



SMOKY LAKE COUNTY COUNCIL MEETING

AGENDA

Thursday, April 24th, 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 27th, 2025
 - 3.2. Minutes of the Regular Council Meeting, Thursday, April 10th, 2025
4. Delegation(s)
 - 4.1. STARS – Shannon Paquette @ 9:00 a.m.
 - 4.2. MNP, Chartina Nahorniak, Senior Consultant and Nathan Maertins, Manager, Consulting Services - Policing study @ 9:30 a.m.
 - 4.3. Smoky Lake Town & Country Golf Course, Erin Chern, Present, Smoky Lake Town and County Golf Board Funding Request @10:15 a.m.
5. Public Hearing (see public hearing agenda package) @ 9:15 a.m.
 - 5.1. 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
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 all that portion of NW-27-60-14-W4M
 - 7.2. Smoky Lake Truck Fill.
 - 7.3. Community Peace Officer Policies
 - 7.3.1. Policy 02-11 Peace Officer Annual Reporting
 - 7.3.2. Policy 02-32 Peace Officer Video Recording System
 - 7.3.3. Policy 2-10 Peace Officer Operational Records
 - 7.3.4. Policy 2-18. Peace Officer Use of Force Policy
 - 7.3.5. Policy 2-26 Peace Officer Communications Systems
 - 7.3.6. Policy 2-29 Peace Officer Exhibit Policy
 - 7.3.7. Policy 2-36 Peace Officer Uniform and Equipment
 - 7.3.8. Policy 2-37 Peace Officer Patrol Vehicle
 - 7.4. Request for Funding – Smoky Lake Town & Country Golf Course
 - 7.5. Policy Statement No. 03-18-20: Five-Year Road Plan
 - 7.6. Funding to Agriculture Societies
 - 7.7. Request to Write off Taxes
 - 7.8. Community-Based Policing Study

8. Chief Administrative Officer (CAO) Report

- 8.1. CAO Report
- 8.2. Municipal Control Corporation Update
- 8.3. Regional Fire Update
- 8.4. Accessibility Fund

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

10. Correspondence

- 10.1. Rural Municipalities of Alberta District Update - April 2025.

11. Information Release

- 11.1. Nil.

12. Financial Reports

- 12.1. Budget to Actual Report.

13. Next Meetings

- 13.1. Reconfirm Smoky Lake County Council's scheduled upcoming Meetings are as follows:
 - 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).
 - Thursday, June 12 and 26, 2025, at 9:00 a.m. (Regular),
 - Thursday, August 21, 2025, at 9:00 a.m. (Regular),

14. In Camera (Executive Session)

Nil.

15. Adjournment.

SMOKY LAKE COUNTY

Minutes of the **County Council Meeting** held on Thursday, **March 27, 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. 27, 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	Present in Chambers
Municipal Clerk/RS	Meaghan Andreychuk	Present in Chambers
Executive Assistant	Patti Priest	Virtually Present

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 Manager	Daniel Moric	Virtually Present
Fire Chief	Scott Franchuk	Virtually Present
Deputy Fire Chief	Spencer Kotylak	Virtually Present
P.W. Manager	Chris Minailo	Present in Chambers
Public	6 Members	Virtually Present

2. Agenda:

362-25: Halisky That the Smoky Lake County Council Meeting Agenda for Thursday, March 27, 2025, be adopted, as amended:

Deletion the Agenda:

3.2 Minutes of the Municipal Planning Commission Meeting, Thursday March 13th, 2025

Addition:

1.1. In Camera (Executive Session) Personnel Issue, in respect the Chief Administrative Officer, under the authority of the FOIP Act, Sections 27: Privileged Information and 17: Third Party Personal Privacy

Carried Unanimously.

3. Minutes:

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

363-25: Céré That the minutes of the Smoky Lake County Regular Council Meeting, held on Thursday, March 13, 2025, be adopted as presented.

Carried.

7. Request for Decision:

7.1. Bylaw No. 1477-25: Redistrict & Reclassify NW-27-60-14-W4M Commercial to Agri.

364-25: Fenerty That Smoky Lake County Bylaw No. 1477-25: 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, be given FIRST READING; and schedule a Public Hearing on said Bylaw, to be held on Thursday, April 24, 2025, at 9:15 a.m., and advertise said Public Hearing in accordance with the Municipal Government Act, in the Redwater Review and on the County’s website.

Carried.

7.2. Offer to Purchase County-Owned Plan 716CL, Block 2, Lot 1, Warspite

365-25: Céré 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.

Carried.

7.3. Request to clear undeveloped road allowance & construct road – SE-14-59-16-W4M

366-25: Céré 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; at no cost to the County; and enter into a Hold Harmless Agreement with the said lands’ owner.

Carried.

Delegations VanDerVaart Manager and Susana Eldridge entered council Chambers, time 9:31 a.m.

4. Delegation:

4.1. Lise VanDerVaart – Town of Smoky Lake Library

Present before Council from 9:32 a.m. to 9:46 a.m. was Lise VanDerVaart Manager and Susanna Eldridge of the Town of Smoky Lake Library, at the request of Council, as per the February 13, 2025, Council Motion #287-25, for the purpose of answering questions in respect to the library’s’ deferred Family and Community Support Services (FCSS) Grant, application for funding their Family Programming.

367-25: 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:

Community Group	Eligibility	Funding
Town of Smoky Lake Library	Family Programming	\$6,500.00

Carried.

Chris Minailo, Public Works Manager entered Council Chambers at 9:47 a.m.

Sgt. Anita Doktor of the Smoky Lake RCMP Detachment and Supt. Tony Handson Entered Council Chambers at 9:49 a.m.

4.3. Sgt. Anita Doktor & Supt. Handson - RCMP

Present before Council from 9:53 a.m. to 10:29 a.m. was Sgt. Anita Doktor of the Smoky Lake RCMP Detachment and Supt. Tony Handson of the Eastern Alberta District (EAD) RCMP, to discuss Smoky Lake's crime workload analysis.

Town of Smoky Lake Library Information from Delegation

368-25: Gawalko That Smoky Lake County acknowledge receipt of the information received from the March 27, 2025 Delegations Lise VanDerVaart Manager and Susanna Eldridge of the Town of Smoky Lake Library.

Carried.

RCMP Information from Delegations

369-25: Fenerty That Smoky Lake County acknowledge receipt of the information received from the March 27, 2025 Delegations Sgt. Anita Doktor of the Smoky Lake RCMP Detachment and Supt. Tony Handson of the Eastern Alberta District (EAD) RCMP, in respect to Smoky Lake's crime workload analysis.

Carried.

4.2. Harvey Prockiw – Royal Canadian Legion Smoky Lake Branch #227

Virtually Present before Council from 10:32 a.m. to 10:41 a.m. was Harvey Prockiw, Vice President of the Royal Canadian Legion Smoky Lake Branch #227, to ask for support towards the Legion's floor replacement.

Royal Canadian Legion Smoky Lake Branch #227 – Funding & Support Letter

370-25: Serben That Smoky Lake County approve to provide funding in the amount of \$2,500.00 and a letter of support to the Royal Canadian Legion Smoky Lake Branch #227's in respect to their application to the Community Facility Enhancement Program (CFEP) program, to fund their floor replacement project.

Carried.

Royal Canadian Legion Smoky Lake Branch #227 Information from Delegation

371-25: Halisky That Smoky Lake County acknowledge receipt of the information received from the March 27, 2025 Delegation, Harvey Prockiw, Vice President of the Royal Canadian Legion Smoky Lake Branch #227.

Carried.

4. Delegation:

4.4. Rural Municipalities of Alberta (RMA) Member Visit CANCELLED

The Rural Municipalities of Alberta (RMA) representatives were unable to attend due to weather conditions.

372-25: Halisky That Smoky Lake County Council acknowledge the Rural Municipalities of Alberta (RMA) representatives were unable to attend the March 27, 2025 Council Meeting as scheduled, and re-coordinate their attendance as Delegations to a future meeting to reschedule the RMA's 3-year rotation, Member visit.

Carried.

7.4. Policy No. 01-54-01: Signing Authority

373-25: Halisky

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

Title: Signing Authority		Policy No.: 54-01
Section: 01	Code: P-A	Page No.: 1 of 2 E
Legislation Reference: Municipal Government Act Sections 213 and 270. And Chief Administrative Officer Bylaw 1452-23		
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.	
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: 3.1 “Agreement” is a document initiated by a financial institution or other party that requires signatures by the designated signatories. 3.2 “CAO” means Chief Administrative Officer 3.3 “County” means Smoky Lake County. 3.4 “EFT” means Electronic Funds Transfer payments (digital money transfer to or from bank accounts belonging to another entity)	
4.	GUIDELINES: Authority is delegated as follows to sign or authorize the following: 4.1 Bank accounts and investments 4.1.1 Authority for signing service agreements that open or close financial accounts shall be: i) First signature – Reeve or Deputy Reeve ii) Second signature – CAO or Finance Manager 4.1.2 Authority to transfer funds between County bank accounts shall be: i) Either the CAO or Finance Manager ii) The Payroll Clerk may transfer funds between the County General Chequing 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	

Title: Signing Authority		Policy No.: 54-01
Section: 01	Code: P-A	Page No.: 2 of 2 E
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 5.6.3 being aware of and complying with all relevant bylaws, policies, procedures, as well as external legislative requirements when exercising delegations		

Carried.

7.5. Request for Donation to Smoky Lake Holubka Dancers Highway Cleanup

374-25: C    

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.

Carried.

7.6. Rescind Policy 01-01-02 Procedures and Transacting of Organizational Meeting

375-25: Gawalko That Smoky Lake County Policy Statement No. 01-01-02: Procedures and Transacting of Organizational Meeting, be rescinded as this policy's guidelines are address in other bylaws and policies making it redundant.

Carried.

Kierstin Dubitz, Acting Agricultural Fieldman, entered Council Chambers at 10:51 a.m.

7.7. Request for Donation from Faud Bayramov to attend SHAD Canada

376-25: Serben That Smoky Lake County Council approve to provide a County hoodie plus funds in the amount of **\$250.00** to the H.A. Kostash student: Faud Bayramov, in response to their letter requesting support to attend SHAD Canada's annual Canadian summer enrichment program for high-achieving high school students in 2025; **subject to** the said County funds being returned should the said student be unable to obtain the full required amount to attend the program; **and** request an update from the said student to be presented at the April 24, 2025, Council meeting.

Carried.

7.8. Request for Donation from Delta Waterflow Parkland Pintails Chapter

377-25: Fenerty That Smoky Lake County Council donate funds in the amount of **\$200.00** to Delta Waterfowl's Parkland Pintails Chapters Hen House Program, allocated from the Agricultural Services Budget; and also provide County promotional items for the said organization's fundraising dinner, scheduled for April 26, 2025.

Carried.

Scott Franchuk, Fire Chief, entered Council Chambers at 11:19 a.m.

7.9. 2025 Farmers & Ranchers Appreciation Event, June 13, 2025

378-25: Gawalko That Smoky Lake County Council approve to host the annual 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.

Carried.

Kierstin Dubitz, Acting Agricultural Fieldman, left Council Chambers at 11:22 a.m.

7.10. Discount Fuel for Volunteer Firefighter

379-25: Halisky 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.

Carried.

11:30to 11:40a.m.

Public Question and Answer Period:

Hank Holowaychuk, member of the Public questioned who makes the decision on who is attending the Fire Chiefs Convention and expressed importance of attending the event, as an opportunity to lobby.

Jered Serben, Reeve, responded that a lot of the public does not see what we're doing behind the scenes as far as advocating and lobbying directly to the ministers, and we can have a further discussion here as far as the Fire Chiefs Convention attendance. Further to that, we need to do a lot more work on both sides the fire departments and the councils because

there's a disconnect there. I personally don't know when the fire when there's firefighter meetings that fire halls, we need to do better on both sides to get the reports. We need to be part of those discussions and so that we can all move in the same direction because from what I see in picture of volunteer firefighters, and how many there were in the past, to how many there are now, I think has a lot to do with what the expectations are from the province and that is not what local firefighters are signed up to do. So, answer your question, we are lobbying, and we need to do better as far as communication between fire department and us municipalities and councils, and we need to have a greater look into how we can lobby and put our lobbying efforts into attending the fire conference and bringing back good information that we can apply for our municipality. Thank you.

7.11. Fire Department Equipment Insurance

380-25: Céré That Smoky Lake County approve to add the value of the unattached equipment on fire apparatuses as a separate line item on the Heavy Equipment policy with a \$5,000.00 deductible and bring forward a current quote to the next Council meeting.

Carried.

Fire Department Firehall Surveillance - Intermunicipal Collaboration Committee (ICC)

381-25: Serben That Smoky Lake County bring forward to the next (or future) Intermunicipal Collaboration Committee (ICC) meeting, a topic for discussion in respect to options for security surveillance of the Smoky Lake Region's firehalls.

Carried.

7.12. Legislative Service Position

382-25: Gawalko That Smoky Lake County Council formalize the position of Legislative Service, as administration is currently undergoing a series of internal restructuring efforts related to staffing positions; whereby the title of "Legislative Service" is a modernized version of the title "Legislative Service to the Chief Administrative Officer" Legislative Service shall be excluded from within the Canadian Union of Public Employees - Local 4575 Collective Agreement due to the require involvement with confidential and privileged information.

Carried.

Meeting Recessed Meeting recessed for Lunch, time 12:04 p.m.

Meeting Reconvened The meeting reconvened on a call to order by the Reeve at 1:00 p.m. in the physical (or virtual) presence of all Council Members, Chief Administrative Officer, Finance Manager, Executive Services Clerk, Natural Gas Manager, Planning & Development Manager, Health & Safety Coordinator, Assistant Ag. Fieldman, Fire services Clerk, Communications Officer, and Members of the Public.

8. Chief Administrative Officer's Report:

8.1. CAO Report, March 21, 2025

CAO Report
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

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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

CAO Report for March 21, 2025 & Legacy Pit

383-25: Céré

That Smoky Lake County Council accept the Chief Administrative Officer's report, dated March 21, 2025, as presented, which included the "Name that Pit" Contest to name new gravel pit located on the lands legally described as NE16, SE21, SW22-61-18-W4 and N1/2 16 & S1/2 21- 61-18-W4, and acknowledge the winning name is "Legacy Pit".

Carried.

9. Council Committee Reports:

9.1 Division One Councillor's Report on various Committees, Boards & Commissions

Dan Gawalko – Division One Councillor's report from various Committees, Boards and Commissions:

- January 20,21,22 attended the ASB Conference in Edmonton with board member Tori Ponich & Ag Fieldman Kierstin Dubitz, the first afternoon we went to the ASB chair and fieldman meeting with speaker John Conrad ADM he discussed the 5 year grant renewal program for ASB's for 2025 - 2029, he gave an update on the weed review, wild boar, ground squirrel and the water review act, 1.7 million from the province to AgKnow and producer mental health, in the evening we were welcomed to the conference by Lacombe County, then Minister RJ Sigurdson gave a welcome address also, the next day we had an ASB update, they have been in Alberta for 80 years serving 41,000 farms, Dr. John Church gave a talk about precision ranching, drones with thermal imaging, virtual fencing, plants and animals together enabling a smart biome, Bill Kingston then gave an overview of the wetland policies the benefits of wetlands the wetland replacement program & funding available from different sources, Dave Johnson gave an update on ag waste recycling the EPR program for chemical jugs, grain bags & twine pilot projects & the option for large farms or groups of farmers to have 10 or more bags picked up on farm. Karen Wickerson gave an update on the Alberta rat program, no rats in Alberta which is great for trade, the province gave \$215,000 towards the rat program for 2025, the Alberta Sask. border is inspected twice yearly with 31 confirmed rats reported in 2024. Jane Tansey gave the Richardsons squirrel update on the reproduction cycle they have 1 litter per year with 5-8 in a litter, 60-80% of them can be removed by a single badger, also suggested making bird boxes for the barn owls and raptor stands and platforms as these also help
- to control this type of ground squirrel, Micheal Marlow gave an overview of the USDA national swine feral program how the swine are causing crop damage, infrastructure damage to grave yards golf courses & more, in excess of 6 million animals in the US in 30 of the 50 states he says to control before it gets out of hand using legislation also. Then we went in to the resolution session for the remainder of the day. The following morning started with Mikki Shatosky discussing the legal tools used to get easements for agricultural land into a Alberta Farmland trust or conservation formats used and the benefits of, Tanis Baker then gave a presentation of Ag tourism and the Alberta open farm days in August they partner with Travel Alberta & Ag society's, they anticipate 9.4 billion people in the world in the next 5 years, 84% of Alberta tourism are Albertans, John Knap they talked about the future of Ag in Alberta the fertility rates on the planet, the rising sea, taking out delta farmland in the world, we'll need 173 million more acres to produce 50% more food, John believes the ag industry will form a progressive larger part of Alberta's future economy, Megan Evans talked about the state of Alberta's native bee's, the threats to bee's, there are 375 bee species in Alberta, 40% of insect species at risk of extinction in Alberta from insecticides, pathogens & pests, these bees are important pollinators in our world. Dr. Alycia Chrenek then talked about connecting mental wellness to sustainable agriculture & the causes of veterinarian mental crisis & farmers needing help, talking is one of tools along with changing your prospective on things, AgKnow and in the Know are some of the groups available for Help. - January 24, attended the RMA district 5 meeting in Killam with councillor Lorne Halisky & CAO Kevin Lucas, a good discussion was
- held about participation in FCM, a new member was elected to sit on the board representing RMA @ FCM meetings, roads were very bad getting worse the further south you went. - January 27 attended the LARA board of Directors meeting, discussed capital funding, 12 associations submitted applications will know by end of January then sign contracts, Lara is working on a new logo, municipal funding was also discussed with St. Paul county providing 70,000 per year for 3 years & the MD. of Bonnyville giving 80,000 for 2025, on March 31 will be holding a strategic planning session with Lakeland Human Resources, Alyssa gave the financial report, OFCAF will schedule a meeting to give an update of what needs to be done & reported on for the grants, the AGM will be in Mallaig on March 6th with 2 positions on the board to be elected 1 in Smoky Lake County, 1 in MD of Bonnyville, Alyssa gave the Executive director report she applied for 5 positions for Canada summer jobs, making a plan for the garden & greenhouse, 98 feed samples in 2024 using ½ the sample budget, researchers are busy ordering seed, attended the soil conference & working on projects for RDAR check out the upcoming events on LARA website or Smoky Lake county website.

- January 30 attended the Securing Success programs & funding opportunities for your farm or ranch in Smoky Lake with councillor Lorne Halisky & Ag Fieldman Kierstin Dubitz put on by LARA, Lance introduced the LARA staff in attendance & gave a presentation on what LARA has done in the last 33 years on unbiased research & what they can do for producers, feed tests, help with grant applications, Kierstin then gave an update on what the county is doing, ditch mowing, spraying ditches, 400 weed notices sent out in 2024, clubroot survey, EFP's, animal control for beaver & dogs, Sonia from the OFCAF program & CFGA gave an update on the
- program, online learning, events, workshops, fencing, pasture improvement, rotational grazing, need an EFP for these programs and Agri Invest for 2025, Chris from the RALP program talked about the program, inter cropping, pollinator strips, trees, wetland restoration, annual crops to forages, he also mentioned the Alberta Water Program for wells & dugouts, the RALP program opens February 3/25 closes November 30/25, call 1866-310 RALP for more info or Lance @ LARA or your ag fieldman. These are some good programs for our producers. - February 7 attended the Farmer Appreciation Event in Glendon put on by LARA with the talents of Ben Crane entertaining the crowd.
- February 11, Smoky Lake County ASB board meeting with several producer board members in attendance, Alyssa Krawchuk gave her update on LARA, updated policy statement 62-10-09 ASB business plan for 2025, drafts of the 2025 ASB resolutions results, 1.7 million from the province to AgKnow and producer mental health programs, discussed the June 13 farmers & ranchers appreciation BBQ, next meeting April 8, 9am.
- February 20, attended the Evergreen regional waste management commission meeting, had an update on the EPR, product care and circular materials programs, update on White Fish Lake transfer station we should be receiving material March or April of 2025, policy review of operations and code of conduct also bylaw 6 review, Ashley gave the treasurers report, Paul gave the site report no TDA tire shred for MSW cell construction till late spring/summer, working face is now east end of cell 1 & west end of cell 2 reworking south slope of these cells, all services on equipment completed, received a letter approving the ACP grant
- with town of St. Paul as the manager for 150,000 dollars, April 1 2025 the electronics recycling program will be expanded 500 additional items, next meeting March 20. - February 21, attended the Federation of Alberta gas co-ops spring zones 3 & 4 meeting in Bonnyville with Smoky Lake county gas manager Daniel Moric, directors report the 2024 convention was very good, a new brand and logo were presented, round table discussions were about convention 2025, amalgamations training and ISC permitting, Gas Alberta gave an update on where gas prices will be going in 2025 and planned pipeline outages, Michael O'Mara gave an update on your benefits plan, reviewed options for the O & M audits and the rural gas grant program August 13 is the annual golf tournament, the fall zone meeting will be in the county of Vermilion river, 2025 convention will be held on November 24 – 27 @ River Cree Resort.
- February 24, attended the LARA meeting discussed LARA logo redesign, weather stations, and capital funding from RDAR, Alyssa gave her executive directors report, working on the yearly audit, hired 4 summer students, extension & upcoming events, on the research side they are writing their annual reports, assisting producers with grants, financials were presented.
- February 26 – 28 attended the 14th annual Alberta Care Spring Seminar along with councillor Lorne Halisky and county waste management employee Scott Adamson, very good seminar lots of value, SWANA has a course for landfill fires, you need a emergency plan for fires also, see attached commission managers' report.

March 6, attended the LARA AGM in Mallaig with councillor Lorne Halisky & producer reps Amanda Fischer and Charlie Leskiw, a new producer rep for Smoky Lake County was acclaimed Landon Homeniuk and Teegan Miller was elected for the MD of Bonnyville for 3 year terms, Barb McCarthy gave a presentation of the audited financials, the staff at LARA presentations on the work they did in 2024 including the trials, the chair and executive directors gave their reports which can be viewed in the 2024 annual report, next came the organizational meeting Jay Cory was acclaimed as chair, Amanda Fischer Vice chair and Nick Kunec as secretary/treasurer, strategic planning & directors meeting March 31 in Ashmont@ 10:00 am. - March 20, Attended the evergreen regional waste management commission meeting, update from Whitefish lake they will have a state of art transfer station will be receiving material from the site cleanup, Tom Moore gave a presentation on the EPR program and the starting dates & the costs to municipalities, Alberta is the last province in Canada to participate. Clean Farms will be collecting unused medication for vet drugs in the 2025 year something our producers and ratepayers should know, Nathan & Jason gave an update on the circular workshop they attended, Ashley presented the financials, next meeting April 17, 10:00 am

9.2 Division Two Councillor's Report on various Committees, Boards & Commissions

Linda Fenerty – Division Two Councillor's written report from various Committees, Boards and Commissions:

Muni-Corr – St. Paul County Chambers – February 10, 2025 – 10:00 a.m. (via Zoom)

- Administration circulated an updated budget. Discussion included trestle repairs and the work. RRTS crew may not be able to complete the work so we might have to work with the three rural municipalities to complete the project which may move it into 2026.
- Alberta Transportation to appear as delegation at March meeting. There is some rebuilding occurring on Highway 28, some parts of the trail may be affected.
- RRTS (Riverland Recreational Trail Society) Marvin Bjornstad reported receiving several calls about oilfield vehicles on the Husky Trail. The trail shows up as a road on GPS however, as soon as they were made aware of their mistake, the company stopped using the trail.
- Met with Propulso regarding further trail use data and they are working on a quote for RRTS, more program details to follow as to how we can extend it to include the snowmobile trails.
- Still in communications with the Alberta Wagon Trekkers Association. They will visit the trail in the spring to see if they can assist with funding some projects.
- Heinsburg staging area has some vandalism and RRTS volunteers are replacing or boarding up windows.
- RRTS is working with the municipalities to complete a GIS map of all the access routes in communities to services and attractions.

- Discussion on geo vehicles being used on the trail. They are a type of motorized scooter but are not licensed for highways. They will not be allowed on the trail at this time.
- Access Request made by Atco Electric, 2nd Chance Trail Ride - approved access requests as per our standard agreement.
- RRTS met with MLA Scott Cyr for a discussion on funding options as both the Iron Horse Trail and the Husky Trail are excluded from the provinces current trail funding program on public lands. The trail community has lobbied the Gov't for some of the OHV registration fees to be allocated to a trail building and maintenance fund. Muni-Corr Executive may possibly meet with Ministers to address advocacy.
- Alberta TrailNet (ATN) has a number of assets that have encroachments ie; squatters rights. In 2022, the province changed legislation which abolished "squatter's rights". Good for Muni-Corr to know as we do have situations where adjacent landowners have been using our property.
- Vilna school bus crosses the trail where there is no road crossing by the bottle depot. Director Hedrick volunteered to check it out and report back to administration.
- Motion made to send a letter to Catalis informing them we are no longer using their program and request they release us from the contract for 2025.
- Motion made to approve Inter Pipeline Ltd.'s request to amend the Utility Right of Way Agreement dated October 1, 2022 with the addition of Amendment "B" stating the Agreement be renewed for a five year term from October 1, 2022 to October 1, 2027 at the annual cost of \$350.00 plus GST per crossing invoiced annually.
- Next meeting: March 10, 2025 at 10:00 a.m.

Smoky Lake Heritage Board/Smoky Lake Regional Heritage Board – County Chambers – February 18, 2025 – 1:00 p.m.

- Organizational structure will remain the same as previous year.
- The Board does not have any new structure to work on this year, however there is ongoing maintenance on the existing ones.
- Oral histories – ongoing
- Photo and documents archive – Noreen and MaryAnn will continue their work on this. We are looking for an individual through the Colleges who may be interested in taking the project on and have considered offering a scholarship. More to be discussed at next meeting.
- Casino is March 8 & 9, 2025 – will need 4 to 5 people.
- House in the Middle of the Road – received a coat of stain on window frames and fascia
- Ruthenia School – latex paint was used, motion made to spend up to \$7,500.00 to repair.
- Heritage Awareness/Promotion – Digital Museum – Clayton Didier has applied for a grant through Fed Gov't. Film – local film producer, Theresa Wynnyk has also applied for a grant for a film on Post Offices in east part of County and collaboration at the time with Pioneers and Indigenous peoples.

Community Futures Meeting – February 19, 2025 – 5:00 p.m. (via Zoom)

- Jody presented the delinquency report and the current loan portfolios. He advised that the delinquent accounts were due to some business challenges. The office was informed beforehand.
- Penny presented the Manager's Report and reviewed it briefly with the Board. Safety Training – The whole team attended the Safety Training hosted by the St. Paul Chamber of Commerce on February 3rd. From their learnings, the team evaluated the office for safety hazards that should be addressed. They have reorganized the office materials, revisited the security cameras and other devices, and installed a security angled mirror. Power Up North – The location for the Brews & Chews will be in St. Paul Legion. The team is still looking for more speakers, and the sponsorship package will be sent out as the planning committee finalize it. Lemonade day – The team is currently reaching out to schools for the Lemonade Day, in which the registration starts on the 1st of March.
- Financial Audit – The office was informed that the financial audit schedule would happen between April 14-16.
- CFNA Symposium will be September 17 & 18 in either Edmonton or Nisku.
- The office has budgeted 3 attendees for the conference to be held in St. John's, NL on May 4-6. Jody and Joan will be attending. The last slot will be given to a Board Member which will be picked randomly for those who are interested in joining. The decision of the draw will be announced at the next Board meeting.

MCC Shareholders Meeting – February 24, 2025 – Town Office – 1:00 p.m.

- This meeting was conducted as part of the final steps in the dissolution process.

NLLS Meeting – via Zoom – February 28, 2025 (via Zoom) – 10:00 a.m.

- The 2024 Annual Report for the Northern Lights Library System (NLLS) was presented. It highlights achievements, initiatives, and challenges which were accomplished during the past year. They include the establishment of the Elizabeth Métis Settlement Library, bringing in the Art Smith Aviation Academy, and the launch of the app GoLibrary. NLLS has strengthened relationships with Indigenous communities, such as forming library boards at Kehewin Cree Nation and Fishing Lake Métis Settlement. Some of the money-saving items that have been implemented was the sale of the delivery vans and hiring contract drivers. Upgrades were made to network security which positioned NLLS for cybersecurity insurance eligibility. Despite the changes, such as staff transitions and adapting to contract drivers, the system achieved greater operational efficiency and strengthened its team.

Community Futures Meeting – February 19, 2025 – 5:00 p.m. (via Zoom)

- Jody discussed delinquency report and loan portfolio (confidential)
- National Symposium – Linda Fenerty was appointed to be CF representative at St. John's, Nfld, but due to her mobility issues, will be unable to attend. Dale Hedrick will attend in her place.
- Amendment made to Personnel Policy for annual vacation. Current policy only goes to 15 years. Jody is already in his 15th year. Change made: 16-20 years of service entitled to 6 weeks of vacation.
- Lemonade Day – CF team is reaching out to schools with information regarding Lemonade Day

Ukrainian Twinning Meeting – March 24, 2025 – 1:00 p.m. – via Zoom

- A very short meeting mostly to go through the new bylaw with partnership with Smoky Lake County and Town of Smoky Lake.

Smoky Lake Tourism Company – March 26, 2025 – 3:30 p.m.

- Met with Metis Crossing to discuss final billings between MCC & MCVL.

Other Meetings

- February 7, 2025 – RMRF Municipal Law Seminar, Wyndham Hotel
- February 12, 2025 – Village of Waskatenau Annexation Meeting – Waskatenau Seniors' Centre – 10:00 a.m.
- February 13, 2025 – Regular Council Meeting – County Chambers – 9:00 a.m.
- March 3, 2025 – Joint Town/County Council Meeting – County Chambers – 9:30 a.m.
- March 13, 2025 - Regular Council Meeting – County Chambers – 9:00 a.m. (I was only there until 10:00 a.m.)
- March 17 – 19, 2025 – RMA – Edmonton Convention Centre
- March 25, 2025 – Strategic Planning Session – Council Chambers – 9:00 a.m.
- March 25, 2025 – SLTC – Metis Crossing – 3:30 p.m.
- March 27, 2025 – Regular Council Meeting – County Chambers – 9:00 a.m.
- March 27, 2025 – MCC Meeting – Town Chambers – 2:30 p.m.

Request for Update from MCSNet on Broadband

384-25: Céré

That Smoky Lake County extend an invitation to MCSNet to be a delegation to an April 2025 Council Meeting to provide an update in respect to their broadband projects, since their last presentation received by Council in April 2024.

Carried.

9.3 Division Three Councillor's Report on various Committees, Boards & Commissions

Dominique Céré – Deputy Reeve & Division Three Councillor's written report from various Committees, Boards and Commissions:

January 25 District 5 Meeting; Killam, (Zoom) (in person: Lorne, Dan)

- Organizational mtg held first

February 06 Physicians and Health Care Professionals Committee

February 07 RMRF 40th Annual Central Municipal Law Seminar, Edmonton (Linda, Lorne, Dominique)

February 10 Village of Waskatenau's Meeting for Annexation Waskatenau

February 11 Ag. Service Board Mtg., (Zoom) (in person: Dan)

February 11 Refocusing Alberta Health System Winter 2025

- Video presentation from Minister A. LaGrange which included the message that every Albertan should have access to health care, the importance of transparency and collaboration as well as the government is very invested in learning and hearing from Albertans.
- A brief overview of which ministries are involved in the refocus of Alberta Health as well as the new health corridor boundaries.
- Encouraged all Albertans to take part in a survey presently under way which closes on March 3, 2025: [Alberta.ca/leadtheway](https://alberta.ca/leadtheway)
- Approximately 75+ participants were in attendance; discussions took place at each table (there was a notetaker and a facilitator at each table to take/record notes). Some of the issues raised at our table included: lack of funding available in programs which included home care, long waiting lists for continuing care, AHS needs to get better at Care Management, the need for government to make better use of facilities (hospitals) in rural Alberta, return services (such as minor surgeries and dialysis, for example) back to those facilities, incorporate incentives to help with getting more professionals (doctors, nurses, specialists...) in the rural areas and provide better/more/easier/quicker access to required health care.

February 13 Regular Council Mtg., (in person: Dan, Linda, Lorne, Dominique)

February 14 Alberta Bilingual Municipalities Association mtg., (Zoom)

- Provided an update of Grant applications:

- Alberta Community Initiatives Program – Bilingual Bridges: a project to develop a multimedia content with the aim to captivate and educate a global audience about the extensive presence of bilingualism found in Alberta. It will also facilitate community storytelling initiatives where residents will share personal narratives and local anecdotes related to bilingualism.
- PrairiesCan- Currently working with PrairiesCan to create an Expression of Interest through the Community Economic Development and Diversification. Currently in early stages.
- Northern and Regional Economic Development Program – ABMA is seeking funding to develop a comprehensive strategic plan in collaboration with its member municipalities. Looking for about \$38,000.
- Franco-Municipal Forces Initiative and Government of Quebec – The MRC of Montmagny is leading this project and will be the organization applying for the grant. They have asked if ABMA would contribute \$6,500 to help cover the costs of bringing a delegation from Quebec to Alberta.
- Finally, a membership fee for all members of ABMA is being proposed. ABMA looked at numerous models including NAAG&O and came up with what they believe to be an affordable rate. The rate for counties and municipalities would be \$1,100.

February 19 Special Meeting

February 24 Joint Health & Safety Meeting Zoom;

- No sound; texted both CAO and EA but no reply

February 24 MCC for Smoky Lake Development Corporation Meeting

February 28 Smoky Lake Foundation

March 3 Joint Town & County Mtg.

March 11 Physicians & Health Care Strategic Planning Meeting

March 13 Regular Council Meeting

March 13 Municipal Planning Committee

- Approved the following Development Permits:
- DP-005-25: Natural Resource Extraction and Processing Facility (Sand & Gravel)
- DP-006-25: Natural Resource Extraction and Processing Facility (Sand & Gravel)

- DP-004-25: Recreational Use (Archery Range)
- March 16-19, Rural Municipalities Meeting
- Attended some of the sessions at RMA; remainder of the time was spent attending meetings with the following ministers and/or their staff: Minister Glubish, Minister Williams, Minister Rick Wilson, Minister Ric McIver and Minister Ellis.
 - Met with staff from Minister Glubish's office; was informed that there are numerous projects in the works but that both Provincial and Federal governments need to be present to make the announcements. Should see changes in 1-2 years. There are presently 30-32 projects which are shovel ready. Broadband project to end in 2027.
- March 21 Smoky Lake Foundation (I attended via Zoom)
- March 25 Committee of the Whole Meeting for the Purpose of Strategic Planning
- Other Meetings:
- February 24 Warspite Hall Annual Mtg. followed by General Mtg.
- March 20 FCSS Meeting, Zoom

9.4 Division Four Councillor's Report on various Committees, Boards & Commissions

Lorne Halisky – Division Four Councillor's report from various Committees, Boards and Commissions:

- January 20, 2025 – Bellis Board of Trade Meeting (in-person)
- Highway Sign on the corner of Hwy 28 and RR152 needs work so the members are looking into options such as type/size/material etc. and funding opportunities.
 - Russ Barrell Race is cancelled for 2025.
 - Unsightly premises are continued to be actioned by the County CPO.
 - Waste Disposal at Bellis Lagoon work is ongoing with County Administration.
 - Financial report was giving with all in good standing and no budget is required for 2025.
 - Bellis Hamlet Domestic Water and Wastewater Study is currently in the works.
 - Developing a Bellis Business Brochure and looking into fundraising initiatives.
- January 22, 2025 – LICA Board of Directors Meeting (virtually)
- Executive Director, Manager of Environmental Monitoring Programs, Environmental Coordinator, Education and Outreach Coordinator, and Community Outreach Coordinator gave updates on current projects etc.
 - Youth Calendar Contest, Field Days on Winter Watershed, Riparian Areas Survey, Stream of Dreams Program and Writing Contest on Electrical Energy are all taking place in 2025.
 - Appointment of Hiring Committee took place for the Community Outreach Coordinator.
 - Financial Report was in good standing.
- January 22, 2025 – SLTC Smoky Lake Tourism Company Meeting (virtually)
- Discussion with legal in attendance was held on if/or not to compensate the CEO Candidate that was never fully hired, determining to do nothing on the matter.
- January 24, 2025 – RMA District 5 Meeting in Killam (Dan & Lorne in-person)
- Nominations of Chair, Vice Chair, RMA Resolutions Committee Alternate Member, FCM Representative and Appointment of Secretary Treasurer took place.
 - Good speaker presentations given by Battle River Railway and The Flagstaff Crafted Story on Economic Development.
 - Financial Report was in good standing.
 - RMA President, RMA District 5 Director and FCM Representative gave their reports.
 - Water and Waste Water System Funding Resolution – County of St Paul (passed), Formation of a Federal Lobby Association for Rural Municipalities Resolution – MD of Bonnyville (passed).
- January 29, 2025 – Highway 28/63 Regional Water Services Commission and Whitefish Lake #128 Meeting (in-person)
- Commission Manager, Commission Finance Manager, and Commission Chair continue to build a relationship with WFL.
 - Continue discussions on WFL becoming a Commission Member, the status of that process and what needs to get done to continue to complete this matter was held with all agreeing on the actions etc. required.
 - A Safety Moment on Winter Driving was shared with discussion on preparation, awareness, communication etc.
 - Continued discussions on other opportunities such as RR130 and Twp620 support etc., Education, Fire & Rescue, Health Services, Waste, Policing etc.
- February 05, 2025 – SLTC Smoky Lake Tourism Company Meeting (virtually)
- Discussion was held on debts and liabilities and payment of outstanding commitments.
 - Acknowledgement of the decision to not compensate the CEO Candidate.
 - Discussed Lawyer required steps for dissolution, holding to the target date of March 31, 2025.
- February 07, 2025 – RMRF 40th Annual Central Municipal Law Seminar (in-person)
- Attended the Behind Closed Doors: Navigating Closed (In-Camera) Meetings, Thinking Outside the Box: Private Law Development Controls, Effective Strategies for Conducting Workplace Investigations, and Bill 20: New Tax Incentives and Exemptions to Incentivize Affordable Housing.
- February 19, 2025 – Highway 28/63 Regional Water Services Commission Regular Meeting (Dan and Lorne in-person)
- Commission Manager discussed January 29th meeting with Whitefish Lake #128 Council and holding another successful meeting discussing Whitefish Lake Member Agreement progress etc., Water for Life Grant SCADA System work was awarded to Westcan Advanced Communications Solutions. Warspite Generator Project progress with RFP process and continuing to work through the By-Law review.
 - Financial Manager presented the financial report with all in good standing.
 - Feedback from Directors was received on the Draft By-Law and Business Plan to have final documents completed in 2025.
- February 21, 2025 – Alberta HUB AGM Meeting in Two Hills (in-person)
- MLAs Scott Cyr and Jackie Armstrong-Homeniuk were in attendance.
 - Alberta HUB Value/Purpose/Expectations were presented.
 - Discussions on the importance of Alberta HUB and lobbying to ensure it stays in the Northeast Region and the GOA needs to recognize all the resources etc. the HUB provides.

