

**SMOKY LAKE COUNTY
REGIONAL COMMUNITY DEVELOPMENT COMMITTEE MEETING**

Minutes of the **Regional Community Development Committee** Meeting
held virtually on **Monday, April 11, 2022** at 3:00 p.m.
via Zoom: <https://us02web.zoom.us/j/84932045892?pwd=bjR1b3NoTIRqSkVIR2FwcmRWNDFoUT09>
Meeting ID: 849 3204 5892
Passcode: 051073

1. CALL TO ORDER

The meeting was called to Order at **3:04 p.m.** by the Chairperson Lorne Halisky, in the presence of the following persons:

Division	Name	Voting Member	Attendance
Smoky Lake County	Lorne Halisky - Councillor	Yes	Virtually Present
Smoky Lake County	Jered Serben - Councillor	Yes	Absent
Smoky Lake County	Ed Dyck	Yes	Virtually Present
Smoky Lake County	Noel Simpson – Public-at-Large	Yes	Virtually Present
Town of Smoky Lake	Evelynne Kobes - Councillor	Yes	Virtually Present
Town of Smoky Lake	Marianne Prockiw-Zarusky - Councillor	Yes	Virtually Present
Town of Smoky Lake	Michelle Kotylak- Public-at-Large	Yes	Virtually Present
Village of Vilna	Paul Miranda - Councillor	Yes	Absent
Smoky Lake County	Linda Fenerty - Councillor	Alternate	Absent
Town of Smoky Lake	Terry Makowichuk – Councillor	Alternate	Absent
Village of Vilna	Leroy Kunyk	Alternate	Absent
Smoky Lake County	Gene Sobolewski – CAO	No	Virtually Present
Smoky Lake County	Lydia Cielin - Asst. CAO	No	Virtually Present
Smoky Lake County	Patti Priest – Legislative Services	No	Virtually Present
Village of Vilna	Earla Wagar – CAO	No	Absent
Town of Smoky Lake	Adam Kozakiewicz – CAO	No	Virtually Present
Smoky Lake County	Jordan Ruegg – Planning & Dev. Manager	No	Virtually Present
Smoky Lake County	Kyle Schole – Planning & Dev. Assistant	No	Virtually Present
Smoky Lake Region	Michelle Wright – CEDO	No	Virtually Present

2. AGENDA

32-22: Evelynne Kobes That the Regional Community Development Committee (RCDC) Meeting Agenda for April 11, 2022 be adopted as presented.

Carried.

3. MINUTES

Minutes: February 8, 2022

33-22: Marianne Prockiw-Zarusky That the Regional Community Development Committee (RCDC) Meeting Minutes for **February 8, 2022** be adopted as presented.

Carried.

Action List:

34-22: Evelynne Kobes That the Regional Community Development Committee (RCDC) Action List for **February 8, 2022** be adopted as presented.

Carried,

4. REPORTS

CEDO Report

35-22: Jered Serben

That the Regional Community Development Committee (RCDC) accept the Community Economic Development Officer (CEDO) Report for **January 30 to April 2, 2022.**

Section 61

Policy: 18-01

Schedule "A"

