



Smoky Lake County
Meeting Minutes
Regular County Council Meeting June 25, 2025 - 09:00 AM

1 Called To Order

The meeting was Called to Order at 9:00 a.m. by the Reeve, Jered Serben, in the presence of the following persons:

		ATTENDANCE
		<u>Wednesday, June 25, 2025</u>
<u>Div. No.</u>	<u>Councillor(s)</u>	
1	Dan Gawalko	Present in Chambers
2	Linda Fenerty	Virtually Present
3 / Deputy Reeve	Dominique C��r��	Present in Chambers
4	Lorne Halisky	Present in Chambers
5 / Reeve	Jered Serben	Present in Chambers
CAO	Kevin Lucas	Present in Chambers
Executive Assistant	Chyenney Shaw	Present in Chambers
Finance Manager	Brenda Adamson	Present in Chambers
Recording Secretary	Meaghan Andreychuk	Present in Chambers
<u>Observers in Attendance Upon Call to Order:</u>		
Comm. Officer	Evonne Zukiwski	Virtually Present
P & D Manager	Jordan Ruegg	Virtually Present
Health & Safety Cor.	Jasmine Schaub	Virtually Present
Acting Ag Fieldman	Kierstin Dubitz	Virtually Present
Enviro Ops Manager	Dave Franchuk	Virtually Present
Fire Chief	Scott Franchuk	Virtually Present
Natural Gas Mng.	Daniel Moric	Virtually Present
Com. Peace Officer	Chandler Kerr	Absent
Public	6 Members	Virtually Present

2 Adoption of Agenda
Resolution No: 594-25
Moved By: Lorne Halisky

That the Smoky Lake County Council Meeting Agenda for June 25, 2025, be adopted, with the following additions:

- MLA Glenn Van delegation (Reschedule)
- 8.9 Request from Victoria Trail for Gravel
- 11.5 Alberta CARE Fall Conference scheduled for September 10–12, 2025, at the Westlock Inn and Conference Centre, Westlock, Alberta
- 11.6 Ag in The Field Tour
- 11.7 Lara "Who darted?" Event
- 8.10 Agenda Format Review

CARRIED.

3 **Adoption of Minutes**
Resolution No: 595-25
Moved By: Lorne Halisky

That the minutes of the **Smoky Lake County Regular Council Meeting**, held on June 12, 2025, be adopted with the following amendments:

- 8.12 “Smoky Lake Town and Country” not “County Club”
- Motion 547-25 MCC repayment of funds invested by Smoky Lake County in the amount of **\$490,000**.
- Motion 550-25 was moved by Céré not Halisky
- Motion 557-25 That Smoky Lake County Council instruct administration to post “Boat Launch” signs near the public campground to match the boat launch signs found on the **South** Side of Mons Lake Boat Launch.
- Motion 562-25 Smoky Lake County Council approve the purchase of the 2011 Dodge 5500 ex-odorant truck (Unit 214) from Alberta Odorant Services for the price of \$19,000 plus GST, for the replacement of Unit 208 2008 Chev 5500, and **sell** Unit 208 at auction.
- Motion 564-25 Jordan Ruegg, Planning and Development Officer was in attendance in the Executive Session.
- Meeting Reconvened The meeting reconvened on a call to order by the Reeve at 12:44 p.m. in the physical (or virtual) presence of Council members: Division **1,2,3, and 5**, Chief Administrative Officer, Executive Services Clerk, and the Legislative Services Clerk.
- Linda Fenerty, Division 2 Councilor Virtually left at 11 AM and returned to the meeting at 2:10 p.m.

CARRIED.

4 **Public Hearing**
NIL

6 **Business**

6.1 **Smoky Lake Town and County Golf Course**
Resolution No: 596-25
Moved By: Lorne Halisky

That Smoky Lake County Council defer consideration of the Smoky Lake Town and Country Golf Club’s funding request to the August 28th Council meeting, and direct Administration to send a letter to the Club’s Board requesting additional information regarding the capital project for which the funding is being sought.

CARRIED.

6.2 **Vilna Boomtown Fair days**
Resolution No: 597-25
Moved By: Jered Serben

That Smoky Lake County sponsors the Vilna & District Agricultural Society Boomtown Days Fair dated August 15-17, 2025 in the amount of \$1,500 to sponsor a children’s activity.

CARRIED.

6.3 Council Community Grant Program

Resolution No: 598-25

Moved By: Lorne Halisky

That Smoky Lake County Council Direct Administration to develop and present a tailored system for a restricted reserve for a County Community Fund, to help non-profit organizations to the next Committee of the Whole Meeting on August 20th, 2025.

CARRIED.

6.4 Fire Department Equipment Insurance RFD

Resolution No: 599-25

Moved By: Dominique Cere

That Smoky Lake County approve to add the value of the unattached equipment at Current replacement cost that is on the fire apparatus as a separate line item on the Heavy Equipment policy with the \$5,000.00 deductible increasing the annual premium by \$1,841.00 and bring back minimum of two quotes from independent insurance companies to the August 28th regular council meeting.

CARRIED.

6.5 In Camera @ 9:37 a.m. Under Section 27

Resolution No: 600-25

Moved By: Jered Serben

That Smoky Lake County Council go into Executive Session, under the authority of the FOIP Act, Section 17: **Personal Privacy**, to conduct a review of Policy #15-08 "Vacation and Leave Request Policy" in the physical and virtual presence of Council, Chief Administrative Officer, Executive Services Clerk, and Recording Secretary at 9:37 a.m.

CARRIED.

6.5.1 Out of Camera @ 9:59 a.m.

Resolution No: 601-25

Moved By: Jered Serben

That Smoky Lake County Council go out of Executive Session, at 9:59 a.m.

CARRIED.

6.5.2 Vacation and Leave Request Policy

Resolution No: 602-25

Moved By: Dominique Cere

That Smoky Lake County Council approve and adopt Policy HR-08: Vacation and Time Off Request Policy, as amended, to establish a formal and consistent process for employee vacation planning and time-off requests that support both operational efficiency and employee well-being.

Amendment:

- **Add the word "Flexible to "Objective:** To establish a formal and flexible procedure for employees to request vacation and time off in advance, and to provide managers with a consistent approval process that upholds operational requirements."
- **Section 1.b:** Replace the word "Supervisor" with "Manager and/or Director."

- **Carry over Procedure** to be added " *As per union contract for union employees and the maximum of 3 weeks to be carried over for nonunion employees*"
- Requests for **July and August** *must only be booked at 1 week each.*

CARRIED.

6.6 Delegation to County Council 01-49-02

Resolution No: 603-25

Moved By: Lorne Halisky

That Smoky Lake County approve the amended Policy 01-49-01, "Delegations to County Council," by removing reference to the repealed Bylaw No. 1303-17 and replacing it with Bylaw No. 1400-20, to ensure the policy aligns with the County's current legislative framework and references the correct, up-to-date bylaw.

CARRIED.

6.7 Policy Statement No. 62-28-08 Mowing Program

Resolution No: 604-25

Moved By: Dan Gawalko

That Smoky Lake County Policy Statement No. 62-28-07: Mowing Program, be amended to cease mowing operations November 1st each year, to update the secondary seasonal pass to go to the property line.

CARRIED.

6.8 Policy Statement No. 62-10-11 Agricultural Service Board Business Plan 2025

Resolution No: 605-25

Moved By: Linda Fenerty

That Smoky Lake County Council amend Policy Statement No. 62-10-10 Agricultural Service Board Business Plan 2025 to include changes made to Policy Statement No. 62-28-07 Mowing Program and 1080 Toxicant recall.

CARRIED.

6.9 9.9 Waskatenau Victoria Trail Agricultural Society Request For Gravel

Resolution No: 606-25

Moved By: Jered Serben

That Smoky Lake County Council approve the delivery of two loads of three-quarter inch belly dumps to the west side of the Waskatenau Agricultural building and coordinate a delivery date with Dave Harsuala the president of the Waskatenau Agricultural Society.

CARRIED.

6.10 9.10 Agenda Review

Resolution No: 607-25

Moved By: Dominique Cere

That Smoky Lake County Council directs administration to reformat the current Agenda with the following amendments:

- RFD Links to PDF
- Policy and Bylaw review in section 9 with a maximum of 3 policies and bylaws to review per Council Meeting
- Request for Business and then request for information in separate sections

CARRIED.

7.0 CAO Report

7.1 May 2025

This report provides a comprehensive overview of departmental activities, operational updates, and key achievements across Smoky Lake County for the month of May 2025. Each department has submitted updates on core functions, ongoing initiatives, community engagement, and organizational progress.

