That Smoky Lake County Council approve to add the cost in the amount of \$28,000.00 into the final Year-2024 budget for the purpose of funding the purchase of one 63 cubic meter stand up tank including mobilization, demobilization and required adaptive fittings and hoses, to be utilized for extra water storage capacity at the Smoky Lake County truck fill, as a proactive measure to assist the farming community during the predicted Year-2024 drought.

Carried.

Dave Franchuk, Environment & Parks Manager, left Council Chambers, time 10:44 a.m.

**7.4. Lemonade Day: Teaching Kids the Power of Entrepreneurship**

492-24: Halisky

That Smoky Lake County support the Community Futures: St. Paul – Smoky Lake Region’s project “Lemonade Day” on June 15, 2024, by promoting the event on social media; and participate in the Lemonade Day 2024 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, in response to the correspondence from Penny Fox, General Manager, Community Futures, dated March 20, 2024; and Proclaim June 15, 2024 as LEMONADE DAY in Smoky Lake County.

Carried.

**7.9. Policy Statement No. 03-18-19: Five-Year Road Plan**

493-24: Halisky

That Smoky Lake County Policy Statement No. 03-18-19: Five-Year Road Plan, be amended:

<b>Title:</b> Five-Year Road Plan	<b>Policy No.:</b> 18-19
<b>Section:</b> 03	<b>Code:</b> P-I
	<b>Page No.:</b> 1 of 9 E

<b>Legislation Reference:</b>	<i>Municipal Government Act.</i>
-------------------------------	----------------------------------

<b>Purpose:</b>	The intent of the Five-Year Road plans is to identify and prioritize required roadway improvements on a long-term basis.
-----------------	--

<b>Policy Statement and Guidelines:</b>	
<b>1. GUIDELINES</b>	
1.1	The Five-Year Road plan conforms with the objectives and criteria outlined, <i>as per Policy 03-15: Road Policy and Policy 03M-04: Road Project Profile.</i>
1.2	The plan is limited to the identification of specific annual projects for a future period of Five-Years based on anticipated revenue and/or other budget and capacity limitation.
1.3	The Five-Year plan is subject to an annual review and update.
<b>2. ROAD PLANS: REVIEW AND UPDATE PROCESS</b>	
2.1	The Five-Year Road Plan will be reviewed, updated, and accepted by Council <i>as per Policy 08-11: Budget Development</i> process during October and November of each year.
2.2	The review process will include past year’s projects.
2.3	The development and approval of a “new” Five-Year Plan will primarily include: <ul style="list-style-type: none"> <li>■ uncompleted projects from the previous year, plus projects previously identified in plan.</li> <li>■ projects for coming year (previously identified in the plan).</li> <li>■ plus new proposed projects for third, fourth and fifth year.</li> </ul>
2.4	The planned order of year-one construction projects will be determined every year with the setting of the Transportation Budget: Five-Year Road Plan, <i>as per Policy 03-15: Road Policy.</i>
2.5	Once the annual plan and construction schedule have been approved, additions or deletions of specific projects require approval by resolution of Council. Normally, changes to the above should be considered on the basis of persistent weather problems, major equipment problems or financial considerations only. Progress on the planned order of construction will be reported to Council by Public Works monthly.

Section 3



**2024 Road Projects Information**

Policy 18-19

**Calculation of 2024 year: Project(s) Workdays:**

Project days: May to Mid-October 2024

5.5 months x 20 days = 110 days

Less 20 days: weather

and 20 days: moves/breakdowns, dust controls/road repairs

Equals 70 days

**Maintenance Gravel:**

41,141.5 tonnes to be distributed among all divisions

5,000.0 tonnes of contingency gravel

**The 2024 Road Plan will be Funded by:**

☒	2023 Municipal Sustainability Grant	=	\$ 68,585.00
☒	Local Government Fiscal Framework Grant	=	\$ 816,415.00
☒	Aggregate Reserve	=	\$ 191,000.00

**2024 Graveling Projects Information**

Road Categories	Description	Code	Rate of material/mile Tonne - Yard	# of Year's annual
Exceptional	Extreme traffic and Heavy loads	Exc	187 - 150	annual
Category # 1	Paved, oiled and base stabilized roads	C1	---	--
Category # 2	High usage arterial and feeder gravel roads	C2	187 - 150	2
Category # 3	Moderate usage collector gravel roads with through traffic and serving several residents	C3	156 - 125	3

Miles per Category	Code	Recommended Miles	Recommended Gravel	Estimate Costs	Actual Cost
19.0	Exc	11.5	2,150.5	\$ 59,092.00	
107.0	C1				
153.5	C2	77.5	14,492.0	\$ 383,630.50	
500.5	C3	131.0	20,436.0	\$ 533,286.00	
128.0	C4	32.5	4,062.0	\$ 106,937.50	
<b>Total miles = 908</b>	<b>Total</b>	<b>252.5</b>	<b>41,141.50</b>	<b>\$ 1,082,946.00</b>	

Five-Year Road Plan: Year 2024-2028

Section 3



Updated November 1, 2023

Policy 18-18

**2023 Road Projects**

Project Name	Code	# Days	Length/Miles	Res #s	Estimate Costs	Actual Cost	Funding
Victoria Tr. between RR 171A- RR 172	P2313	2	0.5		\$ 65,000.00	\$ 88,066.88	MS/MD
Twp 612 between Hwy 855- RR 174	P2314	2	1	770+23	\$ 352,500.00		Aggregate Res
		<b>4</b>			<b>\$ 417,500.00</b>	<b>\$ 88,066.88</b>	

Project Name	Code	# Days	Length/Miles	Res #s	Estimate Costs	Actual Cost	Funding
Victoria Tr. between RR 171A- RR 172	R2313	2	0.5		\$ 10,000.00	\$ 7,514.01	MS/MD
		<b>2</b>			<b>\$ 10,000.00</b>	<b>\$ 7,514.01</b>	

Project Name	Code	# Days	Length/Miles	Res #s	Estimate Costs	Actual Cost	Funding
Twp 584 between Hwy 855- RR 144	MG2322	7	5		\$ 100,000.00	\$ 58,864.35	MS/MD
RR 173 between Twp 584- Twp 583A	MG2323	1	0.5		\$ 10,000.00	\$ 3,000.00	MS/MD
RR 170 between Twp 590- Twp 592A	MG2333	4	2.5		\$ 55,000.00	\$ 35,094.94	MS/MD
Twp 612 between RR 174- RR 174A	MG2314	1	0.5		\$ 13,000.00	\$ 9,349.07	MS/MD
RR 180 between Twp 594- Twp 594A	MG2315	1	0.5		\$ 15,000.00	\$ 13,244.50	MS/MD
Twp 612 between RR 174A- RR 180	MG2325	2	1.5		\$ 35,000.00	\$ 17,309.33	MS/MD
RR 180 between Twp 612A- Twp 614	MG2335	3	1.5		\$ 35,000.00	\$ 16,452.66	MS/MD
Twp 604 between RR 191- RR 192A	MG2355	3	1.5		\$ 30,000.00	\$ 46,281.16	MS/MD
Twp 590 between RR 174(n)- 180(a)	MG2353	2	1.25		\$ 20,000.00	\$ 10,845.24	MS/MD
RR 130 between Twp 602- Twp 610	MG2311	6	4		\$ 100,000.00	\$ 107,443.21	MS/MD
Twp 600 between RR 181- RR 182	MG2345	2	1		\$ 25,000.00	\$ 26,532.47	MS/MD
RR 191 between Hwy 28- Twp 594	MG2365	2	1.5		\$ 37,000.00	\$ 26,788.17	MS/MD
Twp 604 between RR 181- RR 183	MG2375	3	2		\$ 50,000.00	\$ 57,974.56	MS/MD
RR 124 between Twp 601- Twp 603A	MG2321	4	2.5		\$ 40,000.00	\$ 64,893.41	MS/MD
		<b>41</b>			<b>\$ 605,000.00</b>	<b>\$ 493,995.70</b>	

Project Name	Code	# Days	Length/Miles	Res #s	Estimate Costs	Actual Cost	Funding
Twp 600 between RR 175- RR 180	C2314			added sept 18/23		\$ 57,384.02	
		<b>3</b>				<b>\$ 57,384.02</b>	

Project Name	Code	# Days	Length/Miles	Res #s	Estimate Costs	Actual Cost	Funding
Twp 584 between Hwy 855- RR 165	MG2313	4	5.5		\$ 121,000.00	\$ 72,460.46	Aggregate Reserve
		<b>4</b>			<b>\$ 121,000.00</b>	<b>\$ 72,460.46</b>	

Mile per Division	Code	Proposed Miles	Proposed Gravel	Estimate Costs	Actual Gravel	Actual Cost	Funding
144	PW45	40	6,767.00	\$ 196,243.00	2,893.34	\$ 88,850.74	RTG
218.5	PW46	81.5	13,148.00	\$ 354,996.00	13,382.00	\$ 277,023.19	RTG
155.5	PW47	38	5,990.00	\$ 149,750.00	5,105.93	\$ 127,076.07	RTG
167	PW48	45.5	7,144.50	\$ 171,468.00	6,118.26	\$ 140,654.80	RTG
210	PW49	66	10,420.00	\$ 270,920.00	8,943.23	\$ 200,157.24	RTG
<b>908</b>		<b>271.0</b>	<b>43,469.5</b>	<b>\$ 1,143,377.00</b>	<b>36,442.76</b>	<b>\$ 833,762.04</b>	
Contingency:			5,000.00	\$ 125,000.00	7521.28	\$ 156,214.88	
<b>Total</b>			<b>48,469.50</b>	<b>\$ 1,268,377.00</b>	<b>43,564.04</b>	<b>\$ 989,976.92</b>	
Road Repair PW90:						\$ 43,074.47	Aggregate Fund of Contingency

Five-Year Road Plan: Year 2023-2027

Section 3  Proposed Policy 18-19  
**2024 Road Projects**

OIL TREATMENT/PAVING							
Project Name	Code	# Days	Length/Miles	Res #/s	Estimate Costs	Actual Cost	Funding
Twp 590 between RR 174(N)- RR 180(s)	P1813	2	1.25		\$ 150,000.00		MSI/MO
		2			<b>Total</b>	\$ 150,000.00	\$0.00
CHP-SEAL							
Project Name	Code	# Days	Length/Miles	Res #/s	Estimate Costs	Actual Cost	Funding
		0			<b>Total</b>	\$ -	\$0.00
MS30 BASE STABILIZATION							
Project Name	Code	# Days	Length/Miles	Res #/s	Estimate Costs	Actual Cost	Funding
RR 124 between Twp 601- Twp 603A	MG2411	5	2.5		\$ 62,500.00		MSI/MO
Twp 590 between RR 143(N)- RR 144(S)	MG1822	1	0.5		\$ 10,000.00		MSI/MO
RR 144 between Twp 590- Hwy 652	MG2412	8	6		\$ 80,000.00		MSI/MO
RR 164 between Hwy 28- Twp 592A	MG2423	4	1.5		\$ 70,000.00		MSI/MO
Twp 604 between RR 181- RR 184	MG2415	4	3		\$ 80,000.00		MSI/MO
		22			<b>Total</b>	\$ 302,500.00	\$0.00
CONSTRUCTION							
Project Name	Code	# Days	Length/Miles	Res #/s	Estimate Costs	Actual Cost	Funding
		13			<b>Total</b>	\$ -	\$0.00
MG HAMM ROADS-PW57							
Project Name	Code	# Days	Length/Miles	Res #/s	Estimate Costs	Actual Cost	Funding
Twp 584 between Hwy 855- RR 165	MG2413	4	5.5		\$ 121,000.00		Aggregate Resour
		4			<b>Total</b>	\$ 121,000.00	\$0.00
GRAVELLING							
Mile per Division	Code	Proposed Miles	Proposed Gravel	Estimate Costs	Actual Gravel	Actual Cost	Funding
144	PW45	38.5	6,517.50	\$ 189,007.50			RTG
218.5	PW46	79	12,851.00	\$ 346,977.00			RTG
159.5	PW47	36	5,817.50	\$ 145,437.50			RTG
167	PW48	41	6,659.50	\$ 159,828.00			RTG
219	PW49	58	9,296.00	\$ 241,696.00			RTG
		<b>262.5</b>	<b>41,141.5</b>	<b>\$ 1,082,946.00</b>			
Contingency:			5,000.00	\$ 125,000.00			
<b>Total</b>			<b>46,141.50</b>	<b>\$ 1,207,946.00</b>			
Road Repair PW90							

Five-Year Road Plan: Year 2024-2028

Section 3  Policy 18-19  
**2025 Road Projects**

OIL TREATMENT/PAVING							
Project Name	Code	# Days	Length/Miles	Res #/s	Estimate Costs	Actual Cost	Funding
Twp 600 between RR 181- RR 182	P2415	3	1		\$ 150,000.00		MSI/MO
RR 174 between Twp 612- Twp 613A	P2514	3	1.5		\$ 200,000.00		MSI/MO
RR 124 between Twp 601- Twp 603A	P2511	6	2.5		\$ 460,000.00		MSI/MO
		12			<b>Total</b>	\$ 810,000.00	\$0.00
CHP-SEAL							
Project Name	Code	# Days	Length/Miles	Res #/s	Estimate Costs	Actual Cost	Funding
RR 170 between Hwy 28- Twp 600	PM2414	3	2		\$ 210,240.00		MSI/MO
		3			<b>Total</b>	\$ 210,240.00	\$0.00
REHABILITATION							
Project Name	Code	# Days	Length/Miles	Res #/s	Estimate Costs	Actual Cost	Funding
RR 174 between Twp 612- Twp 613A	R2514	3	1.5		\$ 35,000.00		MSI/MO
RR 190 between Hwy 28- Twp 600	R2515	6	5.5		\$ 85,000.00		MSI/MO
Twp 594 between RR 185- RR 190	R2525	2	1		\$ 24,000.00		MSI/MO
		11			<b>Total</b>	\$ 144,000.00	\$0.00
MS30 BASE STABILIZATION							
Project Name	Code	# Days	Length/Miles	Res #/s	Estimate Costs	Actual Cost	Funding
Twp 620 between RR 135- RR 142	MG2511	5	3		\$ 75,000.00		MSI/MO
RR 143 between Twp 584- Hwy 652	MG1942	6	4		\$ 100,000.00		MSI/MO
Twp 590 between RR 181(s)- RR 184(s)	MG2523	5	3		\$ 70,000.00		MSI/MO
RR 183 between Twp 591A- Twp 592	MG2433	2	0.5		\$ 20,000.00		MSI/MO
RR 167 between Twp 595- Twp 600	MG2514	2	1		\$ 25,000.00		MSI/MO
Twp 612 between RR 174- RR 174A	MG2524	1	0.5		\$ 12,000.00		MSI/MO
RR 180 between Hwy 28- Twp 594	MG2515	2	1.5		\$ 30,000.00		MSI/MO
Twp 612 between RR 174A- RR 180	MG2525	2	1.3		\$ 30,000.00		MSI/MO
RR 180 between Twp 612A- Twp 614	MG2535	2	1.5		\$ 30,000.00		MSI/MO
		27			<b>Total</b>	\$ 392,000.00	\$0.00
CONSTRUCTION							
Project Name	Code	# Days	Length/Miles	Res #/s	Estimate Costs	Actual Cost	Funding
RR 171 between Twp 591- Twp 592	C2513	13	1		\$ 140,000.00		MSI/MO
RR 171 between Twp 590- Twp 591	C2415	13	1		\$ 140,000.00		MSI/MO
		26			<b>Total</b>	\$ 280,000.00	\$0.00
MG HAMM ROADS-PW57							
Project Name	Code	# Days	Length/Miles	Res #/s	Estimate Costs	Actual Cost	Funding
Twp 584 between Hwy 855- RR 165	MG2513	4	5.5		\$ 121,000.00		Aggregate Resour
		4			<b>Total</b>	\$ 121,000.00	\$0.00
GRAVELLING							
Mile per Division	Code	Proposed Miles	Proposed Gravel	Estimate Costs	Actual Gravel	Actual Cost	Funding
144	PW45	46	7,641.00	\$ 221,589.00			RTG
218.5	PW46	83.5	12,243.00	\$ 357,561.00			RTG
159.5	PW47	43	6,770.00	\$ 169,250.00			RTG
167	PW48	51	8,002.50	\$ 192,060.00			RTG
219	PW49	59	9,359.00	\$ 243,334.00			RTG
		<b>282.5</b>	<b>45,015.5</b>	<b>\$ 1,183,794.00</b>			
Contingency:			5,000.00	\$ 125,000.00			
<b>Total</b>			<b>50,015.50</b>	<b>\$ 1,308,794.00</b>			
Road Repair PW90							

Five-Year Road Plan: Year 2024-2028



2026 Road Projects

Policy 18-19

OIL TREATMENT/PAVING							
Project Name	Code	# Days	Length/Miles	Res #'s	Estimate Costs	Actual Cost	Funding
		0		Total	\$ -		MSU/MO \$0.00
REHABILITATION							
Project Name	Code	# Days	Length/Miles	Res #'s	Estimate Costs	Actual Cost	Funding
		0		Total	\$ -		MSU/MO \$0.00
MG30 BASE STABILIZATION							
Project Name	Code	# Days	Length/Miles	Res #'s	Estimate Costs	Actual Cost	Funding
RR 144 between Twp 590- Hwy 652	MG2612	8	6		\$ 90,000.00		MSU/MO
Twp 584 between Hwy 855- RR 144	MG2622	6	4		\$ 60,000.00		MSU/MO
Twp 592 between RR 183- RR 182A	MG2623	1	0.5		\$ 12,000.00		MSU/MO
RR 183 between Twp 592- Twp 591A	MG2633	0.5	0.5		\$ 10,000.00		MSU/MO
RR 163 between Twp 595- Twp 600	MG2614	2	1		\$ 30,000.00		MSU/MO
		17.5		Total	\$ 202,000.00		\$0.00
CONSTRUCTION							
Project Name	Code	# Days	Length/Miles	Res #'s	Estimate Costs	Actual Cost	Funding
Twp 590 between RR 150A- RR 150A	C2612	7	0.5		\$ 60,000.00		MSU/MO
Twp 590 between RR 154A- RR 154A	C2622	4	0.25		\$ 15,000.00		MSU/MO
Twp 592 between RR 171- RR 172	C2113	12	1		\$ 130,000.00		MSU/MO
RR 200 between Twp 592- Twp 593	C1715	12	1		\$ 130,000.00		MSU/MO
Twp 592 between RR 200- RR 195A	C2615	6	0.5		\$ 50,000.00		MSU/MO
		41		Total	\$ 385,000.00		\$0.00
MG HAUL ROADS-PW57							
Project Name	Code	# Days	Length/Miles	Res #'s	Estimate Costs	Actual Cost	Funding
Twp 584 between Hwy 855- RR 165	MG2613	4	5.5		\$ 121,000.00		MSU/MO Appropriate Reserve
		4		Total	\$ 121,000.00		\$0.00
GRAVELLING							
Mile per Division	Code	Proposed Miles	Proposed Gravel	Estimate Costs	Actual Gravel	Actual Cost	Funding
144	PW45	40.5	6,798.50	\$ 197,136.50			RTG
218.5	PW46	83.5	13,615.00	\$ 367,605.00			RTG
159.5	PW47	41.5	6,675.50	\$ 166,887.50			RTG
167	PW48	52.5	8,360.50	\$ 200,652.00			RTG
219	PW49	70	11,168.00	\$ 290,368.00			RTG
		288.0	46,617.5	\$1,222,669.00			
Contingency:			5,000.00	\$ 125,000.00			
<b>Total</b>			<b>\$1,617.50</b>	<b>\$1,347,669.00</b>			

Five-Year Road Plan: Year 2024-2028



2027 Road Projects

Policy 18-19

OIL TREATMENT/PAVING							
Project Name	Code	# Days	Length/Miles	Res #'s	Estimate Costs	Actual Cost	Funding
		0		Total	\$ -		MSU/MO \$0.00
REHABILITATION							
Project Name	Code	# Days	Length/Miles	Res #'s	Estimate Costs	Actual Cost	Funding
		0		Total	\$ -	\$ -	MSU/MO
MG30 BASE STABILIZATION							
Project Name	Code	# Days	Length/Miles	Res #'s	Estimate Costs	Actual Cost	Funding
RR 144 between Twp 590- Hwy 652	MG2712	8	6		\$ 100,000.00		MSU/MO
Twp 592 between RR 171- RR 172	MG2723	2	1		\$ 20,000.00		MSU/MO
RR 164 between Hwy 28- Twp 584A	MG2733	8	5.5		\$ 125,000.00		MSU/MO
Twp 612 between RR 174- RR 174A	MG2714	1	0.5		\$ 15,000.00		MSU/MO
Twp 612 between RR 174A- RR 180	MG2715	2	1.5		\$ 37,000.00		MSU/MO
RR 180 between Twp 612A- Twp 614	MG2725	3	1.5		\$ 37,000.00		MSU/MO
Twp 604 between RR 181- RR 183	MG2735	4	2		\$ 65,000.00		MSU/MO
		28		Total	\$ 399,000.00		\$0.00
CONSTRUCTION							
Project Name	Code	# Days	Length/Miles	Res #'s	Estimate Costs	Actual Cost	Funding
RR 162 between Twp 594- Twp 594A	C2714	3	0.25		\$ 50,000.00		MSU/MO
		3		Total	\$ 50,000.00	\$ -	
MG HAUL ROADS-PW57							
Project Name	Code	# Days	Length/Miles	Res #'s	Estimate Costs	Actual Cost	Funding
Twp 584 between Hwy 855- RR 165	MG2713	4	5.5		\$ 121,000.00		MSU/MO Appropriate Reserve
		4		Total	\$ 121,000.00	\$ -	
GRAVELLING							
Mile per Division	Code	Proposed Miles	Proposed Gravel	Estimate Costs	Actual Gravel	Actual Cost	Funding
144	PW45	39	6,611.00	\$ 191,719.00			RTG
218.5	PW46	75	12,134.00	\$ 327,618.00			RTG
159.5	PW47	32.5	5,132.00	\$ 128,300.00			RTG
167	PW48	37	5,818.50	\$ 139,644.00			RTG
219	PW49	51	8,548.00	\$ 222,248.00			RTG
		237.5	38,243.5	\$1,009,529.00			
Contingency:			5,000.00	\$ 125,000.00			
<b>Total</b>			<b>43,243.50</b>	<b>\$1,134,529.00</b>			

Five-Year Road Plan: Year 2024-2028

Section 3 Policy 18-19

**2028 Road Projects**

OIL TREATMENT/PAVING							
Project Name	Code	# Days	Length/Miles	Rea #s	Estimate Costs	Actual Cost	Funding
		0		Total	\$ -		MSU/MO \$0.00

REHABILITATION							
Project Name	Code	# Days	Length/Miles	Rea #s	Estimate Costs	Actual Cost	Funding
		0		Total	\$ -	\$ -	MSU/MO

MG30 BASE STABILIZATION							
Project Name	Code	# Days	Length/Miles	Rea #s	Estimate Costs	Actual Cost	Funding
Twp 620 between RR 135- RR 142	MG2811	5	3		\$ 80,000.00		MSU/MO
RR 144 between Twp 590- Hwy 652	MG2812	8	6		\$ 100,000.00		MSU/MO
Twp 604 between RR 191- RR 192A	MG2815	3	1.5		\$ 40,000.00		MSU/MO
Twp 604 between RR 181- RR 184	MG2825	5	3		\$ 85,000.00		MSU/MO
		21		Total	\$ 305,000.00		\$0.00

CONSTRUCTION							
Project Name	Code	# Days	Length/Miles	Rea #s	Estimate Costs	Actual Cost	Funding
		0		Total	\$ -	\$ -	MSU/MO

MG HAUL ROADS-PW57							
Project Name	Code	# Days	Length/Miles	Rea #s	Estimate Costs	Actual Cost	Funding
Twp 584 between Hwy 855- RR 165	MG2813	4	5.5		\$ 130,000.00		Aggregate Reserve
		4		Total	\$ 130,000.00	\$ -	

GRAVELLING							
Mile per Division	Code	Proposed Miles	Proposed Gravel	Estimate Costs	Actual Gravel	Actual Cost	Funding
144	PW45	43.5	7,297.50	\$ 211,627.50			RTG
218.5	PW46	80.5	13,085.00	\$ 353,295.00			RTG
199.5	PW47	46.5	7,455.50	\$ 186,387.50			RTG
167	PW48	55	8,843.50	\$ 212,244.00			RTG
219	PW49	64	10,232.00	\$ 266,832.00			RTG
		<b>289.5</b>	<b>46,913.5</b>	<b>\$ 1,229,586.00</b>			
Contingency:				\$ 5,000.00			
<b>Total</b>			<b>51,913.50</b>	<b>\$ 1,354,586.00</b>			

Road Repair PW'90: Estimated Cost of projects

Five-Year Road Plan: Year 2024-2028

Carried.

**7.10. Backsloping Application**

494-24: Halisky

That Smoky Lake County Council approve the backsloping program project along the lands legally described as SE-35-59-16-W4, adjacent to Range Road 161, as per the application received from Dan and Ashley Gargus, dated April 3, 2024, and subject to the pass of an inspection conducted by the Public Works Manager or designate, upon completion the County will provide funding to the applicant in the amount of half the total cost of the project up to a maximum amount of \$2,500.00, in accordance with County Policy Statement No. 03-21-06.

Carried.

One Member of the Public, virtually joined the meeting, time 10:56 a.m.

**7.11. Highway 28 Speed Reduction Along Town of Smoky Lake**

495-24: Cere

That Smoky Lake County request an update in respect to the status of the ministerial order to lower the speed limit of Highway 28 along the Town of Smoky Lake, as per the March 27, 2023 letter addressed to the Reeve of Smoky Lake County and Mayor of the Town of Smoky Lake, from the Honourable Deven Dreeshen, Minister of Transportation and Economic Corridors, stating: "I agree that a posted speed limit of 80 kilometres per hour could be accommodated for this section of roadway. I have asked department staff to prepare the ministerial order so that the lower speed limit can be implemented. The speed limit would then come into effect once the ministerial order is complete and the signs are installed."

Carried.

**7.12. Bylaw No.1460-24: Annual Borrowing Bylaw**

496-24: Cere

That Smoky Lake County Bylaw No. 1460-24: Borrowing Bylaw, for the purpose of providing authorization to borrow up to \$5,000,000.00 on the operating line of credit and \$50,000.00 on the Corporate Mastercard Account, be given **FIRST READING**.

Carried.

Moved by Councillor Fenerty that Smoky Lake County Bylaw No. 1460-24: Borrowing Bylaw, for the purpose of providing authorization to borrow up to \$5,000,000.00 on the operating line of credit and \$50,000.00 on the Corporate Mastercard Account, be given **SECOND READING**.

Carried.

Moved By Councillor Gawalko that Smoky Lake County Council give **unanimous consent for permission for Third Reading** to Bylaw No. 1460-24: Borrowing Bylaw, for the purpose of providing authorization to borrow up to \$5,000,000.00 on the operating line of credit and \$50,000.00 on the Corporate Mastercard Account.

**Carried Unanimously.**

Moved by Councillor Halisky that Smoky Lake County Bylaw No. 1460-24: Borrowing Bylaw, for the purpose of providing authorization to borrow up to \$5,000,000.00 on the operating line of credit and \$50,000.00 on the Corporate Mastercard Account, be given **THIRD & FINAL READING**, and that the Reeve and the Chief Administrative Officer are hereby authorized to fix their signatures to all necessary documents and that the corporate seal also be fastened where it is deemed to be necessary.

Carried.

**7.13. Vilna/Bellis Citizens on Patrol's Request for Donation**

497-24: Serben

That Smoky Lake County Council acknowledge the release of County funds to the Vilna/Bellis Citizens on Patrol, in the amount of \$3,000.00 as per Council's September 26, 2018, annual funding Motion #940-18, and in respect to the letter deferred on March 16, 2023, from Vilna/Bellis Citizens on Patrol's letter received, dated February 24, 2023, requesting funding.

Carried.

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

Nil.

**9. Council Committee Reports:**

Nil.

**10. Correspondence:**

**10.1. Minister Approval of North Saskatchewan River as a Canadian Heritage River**

498-24: Fenerty

That Smoky Lake County Council acknowledge receipt of the letter from Minister of Environment & Climate Change, dated February 2, 2024, approving the designation of Alberta section of the North Saskatchewan River as a Canadian Heritage River.

Carried.

**10.2. Alberta Designates North Saskatchewan River as a Canadian Heritage River**

499-24: Cere

That Smoky Lake County Council acknowledge receipt of the News Release from Government of Canada, dated March 22, 2024, titled: "Governments of Canada and Alberta officially designate Alberta section of the North Saskatchewan River as a Canadian Heritage River".

Carried.

**10.3. Award Nomination of the North Saskatchewan River Heritage River Designation**

500-24: Halisky That Smoky Lake County Council approve action taken as per the email received from Chris Hardwicke, Principal, Urban Design, O2 Planning + Design Inc., dated March 13, 2024, providing notice of their submission to the Alberta Professional Planners Institute (APPI) 2024 Planning Awards, for the ‘North Saskatchewan River (kisiskâciwani-sîpiy) in Alberta Heritage River Designation Document: a ‘living strategy’ Concept Plan’ under the ‘Special Study’ Category Three.

Carried.

**10.4. Métis Nation of Alberta: “Notice of Engagement - Healing Waters Tea and Talk”**

501-24: Cere That Smoky Lake County Council who can attend – attend, the event as per the from Métis Nation of Alberta (MAN) poster titled: “Notice of Engagement - Healing Waters Tea and Talk” scheduled for Thursday, April 18, 2024, 6:00 p.m. to 9:00 p.m. at the Ukrainian National Hall, Smoky Lake, and approve action taken by Administration in promoting the MNA’s event on social media to increase County resident’s awareness of the event.

Carried.

**10.5. Two-Year Extension to Provincial Education Requisition Credit (PERC) Program**

502-24: Gawalko That Smoky Lake County Council acknowledge receipt of the letter from Minister of Municipal Affairs, received March 22, 2024, announcing a two-year extension to the Provincial Education Requisition Credit (PERC) Program and promising to continue working in collaboration with partners in industry, Rural Municipalities of Alberta, Alberta Municipalities, and the Alberta Energy Regulator, to ensure oil and gas companies pay their fair share of taxes.

Carried.

**10.6. Explore Edmonton Forgoes the Farm Family Awards Program in Year-2024**

503-24: Halisky That Smoky Lake County Council write a letter of disappointment in response to the email from Kimberly Zagar, Agricultural Specialist, Community Initiatives and Agriculture, Explore Edmonton, dated March 15, 2024, announcing their decision to forgo the Farm Family Awards program in Year-2024; and forward the information to the Agricultural Service Board.

Carried.

504-24: Gawalko That Smoky Lake County Council acknowledge the email from Kimberly Zagar, Agricultural Specialist, Community Initiatives and Agriculture, Explore Edmonton, dated March 15, 2024, announcing their decision to forgo the Farm Family Awards program in Year-2024.

Carried.

**10.7. News Release - Alberta Government - Investment for More Rural Physicians**

505-24: Serben That Smoky Lake County Council acknowledge receipt of the New Release from Alberta Government, dated April 3, 2024, announcing a \$224.8 million investment through Budget 2024 to help train more physicians in rural areas by “working with post-secondary institutions to train more physician in rural area because students who learn in rural communities are more likely to stay and work in them after completing training”; and distribute to the information local schools for awareness.

Carried.

**10.8. News Release - Smoky Lake Public Library - Employment and Citizenship Support**

506-24: Halisky

That Smoky Lake County Council acknowledge receipt of the New Release from Smoky Lake Public Library, received April 4, 2024, announcing “Employment and Citizenship Support”, including resume writing, job searches, PR card renewal, and finding/sending government forms; and share the news release on the County’s Social Media.

Carried.

**10.9. Minister's Award for Municipal Excellence for the joint Métis Solar Project**

507-24: Cere

That Smoky Lake County, as a grant funding application partner of the completed joint Métis Solar Project, support and acknowledge the Town of Smoky Lake has completed a submission to the Minister's Award for Municipal Excellence for the said Métis Solar Project, as per the email received from Dawn Phillips, Chief Administrative Officer, Town of Smoky Lake, dated March 29, 2024.

Carried.

**10.10. Email from Deputy Reeve Fenerty - Bridge BF08200 “Contingency plan / grant”**

508-24: Fenerty

That Smoky Lake County Council acknowledge receipt of the email from Deputy Reeve Fenerty, dated April 3, 2024, requesting “Bridge 8200 – Contingency plan / grant” be placed on the April 11, 2024, Council Meeting Agenda; and request an update in respect to same through the Public Works Manager, from Jen Plamondon, P.Eng., Project Manager, of Associated Engineering Alberta Ltd..

Carried.

**11. Information Releases:**

Nil.

**12. Financial Reports:**

**Bills and Accounts – Cheque Register**

509-24: Halisky

That Smoky Lake County’s Cheque Register as of March 7, 2024, as follows, be filed for information:

*County Council Meeting: Apr. 11th 2024*

Batch #	Cheque Numbers	Total of Batch
PMCHQ217	54146 TO 54167	\$77,435.55
PMCHQ219	54169 TO 54189	\$55,262.39
PMCHQ221	54190 TO 54200	\$36,290.39
PMCHQ222	54201 TO 54216	\$122,961.61
PMCHQ225	54217 TO 54219	\$198,411.25
PMCHQ226	54220 TO 54236	\$74,317.96
PMCHQ228	54237	\$11,844.62
<b>Total Cheques from 54146 TO 54237</b>		<b>\$576,523.77</b>

Batch #	EFT Numbers	Total of Batch
240330	1284 TO 1293	\$79,967.86
240313	1294 TO 1302	\$225,932.38
240320	1303 TO 1306	\$77,801.55
240325	1307 TO 1314	\$23,156.23
240328	1315 TO 1316	\$15,944.64
240430	1317 TO 1326	\$74,699.15
<b>Total EFTs from 1284 TO 1326</b>		<b>\$497,501.81</b>

**Direct Debit Register**

Batch #	Description	Total of Batch
PMPAY073	My HAS	\$1,770.43
PMPAY074	My HAS	\$434.87
PMTRX680	ENTERPRISE FLEET MNGT	\$259,656.25
PMTRX681	ENTERPRISE FLEET MNGT	\$1,063.13
<b>Total Direct Debits</b>		<b>\$262,924.68</b>

<b>Grand Total Bills and Accounts</b>	<b>\$1,336,950.26</b>
---------------------------------------	-----------------------

*(Note: From General Account)*

Carried.

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

**Next & Scheduled County Council Meetings**

510-24: Fenerty That the next Smoky Lake County Council Meetings be re-confirmed and **scheduled** as follows:

Wednesday, April 24, 2024, 9:00 a.m. (Budget),

Thursday, April 25, 2024, at 9:00 a.m., (Regular),

Thursday, May 9, 2024, at 9:00 a.m., (Regular),

Thursday, May 23, 2024, at 9:00 a.m. (Regular),

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

Carried.

**11:33 a.m. to 11:34 a.m.**

**Public Question and Answer Period:**

None.

**Addition to the Agenda - Executive Session:**

**Personnel Issues - Public Works Manager and Chief Administrative Officer Recruitment**

511-24: Serben

That Smoky Lake County Council go into Executive Session to discuss the following issues, in the presence of all Council, Interim Chief Administrative Officer, Finance Manager, Planning & Development Manager, Executive Services Clerk, and Public Works Manager under FOIP Section 27: Privileged Information,

- from 11:34 a.m. to 12:01 p.m., a Personnel Issue, in respect to Public Works Manager, and  
(the Finance Manager, Planning & Development Manager, Executive Services Clerk, and Public Works Manager, left Executive Session, time 12:01 p.m.)
- from 12:02 p.m. to 12:18 p.m., a Personnel Issue, in respect to Chief Administrative Officer (CAO) Recruitment.

Carried.

512-24: Serben

That Smoky Lake County Council go out of Executive Session, time 12:18 p.m.

Carried.

**Meeting Recessed**

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

**Meeting Reconvened**

The meeting reconvened on a call to order by the Reeve at 12:54 p.m. in the physical (or virtual) presence of all Council Members, Interim Chief Administrative Officer, Finance Manager, Planning and Development Manager, Executive Services Clerk, Communications Officer, Public Works Manager, and one Members of the Public.

**Addition to the Agenda - Executive Session:**

**Legal Issue - Proposed Supportive Living Facility Development**

513-24: Cere

That Smoky Lake County Council go into Executive Session to discuss a Legal Issue: Proposed Supportive Living Facility Development, under the authority of the FOIP Act Section 16: Third Party Business Interests, in the presence of all Council, Interim Chief Administrative Officer, Finance Manager, Planning & Development Manager, Executive Services Clerk, Public Works Manager, and via telephone: Metis Nation of Alberta's representative: Aaron Barner, Senior Executive Officer, time 12:55 p.m.

Carried.

The phone call with Metis Nation of Alberta's representative: Aaron Barner, Senior Executive Officer, ended in Executive Session, time 1:13 p.m.

514-24: Halisky

That Smoky Lake County Council go out of Executive Session, time 1:19 p.m.

Carried.

**15. ADJOURNMENT:**

515-24: Gawalko

That the Smoky Lake County Council Meeting of April 11, 2024, be adjourned, time 1:20 p.m..

Carried.

---

REEVE

**S E A L**

---

CHIEF ADMINISTRATIVE OFFICER

# TRAVIS FIXED FEE



## INFO

### TRAVIS Fixed Fees:

12 Municipalities with TRAVIS Fixed Fee \$15.00-\$19.00

43 Municipalities with TRAVIS Fixed Fee \$20.00-\$29.00

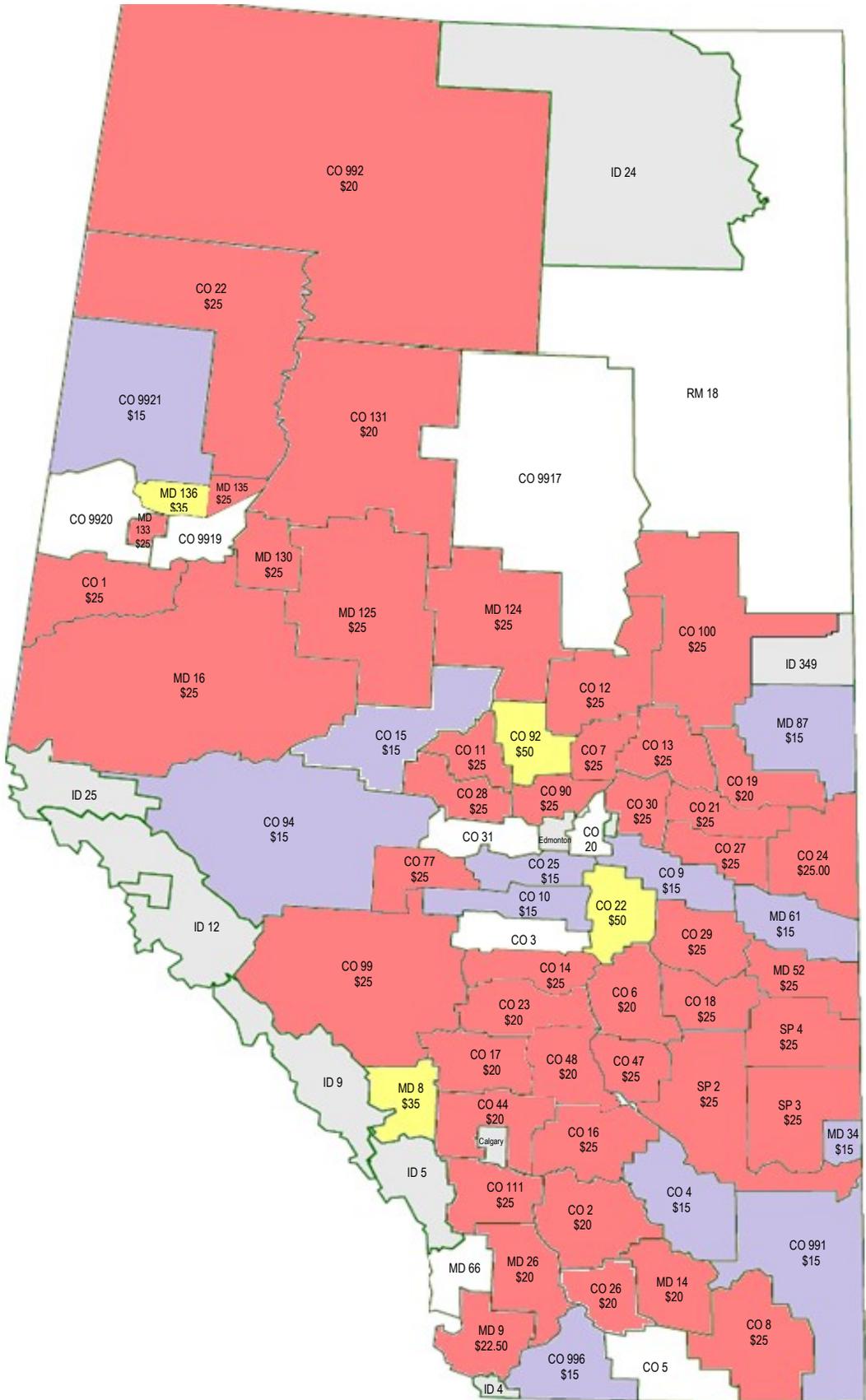
4 Municipalities with TRAVIS Fixed Fee \$30.00 +

0 Municipalities with TRAVIS Fixed Fee Increases Approved by Council

\*Not effective as of yet

★ Average TRAVIS Fixed Fee in Participating Urban Municipalities is \$21.00

\*Adjusted to exclude one Municipality with \$300.00 Fee



For more information, please call Nasha or Gail at the contact information listed below.