- Alberta HUB new Financial/Bookkeeper Kayla Ford was introduced, gave the financial report will all in good standing and a motion to give her signing authority was moved.
- A presentation on Alberta HUB UAV/AAM & Skyways Project – Aerium Analytics using drones for delivery of products etc.
- Atco Electric gave a presentation on the cost of electricity and site selection requests process which can take lengthy time to complete etc.

9.5 Reeve & Div Five Councillor's Report on various Committees, Boards & Commissions

Jered Serben – Reeve & Division Five Councillor written report from various Committees, Boards and Commissions:

January 17, 2025 – Smoky Lake Foundation Meeting (Jered & Dominique)

- Received update from the CAO on new artwork, appliances, and Workplace Health & Safety Program.
- Received the 2024 YTD Financial Statements for the Supportive Living (lodge) and the Seniors Subsidized Apartment and Community Housing programs.
- Purchasing Agreement was finalized which will provide a 5% rebate for select food, linens, cleaning, facilities management, and office supplies.

January 22, 2025 – Joint Health & Safety Meeting (Jered & Dominique)

- Reviewed the Action Log, 11 incidents, and training taken.
- Received safety program updates from the Health & Safety Coordinator.
- Acknowledged the results from the Alberta Municipal Health & Safety Association (AMHSA) Certificate of Recognition (COR) results from their external audit of the County.
- Amended Safety Policy Statement No. 01-01-05: Health & Safety Policy.

January 23, 2025 – Regular Council Meeting (All Council)

- Gave 3rd Reading to Bylaw No. 1464-24: Non-Residential Tax Incentive.
- Approved \$1,500 of FCSS grant funds to the Vilna Veselka Dancing Club.
- Amended Policy Statement No. 62-06-02: Agricultural Service Board Poster Contest.
- Amended Policy Statement No. 62-28-07: Mowing Program.
- Gave 1st Reading to Bylaw No. 1472-25: to redistrict & reclassify NE-34-59-13-W4 from Residential to Agricultural Land (Public Hearing Scheduled for March 13, 2025 at 9:15 a.m.)
- Adopted Policy Statement No. 02-39-01: Primary Highway Enforcement.
- Amended Policy Statement No. 02-13-02: Emergency Vehicle Operations.
- Amended Policy Statement No. 02-11-16: Peace Officer: Annual Reporting.
- Approved to honor an extension of the Memorandum of Understanding (MOU) with the Kosiv District, Ivano-Frankivska Oblast, Ukraine, to show support for our Ukrainian counterparts.
- Approved to seek side-meetings with willing Ministers at the Spring RMA Convention.
- Acknowledged Community Learning Council (CLC), as the legal host of CLC since 1975, and their 50th anniversary.

January 27, 2025

- Discussed the HVAC system replacement.
- Discussed the potential to discontinue Bingo due profit loss.
- Discussed the STARS fundraising event scheduled for April 5, 2025.

February 19, 2025 – Special Council Meeting (All Council)

- Received a personal update from the Reeve and business continuity update from the Chief Administrative Officer, under the authority of the FOIP Act, Sections 27: Privileged Information and 17: Third Party Personal Privacy.

February 24, 2025 – Joint Health & Safety Meeting (Jered & Dominique with virtual audio difficulties)

- Reviewed the Action Log, 16 incidents, and training taken.
- Received safety program updates from the Health & Safety Coordinator.
- Amended Safety Policy Statement No. 01-05-04: Health and Safety Committee Terms of Reference.
- Amended Safety Policy Statement No. 03-02-03: Hazard Identification and Assessment.
- Amended Safety Policy Statement No. 03-03-03: Hazard Assessment Checklist.
- Amended Safety Policy Statement No. 06-02-02: Workplace Violence & Harassment Prevention Plan.
- Rescinded Safety Policy Statement No. 06-01-02: Workplace Violence Directive.
- Amended Safety Policy Statement No. 09-01-01: Grader Operation.

February 28, 2025 – Smoky Lake Foundation Meeting (Jered & Dominique)

- Received update from the CAO, Financial Statements, Occupancy Report and report from working groups.
- The skid steer will be offered for sale in consignment.

March 3, 2025 – Joint Town of Smoky Lake & Smoky Lake County Council Meeting (All Council)

- Received in formation from delegation: Kari Anderson, Assistant Director, Public Library Services Branch and Jen Pringle, Public Library Grants Program, Government of Alberta, to provide an update on the Library Services Act and Library Regulations in 2025.
- Discussed: Ukrainian Twinning Committee, Smoky Lake Regional Heritage Board Collaboration, Municipal Land Use Tool (MLUST), Smoky Lake Agricultural Society.

March 11, 2025 – Physicians & Healthcare Professionals Committee Strategic Planning Meeting (Jered & Dominique)

- This meeting was for the purpose of conducting a workshop on strategic planning.

March 13, 2025 – Public Hearing for Bylaw: No. 1472-25: to Redistrict & Reclassify NE-34-59-13-W4 from Residential to Agriculture (All Council)

- There were 5 members of the public in attendance online, none of which wished to speak in favour or opposed to the Bylaw, and there were 4 written submissions received in opposition, one member of the public spoke in favour.

March 13, 2025 – Regular Council Meeting (All Council)

- Approved to provide \$1000 to the Victoria Trail Agricultural Society Fair Days.
- Approved to provide \$400 & promo items to the Endurance Riders of Alberta for the Mighty Moose Miles, being held near Warspite.
- Gave 3rd & final reading to Bylaw No. 1472-25: to Redistrict & Reclassify NE-34-59-13-W4 from Residential to Ag.
- Gave 3rd & final reading to Bylaw No. 1476-25: Borrowing Bylaw.
- Appointed external members to the Assessment Review Board (ARB) for Year-2025.

- Appointed Councillor Halisky as the voting delegate and Councillor Gawalko as the alternate voting delegate, to vote at the Federation of Alberta Gas Co-ops Ltd. meetings, conventions, annual general meetings.
 - Amended Policy Statement No. 14-A.02-04: Incident reporting.
 - Approved 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.
 - Approved to close both County offices for the Annual Safety Meeting – April 17, 2025.
 - Approved two backsloping applications for NW-12-58-14-W4 and SW-1-60-14-W4.
 - Approved \$2,500 of FCSS funding to Bellis Board of Trade & \$1,590 to Friends of the Vilna Pool Hall Society.
 - Approved to provide \$300 & County banner to Travel Lakeland Promotional Booth displayed at the Edmonton Boat and Sportsman.
 - Approved to transfer \$500,000 into operating reserves and \$300,000 into capital reserves.
 - Received a presentation from Aspen View Public Schools.
- March 13, 2025 – Municipal Planning Commission Meeting (All Council)
- 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 conditions.
 - 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 conditions.
 - Approve Development Permit No. 004-25: PLAN 0627587, BLOCK 1, LOT 1, for the development of a Recreational Use (outdoor archery range), subject to conditions
- March 17-19, 2025 – Rural Municipalities of Alberta (RMA) Spring Convention (All Council)
- Participated in a variety of plenary addresses and workshops, as well as the ministerial forum and resolutions session.
 - During the convention we also privately met at side meetings to advocate for Smoky Lake County, with the following
 - o Minister of Indigenous Relations - Rick Wilson, to talk about building partnerships to ensure future water availability through increased capacity.
 - o Minister of Public Safety and Emergency Services - Mike Ellis, and Minister of Municipal Affairs - Ric McIver, to discuss increasing funding towards Regional Fire Services and Rural Regional Fire Services in relation to being prepared and resilient to the impacts of disasters
 - o RCMP Superintendent Dave Kalist, OIC of "K" Division, to discuss concerns
- March 21, 2025 – Smoky Lake Foundation Meeting (Jered & Dominique)
- Received the 2024 audited financial statements.
 - Adopted a policy on Mission, Vision, & Values Statement.
 - Received reports from the CAO, Occupancy Report and working groups.

Reeve's Report and Councillors Reports on various Committees, Boards & Commissions

385-25: Céré

That Smoky Lake County's Reeve Report received for the period January 17, 2025 to March 21, 2025, be posted to the County's website and the Councillors reports on various committees, boards and commissions, be accepted as presented.

Carried.

10. Correspondence:

10.1 Explore Two Hills Tourism Conference & Tradeshow Event

386-25: Gawalko

That Smoky Lake County Council who can attend – attend the 1st Annual Explore Two Hills Tourism Conference & Tradeshow Event, scheduled for April 30, 2025, hosted by the Two Hills Economic Development in partnership with Go East of Edmonton.

Carried.

10.2 Tourism Development: Info Sharing for Entrepreneurs & Operators Event

387-25: Halisky

That Smoky Lake County Council who can attend – attend the Tourism Development: Info-Sharing for Entrepreneurs & Operators Event, scheduled for April 23, 2025, from 4:00 p.m. to 7:00 p.m. at Métis Crossing Cultural Gathering Centre.

Carried.

10.3 Prairie North Corp. LTD. - BF76552 Culvert Replacement

388-25: Gawalko

That Smoky Lake County acknowledge receipt of the letter dated March 10, 2025, announcing Prairie North Const. Ltd. has been awarded Contract 20233697-01 for Bridge File # BF76552, culvert replacement and other work crossing under Range Road 132, between Township Road 610 and 614, located at the intersection of the lands legally described as: NE-10-061-13-W4M, NW-11-061-13-W4M, SE-10-061-13-W4M, and SW-11-061-13-W4M; with a temporary road detour (where speed will be lowered to 10km/hr) during culvert replacement works, starting March 18, 2025 with an anticipated completion date of April 15th, 2025 (or sooner).

Carried.

10.4 Aspen View Public Schools Career Fair Event at Athabasca Regional Multiplex

389-25: Serben

That Smoky Lake County acknowledge receipt of the flyer received for Aspen View Public Schools Career Fair Event, scheduled for April 23, 2025, at the Athabasca Regional Multiplex; and request further information from the organization.

Carried.

10.5 The 77th Annual Alberta Fire Chief Association Conference and Trade Show

390-25: Serben

That Smoky Lake County approve two Elected Officials to attend the 77th Annual Alberta Fire Chief Association Conference and Trade Show, scheduled for May 26-28, 2025, being held in Calgary.

Carried.

10.6 Enbridge Fueling Futures Grant & Safe Communities Grant for Combi Rescue Tool

391-25: Serben

That Smoky Lake County acknowledge receipt of the Enbridge Fueling Futures funding in the amount of \$10,000.00 and Safe Communities Grant funding in the amount of \$15,000.00, being allocated towards the purchase of a Combi Rescue Tool, as per the email correspondence between Spencer Kotylak, County Deputy Fire Chief and Perry Gillam: Emergency Response Specialist - Enbridge, dated November 2, 2024 and January 21, 2025; and send a letter of thanks for the said funding, and share the appreciation on the County's social media.

Carried.

11. Information Releases:

Nil.

12. Financial Reports:

Nil.

13. Next Meeting(s):

13.1. Reconfirm the Scheduled County Council Meeting Dates

392-25: Gawalko

That the next Smoky Lake County Council Meetings be reconfirmed as follows:

Thursday, April 10 and 24, 2025, at 9:00 a.m. (Regular),

Tuesday, April 22, 2025 at 9:00 a.m. (Budget)

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.

14. Executive Session, including the Addition to the Agenda:

14.1. Personnel Issues

393-25: Céré

That Smoky Lake County Council go into Executive Session in the presence of all Council and Chief Administrative Officer (CAO) to discuss Personnel Issues: in respect to staff from the CAO and also in respect to the CAO, under the authority of the FOIP Act, Sections 27: Privileged Information, and 17: Third Party Personal Privacy, time 3:21 p.m.

Carried.

394-25: Gawalko That Smoky Lake County Council go out of Executive Session, time
4:54 p.m.

Carried.

15. ADJOURNMENT:

395-25: Céré That the Smoky Lake County Council Meeting of March 27, 2025, be
adjourned, 4:55 p.m.

Carried.



REEVE

S E A L

CHIEF ADMINISTRATIVE OFFICER

	SMOKY LAKE COUNTY		
	Minutes of the County Council Meeting held on Thursday, April 10, 2025 , at 9:01 A.M. held both virtually online and physically in Council Chambers.		
	The meeting was called to order by the Deputy Reeve, Dominique Céré, in the presence of the following persons:		
			ATTENDANCE
	<u>Div. No.</u>	<u>Councillor(s)</u>	<u>Thursday, Jan. 9, 2025</u>
	1	Dan Gawalko	Present in Chambers
	2	Linda Fenerty	Present in Chambers
	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	Present in Chambers
	Executive Srv/RS	Chyenne Shaw	Present in Chambers

	<u>Observers in Attendance Upon Call to Order:</u>		
	Comm. Officer	Evonne Zukiwski	Virtually Present
	Health & Safety Cor.	Jasmine Schaub	Virtually Present
	Fire Srv/Muni Clerk	Meaghan Andreychuk	Virtually Present
	Acting Ag Fieldman	Kierstin Dubitz	Virtually Present
	Enviro Ops Manager	Dave Franchuk	Virtually Present
	Natural Gas Manager	Daniel Moric	Virtually Present
	Fire Chief	Scott Franchuk	Virtually Present
	Community Peace Officer	Chandler Kerr	Virtually Present
	2. <u>Agenda:</u>		
396-25: Halisky	That the Smoky Lake County Council Meeting Agenda for Thursday, April 10, 2025, be adopted, as amended. <ul style="list-style-type: none">• Deletion of Item 7.5 2024 External Certificate of Recognition (COR) Results.• 7.1.7 NAGO Letter, RE; Power• 7.2.1 Local Agriculture Society Donations• 7.4.1 Securement of Lagoons <div>Carried Unanimously.</div>		
	3. <u>Minutes:</u>		
3.1. Minutes of the Committee of the Whole Council Meeting, March 25, 2025			
397-25: Gawalko	That the minutes of the Smoky Lake County Committee of the Whole Council Meeting, held on Tuesday, March 25, 2025 , be adopted as presented. <div>Carried.</div>		
3.2. Minutes of the Regular Council Meeting, March 13, 2025			
398-25: Fenerty	That the minutes of the Smoky Lake County Regular Council Meeting, held on Thursday, March 13, 2025 , be adopted as amended. <ul style="list-style-type: none">• Motion “391-25: Jered” amended to “391-25: Serben” <div>Carried.</div>		

	4. Delegation(s)
4.1 Bellis 4-H Beef Club - Belt Buckle Sponsorship	
	Physically present before Council from 9:20 a.m. to 9:27 a.m. was Reed and Austin Cheriwchan from Bellis 4-H Beef Club to provide an update on club activities and request for Belt Buckle Sponsorship.
4.2. Barbara McCarthy JMD Group LLP, Chartered Professional Accountants - Smoky Lake County’s Year-2023 Audited Financial Statements	
	<p>Physically present before County Council from 9:31 a.m. to 9:48 a.m. was Barb McCarthy, CPA, CA, from JMD Group LLP Chartered Professional Accountants, to present the Smoky Lake County Consolidated Financial Statement and the Smoky Lake County Gas Utility Financial Statement for the Year Ending December 31, 2024, as follows:</p> <div><div>Smoky Lake County<p>P.O. Box 310 4612 McDougall Drive Smoky Lake, Alberta T0A 3C0 Phone: 780-656-3730 1-888-656-3730 Fax: 780-656-3768 www.smokylakecounty.ab.ca</p></div></div> <div><div>MANAGEMENT'S RESPONSIBILITY FOR FINANCIAL REPORTING</div><p>Management of the Smoky Lake County is responsible for the preparation, accuracy, objectivity and integrity of the accompanying consolidated financial statements and all other information contained within this financial report. Management believes that the consolidated financial statements present fairly the County's financial position as at December 31, 2024 and the results of its operations for the year then ended.</p><p>The consolidated financial statements have been prepared in compliance with legislation, and in accordance with Canadian public sector accounting standards (PSAS).</p><p>The consolidated financial statements include certain amounts based on estimates and judgements. Such amounts have been determined on a reasonable basis in order to ensure that the consolidated financial statements are presented fairly in all material respects.</p><p>In fulfilling its responsibilities and recognizing the limits inherent in all systems, management has designed and maintains a system of internal controls to produce reliable information and to meet reporting requirements on a timely basis. The system is designed to provide management with reasonable assurance that transactions are properly authorized and assets are properly accounted for and safeguarded.</p><p>These systems are monitored and evaluated by management and reliable financial information is available for preparation of the consolidated financial statements.</p><p>The County Council carries out its responsibilities for review of the consolidated financial statements. They meet regularly with management and external auditors to discuss the results of audit examinations and financial reporting matters.</p><p>The external auditors have full access to council with and without the presence of management. The County Council has approved the consolidated financial statements.</p><p>The consolidated financial statements have been audited by JMD Group LLP, Chartered Professional Accountants, independent external auditors appointed by the County. The accompanying Independent Auditor's Report outlines their responsibilities, the scope of their examination and their opinion on the County's consolidated financial statements.</p><div><p>Kevin Lucas, CAO April 10, 2025</p></div></div>



Maurice R. Joly, CPA, CA, CFP®
Barbara K. McCarthy, CPA, CA*
Claude R. Dion, CPA, CA, CMA*
Richard R. Jean, CPA, CA*
Amie J. Anderson, CPA, CA*
Stephanie Ference, CPA, CA*
*Denotes Professional Corporation

INDEPENDENT AUDITOR'S REPORT

To the Council of Smoky Lake County

Opinion

We have audited the consolidated financial statements of Smoky Lake County (the organization), which comprise the consolidated statement of financial position as at December 31, 2024, and the consolidated statements of operations, changes in net financial assets and cash flows and schedules 1 to 6 for the year then ended, and notes to the consolidated financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying consolidated financial statements present fairly, in all material respects, the consolidated financial position of the organization as at December 31, 2024, and the consolidated results of its operations, changes in net financial assets and cash flows for the year then ended in accordance with Canadian public sector accounting standards (PSAS).

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Consolidated Financial Statements section of our report. We are independent of the organization in accordance with ethical requirements that are relevant to our audit of the consolidated financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Consolidated Financial Statements

Management is responsible for the preparation and fair presentation of the consolidated financial statements in accordance with PSAS, and for such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the consolidated financial statements, management is responsible for assessing the organization's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the organization or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the organization's financial reporting process.

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Mailing Address:
Box 1452, St. Paul, AB
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Email: jmdadmin@jmdcpas.ca

Auditor's Responsibilities for the Audit of the Consolidated Financial Statements

Our objectives are to obtain reasonable assurance about whether the consolidated financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these consolidated financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the consolidated financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the organization's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the organization's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the consolidated financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the organization to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the consolidated financial statements, including the disclosures, and whether the consolidated financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

St Paul, Alberta
April 10, 2025

JMD Group LLP
Chartered Professional Accountants

SMOKY LAKE COUNTY
CONSOLIDATED STATEMENT OF FINANCIAL POSITION
AS AT DECEMBER 31, 2024

	2024	2023
Financial assets		
Cash (Note 2)	\$ 19,646,521	\$ 19,878,679
Taxes and grants in place receivable (Note 3)	728,215	512,236
Receivables from other governments	1,369,144	577,014
Trade and other receivables	1,009,003	623,689
Loan to MCC for Smoky Lake Development Corp. (Note 5)	600,917	615,567
Investment in Gas Alberta Inc. (Note 4)	67,875	67,932
Investment in MCC for Smoky Lake Development Corp.	10,000	10,000
	<u>23,431,675</u>	<u>22,285,117</u>
Liabilities		
Accounts payable and accrued liabilities	1,751,280	1,105,674
Employee obligations (Note 6)	1,276,475	1,348,948
Deposit liabilities	239,032	239,249
Deferred revenue (Note 7)	984,655	1,042,754
Tax sale surplus	10,317	10,317
Asset retirement obligations (Note 8)	1,803,197	1,767,840
	<u>6,064,956</u>	<u>5,514,782</u>
Net financial assets	<u>17,366,719</u>	<u>16,770,335</u>
Non-financial assets		
Tangible capital assets (Schedule 2)	38,941,997	37,717,013
Inventory (Note 9)	3,327,374	3,562,124
Prepaid expenses	212,227	54,499
	<u>42,481,558</u>	<u>41,333,636</u>
Accumulated surplus (Schedule 1, Note 10)	<u>\$ 59,848,277</u>	<u>\$ 58,103,971</u>
CONTINGENT LIABILITIES (Note 11)		

SMOKY LAKE COUNTY CONSOLIDATED STATEMENT OF OPERATIONS YEAR ENDED DECEMBER 31, 2024			
	Budget (Unaudited)	2024	2023
Revenues			
Net municipal taxes (Schedule 3)	\$ 10,900,795	\$ 10,911,691	\$ 10,376,688
Sales of goods and services	797,150	970,563	911,570
Government transfers for operating (Schedule 4)	791,118	895,251	910,436
Investment income	728,498	882,545	899,867
Penalties and costs of taxes	80,000	268,576	392,554
Licenses and permits	97,500	382,551	93,841
Special levies and taxes	209,040	503,825	206,540
Insurance recoveries	73,000	127,402	75,542
Rentals and leases	46,500	48,568	60,755
Natural gas	2,990,220	2,417,853	2,634,175
	16,713,821	17,408,825	16,560,968
Expenses			
Legislative	519,652	493,878	502,276
Administration	2,073,856	2,158,850	2,310,939
Protective services	1,431,632	1,326,956	1,358,956
Transportation	6,859,457	7,985,650	7,871,181
Water and wastewater	769,346	719,987	680,129
Landfill	600,434	709,592	661,908
Further education	113,230	131,831	118,657
Agricultural services	915,894	787,314	884,294
Municipal planning, community and economic development	809,242	589,731	761,166
Recreation and culture	547,663	427,017	410,670
Natural gas	3,220,221	2,601,854	2,828,039
	17,860,627	17,932,660	18,388,215
Deficiency of revenues over expenses before other	(1,146,806)	(523,835)	(1,827,247)
Other			
Government transfers for capital (Schedule 4)	4,074,411	1,598,890	1,151,264
Gain (loss) on disposal of tangible capital assets	1,306,699	669,251	(127,815)
	5,381,110	2,268,141	1,023,449
Excess (deficiency) of revenues over expenses	4,234,304	1,744,306	(803,798)
Accumulated surplus, beginning of year	58,103,971	58,103,971	58,907,769
Accumulated surplus, end of year	\$ 62,338,275	\$ 59,848,277	\$ 58,103,971

SMOKY LAKE COUNTY CONSOLIDATED STATEMENT OF CHANGES IN NET FINANCIAL ASSETS YEAR ENDED DECEMBER 31, 2024			
	Budget (Unaudited)	2024	2023
Excess (deficiency) of revenues over expenses	\$ 4,234,304	\$ 1,744,306	\$ (803,798)
Amortization of tangible capital assets	2,261,300	2,272,835	2,287,596
Acquisition of tangible capital assets	(1,767,846)	(3,929,058)	(1,910,871)
Proceeds on disposal of tangible capital assets	1,500,000	1,100,530	266,144
Loss (gain) on disposal of tangible capital assets	(1,306,699)	(669,251)	127,815
	686,755	(1,224,944)	770,684
Increase in inventory	230,000	234,750	145,607
Decrease (increase) in prepaid expenses	(150,000)	(157,728)	144,881
	766,755	(1,147,922)	1,061,172
Increase in net financial assets	5,001,059	596,384	257,374
Net financial assets - beginning of year	16,770,335	16,770,335	16,512,961
Net financial assets - end of year	\$ 21,771,394	\$ 17,366,719	\$ 16,770,335

SMOKY LAKE COUNTY CONSOLIDATED STATEMENT OF CASH FLOWS YEAR ENDED DECEMBER 31, 2024		
	2024	2023
Net inflow (outflow) of cash related to the following activities:		
Operating		
Excess of revenues over expenses	\$ 1,744,306	\$ (803,798)
Items not affecting cash:		
Amortization of tangible capital assets	2,272,835	2,287,596
Loss (gain) on disposal of tangible capital assets	(669,251)	127,815
	3,347,890	1,611,613
Changes in non-cash working capital:		
Taxes and grants in place receivable	(215,979)	31,326
Receivables from other governments	(792,130)	1,789,554
Trade and other receivables	(385,314)	444,577
Accounts payable and accrued liabilities	645,606	(1,180,977)
Employee obligations	(72,473)	(57,541)
Deposit liabilities	(218)	18,125
Deferred revenue	(58,098)	(433,030)
Asset retirement obligations	35,357	34,663
Inventory	334,750	145,607
Prepaid expenses	(157,728)	144,881
	(766,227)	937,185
Net cash from operations	2,581,663	2,548,798
Capital		
Purchase of tangible capital assets	(3,929,058)	(1,910,871)
Proceeds on disposal of tangible capital assets	1,400,530	266,144
	(2,828,528)	(1,644,727)
Investing		
Change in restricted cash	602,494	85,488
Loan to MCC for Smoky Lake Development Corp.	14,650	(615,567)
Redemption of shares in Gas Alberta Inc.	87	51
	617,201	(530,028)
Net change in cash during the year	370,336	374,043
Cash - beginning of year	19,276,185	18,902,142
Cash - end of year	\$ 19,646,521	\$ 19,276,185
Cash consists of:		
Cash	\$ 19,646,521	\$ 19,878,679
Less restricted cash	-	(602,494)
	\$ 19,646,521	\$ 19,276,185

SMOKY LAKE COUNTY SCHEDULE 1 - CHANGES IN ACCUMULATED SURPLUS FOR THE YEAR ENDED DECEMBER 31, 2024				
	Unrestricted Surplus	Restricted Surplus	Equity in Tangible Capital Assets	2024
Balance, beginning of year	\$ 7,478,251	\$ 14,676,547	\$ 35,949,173	\$ 58,103,971
Excess of revenues over expenses	1,744,306	-	-	1,744,306
Funds used for tangible capital assets	(3,929,058)	-	3,929,058	-
Annual amortization expense	2,272,835	-	(2,272,835)	-
Disposals of tangible capital assets	431,280	-	(431,280)	-
Annual depreciation expense	35,357	-	(35,357)	-
Funds designated for future use	(36,831)	36,831	-	-
Change in accumulated surplus	517,889	36,831	1,189,586	1,744,306
Balance, end of year	\$ 7,996,140	\$ 14,713,378	\$ 37,138,759	\$ 60,848,277

	2023
Balance, beginning of year	\$ 58,103,971
Change in accumulated surplus	(803,798)
Balance, end of year	\$ 58,103,971

SMOKY LAKE COUNTY										
SCHEDULE 2 - TANGIBLE CAPITAL ASSETS										
FOR THE YEAR ENDED DECEMBER 31, 2024										
	Land	Land Improvements	Buildings	Engineered Structures	Machinery & Equipment	Vehicles	2024	2023		
Cost										
Balance, beginning of year	\$ 3,377,213	\$ 2,164,811	\$ 5,693,734	\$ 52,865,826	\$ 13,543,046	\$ 7,097,470	\$ 86,304,100	\$ 86,954,873		
Acquired during year	2,280,000	7,480	-	846,019	285,029	-	3,418,528	3,418,528		
Disposals during year	(70,398)	-	-	(428,774)	(170,818)	(370,818)	(969,808)	(969,808)		
Balance, end of year	2,657,815	2,224,641	5,693,734	53,147,007	14,340,465	7,029,681	89,794,543	86,394,100		
Accumulated amortization	-	1,154,445	1,829,720	33,631,731	7,646,494	4,324,717	48,447,887	46,467,736		
Balance, beginning of year	-	69,013	138,354	1,891,736	6,022,777	330,355	2,773,885	2,877,596		
Annual amortization	-	-	-	-	(25,273)	(62,263)	(67,538)	(107,652)		
Accumulated amortization on disposals	-	-	-	-	-	-	-	-		
Balance, end of year	-	1,224,338	2,668,274	34,703,447	8,243,698	4,647,809	59,852,986	48,467,087		
Net book value of tangible capital assets	\$ 2,657,815	\$ 1,000,233	\$ 3,355,460	\$ 18,443,560	\$ 6,096,767	\$ 2,467,872	\$ 30,941,557	\$ 37,927,013		
2023 Net book value of tangible capital assets	\$ 3,377,213	\$ 1,062,566	\$ 3,679,014	\$ 18,844,115	\$ 5,908,532	\$ 2,772,253	\$ 37,712,013			

SMOKY LAKE COUNTY				
SCHEDULE 3 - PROPERTY TAXES LEVIED				
FOR THE YEAR ENDED DECEMBER 31, 2024				
	Budget (Unaudited)	2024	2023	
Taxation				
Residential	\$ 3,377,803	\$ 3,354,392	\$ 3,139,717	
Non-residential	1,318,187	1,343,327	1,373,459	
Farmland	922,291	991,541	1,001,076	
Machinery and equipment	1,357,698	1,357,698	1,279,951	
Linear property	6,435,843	6,448,274	6,141,030	
Grants in place	72,831	69,721	12,479	
	13,484,653	13,564,953	12,947,712	
Requisitions				
Alberta School Foundation Fund	2,026,075	2,091,898	2,039,430	
Smoky Lake Foundation	533,874	537,452	510,942	
Designated Industrial Property	25,909	25,912	20,652	
	2,585,858	2,655,262	2,571,024	
Net municipal taxes	\$ 10,900,795	\$ 10,911,691	\$ 10,376,688	

SCHEDULE 4 - GOVERNMENT TRANSFERS				
FOR THE YEAR ENDED DECEMBER 31, 2024				
	Budget (Unaudited)	2024	2023	
Transfers for operations				
Federal grants	\$ 15,000	\$ 8,400	\$ 54,992	
Provincial	697,983	835,227	796,228	
Local governments	78,135	51,624	59,216	
	791,118	895,251	910,436	
Transfers for capital				
Provincial	4,074,411	1,598,890	1,151,264	
Total government transfers	\$ 4,865,529	\$ 2,494,141	\$ 2,061,700	

SMOKY LAKE COUNTY			
SCHEDULE 5 - CONSOLIDATED EXPENSES BY OBJECT			
FOR THE YEAR ENDED DECEMBER 31, 2024			
	Budget (Unaudited)	2024	2023
Expenses			
Salaries, wages and benefits	\$ 8,192,390	\$ 7,798,801	\$ 7,850,810
Contracted and general services	2,866,314	2,710,526	3,018,056
Purchases from other governments	354,285	170,137	313,165
Materials, goods, supplies and utilities	1,969,603	3,172,172	2,827,184
Provision for allowances and bad debts	-	172,142	309,946
Transfers to other governments	56,750	34,523	32,083
Transfers to individuals and organizations	692,543	675,978	352,381
Bank charges and short-term interest	6,100	6,284	5,592
Tax adjustments	-	6,053	80,804
Natural gas purchases	1,430,342	877,852	1,275,934
Amortization of tangible capital assets	2,261,300	2,272,835	2,287,596
Accretion expense	28,000	35,357	34,664
Total expenses	\$ 17,860,627	\$ 17,932,660	\$ 18,388,215

SMOKY LAKE COUNTY									
SCHEDULE 6 - SEGMENTED DISCLOSURE									
FOR THE YEAR ENDED DECEMBER 31, 2024									
	General Government	Protective Services	Transportation Services	Environmental Services	Planning and Community Services	Agricultural Services	Recreation and Culture	Gas Utility	2024
Revenues									
Interest and fees	\$ 16,917,691	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 16,917,691
User fees (net of one sale)	162,745	206,145	281,152	288,181	2,475	-	40,433	247,853	348,884
Government transfers for operating	124,400	122,798	-	-	353,638	101,247	163,400	-	895,251
Government transfers for capital	375,620	22,528	510,866	9,625	363,715	-	-	82,204	1,362,958
Other operating revenues	12,608,827	349,409	792,618	397,806	719,628	101,247	143,823	2,596,677	17,408,825
Expenses									
Salaries, wages and benefits	11,072,640	445,213	3,546,493	710,903	262,257	464,807	201,193	1,023,433	2,798,801
Contracted and general services	744,117	556,229	653,994	238,803	259,890	166,941	23,545	252,549	2,480,662
Materials and supplies	10,206	186,209	2,294,206	210,814	59	154,155	18,019	1,081,267	4,680,025
Transfers to others	184,035	-	-	2,784	156,699	-	153,030	-	346,522
Other expenses	15,253,313	-	1,630	2,928	-	-	-	1,485	16,887,276
Net revenue before other	2,518,425	1,200,111	613,827	1,197,116	861,165	770,083	379,587	2,406,584	15,622,488
Other									
Amortization expense	(134,938)	(126,775)	(1,434,681)	(206,039)	-	(57,992)	(47,430)	(241,270)	(2,272,835)
Accretion expense	-	-	(8,844)	(26,433)	-	-	-	-	(33,357)
Change in value of investments	-	-	1,598,890	-	-	-	-	-	1,598,890
Change in disposal of tangible capital assets	70,386	-	(44,935)	(1,189)	-	(5,827)	1,216	-	660,251
Net revenue	\$ 10,462,550	\$ (977,437)	\$ (5,610,679)	\$ (1,133,851)	\$ 39,463	\$ (652,863)	\$ (20,968)	\$ (65,797)	\$ 17,442,306

SMOKY LAKE COUNTY
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2024

1. SIGNIFICANT ACCOUNTING POLICIES

The consolidated financial statements are the representations of management prepared in accordance with Canadian generally accepted accounting principles for local governments established by the Public Sector Accounting Board of the Canadian Institute of Chartered Professional Accountants. Significant aspects of the accounting policies adopted by the county are as follows:

Reporting Entity

The consolidated financial statements reflect the assets, liabilities, revenues and expenses, and change in financial position of the reporting entity. This entity is comprised of the municipal operations plus all of the organizations that are owned or controlled by the county and are, therefore, accountable to the county Council for the administration of their financial affairs and resources. Included with the county is the Smoky Lake County Gas Utility.

The schedule of taxes levied also includes requisitions for education and other external organizations that are not part of the municipal reporting entity.

The statements exclude trust assets that are administered for the benefit of external parties.

Interdepartmental and organizational transactions and balances are eliminated.

Basis of Accounting

The financial statements are prepared using the accrual basis of accounting. The accrual basis of accounting records revenue as it is earned and measurable. Expenses are recognized as they are incurred and measurable based upon receipt of goods or services and/or the legal obligation to pay.

Funds from external parties and earnings thereon restricted by agreement or legislation are accounted for as deferred revenue until used for the purpose specified.

Government transfers, contributions and other amounts are received from third parties pursuant to legislation, regulation or agreement and may only be used for certain programs, in the completion of specific work, or for the purchase of tangible capital assets. In addition, certain user charges and fees are collected for which the related services have yet to be performed. Revenue is recognized in the period when the related expenses are incurred, services performed, or the tangible capital assets are acquired.

Measurement Uncertainty

The preparation of financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amount of assets and liabilities, disclosure of contingent assets and liabilities at the date of the consolidated financial statements and the reported amounts of revenues and expenses during the period. Such estimates include allowance for uncollectable receivables, provision for amortization of tangible capital assets, payables and accrual of asset retirement obligations. These estimates are reviewed periodically and as adjustments become necessary, they are reported in operations in the period in which they become known.

Financial instruments

Financial instruments are recorded at fair value when acquired or issued and subsequently measured at amortized cost. Transaction costs and financial fees associated with financial instruments carried at amortized cost are recorded as adjustments to the initial fair value recognized and amortized over the life of the financial instrument.

(continues)

SMOKY LAKE COUNTY
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2024

1. SIGNIFICANT ACCOUNTING POLICIES (continued)

Cash

Cash is defined as petty cash and cash in chequing and savings accounts adjusted for outstanding cheques and deposits.

