



SMOKY LAKE COUNTY COUNCIL MEETING AGENDA

Thursday, March 27th, 2025, at 9:00 a.m. held

Virtually <https://video.businessconnect.telus.com/join/421105269> (Meeting ID #421105269) and Physically
in Smoky Lake County Council Chambers, 4612 McDougall Drive, Smoky Lake

1. Call to Order
2. Adoption of Agenda
3. Adoption of Minutes
 - 3.1. Minutes of the Regular Council Meeting, Thursday, March 13th, 2025
 - 3.2. Minutes of the Municipal Planning Commission Meeting, Thursday March 13th, 2025
4. Delegation(s)
 - 4.1. FCSS Grant Application- Lise VanDerVaart @ 9:30 a.m.
 - 4.2. Smoky Lake Legion President Harvey Prockiw @ 9:45 a.m.
 - 4.3. Smoky Lake RCMP- SGT Anita Doktor & Supt Hanson @10:00a.m.
 - 4.4. RMA Member Visit @1:00PM
5. Public Hearing
Nil
6. Municipal Planning Commission (MPC)
Nil

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

7. Business – Requests for Decisions
 - 7.1. Bylaw No. 1477-25: A Bylaw to amend Land Use Bylaw No. 1272-14 to Redistrict the lands legally described as NW-27-60-14-W4M, from Rural Industrial (M2) to Agriculture (AG District); and to amend Municipal Development Plan Bylaw No. 1249-12 to Reclassify the lands legally described as NW-27-60-14-W4M from Commercial Area to Agriculture Area.
 - 7.2. Offer to Purchase County-Owned lands legally described as Plan 716CL, Block 2, Lot 1, located within the Hamlet of Warspite.
 - 7.3. Request for Smoky Lake County to clear undeveloped road allowance and construct road – SE-14-59-16-W4M
 - 7.4. Policy No. 01-54-01 The Signing authority policy
 - 7.5. Request for Donation to Smoky Lake Holubka Dancers Highway Cleanup
 - 7.6. Cancellation of Policy 01-01-02 Procedures and Transacting of Organizational Meeting
 - 7.7. Donation request for Educational Opportunity
 - 7.8. Delta Waterflow Parkland Pintails Chapter Donation for Fundraiser Dinner
 - 7.9. 2025 Farmers Appreciation Event, June 13th, 2025
 - 7.10. Draft Policy: Volunteer Firefighter Compensation
 - 7.11. Fire Department Equipment Insurance
 - 7.12. RFD – Legislative Services Employment Opportunity

8. Chief Administrative Officer (CAO) Report

8.1. CAO Report

9. Council Committee Reports

- 9.1. Councillor Division One Report (handout)
- 9.2. Councillor Division Two Report (handout)
- 9.3. Councillor Division Three & Deputy Reeve Report (handout)
- 9.4. Councillor Division Four Report (handout)
- 9.5. Councillor Division Five & Reeve's Report (handout)

10. Correspondence

- 10.1 Explore Two Hills Tourism Conference & Tradeshow Event, Dated, April 30th, 2025, hosted by the Two Hills Economic Development in partnership with Go East of Edmonton
- 10.2 Tourism Development: Info Sharing for Entrepreneurs & Operators Event flyer, Dated, April 23, 2025, located at the Metis Crossing Cultural Gathering Centre
- 10.3 Letter from Damien DeClercq, Prairie North Corp. LTD, dated March 10th, 2025, Smoky Lake County- Contract 20233697-01 – BF76552 Culvert Replacement
- 10.4 Aspen View Public Schools Career Fair Event, Dated, April 23rd, 2025, located in Athabasca Regional Multiplex request for Smoky Lake County Council and or Employees to attend to promote Smoky Lake County Career opportunities
- 10.5 Lisa MacLean, Executive Director – Alberta Fire Chief Association, Email dated February 3, 2025. Re: 77th Annual Alberta Fire Chief Association Conference and Trade Show
- 10.6 Email from Perry Gillam: Emergency Response Specialist - Enbridge, dated November 2, 2024 and January 21, 2025, in respect to Fueling Futures Grant in the amount of \$25,000.00

11. Information Release

Nil.

12. Financial Reports

Nil.

13. Next Meetings

- 13.1. Reconfirm Smoky Lake County Council's scheduled upcoming Meetings are as follows:
 - Thursday, April 10th, 2025, at 9:00 a.m. (Regular),
 - Tuesday, April 22nd, 2025, at 9:00 a.m. (Budget)
 - Thursday, April 24th, 2025, at 9:00 a.m. (Regular),
 - Thursday, May 8th, 2025, at 9:00 a.m. (Regular),
 - Thursday, May 22nd, 2025, at 9:00 a.m. (Regular), and
 - Thursday, June 3rd, 2025, at 9:00 a.m. (CAO Evaluation).

14. In Camera (Executive Session)

- 14.1. Personnel Issue, in respect staff from the Chief Administrative Officer, under the authority of the FOIP Act, Sections 27: Privileged Information and 17: Third Party Personal Privacy

15. Adjournment.

SMOKY LAKE COUNTY

Minutes of the **County Council Meeting** held on Thursday, **March 13, 2025**, at 9:05 A.M. held both virtually online and physically in Council Chambers.

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

ATTENDANCE		
Div. No.	Councillor(s)	Thursday, Mar. 13, 2025
1	Dan Gawalko	Present in Chambers
2	Linda Fenerty	Virtually Present
3 / Deputy Reeve	Dominique Céré	Present in Chambers
4	Lorne Halisky	Present in Chambers
5 / Reeve	Jered Serben	Present in Chambers
CAO	Kevin Lucas	Present in Chambers
Finance Manager	Brenda Adamson	Virtually Present
Municipal Clerk/RS	Meaghan Andreychuk	Present in Chambers

Observers in Attendance Upon Call to Order:		
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
Natural Gas Mng.	Daniel Moric	Virtually Present
Public	6 Members	Virtually Present

2. Agenda:

320-25: Céré That the Smoky Lake County Council Meeting Agenda for Thursday, March 13, 2025, be adopted, as presented.

Addition the Agenda:

- 1. Backsloping Application dated: March 12, 2025
- 2. Family & Community Support Services (FCSS) Applications
- 3. Travel Lakeland Edmonton Boat & Sportsman Show
- 4. Alberta Bilingual Municipalities (charging for memberships)
- 5. Warspite Foundation Country 1st Annual Country Fair

Carried Unanimously.

3. Minutes:

3.1. **Minutes of the Regular Council Meeting, February 13, 2025**

321-25: Gawalko That the minutes of the Smoky Lake County Regular Council Meeting, held on Thursday, February 13, 2025, be adopted as presented.

Carried.

3.2. **Minutes of the Special Council Meeting, February 19, 2025**

322-25: Halisky That the minutes of the Smoky Lake County Special Council Meeting, held on Wednesday, February 19, 2025, be adopted as presented.

Carried.

7. Request for Decision:

7.1.1. Sponsorship Requests from Victoria Trail Agricultural Society

323-25: Serben

That Smoky Lake County purchase a gold sponsorship **in the amount of \$1000.00** towards the Victoria Trail Agricultural Society Fair Days, scheduled for August 8 to 10, 2025, in response to the letter request received from Dave Harsulla, dated January 13, 2025.

Carried.

7.1.2. Sponsorship Requests from Endurance Riders of AB

325-25: Céré

That Smoky Lake County provide funding **in the amount of \$400.00** and Smoky Lake County Promotional Products towards The Endurance Riders of Alberta for the Mighty Moose Miles ride scheduled for April 26-27, 2025, to be held north of Warspite, in response to the letter request received from Irene van der Kloet dated February 27, 2025.

Carried.

County Council Meeting Recessed

The Smoky Lake County Deputy Reeve announced the Council Meeting recessed, time 9:29 a.m.

5. Public Hearing:

PUBLIC HEARING:

Bylaw No. 1472-25: to Redistrict & Reclassify NE-34-59-13-W4 from Residential to Ag.

1.0 Opening

The Public Hearing was **called to order at 9:29 a.m.** by the Reeve, Jered Serben, in the physical presence of all Council members, Chief Administrative Officer, Municipal Clerk, Finance Manager, and Planning and Development Manager with **5 Members of the Public** online, as well as 12 other County Staff.

The purpose of the hearing was summarized: To obtain public input in respect to the proposed Bylaw: No. 1472-25, which is a Bylaw for amending the Smoky Lake County Land Use Bylaw No.1272-14 to redistrict all the portions of the lands legally described as NE-34-59-13-W4M, from Residential Conservation (R2) District to Agriculture (AG) District; and to amend Municipal Development Plan Bylaw No. 1249-12, to reclassify the lands legally described as NE-34-59-13-W4M, from Residential Conservation Area to Agriculture Area; and to amend Bonnie Lake Area Structure Plan Bylaw No. 1146-07, to reclassify the lands legally described as NE-34-59-13-W4M, from Residential Conservation Area to Agriculture Area.

The rules of the Public Hearing were stated, and confirmation was provided by the Chief Administrative Officer that the Public Hearing had been advertised, and notice was provided in accordance with the applicable legislation.

2.0 Staff Presentation

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

BACKGROUND:

- The Smoky Lake County Planning and Development Department received an application to amend Smoky Lake County Land Use Bylaw #1272-14, Municipal Development Plan Bylaw #1249-12, and Bonnie Lake Area Structure Plan #1146-07, from Casey Tchir, dated December 17, 2024, to redistrict/reclassify all the portions of the lands legally described as NE-34-59-

- 13-W4M, located on the south shore of Whitefish Lake.
- The lands in question are approximately 142.7 acres in area.
- The applicant proposes to amend the Land Use Bylaw, Municipal Development Plan, and Bonnie Lake Area Structure Plan to allow for the quarter section to be subdivided for acreage purposes under the Agriculture District in Land Use Bylaw #1272-14.
- Should Bylaw #1472-25 receive Third Reading, the owner of the lands will be required to obtain approval from the County's Subdivision Authority for any proposed subdivision. Any proposed subdivision shall meet the regulations of the Agriculture District under Land Use Bylaw #1272-14, and any additional conditions prescribed by the County's Subdivision Authority. Adoption of Bylaw #1472-25 does not constitute subdivision approval.

3.0 Public Presentations Via Written Submissions

There were 4 written submissions received in advance of the March 13, 2025, Public Hearing, from Ed Basaraba, Jason Desaulniers, Brian Karperien, and Sylvia Anne Strozyk. The 4 submissions were read into the record as follows:

Written Submission #1

I respectfully oppose the proposed rezoning and urge the council to carefully consider the implications of this decision.

Bylaw amending the Smoky Lake County Land Use Bylaw #1272-14 to redistrict all the portions of the lands legally described as NE-34-59-13-W4M, from Residential Conservation (R2) District to Agriculture (AG) District; to amend Municipal Development Plan Bylaw #1249-12, to reclassify the lands legally described as NE-34-59-13-W4M, from Residential Conservation Area to Agriculture Area; and to amend Bonnie Lake Area Structure Plan Bylaw #1146-07, to reclassify the lands legally described as NE-34-59-13-W4M, from Residential Conservation Area to Agriculture Area.

I am writing to formally express my opposition to the proposed rezoning of the property located at NE-34-59-13-W4M. As a concerned member of the community, I believe the owner's request for rezoning and the potential subdivision of the land is an attempt to bypass the proper process and procedures that should be followed for development and land use.

The current zoning already allows the landowner to subdivide their property, and I believe that the proposed rezoning is unnecessary and could lead to unintended consequences. Specifically, the owner's proposal appears to be a way to gain access through the Scouts camp at Bonnie Lake Resorts, circumventing the requirement to build a road on the east side of the property.

If this rezoning is approved, it seems likely that the owner's intention is to subdivide the property into east and west halves, which would then provide access to the west half via Bonnie Lake Resorts by the Scouts Camp. This would effectively allow the owner to create lakefront lots without going through the appropriate processes that have been imposed on them. This type of circumvention sets a concerning precedent for future developments.

Furthermore, the logistics of farming the west half of the property would be highly impractical. To gain access to the west half if he farms the east half, he will have to travel 3km south towards the highway, then with the large farm equipment 1.7 km along the bussie highway, then 1.8 km to the Bonnie Lake Entrance, then 2.2 km through the residential area of Bonnie Lake Resorts. The landowner would need to travel 8.7 kilometers with large farm equipment just to reach the west half of the property. This is an unreasonable distance and demonstrates that subdividing the property into east and west halves is not a viable option.


If the landowner were to apply for subdivision at a future date of the property into north and south halves, I would have no objections, as this would make sense from both an agricultural and logistical perspective. However, subdividing the property does not make sense and will likely result in unintended consequences for the surrounding community.

For these reasons, I respectfully oppose the proposed rezoning and urge the council to carefully consider the implications of this decision.

Thank you for your time and consideration.

Sincerely,
Ed Basaraba

ED BASARABA
President, Bonnie Lake Residents Ltd.
501-544-0535 (Home) 501-544-0535 (Cell)
Sturgeon County, AB
781-0865
edbasaraba@bellevalley.net
edbasaraba@bellevalley.net



Written Submission #2

Good morning,

Bylaw amending the Smoky Lake County Land Use Bylaw #1272-14 to redistrict all the portions of the lands legally described as NE-34-59-13-W4M, from Residential Conservation (R2) District to Agriculture (AG) District; to amend Municipal Development Plan Bylaw #1249-12, to reclassify the lands legally described as NE-34-59-13-W4M, from Residential Conservation Area to Agriculture Area; and to amend Bonnie Lake Area Structure Plan Bylaw #1146-07, to reclassify the lands legally described as NE-34-59-13-W4M, from Residential Conservation Area to Agriculture Area.

I am writing to formally express my opposition to the proposed rezoning of the property located at NE-34-59-13-W4M. As a concerned member of the community, I believe the owner's request for rezoning and the potential subdivision of the land is an attempt to bypass the proper process and procedures that should be followed for development and land use.

The current zoning already allows the landowner to subdivide their property, and I believe that the proposed rezoning is unnecessary and could lead to unintended consequences. Specifically, the owner's proposal appears to be a way to gain access through the Scouts camp at Bonnie Lake Resorts, circumventing the requirement to build a road on the east side of the property.

If this rezoning is approved, it seems likely that the owner's intention is to subdivide the property into east and west halves, which would then provide access to the west half via Bonnie Lake Resorts by the Scouts Camp. This would effectively allow the owner to create lakefront lots without going through the appropriate processes that have been imposed on them. This type of circumvention sets a concerning precedent for future developments.

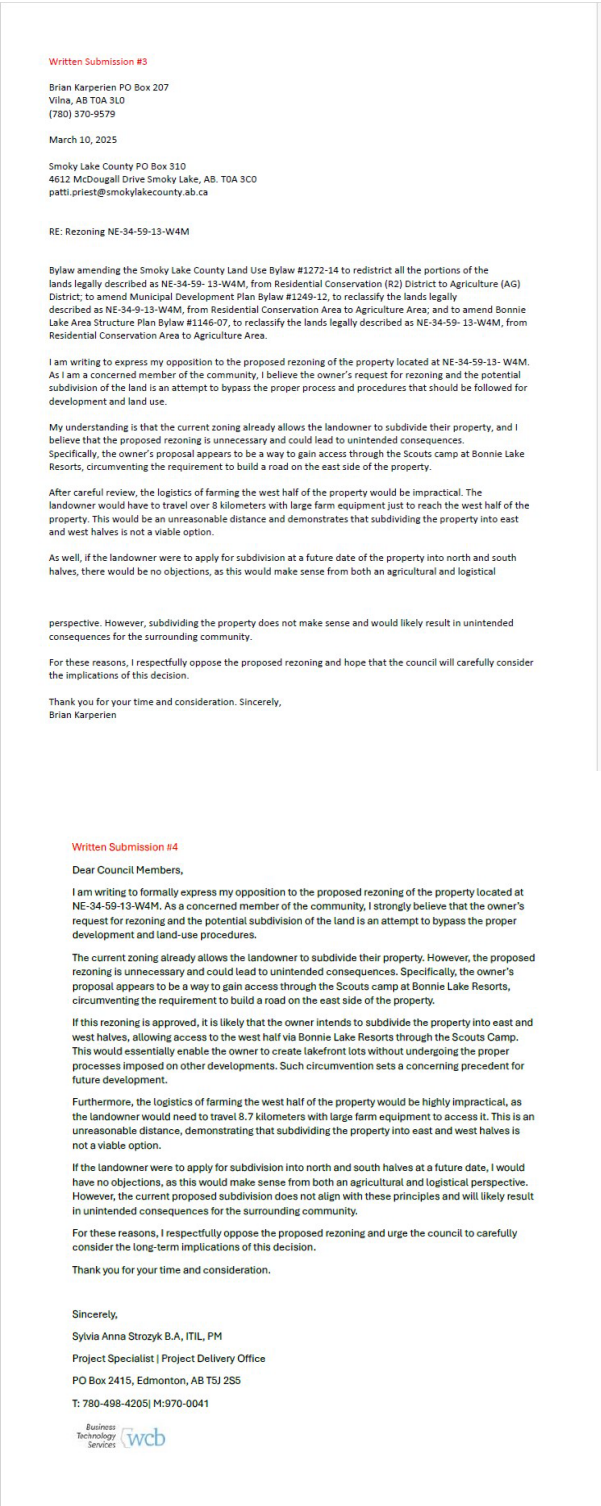
Furthermore, the logistics of farming the west half of the property would be highly impractical. The landowner would need to travel 8.7 kilometers with large farm equipment just to reach the west half of the property. This is an unreasonable distance and demonstrates that subdividing the property into east and west halves is not a viable option.

If the landowner were to apply for subdivision at a future date of the property into north and south halves, I would have no objections, as this would make sense from both an agricultural and logistical perspective. However, subdividing the property does not make sense and will likely result in unintended consequences for the surrounding community.

For these reasons, I respectfully oppose the proposed rezoning and urge the council to carefully consider the implications of this decision.

Thank you for your time and consideration.

Sincerely,
Jason Desaulniers
780-970-1234



4.0 Public Presentations at the Public Hearing:
Nil.

4.0 Questions and Answers

Maria Di Castri (Online) in support of Bylaw 1467-24 although had concerns about if subdivision will increase infrastructure and create more traffic around the area.

Jordan Ruegg (Planning and Development Manager) explained although there is no district under the Smoky Lake County’s Bylaw that prevents subdivision entirely the Agricultural district is the most limiting to do so. The proposed redistricting is potentially less intensive use of the current districting allows.

5.0 Closing Remarks

There being no further presentations, and seeing that the Proponent withdrew their request, the Reeve thanked everyone for their comments and for attending the Public Hearing.

The Public Hearing for the **Proposed Bylaw No. 1467-24**, was then

declared closed, time **10:03 a.m.**

County Council Meeting Reconvened

Meeting Reconvened The Smoky Lake County Council Meeting reconvened, at a call to order by Reeve Serben, time **10:04 a.m.**, in the physical presence of all Council Members, Chief Administrative Officer, Finance Manager, Municipal Clerk, and 5 virtual attendees including 7 other County staff members.

7. Request for Decision:

325-25: Serben

That Smoky Lake County Council go into Executive Session in the presence of all Council, Chief Administrative Officer (CAO), Planning and Development Manager to discuss a Legal Land Issue: in respect to Third party business interests, under the authority of the FOIP Act Section 16: Third party business interests and Section 24: Advice from Officials, time 10:07 a.m.

Councilor Fenerty left the meeting virtually at 10:07 a.m.

326-25: Céré

That Smoky Lake County Council go out of Executive Session, time 10:39 a.m.

7.2. Bylaw No. 1472-25: to Redistrict & Reclassify NE-34-59-13-W4 from Residential to Ag.

327-25: Céré

That Smoky Lake County Bylaw No. 1472-25: to Redistrict & Reclassify NE-34-59-13-W4 from Residential to Agricultural, for the purpose of amending the Smoky Lake County Land Use Bylaw No.1272-14 to redistrict all the portions of the lands legally described as NE-34-59-13-W4M, from Residential Conservation (R2) District to Agriculture (AG) District; and to amend Municipal Development Plan Bylaw No. 1249-12, to reclassify the lands legally described as NE-34-59-13-W4M, from Residential Conservation Area to Agriculture Area; and to amend Bonnie Lake Area Structure Plan Bylaw No. 1146-07, to reclassify the lands legally described as NE-34-59-13-W4M, from Residential Conservation Area to Agriculture Area, be given FIRST READING.

Carried.

Moved by Councilor Céré that Smoky Lake County Bylaw No. 1472-25: to Redistrict & Reclassify NE-34-59-13-W4 from Residential to Agricultural, for the purpose of amending the Smoky Lake County Land Use Bylaw No.1272-14 to redistrict all the portions of the lands legally described as NE-34-59-13-W4M, from Residential Conservation (R2) District to Agriculture (AG) District; and to amend Municipal Development Plan Bylaw No. 1249-12, to reclassify the lands legally described as NE-34-59-13-W4M, from Residential Conservation Area to Agriculture Area; and to amend Bonnie Lake Area Structure Plan Bylaw No. 1146-07, to reclassify the lands legally described as NE-34-59-13-W4M, from Residential Conservation Area to Agriculture Area, be given SECOND READING.

Carried.

Moved By Councilor Céré that Smoky Lake County Council give unanimous consent for permission for Third Reading to Bylaw No. 1472-25: to Redistrict & Reclassify NE-34-59-13-W4 from Residential to Agricultural, for the purpose of amending the Smoky Lake County Land Use Bylaw No.1272-14 to redistrict all the portions of the lands legally described as NE-34-59-13-W4M, from Residential Conservation (R2) District to Agriculture (AG) District; and to amend Municipal Development Plan Bylaw No. 1249-12, to reclassify the lands legally described as NE-34-59-13-W4M, from Residential Conservation Area

to Agriculture Area; and to amend Bonnie Lake Area Structure Plan Bylaw No. 1146-07, to reclassify the lands legally described as NE-34-59-13-W4M, from Residential Conservation Area to Agriculture Area.

Carried Unanimously.

Moved by Councilor Céré that Smoky Lake County Bylaw No. Bylaw No. 1472-25: to Redistrict & Reclassify NE-34-59-13-W4 from Residential to Agricultural, for the purpose of amending the Smoky Lake County Land Use Bylaw No.1272-14 to redistrict all the portions of the lands legally described as NE-34-59-13-W4M, from Residential Conservation (R2) District to Agriculture (AG) District; and to amend Municipal Development Plan Bylaw No. 1249-12, to reclassify the lands legally described as NE-34-59-13-W4M, from Residential Conservation Area to Agriculture Area; and to amend Bonnie Lake Area Structure Plan Bylaw No. 1146-07, to reclassify the lands legally described as NE-34-59-13-W4M, from Residential Conservation Area to Agriculture Area, be given THIRD & FINAL READING, and that the Reeve and the Chief Administrative Officer are hereby authorized to fix their signatures to all necessary documents and that the corporate seal also be fastened where it is deemed to be necessary.

Carried.

7.11

728-25: Serben

Smoky Lake Truck Fill Water Capacity (Handout)

That Smoky Lake County instruct administration to follow up with additional information regarding Smoky Lake Truck Fill and bring it forward to a future Council Meeting

Carried.

7.3. Bylaw No. 1476-25: Borrowing Bylaw

729-25: Halisky

That Smoky Lake County Bylaw No. 1476-25: Borrowing Bylaw, for the purpose of providing authorization to borrow up to \$5,000,000.00 on the operating line of credit and \$50,000.00 on the Corporate Mastercard Account, be given FIRST READING.

Carried.

Moved by Councilor Gawalko that Smoky Lake County Bylaw No. 1476-25: Borrowing Bylaw, for the purpose of providing authorization to borrow up to \$5,000,000.00 on the operating line of credit and \$50,000.00 on the Corporate Mastercard Account, be given SECOND READING.

Carried.

Moved By Councilor Céré that Smoky Lake County Council give unanimous consent for permission for Third Reading to Bylaw No. 1476-25: Borrowing Bylaw, for the purpose of providing authorization to borrow up to \$5,000,000.00 on the operating line of credit and \$50,000.00 on the Corporate Mastercard Account.

Carried Unanimously.

Moved by Councilor Halisky that Smoky Lake County Bylaw No. 1476-25: Borrowing Bylaw, for the purpose of providing authorization to borrow up to \$5,000,000.00 on the operating line of credit and \$50,000.00 on the Corporate Mastercard Account, be given THIRD & FINAL READING, and that the Reeve and the Chief Administrative Officer are hereby authorized to fix their signatures to all necessary documents and that the corporate seal also be fastened where it is deemed to be necessary.

Carried.

7.4. Assessment Review Board Appointments

730-25: Céré

That Smoky Lake County, in accordance with Bylaw No. 1417-22: Assessment Review Board, appoint members to the Assessment Review Board (ARB) for Year-2025, as follows:

- Raymond Ralph, as the ARB Chairperson,
- Gerryl Amarin, as the Certified ARB Clerk, and
- Darlene Chartrand, Sheryl Exley, Tina Groszko, Richard Knowles, Marcel LeBlanc, and Raymond Ralph, as the ARB Certified Panelists.

Carried.

7.5. Federation of Alberta Gas Co-ops Ltd. Voting Delegate Appointments

731-25: Serben

That Smoky Lake County appoint Councilor Halisky as the voting delegate and Councilor Gawalko as the alternate voting delegate, to authorize them to vote at the Federation of Alberta Gas Co-ops Ltd. meetings, conventions, annual general meetings, and any other official meeting requiring voting of the Federation; and execute the Designation Form, in accordance with the Federation's Supplemental Bylaws (Section 15).

Carried.

7.6 Community Peace Officer Policies (*nine different policies*)

That Smoky Lake County Council **defer** the Community Peace Officer Policies from 7.6.1-7.6.9 to the April 10th, Regular County Council Meeting.

Carried.

7.7 Policy Statement No. 14-A.02-04: Incident Reporting

732-25: Céré

That Smoky Lake County Policy Statement No. 14-A.02-04: Incident reporting be amended to enhance the incident investigation process, incorporate a crime-related incident investigation procedure, add a follow-up section to the incident report, and include a workplace violence/harassment reporting option:

SMOKY LAKE COUNTY

Title: Incident Reporting Section: 14	Code: P-I	Policy No.: A-02-04 Page No.: 1 of 8 E
Legislation Reference:	Municipal Government Act, Occupational Health and Safety (OH&S) Act, Regulation and Code	
Purpose:	To create a formal report documenting the facts of an incident, identifying the causes, and determining actions to control losses and prevent future occurrences. The process focuses on identifying root causes, not assigning blame, to minimize injuries, collect relevant data, and implement corrective actions.	
Policy Statement and Guidelines:		
1. OBJECTIVES:		
	<p>1.1: This policy applies to all departments where an incident or injury has occurred on the worksite, but it can also pertain to any unusual worksite occurrences such as near misses, life, injury, property and equipment damage, health and safety issues and claims of General Liability.</p> <p>1.2: The incident investigation process is the account and analysis of an incident based on information gathered by a thorough examination of all contributing factors and causes involved. To determine what happened to cause the incident and identify any unsafe conditions, acts or procedures that will help management to identify practical corrective actions.</p>	
2. DEFINITIONS:		
	<p>2.1. Incident: Any unplanned event that causes injury or losses, which may involve property or general liability and could also involve individuals that are not employees of the County. These types of incidents will be investigated by the supervisory personnel in charge of the specific worksite or equipment involved in the incident.</p>	
	<p>2.2. Near Miss: An unplanned event that did not result in injury, illness or damage – but had the potential to do so. Near misses are warnings of potential incidents and must be reported.</p>	
	<p>2.3. Underlying Causes: The symptoms that contributed to the immediate incident. The underlying causes may not be as obvious as the immediate causes. These can be uncovered by asking probing questions about the unsafe conditions or actions related to the incident, considering both personal and workplace environmental factors.</p>	
	<p>2.4. Work Refusal: A voluntary act made by an employee to cease all duties and tasks related to a job considered unsafe to their physical welfare. An employee can exercise their right to refuse dangerous work under the Occupational Health and Safety Act following immediate notice to a supervisor. The County must inspect the hazard to be remediated immediately before work can be resumed.</p>	
	<p>2.5. Occupational Illness: An event or exposure whose cause is attributable to the workplace environment to illness, disease or disorder that contributes to a condition or worsens a pre-existing condition caused by work or working conditions over a long period. Types of hazards include chemical, ergonomic, physical, and psychosocial, which can cause harm or adverse effects in the workplace. Getting resources on such specific hazards and their control will include identification, risk assessment and inspections to keep the workplace environment healthy and safe.</p>	

Title: Incident Reporting	Policy No.: A-02-04	
Section: 14	Code: P-I	Page No.: 2 of 8 E
Policy Statement and Guidelines:		
2.6. Workplace Violence: Violence, whether at a work site or work-related, is defined by the OHS Act as the threatened, attempted or actual conduct of a person that causes or is likely to cause physical or psychological injury or harm and includes domestic or sexual violence.		
2.7. Workplace Harassment: The OHS Act defines harassment as any single incident or repeated incidents of objectionable or unwelcome conduct, comment, bullying or action by a person that the person knows or ought reasonably to know will or would cause offense or humiliation to a worker, or adversely affects the worker's health and safety, and includes conduct, comments, bullying or actions because of race, religious beliefs, colour, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status, gender, gender identity, gender expression and sexual orientation, and a sexual solicitation or advance, but excludes any reasonable conduct of an employer or supervisor related to the normal management of workers or a work site.		
3. GUIDELINES:		
3.1. Employees shall report all incidents to their immediate Manager and the Health and Safety Coordinator.		
3.2. The Manager and/or Health and Safety Coordinator shall then report it to the Chief Administrative Officer.		
3.3. The Health and Safety Coordinator shall conduct the incident investigation with the help of the employee's immediate manager when required. The following schedules will be completed to document as the formal written report of incident(s):		
3.3.1 Schedule "A": Incident Report: To be completed for all incidents.		
3.3.2 Schedule "B": RMA Insurance: To be accompanied with Schedule "A" only when Auto-Equipment Loss occurs.		
3.3.3 Schedule "C": Incident Report on Municipal Roads by Third Party: To be completed only when Incidents Loss occurs on Municipal Roads by Third Party.		
3.4. The report shall be submitted to the Chief Administrative Officer without delay and shall be reported to the Workers Compensation Board and/or Occupational Health and Safety, as required.		
3.5. Incidents will be reviewed at Health and Safety Committee meetings to facilitate a thorough analysis of trends, root causes, and corrective actions. The committee plays a crucial role in identifying systemic issues, recommending policy or procedural improvements, and ensuring that corrective measures are effectively implemented. Regular incident reviews enhance collaboration between management and workers, promoting a proactive approach to workplace safety.		
3.6. Incidents will be reviewed at weekly toolbox meetings to reinforce a strong safety culture, ensure lessons are learned, and prevent recurrence. Regular reviews provide an opportunity to identify root causes, discuss corrective actions, and remind workers of safe work practices. By openly discussing incidents, employees stay informed about potential hazards, fostering accountability and continuous improvement in workplace safety.		