Departmental Highlights

- Chief Administrative Officer (CAO):
Provided strategic oversight on procurement practices, attended council and interdepartmental meetings, and coordinated key discussions regarding land use, fleet tracking, and policy reviews. Oversaw the internal policy and bylaw audit and completed performance review duties.
- Public Works:
Completed MG road stabilization, continued grading, patching, ditch cleaning, and gravel hauling. Prepared for dust control applications scheduled in June and continued administrative oversight and project coordination.
- GIS Services:
Maintained support for asset management, webmap enhancements, and rural addressing. Recorded over 17,000 webmap visits and advanced the Service Tracker platform with soft and full launches planned for June.
- Corporate Services:
Distributed 6,724 tax notices, completed month-end financial tasks, initiated cybersecurity upgrades, supported the Request Management System rollout, and submitted required grant documentation. Staff onboarding and training continued.
- Planning & Development:
Issued 7 development permits, closed 1 subdivision, and advanced 10 subdivision files under conditional approval. Supported business licensing, compliance certificates, and land-use suitability tool development. No new bylaws or commission meetings were reported.
- Natural Gas Services:
Replaced 490 AMR heads, repaired a lightning-damaged pipeline, and addressed service calls. Completed 9 meter replacements and SCADA troubleshooting. Odorant truck servicing continued; preparations are underway for summer operations and billing.
- Environmental & Parks Services:
Conducted 29 water/wastewater tasks, resolved 9 waste site issues, managed 11 parks maintenance projects, and completed dock and toilet servicing. Coordinated litter clean-up, posted fire ban signage, and prepared recreational sites for peak season.
- Agricultural Services:
Responded to multiple ratepayer inquiries, finalized the ASB grant, attended webinars, and conducted formal safety inspections. Equipment preparation and weed inspector training continued. 9 beavers were removed, and culvert access concerns were addressed.
- Fire Services:
Responded to 39 incidents including collisions, fires, and medicals. Advanced NFPA 1001 training, managed equipment maintenance, issued a county-wide fire ban and OHV restriction, and continued coordinating with mutual aid partners.

- **Health & Safety:**
Investigated 11 incidents, conducted 37 inspections, and onboarded 20 employees with safety orientations. Updated safety plans, facilitated drills, maintained COR audit planning, and processed a WCB claim. Continued reviewing the Community Emergency Management Plan.
- **Enforcement Services:**
Managed 17 total bylaw and regulatory files. Issued 16 traffic enforcement actions, conducted patrols in construction zones, attended community events, recovered a stolen trailer, and initiated investigations under the Environmental Protection and Animal Protection Acts.

Council Inquiries & Operational Updates:

- **Parks and Recreation Workwear:**
Hats were purchased for Parks and Recreation staff as part of the ongoing practice of providing workwear to outdoor employees for visibility, safety, and team identification.
- **Grease Procurement Review:**
Grease was sourced through West Texas Refineries, facilitated by a local sales representative. The County is currently reviewing pricing options from other local vendors to ensure competitive procurement. Adjustments to purchasing practices will be made as needed based on findings.

Meetings Attended:

- **Council Meetings:**
 - May 8, 2025
 - May 22, 2025
- **Administrative & Operational Meetings:**
 - Strategy meeting with private landowner regarding land use matters.
 - **Associated Engineering** meeting with Alyssa Fortin-Paossi, P.Eng., to discuss project engineering updates.
 - Internal meeting with front counter **Finance staff** to address administrative processes.
 - **ABmunis Employee Benefits Proposal** presentation specific to Smoky Lake County.
 - **Fleetio Software Demonstration** for fleet maintenance and asset management.
 - Service and maintenance review with **Trevor from Certified Tracking** regarding GPS fleet tracking solutions.
 - Telephone call with **Dyrbye and Powell** to discuss an active claim.
 - Operational coordination meeting with the **Fire Chief**.
 - **Highway 28/63 SCADA Upgrade Progress Meeting** – Scope A construction update.

Other Activities:

- Provided direction and oversight on the internal **Policy and Bylaw Review Project** in collaboration with Legislative Services.
- Completed the **CAO's portion of the annual performance review**, with the final step being the formal evaluation meeting with Council.

Roads:

- **MG road stabilization projects** have been completed.
- Overall road conditions are good, but **wash boarding persists at intersections** due to prolonged dry conditions.

- Graders are making regular rounds to mitigate surface issues.

Next Month’s Objectives: Begin MG haul roads and road rehabilitation projects, including shoulder pulls.

Maintenance:

- **Regular maintenance is ongoing**, including:
 - Grading operations
 - Clearing fallen trees due to frequent high winds
 - Sign maintenance, patching, culvert installations
 - Ditch cleaning in preparation for mowing
 - Gravel hauling for divisional needs and projects

Next Month’s Objectives: Continue with regular maintenance activities.

Gravel Program:

- Gravel has been delivered to multiple projects and divisions.

Next Month’s Objectives: Continue hauling to identified areas.

Dust Control:

- **MG product ordered** for application on June 13.

Next Month’s Objectives: Complete MG dust control applications and prepare for oil-based dust suppression.

Administration:

- Routine tasks including staff meetings, signing bills, reports, and onboarding new employees are ongoing.

Next Month’s Objectives: Continue with administrative and operational oversight.

GIS Report

The GIS Department continued to support internal departments and regional initiatives with mapping updates, data integration, and system enhancements.

Key Projects and Initiatives:

- **Culvert Verification Project (2023–2026):** Data collection and updates continue as weather permits.
- **Asset Management Program (AMP):** Completed Road data analysis and integration work with Public Works and Catalis.
- **Pond Levelers:** Data updated; pending export to Miistakis Institute after final review.
- **Webmap Enhancements:** Working on attribute-based linear feature display improvements and adding address grid search functionality.

- **Speed Limit and Road Surface Layer:** Project is 75% complete; final updates pending field confirmation.
- **Municipal Heritage Designations:** Awaiting final documentation for map updates.
- **New GIS Layers:** Created layers for violations/infractions and regional infrastructure (e.g., landfills, water lines).

Support Tasks Completed:

- Shared updated landfill and transfer station maps with contractors.
- Delivered 2025 gravel map to grader operators.
- Assisted the Town of Smoky Lake with data export for engineering work.

Rural Addressing:

- One sign pending installation; another replacement requested.
- Next steps: review development permits from January 2025 onward for additional addressing needs.

Service Tracker Rollout (New Request Management System):

- **Phase 1–3 completed:** Admin training, site installation, and integration.
- **Next phases:** Soft launch (June 13) and full launch (June 25).

Usage Metrics:

- **County Webmap:** 17,278 visits (Feb 25–May 15).
- **Regional Webmap:** 2,853 visits (May 16–June).

Administrative and Other Work:

- Reviewed service hour reports.
- Assisted with Titan GPS device ticket (reconfiguration of in-cab beeper).
- Training: Syber training session completed.
- Strategic Plan: No updates this period.

Next Month's Objectives:

- Finalize pending map updates.
- Deliver Service Tracker training and launch.
- Coordinate GIS review sessions with department managers.
- Begin training Public Works staff in field activity dashboard use.

Corporate Services Report

The Corporate Services Department supported County operations through IT upgrades, financial reporting, staff onboarding, and interdepartmental coordination. Key efforts focused on cybersecurity, taxation, grant reporting, and administrative support.

Information Technology (IT):

- Provided daily IT and mobile device support.
- Completed server and Diamond system updates over the weekend.
- Installed new security cameras across County facilities.
- Advanced planning and research for an **XDR-SEM cybersecurity system**.
- Participated in **Cyber Alberta** meetings and related research.
- Installed a new camera system for Council Chambers.

Taxation:

- **6,724 property tax notices** were prepared and mailed on May 31, 2025.

Finance:

- Completed all regular monthly tasks including:
 - Payroll, accounts payable/receivable, utilities, and reporting.
- Reviewed benefits proposal from **Alberta Municipalities**.
- Finalized and submitted:
 - **2024 grant reports** and financial statements.
 - **2025 grant project profiles** for upcoming funding.

Staffing:

- Engaged in staff coordination with the CAO, finance, and administrative departments.
- A casual backup custodian has been hired.
- Welcomed **our new summer student** on May 5, 2025, who will assist multiple departments with filing, form creation, and digital records management.

Administrative & Other Activities:

- Held meetings on the rollout of the new **Request Management Software**.
- Supported planning for the upcoming **County Open House**.
- Posted the **Waste Hauling Request for Proposal (RFP)** to the Alberta Purchasing Connection (APC).
- Provided assistance with insurance claims processing.

Training & Development:

- Attended the **Society of Local Government Managers Conference**.
- Participated in **FCSS grant requirement training** to align with new funding criteria.

Planning and Development Manager Report

Land Use Planning / Development:

- 7 Development Permits issued in May (23 total in 2025).
- 1 Development Permit currently under review; none in appeal.
- 1 Subdivision file completed in May; 5 total completed in 2025.
- 10 Subdivision files conditionally approved and under review.
- 1 Compliance Certificate issued in May (2 total in 2025).
- 2 Business Licenses issued in May (18 total in 2025).
- 2025 Safety Codes Permits issued to date:
 - Building: 5 | Electrical: 16 | Gas: 14 | Plumbing: 3 | PSDS: 5 | Total: 43

Next Month's Objectives: Continue processing permits and managing subdivision files.

Bylaws, Road Closures, and Planning Commission:

- No bylaws or amendments passed.
- No road closures or road plan registrations processed.
- No Municipal Planning Commission meeting held this period.