### Roadata Services Ltd.

Tel: 1.403.314.9500

Fax: 1.403.341.7467

www.roadata.com

4716 – 60<sup>th</sup> Street

Red Deer, AB

T4N 7C7





# Request for Decision (RFD)

Meeting Date: Thursday, April 25, 2024

Agenda Item: #

**Topic: Bylaw 1429-23: Road Closure Bylaw – Undeveloped Road Allowance; East Side of River Lot 10, Victoria Settlement**

**Presented By:** Planning & Development Services

---

## Recommendation:

- 1. That Smoky Lake County Council give Bylaw 1429-23, a Bylaw to close portions of undeveloped government road allowance east of River Lot 10, Victoria Settlement, SECOND READING.**
- 2. That Smoky Lake County Council give Bylaw 1429-23, a Bylaw to close portions of undeveloped government road allowance east of River Lot 10, Victoria Settlement, THIRD READING.**

## Background:

At the December 14, 2022 County Council meeting, the following Motion was adopted:

**Motion #189-22:** *“That Smoky Lake County initiate a partial road closure of the government road allowance adjacent River Lot 10, to be transferred to the Metis Nation of Alberta (MNA) in accordance with the Municipal Government Act: Subdivision and Development Regulations, and Policy Statement 61-10-01: Disposition of County Owned Property and Policy Statement 03-16: Road Closure or Cancellation.”*

At the January 26, 2024 County Council meeting, Bylaw 1429-23 was given First Reading. A statutorily-required Public Hearing was held on March 16, 2023, at which no concerns with the proposed closure were raised. Subsequently, the Bylaw was forwarded to the Minister of Transportation for approval. The Minister’s approval was received by administration on April 12, 2024. The Ministerial approval noted that an amending bylaw is required to facilitate the disposal of the lands subject to the closure as was Council’s original intent (see Motion #189-22). This amending bylaw does not require approval by the Minister of Transportation but must be submitted to Land Titles at the time of registration of Bylaw 1429-23. A separate Request for Decision will be forwarded to Council for consideration of the amending bylaw.

**Benefits:** Supports Council’s Strategic Plan – Priority Economic Development/Victoria District Economic Development Plan. Provides certainty to Metis Crossing’s future development plans.

**Disadvantages:** Loss of potential connectivity between Victoria Trail and TWP RD 582.

**Alternatives:** Defeat Bylaw 1429-23.

**Financial Implications:** Nil.

**Legislation:** Nil.

**Intergovernmental:** Nil.

**Strategic Alignment:** Nil.



# Request for Decision (RFD)

**Enclosure(s):**

**Enclosure #1: Bylaw 1429-23**

**Enclosure #2: Letter from Grace Saina, Road Closure Lead, Alberta Transportation**

**Enclosure #3: Policy Statement No. 03-16: Road Closure or Cancellation**

Approved by the Interim CAO:  Date: April 15, 2024.



# Request for Decision (RFD)

## Enclosure #1: Bylaw 1429-23

Bylaw 1429-23: Road Closure – Undeveloped Government Road Allowance; East Side of River Lot 10  
(Victoria Settlement)

**SMOKY LAKE COUNTY  
IN THE PROVINCE OF ALBERTA  
BYLAW NO. 1429-23**

**A BYLAW OF SMOKY LAKE COUNTY IN THE PROVINCE OF ALBERTA FOR THE PURPOSE OF CLOSING TO PUBLIC TRAVEL, PORTIONS OF A PUBLIC HIGHWAY IN ACCORDANCE WITH SECTION 22 OF THE MUNICIPAL GOVERNMENT ACT, CHAPTER M-26, REVISED STATUTES OF ALBERTA 2000, AS AMENDED.**

**WHEREAS**, the lands hereafter described are no longer required for public travel, and

**WHEREAS**, application has been made to Council to have the highway closed, and

**WHEREAS**, the Council of Smoky Lake County deems it expedient to provide for a bylaw for the purpose of closing to public travel, and

**WHEREAS**, notice of intention of Council to pass a bylaw has been given in accordance with Section 606 of the Municipal Government Act, and

**WHEREAS**, Council was not petitioned for an opportunity to be heard by any person claiming to be prejudicially affected by the bylaw.

**NOW THEREFORE BE IT RESOLVED** that the Council of Smoky Lake County in the Province of Alberta does hereby close to public travel, the following described road, subject to rights of access granted by other legislation:

**VICTORIA SETTLEMENT**

**ALL THAT PORTION OF ORIGINAL GOVERNMENT ROAD ALLOWANCE**

**ADJOINING THE EAST BOUNDARY OF RIVER LOT 10 DESCRIBED AS FOLLOWS: COMMENCING AT THE NORTH EAST CORNER OF RIVER LOT 10; THENCE EASTERLY TO THE NORTH WEST CORNER OF LOT 1 BLOCK 1 PLAN 1422795; THENCE SOUTHERLY ALONG THE WEST BOUNDARY OF SAID LOT 1 TO THE SOUTH WEST CORNER OF SAID LOT 1; THENCE WESTERLY IN A STRAIGHT LINE TO THE INTERSECTION OF THE SAID EAST BOUNDARY OF RIVER LOT 10 WITH THE NORTH LIMIT OF ROAD CROSSING THE SAID RIVER LOT; THENCE NORTHERLY ALONG THE SAID EAST BOUNDARY OF RIVER LOT 10 TO THE POINT OF COMMENCEMENT**

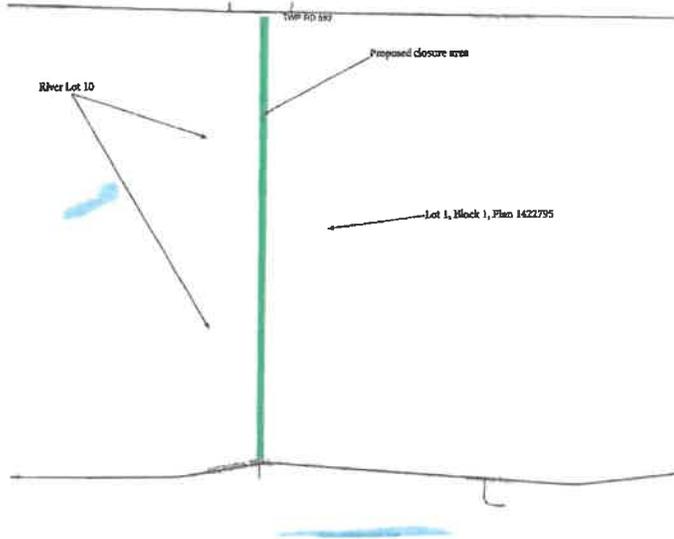
**EXCEPTING THEREOUT ALL MINES AND MINERALS**

A handwritten signature in blue ink, appearing to be "C. H.", located below the page number.



# Request for Decision (RFD)

Bylaw 1429-23: Road Closure – Undeveloped Government Road Allowance; East Side of River Lot 10 (Victoria Settlement)



Received first reading this 26TH day of JANUARY, 2023.

  
Reeve  
Seal  
  
Chief Administrative Officer

Received SECOND READING this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Received THIRD READING and passed this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Reeve  
Seal  
\_\_\_\_\_  
Chief Administrative Officer

Approved this 28 day of  
March, 2023  
  
for: Minister of Transportation and  
Economic Corridors ✓



# Request for Decision (RFD)

Enclosure #2: Letter from Grace Saina, Road Closure Lead, Alberta Transportation



TRANSPORTATION AND ECONOMIC CORRIDORS  
TECHNICAL STANDARDS BRANCH  
2<sup>ND</sup> FLOOR, TWIN ATRIA BUILDING  
4999-98 AVENUE  
EDMONTON, ALBERTA, CANADA  
T6B 2X3

TELEPHONE NO: 780-638-3505  
Toll Free Connection Dial 310-0000

April 8, 2024

Smoky Lake County  
P.O. Box 310  
Smoky Lake, AB T0A 3C0

Attention: Jordan Ruegg

RE: ROAD CLOSURE – BYLAW 1429-23 (RPATH0036323)

Enclosed is the above noted bylaw which was approved by Alberta Transportation and Economic Corridors for closure and disposal on March 28, 2024.

**Please be advised that an amending bylaw will be required to correct the intent of the road closure from “closure to public travel” to “closure and disposal.” Please see <https://www.alberta.ca/road-closure-bylaw/#jumplinks-4> for more details and do not hesitate to contact the undersigned with any questions.**

Following the second and third readings of the amending bylaw by Council, both the original and amending bylaw may be registered together at Land Titles.

Please notify me when registration is complete.

Yours truly,

**Grace.Saina**

Digitally signed by Grace.Saina  
Date: 2024.04.08 08:29:27 -06'00'

Road Closure Lead

cc: Michelle Olsen  
Development and Planning Technologist  
For: Athabasca, Alberta

Enclosures

Classification: Protected A



# Request for Decision (RFD)

Enclosure #3: Policy Statement No. 03-16: Road Closure or Cancellation



## SMOKY LAKE COUNTY

<b>Title: Road Closure or Cancellation</b>		<b>Policy No.: 16-03</b>
<b>Section: 03</b>	<b>Code:</b>	<b>Page No.: 1 of 11</b>

E

<b>Legislation Reference:</b>	Alberta Provincial Statutes
-------------------------------	-----------------------------

<b>Purpose:</b>	To provide a process to close a Government Road Allowance, or cancel a surveyed Road Plan.
-----------------	--

<b>Policy Statement and Guidelines:</b>	
<p><b>1. DEFINITIONS</b></p> <p><b>1.1 Government Road Allowance – 66 feet wide</b></p> <p>1.1.1 in a north-south direction, with one mile between each column of sections east to west, commencing on the eastern range boundary. Also known as Range Roads.</p> <p>1.1.2 in an east-west direction, two miles between each 2<sup>nd</sup> row of sections south to north, commencing on the southern township boundary. Also known as Township Roads.</p> <p><b>1.2 Road Plan –</b> Surveyed areas acquired for public purposes such as new roads, road widening, diversion and drainage ditches which are undertaken by the municipality under the authority of the <i>Municipal Government Act</i>.</p> <p>When a municipality or the Crown acquires land for a road or other public work by an agreement with the owner, title to the land is vested in the city, or in the case of any other municipality, the Crown in right of Alberta by filing a plan of survey at the Land Titles Office.</p> <p><b>1.3 Road –</b> means land</p> <p>1.3.1 shown as a road on a plan of survey that has been filed or registered in a Land Titles Office, or</p> <p>1.3.2 used as a public road,</p> <p>1.3.3 as or within a Government road allowance,</p> <p>and includes a bridge forming part of a public road and any other structure incidental to a public road.</p> <p><b>2. TEMPORARY ROAD CLOSURE</b></p> <p><b>2.1</b> Council, may by resolution or a Designated Officer if authorized by Council resolution, temporarily close the whole or a part of a road at any time that a construction or maintenance project on or adjacent to the road may create a hazard.</p>	



# Request for Decision (RFD)

<b>Title: Road Closure or Cancellation</b>		<b>Policy No.: 16-03</b>
<b>Section: 03</b>	<b>Code:</b>	<b>Page No.: 2 of 11</b>

*E*

**3. PERMANENT ROAD CLOSURE / CANCELLATION BY RESOLUTION –  
Municipal Government Act, Section 24**

Council, may by resolution, with the approval of the Minister of Transportation, close the whole or any part of a Road described in a surveyed Road Plan that the Council determines is no longer required for use by the travelling public owing to the existence of an alternative route.

**PROCEDURE**

- 3.1 A Landowner may request the County to consider cancellation of the whole or any part of an undeveloped Road Plan or the County may initiate the action.
- 3.2 A Request for Decision (*as per Policy Statement No. 01-27: Request For Decision*) shall be presented to Council for consideration for Road Closure by Resolution, see attached *Schedule "A": Sample Resolution.*
- 3.3 The road is usually returned to the title from which it was excepted (i.e. the ¼ section). Consolidation with the adjacent land parcels may require a Descriptive Plan or a Plan of Survey. When using a Descriptive Plan, Land Titles should be consulted to ensure that the description is suitable for registration.
- 3.4 No advertising is necessary, but an agreement or consent must be obtained from the landowner(s) affected. If there is more than one adjacent owner, direction from the municipality as to the disposition of the Road shall be provided to affected landowners, and consent from all affected landowners is required, see attached *Schedule "B": Sample Resolution Letter & Consent.*
- 3.5 The municipality is responsible for ensuring that all third party interests and the interests of anyone who might be adversely affected are protected.

A letter, as per *Schedule "C": Sample Letter of Referral* shall be sent to the following Referral Agencies, as per *Schedule "F": Referral List:*

- 3.5.1 Telecommunication providers (Telus).
- 3.5.2 Power Authority (ATCO).
- 3.5.3 The owner/operator of any pipeline or right-of-way which crosses the subject closure area.



# Request for Decision (RFD)

<b>Title: Road Closure or Cancellation</b>		<b>Policy No.: 16-03</b>
<b>Section: 03</b>	<b>Code:</b>	<b>Page No.: 3 of 11</b>

E

<p><b>Policy Statement and Guidelines:</b></p> <p>3.6 If easements or conditions are required by any of the Referral Agencies, the County must attach the proper documentation to accompany the Resolution when submitting it to Alberta Transportation for approval. Easements are granted by the “Minister of Transportation”.</p> <p>3.7 The complete package to be sent to Alberta Transportation shall include:</p> <p>3.7.1 Original or certified copy of the Resolution;</p> <p>3.7.2 Copies of the Notices sent to all Referral Agencies;</p> <p>3.7.3 Copies of written consent by affected Landowner(s); and</p> <p>3.7.4 Copies of written responses from all required Referral Agencies.</p> <p>And shall be sent to:</p> <p>District Operations Manager, Athabasca Unit          Alberta Transportation          Unit #2, Jewell Building          3603 – 53 Street          Athabasca, Alberta T9S 1A9</p> <p>3.8 Alberta Transportation will prepare the documentation (Notification to Registrar) to transfer the Road to the appropriate adjacent landowner(s).</p> <p><b>4. PERMANENT ROAD CLOSURE / CANCELLATION BY BYLAW:</b>  <i>Municipal Government Act, Section 22</i></p> <p>Council, may by Bylaw, with the approval of the Minister of Transportation, close the whole or any part of a Government Road Allowance (or a surveyed Road Plan, when preferred).</p> <p><b>PROCEDURE</b></p> <p>4.1 Prior to First Reading of the Bylaw, Smoky Lake County shall obtain a correct and acceptable description of the closure area. This information can be obtained from an Alberta Land Surveyor or the Survey Department of the Land Titles Office.</p> <p>4.2 A Request for Decision (<i>as per Policy Statement No. 01-27: Request For Decision</i>) shall be presented to Council for consideration for Road Closure by Bylaw, see attached <i>Schedule “D”: Sample Bylaw</i>. Council must give First Reading to the Bylaw prior to a Public Hearing and prior to submitting it to Alberta Transportation for approval.</p>
---



# Request for Decision (RFD)

<b>Title: Road Closure or Cancellation</b>		<b>Policy No.: 16-03</b>
<b>Section: 03</b>	<b>Code:</b>	<b>Page No.: 4 of 11</b>

E

**Policy Statement and Guidelines:**

- 4.3 Following First Reading of the Road Closure Bylaw, advertisement requirements, *as per Municipal Government Act - Section 606*, for a Public Hearing must be followed, including the time and place for a Public Hearing, (*as per Policy Statement No. 01-06: Public Hearing Procedures*).
- 4.4 The Bylaw and advertising must state the ultimate purpose of the closure (i.e., to public travel only, for lease or for creation of a title), see attached *Schedule "E": Sample Advertisement*
- 4.5 If objections are raised, either in writing or at the Public Hearing, Council should determine whether the objections are valid and whether they wish to continue in spite of the objections. If continuing, the rationale for the closure/cancellation must be made clear in the covering letter to Alberta Transportation.
- 4.6 The municipality is responsible for ensuring that all third parties interests and the interests of anyone who might be adversely affected are protected.
 

A letter, as per *Schedule "C": Sample Letter of Referral*, shall be sent to the following Referral Agencies, as per *Schedule "F": Referral List*:

  - 4.6.1 Telecommunication providers (Telus);
  - 4.6.2 Power Authority (ATCO);
  - 4.6.3 Public Lands, Alberta Sustainable Resources, if a Government Road Allowance is for sale, or if adjacent to Crown Lands or a water body; and
  - 4.6.4 Rural Utilities Branch, Alberta Agriculture and Rural Development; and
  - 4.5.5 The owner/operator of any pipeline or right-of-way which crosses the subject closure area.
- 4.7 If easements or conditions are required by any of the Referral Agencies, the County must attach the proper documentation to accompany the Resolution when submitting it to Alberta Transportation for approval. Easements are granted by the "Minister of Transportation".



# Request for Decision (RFD)

<b>Title: Road Closure or Cancellation</b>		<b>Policy No.: 16-03</b>
<b>Section: 03</b>	<b>Code:</b>	<b>Page No.: 5 of 11</b>

E

<b>Policy Statement and Guidelines:</b>	
<p>4.8 The complete package to be sent to Alberta Transportation shall include:</p> <p>4.8.1 Original or certified copy of the Bylaw (after First Reading).</p> <p>4.8.2 Copies of the Notices sent to all Referral Agencies.</p> <p>4.8.3 Copy of the Notice published in the local newspaper.</p> <p>4.8.4 Copies of written consent by affected Landowner(s).</p> <p>4.8.5 Copies of written responses from all required interested parties.</p> <p>4.8.6 Copy of the meeting minutes when the Bylaw received First Reading.</p> <p>And shall be sent to:</p> <p>District Operations Manager, Athabasca Unit          Alberta Transportation          Unit #2, Jewell Building,          3603 – 53 Street          Athabasca, Alberta T9S 1A9</p> <p>4.9 Alberta Transportation will review the package and if approved, the Minister of Transportation will sign the Original Bylaw and return to the Municipality.</p> <p>4.10 The Bylaw may then be presented to Council for consideration of Second and Third Readings. Second and Third Readings must be done within two years of First Reading.</p> <p>4.11 Once given Third and Final Reading, a duplicate original or certified copy of the Bylaw is to be sent to Alberta Land Titles for registration.</p> <p>4.12 Upon acceptance of the Road Closure Bylaw, Alberta Land Titles will issue a new Certificate of Title for the subject parcel of land, in the name of Smoky Lake County.</p> <p>4.13 The County may consolidate the parcel of land with an adjacent parcel of land upon a <u>Transfer of Title and Consolidation or Separation of Titles</u> being submitted to Alberta Land Titles.</p>	

	<i>Date</i>	<i>Resolution Number</i>
Approved	June 3, 1985	# 590 - Page # 4944
Amended	June 16, 2005	# 479 - Page # 7960
Amended	November 25, 2010	#111-10 - Page # 9535
Amended		



# Request for Decision (RFD)

Section 3

Policy 16-03



## Schedule "A" Sample Resolution

Date: \_\_\_\_\_ Resolution Number: \_\_\_\_\_

WHEREAS, Smoky Lake County requires a resolution for the purpose of closing to public travel and canceling a public highway in accordance with Section 24, of the *Municipal Government Act*, Chapter M26 Revised Statutes of Alberta, 2000, as amended; and

WHEREAS, the lands hereafter described are no longer required for public travel.

NOW THEREFORE BE IT RESOLVED that the Council of Smoky Lake County does hereby close the following described road, subject to rights of access granted by other legislation.

Road Plan \_\_\_\_\_, within the land(s) legally described as:

\_\_\_\_\_.

Excepting Thereout All Mines and Minerals.

\_\_\_\_\_  
Chief Elected Official

- SEAL -

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

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

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

Page 6 of 11.



# Request for Decision (RFD)

Section 3

Policy 16-03



## Schedule "B" Sample Resolution Letter and Consent

Date:

Name

Address

Town, Alberta Postal Code

To Whom It May Concern:

**RE: Proposed Road Plan Cancellation  
Road Plan XXXXX in XX XX-XX-XX W4**

Enclosed is a copy of the above mentioned Road Plan that is located on land registered in your name. Please be advised that Smoky Lake County proposes to cancel this Road Plan and that all lands from the cancelled road will revert to the Title from which it was exempted.

In order to proceed with the Road Plan cancellation, it is necessary for you to indicate your consent of the cancellation by signing and returning the duplicate of this letter.

Yours truly,

Chief Administrative Officer

\*\*\*\*\*

I, \_\_\_\_\_, landowner of \_\_\_\_\_,  
Name Section Township Range Median

hereby certify that I have no objections to the cancellation of Road Plan \_\_\_\_\_,

within the \_\_\_\_\_ W4.  
Section Township Range Median

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Page 7 of 11.



# Request for Decision (RFD)

Section 3

Policy 16-03



## Schedule "C" Sample Letter of Referral

Date:

Name  
Address  
Town, Alberta Postal Code

To Whom It May Concern:

**RE: Proposed Road Cancellation and Closure**

On behalf of Smoky Lake County, this letter serves as notification that "Smoky Lake County" intends to close to public travel and cancel a portion of public highway or roadway in accordance with Section 22 or 24 of the *Municipal Government Act*, M26, Revised Statutes 2000, and amendments thereto.

**To be Cancelled:** Road Plan \_\_\_\_\_, in the \_\_\_\_\_, as shown on the enclosed sketch.

If an easement is required to protect your interests within this road closure, please advise us. **Alberta Transportation** will be the **GRANTOR** for all easements. They will be registered at the Land Titles Office in conjunction with the other Road Closure documents.

Please return the following to our office by \_\_\_\_\_, 20\_\_:

- Three fully executed easement documents by your company. These documents will be forwarded to Alberta Transportation for final execution.
- This letter signed, which shall grant approval of the Road Closure and Cancellation.

If you have any concerns or require any further information, please contact the undersigned.

Sincerely,

Enclosure(s)

<b>APPROVAL GRANTED</b> (Utility Company)
_____ Signature
_____ Print Name
_____ Date

Page 8 of 11.



# Request for Decision (RFD)

Section 3

Policy 16-03



## Schedule "D" Sample Bylaw

A BYLAW OF THE SMOKY LAKE COUNTY IN THE PROVINCE OF ALBERTA FOR THE PURPOSE OF CLOSING PUBLIC TRAVEL AND *(choose which one applies and insert: "creating title to", "disposing of" or "leasing of")* PORTIONS OF A PUBLIC ROAD IN ACCORDANCE WITH SECTION 22 OF THE *MUNICIPAL GOVERNMENT ACT*, CHAPTER M26, REVISED STATUTES OF ALBERTA, 2000, AS AMENDED.

WHEREAS, the lands hereafter described are no longer required for public travel, and

WHEREAS, a request has been made to Council to have the road closed, and

WHEREAS, the Council of Smoky Lake County deems it expedient to provide for a bylaw for the purpose of closing to public travel certain roads, or portions thereof, situated in the said municipality, and thereafter disposing of same, and

WHEREAS, notice of the intention of Council to pass a bylaw has been given in accordance with Section 606 of the *Municipal Government Act*, and

WHEREAS, Council was not petitioned for an opportunity to be heard by any person claiming to be prejudicially affected by the bylaw.

NOW THEREFORE BE IT RESOLVED that the Council of Smoky Lake County in the Province of Alberta does hereby close to public travel for the purpose of *(choose which one applies and insert: "creating title to", "disposing of" or "leasing of")* the following described roads, subject to rights of access granted by other legislation:

(insert proper description)

**Exception thereout all mines and minerals**

Received first reading this \_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_.

\_\_\_\_\_  
Chief Elected Official

- SEAL -

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

Approved this \_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_.

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

- SEAL -

Received second reading this \_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_.

Received third reading this \_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_.

Page 9 of 11.



# Request for Decision (RFD)

Section 3

Policy 16-03



## Schedule "E" Sample Advertisement

### SMOKY LAKE COUNTY

### BYLAW No. 1200-09: PUBLIC HEARING

The purpose of Bylaw No. 1200-09 is to close to public travel for the purpose of disposing of and consolidating the unused portion of road registered as

**Road Plan 2463BM within  
SE 02-58-13 W4  
Excepting thereout all mines and minerals**

#### AREA AFFECTED:

**SE 02-58-13 W4 – 2.56 acres (1.036 hectare)**

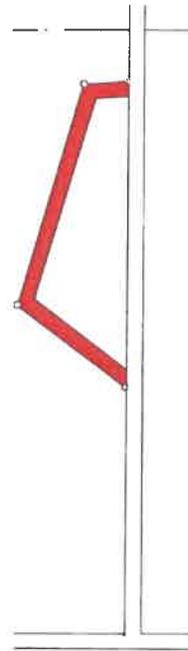
Copy of **Bylaw No. 1200-09** is available at the County Administration Office in Smoky Lake, during regular business hours, for inspection at the following address:

**Smoky Lake County Office  
4612 McDougall Drive (Box 310)  
Smoky Lake, Alberta T0A 3C0**

Any person wishing to file a letter or comment on the proposed Bylaw is welcome to submit written correspondence prior to the Public Hearing or appear in person at the Public Hearing.

A **Public Hearing** has been scheduled for **October 29, 2009** at **1:00 P.M.**, in the **County Council Chambers**, Smoky Lake, to provide the public with the opportunity to comment on **Bylaw 1200-09** prior to its proposed adoption.

Cory Ollikka  
Chief Administrative Officer



Page 10 of 11.



# Request for Decision (RFD)

Section 3

Policy 16-03



## Schedule "F" Referral List

<b>Telus Communications</b> Engineering OPS – Right of Ways 16 <sup>th</sup> Floor, 10020 – 100 Street Edmonton, Alberta T5J 0N5	ATTENTION: Cindy Sparks Real Estate Agreements Assistant III Phone: (780) 493-4619 Phone: (780) 425-0843
<b>ATCO Electric</b> Land & Properties Acquisition 12 <sup>th</sup> Floor, 10035 – 105 Street Edmonton, Alberta T5J 2V6	ATTENTION: Andy Sharun  Phone: (780) 420-3748 Phone: (780) 420-5410
<b>If affecting a water body or adjacent to Crown Land</b>	
<b>Alberta Sustainable Resources</b> Public Lands Division Roadway and Reservation Program 5 <sup>th</sup> Floor, 9915 – 108 Street South Petroleum Plaza Edmonton, Alberta T5K 2G8	Phone: (780) 427-3570 Fax: (780) 422-3120
<b>Only if selling a Government Road Allowance:</b>	
<b>Alberta Sustainable Resource Development</b> Technical and Logistics Unit 3 <sup>rd</sup> Floor, 9915 – 108 Street Edmonton, Alberta T5K 2G8	ATTENTION: Bev Cormack  Phone: (780) 422-4737 Phone: (780) 422-4251
<b>NOTE:</b> Because most Municipalities have a three month termination clause in their lease agreements, Alberta Environment and Pipeline Companies in the area do not need to be notified of leases on Statutory Road Allowances.	



# Request for Decision (RFD)

Meeting Date: Thursday, April 25, 2024

Agenda Item: #

**Topic: Bylaw No. 1462-24: Bylaw to Amend Road Closure Bylaw No. 1429-23 – Undeveloped Road Allowance; East Side of River Lot 10, Victoria Settlement**

**Presented By:** Planning & Development Services

---

## Recommendation:

- 1. That Smoky Lake County Council give Bylaw No. 1462-24, a Bylaw amending Bylaw No. 1429-23 to close and dispose of portions of undeveloped government road allowance east of River Lot 10, Victoria Settlement, FIRST READING.**
- 2. That Smoky Lake County Council give Bylaw No. 1462-24, a Bylaw amending Bylaw No. 1429-23 to close and dispose of portions of undeveloped government road allowance east of River Lot 10, Victoria Settlement, SECOND READING.**
- 3. That Smoky Lake County Council give Bylaw No. 1462-24, a Bylaw amending Bylaw No. 1429-23 to close and dispose of portions of undeveloped government road allowance east of River Lot 10, Victoria Settlement, PERMISSION for THIRD READING.**
- 4. That Smoky Lake County Council give Bylaw No. 1462-24, a Bylaw amending Bylaw No. 1429-23 to close and dispose of portions of undeveloped government road allowance east of River Lot 10, Victoria Settlement, THIRD READING.**

## Background:

At the April 25, 2024 County Council meeting, Bylaw No. 1429-23 was given Second and Third Reading after administration having received approval from the Minister of Transportation on April 12, 2024. The Ministerial approval noted that an amending bylaw is required to facilitate the disposal of the lands subject to the closure as was Council's original intent (see Motion #189-22). This amending bylaw does not require approval by the Minister of Transportation but must be submitted to Land Titles at the time of registration of Bylaw No. 1429-23.

**Benefits:** Supports Council's Strategic Plan – Priority Economic Development/Victoria District Economic Development Plan. Provides certainty to Metis Crossing's future development plans.

**Disadvantages:** Loss of potential connectivity between Victoria Trail and TWP RD 582.

**Alternatives:** Defeat Bylaw No. 1462-24.

**Financial Implications:** Nil.

**Legislation:** Nil.

**Intergovernmental:** Nil.

**Strategic Alignment:** Nil.



# Request for Decision (RFD)

Enclosure(s):

Enclosure #1: Bylaw No. 1462-24

Approved by the Interim CAO: [Signature] Date: April 15, 2024.



# Request for Decision (RFD)

## Enclosure #1: Bylaw 1462-24

Bylaw No. 1462-24: Bylaw Amending Road Closure Bylaw No. 1429-23 – Undeveloped Government Road Allowance; East Side of River Lot 10 (Victoria Settlement)

**SMOKY LAKE COUNTY  
IN THE PROVINCE OF ALBERTA  
BYLAW NO. 1462-24**

**A BYLAW OF SMOKY LAKE COUNTY IN THE PROVINCE OF ALBERTA FOR THE PURPOSE OF CLOSING TO PUBLIC TRAVEL AND DISPOSING OF PORTIONS OF A PUBLIC HIGHWAY IN ACCORDANCE WITH SECTION 22 OF THE MUNICIPAL GOVERNMENT ACT, CHAPTER M-26, REVISED STATUTES OF ALBERTA 2000, AS AMENDED.**

---

**WHEREAS**, the lands hereafter described are no longer required for public travel, and

**WHEREAS**, application has been made to Council to have the highway closed, and

**WHEREAS**, the Council of Smoky Lake County deems it expedient to provide for a bylaw for the purpose of closing to public travel and thereafter disposing of same, and

**WHEREAS**, notice of intention of Council to pass a bylaw has been given in accordance with Section 606 of the Municipal Government Act, and

**WHEREAS**, Council was not petitioned for an opportunity to be heard by any person claiming to be prejudicially affected by the bylaw.

**NOW THEREFORE BE IT RESOLVED** that the Council of Smoky Lake County in the Province of Alberta does hereby close to public travel and dispose of the following described road, subject to rights of access granted by other legislation:

**VICTORIA SETTLEMENT**

**ALL THAT PORTION OF ORIGINAL GOVERNMENT ROAD ALLOWANCE**

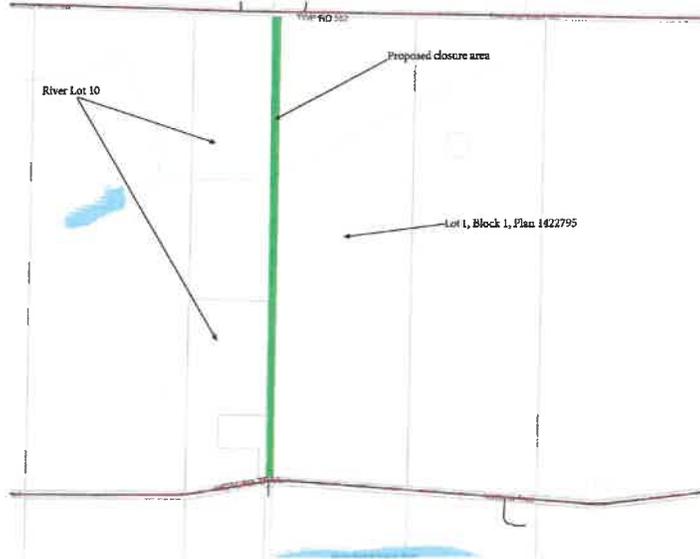
**ADJOINING THE EAST BOUNDARY OF RIVER LOT 10 DESCRIBED AS FOLLOWS: COMMENCING AT THE NORTH EAST CORNER OF RIVER LOT 10; THENCE EASTERLY TO THE NORTH WEST CORNER OF LOT 1 BLOCK 1 PLAN 1422796; THENCE SOUTHERLY ALONG THE WEST BOUNDARY OF SAID LOT 1 TO THE SOUTH WEST CORNER OF SAID LOT 1; THENCE WESTERLY IN A STRAIGHT LINE TO THE INTERSECTION OF THE SAID EAST BOUNDARY OF RIVER LOT 10 WITH THE NORTH LIMIT OF ROAD CROSSING THE SAID RIVER LOT; THENCE NORTHERLY ALONG THE SAID EAST BOUNDARY OF RIVER LOT 10 TO THE POINT OF COMMENCEMENT**

**EXCEPTING THEREOUT ALL MINES AND MINERALS**



# Request for Decision (RFD)

Bylaw No. 1462-24: Bylaw Amending Road Closure Bylaw No. 1429-23 – Undeveloped Government Road Allowance; East Side of River Lot 10 (Victoria Settlement)



Received first reading this 25TH day of APRIL, 2024.

Received SECOND READING this 25TH day of APRIL, 2024.

Received THIRD READING and passed this 25TH day of APRIL, 2024

\_\_\_\_\_  
Reeve  
Seal  
\_\_\_\_\_  
Chief Administrative Officer



# Request for Decision (RFD)

Meeting Date: Thursday, April 25, 2024

Agenda Item: #

Topic: Bylaw No. 1453-23: Supportive Living Facilities, Establishment of a Direct Control District for Supportive Living Facilities & Redistricting of River Lot 15, Victoria Settlement, from Victoria Commercial (C2) District to Direct Control (DC2)

Presented By: Planning & Development Services

---

## Recommendation:

1. That Smoky Lake County give **SECOND READING** to Bylaw No. 1453-23, a Bylaw to amend Land Use Bylaw No. 1272-14 to provide for provisions for Supportive Living Facilities, and to Redistrict River Lot 15, Victoria Settlement, from Victoria Commercial (C2) to Direct Control (D2), amended.

2. That Smoky Lake County give **THIRD READING** to Bylaw No. 1453-23, a Bylaw to amend Land Use Bylaw No. 1272-14 to provide for provisions for Supportive Living Facilities, and to Redistrict River Lot 15, Victoria Settlement, from Victoria Commercial (C2) to Direct Control (D2), amended.

**Background:** On October 4, 2023, the Metis Nation of Alberta submitted an application to amend Land Use Bylaw No. 1272-14, for the purposes of developing a 75-bed treatment facility (Supportive Living Facility). As administration began conducting its review of the application, it was determined that Land Use Bylaw No. 1272-14 does not currently include a definition for Supportive Living Facilities, nor does it include the necessary provisions to effectively ensure that these facilities are properly addressed and located in appropriate locations.

Proposed Bylaw No. 1453-23 intends to rectify the deficiencies in Land Use Bylaw No. 1272-14, by defining Supportive Living Facilities and creating provisions that ensure that the issues related to Supportive Living Facilities are addressed in ways that ensure public safety, environmental protection and minimize impacts on adjacent landowners.

Proposed Bylaw No. 1453-23 was given First Reading on November 23, 2023. A Public Hearing on proposed Bylaw No. 1453-23 was held on December 14, 2023, to hear arguments in support of and against the proposed Bylaw.

Arguments against the proposed Bylaw included:

- Potential compromising of the National Historic Site designation/historic value of the area as the proposed use is incompatible with these historic values;
- Security concerns surrounding the proposed use;
- Potential negative impacts on property values related to the proposed use and its proposed location;



## Request for Decision (RFD)

- Increased traffic along Victoria Trail and other municipal roads related to the proposed use and its proposed location;
- Potential for increase in criminal activity related to the propose use;
- Potential negative impacts on the environment based on the proposed location of the proposed use;
- Potential negative impacts on tourism industry of the proposed use; and
- Provincial debt and priorities for Provincial funding.

Arguments in support of the proposed Bylaw included:

- Partnership between the County and the applicant is bringing a larger network of partnerships and investments to the Smoky Lake region;
- The proposed Direct Control District will allow Council to address many of the concerns raised by those speaking in opposition (such as security, environmental concerns, architectural/design elements of the facility to ensure congruence with Area Structure Plan/historic values, etc.);
- The type of facility that is proposed is needed both for community members of the Smoky Lake region and elsewhere;
- Some of the concerns and objections raised are overblown and/or are based on emotion and are unsubstantiated by facts or evidence;
- Other places have successfully integrated development with historic/heritage values and tourism;
- Opportunity for Smoky Lake County to play a role in helping address the mental health and addictions crisis;
- Provincial investment of up to \$40,000,000 and the creation of jobs; and
- Economic spinoffs.

With these comments in mind, administration and the applicant discussed ways of mitigating and addressing the concerns raised at the Public Hearing. To this end, the applicant has proposed a new location for the proposed Supportive Living Facility on the portion of River Lot 15 lying north of Victoria Trail in order to make the proposed Facility less visible from Victoria Trail, and to reduce the impact of traffic and dust in the vicinity of the Trail.

Administration is also proposing amendments to the proposed Bylaw that would change the four types of uses included in the proposed Bylaw (Buildings and Uses Accessory to Permitted Uses; Family Care Facility; Group Care Facility; and Supportive Living Facility) from Permitted Uses to Discretionary Uses. This proposed change in use classification would allow Council greater control over establishing conditions on a future Development Permit for the proposed Facility. Administration is also recommending the removal of the phrase "*However, Council shall not be bound by any of these matters*" from Section 3(ii)(d) of the proposed Bylaw in order to clarify that Council will follow the provisions of any applicable statutory plan and Provincial



# Request for Decision (RFD)

regulations when considering an application for a Development Permit for the proposed Facility.

**Benefits:** Provide opportunities for Supportive Living Facilities to locate within Smoky Lake County, thereby providing an important and necessary community service, and to ensure that these facilities are properly addressed through specific land use provisions.

**Disadvantages:** Potential impacts on adjacent property owners and historic character of the surrounding area. Potential increase in traffic, dust and noise along Victoria Trail and for adjacent landowners.

**Alternatives:** Council may propose changes to Bylaw 1453-23 or defeat said Bylaw.

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

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

**Intergovernmental:** Nil.

**Strategic Alignment:** Proactivity in Development

**Enclosure(s):**

- **Enclosure #1 - Bylaw 1453-23**
- **Enclosure #2 - Relevant sections from Bylaw 1305-17: Victoria District Area Structure Plan**
- **Enclosure #3 - Relevant sections from Bylaw 1383-20: Lamont County IDP**
- **Enclosure #4 - Application to Amend LUB & Certificate of Title**
- **Enclosure #5 - Legislation pertaining to Direct Control Districts**

Approved by the Interim CAO: [Signature] : Date: April 18, 2024



# Request for Decision (RFD)

Enclosure #1 - Bylaw 1453-23

Bylaw 1453-23

**SMOKY LAKE COUNTY  
IN THE PROVINCE OF ALBERTA  
BYLAW NO. 1453-23**

---

**A BYLAW OF THE MUNICIPALITY OF SMOKY LAKE COUNTY IN THE PROVINCE OF ALBERTA,  
TO AMEND BYLAW 1272-14 BEING THE LAND USE BYLAW FOR SMOKY LAKE COUNTY.**

---

**WHEREAS** Council has adopted Smoky Lake County Bylaw 1272-14 to be the Land Use Bylaw;

**WHEREAS** it is deemed expedient to amend Bylaw 1272-14 as set out in Section 692 of the *Municipal Government Act*, R.S.A. 2000, c. M-26, and amendments thereto;

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

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

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

**1. That 'Section 1.7 INTERPRETATION/DEFINITIONS' of Smoky Lake County Bylaw No. 1272-14: Land Use Bylaw, be amended:**

**i. By adding:**

- a. "Supportive Living Facility" – means a facility that provides services to a minimum of four (4) persons in need of assistance due to age, physical or mental disability, addiction, behavioral issues, illness, or injury. The maximum number of residents in a Supportive Living Facility shall be determined by the Development Authority. The accommodation and hospitality services provided as part of this use may be complemented with supportive health services, such as health monitoring and medication assistance, and personal services such as non-emergency transportation, and social, leisure and spiritual opportunities.