Title: Incident Reporting	Policy No.: A-02-04	
Section: 14	Code: P-I	Page No.: 3 of 8 E
Policy Statement and Guidelines:		
4. NON-CRIME RELATED INCIDENT INVESTIGATION PROCESS:		
4.1. Secure and Assess the Scene		
4.1.1. Immediately secure the incident scene to preserve evidence and prevent further harm. Assess the area for any unsafe conditions, hazards, or actions that contributed to the incident. The goal is to determine the direct and underlying causes per OH&S regulatory requirements.		
4.2. Gather Evidence and Document Findings		
4.2.1. Collect relevant information by:		
4.2.1.1. Taking detailed notes of observations.		
4.2.1.2. Capturing photographs, sketches, and diagrams.		
4.2.1.3. Reviewing equipment, work processes, and environmental conditions.		
4.2.1.4. Gathering records such as training documentation, maintenance logs, and hazard assessments.		
4.2.2. This information will be used to conduct a fact-based analysis and identify the root cause.		
4.3. Conduct Witness Interviews		
4.3.1. Interview witnesses as soon as possible to obtain accurate accounts of the incident.		
4.3.2. Ask open-ended questions to gather facts.		
4.3.3. Ensure interviews are conducted in a non-confrontational manner.		
4.3.4. Document statements carefully to avoid assumptions or bias.		
4.4. Analyze Findings and Determine Root Causes		
4.4.1. Examine all collected data to identify the primary causes of the incident. Consider contributing factors such as worker training, equipment condition, procedures, and environmental factors.		
4.5. Develop and Implement Corrective Actions		
4.5.1. Prepare a formal incident investigation report using Schedule "A": Incident Report outlining:		
4.5.1.1. A summary of findings.		
4.5.1.2. The root cause of the incident.		
4.5.1.3. Recommended corrective and preventative actions.		
4.5.1.4. Assign responsibilities and timelines for implementation.		
4.6. Follow-Up and Review		
4.6.1. Ensure corrective actions are implemented and effective. Monitor compliance, provide additional training if necessary, and review the incident at Toolbox Talks and Health and Safety Committee meetings to reinforce lessons learned.		
5. CRIME RELATED INCIDENT INVESTIGATION PROCESS:		
5.1. Notify Police and Secure the Scene		
5.1.1. Immediately notify law enforcement and follow their instructions. Secure the scene to preserve evidence and prevent tampering. Ensure that no one enters the area unless necessary for safety.		

Title: Incident Reporting		Policy No.: A.02-04
Section: 14	Code: P-I	Page No.: 4 of 9 E

Policy Statement and Guidelines:

5.2. Assess the Situation and Provide Assistance
5.2.1 Evaluate the scene for immediate dangers, injuries, or ongoing threats. Provide first aid as needed and call emergency medical services if required. Document initial observations without disturbing evidence.


5.3. Collaborate with Law Enforcement
5.3.1 Work closely with police investigators by:
5.3.1.1. Providing relevant internal records, such as logs or reports.
5.3.1.2. Assisting in forensic analysis if required.
5.3.1.3. Maintaining chain of custody for any workplace-related evidence.

5.4. Follow the Non-Crime Related Incident Investigation Process once receiving approval from law enforcement.

Approved	Date	Resolution Number
Amended	August 16, 2007	# 535-07 - Page # 8424
Amended	February 20, 2014	# 283-14 - Page # 11083
Amended	February 24, 2022	# 421-22 - Page #15008
Amended	March 13, 2025	# 732-25 - Page #15888

Section 14

Policy: A.02-04



SCHEDULE "A"
SMOKY LAKE COUNTY

INCIDENT REPORT

Employee Name:	Job Title:	Department:
Incident Reported To:	Date Reported:	Time Reported:
Managers Name:	Managers Title:	Signature:

EVENT DETAILS

Date of Event:	Time of Event:	<input type="checkbox"/> Incident <input type="checkbox"/> Occupational Illness <input type="checkbox"/> Near Miss <input type="checkbox"/> Work Refusal <input type="checkbox"/> Workplace Violence/ Harassment
Type of Event:	Injury Type:	Event Location:
Primary Body Part Injured:		Secondary Body Part Injured:
<input type="checkbox"/> N/A		<input type="checkbox"/> N/A
Detailed Description of Event:		
<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>		
<input type="checkbox"/> Pictures or other information attached		

Incident Policy: Schedule "A": Incident Report

Section 14

Page 5 of 9
Policy: A.02-04

INCIDENT REPORT

PAGE TWO

Underlying Causes:

Recommendations: To prevent re-occurrence of Event?

Action taken: What and by whom?

Safety Officer's Comments/Follow-Up:

WITNESSES

Name:	Phone:	Name:	Phone:
Name:	Phone:	Name:	Phone:

Health and Safety Coordinator Signature: _____ Date Completed: _____
Employee Signature: _____ Date Completed: _____
Investigator Signature: _____ Date Completed: _____
Chief Administrative Officer Signature: _____ Date Reviewed: _____

Incident Policy: Schedule "A": Incident Report - Page Two
Section 14

Page 6 of 9
Policy: A.02-04

<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: left;"> SCHEDULE "B" RMA INSURANCE 2510 Sparrow Drive, Nisku, AB, T0E 0N5 PHONE #: 780-955-3639 • FAX #: 780-955-3615 </div> <div style="text-align: right;"> Incident Policy: Schedule "B"; RMA Insurance </div> </div>	
Incident Policy: Q638342	Heavy Equipment Policy: RSL221522
AUTO / EQUIPMENT LOSS FORM	
DATE OF LOSS: _____ CERTIFICATE #: _____	
JURISDICTION: _____	
CONTACT PERSON: _____ PHONE #: _____	
YEAR: _____ MAKE MODEL: _____ SERIAL #: _____ PLATE #: _____	
DRIVER: _____ DOB: _____	
DRIVER'S LICENCE #: _____ YRS. EXP.: _____	
PREVIOUS ACCIDENTS/CONVICTIONS: _____	
ADDRESS: _____	
LOSS PAYABLE/LESSOR: _____	
THIRD PARTY INFORMATION	
YEAR: _____ MAKE MODEL: _____ SERIAL #: _____	
DRIVER: _____ PHONE #: _____ LIC. PLATE #: _____	
OWNER: _____ PHONE #: _____	
DESCRIPTION OF DAMAGES: _____	
NAME OF INSURER: _____ POLICY #: _____	
LOCATION OF ACCIDENT: _____	
POLICER/MP AT SCENE: _____	
INJURIES: _____	
WITNESS: _____	
<div style="display: flex; justify-content: space-between; align-items: center;"> <div> REPORTED TO RMA online to https://rma Alberta.com/ Or contact: New West Adjusters @ 780-489-3310 </div> <div> <input type="checkbox"/> YES <input type="checkbox"/> NO </div> </div>	
Page 7 of 9	

Section 14

Policy: A.02-04

SCHEDULE "C" SMOKY LAKE COUNTY

INCIDENT REPORT On Municipal Roads by Third Party

Location: _____

This form is to be filled out for any incident that happens on Smoky Lake County road.

For Completion By Municipality

Date of Incident: _____

Time of Incident: _____

When did you first learn of
The incident? (Date/Time) _____

When was the Incident
Reported? (Date/Time) _____

Are you aware of any
injuries _____

☐ Minor ☐ Moderate ☐ Serious

☐ Hospitalized ☐ Death ☐ Unknown

Signature of person completing this checklist: _____

Contact Information: Work Phone: _____ Cell: _____ E-mail: _____

After learning of an accident that occurs on a roadway under the municipality's control, the following people need to be contacted:

Contact Insurers:

- ☐ Notly Prindle & Associates to determine whether an insurance investigation should begin
- ☐ <http://insuraberts.com>
- ☐ Date and time reported _____

Photographs and the following information need to be obtained. Mark a check ☒

Photographs:

- ☐ Path taken by both vehicles before and after collision
- ☐ Final resting position of vehicles
- ☐ If vehicles have been removed, remaining as evidence
- ☐ General road conditions
- ☐ Anything on the road surface that may have contributed to possible losing control
- ☐ Road signs on scene

Information:

General road conditions _____

Weather conditions _____

Evidence of impairment _____

Incident Policy: Schedule "C"; On Municipal Roads by Third Party

Section 14

Page 8
Policy: A.02

Incident Report on Municipal Roads by Third Party - Page Two

Other Information

Detailed Description of Event:

Witnesses? _____

Were first responders present? _____

*show all skid marks and the resting spots of all vehicles involved
 *Show road number where possible

THIRD PARTY INFORMATION Vehicle # 1		THIRD PARTY INFORMATION Vehicle # 2	
YEAR: _____	MAKE MODEL: _____	YEAR: _____	MAKE MODEL: _____
SERIAL #: _____		SERIAL #: _____	
DRIVER: _____		DRIVER: _____	
PHONE #: _____		PHONE #: _____	
LIC. PLATE #: _____		LIC. PLATE #: _____	
OWNER: _____		OWNER: _____	
PHONE #: _____		PHONE #: _____	
NUMBER OF PASSENGERS: _____		NUMBER OF PASSENGERS: _____	
DESCRIPTION OF DAMAGES: _____		DESCRIPTION OF DAMAGES: _____	
NAME OF INSURER: _____		NAME OF INSURER: _____	
POLICY #: _____		POLICY #: _____	

Carried.

7.8. Alberta Emergency Alert Course Approval

733-25: Halisky

That Smoky Lake County approve the Health & Safety Coordinator/Director of Emergency Management to take the Alberta

Emergency Alert Course with the Government of Alberta to become authorized to issue emergency alerts as the Director of Emergency Management for the County and authorize two senior officials to sign off on the required form for course enrollment.

Carried.

7.9. Annual Safety Meeting – Office Closures

734-25: Halisky That Smoky Lake County Council approve to close the Admin Office and Public Works Shop on Thursday April 17th, 2025, to accommodate the attendance of all employees at the Annual Safety Meeting.

Carried.

7.10. Backsloping Application for NW-12-58-14-W4 and SW-1-60-14-W4

735-25: Gawalko That Smoky Lake County Council approve the backsloping program project along the lands legally described as NW-12-58-14-W4, as per the application received from Brad Shapka, dated March 4, 2025, and subject to the pass of an inspection conduction by the Public Works Manager or designate, upon completion the County will provide funding to the applicant in the amount of half the total cost of the project up to a maximum amount of \$2,500.00, in accordance with County Policy Statement No.03-21-06.

Carried.

736-25: Gawalko That Smoky Lake County Council approve the backsloping program project along the lands legally described as SW-1-60-14-W4, as per the application received from Brad Veno, dated March 12, 2025, and subject to the pass of an inspection conduction by the Public Works Manager or designate, upon completion the County will provide funding to the applicant in the amount of half the total cost of the project up to a maximum amount of \$5,000.00, in accordance with County Policy Statement No.03-21-06.

Carried.

7.12. Family & Community Support Services (FCSS) Applications

737-25: Halisky That Smoky Lake County approve to allocate funding from the 2025 Family and Community Support Services (FCSS) Grant budget in accordance with Policy no 08-17-01: Family and Community Support Services (FCSS) grant as follows:

\$2,500.00 to Bellis Board of Trade for the 1st Volunteer Appreciation Event on September 7th, 2025

Carried.

738-25: Gawalko That Smoky Lake County approve to allocate funding from the 2025 Family and Community Support Services (FCSS) Grant budget in accordance with Policy no 08-17-01: Family and Community Support Services (FCSS) grant as follows:

\$1,590.00 to Friends of the Vilna Pool Hall Society for 2025 volunteer appreciation

Carried.

7.13 Travel Lakeland Request- Boat and Sportsman Show

739-25- Serben That Smoky Lake County Council approve to provide funds in the amount of **\$300.00 and Smoky Lake County table banner to the Travel Lakeland Promotional Booth** displayed at the Edmonton Boat and Sportsman show held on March 20th to 23rd, 2025 located at the Edmonton Expo Centre.

Carried.

7.14 Alberta Bilingual Municipalities Membership Fees

740-25- Serben That Smoky Lake County accept the information for future Council meetings regarding the new implementation of Alberta Bilingual Municipalities Association Membership fees of \$1,100.00 per year beginning of 2026.

Carried.

11:35to 11:37 a.m.

Public Question and Answer Period:

Nil.

8. Chief Administrative Officer's Report:

8.1. Action List from January 2025 Council Meetings

741-25: Halisky That Smoky Lake County Council acknowledge Action List report from the January 2025, Council Meetings, as information.

Carried.

8.2. Action List from February 2025 Council Meetings

742-25: Gawalko That Smoky Lake County Council accept Action List report from the February 2025, Council Meetings, as information.

Carried.

8.3. Government of Canada's Enabling Accessibility Fund Information

743-25: Halisky That Smoky Lake County Council **acknowledge receipt** of the information received in respect to the Government of Canada's Enabling Accessibility Fund and bring this information forward to the future Strategic planning meeting on March 25th, 2025 and the April 24th, 2025 Regular County Council Meeting, and send the information to surrounding Foundations.

Carried.

8.4. Alberta Community Partnership (ACP) program's approved projects list

744-25: Halisky That Smoky Lake County Council **acknowledge receipt** of the information received in respect to the Alberta Community Partnership (ACP) program's approved projects list for reference of successful applicants and eligible projects, to utilize as a resource when determining potential projects for the Smoky Lake Region and instruct administration to forward this information to the Strategic Planning meeting on March 25th, 2025.

Carried.

8.5. Funding Programs for Economic Development

745-25: Halisky That Smoky Lake County Council **acknowledge receipt** of the information received in respect to Funding Programs for Economic Development, which lists various funding programs and opportunities, and link the information on the County's "Scholarships & Funding" webpage to be promoted on social media to increase awareness and instruct administration to forward this information to the Strategic Planning meeting on March 25th, 2025.

Carried.

9. Council Committee Reports:

Nil.

10. Correspondence:

10.1. **Joint Use Planning Agreements (JUPA) deadline extended to June 10, 2026**

746-25: Céré That Smoky Lake County **acknowledge receipt** of the letter from the Minister of Municipal Affairs, dated February 13, 2025, in respect to Joint Use Planning Agreements (JUPA) deadline extended from June 10, 2025 to June 10, 2026, thought Ministerial Order No. MSD 004-25.

Carried.

10.2. **Minister’s Awards for Municipal and Public Library Excellence (MAMPLE)**

747-25: Céré That Smoky Lake County **acknowledge receipt** of the letter from the Minister of Municipal Affairs, dated February 4, 2025, in respect to the Year-2025 Minister’s Awards for Municipal and Public Library Excellence (MAMPLE), with a deadline to apply of March 31, 2025, to be sent to its relevant parties.

Carried.

10.3. **Elected Officials Education Program (EOEP)**

748-25: Céré That Smoky Lake County **acknowledge receipt** of the correspondence received from the Elected Officials Education Program (EOEP), announcing the Munis 101 course is available to learn about the foundations of serving on municipal council.

Carried.

10.4. **Alberta Transportation and Economic Corridors - Hwy 28 Pavement Overlay**

749-25: Gawalko That Smoky Lake County acknowledge receipt and instruct administration to respond to and forward the letter dated February 4, 2025, received from CAP Engineering, who has been retained by Alberta Transportation and Economic Corridors, for the Highway 28 pavement overlay project to the Town of Smoky Lake; and agree to provide consent to the proposed access removal at Lot 11MSR, Block 6, Plan 8120751, along the Town of Smoky Lake, as shown below:



Carried.

10.5. Federal Government agreements to Municipal Affairs

750-25: Céré That Smoky Lake County **acknowledge** receipt of the letter from the Minister of Municipal Affairs, dated February 26, 2025, announcing municipalities will be required to submit information on all new Federal Government agreements to Municipal Affairs, effective April 1, 2025, and submit any of the said agreements as required in accordance with the *Provincial Priorities Act*, coming into force on April 1, 2025.

Carried.

10.6. Federal Government agreements to Municipal Affairs

That Smoky Lake County **acknowledge** receipt of the letter from the Minister of Municipal Affairs, dated February 27, 2025, announcing an increase of to the provincial budget for Local Government Fiscal Framework (LGFF) finding by 13%

Carried.

10.7. Event Poster for the local to Global Eastern Alberta Trade Corridor Forum

751-25: Serben That Smoky Lake County respectfully decline the invite to the Global Eastern Alberta Trade Corridor Forum event* dated April 23-25th.

Carried.

10.8. Warspite Foundation First Annual Country Fair Event Advertisement

752-25: Serben That Smoky Lake County **accept receipt** of the information from Councilor Cere, Warspite Foundation’s 1st Annual Warspite Country Fair event dated June 14th, 2025; and share the information on social media and the events calendar.

Carried.

11. Information Releases:

11.1. Information Releases to Council – January to February 2025

753-25: Halisky That Smoky Lake County **file** for information “Information Releases” sent to Council for the period of January to February 2025, listed as follows, be filed for information:

Description of Information Released:	Date Released:	Municipal File #:
Dart Tournament in Memory of Cathy & Tom Bullas - Thank You for Support	January 8, 2025	1-130
Smoky Lake Holubka Dancers - Thank You for Support in May 2024	January 8, 2025	7-74
Town of Smoky Lake Council Committee Appointments 2024-2025	January 15, 2025	1-113
Monthly Managers Reports - Dec. 2024 to Jan. 2025	January 16, 2025	N/A
Thank you letter from Reeve to Dep. Chief Prosecutor for attending Mtg.	January 17, 2025	2-82
Thank you letter from Reeve to RCMP East District for attending Mtg.	January 17, 2025	2-85
Thank you letter from Reeve to local RCMP & VSU for attending Mtg.	January 17, 2025	2-85
Gas Alberta Interim Report Dec 31 2024 - Q2 FY2025	February 7, 2025	9-23
Smoky Lake Agricultural Society – Financial Statements Year End 2024	February 14, 2025	7-93
Alberta HUB – Sustainability Recommendation & Road Map Document	February 18, 2025	19-57
Monthly Managers Reports - Jan. 2025 to Feb. 2025	February 19, 2025	N/A
Town of Smoky Lake Council Committee Appointments 2025 updated	February 27, 2025	1-113

Carried.

12. Financial Reports:

12.1. Financial Statements for the month of December 31st 2024- February 20th 2025

754-25: Céré That Smoky Lake County’s Financial Statement, updated February 20th, 2025, as prepared by the Finance Manager, be filed for information.

Carried.

12.2. Transfer to Operating Reserves

755-25: Halisky That Smoky Lake County Transfer \$500,000.00 into Operating reserves and \$3000.000 into Capital Reserves.

13. Next Meeting(s):

13.1. **Reconfirm the Scheduled County Council Meeting Dates**

756-25: Serben That the next Smoky Lake County Council Meetings be reconfirmed as follows:

Thursday, March 27, 2025, at 9:00 a.m. (Regular),
Thursday, April 10 and 24, 2025, at 9:00 a.m. (Regular),
Tuesday, April 22, 2025 at 9:00 AM Council Budget Meeting
Thursday, May 8 and 22, 2025, at 9:00 a.m. (Regular), and
Thursday, June 12 and 26, 2025, at 9:00 a.m. (Regular),
to be held physically and/or virtually in County Council Chambers.

Carried.

Meeting Recessed Meeting recessed for Lunch, time 12:17 p.m.

6. Municipal Planning Commission (MPC):

Meeting Recessed The Council meeting was recessed at 1:00 p.m. to undertake a Municipal Planning Commission Meeting on a separate agenda with separate minutes.

Meeting Reconvened The Council meeting reconvened on a call to order by the Reeve at 1:30 p.m. in the physical or virtual presence of all Council Members, Chief Administrative Officer, Finance Manager, Municipal Clerk, Planning & Development Manager, Natural Gas Manager, Fire Chief, Communications Officer, GIS Operator, and 0 Members of the Public.

Delegation members, Aspen View Schools Superintendent, Constantine Kastrinos, and Trustee, Elohne Chizawsky, entered council chambers @ 1:30pm

4. Delegation:

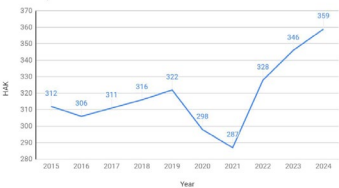
4.1. **Aspen View Schools Superintendent & Trustee**

Present before Council from 1:30 p.m. to 2:08 p.m. was Aspen View Schools Superintendent, Constantine Kastrinos, and Trustee, Elohne Chizawsky, to provide the yearly update for municipal partners, including but not limited to the following information:



2024-25 Enrolment

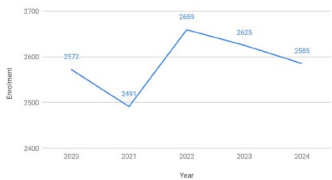
HAK 10 yr. trend



K	1	2	3	4	5	6	7	8	9	10	11	12
33	25	23	27	30	28	23	29	27	23	24	33	34

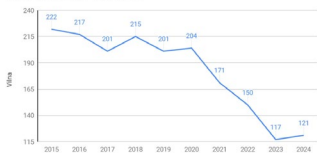
2024-25 Enrolment

Aspen View Enrolment - 5 year trend



2024-25 Enrolment

Vilna Enrolment - 10 yr trend



K	1	2	3	4	5	6	7	8	9	10	11	12
7	5	2	7	3	4	13	7	14	12	11	19	17

2024-25 Enrolment
Vilna Off-Campus Achievement Academy

8	9	10	11	12
1	0	3	1	8

2024-25 Provincial/Federal Enrolment

	K	1	2	3	4	5	6	7	8	9	10	11	12	T
Provincial	5	2	2	6	2	0	2	3	2	1	4	3	6	36
Federal	2	3	0	1	1	4	11	4	13	11	11	17	22	102

Staffing: Vilna

- 15 certificated staff (teachers & administrators)
- 10 support staff (educational assistants, administrative assistants, custodians)
- Family School Liaison Worker supported through Smoky Lake County FCSS

Staffing: HAK

- 18 certificated staff (teachers & administrators)
- 12 support staff (educational assistants, administrative assistants, custodians)
- Family School Liaison Worker supported through Smoky Lake County FCSS

Working together:

- Student employment
 - Opportunities for students participating in RAP or Careers: The Next Generation
 - Summer student positions
- Citizenship opportunities
 - Are there volunteer opportunities coordinated through the County in which students or classes could have a role?

- Job shadowing/work experience
- Possibly look at transportation for work experience to places like portage college
- Boundary review process for school divisions in Smoky Lake County

Meeting Recessed The Regular Council meeting was recessed at 2:09 p.m. to undertake a Municipal Planning Commission Meeting on a separate agenda with separate minutes.

Meeting Reconvened The Regular Council meeting was reconvened at 2:46 p.m.
14. Executive Session:

14.1. Legal Land Issue - Potential Land Purchase

257-25: Gawalko That Smoky Lake County Council go into Executive Session in the presence of all Council and Chief Administrative Officer (CAO) to discuss a Legal Land Issue: in respect to potential land purchase, under the authority of the FOIP Act Section 16: Third party business interests and Section 27: Privileged information, time 2:47 p.m.

Carried.

258-25: Céré That Smoky Lake County Council go out of Executive Session, time 4:15 p.m.

Carried.

15. ADJOURNMENT:

259-25: Gawalko That the Smoky Lake County Council Meeting of March 13, 2025, be adjourned, 4:16 p.m.

Carried.

REEVE

S E A L

CHIEF ADMINISTRATIVE OFFICER

SMOKY LAKE COUNTY

Minutes of the **Municipal Planning Commission** meeting from **Thursday, March 13, 2025**, held in Smoky Lake County Council Chambers as well as virtually online.

The meeting was Called to Order at 1:00 PM p.m. by the Chief Administrative Officer of Smoky Lake County, Kevin Lucas, in the presence of the following persons:

Attendance:

Dan Gawalko	Councillor Div. 1	Present in Chambers
Linda Fenerty	Councillor Div. 2	Absent
Dominique C��r��, Deputy Reeve	Councillor Div. 3	Present in Chambers
Lorne Halisky	Councillor Div. 4	Present in Chambers
Jered Serben, Reeve	Councillor Div. 5	Present in Chambers
Kevin Lucas	CAO	Present in Chambers
Jordan Ruegg	P&D Manager	Present Virtually
Brenda Adamson	Finance Manager	Present Virtually
Daniel Moric	Nat. Gas Manager	Present Virtually
Evonne Zukiwski	Comm. Manager	Present Virtually
Chris Minailo	PW Manager	Present in Chambers
Meaghan Andreychuk	Recording Secretary	Present in Chambers

2 Members of the Public virtually present and 0 physically present.
7 other County Staff Members virtually present & 1 physically present.

Election of Chairperson

The Chief Administrative Officer called first (1) time for nominations for Chairperson.

MPC25.01: Lucas

That Councillor Dominique C  r   be nominated as the Chairperson of the Municipal Planning Commission.

The Chief Administrative Officer called second (2) time for nominations for Chairperson.

The Chief Administrative Officer called third (3) time for nominations for Chairperson.

HEARING NO FURTHER NOMINATIONS.

The Chief Administrative Officer declared Nominations for Chairperson Ceased.

Ms. Dominique C  r   was declared elected by acclamation by the Chief Administrative Officer as the Chairperson of the Municipal Planning Commission for the ensuing year and assumed the Chair.

Election of Vice-Chairperson

The Chairperson called first (1) time for nominations for Vice-Chairperson.

MPC25.02: C  r  

That Councillor Dan Gawalko be nominated as the Vice-Chairperson of the Municipal Planning Commission.

The Chairperson called second (2) time for nominations for Chairperson.

The Chairperson called third (3) time for nominations for Chairperson.

HEARING NO FURTHER NOMINATIONS.

The Chairperson declared Nominations for Vice-Chairperson Ceased.

Mr. Dan Gawalko was declared elected by acclamation by the Chairperson as the Vice-Chairperson of the Municipal Planning Commission for the ensuing year.

2.0 ADOPTION OF AGENDA

MPC25.03: Halisky

That the Agenda for the Municipal Planning Commission meeting for Thursday, March 13, 2025, be adopted as presented.

CARRIED UNANIMOUSLY.

3.0 MINUTES

MPC25.04: Serben

That the Minutes of Municipal Planning Commission meeting held on Thursday, September 12, 2024, be adopted as presented.

CARRIED.

4.0 REQUEST FOR DECISION

4.1 Development Permits to be Considered:

MPC25.05: Gawalko

4.1.1 DP-005-25: Natural Resource Extraction & Processing Facility (Sand & Gravel)

That the Municipal Planning Commission **APPROVE** Development Permit No. 005-25: **NW 11-61-18-W4M, for the development of a Natural Resource Extraction/Processing Facility (Sand & Gravel)**, subject to the following conditions:

1. The proposed Natural Resource Extraction/Processing Facility (Sand & Gravel) shall be developed, constructed and sited as per "Drawing No. 4-9: Mine Sequencing Plan", dated August 26, 2023, attached to, and forming part of, this Development Permit, and not to exceed 5.03 hectares (12.43 acres) in size. Any expansion of the proposed Natural Resource Extraction/Processing Facility (Sand & Gravel) shall require a subsequent Development Permit to be issued by the Development Authority for Smoky Lake County.
2. The Applicant/Developer shall be required to enter into a Development Agreement with Smoky Lake County prior to the issuance of a Development Permit for the proposed Natural Resource Extraction/Processing Facility (Sand & Gravel).
3. The Applicant/Developer shall obtain an Aggregate Extraction Business Licence, pursuant to Smoky Lake County Bylaw No. 1456-24: Aggregate Extraction Business Licence Bylaw, and amendments thereto, and shall comply with all provisions of said Bylaw, including, but not limited to, providing Smoky Lake County with quarterly aggregate reporting and payment of Business Licence fees.
4. The Applicant/Developer shall pay to Smoky Lake County, in accordance with Smoky Lake County Bylaw No. 1431-23: Smoky Lake County Planning and Development Fees Bylaw, Development Permit fees of \$750.00/acre (\$750.00 x 12.43 acres = \$9,322.50), prior to the issuance of this Development Permit.

5. The Applicant/Developer shall be required to enter into a Haul Road Agreement with Smoky Lake County prior to the issuance of this Development Permit.
6. The Applicant/Developer shall obtain a Historical Resources Act Approval from the Ministry of Arts, Culture and Status of Women prior to the issuance of this Development Permit.
7. This Development Permit will expire ten (10) years from the date of issuance.
8. The Applicant/Developer shall comply with all requirements of Alberta Environment and Protected Areas, including any registrations, permits, approvals and reclamation requirements.
9. Reclamation and rehabilitation of the subject lands shall be in accordance with the Alberta Environmental Protection and Enhancement Act (EPEA) and the Code of Practice for Pits.
10. Tree and brush removal on the subject lands shall take place only during the approved period of July 31 to April 15, as required by the Alberta Wildlife Act and the federal Migratory Birds Convention Act.
11. Any burning of vegetation on the subject lands will require the Applicant/Developer to obtain a Burn Permit from Smoky Lake County's Fire Chief, or his designate, prior to commencement of burning.
12. The Applicant/Developer shall submit a Fire Safety Plan to the satisfaction of Smoky Lake County's Fire Chief.
13. All equipment and activities related to mining, excavating and crushing operations shall be located within, and take place in, areas approved for gravel extraction by this Development Permit.
14. Hours of Operation shall be as follows:
 - a. **Crushing Operations:** 7:00 a.m. – 9:00 p.m., Monday through Saturday inclusive. No crushing shall be permitted on Sundays and Statutory Holidays.
 - b. **On-Site Development Operations (extraction, pit development, reclamation & tree removal):** 7:00 a.m. – 9:00 p.m., Monday to Saturday inclusive. No on-site development operation shall be permitted on Sundays and Statutory Holidays.
 - c. **Hauling:** 7:00 a.m. – 9:00 p.m., Monday to Saturday inclusive. Hauling shall not be permitted on Sundays and Statutory Holidays.
15. The Applicant/Developer shall ensure that dust and noise control measures are undertaken so as to prevent such effects from becoming a nuisance to adjacent landowners. In this regard, stockpiles shall be positioned to act as a sound barrier and the Applicant/Developer shall utilize any and all methods of minimizing the noise created from machinery and pit activities wherever possible. The Applicant/Developer shall be required to provide dust control upon request by, and to the satisfaction of, Smoky Lake County.
16. The Applicant/Developer shall keep the area subject to the Development Permit in a clean and tidy manner, free from rubbish and non-aggregate debris.

- 17. The Applicant/Developer shall install and maintain appropriate traffic and safety signage on and about the subject lands and adjacent road accesses.
- 18. Accesses and haul routes into extraction areas shall be located away from residential areas wherever possible.
- 19. No development, disturbance or alteration of a surface waterbody is permitted without first obtaining the necessary approvals under the Water Act and from the Department of Fisheries and Oceans, where applicable. Evidence of a Water Act approval or licence must be provided to the Development Authority for Smoky Lake County in cases where a surface waterbody is altered or disturbed.
- 20. All reasonable measures shall be taken by the Applicant/Developer to control erosion in the areas approved for sand and gravel extraction.
- 21. The Applicant/Developer shall obtain any and all approvals, permits, authorizations, certificates and licenses, from any and all agencies, departments and authorities as may be required.
- 22. The use of engine-retarding brakes shall not be permitted within ½ mile of a residence on municipally-controlled roads.

CARRIED.

MPC25.06: Halisky

That Smoky Lake County Council go into Executive Session in the presence of all Council and Chief Administrative Officer (CAO) to discuss a Legal Land Issue: in respect to potential land purchase, under the authority of the FOIP Act Section 16: Third party business interests and Section 27: Privileged information, time 1:22 p.m.

MPC25.07: Halisky

That Smoky Lake County Council go out of Executive Session, time 1:29 p.m.
The Municipal Planning Commission meeting was recessed at 1:30 p.m. to resume the Regular County Council Meeting on a separate agenda with separate minutes.

MPC25.08: Serben

The Municipal Planning Commission meeting was reconvened at 2:20 p.m.
That Smoky Lake County Council go into Executive Session in the presence of all Council and Chief Administrative Officer (CAO) to discuss a Legal Land Issue: in respect to potential land purchase, under the authority of the FOIP Act Section 16: Third party business interests and Section 27: Privileged information, time 2:20 p.m.

MPC25.09: Halisky

That Smoky Lake County Council go out of Executive Session, time 2:35 p.m.