Investments

Investments are recorded at amortized cost. When there has been a loss in value that is other than a temporary decline, the respective investment is written down to recognize the loss.

Inventory

Inventories of supplies for resale are valued at the lower of cost or net realizable value with cost determined by the average cost method.

Requisition Over-levy and Under-levy

Over-levies and under-levies arise from the difference between the actual property tax levy made to cover each requisition and the actual amount requisitioned.

If the actual levy exceeds the requisition, the over-levy is accrued as a liability and property tax revenue is reduced. Where the actual levy is less than the requisition amount, the under-levy is accrued as a receivable and as property tax revenue.

Requisition tax rates in the subsequent year are adjusted for any over-levies or under-levies of the prior year.

Tax Revenue

Tax revenues are recognized when the tax has been authorized by bylaw and the taxable event has occurred.

Requisitions operate as a flow through and are excluded from municipal revenue.

Government Transfers

Government transfers are the transfer of assets from other governments that are not the result of an exchange transaction, are not expected to be repaid in the future, or the result of a direct financial return.

Government transfers are recognized in the financial statements as revenue in the period in which events giving rise to the transfer occur, providing the transfers are authorized, any eligibility criteria have been met, and reasonable estimates of the amounts can be determined.

Revenue Recognition

Revenue from transactions with no performance obligation is recognized at realizable value when the county has the authority to claim or retain an inflow of economic resources and identifies a past transaction or event giving rise to an asset.

Revenue from transactions with performance obligations is recognized as the performance obligations are satisfied by providing the promised goods or services to the payor. User fees are recognized over the period of use, sales of goods are recognized when goods are delivered. Licenses and permits with a single performance obligation at a point in time are recognized as revenue on issuance.

(continues)

SMOKY LAKE COUNTY
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2024

1. SIGNIFICANT ACCOUNTING POLICIES (continued)

Deferred Revenue

Deferred revenues represent government transfers (collected or allocated), donations, and other amounts that have been collected, but for which the related services have yet to be performed or agreement stipulations have not been met. These amounts will be recognized as revenues when revenue recognition criteria have been met.

Non-Financial Assets

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the normal course of operations. The change in non-financial assets during the year, together with the excess of revenues over expenses, provides the consolidated change in net financial assets for the year.

1. Tangible Capital Assets

Tangible capital assets are recorded at cost which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The costs, less residual value, of the tangible capital assets are amortized on a straight-line basis over their estimated useful lives as follows:

	Years
Land improvements	10-27
Buildings	50
Engineered structures	
Roadway system	15
Water system	18-40
Wastewater system	18-40
Bridges	50-150
Gas distribution system	40-50
Machinery and equipment	20-30
Vehicles	10-20

One-half of the annual amortization is charged in the year of acquisition. Assets under construction are not amortized until the asset is available for productive use.

2. Contributions of Tangible Capital Assets

Tangible capital assets received as contributions are recorded at fair value at the date of receipt and also are recorded as revenue.

3. Leases

Leases are classified as capital or operating leases. Leases which transfer substantially all of the benefits and risks incidental to ownership of property are accounted for as capital leases. All other leases are accounted for as operating leases and the related lease payments are charged to expenses as incurred.

4. Inventories

Inventories held for consumption are recorded at the lower of cost and replacement cost.

(continues)

SMOKY LAKE COUNTY
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2024

1. SIGNIFICANT ACCOUNTING POLICIES (continued)

Asset Retirement Obligations

A liability for an asset retirement obligation is recognized at the best estimate of the amount required to retire a tangible capital asset at the financial statement date when there is a legal obligation for the county to incur retirement costs, the past transaction or event giving rise to the liability has occurred, it is expected that future economic benefits will be given up, and a reasonable estimate of the amount can be made. The best estimate of the liability includes all costs directly attributable to asset retirement activities, based on information available at year-end. The best estimate of an asset retirement obligation incorporates a present value technique, when the cash flows required to settle or otherwise extinguish an asset retirement obligation are expected to occur over extended future periods.

When a liability for an asset retirement obligation is initially recognized, a corresponding asset retirement cost is capitalized to the carrying amount of the related tangible capital asset. The asset retirement cost is amortized over the useful life of the related asset. Asset retirement obligations which are incurred incrementally with use of the asset are recognized in the period incurred with a corresponding asset retirement cost expensed in the period.

At each financial reporting date, the county reviews the carrying amount of the liability. The county recognizes period-to-period changes to the liability due to the passage of time as accretion expense. Changes to the liability arising from revisions to either the timing, the amount of the original estimate of undiscounted cash flows or the discount rate are recognized as an increase or decrease to the carrying amount of the related tangible capital asset. The county continues to recognize the liability until it is settled or otherwise extinguished. Disbursements made to settle the liability are deducted from the reported liability when they are made.

2. CASH

	2024	2023
Petty cash	\$ 900	\$ 800
Current accounts	1,346,801	851,468
Savings accounts	18,287,302	19,015,526
Trust account	11,518	10,885
	\$ 19,646,521	\$ 19,878,679

Council has designated \$14,713,378 (2023 - \$14,676,547) to fund the reserves.

Included in cash is a restricted amount of \$NIL (2023 - \$602,494) comprised of deferred grants received and not expended (see Note 7).

3. TAXES AND GRANTS IN PLACE RECEIVABLE

	2024	2023
Current	\$ 451,937	\$ 333,791
Arrears	2,635,002	2,350,877
Less allowance for doubtful accounts	(2,358,724)	(2,172,432)
	\$ 728,215	\$ 512,236

SMOKY LAKE COUNTY
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2024

4. INVESTMENT IN GAS ALBERTA INC.
The shareholders of Gas Alberta Inc. are predominantly made up of members of the Federation of Alberta Gas Co-ops.

	2024	2023
The county's investment consists of		
Class A common shares	\$ 375	\$ 432
Loan receivable	67,500	67,500
	<u>\$ 67,875</u>	<u>\$ 67,932</u>

The loan is non-interest bearing and is secured by a debenture. The loan may be repaid at Gas Alberta Inc.'s option or is due when the county no longer holds any of the Class A common shares.

5. INVESTMENT IN MCC FOR SMOKY LAKE DEVELOPMENT CORP.
6.5% loan to MCC for Smoky Lake Development Corp. to invest in the Smoky Lake Tourism Company Ltd. repayable in annual blended instalments of \$100,000 commencing December 31, 2024. The December 31, 2024 repayment has been deferred as the parties are negotiating the repayment in 2025.

	2024	2023
Accrued holiday pay	\$ 319,784	\$ 452,401
Accrued sick leave	588,527	693,983
Accrued retirement benefits	91,774	143,726
Accrued wages and benefits	276,390	58,838
	<u>\$ 1,276,475</u>	<u>\$ 1,348,948</u>

	2024	2023
Canada Community Building Fund	\$ 484,248	\$ 391,198
LGFF Capital	232,033	-
Alberta Transportation STIIP - Bridge grants	163,194	-
Alberta Public Safety and Emergency Services - Police Study	77,348	-
Advanced Education	17,832	13,550
Embridge Grant	10,000	-
ACP-Intermunicipal Collaboration-Regional Fire	-	10,870
Alberta Infrastructure - AEP	-	20,000
MSI Capital	-	607,136
	<u>\$ 984,655</u>	<u>\$ 1,042,754</u>

Unexpended funding in the amount of \$984,655 (2023 - \$1,042,753) was allocated to the county in the current year from various federal and provincial government programs and others. The use of these funds is restricted to eligible operating and capital projects as approved under the funding agreements. Of these allocations, funds received and unexpended are supported by funds in savings accounts of \$Nil. (2023 - \$602,494) and the remaining deferred grants are supported by receivables from other governments.

SMOKY LAKE COUNTY
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2024

8. ASSET RETIREMENT OBLIGATIONS
Alberta environmental law requires closure and post-closure care of landfill sites, which includes final covering and landscaping, pumping of ground water and leachates from the site, and ongoing environmental monitoring, site inspections and maintenance.
The original liability calculated in the year of implementation is added to the cost of the associated asset and amortized on a straight-line basis over the remaining useful life of the asset.
The county has also recognized a liability for restoration of the Spedden landfill and two gravel pits. These amounts have not been added to the cost of an asset as there is no asset other than land and land is not amortized.
The liabilities are increased annually by the accretion expense.

	Opening Balance	Accretion Expense	Total
Smoky Lake landfill reclamation	\$ 441,286	\$ 8,826	\$ 450,112
Smoky Lake landfill post-closure monitoring	336,705	6,734	343,439
Spedden landfill reclamation	174,747	2,496	178,243
Spedden landfill post-closure monitoring	372,932	7,457	380,389
White Earth gravel pit	364,140	7,282	371,422
Sowka Lake gravel pit	78,030	1,562	79,592
	<u>\$ 1,767,840</u>	<u>\$ 35,357</u>	<u>\$ 1,803,197</u>

The undiscounted expenditures represent the estimated cash outflows required in future years in order to satisfy the asset retirement obligation assuming annual inflation of 2%. Undiscounted expenditures have been discounted using a 2% rate to calculate the current liability.

	2024	2023
Undiscounted Expenditures		
Smoky Lake landfill reclamation	\$ 723,976	\$ 723,976
Smoky Lake landfill post-closure monitoring	563,448	563,448
Spedden landfill reclamation	259,665	259,665
Spedden landfill post-closure monitoring	565,241	565,241
White Earth gravel pit	942,056	942,056
Sowka Lake gravel pit	201,869	201,869
	<u>\$ 3,256,255</u>	<u>\$ 3,256,255</u>

The Smoky Lake landfill asset retirement obligation expenditures are anticipated to be incurred in 2049.
The post-closure monitoring of the Smoky Lake landfill asset retirement obligation expenditures are anticipated to be incurred in annual increments of \$28,860 over 25 years, starting in 2050.
The Spedden landfill asset retirement obligation expenditures are anticipated to be incurred in 2044.
The post-closure monitoring of the Spedden landfill asset retirement obligation expenditures are anticipated to be incurred in annual increments of \$28,860 over 25 years, starting in 2045.
The gravel pits are both expected to be reclaimed in 2072.

SMOKY LAKE COUNTY
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2024

14. SALARY AND BENEFITS DISCLOSURE

Disclosure of salaries and benefits for municipal officials and designated officers as required by Alberta Regulation 313/2000 is as follows:

	Salary (1)	Benefits & Allow. (2)	Expenses (3)	2024
Council				
Reeve - Serben	\$ 77,075	\$ 18,130	\$ 9,970	\$ 105,175
Councillor - Halisky	67,113	16,651	10,878	94,642
Councillor - Gawalko	67,113	12,612	13,846	93,571
Councillor - Fenerty	69,881	14,077	16,099	100,057
Councillor - Cere	67,666	16,102	6,839	90,607
	\$ 348,848	\$ 77,573	\$ 57,632	\$ 484,053
Others				
CAO - Lucas	\$ 97,250	\$ 20,632	\$ 2,724	\$ 120,606
Interim CAO - Ciecin	60,653	12,883	165	73,701
Designated officers (3)	300,982	40,169	3,907	345,058
	\$ 458,885	\$ 73,684	\$ 6,796	\$ 539,365
	Salary (1)	Benefits & Allow. (2)	Expenses (3)	2023
Council				
Reeve - Halisky	\$ 64,896	\$ 14,267	\$ 15,725	\$ 94,888
Councillor - Halisky	11,319	1,949	2,266	15,534
Reeve - Serben	12,979	2,331	1,862	17,172
Councillor - Serben	56,594	13,526	8,360	78,280
Councillor - Gawalko	70,681	12,172	13,099	95,952
Councillor - Fenerty	68,466	12,665	16,526	97,657
Councillor - Cere	67,913	14,791	9,213	91,917
	\$ 352,848	\$ 71,501	\$ 67,051	\$ 491,400
Others				
CAO - Sobolewski	\$ 262,960	\$ 14,465	\$ 2,404	\$ 279,829
Interim CAO - Ciecin	102,961	13,236	233	116,430
Designated officers (3)	301,505	37,104	8,426	347,035
	\$ 667,426	\$ 64,805	\$ 11,063	\$ 743,294

- (1) Salary includes regular base pay, bonuses, overtime, lump sum payments, gross honoraria and any other direct cash remuneration.
- (2) Employer's share of all employee benefits and contributions or payments made on behalf of employees including Canada Pension Plan, Employment Insurance, health care, dental coverage, group life insurance, accidental death and dismemberment insurance, long and short-term disability plans, LAPP contributions, RRSP contributions and professional memberships.
- (3) Expenses include travel, mileage, meals, accommodation, registration fees and other expenses.

SMOKY LAKE COUNTY
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2024

15. LOCAL AUTHORITIES PENSION PLAN

Employees of the county participate in the Local Authorities Pension Plan (LAPP), which is one of the plans covered by the Alberta Public Sector Pension Plans Act. The LAPP is financed by employer and employee contributions and by investment earnings of the LAPP Fund. Contributions for current service are recorded as expenditures in the year in which they become due.

	2024	2023
Current service contributions by employer	\$ 241,212	\$ 268,339
Current service contributions by employees	215,351	240,186
	\$ 456,563	\$ 508,525

The county is required to make current service contributions to the LAPP of 8.45% of pensionable earnings up to the year's maximum pensionable earnings under the Canada Pension Plan and 11.65% on pensionable earnings above this amount. Employees of the county are required to make current service contributions of 7.45% of pensionable salary up to the year's maximum pensionable salary and 10.65% on pensionable salary above this amount.

At December 31, 2023, the LAPP disclosed an actuarial surplus of \$15.057 billion.
For further information of the amount of LAPP deficiency/surplus see: www.lapp.ca/page/annual-reports.

16. SEGMENTED DISCLOSURE

The Smoky Lake County provides a range of services to its ratepayers. For each reported segment, revenues and expenses represent both amounts that are directly attributable to the segment and amounts that are allocated on a reasonable basis. The accounting policies used in these segments are consistent with those followed in the preparation of the financial statements as disclosed in note 1.

Refer to Schedule 6 – Segmented Disclosure.

General government service includes council and other legislative, and general administration. Protective services include bylaw enforcement, police and fire. Transportation service includes roads, streets, walks and lighting. Environmental service includes water supply and distribution, wastewater treatment and disposal, and waste management. Planning and community services include land use planning, zoning and subdivision land and development, advanced education and family and community support. Recreation and culture includes parks and recreation, libraries and halls.

17. OTHER CREDIT FACILITIES

The county has a prime plus 1% authorized operating line of credit of \$5,000,000 with the Alberta Treasury Branch. No balance was outstanding as at December 31, 2024.

The county has ATB MasterCard with a combined limit of \$50,000. Interest is calculated on principal owing beyond one month at the rate of prime plus 2%.

18. COMPARATIVE FIGURES

Some of the comparative figures have been reclassified to conform to the current year's presentation.

	<div style="text-align: center;"> <p>SMOKY LAKE COUNTY</p> <p>NOTES TO CONSOLIDATED FINANCIAL STATEMENTS</p> <p>YEAR ENDED DECEMBER 31, 2024</p> </div> <hr/> <p>19. FINANCIAL INSTRUMENTS</p> <p>The county's financial instruments consist of cash, receivables, long-term investments and accounts payable and accrued liabilities. It is management's opinion that the county is not exposed to significant interest or currency risks arising from these financial instruments.</p> <p>The county is subject to credit risk with respect to taxes and grants in place receivable, and trade and other receivables. Credit risk arises from the possibility that taxpayers and entities to which the county provides services may experience financial difficulty and be unable to fulfill their obligations. The county has recorded a total allowance of \$2,418,724 (2023: \$2,317,431). The large number and diversity of taxpayers and customers minimizes the credit risk.</p> <p>Unless otherwise noted, the carrying value of the financial instruments approximates fair value.</p> <p>20. APPROVAL OF FINANCIAL STATEMENTS</p> <p>Council and management have approved these financial statements.</p> <p>21. BUDGET AMOUNTS</p> <p>Budget amounts are included for information purposes only and are not audited.</p> <p>22. RECENT ACCOUNTING PRONOUNCEMENTS PUBLISHED BUT NOT YET ADOPTED</p> <p><i>Conceptual Framework for Financial Reporting in the Public Sector</i></p> <p>This standard describes the concepts underlying the development and use of accounting principles in government financial statements. It also identifies the objectives of government financial statements that are generally acceptable to the users and preparers of the statements. It applies to years beginning on or after April 1, 2026.</p> <p><i>PSAS Section 1202, Financial Statement Presentation</i></p> <p>This standard responds to the need for understandable financial statements. The new reporting model will consist of:</p> <ul style="list-style-type: none"> • a statement of financial position; • a statement of net financial assets (net financial liabilities); • a statement of operations; • a statement of changes in net assets (net liabilities); • a statement of cash flows; and • accompanying notes and schedules. <div style="text-align: center; margin-top: 400px;"> <p>SMOKY LAKE COUNTY GAS UTILITY</p> <p>FINANCIAL STATEMENTS</p> <p>FOR THE YEAR ENDED DECEMBER 31, 2024</p> </div>	
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INDEPENDENT AUDITOR'S REPORT

To the Members of Smoky Lake County Council

Opinion

We have audited the financial statements of the Smoky Lake County Gas Utility (Gas Utility), which comprise the statement of financial position as at December 31, 2024, and the statements of operations, changes in accumulated surplus, change in net financial assets, and cash flows and schedules of gross margin and operating expenses for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Gas Utility as at December 31, 2024, and the results of its operations and its cash flows for the year then ended in accordance with Canadian public sector accounting standards (PSAS).

Emphasis of Matter

It is understood that this report is requested by the Smoky Lake County Council. We have issued an audit report dated April 10, 2024, on the consolidated financial statements of the Smoky Lake County for the year ended December 31, 2024, and reference should be made to those audited financial statements for complete information.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Gas Utility in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with those requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with PSAS, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatements, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Gas Utility's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless management either intends to liquidate the Gas Utility or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Gas Utility's financial reporting process.

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Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements. As part of the audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Gas Utility's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Gas Utility's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Gas Utility to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

St. Paul, Alberta
April 10, 2025

JMD Group LLP
Chartered Professional Accountants

SMOKY LAKE COUNTY GAS UTILITY
STATEMENT OF FINANCIAL POSITION
AS AT DECEMBER 31, 2024

	2024	2023
Financial assets		
Due from general operating fund	\$ 1,964,497	\$ 1,889,834
Receivables (net of allowance)	466,962	356,651
Investment in Gas Alberta Inc. (note 3)	67,875	67,932
	<u>2,499,334</u>	<u>2,314,417</u>
Liabilities		
Accounts payable	338,212	267,913
Meter deposits payable	6,780	6,918
	<u>344,912</u>	<u>274,831</u>
Net financial assets	<u>2,154,422</u>	<u>2,039,586</u>
Non-financial assets		
Inventory	166,365	164,283
Prepaid expenses	44,561	23,148
Tangible capital assets (note 4)	1,648,252	1,882,380
	<u>1,859,178</u>	<u>2,069,811</u>
Accumulated surplus	<u>\$ 4,013,600</u>	<u>\$ 4,109,397</u>

SMOKY LAKE COUNTY GAS UTILITY STATEMENT OF OPERATIONS FOR THE YEAR ENDED DECEMBER 31, 2024			
	Budget (unaudited)	2024	2023
Revenues			
Gas sales and distribution charges	\$ 2,217,000	\$ 1,572,487	\$ 1,859,249
Penalties and service charges	520,000	544,156	533,770
Sale of goods, secondaries, conversions	125,620	86,249	101,701
RMO operating grant	9,600	--	5,600
Interest income	35,000	88,204	87,399
Bulk odorant delivery	118,000	155,461	109,355
Infill recovery	--	59,500	24,500
	3,025,220	2,506,057	2,721,574
Expenses			
Wages and benefits	1,033,909	1,022,583	934,841
Materials	--	203,415	181,331
Gas purchases	1,430,342	877,852	1,275,933
Contracted and general services	244,450	255,249	188,712
Amortization	245,000	241,270	247,277
Bad debt expense (recovery)	--	1,485	(55)
	3,220,221	2,601,854	2,828,039
Deficiency of revenues over expenses	(195,001)	(95,797)	(106,465)
Accumulated surplus, beginning of year	4,109,397	4,109,397	4,215,862
Accumulated surplus, end of year	\$ 3,914,396	\$ 4,013,600	\$ 4,109,397

SMOKY LAKE COUNTY GAS UTILITY STATEMENT OF CHANGES IN ACCUMULATED SURPLUS FOR THE YEAR ENDED DECEMBER 31, 2024				
	Unrestricted Surplus	Restricted Surplus	Equity in Tangible Capital Assets	
Balance, beginning of year	\$ 2,152,3	\$ 2,205,094	\$ 1,882,380	2023
Deficiency of revenues over expenses	(95,797)	--	--	\$ 4,215,862
Funds designated for future use	(133,445)	133,445	--	(106,465)
Funds used for tangible capital assets	--	(14,117)	14,117	--
Net book value of asset disposition	6,975	--	(6,975)	--
Annual amortization expense	241,270	--	(241,270)	--
Change in accumulated surplus	19,003	119,328	(234,128)	--
Balance, end of year	\$ 40,926	\$ 2,324,422	\$ 1,648,252	\$ 4,109,397

SMOKY LAKE COUNTY GAS UTILITY STATEMENT OF CHANGE IN NET FINANCIAL ASSETS FOR THE YEAR ENDED DECEMBER 31, 2024			
	<u>Budget</u> (unaudited)	<u>2024</u>	<u>2023</u>
Deficiency of revenues over expenses	\$ (195,001)	\$ (95,797)	\$ (106,465)
Acquisition of tangible capital assets	(267,000)	(14,117)	(148,568)
Proceeds on disposal of tangible capital assets	—	6,975	—
Amortization of tangible capital assets	<u>245,000</u>	<u>241,270</u>	<u>247,277</u>
	(22,000)	<u>234,128</u>	<u>98,709</u>
Acquisition of inventory	(60,000)	(85,520)	(142,119)
Use of inventory	50,000	83,438	59,457
Acquisition of prepaid assets	(45,000)	(44,561)	(23,148)
Use of prepaid assets	<u>23,000</u>	<u>23,148</u>	<u>32,418</u>
	(32,000)	<u>(23,495)</u>	<u>(73,392)</u>
Decrease in net financial assets	(249,001)	114,836	(81,148)
Net financial assets, beginning of year	<u>2,039,586</u>	<u>2,039,586</u>	<u>2,120,734</u>
Net financial assets, end of year	\$ 1,790,585	\$ 2,154,422	\$ 2,039,586

SMOKY LAKE COUNTY GAS UTILITY STATEMENT OF CASH FLOWS FOR THE YEAR ENDED DECEMBER 31, 2024			
	<u>2024</u>	<u>2023</u>	
Net inflow (outflow) of cash related to the following activities:			
Operating			
Deficiency of revenues over expenses	\$ (95,797)	\$ (106,465)	
Non-cash items included			
Amortization of tangible capital assets	241,270	247,277	
Non-cash charges to operations (net change):			
Decrease (increase)			
Receivables	(110,311)	374,950	
Inventory	(2,082)	(82,662)	
Prepaid expenses	(21,413)	9,270	
Increase (decrease)			
Accounts payable	70,299	(373,726)	
Meter deposits	(218)	(1,675)	
	<u>81,748</u>	<u>66,969</u>	
Investing			
Reduction in Investment in Gas Alberta Inc.	<u>57</u>	<u>51</u>	
Capital			
Acquisition of tangible capital assets	(14,117)	(148,568)	
Proceeds on disposal of tangible capital assets	<u>6,975</u>	<u>—</u>	
	<u>(7,142)</u>	<u>(148,568)</u>	
Change in cash and cash equivalents during the year	74,663	(81,548)	
Cash and cash equivalents, beginning of the year	<u>1,889,834</u>	<u>1,971,382</u>	
Cash and cash equivalents, end of the year	\$ 1,964,497	\$ 1,889,834	

Cash and cash equivalents are defined as Due from General Operating Fund.

SMOKY LAKE COUNTY GAS UTILITY			
SCHEDULE OF GROSS MARGIN			
FOR THE YEAR ENDED DECEMBER 31, 2024			
	Budget	2024	2023
	(unaudited)		
Gas sales and distribution charges	\$ 2,217,000	\$ 1,572,487	\$ 1,859,249
Gas purchases	(1,430,342)	(877,852)	(1,275,933)
Capital surcharge	(137,000)	(133,445)	(118,689)
Gross margin	\$ 649,658	\$ 561,190	\$ 464,627

SCHEDULE OF OPERATING EXPENSES			
	Budget	2024	2023
	(unaudited)		
General and administrative expenses			
Council expenses	\$ 9,000	\$ 120	\$ 699
Audit, legal, and consulting	48,000	36,465	29,366
Advertising, membership, printing	38,700	36,051	39,138
Telephone, postage, freight, travel	38,900	23,223	37,977
Computer lease	11,000	12,394	12,574
Office supplies, utilities, insurance	86,770	62,231	59,494
Wages and benefits	497,042	500,240	420,802
	729,412	670,724	600,050
Distribution			
Wages and benefits	536,867	522,343	514,039
Vehicle and equipment costs	80,500	81,240	64,378
Repair and maintenance – system	198,100	206,940	126,417
	815,467	810,523	704,834
Gas purchases	1,430,342	877,852	1,275,933
Amortization	245,000	241,270	247,277
Bad debt expense (recovery)	—	1,485	(55)
Total operating expenses	\$ 3,220,221	\$ 2,601,854	\$ 2,828,039

SMOKY LAKE COUNTY GAS UTILITY			
NOTES TO THE FINANCIAL STATEMENTS			
FOR THE YEAR ENDED DECEMBER 31, 2024			
1. Significant Accounting Policies			
(a) Reporting Entity	The financial statements reflect the assets, liabilities, revenues and expenses, and change in net financial assets of the reporting entity which comprises the entire gas utility. These statements exclude all other municipal operations.		
(b) Basis of Accounting	The financial statements are prepared using the accrual basis of accounting. The accrual basis of accounting records revenue as it is earned and measurable. Expenses are recognized as they are incurred and measurable based upon receipt of goods or services and/or the legal obligation to pay. Funds from external parties and earnings thereon restricted by agreement or legislation are accounted for as deferred revenue until used for the purpose specified. Government transfers, contributions and other amounts are received from third parties pursuant to legislation, regulation or agreement and may only be used for certain programs, in the completion of specific work, or for the purchase of tangible capital assets. In addition, certain user charges and fees are collected for which the related services have yet to be performed. Revenue is recognized in the period when the related expenses are incurred, services performed or the tangible capital assets are acquired.		
(c) Measurement Uncertainty	The preparation of financial statements requires management to make estimates and assumptions that affect the reported amount of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenue and expenses during the period. Such estimates include the provision for doubtful accounts, amortization of capital assets and accruals. These estimates are reviewed periodically and as adjustments become necessary, they are reported in earnings in the period in which they become known.		
(d) Investments	Investments are recorded at amortized cost. When there has been a loss in value that is other than a temporary decline, the respective investment is written down to recognize the loss.		

	<div>SMOKY LAKE COUNTY GAS UTILITY NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED DECEMBER 31, 2024</div> <div>1. Significant Accounting Policies (continued)</div> <div>(e) Non-Financial Assets</div> <div>Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the normal course of operations. The change in non-financial assets during the year, together with the excess of revenues over expenses, provides the change in net financial assets for the year.</div> <div>(i) Tangible Capital Assets</div> <div>Tangible capital assets are recorded at cost which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The costs, less residual value, of the tangible capital assets are amortized on a straight-line basis over their estimated useful lives as follows:</div> <div><table><tr><th></th><th>Years</th></tr><tr><td>Buildings</td><td>50</td></tr><tr><td>Distribution system</td><td>40-50</td></tr><tr><td>Machinery and equipment</td><td>20-30</td></tr><tr><td>Vehicles</td><td>10-20</td></tr></table></div> <div>One-half of the annual amortization is charged in the year of acquisition. Assets under construction are not amortized until the asset is available for productive use.</div> <div>(ii) Contributions of Tangible Capital Assets</div> <div>Tangible capital assets received as contributions are recorded at fair value at the date of receipt and also are recorded as revenue.</div> <div>(iii) Inventories</div> <div>Inventories held for consumption are recorded at the lower of cost and replacement cost.</div> <div>2. Prepaid Infills</div> <div>The county has an obligation to provide infills to 127 lake lots. These infills will have to be installed once the owners request the infill. The costs of these infills will be expensed in the year of installation. The amounts are likely to be spread over many years and the cost in any one year is not likely to be significant. The future cost of these infills is not determinable at this time.</div>		Years	Buildings	50	Distribution system	40-50	Machinery and equipment	20-30	Vehicles	10-20	
	Years											
Buildings	50											
Distribution system	40-50											
Machinery and equipment	20-30											
Vehicles	10-20											
2023 Consolidated Financial Statements and Gas Utility Financial Statements												
399-25: Céré	That Smoky Lake County Council approve the audited Smoky Lake County Consolidated Financial Statements and the Smoky Lake County Gas Utility Financial Statements for the year ended: December 31, 2024, as prepared by JMD Group LLP Chartered Professional Accountants; and approve to execute the Year-2024 Audit Findings letter affirming no significant deficiencies, dated April 10, 2025.											
	Carried.											
	Barb McCarthy, CPA, CA, from JMD Group LLP Chartered Professional Accountants, left Council Chambers, time 9:50 a.m.											
	5. Public Hearing:											
	Nil.											

	6. <u>Municipal Planning Commission (MPC):</u>
	Nil.
	7. <u>Request for Decision:</u>
7.1. Bellis 4-H Beef Club – Request for Sponsorship (in relation to 4.1 delegation)	
400 -25: Fenerty	<p>That Smoky Lake County provide funds in the amount of \$1,400.00 to Bellis 4-H Beef Club to sponsor the Year-2024 Bellis 4-H Achievement Day trophy belt buckles, which are provided for their annual show and sale scheduled Monday, June 9th, 2025 in the Village of Waskatenau, in response to the letter received from Reed Cherniwchan, President of the Bellis 4-H Beef Club, dated March 24th, 2025. Requested to report back.</p> <p>Carried.</p>
7.2. Lakeland Agricultural Research Association Partnership	
401-25: Gawalko	<p>The Smoky Lake County provide a municipal contribution in the amount of \$55,000.00 towards Lakeland Agricultural Research Association (LARA) Vear-2025 Operating Budget and enters into an agreement to allow Smoky Lake County producers access to LARA's Vear-2025 environmental and extension program. Additionally bring back an alternative plan in September Budget Meetings.</p> <p>Carried</p>
402-25: Fenerty	<p>The Smoky Lake County table the funding change to the Agriculture societies to the April 24, Regular Council Meeting.</p> <p>Carried</p>
7.3. Agricultural Service Board Firearm Authorization Form	
403-25: Céré	<p>That Smoky Lake County's Council approve Schedule “A” Firearms Authorization for Trevor Cameron, Animal Control Technician for the purpose of problem wildlife and pest control until their firearms expiration date of November 25th, 2030.</p> <p>Carried</p>
7.4. Smoky Lake County Truck Fill Options	
404-25: Halisky	<p>That Smoky Lake County to direct the Environmental Operations Manager to reach out to the original company that drilled the well to explore available options. Additionally, conduct research on potential grants for upgrading the Smoky Lake truck fill, and direct staff to monitor and fill the extra tank whenever feasible.</p> <p>Carried.</p>
405-25: Halisky	<p>That Smoky Lake County direct the Environmental Operations Manager to explore methods for securing both the Belis and Warspite Lagoon sites, draft a policy regarding usage fees, and present the findings at a future council meeting.</p> <p>Carried</p>
Meeting Recessed	Meeting recessed, time 10:11 a.m.
Meeting Reconvened	<p>The meeting reconvened on a call to order by the Reeve at 10:24 a.m. in the physical (or virtual) presence of all Council Members, Chief Administrative Officer, Finance Manager, Executive Services Clerk, Natural Gas Manager, Health & Safety Coordinator, Assistant Ag. Fieldman, Fire Services Clerk, Communications Officer, Fire Chief and Community Peace Officer</p>

7.6 Community Peace Officer Monthly Reporting

406-25: Céré

That Smoky Lake County Council approve the new Enforcement Services Monthly Report style and approve posting of the Monthly Report to the Smoky Lake County Website and social media Pages.


Carried.

7.7 Policy Statement No. 61-10-03 Disposition of County-Owned Lands

407-25: Halisky

That Smoky Lake County Policy Statement No. 61-10-03 Disposition of County-Owned Lands, be amended:

Attachment B – Sample Policy No. 61-20 Disposition of County-Owned Lands



SMOKY LAKE COUNTY

Title: Disposition of County-Owned Lands	Policy No.: 61-20
Section: 1.1	Page: No. 1 of 14

Legislative Reference: Alameda Provincial Statute

Purpose: To outline the procedures and requirements for disposition of County-owned lands that are not required for present or future County operations.

Policy Statement and Guidelines:

1.0 STATEMENT

Smoky Lake County owns a variety of land assets, some of which the County acquired through fee forfeiture. The County, recognizing that some of these lands are owned as surplus and not required for municipal purposes, wishes to dispose of these lands in a consistent and transparent manner, while ensuring that it obtains fair market value when it sells land.

2.0 OBJECTIVE

To process all requests to purchase County-owned lands in accordance with Federal, Provincial, and municipal laws.

3.0 GUIDELINES

3.1 It shall be the policy of Council to consider the sale of County-owned land when requests are received for the sale of land to be used for municipal purposes.

3.2 REQUEST TO PURCHASE LAND

A - An individual wishing to purchase County-owned land must complete **Schedule A - Expression of Interest Form** in its entirety.

B - Upon receipt of an "Expression of Interest", the Planning and Development Manager will:

- 4.2.1 Circulate the legal land description to departmental managers for comment to determine if the County has a potential future use for said land.
- 4.2.2 Obtain a current assessed value for land reads from the County's assessor.
- 4.2.3 Prepare a report and recommendations to be presented to Council for consideration attaching the completed comments received from departmental managers.

Title	Disposition of County Owned Property	Policy No.	10-02
Section	C (a) - (d) Public Pkgs	Page No.	2 of 14
4.24	If Council agrees to proceed with the sale of said lands, an advertisement must be published in "The Santa Ana Register" which shall be placed in the local newspaper for two (2) consecutive weeks.		
4.3	Interested purchasers are responsible for obtaining the following information:		
	Certificate of title:		
	- Surveyed against said lands;		
	- Property dimensions/boundaries;		
	- Line Thickness;		
	- Assessor, Auditor, and/or		
	Title Officer.		
	Some of this information may be available free of charge by accessing the County's Geographic Information System (GIS) accessible through the County's website.		
5.0	REQUEST FOR PROPOSALS		
5.1	Council may consider the sale of County-owned land by way of "Request for Proposals". Such proposals shall be advertised in a local newspaper for not less than two consecutive weeks. Such proposals shall be advertised in the County's website, social media channels and through any other medium or location that Council deems fit.		
5.2	Proposals submitted to the County for sale shall, but not be limited to, the following information:		
	a. A detailed description of the economic impacts of the proposed development, including the anticipated number of jobs to be created, both full-time and part-time;		
	b. A detailed description of the proposed development;		
	c. A detailed site plan describing the proposed development of any buildings, structures or other improvements (including parking areas) comprising the proposed development;		
	d. A schedule of construction of all of the components of the proposed development;		
	e. A detailed description of the building design and other components such as exterior building materials, facade, signage, landscaping and other amenities impacting the surrounding area when the proposed development will occur; and		
	f. The amount offered for land in a word per acre basis and an estimate of the construction value of the proposed development.		

Title: <u>Disposition of County Owned Property</u>		Policy No: <u>10-02</u>
Section: <u>3.1</u>	Code: <u>P-8</u>	Page No.: <u>3</u> of <u>14</u>
5.3 Calculate for ratings proposal should be as follows		
5.3.1	Sustainability of Development Rating (Total = 20 points)	
5.3.1.1	Land Use planning compatibility (5 points)	
5.3.1.2	Accessibility (5 points)	
5.3.1.3	Complementary to existing uses in the area (5 points)	
5.3.1.4	Aesthetic impact of structures, landscape, signage, etc. (5 points)	
5.3.2	Economic Development Rating (Total = 20 points)	
5.3.2.1	Employment opportunities (5 points)	
5.3.2.2	Tax base impact (5 points)	
5.3.2.3	Need for service (5 points)	
5.3.2.4	Competitiveness to community	
5.3.3	Infrastructure (Infrastructure Rating (Total = 20 points)	
5.3.3.1	Potential to improve sewer services (5 points)	
5.3.3.2	Potential to improve road access services (5 points)	
5.3.3.3	Potential to improve other municipal/public services (5 points)	
5.3.3.4	Potential to allow for improved communications services (5 points)	
5.3.4	Community Benefits Rating (Total = 20 points)	
5.3.4.1	Provision for needs of local residents (5 points)	
5.3.4.2	Reduces need to seek services outside of local area (5 points)	
5.3.4.3	Enhances the building compliance in the area (5 points)	
5.3.4.4	Supports or encourages tourism (5 points)	
5.4	Council shall not be bound to accept any proposal, and may accept a proposal in whole or in part.	

