



**Smoky Lake County
Meeting Minutes**

Regular Council Meeting September 11, 2025 - 09:00 AM
(<https://video.businessconnect.telus.com/join/19195>)

1 Called To Order

The meeting was Called to Order at 9:01 a/p.m. by the Reeve, Jered Serben, in the presence of the following persons:

		ATTENDANCE
		Thursday, September 11, 2025
Div. No.	Councillor(s)	
1	Dan Gawalko	Present in Chambers
2	Linda Fenerty	Present in Chambers
3 / Deputy Reeve	Dominique C��r��	Present in Chambers
4	Lorne Halisky	Present in Chambers
5 / Reeve	Jered Serben	Present in Chambers
Interim CAO	Brenda Adamson	Present in Chambers
Executive Assistant	Chyenne Shaw	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
Enviro Ops Manager	Dave Franchuk	Virtually Present
Natural Gas Mng.	Daniel Moric	Virtually Present
Community Peace Officer	Warren Young	Absent
Fire Chief	Scott Franchuk	Virtually Present
Public Works Manager	Chris Minailo	Present in Chambers
GIS	Carole Dowhaniuk	Virtually Present
Public	11 Members	Virtually Present

2 Adoption of Agenda

Resolution No: 745-25
Moved by: Dominique Cere

That the Smoky Lake County Council Meeting Agenda for Thursday, September 11th, 2025, be adopted, with the following additions:

- Confirmation of Election advanced poll dates
- Bonnie Lake Playground discussion
- Rural Municipalities Association conference meeting with the RCMP meeting topics

CARRIED

3 Adoption of Minutes

3.1 Meeting Minutes of Special Council Meeting August 27, 2025

Resolution No: 746-25

Moved by Dan Gawalko

That the Minutes of Special Council meeting held on August 27th, 2025, be adopted as presented.

CARRIED

3.2 Meeting Minutes of Regular Council Meeting August 28, 2025

Resolution No: 747-25

Moved by: Linda Fenerty

That the Minutes of the Regular County Council meeting held on August 28, 2025, be adopted with amendment requested from Council.

- Spell check on Kevin *Wawrynychuk* delegation
- 6.3 CAO Correction
- 6.2.1 in Camera participants in chambers

CARRIED

4 Public Hearing

5 Municipal Planning Commission

6 Request for Decisions

6.1 Bridge Grants

Resolution No: 748-25

Moved by: Linda Fenerty

That Smoky Lake County execute the Strategic Transportation Infrastructure Program Memorandum of Agreement with Alberta Transportation and Economic Corridors, in the amount of \$311,250 for the purpose of Bridge Rehabilitation of BF01772, located on Township Road 153 NW 22-58-15 W4M; and confirm approval of the 2025 unbudgeted engineering costs to be funded from the General Capital Reserve.

CARRIED

6.1.1 Motion 2

Resolution No: 749-25

Moved by Linda Fenerty

That Smoky Lake County Council execute the Strategic Transportation Infrastructure Program Memorandum of Agreement with Alberta Transportation and Economic Corridors, in the amount of \$501,600 for the purpose of Bridge Replacement of BF 06788, located on south of the intersection of Township Road 585A and Range Road 151 SW 36,58,15, W4M; and approve the 2025 unbudgeted engineering costs to be funded from the General Capital Reserves.

CARRIED

6.2 Donation Request: Smoky Lake Ag. Society: Skid Steer Use**Resolution No:** 750-25

Moved by: Jered Serben

That Smoky Lake County Council approve the provision of a skid steer, with an operator if available, to assist the Smoky Lake Agricultural Society with unloading and loading ice cover sheets at the Smoky Lake Arena on Thursday, October 2, 2025, and Saturday, October 4, 2025.

CARRIED**6.3 RFD - Request to sell Natural Gas at cost****Resolution No:** 751-25

Moved by: Dan Gawalko

That Smoky Lake County Council defer letter received from President, Ukrainian Orthodox Society of Spedden, Eddy Huk dated August 19th, 2025 to the September 25 Regular Council Meeting and direct administration to bring back the natural gas consumed by the all 10 halls to provide a better understanding of the potential financial implications of this request.