MPC25.10: Gawalko

4.1.2 DP-006-25: Natural Resource Extraction & Processing Facility (Sand & Gravel)

That the Municipal Planning Commission **APPROVE** Development Permit No. 006-25: **S1/2 15-61-18-W4M, for the development of a Natural Resource Extraction/Processing Facility (Sand & Gravel)**, subject to the following conditions with the amendments to number 5 with the public works manager

- 1. The proposed Natural Resource Extraction/Processing Facility (Sand & Gravel) shall be developed, constructed and sited as per “Drawing No. 4-9: Mine Sequencing Plan”, dated August 26, 2023, attached to, and forming part of, this Development Permit, and not to exceed 5.03 hectares (12.43 acres) in size. Any expansion of the proposed Natural Resource

- Extraction/Processing Facility (Sand & Gravel) shall require a subsequent Development Permit to be issued by the Development Authority for Smoky Lake County.
2. The Applicant/Developer shall be required to enter into a Development Agreement with Smoky Lake County prior to the issuance of a Development Permit for the proposed Natural Resource Extraction/Processing Facility (Sand & Gravel).
 3. The Applicant/Developer shall obtain an Aggregate Extraction Business Licence, pursuant to Smoky Lake County Bylaw No. 1456-24: Aggregate Extraction Business Licence Bylaw, and amendments thereto, and shall comply with all provisions of said Bylaw, including, but not limited to, providing Smoky Lake County with quarterly aggregate reporting and payment of Business Licence fees.
 4. The Applicant/Developer shall pay to Smoky Lake County, in accordance with Smoky Lake County Bylaw No. 1431-23: Smoky Lake County Planning and Development Fees Bylaw, Development Permit fees of \$750.00/acre ($\$750.00 \times 66.93 \text{ acres} = \$50,197.50$), prior to the issuance of this Development Permit.
 5. The Applicant/Developer shall be required to enter into a Haul Road Agreement with Public works manager of Smoky Lake County prior to the issuance of this Development Permit.
 6. The Applicant/Developer shall obtain a Historical Resources Act Approval from the Ministry of Arts, Culture and Status of Women prior to the issuance of this Development Permit.
 7. This Development Permit will expire ten (10) years from the date of issuance.
 8. The Applicant/Developer shall comply with all requirements of Alberta Environment and Protected Areas, including any registrations, permits, approvals and reclamation requirements.
 9. Reclamation and rehabilitation of the subject lands shall be in accordance with the Alberta Environmental Protection and Enhancement Act (EPEA) and the Code of Practice for Pits.
 10. Tree and brush removal on the subject lands shall take place only during the approved period of July 31 to April 15, as required by the Alberta Wildlife Act and the federal Migratory Birds Convention Act.
 11. Any burning of vegetation on the subject lands will require the Applicant/Developer to obtain a Burn Permit from Smoky Lake County's Fire Chief, or his designate, prior to commencement of burning.
 12. The Applicant/Developer shall submit a Fire Safety Plan to the satisfaction of Smoky Lake County's Fire Chief.
 13. All equipment and activities related to mining, excavating and crushing operations shall be located within, and take place in, areas approved for gravel extraction by this Development Permit.
 14. Hours of Operation shall be as follows:
 - a. **Crushing Operations:** 7:00 a.m. – 9:00 p.m., Monday through Saturday inclusive. No crushing shall be permitted on Sundays and Statutory Holidays.
 - b. **On-Site Development Operations (extraction, pit development, reclamation & tree removal):** 7:00 a.m. –

- 9:00 p.m., Monday to Saturday inclusive. No on-site development operation shall be permitted on Sundays and Statutory Holidays.
- c. **Hauling:** 7:00 a.m. – 9:00 p.m., Monday to Saturday inclusive. Hauling shall not be permitted on Sundays and Statutory Holidays.
15. The Applicant/Developer shall ensure that dust and noise control measures are undertaken so as to prevent such effects from becoming a nuisance to adjacent landowners. In this regard, stockpiles shall be positioned to act as a sound barrier and the Applicant/Developer shall utilize any and all methods of minimizing the noise created from machinery and pit activities wherever possible. The Applicant/Developer shall be required to provide dust control upon request by, and to the satisfaction of, Smoky Lake County.
16. The Applicant/Developer shall keep the area subject to the Development Permit in a clean and tidy manner, free from rubbish and non-aggregate debris.
17. The Applicant/Developer shall install and maintain appropriate traffic and safety signage on and about the subject lands and adjacent road accesses.
18. Accesses and haul routes into extraction areas shall be located away from residential areas wherever possible.
19. No development, disturbance or alteration of a surface waterbody is permitted without first obtaining the necessary approvals under the Water Act and from the Department of Fisheries and Oceans, where applicable. Evidence of a Water Act approval or licence must be provided to the Development Authority for Smoky Lake County in cases where a surface waterbody is altered or disturbed.
20. All reasonable measures shall be taken by the Applicant/Developer to control erosion in the areas approved for sand and gravel extraction.
21. The Applicant/Developer shall obtain any and all approvals, permits, authorizations, certificates and licences, from any and all agencies, departments and authorities as may be required.
22. The use of engine-retarding brakes shall not be permitted within ½ mile of a residence on municipally-controlled roads.

CARRIED.

MPC25.11: Serben

4.1.3 DP-004-25: Recreational Use (Archery Range)

That the Municipal Planning Commission **APPROVE** Development Permit No. 004-25: **PLAN 0627587, BLOCK 1, LOT 1, for the development of a Recreational Use (outdoor archery range)**, subject to the following conditions:

1. The proposed outdoor archery range shall be sited and constructed as per the Site Plan, dated January 30, 2025, attached to, and forming part of, this Development Permit, and shall conform to the following setbacks:
- Minimum Front Yard Setback (from property line adjacent to RGE RD 190): **7.62 meters (65.0 feet)**.
- Minimum Rear Yard Setback: (from property line adjacent to property to the east): **20.0 meters (25.0 feet)**.

Minimum Side Yard Setback: **18.5 meters (60.0 feet).**

Minimum Side Yard Setback: **18.5 meters (60.0 feet).**

2. The Developer/Applicant shall ensure that a minimum separation of 90cm and 1.25m for wheelchair athletes is provided for each shooting lane.
3. The Developer/Applicant shall ensure that a 3.0m safety zone is established behind the shooting line.
4. The Developer/Applicant shall ensure that the shooting line is clearly and visibly marked. The demarcation lines must cross the shooting area's length and width and must outline the shooting lanes.
5. The Developer/Applicant shall ensure that the archery range is bounded by a fence with a minimum 4 foot height.
6. The Developer/Applicant shall ensure that appropriate berms and/or backstopping is installed behind targets, to the satisfaction of the Development Authority. The berms and backstopping must be high enough to stop arrows that have just missed the top of the butts at 90m.
7. The Developer/Applicant shall ensure that the waiting areas and observation areas are separated and delineated from the shooting area.
8. The Developer/Applicant shall obtain approval for the proposed approaches from the Smoky Lake County Road Foreman or his designate.
9. The Developer/Applicant shall install appropriate warning signage, in sufficient quantities and locations, to the satisfaction of the Development Authority, informing the public of an operating archery range.
10. During operation of the archery range, the Developer/Applicant shall ensure that a certified Range Safety Officer is present at all times.
11. During construction, the Developer shall keep the site in a clean and tidy manner, free from rubbish and non-aggregate debris.
12. The Developer/Applicant shall be required to obtain any and all necessary permits, approvals, licenses and authorizations from any and all agencies, departments and authorities as may be required. This includes obtaining the relevant Safety Codes Act Permits (Building, Gas, Plumbing, Electrical and Private Sewage Disposal System).

CARRIED.

5.0 ISSUES FOR INFORMATION

5.1 Nil.

6.0 CORRESPONDENCE

6.1 Nil.

7.0 DELEGATION

7.1 Nil.

NEXT MEETING

The next Municipal Planning Commission Meeting will be at the call of Chairperson and Public Notice of the next meeting be provided at least 24 hours in advance in accordance with the *Municipal Government Act*,

RSA 200, cM-26.1 s195, by posting the information on the Smoky Lake County website.

8.0 ADJOURNMENT

MPC25.12: Serben

That the Municipal Planning Commission Meeting of March 13, 2025, adjourn at 2:46 p.m.

CARRIED.

Dominique Céré, Chairperson

S E A L

Kevin Lucas, CAO

DRAFT

FAMILY & COMMUNITY SUPPORT SERVICES

SMOKY LAKE REGION



PROVINCIAL FCSS PRIORITIES



The Government of Alberta's prevention framework identifies five key priorities:

1. Homelessness and Housing Insecurity
2. Mental Health and Addictions
3. Employment Challenges
4. Family and Sexual Violence Across the Lifespan
5. Aging Well in Community

Local FCSS programs act as a bridge between provincial priorities and community-based prevention efforts by adopting the following strategies:

- Promote active community engagement
- Foster a sense of belonging
- Encourage social inclusion
- Build healthy relationships
- Improve access to social supports
- Strengthen resilience through skill development

Watch this short video to learn more about FCSS's history and work in Alberta. [PLAY](#)



ABOUT US

Vision

Our community, united and empowered, strives for a positive, healthy, and connected future.

Mission

The Town of Smoky Lake Family and Community Support Services connects individuals and families to valuable resources and provides impactful programs that promote well-being.



Board of Directors

FCSS is supported by an Advisory Board of Directors, whose members bring a range of perspectives and the community's voice to the table. With their guidance, we aim to better serve the people of Smoky Lake.

Board Composition

This dedicated team includes a Chair, Vice-Chair, and 9 Members at Large, 7 members representing the town and 4 from the county.



COMMUNITY CAPACITY DEVELOPMENT

UNIVERSAL PROGRAMS & SERVICES

- System Navigation, Referral Services
- Canadian Volunteer Income Tax Program (CVITP)
- Food Basket Program
- Annual Community Showcase
- Fostering Volunteerism
- Interagency Connection (reoccurring op mech)
- Events (Truth & Reconciliation Day, Canada Day, Family Day)
- Monthly Community Newsletter

ON THE HORIZON...

- Community Needs Assessment
- Subsidized In-Person Counselling

5



SENIORS' AND OLDER ADULTS

PROGRAMS & SERVICES

- Seniors Benefits: System Navigation Support & Referrals
- Senior Transportation: Drive Happiness
- Reducing Isolation through Technology: Cyber Seniors
- Seniors' Events: Annual Seniors Week Celebration
- Men's Shed: Supporting positive mental health in aging men
- Workshops & Educational Guest Speakers

ON THE HORIZON...

- Meals on Wheels: Reestablishing and expanding meal delivery service
- Senior Supports: Lawn mowing and snow shoveling
- Winter Programming: Increasing activities to reduce isolation

6



FAMILY, CHILDREN & YOUTH

UNIVERSAL PROGRAMS & SERVICES

- Youth Training (Babysitting, Home Alone, Cyber Safety)
- Regional Youth Council (age 12-19 years)



Family Resource Network (FRN)

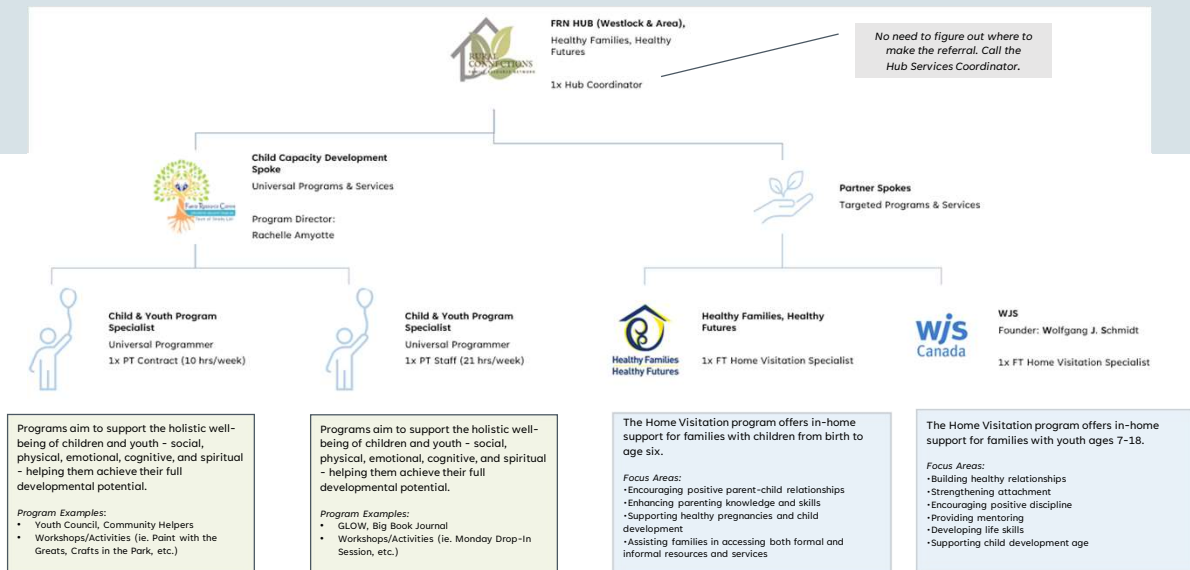
- Operates on a Hub & Spoke model (*refer to slide 8)
- Supports families with children ages 0-18, promoting safety, resilience, and well-being for children, youth, and their caregivers
- Through programs and events, families are connected to their community to strengthen natural supports and supportive connections

ON THE HORIZON...

- Increased Programming for Children Aged 7-12
- Youth Centre and Expansion of Youth Programs

7





RURAL CONNECTIONS FAMILY RESOURCE NETWORK



8



SINGLE-MUNICIPALITY FCSS STRUCTURE

	 TOWN OF SMOKY LAKE	 SMOKY LAKE COUNTY	 VILLAGE OF WASKATENAU	 VILLAGE OF VILNA
Delivery Model	Direct Programming Includes FCSS and FRN	Family School Liaison FTE Grant Funds to Partners	Family School Liaison FTE Programming (in partnerships with the Anne Chorney Public Library, Holy Family Catholic School & the Senior Citizen Association)	Family School Liaison FTE Direct Programming via Library
Staffing	Fiscal Management 1x FTE FCSS Director 2x PT FRN Program Specialists	Fiscal Management	Fiscal Management	Fiscal Management PT Direct Programming w/ Library Staff
Grants & Partnerships	Grants received (past 3 years) <ul style="list-style-type: none"> Alberta for Healthy Communities Initiative New Horizon Rural Mental Health Animators Partnerships <ul style="list-style-type: none"> Drive Happiness, Cyber Seniors Metis Nation of AB (Truth & Reconciliation Annual Event) Community Helpers Program (AHS) 		Grants received (past 3 years) <ul style="list-style-type: none"> Celebrate Canada Day Grant Volunteer Alberta Grant Partnerships <ul style="list-style-type: none"> Smoky Lake Region Junior Fire Fighting Camp <div>There is a recognized need for community support through system navigation and referral services.</div>	Grants received (past 3 years) <ul style="list-style-type: none"> Celebrate Canada Grant (Indigenous Peoples Day, Multiculturalism Day & Canada Day) OROS Grant (Northern Lights) <div>By enhancing librarian-led direct programming, the Village of Vilna has seen improvements in program delivery, including the launch of a monthly community newsletter. There is a recognized need for community support through system navigation and referral services.</div>



KEY BENEFITS

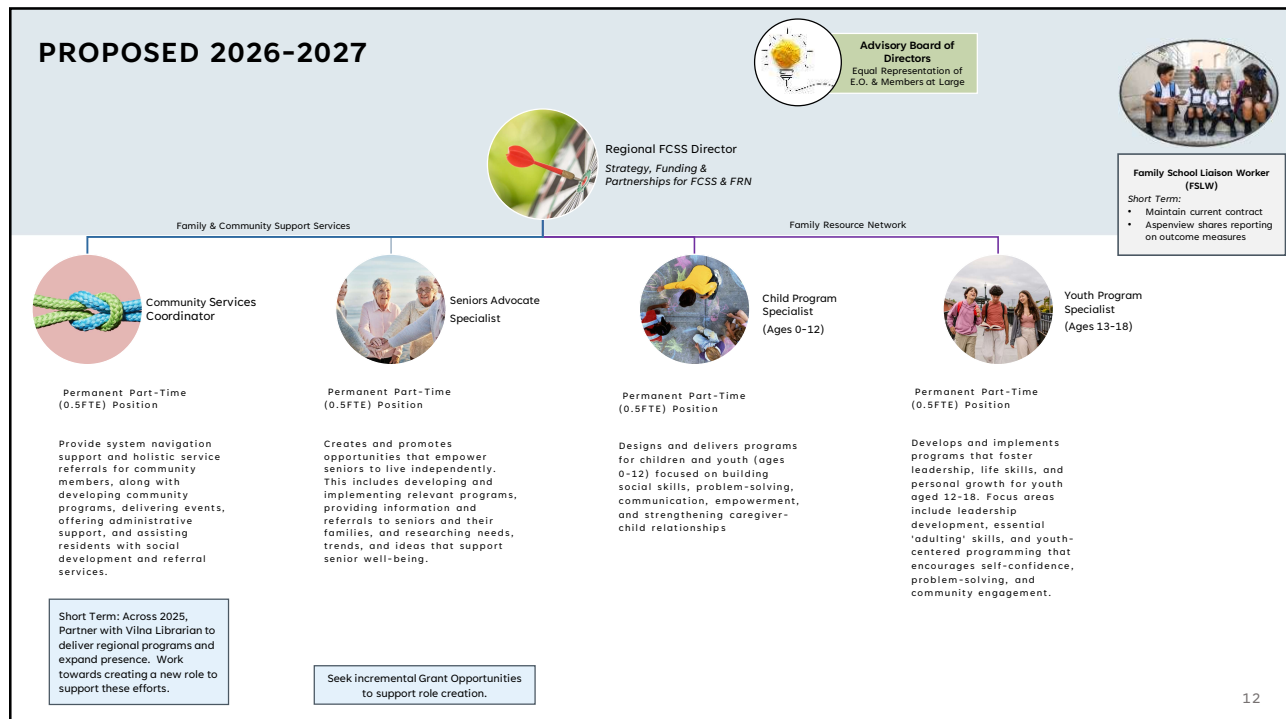
ENHANCED PROGRAMMING CAPACITY
Combining resources enables FCSS programs to deliver enhanced regional support and streamline services effectively.

INCREASED FRN ACCESSIBILITY
Enhance access to Family Resource Network (FRN) services, ensuring more families benefit from localized programs.

COMMUNITY DEVELOPMENT
Regional development brings benefits to each participating community.

FUNDING STREAMS
Increase eligibility for larger grants and strategic partnerships, maximizing the impact of shared goals.

11







Smoky Lake Legion No. 227

Balance Sheet

As of December 31, 2024

	<u>Dec 31, 24</u>
ASSETS	
Current Assets	106,091.12
Chequing/Savings	22,966.52
Bank Accounts	13,501.77
Casino Account	16,403.31
General Account	78,473.79
Nevada Account	1,444.15
Total Bank Accounts	96,321.25
Cash Accounts	
Bar Float	300.00
Nevada Float	300.00
Petty Cash Float	148.45
Total Cash Accounts	748.45
Total Chequing/Savings	97,069.70
Accounts Receivable	
Grants Receivable	-946.25
Total Accounts Receivable	-946.25
Total Current Assets	96,123.45
TOTAL ASSETS	96,123.45
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
GST/HST Payable	-502.92
Total Other Current Liabil...	-502.92
Total Current Liabilities	-502.92
Total Liabilities	-502.92

Smoky Lake Legion No. 227

Balance Sheet Comparison

As of December 31, 2024

	Dec 31, 24	Dec 31, 24	Dec 31, 24	% Change
ASSETS				
Equity				
Current Assets				
Chequing/Savings				
Bank Accounts				
Cash Accounts				
Bar Float	16,403.31	5,043.56	11,359.75	225.2%
Nevada Float	78,473.79	78,162.53	311.26	3.0%
Petty Cash Float	1,441.15	1,768.80	-327.65	-18.4%
Total Equity			96,626.37	
TOTAL LIABILITIES & EQUITY			96,123.45	
Total Bank Accounts	96,321.25	82,974.89	13,346.36	16.1%
Cash Accounts				
Bar Float	300.00	300.00	0.00	0.0%
Nevada Float	300.00	300.00	0.00	0.0%
Petty Cash Float	148.45	194.20	-45.75	-23.5%
Total Cash Accounts	748.45	794.20	-45.75	-5.8%
Total Chequing/Savings	97,069.70	83,769.09	13,300.61	15.9%
Accounts Receivable				
Grants Receivable	-946.25	0.00	-946.25	-100.0%
Total Accounts Receivable	-946.25	0.00	-946.25	-100.0%
Total Current Assets	96,123.45	83,769.09	12,354.36	14.8%
TOTAL ASSETS	96,123.45	83,769.09	12,354.36	14.8%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
Accounts Payable	0.00	644.47	-644.47	-100.0%
Total Accounts Payable	0.00	644.47	-644.47	-100.0%
Other Current Liabilities				
GST/HST Payable	-502.92	0.02	-502.94	-2,514,700.0%
Total Other Current Liabilities	-502.92	0.02	-502.94	-2,514,700.0%
Total Current Liabilities	-502.92	644.49	-1,147.41	-178.0%
Total Liabilities	-502.92	644.49	-1,147.41	-178.0%

Smoky Lake Legion No. 227

Profit & Loss

January through December 2024

	Jan - Dec 24
Ordinary Income/Expense	
Income	
AGLC (Other)	1,500.00
Gaming Advance for Advisors	1,500.00
Total AGLC (Other)	1,500.00
Gaming Income	
Casino Net	20,503.15
Nevada Net	583.00
Gaming Income - Other	100.00
Total Gaming Income	21,186.15
Income	
Bar Revenue	31,219.46
Donations	341.00
Total Income	31,560.46
Investments	
Interest-Savings, Short-term CD	33.36
Total Investments	33.36
Legion Bldg Addition Project	1,500.00
Other Types of Income	
Bottle Refund	468.15
Legion Sports Supplies	1,019.97
Legion Store Sales	32.00
Pool Table Revenue	9.50
Other Types of Income - Other	1,005.50
Total Other Types of Income	2,535.12
Program Income	
Fundraising	351.90
Membership Dues	2,895.24
Total Program Income	3,247.14

Smoky Lake Legion No. 227

Profit & Loss

January through December 2024

	Jan - Dec 24
Special Event Income	
Grey Cup Event/Super Bowl	332.38
Pumpkin Fair	2,857.14
Total Special Event Income	3,189.52
Total Income	64,751.75
Gross Profit	64,751.75
Expense	
AGLC	
Casino Event Expense	2,713.05
Total AGLC	2,713.05
Bar Supplies Non-Alcohol Purch	107.44
Contract Services	
Accounting Fees	283.80
Total Contract Services	283.80
Facilities and Equipment	
Building/Maintenance	
Janitorial Supplies	76.13
Kitchen Supplies	38.83
Building/Maintenance - Other	2,684.56
Total Building/Maintenance	2,799.52
Equipment Maintenance & Re...	246.50
Liability & Content Insurance	785.00
Total Facilities and Equipment	3,831.02
Legion CFEP '23 Grant for Lift	
Advance payment to store lift	18,020.00
Total Legion CFEP '23 Grant for...	18,020.00
License, dues and fees	200.00
Membership Per Capita	1,244.74

Smoky Lake Legion No. 227

Profit & Loss Comparison

January through December 2024

	Jan - Dec 23	Jan - Dec 24	Change	% Change
Ordinary Income				
Income				
AGLC (Other)				
Gaming Adv	1,500.00	0.00	14,431.13	100.0%
			126.26	
Total AGLC (Other)	1,500.00	0.00	2.21	100.0%
Gaming Income				
Casino Net	20,503.15	0.00	60.84	100.0%
Gray Cup / Super Bowl Draw	0.00	368.38	16,124.32	-100.0%
Meat Draw	0.00	70.00	-70.00	-100.0%
Nevada Net	583.00	583.00	0.00	0.0%
Gaming Income	100.00	842.00	1,093.09	-88.1%
			251.75	
Total Gaming Income	21,186.15	1,864.38	224.00	1,038.2%
Income				
Bar Revenue	31,219.46	31,132.88	2,010.91	0.3%
Donations	341.00	2,495.25	-2,155.25	-88.3%
Total Income	31,560.46	33,628.13	88.32	-6.2%
Investments				
Interest-Savings	33.38	22.82	159.15	46.2%
			1,228.08	
Total Investments	33.38	22.82	55.46	46.2%
Legion Bldg				
CFEP Grant	0.00	9,701.00	-9,701.00	-100.0%
Legion Bldg Project - Other	1,500.00	0.00	1,500.00	100.0%
Total Legion	1,500.00	9,701.00	1,459.25	-84.5%
Other Types of Income				
Bottle Refund	468.15	832.95	5,074.55	-43.8%
Curse Fund	0.00	53.82	53.82	-100.0%
Legion Sports Supplies	1,019.97	0.00	51,249.98	100.0%
Legion Sports	32.00	403.55	13,501.77	-92.1%
Pool Table Revenue	9.50	0.00	9.50	100.0%
Popp	0.00	350.00	13,501.77	-100.0%
Other Types of Income - Other	1,005.50	0.00	1,005.50	100.0%
Total Other Types of Income	2,535.12	1,640.12	895.00	54.8%



**The Royal Canadian Legion
Smoky Lake Branch # 227
P.O. Box 592
Smoky Lake, AB
T0A 3C0**

Smoky Lake County
Box 310
Smoky Lake, AB, T0A3C0

March 11, 2025

Dear Reeve Serben and Council Members,

RE: Letter of support for Smoky Lake Legion building floor replacement

Further to my recent letter requesting funding could you please write me a letter of support so that we can attach it to our CFEP Grant application.

Thanks in advance,

Sincerely,

Harvey Prockiw, CPA CMA, CLGM, B.A., B.Comm
Vice President

CELL: 780-656-0083 EMAIL: hprockiw@hotmail.com.



Request for Decision (RFD)

Meeting Date: Thursday, March 27, 2025

Agenda Item: #

Topic: Bylaw No. 1477-25: A Bylaw to amend Land Use Bylaw No. 1272-14 to Redistrict the lands legally described as all that portion of NW-27-60-14-W4M which lies to the east of the east limit of Road Plan 4134LZ, from Rural Industrial (M2) District to Agriculture (AG) District; and to amend Municipal Development Plan Bylaw No. 1249-12 to Reclassify the lands legally described as all that portion of NW-27-60-14-W4M which lies to the east of the east limit of Road Plan 4134LZ, from Commercial Area to Agriculture Area.

Presented By: Planning & Development Services

Recommendation: That Smoky Lake County Council give First Reading to Bylaw No. 1477-25 and to schedule a Public Hearing on said Bylaw, to be held on Thursday, April 24, 2025, at 9:15 a.m., and to advertise said Public Hearing in accordance with the Municipal Government Act, in the Redwater Review and on the County's website.

Background: On March 17, 2025, an application was received by administration to amend Land Use Bylaw No. 1272-14, to redistrict said lands from Rural Industrial (M2) District to Agriculture (AG) District and to amend Municipal Development Plan Bylaw No. 1249-12 to reclassify the said lands from Commercial Area to Agriculture Area. The applicant proposes to construct a single detached dwelling and hobby farm, both of which are neither Permitted Uses nor Discretionary Uses under the existing Rural Industrial District. By redistricting said lands to Agriculture District, these uses will be permissible.

Benefits: Provide an opportunity for a landowner to construct a dwelling, providing the County with additional assessment.

Disadvantages: Loss of lands districted to allow for rural industrial uses.

Alternatives: Council may propose changes to Bylaw 1477-25 or defeat said Bylaw.

Financial Implications: Costs of advertising Public Hearing and mailing of notices to adjacent landowners (approximately \$700).

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

Intergovernmental: Nil.

Strategic Alignment: Proactivity in Development.

Enclosure(s):

- **Enclosure #1: Application to Amend LUB & Certificate of Title**
- **Enclosure #2: Bylaw 1477-25**
- **Enclosure #3: Land Use Bylaw No. 1272-14 Section 8.2 (AG District) & Section 8.11 (M2 District)**
- **Enclosure #4: Municipal Development Plan Bylaw No. 1249-12 Section 4.1 (Agriculture Policy) and Section 4.4 (Commercial Policy)**

Approved by the CAO: _____. **Date:** _____.

Enclosure #1: Application to Amend LUB & Certificate of Title

Enclosure #1 - Application to Amend LUB/MDP - Page 1 of 4



Date of Application: March 17 / 25

APPLICATION TO AMEND

☒ LAND USE BYLAW

☐ AREA STRUCTURE PLAN

☒ MUNICIPAL DEVELOPMENT PLAN

APPLICANT INFORMATION

NAME OF APPLICANT <u>Leya Hatch</u> <u>246 2683 Alberta Inc.</u>		NAME OF REGISTERED LANDOWNER (COMPLETE IF DIFFERENT FROM APPLICANT) <u>Leya Hatch</u>	
SIGNATURE <u>[Signature]</u>		SIGNATURE	
MAILING ADDRESS [Redacted]		MAILING ADDRESS [Redacted]	
POSTAL CODE [Redacted]	TELEPHONE [Redacted]	POSTAL CODE [Redacted]	TELEPHONE [Redacted]

LEGAL DESCRIPTION

QTR/LSID <u>NW</u>	SECTION <u>27</u>	TOWNSHIP <u>60</u>	RANGE <u>14</u>	W4M
REGISTERED PLAN	BLOCK	LOT		

PLANNING DOCUMENT

EXISTING LAND USE DISTRICT <input type="checkbox"/> AGRICULTURAL DISTRICT (AG) <input type="checkbox"/> VICTORIA AGRICULTURE DISTRICT (A1) <input type="checkbox"/> MULTI-LOT COUNTRY RESIDENTIAL DISTRICT (R1) <input type="checkbox"/> RESIDENTIAL (CLUSTER) CONSERVATION DISTRICT (R2) <input type="checkbox"/> VICTORIA RESIDENTIAL DISTRICT (R3) <input type="checkbox"/> HAMLET RESIDENTIAL DISTRICT (R4) <input type="checkbox"/> HIGHWAY COMMERCIAL DISTRICT (C1) <input type="checkbox"/> VICTORIA COMMERCIAL DISTRICT (C2) <input type="checkbox"/> HAMLET COMMERCIAL DISTRICT (C3) <input type="checkbox"/> INDUSTRIAL DISTRICT (M1) <input checked="" type="checkbox"/> RURAL INDUSTRIAL DISTRICT (M2) <input type="checkbox"/> COMMUNITY AND INSTITUTIONAL DISTRICT (P) <input type="checkbox"/> DIRECT CONTROL DISTRICT (DC) <input type="checkbox"/> DIRECT CONTROL LANDFILL DISTRICT (DC1)	PROPOSED LAND USE DISTRICT <input checked="" type="checkbox"/> AGRICULTURAL DISTRICT (AG) <input type="checkbox"/> VICTORIA AGRICULTURE DISTRICT (A1) <input type="checkbox"/> MULTI-LOT COUNTRY RESIDENTIAL DISTRICT (R1) <input type="checkbox"/> RESIDENTIAL (CLUSTER) CONSERVATION DISTRICT (R2) <input type="checkbox"/> VICTORIA RESIDENTIAL DISTRICT (R3) <input type="checkbox"/> HAMLET RESIDENTIAL DISTRICT (R4) <input type="checkbox"/> HIGHWAY COMMERCIAL DISTRICT (C1) <input type="checkbox"/> VICTORIA COMMERCIAL DISTRICT (C2) <input type="checkbox"/> HAMLET COMMERCIAL DISTRICT (C3) <input type="checkbox"/> INDUSTRIAL DISTRICT (M1) <input type="checkbox"/> RURAL INDUSTRIAL DISTRICT (M2) <input type="checkbox"/> COMMUNITY AND INSTITUTIONAL DISTRICT (P) <input type="checkbox"/> DIRECT CONTROL DISTRICT (DC) <input type="checkbox"/> DIRECT CONTROL LANDFILL DISTRICT (DC1)
MUNICIPAL DEVELOPMENT PLAN: <u>Agricultural Area</u>	AREA STRUCTURE PLAN: <u>N/A</u>

REASON IN SUPPORT OF APPLICATION FOR AMENDMENT:

OFFICE USE ONLY

REPORTS	<input type="checkbox"/> Environmental Site Assessment <input type="checkbox"/> Stormwater Management Plan	<input type="checkbox"/> Biophysical Assessment <input type="checkbox"/> Certificate Of Title	<input type="checkbox"/> Geotechnical Report
APPLICATION FEE <u>\$ 1,000.00</u>	RECEIPT #	BYLAW NO.	