Title: <u>Disposition of County-Owned Property</u>	Policy No.: <u>40.152</u>
Section: <u>21</u>	Code: <u>P-8</u>
Page No.: <u>4 of 14</u>	

5.5 The Transfer of Land shall be subject to an Agreement to Purchase (hereinafter *Councils to Purchase*), the terms of which shall be negotiated between Council and the purchaser.

5.6 Council shall reserve the right to include a stipulation in the Agreement to Purchase to the lands to be transferred based on the type of property or certain project timelines are not met.

5.7 Payment to pre-purchase contained in the *Municipal Government Act*, the County must make the same amount available to the purchaser.

5.8 All Requests for Proposals for the purchase of County-owned land shall be accompanied by a cash certified cheque deposit equal to one percent (10%) of the expected deposit or the amount of the County's share of the property. Failure to include the cash deposit will result in the rejection of the proposal.

5.9 Council reserves the right to reject any or all proposals received. Should Council decide that it is the best interest of the County to retain ownership of the subject lands, the proposer(s) shall have no claim against the County.

5.10 Only those proposals received on or before the deadline date advertised for the purchase are eligible for consideration.

5.11 The Request for Proposal will be opened in the presence of the public.

5.12 If all proposals in accordance following acceptance by Council, the successful deposit shall be forfeited to, and returned by, the County, covering land transferred and the County reserves the right to apply the proceeds for the additional projects and damages incurred.

5.13 The County accepts its responsibility for damage to land that is subject to a Request for Proposal for the date of purchase or acceptance of the proposal to the successful proposal.

6.8 ELEMENTS OF PROPOSAL FOR SALE

6.9 The County shall investigate and verify the ownership of land before offering land for sale. Ownership shall be determined by the completion of a title search conducted by the developer.

6.10 Council may request an appraisal of land prior to its sale.

6.11 All sales of County-owned land shall comply with provisions set out in Section 707 of the *Municipal Government Act* and amendments thereto.

Title Disposition of County-Owned Property		Policy No. <u>10-02</u>
Section <u>11</u>	Page <u>P of R</u>	Page <u>5</u> of <u>14</u>

7.6. TERMS/OF USE

- 7.6.1 As Agreement to Purchase shall be signed by all parties within thirty (30) days of a Council resolution.
- 7.6.2 Once all conditions have been completed as stated in the Agreement to Purchase, the County Planning and Zoning Office shall prepare and forward the final deed and forward the original signed document to the purchaser. The purchaser shall forward same to his/her attorney to have been certified.

8.0. WAIVER OF ADVERTISING REQUIREMENTS OF THIS POLICY

- 8.0.1 Advertising is not required for the sale of a parcel of land as follows in accordance to Section 70821 of the Municipal Government Act, R.S.A. c. M-26, in the following:
 - 8.0.1.1 To be used for the purposes of supplying a public utility as defined in Section 141(1) of the Municipal Government Act.
 - 8.0.1.2 Transferred or granted under Part 4 and Part 10 of the Municipal Government Act before the period of expropriation under that Division; or
 - 8.0.1.3 To be used by a not-for-profit organization as defined in Section 241(1) of the Municipal Government Act.

9.0. OTHER

- 9.0.1 This Policy does not apply to lands leased and/or sold at a public auction held by the municipality.
- 9.0.2 Smelly Land County provides no representation nor warranty in regards to the presence or absence of any environmental contamination or hazardous substances, soil conditions or other potential liability for the County or the purchaser. The County does not warrant that each parcel of land (including any and all structures or other improvements located thereon) is or "as is, where it" lies, and the purchaser is purchasing said lands on his or her own risk.
- 9.0.3 All costs for servicing lands purchased from the County shall be borne solely by the purchaser.
- 9.0.4 The purchaser shall be responsible for obtaining all necessary development, building and/or other permits needed the purchaser with its development and lands.
- 9.0.5 The County reserves the right, at its discretion, to accept, reject or further negotiate with the purchaser and its solicitors at any time.

Title	Disposition of County Owned Property		Policy No.	10-02
Section	01	Code: P-0	Page No.:	6 of 14
<p>9.6 The County reserves the right to specify a reserve bid for the land-being-offered for sale.</p> <p>9.7 The proceeds from the sale of non-Reserve lands shall be allocated to a County reserve as directed by Council.</p> <p>9.8 The proceeds from sales of Municipal Reserves (MR) and/or Municipal and School Reserves (MSR) shall be allocated to the Cash-in-Less of Municipal Reserve Account.</p>				
Date		Resolution Number		
Approved	March 28, 2014	# 305-10	- Page #11163	
Amended				
Amended				

	<div><div>Attachment 02 – Summary of proposed changes</div><div><div>Summary of Changes</div><ul style="list-style-type: none">- Change in Policy name from "Disposition of County Owned Property" to "Disposition of County-Owned Land" and more accurately reflect the Policy's intent to sell land and not other types of county-owned property- Minor grammatical changes to Sections 1-- Removed the requirement under Clause 4.1 to provide a \$200.00 deposit with an Expression of Interest<ul style="list-style-type: none">o Rationale: the processing/handling of deposits is an administrative burden that does not provide any benefit to the County- Revised Clause 4.2.5 Rates: "The listing will be made available on Webpage and the County's website" to: "Council will provide direction to administration as to where, how and when a lot of County-owned land will be made available to the public."- Removed Clause 4.3-4.6 (refund of cash deposit and application of cash deposit to purchase price) as they would not be necessary if a deposit is not required- Moved Clause 4.2.5 and 4.2.6 to Section 9.0 - Other- Removed Clause 5.2.7 as it is redundant with Clause 5.2.1- Removed Clause 7.3<ul style="list-style-type: none">o Rationale: The County has facilitated the registration of transfers with the Land Titles office to expedite the transfer process. Land titles fees are nominal for land transfers (\$30.00 base fee + \$5.00/\$5,000.00 value)- Removed Section 10, which stipulated that any pending/processing land sales active prior to the adoption of the Policy would be null and void.<ul style="list-style-type: none">o Rationale: Policy 02-20 already exists</div><div>You Are Represented under Policy Statement No. 02-21 County Council Meeting Request for DecisionPage 18 of 28</div></div>	Carried.
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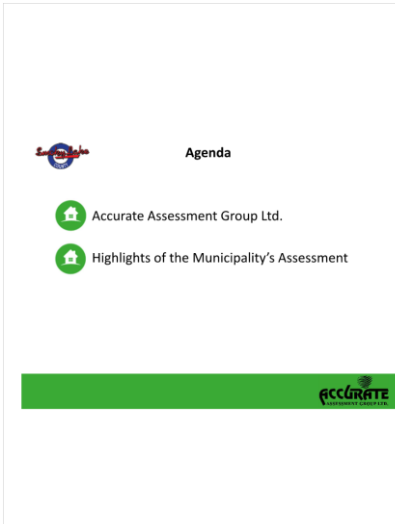

7.8 Policy Statement No. 08-18- Council Remuneration & Expenses

408-25: Serben

That Smoky Lake County Policy Statement No. 08-18- Council Remuneration & Expenses, be amended:

	Carried.
7.9 Request to Waive Property Tax	
409-25: Halisky	That Smoky Lake County Council approve to write off penalties for roll number 19590340 in the amount of \$1,525.54, subject to the remaining balance in the amount of \$5,932.65 being paid in full by May 9,2025, due to clerical error. Carried.
7.10 Request for Funding – Smoky Lake Town & Country Golf Course	
410-25: Halisky	That Smoky Lake County Council Direct Administration to request Smoky Lake Town & County Gold Course to come to the April 24 th , 2025 Regular Council meeting as a delegation and provide a presentation and financial statements, in response to the letter received from Smoky Lake Twon and County Golf Course Board of Directors, dated March 26, 2025. Carried.
7.11 Bylaw No. 1479-25: Bellis Sewer Tax	
411-25:	Moved by Councillor <u>Halisky</u> that Smoky Lake County Bylaw No. 1479-25: Bellis Sewer Tax , being a bylaw to authorize the levying of a special tax on properties in the hamlet of bellis to recover bellis sewer maintenance costs for 2025, be given FIRST READING . Carried.
412-25:	Moved by Councillor Gawluko that Smoky Lake County Bylaw No. 1479-25: Bellis Sewer Tax , being a bylaw to authorize the levying of a special tax on properties in the hamlet of bellis to recover bellis sewer maintenance costs for 2025, be given SECOND READING . Carried.
413-25:	Moved by Councillor <u>Fenerty</u> that Smoky Lake County Bylaw No. 1479-25: Bellis Sewer Tax, being a bylaw to authorize the levying of a special tax on properties in the hamlet of bellis to recover bellis sewer maintenance costs for 2025, be given PERMISSION for THIRD AND FINAL READING . Carried Unanimously.
414-25:	Moved by Councillor <u>Halisky</u> that Smoky Lake County Bylaw No. 1479-25: Bellis Sewer Tax , being a bylaw to authorize the levying of a special tax on properties in the hamlet of bellis to recover bellis sewer maintenance costs for 2025, be given THIRD and FINAL READING and the Reeve and Chief Administrative Officer be hereby authorized to fix their signatures to all necessary documents and the corporate seal be fastened where it is deemed to be necessary. Carried.

415-25: Céré	That Smoky Lake County Direct Administration to reach out to other county’s on pay per use of their lagoons and draft a bylaw to present at a future council meeting before sept <div>Carried.</div>																																
Meeting Recessed	Meeting recessed, time 11:18 a.m.																																
Meeting Reconvened	The meeting reconvened on a call to order by the Reeve at 11:25 a.m. in the physical (or virtual) presence of all Council Members, Chief Administrative Officer, Finance Manager, Executive Services Clerk, Natural Gas Manager, Health & Safety Coordinator, Assistant Ag. Fieldman, Fire services Clerk, Communications Officer, and Fire Chief.																																
7.12 FCSS Grant Request - Junior Firefighter Summer Day Camp																																	
416-25: Fenerty	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: \$7,000 to Smoky Lake Fire and Rescue summer day camp <div>Carried.</div>																																
7.13 Request to Waive Monthly Natural Gas Service Charges for Halls & Churches																																	
417-25: Céré	That Smoky Lake County Council approve to waive the Natural Gas Service Charge for Smoky Lake County Natural Gas Accounts all the Churches and Halls located in Smoky Lake County, commencing April 1, 2025, to March 31 st , 2026, as per the letter from Eddy Huk, President, Ukrainian Orthodox Society of Spedden, dated February 1, 2025 (received March 19, 2025). <div>Carried.</div>																																
7.14 Right-of-Way Lease Agreement SW-19-60-16-W4 Natural Gas Tap 4																																	
418-25: Halisky	Smoky Lake County Council execute Right of Way lease agreement located on SW-19-60-16-W4 with Marty Ketsa (landowner) for a term of 5 years (2025-2029) at \$1000.00 per year and an additional 5 years (2030-2034) at \$1250.00 per year. <div>Carried.</div>																																
11:35to 11:40a.m	Public Question and Answer Period:																																
	On April 9, 2025, Darlene Kinsey. reached out to the CAO to voice her concerns regarding the CPO's presence on the golf course road. As she was unable to participate in the Public Question and Answer Period, she asked the CAO to convey her concerns on her behalf.																																
7.15 Auction of County Surplus Equipment																																	
419-25: Halisky	That the Smoky Lake County will sell its surplus equipment through structured auction houses, with heavy-duty equipment auctioned through Ritchie Bros. Auctioneers and light-duty trucks and equipment auctioned through Michener Allen Auctioneering Ltd., to the highest bidder at the time of sale. <table><tr><th>Unit #</th><th>Description</th><th>Serial Number</th><th>Odometer/Hours</th></tr><tr><td>101A</td><td>2018 GMC Sierra 1500</td><td>3GTU2MEC9JG258813</td><td>254809 kms</td></tr><tr><td>105</td><td>2008 GMC Sierra K3500</td><td>1GTJK33678F218493</td><td>162408 kms</td></tr><tr><td>108</td><td>2007 GMC K5500</td><td>1GDE5C3977F422143</td><td>155566 kms</td></tr><tr><td>119</td><td>2011 Dodge 5500HD</td><td>3D6WU7CL1BG608826</td><td>115123 kms 9881 hrs.</td></tr><tr><td>138</td><td>1997 Ford AT9513 Water Truck</td><td>1FDYY96P5VVA15426</td><td>473787 kms</td></tr><tr><td>155</td><td>1991 Kenworth T800 Oil Truck</td><td>2NKDLBOX3MM927275</td><td>509649 kms</td></tr><tr><td>195</td><td>2005 Kenworth T800B Truck</td><td>1XKDDb0XX5J977067</td><td>829164 kms 9968 HRS.</td></tr></table>	Unit #	Description	Serial Number	Odometer/Hours	101A	2018 GMC Sierra 1500	3GTU2MEC9JG258813	254809 kms	105	2008 GMC Sierra K3500	1GTJK33678F218493	162408 kms	108	2007 GMC K5500	1GDE5C3977F422143	155566 kms	119	2011 Dodge 5500HD	3D6WU7CL1BG608826	115123 kms 9881 hrs.	138	1997 Ford AT9513 Water Truck	1FDYY96P5VVA15426	473787 kms	155	1991 Kenworth T800 Oil Truck	2NKDLBOX3MM927275	509649 kms	195	2005 Kenworth T800B Truck	1XKDDb0XX5J977067	829164 kms 9968 HRS.
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	Carried.																																
7.16 Ukrainian Twinning Memorandum of Understanding																																	
420-25: Halisky	That Smoky Lake County Council rescine the January 23, 2025, Motion #252-25: “That Smoky Lake County Council approve to honor an extension of the Memorandum of Understanding (MOU) between: the Kosiv District, Ivano-Frankivska Oblast, Ukraine, and the Smoky Lake Region (Smoky Lake County, Town of Smoky Lake, Village of Vilna and Village of Waskatenau), which expires on September 30, 2025, for an additional five (5) years, commencing October 1, 2025, to October 1, 2030, to continue the work of the Ukrainian Twinning Committee which is outlined under Bylaw No. 1404-21, and to show support for our Ukrainian counterparts.”, and adjust the extension from five years to three years in a separate resolution.																																
	Carried.																																
421-25: Halisky	That Smoky Lake County Council approve to honor an extension of the Memorandum of Understanding (MOU) between: the Kosiv District, Ivano-Frankivska Oblast, Ukraine, and the “Smoky Lake Region” with the Town of Smoky Lake, for an additional three (3) years, to continue the work of the Ukrainian Twinning Committee to show support for our Ukrainian counterparts.																																
	Carried.																																
4.3. Bob Daudelin, Assessment Specialist, Accurate Assessment Group Ltd.																																	
	Present before Council from 1:03 p.m. to 1:51 p.m. was Accurate Assessment Group Ltd.’s Assessment Specialist: Bob Daudelin, and Assessment Coordinator: Sean Barrett, to provide a summary of the County’s Year-2024 Property Assessment which is used to calculate the Year-2025 Property Taxation, including the following slides:																																
	<div><div><p>Slide 1: Agenda</p><ul style="list-style-type: none">Accurate Assessment Group Ltd.Highlights of the Municipality's Assessment</div><div><p>Slide 2: Accurate Assessment Group Ltd. Client Partners</p><p>Accurate Assessment Group Ltd. FOUNDED IN 1997</p><p>AAG's Client Partners</p><ul style="list-style-type: none">✓ 26 Rural Municipalities (provide Assessment Services in 35)✓ 7 Cities✓ 7 Towns✓ 8 Metis Settlements✓ 2 First Nations</div></div>																																

Trusted Advisor

At NAC, our purpose is to continuously seek improvement, and earn the role of "Trusted Advisor."

- TEAM DEPTH**
Specializing in all aspects of Management Property Assessment
Nearly 100 Years of Combined Experience
- COMMUNICATION**
We connect our Team Members successfully.
We communicate with Clients, CMO's and Administrators
- DATA INTEGRITY**
Our technology drives best practices for accurate site operations.
Leaders in quality control through technology and experience

			
	Residential	Non-Residential	Farmland
Bob Daudelin, AMAA	Assessment Specialist		
Jesse Nielson	Residential Assessor		
Cory Allen	Residential Assessor		
	Assessment Manager		
	Assessment Specialist		
	Residential Assessor		
	Residential Assessor		
	Farmland Assessment Specialist		
	Residential Assessor		



Property Assessment Overview

Property Assessment, is the process of assigning a dollar value to a property for taxation purposes.

$$\text{Assessed Value} * \text{Mill Rate} = \text{Property Tax}$$


Assessment Legislation


MGA - Municipal Government Act

MRAT - Matters Relating to Assessment and Taxation Regulation

COPFER - Community Organization Property Tax Exemption Regulation

MRAC - Matters Relating to Assessment Complaints Regulation

http://www.municipalaffairs.alberta.ca/mc_property_assessment_and_taxation legislation



Assessment Valuation	
Assessment Class	Valuation Standard
Residential	Market Value
Non-Residential	Market Value/Regulated
Farmland	Regulated
Designated Industrial Property (DIP)	Regulated

Market Value

- ✓ Means the amount that a property might be expected to realize if sold on the open market by a willing seller to a willing buyer.

The logo for 'accurate' is located in the bottom right corner of the slide. It features the word 'accurate' in a stylized, lowercase font with a green-to-yellow gradient. Above the letter 'u' is a small green leaf icon. Below the word 'accurate' is the text 'EST. 1999' in a smaller, white, sans-serif font.

Assessment Process

- ✓ Every property is reassessed annually
- ✓ Property inspections include:
 - ✓ Development Permits
 - ✓ Progressive Properties
 - ✓ Global Re-inspections

The logo for 'accurate' is located in the bottom right corner. It features the word 'accurate' in a stylized, lowercase font with a green-to-yellow gradient. Above the letter 'u' is a small circular icon containing a stylized house or building.

Assessment Inquiry

- Contact Municipality or attend Open House (if applicable) to speak with assessor.
- Provide all requested information to the assessor to ensure correct data is recorded and to maintain the right of complainant.
- If after all information is gathered and reviewed, and the ratepayer is unsatisfied with the assessment, a formal assessment complaint can be filed.

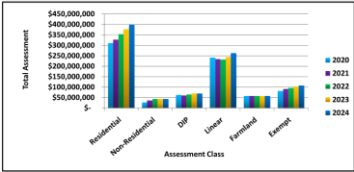


2023 Compared to 2024 Assessment

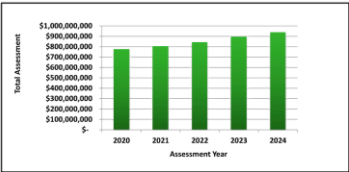
	2023	2024	Difference	
	Totals	Totals	\$	%
Residential	\$376,946,500	\$397,543,160	\$20,596,660	105%
Non-Residential	\$43,040,980	\$44,077,030	\$1,036,050	102%
Designated Industrial Property (DIP)	\$69,106,540	\$70,335,030	\$1,228,490	102%
Linear	\$244,115,050	\$263,034,190	\$18,919,140	108%
Farmland	\$57,571,810	\$57,556,430	(\$15,380)	100%
Exempt	\$103,414,570	\$106,691,750	\$3,277,180	103%
Grand Total:	\$894,195,450	\$939,237,590	\$45,042,140	105%



Assessment Class History Comparison



Assessment Total History Compare



Taxable Assessment Change Compare by %

Range	Properties	%
-25% to -100%	36	0.6%
-10% to -25%	12	0.2%
-1% to -10%	277	4.2%
No Change	3,935	65.4%
1% to 10%	1,368	22.7%
10% to 25%	259	4.3%
25% to 100%	48	0.8%
Over 100%	52	0.5%
New Roll #'s	16	0.3%
Inactive Roll #'s	38	0.6%
Total Properties	6,021	100%



Taxable Assessment Change Compare by \$

Range	Properties	%
Over - \$1,000,000	1	0.0%
-\$100,000 to -\$999,999	16	0.3%
-\$25,000 to -\$99,999	31	0.5%
-\$10,000 to -\$24,999	61	1.0%
-\$1,000 to -\$9,999	256	4.3%
\$999 to \$999	3,929	65.3%
\$1,000 to \$9,999	984	16.3%
\$10,000 to \$24,999	487	8.1%
\$25,000 to \$99,999	158	2.6%
\$100,000 to \$999,999	37	0.6%
Over \$1,000,000	7	0.1%
New Roll #'s	16	0.3%
Inactive Roll #'s	38	0.6%
Total Properties	6,021	100%



New Roll #'s & Permit Comparison

New Roll #'s Summary					
	2020	2021	2022	2023	2024
Residential/Non-Res	15	15	14	61	16
Development Permit					
	2020	2021	2022	2023	2024
Development Permits	48	45	38	33	47



Overview
(NOT including Industrial or Linear)

New Residential Growth Assessment			
	2022	2023	2024
New Construction	\$5.4M (1.7%)	\$8.0M (2.3%)	\$6.5M (1.7%)
Residential Inflation			
	2022	2023	2024
Market Change	\$21.6M (6.6%)	\$18.4M (5.2%)	\$14.1M (3.7%)



Overview
(NOT including Industrial or Linear)

Residential (Rural)	
Land	raw land - mixture - minimal change to 10% increase; serviced land, 6% - 11% increase - cost of servicing
Overall Improved	2% - 8% increase
Residential (Lake Subdivisions)	
Land	minimal change for most areas except Mons Lake area (+10%)
Overall Improved	2%-6% increase
Residential (Hamlets)	
Land	minimal change
Overall Improved	slight decrease



422-25: Fenerty	That the information received by Smoky Lake County Council, from the April 10, 2025, Delegations representing Accurate Assessment Group Ltd.: Bob Daudelin, Assessment Coordinator: Sean Barrett, in respect to Smoky Lake County’s Year-2024 Property Assessment for the Year-2025 Property Taxation year, be accepted for information. <div>Carried</div>
423-25: Gawalko	That the information received by Smoky Lake County Council, from the April 10, 2025, Delegations representing the Bellis 4-H Beef Club, Reed and Austin Cheriwchan to provide an update on club activities, be accepted for information. <div>Carried</div>
424-25: Halisky	That the information received by Smoky Lake County Council, from the April 10, 2025, Delegations representing JMD Group LLP Chartered Professional Accountants, Barb McCarthy, CPA, CA, to present the Smoky Lake County Consolidated Financial Statement and the Smoky Lake County Gas Utility Financial Statement for the Year Ending December 31, 2024, be accepted for information. <div>Carried</div>
Meeting Recessed	Meeting recessed, time 1:52 p.m.
Meeting Reconvened	The meeting reconvened on a call to order by the Reeve at 2:00 p.m. in the physical (or virtual) presence of all Council Members, Chief Administrative Officer, Finance Manager, Executive Services Clerk, , Health & Safety Coordinator, and Communications Officer.
	8. <u>Chief Administrative Officer’s Report:</u> The Chief Administrative Officer (CAO) presented reports detailing key strategic initiatives set to drive growth and sustainability in our County. The report outlined comprehensive business plans for both timber harvesting and sand and gravel operations, underscoring our commitment to responsibly harnessing local resources for long-term economic benefit. In addition to these sector-specific plans, the CAO provided an overall organizational update that highlighted new efficiencies and positive developments across County operations. Smoky Lake County CAO Kevin Lucas has successfully completed the National Advanced Certification in Local Authority Administration level 2 Program. This significant achievement marks the culmination of a 5½-year educational journey, during which the CAO also earned an MBA and the prestigious Certified Local Government Manager (CLGM) designations. These accomplishments reflect a strong commitment to excellence and strategic leadership, further strengthening the positive relationship between the CAO, Council, and our dedicated staff.
Personnel Issue: Administration Staff Continuity and Coverage	
425-25: Gawalko	That Smoky Lake County Council go into Executive Session to discuss a Personnel Issue, in respect to Administration staff continuity and coverage relating to an upcoming retirement, in the presence of all Council, Interim Chief Administrative Officer, and Finance Manager, under FOIP Section 27: Privileged Information, time 2:19 p.m. <div>Carried.</div>
426-25: Gawalko	That Smoky Lake County Council go out of Executive Session, time 2:41 p.m. <div>Carried.</div>
427-25: Gawalko	That Smoky Lake County Council accept the Interim Chief Administrative Officer Report, dated April 10, 2025, for information. <div>Carried</div>
	9. <u>Council Committee Reports:</u>
	Nil.

	10. Correspondence:																																																																		
10.1. Municipal Affairs – Fire Services Training Program (FSTP)																																																																			
428-25: Fenerty	<p>That Smoky Lake County acknowledge receipt of the correspondence received from Minister of Municipal Affairs, dated March 24, 2025, announcing funding in the amount of \$28,710.00 from the Fire Services Training Program (FSTP) to be granted to Smoky Lake County.</p> <p>Carried.</p>																																																																		
10.2. Minister of Transportation & Economic Corridors – Highway 28																																																																			
429-25: Céré	<p>That Smoky Lake County acknowledge receipt of the correspondence received from Minister of Alberta Transportation and Economic Corridors Regional Director, dated March 31, 2025, to Northeast Alberta Alliance for Growth and Opportunity (NAAGO) in regards to the safety improvements along the Highway 28 corridor.</p> <p>Carried.</p>																																																																		
10.3. Rural Roots Academy – Grand Opening																																																																			
430-25: Halisky	<p>That Smoky Lake County acknowledge receipt of the correspondence received from Rural Roots Academy, dated March 27, extending an invitation to attend their grand opening in St. Paul, Alberta and request her to attend as a delegation.</p> <p>Carried.</p>																																																																		
	11. Information Releases:																																																																		
Information Releases to Council – March 2025																																																																			
431-25: Halisky	<p>That Smoky Lake County “Information Releases” sent to Council for the period of March 2025, listed as follows, be filed for information:</p> <table><tr><th>Description of Information Released:</th><th>Date Released:</th><th>Municipal File #:</th></tr><tr><td>FedGas Rebranding</td><td>March 4, 2025</td><td>9-22</td></tr><tr><td>Monthly Managers Reports - Feb. 2025 to Mar. 2025</td><td>March 26, 2025</td><td>N/A</td></tr><tr><td>SWANA (Solid Waste Association of North America) Convention info</td><td>March 26, 2025</td><td>4-47</td></tr><tr><td>RMA Contact Newsletter</td><td>March 31, 2025</td><td>RMA website</td></tr><tr><td>Municipal Affairs Info Bulletin 02/2025 – Key Municipal Dates</td><td>March 31, 2025</td><td>1-203</td></tr><tr><td>Municipal Services Division Newsletter Municipal Musing March 2025</td><td>March 31, 2025</td><td>1-203</td></tr></table> <p>Carried.</p>	Description of Information Released:	Date Released:	Municipal File #:	FedGas Rebranding	March 4, 2025	9-22	Monthly Managers Reports - Feb. 2025 to Mar. 2025	March 26, 2025	N/A	SWANA (Solid Waste Association of North America) Convention info	March 26, 2025	4-47	RMA Contact Newsletter	March 31, 2025	RMA website	Municipal Affairs Info Bulletin 02/2025 – Key Municipal Dates	March 31, 2025	1-203	Municipal Services Division Newsletter Municipal Musing March 2025	March 31, 2025	1-203																																													
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	12. Financial Reports:																																																																		
12.1 Monthly Financial Statement as of January 31, 2025																																																																			
432-25: Serben	<p>That Smoky Lake County’s Financial Statement, updated January 31st, 2025, as prepared by the Finance Manager, be filed for information.</p> <p>Carried</p>																																																																		
12.2 Bills and Account																																																																			
433-25: Fenerty	<p>That Smoky Lake County’s Bills and Account received on April 10th, 2025, as follows:</p> <p>County Council Meeting: April 10th 2025</p> <table><tr><th>Batch #</th><th>Cheque Numbers</th><th>Total of Batch</th></tr><tr><td>PMCHQ0307</td><td>55426 to 55457</td><td>\$229,305.73</td></tr><tr><td>PMCHQ0308</td><td>55458 to 55471</td><td>\$33,600.19</td></tr><tr><td>PMCHQ0310</td><td>55472 to 55502</td><td>\$237,193.60</td></tr><tr><td>PMCHQ0313</td><td>55503 to 55524</td><td>\$216,085.50</td></tr><tr><td>PMCHQ0315</td><td>55525 to 55542</td><td>\$34,454.90</td></tr><tr><td>PMCHQ0316</td><td>55551 to 55565</td><td>\$182,102.09</td></tr><tr><td>PMCHQ0318</td><td>55566 to 55586</td><td>\$419,787.79</td></tr><tr><td>PMCHQ0320</td><td>55587 to 55617</td><td>\$126,072.11</td></tr><tr><td>PMCHQ0322</td><td>55618 to 55632</td><td>\$272,570.59</td></tr><tr><td colspan="2">Total Cheques from 55426 to 55632</td><td>\$1,751,172.50</td></tr></table> <table><tr><th>Batch #</th><th>EFT Numbers</th><th>Total of Batch</th></tr><tr><td>250116</td><td>1726 to 1751</td><td>\$750,555.06</td></tr><tr><td>250123</td><td>1752</td><td>\$36,833.37</td></tr><tr><td>250128</td><td>1753 to 1768</td><td>\$114,430.60</td></tr><tr><td>250205</td><td>1769 to 1780</td><td>\$39,862.07</td></tr><tr><td>250213</td><td>1781 to 1799</td><td>\$267,284.71</td></tr><tr><td>250219</td><td>1800 to 1807</td><td>\$18,606.83</td></tr><tr><td>250227</td><td>1808 to 1823</td><td>\$111,451.26</td></tr><tr><td>250307</td><td>1824 to 1841</td><td>\$323,262.47</td></tr><tr><td>250312</td><td>1842 to 1845</td><td>\$35,005.62</td></tr><tr><td colspan="2">Total EFTs from 1726 to 1845</td><td>\$1,697,291.99</td></tr></table>	Batch #	Cheque Numbers	Total of Batch	PMCHQ0307	55426 to 55457	\$229,305.73	PMCHQ0308	55458 to 55471	\$33,600.19	PMCHQ0310	55472 to 55502	\$237,193.60	PMCHQ0313	55503 to 55524	\$216,085.50	PMCHQ0315	55525 to 55542	\$34,454.90	PMCHQ0316	55551 to 55565	\$182,102.09	PMCHQ0318	55566 to 55586	\$419,787.79	PMCHQ0320	55587 to 55617	\$126,072.11	PMCHQ0322	55618 to 55632	\$272,570.59	Total Cheques from 55426 to 55632		\$1,751,172.50	Batch #	EFT Numbers	Total of Batch	250116	1726 to 1751	\$750,555.06	250123	1752	\$36,833.37	250128	1753 to 1768	\$114,430.60	250205	1769 to 1780	\$39,862.07	250213	1781 to 1799	\$267,284.71	250219	1800 to 1807	\$18,606.83	250227	1808 to 1823	\$111,451.26	250307	1824 to 1841	\$323,262.47	250312	1842 to 1845	\$35,005.62	Total EFTs from 1726 to 1845		\$1,697,291.99
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	<div>13. Next Meeting(s):</div> <div>Schedule the County Council Meeting Dates</div>																																																
434-25: Gawalko	<div>That the next Smoky Lake County Council Meetings be reconfirmed as follows: Tuesday, April 22, 2025, at 9:00 a.m. (Budget) Thursday, April 24, 2025 at 9:00 a.m. (Regular) Thursday, May 8 and 22, 2025, at 9:00 a.m. (Regular), Thursday, June 12 and 26, 2025, at 9:00 a.m. (Regular), to be held physically and/or virtually in County Council Chambers.</div> <div>Carried.</div>																																																
	<div>15. ADJOURNMENT:</div>																																																
435-25: Fenerty	<div>That the Smoky Lake County Council Meeting of April 10, 2025, be adjourned, 2:54 p.m.</div> <div>Carried.</div>																																																

REEVE

S E A L

CHIEF ADMINISTRATIVE OFFICER

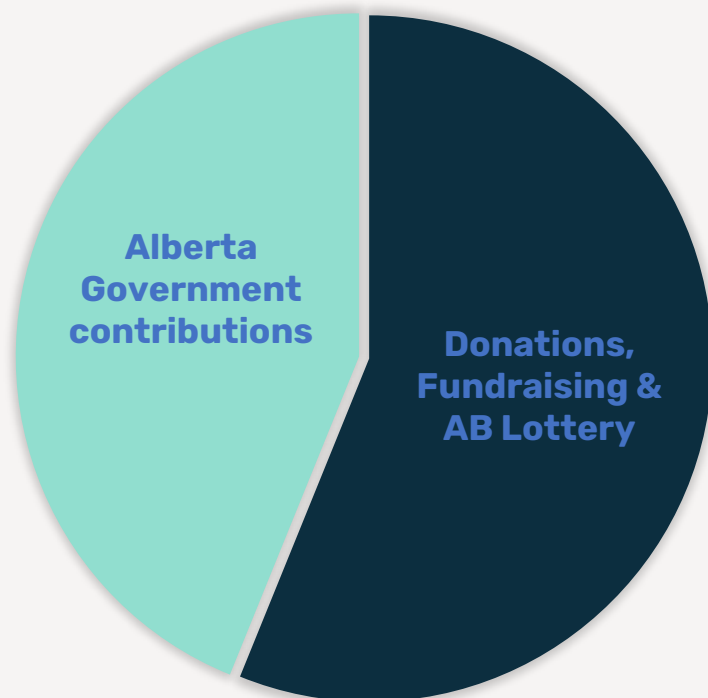
CRITICAL CARE, ANYWHERE

The best hope, in a worst-case scenario.

