



TOWN OF SMOKY LAKE
IN THE PROVINCE OF ALBERTA
BYLAW NO. 012-2021

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

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

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

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

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

EFFECTIVE DATE

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

READ A FIRST TIME IN COUNCIL THIS 21st day of SEPTEMBER, AD 2021.

READ A SECOND TIME IN COUNCIL THIS 21st day of SEPTEMBER, AD 2021.

READ A THIRD AND FINAL TIME, WITH THE UNANIMOUS CONSENT OF ALL COUNCILLORS PRESENT, THIS 21st day of SEPTEMBER AD 2021.

Original Signed. _____
Hank Holowaychuk
Mayor

Original Signed. _____
Adam Kozakiewicz
Chief Administrative Officer

Schedule "A" - Terms of Reference

BETWEEN:

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

OF THE FIRST PART

AND

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

OF THE SECOND PART

AND

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

OF THE THIRD PART

AND

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

OF THE FOURTH PART

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

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

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

Schedule "A" - Terms of Reference (continued)

1. VISION

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

KOSIV DISTRICT, IVANO-FRANKIVSKA OBLAST, UKRAINE

AND

SMOKY LAKE REGION, ALBERTA, CANADA

As Per the Four Municipalities Motions:

SMOKY LAKE COUNTY:

September 26, 2019

Motion: 165-19

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

TOWN OF SMOKY LAKE:

October 15, 2019

Motion: 714-19

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

VILLAGE OF WASKATENAU:

July 18, 2019

Motion: 138-2019

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

VILLAGE OF VILNA:

October 21, 2019

Motion: 132-19

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

Schedule "A" - Terms of Reference (continued)

Memorandum of Understanding:

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

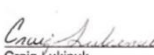
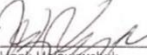
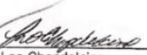





Recognizing the long cultural and historic connections and friendships that exist between citizens of Ivano-Frankivska Oblast and the Province of Alberta, recognizing the commitment shared in improving and sustaining the historic and cultural connections, Kosiv District and Smoky Lake Region enter into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

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





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

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

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

 Craig Lukinuk, Reeve, Smoky Lake County	 Hank Hobwaychuk Mayor, Town of Smoky Lake	 Leo Chapdelaine Mayor, Village of Vilna	 Casey Caron Mayor, Village of Waskatenau
			

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

 Name _____ Title _____ Pavlo Vandzhurak, Head of Kosiv district council	 Name _____ Title _____ Yuri Ploskonos Mayor, Town of Kosiv
	

**МЕМОРАНДУМ ПРО ВЗАЄМОРОЗУМІННЯ ЩОДО СПІВПРАЦІ
МІЖ
КОСІВСЬКИМ РАЙОНОМ, ІВАНО-ФРАНКІВСЬКОЇ ОБЛАСТІ, УКРАЇНА
ТА
РЕГІОНОМ СМОКІ ЛЕЙК, АЛЬБЕРТА, КАНАДА**


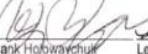






Визнаючи тривалі культурні та історичні зв'язки та дружбу, що існують між жителями Івано-Франківщини та Альберти, визнаючи зобов'язання щодо покращення і збереження історичних та культурних зв'язків, Косівський район та Регіон Смокі Лейк укладають цей Меморандум про взаєморозуміння щодо співпраці в наступних напрямках:

- ◆ докладання зусиль до підготовки та підписання договору про побратимство між Косівським районом та Регіоном Смокі Лейк;
- ◆ підтримування можливості для співпраці між організаціями приватного сектору шляхом сприяння встановленню зв'язків та прямих контактів;
- ◆ сприяння більш широким можливостям для співпраці в сферах освіти, культури, економіки та громадських ініціатив.

Цей Меморандум про взаєморозуміння щодо співпраці є чинним протягом 5 (П'ять) років з моменту його підписання. Продовження його дії на додатковий термін здійснюється у письмовій формі за взаємною згодою сторін.

Цей Меморандум про взаєморозуміння щодо співпраці укладається у двій примірниках на українській та англійській мовах, кожен з яких має однакову юридичну силу.