**and renumbered accordingly.**

**2. That 'SECTION 7 – SPECIAL PROVISIONS' of Smoky Lake County Bylaw No. 1272-14: Land Use Bylaw, be further amended:**

**i. By adding:**

- a. Supportive Living Facilities

1. A Supportive Living Facility shall not be allowed on a site unless specifically listed as a Permitted or Discretionary Use within the District in which the site is located.

Page 1 of 6



# Request for Decision (RFD)

Bylaw 1453-23

**SMOKY LAKE COUNTY  
IN THE PROVINCE OF ALBERTA  
BYLAW NO. 1453-23**

2. No building or structure used for the purposes of a Supportive Living Facility shall be used for other forms of lodging.
3. In addition to the information requirements in Section 2.4 of the Land Use Bylaw, a Development Permit application shall include the following information:
  - i. confirmation that the Supportive Living Facility has been inspected by an executive officer under the *Public Health Act*;
  - ii. confirmation of compliance with the *Safety Codes Act* for a new or renovated Supportive Living Facility or where there has been a change in occupancy of the Supportive Living Facility;
  - iii. confirmation of current insurance coverage in accordance with section 5 of the *Supportive Living Accommodation Licensing Regulation*;
  - iv. confirmation of current corporate status of the operator of the Supportive Living Facility, if applicable;
  - v. the Site Plan and Floor Plan that identifies the location of secure areas for the storage of medication and hazardous wastes; and
  - vi. information related to proposed outdoor lighting, which shall be provided in accordance with Crime Prevention Through Environmental Design (CPTED) or other best practices accepted by the Development Authority.
4. A Supportive Living Facility must meet the following requirements:
  - i. develop and maintain written processes that promote the safety and security of residents, including processes that:
    1. accounts for all residents on a daily basis; and
    2. ensures that monitoring mechanisms or personnel are in place on continuous basis, that is 24 hours a day;
  - ii. hazardous and non-hazardous waste storage shall be provided on the site, and shall be secured from unauthorized access at all times to the satisfaction of the Development Authority;
  - iii. a site containing a Supportive Living Facility shall be fenced and screened, to the satisfaction of the Development Authority.

**and renumbered accordingly.**



# Request for Decision (RFD)

Bylaw 1453-23

**SMOKY LAKE COUNTY  
IN THE PROVINCE OF ALBERTA  
BYLAW NO. 1453-23**

**3. That 'SECTION 8 LAND USE DISTRICTS' of Smoky Lake County Bylaw No. 1272-14: Land Use Bylaw, be further amended:**

**i. By adding Under 'Subsection 1.1':**

- a. Short Form 'DC2'; and
- b. District Designation 'Direct Control Supportive Living Facilities'.

**ii. By adding 'Subsection 8.15 DIRECT CONTROLL SUPPORTIVE LIVING FACILITIES (DC2) DISTRICT':**

a. 1. Purpose

The general purpose of this District is to provide Council with direct control over the use and design of Supportive Living Facilities, and similar and/or related uses.

b. 2. Permitted Uses

A. None

c. 3. Discretionary Uses

A. Buildings and Uses Accessory to Discretionary Uses

B. Family Care Facility

C. Group Care Facility

D. Supportive Living Facility

d. 4. Regulations

A. All regulations shall be established by Council, who shall evaluate any proposal for development with respect to its compliance with:

A. the objectives and policies of an applicable Statutory Plan;

B. the regulations of this Bylaw;

C. the regulations of adjacent Districts; and

D. the satisfaction of any Provincial regulations or requirements.

Page 3 of 6



# Request for Decision (RFD)

Bylaw 1453-23

**SMOKY LAKE COUNTY  
IN THE PROVINCE OF ALBERTA  
BYLAW NO. 1453-23**

B. Council may establish as a condition of a development permit that all provincial requirements and regulations be observed.

**and renumbered accordingly.**

**iii. That appendix "B" of Smoky Lake County Bylaw No. 1272-14: Land Use Bylaw, be further amended such that all portions of the lands legally described as:**

FIRSTLY: ALL THAT PORTION OF LOT FIFTEEN (15) OF THE VICTORIA SETTLEMENT WHICH LIES TO THE SOUTH OF A LINE DRAWN PARALLEL WITH AND FORTY TWO (42) CHAINS AND NINETEEN AND ONE TENTH (19.1) LINKS PERPENDICULARLY DISTANT SOUTHERLY FROM THE REAR LINE OF THE SAID LOT, AND WHICH IS NOT CONTAINED WITHIN THE LIMITS OF THE SURVEYED ROADWAY CROSSING THE SAID LOT, AS SHOWN ON A PLAN OF SURVEY OF THE SAID SETTLEMENT SIGNED AT OTTAWA ON THE 26<sup>TH</sup> DAY OF APRIL A.D. 1897, CONTAINING ONE HUNDRED AND SIXTY (160) ACRES, MORE OR LESS EXCEPTING THEREOUT:

A) THREE AND NINETY FOUR HUNDREDTHS (3.94) ACRES MORE OR LESS, AS SHOWN ON ROAD PLAN 3008CL

B) ONE AND FOUR HUNDREDTHS (1.04) ACRES MORE OR LESS FOR ROAD, AS SHOWN ON ROAD PLAN 3932TR

EXCEPTING THEREOUT ALL MINES AND MINERALS

SECONDLY: ALL THAT PORTION OF SAID LOT FIFTEEN (15) WHICH LIES BETWEEN A LINE DRAWN PARALLEL WITH AND FORTY TWO (42) CHAINS AND NINETEEN AND ONE TENTH (19.1) LINKS PERPENDICULARLY DISTANT FROM THE REAR LINE OF SAID LOT AND A LINE DRAWN PARALLEL WITH AND FORTY (40) CHAINS AND NINETY (90) LINKS PERPENDICULARLY DISTANT FROM THE SAID REAR LINE, CONTAINING TWO AND FIFTY FIVE HUNDREDTHS (2.55) ACRES, MORE OR LESS

EXCEPTING THEREOUT: SIX HUNDREDTHS (0.06) OF AN ACRE, MORE OR LESS, AS SHOWN ON ROAD PLAN 3008CL

EXCEPTING THEREOUT ALL MINES AND MINERALS

THIRDLY: ALL THAT PORTION OF THE SURVEYED ROAD CROSSING IN RIVER LOT FIFTEEN (15) IN THE VICTORIA SETTLEMENT AS SHOWN ON A PLAN OF SURVEY OF SAID SETTLEMENT SIGNED AT OTTAWA ON THE 26<sup>TH</sup> DAY OF APRIL, 1897 LYING NORTH EASTERLY OF A LINE DRAWN AT AN ANGLE OF NINETY (90) DEGREES TO THE SOUTH LIMIT OF THE ROAD AS SHOWN ON ROAD PLAN 3932TR, ESTABLISHED FROM 1R47 TO 1R9 COURSE TWO HUNDRED AND SIXTY (260) DEGREES, FORTY (40) FEET, AND FIFTY (50) INCHES AS SAID MONUMENTS AND COURSE ARE SHOWN ON SAID PLAN CONTAINING ONE AND FOUR HUNDREDTHS (1.04) ACRES, MORE OR LESS EXCEPTING THEREOUT ALL MINES AND MINERALS

Page 4 of 6



# Request for Decision (RFD)

Bylaw 1453-23

**SMOKY LAKE COUNTY  
IN THE PROVINCE OF ALBERTA  
BYLAW NO. 1453-23**

as shown on Schedule "A", be rezoned from Victoria Commercial (C2) District to Direct Control Supportive Living Facilities (DC2) District.

**4. Severability:**

- i. If any part of this Bylaw is found to be invalid, the remaining sections remain in force.

**5. Effective Date:**

- i. This Bylaw comes into force and effect upon it receiving Third Reading.

READ A FIRST TIME IN COUNCIL THIS 23<sup>rd</sup> DAY OF NOVEMBER, AD 2023.

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

**S E A L**

\_\_\_\_\_  
Lydia Cielin  
Interim Chief Administrative Officer

READ A SECOND TIME IN COUNCIL THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, AD 202\_\_.

READ A THIRD AND FINAL TIME IN COUNCIL \_\_\_\_\_ DAY OF \_\_\_\_\_, AD 202\_\_.

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

**S E A L**

\_\_\_\_\_  
Lydia Cielin  
Interim Chief Administrative Officer



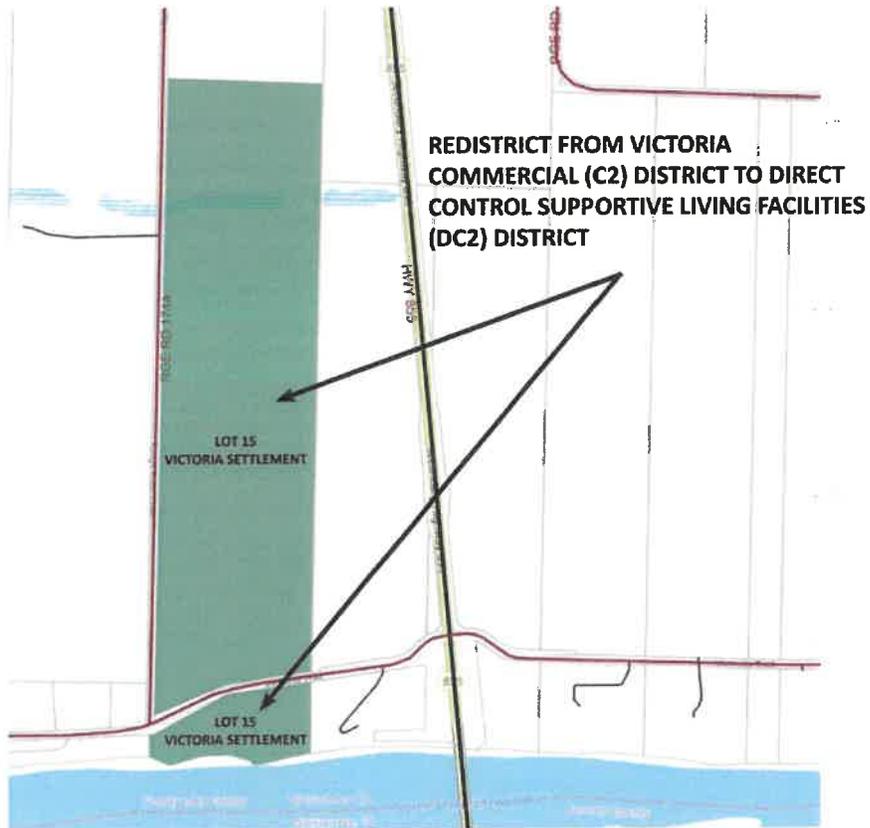
# Request for Decision (RFD)

Bylaw 1453-23

SMOKY LAKE COUNTY  
IN THE PROVINCE OF ALBERTA  
BYLAW NO. 1453-23



## SCHEDULE "A" BYLAW NO. 1453-23





# Request for Decision (RFD)

## Enclosure #2 - Relevant sections from Bylaw 1305-17: Victoria District Area Structure Plan



Bylaw 1305-17

- Policy 40: The construction and development of residential dwellings shall retain mature trees and natural features (including shelterbelts and hedgerows) in order to minimize the impact on the land and the plan area’s historic subdivision patterns.
- Policy 41: Subdivision and development proposals considered to be located within or adjacent to a high wildfire hazard area may be required to take into consideration FireSmart: Protecting Your Community from Wildfire design principles. Approvals of such an application may include conditions that require the implementation of FireSmart principles and fire prevention measures. Notwithstanding Policy 40, where the implementation of FireSmart principles would require the removal of vegetation clearing shall be permitted by the development authority with the condition that the vegetation is replaced with less combustible vegetation to the satisfaction of the Development Authority.
- Policy 42: Lots created as a part of multi-lot or cluster country residential development shall not be provided with direct access onto existing municipal or provincial roads; access to these lots shall normally be from internal subdivision roadways only. The subdivision authority will have the discretion to vary this requirement where the site is bounded by two or more existing municipal roads.
- Policy 43: No further subdivision will be permitted south of Victoria Trail throughout the Plan Area.

### 21. Commercial

Apart from agricultural operations, there are very few commercial businesses in the plan area. The only commercial uses within the Plan Area are the campground and environmental recreation facility associated with Métis Crossing. However, Metis Crossing has indicated that they may wish to pursue expansion of their holdings and the County wished to encourage tourism related development within the Plan area.

Within the south-central portion of the plan area are a series of parcels near Highway 855 that are districted 'C2 – Victoria Commercial District.' The general purpose of this District is to control development in the vicinity of the Victoria Trail in order to ensure that future commercial development in this area is compatible with significant cultural landscapes in the Victoria Trail area.

This plan encourages commercial developments that provide services to local residents and visitors, maintains the visual characteristics of the local landscape, and promotes the plan area’s significant cultural and environmental features. These types of commercial development may include campgrounds, sport and recreation equipment rentals, interpretation centres, & businesses that promote traditional handcrafts, artwork and cultural practices, etc.

38





# Request for Decision (RFD)



Bylaw 1305-17

**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 viewscales, 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.





# Request for Decision (RFD)

## Enclosure #3 - Relevant sections from Bylaw 1383-20: Lamont County IDP

	<ul style="list-style-type: none"> <li>b. Provided for in the respective County's LUB; or</li> <li>c. Supported by an approved ASP or Conceptual Scheme.</li> </ul>
Policy 4.1.12	<p>Land uses and developments that may create negative offsite impacts on surrounding properties by way of:</p> <ul style="list-style-type: none"> <li>a. Noise;</li> <li>b. Pollution;</li> <li>c. Dust control;</li> <li>d. Smell; and/or</li> <li>e. Fragmentation of local viewsapes</li> </ul> <p>shall be discouraged from being developed in portions of the Agriculture and Rural Development Area that may affect existing or proposed developments in the Culture and Tourism Area.</p>
Policy 4.1.13	Proposals from subdivision and/or development described in <b>Policy 5.1.13</b> shall be subject to the policies of <b>Section 5.4 - Circulation and Referral.</b>

### 4.2 CULTURE AND TOURISM AREA

The policies in this section apply to lands within the Culture and Tourism Area on **Map 7.3 – Future Land Use.**

Policy 4.2.1	The development of lands within the Culture and Tourism Area shall be guided by an approved Area Structure Plan or Conceptual Scheme.
Policy 4.2.2	Lands within the Culture and Tourism Area may be developed for a range of rural agricultural, residential, commercial, institutional, and recreational uses.
Policy 4.2.3	Development within the Culture and Tourism Area will be consistent with the Victoria District Economic Development Strategy.
Policy 4.2.4	Development within the Culture and Tourism Area shall be designed to enhance the socio-cultural authenticity of the communities, conserve built and living cultural heritage and traditional values, and contribute to intercultural understanding and tolerance.



# Request for Decision (RFD)

Enclosure #4 - Application to Amend LUB & Certificate of Title



Date of Application: Oct 4/23.

## APPLICATION TO AMEND

LAND USE BYLAW     AREA STRUCTURE PLAN     MUNICIPAL DEVELOPMENT PLAN

APPLICANT INFORMATION				
NAME OF APPLICANT <u>LEWIS SENAS H REWICK</u>		NAME OF REGISTERED LANDOWNER (COMPLETE IF DIFFERENT FROM APPLICANT) <u>METIS NATION OF ALBERTA.</u>		
SIGNATURE <u>[Signature]</u>		SIGNATURE <u>FORM ATTACHED. AARON BARNER.</u>		
MAILING ADDRESS <u>L 907 - 50 St ATHABASCA AB</u>		MAILING ADDRESS <u>11738 KINGSWAY AVE EDMONTON NB.</u>		
POSTAL CODE <u>T9S1E1</u>	TELEPHONE <u>780-689-1770</u>	POSTAL CODE <u>T3G 0X5</u>	TELEPHONE <u>780-910-5818.</u>	
LEGAL DESCRIPTION				
QTR/LSD <u>LOT 15 VICTORIA SETTLEMENT</u>	SECTION	TOWNSHIP	RANGE	W4M
REGISTERED PLAN <u>17339 VICTORIA TRAIL</u>	BLOCK	LOT <u>METIS CROSSING.</u>		
PLANNING DOCUMENT				
EXISTING LAND USE DISTRICT		PROPOSED LAND USE DISTRICT		
<input type="checkbox"/> AGRICULTURAL DISTRICT (AG) <input type="checkbox"/> VICTORIA AGRICULTURE DISTRICT (A1) <input type="checkbox"/> MULTI-LOT COUNTRY RESIDENTIAL DISTRICT (R1) <input type="checkbox"/> RESIDENTIAL (CLUSTER) CONSERVATION DISTRICT (R2) <input type="checkbox"/> VICTORIA RESIDENTIAL DISTRICT (R3) <input type="checkbox"/> HAMLET RESIDENTIAL DISTRICT (R4) <input type="checkbox"/> HIGHWAY COMMERCIAL DISTRICT (C1) <input checked="" type="checkbox"/> VICTORIA COMMERCIAL DISTRICT (C2) <u>C2</u> <input type="checkbox"/> HAMLET COMMERCIAL DISTRICT (C3) <input type="checkbox"/> INDUSTRIAL DISTRICT (I1) <input type="checkbox"/> RURAL INDUSTRIAL DISTRICT (I2) <input type="checkbox"/> COMMUNITY AND INSTITUTIONAL DISTRICT (P) <input type="checkbox"/> DIRECT CONTROL DISTRICT (DC) <input type="checkbox"/> DIRECT CONTROL LANDFILL DISTRICT (DC1)		<input type="checkbox"/> AGRICULTURAL DISTRICT (AG) <input type="checkbox"/> VICTORIA AGRICULTURE DISTRICT (A1) <input type="checkbox"/> MULTI-LOT COUNTRY RESIDENTIAL DISTRICT (R1) <input type="checkbox"/> RESIDENTIAL (CLUSTER) CONSERVATION DISTRICT (R2) <input type="checkbox"/> VICTORIA RESIDENTIAL DISTRICT (R3) <input type="checkbox"/> HAMLET RESIDENTIAL DISTRICT (R4) <input type="checkbox"/> HIGHWAY COMMERCIAL DISTRICT (C1) <input type="checkbox"/> VICTORIA COMMERCIAL DISTRICT (C2) <input type="checkbox"/> HAMLET COMMERCIAL DISTRICT (C3) <input type="checkbox"/> INDUSTRIAL DISTRICT (I1) <input type="checkbox"/> RURAL INDUSTRIAL DISTRICT (I2) <input type="checkbox"/> COMMUNITY AND INSTITUTIONAL DISTRICT (P) <input type="checkbox"/> DIRECT CONTROL DISTRICT (DC) <input type="checkbox"/> DIRECT CONTROL LANDFILL DISTRICT (DC1)		
MUNICIPAL DEVELOPMENT PLAN: <u>Bylaw 1249-12</u>		AREA STRUCTURE PLAN: <u>Bylaw 1305-17: VICTORIA DISTRICT</u>		
REASON IN SUPPORT OF APPLICATION FOR AMENDMENT: <u>75 BED FACILITY / REHAB CENTRE.</u>				
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 <u>\$ 1,000.00</u>	RECEIPT # <u>27367</u>	BYLAW NO. <u>1453-23</u>		



# Request for Decision (RFD)



## LAND TITLE CERTIFICATE

S		
LINC	SHORT LEGAL	TITLE NUMBER
0027 175 935	VICTORI;;15	232 317 474

### LEGAL DESCRIPTION

FIRSTLY: ALL THAT PORTION OF LOT FIFTEEN (15) OF THE VICTORIA SETTLEMENT WHICH LIES TO THE SOUTH OF A LINE DRAWN PARALLEL WITH AND FORTY TWO (42) CHAINS AND NINETEEN AND ONE TENTH (19.1) LINKS PERPENDICULARLY DISTANT SOUTHERLY FROM THE REAR LINE OF THE SAID LOT, AND WHICH IS NOT CONTAINED WITHIN THE LIMITS OF THE SURVEYED ROADWAY CROSSING THE SAID LOT, AS SHOWN ON A PLAN OF SURVEY OF THE SAID SETTLEMENT SIGNED AT OTTAWA ON THE 26TH DAY OF APRIL A.D. 1897, CONTAINING ONE HUNDRED AND SIXTY (160) ACRES, MORE OR LESS

EXCEPTING THEREOUT: A) THREE AND NINETY FOUR HUNDREDTHS (3.94) ACRES MORE OR LESS, AS SHOWN ON ROAD PLAN 3008CL

B) ONE AND FOUR HUNDREDTHS (1.04) ACRES MORE OR LESS FOR ROAD, AS SHOWN ON ROAD PLAN 3932TR

EXCEPTING THEREOUT ALL MINES AND MINERALS

SECONDLY: ALL THAT PORTION OF SAID LOT FIFTEEN (15) WHICH LIES BETWEEN A LINE DRAWN PARALLEL WITH AND FORTY TWO (42) CHAINS AND NINETEEN AND ONE TENTH (19.1) LINKS PERPENDICULARLY DISTANT FROM THE REAR LINE OF SAID LOT AND A LINE DRAWN PARALLEL WITH AND FORTY (40) CHAINS AND NINETY (90) LINKS PERPENDICULARLY DISTANT FROM THE SAID REAR LINE, CONTAINING TWO AND FIFTY FIVE HUNDREDTHS (2.55) ACRES, MORE OR LESS

EXCEPTING THEREOUT: SIX HUNDREDTHS (0.06) OF AN ACRE, MORE OR LESS, AS SHOWN ON ROAD PLAN 3008CL

EXCEPTING THEREOUT ALL MINES AND MINERALS

THIRDLY: ALL THAT PORTION OF THE SURVEYED ROAD CROSSING IN RIVER LOT FIFTEEN (15) IN THE VICTORIA SETTLEMENT AS SHOWN ON A PLAN OF SURVEY OF SAID SETTLEMENT SIGNED AT OTTAWA ON THE 26TH DAY OF APRIL, 1897 LYING NORTH EASTERLY OF A LINE DRAWN AT AN ANGLE OF NINETY (90) DEGREES TO THE SOUTH LIMIT OF THE ROAD AS SHOWN ON ROAD PLAN 3932TR, ESTABLISHED FROM 1R47 TO 1R9 COURSE TWO HUNDRED AND SIXTY (260) DEGREES, FORTY (40) FEET, AND FIFTY (50) INCHES AS SAID MONUMENTS AND COURSE ARE SHOWN ON SAID PLAN CONTAINING ONE AND FOUR HUNDREDTHS (1.04) ACRES, MORE OR LESS EXCEPTING THEREOUT ALL MINES AND MINERALS

ATS REFERENCE: 4;17;58;15;RL  
ESTATE: FEE SIMPLE

MUNICIPALITY: SMOKY LAKE COUNTY

REFERENCE NUMBER: 192 001 639 +1

( CONTINUED )



# Request for Decision (RFD)

PAGE 2  
# 232 317 474

REGISTRATION	DATE (DMY)	REGISTERED OWNER(S) DOCUMENT TYPE	VALUE	CONSIDERATION
232 317 474	19/10/2023	TRANSFER OF LAND	\$887,880	\$887,880

**OWNERS**

METIS CROSSING LTD.  
OF BOX 548  
SMOKY LAKE  
ALBERTA T0A 3C0

**ENCUMBRANCES, LIENS & INTERESTS**

REGISTRATION NUMBER	DATE (D/M/Y)	PARTICULARS
3923TR	20/02/1974	UTILITY RIGHT OF WAY GRANTEE - ALBERTA GOVERNMENT TELEPHONES. "PART"
982 063 359	05/03/1998	EASEMENT EASEMENT OVER PTN. 9720834;;4 FOR THE BENEFIT OF VICTORI;;15
982 063 360	05/03/1998	EASEMENT EASEMENT OVER VICTORI;;16,17 FOR THE BENEFIT OF VICTORI;;15
982 063 361	05/03/1998	EASEMENT EASEMENT OVER PTN. 9720834;;1-3 FOR THE BENEFIT OF VICTORI;;15
022 272 706	25/07/2002	EASEMENT AS TO PORTION OR PLAN:0224594 "FOR THE BENEFIT OF PORTION LOT 14 VICTORIA SETTLEMENT"
062 577 749	14/12/2006	UTILITY RIGHT OF WAY GRANTEE - SMOKY LAKE COUNTY.
192 001 640	03/01/2019	MORTGAGE MORTGAGEE - THE BANK OF NOVA SCOTIA. 4715 TAHOE BOULEVARD MISSISSAUGA ONTARIO L4W0B4 ORIGINAL PRINCIPAL AMOUNT: \$20,000,000

TOTAL INSTRUMENTS: 007

( CONTINUED )



# Request for Decision (RFD)

PENDING REGISTRATION QUEUE

PAGE 3

DRR NUMBER	RECEIVED DATE (D/M/Y)	CORPORATE LLP TRADENAME	LAND ID
E00C4GR	23/10/2023	MILLER THOMSON LLP 780-429-9437 CUSTOMER FILE NUMBER: 0195877.0082	# 232 317 474
001		DISCHARGE	#232 317 474

TOTAL PENDING REGISTRATIONS: 001

THE REGISTRAR OF TITLES CERTIFIES THIS TO BE AN ACCURATE REPRODUCTION OF THE CERTIFICATE OF TITLE REPRESENTED HEREIN THIS 31 DAY OF OCTOBER, 2023 AT 09:04 A.M.



ORDER NUMBER: 48748270

CUSTOMER FILE NUMBER:

\*END OF CERTIFICATE\*

THIS ELECTRONICALLY TRANSMITTED LAND TITLES PRODUCT IS INTENDED FOR THE SOLE USE OF THE ORIGINAL PURCHASER, AND NONE OTHER, SUBJECT TO WHAT IS SET OUT IN THE PARAGRAPH BELOW.

THE ABOVE PROVISIONS DO NOT PROHIBIT THE ORIGINAL PURCHASER FROM INCLUDING THIS UNMODIFIED PRODUCT IN ANY REPORT, OPINION, APPRAISAL OR OTHER ADVICE PREPARED BY THE ORIGINAL PURCHASER AS PART OF THE ORIGINAL PURCHASER APPLYING PROFESSIONAL, CONSULTING OR TECHNICAL EXPERTISE FOR THE BENEFIT OF CLIENT(S).

IF MORE INFORMATION IS REQUIRED ON A PENDING REGISTRATION WHERE THE CONTACT INFORMATION DISPLAYS N/A PLEASE EMAIL LTO@GOV.AB.CA.



# Request for Decision (RFD)



## DEPARTMENT OF HEALTH

### Healing Waters A proposed supportive living recovery community

Smoky Lake Council Community Engagement Initiative  
April 18, 2024

Aaron Barner, MBA, Senior Executive Officer, Otipemisiwak Métis Government

&

Reagan Bartel, MPH, BScN, RN, CNCC  
Director of Health, Otipemisiwak Métis Government : Clinical Associate, Faculty of Nursing, University of Alberta



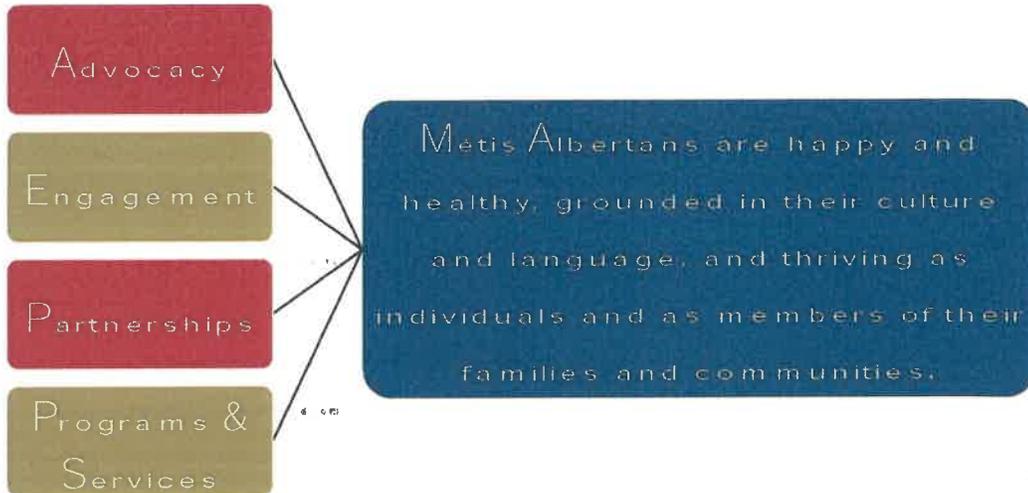
DEPARTMENT OF HEALTH



## The Métis Nation of Alberta



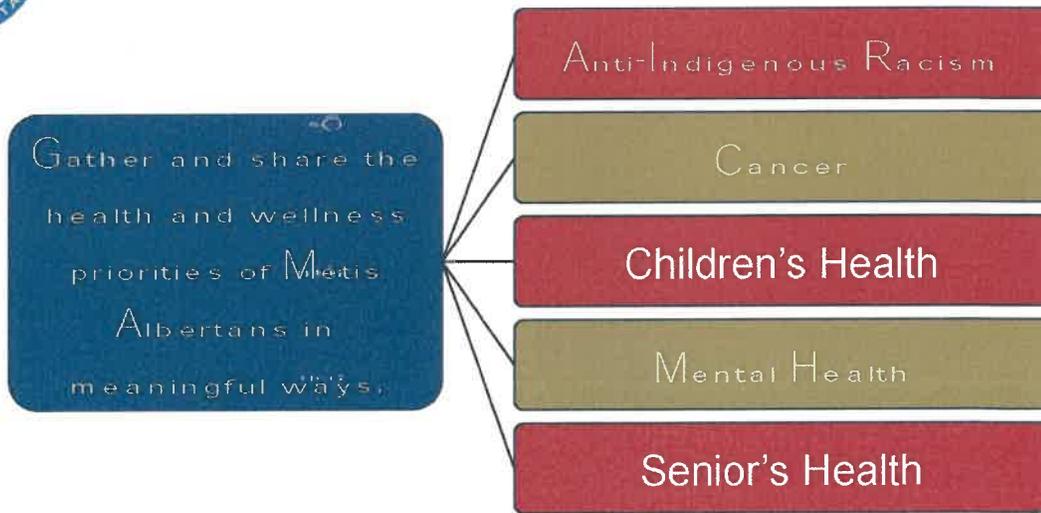
## Our Approach



3



## Health Research Pillar

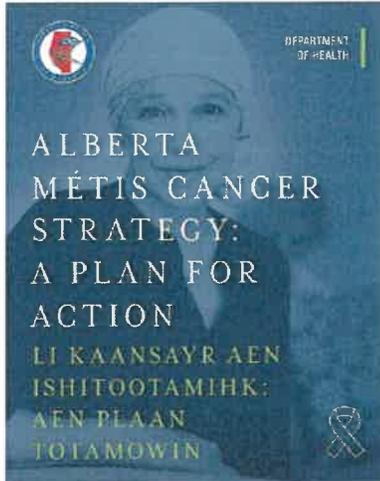


4



## Celebrating Success – Research

DEPARTMENT OF HEALTH



- Advance the cancer journey needs of Métis Albertans
- Provide culturally meaningful programming
- Advocate for culturally safe care
- Reduce the burden of cancer among Métis Albertans

5

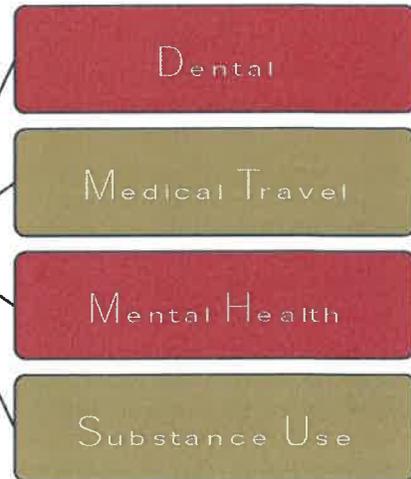


## Community Wellness Pillar

DEPARTMENT OF HEALTH



Develop, implement, and evaluate self-determined programs and services that advance the health and wellness priorities of Métis Albertans.



6



# Request for Decision (RFD)



## Community Wellness Pillar

DEPARTMENT OF HEALTH




**TOBACCO REDUCTION PROGRAM**

QuitCare  
Amazon

Do you want to make a change in your tobacco use? Join our Virtual QuitCare program to start your journey.

**Wellness Engagements**

**Land Based Healing Retreat: Survivors of Residential Schools**

October 13-15  
Métis Crossing



Questions? Contact Lisa Vaughn at [L.Vaughn@metis.org](mailto:L.Vaughn@metis.org) or Lorna Dancy at [LDancy@metis.org](mailto:LDancy@metis.org)



**OPIOID RECOVERY WRAP AROUND SUPPORT**

Looking for financial support for you or a loved one in recovery? Apply to our Opioid Recovery Wrap Around Support program.

7



DEPARTMENT OF HEALTH



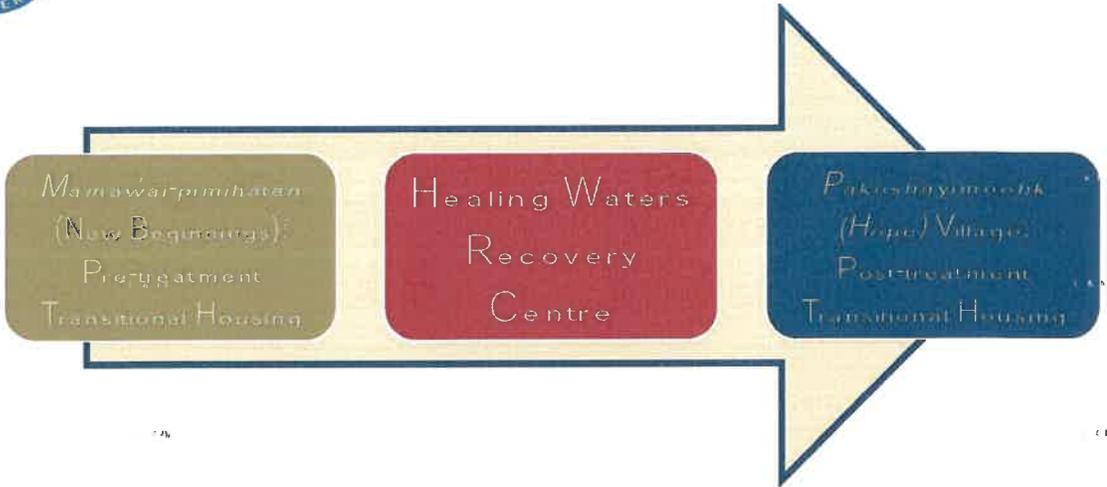
## A Proposed Recovery Community

8



## Building a Continuum of Care

DEPARTMENT OF HEALTH



9



## Recovery Communities

DEPARTMENT OF HEALTH



- Long-term residential addictions treatment
- Services include opioid agonist treatment, counselling, employment supports
- Clients live on-site
- 11 planned, 2 currently operating in Alberta



**Recovery community opening offers fresh start out of addictions**

BY LETHBRIDGE HERALD ON SEPTEMBER 21, 2023.