Smoky Lake County
 4612 McDougall Drive
 PO Box 310
 Smoky Lake AB T0A 3C0

RECEIPT OF PAYMENT

Page 1

Receipt Number: 38006

Tax Number:

Date: March 17, 2025

Initials: LS

2662683 ALBERTA LTD.

Type	Account / Ref. #	Description	Quantity	Discount	Amount Paid	Balance Remaining
General	GL	Other Fees	N/A	\$0.00	\$1,000.00	N/A
Subtotal:					\$1,000.00	
Taxes:					\$0.00	
Total Receipt:					\$1,000.00	
Debit:					\$1,000.00	
Total Amount Received:					\$1,000.00	
Rounding:					\$0.00	
Amount Returned:					\$0.00	

Jordan Ruegg

From: Leya Hatch [REDACTED]
Sent: March 17, 2025 6:52 PM
To: Jordan Ruegg
Subject: Reason for changing property to Agricultural

You don't often get email from leya.hatch71@gmail.com. [Learn why this is important](#)

To whom it may concern,

My name is Leya Hatch, I purchased the property at NW-27-60-14-W4M
Under the business name of 2662683 Alberta Inc.

My intentions are to convert this property from industrial to agricultural so that I could build a home in the future, 1-5 years time frame. Ideally I'd like to have a little hobby farm, and a garden. It is also my intent to use the property currently to camp and use it for other recreational purposes.

Thank you for your time In this matter, if you need to contact me please don't hesitate to call or email,

Sincerely,

Leya Hatch

Preview

S
LINC SHORT LEGAL TITLE NUMBER
0023 556 666 4;14;60;27;NW 252 052 082

LEGAL DESCRIPTION

MERIDIAN 4 RANGE 14 TOWNSHIP 60
SECTION 27
ALL THAT PORTION OF THE NORTH WEST QUARTER
WHICH LIES TO THE EAST OF THE EAST LIMIT OF ROAD PLAN 4134LZ
CONTAINING 17.0 HECTARES (41.89 ACRES) MORE OR LESS
EXCEPTING THEREOUT: HECTARES (ACRES) MORE OR LESS
PLAN 8721363 - ROAD 0.747 1.85
EXCEPTING THEREOUT ALL MINES AND MINERALS
AND THE RIGHT TO WORK THE SAME

ESTATE: FEE SIMPLE

MUNICIPALITY: SMOKY LAKE COUNTY

REFERENCE NUMBER: 232 269 802

REGISTRATION	DATE(DMY)	REGISTERED OWNER(S) DOCUMENT TYPE	VALUE	CONSIDERATION
252 052 082	26/02/2025	TRANSFER OF LAND	\$76,000	\$76,000

OWNERS

2662683 ALBERTA INC.

[Close](#)

Bylaw 1477-25

**SMOKY LAKE COUNTY
IN THE PROVINCE OF ALBERTA
BYLAW NO. 1477-25**

A BYLAW OF THE MUNICIPALITY OF SMOKY LAKE COUNTY IN THE PROVINCE OF ALBERTA, TO AMEND BYLAW NO. 1272-14 BEING THE LAND USE BYLAW FOR SMOKY LAKE COUNTY, & TO AMEND BYLAW NO. 1249-12 BEING THE MUNICIPAL DEVELOPMENT PLAN FOR SMOKY LAKE COUNTY.

WHEREAS Council has adopted Smoky Lake County Bylaw No.1249-12 to be used at the Municipal Development Plan;

WHEREAS Council has adopted Smoky Lake County Bylaw No.1272-14 to be used at the Land Use Bylaw;

WHEREAS it is deemed expedient to amend Bylaw No. 1249-12, and Bylaw No. 1272-14 as set out in Section 692 of the Municipal Government Act, R.S.A. 2000, c. M-26, and amendments thereto;

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

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

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

1. Appendix "B" of the Smoky Lake County Land Use Bylaw No. 1272-14 be amended such that the portions of NW 27-60-14-W4M, which lie east of the east limit of Road Plan 4134LZ, containing +/- 17.0 Ha (41.89. acres) in size more or less, as shown on Schedule 'A' be rezoned from Rural Industrial District (M2) to Agriculture District (AG).
2. That Section 7.2 of Bylaw No. 1249-12: Municipal Development Plan is hereby amended such that the portions of NW 27-60-14-W4M, which lie east of the east limit of Road Plan 4134LZ, containing +/- 17.0 Ha (41.89 acres) in size more or less, as shown on Schedule 'B' be reclassified from Commercial Area to Agriculture Area.
3. This Bylaw shall come into effect after third and final reading.

READ A FIRST TIME IN COUNCIL THIS 27TH DAY OF MARCH, AD 2025.

Jered Serben
Reeve

SEAL

Kevin Lucas
Chief Administrative Officer

READ A SECOND TIME IN COUNCIL THIS _____ DAY OF _____, AD 2025.

READ A THIRD AND FINAL TIME IN COUNCIL _____ DAY OF _____, AD 2025.

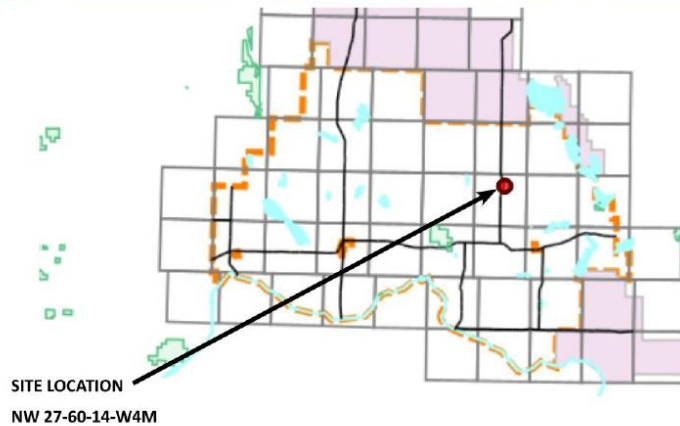
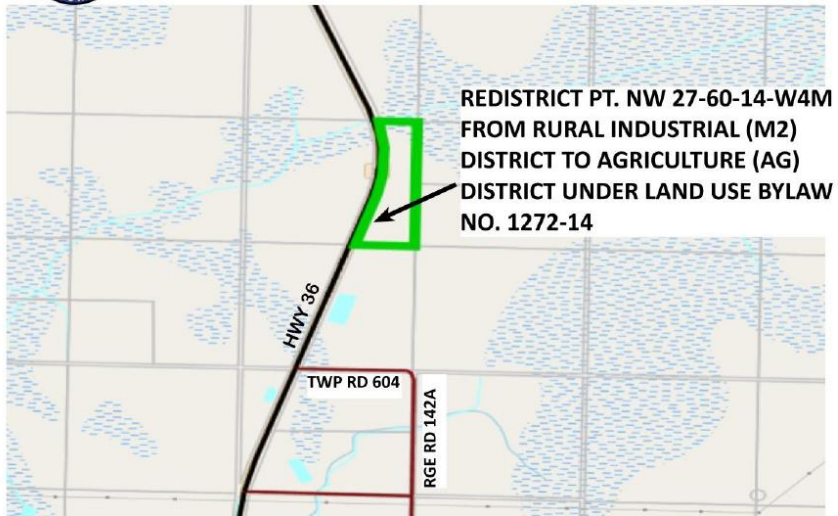
Jered Serben
Reeve

SEAL

Kevin Lucas
Chief Administrative Officer

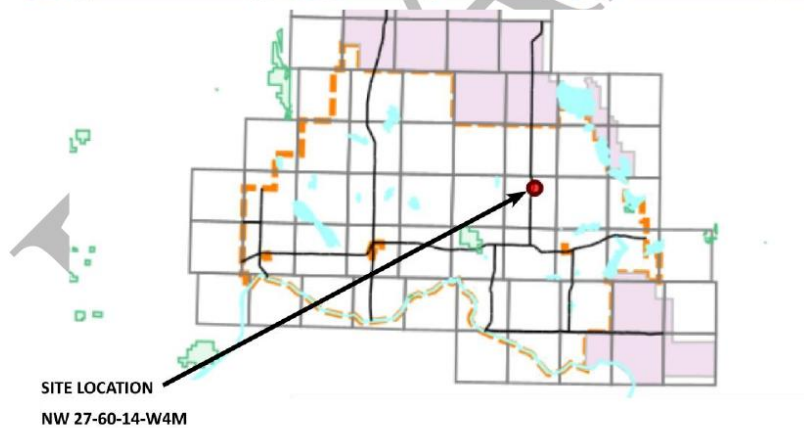
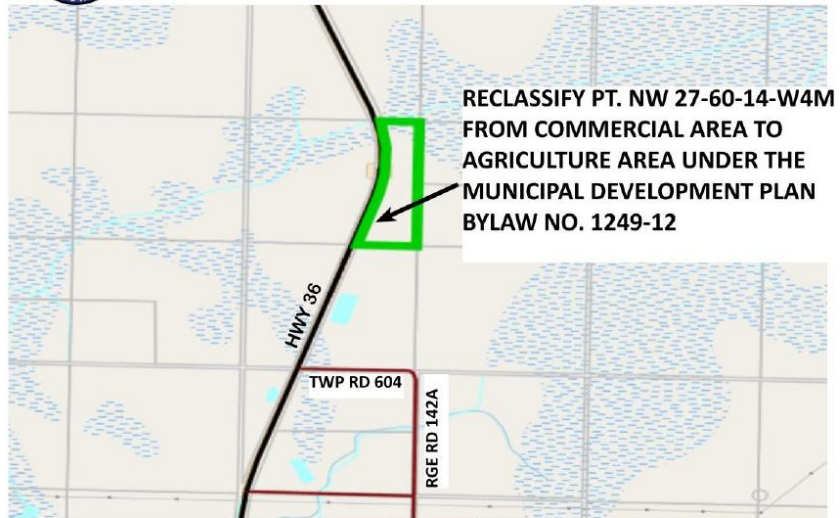


SCHEDULE "A" BYLAW NO. 1477-25





SCHEDULE "B" BYLAW NO. 1477-25



Enclosure #3: Land Use Bylaw No. 1272-14 Section 8.2 (AG District) & Section 8.11 (M2 District)

Enclosure #3: Land Use Bylaw No. 1272-14 Section 8.2 (AG District) & Section 8.11 (M2 District) - Page 1 of 9

AG

8.2 AGRICULTURE (AG) DISTRICT

1. Purpose

The general purpose of this District is to allow a range of activities associated with working landscapes including agricultural uses and resource extraction uses that support the rural economy, rural lifestyle and discourage the fragmentation of the County's land base.

2. Permitted Uses

- A. Art, Craft and Photographic Studios
- B. Agricultural Support Service
- C. Basement Suite
- D. Bed and Breakfast Establishment
- E. Buildings and Uses Accessory to Permitted Uses
- F. Community Hall
- G. Day Home
- H. Dwelling, Single Detached
- I. Dwelling, single detached, tiny
- J. Extensive Agriculture
- K. Garage Suite
- L. Garden Suite
- M. Guest House
- N. Home Occupation, Major
- O. Home Occupation, Minor
- P. In-law Suite
- Q. Manufactured Home
- R. Modular Home
- S. Natural Area
- T. Public Utility
- U. Secondary Suite
- V. Shipping Container
- W. Solar Energy Collection Systems
- X. Wind Energy Conversion System, Micro

3. Discretionary Uses

- A. Animal Breeding and/or Boarding Facility
- B. Animal Clinic
- C. Animal Hospital
- D. Animal Hospital, Large
- E. Boarding Facility
- F. Buildings and Uses Accessory to Discretionary Uses
- G. Campground, minor
- H. Campground, intermediate
- I. Campground, major
- J. Cemetery
- K. Child Care Facility
- L. Day Care Facility

- M. Duplex (Vertical and Side-by-Side)
- N. Family Care Facility
- O. Intensive Agriculture
- P. Kennel
- Q. Natural Resource Extraction Industry
- R. Place of Worship
- S. Public and Quasi-Public Building and Use
- T. Public Utility
- U. Recreational Use
- V. Recreational vehicle park
- W. Relocated Building
- X. Secondary Commercial
- Y. Sign
- Z. Surveillance Suite
- AA. Transfer Station
- BB. Utility Building
- CC. Wind Energy Conversion System, Small
- DD. Wind Energy Conversion System, Large
- EE. Workcamp, Short-Term
- FF. Other Uses which, in the opinion of the Development Authority, are similar to the above mentioned Permitted and Discretionary Uses

4. Subdivision Regulations

A maximum of five (5) parcels per quarter section may be subdivided for agricultural, or residential uses including the subdivision of fragments. The following chart presents information by use type regarding the maximum number of parcels allowed per quarter section.

	Maximum Parcel Density Per Quarter Section By Use Type	Minimum Parcel Size	Maximum Parcel Size
Agricultural Use	2 parcels per quarter section	Normally 32.0 ha (80.0 ac.) however a single 16.0 ha (40.0 ac.) parcel may be subdivided if the proposed parcel conforms to 4(A)(ii)	At the Discretion of the Subdivision Authority
Residential Use	4 parcels per quarter section	0.8 ha (2.0 ac.)	8.0 ha (20.0 ac.)
Commercial Use	At the Discretion of the Subdivision Authority	At the Discretion of the Subdivision Authority	At the Discretion of the Subdivision Authority
Community/ Institutional Use	At the Discretion of the Subdivision Authority	At the Discretion of the Subdivision Authority	At the Discretion of the Subdivision Authority
Industrial Use	At the Discretion of the Subdivision Authority	At the Discretion of the Subdivision Authority	At the Discretion of the Subdivision Authority

A. Lot Area – Agricultural Use

- i. The **minimum** parcel size for extensive agricultural uses shall normally be 32.0 ha (80.0 ac.) less any approved subdivisions.
- ii. Notwithstanding (A)(i) above, the subdivision of a single 16.0 ha (40.0 ac.) parcel for agricultural use may be permitted out of an **un-subdivided** quarter section if the following criteria are met to the satisfaction of the County:
 - a. Legal and year round physical access to the proposed parcel and the remainder are developed to County standards;
 - b. The proposed use of the parcel will not adversely impact adjacent agricultural uses;
 - c. The parcel is should normally be located:
 - I. adjacent to or near quarter section boundaries;
 - II. in close proximity to existing residential parcels or farmsteads on adjacent quarter sections;
 - III. along a designated rural residential collector road;
 - d. The applicant demonstrates that the parcel can be serviced on-site as per provincial regulations;
 - e. If the parcel is to be used for an intensive agricultural operation or a value added agricultural industry¹, the use and size of the parcel is supported by a business plan that may include:
 - I. a financial plan to the satisfaction of the County;
 - II. a detailed site plan of the proposed operation including the required land area, expansion possibilities and possible effects on adjacent landowners, uses and municipal infrastructure;
 - III. information regarding potential traffic generation which may include a Traffic Impact Assessment;
 - IV. potential nuisance factors and any mitigation measures necessary to reduce nuisance factors; and
 - V. where necessary, a detailed site assessment which indicates the

¹ Value added industry in this context means: an industry which economically adds value to a product by changing it from its current state to a more valuable state.

location, character and parcel coverage percentages of the environmentally sensitive areas and/or heritage features on the site.

B. Lot Area – Residential Use

- i. Normally, a **maximum** of 8.0 ha (20.0 ac.) per quarter section will be allowed for residential subdivisions.
- ii. Normally, the minimum lot area allowed for vacant residential parcels or for farmstead separations will be 0.8 ha (2.0 ac.) and the maximum lot area will be 8.0 ha (20.0 ac.).

C. Lot Area - Other Uses

The minimum parcel size for other uses shall be as provided for elsewhere in this Bylaw, in the County's Municipal Development Plan, in any relevant Area Structure Plan, or as required by the Subdivision Authority.

5. Development Regulations

A. Minimum Yard Dimensions

It should be noted that adjacent to Provincial Highways, Alberta Transportation may require greater setbacks for development. Contact Alberta Transportation regarding their requirements in this regard.

i. Minimum Front Yards

From Municipal Road Allowances	23.1 m (92.0 ft.) from the property line
From Highways	40.8 m (134.0 ft.) from the boundary of the right-of-way or as required by Alberta Transportation
Internal Subdivision Road	7.6 m (25.0 ft.) from the property line

ii. Minimum Side Yards

From Municipal Road Allowances	18.3 m (60.0 ft.) from the property line
From Highways	40.8 m (134.0 ft.) from the boundary of the right-of-way or as required by Alberta Transportation
Internal Subdivision Road	7.6 m (25.0 ft.) from the property line

Adjacent to Another Parcel	18.3 m (60.0 ft.) from the property line
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iii. Minimum Rear Yards

From Municipal Road Allowances	18.3 m (60.0 ft.) from the property line
From Highways	40.8 m (134.0 ft.) from the boundary of the right-of-way or as required by Alberta Transportation
Internal Subdivision Road	7.6 m (25.0 ft.) from the property line
Adjacent to Another Parcel	18.3 m (60.0 ft.) from the property line

- iv. Notwithstanding **subsections (A), (B), and (C)** above, where there is an intersection or sharp curve, the minimum yard requirements shown on **Figures 20 and 21** of this Bylaw shall apply.

B. Minimum Floor Area

- i. Single detached dwellings – 69.7 sq. m (750.0 sq. ft.)
- ii. Manufactured and modular home units – 65.0 sq. m (700.0 sq. ft.)
- iii. All others uses at the discretion of the Development Authority

C. Maximum Site Coverage - 45%

Of the 45% site coverage, a maximum of 15% of the total site may be covered by accessory buildings

D. Maximum Height

- i. 11.0 m (36.1 ft.)
- ii. In the case of buildings which are accessory to extensive agriculture and for discretionary uses, the maximum height shall be at the discretion of the Development Authority.

6. Other Regulations

A. Residential parcels in the Agriculture District will not be allowed:

- i. within required setbacks from a sewage treatment plant or lagoon or solid waste

- disposal site as specified by the appropriate guidelines or authority;
 - ii. within required setbacks from sour gas wells, pipelines and ancillary facilities;
 - iii. within an area likely to be subject to high levels of noise or emissions from industry, transportation facilities, or other sources; or
 - iv. within a 1 in 100 year flood plain.
- B. A development permit for a dwelling shall be issued only on condition that approval of the proposed sewage disposal system is received in accordance with provincial regulations.
 - C. Development proposals adjacent to a primary highway shall comply with any relevant provincial regulations.
 - D. Fences shall be developed in accordance with **Section 7.7** of this Bylaw.
 - E. Landscaping shall be provided in accordance with **Section 6.11** of this Bylaw.
 - F. The keeping of recreational vehicles shall be provided in accordance with **Section 7.23** of this Bylaw.
 - G. Shipping containers shall be developed in accordance with **Section 7.31** of this Bylaw
 - H. Accessory buildings shall be developed in accordance with **Section 6.1** of this Bylaw.

8.11 RURAL INDUSTRIAL (M2) DISTRICT

1. Purpose

The purpose of the Rural Industrial District is to provide land for rural industries in locations which can be serviced efficiently and which will not conflict with agriculture or residential land uses.

2. Permitted Uses

- A. Agricultural Support Services
- B. Buildings and Uses Accessory to Permitted Uses
- C. Animal Breeding and/or Boarding Facility
- D. Animal Clinic
- E. Animal Hospital, Large
- F. Automobile Repair Shops, Major and Minor
- G. Business Office
- H. Extensive Agriculture
- I. Greenhouse
- J. Heavy Equipment Sales and Service, Repair or Storage
- K. Light Industrial
- L. Public or Quasi-Public Services
- M. Public Utility
- N. Shipping Container
- O. Solar Energy Collection System
- P. Transfer Station
- Q. Warehouse
- R. Wind Energy Conversion System, Micro

3. Discretionary Uses

- A. Auctioneering Facility
- B. Buildings and Uses Accessory to Discretionary Uses
- C. Bulk Fuel Storage and Sales
- D. Heavy Equipment Sales, Service and Repair
- E. Industrial hemp production and distribution;
- F. Medium Industrial
- G. Natural Resource Extraction/Processing Facility
- H. Public Park
- I. Recreational Uses
- J. Rural Industrial
- K. Surveillance Suite
- L. Wind Energy Conversion System, Small
- M. Wind Energy Conversion System, Large

N. Other Uses which, in the opinion of the Development Authority, are similar to the above mentioned Permitted and Discretionary Uses

4. Subdivision Regulations

A. Minimum Site Area – at the discretion of the Subdivision Authority

5. Development Regulations

A. Minimum Yard Dimensions

It should be noted that adjacent to Provincial Highways, Alberta Transportation may require greater setbacks for development. Contact Alberta Transportation regarding their requirements in this regard.

i. Minimum Front Yards

From Municipal Road Allowances	23.1 m (92.0 ft.) from the property line
From Highways	40.8 m (134.0 ft.) from the boundary of the right-of-way or as required by Alberta Transportation
Internal Subdivision Road	7.6 m (25.0 ft.) from the property boundary

ii. Minimum Side Yards

From Municipal Road Allowances	18.3 m (60.0 ft.) from the property line
From Highways	40.8 m (134.0 ft.) from the boundary of the right-of-way or as required by Alberta Transportation
Internal Subdivision Road	7.6 m (25.0 ft.) from the property boundary

iii. Minimum Rear Yards

From Municipal Road Allowances	18.3 m (60.0 ft.) from the property line
From Highways	40.8 m (134.0 ft.) from the boundary of the right-of-way or as required by Alberta Transportation
Internal Subdivision Road	7.6 m (25.0 ft.) from the property boundary

- iv. Notwithstanding **subsections (i), (ii), and (iii)** above, where there is an intersection or sharp curve, the minimum yard requirements shown on **Figures 20 and 21** of this Bylaw shall apply.
- B. Maximum Site Coverage – 45%

Of the 45% site coverage, a maximum of 15% of the total site may be covered by accessory buildings.
- C. Maximum Height – At the Discretion of the Development Authority
- D. Landscaping

The Development Authority may require landscaping, to their satisfaction, in the form of fences, berms, vegetation, or any other material at their sole discretion that they deem reasonable, between any development in this District and any adjacent development.
- 6. Other Regulations
 - A. Development proposals adjacent to a primary highway shall comply with any relevant provincial regulations.
 - B. Fences shall be developed in accordance with **Section 7.7** of this Bylaw.
 - C. Landscaping shall be provided in accordance with **Section 6.11** of this Bylaw. The Development Authority may require landscaping, to their satisfaction, in the form of fences, berms, vegetation, or any other material, at their discretion, between any development in this District and any adjacent development.
 - D. Grading and drainage of the site shall be provided in accordance with **Section 6.11** of this Bylaw.
 - E. Accessory buildings shall be developed in accordance with **Section 6.1** of this Bylaw.
 - F. Vehicle Washing Establishments (carwashes) shall be developed in accordance with **Section 7.35** of this Bylaw.
 - G. Service Stations and Gas Stations shall be developed in accordance with **Section 7.30** of this Bylaw.
 - H. Shipping Containers shall be developed in accordance with **Section 7.31** of this Bylaw.
 - J. Solar Energy Conversion Systems shall be developed in accordance with **Section 7.33** of this Bylaw.
 - K. Wind Energy Conversion Systems shall be developed in accordance with **Section 2.9** of this Bylaw.

Enclosure #4: Municipal Development Plan Bylaw No. 1249-12 Section 4.1 (Agriculture Policy) and Section 4.4 (Commercial Policy)

Enclosure #4: Municipal Development Plan Sections - Page 1 of 11

4 Specific Plan Objectives and Policies

The following land use and development objectives and policies shall apply to all lands and developments within Smoky Lake County and shall be used by Smoky Lake County to guide decision-making regarding land use and development within the County.

4.1 Agriculture Policy

The County's most enduring resource is its working landscapes; the agricultural, forestry and resource lands which generate approximately 29% of all employment for County Residents. Working landscapes are irreplaceable and contribute to the high quality of life enjoyed by all Smoky Lake County residents. Working landscapes within the County must be carefully and equitably managed in order to retain the integrity and value of these areas for the benefit of future generations while supporting economic growth within the agricultural community.

In order to encourage the future viability of a diverse range of agricultural operations within the County the Municipal Development includes objectives and policies to not only protect, where appropriate, but also enhance the agri-based economy and rural lifestyle.

The following objectives and policies have been adopted by the County relating to agriculture areas within the County:

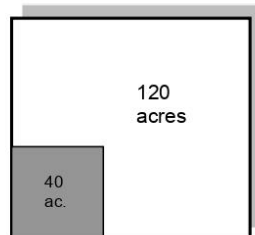
Objective 4.1.1	To ensure that working landscapes remain an integral and viable component of the regional economy and rural social structure
Policy 4.1.1.1	The Agricultural Use Area is to be, for the most part, conserved for working landscapes; the agricultural, forestry and resource uses.
Policy 4.1.1.2	While the primary use of the Agricultural Use Area is for extensive agriculture and confined feeding operations involving the production of feed grains, cereal grains, forage crops, specialty crops, livestock and other animals on a commercial basis, other uses which, in the opinion of Council, do not adversely affect present or future agricultural pursuits may also be permitted on a discretionary basis provided that the development will not adversely affect the agricultural community.



Within the Agricultural Use Area, a wide range of resource utilization uses may also occur provided that such uses do not negatively impact other surrounding uses.

Objective 4.1.2	To minimize the fragmentation of working landscapes while encouraging a variety of agricultural parcel sizes and developments
Policy 4.1.2.1	Where agricultural land is taken for roads, rail lines, pipelines or other transmission lines, the County shall endorse only those proposals which minimize the fragmentation of agricultural land.
Policy 4.1.2.2	The minimum parcel size for extensive agricultural uses shall normally be a half quarter section less any permitted Country Residential Subdivisions.
Policy 4.1.2.3	Notwithstanding policy 4.1.2.2., the subdivision of a single 40.0 ac. (16.18 ha) parcel for agricultural use may be permitted out of an un-subdivided quarter section if the following criteria are met to the satisfaction of the County:

Figure 7: Small Agricultural Holding Parcel



* drawing not to scale

- (a) The parcel contains a farmstead or, if it is a bare parcel, a suitable building site;
- (b) Legal and year round physical access is sufficient to meet the needs of the proposed use;
- (c) The proposed use of the parcel does not negatively impact



- adjacent agricultural uses;
- (d) In the sole discretion of the Subdivision Authority, the parcel is located:
 - (i) adjacent to or near quarter section boundaries without jeopardizing agricultural operations on the quarter section;
 - (ii) where possible, in close proximity to existing residential parcels or farmsteads on adjacent quarter sections;
 - (iii) along a designated rural residential collector road in order to not increase traffic on market roads and reduce conflict between residential and agricultural traffic;
 - (iv) where possible, given the other location criteria listed in subsection (d), in a manner that respects natural capital, including but not limited to soils, vegetation (natural and planted), water bodies and their associated riparian zones, views, etc., and optimizes the use of these assets;
 - (e) The applicant demonstrates that the parcel can be serviced on-site as per provincial regulations;
 - (f) If the parcel is to be used for an intensive agricultural operation or a home-based value added agricultural industry¹³, the County may require a business plan and/or a financial plan, supporting the use and size of the parcel;
 - (g) Any other considerations as may be required by the Subdivision Authority.

¹³ Value added agricultural industry in this context means: an industry which economically adds value to a product by changing its physical state, or the manner in which the commodity is produced and segregated, and by which the producer derives a greater portion of the revenue from the product.



Objective 4.1.3	To minimize any negative impacts of agricultural operations on the quality of the environment and adjacent land uses by encouraging good stewardship of the land through the provision of information and the use of beneficial management practices¹⁴ (BMPs)
Policy 4.1.3.1	The County will provide information to the agricultural community regarding beneficial management practices and other conservation practices.
Policy 4.1.3.2	Input shall be provided to the Natural Resources Conservation Board (NRCB) in responding to application for new or expanded Confined Feeding Operations (CFOs) based on the technical and locational merits of each application.
Policy 4.1.3.3	Minimum distance separations for CFOs shall conform to standards set out in the Agricultural Operations Practices Act.
Policy 4.1.3.4	CFOs will be discouraged from locating in environmentally sensitive areas where slope instability and or groundwater contamination may be of concern.
Objective 4.1.4	To provide opportunities for low net environmental impact Country Residential development in the Agricultural Use area without unnecessarily fragmenting working landscapes
Policy 4.1.4.1	Country residential development will be allowed within the Agricultural Use Area shown on Map 2 , subject to the policies noted below.
Policy 4.1.4.2	Country residential subdivisions should be located in proximity to gas, electrical, and telephone lines which have existing spare capacity to sustain the additional usage. Subdivisions shall have direct access to

¹⁴ Beneficial Management Practices (BMP) are a practice, or system of practices, designed to minimize the impact of agricultural activities on natural resources while at the same time maintain economic viability of the agricultural industry. The Province of Alberta defines a BMP as 'any management practice that reduces or eliminates an environmental risk.'



Smoky Lake County
Municipal Development Plan
Bylaw 1249-12

existing maintained roads.

- Policy 4.1.4.3** Where a subdivision for country residential purposes is proposed, the developer shall be required to enter into a development agreement with the County wherein the developer agrees to be responsible for all the costs associated with the subdivision and development.
- Policy 4.1.4.4** Documentation indicating that satisfactory arrangements have been made regarding the development's sewage disposal system may be a condition of approval for country residential development.
- Policy 4.1.4.5** The assessment of the suitability of a proposed country residential subdivision will **not** take into consideration required setbacks for private sewage disposal systems. Rather, if a subdivision results in the reduction of setbacks between an existing or proposed private sewage disposal system and a property line then the developer will be required to ensure that the existing or proposed private sewage disposal system conforms to all relevant provincial regulations effecting private sewage disposal systems.
- Policy 4.1.4.6** Spatial buffers or setbacks shall be maintained between country residential uses and adjacent uses which may be incompatible for any reason.
- Policy 4.1.4.7** Residential development in the Agricultural Use Area within 1.6 km (1 mile) of a lake shall be subject to any controls the County deems necessary to provide that the development will be compatible with the lake environment.
- Policy 4.1.4.8** Residential development in the Agricultural Use Area must be designed to preserve working and cultural landscapes.
- Policy 4.1.4.9** Normally, a maximum of 20.0 ac. (8.08 ha.) will be allowed for country residential subdivisions or for farmstead separations per quarter section.
- Policy 4.1.4.10** Normally, subdivision of a quarter section for a country residential use will be allowed without requiring an amendment to the Land Use Bylaw



on the basis of the following:

- (a) subdivision of the quarter section based on an equal split of the quarter section (commonly called an 80-acre split); or
- (b) subdivision of the quarter section on the basis of a natural or man-made fragmentation by a river, railroad, or road.

Policy 4.1.4.11 The maximum number of parcels per quarter section in the agricultural use area is five (5). This includes, agricultural parcels, country residential parcels and fragmented parcels. Additional parcels will not be permitted without a land use bylaw amendment.

Policy 4.1.4.12 The maximum number of **country residential** parcels permitted per quarter section is dependent on the number of agricultural parcels and fragmented parcels located within a subject quarter section. Conversely, the number of allowable agricultural and fragmented parcels is dependent on the number of country residential parcels located within a subject quarter section.



Table 10: Maximum Number of Country Residential Parcels in the Agriculture Use Area

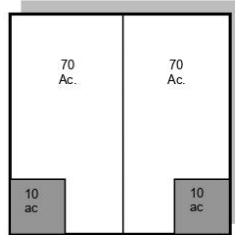
MAXIMUM # OF FRAGMENTED PARCELS	MAXIMUM NUMBER OF PARCELS FOR AGRICULTURE USE	MAXIMUM # OF PARCELS FOR RESIDENTIAL USE	MAXIMUM # OF PARCELS PER QUARTER SECTION
0 parcels	1 parcels	4 parcels	5 parcels
0 parcels	2 parcels	3 parcels	5 parcels
1 parcels	1 parcels	3 parcels	5 parcels
1 parcels	2 parcels	2 parcels	5 parcels
2 parcels	1 parcels	2 parcels	5 parcels
2 parcels	2 parcels	1 parcels	5 parcels
2 parcels	0 parcels	3 parcels	5 parcels
3 parcels	2 parcels	0 parcels	5 parcels
3 parcels	1 parcels	1 parcels	5 parcels
3 parcels	0 parcels	2 parcels	5 parcels
4 parcels	0 parcels	1 parcels	5 parcels
4 parcels	1 parcels	0 parcels	5 parcels
5 parcels	0 parcels	0 parcels	5 parcels

Policy 4.1.4.14

If one (1) or more agricultural parcels have previously been subdivided from a quarter section then the maximum area of land that can be removed from each agricultural parcel will be determined proportionally based on the size of the previously subdivided agricultural parcels.