Підписано Smoky Lake, AB, в January 27, 2020

 Craig Lukinuk, Reeve, Smoky Lake County	 Hank Hobwaychuk Mayor, Town of Smoky Lake	 Leo Chapdelaine Mayor, Village of Vilna	 Casey Caron Mayor, Village of Waskatenau
			

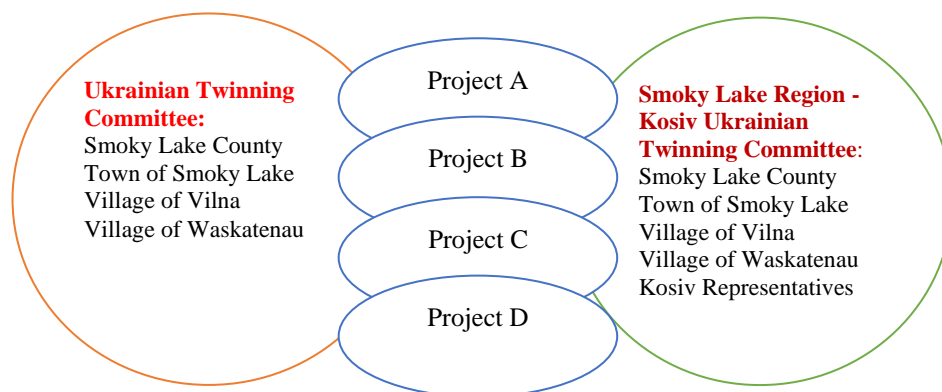
Signed at Kosiv, Ivano-Frankivska, this 30th day of September, 2020.

 Name _____ Title _____ Pavlo Vandzhurak, Head of Kosiv district council	 Name _____ Title _____ Yuri Ploskonos Mayor, Town of Kosiv
	

2. PURPOSE OF THE UKRAINIAN TWINNING COMMITTEE

Schedule "A" - Terms of Reference (continued)

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



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

3. FUNCTIONAL RESPONSIBILITIES OF THE UKRAINIAN TWINNING COMMITTEE

Schedule "A" - Terms of Reference (continued)

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

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

4. MEMBERSHIP OF THE UKRAINIAN TWINNING COMMITTEE

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

5. GOVERNANCE AND PROCEDURES OF THE UKRAINIAN TWINNING COMMITTEE

- 5.1. Annually, during the month of November, the Committee shall hold a meeting at which time a Chairperson and Vice-Chairperson shall be elected from its' membership for the ensuing year.
- 5.2. The Chairperson and Vice-Chairperson, with the approval of the Committee, shall establish (or reconfirm) the operating ground-rules for committee meetings and ensure that these are in accordance with generally accepted standards and practices.
- 5.3. Regular meetings be held quarterly on a date and time agreed to by the Committee, and at other such times as the Committee deems necessary.
- 5.4. Special meetings of the Committee may be called by the Chairperson or Vice-Chairperson provided that not less than two (2) full business days' notice is given to each member of the committee.
- 5.5. No regular or special meetings of the Committee shall be convened unless the Chairperson or Vice-Chairperson is present.
- 5.6. In-Camera or Closed Session portions of meetings can lawfully be held in private and not open to the public only in accordance with the Municipal Government Act and only to discuss information that the Committee is either: prohibited from disclosing, required to refuse to disclose, or has refused to disclose under discretion and in accordance with the FOIP (Freedom of Information and Protection of Privacy) Act or other legislation.
- 5.7. A quorum for regular and special meetings of the Committee shall be three (3) members from two (2) or more municipalities.
- 5.8. All members shall have equal voting privileges on issues / items where a vote is called, with a

Schedule "A" - Terms of Reference (continued)

simple majority (with quorum) deciding any vote.

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

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

7. FUNDING FORMULA FOR THE UKRAINIAN TWINNING COMMITTEE

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

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

SMOKY LAKE COUNTY

Schedule "A" - Terms of Reference (continued)

DATE: _____

Reeve, Smoky Lake County

Chief Administrative Officer, Smoky Lake County

TOWN OF SMOKY LAKE

DATE: _____

Mayor, Town of Smoky Lake

Chief Administrative Officer, Town of Smoky Lake

VILLAGE OF WASKATENAU

DATE: _____

Mayor, Village of Waskatenau

Chief Administrative Officer, Village of Waskatenau

VILLAGE OF VILNA

DATE: _____

Mayor, Village of Vilna

Chief Administrative Officer, Village of Vilna