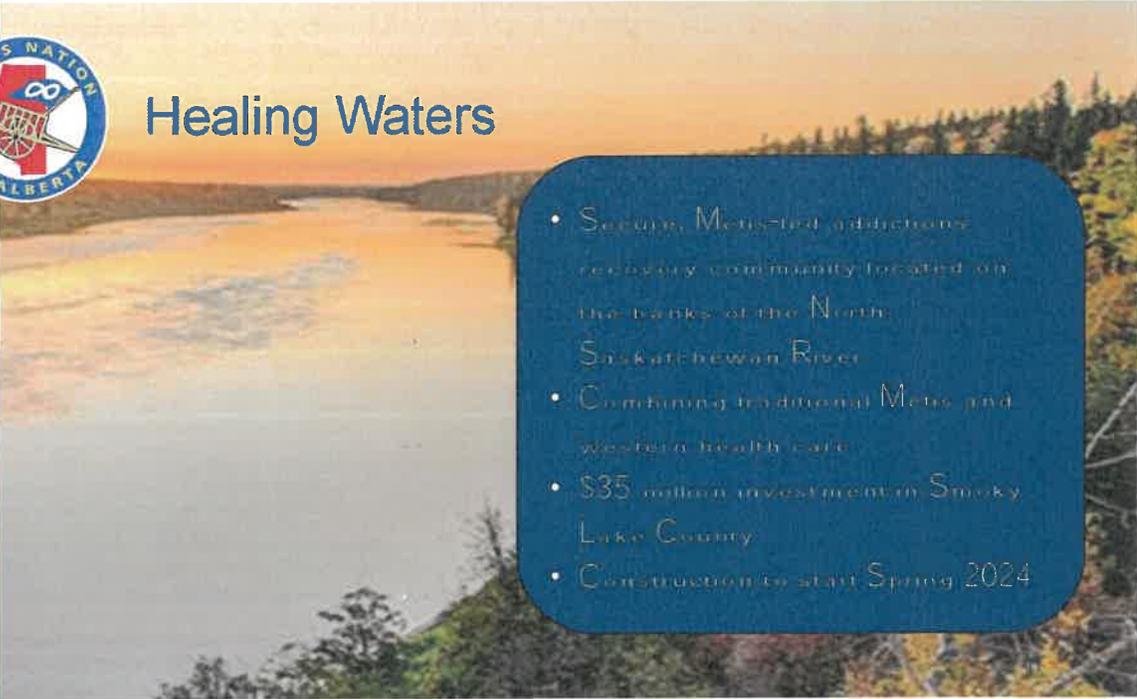




DEPARTMENT OF HEALTH



## Healing Waters



- Secure, Metis-led additions to existing community located on the banks of the North Saskatchewan River
- Combining traditional Metis and western health care
- \$35 million investment in Smoky Lake County
- Construction to start Spring 2024



DEPARTMENT OF HEALTH



## Where it will be... What we heard...

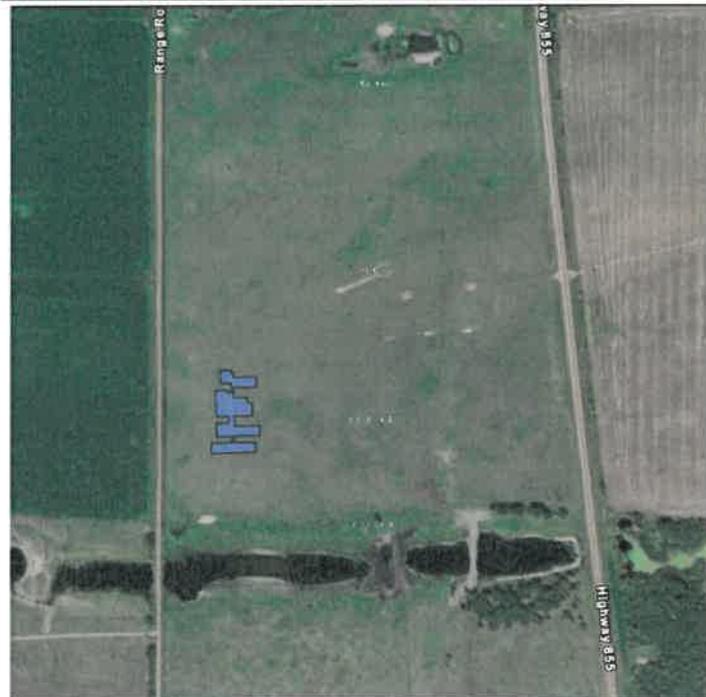




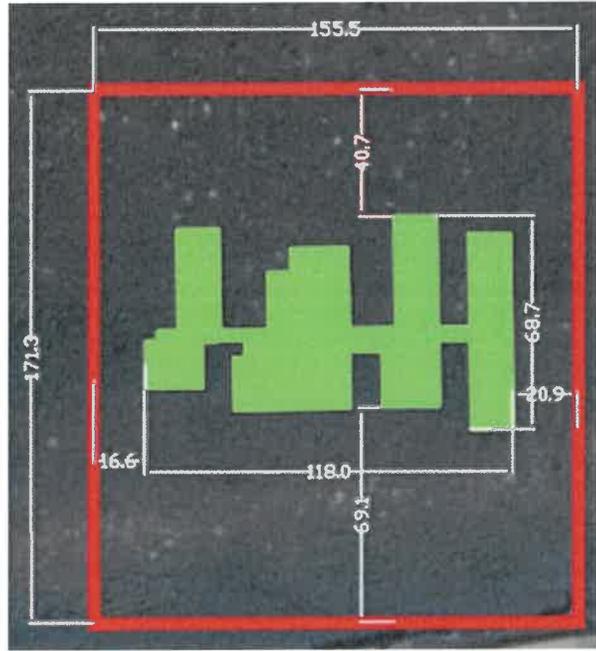
# Request for Decision (RFD)



13



14



15





## Red Deer Recovery Community

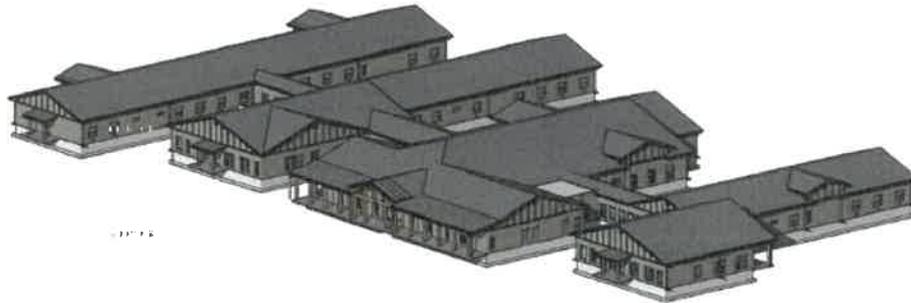


17

DEPARTMENT OF HEALTH



## Simple Renderings



18

DEPARTMENT OF HEALTH

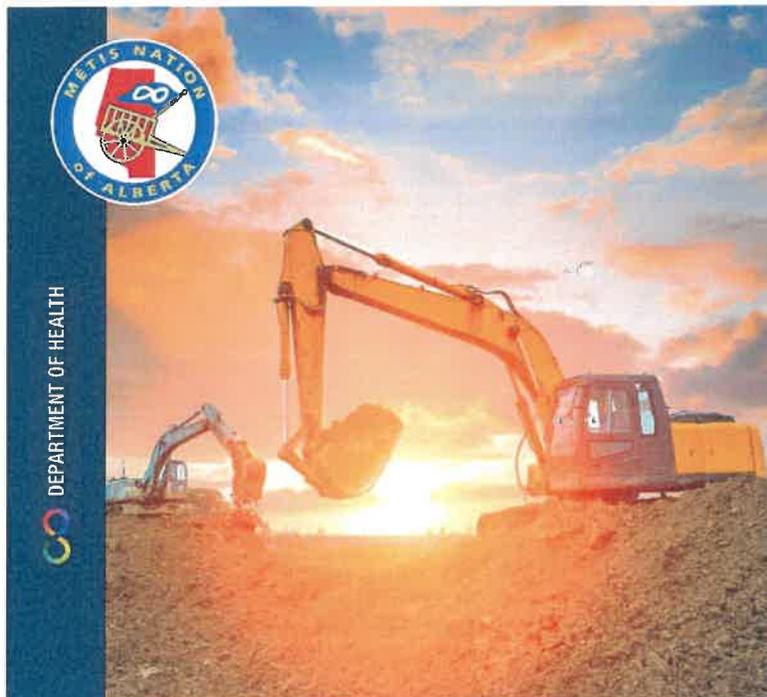
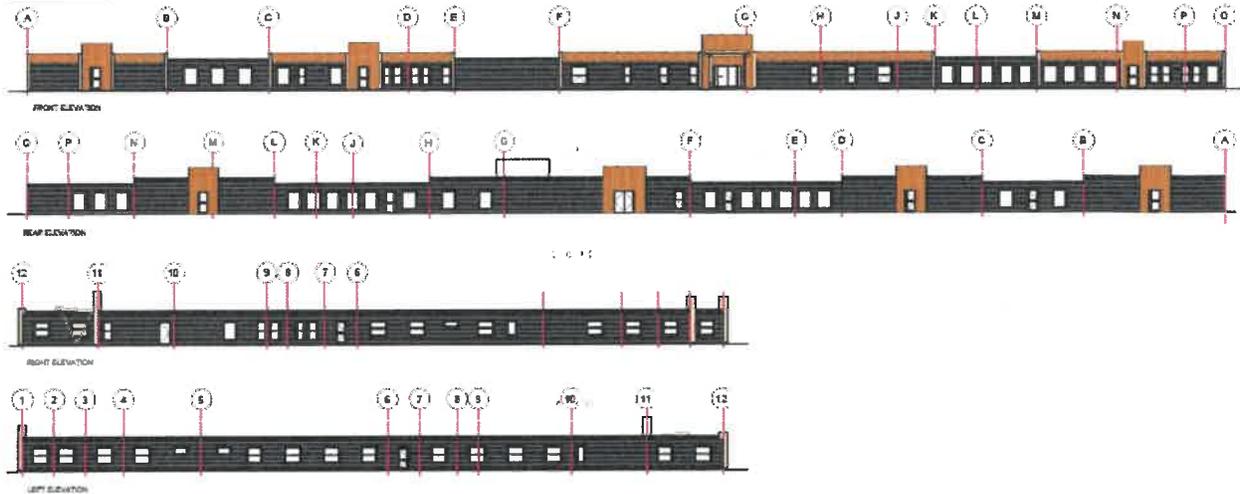




# Request for Decision (RFD)



## Simple Renderings



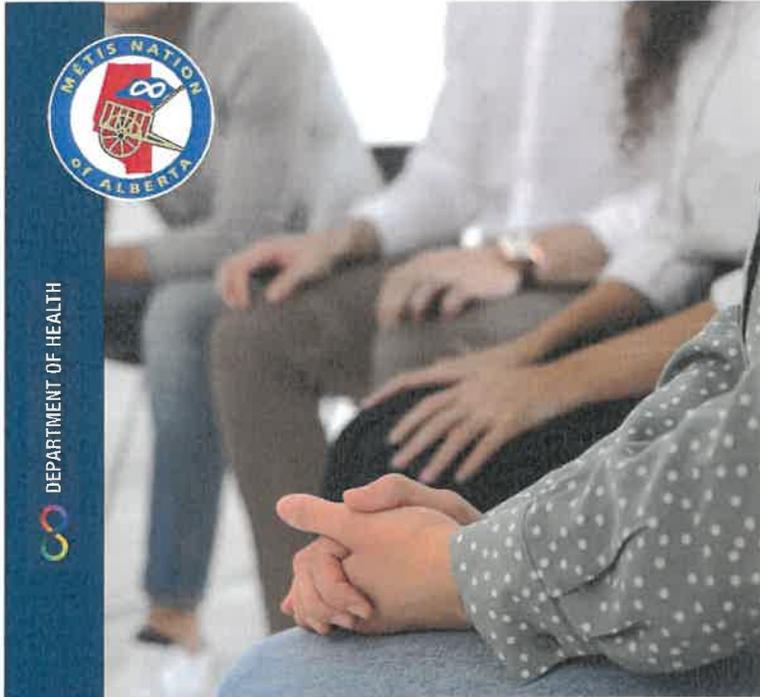
## Investing in Smoky Lake County

### Direct:

- \$35 million investment
- 90-120 jobs (40-60 construction, 50-60 full-time)

### Indirect:

- Increase in economic activity during construction and operation



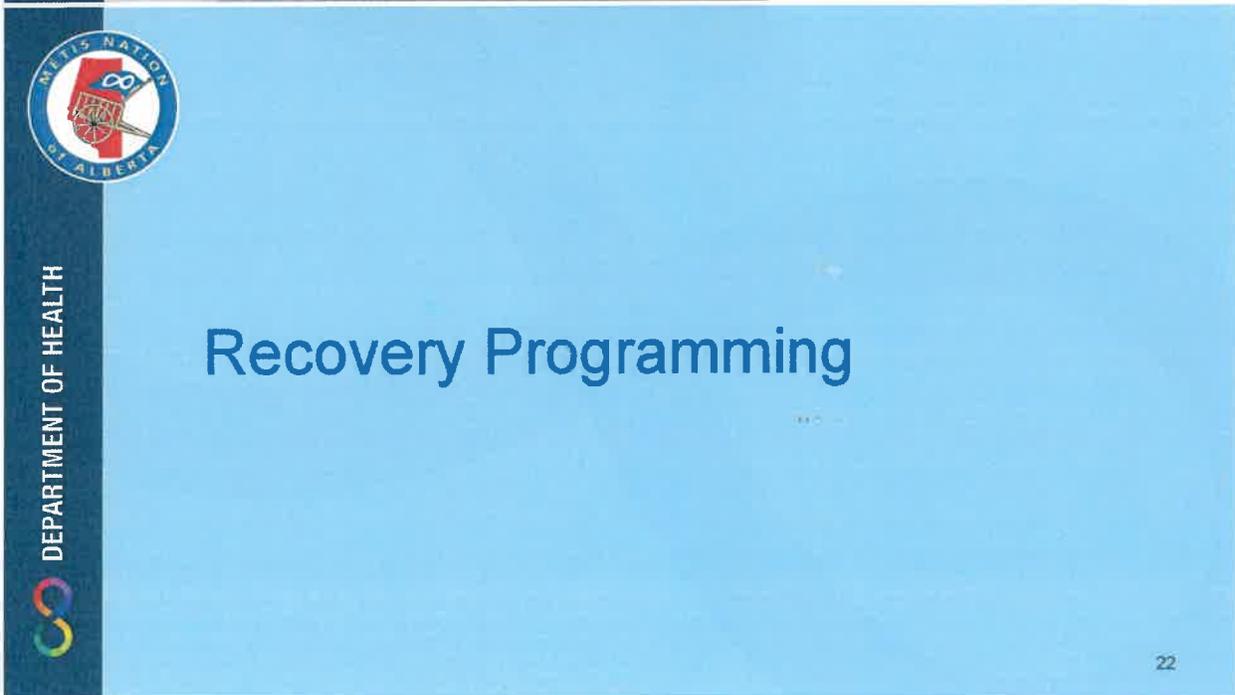
DEPARTMENT OF HEALTH



## Keeping Our Community Safe

- Clients will remain in the secure, medical facility
- Strong supervision will be provided to attend cultural or on-the-land support
- Long-term reduction in addiction, homelessness, and crime

21



DEPARTMENT OF HEALTH



## Recovery Programming

22



# Request for Decision (RFD)



## Vision and Mission

DEPARTMENT OF HEALTH



### Mental Health and Addiction care that is:

- **Excellent:** based on the best available research, adheres to very high medical standards, educates patients, and changes lives.
- **Accessible:** Destigmatized, personalized, and flexible, and available.
- **Affordable:** Free of charge for residents of Alberta

### We strive to:

- Provide full-spectrum care dedicated to the best outcomes
- Help patients address the root of their concerns through evidence-based care
- Provide a safe, inclusive, and comfortable environment for recovery
- Help families, friends and communities heal
- Create a peer support network and community connections

23



## What is a Recovery Community?

DEPARTMENT OF HEALTH

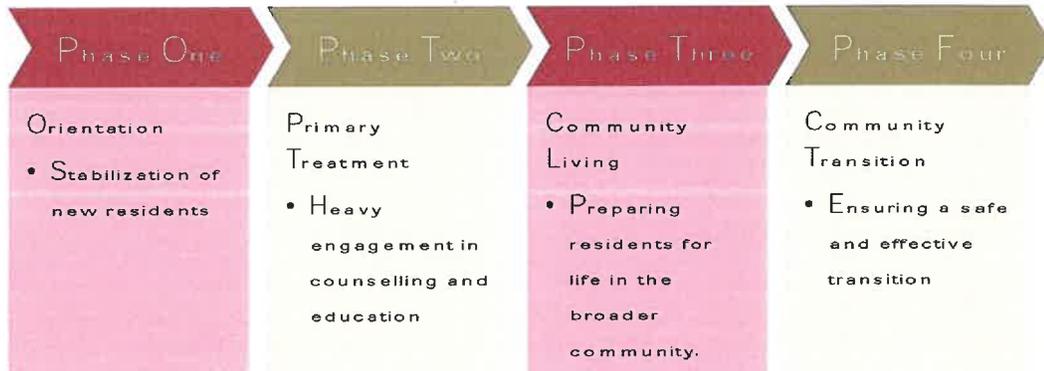


- A Recovery Community is a comprehensive model of addiction treatment that began as an alternative to mainstream approaches in the U.S. in the 1950s (De Leon, 1995; De Leon et al., 2015).
- Over the six decades following its inception, RCs have been adopted and adapted in numerous countries globally, including on the continents of Europe, Africa, Asia, South America and North America. It is estimated that there are approximately 3,000 RCs around the world (De Leon et al., 2015)
- The original Recovery Community model involved long-term bed-based treatment (De Leon et al., 2015).
- Perfas (2019) defined the RC “as a recovery-oriented drug-free treatment environment for people with addiction who live in an organized and structured community to achieve personal change through self-help and mutual help process” (p. 24)

24



## 4 Phases of Residential Recovery



25



## Phase One Requirements



26



# Request for Decision (RFD)



## Phase Two Requirements

DEPARTMENT OF HEALTH



Opening up to peers on a deeper level	Demonstrate an ability to follow day-to-day structure	Be willing to ask for help	Demonstrate awareness of triggers and responsible living
Regularly speak in group therapy and provide/receive feedback	Complete all assignments as outlined by clinical team	Start cultivating recovery capital	Demonstrate leadership qualities within the Recovery Community
Give feedback and be open to feedback throughout community interactions	Demonstrate an ability to maintain healthy relationships with peers	Work through resentments and other factors of our past	Have an understanding of triggers and how to manage them

27



## Phase Three Requirements

DEPARTMENT OF HEALTH



Has completed goals around vocational or educational skills	Has a sponsor or mentor in the community	Follows planner honestly and completely	Be able to identify relapse behavior and make appropriate changes
Demonstrating budgeting skills and the ability to follow a budget	Start working part time or full time later into phase 3	Sufficiently development recovery capital in all domains	Connect with other agencies to fulfill recovery capital requirements
	Has a homegroup and has developed social support outside of the community.	Demonstrate an ability to ask for help from broader members of their social recovery capital.	

28

## Phase Four Requirements

 <p><b>Complete Home Top</b> For transition to their home or chosen community.  Be able to demonstrate awareness of the importance of following all aspects of the continuing care plan.</p>	 <p>Has reliable employment outside of the recovery community.  Has completely filled their recovery capital bank.</p>	 <p>Funded continuing requirements in order to support themselves frequently poor treatment.</p>	 <p>Takes ownership for future post-treatment with help of a counsellor by establishing connections to community resources.</p>
---	---	--	--

29

## Building Recovery Capital

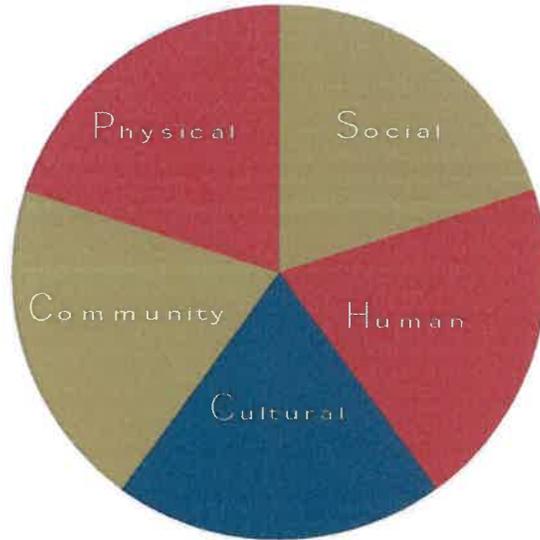
- Recovery capital is the total resources that a person has available to find and maintain their recovery: medical care, shelter, food clothing and financial security.
- Recovery capital is a lens that helps identify distinct assets and barriers to be addressed in individuals' recovery processes (Hennessey, 2017)
- The Recovery Community is focused on building a resident's recovery capital to achieve lasting sobriety.

30



## Examples of Recovery Capital

DEPARTMENT OF HEALTH



31



DEPARTMENT OF HEALTH





# Request for Decision (RFD)



DEPARTMENT OF HEALTH 

Maarsii / Merci / Thank you



# Request for Decision (RFD)

## Enclosure #5 - Legislation pertaining to Direct Control Districts

### Municipal Government Act, R.S.A. 2000, Chapter M-26

Designation of direct control districts

**641(1)** The Council of a municipality that has adopted a municipal development plan, if it wishes to exercise particular control over the use and development of land or buildings within an area of the municipality, may in its land use bylaw designate that area as a direct control district.

**(2)** If a direct control district is designated in a land use bylaw, the council may, subject to any applicable statutory plan, regulate and control the use or development of land or buildings in the district in any manner it considers necessary.

**(3)** In respect of a direct control district, the council may decide on a development permit application or may delegate the decision to a development authority with directions that it considers appropriate.



# Request for Decision (RFD)

Meeting Date: Thursday, April 25, 2024

Agenda Item: #

Topic: 2023-24 Alberta Community Partnership (ACP) Grant Application – Municipal Land Use Suitability Tool (MLUST) Request for Proposals

Presented By: Planning & Development Services

---

**Recommendation(s):**

**That Smoky Lake County, as the Managing Partner, in partnership with the Town of Smoky Lake, the Village of Waskatenau and the Village of Vilna, for the Alberta Community Partnership (ACP) 2023-24 Grant, issue a Request for Proposals for the preparation of a Regional Municipal Land Use Suitability Tool, and advertise said Request for Proposals on the Alberta Purchasing Connection, with a closing date and time of Friday, May 31, 2024, at 4:00 p.m. Mountain Time.**

**Background:**

The municipalities comprising the Smoky Lake Region typically leverage the ACP Grant to partner with each other under the Intermunicipal Collaboration (IC) Stream, to undertake projects of shared value and priority.

Examples of ACP Grant-funded projects undertaken in the past/currently ongoing:

- Regional Engineering Design Standards;
- Waskatenau Creek and Region Trails Connectivity Study;
- Heritage River Study.

**April 11, 2024 Smoky Lake County Council Meeting**

**Motion 485-24:**

*“That Smoky Lake County, as the Managing Partner, in partnership with the Town of Smoky Lake, the Village of Waskatenau and the Village of Vilna, for the Alberta Community Partnership (ACP) 2023-24 Grant, execute the Conditional Grant Agreement for Project No. 2324-IC-11, in the amount of \$99,900.00, and prepare a Request for Proposals for the preparation of a Regional Municipal Land Use Suitability Tool (MLUST), as per the conditions contained within the Conditional Grant Agreement.”*

**Benefits:** Conduct a study that will develop a municipal land suitability tool that will help the County determine which areas are suitable/unsuitable for certain types of largescale developments, such as major alternative energy projects, etc.

**Disadvantages:** Staff time required to manage the project

**Alternatives:** Nil.



# Request for Decision (RFD)

**Financial Implications:** Administration expects the \$99,900.00 grant funding to cover the total cost of the project

**Legislation:** N/A

**Intergovernmental:** N/A

**Strategic Alignment:** Proactivity in Development

**Enclosure(s):** **Enclosure #1: Request for Proposals Municipal Land Use Suitability Tool (MLUST)**  
**Project No. SLC-PD-2024-001**

**Reviewed by the Interim CAO:** \_\_\_\_\_ **on Date:** \_\_\_\_\_.



# Request for Decision (RFD)

**Enclosure #1: Request for Proposals Municipal Land Use Suitability Tool (MLUST) Project No. SLC-PD-2024-001**

Request for Proposals – Municipal Land Use Suitability Tool (MLUST) (Project No. SLC-PD-2024-001)

SMOKY LAKE COUNTY



**REQUEST FOR PROPOSAL (RFP)**

---

**Request for Proposals  
Municipal Land Use Suitability Tool (MLUST)**

**Project No. SLC-PD-2024-001**



# Request for Decision (RFD)

Request for Proposals – Municipal Land Use Suitability Tool (MLUST) (Project No. SLC-PD-2024-001)

- 1 PROJECT INFORMATION ..... 3
  - 1.1 Project Description..... 3
  - 1.2 Project Objectives..... 4
  - 1.3 Evaluation Criteria..... 5
  - 1.4 Project Inquires..... 6
- 2 INSTRUCTIONS TO CONSULTANTS..... 6
  - 2.1 Proposal Submissions ..... 6
  - 2.2 Reservation..... 7
  - 2.3 Evaluation Criteria..... 8
  - 2.4 Contract Award ..... 8
  - 2.5 Freedom of Information and Protection of Privacy Act ..... 8
  - 2.6 Conflict of Interest..... 9
  - 2.7 Governing Law..... 9
  - 2.8 Sub-Contracting..... 9
  - 2.9 Organization of Proposal..... 9
  - 2.10 Cover Page ..... 10
  - 2.11 Experience..... 10
  - 2.12 Service..... 10
  - 2.13 Pricing ..... 11
  - 2.14 Additional Features / Value-Added ..... 11
  - 2.15 Project Meetings ..... 11
  - 2.16 Expenses ..... 12
  - 2.17 Goods and Service Tax ..... 12
  - 2.18 Invoicing..... 12
  - 2.20 Ownership of Proposals..... 12
  - 2.19 Confidentiality of Proposals ..... 12
  - 2.20 Free From Obligation ..... 12
- 3 CONTRACT FORM AND REQUIREMENTS ..... 13
  - 3.1 Laws and Regulations: Compliance ..... 13
  - 3.2 Liability and Insurance Requirements ..... 13
- 4 SCOPE OF WORK..... 13



# Request for Decision (RFD)

## Request for Proposals – Municipal Land Use Suitability Tool (MLUST) (Project No. SLC-PD-2024-001)

4.1	Project Work Plan.....	13
4.2	Consultant’s Questionnaire.....	13
4.3	Project Budget .....	15
4.4	Project Final Acceptance.....	15
4.5	Payment.....	15

## 1 PROJECT INFORMATION

### 1.1 Project Description

The Smoky Lake Region comprises Smoky Lake County, the Town of Smoky Lake and the Villages of Vilna and Waskatenau. Through the successful approval of an ACP grant, Smoky Lake County is leading an initiative to undertake a study of the Smoky Lake Region’s land base in order to identify important agricultural, ecological and cultural/scenic resources at a municipal scale, for the purpose of using this data to develop a regional Municipal Land Use Suitability Tool (MLUST). The primary purpose of the Project is to inventory the Region’s land base to determine which areas of the Region are most suitable for largescale developments, in order to allow for the most efficient use of agricultural land, while at the same time, protecting important environmental, ecological and cultural resources, and also facilitating sustainable economic development.

The MLUST will be utilized alongside land use planning frameworks (Land Use Bylaws, Municipal Development Plans, Area Structure Plans, etc.) and will form part of the land use and development decision-making processes through the creation of spatial models that will identify conflicts between agricultural, ecological and culture resources. Specifically, the data collected through the Project and the resulting MLUST will be used by the Smoky Lake Region municipalities to inform potential site selection for largescale development projects, including major renewable energy projects such as solar and wind farms, by assisting the municipalities in identifying where these types of projects are most suitable in consideration of high-valued agricultural lands and ecologically or culturally significant lands.

The Project will seek to identify and inventory Environmentally Significant Areas (ESAs) to enhance the Smoky Lake Region’s role as a steward of the environment. The identification of ESAs will be used to prioritize environmental management efforts toward areas that are under-protected or those areas that contain vulnerable resources that have unique, rare or irreplaceable qualities. Identification and mapping of these areas will support informed decision making and wise land use planning to make the Smoky Lake Region a more vibrant, healthy and beautiful place to live and visit, while simultaneously increasing local economic development opportunities across a range of industries.

The Project also proposes to assess the viability of agricultural lands within the Region and identify potential threats to the continued viability of these lands. The Project is intended to serve as a



# Request for Decision (RFD)

## Request for Proposals – Municipal Land Use Suitability Tool (MLUST) (Project No. SLC-PD-2024-001)

framework for protection and enhancement of these agricultural lands and the ESAs that are identified, by directing largescale development projects away from these areas of critical environmental, ecological, and cultural importance to areas that a more suitable for development.

Smoky Lake County and its regional partners wish to retain a consultant with expertise in conducting the aforementioned study and the development and preparation of a Municipal Land Use Suitability Tool (MLUST), as described herein, within the limited budget available. The consultant will be expected to ensure their work is completed in a timely and efficient manner within the approved budget.

As this project is broad in nature, the Regional team will generally consist of:

- The County CAO and Planning Department;
- The Town of Smoky Lake CAO;
- The Village of Vilna CAO;
- The Village of Waskatenau CAO;
- Consultations with municipal Agriculture, Public Works & Environment (water/sewer) and Parks Department representatives; and
- The Smoky Lake County Planning Manager, or his designate, will be the key project lead and liaison person for this project.

Consultant will be required to:

- Review existing land use frameworks to determine the Region's baseline approach to environmentally/ecologically/culturally-sensitive areas;
- Provide sufficient information to confirm that the consultant is appropriately staffed and resourced to ensure execution of the Project requirements;
- Have familiarity and recent experience within conducting environmental/ecological assessments. Familiarity with the Smoky Lake Region is preferred and considered as an asset but is not mandatory;
- Have familiarity and recent experience in developing a Municipal Land Use Suitability Tool;
- Have experience and familiarity with Geographic Information Systems (GIS) and the underlying spatial data that GIS utilizes;
- Review existing datasets and determine whether additional datasets will be required to ensure execution of the Project requirements; and
- Provide a description of the firm's approach to quality assurance and control on all components and phases of the Project, including steps taken to ensure that all data is captured in a consistent manner and all data provided to the Project team is accurate and reliable.

## 1.2 Project Objectives

- 1.2.1 Conduct a review of existing municipal datasets and planning frameworks to determine the Region's baseline approach to identifying and managing environmentally/ecologically/culturally sensitive areas;



# Request for Decision (RFD)

## Request for Proposals – Municipal Land Use Suitability Tool (MLUST) (Project No. SLC-PD-2024-001)

- 1.2.2 Identification of important agricultural, ecological and cultural/scenic resources at a municipal scale, for the purpose of using this data to develop a regional Municipal Land Use Suitability Tool (MLUST);
- 1.2.3 Identification of Environmentally Significant Areas (ESAs) to allow for the prioritization of environmental management efforts toward areas that are under-protected or those areas that contain vulnerable resources that have unique, rare or irreplaceable qualities;
- 1.2.4 Assess viability of agricultural lands to determine which lands should be protected from development and which lands are more suitable for largescale development projects, such as renewable energy development; and
- 1.2.5 To create a Municipal Land Use Suitability Tool (MLUST) that will be used to inform land use and development decision-making to ensure that largescale developments are located in the most suitable areas.

### 1.3 Evaluation Criteria

- 1.3.1 Smoky Lake County will review each proposal submitted in response to this Request For Proposal for responsiveness, completeness and all required data before accepting the Proposal for further review.
- 1.3.2 Evaluation of Proposals will be based upon the following criteria:
  - Previous experience in conducting environmental/ecological/agricultural assessments and in the preparation of a Municipal Land Use Suitability Tool (MLUST);
  - Demonstrated ability identifying Environmentally Sensitive Areas (ESAs) and preparing recommendations for protection of said ESA's;
  - Demonstrated ability to understand municipal planning and development processes and frameworks (i.e. Land Use Bylaws, Municipal Development Plans, Area Structure Plans) and how data collected through environmental/ecological/agricultural assessments can best be incorporated into these processes and frameworks;
  - Demonstrated ability to utilize GIS data and other relevant datasets to conduct spatial analyses of environmental ;
  - Ability to mobilize and complete the required work within County-established timelines; and
  - Value to the Smoky Lake Region (While price is not the defining criterion, but is nevertheless, a significant consideration.



# Request for Decision (RFD)

Request for Proposals – Municipal Land Use Suitability Tool (MLUST) (Project No. SLC-PD-2024-001)

## 1.4 Project Inquires

Refer all proposal inquiries to Jordan Ruegg, Planning and Development Manager:

E-mail at [jruegg@smokylakecounty.ab.ca](mailto:jruegg@smokylakecounty.ab.ca) or

Telephone: 780-656-3730 Cellular: 780-650-5207

## 2 INSTRUCTIONS TO CONSULTANTS

### 2.1 Proposal Submissions

2.1.1 All proposals received will be subject to all terms and conditions contained in the RFP. The Proponent shall make all inquiries and investigations necessary for the preparation and submission of their Proposal, and shall be deemed to have made same prior to submitting the Proposal response.

2.1.2 The County will not be responsible for any costs incurred by a Proponent in preparing and submitting a Proposal..

2.1.3 All proposals are to be received by the County no later than **4:00:00 P.M., Mountain Time, Friday, May 31, 2024.**

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 as determined by front reception used to date and time stamp Proposals upon submission to County

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.

2.1.4 The envelope shall be sealed and clearly marked "**Proposal for Municipal Land Use Suitability Tool (MLUST)**" and include the RFP Project No. (SLC-PD-2024-001) and shall be addressed to:

**Jordan Ruegg, Planning and Development Manager,  
Smoky Lake County**

2.1.5 All proposals can be delivered in person or mailed to:

**Smoky Lake County  
Box 310  
4612 McDougall Drive**



# Request for Decision (RFD)

Request for Proposals – Municipal Land Use Suitability Tool (MLUST) (Project No. SLC-PD-2024-001)

Smoky Lake, Alberta  
T0A 3C0

Or, alternatively, emailed to:

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

*\*Should a proposal submitted by email be chosen as the successful proposal, the consultant must also submit a hardcopy of said proposal to Smoky Lake County prior to commencement of work related to the Project. Proposals submitted by email must contain the following in the subject line of the email:*

**Proposal for Municipal Land Use Suitability Tool (MLUST)  
RFP Project No. (SLC-PD-2024-001)**

*\*Proposals will not be accepted by fax.*

## 2.2 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 project budget;
- 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;
- Accept a Proposal in whole or in part;
- Accept a non-compliant Proposal; and
- 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;



# Request for Decision (RFD)

## Request for Proposals – Municipal Land Use Suitability Tool (MLUST) (Project No. SLC-PD-2024-001)

- 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 (3) 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.

### 2.3 Evaluation Criteria

The main areas of consideration in the evaluation process are:

- 10% -Understanding of the project;
- 15% -Ability to meet the service requirements identified in para 2.3;
- 5% -RFP Submission quality and clarity;
- 15% -Project team relevant experience;
- 10% -Similar projects completed (on time and on budget);
- 10% -Proposed project schedule;
- 30% -Cost
- 5% -Innovation.

Incomplete Proposals or Proposals that fail to follow the format outlined in Section 4.2 may be eliminated without further evaluation.

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

### 2.4 Contract Award

A contract award decision may be made after Smoky Lake County has had an opportunity to examine and evaluate all proposals in detail. Should a contract be awarded, the tentative date for such an award shall be **June 21, 2024**.

### 2.5 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.



# Request for Decision (RFD)

## Request for Proposals – Municipal Land Use Suitability Tool (MLUST) (Project No. SLC-PD-2024-001)

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.

### 2.6 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.

### 2.7 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.

### 2.8 Sub-Contracting

Proponents retain the ability to subcontract work that is beyond their scope/ capability; however, they still remain the "Prime" Contractor. The prime contractor is overall responsible for the quality of work completed and must ensure all safety regulations and applicable codes are followed. Any extra costs associated with sub-contracting that were not identified in the accepted proposal remain the responsibility of the proponent.

### 2.9 Organization of Proposal

**The County requests the Proponent's Proposal be organized as outlined below.** This will facilitate the County's evaluation.

The total length of the Proposal shall not be more than **ten (10) pages**, excluding Appendices, Cover Page and Table of Contents.

If the Proponent wishes to include additional information on any point that is somewhat voluminous or that is not directly relevant to the specific situation described in this RFP, that information should be placed in the section entitled "Additional Features" and referenced in the main body of the Proposal.

Cover Page  
Table of Contents



# Request for Decision (RFD)

## Request for Proposals – Municipal Land Use Suitability Tool (MLUST) (Project No. SLC-PD-2024-001)

- 1.0 – Experience
  - 1.1 – Team Member Profiles
  - 1.2 – Similar Projects Completed
- 2.0 – Services
  - 2.1 – Project Understanding
  - 2.2 – Approach and Methodology
  - 2.3 – Project Schedule
  - 2.4 – Project Management
  - 2.5 – Risk Management
- 3.0 – Pricing
  - 3.1 – Fee for Services
- 4.0 – Additional Features/Value Added Annex A – Consent Form (Completed and signed)

### 2.10 Cover Page

The County requests the cover page be completed with:

- The name 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 e-mail address;
- The date of Proposal submission;
- The signature of a duly authorized representative of the company (indicate name and title).

### 2.11 Experience

#### 2.11.1 Team Member Profiles

Summary description of relevant experience and capability of each team member, including sub-consultants, and their role and responsibility during the project (**limit one page/member**). The relevant experience should be limited to work on projects of similar size and scope.

#### 2.11.2 List of Similar Projects

Brief summary of similar projects completed.

### 2.12 Service

#### 2.12.1 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.

#### 2.12.2 Approach and Methodology

Describe the capabilities in terms of methods, approach, and tools the Proponent intends to deploy in fulfilling project scope and requirements.



# Request for Decision (RFD)

## Request for Proposals – Municipal Land Use Suitability Tool (MLUST) (Project No. SLC-PD-2024-001)

### 2.12.3 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.

### 2.12.4 Project Management

Describe how your Project Management methodology will ensure completion of the project within the required timeline and how costs will be controlled.

### 2.12.5 Risk Management

Identify the potential risks involved in this project. Present your approach to managing and mitigating any risks. Identify any risk sharing opportunities the Proponent can offer to consider how risk is shared as well as opportunity for reward. Any risk sharing opportunities may be negotiated with the successful Proponent.

## 2.13 Pricing

### 2.13.1 Fees for Services

**The proponent shall submit a list of fees and expenses that will be incurred for the project for each schedule of work.** 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.**

For cost comparison a summary of fees for each task must be included in the proposal submission.

## 2.14 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 may be considered in the evaluation.

## 2.15 Project Meetings



# Request for Decision (RFD)

## Request for Proposals – Municipal Land Use Suitability Tool (MLUST) (Project No. SLC-PD-2024-001)

The consultant's project manager will be required to attend all project meetings, including:

- 2.15.1 A Project kick-off meeting to introduce personnel, discuss specific Project scope and deliverables;
- 2.15.2 Stakeholder engagement session(s) with the various public stakeholder groups (if determined necessary);
- 2.15.3 Meetings with municipal administration, as necessary; and
- 2.15.4 Final project wrap-up meeting.

### 2.16 Expenses

The consultant is solely responsible for their own expenses in preparing, delivering and submitting a proposal, and also for all expenses subsequently incurred in the preparation of a proposal, provisions of samples, or attendance at a pre or post-award meeting with Smoky Lake County, regardless of the outcome of any such proposal submission or of the reasons for such outcome.

### 2.17 Goods and Service Tax

Smoky Lake County is subject to Goods and Services Tax. All Goods and Service Tax shall be identified as a separate line item.

### 2.18 Invoicing

All charges and credits are to be shown on an invoice statement provided by the consultant to Smoky Lake County.

### 2.19 Ownership of Proposals

All proposals and related documents submitted as the result of this RFP become the property of Smoky Lake County.

### 2.20 Confidentiality of Proposals

Proposals will be circulated only to Smoky Lake County Council and staff. Smoky Lake County will make all responsible efforts to keep confidential any personal information specifically identified in proposals, as *per the Freedom of Information and Protection of Privacy Act*.

### 2.21 Free From Obligation



# Request for Decision (RFD)

## Request for Proposals – Municipal Land Use Suitability Tool (MLUST) (Project No. SLC-PD-2024-001)

Smoky Lake County is under no obligation under any circumstances, to accept or respond, in whole or in part, to any proposal, or to negotiate with any consultant. Smoky Lake County is not bound to accept the lowest priced proposal, and shall have the right to reject any and all proposals. The decision of Smoky Lake County is final.

### 3 CONTRACT FORM AND REQUIREMENTS

#### 3.1 Laws and Regulations: Compliance

The consultant shall be responsible for complying with all federal, provincial, and municipal laws, rules, regulations and guidelines that apply.

#### 3.2 Liability and Insurance Requirements

- 3.2.1 The consultant shall indemnify and save harmless Smoky Lake County from any and all losses, costs, damages, actions, causes of action, suits, claims and demands resulting from anything done by the consultant.
- 3.2.2 Smoky Lake County shall not be liable nor responsible for any bodily or personal injury or property damage of any nature what-so-ever that may be suffered or sustained by the consultant, its employees or agents, in the performance of any agreement.

### 4 SCOPE OF WORK

#### 4.1 Project Work Plan

- 4.1.1 The consultant will provide a detailed work schedule that identifies how it intends to meet the Project Objectives and anticipated time to complete the project.
- 4.1.2 The project is to be completed by, no later than **November 30, 2024**.

#### 4.2 Consultant’s Questionnaire

- 4.2.1 The consultant will provide a list of personnel they intend to use to complete the Project, their hourly rate and expected number of hours.

LIST OF PERSONNEL			
Team	Estimated # of Hours	Hourly Rate	Total



# Request for Decision (RFD)

Request for Proposals – Municipal Land Use Suitability Tool (MLUST) (Project No. SLC-PD-2024-001)


4.2.2 The consultant will provide a list of sub-consultants, if any are proposed, their hourly rate and expected number of hours.

LIST OF SUB-CONSULTANTS			
Name	Estimated # of Hours	Hourly Rate	Total





# Request for Decision (RFD)

Request for Proposals – Municipal Land Use Suitability Tool (MLUST) (Project No. SLC-PD-2024-001)

SUBMITTED BY: \_\_\_\_\_  
(Consultant Legal Name)

Is business name registered under the *Alberta's Partnership Act*?  If not, please indicate:  
Other:

\_\_\_\_\_

Sole Proprietorship  Partnership  Limited Partnership  Limited  
Liability Partnership

\_\_\_\_\_  
Witness (Name and Title of Officer Signing for the Consultant)

\_\_\_\_\_  
(Signature of Officer)

SEAL (Contact Name of Project Manager)

\_\_\_\_\_  
(Street Address)

\_\_\_\_\_  
(City, Province, Postal Code)

\_\_\_\_\_  
(Phone Number) (Facsimile  
Number)

\_\_\_\_\_  
(E-mail Address)



# Request for Decision (RFD)

Request for Proposals – Municipal Land Use Suitability Tool (MLUST) (Project No. SLC-PD-2024-001)

## ANNEX A – PROPOSAL CONSENT FORM

Proponents are requested to sign and return this form with their Proposal.

Enclosed is our Proposal submitted in response to The Smoky Lake County Request For Proposal:  
**Municipal Land Use Suitability Tool (MLUST).**

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

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

Proponents Billing Address: \_\_\_\_\_

Proponent Name Telephone Number: \_\_\_\_\_

Proponents Fax Number: \_\_\_\_\_

Proponents Email Address: \_\_\_\_\_

Number of Attachments (Detailed information if required) \_\_\_\_\_

Date: \_\_\_\_\_

Authorized Signature (Print Name) Title: \_\_\_\_\_



# Request for Decision (RFD)

Meeting Date: Thursday, April 25, 2024

Agenda Item: #

Topic: Heartland Training & Support Hub (formerly Farm Safety Centre)

Presented By: Agricultural Department

---

**Recommendation:**

**That Smoky Lake County contribute funding in the amount of \$526.50 to the Heartland Training and Support Hub towards their 2024 farm safety program initiatives, in response to the letter received from Jordan Jensen, Executive Director, Heartland Training and Support Hub, dated April 9<sup>th</sup>, 2024.**

---

**Background:**

Smoky Lake County has financially contributed to the Heartland Training & Support Hub (formerly Farm Safety Centre) for over 14 years. This program is important for our community as it helps educate the children of our community on farm safety and reduces the potential for farm injuries and fatalities involving children.

**Benefits:**

Education and awareness of farm safety for the children of our community.

**Disadvantages:**

None

**Alternatives:**

None

**Financial Implications:**

\$526.50 from the Agricultural Extension budget.

**Legislation:**

N/A

**Intergovernmental:**

N/A

**Strategic Alignment:**

N/A

**Enclosure(s):**

Letter received from Jordan Jensen, Executive Director, Heartland Training and Support Hub, dated April 9<sup>th</sup>, 2024.

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



265 East 400 South | Box 291 | Raymond | Alberta | T0K 2S0 | 403 752-4585 | [www.heartlandsupport.ca](http://www.heartlandsupport.ca)

4/09/2024

Carleigh Danyluk - Agricultural Fieldman

Smoky Lake County

Smoky Lake, AB. T0A 3C0



Dear Carleigh,

I hope this letter finds you in good health and spirits. As we navigate through challenging times, I am writing to you on behalf of the Farm Safety Centre, with some important updates and a heartfelt request.

Firstly, I wish to express our profound gratitude for your past support, which has been instrumental in driving our mission forward. However, it is with a heavy heart that I must inform you of the recent suspension of our Safety Smarts and Sustainable Farm Families programs. In June 2023, due to a significant reduction in government funding directed towards farm safety and a decrease in donations, we were compelled to pause these vital initiatives. We had remained hopeful for additional funding during the summer months to resume our usual operations in September, but unfortunately, this did not materialize. Consequently, these programs are currently on hold until we secure further funding.