 STARS®



STARS ALBERTA, FY24-25



Direct Operating Costs
\$34.2 million
(\$11.4M per base)

Government Contribution
\$15 million

Donations, Fundraising & Lotteries are needed to cover **56%**
of direct operational costs in Alberta

STARS Alberta Lottery net funds pay for one base in Alberta



2023/24 YEAR IN REVIEW



STARS EMERGENCY LINK CENTRE

37,365

EMERGENCY REQUESTS HANDLED



MISSIONS

3,927

YEARLY MISSIONS



FUNDING

\$11.4M

APPROXIMATE ANNUAL
COST PER BASE



INCIDENT TYPES

STARS RESPONDS TO A VARIETY OF CRITICAL CARE CALLS

102

AVERAGE EMERGENCY
REQUESTS A DAY



1,720 **1,025** **1,182***

AB

SK

MB

MISSIONS BY PROVINCE



NET FUNDRAISING
GOVERNMENT
CONTRIBUTIONS*
INDUSTRY SERVICES
OTHER

*cash received in year

STARS FUNDING SOURCES



CARDIAC **18.05%**



ENVIRONMENTAL **0.30%**



NEUROLOGICAL **12.48%**



OBSTETRICAL **1.42%**



PULMONARY **12.64%**



VEHICLE INCIDENT **18.38%**



OTHER MEDICAL **19.20%**



OTHER TRAUMA **17.38%**

60K+

MISSIONS TO DATE SINCE 1985

11

AVERAGE DAILY MISSIONS

37,345

ANNUAL DONORS

* Includes fixed-wing missions

ESSENTIAL SERVICES FOR ALL, RURAL

Newly added! 11 rural + 16 urban municipalities

- 95% Alberta municipalities in partnership
- 80% Regional Leaders (Includes Smoky Lake County)
- Includes Peace River Regional District, BC

Partnership ensures robust health & safety network

(9) PROVINCIAL LEADERS

- Fixed Rate / Standing Motion
- Included in protective services budget

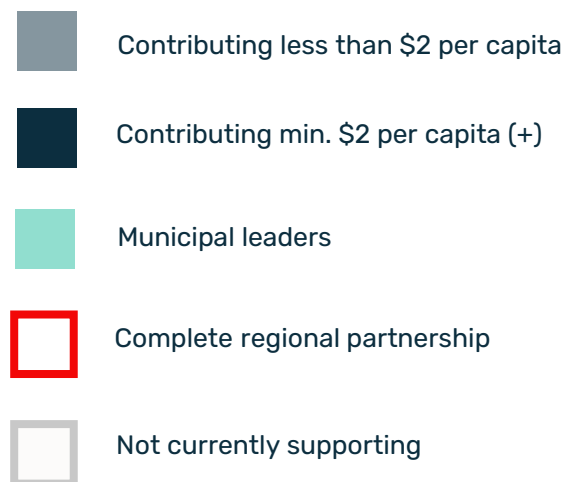
2024 Welcome Birch Hills County

REGIONAL LEADERS

Building partnerships within.
Based on minimum \$2 - \$90 per capita

PEACE RIVER REGIONAL DISTRICT, BC

Hudson's Hope, BC
City of Fort St. John, BC
Taylor, BC
City of Dawson Creek, BC
Pouce Coupe, BC
Chetwynd, BC
Tumbler Ridge, BC



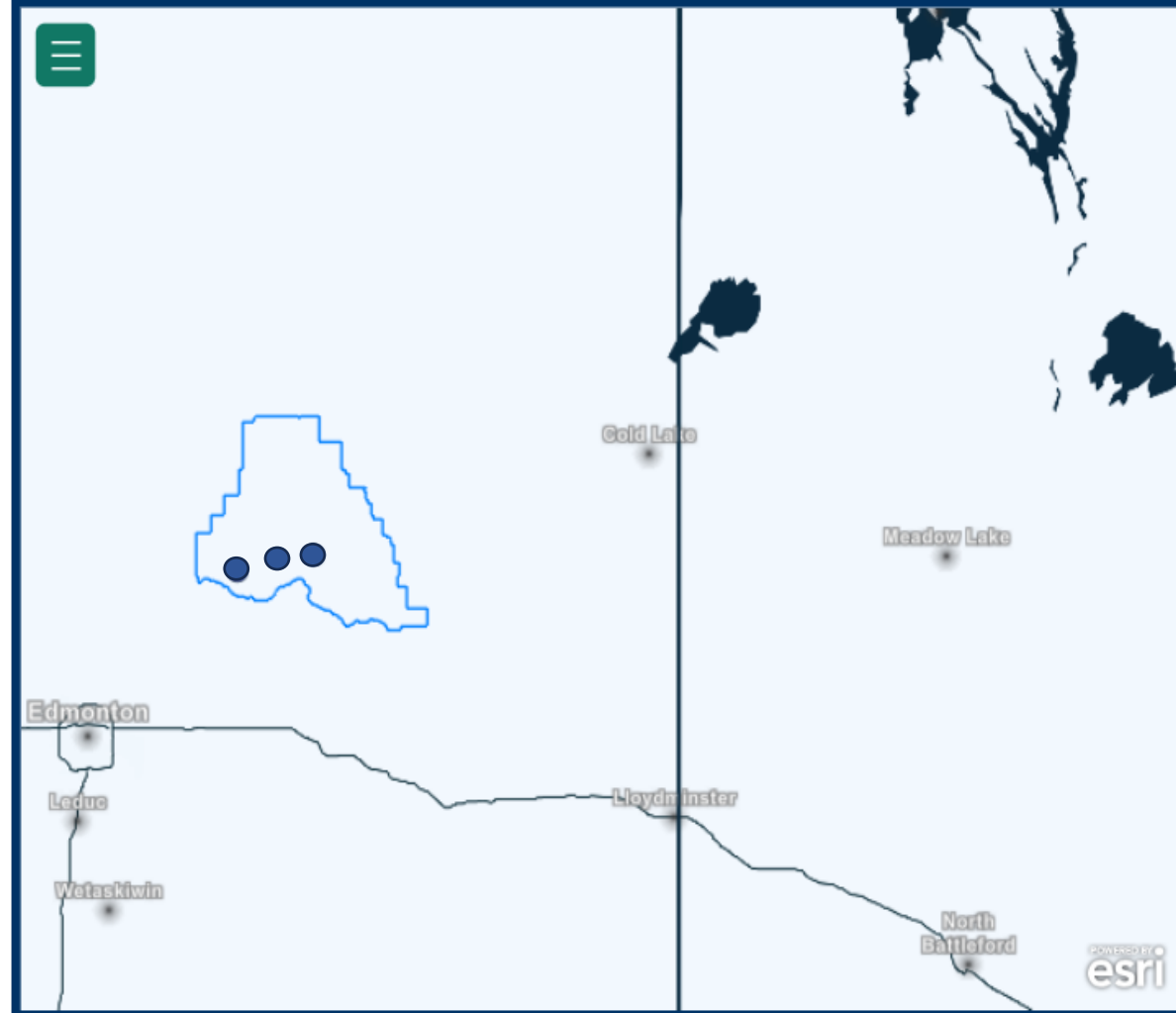
SMOKY LAKE COUNTY STARS 15-YEAR MISSION REPORT	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	TOTAL
NEAR CASLAN*					1							1	1	2	1	6
NEAR GOLD CREEK							1	1		1		1				4
NEAR GOODFISH LAKE*		1	2	2	6	3										14
NEAR KIKINO	1	1		1		2	2					1			4	12
SADDLE LAKE FN	1		3		1	3	3			1	4	3	4	5	5	33
SMOKY LAKE HOSPITAL CRITICAL IFT	10	4	5	12	13	7	4	7	6	7	8	11	7	7	12	120
NEAR SMOKY LAKE* + SAR	4	4	5	8	15	11	4	2	6	5	6	3	5	8	5	91
NEAR SPEDDEN	2									1		2			2	7
NEAR VILNA	3		2	2	5	3	1	1	1	1	1	1	2	1	2	26
NEAR WASKATENAU* + SAR		1	3	1				1					2			8
TOTAL	21	11	20	26	41	29	15	12	13	16	19	23	21	23	31	321



* Scene + SAR calls coded to nearest community – Actual mission location used to identify each occurrence within the Smoky Lake County boundaries

Within Smoky Lake County Boundaries - Patients Flown by STARS (2010-Present)

Smoky Lake County Residents Flown by STARS

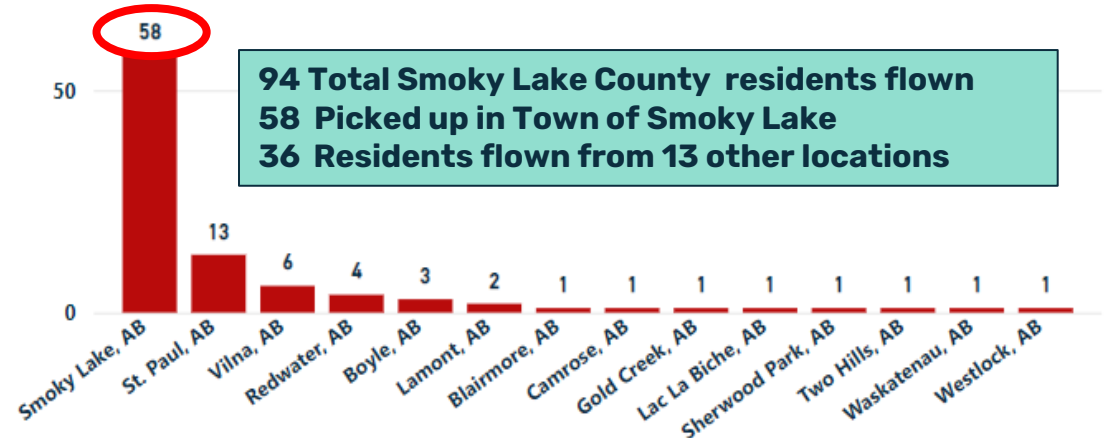


Resident Community	5 Yrs Ago	4 Yrs Ago	3 Yrs Ago	2 Yrs Ago	Last Year	5 Year Total	Total Since 2010
Vilna	4	2	5	1	2	14	43
Smoky Lake	3	4	2	1	1	11	29
Waskatenau	3	2	0	0	1	6	22
Total	10	8	7	2	4	31	94

Locations where Smoky Lake County Residents Travelled and Needed STARS



Count by Pickup Location



STARS IS BORDERLESS

6 BASES ACROSS WESTERN CANADA

- Average 11 MISSIONS PER DAY
- MORE THAN 60,000 (+) MISSIONS FLOWN
- AIR MEDICAL CREW (AMC) CROSS-TRAINED
- ALL CREW AND ASSETS CROSS BORDERS

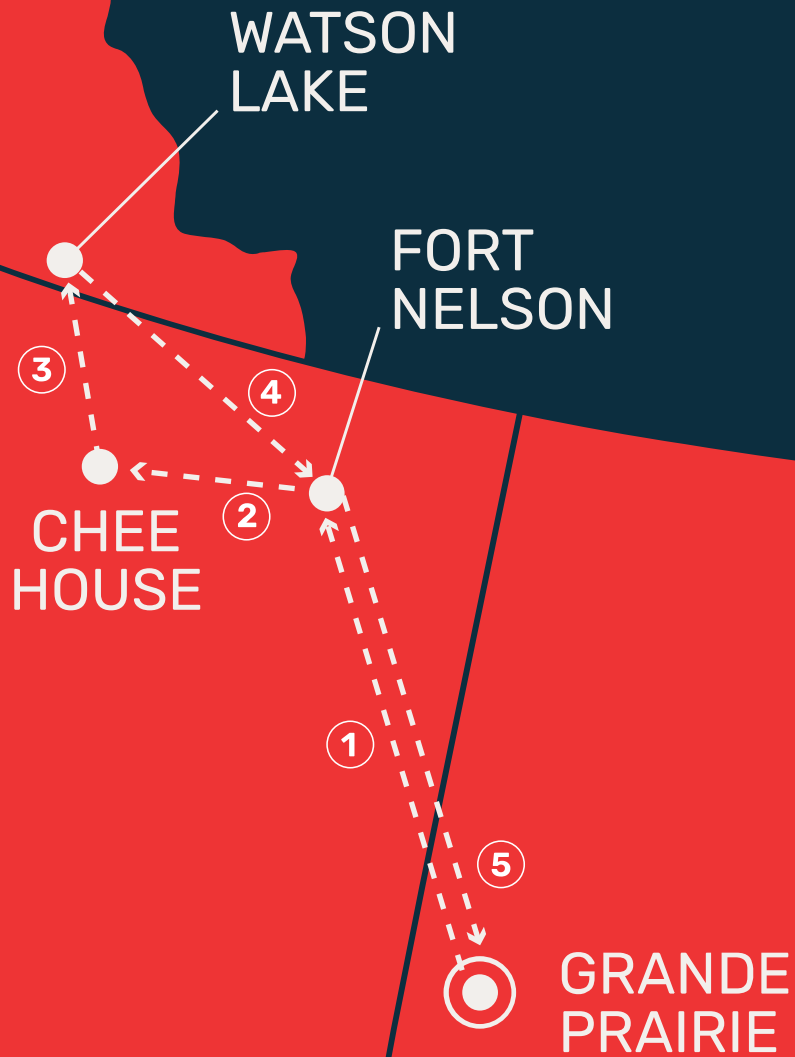
Mission Count	STARS Base	Mission Type	Description	Disposition
1	Calgary	IFT	Medical	PT TRANSPORTED - STARS
2	Calgary	Scene	Near Drowning / Trauma	PT TRANSPORTED - STARS
3	Calgary	IFT	NICU	PT TRANSPORTED BY GROUND WITH SPECIALTY TEAM
4	Calgary	IFT	COPD / Respiratory	PT TRANSPORTED - STARS
5	Edmonton	Scene	Cardiac	PT TRANSPORTED - STARS
6	Edmonton	Scene	Rollover	NMR MISSION CANCELLED - NO TRANSPORT
7	Edmonton	Scene	Workshop Explosion	MISSION CANCELLED - ALTERNATE TRANSPORT
8	Edmonton	Scene	GSW	PT TRANSPORTED - STARS
9	Grande Prairie	Scene	Stroke	PT TRANSPORTED - STARS
10	Grande Prairie	IFT	MVC	PT TRANSPORTED BY GROUND WITH STARS AMC
11	Grande Prairie	IFT	Motorcycle vs Deer	PT TRANSPORTED - STARS
12	Regina	IFT	Decreased LOC	PT TRANSPORTED - STARS
13	Regina	IFT	Pneumonia	PT TRANSPORTED - STARS
14	Saskatoon	Scene	Motocross Accident	PT TRANSPORTED - STARS
15	Saskatoon	IFT	Sepsis	PT TRANSPORTED - STARS
16	Winnipeg	Scene	MVC Polytrauma	PT TRANSPORTED - STARS
17	Winnipeg	IFT	Perforated Bowel	PT TRANSPORTED - STARS
18	Winnipeg	Scene	Seizures	PT TRANSPORTED - STARS



NEW MEDICATION HEMORRHAGE CONTROL

STARS has bolstered its medical toolkit with an innovative new blood product to help form blood clots and assist with hemorrhage control.

- Increase to 4 units of blood onboard
- Utilized in severe trauma cases
- Patients requiring more than two units of blood
- Fibrinogen promotes blood clots to form



OUR LONGEST MISSION

While hunting in the rugged mountains of northern B.C., Doug MacTavish suffered a major heart attack. Providing critical care to this patient in need resulted in our longest mission to date.

2,408 LITRES OF FUEL

1,763 KILOMETRES

8.2 HOURS OF FLIGHT

5.3 HOURS WITH PATIENT

1 LIFE SAVED

SMOKY LAKE COUNTY

REGIONAL LEADER

\$6,000 Fixed Rate
Standing Motion

BENEFITS

- STARS provides physical response and virtual care consultation
- Providing medical and procedural guidance for local practitioners
- Together, we enhance rural healthcare
- Residents access STARS 24/7 across Western Canada
- No cost to the patient.

A LIFE IS SAVED EVERY DAY. YOUR PARTNERSHIP MAKES IT POSSIBLE.





Public Hearing Date: April 24, 2025
Public Hearing Time: 9:15 a.m.

VIRTUAL PUBLIC HEARING BACKGROUND

<u>PROPOSED BYLAW NAME & NO.:</u>	Proposed Smoky Lake County Bylaw #1477-25
<u>APPLICANTS:</u>	Leya Hatch (2662683 Alberta Inc.)
<u>PROPOSAL:</u>	A Bylaw amending the Smoky Lake County Land Use Bylaw #1272-14 to redistrict all the portions of the lands legally described as Pt. NW-27-60-14-W4M, from Rural Industrial (M2) District to Agriculture (AG) District; and to amend Smoky Lake County Municipal Development Plan Bylaw #1249-12, to reclassify the lands legally described as Pt. NW-27-60-14-W4M, from Commercial Area to Agriculture Area.

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 lands in question are approximately 40.04 acres in 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.
- Should Bylaw #1477-25 receive Third Reading, the owner of the lands will be required to obtain approval from the County's Development Authority for any proposed development. Any proposed development shall meet the regulations of the Agriculture District under Land Use Bylaw #1272-14, and any additional conditions prescribed by the County's Development Authority. Adoption of Bylaw #1477-25 does not constitute Development Authority approval.

NOTICE:

- Public Notice has been advertised for two weeks consecutively in newsprint in the Redwater Review on **April 9, 2025** and **April 16, 2025**.
- Adjacent landowners were notified of the proposed Bylaw and Public Hearing by letter, sent on **April 3, 2025**.

ATTACHMENTS:

1. Proposed Bylaw #1477-25
2. Smoky Lake County Land Use Bylaw #1272-14: Section 8.2 – Agriculture District (AG) District

3. Relevant Legislation
4. Notice of Public Hearing

**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

S E A L

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.

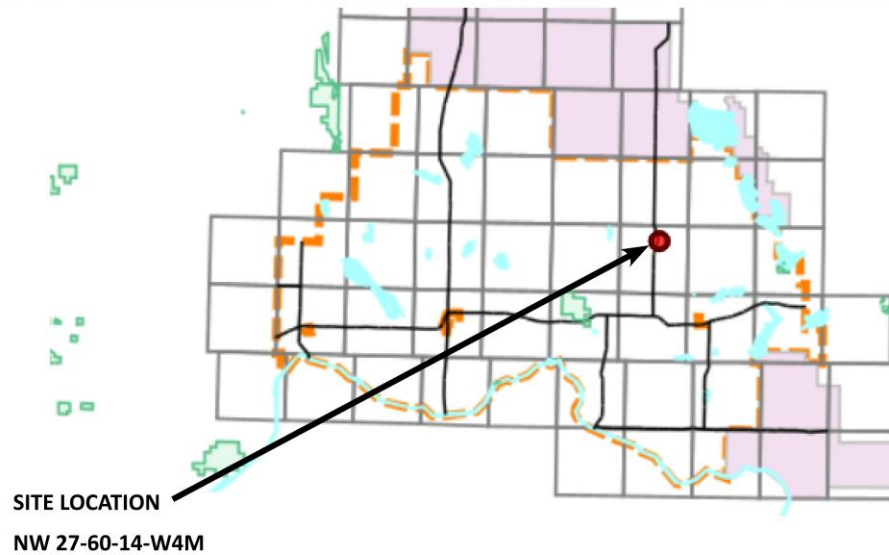
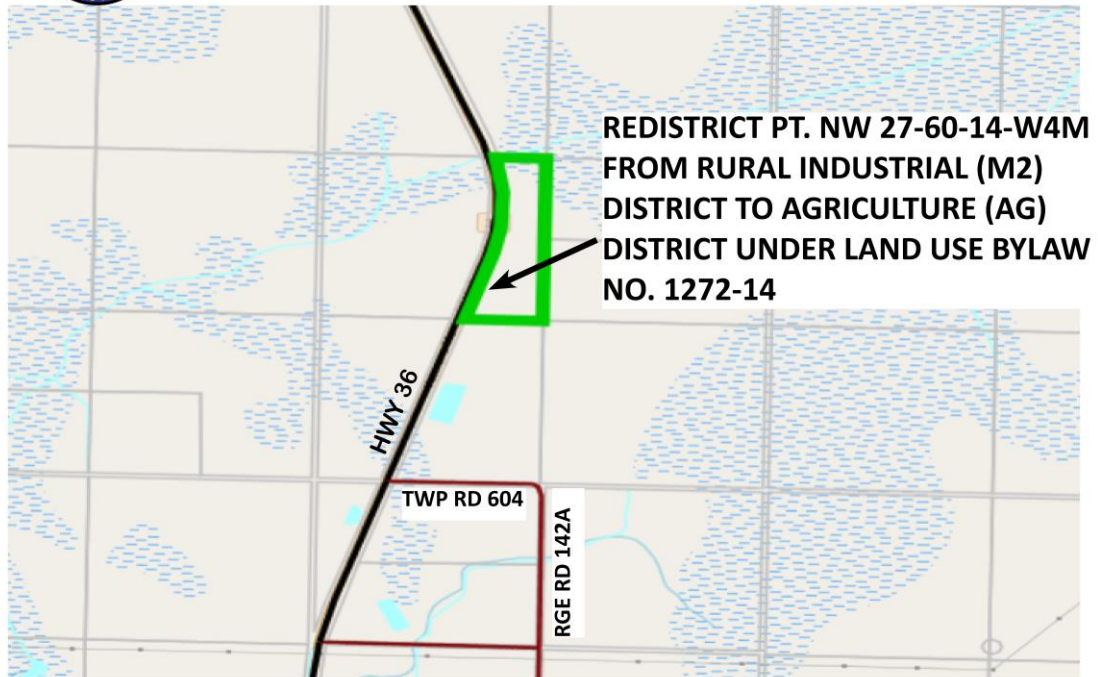
Jered Serben
Reeve

S E A L

Kevin Lucas
Chief Administrative Officer

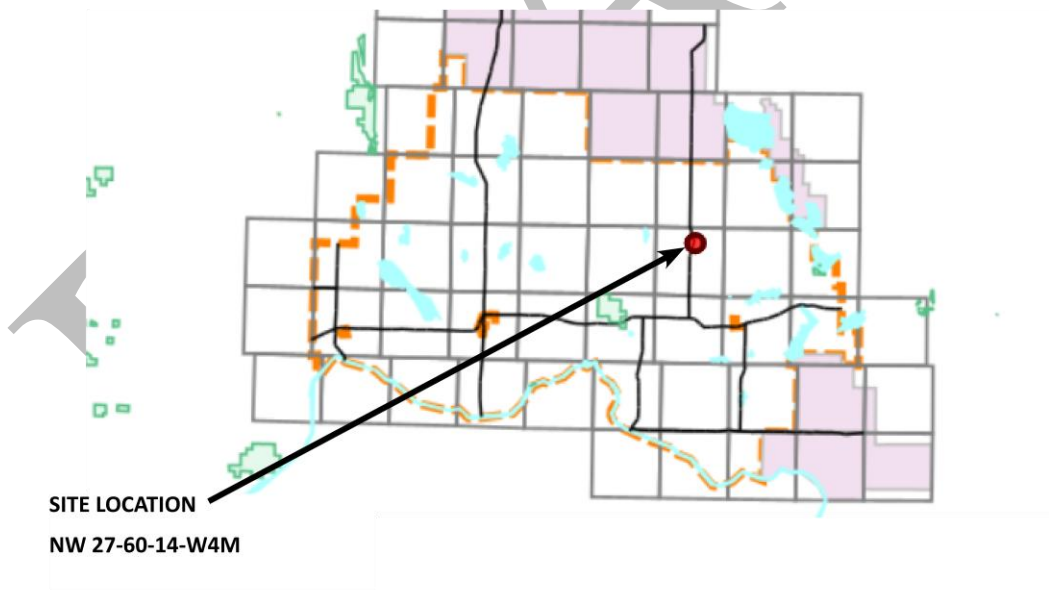
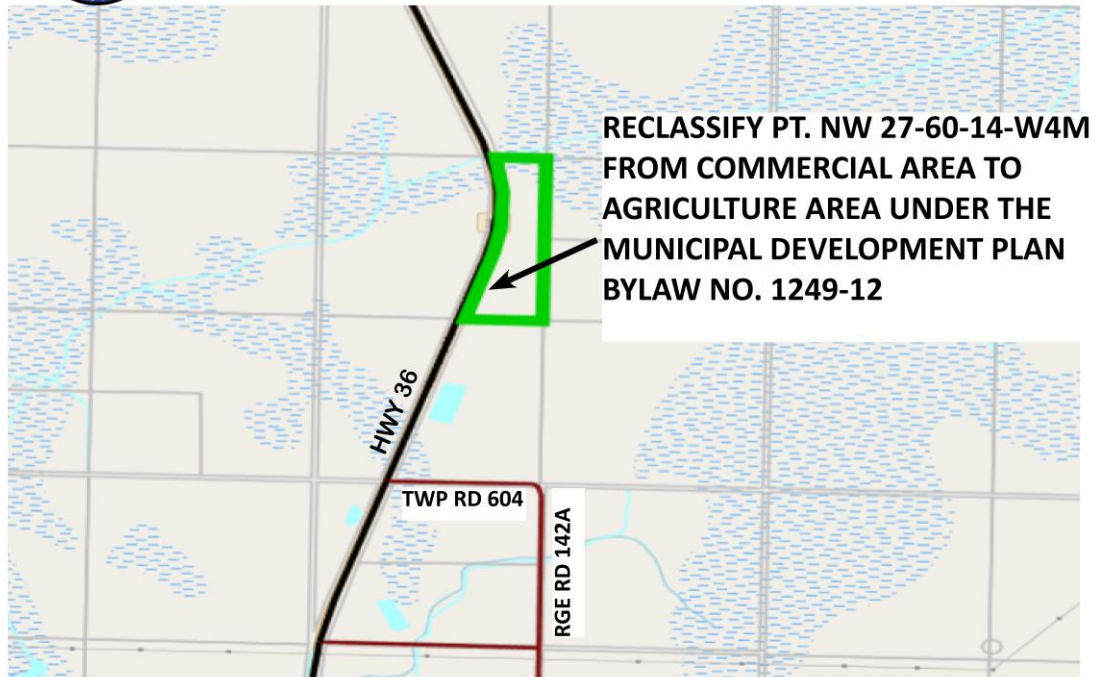


SCHEDULE "A" BYLAW NO. 1477-25





SCHEDULE "B" BYLAW NO. 1477-25



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

3. Discretionary Uses

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

- O. Duplex (Vertical and Side-by-Side)
- P. Family Care Facility
- Q. Intensive Agriculture
- R. Kennel
- S. Natural Resource Extraction Industry
- T. Place of Worship
- U. Public and Quasi-Public Building and Use
- V. Public Utility
- W. Recreational Use
- X. Recreational vehicle park
- Y. Relocated Building
- Z. Secondary Commercial
- AA. Sign
- BB. Surveillance Suite
- CC. Transfer Station
- DD. Utility Building
- 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 location, character and parcel coverage percentages of 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.

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.
- 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.



Public Hearing Date: April 24, 2025
Public Hearing Time: 9:15 a.m.

VIRTUAL PUBLIC HEARING – RELEVANT LEGISLATION & PLANNING POLICIES

Proposed Bylaw #1477-25: To amend Smoky Lake County Land Use Bylaw #1272-14 to redistrict all the portions of the lands legally described as Pt. NW-27-60-14-W4M, from Rural Industrial (M2) District to Agriculture (AG) District; and to amend Smoky Lake County Municipal Development Plan Bylaw #1249-12, to reclassify the lands legally described as Pt. NW-27-60-14-W4M, from Commercial Area to Agriculture Area.

SMOKY LAKE COUNTY MUNICIPAL DEVELOPMENT PLAN **BYLAW #1249-12**

SECTION 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 operation within the County, the Municipal Development Plan 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 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 unsubdivided quarter section if the following criteria are met to the satisfaction of the County:
- (a) The parcel contains a farmstead or, if it is a bare parcel, a suitable building site;
 - (b) Leal 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 intensive agriculture operation or a home-based value added agricultural industry, the County may require a business plan and/or financial plan, supporting the use and size of the parcel;
- (g) Any other considerations as may be required by the Subdivision Authority.

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 practices

- 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 of 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 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 developer'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 require 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 1.6km (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 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.
- Policy 4.1.4.13 If one (1) or more agricultural parcels have been previously 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.

- Policy 4.1.4.14 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.
- Policy 4.1.4.15 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.
- Policy 4.1.4.16 Farmstead separations may be permitted provided the site exhibits at least three (3) of the following characteristics: a residence, well, dugout, shelter belts, fences, ancillary farm buildings, power facilities, access.
- Policy 4.1.4.17 Only one (1) vacant Country Residential parcel will be allowed per quarter section at any time.
- Policy 4.1.4.18 Vacant Country Residential lots shall not be less than 2.0 ac. (0.9 ha), and normally no more than 40.0 ac. (16.18 ha) in size.

MUNICIPAL GOVERNMENT ACT (MGA)

PUBLIC HEARINGS

Municipal Government Act, R.S.A. 2000

When to hold public hearing

Section 216.4

(1) When this or another enactment requires council to hold a public hearing on a proposed bylaw or resolution, the public hearing must be held, unless another enactment specifies otherwise,

- (a) before second reading of the bylaw, or
- (b) before council votes on the resolution.

(2) When this or another enactment requires a public hearing to be held on a proposed bylaw or resolution, council must

- (a) give notice of the public hearing in accordance with section 606, and
- (b) conduct the public hearing during a regular or special council meeting.

(3) A council may, by bylaw, establish procedures for public hearings.

(4) In the public hearing, council

- (a) must hear any person, group of persons or person representing them who claims to be affected by the proposed bylaw or resolution and who has complied with the procedures outlined by the council, and
- (b) may hear any other person who wishes to make representations and who the council agrees to hear.

(5) After considering the representations made to it about the proposed bylaw or resolution at the public hearing and after considering any other matter it considers appropriate, the council may

- (a) pass the bylaw or resolution,
- (b) make any amendment to the bylaw or resolution it considers necessary and proceed to pass it without further advertisement or hearing, or
- (c) defeat the bylaw or resolution.

(5.1) Unless this Act or another enactment specifies otherwise, a council may hold only one public hearing on each proposed bylaw or resolution, or any part thereof, that considers residential developments or developments with residential and non-residential developments under Part 17.

(6) The minutes of a council meeting during which the public hearing is held must record the public hearing to the extent directed by the council.

REQUIREMENTS FOR ADVERTISING

Municipal Government Act, R.S.A. 2000

Section 606

(1) The requirements of this section apply when this or another enactment requires a bylaw, resolution, meeting, public hearing or something else to be advertised by a municipality, unless this or another enactment specifies otherwise.

(2) Notice of the bylaw, resolution, meeting, public hearing or other thing must be

- (a) published at least once a week for 2 consecutive weeks in at least one newspaper or other publication circulating in the area to which the proposed bylaw, resolution or other thing relates, or in which the meeting or hearing is to be held,
- (b) mailed or delivered to every residence in the area to which the proposed bylaw, resolution or other thing relates, or in which the meeting or hearing is to be held, or
- (c) given by a method provided for in a bylaw under section 606.1.

(3) A notice of a proposed bylaw must be advertised under subsection (2) before second reading.

(4) A notice of a proposed resolution must be advertised under subsection (2) before it is voted on by Council.

(5) A notice of a meeting, public hearing or other thing must be advertised under subsection (2) at least 5 days before the meeting, public hearing or thing occurs.

(6) A notice must contain

- (a) a statement of the general purpose of the proposed bylaw, resolution, meeting, public hearing or other thing,
- (b) the address where a copy of the proposed bylaw, resolution or other thing, and any document relating to it of the meeting or public hearing may be inspected,

- (c) in the case of a bylaw or resolution, an outline of the procedure to be followed by anyone wishing to file a petition in respect of it, and
 - (d) in the case of a meeting or public hearing, the date, time and place where it will be held.
- (7) A certificate of a designated officer certifying that something has been advertised in accordance with this section is proof, in the absence of evidence to the contrary, of the matters set out in the certificate.
- (8) The certificate is admissible in evidence without proof of the appointment or signature of the person who signed the certificate.

PLANNING BYLAWS

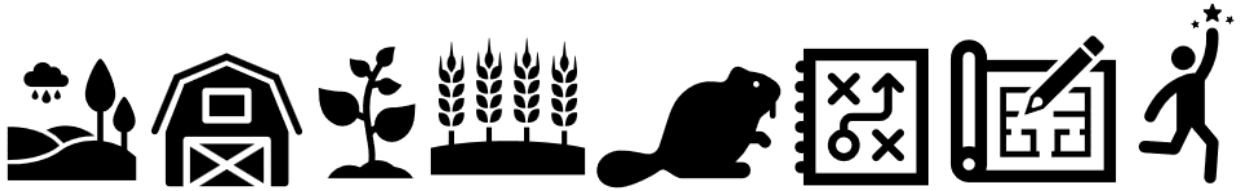
Section 692

- (1) Before giving second reading to
- (a) a proposed bylaw to adopt an intermunicipal development plan,
 - (b) a proposed bylaw to adopt a municipal development plan,
 - (c) a proposed bylaw to adopt to adopt an area structure plan,
 - (d) a proposed bylaw to adopt an area redevelopment plan,
 - (e) a proposed land use bylaw, or
 - (f) a proposed bylaw amending a statutory plan or land use bylaw referred to in clauses (a) to (e),
- a council must hold a public hearing with respect to the proposed bylaw in accordance with section 216.4 after giving notice of it in accordance with section 606.
- (2) Despite subsection (1), if a proposed development relates to more than one proposed bylaw referred to in subsection (1), the council may hold a single public hearing.
- (3) Despite subsection (1), in the case of a public hearing for a proposed bylaw adopting or amending an intermunicipal development plan,
- (a) councils may hold a joint public hearing to which section 184 does not apply, and
 - (b) municipalities may act jointly to satisfy the advertising requirements of section 606.

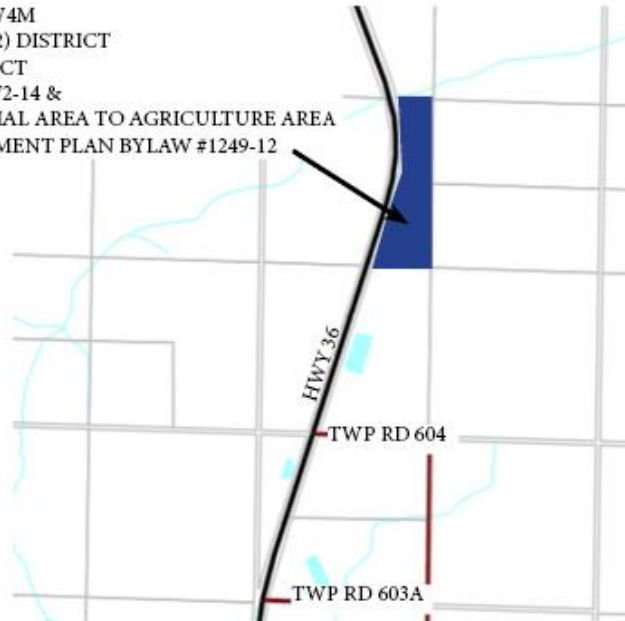
- (4) In the case of an amendment to a land use bylaw to change the district designation of a parcel of land, the municipality must, in addition to the requirements of subsection (1),
- (a) include in the notice described in section 606(2)
 - i. the municipal address, if any, and the legal address of the parcel of land, and
 - ii. a map showing the location of the parcel of land,
 - (b) give written notice containing the information described in clause (a) and in section 606(6) to the assessed owner of that parcel of land at the name and address shown in the assessment roll of the municipality, and
 - (c) give a written notice containing the information described in clause (a) and in section 606(6) to each owner of adjacent land at the name and address shown for each owner on the assessment roll of the municipality.
- (5) If the land referred to in subsection (4)(c) is in another municipality, the written notice must be given to that municipality and to each owner of adjacent land at the name and address shown for each owner on the tax roll of that municipality.
- (6) Despite subsection (1), a bylaw referred to in subsection (1) may be amended without giving notice or holding a public hearing if the amendment corrects clerical, technical, grammatical or typographical errors and does not materially affect the bylaw in principle or substance
- (6.1) Subsection (1)(f) does not apply in respect of a proposed bylaw amending a statutory plan or land use bylaw to specify the purposes of a community services reserve.
- (7) In this section,
- (a) “adjacent land” means land that is contiguous to the parcel of land that is being redesignated and includes
 - i. land that would be contiguous if not for a highway, road, river or stream, and
 - ii. any other land identified in the land use bylaw as adjacent land for the purpose of notifications under this section;
 - (b) “owner” means the person shown as the owner of land on the assessment roll prepared under Part 9.
- (8) If an ALSA regional plan requires a council to pass a bylaw referred to in this section, the council must

- (a) consider whether, in view of the requirement in the ALSA regional plan, consultation is necessary, desirable or beneficial, and
 - (b) decide whether or not to proceed with consultation.
- (9) If a council decides under subsection (8) that consultation is neither necessary nor desirable or would not be beneficial, subsections (1) to (7) do not apply to the council in respect of the bylaw concerned.

Smoky Lake County
NOTICE – PUBLIC HEARING
on Proposed Bylaw #1477-25



REDISTRICT PT. NW-27-60-14-W4M
 FROM RURAL INDUSTRIAL (M2) DISTRICT
 TO AGRICULTURE (AG) DISTRICT
 UNDER LAND USE BYLAW #1272-14 &
 RECLASSIFY FROM COMMERCIAL AREA TO AGRICULTURE AREA
 UNDER MUNICIPAL DEVELOPMENT PLAN BYLAW #1249-12



TAKE NOTICE THAT in accordance with sections 216.4, 606 & 692 of the *Municipal Government Act*, the Council of Smoky Lake County is giving consideration of Bylaw #1477-25:

- To redistrict the lands legally described as PT. NW-27-60-14-W4M, from RURAL INDUSTRIAL (M2) DISTRICT to AGRICULTURE (AG) DISTRICT, under the County's Land Use Bylaw #1272-14; &
- To reclassify the lands legally described as PT. NW-27-60-14-W4M, from COMMERCIAL AREA to AGRICULTURE AREA, under the County's Municipal Development Plan Bylaw #1249-12.

A Statutory Public Hearing will be held in relation to Bylaw 1477-25, both in-person and via videoconference on Thursday, April 24, 2025, at 9:15 a.m. (or as soon as practical thereafter) at: Smoky Lake County Council Chambers, 4612 McDougall Drive, Smoky Lake, AB T0A 3C0 or online: <https://video.businessconnect.telus.com/join/711789613> Meeting ID: 711789613 or via phone: 1-844-511-2074

In-person Speakers:

If you intend on participating in person, you are encouraged to pre-register for the Public Hearing by contacting Legislative Services at 780-656-3730.

Speakers participating through Telus Business Connect videoconference:

If you wish to speak at the Public Hearing via videoconference, you are asked to register 24 hours prior to the opening of the Public Hearing by contacting Patti Priest, Executive Services Clerk, at 780-656-3730. This is to ensure that virtual participants receive instructions to access the videoconference.

Requirements for all Speakers:

All speakers will be given a 5-minute time limit and are encouraged to provide a written copy of their submission in advance of the Public Hearing.

Written Submissions:

All interested parties are encouraged to express their views by providing a written submission to Executive Services by email at mandreychuk@smokylakecounty.ab.ca.

Persons wishing to view the Bylaw and/or the Public Hearing are invited to attend in person or view the Meeting at the County website at <http://www.smokylakecounty.ab.ca> or view the Bylaw <https://www.smokylakecounty.ab.ca/notices>

Questions? Contact:

Jordan Ruegg Planning & Development Manager, Smoky Lake County at 780-650-5207 / jruegg@smokylakecounty.ab.ca



Freedom of Information and Protection of Privacy Act: By submitting comments on this bylaw, either orally or in writing, the personal information you provide may be recorded in the minutes of the Public Hearing, or otherwise made public. This information is collected in line with section 33(c) of the Freedom of Information and Protection of Privacy Act. If you have any questions, please contact the Smoky Lake County Access and Privacy Officer at 4612 McDougall Drive Box 310, Smoky Lake, AB T0A 3C0, 780-656-3730, or county@smokylakecounty.ab.ca.



Request for Decision (RFD)

Meeting Date: Thursday, April 24, 2025

Agenda Item: # 7.1

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 Second and Third Readings to Bylaw No. 1477-25.

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.

Bylaw No. 1477-25 was given First Reading on March 27, 2025, and a Public Hearing was subsequently held on April 24, 2025, to obtain public feedback both in support of, and in opposition to, the proposed Bylaw. The applicant's rationale requesting the change in land use districting/classification is that the proposed construction of a single detached dwelling and hobby farm, are both 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: Nil.