COMMUNITY ECONOMIC DEVELOPMENT OFFICER (CEDO)		MONTHLY ACTIVITY REPORT	
		Period of Report January 30 to April 2, 2022	
Week	Activities and Location	Status	SP
Jan 30 to Feb 5	1. Travel Alberta Team – tours, evening operators meeting, connections	Complete	Vic Dist
	2. RCDC Packages for Feb 8 Meeting	Complete	1.4
	3. Grant research continues – County walkways, Legion, Vilna Celebrations and Mainstreet project, revisiting CARES guidelines as new program likely to be announced soon; identifying potential projects from our master ideas list business retention, data story telling, business incubation, regional guide/information, Artisan Maker spaces, website branding (with tourism moving to SLRTC) and content.	Ongoing	2.8
	4. Smoky Lake/Kosiv Ukrainian Twinning meeting – setting project list for 2022. Actions this week: reached out to Regional schools with invitation from Kosiv to setup the educational project (pen pals, language sharing, cultural discussions); reconnected Niagara Beeway with the updated status of bee supply from Kosiv, and forwarded invitation for July Ukrainian Day in Kosiv to committee. These 3 were based on documents sent by Kosiv after the Twinning meeting. Setup meeting for next week with Andriy Yuzyk to explore the Artisan exchanges.	Ongoing	Ukr Twinning
	5. EV Charger Expressions of Interest submitted as part of Regional Charging initiative. Setting up tours with Dandelion for preparation at next meeting with MCCAC, the grant provider. Attended the EV Charger information session.	Ongoing	3.3
	6. Heritage Board donation button to Facebook – ability to accept public donations is being requested – extending the opportunities for the Regional Heritage Board.	Complete	6.4
	7. Elevate Wellness – Trail Project concepts and outlines; requested delegation to present to Town Council March 15, 2022.	Ongoing	3.10

	8. County Land Use bylaw – reviewing existing and providing comments to Planning and Development for their 2022 update to that document.	Complete	2.5
	9. Sustainable Housing surveys – shared on social, part of larger Regional work to determine housing needs and actions (Town leading).	Ongoing	2.8
	10. Ukraine-Canada Energy webinar - Energy Dialogues is a high-level discussion on what Ukraine and Canada (Alberta) can implement in terms of policies and measures in the energy transition, what strategies countries have chosen, and how governments can cooperate to achieve their strategical goals.	Complete	Ukr Twinning
	11. Reached out to Bob Bezpalko in Vegreville Ec Dev to start preparations for an update/tour of Innotech for municipal and business leaders from our Region. Looking for collaboration opportunities.	Complete	2.1
	12. Reaching out to Canadian Visa and Immigration services about entrepreneurial attraction – especially for Regional businesses looking to transition in the future. Business listings, connections to Alberta’s Rural Renewal process (immigration) and other opportunities being explored.	Ongoing	2.8
	13. Created invitation for local businesses to join Minister Shandro at the Alberta Chamber weekly meeting where the Minister is seeking input to the Premier’s summit on Immigration.	Complete	2.8
Feb 6 to 12	1. FinLit 101 – youth financial literacy – launch webinar – will share with Regional schools. https://finlit101.ca/en	Complete	2.11
	2. EV Charger grant application preparation – tours of municipal sites in the Region.	Ongoing	3.3
	3. RCDC Meeting	Complete	1.4
	4. Alberta Chambers – Minister Shandro – discussion centered on immigration, labour issues, training.	Complete	2.8
	5. Heritage River meetings – with Planning and Development	Ongoing	3.10
	6. Portage College – St. Paul campus – community feedback on campus vision and how to ensure viability	Ongoing	2.8
	7. Lakeland DMO – annual plan and visioning discussion with Exec Director.	Ongoing	3.10
	8. Ukrainian Twinning – will move reporting to a regular update to that committee now. This week focus was on planning for the execution of the project list.	Complete	Ukr Twinning
	9. Arts and Culture meetings – St. Paul foundation – seeking opportunities to collaborate for artist programs (will also support Ukr Twinning)	Ongoing	2.15
	10. MITACS meeting with Portage College – grant based applied research work, would be applicable to Region Projects and provide expertise and skills to the Region, feeding into resident attraction and retention efforts.	Ongoing	1.6
	11. RhPAP conference planning with committee	Ongoing	3.2