In light of these challenges and the evolving needs of our community, our board of directors has made a strategic decision to rebrand our organization to Heartland Training & Support Hub in the spring of 2024. This change reflects our commitment to not only continue our work in farm safety but to expand our services to encompass a broader mission. Our new direction includes addressing rural health, well-being, and support for newcomers, responding to the changing landscape of rural communities' needs.

The transition to Heartland Training & Support Hub is more than a name change; it symbolizes our dedication to building on our legacy while adapting to new challenges and opportunities. We aim to guide the organization through this transition, aligning our efforts towards a vision of a thriving, inclusive rural Canada.

As we embark on this new chapter, the need for support is more pressing than ever. We humbly request a donation of \$ 526.50 for the 2024 calendar year. This amount, calculated at a rate of \$4.50 per student, will help cover a portion of the delivery costs for the 117 children we reached in your county in 2023. This contribution will directly support our efforts to revive and sustain our programs. If this does not work within your budget, then a donation of any amount will be greatly appreciated. For those who have the capacity to contribute more, we warmly welcome any additional support. Every dollar helps us qualify for matching funds from the government and other grants, amplifying the impact of your generosity.

We understand the financial challenges that everyone faces, especially in these uncertain times. However, we believe in the power of collective effort and the impact it can have. Any support you can provide will be a significant step towards resuming our vital programs and launching new initiatives under our rebranded mission.

As a registered charity, all donations to Heartland Training & Support Hub are eligible for a tax receipt. We will proudly acknowledge your support on our website and in our communications, highlighting the crucial role you play in our mission.

Additionally, we offer multiple channels for donations. If you choose to donate online via our **Alberta Crowdfunding Campaign, your donation will be matched by 30%**, amplifying its impact. At the bottom of this letter, you'll find a QR Code. By scanning this with your phone's camera you'll be directed to our online donation portal. Likewise, you could click on the link in the in the email to be directed to our crowdfunding page.

Alberta Crowdfunding Portal: [https://fnd.us/c2LE7d?ref=sh\\_6ChjUa](https://fnd.us/c2LE7d?ref=sh_6ChjUa)

Please accept our deepest appreciation for your past contributions and for considering our current request. Your partnership is invaluable to us, and we hope to continue this journey together, adapting and growing to meet the needs of our rural communities.

Thank you once again for your valued support and commitment to our cause.

Warm regards,

Jordan Jensen | Executive Director  
Farm Safety Centre / Heartland Training & Support  
Hub Office: 403.752.4585  
Cell: 403.593.8960  
Email: [j.jensen@heartlandsupport.ca](mailto:j.jensen@heartlandsupport.ca)



## Carleigh Danyluk

---

**From:** Jordan Jensen <j.jensen@heartlandsupport.ca>  
**Sent:** Tuesday, April 9, 2024 8:30 PM  
**To:** Carleigh Danyluk  
**Subject:** RE: Smoky Lake County Farmers and Ranchers Appreciation BBQ  
**Attachments:** Smoky Lake County.pdf

**Follow Up Flag:** FollowUp  
**Flag Status:** Flagged

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Hello Carleigh,

Thanks for pointing out the error in our contact database. I have made the correction and have attached the revised update and request letter for your reference.

In the 2023 Calendar year we delivered 4 Safety Smarts presentations to the Holy Family Catholic School which reached 66 students and 6 presentations at the H.A. Kotash School which reached 111 students. Please let me know if you have any questions or if I can help in any way.

Thanks again for your support over the years.

Jordan Jensen | Executive Director  
[Heartland Training & Support Hub](#) (Formerly: Farm Safety Centre)  
Office: 403.752.4585  
Cell: 403.593.8960



**Join Us in Making Rural Health, Well-being & Safety a Priority – [Donate Online](#) for a 30% Match and get a Charitable Receipt!**

**From:** Carleigh Danyluk <cdanyluk@smokylakecounty.ab.ca>  
**Sent:** Tuesday, April 9, 2024 1:42 PM  
**To:** Jordan Jensen <j.jensen@heartlandsupport.ca>  
**Subject:** RE: Smoky Lake County Farmers and Ranchers Appreciation BBQ

No problem at all!



# Request for Decision (RFD)

Meeting Date: Thursday, April 25, 2024

Agenda Item: #

Topic: Federation of Alberta Gas Co-ops Ltd Operations and Maintenance Manual

Presented By: Natural Gas, Daniel Moric

---

**Recommendation:**

**That Smoky Lake County adopt the Federation of Alberta Gas Co-ops Ltd.'s Operation and Maintenance (O&M) Manual as of 2024, outlining the guidelines for rural Alberta natural gas utilities and follow and enforce the said guidelines as mandated, as a Federation of Alberta Gas Co-ops Ltd. member.**

---

**Background:**

This manual provides recommended guidelines for the operation and maintenance of rural Alberta natural gas utilities. Each Federation member must adopt this manual through Board or Council motion. Upon adoption of this manual by the Federation member, these guidelines become mandatory to be followed and enforced.

Smoky Lake County Gas Department has been following the Federation O&M manual for many years and will continue to operate under the guidelines enclosed within the manual.

The entire manual is quite large, but if Council wishes to review the manual, Council may do so upon request.

This is a legislative requirement.

There are no disadvantages to the recommendation.

There are no alternatives to the recommendation because it is a legislative requirement.

There are no financial or budget implications to this recommendation.

Required to continue being a member under the Alberta Federation of Alberta Gas Co-ops.

There are no intergovernmental involvement and/or implications related to or affecting the recommendation.

N/A

**Enclosure(s):**

N/A

Signature of the CAO: 



# Request for Decision (RFD)

**Meeting Date:** Thursday, April 25, 2024

**Agenda Item:** #

**Topic:** Safety and Loss Management System (SLMS)

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

---

## **Recommendation:**

**That Smoky Lake County Council approve and execute the declaration for the Safety and Loss Management System (SLMS) for the Smoky Lake County Natural Gas Department, as required by the Alberta Energy Regulator (AER) for pipeline licensees in Alberta under Section 9 of the Pipeline Rules and in accordance with Clause 3 of the Canadian Standards Association (CSA) Z662 Oil and Gas Pipeline Standard, and as part of the annual review, update, and approval requirements from the Federation of Alberta Gas Co-ops Ltd. Member's Operations and Maintenance Guidelines.**

---

## **Background:**

The Safety and Loss Management System (SLMS) is a requirement by the Alberta Energy Regulator (AER) for pipeline licensees in Alberta under Section 9 of the Pipeline Rules and in accordance with Clause 3 of the Canadian Standards Association (CSA) Z662 Oil and Gas Pipeline Standard. Members that do not have AER licensed pipelines are required to have an SLMS as specified by CSA Z662 as adopted by Rural Utilities.

A SLMS is a systematic, comprehensive, and proactive set of interrelated processes for the management of pipelines and facilities. It is intended that the SLMS covers the full pipeline life cycle (design, procurement, construction, operations, and abandonment activities). Distributors are required to develop and implement a documented SLMS for the pipeline system that provides for the protection of people, the environment, and property.

(CSA Z662-19, Clause 3.2 Commentary)

As part of the requirements for Federation of Alberta Gas Co-ops Ltd. Member's Operations and Maintenance Guidelines (also referred to as O&M Manual), each member is required to review, update, and approve their current SLMS on an annual basis. This should be coordinated with the review of other systems under the SLMS such as a Health and Safety Program and Integrity Management Program. The review and approval of the SLMS by Board/Council motion is included in the O&M auditing process to ensure compliance. Attachment "A" – SLMS Self Audit Template was created to assist Distributors in ensuring compliance.

This document sets out guidelines for developing, documenting, and implementing an SLMS for the distributors pipeline system to provide safe, environmentally responsible, and reliable service. This Program requires supporting policies, procedures and or documentation to show that the respective requirements are being met. Any changes to the SLMS must ensure that all requirements as listed by CSA Z662, Annex A are met.



# Request for Decision (RFD)

(CSA Z662-19, Annex A, Clause A.1)

This is a legislative requirement.

There are no disadvantages to the recommendation.

There are no alternatives to the recommendation because it is a legislative requirement.

The financial implications of the recommendation are within the budget.

Requirement of Canadian Standards Association Z662 Oil & Gas Pipeline Standards for all co-ops and utilities to adopt and follow.

Requirement of the Alberta Energy Regulator (AER) and Rural Utilities in order to operate.

N/A

**Enclosure(s):**

Smoky Lake County Safety and Loss Management System (SLMS)

Signature of the CAO: 

# Safety and Loss Management System (SLMS)

## Introduction

The Safety and Loss Management System (SLMS) is a requirement by the Alberta Energy Regulator (AER) for pipeline licensees in Alberta under Section 9 of the Pipeline Rules and in accordance with Clause 3 of the Canadian Standards Association (CSA) Z662 Oil and Gas Pipeline Standard. Members that do not have AER licensed pipelines are required to have an SLMS as specified by CSA Z662 as adopted by Rural Utilities.

A SLMS is a systematic, comprehensive, and proactive set of interrelated processes for the management of pipelines and facilities. It is intended that the SLMS covers the full pipeline life cycle (design, procurement, construction, operations, and abandonment activities). Distributors are required to develop and implement a documented SLMS for the pipeline system that provides for the protection of people, the environment, and property.

(CSA Z662-19, Clause 3.2 Commentary)

As part of the requirements for Federation of Alberta Gas Co-ops Ltd. Member's Operations and Maintenance Guidelines (also referred to as O&M Manual), each member is required to review, update, and approve their current SLMS on an annual basis. This should be coordinated with the review of other systems under the SLMS such as a Health and Safety Program and Integrity Management Program. The review and approval of the SLMS by Board/Council motion is included in the O&M auditing process to ensure compliance. Attachment "A" – SLMS Self Audit Template was created to assist Distributors in ensuring compliance.

This document sets out guidelines for developing, documenting, and implementing an SLMS for the distributors pipeline system to provide safe, environmentally responsible, and reliable service. This Program requires supporting policies, procedures and or documentation to show that the respective requirements are being met. Any changes to the SLMS must ensure that all requirements as listed by CSA Z662, Annex A are met.

(CSA Z662-19, Annex A, Clause A.1)

## Safety and Loss Management System Scope

**Smoky Lake County** (The Distributor) is a natural gas distributor providing for the supply of natural gas to its members and customers. This SLMS is an integrated framework that provides a systematic approach to planning, implementing, measuring, and improving organizational performance for the distributor's facilities. The SLMS includes the policies, programs, processes, and procedures used by the organization to ensure that it can fulfill all of the tasks required to achieve its objectives in a safe, environmentally sustainable approach. This SLMS defines and enables governance of the program, prioritization, and decision making for the life cycle of the system.

The Distributor is committed to supply resources required for the SLMS for the pipeline system that will provide protection for people, the environment, and property.

(CSA Z662-19, Annex A, Clauses A.2 and A.2.1)

## Life Cycle Approach

The Distributor is committed to managing a SLMS that will address the entire life cycle of the pipeline system.

The pipeline life cycle is defined in the CSA Z662 as the period of time including design, procurement, construction, operation, and abandonment.  
(CSA Z662-19, Annex A, Clause A.2.2)

### **Process Approach**

The Distributor shall have documented processes in place for the design, procurement, construction, operation and maintenance, and abandonment of the pipeline system.

This shall be achieved by:

- Design – Compliance with the Technical Standards Manual, CSA Z662, and Pipeline Rules
- Procurement – Following the Distributor’s Financial and Quality Assurance Policies
- Construction – Compliance with the Technical Standards Manual, CSA Z662, and Pipeline Rules
- Operation and Maintenance – Following the Federation O&M Manual, CSA Z662, Pipeline Rules, and AER Directives
- Abandonment – Following the Federation O&M Manual, CSA Z662, Pipeline Rules, and AER Directives

(CSA Z662-19, Annex A, Clause A.2.3)

### **Management Responsibility and Policy**

The Distributor is committed to distributing natural gas through a pipeline system. The pipeline system shall be designed, constructed, operated, and maintained in compliance with regulatory and legal requirements. A review of the SLMS shall occur to ensure effectiveness, to review objectives and ensure compliance as per CSA Z662, Clause 3.

This shall be achieved by:

- Annual Board/Council review and approval of the SLMS policy
- Sharing the results of the review with all levels of the organization

(CSA Z662-19, Annex A, Clauses A.3 and A.3.1)

### **Leadership Commitment**

The Distributor’s Board of Directors/Council shall be fully committed to the SLMS.

This shall be achieved by:

- Developing the SLMS with Management
- Allocating funds, through budgeting, to ensure SLMS compliance
- Compliance with the Quality Management Plan (QMP)
- Annual review of the SLMS with Management

(CSA Z662-19, Annex A, Clause A.3.2)

### **Organization, Responsibilities and Authorities, and Management Representative**

Each Distributor shall maintain an organization chart identifying responsibilities in accordance with the requirement of this SLMS. The Distributor will appoint a SLMS Program Manager responsible to the Board/Council to ensure SLMS compliance.

This information can be obtained by the Distributor’s:

- Organizational Chart
- Job Descriptions

- Succession Plan

(CSA Z662-19, Annex A, Clauses A.3.3, A.3.3.1, and A.3.3.2)

### **Management of Resources and Provision of Resources**

The Distributor shall provide adequate resources through its' annual budget to ensure SLMS compliance. (CSA Z662-19, Annex A, Clauses A.4 and A.4.1)

### **Human Resources and Training and Competency**

The Distributor shall employ qualified personnel or contractors and support participation in training programs as required to safely construct, operate, and maintain the pipeline system. The system requirements will determine the applicable qualifications required.

These requirements can be found in the:

- Federation O&M Manual
- Distributors Health and Safety Policies and Procedures
- Federation Training Calendar

(CA Z662-19, Annex A, Clauses A.4.2 and A.4.2.1)

### **Contractor Services**

The Distributor shall only hire qualified contractors as determined by the Distributor's Health and Safety Policies and Procedures criteria. Contractors will be assessed for work performance, compliance and must abide by the Distributor's Health and Safety Policies and Procedures unless the contractor has a more stringent program as determined by the Distributor. The contractor will be monitored and any inconsistencies will be immediately brought forward and rectified.

(CSA Z662-19, Annex A, Clause A.4.2.2)

### **Infrastructure**

The Distributor shall identify, provide, and maintain all infrastructure necessary for the effective implementation of the SLMS.

This can be achieved by an approved annual budget, along with the resources (eg. equipment, technology, etc.) to ensure safe workspaces.

(CSA Z662-19, Annex A, Clause A.4.3)

### **Work Environment**

The Distributor shall take into consideration the human and physical factors of the work environment to provide trained and competent personnel who have the ability to do the work safely and effectively. This includes the provision of proper equipment to work in the environment that is to be expected, including properly equipped vehicles, PPE, gas monitoring equipment, tools, etc.

This shall be achieved by:

- Following the Federation O&M Manual - Tools & Equipment section
- Following the Distributors Health and Safety Policies and Procedures
- Implementing the Distributors Human Resources (HR) Policy

(CSA Z662-19, Annex A, Clause A.4.4)

## **Communication**

The Distributor shall have in place an effective communication system so that all employees, management, and Board/Council members are cognizant of the working of the SLMS.

Communication shall include, but is not limited to:

- Regular Board/Council meetings
- Regular staff/safety meetings
- Following the Federation O&M Manual - Pre-Job Meeting section

(CSA Z662-19, Annex A, Clause A.5)

## **Documents and Records, Control of Documents, and Control of Records**

The Distributor shall have procedures for collecting, retaining, and revising documentation related to design, construction, operation, and maintenance of their pipeline system. Any policy, procedure, process, records, and objectives must be documented. All documentation must be current, legible, and accessible.

This can be achieved by:

- Compliance with the QMP
- Implementation of the IMP
- Following the Federation O&M Manual
- Following the Distributors Health and Safety Policies and Procedures

(CSA Z662-19, Annex A, Clauses A.6, A.6.1, A.6.2, and A.6.3)

## **Control**

The Distributor shall implement core control processes defined as Management of Change and Continual Improvement along with sections A8 and A9.

This can be achieved by:

- Compliance with the QMP
- Implementation of the IMP
- Following the Federation O&M Manual
- Following the Distributors Health and Safety Policies and Procedures

(CSA Z662-19, Annex A, Clauses A.7 and A.7.1)

## **Project Management, Planning, Project Change Control, and Project Review**

The Distributor shall have a documented process for Project Management.

A project consists of a set of coordinated and controlled activities (eg. planning, design, project control, and project review) with start and finish dates, undertaken to achieve an objective conforming to specific requirements, including the constraints of time, cost, and resources.

This can be achieved by, but not limited to:

- Implementation of the IMP
- Following the Distributor's Procurement and Contract Awarding Practices
- Following the Distributor's Financial Practices

(CSA Z662-19, Annex A, Clauses A.7.2, A.7.2.1, A.7.2.2, A.7.2.3, and A.7.2.4)

## **Risk Management**

The Distributor shall have a process for identifying, assessing, and controlling risks that can lead to a failure or an external interference incident.

This can be achieved by:

- Compliance with the QMP
- Implementation of the IMP
- Following the Federation O&M Manual
- Following the Distributors Health and Safety Policies and Procedures
- Following the Distributors internal Policies and Procedures

(CSA Z662-19, Annex A, Clause A.7.3)

## **Design, Planning, and Design Control**

The Distributor shall use the services of a Professional Engineer (recognized by APEGA) to establish pipe and station design, materials, minimum end of line pressure, route selection, testing and material requirements by following.

- Requirements in all applicable Provincial legislation, such as but not limited to:
  - The Gas Distribution Act
  - The Pipeline Rules and Regulations
  - The Occupation Health and Safety Act, and all codes and regulations applicable
- Requirements in all applicable Standards, such as but not limited to:
  - Canadian Standards Association (CSA) Z662 Oil and Gas Pipeline Standard
  - Canadian Standards Association (CSA) Z246.2 Emergency Preparedness and Response for Petroleum and Natural Gas Industry Systems
  - Canadian Standards Association (CSA) B149.1 Natural Gas and Propane Installation Code
  - The Technical Standards Manual for Gas Distribution Systems in Alberta
  - The Federation O&M Manual

(CSA Z662-19, Annex A, Clause A.7.4, A.7.4.1, and A.7.4.2)

## **Procurement**

The Distributor shall have a quality assurance procedure that identifies approved contractors, suppliers, pipeline specifications, material inspection data sheet (MIDS), test reports, joining and inspection records, cathodic protection system design and performance.

(CSA Z662-19, Annex A, Clause A.7.5)

## **Construction and Control of Construction**

The Distributor shall have a construction process in place before commencement of any project(s).

This shall be achieved by:

- Registered Utility Right of Ways
- Signed crossing or re-entry agreements, where applicable
- Landowner(s) consent of route
- Use of an approved/qualified contractor
- Issuance of drawings "Approved for Construction"
- Securing necessary materials
- Meeting legislative requirements, as applicable

(CSA Z662-19, Annex A, Clauses A.7.6 and A.7.6.1)

### **Qualification of Processes for Construction and Installation**

The Distributor shall only use pre-approved processes and procedures for construction. Processes or procedures not pre-approved will require an engineered procedure/assessment.

(CSA Z662-19, Annex A, Clause A.7.6.2)

### **Identification and Traceability**

The Distributor shall have a process in place for tracking and identifying pipeline system components or products as per the Distributors IMP.

(CSA Z662-19, Annex A, Clause A.7.6.3)

### **Operations and Maintenance**

The Distributor is committed to have a set of procedures as set out in the Federation Operation & Maintenance manual.

(CSA Z662-19, Annex A, Clause A.7.7)

### **Pipeline System Integrity Management**

The Distributor shall maintain an Integrity Management Program (IMP).

(CSA Z662-19, Annex A, Clause A.7.8)

### **Engineering Assessments**

The Distributor shall have a process for conducting engineering assessments by a Professional Engineer (recognized by APEGA).

(CSA Z662-19, Annex A, Clauses A.7.9 and A.7.9.1)

### **Engineering Assessment Process, Methodology, and Documentation**

The Distributor shall use a Professional Engineer (recognized by APEGA) to perform all engineering assessments when the scope of work is beyond routine procedures. The process, methodology, and documentation will be established with the Professional Engineer prior to the assessment.

These assessments shall include:

- Corrosion mitigation on an existing pipeline
- Changing pressures on an existing pipeline
- Changing regulatory bodies on an existing pipeline (eg. going from Rural Utilities to AER)
- Recommissioning an abandoned pipeline
- Engineering Assessments as outlined in CSA Z662, Clause 3.4

(CSA Z662-9, Annex A, Clauses A.7.9.2, A.7.9.3, and A.7.9.4)

### **Management of Change**

The Distributor shall have in place a written process to convey all significant impacts/changes on the safe operation of the Utility.

This shall apply to:

- Organizational changes
- Changes to facilities, equipment, and technology
- Changes to procedures or practices

- Changes to technical requirements
- Changes to physical environment (eg. land development)

(CSA Z662-19, Annex A, Clauses A.8 and A.8.1)

### **Management of Change Process**

The Distributor shall have a process that includes identification and analysis of changes, documentation of changes, approval of changes, implementation and communication sharing of changes and a review process of the effectiveness of the changes made.

This is achieved by:

- Daily health & safety meetings
- Federation O&M Manual review on policy changes
- Monthly operational & Board of Director/Council meetings
- Key personnel changes via job descriptions and operational hierarchy
- Facility, equipment, and technology changes via virtual and hands on training
- Yearly reviews and audits (eg. internal audits, O&M Audits, financial audits, etc.)

(CSA Z662-19, Annex A, Clause A.8.2)

### **Continual Improvement and Objectives**

The Distributor shall establish relevant measurable and consistent objectives and targets for improvement to achieve the SLMS goals.

This may be achieved by establishing targets for, but not limited to:

- Gas reconciliation
- Completion of maintenance programs and inspection requirements
- Review of accidents and incident reports

(CSA Z662-19, Annex A, Clauses A.9 and A.9.1)

### **Reporting**

The SLMS Program Manager will report annually to the Distributor's Board of Directors/Council the status and progress on meeting the established targets.

(CSA Z662-19, Annex A, Clause A.9.2)

### **Learning from Events**

The Distributor will develop and implement a process for learning from events that have or could have affected the safety and operation of the pipeline system, assets, personnel, and the environment.

(CSA Z1662-19, Annex A, Clause A.9.3)

### **Performance Monitoring**

The Distributor will continually monitor the performance and conformance of reaching its objectives and targets as established.

(CSA Z662-19, Annex A, Clause A.9.4)

### **Conformance Monitoring**

The Distributor is committed to conformance monitoring of the procedures with regular reviews and periodic audits to confirm compliance.

This is achieved through:

- The Federation’s Operation and Maintenance Committee’s Standards review process
- The Federation external operation and maintenance audit process
- Regular self review of the SLMS

(CSA Z662-19, Annex A, Clause A.9.5)

### **Control of Nonconformance**

The Distributor will identify any nonconformance to this SLMS and take corrective actions and evaluate effectiveness to mitigate any impacts.

(CSA Z662-19, Annex A, Clause A.9.6)

### **Management Review, Review Input and Output**

The SLMS Program Manager shall be responsible to review and evaluate the SLMS. If improvements are required, they shall be implemented and documented.

Reviews of the SLMS shall include but not limited to:

- Compliance with the QMP
- Implementation of the IMP
- Following the Federation O&M Manual
- Following the Distributors Health and Safety Policies and Procedures

(CSA Z662-19, Annex A, Clauses A.9.7, A.9.7.1, A.9.7.2, and A.9.7.3)

## Safety and Loss Management System (SLMS)

### Declaration, Commitment, and Authority

**Smoky Lake County** (The Distributor) is committed to the development and implementation of a documented Safety and Loss Management System (SLMS) for the pipeline system that provides protection of people, the environment, and property.

The Board/Council fully supports the SLMS in its entirety and accepts that all the terms, conditions, and commitments are being satisfied based on an annual report and confirmation by the SLMS Program Manager.

(CSA Z662-19, Annex A, Clause A.9.2)

Board/Council Chairperson Signature:

---

CAO Signature:

---

Date: \_\_\_\_\_



# Request for Decision (RFD)

**Meeting Date:** Thursday, April 25, 2024

**Agenda Item:** #

**Topic:** Rural Utilities Quality Management Plan

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

---

**Recommendation:**

**That Smoky Lake County adopt and execute the Year-2024 Quality Management Plan issued by Rural Utilities, and submit the executed form to Rural Utilities, representing an agreement with the Province of Alberta under section 5 of the Gas Distribution Act, to acknowledge Smoky Lake County Natural Gas Utility is designed, constructed, operated and maintained in accordance with the requirements set by section 2 of the Gas Distribution Act, hereby accepting the responsibility for compliance of their distribution system with this plan.**

---

**Background:**

The Quality Management Plan must be adopted annually in order for Smoky Lake County Natural Gas Dept to receive "approval to Operate" from Rural Utilities, on behalf of the Alberta Government. Smoky Lake County submits this form annually.

This is a legislative requirement.

There are no disadvantages to the recommendation.

There are no alternatives to the recommendation because it is a legislative requirement.

The financial implications of the recommendation are within the budget.

Must be submitted annually as per the Alberta Government, under the Gas Distribution Act

There are no intergovernmental involvement and/or implications related to or affecting the recommendation.

N/A

**Enclosure(s):**

Alberta Rural Utilities Quality Management Plan (QMP) Template

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

# Quality Management Plan

## Smoky Lake County Gas Utility

This Quality Management Plan (QMP) represents an agreement with the Province of Alberta under section 5 of the *Gas Distribution Act* that the rural gas utility is designed, constructed, operated and maintained in accordance with the requirements set by section 2 of the Act. In signing this agreement, the Chief Officer recognizes that complete compliance with these standards may not always be attainable, although they remain the objective for the rural gas utility. In the event of identified deficiencies resulting from an operation and maintenance inspection conducted under section 4 of the Act, the rural gas utility will respond in a timely manner to render the distribution system safe and as compliant to the applicable standard(s) as possible.

The Smoky Lake County Gas Utility (hereinafter referred to as "the municipal gas utility", as per section 1(k) of the *Gas Distribution Act*), owns and operates a rural gas utility in Alberta and in accordance with its franchise issued under section 18 of the Act. Under section 18, the municipal gas utility has both the exclusive right and duty to offer and provide natural gas service to residents in a specific area of the province. The municipal gas utility, represented by the County Council is, as the owner, responsible for ensuring that the rural gas utility continues to be designed, constructed, operated and maintained in a manner consistent with section 2 of the Act. This is achieved with the full support of the municipal gas utility's Chief Administration Officer, the municipal gas utility's Manager and its employees as to ensure the safety of its customers, employees, and the general public of Alberta. Annual review and commitment to this QMP document by the County Council, the Chief Administrative Officer and the Gas Utility Manager, in conjunction with the annual submission of as-built plans and meeting operation and maintenance expectations of the Chief Officer partly form the 'Approval to Operate' a rural gas utility in Alberta.

## QUALITY MANAGEMENT PLAN FUNCTIONS

### Standards

As applicable, the municipal gas utility will design, construct, operate, and maintain its gas utility in accordance with the following legislation and standards:

- The *Gas Distribution Act*
- The *Pipeline Act* and Regulations
- The *Municipal Government Act*, only as applicable/relevant to the rural gas utility
- The *Gas Utilities Act*, as applicable
- The *Occupation Health and Safety Act*, and all codes and regulations, as applicable
- Canadian Standards Association (CSA) Z662 Oil and Gas Pipeline Standard
- Canadian Standards Association (CSA) Z246.2 Emergency Preparedness and Response for Petroleum and Natural Gas Industry Systems
- The Technical Standards Manual for Gas Distribution Systems in Alberta, issued by Rural Utilities
- Guidelines for Operations & Maintenance Practices in Alberta Natural Gas Utilities issued by the Federation of Alberta Gas Co-ops Ltd.
- Alberta Energy Regulator (AER) Directive 71 Emergency Preparedness and Response Requirements for the Petroleum Industry (as applicable)

Rural gas utilities are also expected to maintain appropriate insurance coverage.

### Design, Construction, Testing, and Commissioning

The municipal gas utility will ensure that its distribution system is designed and constructed to safely deliver the required volumes of gas to each consumer under the most extreme conditions by following the Technical Standards Manual for Gas Distribution Systems in Alberta and the most recent version of the Canadian Standards Association (CSA) Z662 Oil and Gas Pipelines. Collectively, these are the standards for Alberta's gas distribution systems.

## Operation, Maintenance and Repair

To ensure the gas utility is properly operated, maintained, and repaired, the municipal gas utility will employ or contract the services of qualified field staff to safely operate and maintain the system. This will include development of a regular preventative maintenance program to safeguard the distribution system against premature deterioration. Further, the rural gas utility will ensure that the level of safety equipment for both the shop and emergency response vehicles (as adopted in the Guidelines for Operations & Maintenance Practices in Alberta Natural Gas Utilities) in addition to personal protective equipment (PPE), is provided, inventoried, maintained, and calibrated as and if required.

## Emergency Preparedness and Response

To ensure that employees understand the municipal gas utility's program to respond to emergency situations, the municipal gas utility will develop and implement an Emergency Response Program (ERP) to effectively respond to emergencies, promote safety of workers, responders and the public, in accordance with the Guidelines for Operations & Maintenance Practices in Alberta Natural Gas Utilities.

## Surveying and Plant Records

In order to ensure the completeness, accuracy and timely completion of the municipal gas utility's as-built drawings and ensure that the Utility Safety Partners database is current, the municipal gas utility will maintain up-to-date as-built plans of the rural gas utility and submit these to Rural Utilities by March 31 of the year following construction.

## RESPONSIBILITY

This Quality Management Plan highlights the safety related components of the County of \_\_\_\_\_ Gas Utility's design, construction, operation, and maintenance programs. The municipal gas utility's County Council and Chief Administration Officer along with their Gas Utility Manager have reviewed and adopted the QMP in its entirety, and hereby accepts the responsibility for compliance of their distribution system with this plan.

This Quality Management Plan was reviewed at the County Council meeting held on: \_\_\_\_\_

Dated \_\_\_\_\_

\_\_\_\_\_  
Reeve

I have read and will support the municipal gas utility in meeting compliance of this QMP:

Dated \_\_\_\_\_

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

Dated \_\_\_\_\_

\_\_\_\_\_  
Gas Utility Manager

This QMP must be adopted and signed by the municipal gas utility, represented by the Reeve, the Chief Administrative Officer and the Gas Utility Manager **on an annual basis and submitted by December 31st of each year.**

Failure to submit a signed QMP document may result in any or all of the following actions:

- (1) The annual 'Approval to Operate' will not be issued,
- (2) All planned/future construction must be approved by the Chief Officer prior to construction until the QMP is signed and submitted, and
- (3) Any construction done without prior approval of the Chief Officer will be in contravention of section 13 of the Gas Distribution Act and potentially subject to an offence (section 8) and/or order (section 9) under the Act.



# Request for Decision (RFD)

Meeting Date: Wednesday, April 24, 2024

Agenda Item: #

Topic: Annual Safety Meeting

Presented By: CAO

**Recommendation:**

**That Smoky Lake County Council approve to schedule the Annual Safety Meeting for Friday, May 24, 2024, to be held at the National Hall in Smoky Lake; and authorize the closure of all County offices on the day of the Year-2024 Annual Safety Meeting, to allow for all County employees to attend.**

**Background:**

Annual Safety Meeting for all staff is held yearly, with one exception during the pandemic. Each year, Council allows the County Offices to be closed during this day to allow all County employees to attend.

**Benefits:**

Information for upcoming year and also hear from speakers to gain additional knowledge on safety topics.

**Disadvantages:**

Takes staff away from doing day to day operations.

**Alternatives:**

Council could choose an alternate date of May 17<sup>th</sup> or May 31<sup>st</sup>.

**Financial Implications:**

Cost of National Hall, food for lunch and guest speakers

**Legislation:**

The legislation, bylaws and/or policies relating to or affecting the recommendation are not listed on this RFD.

**Intergovernmental:**

Will be inviting staff from other municipalities in the region.

**Strategic Alignment:**

Education

**Enclosure(s):**

*(List any supporting documents attached)*

Signature of the CAO: 



# Request for Decision (RFD)

Meeting Date: Thursday, April 25, 2024

Agenda Item: #

Topic: Alberta Indigenous & Municipal Police Transition Grant Program

Presented By: Brenda Adamson, Finance Manger

**Recommendation:**

**That Smoky Lake County approve action taken by the Finance Manager, Brenda Adamson, in executing the Alberta Indigenous/Municipal Police Transition Study Grant Agreement, between His Majesty in Right of Alberta (the “Minister”) and Smoky Lake County, on April 9, 2024, to receive conditional grants funds for the purpose of conducting a study to explore policing challenges within Smoky Lake County, Village of Vilna, and Village of Waskatenau to assist with developing a comprehensive written business case on the feasibility of a stand-alone police service or regional equivalent, to support public safety.**

**Background:**

During the Council meeting held December 14, 2023 there were informal discussions asking administration to apply for the Alberta Indigenous & Municipal Transition Grant. The task was assigned to finance. The application was submitted.

Smoky Lake County received approval for \$90,000 grant to conduct a study to explore policing challenges within Smoky Lake County, Village of Vilna, and Village of Waskatenau.

**Benefits:**

n/a

**Disadvantages:**

n/a

**Alternatives:**

n/a

**Financial Implications:**

n/a

**Legislation:**

n/a

**Intergovernmental:**

n/a

**Strategic Alignment:**

n/a

**Enclosure(s):**

Grant agreement

Signature of the CAO: 

**ALBERTA INDIGENOUS/MUNICIPAL POLICE TRANSITION  
STUDY GRANT AGREEMENT  
("Agreement")**

**Between:**

**HIS MAJESTY IN RIGHT OF ALBERTA**

As represented by the Minister of Public Safety and Emergency Services

(the "**Minister**")

**and**

**Smoky Lake County**

(the "**Recipient**")

(each a "**Party**" and collectively the "**Parties**")

**PREAMBLE:**

The Minister is authorized to make grants in accordance with the *Government Organization Act*, RSA 2000, c G-10 ("Act") and the *Ministerial Grants Regulation*, Alta. Reg. 215/2022 ("Grant Regulation") as amended from time-to-time.

The Minister approves conditional grant funding to the Recipient to assist with developing a comprehensive written business case on the feasibility of a stand-alone police service or regional equivalent to support public safety for their community, in accordance with the terms and conditions of this Agreement.

The Minister and the Recipient therefore agree as follows:

**1. DEFINITIONS AND INTERPRETATIONS**

**1.1 Definitions** - In this Agreement, the following expressions have the following meanings:

**"Application"** means the grant application submitted by the Recipient, attached as Schedule "D" and forming part of this Agreement.

**"Effective Date"** means effective as at the last date of signing.

**"Final Report"** means a Final Report as described at Schedule "C" of this Agreement.

**“Grant”** means the proposed conditional grant described in section 2.

**“Grant Proceeds”** means the amount of the Grant plus interest earned (if any) on all or part of the Grant.

**“Project”** means the project described in Schedule “A”, and any modification made in accordance with section 3.2.

**“Project Completion Date”** means March 30, 2025

**“Term”** means the period beginning on the Effective Date and ending on the Project Completion Date and includes any extension agreed to in writing by the Deputy Minister.

**“Third Party Funding”** means Third Party Funding set out in section 2, if specified.

**1.2 Section Numbers** – Reference in this Agreement to sections or section numbers are to the corresponding numbered provisions of this Agreement.

**1.3 Schedules** – The following Schedules are incorporated and form a part of this Agreement:

Schedule “A” – Project;  
Schedule “B” – Payment;  
Schedule “C” – Reporting;  
Schedule “D” – Grant Application & Budget

**1.4 Interpretation** - In the event of any inconsistency or conflict between the Schedules and the body of this Agreement, the body of this Agreement shall govern.

**1.5 Entire Agreement** – This Agreement, including the Preamble and the Schedules referred to in section 1.3, is the entire agreement between the Minister and the Recipient, and supersedes all previous agreements, negotiations and understandings. There are no agreements, representations, warranties, terms, conditions or commitments except as expressed in this Agreement.

## **2. THE GRANT**

**2.1 Total Grant Amount** – Subject to the Act and the Grant Regulation, to the Recipient complying at all times with the terms and conditions of this Agreement, and to the appropriation of monies for the purposes of this Agreement by the Legislature of Alberta, the Minister may provide a Grant of up to \$90,000.00 to the Recipient for the purpose of the Project.

- 2.2 Timing of Grant** – The Minister will pay the Grant to the Recipient in the amounts and at the times specified in Schedule “B” to this Agreement and on the conditions set out in section 2.5 and Schedule “A”.
- 2.3 Use of Grant Proceeds** – The Recipient shall use the Grant Proceeds only for the Project. The Recipient shall maintain separate records for the Grant Proceeds that enable the Recipient to identify at any given time the commitments, expenditures, interest earned (if any) and remaining Grant Proceeds balance.
- 2.4 Repayment of Grant Proceeds** – Any portion of the Grant Proceeds that are not expended by the Recipient exclusively for delivering the Project shall, unless otherwise directed by the Minister in writing, become repayable to the Minister within thirty (30) days of the submission of the Final Report, or the date upon which the Final Report is due, whichever is earlier in time.
- 2.5 Payment Conditions** - The obligation of the Minister to pay the Grant to the Recipient, and the Recipient’s authority to retain and expend the Grant Proceeds, are conditional on the Minister, acting reasonably, being and remaining satisfied that:
- (a) if applicable, any funding or other commitments made by third parties in relation to the Project (“Third Party Funding”) has been disclosed to the Minister and is legally binding;
  - (b) the Recipient is in compliance with all of its obligations under this Agreement;
  - (c) the Project is proceeding, continues to conform to the Project as described in Schedule “A”, and will be completed by the Project Completion Date; and
  - (d) if applicable, Third Party Funding sufficient to carry out and complete the Project remains in place.
- 2.6 No Other Financial Assistance** – The Recipient acknowledges that this Agreement does not oblige the Minister in any way to provide grant funding to the Recipient in an amount exceeding the Grant set out in section 2.1 of this Agreement. In the event the Grant provided results in the Recipient modifying the Project, the modification or change shall be done in accordance with section 3.2 and Schedule “A”, as applicable. In the event the Grant provided results in changes to Third Party Funding commitments as set out in section 2, if applicable, the Recipient must inform the Minister in writing of any such changes.

### **3. OBLIGATIONS OF THE RECIPIENT**

#### **3.1 Representations** – The Recipient represents and warrants that:

- (a) it has made full, true and plain disclosure to the Minister of all facts relating to the Project that are material to this Agreement;

- (b) the Recipient is duly, validly, and legally authorized to execute and carry out this Agreement and the Project, in accordance with applicable law, and this Agreement will constitute a binding legal obligation on the Recipient;
- (c) the Recipient will ensure that it has acquired or will acquire the knowledge, skill, experience and personnel reasonably required to perform its obligations under this Agreement and that sufficient employees or contractors are assigned to or otherwise enabled to complete the Project;
- (d) if the Project involves contact with persons from the vulnerable sector, the Recipient will take reasonable precautions to ensure that any of its employees, subcontractors and volunteers who are in contact with vulnerable persons do not pose a risk to the vulnerable persons. Reasonable precautions may include requiring the Recipient's employees, subcontractors and volunteers to complete an intervention record check on the Child Intervention Case Information Online System and/or a criminal records check;
- (e) the Recipient has notified and will notify the Minister of any significant changes in Project costs, scope, types of expenditures or Third Party Funding in accordance with Schedule "A" and sections 2.5 and 3.2;
- (f) the Recipient has complied and will comply with all applicable laws in relation to the Project; and
- (g) the Recipient acknowledges that if any of the information provided by the Recipient is determined by the Minister to be false, misleading or inaccurate, then without limiting in any way any right available to the Minister under any applicable law the Minister may require the Recipient to repay all or part of the Grant Proceeds in the amount and within the time period determined by the Minister and such amount shall be considered a debt due to the Minister.

**3.2 The Project** – The Recipient shall carry out the Project with only such modifications as may be agreed upon in writing by the Minister. The Minister may, on the request of the Recipient and in the Minister's sole discretion, offer minimal consultation and guidance to the Recipient for the purposes of this Agreement.

**3.3 Completion and Repayment of Grant** – The Recipient shall complete and deliver the Project on or before the Project Completion Date. Any portion of the Grant Proceeds not used or accounted for, or applied toward an expense not related to the Project as determined by the Minister, in accordance with this Agreement, is repayable by the Recipient to the Minister. The Recipient may make a written request to the Minister to carry over any unused Grant Proceeds to another project or to another fiscal year. The Minister may, in its sole discretion, grant the request, grant the request subject to modifications that the Minister sees fit, or deny the request.