Next Month's Objectives: Monitor for bylaw requirements and maintain legislative tracking.

Administration:

- Ongoing Water Act/Public Lands Act approvals for projects including Mons Lake erosion and NSR boat launches.
- Continuing development of the Municipal Land Use Suitability Tool (MLUST) with O2 Planning & Design.
- Land Title corrections and resubmissions completed for rejected municipal transfers.

Next Month's Objectives: Finalize land title registrations and progress on MLUST project.

Heritage Management:

- Smoky Lake County Regional Heritage Board met on May 14.
- Items discussed: summer project assistant, trail signage, heritage designations, and planning for an August event at Ruthenia School.

Next Month's Objectives: Implement Heritage Board initiatives and prepare for summer programming.

Environmental and Parks Services Report

The Environmental Operations Department completed a broad range of service, repair, and maintenance tasks across water, wastewater, waste management, parks, and recreation. A strong focus was placed on operational upkeep, seasonal site preparations, and interdepartmental support.

Water Services:

- Performed **daily water system checks**, meter readings, and maintenance.
- Repaired or replaced critical components at **Bellis, Smoky Lake, Spedden, Waskatenau**, and **Warspite** truck fill stations.
- **8 water-related maintenance tasks** completed in May.
- **Next Month's Objectives:** Fire hydrant inspections and backup generator maintenance.

Wastewater Services:

- Completed **5 projects** including alarm tests, line flushing, manhole repairs, and emergency pump-outs at Warspite.
- Submitted First Calls for lagoon gate installations at Bellis and Warspite.
- **Next Month's Objectives:** Inspect lagoons and install new fencing and gates.

Waste Management:

- Addressed **9 separate site issues** including:
 - Overflowing bins (Mons Lake, Hill Side, Bonnie Lake)
 - Battery disposal
 - Bin replacements and site repairs
 - Signage and sanitation
- Installed surveillance camera at Smoky Lake landfill.
- **Next Month's Objectives:** Litter pickup with student support along fences.

Regional Water Services:

- Managed SCADA configurations and resets.
- Responded to a waterline outage in Egremont.
- Conducted repairs to valves and analyzers, coordinated with the Town of Smoky Lake.
- **9 SCADA and water system actions completed.**
- **Next Month's Objectives:** Maintain waterline signage and check air valves (CAVs).

Parks & Recreation:

- Completed **12 projects** including:
 - Painting, repairs, and toilet maintenance at Bellis Beach
 - Dock installations, culvert repairs, and fallen tree removal
 - Grass cutting and fire pit servicing across multiple park locations
- Posted and removed fire ban signage throughout the County.

- **Next Month's Objectives:** Complete remaining work at Bellis and shift focus to Hanmore Lake.

Administrative Tasks:

- Logged **13 administrative actions** including:
 - Responding to public complaints
 - RCMP reporting after shop break-in
 - Coordinating contractor services and staff assignments
 - Managing campground fees and truck fill prepayments
- Participated in regular managers and safety meetings.

Training:

- No formal training was recorded during this period.

Agricultural Services Manager Report

Administration:

- Attended NE AAAF Weed ID School (May 20).
- Responded to various ratepayer inquiries, including:
 - Fair Days info (redirected to Town/Ag Society)
 - Grass seeder rental and post pounder (referred to Flaman Rentals)
 - Plant identification on property
 - Magpie trap (none available; referred to Edmonton retailer)
 - Property zoning (referred to Planning & Development)
 - Hay seeding in sandy soil
 - Hay permit application
 - Fenceline brushing (scheduled for June from Fall 2024 request)
- Participated in Council Meeting (May 22) and Joint Health & Safety Meeting (May 26).
- Formal workplace inspection completed with Safety Officer (May 28–30).
- LARA Riparian Management Webinar and Animal Health Act & Regulations Webinar attended.
- Followed up with AGLA regarding inquiry (no response yet).
- Spray equipment de-winterized and prepped for summer use.
- ASB 2025–2029 Grant Agreement signed and submitted (May 29).
- Weed Inspectors continued training via Catalis Academy.

Next Month's Objectives: Continue ratepayer engagement, equipment readiness, and program preparation for summer operations.

Animal Control:

- 9 beavers removed between May 20–31.
- Dog call responded to from Park Ranger (May 25).
- Received and responded to culvert-related complaints:
 - Plugged culvert on RR 130 (May 26)
 - Request for easement to access plugged culvert (May 30)

Next Month's Objectives: Monitor and respond to animal control issues; coordinate culvert easement request.

Training and Courses:

- Authorized Assistant Pesticide Certification Course attended by 2 seasonal staff (May 28).

Next Month's Objectives: Continue seasonal training and certification as required.

Fire Chief Report

During May 2025, the Fire Chief's Office completed extensive administrative, training, and operational activities across Smoky Lake County's fire departments.

Administrative Highlights:

- Attended one Council and one budget meeting.
- Advanced the NFPA 1001 training program with 6 lesson plans, 4 exams, and 6 training sessions delivered throughout the month.
- Coordinated with Westcan on radio programming and submitted AFRRCs technical administrator applications.
- Managed insurance communications (collision invoices, inventory pricing, RMA quotes).
- Executed the Fire Services Training Program Grant Agreement with the Province.
- Facilitated intermunicipal coordination on fire hall rental agreements.
- Completed several equipment and vehicle tasks including seasonal tire changes.

Protective Services:

- Issued a **Fire Ban and OHV Restriction** on May 29.
- Posted signage across communities and recreational areas.
- Handled **8 campfire complaints** and **6 OHV-related complaints**.

Department Response Statistics:

- **Waskatenau Fire:** 1 collision, 6 fires, 1 medical call; onboarded 2 new members and completed their orientation.

- **Smoky Lake Fire:** 9 collisions, 12 fires, 2 medicals, 3 alarms; 4 practice nights; addressed foam system sensor and inverter issues on Engine 459.
- **Vilna Fire:** 5 collisions, 5 fires, 4 medicals, 2 alarms; hosted 2 training nights; replaced damaged mirror on Rescue 429.

Training Program:

- Continued NFPA 1001 sessions with strong member participation.
- Upcoming training includes ladder work, hose lays, suppression, salvage, and Lakeland Fire School.
- Provincial NFPA 1001 certification exams are scheduled for July 6.

Health and Safety Coordinator Report

The Health & Safety Office focused on workplace safety, inspections, staff orientation, and insurance coordination. Cross-departmental collaboration supported risk management, emergency preparedness, and ongoing training.

Workplace Safety & Inspections:

- Investigated **1 near miss** and **10 incident reports**.
- Conducted monthly inspections of **fire extinguishers, first aid kits, 2 buildings, 6 worksites, and 20 vehicles/equipment**.
- Delivered **9 new/returning employee safety orientations** and corresponding hazard assessments.
- Implemented fire drills at both the **Main Office** and **Public Works Shop**.
- Updated and distributed the Health & Safety Committee Action Log.
- Created evacuation maps and internal COR audit action plan (May–October 2025).
- Ongoing: PPE inventory system, hazard assessment reviews, and training tracker updates.

Disaster Services:

- Continued review of the **Community Emergency Management Plan** in collaboration with AEMA.
- Completing Alberta Emergency Alert practice alerts to gain live portal access (target: September 2025).

RiskPro Insurance Coordination:

- Submitted a claim for the **theft of County-owned fleet** (truck, skid steer, trailer).
- Ongoing communication with RMA regarding equipment repairs and coverage.

Public Works Safety Support:

- Coordinated re-use of fire department radios and procurement of additional units.

- Oversaw emergency signage installation at the shop.
- Facilitated training schedule creation and account support for Public Works staff.
- Assisted with sling recertification coordination and conducted safety inspections and drills.

Administrative & Policy Duties:

- Attended regular toolbox, health & safety committee, and manager meetings.
- Sent **weekly safety reminders** and maintained visitor orientation materials.
- Continued digitizing safety records and incident reports.
- Oversaw driver’s abstract submissions and coordinated sign-off of the updated **Workplace Violence & Harassment Prevention Plan**.
- Filed a **WCB claim** and supported the injured worker through the process.

Training & Development:

- Completed:
 - **Ground Disturbance 201** (May 13)
 - **OH&S Legislation Overview** (May 12)
 - **Privacy Legislation Training** (May 13)
- Ongoing training tracking and AMHSA course coordination for **Confined Space Entry & Monitoring** (16 staff assigned).

Enforcement Services Report

Bylaw Enforcement:

- **11 bylaw files** were carried over from April, and **6 new files** were created in May.
- **6 files closed, 11 remain ongoing.**
- Common concerns included the RV Bylaw (enforcement suspended), dog control, and unsightly premises.
- Animal control remains a challenge due to **limited shelter capacity** in Northeast Alberta.

Bylaw File Summary:

Bylaw	Carried Over	Created	Closed	Ongoing
RV Bylaw #1432-23	7	–	2	5
Dog Control Bylaw #1344-19	–	4	3	1
Unsightly Premises Bylaw #1169-08 4	–	1	–	5
OHV Bylaw #1454-24	–	1	1	–
Total	11	6	6	11

Traffic Safety Enforcement:

- **16 total traffic violations:**
 - 11 offence notices, 2 warnings, 3 court summons issued.