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:

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

Date:

April 14, 2025

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 <u>[Signature]</u>	
MAILING ADDRESS [REDACTED]		MAILING ADDRESS [REDACTED]	
POSTAL CODE [REDACTED]	TELEPHONE [REDACTED]	POSTAL CODE [REDACTED]	TELEPHONE [REDACTED]

LEGAL DESCRIPTION

QTR/LSD <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

- ☐ AGRICULTURAL DISTRICT (AG)
- ☐ VICTORIA AGRICULTURE DISTRICT (A1)
- ☐ MULTI-LOT COUNTRY RESIDENTIAL DISTRICT (R1)
- ☐ RESIDENTIAL (CLUSTER) CONSERVATION DISTRICT (R2)
- ☐ VICTORIA RESIDENTIAL DISTRICT (R3)
- ☐ HAMLET RESIDENTIAL DISTRICT (R4)
- ☐ HIGHWAY COMMERCIAL DISTRICT (C1)
- ☐ VICTORIA COMMERCIAL DISTRICT (C2)
- ☐ HAMLET COMMERCIAL DISTRICT (C3)
- ☐ INDUSTRIAL DISTRICT (M1)
- ☒ RURAL INDUSTRIAL DISTRICT (M2)
- ☐ COMMUNITY AND INSTITUTIONAL DISTRICT (P)
- ☐ DIRECT CONTROL DISTRICT (DC)
- ☐ DIRECT CONTROL LANDFILL DISTRICT (DC1)

PROPOSED LAND USE DISTRICT

- ☒ AGRICULTURAL DISTRICT (AG)
- ☐ VICTORIA AGRICULTURE DISTRICT (A1)
- ☐ MULTI-LOT COUNTRY RESIDENTIAL DISTRICT (R1)
- ☐ RESIDENTIAL (CLUSTER) CONSERVATION DISTRICT (R2)
- ☐ VICTORIA RESIDENTIAL DISTRICT (R3)
- ☐ HAMLET RESIDENTIAL DISTRICT (R4)
- ☐ HIGHWAY COMMERCIAL DISTRICT (C1)
- ☐ VICTORIA COMMERCIAL DISTRICT (C2)
- ☐ HAMLET COMMERCIAL DISTRICT (C3)
- ☐ INDUSTRIAL DISTRICT (M1)
- ☐ RURAL INDUSTRIAL DISTRICT (M2)
- ☐ COMMUNITY AND INSTITUTIONAL DISTRICT (P)
- ☐ DIRECT CONTROL DISTRICT (DC)
- ☐ DIRECT CONTROL LANDFILL DISTRICT (DC1)

MUNICIPAL DEVELOPMENT PLAN:

Agricultural Area

AREA STRUCTURE PLAN:

N/A

REASON IN SUPPORT OF APPLICATION FOR AMENDMENT:

OFFICE USE ONLY

REPORTS ☐ Environmental Site Assessment ☐ Biophysical Assessment ☐ Geotechnical Report
☐ Stormwater Management Plan ☐ Certificate Of Title

APPLICATION FEE

\$ 1,000.00

RECEIPT

BYLAW NO.



Smoky Lake County

4612 McDougall Drive

PO Box 310

Smoky Lake AB T0A 3C0

RECEIPT OF PAYMENT

Page 1

2662683 ALBERTA LTD.



Receipt Number: 38006

Tax Number:

Date: March 17, 2025

Initials: LS

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


3/18/25, 9:19 AM

SpinllHost

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

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](#)

<https://alta.registries.gov.ab.ca/Spinll/ImmediateCheckoutPreviewHTML.aspx?ArticleTypeID=f1dd406-26aa-45d5-9bf9-3f552c972a5c&ArticleType=Cu...> 1/1

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.

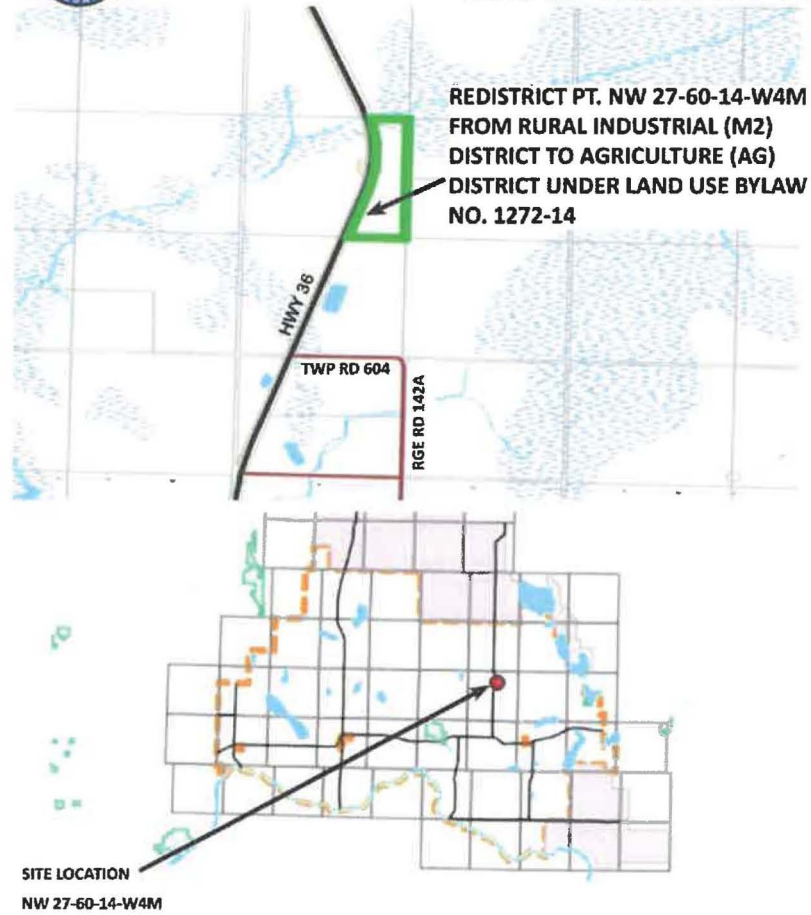
Jered Serben
Reeve

SEAL

Kevin Lucas
Chief Administrative Officer

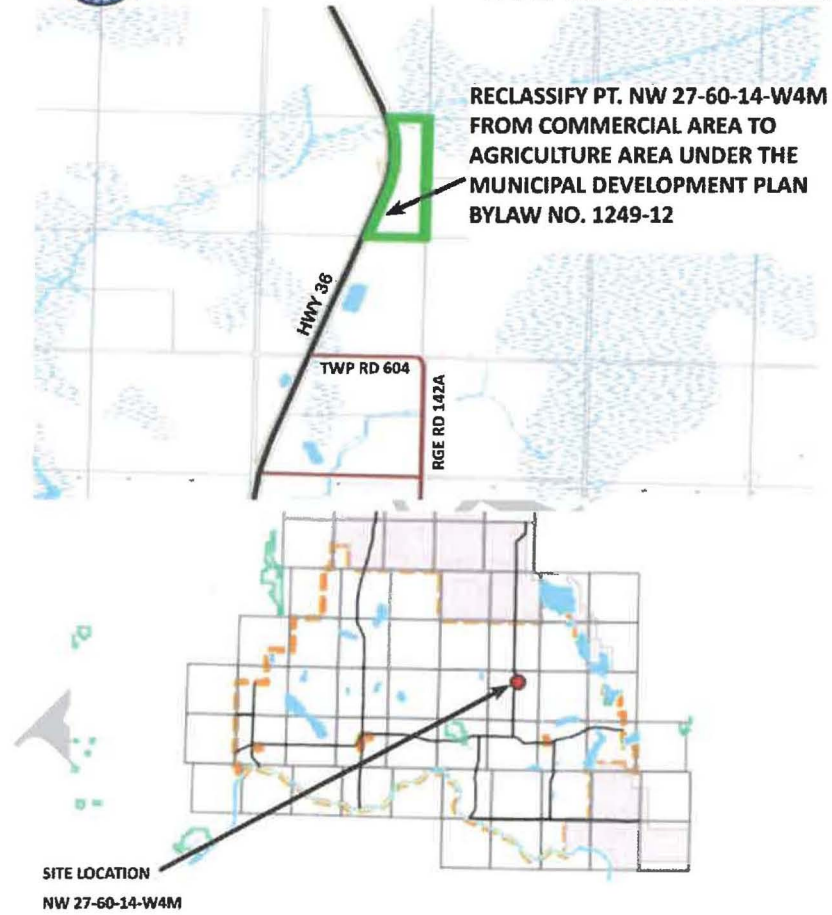


SCHEDULE "A" BYLAW NO. 1477-25





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
----------------------------	--

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:

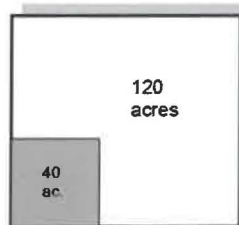
Objective 4.1.1	To ensure that working landscapes remain an integral and viable component of the regional economy and rural social structure
Policy 4.1.1.1	The Agricultural Use Area is to be, for the most part, conserved for working landscapes; the agricultural, forestry and resource uses.
Policy 4.1.1.2	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



Smoky Lake County
Municipal Development Plan
Bylaw 1249-12

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

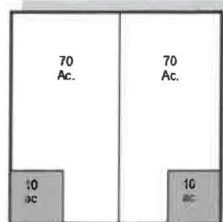
MAXIMUM # OF FRAGMENTED PARCELS	MAXIMUM NUMBER OF PARCELS FOR AGRICULTURE USE	MAXIMUM # OF PARCELS FOR RESIDENTIAL USE	MAXIMUM # OF PARCELS PER QUARTER SECTION
0 parcels	1 parcels	4 parcels	5 parcels
0 parcels	2 parcels	3 parcels	5 parcels
1 parcels	1 parcels	3 parcels	5 parcels
1 parcels	2 parcels	2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

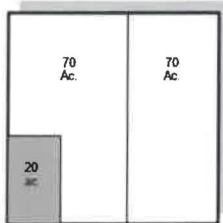


* drawing not to scale

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:

- (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

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.





Request for Decision (RFD)

Meeting Date: Thursday, April 24, 2025

Agenda Item: # 7.2

Topic:

Presented By: Environmental Operations Manager

Recommendation: Due to the timeframe, recommendations will be presented as an addition to April 24, 2025 Regular Council Meeting Agenda. As no response was provided by the local water well Drilling Contractors prior to submission to agenda.

Background:

Motion # 4043-25 Halisky

That Smoky Lake County to direct the Environmental Operations Manager to reach out to the original company that drilled the well to explore available options. Additionally, conduct research on potential grants for upgrading the Smoky Lake truck fill, and direct staff to monitor and fill the extra tank whenever feasible.

Currently the Environmental Operations Manager is reaching out to all local water well drilling companies including Lakeland Drilling who has drilled the original well at the Smoky Lake Truck Fill. The Environmental Operations staff has filled the extra stand up tank on site and will continue to monitor.

Benefits: Assisting local producers during the busy crop spraying season.

Disadvantages:

Alternatives: Councils discretion

Financial Implications:

No funds were allocated from the 2025 Budget towards this project.

Legislation: NA

Intergovernmental:

N/A

Strategic Alignment:

N/A

Enclosure(s): Additions to the agenda

Signature of the CAO:

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



Request for Decision (RFD)

Meeting Date: Thursday, April 24, 2025
Topic: Community Peace Officer Policies
Presented By: CPO

Agenda Item: # 7.3

Recommendation:

Motion #1 - That Smoky Lake County Policy 02-11 Peace Officer Annual Reporting be amended.

Motion #2 - That Smoky Lake County Policy 02-32 Peace Officer Video Recording System be amended.

Motion #3 - That Smoky Lake County Policy 2-10 Peace Officer Operational Records be amended.

Motion #4 - That Smoky Lake County Policy 2-18. Peace Officer Use of Force Policy be amended.

Motion #5 - That Smoky Lake County Policy 2-17. Peace Officer Use of Baton be rescinded.

Motion #6 - That Smoky Lake County Policy 2-26 Peace Officer Communications Systems be amended.

Motion #7 - That Smoky Lake County Policy 2-29 Peace Officer Exhibit Policy be amended.

Motion #8 - That Smoky Lake County Policy 2-36 Peace Officer Uniform and Equipment be amended.

Motion #9 - That Smoky Lake County Policy 2-37 Peace Officer Patrol Vehicle be amended.

Background:

These policies govern the function and operation of the Enforcement Services Department and outline operational standards and guidelines. Furthermore, the existence of these policies is required in accordance with the Alberta Public Security Peace Officer Program, Peace Officer Ministerial Regulation, Peace Officer Act, and Peace Officer Policy and Procedure Manual.

Policy 02-11 Peace Officer Annual Reporting

An annual written report is a requirement designed to facilitate communication with the Director of Law Enforcement of the Peace Officer Program, and the Alberta Solicitor General. The amendments to this policy will allow for a new template to be created for annual reporting purposes and will remove the need for the annual report to be amended through Council annually.

Policy 02-32 Peace Officer Video Recording System

The purpose of this policy is to provide the Peace Officer with instructions for the use of video cameras. Video cameras are used by the Peace Officer to ensure their safety and provide detailed and accurate records of information. The revisions to this policy include specific mention to new technology the Peace Officer has access to, as well as data storage and handling protocols.

Policy 02-10 Peace Officer Operational Records

The operational records maintained by Smoky Lake County contain the required information in accordance with Section 14, 15, and 16, **Peace Officer Ministerial Regulations Act**. The operational management system is based primarily on a computer-based system, with paper backups of files upon completion. The program to be used for all reports is the Omnigo Report Exec software. The revisions of this policy were made to reflect the move to new computer-based reporting software, and the guidelines and policies for reporting using the new software.

Policy 02-18 Peace Officer Use of Force



Request for Decision (RFD)

The purpose of this policy is to set out the parameters under which defensive tools and force may be deployed by Peace Officer(s) employed by Smoky Lake County while executing authorized duties. This policy is amended from being the OC Spray Policy, to include all Use of Force related items, as well as to update procedures for Use of Force reporting and situations.

Policy 02-17 Peace Officer Use of Baton

This policy specifically was in reference to the Use of Baton by a Peace Officer. This has been included into Policy 02-18, Peace Officer Use of Force, and is no longer necessary.

Policy 02-26 Peace Officer Communications Systems

This policy outlines the operational guidelines for Peace Officer Communications systems. These systems allow for operational safety for the Peace Officer while conducting their assigned duties, as well to track the location of the Peace Officer, should emergency assistance be required. Amendments to this policy removed information that was often subject to change, such as vehicle numbers and cell phone numbers. Revisions also included updated policies for Dispatch procedures.

Policy 02-29 Peace Officer Exhibit Policy

The purpose of this policy is to outline the operational procedures and guidelines for the handling and storage of exhibits that comes into the custody of Smoky Lake County Peace Officer. The revisions to this policy include changing record-keeping methods to the new reporting software, as well as change the format of the Exhibit Log Ledger.

Policy 02-36 Peace Officer Uniform and Equipment Policy

The purpose of the uniform and equipment policy is to establish standards to ensure that the uniformed Community Peace Officer be identified as the law enforcement authority in Smoky Lake County and be readily identifiable to the public through the proper wearing of uniform and equipment. Revisions to this policy include differentiating between a Dress Uniform and a Duty Uniform, and the policies for wearing each. Additionally, the policy was updated to address how hair is worn, in the case the Peace Officer has longer hair. Specific details regarding the Peace Officer Shoulder Flash were also revised to allow for easier changes in Shoulder Flash design.

Policy 02-36 Peace Officer Uniform and Equipment Policy

The purpose of the uniform and equipment policy is to establish standards to ensure that the uniformed Community Peace Officer be identified as the law enforcement authority in Smoky Lake County and be readily identifiable to the public through the proper wearing of uniform and equipment. Revisions to this policy include differentiating between a Dress Uniform and a Duty Uniform, and the policies for wearing each. Additionally, the policy was updated to address how hair is worn, in the case the Peace Officer has longer hair. Specific details regarding the Peace Officer Shoulder Flash was also revised to allow for easier changes in Shoulder Flash design.

Policy 02-37 Peace Officer Patrol Vehicle Policy

The purpose of this policy is to outline the operational procedures and guidelines for use, procurement, and replacement of the Peace Officer patrol vehicle. The Community Peace Officer (CPO), employed by the County, will be provided with a vehicle that meets the specifications consistent with the Alberta Justice and Solicitor General Peace Officer Program. Revisions to this policy allow removed specific unit listing and was made more generic in its application.

Benefits:

Updates CPO Policies to reflect fundamental changes within the Department, outlines more specific operating procedures and guidelines, and reduces the need for constant policy revision.



Request for Decision (RFD)

Disadvantages:

Unknown

Alternatives:

Any alternative to the recommendation is at the discretion of Council.

Financial Implications:

No financial implications are incurred as a result of these changes.

Legislation:

Peace Officer Ministerial Regulations Act & Public Security Peace Officer Program.

Intergovernmental:

N/A

Strategic Alignment:

Priority #3: Emergency Services

Enclosure(s):

1. Policy 02-11 Peace Officer Annual Reporting
 2. Policy 02-32 Peace Officer Video Recording System
 3. Policy 2-10 Peace Officer Operational Records
 4. Policy 2-18. Peace Officer Use of Force Policy
 5. Policy 2-26 Peace Officer Communications Systems
 6. Policy 2-29 Peace Officer Exhibit Policy
 7. Policy 2-36 Peace Officer Uniform and Equipment
 8. Policy 2-37 Peace Officer Patrol Vehicle
-

Signature of the CAO:

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

SMOKY LAKE COUNTY



Title: Peace Officer: Annual Reporting		Policy No.: 11-15
Section: 02	Code: P-I	Page No.: 1 of 2 E

Legislation Reference:	Peace Officer Ministerial Regulations Act
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Purpose:	To submit a written report to the Alberta Solicitor General on an annual basis on the Peace Officer Program.
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Policy Statement and Guidelines:

1. STATEMENT

- 1.1 Smoky Lake County submitted an Application to the Alberta Justice and Solicitor General and Public Security on August 17, 2006 – Motion 627-06 for “Authorization to Employ a Special Constable.”
- 1.2 Under the Public Security Division – Peace Officer Program, Smoky Lake County was authorized as of January 2007 to be an Employer of a Peace Officer Appointment by the director of Law Enforcement.

2. OBJECTIVE

- 2.1 An annual written report is a requirement designed to facilitate communication with the Director of the Alberta Solicitor General.
- 2.2 The annual report includes areas such as the service provided operational practices of the Peace Officer and enforcement related activities, as well as community engagement and general information pertinent to the Program.

3. GUIDELINES

The Annual report must include:

- 3.1 The general nature of the services provided by the peace officer.
- 3.2 Operational practices of the peace officer.
- 3.3 Enforcement and enforcement-related activities of the peace officer.
- 3.4 Name and position of the agency contact person in a senior management position.
- 3.5 Statistical data related to offences and tickets issued (summaries only) required by the director.
- 3.6 An updated list of peace officers employed and their positions in the agency.

Title: Peace Officer: Annual Reporting		Policy No.: 11-15
Section: 02	Code: P-I	Page No.: 2 of 2 E

Policy Statement and Guidelines:

4. PROCEDURES

- 4.1 The Annual Written Report format will be in professional in style and must contain all information and data required by the Peace Officer Program.
- 4.2 The Peace Officer employed by Smoky Lake County will complete the Annual Report by January 31st each year and submit to the Director of Law Enforcement, Public Security Peace Officer Program.
- 4.3 The Peace Officer will, on completion of the Annual Report, provide a copy of the report to the Chief Administrative Officer and County Council.

	Date	Resolution Number
Approved	March 27, 2008	# 367-08 - Page # 8639
Amended	February 19, 2009	# 250-09 - Page # 8862
Amended	January 21, 2010	# 261-10 - Page # 9217
Amended	January 27, 2011	# 262-11 - Page # 9612
Amended	February 23, 2012	# 316-12 - Page # 9971
Amended	March 1, 2013	# 468-13 - Page # 10504
Amended	February 20, 2014	# 253-14 - Page # 11086
Amended	March 26, 2015	# 490-15 - Page # 11716
Amended	February 18, 2016	# 377-16 - Page # 12076
Amended	February 16, 2017	# 367-17 - Page # 12517
Amended	January 25, 2018	# 206-18 - Page # 12923
Amended	January 31, 2019	# 280-19 - Page # 13443
Amended	January 23, 2020	# 360-20 - Page # 13962
Amended	January 28, 2021	# 291-21 - Page # 14436
Amended	January 25, 2024	# 284-24 - Page # 15488

SMOKY LAKE COUNTY



Title: Peace Officer: Video Recording System	Policy No.: 32-01
Section: 02	Code: P-S
	Page No.: 1 of 3

Legislation Reference:	Peace Officer Ministerial Regulations Act Public Security Peace Officer Program
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Purpose:	To purpose of this policy is to provide the Peace Officer with instructions for the use of video cameras. Video cameras are used by the Peace Officer to ensure their safety and provide detailed and accurate records of information.
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Policy Statement and Guidelines:

1. STATEMENT:

- 1.1 Video cameras are an effective law enforcement tool that can reduce violent confrontations and complaints against officers. To ensure the safety and accountability of Smoky Lake County's Peace Officer and/or Bylaw Officer, the Peace Officer will be provided with a body worn camera and an in-car camera capable of capturing audio. Smoky Lake County is committed to treating the public with the utmost respect and dignity including the respect for their privacy rights.

2. OBJECTIVES:

- 2.1 These cameras will provide documentation of the Peace Officer and/or Bylaw Officer's public encounters and will maintain a record of information important for collecting evidence. This will also assist in maintaining public trust and provide accurate disclosure of information in court proceedings.

3. DEFINITIONS

- 3.1 **Authorized Personnel:** individuals who require access to the video surveillance systems and recordings in the performance of their job requirements. Authorized personnel include the CAO or designate and the Peace Officer or Bylaw Officer wearing the device the footage originated from.
- 3.2 **Body Worn Camera:** a personal recording device attached to the vest of the Peace Officer or Bylaw Officer that records audio and video data.
- 3.3 **In Car Camera:** A static recording device located on the dashboard of the Peace Officer's vehicle and has camera focused directly out of the vehicle's front windshield, with a portable microphone that can be affixed to the uniform of the Peace Officer.

4. GUIDELINES:

- 4.1 The body worn camera will be used **only** during situations where the Peace Officer or Bylaw Officer believes videorecording is necessary to record an interaction for the purpose of conducting an investigation, or when the Peace Officer or Bylaw Officer believes there may be a risk to their own or another individuals' safety. Recording devices **will not** be used to conduct blanket surveillance or to record personal conversations between the Peace Officer and/or Bylaw Officer and a member of the public.

Title: Peace Officer: Video Recording System		Policy No.: 32-01
Section: 02	Code: P-S	Page No.: 2 of 3

Policy Statement and Guidelines:

- 4.2 Individuals authorized to view recordings from either the body worn camera or the in-car camera are limited to the Chief Administrative Officer or designate, Smoky Lake County Peace Officer, and RCMP members upon request or when an investigation is turned over to their authority. Any data recorded through the Smoky Lake County Peace Officer's recording devices that is requested by an Officer of the Provincial Court of Alberta will be provided.
- 4.3 Still frames of video from the in-car camera are permitted to be maintained in a case file as created by the peace officer and used throughout the course of the Peace Officer's investigation as required and authorized by the Solicitor General of Alberta. A still frame capture of any video cannot be duplicated or sent electronically to any person outside of those permitted to view the video.
- 4.4 The Peace Officer will inform the person being recorded that they are on video prior to engaging in conversation, **should the situation allow for this disclosure.**
- 4.5 All recorded video will be secured on an encrypted storage device, separate from the main Smoky Lake County Server. Backup files will be created and stored on an additional hard drive.
- 4.6 All video files will be transferred directly from the Peace Officer's vehicle **to the secure hard drive storage device** from the Micro SD card. These files will not be removed from the vehicle for any purpose other than to be transferred on to the **secured hard drive storage, or to be used in the process of conducting an investigation, preparing court disclosure, or handing over recording data to the RCMP.** Once the file transfer is complete, all data on the Micro SD card will be destroyed.
- 4.7 All files will be retained as stated in the Peace Officer Operational Records Management System, as per **Policy Statement No. 02-10: Peace Officer: Operational Records Management System.**
- 4.8 All data, images, video and metadata captured, recorded or otherwise produced by the video devices is property of Smoky Lake County.
- 4.9 Anyone that witnesses the unauthorized disclosure of any surveillance recordings that are in violation of this Policy and/or a potential privacy breach must report the incident to the Chief Administrative Officer or designate immediately.
- 4.10 Smoky Lake County will investigate all reported breaches of privacy, unauthorized viewings or disclosures. Any breaches of this Policy by employees may result in disciplinary action up to and including termination of employment.

5. PROCEDURES:

- 5.1 **Chief Administrative Officer or designate:**
 - 5.1.1 Ensure that this policy is enforced.
 - 5.1.2 Approve the placement of all video surveillance equipment.
 - 5.1.3 Approve authorized personnel and access to information collected by the surveillance systems.
 - 5.1.4 Ensure that authorized personnel are familiar with this Policy and providing advice, training and recommendations to assist in compliance with Freedom of Information and Protection of Privacy (FOIP) Act.
 - 5.1.5 Supervise authorized personnel and ensuring their compliance with this Policy.
 - 5.1.6 Investigate and respond to privacy complaints related to surveillance records and security or privacy breaches.

Title: Peace Officer: Video Recording System		Policy No.: 32-01
Section: 02	Code: P-S	Page No.: 3 of 3

Policy Statement and Guidelines:	
5.1.7	Respond to formal requests to access surveillance records, including law enforcement inquiries.
5.2 Peace Officer:	
5.2.1	Oversee the day-to-day operation of the surveillance systems including quality control for system operations.
5.2.2	Ensure that the review of files is limited to business related activities.
5.2.3	In consultation with the Chief Administrative Officer or designate, arrange for the release of information to the RCMP when required for an investigation.
5.2.4	Ensure that surveillance records and all items related to surveillance are stored in a safe and secure location.
5.3 IT Technician:	
5.3.1	Ensure that surveillance records are kept and maintained accurately by authorized personnel.
5.3.2	Advise on installations, operation, retention and disposal methods of the surveillance records.
5.3.3	Ensure back-up files are created and secured.
5.3.4	Assist in transferring records from the MicroSD card onto the secure storage device and wiping the MicroSD card clean once file transfer is complete.

	Date	Resolution Number
Approved	July 19, 2019	# 925-19 - Page # 13735
Amended		
Amended		

SMOKY LAKE COUNTY



Title: Peace Officer: Operational Records Management System		Policy No.: 10-01
Section: 02	Code:	Page No.: 1 of 2 E

Legislation Reference:	Peace Officer Ministerial Regulations Act
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Purpose:	To identify a process for maintaining the documentation of operational records management system for Peace Officers.
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Policy Statement and Guidelines:

Statement:

The operational records maintained by Smoky Lake County contain the required information in accordance with Section 14, 15, and 16, *Peace Officer Ministerial Regulations Act*. The operational management system is based primarily on a computer-based system, with paper backups of files upon completion. The program to be used for all reports is the Omnigo Report Exec software.

Operational Guidelines

1. Incident Reports:

- 1.1 All Investigations are tracked numerically, and each new file is assigned a sequential number by the system (e.g., 001-07, 002-07). Upon completion of a file, a copy is printed off and kept as a hard-copy backup. The hard copy is kept in the Peace Officer's office.
- 1.2 The investigation process information is entered once a file has been opened in the Omnigo Report Exec software.
- 1.3 The concluded investigation file is held in accordance with the Smoky Lake County Retention Bylaw – **Bylaw 1134-05: Regulations and Procedures for the Retention and Disposal of County Records**. The computer database is always in effect and backed-up on a daily basis.
- 1.4 The Incident report is initiated using the "Reporting" drop-down menu in the Omnigo software and selecting "New Incident Report".
 - 1.4.1 If any Incident required further investigation or follow-up, a follow-up report will be created within the incident report detailing what actions were taken.
- 1.5 Any exhibits collected in regards to an investigation are documented in the report, with an additional entry created in the "Reporting" dropdown called "Lost/Found/Seizure". The file number created in this will be linked to the original Incident number. The items must be labelled and then stored in the location identified within the report.
- 1.6 Incoming calls relating to an investigation are tracked by the Peace Officer and entered into Report Exec as either a daily event log, or if the call resulted in a report and/or investigation, entered as an Incident Report.

Title: Peace Officer: Operational Records Management System		Policy No.: 10-01
Section: 02	Code:	Page No.: 2 of 2 E

Policy Statement and Guidelines:	
1.7	Any serious or sensitive incidents that occur outside of the normal complaint process are recorded in an investigation file complied by the Peace Officer and forwarded to the appropriate authorities.
1.7.1	This file will contain all the pertinent information including any referrals to other agencies that were required.
1.7.2	The concluded investigation filed reviewed will be in compliance with policy and Occupational Health and Safety Standards.
2.	Violation Tickets:
2.1	The issuance and disposition of Bylaw Violation Tickets and Provincial Violation Tickets are tracked using the Omnigo Report Exec Software. These will be entered under the “Reporting” drop down menu, in the “New Violation Ticket/Tag” category.
3.	Other Documents:
3.1	Peace Officer notebooks document day to day activities such as patrol times and locations and any other incidents. The notebooks are retained at the Smoky Lake County Office.
3.2	Shift schedules for the Peace Officer to be approved by the Chief Administrative Officer
3.3	All legal documents, e.g., court reports, are held in accordance with the Smoky Lake County Retention Bylaw – Bylaw 1134-05: Regulations and Procedures for the Retention and Disposal of County Records.
4.	Memorandum of Agreements:
4.1	All MOU’s in effect with polices agencies are kept in a file title “Memorandum of Understanding” for tracking purposes.
4.2	Expired MOU’s are retained in a three-ring binder entitled “Expired: Memorandum of Understanding”.

	Date	Resolution Number
Approved	September 20, 2007	# 603-07 - Page # 8473
Amended		
Amended		

SMOKY LAKE COUNTY

Title: Peace Officer Use of Force and Arrest Policy	Policy No.: 18-01
Section: 02	Page No.: 1 of 12

Legislation Reference:	Public Security Peace Officer Program; Peace Officer Act, Peace Officer Ministerial Regulation, Criminal Code of Canada
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Purpose:	Set out the parameters under which defensive tools and force may be deployed by Peace Officer(s) employed by Smoky Lake County while executing authorized duties.
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Policy Statement and Guidelines:

STATEMENT:

A Peace Officer employed by Smoky Lake County while carrying out his/her duties, is considered a Peace Officer, and is under the legal obligations, authorities and responsibilities specified by the Solicitor General for Alberta in the appointment of a Peace Officer. Subject to this appointment, sworn members of Smoky Lake County are employed for the investigation of alleged offences relating to Provincial statutes and Municipal Bylaws. As Peace Officers, members are authorized to provide objectively reasonable force responses in carrying out their obligations and responsibilities in the execution of their duties. Members shall use as much force as is necessary to achieve compliance, in conforming to the PPCT (Pressure Point Control Tactics) "1 + 1" Theory, when making an arrest and/or providing Officer/Public Protection and to safely control a situation. This theory advocates that Officers can use one level of force higher than the level of resistance used by the subject. The use of force in any situation must be continually evaluated with respect to further action. The member may need to escalate, de-escalate, or cease the use of force as deemed necessary. Sworn members shall not resort to the use of force unless such force is necessary in the course of their duties as a Peace Officer. If the use of force is necessary, the member will apply the Pressure Point Control Tactics Management System Resistance Control Continuum, as trained.

Policy Procedures:**1. Definitions:**

1.01 Assaultive Subject: the subject acts in a way which reasonably leads the officer to believe that he/she or any other person will be assaulted. These actions may include aggressive posturing, punching, kicking, biting and spitting.

1.02 Communication: includes both verbal and non-verbal communication as typified by dialogue, negotiation, directions and loud repetitive commands, all in conjunction with facial expressions, eye contact and body position.

1.03 Conducted Energy Weapon (CEW): an intermediate weapon that delivers a temporarily debilitating electrical charge into a subject. The electrical voltage and current are delivered in a form that is sufficient to disrupt a subject's ability to control their voluntary nervous system, which temporarily denies them the ability to control skeletal muscles used for movement, such as arms and legs.

1.04 Cooperative Subject: the subject complies with verbal commands or other direction.

Title: Peace Officer Use of Force and Arrest Policy	Policy No.: 18-01
Section: 02	Page No.: 2 of 12

1.05 Displaying of a Firearm or CEW: un-holstering the weapon or holding it at the low ready position where the public may be able to see it.

1.06 Empty hand soft: techniques such as pressure points and joint locks that cause pain compliance with little or no potential for injury and are used to control passive or defensive resistance.

1.07 Empty hand hard: techniques that are impact orientated and may include distractions, takedowns, punches, kicks and knee-strikes. It is used to control aggressive, evasive or assaultive subjects.

1.08 Firearm: a barreled weapon from which any shot, bullet or other projectile can be discharged and that is capable of causing serious bodily injury or death to a person and includes any frame or receiver of such a barreled weapon and anything that can be adapted for use as a firearm. Pistols, shotguns, carbines are all categorized as firearms.

1.09 Grievous Bodily Harm or Death: the subject acts in a way which leads the officer to reasonably believe that grievous bodily harm or death is imminent to the officer or any other person. These actions may include the use of firearms or weapons of opportunity.

1.10 High Level Resister: the subject uses aggressive movements such as twisting, pushing away, pulling or flailing in an attempt to evade being taken into custody. Due to the dynamic movement involved, injury to the officer, subject or others is a real possibility.

1.11 Intermediate Weapon: a weapon whose normal use is not intended or likely to cause grievous bodily harm or death. Includes, but is not limited to, Oleoresin Capsicum (OC) spray, baton, Conducted Energy Weapon (CEW) and special munitions.

1.12 Less than Lethal Projectile (LLP): Intermediate ammunition which are flexible or non-flexible impact projectiles from a mechanical delivery system (firearm) and are intended to cause motor dysfunction in a subject.

1.13 Lethal Force: lethal force is any force option which is likely or intended to cause grievous bodily harm or death. These include, but are not limited to, the use of a firearm, empty-hand techniques and weapons of opportunity.

1.14 Non-lethal device: Pepper Ball TCP device - a co2 power device that allows a concentrated discharge of a capsule ball irritant spray that upon impact deploys a spray at the target.

1.15 Officer Presence: The identified physical presence of an officer.

1.16 Oleoresin Capsicum (OC): Is an inflammatory agent that occurs naturally in cayenne pepper. This aerosol weapon is designed to incapacitate a subject who can then be controlled with minimal physical contact.

1.17 Reasonable Force: a level and duration of force appropriate to the risk posed by a subject's actions and responses, threat level, and is time and context appropriate, when shown that reasonable grounds to use force existed. In accordance with section 25 CC and other relevant sections of the CC this definition encompasses the use of only as much

Title: Peace Officer Use of Force and Arrest Policy	Policy No.: 18-01
Section: 02	Page No.: 3 of 12

force as is necessary to achieve a lawful purpose. In ruling, on the use of force the courts consider factors including officer, subject and environmental factors.

Training and Qualifications:

2.0 Level 1 Peace Officers shall only be permitted under this policy to effect arrests provided they have received reasonable training in the due process of arrests, and the application of physical force. This training may include, but is not necessarily limited to;

2.0.1 Standard police officer training from any federal, provincial or municipal police force,

2.0.2 Standard law enforcement training from any federal or provincial agency such as Canadian Border Services Agency, Department of Fisheries, Canada Correctional Services or Provincial branches such as Sheriff services or Natural Resource enforcement agencies.

2.0.3 Alberta Peace Officer Induction Training, other Alberta Justice College programs that cover use of force and powers of arrest,

2.0.4 Other law enforcement programs as approved by the Justice and Solicitor General's Office

2.1 Peace Officers shall recertify on the use of force, use of tools and weapons, within the timeline outlined by the Peace Officer Program unless otherwise directed by the Chief Administrative Officer or Designate of the County of Smoky Lake.

General Authority and Operational Guidelines:

3. Use of Force, Arrest and Detention Overview

3.01 Whereas a Peace Officer appointed by the Province of Alberta is appointed under *Section 7(5) of the Peace Officer Act of Alberta*, is a person who is appointed for the purposes of preserving and maintaining the public peace, that person is a Peace Officer as defined under Section 2, the definition, "Peace Officer" under Subsection (c), of the Criminal Code of Canada.

3.02 Whereas a Bylaw Enforcement Officer, appointed under *Section 555 of the Municipal Government Act of Alberta*, is a person who is appointed for the purposes of preserving and maintaining the public peace, that person is a Peace Officer as defined under Section 2, the definition, "Peace Officer" under Subsection (c), of the *Criminal Code of Canada* when in execution of their lawfully appointed duties.

3.03 The authority of Peace Officers governing the use of force is derived from and limited by *Section 25, 26 and 27 of the Criminal Code of Canada*.

3.04 The authority for Peace Officers to effect arrests in the course of their duties is governed fundamentally by *Section 494/495 of the Criminal Code of Canada* whereas it states that a Peace Officer may arrest any person without warrant found committing an indictable offense.

Title: Peace Officer Use of Force and Arrest Policy	Policy No.: 18-01
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3.05 Peace Officers are not permitted to effect summary offense arrests found under the Criminal Code of Canada unless that offense is stated specifically on their appointment or by warrant that is judicially approved for that Peace Officer.

3.06 Peace Officers are permitted to effect arrests for indictable offenses found committing during the course of their duties as a Peace Officer, but the Peace Officer is required to transfer custody to the police service of jurisdiction if the Peace Officer does not have the authority specifically on their appointment for the offense.

3.07 Peace Officers may effect arrests found under the Provincial or Municipal Statutes that specifically appear on their issued appointment, as summary offense arrests, provided that statute provides legislative authority to make the arrest, or the conditions for a summary offense arrests of *Section 495(2)(d) of the Criminal Code* of Canada is met.