CARRIED**6.3.1 Advanced Polls****Resolution No:** 752-25

Moved by: Dan Gawalko

That Smoky Lake County will host advance polling stations located at Smoky Lake County Administration Office in Council Chambers on October 9, 2025 from 4:00 p.m. to 8:00 p.m. and October 18, 2025 from 10:00 a.m. to 4:00 p.m.

CARRIED**6.3.1.1 The Smoky Lake County Reeve announced the Council Meeting recessed, time 9:24 a.m.****6.4 Bylaw No. 1272-14 to redistrict portions of the lands legally described as NW-22-59-14-W4M**

The Public Hearing was **called to order at 9:25 a.m.** by the Reeve, Jered Serben in the physical and virtual presence of all Council members, Chief Administrative Officer, Executive Services Clerk, Finance Manager, Planning and Development Manager and Recording Secretary with **10 Members of the Public** online, as well as 7 other County Staff.

Jordan Ruegg, Planning and Development Manager provided the following information:

BACKGROUND:

- On June 25, 2025, an application was received by administration to amend Land Use Bylaw No. 1272-14, to redistrict the subject lands from Agriculture (AG) District to Highway Commercial (C1) District.
- The subject lands are designated as Commercial Area under Section 7.2 – Future Land Use, of Smoky Lake County Municipal Development Plan Bylaw No. 1249-12. The Municipal Development Plan serves to guide Council when

considering redistricting applications. The proposed redistricting is consistent with the future land use ascribed for the property in Municipal Development Plan, and therefore, the Municipal Development Plan does not require amendment.

- The portion of the subject lands that the applicant proposes to redistrict are approximately 1.23 hectares (3.04 acres) in area. The remainder of the subject lands is proposed to remain as Agriculture (AG) District under the Land Use Bylaw.
- The applicant proposes to establish a towing business (including an impound/storage yard), and RV storage, both of which are neither Permitted nor Discretionary Uses in the Agriculture District. By redistricting the subject lands to Highway Commercial, these uses would be permissible.
- Should Bylaw #1482-25 receive Third Reading, the owner of the lands will be required to obtain approval from the County's Development Authority for any proposed development. Any proposed development shall meet the regulations of the Highway Commercial (C1) District under Land Use Bylaw #1272-14, and any additional conditions prescribed by the County's Development Authority. Adoption of Bylaw #1482-25 does not constitute Development Authority approval.

NOTICE:

- Public Notice has been advertised for two weeks consecutively in newsprint in the Redwater Review the week of **September 1, 2025 and September 8, 2025.**
- Public Notice has been posted to the County's website beginning **September 3, 2025.**
- Adjacent landowners were notified of the proposed Bylaw and Public Hearing by letter, sent on **September 2, 2025.**

Public Presentations Via Written Submissions:

- Nil

Public Presentations at the Public Hearing from those Opposed:

- Nil

Public Presentations at the Public Hearing from those in Support:

- Nil

Questions and Answers

- Nil

There being no further presentations, the Reeve thanked everyone for their comments and for attending the Public Hearing.

The Public Hearing for the **Proposed Bylaw No. 1482-25**, was then declared closed, time **9:36 a.m.**

6.4.1 The Smoky Lake County Council Meeting reconvened, at a call to order by Reeve, Serben time 9:37 a.m.

7 Delegation(s)

7.1 SAGE Analytics Human Resources Consulting Services Options (Virtual) at 9:45 a.m.

Resolution No: 753-25

Moved by Dominique Cere

That Smoky Lake County Council go into Executive Session, under the authority of the FOIP Act, Section 19: Confidential Evaluation, to conduct **review of potential Human Resource Agencies** in the physical presence of all Council and Interim Chief Administrative Officer, time 9:45 a.m.

CARRIED

7.1.1 Out of Camera

Resolution No: 754-25

Moved by: Lorne Hailsky

That Smoky Lake County Council go out of Executive Session, time 10:35 a.m.