- Two extreme speeders (166 km/h and 155 km/h) received **mandatory court summons**.
- Additional offences under the **Vehicle Equipment Regulation**, including illegal tint and failure to produce insurance.

Construction Zone Enforcement:

- Multiple infractions during patrols on Hwy 28 construction zone.
- Two drivers cited for **over 110 km/h in a 50 km/h zone**, both issued court summons.
- Most violations ranged from 70–94 km/h in the reduced zone.

Summary of Offences (All Areas):

Area	Warnings		Offence Notices	Court Summons	Vehicles Towed
Regular Traffic	2	11		3	0
Vehicle Equipment/Other	1	2		0	0
Construction Zone	1	7		2	0

Community Engagement & Presence:

- Attended **Bellis Board of Trade** and **All-Star Archery Spaghetti Supper** fundraiser (May 5).
- Completed **24 patrols** in campgrounds and resort communities (5 hours, 40 minutes total proactive patrol time)

Other Investigations:

- **Recovered a stolen RV trailer** during patrol at Hanmore Lake.
- Initiated investigations into **illegal dumping** and **Animal Protection Act** violations.
- Referred 1 case to another agency (gravel theft).

Other Files Summary:

File Type	Created	Closed	Ongoing
Environmental Protection Act	1	–	1
Animal Protection Act	1	–	1
Trespass to Premises Act	1	1	–
Criminal Code – Referred	1	1	–
Information Files	5	4	1
Suspicious Vehicle/Person Reports	1	1	–
Assist Other Agencies	1	1	–

7.1.1 Chief Administrative Officer (CAO) Report
Resolution No: 608-25
Moved By: Jered Serben

That Smoky Lake County Council acknowledges receipt of the updated Chief Administrative Officer (CAO) report dated May 2025, detailing progress across various Smoky Lake County departments. Furthermore, Council recommends that future reports include a more comprehensive breakdown of departmental activities.

7.2 Action Item Report - June 20**Resolution No:** 609-25**Moved By:** Dan Gawalko

That Smoky Lake County Council accepts the Action Item Report dated June 20, 2025, as presented, with amendments to accurately reflect the current status and progress of the various listed action items.

CARRIED.

5 Public Question and Answer Period**Moved By:** Jered Serben

PUBLIC QUESTION AND ANSWER PERIOD - announced between 11:30 a.m. to 11:31 a.m.

None.

8 Council Committee Reports**8.1 Division 1 - Dan Gawalko (Handout)**

Dan Gawalko Councillor Report June 25/25

- May 22 attended the Vilna/Bellis Citizens on Patrol meeting, Constable Patullo gave the RCMP report property crime up on the east end of the county ,bait projects and cameras are placed in hot spots, new member is in training ,discussions on buying more swag for different events they attend, and discussed a fund raising opportunity with the car show at the Pumkin Fair, the ACOPA AGM will be in Redwater this year on September 12-14, and COPs will be hosting a family fun day along with the Vilna show and shine on Sunday August 17 with a free BBQ and caricaturist, next meeting July 10 in Vilna.
- June 9 attended the Bellis 4H beef club show & sale in Waskatenau along with councillor Lorne Halisky, the members did a great job again this year with their beef projects & the younger ones with chicken projects, Georgia Hartly took the Supreme champion Female in the cow/calf pair and also reserve Female for her heifer, Elise Feniak received Grand Champion Steer & Austin Cherniwchan had Reserve Champion Steer all very good looking animals and all 3 of these members received trophy buckles sponsored by Smoky Lake county, the day concluded with the sale of 17 steers & 8 chickens with the chickens going for 160-170 dollars per bird.June 13 attended the Farmer Appreciation BBQ and trade show, good job Kierstin and staff for the work you did putting this on.
- June 16 attended the Highway 28/63 meeting.
- June 17 attended the ASB meeting with councillor Jared Serben, Alyssa Krawchuk gave update on what LARA is doing in the county field trials have been planted and the weather station is up in the county, approved the ASB business plan, went through the 2025 resolutions responses and graded them, Kierstin gave an update on the mowing and farming in the municipal right of ways. Also presented was the 2025 wildlife compensation program, we had a discussion on Smoky creek, the board also did a survey of what they would like to see as extension program in the county,
- June 17 did a tour of the new Legacy gravel pit, the White Earth Pit and the Sowka pit.
- June 18 attended the Fed Gas meeting & FIRE AGM in Edmonton.
- June 19 attended the Evergreen Regional Waste Commission meeting along with councillor Lorne Halisky, had an update on the EPR program & circular materials there is an upcoming zoom meeting on June 26 @ 11 am on circular materials, they have signed a new 3 year contract with seven Lakes Oilfield,

Paul gave the site report, Ashley gave the financials, the Alberta CARE Conference will be in Westlock September 9-12, we had a presentation by Sonnevera International Corp. on the regional services delivery on our waste management study for the grant Molly & Christina talked about what they would be doing, what Evergreen or the municipalities would like to see, they will be doing some interviews the study should be completed by March 2026, next meeting August 21 at the Lafond Landfill.

- June 23 attended the LARA directors meeting; we picked a final redesigned logo. Alyssa gave a capital funding update along with the finances, we went over the job description and the wellness policy, Alyssa gave the Executive director report 4 new summer staff 3 are returning from last year sent the business plan to RDAR and did the final report for them, will be advertising for a part time book keeper as Charlene has retired, it's the final year for base funding and she is working on a board member manual and more field scale trials, in the research program they are busy seeding and spraying trials, a grain & silage trial in collaboration with Lake Land College, Lance is assisting producers with the Ofcaf grants as the RALP grants are over, Jay gave the LFA update 390 heifers and 13 bulls in the pasture, upcoming events
- July 9th Riperian field day Smoky Lake County 9:00 am – 4:00 pm
- July 24th Ag in the field tour & Trade show Smoky Lake 1:30 – 9:00 pm
- July 29th Who Dated drug delivery workshop Vilna Cultural Center
- July 31 Ft. Kent field day
- August 7th St. Paul field day
- September 10-11 Grazing school for women Ardmore
- Next meeting July 21 9:00 am Ashmont

8.2 Division 2 - Councillor Linda Fenerty (Handout)

Councillor's Report

May 23 – June 26, 2025

Councillor Linda Fenerty, Division 2

Muni-Corr – St. Paul County Chambers – June 9, 2025 – 10:00 a.m. (via zoom)

- The Board approved purchase of SAGE program at \$708.00/yr, it can be used for different programs, i.e. Lakeland DMO, but they will have to pay for its use. A wage compensation contract was drawn up between Alberta Lakeland DMO and Northeast Muni-Corr for time spent by Marianne doing work for the DMO – no more than 365 hours annually at a cost to the DMO of \$14,018.40. The contract is from January 1 – December 31, 2025
- Riverland Recreation Trail Society - met with new M.D. Director of Community Services and City of Cold Lake General Manager Community Services to discuss the ACP grant/staging areas and discussed Travel Lakeland, Muni-Corr and RRTS. MJ answered a number of inquiries concerning ATV and fire bans as well and posted new information on social media. She fielded several questions from companies interested in submitting proposals for the nine staging area projects. We are extending the submission deadline to June 30th to allow them a chance to either make a site visit or gather intel in another way. Marvin and Marianne attended the Alberta TrailNet AGM in Rocky Mountain House and had a chance to check out the Taunton Trestle on the Rocky to Nordegg Rail Trail. The trestle is covered with concrete slabs, and the width is extended to accommodate picnic tables, multi users and ATV parking. The trail is owned by the Province with Parks managing the development and maintenance.
- White Earth Creek Trestle – fence has fallen over; it was temporarily repaired and will be monitored.

- Danny Smyl is preparing a new estimate for trestle repairs. Another timber order will be required, hopefully for ALL trestles that need repairs.
- Muni-Corr has implemented the use of an Actions Item list, and we will be updating it every month.
- All ATCO ROW agreements have been amalgamated into one file which should make tracking much easier – should have been done long ago.
- Financials & accounts payables gone through – no issues to report.

Community Futures – AGM and Regular Board Meeting – CFSPSL Office – June 11, 2025 – 5:00 p.m.

- Clayton Seely presented the audit to the Board – no issues to report, the new accounting program (Xero) is working well.
- Loan portfolio/delinquency report went through – nothing significant.
- Power UP North — planning continues.
- Open Farm Days — contacts re: filling in other activities on map CFNA — spring training complete, bd and governance committee meetings attended
Lemonade Day — training done, tasting June 9th, Day June 14th.
- CFF — Meeting with 4 school boards — re: education in schools/resources New Program — Exit Navigator — resources for selling/buying a business were presented to St. Paul Youth Council (community involvement)
- Federal Minister's Visit – Penny is working on protocols to have the new Minister visit CF offices.
- Motion passed to donate \$250.00 to Saddle Lake PowWow – June 21, 2025

M.C.C. – Annual Mtg. (Shareholders) & Annual Mtg. (Board of Directors) – Town of Smoky Lake Chambers – 1:00 p.m.