**3.4 Intellectual Property – The Parties agree that:**

- (a) Ownership of any work or material (excluding the reports referred to in section 4) including copyright, patent, industrial design process or trademark, developed or produced under this Agreement by the Recipient, vests in the Recipient.
- (b) The Recipient grants the Minister a royalty-free non-exclusive license for the length of the Project up until the Project Completion Date to produce, reproduce, publish, distribute, transmit, adapt, translate and perform any items referred to in section 3.4(a).
- (c) Ownership of any reports referred to in section 4.4 and Schedule “C” regardless of form and including any copyright, patent, industrial design process or trademark, vests in the Minister.

**3.5 Liability for the Grant – The Recipient acknowledges that it will be liable for the full amount of the Grant and will be bound to the terms of this Agreement, notwithstanding the Recipient’s payment of Grant Proceeds to a third party and the subsequent use of any Grant Proceeds by that third party.**

**3.6 Additional Conditions – The Recipient acknowledges that the Act and the Grant Regulation govern the making of the Grant and the Recipient shall comply with all of the applicable provisions of the Act and the Grant Regulation.**

**4. RECORDS, REPORTS, AND MONITORING**

**4.1 Project Records** - During the Term and for a period of seven (7) years thereafter, the Recipient shall maintain or cause to be maintained full, accurate and complete records of the activities conducted in furtherance of, and the results achieved through the conduct of, the Project, and make these records available to the Minister upon request. The Recipient acknowledges that any records maintained by the Minister pursuant to this Agreement are subject to the protection and access provisions of the *Freedom of Information and Protection of Privacy Act* (Alberta).

**4.2 Financial Records** - During the Term and for a period of seven (7) years thereafter, the Recipient shall keep full, accurate and complete records and books of account relating to the receipt and expenditure of the Grant Proceeds and other funds received and expended for the purposes of the Project, and make these records and books of account available to the Minister upon request.

- 4.3 Audit** - The Minister, either with or without its authorized agents may, from time-to-time, upon reasonable notice to the Recipient, audit or examine the records and books of account maintained by the Recipient in accordance with sections 4.1 and 4.2. The cost of any special audit, examination or report shall be payable by the Minister, unless the audit, examination or report reveals a material breach of this Agreement or indicates that the records and books of account were inadequate to permit a determination of how the Grant Proceeds were used by the Recipient or what results were achieved through the conduct of the Project, in which case the cost shall be borne by the Recipient.
- 4.4 Reporting** - The Recipient shall comply with the reporting requirements of Schedule "C".
- 4.5 Inspection** - The Minister is entitled, at reasonable times and upon reasonable notice to the Recipient, to have its authorized agents attend at the premises of the Recipient or at the place(s) where the Project is being carried out, for the purpose of examining the premises and all files, documents and records, and any other assets pertinent to the Project in order to assess whether the Recipient is in compliance with the terms of this Agreement. The Recipient shall provide the authorized agents with such assistance as may be reasonably required during such an inspection. This right of inspection is limited to the purpose of ascertaining whether this Agreement has been complied with, and is not a general right to obtain custody or copies of records in the custody of the Recipient.
- 4.6 Reporting on Termination** – If this Agreement is terminated, the Recipient shall provide the Minister with the reports described in Schedule "C", in accordance with section 8.4. This clause shall survive the termination of this Agreement.

## **5. LIABILITIES**

- 5.1 Indemnity** - The Recipient shall indemnify and hold harmless the Minister from any and all third party claims, demands, actions, and costs whatsoever (including legal costs on a solicitor-client basis) that may arise directly or indirectly out of any act, negligent, willful, or otherwise, or any omission of the Recipient or of its employees, contractors or agents in the performance of this Agreement. This clause shall survive the termination of this Agreement.
- 5.2 General Liability Insurance** – The Recipient shall, at its own expense and without limiting its liabilities herein, insure its operations under a contract of General Liability Insurance, in accordance with the *Insurance Act* (Alberta), in an amount not less than \$2,000,000 inclusive per occurrence, insuring against bodily injury, personal injury and property damage including loss of use thereof. The Recipient shall provide, on request, evidence of the insurance required under this subsection to the Minister in a format acceptable to the Minister.

**5.3 Non-Liability of the Minister** - The Minister's responsibility pursuant to this Agreement is limited solely to the payment of the Grant to the Recipient in accordance with the terms and conditions set out in this Agreement, the Act, and the Grant Regulation. The Minister shall not be responsible for any shortfall in funds between the estimated costs and actual costs of completing the Project and shall not be responsible for or provide any loans, loan guarantees, or assume any part of any deficit of the Recipient or its agents.

## **6. NON-COMPLIANCE**

**6.1 Events of Default** – If, in the Minister's sole discretion, the Recipient fails to proceed with the Project, is not carrying out the Project, alters the Project without the written consent of the Minister, uses any part of the Grant Proceeds other than for the Project, or has otherwise breached any of its obligations pursuant to this Agreement, this will constitute an event of default. Where an event of default occurs, the Minister may give written notice to the Recipient referring to the event of default and requiring the Recipient to remedy the default within the timeframe stated in the notice. Where the Minister gives such notice to the Recipient, the Recipient is required to diligently pursue the remedy of such default to the satisfaction of the Province. For clarity, failure to produce a report as required under Schedule "C" shall constitute an event of default.

**6.2 Consequences of Default** – If the Minister has given notice pursuant to section 6.1 and the Recipients does not fully remedy the event of default to the satisfaction of the Province within the time specified in the notice, the Minister may do any one or more of the following:

- (a) Terminate this Agreement immediately.
- (b) Require the Recipient to repay to the Minister up to the full amount of the Grant Proceeds.
- (c) Require that the Recipient make no further commitments for expenditures, and incur no further disbursements in relation to the Project, except with the Minister's prior written consent.
- (d) Require that the Recipient provide an accounting of the full amount of the Grant Proceeds.
- (e) Pursue any remedy available to the Minister in law or equity.

Without limitation, an event of default shall constitute a material breach under section 4.3 of this Agreement. In the event of termination under this section, the provisions of section 8 will continue to apply.

## **7. DISPUTE RESOLUTION**

**7.1 Dispute Resolution** - In the event of a dispute regarding the interpretation or operation of this Agreement, the dispute shall be referred as soon as possible to the Minister's Liaison and Recipient's Liaison per section 9.3, who will consult and attempt to resolve the dispute in good faith. If the dispute remains unresolved for a period of ten (10) days after being referred or sooner if the Parties mutually agree, the dispute will be referred to the Deputy Minister Public Safety and Emergency Services (or such successor branch or department of Government of Alberta) for a decision. If the Recipient is dissatisfied with the decision, the Recipient may, within ten (10) days after notice of the decision, refer the decision to the Minister and the Minister's decision will be final and binding upon the Recipient.

## **8. TERMINATION**

In addition to the termination provisions in section 6:

**8.1 Mutual Termination** – This Agreement may at any time be terminated in writing by mutual agreement of the Parties.

**8.2 Minister may Terminate** - The Minister may, without cause, terminate this Agreement upon notice in writing to the Recipient.

**8.3 Actions on Termination** - On termination of this Agreement pursuant to sections 8.1 or 8.2, the Recipient shall pay the Grant Proceeds to or as directed by the Minister, except for the payment of expenses which have actually accrued as a result of this Agreement and prior to the termination, as determined by the Minister.

**8.4 Reporting** – In the event that this Agreement is terminated, the Recipient shall provide a final report and any other report, information, or document required by the Minister, within 15 days of the termination.

**8.5** Sections 8.3 and 8.4 shall survive termination of this Agreement.

## **9. COMMUNICATIONS**

**9.1 Announcement** - The Recipient shall not make any public announcement or issue any press release regarding the entering into this Agreement or the making of the Grant, except in consultation with and with the written approval of the Minister as to the contents of the announcement or press release, which approval shall not be unreasonably withheld.

**9.2 Notices** - Any notices, approvals, consents and other communication under this Agreement shall be in writing and are effective when delivered in person, by email, mail, or courier to the following respective addresses:

(a) If to the Minister:  
c/o Executive Director, Innovation & Program Development  
Alberta Public Safety and Emergency Services  
10<sup>th</sup> Floor, John E. Brownlee Building  
10365 – 97 Street N.W.  
Edmonton, Alberta T5J 3W7  
Email: IMPTSG@gov.ab.ca

(b) If to the Recipient:  
Smoky Lake County  
c/o Brenda Adamson  
Finance Manager  
Box 310 Smoky Lake, AB T0A 3C0  
Email:  
Badamson@smokylakecounty.ab.ca  
Phone: 780-656-3730

Either Party may change its address information by giving written notice to the other in the above manner.

**9.3 Liaison** - The Minister designates and authorizes the Executive Director, Innovation & Program Development, as having authority to communicate to the Recipient on behalf of the Minister any direction, notice, consent or other communication under this Agreement.

The Recipient designates and authorizes the Director, Indigenous Policing Services, as having authority to communicate to the Minister on behalf of the Recipient any direction, notice, consent or other communication under this Agreement.

**9.4 Acknowledgement of Grant** - The Recipient agrees to acknowledge the Minister as a financial contributor to the Project in any promotional material related to the Project.

## **10. NON-DISCLOSURE OF INFORMATION**

10.1 Any data or information concerning the Minister or any department, board, agency, or commission of the Government of Alberta, other than data or information available as a matter of public record, which is obtained by the Recipient under this Agreement shall be treated as confidential and not disclosed by the Recipient or made known to any person or other entity without the written consent of the Minister. This section shall remain in effect after the expiry or termination of this Agreement, until waived by the Minister in writing.

## **11. FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY**

- 11.1** The Recipient acknowledges that this Agreement, including the name of the Recipient, the consideration, term and details of the Agreement, may be subject to disclosure under the *Freedom of Information and Protection of Privacy Act* (Alberta).

## **12. GENERAL PROVISIONS**

### **12.1 Amendment and Waiver - Notwithstanding section 9.2,**

- (a)** Subject to the Grant Regulation, this Agreement may be amended only if the amendment is made in writing and signed by a duly authorized representative of the Minister and the Recipient;
- (b)** no waiver of any provision of this Agreement is effective unless made in writing, and any such waiver has effect only in respect of the particular provision or circumstance stated in the waiver; and
- (c)** no representation by either of the Parties with respect to the performance of any obligation under this Agreement is capable of giving rise to an estoppel unless the representation is made in writing.

- 12.2 No Agency, Employment or Partnership Relationship -** Nothing in this Agreement makes, or shall be construed to make, the Recipient or any of its employees, agents or volunteers an agent of the Minister. Nothing in this Agreement creates, or shall be construed to create an employer-employee relationship or a partnership between the Minister and the Recipient or any of its employees, agents or volunteers. The Recipient shall not incur any expenses or debts on behalf of, nor make any commitments for the Minister.

- 12.3 Compliance –** The Recipient shall comply with the provisions of all laws now in force or in force after the signing of this Agreement, that expressly or by implication apply to the Recipient as it relates to this Agreement.

- 12.4 Conflict of Interest -** The Recipient shall ensure that there is neither an actual conflict of interest nor an apparent conflict of interest on the part of the Recipient or its employees, subcontractors or agents in relation to the Agreement, and the Project shall be conducted in accordance with high ethical standards. In the event the Recipient becomes aware of any matter that causes or is likely to cause a conflict of interest in relation to the Recipient's performance of the Agreement, the Recipient shall immediately disclose such matter to the Minister in writing.

- 12.5 Additional Assurances -** The Parties agree, from time-to-time, to do all such acts and provide such further assurances and instruments as may reasonably be required in order to carry out the provisions of this Agreement according to their spirit and intent.

- 12.6 Assignment** - The Recipient may not assign this Agreement or any right or benefit under it without first obtaining written permission from the Minister. The Recipient may, however, contract with such parties as it sees fit for the purpose of carrying out the Project. No subcontract entered into by the Recipient shall relieve the Recipient from any of its obligations under this Agreement.
- 12.7 Survival** - The Parties' rights and obligations, which by their nature extend beyond the expiration or termination of this Agreement, will survive any expiration or termination of this Agreement, whether or not this survival is expressly contemplated herein.
- 12.8 Choice of Law and Jurisdiction** - This Agreement shall be governed and interpreted in accordance with the laws in force in the Province of Alberta and the Parties hereby irrevocably attorn to the jurisdiction of the courts in the Province of Alberta.
- 12.9 Time Of The Essence** - Time shall be of the essence in all respects of this Agreement.
- 12.10 Severability** - Each of the provisions contained in this Agreement is distinct and severable and a declaration of invalidity, illegality or unenforceability of any such provision or part thereof by a court of competent jurisdiction shall not affect the validity or enforceability of any other provision of this Agreement.
- 12.11 Counterparts** - This Agreement may be executed in separate counterparts (including delivery by way of facsimile or electronic copy), each of which when so executed and delivered shall be of the same effect as an original until such time that the original is delivered from each party to the other. All counterparts shall be construed together and constitute one and the same Agreement.

*The remainder of this page is left blank intentionally.*

**IN WITNESS WHEREOF** the Parties have executed this Agreement, each by its duly authorized representative, on the respective dates shown below.

**HIS MAJESTY IN RIGHT OF ALBERTA**, as represented by the Minister of Public Safety and Emergency Services or his duly authorized representative

PER:

Signature

Douglas Morgan

Executive Director  
Innovation & Program Development

Date

**THE RECIPIENT**

Smoky Lake County

PER:

Signature

Brenda Adamson

Finance Manager

Date

*Brenda Adamson*

*April 9, 2024*

## SCHEDULE "A"

### PROJECT

**Organization Name:** Smoky Lake County

**Project Name:** Alberta Indigenous/Municipal Police Transition Study

**Project Contact Name:** Brenda Adamson

**Contact Phone Number:** 780-656-3730

**Contact Address:** Box 310 Smoky Lake AB ,T0A 3C0  
Email: badamson@smokylakecounty.ab.ca

**Amount Recommended:** \$90,00.00

**Summary of Project:** Smoky Lake County wishes to develop a study to explore policing challenges within the municipalities, evaluate opportunities, and make recommendations that will include innovative promising or proven policing options for their communities

**Conditions of Funding:** The Recipient shall adhere to all conditions as set forth in this Agreement, the Act, and the Grant Regulation.

**SCHEDULE "B"**

**PAYMENT**

Subject to and in accordance with the Act, the Grant Regulation, and the Agreement, a Grant of \$90,000.00 will be paid within a reasonable time after the Effective Date.

## **SCHEDULE "C"**

### **REPORTING**

The Recipient shall provide reports to the Minister upon request.

The Recipient shall provide in a form acceptable to the Minister, the final Report (narrative, statistics and financials) for the period of the Effective Date to the Project Completion Date, due on or before 30 days after the Project Completion Date.

The Final Report shall include:

- (a) A final narrative report in a form prescribed by the Minister
- (b) a complete financial statement respecting the spending of the Grant Proceeds prepared according to generally accepted accounting principles;
- (c) copies of any materials or resources developed as part of the Project; and
- (d) any other information as requested by the Director, Indigenous Policing, Ministry of Public Safety and Emergency Services.

**SCHEDULE "D"**

**GRANT APPLICATION & BUDGET  
(SEE ATTACHED)**

## C. Project Information

### Project Focus – select all that describe the scope of your feasibility study

- Community stand-alone police service  
 Regional stand-alone police service  
 Other – please describe below:

### Project Length – a maximum of 12 months as of approval date

12 Months

### Project Description **Smoky Lake County Crime Strategy**

1. What are the public safety related issue(s) in your community that this initiative intends to address? Briefly describe how your plan will address the issues identified. (Max 300 words)

*The RCMP detachment that covers Smoky Lake County is based out of the Town of Smoky Lake. The Officers must cover an area of over 3,300 square km. Smoky Lake County borders two First Nation Reserves along with two Metis Settlements. The higher concentration of indigenous population within and bordering the County result in different policing challenges then many other Counties throughout Alberta. The local RCMP detachment also covers a portion of the Whitefish First Nation which is located at the far east end of the County which is a 45-minute drive from the detachment. Rural break and entries with threats of violence have been increasing and have become a major public safety concern.*

***The purpose of the proposed policing study is to explore the challenges such a large geographical area that neighbors and supports both Indigenous and non-indigenous residents and visitors creates for the small local RCMP detachment. The study will evaluate opportunities and make recommendations that will include innovative, promising or proven policing models and public safety practices to improve the safety of Smoky Lake County region residents, businesses, and visitors particularly in relation to policing resources.***

2. Describe the key activities/processes that will be undertaken in the development of your feasibility study (i.e., will funds support existing staff to develop the feasibility study or will you contract a consultant)? (Max 300 words)

*A Consultant will be contracted to meet with community stakeholders. The Contractor will review policing stats, conduct stakeholder engagement activities to understand the history and current issues. They will prepare an analysis of the issues, opportunities, and provide a recommended implementation/transition plan to improve public safety.*

3. Please identify the stakeholders (i.e., community members, business owners, public safety partners, etc.) that you will include in engagement activities? (Max 300 words)

*The stakeholders included are:*

- ✓ Council Members from the Village of Waskatenau, Village of Vilna, and Smoky Lake*

# INDIGENOUS & MUNICIPAL POLICE TRANSITION STUDY GRANT APPLICATION

The information in your application will be used by Alberta Public Safety and Emergency Service to assess your funding request. The information will be used for the administration of the Alberta Indigenous and Municipal Police Transition Study Grant program. The information will be shared with members of the Alberta Indigenous and Municipal Police Transition Study Grant program review committee and could be shared with other provincial government departments, other levels of government, and partners outside of government that may have an interest in your funding request. The information will not be shared with any other third party except as allowed by the *Freedom of Information and Protection of Privacy Act*. This information is collected and used under the authority of section 33(c) of the *Freedom of Information and Protection of Privacy Act*.

<b>A – Organization Information</b>		
<b>Legal Name of Organization:</b>		
Smoky Lake County		
<b>Mailing Address:</b>		
Box 310		
City: Smoky Lake	Province: AB	Postal Code: T0A 3C0
<b>Organization Contact Information (Legal Authorized Signing Authority Contact):</b>		
<input type="checkbox"/> Mr. <input checked="" type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Other:		
Name: Brenda Adamson	Organization Position Title: Finance Manager	
Phone: 780-656-3730	Email: Badamson@smokylakecounty.ab.ca	
Main Contact for Program/Project:	Brenda Adamson	
Phone: 780-656-3730	Email: badamson@smokylakecounty.ab.ca	
<b>B – Type of Organization (select one only)</b>		
<input type="checkbox"/> First Nation <input type="checkbox"/> Metis Settlement <input checked="" type="checkbox"/> Municipal Government		

*County*

- ✓ *Members of the Smoky Lake RCMP Detachment*
- ✓ *Members of Smoky Lake Rural Crime Watch*
- ✓ *Members of Citizens on Patrol*
- ✓ *Council and staff of Smoky Lake County*
- ✓ *Community and business members within the Smoky Lake County region*
- ✓ *Buffalo Lake Metis Settlement*
- ✓ *Whitefish Lake First Nation*
- ✓ *Saddle Lake First Nation*
- ✓ *Other partners that may be identified during the process.*

4. Do you have other sources of funding for this initiative? If yes, please list the source, the amount and provisions of funding.

*Smoky Lake County will fund the salaries for project administration but does not have other sources of funding for this initiative.*

## Section D – Budget Request Template

<b>GRANT BUDGET</b>	
<b>Estimated Revenue For this Project</b>	
Amount requested from Alberta Public Safety and Emergency Services	\$ 90,000.00
Other Funding (specify funder) Smoky Lake County	\$5,000
<b>(A) TOTAL REVENUE</b>	<b>\$ 95,000</b>
<b>Estimated Expenses – include dollar amount for each 'line item' and include explanatory document for each expense.</b>	
Salaries	\$
Staff/Volunteer Travel	\$500
Honoraria (Elders)	\$
Consultant Fees (with justification for expenditures)	\$ 83,000
Consultant Travel (mileage, car rental, accommodations)	\$5,000
Office Supplies	\$
Program Materials	\$
Program Administration	\$5,000
Other (specify) Rental and supplies for Town Hall mtgs	\$1,500
<b>(B) TOTAL EXPENSES</b>	<b>\$95,000</b>
<b>(A-B) TOTAL BUDGET Revenue Less Expense</b>	<b>\$0</b>

**\*All boxes must be checked to proceed\***

I hereby acknowledge that:

X The information contained in this application and the enclosed documents is true, accurate, and complete.

X I am a representative with designated signing authority/decision-making authority in our Organization.

X The Organization's governing legal entity is in full support of this application.

X The grant, if approved, will be spent solely for the purposes described in this application.

X I have read and understood the Alberta Indigenous and Municipal Police Transition Study Grant criteria prior to completing the grant application form.

**Attestation Statement:**

I, **Lydia Cielin**

**Interim CAO**

am the authorized signatory and representative of **Smoky Lake County** understand the personal information being collected is for the purposes described at the beginning of this form.

I hereby attest that the information I have provided in this form is true, accurate and complete to the best of my knowledge and I understand that any falsification, omission, or concealment of material fact may be subject to administrative, civil or criminal liability.

By checking this box, I understand that this application may be shared with other Government of Alberta departments, Police, and related municipal and federal government representatives in the interest of assessing the information provided by my organization.

This attestation is dated: January 15, 2024



---

## Submitting your grant application:

To make sure your application is reviewed and processed as quickly as possible, please check, complete, and attach the following items **before you submit**.

### ***Mandatory information required:***

- Completed sections **A** through **D** of the Alberta Indigenous and Municipal Police Transition Study Grant Application Form.
- Completed Attestation Statement completed. Grant applications from multiple communities requires Attestation Statement sign-off from each community.
- Letter of Support. Grant applications from multiple communities require Letters of Support, from leadership of each community.

Please submit your completed application along with all supporting documentation to:  
imptsg@gov.ab.ca

Emailed applications are preferred; however, if you are unable to do so, please mail your application package to:

Alberta Indigenous and Municipal Transition Study Grant Program  
Innovations, Reform and Emergency Services  
Alberta Public Safety & Emergency Services  
10th floor, 10365 - 97 Street NW  
Edmonton, AB T5J 3W7

**Attach the application and all required supporting documents to an email to complete your application package submission.**

*Note: Electronic submission with attestations statements and/or digital signature are preferred.*



## Smoky Lake County

P.O. Box 310  
4612 McDougall Drive  
Smoky Lake, Alberta T0A 3C0  
Phone: 780-656-3730  
1-888-656-3730  
Fax: 780-656-3768  
[www.smokylakecounty.ab.ca](http://www.smokylakecounty.ab.ca)

January 16, 2024

Alberta Indigenous and Municipal Transition Study Grant Program  
Alberta Public Safety & Emergency Services  
10th floor, 10365 - 97 Street NW  
Edmonton, AB T5J 3W7

**Re: Alberta Indigenous & Municipal Police Transition Grant Program - Application**

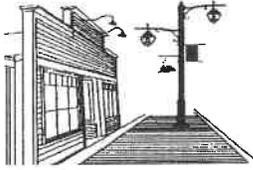
Please accept this letter as supporting documentation for Smoky Lake County's application to the Alberta Indigenous & Municipal Police Transition Grant Program. The following is the resolution passed at the January 11, 2024, Smoky Lake County Council Meeting:

Motion #240-24: That Smoky Lake County submit an application to the Alberta Indigenous & Municipal Policing Transition Grant Program, for potential funding up to the amount of \$30,000.00, towards the proposed project titled: Smoky Lake County Crime Strategy Study.

Thank you,

A handwritten signature in black ink, appearing to read "Lydia Cielin", written over a horizontal line.

Lydia Cielin,  
Interim Chief Administrative Officer



# HISTORIC VILNA

A true Alberta boomtown

## Village of Vilna

February 5, 2024

Alberta Indigenous and Municipal Transition Study Grant Program  
Alberta Public Safety & Emergency Services  
10<sup>th</sup> Floor, 10365 – 97 Street NW  
Edmonton, AB T5J 3W7

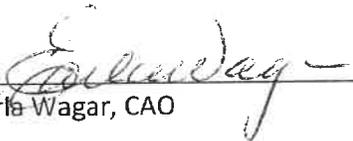
**RE: Alberta Indigenous & Municipal Police Transition Grant Program - Application**

The Village of Vilna Council, staff and residents wholeheartedly support any effort to improve policing services for the Village of Vilna and the regional area of Smoky Lake County. While the police do their utmost to support us in reducing crime in our area, the size of it hinders those efforts tremendously.

Crime of all kinds – break & enter, theft of property and vehicles, weapons offences and violence – have increased remarkably in our region as they have everywhere in our province– all without the immediate policing resources to prevent or deter it. We need vast improvement of rural policing – fundamentally due to the distance from and size of our detachment.

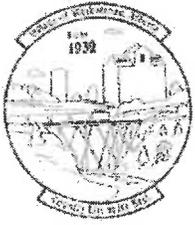
We support the work anticipated by receiving approval of the Alberta Indigenous and Municipal Transition Study grant application. Additionally, we hope that it might improve the abilities of the police for the good of the people and businesses in our municipalities.

With regards,

  
Earla Wagar, CAO

  
Leroy Kuyk, Mayor

O:\Admin\GRANTS\2024\2024 02 SLC App Alberta Indigenous-Municipal Transition Study.docx



# VILLAGE OF WASKATENAU

Box 99, Waskatenau, Alberta T0A 3P0

Phone: (780) 358-2208

Fax: (780) 358-2208

Email: [waskvillage@mesnet.ca](mailto:waskvillage@mesnet.ca)

Website: [www.waskatenau.ca](http://www.waskatenau.ca)

February 6, 2024

*Alberta Indigenous Municipal Transition Study Grant Program  
Alberta Public Safety & Emergency Services  
10<sup>th</sup> Floor, 10365 – 97 Street NW  
Edmonton, Alberta  
T5J 3W7*

*The Municipal Council of the Village of Waskatenau fully supports submitting a joint application to the Alberta Indigenous & Municipal Policing Transition Grant Program for a Smoky Lake County Crime Strategy Study.*

*The Village of Waskatenau supports the efforts to improve policing services for the Village of Waskatenau and the Smoky Lake region. With the increased crime in our area, rural policing has become a challenge in our County region due to the distance of travel from one end of the County to the other utilizing a small number of members in our detachment.*

*We commend the Smoky Lake County for their initiative for their continued efforts to provide a leadership role for the betterment of the region.*

*Thank you*

*Richard Warren  
Mayor, Village of Waskatenau*

*"Country living at its Best"*





# Request for Decision (RFD)

**Meeting Date:** Thursday, April 25, 2024

**Agenda Item:** #

**Topic:** Request to waive Property Tax Penalties

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

---

**Recommendation:**

**Council's Discretion**

---

We have received 1 request to have tax penalties waived on tax roll 17593420. Taxes levied in 2023 were \$4,907.98. There was a misunderstanding in the family and the taxes were missed on this property. Penalties in the amount of \$1413.50 have been levied.

**Benefits:**

n/a

**Disadvantages:**

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

**Alternatives:**

- Waive \$1,413.50 penalties.
- Waive a portion of the penalties.
- Deny request to waive penalties.

**Financial Implications:**

This revenue was not budgeted for or expected.

**Legislation:**

n/a

**Intergovernmental:**

n/a

**Strategic Alignment:**

n/a

**Enclosure(s):**

1. Email request.

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

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



# Request for Decision (RFD)

**Meeting Date:** Thursday, April 25, 2024

**Agenda Item:** #

**Topic:** April Requests for Donations

**Presented By:** Brenda Adamson, Finance

---

**Recommendation:**

**That Smoky Lake County Council approve to provide funds in the amount of \$350.00 to the Smoky Lake Holubka Dancers, towards their lunch during their participation in the annual Highway Clean Up, scheduled for May 4, 2024.**

**Background:**

The Smoky Lake Holubka dancers have submitted a letter requesting funds to provide lunch to the participants in Highway Cleanup. We started providing \$300 in 2020 and have increased it to \$350 in 2023. Before 2020 Smoky Lake County provided the donation to the Junior Forest Wardens for their highway clean up lunch.

**Benefits:**

**Disadvantages:**

**Alternatives:**

Council may choose to donate a portion or none of the amount requested.

**Financial Implications:**

The final budget contains \$391,000 for grants to individuals and organizations. We have spent \$375,046 leaving \$15,954 available to grant out.

**Legislation:**

na

**Intergovernmental:**

na

**Strategic Alignment:**

na

**Enclosure(s):**

1. *Letter from Smoky Lake Holubka Dancers*

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

To: Whomever this may concern,

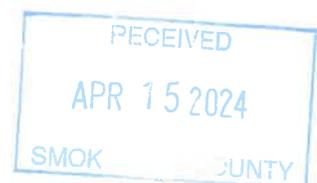
The Smoky Lake Holubka Dancers will be participating in the Annual Highway Clean Up on Saturday May 4<sup>th</sup>, 2024. We will be cleaning the ditches between Warspite to Highway 855 North of Smoky Lake. There will be about 40 of us participating as our club has grown significantly this year. If you would be willing to donate \$350 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





# Request for Decision (RFD)

Meeting Date: Thursday, April 25, 2024

Agenda Item: #

Topic: Water Line Crossing on Road Allowance Application

Presented By: Public Works Manager

---

**Recommendation(s):**

**That Smoky Lake County Council approve the private waterline crossing project near the lands legally described as NW-34-59-14-W4, adjacent to Township Road 601A between Range Road 132 and Range Road 131, as per the application received from landowners: Kyle & Nadia Latimer, dated April 10, 2024, at a cost to the landowners in the amount of \$300.00, and in accordance with County Policy Statement No. 03-27-01.**

**Background:**

Smoky Lake County recognizes both the potential problems and benefits of private utility water line access to developed road allowances with the County. Smoky Lake County will consider applications for Water Line access to County Road right-of-ways.

Applications will be considered if the applicant owns the land adjacent to both sides of the road allowance; and if not, both landowners must apply and sign the appropriate County Application jointly.

**Benefits:** To accommodate the Landowners

**Disadvantages:** Unknown.

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

**Financial Implications:**

Costs borne by Smoky Lake County to review applications and inspect construction and installation of Private Utility – Water Line shall be charged to the applicant, when applicable.

**Legislation:** County Policy Statement No.03-21-01: Water Line Crossing on Road Allowance

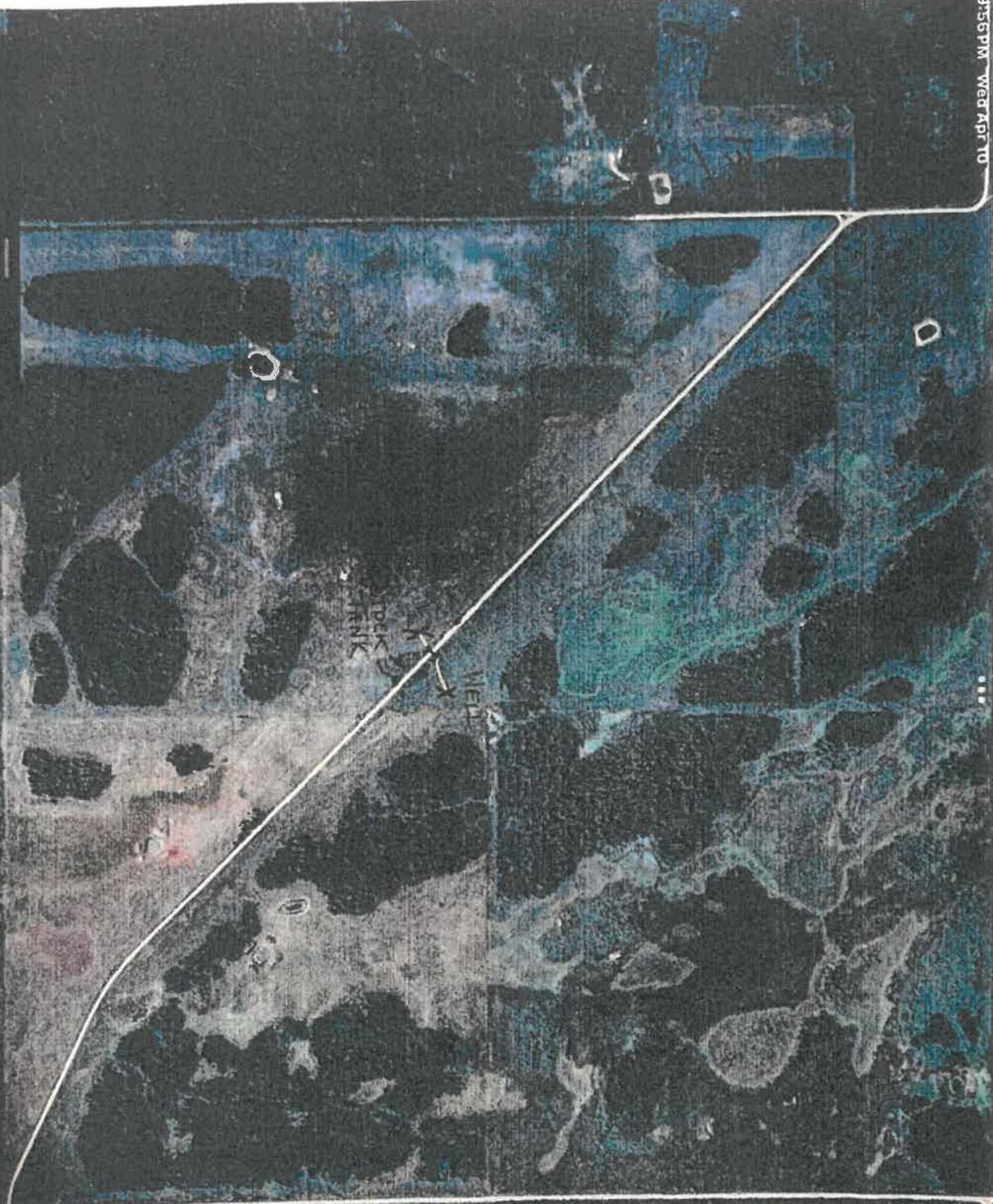
**Intergovernmental:** N/A

**Strategic Alignment:** N/A

**Enclosure(s):**

1. Application dated April 10, 2024.

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



TRUK  
STANK  
WELL

400 m

2  
R2131

3D





# Request for Decision (RFD)

**Meeting Date:** Thursday, April 25, 2024

**Agenda Item:** #

**Topic:** Day of Mourning April 28th

**Presented By:** CAO

---

**Recommendation:**

**That Smoky Lake County declare April 28, 2024 as a “Day of Mourning” remembering all workers who have been killed, injured or disabled at their place of work and honouring the 165 men and women who were killed “together we remember” in Year-2023; and commemorate the day by lowering the flags as per Policy Statement No. 01-35: Flags: Half Mast, and share the “Day of Mourning” in the County Grapevine, social media and internal bulletin boards for awareness.**

**Background:**

Every year on April 28<sup>th</sup> we pay our respects to, and remember, the workers who have been killed, injured or suffered illness as a result of work-related incidents. In 2023, 165 Alberta workers lost their lives through workplace illnesses or injuries. Each loss has a profound impact on employers, co-workers, friends and families.

**Benefits:** Honours the 165 lives lost to workplace injury in 2023.

**Disadvantages:** N/A

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

**Financial Implications:** N/A

**Legislation:** Policy Statement No. 01-35: Flags Protocol

**Intergovernmental:** N/A

**Strategic Alignment:** Emergency Services

**Enclosure(s):** Day of Mourning Poster

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

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



# Request for Decision (RFD)

Enclosure #1

## In memory of the **165 people** in Alberta who died from workplace injury or illness in 2023

Robert, 79, trauma • Gregory, 72, motor vehicle accident • Dennis, 77, trauma • Paul, 65, trauma • Jaron, 43, trauma • Benito, 86, occupational disease • Alan, 75, motor vehicle accident • Jim, 67, occupational disease • Kenneth, 75, occupational disease • Ali, 61, trauma • Michael, 72, occupational disease • Paul, 54, trauma • Richard, 71, occupational disease • Martial, 88, occupational disease • Orlando, 81, occupational disease • Glendon, 83, occupational disease • William, 77, occupational disease • Thomas, 76, occupational disease • Robert, 83, occupational disease • David, 75, occupational disease • Gordon, 61, trauma • Peter, 69, occupational disease • Glen, 77, occupational disease • Ernest, 84, occupational disease • Maxwell, 91, occupational disease • Gerard, 62, trauma • Brian, 68, occupational disease • Roy, 82, occupational disease • John, 86, occupational disease • Adrian, 67, occupational disease • Luallan, 81, occupational disease • John, 67, occupational disease • Ronald, 75, occupational disease • Eldon, 74, occupational disease • Daniel, 62, occupational disease • Roberto, 65, trauma • Robert, 75, occupational disease • David, 71, occupational disease • Allen, 78, occupational disease • Blake, 76, occupational disease • Patricia, 71, occupational disease • Billy, 53, occupational disease • Wesley, 67, occupational disease • Terry, 71, occupational disease • Clarence, 96, occupational disease • William, 73, occupational disease • Douglas, 47, motor vehicle accident • Rita, 50, trauma • Gerald, 76, occupational disease • Reinhold, 80, occupational disease • Dale, 77, occupational disease • Wilfred, 77, occupational disease • Robert, 82, occupational disease • Mario, 78, occupational disease • Brian, 72, occupational disease • Donald, 75, occupational disease • Grant, 80, occupational disease • Scott, 53, motor vehicle accident • Lynn, 79, occupational disease • Brian, 65, occupational disease • Dale, 63, occupational disease • Christopher, 27, trauma • Roland, 69, occupational disease • James, 69, occupational disease • Donald, 87, occupational disease • Kevin, 63, occupational disease • Patrick, 84, occupational disease • Allan, 89, occupational disease • Gordon, 62, occupational disease • Walter, 82, occupational disease • Glen, 71, occupational disease • Brittany, 27, trauma • Robert, 50, trauma • Donald, 56, cardiac • Thane, 69, occupational disease • Frank, 79, occupational disease • Alexander, 76, occupational disease • Ewart, 61, motor vehicle accident • John, 64, occupational disease • Kimberly, 52, motor vehicle accident • Joseph, 88, occupational disease • Karl, 87, occupational disease • Shane, 30, trauma • Joseph, 96, occupational disease • Russell, 64, cardiac • Chad, 46, motor vehicle accident • Bobble, 85, occupational disease • Calvin, 66, cardiac • Ernst, 73, trauma • Deo, 80, occupational disease • Robert, 66, air crash • Jagsir, 34, motor vehicle accident • Allan, 56, motor vehicle accident • Darryl, 49, cardiac • Andrew, 73, occupational disease • Bernard, 81, occupational disease • Romeo, 89, occupational disease • Brian, 71, occupational disease • Ernest, 87, occupational disease • David, 60, motor vehicle accident • Brad, 36, motor vehicle accident • Matthew, 56, motor vehicle accident • David, 75, occupational disease • George, 77, occupational disease • Chantelle, 25, motor vehicle accident • Harmeet, 29, motor vehicle accident • Stephen, 84, occupational disease • Alfred, 66, trauma • William, 44, trauma • John, 76, occupational disease • Walter, 55, motor vehicle accident • Jeff, 60, trauma • Huseyin, 58, motor vehicle accident • Samir, 32, trauma • Kenneth, 71, occupational disease • Gary, 73, occupational disease • Brett, 30, trauma • Travis, 35, trauma • Ronald, 66, trauma • Poul, 69, trauma • Laurier, 73, occupational disease • Robert, 68, occupational disease • Larry, 69, occupational disease • Ronald, 81, occupational disease • Davinder, 24, motor vehicle accident • Donald, 91, occupational disease • Charles, 91, occupational disease • Troy, 25, motor vehicle accident • Justen, 22, trauma • Gerald, 84, occupational disease • Dustin, 41, motor vehicle accident • John, 58, occupational disease • Liam, 27, trauma • Milo, 60, trauma • Tehjot, 24, motor vehicle accident • Mike, 62, occupational disease • David, 66, occupational disease • George, 43, trauma • Linda, 75, occupational disease • Daniel, 25, motor vehicle accident • Ryan, 41, air crash • Sukhjinder, 33, motor vehicle accident • Alexander, 35, air crash • Nathan, 24, air crash • Maya, 44, trauma • Michael, 62, motor vehicle accident • Bernhard, 17, trauma • John, 84, occupational disease • Prabhjinder, 46, motor vehicle accident • Junghyeon, 28, trauma • Brent, 52, trauma • Gordon, 83, occupational disease • Manpreet, 35, motor vehicle accident • David, 43, trauma • Richard, 57, motor vehicle accident • Schyler, 29, trauma • Jesse, 34, trauma • Ronald, 59, motor vehicle accident • Dustin, 36, trauma • Song Ki, 55, trauma • David, 46, motor vehicle accident • Jacob, 36, trauma • Evan, 30, trauma • Phuong, 40, trauma • Scott, 58, motor vehicle accident

Together, we remember.

Day of Mourning



We can make a difference by working together to make workplaces safer.