CARRIED

7.1.1.1 Human Resources discussion

Resolution No: 755-25

Moved by Jered Serben

That Smoky Lake County schedule a future Committee of the Whole meeting for the purpose to discuss the Human Resource Contractor options recommended by SAGE Analytics.

CARRIED

7.2 Associated Engineers 2025 Bridge Program Presentation - Chris Schmelzle and Alyssa Fortin-Paossi at 10:30 a.m.

Present before Council from 10:40 a.m. to 11:30 a.m. was Chris Schmelzle and Alyssa Fortin-Paossi , Associated Engineers, for the purpose of presenting the 2025 Bridge Program.

7.3 SAGE Analytics Inc.

Resolution No: 756-25

Moved by: Dominique Cere

Present before Council from 9:45 a.m. to 10:35 a.m. was Shari-Anne Doolaege, President, SAGE Analytics Inc. for the purpose of presenting potential Human Resources Consulting Service Options.

That Smoky Lake County accepted the presentation of Shari-Anne Doolaege, President, SAGE Analytics Inc., as information.

CARRIED

7.4 Associated Engineers

Resolution No: 757-25

Moved by Linda Fenerty

That Smoky Lake County accepted the presentation of Chris Schmelzle and Alyssa Fortin-Paossi, Associated Engineers, as information.

CARRIED

- 8 Public Question and Answer Period between 11:30 a.m. & 12:00 p.m.**
PUBLIC QUESTION AND ANSWER PERIOD - announced between 11:30 a.m. & 11:31 p.m.

None.

- 9 Request for Information**

- 9.1 Fire Department Equipment Insurance**

Resolution No: 758-25

Moved by Dominique Cere

That Smoky Lake County continues with Rural Municipalities of Alberta (RMA) for unattached equipment insurance 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.

CARRIED

- 10 Bylaw and Policies**

- 10.1 Human Resources Policies**

- 10.2 Policy 15-10-01 Working from Home**

Resolution No: 759-25

Moved by: Dan Gawalko

That Smoky Lake County Council approve the Working from Home Policy (15-10, Version 01) with the amendment of adding a request for Work from home procedure to ensure proper documentation.

CARRIED

- 10.2.1 The Regular County Council meeting recessed for lunch at 12:08 p.m. and resumed the meeting at 12:47 p.m.**

- 10.3 In Camera Executive Session, under the authority of the FOIP Act, Section 16: Third Party Business Interest**

Resolution No: 760-25

Moved by Linda Fenerty

That Smoky Lake County Council go into Executive Session, under the authority of the FOIP Act, Section 16: Third Party Business Interest, in the physical presence of all Council, Interim CAO, Executive Services, Planning and Development manager, and Road Foreman time 12:52 p.m.

CARRIED

- 10.3.1 Out of Camera @**

Resolution No: 761-25

Moved by: Lorne Halisky

That Smoky Lake County Council go out of Executive Session, time 1:18 p.m.

CARRIED

10.3.1.1 The Smoky Lake County Reeve announced the Council Meeting recessed, time 1:19 p.m.

10.4 Bylaw: No. 1486-25: A Bylaw to close all those portions of the Government Road Allowance lying west of W ½ 7-61-18-W4M & to consolidate said closed portions with said lands at 1:00 p.m.

The Public Hearing was **called to order at 1:20** by the Reeve, Jered Serben in the physical and virtual presence of all Council members, Chief Administrative Officer, Executive Services Clerk, Finance Manager, Planning and Development Manager and Recording Secretary with **8 Members of the Public** online, as well as 7 other County Staff.

Jordan Ruegg, Planning and Development Manager provided the following information:

BACKGROUND:

- On July 15, 2025, Smoky Lake County administration received an application to close the aforementioned undeveloped Government Road Allowance and to consolidate those portions with the said lands.
- Proposed Bylaw No. 1486-25 was presented for 1st Reading on **August 28, 2025.**
- Notice of the proposed Bylaw No. 1486-25 was circulated to affected agencies for comment on **September 3, 2025. Responses from said agencies is attached.**
- A Notice has also been posted on the County's website since **September 3, 2025.**
- The Public Hearing Notices were advertised in the Redwater Review the week of **September 1, 2025** and the week of **September 8, 2025.** The Hearing on the proposed Bylaw No. 1486-25 was advertised and Notice was given in accordance with Section 606 of the *Municipal Government Act*.
- This Hearing has been scheduled to obtain public input on proposed Bylaw No. 1486-25 in accordance with Section 216.4 of the *Municipal Government Act*.