	12. VM Systems – project scoping for Ag Complex and local newspaper ideas.	Ongoing	2.15
Feb 13 to 19	1. EV Charging Grants – application preparation, meetings, data collection, Council connections, for Regional project (with individual municipal submissions). Updating stakeholders on the project and its intentions.	Ongoing	3.3
	2. Hemp – expressions of interest to Gov't Alberta on vacant lands in member municipalities	Complete	2.1
	3. Housing and Housing studies – re-engagement with Smoky Lake Foundation; meetings with Rural Development Network on their current projects which support our communities and initiating draft of Housing Needs Assessment study for execution in 2022 (town leading, study will be Regional).	Ongoing	2.8
	4. Vilna – initiating work plan with intention to present to Village Council March 9.	Ongoing	Vilna Mainstreet Vic Dist
	5. Vict Dist Legal Meeting – MCC and Unanimous Shareholder Agreements nearing completion; lending bylaws to be created and addressed by Town and County Councils in March with final documents complete in April.	Ongoing	
	6. Chamber – Shop Local project updating, and planning for summer activities. Agenda preparation for Feb 22 meeting, 7pm: Link if you'd like to attend: https://us02web.zoom.us/j/82793466223?pwd=S3RMdHNvbm9EeStuQ0ZXMWV4RzVzQT09	Complete	BRE
	7. Ukrainian Twinning meetings – Kosiv and Smoky Lake to meet biweekly (the working team) on the projects assigned. Detailed reporting will go to Ukr Twinning committee in monthly report.	Complete	Ukr Twinning
	8. Land Use Bylaw review with County; providing feedback/questions on the existing bylaw to assist Planning and Development with their 2022 project to update the LUB.	Complete	n/a
	9. Meeting with tourism developer (with Planning and Development) to assess status, determine next steps and assist with feasibility.	Complete	Vic Dist
	10. Elevate Wellness meeting and Trail subcommittee meeting – project for Town trails which requires coordination for execution with Town and County, in particular Public Works. Plan to present to Town Council March 15.	Ongoing	3.10
Feb 20 to 26	1. EV Charger applications submitted: Town, Waskatenau, Vilna. And RFD prepared for County Council to consider participating (approved). Meeting with Metis Crossing on potential lease needed for charger installations.	Ongoing	3.3
	2. Future of food webinar – Farm Credit Canada – good keynote on thinking outside the box; potential for RCDC thoughts on ec dev activities.	Ongoing	2.1
	3. Chamber regular meeting – planning for AGM and projects for 2022	Complete	2.10
	4. Finalizing Chamber shop local grant reporting	Complete	2.10
	5. Grants – Choosewell: Healthy Communities for Town trail project, under the Elevate Wellness team.	Complete	3.10

	6. Safety meeting	Complete	n/a
	7. 13 Ways – followup meeting with consultants re: Council workshop	Complete	1.8
	8. Meeting with Management Consultant who is writing grants for some local businesses.	Complete	2.8
	9. County Council meeting	Complete	n/a
	10. Land research – for tourism developer, Bellis area	Complete	Vic Dist
Feb 27 to March 5	1. Biomass webinar – for potential Regional diversification	Complete	2.1
	2. Connect for Food – strategy and scheduling in person event	Ongoing	2.1
	3. David Thompson Country – tourism meeting; identified a potential app platform for use in our promotions. Discussing with stakeholders on app aspirations.	Complete	Vic Dist
	4. Climate Resilience grant webinar – working to identify opportunities, may not be any as this is mostly a study or needs assessment project	Complete	
	5. Tourism Relief Fund webinar – grants for visitor businesses	Ongoing	Vic Dist
	6. EV Charger grant application – County (all four municipalities now submitted).	Ongoing	
	7. Shop Local final report for Alberta Chambers – youth internships	Complete	2.1
	8. Career Fair planning meeting	Ongoing	2.11
	9. Tourism Strategy – identity, online presence, reviewing Regional content – working with new Town business on ideas: The Group Solutions software development company.	Ongoing	Vic Dist
	10. Ukrainian Committee – adjusted 2022 direction in light of financial needs of our partners.	Ongoing	Ukr Twinning
March 6 to 12	1. Ukrainian Twinning – Humanitarian efforts and fire fighting equipment logistics; Kosiv updates and updates to Ukr Twinning Committee. Regional Ukr Twinners (Strathcona, Lamont, Vegreville) on our 2022 plans and adjusting for the new situation.	Ongoing	Ukr Twinning
	2. Vilna Mainstreet project discussion with Vilna Council; also 100 th anniversary, EV Chargers, and MCSNet GigAir information.	Ongoing	Vilna Mainstreet
	3. Affordable Housing Webinar – application reviews for Regional housing project	Ongoing	
	4. Vict District – identity discussions with software company – to start to determine our online presence; grant application to support those efforts submitted to Edmonton Region Innovation Network \$6000	Ongoing	Vic Dist
	5. Prep for Boat and Sportsman show	Complete	3.7
	6. Updates – HUB documents, Go East Campground listings	Complete	3.7
	7. Local business – grant options	Ongoing	2.8
	8. Travel Alberta – new funding opens April 1 – reviewed opportunities and what we might submit – will be operator applications this round and DMO support.	Ongoing	Vic Dist
	9. Power Up North planning meeting – September event	Ongoing	2.10
	10. NE HUB meeting – re NE Region economic development ecosystem grant opportunity; partnership with Portage College.	Ongoing	1.6