Figure 8: CR Parcel Distribution Where a Subdivision for Agricultural Use has Already Occurred

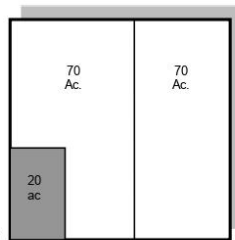


* drawing not to scale

Policy 4.1.4.15

If one (1) or more country residential parcels have been previously subdivided from a quarter section then all new agricultural parcels should normally be approximately equal size unless the subdivision is the result of a fragment.

Figure 9: Agricultural Parcel Subdivision Where a Subdivision for CR Use has Already Occurred



* drawing not to scale

Policy 4.1.4.16

The design of a parcel for Country Residential use should ensure that if the parcel is further subdivided access to a government road allowance from an internal roadway can be provided.



Figure 10: Preferred Country Residential Parcel Configuration in the Agriculture Area



- Policy 4.1.4.17** Farmstead separations may be permitted provided the site exhibits at least three (3) the following characteristics: a residence, well, dugout, shelter belts, fences, ancillary farm buildings, power facilities, access.
- Policy 4.1.4.18** Only one (1) vacant country residential parcel will be allowed per quarter section at any time.
- Policy 4.1.4.19** Vacant country residential lots shall not be less than 2.0 ac. (0.8 ha), and normally no more than 40.0 ac. (16.18 ha) in size.

4.2 Residential Policy

Smoky Lake County has experienced some multi-lot country residential development, particularly adjacent to lakes. This trend affects the social, economic and environmental community of the County.

There are three (3) types of residential uses that characterize the County. They are:

- multi-lot country residential developments in lake-side communities,



Policy 4.3.2.2 Council shall only consider proposals for the development of lands for industrial uses in a hamlet if the proposal is for a light industrial use.

4.4 Commercial Policy

The intent of the Plan is to accommodate commercial facilities, primarily adjacent to the highway, secondary road systems, within established hamlets, and in appropriate locations within multi-lot recreation residential developments. Commercial developments provide a service to the agricultural community, local residents, the highway traveling public, and tourists to the region. The County will not support commercial developments that adversely affect the standard of safety or convenience, or the functional integrity of any highway or road. The Plan also recognizes that specific commercial uses may require unique site locations in order to serve the rural community.

Objective 4.4.1	To minimize the impacts of commercial activities on working landscapes and cultural landscapes
Policy 4.4.1.1	The County shall consider proposals for commercial development: <ul style="list-style-type: none"> (a) that will not unnecessarily fragment the working landscape; and (b) that do not conflict with adjacent land uses.
Policy 4.4.1.2	Commercial uses shall be encouraged to avoid locating in areas of critical wildlife habitat wherever possible.
Policy 4.4.1.3	Commercial uses operated as secondary uses to agricultural operations may be allowed.
Objective 4.4.2	To minimize conflicts with adjacent land uses
Policy 4.4.2.1	Commercial development may be allowed to locate near urban areas in consultation with the affected urban area, as determined by the Development Authority.



Smoky Lake County
Municipal Development Plan
Bylaw 1249-12

Policy 4.4.2.2 The Development Authority shall require the developer to construct and/or maintain an appropriate buffer, as determined by the Development Authority, between the development and nearby lands.

Policy 4.4.2.3 Council shall encourage commercial development in hamlets if the necessary servicing requirements do not exceed the servicing capabilities of the hamlet or negatively impact the character of the hamlet.

Objective 4.4.3	To minimize municipal servicing costs associated with commercial development
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Policy 4.4.3.1	The Development Authority shall require the developer of a commercial development to identify all municipal servicing costs associated with the development. The assignment of these costs between the County and the developer will be the basis of an agreement to be entered into prior to a subdivision approval or upon the issuance of a development permit. Normally, however, all development servicing costs associated with the development will be carried by the developer.
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Request for Decision (RFD)

Meeting Date: Thursday, March 27, 2025

Agenda Item: #

Topic: Expression of Interest to Purchase County Owned Lands legally described as Plan 716CL, Block 2, Lot 1, located within the Hamlet of Warspite.

Presented By: Planning & Development Services

Recommendation:

That Smoky Lake County accept the Expression of Interest to Purchase in the amount of \$1,000.00 + G.S.T., (total sale price of \$1,050.00) received from Mr. Bruce Morton, for the purchase of the lands legally described as Plan 716CL, Block 2, Lot 1, and advertise for 2 weeks consecutive, in accordance with Smoky Lake County Policy Statement 61-10: Disposition of County Owned Lands, and if no other offers being received before closure, to execute a sale agreement with the applicant upon receipt of full payment.

Background:

On March 5, 2025, Smoky Lake County administration received an Expression of Interest to Purchase the County Owned Lands legally described as Plan 716CL, Block 2, Lot 1, located within the Hamlet of Warspite, to be utilized for the provision of off-street parking for the adjacent Warspite Hotel. The interested party has provided a \$200.00 deposit in accordance with **Policy Statement 61-10: Disposition of County Owned Property**.

This subject lands are currently undeveloped and the applicant does not propose to develop the lands in the near future. The subject lands were previously advertised for sale in the Redwater Review during the weeks of October 25th and November 1st, 2023, and was also advertised for sale to the adjacent landowners in August, 2024. No offers were received during either of these advertisements.

Benefits: Revenue & assessment.

Disadvantages: None.

Alternatives: Council discretion to vary or waiver Policy Statement 61-10.

Financial Implications: The County anticipates proceeds of the sale (i.e. \$1,000.00), and a newly taxable parcel annually, in perpetuity.

Legislation: Municipal Government Act.

Intergovernmental: Nil.

Strategic Alignment: Proactivity in Development

Enclosure(s):

- **Enclosure #1: Expression of Interest Dated March 5, 2025**
- **Enclosure #2: Site Photo & Orthophoto**
- **Enclosure #3: Policy Statement 61-10: Disposition of County Owned Property**

Signature of the CAO: _____

Date: _____

Enclosure #1: Expression of Interest Dated March 5, 2025

Section 61

Policy: 10-01

SCHEDULE A – EXPRESSION OF INTEREST FORM

ATTENTION: PLANNING AND DEVELOPMENT MANAGER
EXPRESSION OF INTEREST
TO PURCHASE PROPERTY FROM SMOKY LAKE COUNTY

The information below is not an offer or a contract and does not constitute an interest in land. The purpose of this Expression of Interest is to provide information regarding a desire to purchase property owned by Smoky Lake County prior to negotiation of a formal agreement of purchase and sale. The completion and submission of the Expression of Interest in no way obligates the applicant to purchase the property in question and is not in any way binding upon Smoky Lake County. The Expression of Interest is for information purposes only.

Expressions of Interest will not be reviewed until after any stated deadline date. Where no deadline date is stated, expressions of Interest will be reviewed as received. Smoky Lake County reserves the right to negotiate with only those parties that Smoky Lake County so determines in its sole discretion.

Contact information

Required fields marked with asterisk ()*

Date*	05-03-2025
Interested Purchaser's Name*	Bruce Morton
Organization (if applicable)	N/A
Phone Number*	780-717-2064
E-mail address	ecurbnotrom@gmail.com
Mailing Address*	PO Box 713 SMOKY LAKE TOA360

Schedule "A": Expression of Interest Form

Page 7 of 14.

Description of proposed development, including specific uses anticipated for the site (for information purposes only):

PLAN 716 CL BLOCK 2. LOT 1	PARKING OFF STREET.
----------------------------------	------------------------

Realtor Name and Address (if applicable): N/A

Legal Description of property requesting to purchase

Lot:		Block:		Plan:	
Pt.	Sec.	Township	Range	W4M	
Size:		Location/Area:			

What sale price are you prepared to pay?

Sale Price	\$ (Please indicate specific dollar amount)
Deposit (to be submitted with this form)	\$200.00
Total Price (before GST)	\$ 1000 ⁰⁰
GST (on sale price and deposit)	\$ 50 ⁰⁰
Balance Due at Closing	\$ 950 ⁰⁰

Closing Date

What is your preferred date to complete the transaction, take possession and have any adjustments made?

YYYY: 2025 MM: 06 DD: 30 or ASAP.

This information is collected under the authority of section 33 (c) of the *Freedom of Information and Protection of Privacy Act* and for the purpose of property sale transactions with Smoky Lake County. It is protected by the privacy provisions of the *Freedom of Information Act*.

Enclosure #2: Site Photo & Orthophoto



Enclosure #3: Policy Statement 61-10: Disposition of County Owned Property

SMOKY LAKE COUNTY



Title: Disposition of County Owned Property	Policy No: 10-01
Section: 61	Code: P-R
	Page No.: 1 of 14 E

Legislative Reference:	Alberta Provincial Statutes
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Purpose:	To outline the procedures and requirements for disposition of County owned lands not required for present or future County operations.
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Policy Statement and Guidelines:

1.0 STATEMENT

Smoky Lake County owns a variety of land assets, some of which the County acquired through tax forfeiture. The County recognizes that these lands are deemed as surplus and wishes to dispose of same with a consistent and transparent process at a fair market value whenever possible.

2.0 OBJECTIVE

On behalf of County Council, administration is to receive and coordinate all requests to dispose of surplus property in accordance with federal, provincial, and municipal laws.

3.0 GUIDELINES

It shall be the policy of Council to consider the sale of municipally owned land when requests are received or when land is no longer required for municipal purposes.

4.0 REQUEST TO PURCHASE LAND:

- 4.1 An individual wishing to purchase land owned by Smoky Lake County must complete the **Schedule A - Expression of Interest Form** in its entirety and submit a cash deposit of \$200.00.
- 4.2 Upon receipt of the "Expression of Interest", the Planning and Development Manager will:
 - 4.2.1 Circulate the legal land description to the management team to determine if the County has a potential for future use of said lands.
 - 4.2.2 Obtain a current assessed value for the said lands from the County's assessor.
 - 4.2.3 Prepare a report and recommendation to be presented to Council for consideration attaching the compiled comments from the management team.
 - 4.2.4 If County Council agrees to proceed with the sale of the said lands by resolution, an advertisement will be placed in the local newspaper for (2) two consecutive weeks.

Title: Disposition of County Owned Property	Policy No: 10-01
Section: 61	Code: P-R
	Page No.: 2 of 14 E

Policy Statement and Guidelines:

- 4.2.5 Develop and maintain a list of County owned lands for sale to be reviewed by County Council by December 31st of each calendar year.
- 4.2.6 The listing will be made available on Webmap and the County's website.
- 4.3 If a decision is made not to sell the land in question, the \$200.00 cash deposit shall be refunded in its entirety.
- 4.4 If the Administration advertises (sample attached as **Schedule B – Sample Advertisement For Sale of County Owned Property**) as per Council direction for the sale of the land, and if the applicant is the successful bidder or if a decision is made pursuant to Section (8) hereof to waive this policy and sell directly to the applicant, then the \$200.00 cash deposit shall be applied to the price of the land.
- 4.5 If the applicant is not the successful bidder for the land, the \$200.00 cash deposit will be returned to the applicant.
- 4.6 If the applicant is the only bidder (and the bid is accepted by County Council) for the land in question, the \$200.00 cash deposit will be applied to the price of the land.
- 4.7 Interested Purchaser(s) are responsible for obtaining the following documents: Certificate of Title, Caveats registered on the land title, Property Dimensions, Zoning, Aerial Photo, Tax Certificate at his or her own costs. Alternatively, some of this information may be obtained free of charge by accessing the County's Geographical Information Systems (GIS) on the County's website at <http://webmap.smokylakecounty.ab.ca>. This information can be obtained by an interested Purchaser prior to submitting an "Expression of Interest".

5.0 REQUEST FOR PROPOSALS:

- 5.1 Council may consider, from time to time, the sale of certain parcels of municipally owned land by way of "Request For Proposals" which shall be advertised in a local paper for a period of not less than (3) three consecutive weeks and the County's website.
- 5.2 Proposals submitted to the County for the purchase of municipally owned land may include but not be limited to the following information:
 - 5.2.1 Detailed description of economic impact of the project including number of jobs created both part-time and full-time.
 - 5.2.2 Detailed description of the development proposed;
 - 5.2.3 Detailed plot plan showing specific location of any buildings, structures or developments (including parking area) within the site;
 - 5.2.4 Schedule for the construction of all components of the proposed development;

Title: Disposition of County Owned Property	Policy No: 10-01
Section: 61	Code: P-R
	Page No.: 3 of 14

Policy Statement and Guidelines:	
5.2.5	Detailed description of the building design and other components such as exterior building materials, façade, signage, landscape and other aesthetics impacting on the area where the development will occur;
5.2.6	Amount offered for land on a per acre basis and an estimate of total value of project when complete; and,
5.2.7	Detailed description of economic impact of the project including number of jobs created both part-time and full-time.
5.3	Criteria for rating proposals shall be as follows:
5.3.1	Suitability of Development Rating 20 pts.
5.3.1.1	Land Use Planning compatibility
5.3.1.2	Accessibility
5.3.1.3	Complimentary to existing uses in the area
5.3.1.4	Aesthetic impact (ie. structure, landscape, signage, etc.)
5.3.2	Economic Development Rating 20 pts.
5.3.2.1	Employment opportunities
5.3.2.2	Tax base impact (displacement)
5.3.2.3	Need for service
5.3.2.4	Competitiveness to Community
5.3.3	Infrastructure Benefits Rating 20 pts.
5.3.3.1	Potential to improve sewer service.
5.3.3.2	Potential to improve road/access service.
5.3.3.3	Potential to improve other provincial or municipal services.
5.3.3.4	Potential to allow for improved communication services.
5.3.4	Community Benefits Rating 20 pts.
5.3.4.1	Provides for needs of local residents.
5.3.4.2	Reduces need to seek services outside local area.
5.3.4.3	Enhances the building compliment in the area.
5.3.4.4	Supports or encourages tourism.
5.4	Council is not bound to accept any proposal, and may accept a proposal in whole or in part.
5.5	The Transfer of Land will be made subject to the conditions of a land sale agreement which shall be negotiated between the developer and County Council.

Title: Disposition of County Owned Property		Policy No: 10-01
Section: 61	Code: P-R	Page No.: 4 of 14 E

Policy Statement and Guidelines:

- 5.6 Provision for Transfer of Land back to the County based upon project timelines not being met will be considered.
- 5.7 Pursuant to the provisions of the Municipal Government Act the County must receive at least market value for land sold.

Procedures for Section 5.0 – Request For Proposals

- 5.8 All Request For Proposals for the purchase of land shall be accompanied by a cash or cheque deposit equal to ten percent (10%) of the bid price, or such other amount as the Council may have determined. Failure to enclose the required deposit will result in rejection of the bid.
- 5.9 The County reserves the right to reject any or all proposals received. Should the County decide that it is in the best interest of the County to retain the subject lands, the bidders shall have no claim against the County.
- 5.10 Only those bids received on or before the deadline date advertised for the submission of Request For Proposals will be considered by the County.
- 5.11 If a proposal is withdrawn following acceptance by the County, the accepted deposit shall be forfeited to and retained by the County as liquidated damages, with the County reserving the right to proceed against the bidder for additional expenses and damages incurred and the bidder deemed not to have been received.
- 5.12 The County accepts no responsibility for damage to the tendered land after the date of notification of acceptance of the proposals to the successful bidder.

6.0 ELIGIBILITY OF PROPERTY FOR SALE

- 6.1 Council shall investigate and verify the ownership of land before offering land for sale. Ownership will be determined by the completion of a title search by the Planning & Development Manager.
- 6.2 Council may request a valuation of the land (appraisal) to be sold at any time.
- 6.3 All sales of municipally owned land shall comply with the provisions set out in Section 70 of the Municipal Government Act and amendments thereto for the sale of municipal land.

7.0 TERMS OF SALE

- 7.1 A **Schedule C - Agreement To Purchase** shall be signed by all parties within 30 days of a Council resolution attached hereto as.

Title: Disposition of County Owned Property	Policy No: 10-01
Section: 61	Code: P-R
	Page No.: 5 of 14

Policy Statement and Guidelines:	
7.2	Once all conditions have been completed as stated in the agreement the Chief Administrative Officer shall sign Schedule D – Sample Notice and forward the original signed document to the Purchaser. The Purchaser shall forward same to his/her solicitor.
7.3	Within 60 days of receiving the executed Schedule D, the purchaser shall arrange to have a solicitor of their choice complete the Transfer of Land. All costs associate with same shall be borne by the Purchaser.
8.0	WAIVER OF THIS POLICY
8.1	Advertising is not required for the sale of land in the following instances as per Section 70 (2) of the Municipal Government Act:
8.1.1	To be used for the purposes of supplying a public utility as defined in Section 1(1)(y)the Municipal Government Act,
8.1.2	Transferred or granted under Division 8 Part 10 of the Municipal Government Act before the period of redemption under that Division, or
8.1.3	To be used by a non-profit organization as defined in Section 241(f) of the Municipal Government Act.
9.0	OTHER
9.1	This policy does not apply to lands listed and/or sold at a Public Auction held by the municipality.
9.2	Smoky Lake County provides no representation or warranty in regards to the presence or absence of any environmental contamination or hazardous substances, soil conditions, accessibility or suitability for development. Each Parcel (including any and all structures located thereon) is sold on an “as is” basis and the Purchaser is the purchasing the parcel(s) at his or her own risk.
9.3	All costs for servicing the lot shall be borne by the Purchaser.
9.4	The Purchaser shall be responsible for obtaining all necessary development, building, and other related permits if the Purchaser wishes to commence with the development on said lands.
9.5	The County reserves the right at its discretion to accept, reject or further negotiate with any and all applications and/or cancel a listing at any given time.
9.6	The County reserves the right to specify a reserve bid on the lands being offered for sale.
9.7	The proceeds from the sale of non-reserve lands shall be allocated to a County reserve as directed by Council.

Title: Disposition of County Owned Property		Policy No: 10-01
Section: 61	Code: P-R	Page No.: 6 of 14 E

Policy Statement and Guidelines:	
9.8	The proceeds from sales of Municipal Reserves (MR) and/or, Municipal and School Reserves shall be allocated to the Cash in Lieu of Municipal Reserve Account.
10.0	PENDING LAND SALES
10.1	Any land sale pending prior to the adoption of this policy shall be considered null and void unless a written extension has been agreed to by County Council on or before the adoption of this policy.

	Date	Resolution Number
Approved	March 28, 2014	# 368-14 - Page #11163
Approved		
Amended		
Amended		

SCHEDULE A – EXPRESSION OF INTEREST FORM

**ATTENTION: PLANNING AND DEVELOPMENT MANAGER
EXPRESSION OF INTEREST
TO PURCHASE PROPERTY FROM SMOKY LAKE COUNTY**

The information below is not an offer or a contract and does not constitute an interest in land. The purpose of this Expression of Interest is to provide information regarding a desire to purchase property owned by Smoky Lake County prior to negotiation of a formal agreement of purchase and sale. The completion and submission of the Expression of Interest in no way obligates the applicant to purchase the property in question and is not in any way binding upon Smoky Lake County. The Expression of Interest is for information purposes only.

Expressions of Interest will not be reviewed until after any stated deadline date. Where no deadline date is stated, expressions of Interest will be reviewed as received. Smoky Lake County reserves the right to negotiate with only those parties that Smoky Lake County so determines in its sole discretion.

Contact information

Required fields marked with asterisk ()*

Date*	
Interested Purchaser's Name*	
Organization (if applicable)	
Phone Number*	
E-mail address	
Mailing Address*	

Section 61**Policy 10-01**

Description of proposed development, including specific uses anticipated for the site (for information purposes only):

--

Realtor Name and Address (if applicable): _____

Legal Description of property requesting to purchase

Lot:		Block:		Plan:	
Pt.	Sec.	Township	Range	W4M	
Size:		Location/Area:			

What sale price are you prepared to pay?

Sale Price	\$ (Please indicate specific dollar amount)
Deposit (to be submitted with this form)	\$200.00
Total Price (before GST)	\$
GST (on sale price and deposit)	\$
Balance Due at Closing	\$

Closing Date

What is your preferred date to complete the transaction, take possession and have any adjustments made?

YYYY: _____ MM: _____ DD: _____

This information is collected under the authority of section 33 (c) of the *Freedom of Information and Protection of Privacy Act* and for the purpose of property sale transactions with Smoky Lake County. It is protected by the privacy provisions of the *Freedom of Information Act*.

Schedule "A": Expression of Interest Form

Page 8 of 14.

**SCHEDULE B – SAMPLE ADVERTISEMENT FOR SALE OF
COUNTY OWNED PROPERTY**

**PUBLIC NOTICE
SMOKY LAKE COUNTY**

NOTICE is hereby given that Smoky Lake County is offering for sale, by Public Bid, lands described as:

Roll #	Legal Description:	Area of Development:	Title Number:	Size:	Electoral Division:	Zoning:
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<insert map>

TERMS: Cash plus G.S.T. Each parcel offered for sale is subject to Council acceptance and to the reservations and conditions contained in the existing Certificate Of Title including Caveats and/or Easements. The purchaser is responsible for the cost of all services including water, sewer, roads, power, natural gas, sanitary and storm sewer where applicable and necessary access to the property, and for any and all other costs associated with the sale of the lands (including Transfer of Land).

The minimal accepted bid shall be \$_____ (excluding GST).

Person(s) interested must submit the required Expression Of Interest Form in a sealed envelope marked **“EXPRESSION OF INTEREST FORM TO PURCHASE PROPERTY”**.

The aforementioned property is being offered for sale on an “AS IS” basis and the County makes no representation and gives no warranty whatsoever as to the adequacy of services, soil conditions, absence or presence of environmental contamination or the development ability of the subject lands for any intended use by the Purchaser.

No offer will be accepted where the Purchaser attempts to attach conditions precedent to the sale of any parcel. No terms or conditions of sale will be considered other than those specified by Smoky Lake County.

Smoky Lake County Council has the full right to reject any or all Expression(s) Of Interest(s).

Deadline for submitting an interest is _____ at 12:00:00 Noon.

Please submit to: Cory Ollikka, Chief Administrative Officer
Smoky Lake County
Box 310
Smoky Lake County, Alberta T0A 3C0

Schedule “B”: Sample Advertisement For Sale of County Owned Property

Page 9 of 14.

SCHEDULE C – SAMPLE AGREEMENT TO PURCHASE**AGREEMENT TO PURCHASE**

THIS AGREEMENT made this _____ day of _____, A.D., 20__.

BETWEEN:

SMOKY LAKE COUNTY
a Municipal Corporation
Box 310
4612 McDougall Drive
Smoky Lake, Alberta T0A 3C0
Phone: 780-656-3730
(hereinafter called "the County")

OF THE FIRST PART**- AND -****PURCHASER'S NAME**

Mailing Address Phone Numbers: Residence Work Cellular

(hereinafter called "the Purchaser")

OF THE SECOND PART

WHEREAS, the Purchaser agrees to purchase the lands legally described as:

Legal Land Description:

(hereinafter called "the Lands")

AND WHEREAS the County and the Developer wish to enter into an Agreement regarding the sale of said Lands.

THE PARTIES of this Agreement, in consideration of the promises and the mutual terms, covenants and conditions to be observed and performed by each party, agree as follows:

Section 61

Policy 10-01

1. Smoky Lake County provides no representation or warranty in regards to the presence or absence of any environmental contamination or hazardous substances, soil conditions, or suitability for development. Each Parcel is sold on an “as is” basis and the Purchaser is purchasing the Parcel(s) at its own risk.
2. No terms or conditions of final sale will be considered other than those specified by Smoky Lake County in this agreement.
3. The Purchaser shall pay the County the full purchase price is full at the time of signing this agreement. Purchase price: \$_____.
4. The Land Transfer must be completed prior to the acceptance of a development permit, subdivision application, rezoning application, and/or any safety codes permits.
5. The purchaser is responsible for the cost of all services including water, sewer, roads, power, natural gas, sanitary and storm sewer where applicable and necessary access to the property and for any other costs associated with the sale.
6. Applicants who rescind their land purchase application after it has been accepted (by resolution of Council) will be subject to an administrative processing fee of \$200.00.
7. Applicants owing overdue debts with the municipality will not be considered for approval until all debts have been paid to the County.
8. Applicants who are under litigation with the municipality will not be considered for approval until the case has been resolved with the County.
9. All fees, including hiring a solicitor to transfer said lands, are to be paid by the purchaser.
10. The purchaser will be responsible for obtaining all necessary development, building, and other related permits if the purchaser desires to proceed with development on said lands.
11. Failure to adhere to all conditions outlined in this agreement will result in a non-refundable administrative fee as stated in Section 6.
12. This Agreement shall not be assignable by the Purchaser.
13. The County has the legal right to sell the said property.
14. This Agreement is for the benefit of and shall be binding upon heirs, executors, administrators and assigns of the individual parties and the successors and assigns of corporate parties.

15. Any notices required by one party to be given to the other shall be given at the following address:

Name
Address

And

Smoky Lake County
Box 310
Smoky Lake, Alberta T0A 3C0

IN WITNESS WHEREOF the Parties here have caused their signatures to be hereunto affixed the day and year first above written.

SMOKY LAKE COUNTY

CHIEF ADMINISTRATIVE OFFICER

REEVE

WITNESS

}

PURCHASER

WITNESS

}

PURCHASER

AFFIDAVIT OF EXECUTION

CANADA)	I, _____,
PROVINCE OF ALBERTA)	of the Smoky Lake County,
TO WIT:)	in the Province of Alberta,
)	MAKE OATH AND SAY:

1. THAT I was personally present and did see **NAME(S)**, named in the within instrument, on the basis of the identification provided to me, duly sign and execute the same for the purpose named therein;
2. THAT the instrument was executed at the Smoky Lake County, Alberta and that I am the subscribing witness thereto;
3. THAT I believe the person(s), whose signature(s) I witnessed, is (are) at least eighteen (18) years of age.

Sworn before me at the Smoky Lake County,)	
in the Province of Alberta)	
this ____ day of _____, 20__)	
)	_____
)	
_____)	
A Commissioner for Oaths in and for the)	
Province of Alberta)	

SCHEDULE D – SAMPLE NOTICE

(to be printed on County letterhead)

NOTICE TO TRANSFER LAND

TO: Name of Purchaser

DATE: _____

FILE #: _____

RE: Land Sale of _____.

I, Cory Ollikka, Chief Administrative Officer of Smoky Lake County, hereby authorize for the Transfer of Land to be completed on behalf of the Purchaser. The Purchaser shall be responsible for any and all costs associated with the Transfer of Land. Motion No. was passed on _____ authorizing said transfer as follows:

“state the motion as indicated in the Council minutes”

Please prepare all necessary documentation for Smoky Lake County’s signature and seal.

Thank you.

Cory Ollikka
Chief Administrative Officer



Request for Decision (RFD)

Meeting Date: Thursday, March 27, 2025

Agenda Item: #

Topic: Request to have Smoky Lake County clear and construct low-grade road in undeveloped government road allowance south of SE-14-59-16-W4M (TWP RD 592 & RGE RD 161A)

Presented By: Planning & Development Services

Recommendation:

That Smoky Lake County instruct the Public Works Department to clear a portion (approximately 300 meters in length) of the undeveloped government road allowance lying south of the lands legally described as SE-14-59-16-W4M, and to construct a low-grade road on said cleared portions, pursuant to the scope of work provided by the Smoky Lake County Road Foreman, dated March 5, 2025.

Background:

On March 13, 2025, the owner of the lands legally described as SE-14-59-16-W4M, appeared before Council as a delegation, requesting the County to clear a portion of the undeveloped government road allowance bordering the south of his property, and requesting the construction of a low-grade road. At this meeting, Council deferred taking action on the owner's request until a cost estimate was provided. On March 5, 2025, the Planning and Development Manager and the Road Foreman visited the subject site in order to determine the amount of work required to facilitate access. A scope of work, including anticipated costs, prepared by the Road Foreman is attached for reference.

This subject lands are currently undeveloped and the applicant intends to place a ready-to-move (RTM) home and shop on the lands. The existing state of the undeveloped road allowance prevents the land owner from moving an RTM onto the property.

Benefits: Tax revenue & assessment resulting from the construction of a home & shop

Disadvantages: Costs associated with clearing road allowance & road construction

Alternatives: Deny request

Financial Implications: The County anticipates the costs of the project to total approximately \$7,5000 in labour and materials expenses

Legislation: Nil.

Intergovernmental: Nil.

Strategic Alignment: Proactivity in Development

Enclosure(s):

- **Enclosure #1: Scope of Work & Cost Estimate, March 5, 2025**
- **Enclosure #2: Site Orthophoto**

Signature of the CAO: _____

Date: _____

Enclosure #1: Scope of Work & Cost Estimate, March 5, 2025

ESTIMATE FOR 592 EAST OF
161A TO PROVIDE ACCESS
TO LAND OWNER MARK
JOHNSON. APPROXIMATELY
300 M. LOW GRADE ROAD AS
DISCUSSED WITH LAND OWNER

604G: Compact Track loader

\$135.00/hr

16 hrs - \$2160.00

601: Cat Dozer D6R

\$204.00/hr

12 hrs - \$2448.00

Gravel - Belly Dumps
\$34/tonne Delivered.

29T/load = \$986
x 3

= \$2958.00

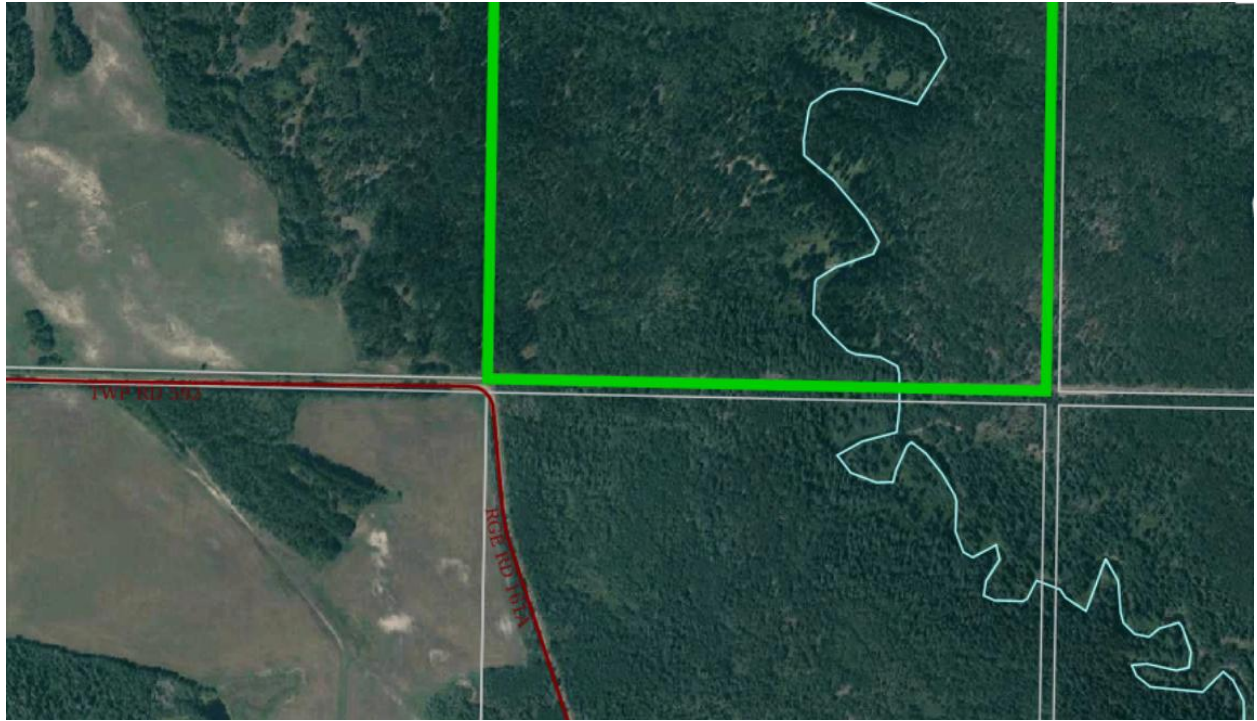
\$7566.00

 Bob

BOB NOVOSIWSKY
INDUSTRIAL LIAISON
PUBLIC WORKS ROAD FOREMAN
SMOKY LAKE COUNTY

MARCH 5/2025

Enclosure #2: Site Orthophoto





Request for Decision (RFD)

Meeting Date: Thursday, March 27, 2025

Agenda Item: #

Topic: Policy 01-54-01 Signing Authority

Presented By: Brenda / Finance

Recommendation:

That Smoky Lake County Policy Statement No. 1-54-01: Signing Authority, be adopted

Background:

The MGA provides that the signing authorities are the chief elected official and a designated officer. With the cancellation of policy 01-01-02 Procedures and Transacting of Organizational Meeting, the County doesn't specify the designated officers to sign.