Public Presentations Via Written Submissions:

- Nil.

Public Presentations at the Public Hearing from those Opposed:

- Nil

Public Presentations at the Public Hearing from those in Support:

- Nil

Questions and Answers

- Nil
There being no further presentations, the Reeve thanked everyone for their comments and for attending the Public Hearing.

The Public Hearing for the **Proposed Bylaw No. 1486-25**, was then declared closed, time **1:31 p.m.**

10.4.1 The Smoky Lake County Council Meeting reconvened, at a call to order by Reeve, Serben time 1:32 p.m.

10.5 Policy 15-08-01 Cell Phone**Resolution No:** 762-25

Moved by Dominique Cere

That Smoky Lake County Council approve the Cell Phone Use Policy (15-08, Version 01) as presented.

CARRIED**10.6 Policy 15-03-03 Employee Appraisal Policy****Resolution No:** 763-25

Moved by Lorne Halisky

That Smoky Lake County Council approve the Employee Performance Appraisal Policy (15-03, Version 03) as presented.

CARRIED**10.7 Policy 15-09-01 New Hire and Initial Employment Conditions Policy****Resolution No:** 764-25

Moved by Lorne Halisky

Smoky Lake County Council table the 'New Hire and Initial Employment Conditions Policy 15-09-01' to a future meeting and direct administration to review the draft policy with a Human Resource Contractor.

CARRIED**10.8 Policy 08-25-01 Financial Reserves****Resolution No:** 765-25

Moved by: Linda Fenerty

That Smoky Lake County Policy Statement No. 08-25-01 Financial Reserve Policy be approved.

CARRIED**10.9 Bylaw No. 1478-25 Ukrainian Twinning Committee Bylaw****Resolution No:** 766-25

Moved by: Lorne Halisky

That Smoky Lake County **Bylaw No. 1478-25: Ukrainian Twinning Committee – Terms of Reference**, for the purpose of authorizing 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, be given **FIRST READING**.

CARRIED**10.9.1 Second Reading Bylaw No. 1478-25 Ukrainian Twinning Bylaw****Resolution No:** 767-25

Moved by: Dominique Cere

That Smoky Lake County **Bylaw No. 1478-25: Ukrainian Twinning Committee –**

Terms of Reference, for the purpose of authorizing 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, be given **SECOND READING**.

CARRIED

10.9.2 Permission for Third Reading Bylaw No. 1474-25 Ukrainian Twinning Bylaw

Resolution No: 768-25

Moved by: Linda Fenerty

That Smoky Lake County **Bylaw No. 1478-25: Ukrainian Twinning Committee – Terms of Reference**, for the purpose of authorizing 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, be given **PERMISSION for THIRD READING**.

CARRIED UNANIMOUSLY

10.9.3 Third and Final Reading Bylaw No.1474-25 Ukrainian Twinning Bylaw

Resolution No: 769-25

Moved by Dan Gawalko

That Smoky Lake County **Bylaw No. 1478-25: Ukrainian Twinning Committee – Terms of Reference**, for the purpose of authorizing 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, be given **THIRD and FINAL READING**.

CARRIED

10.10 RFD- Bylaw 1482-25 Bylaw to Amend Bylaw 1272-14

Resolution No: 770-25

Moved by: Jered Serben

That Smoky Lake County Council give **SECOND READING** to Bylaw No. 1482-25, a Bylaw to Redistrict parts of the lands legally described as NW-22-59-14-W4M

CARRIED

10.10.1 Motion 2 Third reading RFD- Bylaw 1482-25 Bylaw to Amend Bylaw 1272-14

Resolution No: 771-25

Moved by Linda Fenerty

That Smoky Lake County Council give **THIRD READING** to Bylaw No. 1482-25, a Bylaw to Redistrict parts of the lands legally described as NW-22-59-14-W4M.