3.08 Peace Officers may execute arrest warrants provided they are issued pursuant to the statutes that specifically appear on their respective appointments.

3.09 Any Peace Officer who effects an arrest shall utilize the standard process as any Peace Officer or Police Officer would use when effecting an arrest under *Section 495 of the Criminal Code of Canada*, including reading the accused his or her rights as found under *Section 10 of the Charter of Rights and Freedoms* as well as the warned caution statement.

3.10 Any Peace Officer who effects an arrest shall conduct a search of the person incident to arrest for any item that may afford evidence to support the arrest, items relevant to officer safety such as weapons, tools of escape such as handcuff keys, or items that may cause harm to the accused.

3.11 Any Peace Officer who effects an arrest of a person in a motor vehicle may conduct a search of the motor vehicle without a warrant, provided it is necessary to satisfy the conditions incidental to arrest, or additional legislative authority exists to conduct a warrantless search.

3.12 Any Peace Officer who is causing a vehicle to be towed as a result of a person being arrested or as directed or permitted by a statute the Peace Officer is authorized to enforce, shall, to ensure the safe storage of the contents, conduct an inventory of the vehicle contents to ensure that the vehicle owners property is properly accounted for.

3.13 Any Peace Officer who, when conducting a vehicle search incident to arrest, or, while conducting an inventory, observes any contents criminal or illegal in nature shall immediately cease their conduct, unless a warrantless search is permitted by a statute that the Peace Officer is authorized to enforce and contact the police of jurisdiction immediately.

3.14 Non-reportable Use of Force Incidents, such as wrist locks, pain-compliance pressure points, or basic joint locks shall be document in the notes and formal report.

3.15 For the purposes of assessing the level of appropriate force necessary, Peace Officers and reviewing Supervisors shall refer to the generally accepted “National Use of Force Model” as found in Schedule A of this policy.

3.16 For the purposes of this policy, the displaying of a defensive weapon is not considered a use of force event, unless the weapon is physically employed.

3.17 An investigative detention is not considered an arrest, although if there is a possible

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safety risk posed by a detained person, a Peace Officer may, at their reasonable discretion utilize handcuffs when detaining an individual as well a general pat down to search for weapons or additional items that may afford evidence to an offense being investigated.

Use of Force Particulars

4. Use of Force

4.01 Subject to Section 3.03 of this Policy, when an event occurs where a Peace Officer is required to use force in the course of their duties, that Peace Officer shall only use as much force as reasonably necessary to achieve their objective.

4.02 Whenever practicable and reasonable to do so, prior to the use of force, Officers will provide the subject with a verbal warning that force may be used to gain control of the situation. For greater certainty, repeated lawful commands to stop resisting or to comply with a specific verbal order from the Peace Officer is presumed to be a verbal warning that force may be used.

4.03 When it is impractical to give a warning prior to the application of force, Officers will document the reasons in their notes and report.

4.04 Nothing in this policy prohibits the use of force before verbal warnings or commands can be issued, provided they are reasonable and appropriate in the circumstances as articulated by the Peace Officer.

4.05 Whereas Peace Officers are a person who is appointed for the purposes of preserving and maintaining the public peace, they are permitted to defend or protect themselves, another person or property from the use or threat of force from another person provided that the act committed is reasonable in the circumstances when in the course of their duties.

4.06 When determining what actions are reasonable in the application of force, the Peace Officer is required to consider all relevant circumstances of the person, the other parties and the act, including, but not limited to, the following factors:

4.06.1 the nature of the force or threat;

4.06.2 the extent to which the use of force was imminent and whether there were other means available to respond to the potential use of force;

4.06.3 the person's role in the incident;

4.06.4 whether any party to the incident used or threatened to use a weapon;

4.06.5 the size, age, gender and physical capabilities of the parties involved in the incident;

4.06.6 the nature, duration and history of any relationship between the parties to the incident, including any prior use or threat of force and the nature of that

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force or threat;

4.06.7 any history of interaction or communication between the parties to the incident;

4.06.8 the nature and proportionality of the person's response to the use or threat of force; and

4.06.9 whether the act committed was in response to a use or threat of force that the person knew was lawful.

4.07 Provided the Peace Officer is lawfully placed during the course of their duties, the considerations in Section 4.06.1 to 4.06.9 apply during all forms of defense, arrests or investigative detentions.

4.08 Peace Officers must be able to articulate all actions including lawful placement, reasonable application of force, post force reporting and warranting of charges following the use of force incident.

4.09 A use of force incident is any incident where a Peace Officer is required to cause injury, impact or deliberate physical control to a person beyond the degree of basic pressure points or joint locks.

4.10 For greater certainty, a deliberate physical control incident is categorized as causing a person to be brought to the ground to gain compliance or multiple joint locks on an actively resistant or assaultive person.

4.11 All use of force incidents shall be reported through the Report Exec software in the incident report, and the Chief Administrative Officer must be notified as soon as it is reasonable to do so.

4.12 Any use of force incident captured under the Alberta Peace Officer Policy Manual shall be documented on a PS3535 Form and submitted to the Alberta Justice and Solicitor General's Peace Officer Program Office within the timeline outlined by the Peace Officer Policy and Procedures Manual.

Use of Weapons During Use of Force

5. Overview

5.01 Peace Officers are entitled to carry the tools and weapon as they appear on their appointment and are not permitted to carry any tools or weapons that they so wish without prior authorization from then Chief Administrative Officer and/or the Peace Officer Program and Director of Law Enforcement.

5.02 The use or carry of any unauthorized tool or weapon by a Peace Officer is strictly prohibited.

5.03 The tools and weapons that may be found on a Peace Officer, subject to the

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authorization on their respective appointment may include but are not limited to;

5.03.1 Extendable/Collapsible Baton;

5.03.2 Oleoresin Capsicum Spray (OC Spray);

5.03.3 Handcuffs;

5.03.4 Body Armor;

5.03.5 Firearms;

5.03.6 Pepperball Tactical Compact Pistol (TCP);

5.03.7 Other tools or equipment necessary to carry out the duties of the Peace Officer, including but not limited to foldable knives, keys, radios, flashlights, radar equipment or other related tools.

5.04 Peace Officers shall only use those tools and weapons in accordance with their pre-existing policies, directives, and training if available.

6. Extendible/Collapsible Batons

6.01 Peace Officers whom have successfully completed certification, may be issued an extendible baton and will be responsible for its care, use and storage.

6.02 Peace Officers shall recertify on baton usage and tactics every 36 months, or sooner if directed by the Chief Administrative Officer.

6.03 All Peace Officers certified in the use of the baton will be required to wear a baton while on uniformed duty.

6.04 All Peace Officers will report any incident in which the baton was used as a means of force to the Chief Administrative Officer or Designate at the earliest reasonable opportunity and will document the use in the incident file. The Peace Officer must also notify the Public Security Division within 24 hours using the designated PS3535 Form.

6.05 Peace Officers who are carrying authorized batons shall inspect their baton on a weekly basis for the following:

6.05.1 Wear and tear on the foam grip;

6.05.2 Bent shaft and stress fractures;

6.05.3 Abrasions on the tip or a loose tip; and

6.05.4 Secure butt cap

6.06 Peace Officers may make minor adjustments to the retaining clip and O-ring to ensure the proper opening and closing capabilities.

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6.07 Peace Officers shall report any defective or damaged baton requiring repair or replacement immediately to the Chief Administrative Officer or Designate.

6.08 Peace Officers shall ensure that when off-duty, the baton is secured in a locked cabinet within the main office, or when on-call or at their residence, secured in a locked cabinet.

6.09 If the baton is used in a use of force incident, the Peace Officer shall as soon as safe and practical to do so, ensure the subject whom which the baton was used on, is uninjured, or assessed by a medical professional.

6.10 The baton is, for the purposes of the Use of Force Model, considered an intermediate weapon.

6.11 The use of a baton as an intermediate weapon, is permitted under the Use of Force Model as a tool of reasonable force against subjects who are actively resistant, assaultive or who pose a risk of imminent grievous bodily harm or death to the Peace Officer or another individual.

7. Oleoresin Capsicum (OC) Spray

7.01 Peace Officers whom have successfully completed the Oleoresin Capsicum (OC) Spray training course are authorized to carry and use OC Spray while on duty if the authority appears on their Peace Officer Appointment.

7.02 Peace Officers shall recertify on baton usage and tactics every 36 months, or sooner if directed by the Chief Administrative Officer.

7.03 All Peace Officers certified in the use of OC Spray will be required to carry an OC Spray while on uniformed duty.

7.04 All Peace Officers will report any incident in which OC Spray was used as a means of force to the Chief Administrative Officer or Designate at the earliest reasonable opportunity and will document the use in the incident file. The Peace Officer must also notify the Public Security Division within 24 hours using the designated PS3535 Form.

7.05 Peace Officers who are carrying authorized OC Spray shall inspect their OC Spray canister on a weekly basis for the following:

7.05.1 Damage to the canister that may jeopardize integrity;

7.05.2 Fluid Levels;

7.05.3 Damage to the flip cap; and

7.05.4 Expiration Dates

7.06 Peace Officers shall report any defective or damaged OC Spray requiring replacement immediately to the Chief Administrative Officer or Designate and must replace the

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canister immediately.

7.07 Peace Officers shall ensure that when off-duty, the OC Spray is secured in a locked cabinet within the main office, or when on-call or at their residence, secured in a locked cabinet.

7.08 Whenever reasonable to do so, a Peace Officer shall, prior to use, will advise the potential target(s) that OC Spray may be used if their behavior remains in a state where the use is permitted.

7.09 Nothing in Section 7.08 of this Policy prohibits the deployment or use of OC Spray in the event that prior warning is determined to be unreasonable in the circumstance.

7.10 Following a deployment of OC Spray, the Peace Officer members should wait a moment before approaching the subject to allow the potency of the spray in the air to diminish to a tolerable level, to avoid personal contamination. The Peace Officer should encourage the subject who has been sprayed to relax and breathe normally.

7.11 The Peace Officer must decontaminate the subject at the first reasonable opportunity by exposing the affected area to fresh air and flushing the contaminated area with cool water if available. The Peace Officer should not force decontamination upon a subject who refuses decontamination. However, the Peace Officer is responsible for the subject and shall offer periodic access to water. The Peace Officer will provide immediate medical attention, if the symptoms persist beyond reasonable limits as outlined in the training.

7.12 Any Peace Officer who has used OC Spray on a subject, shall ensure the safety of themselves and victims by placing the subject in handcuffs.

7.13 The OC Spray is, for the purposes of the Use of Force Model, considered an intermediate weapon.

7.14 The use of OC Spray as an intermediate weapon, is permitted under the Use of Force Model as a tool of reasonable force against subjects who are actively resistant, assaultive or who pose a risk of imminent grievous bodily harm or death to the Peace Officer or another individual.

8. Use of Firearms During Use of Force

8.01 Peace Officers employed by Smoky Lake County are currently not authorized to use or carry firearms.

9. Use of Pepperball TCP During Use of Force

9.01 Peace Officers employed by Smoky Lake County are currently not authorized to use or carry Pepperball Tactical Compact Pistols.

10. Use of CEW During Use of Force

10.01 Although permitted by the Peace Officer Act and Regulations of Alberta, Peace Officers employed by Smoky Lake County are not authorized to carry or use CEW's at

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this time.

11. Use of Empty Hand Techniques During Use of Force

11.01 The use of Empty Soft Hand and Empty Hard Hand techniques shall always be the primary use of force application whenever practical and possible in the circumstance.

11.02 Empty hand techniques may be applied when a subject begins being passive resistant as found the on the Use of Force model in Schedule A.

11.03 The degree to which empty hand techniques can be utilized safely and successfully shall be constantly evaluated by the Peace Officers, and an increase or decrease in force may be necessary depending on subject behavior.

12. Grievous Bodily Harm or Death

12.01 In the event a Peace Officer is confronted with a situation where there is a reasonable threat of grievous bodily harm or death, the Peace Officer shall take whichever means reasonably necessary to protect themselves or another person exposed to grievous bodily harm or death from it.

12.02 Peace Officers shall recognize that in accordance with Section 24.2 of the Alberta Peace Officer Policy Manual they are not permitted to attend calls where the presence of weapons is anticipated, and these events are the mandate of the Royal Canadian Mounted Police or police service of jurisdiction.

12.03 It is recognized that the Peace Officer will encounter many subjects during the course of regular duties that may escalate or resort to violence, as well as possess unanticipated weapons which may be used against a victim or a Peace Officer.

12.04 It is the responsibility of the Peace Officer to act reasonably in the situation and determine the appropriate response, and if possible in the situation act according to Section 24.2 of the Peace Officer Policy Manual.

12.05 Peace Officers may resort to a weapon of opportunity in the event of a grievous bodily harm or death event if immediately necessary to preserve their life or the life of a third- party victim, provided it is necessary, reasonable and appropriate in the circumstances to do so.

12.06 Whereas exposure to a grievous bodily harm or death event is rare and highly unlikely to occur, it is not considered to be a regular duty of the Peace Officer, and weapon of opportunity is not definable but considered unique to the circumstance.

12.07 In the event of a grievous bodily harm or death event, the Peace Officer shall, as soon as safe and practical to do so, request the assistance of the police service of jurisdiction and emergency medical services, if an injury or death was sustained by any party.

12.08 In the event of a grievous bodily harm or death event, the Peace Officer shall, as

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soon as safe and practical to do so submit an incident report to the Justice and Solicitor General's Peace Officer Program Office.

13. Prohibited Conduct

13.01 The use of hog-tying a subject, the concept of restraining both the hands and feet together is prohibited.

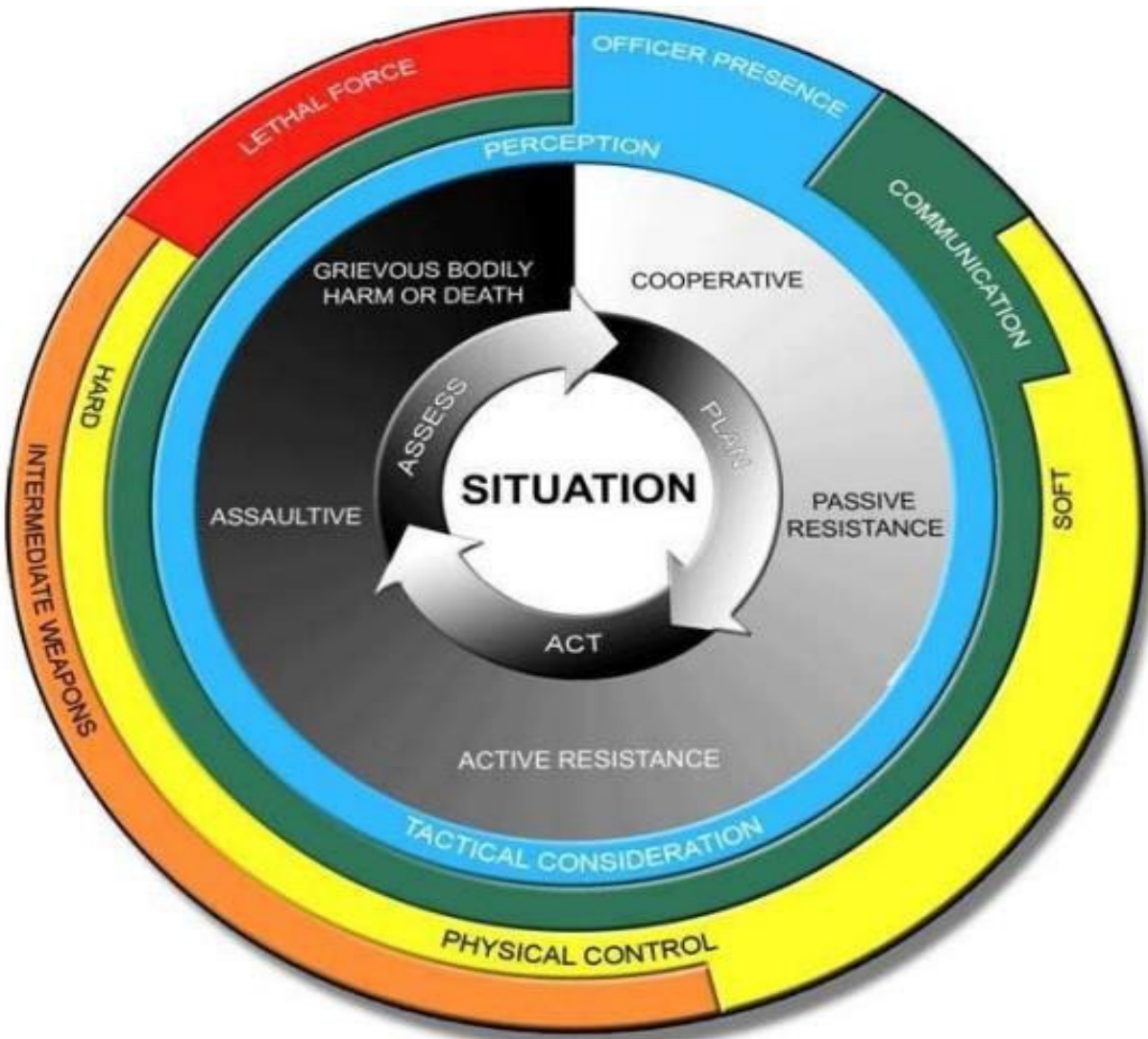
13.02 Peace Officers shall not permit a restrained subject to remain in the prone position for any longer than reasonably necessary to restrain an individual and gain control.

13.03 The use of any form of chokeholds are prohibited.

13.04 Peace Officers shall refrain from applying direct pressure to the spinal cord of subjects as a method of securing control of the subject except for in exigent circumstances, to be determined at the discretion of the Peace Officer.

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Schedule “A”



	Date	Resolution Number
Approved	February 18, 2010	# 369-10 - Page # 9267
Amended		
Amended		

SMOKY LAKE COUNTY



Title: Peace Officer: Communication System		Policy No.: 26-01
Section: 02	Code: P-R	Page No.: 1 of 3

Legislation Reference:	Alberta Provincial Statutes
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Purpose:	The purpose of this Policy is to implement a communication system that allows for operational safety for the Peace Officer while conducting their assigned duties, as well as a way to track the location of the Peace Officer, should emergency assistance be required.
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Policy Statement and Guidelines:	
1.	<p>STATEMENT:</p> <p>1.1 To ensure prompt and efficient communication which is vital to the security and well-being of the Peace Officer, a Radio and Communication system shall be maintained at all times to meet the needs of the Peace Officer during the course of routine daily activities and during emergencies.</p>
2.	<p>OBJECTIVE:</p> <p>2.1 Peace Officer always requires the means to communication with the RCMP to enhance officer safety, as well as to facilitate communication regarding operational requirements and tasks/projects.</p> <p>2.2 The public must also be able to contact the Peace Officer whenever necessary for information and assistance. Information received and communicated by Peace Officer such as radio transmissions and emergency telephone conversations are an indispensable source of information for all types of investigations.</p>
3.	<p>GUIDELINES:</p> <p>This communication will occur by:</p> <p><u>Communication Centre:</u></p> <p>3.1 Smoky Lake County does not operate a manned 24-hour communication centre to track communication with the Peace Officer; and therefore, will enter into an agreement with <u>Bonnyville Regional Fire Authority</u> to establish a communication centre for regular contact with a central depot or dispatch to advise of whereabouts and to provide the service to track and communication with the Peace Officer for:</p> <p>3.1.1 access to 24-hour dispatch service.</p> <p>3.1.2 for capturing and recording radio transmissions and emergency telephone conversations within the communications centre that includes the capability for playback of recordings.</p> <p>3.1.3 that specifies security measures for the communications centre.</p>

Title: Peace Officer: Communication System		Policy No.: 26-01
Section: 02	Code: P-R	Page No.: 2 of 3

Policy Statement and Guidelines:

- 3.2 Smoky Lake County's currently has the Titan (GPS Fleet Tracking) system installed in the patrol unit/desktop work stations to track the patrol unit during work hours through the Automatic Vehicle Location (AVL).
- 3.3 In conjunction with Titan (GPS Fleet Tracking) system, the Gemini Positioning provides electronic two-way communication of a "Help Me Quick" alarm program has been implemented by way of a "personally worn device", "In-vehicle" emergency button, and a laptop "10-33" coded keyboard button.

Radio Communication:

Peace Officer shall be equipped with up-to-date and modern communication devices/equipment. Therefore, the vehicle and personnel shall have access to two-way radio and cellular phone.

- 3.4 Peace Officer Law Enforcement Vehicle will be equipped with two-way radio systems that meet all technical and practical requirements and have a two-way radio capability providing continuous communication between the peace officer on duty and the communications centre through the province-wide radio network system: **Bylaw No. 1400-18: Alberta First Responders Radio Communication (AFRRCS)**, providing the ability to communicate quickly and effectively with other emergency responders by direct radio connect by press to talk service.
- 3.5 Peace Officer shall be provided a portable radio device for the day-to-day operational requirements. Portable radios may be on designated peace officer, RCMP and/or Fire radio frequencies.
- 3.6 Other methods of communication include telephone service by way of local carrier The Peace Officer is assigned a County owned cell phone used to receive and send messages.

4. PROCEDURES:

- 4.1 All issued communication and monitoring equipment shall be used, readily available to the Peace Officer, and maintained accordingly while on duty.
- 4.2 Peace Officer shall be responsible to use this communication equipment to log "on" and "off" shift and use the relevant, jurisdictional code "10 codes", to identify their current status throughout work shifts.
- 4.3 Peace Officers must ensure cell phone and radio communications are fully utilized while on duty, when in service to ensure communication support exists.

Title: Peace Officer: Communication System		Policy No.: 26-01
Section: 02	Code: P-R	Page No.: 3 of 3

Policy Statement and Guidelines:	
4.4	Any emergency concerns will be immediately communicated by the Peace Officer to the Chief Administrative Officer or designate, Safety Officer or local Police in the Smoky Lake Detachment depending on response circumstances and request needs.
4.5	Peace Officer attendance to any Residential or Commercial Property will be communicated to the Dispatch service, and the Peace Officer shall specify the length of timer to be used for 10-70 checks while on the property. The County Peace Officer must advise Dispatch of the address of the Property, should the emergency need for assistance arise.
4.6	If, in the opinion of the Peace Officer, conditions exist that may give reasonable cause to believe that performance of an activity constitutes unreasonable risk to the Officer, other County employees and/or members of the Public, the Peace Officer may refuse to do a job and report such concerns to the Chief Administrative Officer or designate.
4.7	Smoky Lake County shall submit the Policy to the Public Security Division, Director of Law Enforcement - Alberta Solicitor General and Public Security and any amendments thereto.

	Date	Resolution Number
Approved	May 23, 2019	# 709-19 - Page # 13656
Amended		
Amended		
Amended		
Amended		

SMOKY LAKE COUNTY



Title: Peace Officer: Exhibit Handling		Policy No.: 29-01
Section: 02	Code: P-S	Page No.: 1 of 3

E

Legislation Reference:	Alberta Provincial Statutes
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Purpose:	To create a policy and procedure for the handling and storage of exhibits that comes into the custody of Smoky Lake County Peace Officer.
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Policy Statement and Guidelines:	
1. STATEMENT:	
1.1	While performing routine duties, a Peace Officer may have the opportunity to receive found property or be placed in the position of seizing exhibits as evidence.
2. DEFINITION:	
2.1	Any item gained, recovered or seized during an investigation is to be considered an exhibit.
3. OBJECTIVES:	
3.1	When any type of exhibit comes into the possession of a Peace Officer, care must be taken to preserve the exhibit in its original form. Further, it is the Peace Officer's responsibility to make sure that the exhibit is safeguarded.
4. GUIDELINES:	
	<u>Exhibits:</u>
4.1	Whenever a seizure is made, all items will be included in an exhibit report.
4.1.1	Seizure of Motor Vehicle License: All licenses and license plates seized in relation to any offence (e.g. theft, misuse, etc.) are to be properly marked for identification and exhibit report completed. These items are to be returned to Alberta Registries and the exhibit report documented.
4.1.2	Liquor Exhibits: Unless there are extenuating circumstances, liquor exhibits can be destroyed on site. If possible, have offender witness destruction. Record in notebook the details and what was destroyed. If possible, utilize the In-Car Video or Body Worn Camera System to record the seizure/destruction and if necessary, the empty bottle will be kept as an exhibit and stored as such.

Title: Peace Officer: Exhibit Handling		Policy No.: 29-01
Section: 02	Code: P-S	Page No.: 2 of 3 E

Policy Statement and Guidelines:

4.1.3 **Cannabis or Drugs Exhibits:** While on scene, all attempts to film or document the cannabis or drug seizure shall be utilized. This may be by way of body worn camera or in-car surveillance camera, as part of the investigation procedure. If the Peace Officer is unable to video the seizure, detailed notes are required in the officer's notebook and in the report.

4.1.3.1 If a Peace Officer comes into contact with cannabis or drugs during the normal course of duties, the Peace Officer will advise the RCMP and turn the exhibit to a sworn member of the RCMP. The Peace Officer employed by the County shall not store cannabis or drug exhibits.

4.1.4 **Found Property:** is turned in by a citizen, their name, address, telephone number and other information shall be inputted into the system and included on the item, with a proper tag, and a "Lost/Found/Seized" Property report submitted. Found property which is bulky in nature: i.e.) Bicycles etc., shall be kept and secured via locking device within the confines of the Public Works Yard.

4.1.5 Exhibits related to criminal offences must be turned over to the RCMP.

Storage of Exhibits:

4.2 All exhibits will be stored in the Peace Officer exhibit locked cabinet upon completion of an exhibit report. Where practicable Peace Officers will use an evidence bag, complete an exhibit Report, and place it in the bag before sealing to ensure future identification for evidence purposes.

4.3 The Exhibit Log Ledger will be completed when placing any exhibit items in the evidence cabinet, as well as a report in the "Lost/Found/Seized" items section of the Omnigo Reporting software. Access to the Exhibits cabinet will be limited to the Peace Officer and Chief Administrative Officer or designate. Exhibits shall be stored in the evidence cabinet in accordance with County retention policy as well as any applicable laws in Alberta and Canada.

4.4 Any property seized to be used as evidence in a Criminal Code proceeding shall be turned over to the RCMP detachment of jurisdiction immediately, after pertinent information, date, name, and rank of the RCMP member to whom the property was given is recorded.

4.5 Audio, video and photographic evidence are to be considered as exhibits. If a copy is required for investigation, make a duplicate and handle and store original as above.

Title: Peace Officer: Exhibit Handling		Policy No.: 29-01
Section: 02	Code: P-S	Page No.: 3 of 3

E

Policy Statement and Guidelines:

5. PROCEDURES:

- 5.1 The Peace Officer making the seizure will, without delay, compile an exhibit report in accordance with **Policy Statement No.: 02-10: Peace Officer: Operational Records Management System**. The Peace Officer must list all articles and include a full description of the item(s) to be contained in the body of the report.
- 5.2 The Peace Officer making the seizure will ensure that the exhibit is properly tagged/labelled or marked for future identification and recorded using the Omnigo "Lost/Found/Seized" section, which includes the date, incident file number, exhibit number, Peace Officer's initials and regimental number are on the exhibit itself or on the identification tag affixed to the exhibit. The exhibit will be secured in a locked exhibit cabinet with restricted access.
 - 5.2.1 One copy (or original) of the exhibit form listing the seizure article(s) will accompany the exhibit. The "Lost/Found/Seized" item report will be linked to the main Incident Report File in the Omnigo Reporting software.
 - 5.2.2 All exhibits placed into the exhibit cabinet or removed from the exhibit cabinet will have the movement recorded in the exhibit log ledger that is kept secured inside the exhibit cabinet.
- 5.3 An Exhibit Log Ledger, in accordance with **Schedule "A": Exhibit Log Ledger**, shall be used for recording the seizure and disposition of items deposited into a secure facility for any period of time. The Log consists of a number of columns showing file number, date seized, date placed into storage, and investigating Peace Officer and will track movements of exhibits to and from court.
 - 5.3.1 The Exhibit Log Ledger shall be kept and maintained by the Peace Officer or their designate in their absence and will be kept in the Exhibit Cabinet, in the Smoky Lake County Peace Officer office.

	Date	Resolution Number
Approved	July 19, 2019	# 924-19 - Page # 13733
Amended		
Amended		
Amended		



Schedule "A", Exhibit Log Ledger

File No. #	Exhibit/Item Description	Seizure Date	Seizure Time	Seizure Location	Date In	Date Out	Exhibit #	Disposition (Date and Time)

Peace Officer: _____

Page: OF



SMOKY LAKE COUNTY

Title: Peace Officer: Uniform and Equipment		Policy No.: 36-02
Section: 02	Code: P-A	Page No.: 1 of 3

Legislation Reference:	Alberta Provincial Statutes
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Purpose:	To provide Smoky Lake County Community Peace Officer direction on the appropriate standards for uniform dress and equipment.
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Policy Statement and Guidelines:	
1. STATEMENT:	
1.1	This uniform and equipment policy will establish standards to ensure that the uniformed Community Peace Officer be identified as the law enforcement authority in Smoky Lake County and be readily identifiable to the public through the proper wearing of uniform and equipment.
2. OBJECTIVES:	
2.1	To properly attire the Community Peace Officer in safe and functional uniforms. The uniforms shall adhere to the style and fashion as prescribed by Provincial Legislation.
2.2	To identify duty and dress uniform clothing and equipment entitlements for the Community Peace Officer. Damaged or worn-out clothing will be replaced on an as needed basis to be approved by the Chief Administrative Officer.
2.3	To ensure that the Community Peace Officer wear the uniform in a consistent manner that reflects positively on themselves and on the County. The appearance of the Community Peace Officer will reflect the professionalism while in uniform and on duty.
3. GUIDELINES:	
3.1	The Community Peace Officer shall wear a complete uniform for a Level 1 CPO while on duty consistent with the Alberta Justice and Solicitor General Peace Officer Program.
3.2	The Community Peace Officer shall at all times while on duty, wear uniform clothing with a visible shoulder flash depicting the Smoky Lake County Enforcement Services crest.
4. PROCEDURES:	
	<u>Uniform Entitlements:</u>
4.1	Upon being employed by Smoky Lake County as a Community Peace Officer, the employee will be provided with complete duty uniforms to wear while on-duty, while in transit to or from work, for court or at other official County functions or events and appearances.

Policy Statement and Guidelines:

- 4.2 The duty uniform will consist of approved short or long-sleeved grey shirt; approved dark navy or black sweater; navy pants either plain or cargo style with reflective vertical grey stripe on either leg; protective vest; black boots; duty belt; hat and tie, if worn, color must correspond to pants or shirt and is not required to wear during normal course of their duties; navy jacket and depending on weather conditions, may wear a black toque plain or displaying the words "Peace Officer". Additional headwear may include a black or navy-blue ball cap displaying the words "Peace Officer", a muskrat fur duty cap, or a Stetson made of either felt or straw, navy blue or black in color, with a grey piece of fabric around the main body of the hat. A safety vest either yellow or lime green in color and bear the words "Community Peace Officer", "Peace Officer", or another title approved by the Director of Law Enforcement across the back. Approved shoulder flash and Peace Officer the words "Peace Officer" will be visible on uniform shirts, vest, and jackets, as outlined in the Peace Officer Policy and Procedure Manual.
- 4.3 The Community Peace Officer shall purchase their footwear in accordance with existing County Policy regarding boot purchase and replacement.
- 4.4 The Community Peace Officer, if approved by the Director of the Peace Officer Program, may wear special uniform shirts or markings in support of community events. The shirts or markings must only be worn on the event date.
- 4.5 The Community Peace Officer shall not wear any part of the uniform when off duty, unless for the purpose of Training, Public Representation, or duties related to employment, except for when the Peace Officer is travelling between their residence and their workplace.
- 4.6 The Community Peace Officer is required to keep their duty uniform in good, clean condition and required to correct damaged articles as soon as practicable. Upon termination of employment as a Community Peace Officer, all uniform clothing items issued by the County shall be returned to the County.
- 4.7 The Community Peace Officer(s) shall maintain a high level of personal hygiene when on duty. Hair should be tied back securely in a bun, ponytail, or similar style to minimize the risk of entanglement or injury.
- 4.8 No Ceremonial Dress uniform will be supplied by the County. Should the Peace Officer wish to obtain a Dress uniform, the uniform will be in accordance with the Alberta Association of Community Peace Officers Regimental Dress Uniform.

Identification:

- 4.9 The Community Peace Officer will be issued an official identification ID card by the Alberta Solicitor General and Public Security bearing the employee's name, identifying information and photo likeness. The Community Peace Officer shall be in possession of their ID card at all times while on-duty as the only legal identification document.
- 4.10 If the Community Peace Officer loses the Peace Officer's identification card, the loss must be immediately reported to the Chief Administrative Officer, Local Police Detachment and the Director of the Peace Officer Program.

Equipment:

- 4.11 For the purposes of personal protection, Peace Officers may only carry items for which they have received authorization to use, as listed on their individual appointments.
- 4.12 Additional equipment may be carried by the Peace Officer on their person with the approval of the Chief Administrative Officer, and if necessary, the Director of Law Enforcement.
- 4.13 The Community Peace Officer is responsible for maintaining and regularly inspecting the uniform belt and the equipment accessories. Damage to any item of equipment shall be reported to the Chief Administrative Officer.
- 4.14 The Chief Administrative Officer will permit the damaged equipment to be replaced as soon as the damage is noticed upon inspection. Damaged equipment will be disposed of and destroyed, as necessary. Supply companies can be consulted for proper disposal process.
- 4.15 An inventory list of the employee's uniform and equipment will be kept and maintained by Community Peace Officer.

	Date	Resolution Number
Approved	February 15, 2023	# 365-23 - Page # 15503
Amended	August 3, 2023	# 775-23 - Page # 15718
Amended		
Amended		
Amended		



SMOKY LAKE COUNTY

Title: Peace Officer Patrol Vehicle	Policy No.: 37-01
Section: 02	Code: P-A
	Page No.: 1 of 2

Legislation Reference:	Alberta Provincial Statutes
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Purpose:	To outline protocol in the provision and use of a Community Peace Officer Patrol Vehicle.
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Policy Statement and Guidelines:	
1. STATEMENT:	
1.1	The Community Peace Officer (CPO), employed by the County, will be provided with a vehicle that meets the specifications consistent with the Alberta Justice and Solicitor General Peace Officer Program.
2. OBJECTIVE:	
2.1	The CPO will be provided with a vehicle appropriate for their responsibilities and duties. The vehicle will meet the needs and standards of the role for protective and enforcement services undertaken for Smoky Lake County.
3. GUIDELINES:	
3.1	The vehicle used by the CPO shall be white in color.
3.2	Vehicle markings shall be in accordance with the Public Security Peace Officer Program Policy and Procedures manual standards of blue reflective decaling, light bar mounted on the exterior roof of the vehicle, Smoky Lake County markings on the doors and a unit number assigned.
4. PROCEDURES:	
	<u>Use of Patrol Vehicle:</u>
4.1	The CPO will be responsible to ensure that the vehicle they are assigned is operated in a safe and professional manner.
4.2	The CPO is only permitted to drive the vehicle for related duties. Travel by other staff members of Smoky Lake County is not permitted except for reasons for servicing or to facilitate repair or exchange.
4.3	The CPO may use the vehicle outside the County jurisdiction, when engaged in the performance of their duties, as well as for training courses, public events or approved joint force operations.
4.4	The CPO will obtain authorization to take home the patrol vehicle in accordance with <i>Policy Statement No. 01-29: County Vehicle Use.</i>
4.5	The CPO will be held personally responsible for any ticketed offenses resulting from the use of the patrol vehicle and is required to adhere to the standards and processes for risk control measures in accordance with <i>Policy Statement No. 14A-06: Authorized Vehicle and Equipment Operator.</i>

Title: Peace Officer Patrol Vehicle		Policy No.: 37-01
Section: 02	Code: P-A	Page No.: 2 of 2

Policy Statement and Guidelines:

Care and Operation of Patrol Vehicle:

- 4.6 At the start and end of the shift, the CPO shall make a visual inspection of the patrol vehicle for damages and deficiencies. Findings shall be noted in writing on the appropriate repair forms (*Pre – Post Inspection Form*) as per Public Works Department procedures.
- 4.7 The patrol vehicle shall be always maintained in sound mechanical fashion to be in a state of “operational readiness”. The vehicle shall be kept neat, orderly, and clean at all times.
- 4.8 While on patrol, unless otherwise required in the execution of duties, the CPO shall not exceed the posted speed limit and shall obey all rules of the road. (*Lead by Example*).

Replacement of Patrol Vehicle:

- 4.9 The CPO vehicle shall be considered for replacement in accordance with the County Fleet Management Program. In the event a patrol vehicle is replaced, all items related to enforcement, including but not limited to lights and decals will be removed and installed in the new patrol vehicle, if applicable.
- 4.10 The decommissioned vehicle will not have any equipment or identifiable markings as to its previous duty as a patrol vehicle when it is replaced.

	Date	Resolution Number
Approved	August 3, 2023	# 774-23 - Page # 15716
Amended		
Amended		
Amended		



Request for Decision (RFD)

Meeting Date: Thursday, April 24, 2025

Agenda Item: 7.5

Topic: Policy Statement No. 03-18-20: Five-Year Road Plan

Presented By: Public Works Manager

Recommendation:

That Smoky Lake County Policy Statement No. 03-18-20: Five-Year Road Plan, be amended.