	11. April 21 – Career Fair event with Regional schools; hosted at Smoky Lake Complex, weekly planning meetings underway.	Ongoing	2.11
	12. EV Charging Grant – Waskatenau and Town applications are approved; waiting on County and Vilna application status. Next steps: Dandelion to prepare a full summary of the project, annual costs, etc for Councils to consider in determining if they should execute the funding agreements.	Ongoing	3.3
March 13 to 20	1. Boat and Sportsman’s Show – March 17 to 20. Very good response, lots of interest in our visitor offerings, and also connected with new tourism operators and opportunities in the Region.	Complete	3.7
	2. Elevate Wellness – Trail Project presentation to Town Council	Ongoing	3.10
	3. Vilna Celebration meeting	Ongoing	Vilna Mainstreet
	4. Connecting tourism operators to funding opportunities.	Ongoing	2.8
	5. Chamber AGM (March 21) preparation	Complete	2.10
March 21 to 27	1. Chamber AGM – request from Chamber to have formal update from RCDC	Complete	2.10
	2. MCC Legal meeting	Ongoing	Vic Dist
	3. Followup on possible tourism development lands – discussions with current owners looking to sell; will meet investors needs, preparing and sending prospectus for developer (through Tony Sefton, Vision XS)	Ongoing	Vic Dist
	4. HUB Meeting – St. Paul – representation discussion	Complete	1.6
	5. Career Fair planning	Ongoing	2.10
	6. Lakeland DMO meeting	Complete	2.13
	7. 13 Ways meeting – preparation for Joint Councils March 31	Ongoing	1.8
	8. SLTC – planning, grant identification, networking, Travel Alberta discussions	Ongoing	Vic Dist
	9. NRCan Energy Retrofit Pilot with Town – possible Regional application	Ongoing	3.5
March 27 to Apr 2	1. Joint Town and County Tourism MCC – Legal meeting	Ongoing	Vic Dist
	2. Joint Municipalities – Economic Development and EV Chargers	Ongoing	1.8
	3. Career Fair planning – RCDC Sponsorship?	Ongoing	2.10
	4. Portage College regular update meeting	Complete	1.6
	5. County Committee of the Whole – Broadband – no action for RCDC at this time	Complete	Broadband
	6. RCDC Meeting Prep	Complete	1.4
	7. Ukr Twinning Meeting Packages	Complete	Ukr Twin
	8. Elevate Wellness Trail team meeting	Ongoing	3.10
	9. Bakery – 50 th Anniversary	Complete	5.1

Carried.

Regional Chamber of Commerce invitation to present the Strategic Priorities at a future meeting of the Chamber.

Carried.

37-22: Noel Simpson

That the Regional Community Development Committee provide support to the 2022 Regional Career Fair April 21, 2022 in the amount of \$1000 from the 2022 Budget.

Carried.