CARRIED

10.11 RFD - Bylaw 1484-25: A Bylaw to amend Intermunicipal Development Plan Smoky Lake County Bylaw No. 1424-22 & Village of Waskatenau Bylaw No. 697-22

Resolution No: 772-25

Moved by: Lorne Halisky

That Smoky Lake County Council give Bylaw No. 1484-25, a to amend Intermunicipal Development Plan Smoky Lake County Bylaw No. 1424-22 & Village of Waskatenau Bylaw No.697-22, **FIRST READING.**

CARRIED

11 CAO Report

11.1 Action Item List

Resolution No: 773-25

Moved by: Linda Fenerty

That Smoky Lake County Council accepts the Action Item Report dated August, 2025, as presented and file as information.

CARRIED

11.2 Bonnie Lake Letter Discussion

Resolution No: 774-25

Moved by: Jered Serben

That Smoky Lake County Council Direct Administration to provide a letter of support for the Bonnie Lake Community grant application(s) to install a new playground; and further to encourage the organization to apply for the Smoky Lake County Community Capital Grants Program under policy 08-26

CARRIED

12 Council Committee Reports

13 Correspondence

13.1 RMA Topics

Resolution No: 775-25

That Smoky Lake County Council approve the following topics for discussion with the RCMP at the upcoming Rural Municipalities of Alberta Conference:

- Rural Crime;
- Budget and Member Staffing; and
- The Future of Provincial Policing in Alberta by the RCMP

Moved by: Linda Fenerty

CARRIED

14 Information Release

Nil

15 Financial Reports

NIL

16 Confirmation of upcoming Council Meetings**Resolution No:** 776-25

Moved by: Dan Gawalko

Next Meetings:

- Thursday, September 18, 2025. at 9:00 a.m. (Committee of the Whole)
- Thursday, September 25, 2025. at 9:00 a.m. (Regular)
- Thursday, October 2nd, 2025 9:00 a.m. (Budget)
- Thursday, October 9th and, 2025. at 9:00 a.m. (Regular)
- Thursday, October 23rd (Organizational/Regular)

CARRIED**17 In Camera (Executive Session)****Resolution No:** 777-25

Moved by Dominique Cere

That Smoky Lake County Council go into Executive Session, under the authority of the FOIP Act, Section 17: Third Party Personal in the physical presence of all Council, Interim CAO, Executive Services, Legislative Services time 2:41 p.m.

CARRIED**17.1 Out of Camera****Resolution No:** 778-25

Moved by: Jered Serben

That Smoky Lake County Council go out of Executive Session, time 3:04

CARRIED**17.2 Organization Chart****Resolution No:** 779-25

Moved by Dominique Cere

That Smoky Lake County Council defer consideration of the revised Organizational Structure Policy, maintain the current structure, and refer the proposed Organizational Structure Policy to an Human Resources firm for review and feedback prior to bringing it back to a future Committee of the Whole meeting.

CARRIED**17.2.1 Director of Emergency Management****Resolution No:** 780-25

Moved by: Linda Fenerty

That Smoky Lake County Council appoint Chyenne Shaw as the Director of Emergency Management and Jasmine Schaub as the Deputy Director of Emergency Management, in recognition of Chyenne Shaw's extensive knowledge and experience in emergency management planning, training, and exercises.

CARRIED

17.3 Substitute Returning Officer for the 2025 Municipal Election

Resolution No: 781-25

Moved by: Linda Fenerty

That Smoky Lake County appoint Chyenne Shaw, as the substitute Returning Officer for 2025 general Municipal Election, in compliance with the *Local Authorities Election Act*, to be held October 20, 2025

CARRIED

18 Adjournment

Resolution No: 782-25

Moved by Dan Gawalko

That the Smoky Lake County Council Meeting of September 11th, 2025 be adjourned, time 3:30 p.m.

CARRIED

Signatures Upon Request