The signing authorities for Smoky Lake County were either the Reeve or Deputy Reeve and one of either the CAO or the Assistant CAO. The Assistant CAO retired in 2024 and there are no plans to fill that position. When the CAO is unavailable to sign cheques or agreements, County Business can be put at risk. To ensure the efficiency of business, Smoky Lake County should have a second Manager with the authority to sign.

Policy 01-54-01 clarifies who is needed to sign different instruments, and ensures that there are alternatives for the Reeve and CAO.

Benefits:

Business efficiency

Timely processing of business instruments

Disadvantages:

Because the Finance Manager is also involved in the bank reconciliation process, there is less separation of duties

Alternatives:

- Authorize another position as a backup signor for cheques and agreements
- Only allow the CAO as second signatory and accept the risks
-

Financial Implications:

There are no financial implications

Legislation:

*(4) Agreements and cheques and other negotiable instruments must be signed or authorized
(a) by the chief elected official or by another person authorized by council to sign them, and
(b) by a designated officer, or by a designated officer acting alone if so authorized by council.
(5) A signature may be reproduced by any method if so authorized by council.*

Intergovernmental:



Request for Decision (RFD)

n/a

Strategic Alignment:

n/a

Enclosure(s):

- ✓ Policy 01-54-01 Signing Authority

Signature of the CAO:

A handwritten signature in black ink, consisting of several loops and a long horizontal stroke, positioned to the right of the "Signature of the CAO:" label.

SMOKY LAKE COUNTY

Title: Signing Authority		Policy No.: 54-01
Section: 01	Code: P-A	Page No.: 1 of 4 E



Legislation Reference:	Municipal Government Act Sections 213 and 270. And Chief Administrative Officer Bylaw 1452-23
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Purpose:	This policy clarifies which positions in the organization may sign or authorized which municipal documents to support accountability for both financial and non financial transactions.
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Policy Statement and Guidelines:	
1. STATEMENT:	The Municipal Government Act gives authority to the Chief elected official or another person authorized by council to sign cheques and other negotiable instruments.
2. OBJECTIVE:	This policy designates general legal signing authority to improve the efficiency of business operations while maintaining effective internal controls and approval processes.
3. DEFINITION:	<p>3.1 "Agreement" is a document initiated by a financial institution or other party that requires signatures by the designated signatories.</p> <p>3.2 "CAO" means Chief Administrative Officer</p> <p>3.3 "County" means Smoky Lake County.</p> <p>3.4 "EFT" means Electronic Funds Transfer payments (digital money transfer to or from bank accounts belonging to another entity)</p>
4. GUIDELINES:	<p>Authority is delegated as follows to sign or authorize the following:</p> <p>4.1 Bank accounts and investments</p> <p>4.1.1 Authority for signing service agreements that open or close financial accounts shall be:</p> <ul style="list-style-type: none">i) First signature – Reeve or Deputy Reeveii) Second signature – CAO or Finance Manager <p>4.1.2 Authority to transfer funds between County bank accounts shall be:</p> <ul style="list-style-type: none">i) Either the CAO or Finance Managerii) The Payroll Clerk may transfer funds between the County General Chequing

SMOKY LAKE COUNTY

Title: Signing Authority		Policy No.: 54-01
Section: 01	Code: P-A	Page No.: 1 of 4 E

account and Payroll account.

4.2 Cheques and EFTs

4.2.1 Authority for signing cheques as well as authorizations for EFT payments shall be:

- i) First signature – Reeve or Deputy Reeve
- ii) Second signature – CAO or Manager of Finance

4.3 Agreements for budgeted expenditures are delegated under Purchasing Guidelines Policy 08-16

4.4 Other Agreements and negotiable instruments

4.4.1 Authority for signing other agreements and negotiable instruments shall be:

- i) First signature – Reeve or Deputy Reeve
- ii) Second signature – CAO or Finance Manager

4.5 Minutes of Council Meetings shall be signed in accordance with the Municipal Government Act Section 213(1) - the person presiding the meeting and the CAO

4.6 Bylaws shall be signed in accordance with the Municipal Government Act Section 213(3) – The Reeve or Deputy Reeve and the CAO

5. RESPONSIBILITIES:

5.1 Council Responsibilities:

5.1.1 Approve the Signing Authority Policy

5.2 CAO Responsibilities

- 5.2.1 Ensure that the management team are aware of and understand the implications of this policy
- 5.2.2 Implement and monitor the policy
- 5.2.3 Direct administration to develop the necessary administrative procedures to implement this policy
- 5.2.4 Regularly review and make necessary amendments to the policy

5.3 Management Team

5.3.1 Ensure that employees are aware of and abide by the policy

5.4 Authority delegated to a position extends to any person acting in the position.

5.5 Only employees who have been delegated signing authority through the policy, or through further delegation permitted by this policy, may sign municipal documents referenced here.

5.6 Employees who have been delegated signing authority are responsible for:

- 5.6.1 ensuring documents are signed in accordance with this policy; and
- 5.6.2 ensuring the accuracy of the document being signed

SMOKY LAKE COUNTY

Title: Signing Authority		Policy No.: 54-01
Section: 01	Code: P-A	Page No.: 1 of 4 <i>E</i>

5.6.3	being aware of and complying with all relevant bylaws, policies, procedures, as well as external legislative requirements when exercising delegations
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[illegible]



Request for Decision (RFD)

Meeting Date: Thursday, March 27, 2025

Agenda Item: #

Topic: March Requests for Donations/Sponsorships

Presented By: Brenda Adamson, Finance

Recommendation:

Motion #1: That Smoky Lake County Council approve to provide funds in the amount of \$350.00 to the Smoky Lake Holubka Dancers, towards their lunch during their participation in the annual highway cleanup, scheduled for May 3, 2025.

Background:

There is a request for this meeting:

1. We have received a request for \$350 for the Smoky Lake Holubka Dancers lunch for 2025 highway clean up. Council has provided this funding for many years back to when the cleanup was being conducted by the Junior Forest Wardens. In 2023 and 2024 we provided \$350 and in 2022 we gave \$300

Benefits:

The cleanliness of highway 28

Disadvantages:

Alternatives:

Council could choose to not contribute to these events.

Financial Implications:

The budget for grants and organizations unspent or uncommitted is \$11,100.

The following funds have been provided thus far:

- ✓ \$500 Vilna Curling Club Memorial Bonspiel
- ✓ \$500 Spedden Fish & Game Family Fishing Event
- ✓ \$1,500 Anne Chorney Public Library
- ✓ \$1,500 Smoky Lake Public Library
- ✓ \$1,500 Vilna & District Municipal Library
- ✓ \$1,000 Kalyna Country Performing Arts
- ✓ \$1,500 Smoky Lake & District Cultural Heritage Threshing Bee
- ✓ \$6,000 Stars Foundation
- ✓ \$3,000 Vilna & District Citizens on Patrol
- ✓ \$500 Smoky Lake Riding Club Rodeo
- ✓ \$1,000 Victora Trail Ag Society Fair Days
- ✓ \$400 The Endurance Riders of Alberta

Legislation:

na

Intergovernmental:

na



Request for Decision (RFD)

Strategic Alignment:

na

Enclosure(s):

1. *Request letter from Lisa Shires, Coordinator for Highway clean-up for the Smoky Lake Holubka Dancers*

Signature of the CAO:

A handwritten signature in black ink, appearing to be "K. Shires", is written over a horizontal line.

To: Whomever this may concern,

The Smoky Lake Holubka Dancers will be participating in the Annual Highway Clean Up on Saturday May 3rd, 2025. We will be cleaning the ditches between Warspite to Highway 855 North of Smoky Lake. There will be about 40 of us participating. If you would be willing to donate \$350 for a lunch for the participants after we completed highway clean up that would be greatly appreciated. If you have any questions please don't hesitate to call me any time. My phone number is 780-656-8866.

Sincerely:



Lisa Shires

Coordinator for Highway clean-up for the
Smoky Lake Holubka Dancers





Request for Decision (RFD)

Meeting Date: Thursday, March 27, 2025

Agenda Item: #

Topic: Policy 01-01 Procedures and Transacting of Organizational Meeting

Presented By: Brenda / Finance

Recommendation:

That Smoky Lake County Rescind Policy 01-01 Procedures and Transacting of Organizational Meeting because the Policy guidelines are addressed in other bylaws and policies.

Background:

Policy 01-01 Procedures and Transacting of Organizational Meeting is a policy that addresses the banking and signing authority along with other appointments, compensations, etc. Many of the items listed are included in other policies and those that aren't, will be forwarded to the department to ensure that what is still relevant is covered. For example, signing authority will become it's own policy for clarity.

Benefits:

Staff and the Public will be better able to search for policies when they are more specific
This policy was last changed 25 years ago resulting in outdated information

Disadvantages:

n/a

Alternatives:

- Keep the policy as is
- Keep the policy and update the contents

Financial Implications:

n/a

Legislation:

n/a

Intergovernmental:

n/a

Strategic Alignment:

n/a

Enclosure(s):

- ✓ Policy 01-01-02

Signature of the CAO:

SMOKY LAKE COUNTY



Title: Procedures and Transacting of Organizational Meeting		Policy No.: 01-02
Section: 01	Code: P-R	Page No.: 1 of 7
Legislation Reference:		Legislation as specified in the Municipal Government Act
Purpose:		To format the Organizational Meeting of County Council.
Policy Statement and Guidelines:		
<p>In order to expedite the order of business during the Organizational Meeting; repetitive resolutions will be addressed in this policy and considered as carried.</p>		
<p>1. <u>General Government Services:</u></p>		
<p>1. Dispensing with the use of "Whereas", "Be It Resolved", "Be It Further Resolved", "Therefore Be It Further Resolved" - (<u>Section 207, M.G.A.</u>)</p>		
<p><i>"That for the sake of brevity, the words "Moved", "On the motion of", "Whereas", "Resolved", "Be It Resolved", "Therefore Be It Resolved", "Be It Further Resolved", and "Therefore Be It Further Resolved"; and seconders to resolutions be dispensed within the wording of resolutions, for purposes of clarity, their meaning be understood.</i></p>		
<p>2. Banking and Signing Authority</p>		
<p><i>"That the Bank Accounts in the name of the Smoky Lake County be carried with the Canadian Imperial Bank of Commerce and Alberta Treasury Branch at Smoky Lake; and that the Reeve or the Deputy Reeve and the Chief Administrative Officer or Assistant Chief Administrative Officer be and are hereby authorized to draw, accept, sign, countersign, make and agree to pay all or any bills or exchange, promissory notes, cheques, and orders for payment of money; to pay and receive all monies and to give receipts for the same; to assign and transfer to the said banks all or any stocks, bonds, and other securities, and generally for and in the name, and on behalf of the said Smoky Lake County to transact with the banks any business they may think fit.</i></p>		

Title: Procedures and Transacting of Organizational Meeting		Policy No.: 01-02
Section: 01	Code: P-R	Page No.: 2 of 7

Policy Statement and Guidelines:

Also that the Chief Administrative Officer and Assistant Chief Administrative Officer be and hereby is authorized on behalf of the said Smoky Lake County to negotiate with, deposit with, or transfer to the said banks (but for the credit only of the account of the said Smoky Lake County) all or any bills of exchange, promissory notes, cheques or orders for the said purpose, to endorse the same or any of them on behalf of the said Smoky Lake County also from time to time to arrange, settle, balance and certify all books and accounts between the said Smoky Lake County and the Banks; and to receive all paid cheques and vouchers, and to sign the banks; form of receipts, and that the Reeve or the Deputy Reeve, and the Chief Administrative Officer or Assistant Chief Administrative Officer be and they are hereby authorized to sign cheques and other documents on behalf of the County Council, and that the Chief Administrative Officer or Assistant Chief Administrative Officer be authorized to invest from time to time, the surplus cost funds of the County in the purchase of term Deposit Certificates from the Canadian Imperial Bank of Commerce and the Treasury Branch at Smoky Lake, Alberta; and that the Reeve and the Deputy Reeve, be authorized to scrutinize all accounts against the County before they are passed for payment by the County Council and initial either the account or the covering voucher.

3. Appoint Solicitor, Auditor, Engineer

That Professional Services will be obtained on an as need basis.

12. Assessment and Taxation:

1. Appoint Assessor

That Assessor Professional Services will be obtained on an as need basis.

Title: Procedures and Transacting of Organizational Meeting		Policy No.: 01-02
Section: 01	Code: P-R	Page No.: 3 of 7

Policy Statement and Guidelines:

2. Provide for Remuneration of members of the Assessment Review Board

That the remuneration for the members of the Assessment Review Board be the same as established by the County Council for its members to attend Regular Meetings.

3. Appoint Clerk of the Assessment Review Board

That Brenda Adamson, the Finance Manager and/or a designated alternate be appointed the Clerk of the Assessment Review Board by motion.

4. Execution of any levy authorized by the Chief Administrative Officer

That the Chief Administrative Officer be given the authority to execute any levy that may deemed necessary for collection.

13. Tax Recovery Act and Municipal Property:

1. Appoint Appraisers of Tax Recovery Lands

*That the County Council be appointed as a **Standing Committee** to appraise the lands and improvements to be sold by the County under the provisions of the Municipal Government Act.*

2. Lease of Tax Recovery Lands – 3.5% of Assessed Value

That the annual rental of lands acquired by the County under the Provisions of the Municipal Government Act be set as 3.5% of the assessed value, plus levied taxes cash payable to the end of the year.

Title: Procedures and Transacting of Organizational Meeting		Policy No.: 01-02
Section: 01	Code: P-R	Page No.: 4 of 7

Policy Statement and Guidelines:

2. Protective Services:

1. **Appoint Honorary Fire Guardian & Assistants**

That the County Fire Chief be appointed the Honorary Fire Guardian for the Smoky Lake County under the provisions of the Forest & Prairie Protection Act; in addition the Chief Administrative Officer, the Public Works Foreman, the Agricultural Fieldman, and the Local Fire Chiefs for the Town of Smoky Lake and the Villages of Vilna and Waskatenau, be appointed as Assistants.

2. **Purchase of Insurance Needs of the County**

That all Insurance needs for the Smoky Lake County be purchased Through Jubilee Insurance Agencies Limited, Edmonton, Alberta.

3. **Disaster Services (Section 8, Disaster Services Act)**

- a. **Appoint member(s) of Civil Defense Control Committee**
- b. **Appoint Civil Defense Coordinator**

*That the County Council be appointed as the **Civil Defense Control Committee** of the Smoky Lake County and that the Director of Disaster Services be appointed as Civil Defense Coordinator.*

3. Transportation Services:

1. **Road Bans not to apply to passenger cars, schools busses, school Vans, fire trucks and ambulances**

That Road Bans are not to apply to passenger cars, school busses, School vans, fire trucks and ambulances.

2. **Custom Work Rates**

That the County engage whatever surveying firm is deemed necessary to carry out necessary surveying needs.

Title: Procedures and Transacting of Organizational Meeting		Policy No.: 01-02
Section: 01	Code: P-R	Page No.: 5 of 7

Policy Statement and Guidelines:

3. Appoint Surveyor

That Surveyor Professional Services will be obtained on a as need basis.

4. Compensation for Construction and Backsloping Easements

That compensation for road construction be as follows:

Regular Roads:

- a. *The County will fence but the owner will supply necessary posts and wire; the owner is to remove existing posts and wire if he/she wants to reuse same, if there is an existing fence; the County will remove the fence, if the County requests to construct the road.*
- b. *The County will be responsible for first picking of rocks and roots, thereafter the landowner is to be responsible for picking rocks and roots after the construction has been completed.*

Special Roads:

- a. *The County will fence but the owner will supply necessary posts and wires; the County is to remove existing posts and wire if he/she wants to reuse same, if there is an existing fence.*
- b. *The County will be responsible for first picking of rocks and roots, thereafter the landowner is to be responsible for picking rocks and roots after the construction has been completed.*

Backsloping under the Agricultural Service Board:

\$500.00 for backsloping per one half mile subject to prior commencement and final construction approvals, as per construction specifications and if the landowner supplies necessary posts and wire the County will supply labour to fence.

Burrow Pits:

Be negotiated up to a maximum of \$200.00 per acre for burrow pits or landscape burrow necessary to acquire fill material for road construction and the owner is responsible for necessary fencing and signage.

Title: Procedures and Transacting of Organizational Meeting		Policy No.: 01-02
Section: 01	Code: P-R	Page No.: 6 of 7

Policy Statement and Guidelines:

5. Compensation for Electrical Plugging in of graders

That compensation in the amount of two hundred dollars (\$200.00) be paid to each Grader Operator for electrical charges incurred in the plugging in of the graders over the winter months and each grader must be plugged in continuously during the winter season – November 1st to April 1st .

6. Public Works Roadway and Servicing Standards

That the Public Works Department strictly adhere to:

- a. *The Alberta Transportation & Utilities Roadway Construction Specifications for Use of Municipalities Manual.*
- b. *Development Guidelines and Minimum Servicing Standards Manual; when road construction and projects are undertaken.*

6. Environmental Health Services:

- a. **Appoint Agricultural Fieldman as Weed Inspector(s) (Section 7 – Weed Control Act)**
- b. **Appoint Agricultural Fieldman as Inspector(s) under the Agricultural Chemicals Act (Section 7 – W.C.A.)**
- c. **Appoint Agricultural Fieldman as Inspector(s) under Livestock Diseases Act as appointed by the Provincial Government**
- d. **Appoint Agricultural Fieldman as Pest Control Officer(s)**
- e. **Appoint Agricultural Fieldman as Soil Conservation Officer(s) (Section 2 – Soil Reclamation Act)**

Title: Procedures and Transacting of Organizational Meeting		Policy No.: 01-02
Section: 01	Code: P-R	Page No.: 7 of 7

Policy Statement and Guidelines:

f. i. Appoint Agricultural Fieldman and District Agriculturist as the Land Surface Conservation and Reclamation Council (*Section 13 & 16 – Agricultural Service Board Act*)

ii. Appoint Soil Conservation Officer (*Section 2 – Soil Reclamation Act*)

That the Agricultural Fieldman be appointed:

- a. *Weed Inspector as required by the provisions of the Weed Control Act.*
- b. *Inspector under the Chemicals Inspection Act.*
- c. *Inspector under the Livestock Diseases Act.*
- d. *Pest Control Officer under the provisions of Section 7(b) of the Agricultural Pests Act.*
- e. *Soil Conservation Officer under provisions of the Soil Conservation Act.*
- f. *Member of the Land Surface Conservation and Reclamation Council; and to be paid at the appropriate Councillor mileage rate.*

	Date	Resolution Number
Approved	February 23, 1984	# 329 - Page 4734
Amended	February 24, 2000	# 240 - Page 6789
Amended		



Request for Decision (RFD)

Meeting Date: Thursday, March 27, 2025

Agenda Item: #

Topic: Donation request for educational opportunity

Presented By: Brenda Adamson, Finance

Recommendation:

That Smoky Lake County Council approve to provide funds in the amount of \$200.00 to the Faud Bayramov, towards the cost to attend SHAD Canada in 2025.

Background:

We have received a request for assistance with the costs for Faud to attend SHAD Canada this summer. The program is a Science, technology, engineering, arts, mathematics, and entrepreneurship program for high school students. The total cost for this program for high achieving high school students is over \$7,500.

Policy 01-14-05 states that Students participating in an educational orientation will receive \$100.00. The policy hasn't been updated since 2011 and administration is concerned that the amounts are outdated. We are recommending that council approve a contribution of \$200. The policy will be brought back at a later date to be updated to reflect current costs.

Benefits:

Provides support to a high achieving local student

Disadvantages:

Alternatives:

Council could choose to contribute as per policy

Financial Implications:

The budget for grants and organizations unspent or uncommitted is \$11,100.

The following funds have been provided thus far:

- ✓ \$500 Vilna Curling Club Memorial Bonspiel
- ✓ \$500 Spedden Fish & Game Family Fishing Event
- ✓ \$1,500 Anne Chorney Public Library
- ✓ \$1,500 Smoky Lake Public Library
- ✓ \$1,500 Vilna & District Municipal Library
- ✓ \$1,000 Kalyna Country Performing Arts
- ✓ \$1,500 Smoky Lake & District Cultural Heritage Threshing Bee
- ✓ \$6,000 Stars Foundation
- ✓ \$3,000 Vilna & District Citizens on Patrol
- ✓ \$500 Smoky Lake Riding Club Rodeo
- ✓ \$1,000 Victora Trail Ag Society Fair Days
- ✓ \$400 The Endurance Riders of Alberta

Legislation:

na



Request for Decision (RFD)

Intergovernmental:

na

Strategic Alignment:

na

Enclosure(s):

1. *Request letter and program information from Faud Bayramov*
2. *Policy 01-14-05*

Signature of the CAO:

A handwritten signature in black ink, appearing to be "F. Bayramov", written over a horizontal line.

Fuad Bayramov
fuad.r.bayram@gmail.com
(587)-830-1306

PO Box 177
Waskatenau, AB
T0A 3P0

Smoky Lake County
Jered Serben and Kevin Lucas

Raising Funds for Shad Canada.

Hello Jared and Kevin! My name is Fuad, and I am a Grade 11 student from H.A. Kostash School in the Town of Smoky Lake and I am ready to be challenged and change the world!

I am very excited to share with you that I was accepted into Shad Canada, a transformative month-long summer program for high-achieving Grade 11 students, that offers hands-on learning in STEAM (science-tech-engineering-arts-math), leadership, and entrepreneurship at university campuses across Canada since 1980.

During the month of July, I will be able to apply STEAM disciplines to real-life challenges and participate in various activities including lectures, workshops, labs, group projects, recreational activities and more. Once graduated, I will become a part of the 23,000+ Shads alumni network that includes founders and CEOs, international academics, social entrepreneurs, healthcare professionals, best-selling authors, and AI innovators.

As an honors student with a strong foundation in STEAM, who loves the outdoors, enjoys playing sports with the school team, I am really excited about this life changing opportunity. Through my involvement in the Smoky Lake Youth Council, my school's robotics team, and basketball and badminton, I have built a strong foundation in leadership, teamwork, and problem-solving—skills I want to continue developing.

I want to experience Shad, as it has given thousands of students a head start in their academic and career journeys, providing hands-on learning, university experiences, and connections that shape their futures. Many alumni go on to excel in post-secondary studies, earn scholarships, and pursue graduate degrees.

I am reaching out to request your support in funding my participation in the Shad program. The Shad program has been a dream of mine. However, the cost of participation presents a financial challenge for me and my family, which is why I am seeking support from my community to help make this experience a reality.

Thank you for your time and consideration.

Total cost: \$9,260 (ShadOnCampus program fee \$7,260 + Travel and living \$2,000.00)

Raised \$1,750 (family support and personal savings)

FUNDRAISING GOAL \$7,510

Milestones

- ✦ By April 3 – \$3,255 program fee
- ✦ By May 15 – \$3,255 program fee
- ✦ By June 15 – \$1,000 transportation and living

“I would love to support Fuad’s journey to Shad!”

Choose your contribution amount below—every donation, big or small, makes a difference!

- **\$25.00** “Times are tough, but I’d like to help.”
- **\$50.00** “Investing in the future, one step at a time!”
- **\$100.00** “Helping you get one step closer to something amazing!”
- **\$200.00** “I hear greatness isn’t free... so here’s a boost!”
- **\$500.00** “Because every success story starts with support!”
- **\$1,000.00** “Why not? My company just went public!”
- **\$_____** “Your creative contribution here!”

How do you make a donation:

1. Send cash or a check made out to Fuad Bayramov re: Shad Participation, and mail to my home address: PO Box 177, Waskatenau, AB T0A 3P0

2. Send e transfer to fuad.r.bayram@gmail.com

I will provide regular updates to my donors on how much I have raised and who are my contributors, as well as updates on my experience at Shad and how your support has impacted my journey.

Thank you, Fuad Bayramov

[Fuad Bayramov - Honors and Awards](#)

[Fuad Bayramov - ShadOnCampus Acceptance Letter](#)

[My University Campus Selection Map](#)

[Program Fee and what does it cover](#)

Fwd: Congratulations, Fuad! Welcome to Shad2025.

Sevinj Bayramova <sevinj.bayramova@gmail.com>
To: Fuad Bayramov <fuad.r.bayram@gmail.com>

Wed, Mar 5, 2025 at 11:22 AM



Congratulations

From Tim Jackson, Shad CEO



Dear Fuad,

Congratulations! I am thrilled to inform you that you have been selected to attend Shad this summer.

This is an incredible achievement, and I want to personally commend you for standing out among a highly competitive group of applicants. Your inspiring curiosity and passion for learning are truly admirable, and we are thrilled to welcome you to the Shad community.

Over the course of the program, you will engage with like-minded peers, work on real-world design projects, and gain exposure to experts across various fields. You'll build meaningful friendships and become part of a supportive network. It will be a time of growth and self-discovery. I encourage you to approach this opportunity with an open mind and an eagerness to learn. Our program is designed to push boundaries, spark new ideas, and help you develop the skills to become a leader who makes a difference in your community.

Program Fee	\$7,260
Travel Costs	\$1,600
Incidentals	\$400
Total Costs	\$9,260

Payment Schedule and Fundraising Goal

Category	Due Date	Goal	Total Raised	Remainings	Source	Status
Deposit (program fee)	February 21, 2025	\$750	\$750	\$0	Personal Savings	Paid
Program Fee	April 3, 2025	\$3,255	\$0	\$3,255	Community	In progress
Program Fee	May 15, 2025	\$3,255	\$0	\$3,255	Community	In progress
Travel	June 15, 2025	\$2,000	\$1,000	\$1,000	Family	In progress
Total		\$9,260	\$1,750	\$7,510		

Financial Need **\$7,510**

2025 Fee for ShadOnCampus



Fee includes:

- ✓ Seminars from esteemed university professors.
 - ✓ Mentoring and coaching from Program Director, researchers and industry experts
 - ✓ Workshops from business leaders like Texas Instruments
 - ✓ STEAM-based labs i.e. nanotechnology labs
 - ✓ Academic field trips such as visiting a nuclear reactor, exploring a solar farm, or touring a local tech firm
 - ✓ A minimum of 1 to 8 mentor to student ratio
 - ✓ Community building events
 - ✓ Social innovation design challenge and design team
 - ✓ Local Indigenous Learning opportunities such as cooking workshops
 - ✓ University housing fee for 27 days
 - ✓ Meals and snacks for 27 days
 - ✓ Social and
 - ✓ Shad's pr
- 🎉 1st key milestone in my journey!
- 1 souvenirs.

Deposit for the Program Fee Paid: \$750 (personal savings)

February 21, 2025

re: Shad Canada Live on Campus Fees

CERTIFICATE of HONOUR

THIS ACKNOWLEDGES THAT

Fuad Bayromov

HAS ACHIEVED HONOURS STANDING, AT H. A. KOSTASH SCHOOL, IN THE FOLLOWING SUBJECTS:

ELA, MATH AND SCIENCE

2022

2023

Brenda Mykytiuk
Brenda Mykytiuk, Principal



CERTIFICATE of HONOUR

THIS ACKNOWLEDGES THAT

Fuad Bayramov

HAS ACHIEVED HONOURS STANDING, AT H. A. KOSTASH SCHOOL, IN THE FOLLOWING SUBJECTS:

MATH, SCIENCE, LA

2021

2022

Brenda Mykytiuk
Brenda Mykytiuk, Principal



CERTIFICATE of HONOUR

THIS ACKNOWLEDGES THAT

Fuad Bayramov

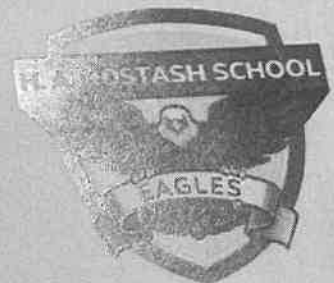
HAS ACHIEVED HONOURS STANDING, AT H. A. KOSTASH SCHOOL, IN THE FOLLOWING SUBJECTS:

English 10-1, Social 10-1, Math 10C, Science 10

2023

2024

Brenda Mykytiuk
Brenda Mykytiuk, Principal



CERTIFICATE of HONOUR

THIS ACKNOWLEDGES THAT

Farid Bayramov

HAS ACHIEVED HONOURS STANDING, AT H. A. KOSTASH SCHOOL, IN THE FOLLOWING SUBJECTS:

LA, MATH, SCIENCE, SOCIAL, PHYS ED

2023
-
2024

Brenda Mykytiuk
Brenda Mykytiuk, Principal





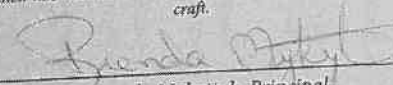
CERTIFICATE

OF EXCELLENCE IN FINE ARTS

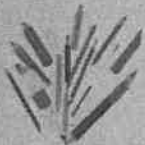
This certificate is proudly presented to:

Fuad Bayramov

The Fine Arts Excellence Award recognizes a student for outstanding achievement in Music, Art, or Drama.
This honour highlights their talent and dedication, celebrating their creativity and commitment to their craft.