- **Shareholders Meeting-** Melody Morton presented a statement on the condition of the MCC. Dissolution process is going smoothly. There will be a few additional cheques written before process is complete, i.e. Redwater Review (notice of meeting), cheques to County and Town (\$490,000.00), Board of Directors and Secretary fees. The remaining amount will stay in a MUSH account as the rate is very good. A resolution was made and passed for a Material change for the MCC to be for viable economic opportunities and suspend the Tourism Development for the Smoky Lake Tourism Company. A second resolution was presented and passed to make full payment of the initial investment of \$490,000.00 each to Smoky Lake County and the Town of Smoky Lake. Yearly audit accepted.
- **Board of Directors Meeting-** Election of Officers – same as previous. Appointment of Officers – same as previous. No changes to appointment of accountants and signing authority. Motions made to pay Directors for meetings attended (3 meetings - \$525.00) and Secretary (\$800.00) Motions made and passed to repay balance of loan investments to both municipalities.

Other Meetings

- June 12, 2025 – Regular Council Meeting – via zoom – 9:00 a.m. (present from 9:00-11:00 – then from 2:10 on)
- June 25, 2025 – Regular Council Meeting – Council Chambers – 9:00 a.m. – part Zoom/part present in Chambers

8.3 Division 3 - Deputy Reeve, D. Cere (Handout)

Division 3 Councillor Report

May 23, 2025 – June 24, 2025

May 23 Smoky Lake Foundation, Zoom

May 25-28 AFCA Conference, Calgary

- Session on Wildfire Defense Systems, Canada: will be operational in Canada this year, national coordination center is in Leduc, they service 22 states as well as Alberta and British Columbia
- New to Canada and so are learning the proper procedures to navigate
- They have a professional Service team as well as a Wildfire Response team (which include but is not limited to: engineers, scientists, tech programmers, database specialists, GIS project managers, fire behavior analysts, structure protection specialists... to name a few).
- WDS will not go in until Incident Command has been set up; generally are there to help in any way they can
- Fire Operations Session by J. Reimer discussed the high stakes decisions faced by fire fighters and how to improve decision making under challenging circumstances. Some of the strategies include trusting the experts, using integrated information but also included the Behavioral Science aspect. Knowing how humans behave under uncertainty can help with making better decisions. Also mentioned a discussion paper which addresses this concept: Behavioral Science in Fire Operations.
- 3rd session on Sunday morning was what I found to be the most valuable for the day: Issues in Rural Alberta. Some of those issues include: cost of equipment, what equipment do we really need in rural Alberta and how does that look with regards to the Levels of Service that are being provided, First Nations equipment needs and lack of government support for those needs (skid steers, water trucks, bush buggies as opposed to fire engines). As well, numerous rural areas are having to deal with solar panel/wind farm concerns when fires are involved; are there any SOPs in place for dealing with these concerns? Sounds like Ontario is pumping out large numbers of fire students/grads if you are looking for firefighters. High Level has a work experience program of sorts: contact Rodney Schmidt. Finally, a list of grants will be made available on the AFC website; remember to check the list regularly.
- Monday was low key as the afternoon was specifically for the tradeshow. Fire trucks are expensive! Breakfast keynote was basically an update; Krista Reinhardt and Phil Rowe were present as was the newly appointed Municipal Affairs Minister Dan Williams who spoke about how the mental health aspect is of great importance for firefighters, and that the Minister does have an open door policy and wants to advocate for the firefighters and will be fair, honest and transparent with his dealings with this industry.
- Tuesday's morning session included an update and a bit of an explanation of the numerous programs and initiatives in place in Alberta including: Alberta Emergency Management Services, Provincial Emergency Coordination Center, AEMA Program Development and Initiatives, Hazard Management as well as Bill 49 and changes/amendments made to it. Also discussed the Specialized Operations and Communication Branch and that the province is moving to a regional WUI Officer model (the guidelines are posted online).
- Another session held on Tuesday was entitled Building a Trust-Centric Fire Service One Year Later by Dara Terry and Kelly Lehr. An interesting statement that began the session was: What you accept in your presence becomes your standard. Discussed the ADKAR concept. Strathcona offers training to their staff and they are noticing a change; having the conversations and the

discussions are paying off. They also do regular surveys (every 3 years) and are finding that it is providing them with some qualitative data. They have also trained staff to CRSP (Canadian Registered Safety Personnel) level. Another session attended was the FIRESMART session which was entitled Fire Smart Works Best when People Work Together. This program needs collaboration and coordination as well as interagency cooperation. We can reduce wildfire risk with vegetation management, legislation at the local level, and development of a strong Fire Smart program at the local level. Grants are always available and municipalities are strongly encouraged to continue applying for them. There was a follow-up session which was entitled Driving Success in Municipal Fire Smart Programs and Strategies for Engagement, Funding and Sustainability which was put on by Parkland. The message there was to try and find your focused Fire Smart Initiatives, to encourage and educate the youth at youth camps, and to work closely with the community to help communicate the importance of being fire smart: lawn signs, billboards, Facebook, web sites and ask the big question: Wildfire is coming. Are YOU ready? Some grants are available, check out FRIAA, Intact and Wawanesa.

- Guest speaker on Wednesday morning was entitled Lead Anyway by Darrell Reid. Very motivational, very interesting and heartwarming. Celebrate what is going well! Next Gen 911 is slowly making progress but still has a ways to go before it is all across Canada. The conference finished with the Bearpit session. Some of the interesting points mentioned include the following: get regular check ups, including from the neck up; acknowledge the stress that social media poses and again, ensure that the mental health supports are in place and make them readily and easily available; governments and fire services need to work collectively; need to ensure that fire services are funded adequately so continued lobbying at the provincial level is important; need to spend time working on prevention to avoid having to react to situations and lastly over 2 million calls – 53% medical and fire calls were under 5%.

May 26 Joint Health and Safety Committee, Zoom
 June 12 Regular County Council Mtg.
 June 13 Farmers' and Ranchers' Appreciation BBQ
 June 17 Tour of Legacy Pit followed with training session for new QCore program
 June 18 ICC Smoky Lake Regional Fire

- Made forward progress on the following: Fixed Fees for Service, Fire Department Insurance, Organizational Structure as well as the Smoky Lake Region Fire Rescue Services By-Law. Delegation from the Vilna Fire Department Hall presented their information which was very informative. The next meeting date is scheduled for July 29, 2025 at 9 am.

June 20 Smoky Lake Foundation
 June 23 MCC Annual Shareholders Meeting

Other Meetings/Functions:

June 14 Warspite Hall Association pierogi/borscht/rhubarb pudding sale (9-4)

June 17 FCSS Smoky Lake Town Zoom

Respectfully submitted,
 Dominique Céré
 dcere@smokylakecounty.ab.ca
 780-656-0494

8.4 Division 4 - Lorne Halisky (Handout)

May 26, 2025 – Ukrainian Twinning Committee Smoky Lake Region and Kosiv District Ukraine Meetings (Lorne virtually and Linda in-person)

- Kosiv Mayor reported that it has been four years of war and that everything they do is connected to the war due to social issues and municipal government monies focused on the war not the region's residents presently. Seventy community members have died and ten persons missing due to war.
- Kosiv is looking forward to continuing the work with our region and is excited to sign the extended/new three-year agreement.
- Delegation Vitaliy Milentyev, President of the Alberta Ukrainian Chamber of Commerce didn't make the meeting due to being in Ukraine at the time and will be invited to a future meeting.
- The Ukrainian Twinning Committee Bylaw was reviewed with changes of two member Councils Smoky Lake County and Town of Smoky Lake, funding opportunities versus only grant funding opportunities and 50-50% funding formula.
- \$3,369.19 financial balance and that a budget for year 2025 is not required.

May 28, 2025 – LICA Board of Directors Meeting (in-person)

- LICA Vision, Mission and Values & Territorial Acknowledgement was delivered.
- Meeting Expectations and attendance file was reviewed/discussed.
- Executive Director, Manager of Environmental Monitoring Programs, Environmental Coordinator, Education and Outreach Coordinator, and Community Outreach Coordinator gave updates on current projects etc.
- Financial Report was in good standing including discussing 2026-2027 Consolidated Budget proposal.
- Annual General Meeting will be October 8, 2025 in-person in Bonnyville.
- Lengthy discussion was held on the LICA Office Lease Renewal due in December 2026, it was decided to look for other location options and bring it back to the next meeting.
- Upcoming LICA Meetings as follows: Education & Outreach Committee Meeting – May 27/25, LICA Watershed Committee Meeting – June 3/25, Acid Deposition Monitoring Program Expansion Committee Meeting – June 11/25 and Board Meeting – June 25/25.
- Updates were given on Healthy Waters Lac La Biche project, Youth Calendar Contest, Field Days on Winter Watershed, Riparian Areas Survey, Stream of Dreams Program and Writing Contest on Electrical Energy are all taking place in 2025.
- Reviewed Conflict of Interest Policy, Office Hours of Operations Policy, Voting and Elections at General Meetings Policy, Ensuring LICA Sustainability Policy, LICA Membership(s) & Partnership(s) Policy and tabled Membership Policy to a future meeting.