## Councillor's Report

March 27, 2024 – April 25, 2024

Deputy Reeve Linda Fenerty, Division 2

### **March 27, 2024 – Simplifying Municipal Data Analytics – 10:00 a.m. – via Zoom**

- A one hour Zoom webinar – Each municipality has vast amounts of data which with the correct software can be invaluable to staff, residents & developers. The webinar discussed what complicated, inefficient processes can cost the municipality. With proper data, better decision making can be done, staff can be more proactive, identify areas of overspending, and respond quickly to time-sensitive areas. It was an interesting webinar, but I didn't stay for the sales pitch, though it is something Administration may choose to look at.

### **March 27, 2024 – Community Futures – 5:00 p.m. – St. Paul CF Office**

- Admin assistant has resigned, CF will need to rehire. Lemonade Day – registration is open. CF has switched to a new payroll program, Wagepoint, which is working out incredibly well. Penny is currently working on Connect for Food symposium to be held in Vermilion on April 15. Digital Service Squad – looking for funding as current program ends in September. This is a very valuable service for entrepreneurs who need computer assistance. Audit is scheduled for May 13-15. CF has retained the services of a new auditor, the discussion being that a fresh set of eyes is good for an organization.

### **April 14, 2024 – Connect For Food Symposium– 8:30 a.m. – 3:30 p.m. - Vermilion**

- This symposium was designed to provide an opportunity for entrepreneurs, businesses and municipal officials to dialogue, build networks, and provide input toward developing a regional food community. A panel of ten speakers with diverse interests discussed the challenges, successes and failures of bringing their products and services to the public. Representatives from two large food chains were also in attendance and spoke about the changes they are implementing to include locally produced goods in their stores. As an elected official, there are a multitude of ways to help producers showcase their product.

### **April 17, 2024 – Community Futures – 5:30 p.m. – via Zoom**

- Loan/delinquency report discussed. Judith has returned to cover admin position for now. Orientation has been completed for new board member, Paul Miranda. Communities in Bloom – St. Paul and Elk Point meetings have started. Debrief held on Connect For Food Symposium. CF Board meetings may be changed to bi-monthly, depending on loans/delinquencies.

### **April 4, 11, & 18, 2024 – Municipal Corporate Planning & Finance – Augustana University – via Zoom**

- Understanding municipal finances is fundamental to the job of an elected official. Municipal councils are expected to plan, govern and set policy for the best interests of their community. This course has shown me how sound financial planning and management is key to supporting a healthy municipality to ensure that its current and future service commitments are funded in a sustainable manner. As an elected official, we need to understand our role in establishing and prioritizing competing service level demands and then determine strategies to fund them for the betterment of my municipality.

## **Other Meetings**

- March 28, 2024 – County Council Meeting – Council Chambers – 9:00 a.m.
- April 3, 2024 – Smoky Lake Regional Fire ICC Mtg – 9:00 a.m. (via Zoom - alternate)
- April 5, 2024 – Council Budget Meeting – Council Chambers – 9:00 a.m.
- April 11, 2024 – County Council Meeting – Council Chambers – 9:00 a.m.
- April 16, 2024 – RCDC – (via Zoom – alternate)
- April 17, 2024 – COW Meeting – Council Chambers – 10:30 a.m.
- April 18, 2024 – Healing Waters Treatment Centre (Tea and Talk) – National Hall – 6:00 p.m.
- April 24, 2024 – Council Budget Meeting – Council Chambers – 9:00 a.m.
- April 25, 2024 – County Council Meeting – Council Chambers – 9:00 a.m.



# Reeve's Report

Jered Serben: Reeve and Councillor for Division 5

**March 22, 2024 to April 17, 2024**

March 22, 2024 - Smoky Lake Foundation, held at Bar-V-Nook (Jered & Dominique)

- Received the Audited Financial Statements.
- Reviewed the Operating and Capital Budget for 2024.
- Received the CAO report.
- Received the results of the Operational Review conducted November 27-28, 2023.

March 25, 2024 – Interviews for the position of CAO, held in Chambers (All Council)

- Conducted 2 interviews

March 26, 2024 – Interviews for the position of CAO, held in Chambers (All Council)

- Conducted 1 interview

March 27, 2024 – Intermunicipal Collaboration Committee (ICC) Ad-hoc Committee, held in Town of Smoky Lake Chambers (Jered, Dominique & Lorne)

- Received information from Real Estate Specialist / Agents a Developer and Seniors Housing Specialist to discuss the market status, housing analysis and affordable housing (which is not to be confused with low-income housing)

March 28, 2024 – Regular Council Meeting, held in Chambers (All Council)

- Received an update from Aspen View Schools about enrollment and how we can help each other.
- Gave 3<sup>rd</sup> Reading to Bylaw 1458-24: Water & Sewer.
- Amended Policy Statement No. 04-01-03: Operation Maintenance Transfer Station (added \$10 fee for mattress disposal & \$10 fee for out-of-area disposal).
- Amended Policy Statement No 08-10-04: Special Tax Cancellation, to include the cancellation of the 2024 Local Improvement Tax charged to the Bellis Ukrainian Orthodox Church.
- Approved \$1,500 of FCSS funding to Royal Canadian Legion 227 Smoky Lake Branch.
- Received a presentation on the County's Assessment from the Assessors: Accurate Assessment Group Ltd.
- Took no action to the verbal request provided on February 22, 2024, made by Casey Tchir, Developer, who recommended revisions to the Development Concept Plan contained within the Estates of Bonnie Lake Out Line Plan, as any such approval (or denial) to change the proposed development plan will be done so in due course and in accordance will all applicable bylaws, legislation once a development permit has been received.
- Acknowledged the revenue to the County of \$701,168.49 from selling 3 properties through CLHBid.com.
- Gave 3<sup>rd</sup> Reading to Bylaw No. 1459-24: Next Generation 9-1-1 (NG9-1-1) Service.
- Renewed the membership fee of \$2,200 to the Northeast Alberta Alliance for Growth and Opportunities (NAAGO) for 2024.
- Awarded the 2024-2026 Gravel Crushing Tender to Auger Sand & Gravel of Westlock.
- Received the audited Financial Statements as presented by the County's auditor: JMD Group LLP.

April 3, 2024 – Intermunicipal Collaboration Committee (ICC), held in Chambers (Jered, Dominique & Lorne)

- Reviewed and accepted the Smoky Lake Region Fire Rescue Advisory Committee Terms of Reference.
- Reviewed and deferred the Smoky Lake Region Fire Rescue 3-Year Draft Budget 2025-2027 to allow time to incorporate changes discussed.



# Reeve's Report

Jered Serben: Reeve and Councillor for Division 5

**March 22, 2024 to April 17, 2024**

- Received the inventory project report of the Smoky Lake Region Fire Rescue Fire Department, which identifies over 600 non-capital items from within the Smoky Lake Fire Hall by bar-code.

April 5, 2024 – Council Budget Meeting, held in Chambers (All Council)

- Reviewed and recommend changes to the 2024 Budget which will be incorporated and adopted at a future meeting.
- Reviewed the County's Assessment & Tax Summary, including the Year-2023 totals, Year-2024 requirements.
- Discussed a Land and Legal Issue about the Village of Waskatenau's Annexation Proposal, under the authority of the FOIP Act Section 21: Intergovernmental Relations, and Section 27: Privileged Information, in Executive Session.

April 8, 2024 – Northeast Alberta Alliance for Growth & Opportunity (NAAGO) meeting with Minister of Transportation (Jered)

- Received an update from the Minister about the improvements being planned for Highway 28, including resurfacing, intersection improvements, passing/turning lane widenings, and twinning from Bonnyville to Cold Lake.

April 10, 2024 – Northeast Alberta Alliance for Growth & Opportunity (NAAGO) meeting, held in Lac La Biche, (Jered)

- Discussed the next advocacy campaign which will likely be healthcare related.
- Discussed advocating for a red tape reduction associated with the unreasonable fire underwriter insurance certifications for fire fighting capital equipment.

April 11, 2024 – Regular Council Meeting, held in Chambers (All Council)

- Received an update from MCSNet about their broadband projects including the ones within County.
- Received the Smoky Lake RCMP's Community Priorities Issues:
  - Police / Community Relations - Police Visibility & Youth Eng, &
  - Crime Reduction - Property Crime,
- Amended Policy Statement No. 61-03: Application for Development Permit.
- Rescinded Policy Statement No. 61-02: Resource Extraction Development Permit Application.
- Acknowledged the County will not conduct any action to dredge and lower White Earth Creek's bed.
- Approved to add \$28,000.00 into the final 2024 budget to purchase a 63 cubic meter stand up tank for extra water storage capacity at the truck fill, to assist the farming community during the predicted 2024 drought.
- Approved to support Lemonade Day.
- Amended Policy Statement No. 03-18-19: Five-Year Road Plan.
- Approved a backsloping program project along SE-35-59-16-W4, adjacent to Range Road 161.
- Agreed to follow up with the Minister of Transportation and Economic Corridors, about the speed limit reduction on Hwy 28 along the Town of Smoky Lake.
- Gave 3<sup>rd</sup> Reading to Bylaw No. 1460-24: Borrowing Bylaw.
- Approved to provide \$3,000 to Vilna/Bellis Citizens on Patrol.
- Acknowledged the official designation of Alberta section of the North Saskatchewan River as a Canadian Heritage River.



# Reeve's Report

Jered Serben: Reeve and Councillor for Division 5

**March 22, 2024 to April 17, 2024**

- Acknowledged the Community Initiatives and Agriculture, Explore Edmonton, has decided to forgo the Farm Family Awards program in Year-2024.

April 13, 2024 – STARS Fundraiser, held in Smoky Lake Complex (Jered, Dominique)

- Presented the \$6,000 on behalf of the County & expressed our heartfelt thanks for the exceptional work and dedication that the STARS team provides for us time and time again.
- The event raised \$100,000 in total this year.

April 16, 2024 – Regional Community Development Committee (RCDC) held in Chambers & virtually (Jered, Lorne & Linda)

- Vilna Councillor, Paul Miranda was acclaimed as Chairperson, and Town of Smoky Lake Councillor, Evelynne Kobes was acclaimed as Vice-Chairperson.
- Discussed the Alberta Advantage Immigration Program (AAIP) Rural Renewal Stream, and agreed to invite other entities who are currently participating in the program to the next meeting (April 30<sup>th</sup>) for more information,
- Approved to pay Michelle Wright for representing the region at the booth at the Edmonton Boat & Sportsman Show.
- Deferred all agenda items relating to the RCDC Terms of Reference and Community Economic Development Officer (CEDO) until after County CAO is in place.
- Received and financial update and round table stakeholder updates.

April 17, 2024 – Joint Health & Safety Meeting, held in Chambers (Jered & Dominique)

- Reviewed the action plan to improve on deficiencies from the Safety Audit completed in December 2023.
- Reviewed the Incidents: 2 break and enters and 1 near miss.

April 17, 2024 – Council Committee of the Whole Meeting, held in Chambers (All Council)

- Received information and held discussion in respect to the items below:
  - County-Owned Lands Inventory List
  - Organizational Structure and Draft Policy
  - Road Bans and Weight Restrictions on Haul Roads
  - Municipal Grant Funding Opportunities
  - Research in respect to Tax Incentives to Promote Development

April 18, 2024 – Métis Nation of Alberta's Proposed Supportive Living Facility Development: Healing Waters Treatment Center, held at the National Hall (All Council)

- Attended the event to hear the information presented to the public from the MNA and the Minister of Mental Health & Addiction.
- Speakers/Presenters included MNAs's: Mental Health Secretary, Kaila Mitchell, Senior Executive Officer, Aaron Barner, and Director of Health, Reagan Bartel
- Noted attendees included: Minister of Mental Health and Addiction, Hon. Dan Williams, Local MLA Glen van Dijken, Athabasca-Barrhead-Westlock Constituency, Smoky Lake County Council, and Smoky Lake County Planner and Development Manager, Jordan Ruegg.

For more information about County meetings, minutes, agendas, bylaws, policies, or departments, please visit: [www.smokylakecounty.ab.ca](http://www.smokylakecounty.ab.ca)

# RMA Backgrounder – Bill 18: *Provincial Priorities Act*

April 2024

## What is Bill 18?

**Bill 18: *Provincial Priorities Act*** was introduced to the Legislative Assembly of Alberta on April 10, 2024. Bill 18 is intended to ensure the Government of Alberta reviews and approves any funding agreements made between the federal government and “provincial entities” (including municipalities) to ensure that the funding aligns with provincial priorities. If passed, Bill 18 will apply to all public bodies in Alberta, including public agencies, municipalities, crown-controlled organizations, post-secondary institutions, schools boards, regional health authorities and Covenant Health.

The Government of Alberta has stated that Bill is intended to ensure any federal agreements with municipalities do not contradict provincial priorities or infringe on provincial jurisdiction. Bill 18’s intent is similar to Quebec’s ***Act Respecting the Ministère Du Conseil Exécutif***, which also requires any federal funding agreements with municipalities to be approved by the provincial government.

Based on RMA’s interpretation of Bill 18, it is unlikely to impact federal funding administered by the Federation of Canadian Municipalities, or federal grant programs that include the province as the co-funder or initial receiver of the grant funding. RMA is seeking confirmation of this from Alberta Municipal Affairs.

## RMA Initial Reaction:

The RMA has several concerns regarding with Bill 18. The requirement for provincial approval of all funding agreements reduces municipal autonomy, increases red tape, and could delay or even exclude Alberta municipalities from receiving federal funding support for local events and projects. At a time when municipalities of all types across Alberta face growing infrastructure deficits, heightened expectations to accommodate residential and industrial growth, and downloaded responsibilities from other levels of government, adding more red tape to funding access is the last thing Alberta’s municipalities need.

While the RMA is hopeful that there will be an opportunity to work with the Premier and Minister of Municipal Affairs to develop exemptions and design a streamlined provincial approval process, engagement with municipalities on this issue prior to Bill 18 being drafted may have led to an alternative approach to harmonizing provincial and federal priorities without introducing further risks to municipal sustainability.

## Key Messages on Bill 18:

As Bill 18 is attracting significant media attention, RMA members may be contacted by media for comment. The messages below can be used, if needed, to help shape individual municipal responses to Bill 18.

- ◆ Bill 18 places additional red tape around federal-municipal funding agreements. Municipalities are reliant on provincial and federal grant funding to support local priorities. Any legislative or regulatory changes that make funding more difficult to access are concerning and contradict the province’s priority of reducing red tape.

- ◆ From a municipal perspective, Bill 18 implies that municipalities are unable to determine what is best for their residents. Although the Government of Alberta is responsible for advocating for what is best for the province as a whole, municipalities are closest to their residents and are in the best position to determine how to support their communities.
- ◆ Most federal-municipal agreements are small scale, supporting local community events and projects. RMA is concerned about politics interfering with these opportunities.
- ◆ The high-level nature of the legislation creates uncertainty for municipalities in terms of how current funding opportunities will be impacted. It is unknown whether regulations will be developed to exempt certain projects.
- ◆ Municipalities view themselves as partners of the provincial and federal government. Bill 18 instead further isolates municipalities from collaborating with other levels of government to support community needs.

## Questions on Bill 18 Process:

RMA has several questions related to the Bill 18's implementation. Members are encouraged to seek answers to these questions from government contacts or local MLAs. RMA will share more information on Bill 18 as it becomes available.

- ◆ In what circumstances will exemptions be given by ministers?
  - ◇ Will exemptions be linked to a threshold, such as population, total funding amounts, or project type?
- ◆ How will the government approval process work to support applications and prevent additional red tape?
- ◆ How will the province ensure funding opportunities are not taken away from municipalities with the new legislation?
  - ◇ If provincial actions prevent federal funding from reaching municipalities, will the Government of Alberta commit to providing municipalities with an equal amount of funding for projects or initiatives aligned with provincial priorities?
- ◆ For non-municipal entities impacted by Bill 18 (such as housing management bodies) will the province commit to ensuring that municipalities are not required to off-set lost provincial funding through changes to requisitioning requirements, etc.?

## What is RMA Doing to Support Members?

- ◆ As this bill is in the early stages of development, there are still many unknowns. RMA will continue to advocate to the Government of Alberta to reconsider this approach to intergovernmental relations.
- ◆ If the Bill is passed, RMA is hopeful that there will be an opportunity to work with the Premier and Minister of Municipal Affairs to develop regulations related to exemptions for certain projects and to design a provincial approval process that is as simple and streamlined as possible.
- ◆ RMA is continuing to monitor this bill as it moves through the Legislative Assembly and will provide updates to members as necessary.

## Have Questions?

Contact Policy Advisor Karrina Jung at [Karrina@RMAAlberta.com](mailto:Karrina@RMAAlberta.com).

**Patti Priest**

---

**From:** Faro Taug <Faro.Taug@albertahealthservices.ca>  
**Sent:** April 8, 2024 5:03 PM  
**To:** Faro Taug  
**Subject:** AHS Contact  
**Attachments:** Reception Centres.A Guide for Municipalities.pdf; AHS SPOC.png

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

In anticipation of the upcoming hazard season, here is the AHS Reception Centre Guide for Municipalities. Just a reminder that you can call myself during business hours or the afterhours SPOC number below for any notifications or if you require any assistance from the AHS EDM team.

Kind regards,  
Faro Taug BESMS  
North Zone Emergency Management Officer  
Email: [Faro.Taug@albertahealthservices.ca](mailto:Faro.Taug@albertahealthservices.ca)  
Cell: 780 772 2637  
Address:  
Room 550A Fairview Health Complex  
10628 110st, Fairview, Alberta  
T0H 1L0



---

This message and any attached documents are only for the use of the intended recipient(s), are confidential and may contain privileged information. Any unauthorized review, use, retransmission, or other disclosure is strictly prohibited. If you have received this message in error, please notify the sender immediately, and then delete the original message. Thank you.

---



Alberta Health  
Services

## **New Single Point of Contact for Emergency Incidents**

There is now a single point of contact for all external stakeholders to alert AHS in the event of a municipal / industry **emergency incident**:

**24/7 phone: 1-844-755-1788**

**24/7 e-mail: [edp@ahs.ca](mailto:edp@ahs.ca)**

Please update your agency emergency response plans with the new single point of contact for reporting **emergency incidents**.

# Reception Centres: A Guide for Municipalities



For more information, visit Safe Healthy Environments  
[ahs.ca/eph](https://ahs.ca/eph)

## Reception Centres: A Guide for Municipalities | 2

### Contents

Overview and Purpose .....	3
EPH Responsibilities .....	4
Reception Centre Selection and Standards.....	4
<b>Suitability and Location</b> .....	5
<b>Occupancy Considerations</b> .....	5
<b>Occupancy Loads and Client Spacing Considerations</b> .....	6
<b>Air Quality</b> .....	7
<b>Safe Water</b> .....	7
<b>Safe Food</b> .....	7
<i>Food Handlers and Food Handling Practices</i> .....	9
<i>Special Dietary Needs and Allergies</i> .....	9
<b>Washroom Facilities</b> .....	9
<i>Personal Hygiene</i> .....	10
<i>Hand Hygiene</i> .....	10
<b>Baby Friendly Environment</b> .....	11
<i>Routine Cleaning and Disinfection of Toys</i> .....	11
<b>Cleaning of Living Areas</b> .....	13
<i>Pest Control</i> .....	13
<i>Waste Management</i> .....	14
<i>Mud / Clean Up Area</i> .....	14
<i>Laundry</i> .....	14
<b>Smoking</b> .....	15
<b>Recreation and Social Areas</b> .....	15
Communicable Disease Control.....	17
<i>Routine Practices and Additional Precautions</i> .....	17
<i>Persons with Infectious Illnesses and Isolation Areas</i> .....	18
Non-communicable Disease/Chronic Illness Management .....	19
<i>Injury</i> .....	19
<i>Chronic Disease</i> .....	20
<i>Maternal Health</i> .....	20
Returning Home Information .....	20
References .....	21
Appendix A.....	22
Appendix B.....	26

### Overview and Purpose

The AHS Reception Centre Resources purpose is to outline requirements and inform Environmental Public Health (EPH) considerations for Alberta municipalities to incorporate into emergency and emergency social services planning. Municipalities and AHS EPH are encouraged to work together during planning stages to ensure readiness during the activation stage of a municipal reception center. The second purpose of the resources is to provide awareness to municipalities on how to received health supports during the operations of an activated reception center.

#### *Readiness and Preparedness:*

The Public Health Act of Alberta and regulations made thereunder outlines the broad powers for communicable disease prevention in the Province. Medical Officers of Health (MOH) and Public Health Inspectors (PHI) work with local governments, businesses, and the general public to ensure proper health based practices, regulations, and standards are employed in public settings, including gathering points like reception centers.

Key public health principles for local Emergency Social Services (ESS) planning includes the following:

- Ensure public safety;
- Minimize the risk of communicable disease spread;
- Promote behaviors for good health outcomes and prevention of injury.
- Monitor and report on health concerns

#### *Health Supports during Response and Recovery:*

Achieving these principles will vary with each emergency response. Some events will exceed the capability of local Emergency Social Services resources. Larger scale events will require multi-agency coordination prior to, during, and after Reception Centre activation. The Emergency Disaster Management (E/DM) team within AHS may assist in coordinating the organization's response to a community emergency through an incident management approach. **Appendix B** outlines some of the roles that AHS may support and includes how municipal emergency social services agencies collaborate with AHS.

With all items above, the single most important factor to consider with any center is preparation.

Please Note: Parts of this document may not be applicable to every Reception Centre activation. Planning priorities will need to be individualized in response to the nature of the emergency and the community. There may be factors which cannot be covered by a single set of guidelines, therefore, there is a need for expert EPH input for each individual situation. As well, several mandatory requirements exist for reception center operation and overview regardless of individual configuration.

### EPH Responsibilities

EPH is responsible for monitoring specific aspects within a Reception Centre, all related to client safety and well-being, including:

- Safe Food including food sources, handling, storage, preparation, distribution, and service;
- Safe Air including flow and ventilation
- Safe Water including source, supply and plumbing
- Safe Environments including accommodations, sanitation, pest control and laundry
- Safe Areas for children including diapering, play areas and playgrounds
- Disease control including surveillance, outbreak control and contact tracing;

### Reception Centre Selection and Standards

Please see **Appendix A** for the Environmental Public Health Assessment Form. This form is an example of what the Public Health Inspector will look for during inspections during reception center activation (planning) and centre response (operation).

Selection of a Reception Centre site is the responsibility of the municipality or local authority. Ideally, selected site(s) are to be inspected prior to activation. The assessment will help the municipality assess the site resources and determine the capabilities of the center to respond. See Appendix A for basic requirements to help guide appropriate site selection, in addition to working together with your local Public Health Inspector.

Municipalities are strongly encouraged to keep an up-to-date list of reception centers, and regularly supply that list to AHS for inspection purposes. Generally, a Public Health Inspector will inspect a proposed location based on the amenities and services it provides as part of regular business. For example, a community hall in a remote location, may be inspected once a year or less, while convention center is inspected multiple times per year. For some facilities that are not inspected on a regular basis (such as an ice arena), an annual inspection is encouraged. Please contact your local Public Health Inspector to request an inspection.

### Suitability and Location

Any building being considered to be designated as a Reception Centre should be structurally sound and have sufficient emergency exits. The facility may be assisting individuals with limited physical mobility – including those in wheelchairs, those using mobility aids and those with very young children. Coordination and/or joint inspections with Safety Codes Officers (SCOs) should be undertaken to ensure the site meets relevant Safety Codes.

Other considerations when determining a suitable location is proximity, transportation, sustainability of utilities (power, water and sewer) in addition to safety from the emergency event itself.

### Occupancy Considerations

The Reception Centre may require:

- Administration / staff area
- Registration area
- Mud/Clean Up area (to prevent mud and debris being tracked into the building. This will simplify cleaning and also reduce the risk of falls on wet floors)
- Sleeping area occupants
- Eating area
- Shower and washroom facilities
- Kitchen / food preparation area
- Hand washing stations
- Solid Waste Storage Area (May be a designated outdoor location)
- Health services area (Note: Acute care health services are typically not provided at a Reception, evacuation, or temporary shelter location)
- Childcare areas
- Diaper changing area
- Isolation area for potentially infectious people
- Laundry
- Recreation and Social areas (e.g., play area)

- Special purpose areas (e.g.. depending on the population, a prayer area)
- Pet holding area
- Independent power supplied by alternate energy source – generator, other.

### Occupancy Loads and Client Spacing Considerations

- Occupancy loads would be calculated by the Fire Marshall or SCO. The Public Health Inspector will monitor to ensure maximum number of people does not constitute overcrowding. The Fire Marshall or SCO will ensure adequate emergency egress and/or sprinkler fire suppression systems as appropriate.
- For sleeping areas, a minimum 3.5 square meters per person is recommended to be available for sheltering. Approximately 1m between beds, cots, or mats is recommended.

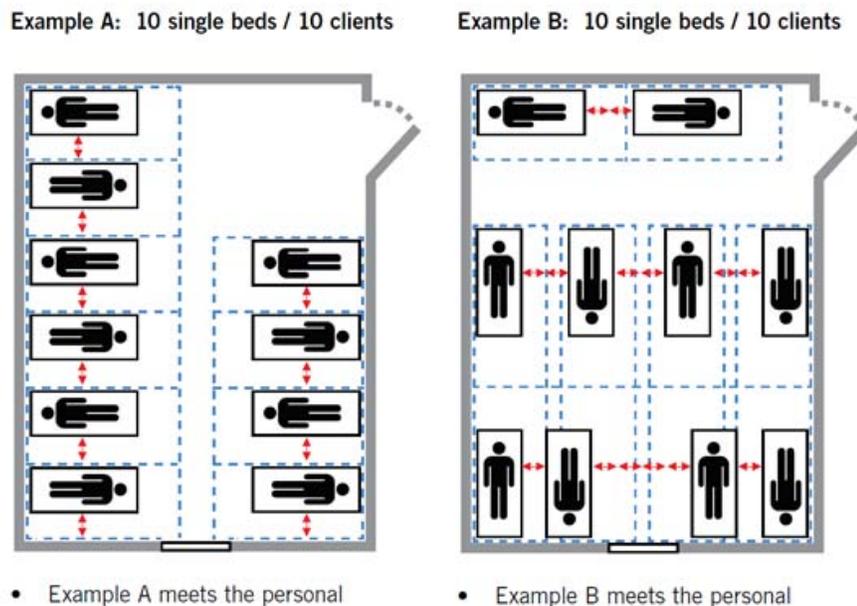


Figure 1. Suggested Arrangement for Cots/Mats. Used with permission from City of Toronto

- People who use wheelchairs, lift equipment, a service animal, or requires personal assistance may need up to 9 square metres.
- The ambient temperature of the building should ideally be 19-22°C. High temperatures may lead to heat stress. Lower temperatures may leave vulnerable persons prone to hypothermia.

- Public Health Inspectors will assess occupancy when a sleeping area is anticipated. The living areas should be well ventilated with a reasonable supply of fresh air available. People should have sufficient covered living space providing thermal comfort, fresh air, and protection from the climate.
- Cots should not be placed at or near washroom entrances to allow access and ensure privacy.

### Air Quality

In addition to indoor air considerations noted above, the Heating Ventilation and Air Conditioning system including external air intakes should be identified and means established to address ambient (outdoor) air concerns from smoke or chemical releases, depending on the situation. Temporary closure of the air intakes may be necessary in some cases, or else installation of temporary filtration (scrubbers) to ensure reasonably clean air for patrons.

### Safe Water

- Water supplied to the Reception Centre is to be potable, in sufficient quantity to meet the needs of the occupants, and obtained from a source approved by the Public Health Inspector.
- Hot water is to be supplied in sufficient quantities to support the personal hygiene needs of the occupants, maintaining safe water temperatures between 38°C to 43°C.
- Alternative water supplies should be considered, such a secondary water source plumbed to the building or space for additional water tanks.
- For a guide personal consumption can be estimated at, a a minimum, 2L per person per day of water. When considering all other water uses, (e.g., food preparation, personal hygiene) 7.5 - 15L per person per day should be available. The allocated amount may need to be increased in hot conditions, where heavy work is being carried out, or based on the age of the evacuee population.

### Safe Food

- The municipality is responsible for ensuring the food establishment, if permitted complies with the Food Regulation. This may also include water sampling regularity, if the source is not a municipal source. Generally, a Public Health

## Reception Centres: A Guide for Municipalities | 8

Inspector will inspect at least once per year. Please contact your local Public Health Inspector to request an inspection.

- All foods served in the Reception Centre should be prepared in an approved facility. Where possible, food should be prepared on-site in the permitted kitchen, as this would ease the concerns of transporting food safely under temperature control. Other food businesses can be used to provide foods to the centre where needed and can ease the burden for volunteers and staff at the centre during the emergency.
- Leftover high risk foods which have been served must be discarded. Extra food not served may be kept and reused, provided it has been handled appropriately. High-risk food: means food with pH level or water activity level or a combination of pH and water activity levels that will support the growth of pathogenic microorganisms or the production of toxins. Examples of high-risk food include meat, fish, eggs, poultry, dairy products, cooked rice and cooked vegetables.
- Food should not be consumed in sleeping areas. A separate dining area should be made available to assist in keeping the Reception Centre clean. When people bring their own hot food into the Reception Centre, they should be encouraged to consume it entirely or throw out the leftovers. Dining tables should be cleaned and sanitized after each use. The dining area floors should be washed daily and maintained in a sanitary condition.
- Donations of high risk foods prepared in home kitchens are not to be served to the displaced residents at the centre. These requirements are in place to prevent a foodborne illness outbreak. Local residents often try to donate soups, stews etc., and this can be difficult for centre staff to refuse. In general, food donations from the public or non-permitted facilities are discouraged. Some strategies to reduce public donations include: public messaging through media outlets, signage and encouraging cash donations. The Reception center could accept low-risk foods such as cakes, cookies and muffins that can distributed to occupants. The Public Health Inspector can be consulted if questions arise. For more information on donated foods during emergencies, consult the AHS [Guideline for Emergency Donation Facilities](#).



### Food Handlers and Food Handling Practices

EPH encourages the use of trained and certified Food Handlers whenever possible. Food handlers can take the 1 day certified Food Handler Safety Course. There are also basic food hygiene courses that are available on-line or in a home study format in various languages.

### Special Dietary Needs and Allergies

It is likely that some of the evacuee population will have special dietary needs due to health or cultural requirements (ie.g.low sodium, diabetic, vegetarian, traditional indigenous foods). These needs should be taken into account when planning catering, and alternatives provided where possible.

It is also important to identify any allergies that may exist within the evacuee population and take measures to ensure occupants are not served any food containing those allergens, and the potential for cross contamination during food preparation is prevented.

### Washroom Facilities

- The number of toilets allocated by gender is determined by Safety Codes Officer. In general, for every 20 to 25 people, there is one designated toilet. For large reception centers, toileting areas may be distributed throughout the facility.
- Gender neutral washroom facilities should be considered, where possible. Family washrooms can be factored into the total ratios but retain their designation, when possible.
- A regular cleaning checklist should be established and maintained. Designated centre personnel should ensure washroom surfaces are wiped down with an approved disinfectant periodically while the center is operating.
- Washrooms should be supplied with hot and cold running water, stocked with liquid hand soap in dispensers, paper towel in dispensers and waste containers with plastic liners. Handwashing posters can be acquired from the Public Health Inspector.
- Toilet facilities should include provision for the disposal of women's sanitary products (i.e. waste containers lined with plastic bags, with tight fitting lids).
- Facilities for changing diapers and for the safe disposal of used diapers should be established (e.g. waste containers lined with plastic bags an approved disinfectant

spray or wipes for use on the change table), as well as hand washing facilities near the changing stations.

- The sewage system must be able to accommodate the intended occupancy levels of the Reception Centre. Arrangements for septic haulage in the event of failure or sewer back-ups should be considered.

### Personal Hygiene

- Good personal hygiene should be promoted throughout the centre by occupants and staff. Hand hygiene and good respiratory etiquette (covering coughs and sneezes) should be promoted with education materials and distribution of equipment (i.e. alcohol-based hand cleanser, tissues, and waste containers) where possible.
- A ratio of one shower head per 50 people is suggested if the weather is temperate and one shower head per 30 people in hot weather.
- A supply of personal hygiene products should be available to occupants and additional items essential for ensuring personal hygiene, dignity and well-being must be accessible (i.e. incontinence pads, feminine hygiene products). Each individual should have access to a supply of soap.
- Caretakers of infants and children under two years should have access to at least three disposable diapers per day and associated diapering amenities (e.g. wipes, disinfectant).

### Hand Hygiene

- It is important for occupants to wash their hands regularly and to dry them to avoid illness. Public Health Agency of Canada recommends a ratio of 1 hand sink for every 10 individuals. Each basin requires soap and paper towels or other approved hand drying method. This includes washroom sinks, kitchen sinks, and diapering area sinks.

- Alcohol-based hand rub is an effective addition to hand washing and a reasonable temporary substitute when soap and clean water are not readily available, as long as hands are not visibly soiled. Additional attention should be paid to positioning alcohol-based hand cleanser dispensers in convenient locations, such as:
  - the entrance to the facility
  - living areas (depending on the size of the venue)
  - the beginning of food service lines
  - toilet facilities
- Alcohol based sanitizers contain up to 70% alcohol and is an intoxicant the same as regular alcohol. Care should be taken to secure the sanitizers from children's reach and usage, especially if away from parent supervision.



### Baby Friendly Environment

It is important to establish, maintain and support an environment that is welcoming and accommodating to families and breastfeeding mothers. Requests for privacy should be accommodated when possible.

### Routine Cleaning and Disinfection of Toys

- Infants and young children frequently share toys and often place them in their mouths, increasing the risk of spreading infections. Daily cleaning and disinfection of shared toys in a Reception Centre can help to reduce this risk. Staff should frequently clean and disinfect toys, play areas and toy storage spaces after playtime and especially during an outbreak.
- Any toys used in the reception center should be durable, easy to clean and safe to use.
- Any toys that were mouthed, should be removed from the play area and placed in a collection box for cleaning and disinfection. The toys and the collection box should be cleaned and disinfected.
- Cleaning and disinfecting hard plastic toys:

## Reception Centres: A Guide for Municipalities | 12

- Wash with detergent and warm water. If toys have crevices or hard to clean parts or areas, use a brush to clean.
- Rinse detergent away with clean, warm water.
- Wipe, spray, or keep item submerged in a sink for 2 minutes in an approved sanitizer/disinfectant.
- After sanitizing, let the surface or item air dry.
- Ensure all toys are completely dry before they are returned to use
- Clean and disinfect hard plastic toys in a dishwasher (if dishwasher safe) with a sanitizer or a hot rinse cycle
- Cleaning and disinfecting soft toys that are porous or made of fabric
  - Avoid sharing of plush toys, blankets, pillows, or any items that cannot be easily cleaned and disinfected
  - Launder fabrics or plush toys in a washing machine with hot water, and dry in a clothes dryer on a hot cycle; remember to let items cool down before returning to a baby or young child
  - Avoid using disinfectant products on porous surfaces, such as plush toys, as chemicals cannot always be rinsed off adequately and may not evaporate well from these types of surfaces
  - Further information is available by reviewing the [AHS Health and Safety Guidelines for Child Care Facilities](#).



### Cleaning other items

- Clean and disinfect other items (i.e. scissors, puzzles, storage bins, etc.) when they become visibly dirty or soiled. Items such as books and some craft equipment may be difficult to clean. Once these items are heavily soiled, consider discarding them.

- During outbreaks, it may be necessary to avoid sensory play such as activities using playdough, sand and water
- Clean and disinfect computer keyboards and mice, video games, and DVDs frequently, especially if these items are shared or are visibly soiled

### Cleaning of Living Areas

- Checklists should be developed and systematic cleaning undertaken. Dedicated cleaning staff will help to ensure routine cleaning is accomplished on a regular basis. This dedicated staff should be trained on cleaning procedures and provided appropriate personal protective equipment. Cleaning supplies should be safely stored in a designated, secure area.
- Cleaning materials should be made available to all occupants and be encouraged to keep the Reception Centre clean and tidy.
- All floors should be swept, electrostatically mopped or vacuumed daily. Sleeping areas must be kept tidy to facilitate cleaning activities. People should not eat in the sleeping area to facilitate ease of cleaning and reduce the attraction of pests and rodents.
- Surfaces are to be cleaned when visibly dirty and on a regular schedule. Kitchens and bathrooms should be cleaned at least daily and as necessary (e.g.. when visibly contaminated or when surfaces are heavily soiled).
- Cot frames, mattress pads and pillows should be cleaned, and their coverings laundered between occupants or when soiled.
- Other furniture should be cleaned weekly and as needed.
- High touch surfaces, such as doorknobs, light switches, hand rails and horizontal surfaces should be cleaned and sanitized at least daily.
- Blood and body fluid spills should be handled in a cautious manner, while following a defined facility procedure.

### Pest Control

- Food should not be consumed in sleeping areas to discourage pests.
- Staff and occupants are to be briefed on the importance of immediate reporting of insect or rodent activities (sightings, droppings, or damaged foods) to Reception

Centre Manager/Site Designate. The Public Health Inspector will advise on actions to be taken to mitigate pest activity, including reports of bed bugs.

- An integrated pest management plan should be developed and implemented by a pest control specialist.
- Every window or other device that is intended for ventilation should be supplied with effective screens, where appropriate. If unsure, discuss with a Public Health Inspector.

### Waste Management

- Facilities should be provided for the proper disposal of needles and syringes used for medications. Waste disposal, including disposal of biomedical waste such as needles and syringes, should comply with local standards
- Garbage containers are to be of durable, leak proof construction and equipped with tight fitting lids, and should be lined with plastic bags that can be securely tied shut. Garbage bags should not be overfilled, nor should they be compressed by hand to expel excess air, to prevent any accidental puncture injuries.
- Garbage should be placed in an area away from the living spaces, and picked-up frequently throughout the day, if possible. If daily pick-ups are not occurring, ensure the garbage is stored in a shaded location in secure bins.

### Mud / Clean Up Area

Depending on the event, occupants may come from an area that has been contaminated (e.g by sewage) or is muddy or dusty. In order to maintain the cleanliness of the facility and reduce the chance of introduction of disease, if possible, an area at the entrance to the facility should be put aside for cleaning mud from shoes and clothes.

### Laundry

- Laundry should be processed either off-site or done in an area separate from personal hygiene facilities.
- Garments soiled with feces, blood, or other body fluids should be handled carefully as to not agitate the contamination, wearing gloves, and placed in a plastic bag. If feces can easily be removed using toilet paper, the garment may then be pre-washed in a designated sink, prior to being laundered. Garments may be washed in a washing machine using normal temperature settings, a laundry detergent, and

dried in a clothes dryer on a hot cycle. Sinks should be disinfected after use, however there is no need to disinfect the tubs of washers or tumblers of dryers if cycles are run until they are completed.

- Any donated clothing must be washed and screened for appropriateness before distribution.
- Consult [AHS Guideline for Emergency Donation Facilities](#) for further information.

### Smoking

- Provincial and local bylaws must be adhered to in and around the Reception Centre. Electronic cigarette smoking, vaping, or other related products are not permitted within the Reception Centre. There is no legal obligation to provide designated smoking areas. However, if it is decided such areas are to be provided, they should be:
  - located outdoors, clearly designated with no possibility the resultant smoke will contaminate indoor areas;
  - located away from cross-traffic and where people may be congregated;
  - equipped with garbage cans for packaging waste and containers for ash and extinguished smoking materials.
- Training for Reception Centre staff and volunteers regarding substance use prevention, awareness, and identification may be a consideration.

### Recreation and Social Areas

Occupants may need an area for physical activity such as sport and games. Children may also require an indoor area for more passive activities. Age-appropriate physical activities and toys can be recommended based on available resources and center amenities. Access to gyms, sports fields, equipment and programs may be possible through contacts and relationships with area schools.

### Pets and Public Health

- The Municipality is encouraged to have a policy in place for companion animals in shelters. Companion animals are discouraged from being in areas where people sleep or eat. This is often a source of contention for many people under duress in a displacement situation.