Brenda Mykytiuk, Principal

September 27, 2024
2023-2024 School Year





CERTIFICATE

OF EXCELLENCE IN STEM



This certificate is proudly presented to:

Fuad Bayramov

The STEM Excellence Award honours high school students with exceptional creativity and critical thinking in Science, Technology, Engineering and Mathematics

Brenda Mykytiuk, Principal

September 27, 2024
2023-2024 School Year

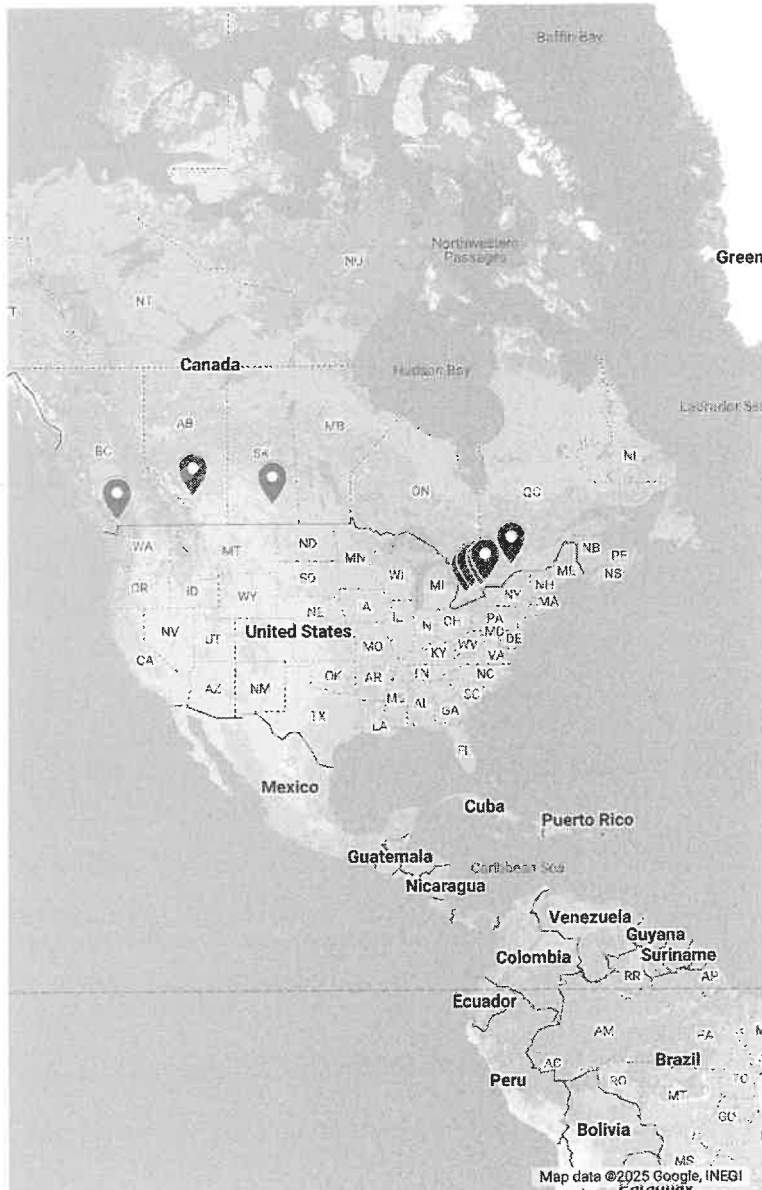


My University Selection Map

Untitled layer

- 📍 Ontario Tech University
- 📍 Carleton University
- 📍 Toronto Metropolitan University
- 📍 The University of British Columbia
- 📍 University of Calgary
- 📍 University of Waterloo
- 📍 Western University
- 📍 University of Regina

This map highlights my top university choices across Canada, based on proximity to home, program offerings, campus life, and overall fit. Each pin represents a school I'm considering for further studies.



SMOKY LAKE COUNTY



Title: Contributions to Non-Profit Organizations and Individuals		Policy No.: 14-05
Section: 01	Code:	Page No.: 1 of 1

Legislation Reference:	Municipal Government Act, Section 201
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Purpose:	To establish procedures for contributions towards Non-Profit Organizations and Individuals.
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Policy Statement and Guidelines:	
<p>Smoky Lake County has established the following procedures of contribution to Non-Profit Organizations and individuals:</p>	
1.	<p><u>Sport Teams / Youth Organization Events:</u></p> <p>Sport Teams and Youth Organization Events that will be attending and/or competing at Provincial and/or National Finals Events:</p> <p><u>For Overnight stays:</u></p> <p>Team of 8 players or less - \$ 250.00</p> <p>Team of 9 players or more - \$ 500.00</p>
2.	<p><u>Students:</u></p> <p>Students participating in an educational orientation, i.e. Youth Forum:</p> <p>\$100.00 CASH</p>
3.	<p><u>Individuals:</u></p> <p>Individuals that are volunteers and belong to a Non-profit clubs or organizations that provides a benefit to the community, i.e., Volunteer Conference:</p> <p>\$100.00 CASH</p>
4.	<p><u>Other Requests:</u></p> <p>Other requests will be held by the Chief Administrative Officer and presented to Council for its consideration if there are funds remaining in the grants portion of the budget for the current year.</p>

	Date	Resolution Number
Approved	July 25, 1985	# 788 - Page 4979
Amended	February 24, 2000	# 252 - Page 6801
Amended	September 27, 2001	# 668 - Page 7164
Amended	February 27, 2003	# 317 - Page 7488
Amended	September 22, 2011	# 803 - Page 9820



Request for Decision (RFD)

Meeting Date: Thursday, March 27, 2025

Agenda Item: #

Topic: Delta Waterfowl Parkland Pintails Chapter Donation for Fundraiser Dinner

Presented By: Agricultural Department

Recommendation:

That Smoky Lake County Council donate the amount of \$200 to Delta Waterfowl's Parkland Pintails Chapter Annual Fundraising Dinner, which will be held on April 26th, 2025.

OR

That Smoky Lake County Council donate the amount of \$200 to Delta Waterfowl's Parkland Pintails Chapters Hen House Program.

Background:

Delta Waterfowl was founded in 1911 as a leading organization dedicated to waterfowl conservation. Today, Delta Waterfowl remains faithful to continuously adapting to respond to the various dangers and challenges facing ducks and duck hunters. In addition to acknowledging the challenges posed by poor duck production and the loss of breeding duck habitat, the Duck Hunters Organization works to meet the requirements of ducks and duck hunters in the US and Canada. Delta Waterfowl has created several important initiatives, such as First Hunt, Hen Houses, Working Wetlands, and Predator Management. Delta strives to increase duck hunting opportunities, preserve breeding duck habitat, produce ducks, and guarantee that North America's waterfowl hunting culture endures.

Parkland Pintails Chapter is the closest Delta Waterfowl Chapter to Smoky Lake County. They have been working with a local resident of Smoky Lake to bring awareness to our area. This winter there was a hundred Hen Houses placed within Smoky Lake County.

Parkland Pintails Chapter is holding their annual fundraising Dinner on April 26th, at 5:30pm at the Edmonton Oilfield Technical Society (2104-156 Street SW Edmonton). Fifteen percent of this events proceeds will go towards local Parkland Pintail Chapter projects, such as youth hunts and Hen House placements.

This donation will be used to underwrite an item from the event package with recognition during dinner of who donated the specific item.

Benefits:

- To support efforts in preserving waterfowl habitat and populations in Alberta.
- Support Parkland Pintails Hen House project within Smoky Lake County.

Disadvantages:

(Describe the disadvantages of the recommendation or select from dropdown)

Alternatives:

- Change monetary donation amount
- Donate an item
- Buy a table/ticket for fundraiser dinner event



Request for Decision (RFD)

Financial Implications:

\$200

Legislation:

(Describe any associated legislation, bylaws or policies relating to or affecting the recommendation or select from dropdown)

Intergovernmental:

(Describe any intergovernmental involvement and/or implications related to or affecting the recommendation or select from dropdown)

Strategic Alignment:

(Select the Strategic Plan Priority that this topic is associated with)

Enclosure(s):

Letter from Delta Waterfowl Foundation, Parkland Pintails Committee

Hen House Image

Signature of the CAO:

A handwritten signature in black ink, consisting of several loops and strokes, written over a horizontal line.



January 22, 2025

Dear Friend,

I am writing on behalf of **Delta Waterfowl**, North America's oldest waterfowl organization and an integral part of today's hunting heritage.

Delta's Parkland Pintails Chapter will be holding our Annual Fundraising Dinner on **April 26, 2025** and we are hoping you might consider supporting our exciting event.

Delta's conservation efforts increase waterfowl populations, protect waterfowl habitat, and assist to secure the future of hunting through recruitment and public policy efforts. **15% of the proceeds** will go to local Chapter projects, such as youth hunts and Hen House placement.

Delta Waterfowl is a registered Canadian charity
deductible to the extent allowed by law.

and your contribution is tax

If you have any questions regarding this event and/or sponsorship or advertising opportunities, or have a donation please contact . or by phone at we do not hear from you, a representative from our committee will be following up with a phone call to you in the next few weeks.

Thank you for your consideration of our request.

Sincerely,

Delta Waterfowl Foundation, Parkland Pintails Committee



What is a Delta Hen House?

Delta Waterfowl puts more mallards into every fall flight!

Hen Houses are the most cost-effective tool to increase mallard production. Targeted to areas of the highest mallard breeding density, Delta Waterfowl Hen Houses consistently boost nest success to more than 60 percent. In areas where ground-nesting mallards typically achieve nest success of less than 10 percent, Hen Houses can increase nest success up to 80 percent

Today's efficiently designed "Supersites" are a direct result of Delta's extensive research. These clusters of 100 or more Hen Houses are installed in relatively small geographic areas with high breeding mallard densities. Supersites send thousands of mallards into every fall flight, while reducing the cost of labor and fuel to produce ducks.

Delta maintains Hen Houses across the key breeding areas of Manitoba, Saskatchewan, Alberta, North Dakota, Minnesota and Ontario. We currently have nearly 13,000 Hen Houses in place to [protect hens and eggs from predators](#) and increase [duck production](#).

Parkland Pintails: Has put in 700 hen houses in Alberta in the last two years, 100 of which are in Smoky Lake County thanks to a local member. In 2024-25 winter, season in Camrose there was 95 hen houses surveyed. There was a 91% nest success rate found. Another survey was done with 18 hen houses, 100% success rate – all 18 were being used by Mallards.



Request for Decision (RFD)

Meeting Date: Thursday, March 27, 2025

Agenda Item: #

Topic: 2025 Farmers Appreciation Event

Presented By: Agricultural Department

Recommendation:

That Smoky Lake County Council approve to host an afternoon Farmers and Ranchers Appreciation BBQ event on June 13th, 2025, from 11:00 a.m to 2:00 p.m at the Smoky Lake Agricultural Complex, in the Town of Smoky Lake.

Background:

Smoky Lake County Agricultural Service Board established the Farmers Appreciation Event in 2002 in response to the BSE crisis. Smoky Lake was the first ASB in the province to host an event. This event began as a pancake breakfast where Council cooked pancakes for attendees, this then evolved into an afternoon BBQ event. In 2016 and 2017 there was a shift to an evening event that was a supper with a short educational speaker and entertainment. This event had a small fee of \$10-\$20 and required preregistration. Then the event returned to an afternoon BBQ as that seemed to have the best attendance. From 2022 to 2024 Kortech generously donated their BBQ trailer and time, and they did all the BBQing for us. We are thankful that Kortech has readily agreed to return for our 2025 Farmers Appreciation BBQ.

For the past 20 years, this event has been rotated through the various communities: Smoky Lake, Vilna and Waskatenau. The Farmer's Appreciation was held in Smoky Lake from 2022 to 2024 for a central location, Vilna in 2019, and Waskatenau in 2018.

Kortech has agreed to cook for the school in 2025. To eliminate wait times for county ratepayers HAK has agreed to sent runners from the school to pick up food orders for grades K-6. Junior high and high school will get food directly from the school's canteen as a separate event HAK does monthly for its students. This will eliminate the large number of students waiting in line like there was in 2024. The older students are still welcome to check out the booths at the complex.

March 28th 2024

- That Smoky Lake County Council approve the location of the Year-2024 Farmers and Ranchers Appreciation BBQ event to be at the Smoky Lake Agricultural Complex, in the Town of Smoky Lake, as scheduled on June 14, 2024. **Motion 435-24**

March 7th, 2024

- That Smoky Lake County Council approve to host an afternoon Farmers and Ranchers Appreciation BBQ event on June 14, 2024, from 11:00 a.m to 2:00 p.m to be held at a location to be determined. **Motion # 410-24**

February 14th, 2023

- That Smoky Lake County Council approve to host and schedule a barbeque lunch event for the Year-2023 Farmers and Ranchers Appreciation Day, on Friday, June 9, 2023 from 11:00 a.m. to 2:00 p.m., at the Smoky Lake Agricultural Complex, in the Town of Smoky Lake. **Motion # 354-23**



Request for Decision (RFD)

February 15th, 2022

- That Smoky Lake County host a barbeque lunch event for the Year 2022 Farmers and Ranchers Appreciation Day to be scheduled on June 18, 2022, from 11:00 a.m. to 2:00 p.m., at the Smoky Lake Agricultural Complex, in the Town of Smoky Lake, in conjunction with the Bellis 4-H Beef Show, if possible. **Motion # 354-22**

April 13, 2021

- That Smoky Lake County **defer** further discussion of the idea of holding the Year-2021, 19th Annual Farmers and Ranchers Appreciation Day in conjunction with the Lakeland Agricultural Research Association (LARA), Plot Tour scheduled for August 5, 2021, due to the uncertainty of COVID restrictions." **Motion # 577-21**

April 13, 2021

- That Smoky Lake County sponsor the purchase of the Year-2021 Bellis 4-H Achievement Day Belt Buckles in the amount of \$750.00, which are to be provided for their annual show and sale scheduled for June 11, 2021 in Waskatenau, in response to the letter received from Justin Cherniwchan, President of the Bellis 4-H Beef Club, dated March 7, 2021.' **Motion # 574-21**

June 15, 2021

- That Smoky Lake County Agricultural Service Board acting on behalf of County Council, take no action to host the Year-2021, 19th Annual Farmers and Ranchers Appreciation Day in conjunction with the Lakeland Agricultural Research Association (LARA), Plot Tour scheduled for July 22, 2021, due to COVID-19 restrictions and the possibility of hosting an appreciation day in conjunction with the County's 60th Anniversary in Fall 2021 subject to pandemic restrictions; and approve to provide LARA with appropriate door prizes for their said event." **Motion # 840-21**
- Due to no event being hosted in 2021 Smoky Lake County sponsored lunch for the Bellis 4-H Achievement Day. 'That Smoky Lake County sponsor lunch for the Bellis 4-H Achievement Day, show and sale, scheduled for June 11, 2021 in Waskatenau, up to a maximum in the amount of \$500.00, subject to the event going forward in respect to the uncertainty of COVID restrictions.' **Motion # 575-21**
- As well as sponsored the Do More Agriculture Foundation. That Smoky Lake County, donate in the amount of \$1,000.00 to the Do More Agriculture Foundation, which is a not-for-profit organization focusing on mental health in agriculture across Canada, based on the 3 pillars: Awareness - education and breaking the stigma; Community - being more than just a physical place, community is also a sense of belonging and being a part of something more; and Research - which is the backbone to creating further resources and ensuring they serve the agricultural industry; as part of or in lieu of the Year-2021 Farmers Appreciation Event which may not be hosted due to the COVID-19 Pandemic evolving gathering restrictions. **Motion # 576-21**

April 15, 2020

- That Smoky Lake County Agricultural Service Board postpone the 18th Annual Farmers and Ranchers Appreciation Day lunch event of hamburgers and hotdogs scheduled for Friday, June 5,



Request for Decision (RFD)

2020, from 11:00a.m. to 2:00 p.m., in the Town of Smoky Lake, until further notice due to uncertainties surrounding the COVID-19 Pandemic. **Motion # 676-20**

Benefits:

Show appreciation to our agricultural community.
Work with community service groups
Increases profile of the Agricultural Service Board

Disadvantages:

N/A

Alternatives:

To be discussed by Council.

Financial Implications:

\$3000

Legislation:

Smoky Lake County Agricultural Service Board is required to provide extension events to our producers. When this event is hosted, we have a booth set up for Smoky Lake County Agricultural Service Board showcasing what Smoky Lake County Agricultural Service Board does Ex. Spraying program, mowing program information etc. We also have booths from local Ag Retailers to Farm Safety attend to showcase their products and services.

Intergovernmental:

N/A

Strategic Alignment:

N/A

Enclosure(s):

N/A

Signature of the CAO:

A handwritten signature in black ink, appearing to be "K. S.", written over a horizontal line.



Request for Decision (RFD)

Meeting Date: Thursday, March 27, 2025

Agenda Item: #

Topic: Draft Policy: Volunteer Firefighter Compensation

Presented By: CAO and Fire Chief

Recommendation(s):

1. That Smoky Lake County approve Firefighter compensation for all volunteer fire fighters to receive a "Pay as You Go" UFA fuel card for discounted fuel purchases under the Smoky Lake County bulk fuel account with UFA as determined by the station chiefs as per Regional Services awards recognition policy 02-06-03 for all current active members

Background:

At the February 26, 2024 Smoky Lake Region Fire and Rescue Committee meeting their was discussion on fire department incentives and retention and the following motion was passed:

"That the Smoky Lake Region Fire and Rescue Committee recommend Smoky Lake County's administration develop a policy for a "Firefighter Incentive Program" to be reviewed at a future Committee meeting, and incorporate the following potential draft concepts into the said program:"

Incentive	Descriptions	Notes
Fuel Cards (County)	Provide firefighters with UFA fuel cards to provide a discount for fuel (\$0.045/L gas and \$0.055/L diesel)	No cost to the municipalities Pay as you go for the members
Gym Membership (County)	Provide firefighters with gym membership	Waskatenau Fire already has free membership Costs would be \$300/member
Attendance incentive (County)	Members to receive a bonus for attending 25%, 50%, 75% of calls and practices	Costs would need to be incorporated into the budget

Smoky Lake County administration sent out a questionnaire to St. Paul County, Sturgeon County, Lamont County, Thorhild County, Athabasca County and Westlock County requesting information on if they have incentive programs, attendance requirements, and pay grids.

Draft Policy: Volunteer Fire Fighter Compensation was presented and discussed at the December 11, 2024 Smoky Lake Region Fire and Rescue Committee meeting and the following motions were passed:

" That the Smoky Lake Region Fire and Rescue Committee Draft Policy: Firefighter compensation go through with all volunteer firefighters will receive a pay as you go UFA fuel card for discounted fuel purchases as determined by the station chiefs as per Regional Services awards recognition policy 02-06-03 for all current active members



Request for Decision (RFD)

"That the Smoky Lake Region Fire and Rescue Committee recommend forwarding the draft policy as amended to the volunteer firefighter compensation to the future Smoky Lake Region Fire and Rescue through their member of Councils

Proposal:

Council to approve the UFA pay as you go fuel cards for the active members and to review and provide feedback on the Draft Volunteer Firefighter Compensation Policy

Benefits: Provides incentives to complete training and be an active member

Disadvantages: N/A.

Alternatives: N/A

Financial Implications:

Legislation: Municipal Government Act Section 201: Policy Development

Intergovernmental: N/A

Strategic Alignment: N/A

Enclosure(s): A. Draft Policy: 02-00-00 Volunteer Firefighter Compensation

Signature of the CAO:

A handwritten signature in black ink, consisting of a series of loops and strokes, positioned over a horizontal line.



SMOKY LAKE COUNTY



Title: Volunteer Firefighter Compensation		Policy No.: 00-01
Section: 02	Code: P-R	Page No.: 1 of 6
Legislation Reference:		Alberta Provincial Statues
Purpose:	To establish guidelines regarding the compensation for the volunteer firefighters within the Smoky Lake Region and to attract and retain personnel for Fire Protective Service.	
Policy Statement and Guidelines:		
1. STATEMENT:		
1.1	Smoky Lake Region Fire Rescue is committed to fairly compensate the individuals who dedicate their time and effort to fire protection and emergency service as volunteer firefighters.	
1.2	To encourage the volunteer firefighters to pursue higher levels of training, recognize their accomplishments, and ensure the competitive compensation for members regardless of status.	
2. OBJECTIVE:		
2.1	To customize the pay and compensation rate for all regional volunteer firefighters when responding to emergency fire and rescue calls in the Smoky Lake Region.	
2.2	To standardize a compensation rate for all regional volunteer firefighters while attending formal and informal training scheduled for the region.	
3. GUIDELINES:		
3.1	Attendance:	
3.1.1	All volunteer firefighters will be deemed an "Active Member" in good standing with their respective fire station when in attendance for forty percent (40%) meetings and practices and twenty five percent (25%) emergency calls or sixty percent (60%) of all non-emergent activities on an annual basis agreed upon by the Station Chief and Regional Fire Chief.	
3.1.2	Every volunteer firefighter will be responsible for documenting their own fire rescue activities by completing a monthly timesheet in accordance with Schedule "B": "Volunteer Firefighter Monthly TimeSheet" and to be submitted within the first seven (7) days on the following month to the Station Chief for reviewed and submitted to the Regional Fire chief for final approval and payment.	

Title: Volunteer Firefighter Compensation		Policy No.: 00-01
Section: 02	Code: P-R	Page No.: 2 of 6

Policy Statement and Guidelines:

3.2 TRAINING:

- 3.2.1 The Regional Fire Chief will oversee the scheduling and organizing of all the training courses.
- 3.2.2 The volunteer firefighters will be compensated for training and meetings/practices at the rate of \$20.00 per hour.
- 3.2.3 All training courses will be recognized courses as set up by the Nation Fire Protection Association (NFPA) or a similar governing body.

3.3 COMPENSATION:

- 3.3.1 The compensation grid structure is based widely on factors related to fire and rescue "Levels of Training".
- 3.3.2 The level of progression is based on the submission of the volunteer firefighter proof of completed training certification, prior to advancing to the next rank classification.
- 3.3.3 A copy of the training certification must be accompanied with the monthly timesheet. The new level of progression will be adjusted the following month.
- 3.3.4 The key element on the customize compensation grid chart is based on the volunteer firefighters "Level of Training". Below is a generalized breakdown associated with training and rank classification:

Rank	Required Training
Firefighter Recruit	Criminal Record Check, Driver Abstract, Medical questionnaire
Firefighter 1: Entry level	Flagging, WHMIS, CPR, First Aid Level C
Firefighter 2: Intermediate	ICS 100, NFPA 1001 – Level 1
Firefighter 3: Advanced	ICS 200, NFPA 1001 – Level 2, NFPA 1051
Station Captain	ICS 300, Mental health training
Station Chief	Leadership training

Note: All volunteer firefighters recruited prior to 2025 will remain at the compensation rate of \$25.50/hour.

- 3.3.4.1 Volunteer firefighter designation of rank classification is at the discretion of the Station Chief in conjunction with the Regional Fire Chief.

Title: Volunteer Firefighter Compensation		Policy No.: 00-01
Section: 02	Code: P-R	Page No.: 3 of 6

Policy Statement and Guidelines:

3.3.5 **Cost of Living Adjustment (COLA):** To account for inflation and change in higher living costs will be applied to fire rescue call column on the compensation grid rates annually as agreed upon in the three-year budget.

3.3.6 **Level of Training Rank - Bonus:** Volunteer firefighters who complete the levels of training in the assigned rank classification will qualify for rank status change and will receive a one-time financial bonus as outlined below:

Rank	Bonus
Firefighter Recruit to Firefighter 1	\$100
Firefighter 1 to Firefighter 2	\$200
Firefighter 2 to Firefighter 3	\$350
Firefighter 3 to Station Captain	\$500
Station Chief	N/A

3.3.7 **Firefighter Retention Incentive:** All volunteer firefighters can received a Fuel Card (pay as you go) for discount fuel purchases as determined by the Station Chief as a Retention Incentive.

3.3.7.1 Eligibility will be based on active member attendance status reviewed bi-annually by the Station Chief. The incentive fuel card will be canceled with the member becomes inactive.

3.3.8 **Honorarium:** Pay applies to the Station Fire Chiefs that hold that position within each specified fire station at an appointed rate of \$1,000/month for the unaccounted time spent ensuring the business of the fire services.

3.3.9 **Travel and Accommodations Expenses:** Applicable compensation rates for mileage, accommodations, and meals will be pre-authorized by the Smoky Lake Region Fire Rescue, Managing Partner Smoky Lake County.

3.3.9.1 Any other out-of-pocket expenses shall be reimbursed to the member upon the submission of receipt(s).

4. PROCEDURES:

4.1 Smoky Lake Region Fire Rescue, Managing Partner Smoky Lake County will compensate the volunteer firefighters, in accordance with **Schedule A "Volunteer Firefighter Compensation Rates"**.

Title: Volunteer Firefighter Compensation		Policy No.: 00-01
Section: 02	Code: P-R	Page No.: 4 of 6

Policy Statement and Guidelines:

- 4.2 **Non-Compliance:** If a volunteer firefighter is non-compliant with meeting the attendance requirements within a six-month period as an active member as outlined in Section 3.1, they will be notified in writing of their status.
- 4.2.1 If the volunteer firefighter does not attend fire call or practice/meeting in the next 30 days, the member will be placed as an inactive member.
- 4.2.2 If the volunteer firefighter does not attend a fire call or practice/meeting within one year the member will be removed from the fire department roster.
- 4.3 **Appeal:** Volunteer firefighters who believe they have been unfairly removed due to attendance violations may request a review of the status. Appeals shall be submitted in writing to the Station Chief, who will consider any mitigating factors and make a final determination in communication with the Regional Fire Chief.
- 4.4 **Payroll Processing:** The volunteer firefighters pay compensation will be paid month or bi-annually.

5. EXCEPTIONS

- 5.1 Absence due to an illness, family emergencies, work commitments, or other valid reasons will be considered on a case-by-case basis. Requests for exemptions must be submitted to the Station Chief at a minimum of four (4) weeks after notice of status change on the department.

	Date	Resolution Number
Approved	December 11, 2024	# - Page #
Amended		
Amended		

Schedule "A"

Volunteer Firefighter Compensation Rates

Rank	Emergency Call Rate (per hour)	Training Rate (per hour)	Honorarium
Firefighter Recruit	\$22.50	\$20.00	N/A
Firefighter 1 – Entry Level	\$25.50	\$20.00	N/A
Firefighter 2 – Intermediate	\$27.00	\$20.00	N/A
Firefighter 3 – Advance	\$30.00	\$20.00	N/A
Station Captain	\$31.00	\$20.00	N/A
Station Chief	\$32.50	\$20.00	\$1,000/month

Schedule "B"

Volunteer Firefighter Monthly Timesheet

[illegible]

Firefighter – Signature

Firefighter – Signature

Final Approval: <div style="border-bottom: 1px solid black; width: 100%; margin-bottom: 5px;"></div> <div style="text-align: center;">Date</div>	Regional Fire Chief: <div style="border-bottom: 1px solid black; width: 100%; margin-bottom: 5px;"></div> <div style="text-align: center;">Signature</div>
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Request for Decision (RFD)

Meeting Date: Thursday, March 27, 2025

Agenda Item: #

Topic: Fire Department Equipment Insurance

Presented By: CAO and Fire Chief

Recommendation(s):

1. That Smoky Lake County approve to add the value of the unattached equipment that is on the fire apparatus as a separate line item on the Heavy Equipment policy with the \$5,000.00 deductible

Background:

In September of 2023 Vilna Fire Hall was broken into and just over \$100,000.00 of equipment was stolen from the fire hall.

Through the insurance claim the adjustors determined that equipment stolen from the fire halls was the responsibility of Smoky Lake County based on the Fire Protection Services Bylaw.

In reviewing the contents policy for the fire departments administration was advised the contents coverage was lacking and only had coverage for \$93,870.00. Please see attached A1

Smoky Lake County Fire Protection Services completed inventory for all fire department apparatus and fire halls.

The inventory was provided the information to RMA insurance for policy options and costs:

1. Increase the value of the Firetruck on the heavy equipment policy to include the unattached equipment on the truck. You would keep a schedule of those items and their values.
2. The County provides a value of the equipment of the unattached equipment that is on the firetruck and I do a separate line on the Heavy Equipment policy (\$5,000 deductible) item saying something like " Firefighting Equipment on Firetruck #1"
3. The unattached equipment on the Firetruck is added to the Misc Property policy (\$500 deductible)" Firefighting Equipment on Firetruck #1".

Note Options 2 and 3 are blanket coverage for all equipment

Equipment on Apparatus	Current Value	Equipment on the Apparatus	Current Value	Equipment on the Apparatus	Current Value
Smoky Lake Fire Hall	\$209,289.78	Vilna Fire Hall	\$133,807.30	Waskatenau Fire Hall	\$115,357.69
Engine 459	\$133,625.43	Engine 401	\$66,032.42	Engine 403	\$72,728.76
Resue 407	\$146,210.97	Rescue 429	132,725.60	Rescue 408	\$156,619.36
Engine 405	\$46,879.91	Engine 451	\$39,368.10		
Totals:	\$536,006.09		\$371,933.42		\$344,705.81



Request for Decision (RFD)

Option 1 would cost \$2090.00 and Smoky Lake County Fire Protection Services would be responsible for notifying RMA if equipment changes apparatus and increasing Smoky Lake County premiums by \$1,037.00

Option 2 would cost \$2090.00 and Smoky Lake County Fire Protection Services would provide an updated inventory list annually and increasing Smoky Lake County premiums by \$1,037.00.

Option 3 would cost \$7,879.00 and Smoky Lake County Fire Protection Services would provide an updated inventory list annually and increasing Smoky Lake County premiums by \$6,826.00.

Proposal:

Council to approve option 2 by adding the value of the unattached equipment that is on the fire apparatus as a separate line item on the Heavy Equipment policy with the \$5,000.00 deductible.

Equipment premiums are based on declared value and the current fire department inventory pricing was incorporated from the purchase price and not the current value of the item.

Benefits: Provide proper coverage to County of equipment

Disadvantages: increased insurance premiums.

Alternatives: N/A

Financial Implications: to be incorporated into the Regional Fire Service 3 year budget

Legislation: N/A

Intergovernmental: N/A

Strategic Alignment: N/A

Enclosure(s): Smoky Lake County Miscellaneous Equipment

Signature of the CAO:

A handwritten signature in black ink, appearing to be "K. D. ...", written over a horizontal line.

DATE NO: C013

NUMBER	DESCRIPTION	SERIAL NUMBER	QUAN	VALUE	REPLACEMENT VALUE	PREMIUM	POLICY EFFECTIVE DATE	ENDORSEMENT NUMBER	ENDORSEMENT DATE	# of Days from Inception	Time on Risk	ADJUSTA PREMIUM
RY 5: Miscellaneous Equipment including Guns, Trailers and Boats												
1	2018 Wildkat Skid Steer Brush Cutter	EY57-58	1	\$ 4,500.00	\$ 4,500.00	\$ 405.00	01-Nov-24			#NUM!	#NUM!	
CATEGORY SUBTOTAL: \$						\$ 4,500.00	\$ 405.00					

RY 6: Mobile Ambulance Equipment												
1	Miscellaneous Items - no single item exceeds \$250.00		2	\$ 2,100.00	\$ 4,200.00	\$ 45.00	01-Nov-24			#NUM!	#NUM!	
2	Code III Light Bar		2	\$ 500.00	\$ 1,000.00	\$ 11.00	01-Nov-24			#NUM!	#NUM!	
3	Up horn		2	\$ 275.00	\$ 550.00	\$ 6.00	01-Nov-24			#NUM!	#NUM!	
4	Bumper to bumper wiring, switches, etc.		2	\$ 310.00	\$ 620.00	\$ 7.00	01-Nov-24			#NUM!	#NUM!	
5	Spreader, motor and pump (holmatro)		2	\$ 19,500.00	\$ 39,000.00	\$ 413.00	01-Nov-24			#NUM!	#NUM!	
6	Rescue air bags and hoses		2	\$ 4,000.00	\$ 8,000.00	\$ 85.00	01-Nov-24			#NUM!	#NUM!	
7	Radio		2	\$ 750.00	\$ 1,500.00	\$ 16.00	01-Nov-24			#NUM!	#NUM!	
8	Rescue chain set		2	\$ 410.00	\$ 820.00	\$ 9.00	01-Nov-24			#NUM!	#NUM!	
9	Aluminum rescue blanket		1	\$ 430.00	\$ 430.00	\$ 5.00	01-Nov-24			#NUM!	#NUM!	
10	Rescue air cutting gun set		1	\$ 750.00	\$ 750.00	\$ 8.00	01-Nov-24			#NUM!	#NUM!	
Self contained Breathing Apparatus including:						\$ -						
1	Scott Units		4	\$ 4,500.00	\$ 18,000.00	\$ 191.00	01-Nov-24			#NUM!	#NUM!	
2	Back Board		1	\$ 400.00	\$ 400.00	\$ 4.00	01-Nov-24			#NUM!	#NUM!	
3	Come-along		1	\$ 400.00	\$ 400.00	\$ 4.00	01-Nov-24			#NUM!	#NUM!	
4	Spare Air Tanks		4	\$ 600.00	\$ 2,400.00	\$ 25.00	01-Nov-24			#NUM!	#NUM!	
5	Magnum Medicum Hydraulic Twin Ram & Cross Heads		2	\$ 4,500.00	\$ 9,000.00	\$ 95.00	01-Nov-24			#NUM!	#NUM!	
6	Rescue & tactical rope and equipment, item No. 21		2	\$ 1,150.00	\$ 2,300.00	\$ 24.00	01-Nov-24			#NUM!	#NUM!	
CATEGORY SUBTOTAL: \$						\$ 89,370.00	\$ 948.00					

GRAND TOTAL: \$ 93,870.00						\$ 1,053.00	Amount Owing: \$					
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CAO Report

March 21, 2025

Executive Summary:

This report provides an overview of key activities, meetings, and engagements undertaken recently by county staff and representatives. These activities span operational performance evaluations, infrastructure projects, regional studies, intergovernmental and community meetings, and strategic discussions with provincial ministers and law enforcement. The following summary highlights progress, challenges, and collaborative efforts that align with our county's strategic objectives and ongoing projects.