June 7, 2025 – MLCA Mons Lake Community Association Meeting (in-person)

- Discussed numerous items such as use of OHV including a gas-powered golf cart during a Fire Ban, number of RVs per lot By-Law 1432-23 update, use of campground boat launch for residents, shoreline erosion on the South and East sides, speeding vehicles and OHVs through resorts and area, possible recycling at the waste bin sites, playground safety with shoreline erosion occurring and park improvements.

- County Parks and Rec was thanked for South boat launch extension, signage in the park areas and any improvements such as maintenance as this attracts economic growth, tourism etc.
- Railroad ties are becoming dislodged at the East Playground causing a risk/hazard etc. and needs to be addressed.

June 9, 2025 – Bellis 4H Event in Waskatenau (in-person)

- Attended event and there is sure a bright future for this club seeing all the youth participating etc. Great participation and animals etc.

June 13, 2025 – Farmers and Ranchers Appreciation BBQ (in-person)

- Attended event and noticed a slightly less participation which could have been due to the rainy weather. Good information booths.

June 16, 2025 – Highway 28/63 Regional Water Services Commission Regular Meeting (Dan and Lorne in-person)

- Commission Manager discussed Whitefish Lake #128 Council including Legal representing each party, Water for Life Grant SCADA System work is in progress, Warspite Generator Project awarded with AE looking over contract and presented By-Law update but needs further work.
- Operations Manager discussed that more communication would take place on high water demand periods.
- Financial Reserves Policy was presented including a Restricted Reserve for Line Replacement and was adopted.
- Discussed investing reserves and motioned to make GIC placements.
- Financial Manager presented the financial report with all in good standing with a question on getting confirmation from the Grant Provider on the use of grant funds for the WFL work which will hopefully be brought to the next meeting.
- Business Plan will be worked on and is expected to be completed in 2025.

June 18, 2025 –Fed Gas Insurance Reciprocal Exchange Meeting in Edmonton (Dan and Lorne in-person)

- Discussed insurance claims, fees, and service such as predicted versus event.
- Gas Alberta stated that pricing/supply performance was good lower than competitors.
- Co-operators Membership Benefits Program has a 5% discount for farm insurance and now \$75,000 coverage for rural fire department claims.
- Zone 3&4 Fall Meeting is set for October 27/25 which is subject to change due to election year etc.
- Federation is looking at more marketing initiatives such as Oil Kings & Oilers, Radio and Social Media.
- Attended the Financial Governance & Oversight Session which discussed board requirements on reporting, managing which basically means nose in fingers out approach.
- Attended the Directors & Officers Liability Insurance 101 Session which went over the benefits of having this type of insurance for board members covering them for any unfortunate situations, liabilities etc.

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

Thank you,
Lorne

8.5 Division 5 - Reeve , J Serben

May 22, 2025 – Regular Council Meeting and Public Hearing (All Council)

- Approved Communications Officer, Evonne Zukiwski, to take the Alberta Emergency Alert (AEA) Course with the Government of Alberta to become authorized to issue emergency alerts as the Communications Officer, with Jasmine Schaub, Health and Safety Coordinator being the alternate.
- Implemented the letter of support about enforcement of the Gas Distribution Act and ongoing compliance concerns letter template, and submitted the letter to the Honourable Nathan Neudorf, Minister of Affordability and Utilities, as provided by email from Tom Kee,
- Executive Director, Federation of Alberta Gas Co-op's Ltd.
- Approved the donation of three to four tandem loads of ¾" road crush the Smoky Lake Town and Country Golf Club to be donated and delivered to the golf course for the RV parking and Cart Shack storage area
- Approved funding in the amount of \$500.00 plus promotional items at a value of \$100, to be granted to the Quiet Nook event On Saturday, June 14th, 2025.
- Hosted the Public Hearing for Notice of Proposed Material Change to Smoky Lake Development Corp. 10 members from public online, and 6 Smoky Lake County staff in attendance. No written submissions nor public participation was brought forward to this Public Hearing.
- Requested information on a restricted reserve for a County Community Fund, to help non-profit organizations to help assist projects to be completed to attract new residents and tourism within the County.
- Reviewed the following Letters produced by NAAGO Chairperson, Amy Cherniwchan; Follow-up letter to Minister Dreeshen, Letter to the Department of National Defence (Canada), Letter to surrounding Oil Companies, Letter to Local Councils and requested that a letter be sent to Minister Ellis highlighting the emergency response issues to be included.

May 23rd, 2025 – Smoky Lake Foundation Meeting (Jered & Dominique)

- Received update from the CAO on Annual Resident Experience Survey will launch on June 10, 2025 and concluded on July 15, 2025. A summary report of survey results and responses will be presented at the September 2025 board meeting and will inform strategic planning goals and objectives.
- Review Workplace Health and Safety Mission Statement (policy) was introduced and unveiled.
- Received updates from V Anderson on an overview of the recent resident recreation and leisure interest survey and summarized the planned recreation bus outings planned for June to August 2025.
- Reviewed a summary of the sales and donations of the old dining room tables and chairs. The Vilna Lodge dining room chairs were kept as they are a durable metal chair that can be used for special event seating.
- reviewed financial statements for supportive living and the subsidized apartments and community housing programs
- CEO R. Cormie reported that the cost for the three workshops is approximately \$7,500 and was not budgeted and included in the 2025 Operating Budget. However, the cost for the workshops will be covered through savings with the suspension of the carbon levy that took effect April 1, 2025.
- CEO R. Cormie reported that the sale of the skid steer has been finalized and sold for \$39,000 less the \$3,900 commission/consignment fee to Martin Deerline. The skid steer had approximately \$12,000 in deferred/required replacement. Proceeds from the sale of the skid steer will be used to purchase a smaller skid steer or tractor that his better suited for parking lot snow clearing.

May 26-28th, 2025 Alberta Fire Chiefs Association Conference in Calgary
(Jered and Dominique)

- Addressing complacency within implemented systems. Using tools outside of its purpose (named “drift”)
- Processes, consistency and accountability (create policies, apply policies and systems consistently, hold yourself accountable to the systems and consistency of applying policies)
- Reckless behavior needs to be addressed immediately and corrected (example: speeding over 120kph to a call and overusing brakes, heating brakes)
- 5 threshold questions after the fact: what happened, what normally happens, what did the procedure require, why did it happen, how was the organization managing the risk
- Duty to avoid causing unjustifiable risk or harm (taking pictures of the test questions and answers). This causes harm due to cheating and not properly trained
- Duty to follow procedures (rules)
- Duty to produce outcomes (the mission)
- Culture change requires a change management process: (prosci’s software). Desire to change (giving them a reason for change. Efficiency and safety), promote the change, reinforce positivity for the change, systems, behaviors, process and policies. The lead of each department needs to buy in. Needs to promote the change, reinforce and hold accountable. Keep the union informed on your changes and justification
- Structure
- Changing culture takes an extended period of time however, consistency and accountability need continuation of application
- Step 1: onboarding new employees, clearly set out the expectations, job descriptions and expectations on the daily, weekly, etc.
- Step 2: Leads require training for the changes and how to implement them, consistently apply and hold employees accountable. Train leads how to investigate within their department and how to report to the organization
- Step 3: managers require training on how to implement and apply changes, overview the lead, enforce support to leads to keep consistent with applying policies and safety
- Step 4: create trust within the organization, quality over quantity
- Step 5: professional development semi annually
- Common misunderstandings: just culture means no one gets disciplined? No, however, a grace period of once, one mistake on the change and then accountability begins with reinforcing policies and procedures: only a disciplinary discussion? No, change is difficult but is positive to help keep people safer and more professional within their role; only a tool for chiefs to use? No, all need to be accountable. Leads, managers, employees
- What can you expect in the future? Improved production, accountability, promotion within the organization, happier organization. I need to keep positive pressure and consistency. Leaders need support to address coworkers because they are usually friends. CAO or Chief needs to support their leads and managers
- Attended the Alberta Fire Chiefs Association Banquet

May 30th, 2025- Holy Family Catholic School 2025 Graduation Class speech (Jered)

Dear Graduating Class of 2025,

I bring greetings to you on behalf of Smoky Lake County Council.