- Pets are generally not recommended to be allowed into the Reception Centre with the exception of certified service animals. While having a pet nearby may provide a source of comfort for those who have been evacuated, pets may pose a risk to public health through transmission of disease, allergy risk for some, risk of injury, and loss of amenity (noise and smell).
- Sometimes separate areas can be established for pets. It is critical for these areas to have appropriate flooring (smooth, impervious to moisture, and easily cleanable). These areas should be staffed with animal care personnel who have been trained in the handling of animals, as well as appropriate approaches to infection control.
- Where possible, a vaccination history for each animal should be obtained and kept on file at the site. Animal evacuation centres or foster homes may be good alternatives.
- If there is no alternative to having pets in the Reception Centre, the following guidelines developed by the Center for Disease Control and Prevention, in addition to requirements noted above, may help reduce risk of injury or disease:
  - Animals must not be allowed to roam freely around the facility and are to be kept under control at all times, either via caging or a leash.
  - Animals must be kept out of food preparation areas.
  - Furred or feathered pets should be housed in areas separate from people with allergies or asthma triggered by fur, feathers, or dander.
  - Cats should be kept in a cage with a litter box that is cleaned frequently, at least once every 24 hours. Pregnant women or immunocompromised people should not have contact with used litter.
  - Dogs should be walked regularly on a leash outside the centre to allow them to urinate and defecate in designated areas. Any feces should be immediately collected and disposed of.
  - Animal bites and scratches should be reported to the Reception Center Manager and EPH. In turn, the Public Health Inspector will collect this information and provide follow up regarding the risk of rabies and tetanus in conjunction with the MOH.
  - Bites and scratches are to be thoroughly cleaned with soap and water and the victim should seek medical attention to address any trauma and risk of infection.

## Reception Centres: A Guide for Municipalities | 17

- The Reception Center Manager can determine whether to continue the provision of animal services on site.
- People caring for pets in the Reception Centre should be encouraged to practice good hygiene by cleaning up after their pets (i.e. disposal of feces) and frequent hand washing.
- Children younger than 5 years old should not handle reptiles without adult supervision, and should always wash their hands after doing so. Hand washing should be monitored by an adult. This is to reduce the risk of acquiring Salmonella from reptile handling.
- There may be provincial resources to provide assistance to relocate livestock and farm animals during the event. This may be a decision made by Incident commander during the event, with resources accessed through the Emergency Operations Center.

### Communicable Disease Control

Good infection control, effective sanitation, careful attention to food handling and storage, and plans for the isolation of people with infectious disease can mitigate the risk of a large-scale infectious disease outbreak. In addition, Public Health Inspectors will provide specific measures to implement in the case of a disease outbreak.

### *Routine Practices and Additional Precautions*

- The centre staff is to ensure that appropriate hygiene and cleaning facilities are available.
- Persons arriving to the site with cough or cold symptoms should don a suitable mask until they can be assessed by medical personnel.
- Posters should emphasize the importance of hand hygiene and safe food handling for occupants and staff.
- Messaging should be provided to occupants and staff on what to do if they become ill.
- In areas affected by destruction, there is an increased chance of wound contamination. occupants should be encouraged to clean wounds appropriately and seek medical attention as required. Where puncture or other contaminated wounds have occurred, occupants should have their tetanus vaccination status

assessed by health care professional and be immunized if their vaccination is not up to date or unknown.

- Numbers of mosquitoes can increase significantly following floods in warmer months. Where mosquitoes are present, occupants and staff should be provided with an adequate insect repellent (i.e. containing DEET), given instructions regarding effective use (i.e. re-application in hot weather) and advised to wear loose fitting clothing and footwear.

### Persons with Infectious Illnesses and Isolation Areas

- Persons who may have symptomatic infections, and / or unrecognized or incubating infectious diseases, combined with potential for crowding and limited sanitary infrastructure increase the risk of infections spreading within the Reception Centre. Before entering a Reception Centre, all occupants should be requested to report the following conditions:
  - fever
  - cough (new or changed)
  - vomiting
  - diarrhea
  - rash
- People with any of the above conditions should be assessed by a health care professional before admittance to the Reception Centre. This may be done by the Health services staff at the center, or another medical professional off site.
- Reception Centre staff should be actively and regularly asking occupants about the presence of the above symptoms in order to identify illness.
- If a communicable disease is identified in a person already residing at the centre, the ill individual(s) should be separated from other occupants or transferred to an isolation area. A separate area or room to house potentially infectious people should be identified in advance. The designated area should have no soft / absorbent furniture that cannot be easily cleaned. If several people with similar symptoms are identified, they may be housed together in one area. However, beds should be separated by at least 2 metres and preferably screened. The area should also have an adequate number of washrooms that cannot be accessed by individuals who are not ill.

- More than one separate area may be needed if more than one illness type is identified in the population. Each separate isolation area may require staff to monitor the occupants, ensuring that the area is kept clean and appropriately supplied. Hand hygiene stations must be accessible. Ill individuals with respiratory symptoms should wear a surgical mask if in close proximity to others while awaiting evaluation or transfer.
- During the care of any ill individual, personnel should:
  - wear gloves if hand contact is expected with blood, body fluids, respiratory secretions or potentially contaminated surfaces
  - wear a disposable gown if clothes might become soiled with blood, body fluids or respiratory secretions
  - change gloves and gowns after each encounter with an ill individual and wash hands or use alcohol-based hand cleanser immediately after removing gloves
  - wash hands or use alcohol-based hand cleanser before and after touching an ill individual, after touching the ill individual's environment, or after touching the ill individual's respiratory secretions, whether or not gloves are worn
  - when hands are visibly dirty or contaminated with respiratory secretions, wash hands with soap (either plain or antimicrobial) and water
  - cover any cuts or sores prior to care
  - wear a mask and protective eye wear if there is a risk of splash of bodily fluids, including respiratory secretions

### Non-communicable Disease/Chronic Illness Management

#### Injury

Any injuries related to the Reception Centre are to be reported to the designated health or medical personnel at the centre. Injury prevention programs may be implemented on site depending on circumstances related to the event, or conditions within the evacuation centre to prevent injuries with elderly, young children or other vulnerable populations..

### Chronic Disease

Many people with chronic diseases may significantly worsen if regular care is not provided. Occupants should be encouraged to identify themselves to registration and center designated staff, and continue their own routine chronic disease management. Consideration should be given to the needs of those with health conditions that require intensive treatment in the home (e.g. peritoneal dialysis, access to continuous positive airway pressure (CPAP) devices). Persons requiring the use of sharps in their disease management should be made aware of appropriate sharps disposal in the centre.

### Maternal Health

- Pregnant women will require continued antenatal care. Pregnant occupants should be encouraged to identify themselves to registration or designated center staff so that referrals can be made to health care providers in the area.
- If the birth of an infant is imminent during the mother's stay at the centre then connecting to health services for the mother and baby should be prioritized. This includes prenatal and postpartum services through Public Health.

### Returning Home Information

When it is time for people to return home after an evacuation, center staff can provide information and guidance to occupants in order to reduce the probability of illness, disease or injury to individuals and families from hazards resulting from the disaster.

There will be resources on [AHS website](#) to assist occupants returning home.

The municipality may advise occupants returning home about the current situation and actions to take during recovery from the incident (e.g. clean up information, safety precautions, utilities supply).

Specific assistance and advice may be required for people with existing illness or injuries prior to returning home, such as prescription medication supply, storage and use (i.e. insulin and refrigeration) or specific medical equipment (i.e. blood glucose monitor, oxygen cylinders, wound dressings).

### References

Alberta Building Code (2014) Alberta Municipal Affairs.

Alberta Health Services. Coping with Emergencies. Retrieved from <https://www.albertahealthservices.ca/eph/Page15235.aspx>

Alberta Health Services. Environmental Public Health Education Courses. Retrieved from <https://www.albertahealthservices.ca/eph/Page3151.aspx#home>

Alberta Health Services. Guideline for Emergency Donation Facilities. Retrieved from <https://www.albertahealthservices.ca/assets/wf/eph/wf-eh-guideline-for-emergency-donation-facilities.pdf>

Alberta Health Services. Health and Safety Guidelines for Child Care Facilities. Retrieved from <https://www.albertahealthservices.ca/assets/wf/eph/wf-eh-health-safety-guidelines-child-care-facilities.pdf>

Centres for Disease Control and Prevention, U.S. Department of Health and Human Services, USA Gov. (2018) Available at: <https://emergency.cdc.gov/shelterassessment/pdf/shelter-tool-instruction-sheet.pdf>

City of Toronto, (2015) Toronto Shelter standards. Available at: <https://www.toronto.ca/community-people/community-partners/emergency-shelter-operators/toronto-shelter-standards/>

Public Health Agency of Canada (2015) Emergency Response Services. Available at: <https://www.canada.ca/en/public-health/services/emergency-preparedness-response/centre-emergency-preparedness-response/emergency-response-services.html>

Public Health Agency of Canada (2007) *'Emergency Lodging Service'*. Government of Canada.

Public Health Agency of Canada (2002) *'Reception Centre Service'*. Government of Canada.

## Appendix A

Evacuation, Reception Centres and Temporary Facilities – Guidance/ Assessment form		
Inspectors Name:	Phone/cell:	
Date of assessment:	Time of assessment:	
Type of assessment: <input type="checkbox"/> Initial visit <input type="checkbox"/> Follow-up <input type="checkbox"/> Other (specify)		
Centre Information		
Type of centre (Reception Centre / Evacuation shelter/etc):		
Name of facility/centre:		
Address:		
Agency operated by:		
Contact person & role:		
Phone number:	Email address:	
	Y, N, N/A	Comments
Evacuation Centre details	Is this a pre-selected site?	
	Structural safety (SCO approval/sign off?)	
	Adequate ventilation / air flow (natural or forced)?	
	Utility services the building (natural gas, power, propane, generators?)	
	Clearly marked egress/exit signage	
	Potable water (hot and cold) for use within the Evacuation Centre, (hot water max. 49°C at fixture, ABC, 2014)	
	Number of toilet/water closets for each sex <ul style="list-style-type: none"> <li>1 per 15-20 people (PHAC, 2007)</li> <li>Separate - male/female, or family, or individual</li> </ul>	
	Municipal connection to waste system or temporary privies	
	Showers & ratios <ul style="list-style-type: none"> <li>1 shower unit for every 50 persons (PHAC, 2007)</li> <li><b>Note:</b> Showers for each sex should be provided or specific times set for each sex to shower.</li> </ul>	

	Laundering facilities. (Not required. Precautions may be required during outbreaks)		
	Is pest control an issue? (e.g. food prep area)		
	Cleaning and sanitation plan. (daily cleaning procedures - sleeping area, washrooms, daycare area, appropriate chemicals)		
	Are there any conditions in or adjacent to the Evacuation Centre that is or may become injurious or dangerous to human health (i.e. Nuisance)?		
Waste	Adequate waste receptacles (metal/plastic containers - sleeping area, washroom, daycare area, and kitchen)		
	plan for waste collection		
	Is biomedical waste adequately disposed of (sharps containers, biohazard bags for blood and body fluids)		
Sleeping areas	Occupancy capacity of the Evacuation Centre <ul style="list-style-type: none"> <li>• 3.5m<sup>2</sup>/person (PHAC, 2007)</li> <li>• Arrange head to toe, Minimum 1m between cots/mats (PHAC, 2007)</li> <li>• Configuration of cots/mats (family's, individuals, groups)</li> </ul>		
	Bedding provided for each individual/cot (i.e. sheet, pillow, and blanket of a type of material that can be cleaned, cot/mat with washable covering)?		
	Laundering arrangements for bedding and other supplies provided (i.e., who is responsible and how it will take place)?		
Children	Child play areas <ul style="list-style-type: none"> <li>• Playgrounds (safe? Well maintained?)</li> <li>• Toys provided</li> <li>• Cleaning and sanitizing procedures? (toys and surfaces)</li> </ul>		
	Diapering stations <ul style="list-style-type: none"> <li>• Adequate number?</li> <li>• Sink available for hand washing after diapering?</li> <li>• Cleaning and sanitizing procedures?</li> </ul>		

	<ul style="list-style-type: none"> <li>• Safe construction (safety belts, stable table, washable?)</li> </ul>		
Communicable Disease	<p>Has there been a discussion with the operators on reporting illness/potential outbreaks to EPH. (Central tel number/email) (e.g. volunteers educated on what signs and symptoms to look for)?</p> <ul style="list-style-type: none"> <li>• Procedure for outbreak management?</li> </ul>		
	Discussion with the operators on screening people and provision for isolation areas/rooms.		
	Is there a private or AHS clinic set up on site?		
	Does the clinic have potable water and handsinks for their operation?		
Animals	<p>Are there provisions for animals on site?</p> <ul style="list-style-type: none"> <li>• Separate area? (exterior door access preferred)</li> <li>• Consider animal bites (stressed animals)</li> <li>• Procedure for dealing with animal wastes</li> </ul>		
Food	Is this a permitted facility with food prepared on site, or is food being catered in?		
	<p>Is there a plan as to how deal with food donations</p> <ul style="list-style-type: none"> <li>• low risk accepted?</li> <li>• Communication to the public &amp; staff regarding which donations will be accepted?</li> </ul>		
	<p>Food safety concerns?</p> <ul style="list-style-type: none"> <li>• Temp control</li> <li>• Handling concerns?</li> <li>• Cleaning and sanitizing</li> </ul>		
Additional Information	<p>Handouts (as required)</p> <ul style="list-style-type: none"> <li>• Infection control signage</li> <li>• Handwashing posters</li> <li>• Outbreak guidelines</li> <li>• Central reporting tel. number</li> </ul>		

Items required to bring facility to minimum standards:	Additional Notes:

Report received by
Name of person :
Carbon copy / email / other:

### Appendix B

#### Local Authority/Municipality Guidance for Requesting On-Site Health Services from AHS

##### 1. Supporting Local Response to a Community Evacuation

Alberta Health Services is committed to supporting a Local Authority's response to a community evacuation by providing timely and appropriate services to meet the health needs of displaced and/or affected populations. This document has been developed to provide guidance to Local Authorities around requesting on-site health services from AHS at a community reception centre and important information and considerations to support a coordinated and effective response between AHS and the Local Authority.

##### 2. Notifying and Requesting On-Site Health Services from AHS

When a community reception centre is activated or expected to be activated, a local authority should notify AHS via the Single Point of Contact (SPOC) at **1-844-755-1788**. The Emergency/Disaster Management On-Call will then notify others within AHS and initiate the AHS response as required.

On-site health services may be requested by a Local Authority upon activation of a reception centre or any time after activation when health needs arise. A Local Authority may request on-site health services with the AHS Single Point of Contact at **1-844-755-1788** or through existing communication channels/processes (e.g., AEMA Field Officer, Provincial Operations Centre, Provincial Emergency Social Services).

##### 3. Reception Centre Health Services

When AHS receives a request for on-site health services, zone leadership will assess the situation to determine if on-site AHS health services are required and appropriate and if so; the level and scope of health services to be provided. In some circumstances, AHS is best able to meet population health needs within existing AHS facilities in the community. In other situations, providing health services within the community reception centre is necessary to support the health needs of the displaced and/or affected population. AHS may deploy a variety of health services depending on population needs. The following are some common health services that may be deployed:

- Medical assessment and treatment for illness and injury (ranging from first aid to urgent care for conditions such as sprains, lacerations, asthma, dehydration, pain and infections).
- Bridging of prescriptions to replace medications lost in an evacuation
- Psychosocial services (includes psychological first aid, skills for psychological recovery and referral to professional mental health services).
- Specialty services to meet specific population needs (may include services for pregnant or breastfeeding mothers, Indigenous health services, addiction health services, seniors health services).
- Referral and general healthcare wayfinding to connect individuals and families with appropriate health services within the community.

To determine the appropriate level and scope of services, AHS will conduct an initial needs assessment as well as ongoing needs assessments throughout a response.

#### 4. Key Considerations

While not all reception centres will require on-site support from AHS, if this need is anticipated, Local Authorities should be aware of the following considerations:

- AHS is best able to meet population health needs in larger reception centres where a wider range of health services can be provided in a central location. Multiple smaller centres will stretch health resources and limit the range of services that can be provided.
- When designating a healthcare area within the reception centre, it should ideally:
  - Be located so that it is distinctly separated from the reception centre entrance and general evacuee registration area
  - Have a clear and designated pathway for emergency medical services (EMS) transport and delivery of supplies and equipment
  - Have a clear and designated pathway for the removal of soiled linen, supplies and medical waste
  - Be large enough to establish a one-way patient traffic flow, provide a 2-metre spatial separation between patients, and ideally have a separate area to isolate patients who may be infectious.
  - Have close access to sinks for handwashing and enough toileting stalls/rooms to separate patient and staff toilets.
  - Have access to power and enough space for computer stations and separate areas for health information management and pharmacy.

○

### 5. Reporting and Communication Structures

AHS will designate a Site Lead for any deployment to a community reception centre. The designated AHS Site Lead serves as the primary liaison between the reception centre and AHS. Any on-site AHS staff deployed to the reception centre will report to the AHS Site Lead during their deployment.

Recognizing that specific reporting structures within the reception centre will vary based on the Local Authority and the scope of the incident, identifying and documenting how AHS is integrated into the organizational structure will be a part of the initial AHS deployment process. The designated AHS Site Lead will have Incident Command System (ICS) training to effectively integrate into the reception centre ICS organization.

---

Contact us at 1-833-476-4743 or [submit a request online](#) at [ahs.ca/eph](https://ahs.ca/eph).

PUB-0539-202001

©2020 Alberta Health Services, Safe Healthy Environments



This work is licensed under a [Creative Commons Attribution-Non-commercial-Share Alike 4.0 International license](#). You are free to copy, distribute and adapt the work for non-commercial purposes, as long as you attribute the work to Alberta Health Services and abide by the other license terms. If you alter, transform, or build upon this work, you may distribute the resulting work only under the same, similar, or compatible license. The license does not apply to content for which the Alberta Health Services is not the copyright owner.

This material is intended for general information only and is provided on an “as is,” “where is” basis. Although reasonable efforts were made to confirm the accuracy of the information, Alberta Health Services does not make any representation or warranty, express, implied or statutory, as to the accuracy, reliability, completeness, applicability or fitness for a particular purpose of such information.

**Victoria Trail Ag Society  
Box 159  
Waskatenau, AB  
T0A 3P0**

April 18, 2024

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

RE: Garbage Disposal Bin

Dear Smoky Lake Council and Staff

The Victoria Trail Ag Society is doing a major resurfacing project of the arena in Waskatenau. We are looking to request the use of two large garbage disposal bins for the starting date of April 22, 2024. We would need them to be dropped off. Someone from the board will be in contact when they are full and ready for pickup.

We appreciate your consideration on this matter. This project is important to our community to continue and maintain the longevity use of the arena.

If there are any questions please feel free to contact me at 780-656-5880

Thank you in advance,

Chad Ollikka  
Vice President of VTAS

**Patti Priest**

---

**From:** Michael Botros <Michael.Botros@gov.ab.ca>  
**Sent:** April 19, 2024 8:46 AM  
**Subject:** 45th Annual Golf Day in Barrhead

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

With the Masters in the rearview mirror and a hint of consistent beautiful weather in the air, it is time to think about important things- the **45<sup>th</sup> Annual** Golf Day in Barrhead!!!

On Friday June 14, 2024 the North Central Region will be hosting the **45<sup>th</sup> Annual** Golf Day in Barrhead at the beautiful Barrhead Golf Course. The event has seen elected officials, transportation staff, municipal staff, consultants, contractors and many others in attendance.

This is a Texas Scramble format (best ball) with a 9:00am shot gun start. The all-inclusive, *non-refundable*, entry fee of \$175 per golfer includes:

- 18 holes of golf
- Power Cart
- Driving range before tee off
- Golf balls
- Breakfast
- Lunch
- Steak Supper
- Prizes

There is room for 144 golfers and rumor has that it fills up fast!!

Please respond directly to [Michael.Botros@gov.ab.ca](mailto:Michael.Botros@gov.ab.ca) to register and indicate whether you are registering as a **single** or **group**. We ask that payments be received no later than June 3, 2024 to ensure spots are held. After June 3<sup>rd</sup>, golfers on the waiting list will be contacted.

Cheques can be made out to **NC Region Golf** and mailed to:            or            E-Transfers can be sent to:

NC Region Golf  
C/O Transportation & Economic Corridors  
Box 4596  
Barrhead AB T7N 1A5

[Allen.Rau@gov.ab.ca](mailto:Allen.Rau@gov.ab.ca)

Attention: Michael Botros

**Michael Botros, P.Eng.**

Regional Director  
North Central & Ft. McMurray Regions  
Transportation and Economic Corridors

O: (780) 305-2405  
C: (780) 686-9659



Classification: Protected A

## Municipality of SMOKY LAKE COUNTY

	<u>CIBC GENERAL ACCOUNT</u>	<u>GENERAL ACCOUNT</u>	<u>ATB PAYROLL ACCOUNT</u>	<u>NOTICE ACCOUNT</u>
NET BALANCE AT January 31, 2024	326,006.11	917,494.12	258,385.23	16,272,620.21
<b>Receipts for the month of February</b>				
Development Permit & Inspection Fees				
Interest	1,161.65		1,298.03	72,950.71
Taxes & Penalties		139,489.83		
Utility	626.20	385,265.54		
Miscellaneous Services & Sales		86,464.12		
Alberta Transportation		43,465.50		
GST		19,964.06		
EVA Charger station grant		20,000.00		
Town Gas and other charges		88,103.26		
Land Sales		52,500.00		
Transfer from savings		750,000.00		
Total Receipts	1,787.85	1,585,252.31	1,298.03	72,950.71
<b>SUB-TOTAL</b>	<b>327,793.96</b>	<b>2,502,746.43</b>	<b>259,683.26</b>	<b>16,345,570.92</b>
LESS				
<b>Disbursements for the month of February</b>				
Transfer funds to ATB Payroll		-334,749.82	334,749.82	
Bills and Accounts		-1,673,488.55	-332,891.05	
Transfer From Savings				
Chargebacks				
Bank Charges	-11.50	-158.49		
Transfer From Savings				-1,000,000.00
Total Disbursements	-11.50	-2,008,396.86	1,858.77	-1,000,000.00
<b>NET BALANCE AT February 28, 2024</b>	<b>327,782.46</b>	<b>494,349.57</b>	<b>261,542.03</b>	<b>15,345,570.92</b>
NET BALANCE AT February 28, 2024	327,782.46	817,063.02	261,542.03	15,345,570.92
Outstanding Deposits		8,785.81		
Less Outstanding Cheques		-331,499.26		
<b>NET BALANCE AT February 28, 2024</b>	<b>327,782.46</b>	<b>494,349.57</b>	<b>261,542.03</b>	<b>15,345,570.92</b>
<b>REVOLVING LINE OF CREDIT</b>				
NET BALANCE AT January 31, 2024		<u>0.00</u>		
Disbursements		0.00		
Payments		0.00		
<b>NET BALANCE AT February 28, 2024</b>		<u>0.00</u>		

THIS STATEMENT SUBMITTED TO COUNCIL, THIS

---

 Reeve

---

 Chief Administrative Officer

## Municipality of SMOKY LAKE COUNTY

	<b>CIBC GENERAL ACCOUNT</b>	<b>GENERAL ACCOUNT</b>	<b>ATB PAYROLL ACCOUNT</b>	<b>NOTICE ACCOUNT</b>
Net Balance February 28, 2024	<b>327,782.46</b>	<b>494,349.57</b>	<b>261,542.03</b>	<b>15,345,570.92</b>
<b>Receipts for the month of March</b>				
Interest	1,092.49	3,408.45	1,267.64	68,115.18
Taxes & Penalties		56,593.80		
Utility	648.90	378,066.35		
Miscellaneous Services & Sales		53,926.66		
Sale of Vehicles		111,765.75		
Bridge Grant		110,070.00		
Town Gas, Federation and other gas revenue		127,307.39		
Land Sales		701,168.49		
GST		32,111.74		
Transfer from account		750,000.00		
Total Receipts	1,741.39	2,324,418.63	1,267.64	68,115.18
<b>SUB-TOTAL</b>	<b>329,523.85</b>	<b>2,818,768.20</b>	<b>262,809.67</b>	<b>15,413,686.10</b>
LESS				
<b>Disbursements for the month of March</b>				
Transfer funds to ATB Payroll		-327,915.96	327,915.96	
Bills and Accounts		-1,073,259.20	-329,686.39	
ASF Payment		-494,408.64		
Bank Charges	-11.50	-157.94		
Transfer From Savings		-705,488.13		-2,500,000.00
Total Disbursements	-11.50	-2,601,229.87	-1,770.43	-2,500,000.00
<b>NET BALANCE AT March 31, 2024</b>	<b>329,512.35</b>	<b>217,538.33</b>	<b>261,039.24</b>	<b>12,913,686.10</b>
Balance at March 31, 2024	329,417.08	495,381.75	261,039.24	12,913,686.10
Outstanding Deposits	95.27	17,743.18		
Less Outstanding Cheques		-295,586.60		
<b>NET BALANCE AT March 31, 2024</b>	<b>329,512.35</b>	<b>217,538.33</b>	<b>261,039.24</b>	<b>12,913,686.10</b>

**REVOLVING LINE OF CREDIT**

Net Balance February 28, 2024	<u><u>0.00</u></u>
Disbursements	0.00
Payments	0.00
<b>NET BALANCE AT March 31, 2024</b>	<u><u>0.00</u></u>

THIS STATEMENT SUBMITTED TO COUNCIL, THIS

\_\_\_\_\_  
Reeve\_\_\_\_\_  
Secretary-Treasurer

## Budget to Actual 2024 Notes As At April 18, 2024

**Taxes (net)** Taxes will be levied in May. March penalties were \$210,921 (most are uncollectable)

**Legislative** We have completed 25% of the year. Council has spent 23% of the budget

**Administration** Administration has spent 17% of the operating budget. Other Services will be over budget by \$61,600. These are the fees to sell three properties. The cost is offset by the revenue from the land sale

**Communications** Communications has spent 22% of the budget.

**GIS** GIS has spent 18% of the budget

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

250.00 STARS hockey tourn	1,500.00 Ann Chorney Library annual donation
360,000.00 Aspen View	1,500.00 SL Public Library annual donation
200.00 Mighty Moose Endurance	500.00 SL Riding Club annual donation
500.00 Randy Russ Barrel Race	1,500.00 Vilna Library annual donation
500.00 Archery Tournament	6,000.00 Stars Annual Donation
1,000.00 Kalyna annual donation	3,000.00 Annual COPS Donation
1,500.00 Threshing bee annual donation	

<b>377,950.00</b>	<b>balance remaining</b>	<b>13,050.00</b>
-------------------	--------------------------	------------------

**Fire Services** Fire has spent 17% of the budget. Many of the fire costs are billed on a semi annual basis

**Bylaw** Bylaw has spent 22% of the budget

**Transportation** Public works has spent 16% of the budget

**Environmental Services** Water has spent 22% of the budget. Sewer 25%. Landfill 29%

**FCSS** 2024 FCSS funds granted out are:

1706 Wask Library	6500 SL Library
1875 Vilna Ag Society	2000 Warspite Community Hall
1500 Legion	Green Thumb/Golden Needles
Fire Camp	Respect in
	Sports
	Victoria Trail Ag
	Soc
Aspenview FSLW	Public Skating

<b>\$ 13,581.00</b>	<b>grant remaining</b>	<b>\$ 10,796.00</b>
---------------------	------------------------	---------------------

**Planning & Communication** Planning has spent 14%.

**Agriculture Service Board** ASB has spent 20%

**Economic Development** RDCD did not provide a budget for approval. Smoky Lake County has allocated \$38,750 for RDCD

**Recreation & Cultural Serv** Parks and Rec has spent 12% of the budget

**Gas** Natural Gas Administration has spent 22% of the budget  
The odorant has a profit is \$35725  
The CNG program has been cancelled  
Natural Gas Distribution expenses are at 279%  
Gross Margin is \$257,411.58

	Total Gas Rev	Purchase	Capital	Gross Marg	Profit Marg
2024	\$ 778,491.58	-\$ 462,250.06	-\$ 60,853.94	\$ 257,411.58	56%
2023	\$ 1,863,967.45	-\$ 1,275,933.53	-\$ 118,689.19	\$ 469,344.73	37%
2022	\$ 3,224,440.00	-\$ 2,692,763.00	-\$ 144,974.00	\$ 386,703.00	14%
2021	\$ 2,703,448.00	-\$ 1,942,250.00	-\$ 147,212.00	\$ 613,986.00	32%
2020	\$ 1,975,881.00	-\$ 1,261,073.00	-\$ 149,802.00	\$ 565,006.00	45%
2019	\$ 1,938,495.00	-\$ 1,202,745.00	-\$ 148,785.00	\$ 586,965.00	49%

<b>Accounts Receivable</b>		<b>Total</b>	<b>Current</b>	<b>Over 30 days</b>	<b>Old Receivables under review</b>
	\$	96,307.46	\$ 34,359.41	\$ 17,459.39	\$ 44,488.66
<b>Taxes Receivable</b>		<b>Total</b>	<b>2023 o/s</b>	<b>Arrears prior to 2023</b>	<b>Allowance for write off</b>
Percentage of 2023 taxes collec	97%	\$ 2,641,034.19	\$ 339,150.89	\$2,444,813.72	\$ 2,202,904.40
<b>Natural Gas Receivable</b>		<b>Total</b>	<b>Current</b>	<b>Over 90 days</b>	
		\$227,809.20	\$192,466.32	\$ 59,112.67	
<b>Warspite Water Receivable</b>		<b>Total</b>	<b>Current</b>	<b>Over 90 days</b>	
	\$	4,061.16	\$ 1,480.87	\$ 2,185.20	

SMOKY LAKE COUNTY  
For the Twelve Months Ending December 31, 2024

	Municipal Budget to Actual Report				Notes
	YTD ACTUAL	YTD BUDGET	VARIANCE	VAR %	
	Period 12	2024 BUDGET			
<b>OPERATING REVENUE</b>					
<b>Taxes</b>					
Farmland & Residential		\$4,307,447	\$4,307,447	100.00%	
Machinery & Equipment		1,324,157	1,324,157	100.00%	
Non - Residential		1,432,764	1,432,764	100.00%	
Linear		6,429,717	6,429,717	100.00%	
Provincial Government		12,978	12,978	100.00%	
Sewer Levy		9,040	9,040	100.00%	
<b>Other Income</b>					
Well Drilling/Drill Rigs	109	5,500	5,391	98.02%	
Penalties	210,067	85,200	-124,867	(146.56%)	
User Fees and Sales of Goods	60,188	761,950	701,762	92.10%	
Investment Income	259,505	693,498	433,993	62.58%	
Development Levies	10,398	69,000	58,602	84.93%	
Licenses and Permits	108,052	224,500	116,448	51.87%	
<b>Sales to Other Governments</b>	<b>15,236</b>	<b>336,135</b>	<b>320,899</b>	<b>95.47%</b>	
<b>Grants</b>					
Provincial Conditional - Operating	78,753	489,753	411,000	83.92%	
CLC	-132	113,230	113,362	100.12%	
<b>Transfer from Operating Reserve</b>		<b>500,000</b>	<b>500,000</b>	<b>100.00%</b>	
<b>TOTAL OPERATING REVENUE</b>	<b>742,176</b>	<b>16,794,869</b>	<b>16,052,693</b>	<b>95.58%</b>	
<b>OPERATING EXPENSES</b>					
<b>Salaries, Wages, and Benefits</b>					
Salaries & Wages	1,325,016	5,822,998	4,497,982	77.25%	
Benefits	151,872	1,243,983	1,092,111	87.79%	
WCB	11,441	85,000	73,559	86.54%	
Other Wages	1,250	10,000	8,750	87.50%	
<b>Contracted and General Services</b>					
Mileage	6,038	45,700	39,662	86.79%	
Meals and Lodgings	7,156	95,360	88,204	92.50%	
Membership & Conference Fees	17,262	60,435	43,173	71.44%	
Freight, Express, Postage	16,125	42,250	26,125	61.83%	
Telephone & Communication	21,422	99,650	78,228	78.50%	
Training	4,540	112,700	108,160	95.97%	
Advertising, Printing, Subscriptions	12,803	60,550	47,747	78.86%	
Accounting & Auditing	33,500	34,000	500	1.47%	
Legal Fees		40,000	40,000	100.00%	
Assessor Fees	47,499	146,000	98,501	67.47%	
Engineering Fees	40,954	128,670	87,716	68.17%	
Other Consulting	57,123	62,700	5,577	8.89%	
Computer Programing	41,385	167,417	126,032	75.28%	
Insurance	10,378	269,361	258,983	96.15%	
Other Services	377,169	2,104,118	1,726,949	82.07%	
<b>Materials, Goods, and Utilities</b>					
Office/Food/Janitorial Supplies	21,108	90,830	69,722	76.76%	
Fuel/Parts/ Etc	203,029	-70,846	-273,875	386.58%	
Gravel	288	5,000	4,712	94.24%	
Chemicals		40,000	40,000	100.00%	
Computer Supplies	9,794	69,149	59,355	85.84%	
Utilities	58,452	220,999	162,547	73.55%	
Employee Recognition	1,994	30,000	28,006	93.35%	
Other General Supplies	54,939	818,800	763,861	93.29%	
<b>Transfers to Local Boards &amp; Agencies</b>	<b>405,031</b>	<b>318,794</b>	<b>-86,237</b>	<b>(27.05%)</b>	<i>includes transfer to Aspen View</i>
<b>Write Offs</b>	<b>207</b>	<b>3,000</b>	<b>2,793</b>	<b>93.10%</b>	
<b>Bank Charges &amp; Interest</b>	<b>1,013</b>	<b>6,100</b>	<b>5,087</b>	<b>83.39%</b>	
<b>Requisitions</b>		<b>2,574,024</b>	<b>2,574,024</b>	<b>100.00%</b>	
<b>Contingency</b>		<b>70,000</b>	<b>70,000</b>	<b>100.00%</b>	
<b>Amortization</b>		<b>2,044,300</b>	<b>2,044,300</b>	<b>100.00%</b>	
	2,938,788	16,851,042	13,912,254	82.56%	
<b>Total Operations</b>	<b>-2,196,612</b>	<b>-56,173</b>	<b>2,140,439</b>	<b>(3810.44%)</b>	

	YTD ACTUAL Period 12	YTD BUDGET 2024 BUDGET	VARIANCE	VAR %	Notes
<b>Capital Funding</b>					
Sale of Capital Assets	926,444	605,700	-320,744	(52.95%)	<i>land sales</i>
Provincial Capital Grants	110,270	3,674,178	3,563,908	97.00%	
Transfer from Reserve		1,419,717	1,419,717	100.00%	
<b>Capital Funding</b>	<b>1,036,714</b>	<b>5,699,595</b>	<b>4,662,881</b>	<b>81.81%</b>	
<b>Capital Expenses</b>					
Buildings & Land		14,000	14,000	100.00%	
Transfer to Reserve		227,000	227,000	100.00%	
Land Improvements		18,000	18,000	100.00%	
Engineering Structures		6,011,475	6,011,475	100.00%	
Equipment	659,000	823,827	164,827	20.01%	
Vehicles	245,656	593,419	347,763	58.60%	
	904,656	7,687,721	6,783,065	88.23%	
<b>Total Capital</b>	<b>132,058</b>	<b>-1,988,126</b>	<b>-2,120,184</b>	<b>106.64%</b>	
<b>Net Profit/Loss</b>	<b>-2,064,554</b>	<b>-2,044,299</b>	<b>20,255</b>	<b>(0.99%)</b>	
<b>Remove Amortization</b>		<b>2,044,300</b>	<b>2,044,300</b>	<b>100.00%</b>	
<b>Adjusted Surplus (Deficit)</b>	<b>-2,064,554</b>	<b>1</b>	<b>2,064,555</b>	<b>#####</b>	

2024-04-18

&P of &N

SMOKY LAKE COUNTY  
For the Twelve Months Ending December 31, 2024

Council  
Budget to Actual Report

	YTD ACTUAL Period 12	YTD BUDGET 2024 BUDGET	VARIANCE	VAR %	<i>Notes</i>
<b>OPERATING REVENUE</b>					
Taxes					
Other Income					
Grants					
<hr/>					
<b>OPERATING EXPENSES</b>					
<b>Salaries, Wages, and Benefits</b>					
Salaries & Wages	\$90,730	\$362,792	\$272,062	74.99%	
Benefits	20,647	77,105	56,458	73.22%	
<b>Contracted and General Services</b>					
Mileage	4,368	28,200	23,832	84.51%	
Meals and Lodgings	2,225	23,770	21,545	90.64%	
Membership & Conference Fees	3,154	15,185	12,031	79.23%	
Telephone & Communication	1,522	6,100	4,578	75.06%	
Other Services		1,500	1,500	100.00%	
<b>Materials, Goods, and Utilities</b>					
Office/Food/Janitorial Supplies	97	3,000	2,903	96.76%	
Computer Supplies		3,000	3,000	100.00%	
	<u>122,743</u>	<u>520,652</u>	<u>397,909</u>	<u>76.43%</u>	
<b>Total Operations</b>	<b>-122,743</b>	<b>-520,652</b>	<b>-397,909</b>	<b>76.43%</b>	
<b>Capital Funding</b>					
<hr/>					
<b>Capital Expenses</b>					
<hr/>					
<b>Net Profit/Loss</b>	<b>-122,743</b>	<b>-520,652</b>	<b>-397,909</b>	<b>76.43%</b>	
<b>Adjusted Surplus (Deficit)</b>	<b>-122,743</b>	<b>-520,652</b>	<b>-397,909</b>	<b>76.43%</b>	

2024-04-18

&P of &N

SMOKY LAKE COUNTY  
For the Twelve Months Ending December 31, 2024

Natural Gas  
Budget to Actual Report

	YTD ACTUAL Period 12	YTD BUDGET 2024 BUDGET	VARIANCE	VAR %	<i>Notes</i>
<b>OPERATING REVENUE</b>					
<b>Taxes</b>					
<b>Other Income</b>					
Penalties	\$7,162	\$10,000	\$2,838	28.38%	
User Fees and Sales of Goods	974,812	2,970,620	1,995,808	67.18%	
Investment Income		35,000	35,000	100.00%	
Licenses and Permits		9,600	9,600	100.00%	
<b>Grants</b>					
<b>TOTAL OPERATING REVENUE</b>	<b>981,974</b>	<b>3,025,220</b>	<b>2,043,246</b>	<b>67.54%</b>	
<b>OPERATING EXPENSES</b>					
<b>Salaries, Wages, and Benefits</b>					
Salaries & Wages	205,360	835,550	630,190	75.42%	
Benefits	49,399	198,359	148,960	75.10%	
<b>Contracted and General Services</b>					
Mileage		3,000	3,000	100.00%	
Meals and Lodgings	4,273	18,500	14,227	76.90%	
Membership & Conference Fees	500	38,000	37,500	98.68%	
Freight, Express, Postage	6,725	12,600	5,875	46.63%	
Telephone & Communication	5,485	20,400	14,915	73.12%	
Training	371	7,000	6,629	94.70%	
Advertising, Printing, Subscriptions		2,500	2,500	100.00%	
Accounting & Auditing	13,150	16,000	2,850	17.81%	<i>2023 audit</i>
Legal Fees		1,000	1,000	100.00%	
Engineering Fees	2,642	7,500	4,858	64.77%	
Other Consulting	192	1,200	1,008	83.96%	
Computer Programing	17,008	30,000	12,992	43.31%	
Insurance	288	35,000	34,712	99.18%	
Other Services	36,732	51,750	15,018	29.02%	
<b>Materials, Goods, and Utilities</b>					
Office/Food/Janitorial Supplies	2,482	18,200	15,718	86.36%	
Fuel/Parts/ Etc	25,162	95,500	70,338	73.65%	
Computer Supplies	226	19,000	18,774	98.81%	
Utilities	3,301	12,120	8,819	72.76%	
Employee Recognition		2,000	2,000	100.00%	
Other General Supplies	468,072	1,550,042	1,081,970	69.80%	
<b>Amortization</b>		<b>245,000</b>	<b>245,000</b>	<b>100.00%</b>	
	<b>841,368</b>	<b>3,220,221</b>	<b>2,378,853</b>	<b>73.87%</b>	
<b>Total Operations</b>	<b>140,606</b>	<b>-195,001</b>	<b>-335,607</b>	<b>172.11%</b>	
<b>Capital Funding</b>					
Transfer from Reserve		267,000	267,000	100.00%	
<b>Capital Funding</b>		<b>267,000</b>	<b>267,000</b>	<b>100.00%</b>	
<b>Capital Expenses</b>					
Buildings & Land		140,000	140,000	100.00%	
Transfer to Reserve		50,000	50,000	100.00%	
Equipment		60,000	60,000	100.00%	
Vehicles		67,000	67,000	100.00%	
		<b>317,000</b>	<b>317,000</b>	<b>100.00%</b>	
<b>Total Capital</b>		<b>-50,000</b>	<b>-50,000</b>	<b>100.00%</b>	
<b>Net Profit/Loss</b>	<b>140,606</b>	<b>-245,001</b>	<b>-385,607</b>	<b>157.39%</b>	
<b>Remove Amortization</b>		<b>245,000</b>	<b>245,000</b>	<b>100.00%</b>	
<b>Adjusted Surplus (Deficit)</b>	<b>140,606</b>	<b>-1</b>	<b>-140,607</b>	<b>#####</b>	

YTD ACTUAL Period 12	YTD BUDGET 2024 BUDGET	VARIANCE	VAR %	<i>Notes</i>
----------------------------	------------------------------	----------	-------	--------------

2024-04-18

&P of &N