RCDC

Executive Session 9.1

5. PROGRAM FINANCIAL

None

6. OTHER BUSINESS

Roundtable: Regional Updates

Town of Smoky Lake

- Presented information on Economic Development for Elected Officials course and will bring back additional information for the Committee next meeting.
- Seniors' Drop In will be hosting pancake suppers, breakfasts, hot dogs etc and are looking for sponsors for these events.
- Congratulations to Evelynne Kobes on winning the raffled quilt

Village of Vilna

- Ukrainian Dinner in Vilna week of April 18, 2022
- Village is discussing Electrical vehicle chargers and the grant funding
- The Boomtown Days Committee is electing Board of Directors and preparing bylaws

Smoky Lake County

- Waskatenau Nuisance grounds project completed, and request sent for setback reduction or removal
- Crime continues to be a concern
- County is recruiting for a bylaw officer
- Iron Horse Trail is very busy and Fish and Wildlife and RCMP are patrolling regularly
- Heritage Rivers designation process continues
- Metis Crossing lodge has opened
- Regional Fire and Rescue study nearing completion
- Natural Resource extraction and oil and gas – 3 rigs drilling in Region
- Lake subdivision signage project in progress; installation in Q2 2022
- RV and campground bylaws being reviewed
- North Saskatchewan River boat launch approval still waiting on Alberta Environment and Protection (AEP)

- Smoky Lake Agricultural Society is 50 years old in 2022.
- Emergency Preparedness event May 7 at complex

Public Members

Noel Simpson

- Chamber of Commerce AGM was March 21, 2022 and the 2022 Project list created

Michelle Kotylak

- Need to ensure Highway signage indicates EV Chargers available in Region once project is completed
- Economic Developers of Alberta conference – noted Town and County were not in attendance
- Michelle Kotylak is willing to help with Career Fair and notes that ATB recruits from Lakeland College who will be attending

38-22: Evelynne Kobes

That the Regional Community Development Committee (RCDC) accept verbal Roundtable Reports as presented for information.

Carried.

Stakeholder Engagement

That the Regional Community Development Committee (RCDC) acknowledge that no public was in attendance for the “Stakeholder” Engagement at the **April 11, 2022** RCDC meeting.

Carried.

7. DELEGATIONS

None.

8. EXECUTIVE SESSION

CEDO Contract

39-22: Marianne Prockiw-Zarusky

That the Regional Community Development Committee (RCDC) go into Executive Session to discuss a Personnel Issue in regard to the Community Economic Development Officer (CEDO) Contract - Compensation, under the authority of the FOIP Act, Section 19: Confidential Evaluation at 4:06 p.m.

Carried.

40-22: Ed Dyck

That the Regional Community Development Committee (RCDC) go out of Executive Session, 5:08 p.m.

Carried.

41-22: Noel Simpson

That the Regional Community Development Committee (RCDC) extend the contract with **Pappy’s Parcel Pitstop Inc. c/o Michelle Wright** as the “Contractor” for the position of **Community Economic Development Officer (CEDO)** in conjunction with the “Contract Agreement” signed July 24, 2020 for an additional 2 month term: April 1 to May 31, 2022

in accordance with RCDC continuing to develop a new Contract with the Contractor and approve compensation **\$6,000.00 per month** for two months effective April 1, 2022.

Carried.

42-22: Evelynne Kobes That the Regional Community Development Committee (RCDC) request Smoky Lake County as Managing Partner to review the proposed contract and identify all clauses that are considered non-negotiable by the Managing Partner, and forward the proposed contract in its entirety to RCDC before April 14, 2022 for the Committee members' information.

Carried.

NEXT MEETING

43-22: Marianne Prockiwi-Zarusky That the next Regional Community Development Committee (RCDC) Meeting will be held on **April 25, 2022 to discuss CEDO Contract.**

Carried.

ADJOURNMENT

44-22: Evelynne Kobes That the Regional Community Development Committee (RCDC) Meeting adjourned, time **5:25 p.m.**

Carried.

CHAIRPERSON