1. Operational and Performance Evaluations

- **Staff Performance Evaluation:**

An in-depth review of a new team members performance was completed, assessing the contributions, compliance, and leadership in the role. Recommendations have been made for further professional development and enhanced operational efficiency.

- **Annual Fleet Review with Enterprise Auto Group:**

A comprehensive review of county fleet operations was conducted, focusing on maintenance, cost management, and future procurement strategies to ensure safe and efficient county transportation services.

2. Health, Safety, and Operational Meetings

- **Joint Health & Safety Meeting:**

The committee reviewed current safety protocols, incident reports, and upcoming training sessions, reaffirming our commitment to a safe working environment.

- **Managers Weekly Meetings:**

Department heads discussed departmental updates, interdepartmental challenges, and coordinated plans for ongoing projects, emphasizing communication and efficiency.

- **Traffic Accommodation Meeting:**

Discussions focused on addressing local traffic concerns, evaluating current road usage, and planning for future modifications to enhance safety and flow.

3. Infrastructure and Construction Projects

- **BF76552 Culvert Replacement:**

- *Pre-construction Meeting:* Reviewed project scope, environmental considerations, contractor responsibilities, and traffic management plans in preparation for the construction phase.
- *Construction Progress Meeting:* Provided updates on milestones, encountered challenges, and adjustments needed to maintain project timelines.

- **Timber Sales from Pit Area:**
Discussions and planning sessions were held regarding the sale of timber from the pit area, ensuring that asset recovery aligns with county policies and market opportunities.
- **Smoky Lake Bridge Program Check-In Meeting:**
Reviewed progress on the bridge program, discussing maintenance, safety improvements, and future planning to support regional connectivity.

4. Strategic and Collaborative Engagements

- **MCC Shareholder Meeting:**
County representation at the MCC meeting focused on financial performance, governance issues, and long-term strategic investments to benefit community infrastructure.
- **Meeting to Discuss 955 Back Pension Issue:**
Engaged with stakeholders to address concerns regarding the pension backlog, aiming for timely resolution and improved employee relations.
- **Meeting with Steve:**
A focused discussion with a private logging contractor centered on operational improvements and feedback on current and future county projects.
- **Update Meeting with 28/63 Associate Engineering:**
Provided project updates and engineering insights for ongoing infrastructure initiatives, ensuring technical requirements are met.
- **Regional Water and Wastewater Infrastructure Design Study with Mirek Grzeszczuk:**
Collaborative study focused on optimizing regional water and wastewater design, addressing future growth and sustainability challenges.
- **Joint Town/County Council Meeting:**
A collaborative session with town council members to align strategies, share best practices, and discuss inter-municipal projects.
- **28/63 Commission and Whitefish Lake Meeting with Legal Teams:**
Addressed legal and regulatory considerations related to regional projects, ensuring compliance and mitigating risks.
- **RMA Conference Attendance:**
County representatives attended the RMA conference to gather insights and network with other regions, significant learning opportunities for attendees.

- **Meeting with Minister (staffer) of Technology and Innovation:**
Discussed potential opportunities for integrating innovative technologies in county operations, focusing on improved service delivery.
- **Meeting with Minister of Indigenous Relations - Rick Wilson:**
spoke to the positive county-indigenous relations, focusing on collaborative community projects and mutual growth initiatives. Importance of river access with increased public activity for potential rescue operations.
- **Meeting with Minister of Public Safety & Emergency Services - Mike Ellis and Minister of Municipal Affairs - Ric McIver:**
Engaged with provincial ministers to discuss county priorities, funding opportunities, and strategies for enhanced public safety and municipal governance. Spoke directly to regional fire operations and the future infrastructure needs.
- **Meeting with RCMP Superintendent Dave Kalist, OIC of “K” Division:**
Reviewed current law enforcement challenges, resource needs, and collaborative approaches to ensure community safety.
- **Toured the RCMP Real Time Operations Center in Edmonton:**
The tour provided valuable insights into advanced operations and technology integration that could benefit our county’s emergency management capabilities.

5. Human Resource Challenges and Departmental Realignment

Amid our ambitious operational and infrastructure initiatives, we are also confronted with significant human resource challenges that require immediate attention. As we refocus staff and realign departmental direction to better support our evolving strategic objectives, it is crucial to address gaps in skills, resource allocation, and workforce capacity.

To ensure our county can meet future challenges and deliver high-quality services, we are actively posting and advertising several open positions across various departments within Smoky Lake County. These efforts are aimed at strengthening our teams, enhancing our collective expertise, and ensuring that the county's operations remain efficient and responsive. In addition to recruiting new talent, we are committed to providing targeted professional development and training for existing staff to facilitate a smooth transition during this realignment.

Transparent communication, coupled with a strategic approach to human resource management, will be key as we navigate these changes. Our goal is to build a more agile and resilient workforce that is well-equipped to handle the demands of our renewed mission and future county initiatives.

6. Conclusion and Recommendations

The diverse range of meetings and engagements detailed in this report underscores our

commitment to improving county operations, enhancing community safety, and advancing infrastructure projects. Moving forward, it is recommended that:

- Action items from each meeting be closely monitored and integrated into departmental plans.
- Cross-departmental collaboration be strengthened to address operational challenges and leverage innovative solutions.
- Regular updates be provided to the Council on progress, with particular focus on high-impact projects like the BF76552 Culvert Replacement and the Regional Water and Wastewater Infrastructure Design Study.

This report will serve as a basis for further discussion and decision-making at today's Council meeting. Your guidance and support remain essential as we continue to drive forward initiatives that benefit the residents of Smoky Lake County.

Respectfully submitted,

Kevin Lucas EMBA
Chief Administrative Officer
Smoky Lake County



EXPLORE TWO HILLS

TOURISM TRADESHOW
& CONFERENCE

10.1

EVENT DATE: WED. APRIL 30TH, 2025

Two Hills Economic Development & Tourism

PHONE: + 780 657 3395

ADDRESS: 5300 - 45TH Ave.

Dear Tourism Ambassador,

We are thrilled to invite you to be part of our **1st EXPLORE TWO HILLS Tourism Conference & Tradeshow**, hosted by **Two Hills Economic Development** in partnership with Go East of Edmonton. This inaugural event promises to be an exciting opportunity to showcase your offerings, connect with industry professionals, and contribute to the promotion of tourism in the vibrant Lakeland region.

Why Attend?

The Explore Two Hills Tourism Conference & Tradeshow is designed to:

- Highlight the diverse tourism opportunities in and around the Two Hills region.
- Bring together tourism operators, entrepreneurs, and enthusiasts to share insights and build connections.
- Provide a platform to showcase your business or organization to key stakeholders and visitors alike.

This year, we are excited to feature some incredible keynote speakers:

- **STRONG COFFEE MARKETING**, sharing actionable strategies for growing your brand and visibility.
- **Kevin Kislevich of Go East**, SHARING THE SUCCESS OF THE ROADTRIP MARKETING AND OFFERING TIPS ON PARTNERING AND PACKAGING
- **Sheila Willis**, founder of the TravelING app, offering unique insights into leveraging technology to promote tourism.

Exhibitor Opportunities

As an exhibitor, you will have the chance to:

- Showcase your products or services to a targeted audience.
- Network with local and regional leaders in tourism development.
- Gain exposure through event promotions and on-site activities.

Spaces are limited, so we encourage you to secure your spot early! Advance Lunch Tickets are \$25, 10 x 10 Exhibitor space is \$50 and includes one lunch ticket and a \$20 EDC Shop Local gift certificate. Secure your spot before March 1st and be entered to win an EXPLORE TWO HILLS weekend getaway package.

General Admission is free to the public.

How to Register

To reserve your lunch ticket and/or exhibitor space, please go to GOEASTOFEDMONTON.COM to register or contact the Town of Two Hills @ bross@townoftwohills.com. Join us as we work together to promote tourism and shine a spotlight on everything that makes the Lakeland region a must-visit destination.

ECONOMIC DEVELOPMENT
MANAGER

587-280-2105
780-657-3395



bross@townoftwohills.com



Explore Two Hills

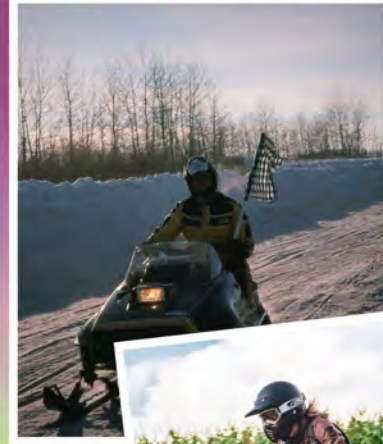
Tourism Conference & Tradeshow



Two Hills Recreation Center

April 30, 2025.

Tourism Conference &
Tradeshow featuring the offerings
of local events and businesses as well
as the promoting the visitor
experience of the entire region.



goeast
of Edmonton.com



📞 780-657-3395

bross@townoftwohills.com

📍 Two Hills Alberta

REGISTER AT: goeastofedmonton.com/products/explore-town-of-two-hills-tourism-conference-tradeshow/



10.2

TOURISM DEVELOPMENT

Info-sharing for Entrepreneurs & Operators



APRIL 23, 2025
4 pm – 7 pm



**MÉTIS CROSSING CULTURAL
GATHERING CENTRE**
17339 Victoria Trail

Drop in for introductions, information, and resources!
Bring your brochures and share your 2025 goals and
marketing plans. No formal presentations!

Connect one-on-one to learn more about Travel
Alberta's Tourism Development Zones, Destination
Development, Funding, as well as the exciting work taking
place within the region with Travel Lakeland and other
tourism partners.



Travel Lakeland



Métis Dining Experience

The Restaurant will be open
and offering a set menu.

QUESTIONS?

Marianne Janke, Travel Lakeland
adventure@travellakeland.ca

Chris Down, Travel Alberta
chris.down@travelalberta.com



PRAIRIE NORTH
C O N S T. L T D.

Damien DeClercq
c/o Prairie North Const. Ltd.
9725 – 266 Street
Acheson, Alberta
T7X 6H6
(780) 887-6979
DamienD@dirtymoving.com

March 10th, 2025

RE: Smoky Lake County – Contract 20233697-01 – BF76552 Culvert Replacement

To whom it may concern,

Please be advised that Prairie North Const. Ltd. has been awarded Contract 20233697-01 for Bridge File 76552 Culvert Replacement and Other Work. The project's intent is to replace a Culvert crossing under Range Road 132, between Township Road 610 and 614. The existing crossing is located at the intersection of four Alberta township systems within the County of Smoky Lake, Alberta, at NE-10-061-13-W4M, NW-11-061-13-W4M, SE-10-061-13-W4M, and SW-11-061-13-W4M. The project also includes a temporary road detour (where speed will be lowered to 10km/hr) during culvert replacement works.

Works are intended to start by March 18th, 2025 with an anticipated completion date of April 15th, 2025 (or sooner). Any comments or concerns can be directed to Prairie North Const. Ltd.'s Site Superintendent:

Jon Wiles

(780) 913-7543

JonW@dirtymoving.com

Prairie North Const. Ltd. appreciates your cooperation and patience while we undertake this project and we look forward to safely and sustainably improving the infrastructure which connects our communities.

Aspen View Public Schools Career Fair 2025

Aspen View Public Schools along with Edwin Parr Composite School, Boyle School, H.A Kostash School, Thorhild Central School and Vilna School are inviting you to participate in our second annual Career Fair. Our objective is to provide students exposure to careers and jobs that they may not have much information about or experience with. With your experience, we are hoping that you will be able to be a major player in the day's event.



Date

23 April, 2025



Time

9:00am - 3:00pm



Location

**Athabasca Regional Multiplex
Athabasca, Alberta**

Learn More and RSVP to the event



North Contact
Crystal Holdis
crystal.holdis@aspenview.org
780-675-2285 Ext 4



South Contact
Ashley Bodnar
ashley.bodnar@aspenview.org
780-656-3820



Monday May 26, 2025

Tuesday May 27, 2025

Wednesday May 28, 2025

7:45 am**AFCA Shuttles to BMO Centre Start**

Departing at 7:45 from Alt Hotel, 7:55 Fairfield Hotel & Suites Calgary and from Hotel Arts at 7:58. Please reference the shuttle schedules in the conference app. Thank you to our sponsor.

Alt Hotel Calgary, Fairfield Inn & Suites and Hotel Arts

Presented by:



☆ Add to My Schedule

8:00 am**Registration**

Check in at registration, obtain your event badge, and be sure to download the conference app.

Foyer, Palomino A-D

8:45 am**Delegate Coffee Break**

Foyer, Palomino A-D

Presented by:

**9:00 am****AFCA Trade Show Refreshment Stand**



Presented by:



Opening Keynote – Wildfire Defense Systems Presentation

Thomas Cook - Vice President of Professional Services, Wildfire Defence Systems

Scott Eskwitt - Director of Corporate Communications & Government Affairs, Wildfire Defense Systems

2024 Insurance Resource Response Overview, What Chiefs and ICs can expect for 2025, and Answers to FAQs This keynote provides a summary of the Wildfire Defense Systems, Inc., (WDS) 2024 Wildfire Loss Intervention response in Alberta and what Chiefs, IMTs, and AHJs can expect for 2025, including the status of our Canadian based response delivered [...]

Palomino A-D

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Trade Show Set-up

Trades can commence loading into Halls D and E from 9:00 a.m. to 3:00 p.m. AFCA trades requiring to unload material via a loading dock will book their scheduled time through BMO Voyage Control. The booking system is mandatory for all trades requiring loading dock access. Apparatus parking begins at 8:00 a.m. Fire apparatus [...]

Halls D-E

☆ Add to My Schedule

10:15 am

Concurrent Stream #1

Workshop #1 – Fire Operations

Jonathan Reimer - Fire & Emergency Manager, Capital Regional District, British Columbia



Firefighters face high stakes decisions and uncertain, time-constrained circumstances. How can we improve real world decisions under challenging conditions? This workshop introduces the emerging



behavioural science tools to make high consequence decisions, [...]

Palomino A-D

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Concurrent Stream #2

Workshop #2 – Cross Cultural Teaching Tool – Kairos Blanket Exercise



Leanna Three Suns - Facilitator and Educational Programmer

The Kairos Blanket Exercise is a Cross Cultural Teaching tool to raise awareness of the nation to nation relationship between Indigenous and non-indigenous peoples in Canada, and to teach a history of Canada that most people do not learn. It aims to bridge the gap between European historical narratives and Indigenous ways of knowing, fostering [...]

Arabian A-C

Presented by:

**Emergency
Decon
Solutions Ltd.**

☆ Add to My Schedule

11:15 am

Concurrent Stream #1

Rural Membership Round Table

John Liadis - Fire Chief, Alternate Rural Director at Large, Alberta Fire Chiefs Association, Clearwater County

David Mohl - Fire Chief, Rural Director at Large, Alberta Fire Chiefs Association

Engage in meaningful discussions at the Rural Membership Round Table Session, where fire chiefs and leaders from rural communities come together to share experiences, challenges, and solutions unique to rural fire services. This interactive session fosters collaboration and provides a platform to exchange ideas, address pressing issues, and explore opportunities for growth and support within [...]

Palomino G-H

Presented by:



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Concurrent Stream #2

Urban Membership Round Table

Mike Pirie - Chief, Alternate Director at Large, Alberta Fire Chiefs Association

Trevor Brice - Fire Chief, AFCA Secretary Treasurer, Urban Director at Large,, Alberta Fire Chiefs Association

Join the Urban Membership Round Table Session to connect with fire service leaders from Alberta's urban centers. This collaborative forum provides an opportunity to discuss challenges, share strategies, and explore innovative solutions tailored to the complexities of urban fire services. Engage in open dialogue, build valuable connections, and contribute to shaping the future of fire [...]

Palomino A-D

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4:30 pm

Opening Ceremonies & Memorial Service

Join the AFCA along with Government representatives for the Opening Ceremonies and Memorial Service.

Palomino A-D

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6:00 pm

Trade Show & Welcome Reception

Join your fellow members and trades for the welcome reception.

Halls D-E

☆ Add to My Schedule



Monday May 26, 2025

Tuesday May 27, 2025

Wednesday May 28, 2025

7:15 am**AFCA Shuttles to BMO Centre start**

Departing from Alt Hotel Calgary at 7:15, Fairfield Inn & Suites Calgary Downtown at 7:21 AND Hotel Arts at 7:24. Please reference the Shuttle Schedules in the Conference Info button in the Conference App. Thank you to our Sponsor.

Presented by:


[★ Add to My Schedule](#)
7:30 am**Delegate Breakfast**

Foyer, Palomino A-D, Palomino A-D

8:00 am**Trade Members Breakfast Meeting**

Halls D-E

Breakfast Keynote – Office of the Fire Commissioner Update

Krista Reinhardt - Fire Commissioner, Office of Fire Commissioner, Municipal Affairs

Phil Rowe - Assistant Fire Commissioner, Office of the Fire Commissioner, Municipal Affairs

Palomino A-D

Presented by:



[☆ Add to My Schedule](#)

Registration

Check in at registration, obtain your event badge, and be sure to download the conference app.

Foyer, Palomino A-D

[☆ Add to My Schedule](#)

Trade Members Breakfast Meeting

Join your trade members for breakfast in Halls D and E, BMO Centre and provide feedback on the AFCA Trade Show.

Halls D-E

[☆ Add to My Schedule](#)

9:00 am

AFCA Proudly Presents: 2025 TRADE SHOW

The AFCA Trade Show is the premier showcase of innovative products, services, and technologies tailored to the needs of fire services across Alberta. Bringing together industry-leading vendors, fire chiefs, and decision-makers, the trade show offers a unique opportunity to explore cutting-edge equipment, network with suppliers, and discover solutions that enhance fire service operations. From apparatus [...]

Halls D-E

[☆ Add to My Schedule](#)

10:15 am

Coffee Break in the Trade Show Hall

Halls D-E

Presented by:



12:00 pm

Lunch in the Trade Show Hall



fellow delegates in a relaxed, interactive environment.

Halls D-E

1:00 pm

Trade Show Access with Station Wear

In the latter half of the afternoon, fire personnel wearing their station wear are invited to attend the Trade Show with the purchase of a wristband. This special access offers an excellent opportunity to explore the latest fire service products, connect with vendors, and discover innovative solutions for your department. Don't miss this chance to [...]

Halls D-E

☆ Add to My Schedule

1:15 pm

Trade Show Draws

Did you enter a prize draw? Announcements of lucky winners to take place during the afternoon of the trade show.

Halls D-E

☆ Add to My Schedule

2:00 pm

Coffee Break in the Trade Show Hall

Halls D-E

Presented by:



SAFETEK PROFIRE

4:00 pm

Trade Show Closes

Thank you for joining the 2025 AFCA Trade Show. See you in Red Deer in 2026.

Halls D-E



Exclusive Networking Opportunity – By Invitation Only Connect with peers and industry leaders at the Associated Fire Booth for an exclusive, invitation-only networking experience. Engage in meaningful conversations, build valuable relationships, and enjoy this unique opportunity to connect in a fun and relaxed setting. Invitations are required, so visit the booth to secure yours and [...]

Saturday May 24, 2025

Sunday May 25, 2025

Monday May 26, 2025

Tuesday May 27, 2025

Wednesday May 28, 2025

7:15 am**AFCA Shuttles to BMO Centre Start**

Departing at 7:15 from Alt Hotel, 7:21 from Fairfield Inn & Suites Calgary Downtown AND Hotel Arts at 7:24. Please reference the Shuttle Schedules in the Conference Info button in the Conference App. Thank you to our Sponsor.

Alt Hotel Calgary, Fairfield Inn & Suites and Hotel Arts

Presented by:

[☆ Add to My Schedule](#)**7:30 am****Breakfast**

Breakfast will be served from 7:30 AM to 9:00 AM in the foyer of the Palomino Ballroom.

Palomino A-D

[☆ Add to My Schedule](#)**Registration**

Check in at registration, obtain your event badge, and be sure to download the conference app.

Front Concourse, BMO Centre

[☆ Add to My Schedule](#)**7:45 am****Breakfast Keynote: Alberta Emergency Management Agency Update**

**Joe Zatylny - Assistant Deputy Minister/Deputy Managing Director,
Alberta Emergency Management Agency Ministry of Public Safety and
Emergency Services**

Palomino A-D

8:30 am

Alberta Fire Chiefs Association Members Business Session

Palomino A-D

☆ Add to My Schedule



10:30 am

Coffee Break

Foyer, BMO Centre

Presented by:

11:00 am

Concurrent Stream #1

Building A Trust-centric Fire Service – 1 Year Later

**Dana Terry - Deputy Fire Chief, Strathcona County Emergency
Services**

Kelly Lehr - Deputy Chief, Strathcona County Emergency Services

One year ago, we embarked on a journey to transform our organizational culture by centering it around fairness, learning, and accountability. Today, we will share the positive impacts this initiative has had on our team and operations. Building on last year's presentation, we will discuss our experiences in today's dynamic fire services environment. Implementing a [...]

Palomino A-D

☆ Add to My Schedule



Concurrent Stream #2

Lithium-ion Battery Fires

**David Arcand - Operations Chief Research, Montreal Fire
Department**

Martin Guilbault - Chief of Training, Montreal Fire Department

Every day, on the streets of Montreal, we encounter citizens using devices equipped with lithium-ion batteries. These devices present a



particular danger in case of fire, as the scale of these fires and the hazardous products released pose risks for our firefighters. Additionally, these devices are often stored inside buildings, which represents a significant risk [...]

Palomino G-H

☆ Add to My Schedule

Concurrent Stream #3

What is Fire Chaplaincy?

Chris White - Fire Chaplain



What is Fire Chaplaincy? What does a Fire Chaplain do? How can Fire Chaplaincy help your department and your community? How do you start up a Fire Chaplaincy program? These are some of the questions that officers ask about Fire Chaplaincy. This session will answer those questions and give a clearer understanding of what Fire [...]

Arabian A-C

☆ Add to My Schedule

12:00 pm

Lunch and Keynote Presentation – Staying safe in a scary world



Laura King - Regional Director, Canada, National Fire Protection Association

Every fire department in Alberta is challenged to deal with the growing presence of lithium-ion batteries, issues such as single-egress stairs that potentially erode longstanding codes, standards, training and operations, and the constantly changing landscape of firefighter gear and proper protection (NFPA 1970). NFPA is tackling all these challenges through research, standards revision, and the [...]

Palomino A-D

Presented by:



☆ Add to My Schedule

1:15 pm

Concurrent Stream #1

FireSmart Works Best When People Work Together Workshop



Cheryl Evans - Principal Consultant, Climate Ready Together

Laura Stewart - Provincial FireSmart Specialist

Wildfires have become increasingly complex in recent years due to climate change, increased development in the wildland-urban interface, and a lack of capacity for both wildland and structural fire agencies. FireSmart is about living with and managing the risk of wildfire. Every community in Alberta faces unique wildfire risks and has unique opportunities to address [...]

Palomino A-D

☆ Add to My Schedule

Concurrent Stream #2

So, You Want to be a Chief

Everett Cooke - Director Emergency Services/ Fire Chief, City of St. Albert

Rob Evans - Fire Chief, ECFO,EMR, EFD, EPD, Redwood Meadows Emergency Services

Stewart Luchies - Regional Fire Chief, DEM, County of Newell

Mac de Beaudrap - Fire Chief (ret.)

Tom Littlechild - Director of Emergency Services, Siksika Nation Fire/Rescue and EMS

Are you a newly appointed fire chief or on the verge of stepping into the role? Join us for an engaging and informative open forum discussion titled "So You Want to Be the Fire Chief." This session is designed specifically for new chiefs seeking guidance, insights, and camaraderie as they embark on this vital leadership [...]

Arabian A-C

☆ Add to My Schedule

Concurrent Stream #3

Critical Role of Emotional Intelligence in Fire Service Leadership



Les Karpluk - Genesis 2020 Solutions Inc.

In today's fire service, leaders are tasked not only with operational decision-making but also with the essential responsibility of fostering trust, resilience, and strong relationships within their teams. This session will explore how emotional intelligence (EI), combined with key leadership principles from Coffee Cup Leadership and Leading the Charge: A Firefighter's Approach to Resilient Leadership, [...]

Palomino G-H

[☆ Add to My Schedule](#)**2:30 pm****Coffee Break**

Foyer, BMO Centre

Presented by:

**2:45 pm****Concurrent Stream #1****Driving Success in Municipal FireSmart Programs: Strategies for Engagement, Funding, and Sustainability****Kyle Sherman - Wildfire Mitigation Specialist (FireSmart Coordinator), Parkland County Fire Services****Sean Cunningham - Deputy Fire Chief, Parkland County Fire Services**

Municipal FireSmart programs are critical in building community resilience to wildfire, but achieving sustained success requires a multi-faceted approach. This session will explore proven tips and tricks for launching, managing, and advancing FireSmart initiatives in your community. Key topics include engaging the public to foster community buy-in, navigating grant opportunities to secure funding, building internal [...]

Palomino A-D

Presented by:

[☆ Add to My Schedule](#)**Concurrent Stream #2****The 7 Cardinal Sins for the Rural Fire Department****Dave Bain - Fire Chief, Lacombe County**

For the rural fire chief, being aware of the innocuous mistakes that rural and volunteer/paid on call-based fire departments make or can make is critically important. Rural firefighting is a different beast. We

have a lack of resources, equipment, longer response times and unique emergencies that require a different mindset and with that a high [...]

Arabian A-C

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Concurrent Stream #3

Breaking Barriers: Fire Service Women of the Central Provinces



Sarah Peto - Acting Lieutenant, Brandon Fire

Stephanie Bibault - Deputy Fire Chief, Training and Support, Olds Fire Department

Discover the inspiring journeys and contributions of women in the fire services across the central provinces, an often underrepresented group shaping the future of our field. This session sheds light on the unique challenges and achievements of female firefighters and leaders in diverse fire departments, from rural to urban. We'll explore how these women have [...]

Palomino G-H

Presented by:



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6:00 pm

Annual Banquet Reception

Hotel Arts Foyer, Hotel Arts, Spectrum 4 & 5

Presented by:



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6:30 pm

Annual Banquet Dinner and Entertainment – Whose Line is it Anyway

Hosted by Smoking Gun Entertainment, Calgary

Hotel Arts, Spectrum 4 & 5



Monday May 26, 2025

Tuesday May 27, 2025

Wednesday May 28, 2025

7:30 am

Breakfast

Hotel Arts, Spectrum 4 & 5

8:00 am

Breakfast Keynote Speaker – Leadership**Darrell Reid - Fire Chief (ret.)**

Fire Chief Darrell Reid (ret) has served in leadership roles including CAO of Strathcona County, Fire Chief of both Vancouver Fire Rescue Services and Strathcona County Emergency Services, Deputy Fire Chief of Toronto Fire Services, CEO of Heart & Stroke Ontario, Board Chair of Heart & Stroke British Columbia and Yukon, and Founder of Emergency [...]

Hotel Arts, Spectrum 4 & 5

[☆ Add to My Schedule](#)

9:15 am

Concurrent Stream #1**Next Gen 9-1-1**

Lisbeth Garcia - Project Manager, Calgary 9-1-1, NG 9-1-1 Transition Project, Emergency & Community Safety, City of Calgary

Kimberly Sauter - Business Analyst, Next Generation 9-1-1, City of Calgary

Next Generation 9-1-1 (NG9-1-1) is a massive technology improvement taking place across Canada, and it is creating buzz in first responder agencies who may not be aware of what exactly this change will mean for them. Lis and Kim are working on the implementation of NG9-1-1 in Calgary and are active in the Emergency Services [...]

Hotel Arts, Spectrum 4 & 5





Fire Fleet Life-Cycling

Jon Evans, Deputy Fire Chief



Is your community able to purchase fire apparatus without any resistance to the escalating costs? Does your fire department have a solid preventative maintenance program in line with NFPA standards? Does your organization utilize Fire Underwriters Survey recommendations to assist with fire fleet planning? If you answered NO to any of these questions, or you [...]

Hotel Arts Spectrum 3

☆ Add to My Schedule

10:30 am

Coffee Break

Hotel Arts Foyer

Presented by:



Tablet Command

10:45 am

Closing Bear Pit Session – Prescribed Burn: Sparking Best Practices and Innovation for Alberta's Fire Service

Randy Schroeder - President, Fire Chief, Alberta Fire Chiefs Association,

Phil Rowe - Assistant Fire Commissioner, Office of the Fire

Commissioner, Municipal Affairs

Joe Zatylny - Assistant Deputy Minister/Deputy Managing Director,

**Alberta Emergency Management Agency Ministry of Public Safety and
Emergency Services**

Ken McMullen - President, Fire Chief, Canadian Association of Fire Chiefs

Jim Smith - Fire Chief, Town of Hinton

This engaging panel discussion will close the AFCA 2025 Conference and Tradeshow on a high note, focusing on success stories, best practices, and forward-thinking strategies for the future of fire services in Alberta. With insights on evolving public expectations, advancements in technology,

From: [Perry Gillam](#)
To: [spencer kotylak](#)
Cc: [scott franchuk](#)
Subject: RE: Grant Funding Received - Smoky Lake County
Date: Tuesday, January 21, 2025 1:44:54 PM
Attachments: [image001.png](#)
[image002.jpg](#)
[image003.jpg](#)
[image004.jpg](#)

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Hi Spencer

Good to hear!

The members must be excited to play with the new toys.

Should provide an added response capability for your dept.

Keep me posted!

Perry

From: Spencer Kotylak <skotylak@smokylakecounty.ab.ca>
Sent: Tuesday, January 21, 2025 11:27 AM
To: Perry Gillam <perry.gillam@enbridge.com>
Cc: Scott Franchuk <sfranchuk@smokylakecounty.ab.ca>
Subject: [External] Grant Funding Received - Smoky Lake County

CAUTION! EXTERNAL SENDER

Were you expecting this email? TAKE A CLOSER LOOK. Is the sender legitimate?
DO NOT click links or open attachments unless you are 100% sure that the email is safe.

Good Morning Perry,

Hope all is well, just wanted to let you know that we received the additional \$15,000.00 from the Safe Communities Grant and we are very grateful to receive this funding.

We are getting the Combi Rescue tool ordered here and we will let you know when it arrives so we can promote what You and Enbridge have achieved for our Fire Department .

Best Regards,
Spencer Kotylak

Spencer Kotylak
Deputy Fire Chief

From: [noreply.grants](#)
To: [spencer.kotylak](#)
Subject: We've approved your Enbridge Fueling Futures grant request! (Ref#2024100190)
Date: Saturday, November 2, 2024 4:14:14 PM

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Hello, Spencer Kotylak,

We are happy to inform you that Enbridge has approved your Fueling Futures grant request in the amount of CA\$10,000.00

By collaborating with community leaders like you, we're Fueling Futures. Together we're energizing communities through initiatives that strengthen community safety, vibrancy and sustainability. Enbridge is proud to support local priorities that make positive and lasting impacts in our communities.

We'd be honored if you shared your story on the social media channel of your choice or with your local media. We invite you to tag us using @Enbridge or the hashtag #ENBFuelingFutures so we can help spread the word.

Sincerely,

Enbridge

We're working to make tomorrow safer, more vibrant and sustainable.