It is both an honor and a privilege for me to be here this evening. I hope you can take away a few things from what I am about to tell you on this occasion. Today, we gather to celebrate not an end of a chapter in your lives, but the beginning of a new journey filled with endless possibilities and opportunities. Graduation is a profound milestone, one that signifies years of hard work, and personal growth. Each of you has faced unique challenges along the way—some of you have tackled academic hurdles, while others have navigated personal struggles or societal expectations. Yet, through it all, you have persevered, demonstrating remarkable determination. These qualities will serve you well as you step into the world beyond high school. I don't know what your individual plans are, whether it be furthering your education, entering the workforce through an apprenticeship, perhaps agriculture, forestry or maybe you want to be an entrepreneur creating a viable business that has started from a burning idea. Remember that you are the leaders of tomorrow. Your ideas, creativity, your passion and attitude, all crucial in shaping our community and the world stage. Embrace the responsibility that comes with this potential and strive to make a positive impact. Don't forget to live in the moment. Not everyone will like you. In the coming years, your plan may come to fruition quickly. Others will take the long road home. Each of these paths offers challenges that will equally blind side you on a Tuesday afternoon. Never give up. You will nail a win. Look for the base hits. Keep your eye on the prize. All of you will find success and measure it differently. I urge you to remain curious and open-minded but to also be critical thinkers and problem solvers. The world is evolving rapidly, and the ability to adapt and innovate will be key to your success. Seek knowledge and experiences beyond four walls. Engage in diverse perspectives and be sure to become part of your community. Don't wait for others to make decisions for you. Each interaction. Each experience. It may not happen immediately, but these will give you a better understanding of the world and help you grow as an individual. Don't be afraid to take risks. Those who fail also learn to succeed. Great achievements often come from stepping outside of your comfort zone. Be intentional but protect your friendships. This is important later in life. Pursue your dreams driven by passion but also be patient. Success will come. A teacher of mine told me that if you are doing what you want to be doing because you love what you are doing and applying your full effort, there will be no other choice other than success. As you celebrate your achievement, know that our community is proud of you and stands with you. We believe in your potential and look forward to witnessing the incredible contributions you will make in the future. I might be just as excited as you are. Remember that you are not alone on this journey; you have a network of friends, family, educators, and entire communities who care deeply about your success and are ready to support you along the way. In closing, I encourage each of you to leave this ceremony with a sense of pride and optimism. Step into the future, carry with you the lessons learned, the friendships forged, and the dreams that inspire you. The world is waiting for you. Go with confidence, kindness, ambition, and a commitment to making a difference. Congratulations, Class of 2025! Your journey is just beginning, and I cannot wait to see the amazing things you will accomplish. Make your mark on the world and know that our community is cheering you on every step of the way.

Every moment counts!

Thank you.

May 31st Attended Newbrooke 4-H Show (Jered)

June 2nd Smoky Lake Agricultural Society Meeting (Jered)

- Improvements to change out poly B piping
- Updates on HVAC system should be completed by July
- Discussion of hosting upcoming events
- Implementation of the new "Your business Name" a plan to sell naming rights on the faculty

building.



Deadline to Submit Offers:
July 15, 2025

Your Business Name

Our Community's Home

Your Business Name Here

Call for Offers – Building Naming Rights Opportunity

What You'll Receive

- Your business name displayed on the exterior of the building, visible to all visitors year-round.
- Inclusion on all materials referencing the Smoky Lake Agricultural Society facility, including:
 - Event posters, programs, and digital promotions
 - Google Maps and online location listings
 - Social media posts and community announcements
 - Our website: www.smokylakeagsociety.com
- Association with key community events and user groups, including:
 - The Smoky Lake Great White North Pumpkin Fair
 - Hockey, dance, public skating, weddings, farmers' markets, and more
- A public demonstration of your business's support for local community life and a high-value advertising opportunity with thousands of impressions annually.
- Annual sponsorship perks include one complimentary hall rental and two hours of included ice time per year.
- For full details visit: www.smokylakeagsociety.com/buildingnamingrightsopportunity

Full Details: 

Please submit your offer or direct any questions to: AgSociety.SmokyLake@gmail.com

June 2nd, Town of Smoky Lake Regular Council Meeting Delegation (Chairmen for the Smoky Lake Foundation (Jered))

- CEO R. Cormie presented an affordable housing plan to the town about achieving success collaborating with neighboring municipalities and the Government of Alberta. This plan also has the possibility to collaborate with MCC in the future.

June 10th, Health Care Attraction and Retention Committee Meeting (Jered)

- May 26th, Alberta Rural Health week- delivery of desserts by the chair to Smoky Lake; Bar-V Nook, George McDougall Hospital, Vilna Lodge, Our Lady's Health Centre in Vilna
- Pay a maximum of \$4,000 for Smoky Lake Golf Memberships
- Invested funds
- Strategic planning final report presented by Anita Fagman (RhPaP)

June 12th Regular Council Meeting (All Council)

- Scheduled a Regional Emergency Management Agency (REMA) meeting on September 10, 2025, to be immediately followed by a Hazard, Risk, and Vulnerability Assessment (HRVA) session facilitated by the Alberta Emergency Management Agency (AEMA).
- Approved the proposed material change to services suspending the current services of tourism development as for the public notice advertised on May 1st to May 14th, 2025 via Smoky Lake County Webpage, Smoky Lake County Facebook page, and X (also known as twitter) furthermore request repayment of funds invested by Smoky Lake County in the amount of \$500,000.
- Delegation presentation from Kevin Bernhardt Business Development Manager from MCSNet that provided the following key points of information:
- Updates on new wireless internet technologies
- Address connectivity issues in blackout areas within the Smoky Lake County Region
- Directed administration to host a Smoky Lake County Open House event in the Spring of 2026 located at the public works shop.
- Approved Policy HR-07-01 titled "Employee Participation in Municipal Election Campaigns" as presented, to ensure compliance with the Municipal Government Act and the Local Authorities Election Act, and to safeguard administrative neutrality and the integrity of municipal operations.
- Delegation presentation from Fran Byers, Campground Attendant, for the purpose of discussion of support in but not limited to, designating the Mons Lake

Campground waterfront as a safe swim and family recreation area for registered campers only.

- Sponsored the 19th Annual Federation Charity Golf Classic in the form of a donation, prize, or hole sponsorship, at Councils discretion. in the amount of \$500.00
- Amend the 2025 Natural Gas capital budget by changing the vehicle replacement of Unit 208 from year 2026 to year 2025 with a budget of \$28,000; and the vehicle replacement of Unit 232 from year 2025 to 2026 with a budget of \$40,000.
- Approved the purchase of the 2011 Dodge 5500 ex-odorant truck (Unit 214) from Alberta Odorant Services for the price of \$19,000 plus GST, for the replacement of Unit 208 2008 Chev 5500, and sell Unit 208 at auction or transfer to another department.
- Acknowledge receipt of the 2025 submissions to the Agricultural Services Poster Contest, and prizes be awarded as per Policy No. 62-06-02. "Agricultural Services Poster Contest".
- Declared as surplus, one Cat 14M road grader unit number 508 and approve it to be taken to Ritchie Brothers public auction in Nisku, Alberta on the 23rd to 25th of June, 2025.

June 12th Committee of The Whole Meeting (CAO Evaluation) (Lorne Absent)

- Review of the 2023-2025 Strategic Plan
- CAO Evaluation

June 13th, Farmers and Ranchers Appreciation BBQ Day Event at Smoky Lake Complex (Jered, Lorne/Danny Present)

- Attended the Farmers and Ranchers BBQ Day event at the Smoky Lake Agricultural Complex which had the following vendors:
 - Lakeland Agricultural Research Association
 - Saskatchewan Watershed Alliance
 - Land Stewardship Centre
 - SWAT Maps
 - YAK of all trades-Milwaukee Tool Set
- Thank you to Kortech Calcium Services for volunteering to cook and serve burgers

June 14th, Metis Fest 2025 at Metis Crossing (Jered)

- Attended the Metis Fest offered greetings on behalf of Council and Residents and delivered the following speech:

Good morning and thank you for inviting me here today. This is an honor. Although the sun isn't brightly shining today, I think we can all feel it in our hearts that the rain has relieved much anxiety and brings a certain kind of peace within. I have been here, to Metis Crossing, more than a number of times. Always wonderful being part of a celebration. To learn about history, culture, and how Metis people contribute not only from yesterday, but to the present day. The very recent Emerald award winning Salay Prayzaan that is directly north of where we are right now, is a prime example. This morning, I bring greetings on behalf of our County Council and residents. We want to express our gratitude to the organizers, volunteers, and everyone who has worked tirelessly to make this festival possible. The music, dance, art, food, clothing and storytelling clearly proves your dedication to preserving and promoting your cultural heritage and this is highly commendable. Thank you again for generously inviting me here today, and I hope that you enjoy the rest of your day.

Thank you.

June 17th Legacy Gravel Pit Tour (Division Two Councillor Absent)

- Toured White Mud and the newly acquired Legacy Pit
- Gathered information in respect to a land cattle issue

June 18th Smoky Lake Intermunicipal Collaboration Committee for Regional Fire (Jered & Dominique)

- Acknowledged receipt of the lease agreement for the Smoky Lake fire halls between the Town of Smoky Lake and Smoky Lake County, Village of Vilna and Village of Waskatenau and incorporate the agreement into the Regional Bylaw.
- Recommended that the municipalities establish a new Fire Protective Services Rate Fee Bylaw to indicate the fixed fees for fire rescue services to be \$400/hour per apparatus and submit passed bylaws to Smoky Lake County to be incorporated into the regional bylaw.
- Acknowledge receipt of the information on the insurance costs as option 2 will be incorporated into the Regional Bylaw for budget purposes as recommended by the Smoky Lake County Fire Chief
- Option 2: Smoky Lake County update the contents insurance with 2025 replacement cost through the Heavy Equipment policy with a \$5,000 deductible at an increase cost to Smoky Lake County premium of \$1,841.00
- Reviewed the Draft Smoky Lake Regional Fire and Recue Services Bylaw and made
- amendments to bring back to the next Regional ICC Meeting July 29th, 2025
- Presenting before That Smoky Lake Region (ICC) was Don Romonko Vilna Volunteer Firefighter and Ray Soch Vilna Fire Chief of Vilna Fire Department for the purpose of bringing awareness to the Vilna Fire Hall efforts for fundraising in their village to raise funds for the operations of Vilna Fire Hall, concerns of the access to the Fire Hall amenities, and requesting to have access to the use of a bay in the fire hall
- Preliminary discussion about hiring and cost sharing 2 full-time firefighters for region

8.5.1 Division 5 - Reeve, J Serben

Resolution No: 610-25

Moved By: Linda Fenerty

That Smoky Lake County Council acknowledge receipt of the Division 1-5 Councillors Report Dated, **May 14th to June 18th** and that the Reeve Report received for the period May 14, 2025, to June 18, 2025 be posted to the County's website and the Councillors reports on various committees, boards and commissions, be accepted with the following amendments:

- Attendance: Add Dominique (Cere) To the Alberta Care Meeting on June 10th, 2025
- Attendance: Add Dominique (Cere) to the Farmers and Ranchers Appreciation Day Event
- Spelling error in legacy pit

CARRIED.

8.6 Recess for Lunch

Resolution No: 611-25

Moved By: Jered Serben

That Smoky Lake County recessed the Regular Council meeting for lunch at 12:01 p.m.

CARRIED.

8.7 Resume Regular County Council Meeting

Moved By: Jered Serben

That Smoky Lake County resumes the Regular County Council Meeting at 12:51 p.m.

11 Correspondence

11.1 Heritage Day Parade Invitation from the Town of Smoky Lake

Resolution No: 612-25

Moved By: Lorne Halisky

That Smoky Lake County Council direct administration to prepare parade floats for the following local parades:

- Smoky Lake Town Stampede (August 2nd, 2025)
- Waskatenau Fair Days (August 9th, 2025)
- Vilna Boomtown Days, (August 16th, 2025)

CARRIED.

11.2 Police Funding Model

Resolution No: 613-25

Moved By: Jered Serben

That Smoky Lake County Council acknowledge receipt of the Police Funding Model Resource Allocations Report, from the Eastern Alberta District Dated June 25, 2025 and file as information.

CARRIED.

11.3 Vilna Veselka Dancing Club

Resolution No: 614-25

Moved By: Linda Fenerty

That Smoky Lake County Council acknowledge receipt of the Vilna Veselka Dance Club Thank You Card.

CARRIED.

11.4 Canada-Wide Science Fair Finalist Thank you Card

Resolution No: 615-25

Moved By: Lorne Halisky

That Smoky Lake County acknowledge receipt of the "Thank you Card" from Sarah Bykewich, Canada-Wide Science Fair Finalist, Team Edmonton and file for information.

CARRIED.

11.5 Alberta Care

Resolution No: 616-25

Moved By: Dan Gawalko

That Smoky Lake County Council authorize those members who are able to attend, to participate in the Alberta CARE Fall Conference scheduled for September 10–12, 2025, at the Westlock Inn and Conference Centre, Westlock, Alberta.

CARRIED.

11.6 Agriculture in The Field**Resolution No:** 617-25**Moved By:** Dan Gawalko

That Smoky Lake County Council authorizes those members who are able to attend, to participate in the Lakeland Agricultural Research Association (LARA) event, Ag in the Field Tour and Trade Show, scheduled for July 24, 2025, at the Smoky Lake Agriplex, as per the poster received from LARA.

CARRIED.

11.7 Lara "Who Darded?"**Resolution No:** 618-25**Moved By:** Dan Gawalko

That Smoky Lake County Council file for information the Lakeland Agricultural Research Association (LARA) event, "Who Darded?", scheduled for July 29, 2025, at the Vilna Cultural Centre, as per the poster received from LARA.

CARRIED.

9 Delegation(s)**9.1 Michael Botros and Landon Reppert @ 1:00PM****Resolution No:** 619-25**Moved By:** Dan Gawalko

That Smoky Lake County Council accept the verbal and visual presentation dated June 25, 2025, regarding the Highway Construction Planning Project for 2025–2027, from Michael Botros, Regional Director, North Central and Fort McMurray Regions, Government of Alberta, and Landon Reppert, Construction Manager, North Central Region, Transportation and Economic Corridors.

CARRIED.

9.2 RMA Member Visit @ 1:00PM**Resolution No:** 620-25**Moved By:** Linda Fenerty

That Smoky Lake County Council accept the verbal presentation dated June 25, 2025, from the following Rural Municipalities Association members: Duane Gladden, Chief Executive Officer; Kevin Wirsta, District 5 Director; John Burrows, Vice President; Kara Westerlund, President; and Joseph Kay, Policy Advisor.

CARRIED.

9.3 M.P. Shannon Stubbs/Chief of Staff Tina Warawa @1:00 p.m.**Resolution No:** 621-25**Moved By:** Dominique Cere

That Smoky Lake County Council accept the verbal presentation dated June 25, 2025, from Tina Warawa, Chief of Staff Representative.

CARRIED.

9.3.1 MLA Glenn Van Dijken @ 1:00 PM

Resolution No: 622-25

Moved By: Lorne Halisky

That Smoky Lake County Council directs administration to contact Glenn Van Dijken's office requesting to reschedule to come as a delegation to Council to the next Regular County Council Meeting, August 28, 2025.

CARRIED.

10 *Municipal Planning Commission*

Moved By: Jered Serben

Smoky Lake County recessed the Regular County Council Meeting to move into The Municipal Planning Commission meeting at 3:07 p.m.

10.1 *Smoky Lake County Council Resume the Regular County Council Meeting at 3:17 p.m.*

Moved By: Jered Serben

The Smoky Lake County Council Meeting was reconvened, at a call to order by Reeve Serben, time 3:17 p.m. in the physical presence of all Council Members, Chief Administrative Officer, Finance Manager, Executive Assistant, Legislative Services, and 5 virtual attendees including 7 other County staff members.

12 Information Release

NIL

13 Financial Reports

NIL

14 Next Meetings

Resolution No: 627-25

Moved By: Dan Gawalko

The Smoky Lake County Council reconfirmed meetings as follows:

- Committee of the Whole Meeting, August 20, 2025 at 1:00 p.m.
- Regular County Council Meeting, Thursday, August 28, 2025.
- Regular County Budget Meeting- September 4, 2025, at 9:00 a.m.
- Regular County Council Meeting, September 11th and 24th at 9:00 a.m.

CARRIED.

15 In Camera @ 3:18

Resolution No: 628-25

Moved By: Jered Serben

That Smoky Lake County Council go into Executive Session, under the authority of the FOIP Act, **Section 19:** in the physical presence of all Council Members with Linda Fenerty Virtually present, CAO, Finance Manager, Planning and Development Officer, Public Works Manager, Executive Services Clerk, and Recording Secretary time 3:18 p.m.

CARRIED.

16.1 Out of Camera

Resolution No: 629-25

Moved By: Lorne Halisky

That Smoky Lake County Council go out of Executive Session, time 3:58 p.m.

CARRIED.

16.1.1 In Camera Motion

Resolution No: 630-25

Moved By: Dan Gawalko

Smoky Lake County Council directs Administration to arrange a meeting with the Waskatenau Administration, present the proposed annexation costs, and report back to Council.

CARRIED.

17 In Camera (Executive Session)

Resolution No: 631-25

Moved By: Dominique Cere

That Smoky Lake County Council go into Executive Session, under the authority of the FOIP Act, **Section 16:** third party business interest the physical presence of all Council Members with Linda Fenerty Virtually present, CAO, Finance Manager, Planning and Development Officer, Public Works Manager, Executive Services Clerk, and Recording Secretary time 3:59 p.m.

CARRIED.

17.1 Out of Camera

Resolution No: 632-25

Moved By: Dan Gawalko

That Smoky Lake County Council go out of Executive Session, time 4:21 p.m.

CARRIED.

17.2 Purchase of Gravel Pit

Resolution No: 633-25

Moved By: Lorne Halisky

That Smoky Lake County Council directs Administration to contact the legal landowner to advise that Smoky Lake County declines to consider entering into a grazing lease agreement.

CARRIED.

18 Adjournment

Resolution No: 634-25

Moved By: Dan Gawalko

That the Smoky Lake County Council Meeting of June 25, 2025 be adjourned, time 4:28 p.m.

CARRIED.

REEVE,
Jered Serben

SEAL

CHIEF ADMINISTRATIVE OFFICER,
Kevin Lucas

DRAFT