Background:

The purpose of the Five-Year Road Plan Policy is to identify and prioritize required roadway improvements on a long-term basis. The road projects chart for each year is included as part of the Policy Statement No. 03-18: Five-Year Road Plan, and projects are adjusted from time to time.

This Policy along with the road project charts are posted to the County website and need to be updated with each new/proposed budget and 5-year capital plan. Therefore, this policy should be amended to include the updated Road Project information.

Benefits: Provides up-to-date information to the public.

Disadvantages: Unknown.

Alternatives: Council's discretion.

Financial Implications: Allocated from within the Public Works Budget

Legislation: MGA Section 201: Policy Development

Intergovernmental: N/A

Strategic Alignment: N/A

Enclosure(s): Policy Statement No. 03-18-20: Five-Year Road Plan

Signature of the CAO:

A handwritten signature in black ink, consisting of several loops and a long horizontal stroke, positioned over a horizontal line.

Title: Five-Year Road Plan		Policy No.: 18-21
Section: 03	Code: P-I	Page No.: 1 of 9 E

Legislation Reference:	Municipal Government Act.
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Purpose:	The intent of the Five-Year Road plans is to identify and prioritize required roadway improvements on a long-term basis.
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Policy Statement and Guidelines:

1. GUIDELINES

- 1.1 The Five-Year Road plan conforms with the objectives and criteria outlined, as per [Policy 03-15: Road Policy](#) and [Policy 03M-04: Road Project Profile](#).
- 1.2 The plan is limited to the identification of specific annual projects for a future period of Five-Years based on anticipated revenue and/or other budget and capacity limitation.
- 1.3 The Five-Year plan is subject to an annual review and update.

2. ROAD PLANS: REVIEW AND UPDATE PROCESS

- 2.1 The Five-Year Road Plan will be reviewed, updated, and accepted by Council as per [Policy 08-11: Budget Development](#) process during October and November of each year.
- 2.2 The review process will include past year's projects.
- 2.3 The development and approval of a "new" Five-Year Plan will primarily include:
 - uncompleted projects from the previous year, plus projects previously identified in plan.
 - projects for coming year (previously identified in the plan).
 - plus, new proposed projects for third, fourth and fifth year.
- 2.4 The planned order of year-one construction projects will be determined every year with the setting of the Transportation Budget: Five-Year Road Plan, as per [Policy 03-15: Road Policy](#).
- 2.5 Once the annual plan and construction schedule have been approved, additions or deletions of specific projects require approval by resolution of Council. Normally, changes to the above should be considered on the basis of persistent weather problems, major equipment problems or financial considerations only. Progress on the planned order of construction will be reported to Council by Public Works monthly.

Title: Five-Year Road Plan		Policy No.: 18-21
Section: 03	Code: P-I	Page No.: 2 of 9 E

	Date	Resolution Number
Approved	December 7, 2005	# 148-05 - Page # 8062
Amended	January 18, 2007	# 178-07 - Page # 8272
Amended	November 13, 2007	# 092-07 - Page # 8543
Amended	January 10, 2008	# 168-08 - Page # 8571
Amended	February 23, 2009	# 303-09 - Page # 8904
Amended	January 26, 2010	# 342-10 - Page # 9256
Amended	January 5, 2011	# 234-11 - Page # 9595
Amended	December 8, 2011	# 164-11 - Page # 9909
Amended	December 20, 2012	# 267-12 - Page #10377
Amended	December 20, 2013	# 161-13 - Page #10979
Amended	January 13, 2015	# 283-15 - Page #11538
Amended	December 17, 2015	# 250-15 - Page #12026
Amended	October 20, 2016	#1125-16 - Page #12409
Amended	December 14, 2018	# 251-18 - Page #13429
Amended	November 29, 2019	# 135-19 - Page #13874
Amended	December 11, 2020	# 271-20 - Page #14420
Amended	December 16, 2021	# 209-21 - Page #14933
Amended	January 26, 2023	# 312-23 - Page #15480
Amended	April 11, 2024	# 493-24 - Page #15601
Amended	May 23, 2024	# 597-24 - Page #15643



2025 Road Projects Information

Calculation of 2025 year: Project(s) Workdays:

Project days: May to Mid-October 2025

5.5 months x 20 days = 110 days

Less 20 days: weather

and 20 days: moves/breakdowns, dust controls/road repairs

Equals 70 days

Maintenance Gravel:

45,139.5 tonnes to be distributed among all divisions

5,000.0 tonnes of contingency gravel

Grants Available for 2025:

The following grants may be used to fund a portion of the 2025 Road Plan:

- Local Government Fiscal Framework Funding
- Canada Community Building Funding

2025 Gravelling Projects Information

Road Categories	Description	Code	Rate of material/mile Tonne - Yards	# of Year's
Exceptional	Extreme traffic and Heavy loads	Exc	187 - 150	annual
Category # 1	Paved, oiled and base stabilized roads	C1	----	--
Category # 2	High usage arterial and feeder gravel roads	C2	187 - 150	2
Category # 3	Moderate usage collector gravel roads with through traffic and serving several residents	C3	156 - 125	3
Category # 4	Little used and dead-end roads	C4	125 - 100	4

Gravelling – Smoky Lake County					
Miles per Category	Code	Recommended Miles	Recommended Gravel	Estimate Costs	Actual Cost
19.0	Exc	15.5	2898.50	\$ 80,784.00	
107.0	C1				
153.5	C2	61.0	11,407.0	\$ 305,838.50	
500.5	C3	164.0	25,584.0	\$ 661,830.00	
128.0	C4	42.0	5,250.0	\$ 138,937.50	
Total miles = 908	Total	282.5	45,139.50	\$ 1,187,390.00	



Proposed (Nov 18, 2024)

2025 Road Projects

OIL TREATMENT/PAVING							
Project Name	Code	# Days	Length/Miles	Res #'s	Estimate Costs	Actual Cost	Funding
RR 183 between 51 Ave Warspite- 59153 Rge Rd 183	P2513	2	250m	597-24	\$ 25,000.00		MSI/MO
		2		Total	\$ 25,000.00	#REF!	
CHIP-SEAL							
Project Name	Code	# Days	Length/Miles	Res #'s	Estimate Costs	Actual Cost	Funding
		0		Total	\$ -	\$0.00	
REHABILITATION							
Project Name	Code	# Days	Length/Miles	Res #'s	Estimate Costs	Actual Cost	Funding
RR 174 between Twp 612- Twp 613A	R2514	3	1.5		\$ 35,000.00		MSI/MO
RR 190 between Hwy 28- Twp 600	R2515	6	3.5		\$ 85,000.00		MSI/MO
Twp 594 between RR 185- RR 190	R2525	2	1		\$ 24,000.00		MSI/MO
		11		Total	\$ 144,000.00	\$0.00	
MG30 BASE STABILIZATION							
Project Name	Code	# Days	Length/Miles	Res #'s	Estimate Costs	Actual Cost	Funding
Twp 620 between RR 135- RR 142	MG2511	5	3		\$ 75,000.00		MSI/MO
Twp 612 between RR 174- RR 174A	MG2514	1	0.5		\$ 12,000.00		MSI/MO
Twp 612 between RR 174A- RR 180	MG2515	2	1.5		\$ 30,000.00		MSI/MO
RR 180 between Twp 612A- Twp 614	MG2525	2	1.5		\$ 30,000.00		MSI/MO
		10		Total	\$ 147,000.00	\$0.00	
CONSTRUCTION							
Project Name	Code	# Days	Length/Miles	Res #'s	Estimate Costs	Actual Cost	Funding
Twp 584 between RR 172- RR 171A	C2513		1.5		\$ 140,000.00		MSI/MO
		0		Total	\$ 140,000.00	\$0.00	
MG HAUL ROADS-PW57							
Project Name	Code	# Days	Length/Miles	Res #'s	Estimate Costs	Actual Cost	Funding
Twp 584 between Hwy 855- RR 172; Twp 584 between RR 171A- RR 165	MG2513	4	4		\$ 110,000.00		Aggregate Reserve
		4		Total	\$ 110,000.00	\$0.00	
GLADDEN PIT RECLAMATION							
	Code	# Days	Length/Miles	Res #'s	Estimate Costs	Actual Cost	Funding
GLADDEN PIT RECLAMATION	PW44				\$ 125,000.00		
		0		Total	\$ 125,000.00	\$0.00	
GRAVELLING							
Mile per Division	Code	Proposed Miles	Proposed Gravel	Estimate Costs	Actual Gravel	Actual Cost	Funding
144	PW45	46	7,765.00	\$ 225,185.00			RTG
218.5	PW46	83.5	13,243.00	\$ 357,561.00			RTG
159.5	PW47	43	6,770.00	\$ 169,250.00			RTG
167	PW48	51	8,002.50	\$ 192,060.00			RTG
219	PW49	59	9,359.00	\$ 243,334.00			RTG
908		282.5	45,139.5	\$ 1,187,390.00			
Contingency:			5,000.00	\$ 125,000.00			
Total			50,139.50	\$ 1,312,390.00			
Road Repair PW90:							Unbudgeted- Cost of gravel only

Five-Year Road Plan: Year 2025-2029



2026 Road Projects

OIL TREATMENT/PAVING							
Project Name	Code	# Days	Length/Miles	Res #'s	Estimate Costs	Actual Cost	Funding
RR 174 between Twp 612- Twp 613A	P2614	3	1.5		\$ 200,000.00		MSI/MO
		3		Total	\$ 200,000.00	\$0.00	

REHABILITATION							
Project Name	Code	# Days	Length/Miles	Res #'s	Estimate Costs	Actual Cost	Funding
							MSI/MO
		0		Total	\$ -	\$0.00	

MG30 BASE STABILIZATION							
Project Name	Code	# Days	Length/Miles	Res #'s	Estimate Costs	Actual Cost	Funding
Twp 620 between RR 135- RR 142	MG2611	5	3		\$ 80,000.00		MSI/MO
Twp 612 between RR 174- RR 174A	MG2614	1	0.5		\$ 14,000.00		MSI/MO
Twp 612 between RR 174A- RR 180	MG2615	2	1.5		\$ 30,000.00		MSI/MO
RR 180 between Twp 612A- Twp 614	MG2625	2	1.5		\$ 30,000.00		MSI/MO
Twp 604 between RR 181- RR 183	MG2635	5	3		\$ 80,000.00		MSI/MO
		15		Total	\$ 234,000.00	\$0.00	

CONSTRUCTION							
Project Name	Code	# Days	Length/Miles	Res #'s	Estimate Costs	Actual Cost	Funding
Twp 584 between Hwy 855- RR 172	C2613	16	2		\$ 140,000.00		MSI/MO
RR 124 between Twp 602- Twp 603A	C2611	14	1.5		\$ 120,000.00		MSI/MO
		30		Total	\$ 260,000.00	\$0.00	

MG HAUL ROADS-PW57							
Project Name	Code	# Days	Length/Miles	Res #'s	Estimate Costs	Actual Cost	Funding
Twp 584 between RR 172- RR 165	MG2613	3	3.5		\$ 85,000.00		Aggregate Reserve
		3		Total	\$ 85,000.00	\$0.00	

GRAVELLING							
Mile per Division	Code	Proposed Miles	Proposed Gravel	Estimate Costs	Actual Gravel	Actual Cost	Funding
144	PW45	44.5	7,546.50	\$ 218,848.50			RTG
218.5	PW46	83.5	13,615.00	\$ 367,605.00			RTG
159.5	PW47	41.5	6,675.50	\$ 166,887.50			RTG
167	PW48	52.5	8,360.50	\$ 200,652.00			RTG
219	PW49	70	11,168.00	\$ 290,368.00			RTG
908		292.0	47,365.5	\$1,244,361.00			
Contingency:			5,000.00	\$ 125,000.00			
Total			52,365.50	\$1,369,361.00			
Road Repair PW90:							Unbudgeted- Cost of gravel only

Five-Year Road Plan: Year 2025-2029



2027 Road Projects

OIL TREATMENT/PAVING							
Project Name	Code	# Days	Length/Miles	Res #'s	Estimate Costs	Actual Cost	Funding
RR 124 between Twp 601A- Twp 603A	P2711	7	3		\$ 450,000.00		MSI/MO
		7		Total	\$ 450,000.00	\$0.00	

REHABILITATION							
Project Name	Code	# Days	Length/Miles	Res #'s	Estimate Costs	Actual Cost	Funding
Twp 620 between Hwy 36- RR 140	R2711	3	1		\$ 30,000.00		MSI/MO
		3		Total	\$ 30,000.00	\$ -	

MG30 BASE STABILIZATION							
Project Name	Code	# Days	Length/Miles	Res #'s	Estimate Costs	Actual Cost	Funding
Twp 620 between RR 135- RR 142	MG2711	5	3		\$ 85,000.00		MSI/MO
Twp 612 between RR 174- RR 174A	MG2714	1	0.5		\$ 14,000.00		MSI/MO
Twp 612 between RR 174A- RR 180	MG2715	2	1.5		\$ 30,000.00		MSI/MO
RR 180 between Twp 612A- Twp 614	MG2725	2	1.5		\$ 30,000.00		MSI/MO
Twp 604 between RR 181- RR 184	MG2735	5	3		\$ 85,000.00		MSI/MO
		15		Total	\$ 244,000.00	\$0.00	

CONSTRUCTION							
Project Name	Code	# Days	Length/Miles	Res #'s	Estimate Costs	Actual Cost	Funding
Twp 620 between Hwy 36- RR 140	C2711	14	2.25		\$ 180,000.00		MSI/MO
		14		Total	\$ 180,000.00	\$ -	

MG HAUL ROADS-PW57							
Project Name	Code	# Days	Length/Miles	Res #'s	Estimate Costs	Actual Cost	Funding
Twp 584 between Hwy 855- RR 165	MG2713	6	5.5		\$ 125,000.00		Aggregate Reserve
		6		Total	\$ 125,000.00	\$ -	

GRAVELLING							
Mile per Division	Code	Proposed Miles	Proposed Gravel	Estimate Costs	Actual Gravel	Actual Cost	Funding
144	PW45	43	7,359.00	\$ 213,411.00			RTG
218.5	PW46	75	12,134.00	\$ 327,618.00			RTG
159.5	PW47	32.5	5,132.00	\$ 128,300.00			RTG
167	PW48	37	5,818.50	\$ 139,644.00			RTG
219	PW49	54	8,548.00	\$ 222,248.00			RTG
908		241.5	38,991.5	\$ 1,031,221.00			
Contingency:			5,000.00	\$ 125,000.00			
Total			43,991.50	\$ 1,156,221.00			
Road Repair PW90:							Unbudgeted- Cost of gravel only

Five-Year Road Plan: Year 2025-2029



2028 Road Projects

OIL TREATMENT/PAVING							
Project Name	Code	# Days	Length/Miles	Res #'s	Estimate Costs	Actual Cost	Funding
Twp 584 between Hwy 855- RR 172	P2813	5	2		\$ 260,000.00		MSI/MO
		5		Total	\$ 260,000.00	\$0.00	

REHABILITATION							
Project Name	Code	# Days	Length/Miles	Res #'s	Estimate Costs	Actual Cost	Funding
RR 180 between Twp 594A- Twp 600	R2815	5	1.5		\$ 50,000.00		MSI/MO
		5		Total	\$ 50,000.00	\$ -	

MG30 BASE STABILIZATION							
Project Name	Code	# Days	Length/Miles	Res #'s	Estimate Costs	Actual Cost	Funding
Twp 620 between Hwy 36- RR 140	MG2811	5	3		\$ 85,000.00		MSI/MO
Twp 612 between RR 174- RR 174A	MG2814	1	0.5		\$ 14,000.00		MSI/MO
Twp 612 between RR 174A- RR 180	MG2815	2	1.5		\$ 30,000.00		MSI/MO
RR 180 between Twp 612A- Twp 614	MG2825	2	1.5		\$ 30,000.00		MSI/MO
Twp 604 between RR 181- RR 184	MG2835	5	3		\$ 85,000.00		MSI/MO
		10		Total	\$ 244,000.00	\$0.00	

CONSTRUCTION							
Project Name	Code	# Days	Length/Miles	Res #'s	Estimate Costs	Actual Cost	Funding
Twp 620 between RR 140- RR 135	C2811	7	1		\$ 85,000.00		MSI/MO
		7		Total	\$ 85,000.00	\$ -	

MG HAUL ROADS-PW57							
Project Name	Code	# Days	Length/Miles	Res #'s	Estimate Costs	Actual Cost	Funding
Twp 584 between RR 172- RR 165	MG2813	4	3.5		\$ 95,000.00		Aggregate Reserve
		4		Total	\$ 95,000.00	\$ -	

GRAVELLING							
Mile per Division	Code	Proposed Miles	Proposed Gravel	Estimate Costs	Actual Gravel	Actual Cost	Funding
144	PW45	47.5	8,045.50	\$ 233,319.50			RTG
218.5	PW46	80.5	13,085.00	\$ 353,295.00			RTG
159.5	PW47	46.5	7,455.50	\$ 186,387.50			RTG
167	PW48	54	8,718.50	\$ 209,244.00			RTG
219	PW49	64	10,232.00	\$ 266,032.00			RTG
908		292.5	47,536.5	\$ 1,248,278.00			
Contingency:			5,000.00	\$ 125,000.00			
Total			52,536.50	\$ 1,373,278.00			
Road Repair PW90:							Unbudgeted- Cost of gravel only

Five-Year Road Plan: Year 2025-2029



2029 Road Projects

OIL TREATMENT/PAVING							
Project Name	Code	# Days	Length/Miles	Res #'s	Estimate Costs	Actual Cost	Funding
Twp 620 between Hwy 36- RR 141	P2911	7	2.25		\$ 300,000.00		MSI/MO
		7		Total	\$ 300,000.00	\$0.00	

REHABILITATION							
Project Name	Code	# Days	Length/Miles	Res #'s	Estimate Costs	Actual Cost	Funding
Twp 612 between Hwy 855- RR 174	R2914	3	1		\$ 33,000.00		MSI/MO
		3		Total	\$ 33,000.00	\$ -	

MG30 BASE STABILIZATION							
Project Name	Code	# Days	Length/Miles	Res #'s	Estimate Costs	Actual Cost	Funding
Twp 620 between RR 141- RR 135	MG2911	4	2		\$ 45,000.00		MSI/MO
Twp 612 between RR 174- RR 174A	MG2914	1	0.5		\$ 15,000.00		MSI/MO
Twp 612 between RR 174A- RR 180	MG2915	2	1.5		\$ 33,000.00		MSI/MO
RR 180 between Twp 612A- Twp 614	MG2925	2	1.5		\$ 33,000.00		
RR 180 between Twp 594- Twp 600	MG2935	4	2		\$ 45,000.00		MSI/MO
		13		Total	\$ 171,000.00	\$0.00	

CONSTRUCTION							
Project Name	Code	# Days	Length/Miles	Res #'s	Estimate Costs	Actual Cost	Funding
Twp 604 between RR 181- RR 183	C2915	14	2		\$ 165,000.00		MSI/MO
		14		Total	\$ 165,000.00	\$ -	

MG HAUL ROADS-PW57							
Project Name	Code	# Days	Length/Miles	Res #'s	Estimate Costs	Actual Cost	Funding
Twp 584 between RR 172- RR 165	MG2913	6	3.5		\$ 85,000.00		Aggregate Reserve
		6		Total	\$ 85,000.00	\$ -	

GRAVELLING							
Mile per Division	Code	Proposed Miles	Proposed Gravel	Estimate Costs	Actual Gravel	Actual Cost	Funding
144	PW45	46	7,765.00	\$ 225,185.00			RTG
218.5	PW46	88.5	14,023.00	\$ 378,621.00			RTG
159.5	PW47	38	5,990.00	\$ 149,750.00			RTG
167	PW48	45.5	7,144.50	\$ 171,468.00			RTG
219	PW49	65	10,295.00	\$ 267,670.00			RTG
908		283.0	45,217.5	\$ 1,192,694.00			
Contingency:			5,000.00	\$ 125,000.00			
Total			50,217.50	\$ 1,317,694.00			
Road Repair PW90:							Unbudgeted- Cost of gravel only

Five-Year Road Plan: Year 2025-2029



2024 Road Projects

OIL TREATMENT/PAVING

Project Name	Code	# Days	Length/Miles	Res #'s	Estimate Costs	Actual Cost	Funding
Twp 590 between RR 174(N)- RR 180(s)	P1813	2	1.25		\$ 150,000.00	\$ 121,925.26	MSI/MO
		2		Total	\$ 150,000.00	\$ 121,925.26	

CHIP-SEAL

Project Name	Code	# Days	Length/Miles	Res #'s	Estimate Costs	Actual Cost	Funding
		0		Total	\$ -	\$0.00	

MG30 BASE STABILIZATION

Project Name	Code	# Days	Length/Miles	Res #'s	Estimate Costs	Actual Cost	Funding
RR 124 between Twp 601- Twp 603A	MG2411	5	2.5		\$ 62,500.00	\$ 39,331.25	MSI/MO
Twp 590 between RR 143(N)- RR 144(S)	MG1822	1	0.5		\$ 10,000.00		MSI/MO
RR 144 between Twp 590- Hwy 652	MG2412	8	6		\$ 80,000.00	\$ 83,358.15	MSI/MO
RR 164 between Hwy 28- Twp 592A	MG2423	4	1.5		\$ 70,000.00	\$ 17,702.51	MSI/MO
Twp 604 between RR 181- RR 184	MG2415	4	3		\$ 80,000.00	\$ 47,228.97	MSI/MO
		22		Total	\$ 302,500.00	\$ 187,620.88	

CONSTRUCTION

Project Name	Code	# Days	Length/Miles	Res #'s	Estimate Costs	Actual Cost	Funding
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		#REF!		Total	\$ -	#REF!	
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MG HAUL ROADS-PW57

Project Name	Code	# Days	Length/Miles	Res #'s	Estimate Costs	Actual Cost	Funding
Twp 584 between Hwy 855- RR 165	MG2413	4	5.5		\$ 121,000.00	\$34,618.26	Aggregate Reserve
		4		Total	\$ 121,000.00	\$34,618.26	

GRAVELLING

Mile per Division	Code	Proposed Miles	Proposed Gravel	Estimate Costs	Actual Gravel	Actual Cost	Funding
144	PW45	38.5	6,517.50	\$ 189,007.50	5,416.00	\$151,238.52	RTG
218.5	PW46	79	12,851.00	\$ 346,977.00	8,999.00	\$229,207.29	RTG
159.5	PW47	36	5,817.50	\$ 145,437.50	5,274.00	\$119,579.62	RTG
167	PW48	41	6,659.50	\$ 159,828.00	6,101.00	\$121,501.47	RTG
219	PW49	58	9,296.00	\$ 241,696.00	7,961.00	\$171,526.65	RTG
908		252.5	41,141.5	\$ 1,082,946.00	33,751.00	\$793,053.55	
Contingency:			5,000.00	\$ 125,000.00	3699.00	\$77,250.73	
Total			46,141.50	\$ 1,207,946.00	37,450.00	\$870,304.28	
Road Repair PW90:							Unbudgeted- Cost of gravel only

Five-Year Road Plan: Year 2024-2028



Request for Decision (RFD)

Meeting Date: Thursday, May 1, 2025

Agenda Item: # 7.6

Topic: Funding to Agricultural Societies

Presented By: Brenda Adamson, Finance

Recommendation:

Motion #1 Council Discretion

Background:

During the April 8, 2025 Smoky Lake County Agricultural Services Board Meeting, the following motion was made:

ASB132-25: Serben	That Smoky Lake County's Agricultural Service Board increase funding of \$6,000 to Vilna Agricultural Society, \$6,000.00 to Waskatenau Agricultural Society and \$12,000.00 to Smoky Lake Agricultural Society Carried
-------------------	--

The Agricultural Service Board does not have the authority to allocate Smoky Lake County Funds, therefore the motion was discussed at the Smoky Lake County meeting held on April 10, 2024. A motion was made at the council meeting to table the funding.

Currently we provide the Agricultural Societies with funding from our Local Government Fiscal Framework operating grant.

- ✓ \$60,000 to Smoky Lake Agricultural Society
- ✓ \$17,500 to Vicotria Trail Agricultural Society
- ✓ \$17,500 to Vilna & District Agricultural Society

\$95,000 Total

These funds must be used for operations as per the grant requirements.

Benefits:

Disadvantages:

Alternatives:

Financial Implications:

The current balanced budget includes the \$95,000 grant program under the Parks and Recreation budget as it is considered a grant for recreation. An increase can be funded either from the \$79,000 contingency, or as an unbudgeted expenditure.

Legislation:

na

Intergovernmental:



Request for Decision (RFD)

na

Strategic Alignment:

na

Enclosure(s):

Signature of the CAO:

A handwritten signature in black ink, consisting of several loops and a long horizontal stroke, positioned over a horizontal line.



Request for Decision (RFD)

Meeting Date: Thursday, April 24, 2025

Agenda Item: # 7.7

Topic: Request to write off Property Taxes

Presented By: Brenda Adamson, Finance Manager

Recommendation:

#1 That Smoky Lake County Council approve to write off taxes in the amount of \$512.77 and Penalties of \$349.28 on tax roll 13603411 (SE 34-60-13 W4)

#2 That Smoky Lake County Council approve to write off taxes in the amount of \$559.70 and penalties of \$385.26 on tax roll 13603422 (SW 34-60-13 W4)

#3 That Smoky Lake County Council approve to write off taxes in the amount of \$512.77 and penalties of \$349.28 on tax roll 13603431 (NW 34-60-13 W4)

#4 That Smoky Lake County Council approve to write off taxes in the amount of \$652.18 and penalties of \$678.08

There are 4 properties that are owned by Alberta sustainable resources but are not currently under lease. If they are leased, they are considered taxable (of which the Province will pay a portion of). These are properties that we have been told do not qualify for taxation. The assessment has been changed to exempt. We would like to have the balances written off to clean up the tax subledger and to prevent further penalties from being levied:

Roll # 13603411	Total O/S \$862.05	Taxes - \$512.77 (since 2018) Penalties - \$349.28
Roll # 13603422	Total O/S \$ 944.96	Taxes - \$ 559.70 (since 2018) Penalties - \$385.26
Roll # 13603431	Total O/S \$ 862.05	Taxes – \$512.77 (since 2018) Penalties - \$349.28
Roll # 16610620	Total O/S \$1330.06	Taxes - \$652.18 (since 2017) Penalties - \$678.0

Benefits:

n/a

Disadvantages:

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

Alternatives:

- Leave on the subledger to continue adding penalties.

Financial Implications:



Request for Decision (RFD)

Legislation:

Properties belonging to the Government of Alberta are exempt from municipal taxation

362(1) The following are exempt from taxation under this Division: (a) any interest held by the Crown in right of Alberta or Canada in property other than property that is held by a Provincial corporation as defined in the Financial Administration Act;

Intergovernmental:

n/a

Strategic Alignment:

n/a

Enclosure(s):

Signature of the CAO:

A handwritten signature in black ink, consisting of several loops and a long horizontal stroke, positioned over a thin horizontal line.



Request for Decision (RFD)

Meeting Date: Thursday, April 24, 2025

Agenda Item: # 7.8

Topic: Community-Based Policing Study

Presented By: Brenda Adamson, Finance Manger

Recommendation:

That Smoky Lake County accept the MNP Community – Based Policing Study

Background:

Smoky Lake County received approval for \$90,000 grant to conduct a study to explore policing challenges within Smoky Lake County, Village of Vilna, and Village of Waskatenau. MNP was contracted to conduct the study.

Throughout the past six months, they have conducted research to prepare this paper. Administration and MNP met on Monday to review the draft papers. The contractor is currently editing the document and will send the final study out by April 21. Due to the timing, we are unable to attach the report to this RFD but will email it to Council as soon as possible.

The consultants will be presenting the study and will be available for questions at this meeting. To close the grant loop, a motion is needed from Council to recognize the study. Once it is accepted, Council can choose to keep it available as a tool for future planning or may make specific decisions with regards to the recommendations provided by MNP.

Benefits:

- The study can guide long term organizational planning.
- The study provides justification for requests for more RCMP members.

Disadvantages:

none

Alternatives:

- Council can either accept the document as information or not. Not accepting it may create a problem with the final grant reporting and would put the \$90,000 grant at risk.
- Council can also direct administration to follow up with specific actions discussed in the study, such as work towards a regional CPO program, increase the CPO staff, assist with lobbying efforts, etc.

Financial Implications:

Once the study is accepted, the final grant report will be completed to satisfy the requirements for the \$90,000 grant.

Legislation:

n/a



Request for Decision (RFD)

Intergovernmental:

Council may further discuss this report with Provincial authorities as well as the local urban Municipalities.

Strategic Alignment:

n/a

Enclosure(s):

Community – Based Policing Study to be distributed under separate cover

Signature of the CAO:

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

Chief Administrative Officer's Report

April 24, 2025 – Regular Council Meeting

1. Strategic Resource Development

- **Sand and Gravel Business Plan:** A comprehensive business plan for sand and gravel operations has been developed, focusing on sustainable extraction practices and long-term economic benefits for the County.
 - **Timber Harvesting Initiatives:** We are exploring timber harvesting opportunities, aligning with our commitment to responsibly harnessing local resources. Creating an additional revenue source for Smoky Lake County
-

2. Organizational Efficiency and Collaboration

- **Interdepartmental Synergy:** Enhanced collaboration between departments has led to streamlined processes and increased efficiency, fostering a culture of teamwork and shared goals.
 - **Equipment Optimization:** A thorough assessment of our equipment needs has been conducted, resulting in the rightsizing of machinery and tools to align with specific project demands. This strategic approach is meant to optimize resource allocations and reduced maintenance costs through all departments.
-

3. Health and Safety Advancements

- **Annual Safety Meeting:** The Annual Safety Meeting was held on April 17, 2025, emphasizing our commitment to a safe working environment.
 - **Pursuit of COR Certification:** We are actively pursuing a Certificate of Recognition (COR) to validate our health and safety management system, demonstrating our commitment to meeting provincial standards.
 - **Collaboration with AMHSA:** Partnerships with the Alberta Municipal Health and Safety Association (AMHSA) have been strengthened to provide comprehensive training and resources, including programs focused on psychological health and safety.
-

4. Professional Development Milestone

- **Educational Achievements:** I am pleased to share the completion of the National Advanced Certification in Local Authority Administration Level 2 Program. This accomplishment marks the culmination of a 5½-year educational journey, during which I also earned an MBA and the Certified Local Government Manager (CLGM) designation. These achievements reflect a strong commitment to excellence and strategic leadership.
-

5. Community Engagement and Advocacy

- **Ministerial Engagements:** Productive interactions with ministers at the Rural Municipalities of Alberta (RMA) have been conducted, focusing on advocating for the improvement of Highway 28 and the implementation of a roundabout at the intersection of Highway 855 and Highway 28.
 - **Community Support:** Continued support has been provided to local organizations, including sponsorships and funding allocations, reinforcing our commitment to community development.
-

6. Upcoming Initiatives

- **Strategic Planning Sessions:** Ongoing strategic planning sessions are scheduled to align departmental goals with the County's long-term vision.
 - **MCC:** Working with the Town of Smoky Lake to keep the municipal corporation active for future goals and opportunities.
 - **Regional Fire:** Working with Fire Chief to ensure we are on track for a completed plan as soon as possible.
-

Respectfully submitted,

Kevin Lucas
Chief Administrative Officer
Smoky Lake County



[Canada.ca](#) > [Employment and Social Development Canada](#) > [ESDC programs and policy development](#)

About Enabling Accessibility Fund

From: [Employment and Social Development Canada](#)

The Enabling Accessibility Fund (EAF) provides funding for projects that make Canadian communities and workplaces more accessible for persons with disabilities. The EAF supports Canada's Disability Inclusion Action Plan, in particular Pillar 3 - Accessible and Inclusive Communities. To learn more, consult the [Canada's Disability Inclusion Action Plan, 2022](#).

The EAF aims to create more opportunities for persons with disabilities to:

- take part in community activities, programs, and services, or
- access employment

There are 3 different program components in the EAF. Each component holds separate calls for funding. The eligibility criteria will be further defined during each funding process.

The youth innovation component

The [youth innovation component](#) encourages youth to find accessibility barriers in their communities. They work with local organizations to improve accessibility and safety in community spaces and workplaces. Grant funding can be up to \$12,000 per project.

Project ideas include:

- purchasing para-hockey sleds
- building raised garden beds in a community garden
- providing accessible beach mats and beach wheelchairs
- purchasing voice recognition software

The small projects component

The [small projects component](#) provides grant funding for small-scale construction and communication technology projects that improve accessibility in communities and workplaces. Grants can be up to \$200,000 per project.

Project examples may include:

- building ramps, accessible doors, and accessible washrooms
- installing screen reader devices and hearing loop systems
- constructing a universally designed office
- creating an accessible playground

The mid-sized projects component

The mid-sized projects component gives contribution funding for larger construction projects. To be eligible for funding, facilities must offer programs and services to include persons with disabilities in:

- their communities, and/or
- the labour market

Contributions can be up to \$3 million per project.

Eligible projects may include constructing, renovating, or expanding centres or hubs that offer programming and services for persons with disabilities in their communities.

Flat rate

The EAF has introduced flat rate costing to the small and mid-sized projects components. The flat rate calculator provides the amount of funding for:

- ramps
- accessible doors
- accessible washrooms
- elevators
- lifts
- pool lifts
- multi-sensory rooms/stations
- accessible playgrounds
- accessible parking
- accessible drop-off areas
- accessible electric vehicle charging stations

If you are applying for funding for these projects, refer to the [flat rate information sheet](#).

A [flow chart](#) is available to help you choose the accessibility project that is right for your organization.

[Guidance](#) is available on providing safety and security items to make buildings more accessible for persons with disabilities.

Related link

- [Towards an accessible Canada](#)

Date modified:

2024-03-22



Reeve's Report

9.5

**Jered Serben: Reeve and Councillor for Division 5
March 22, 2025 to April 16, 2025**

March 25, 2025 – County Council Committee of the Whole Meeting - Strategic Planning Meeting

- Island Lake Development: Emphasis on improving services, and collaborating with local organizations for project funding and planning.
- Public Awareness Campaign: Ongoing efforts to reduce crime and improve services (policing, fire and rescue, EMS, healthcare, housing).
- Trail and Campsite Maintenance.
- Fire Services Education: Encourage ratepayers to obtain fire insurance and raise awareness about County fire service charges.
- Local Trades Education Partnership: Explore collaboration opportunities with school boards and local institutions to develop trade education programs in various fields.
- County Brand Redesign: Consideration rebranding the County logo to better reflect its identity, emphasizing agriculture and lakes.
- Community Peace Officer Services Review:
 - The role of Community Peace Officers (CPOs) in educating the community about speed limits, enforcing bylaws, and enhancing their presence in lake subdivisions.
- Tour of the Red Deer Healing and Wellness Center:
 - Council Members will attend a tour April 29.

March 31, 2025 – Joint Health & Safety Meeting (Jered & Dominique with virtual audio difficulties)

- Nominations:
 - Re-election of Co-Chairperson
 - Re-Election of Secretary
- Action Log and Policy Updates
 - Action Log Acknowledgment: The updated Action Log List was received by the Committee.
 - Policy Adoption:
 - Wildlife Encounters Policy (Policy Statement No. 073601)
 - Vehicle and Equipment Maintenance Policy (Policy Statement 110101)
 - Facility and Tool Maintenance Policy (Policy Statement 110201)
 - New or Reassigned Worker Health and Safety Orientation Policy (Policy Statement 120201)
 - New or Reassigned Worker Competency Policy (Policy Statement 120201)
 - Emergency Response Plan Directive Policy (Policy Statement 150201)
 - Emergency Preparedness Policy (Policy Statement 150102)
 -
- Health & Safety Coordinator Reports
 - Health and Safety Coordinator Report: Summarized incidents from February 19 to March 26, 2025
 - Summary of Incidents: Acknowledged incidents occurring during the same period
 - Training Report: Review of training completed from February 19 to March 26, 2025
- Acknowledgment of Received Documents
 - Enforcement Services Hazard Assessment (Nov. 26, 2024)
 - Shop Work Equipment Repairs (Mar. 3, 2025)
 - Emergency Response Plan (Main Office)



Reeve's Report

Jered Serben: Reeve and Councillor for Division 5

March 22, 2025 to April 16, 2025

- Emergency Response Plan (Public Works Shop)

April 5, 2025 – Smoky Lake Ag Society Dinner (Stars Fundraiser)

- Speech from the Reeve
- Helped in the kitchen and cleared tables
- Smoky Ag Society Raised \$120,000.00 for STARS and the Smoky Lake Ag Society name will be added to the outside of the air ambulance.

April 10, 2025 – Regular Council Meeting (All Council)

- Requests for Decision:
 - 4H Beef Club Sponsorship: Granted \$1,400 for trophy sponsorship.
 - LARA Partnership: Approved a \$55,000 contribution for the agricultural research association.
 - Firearm Authorization: Approved for Animal Control Technician.
 - Truck Fill Options: Directed staff to explore upgrades and monitoring strategies.
 - Lagoon Security: Directed study on securing lagoon sites.
- Community Safety Report (CPO): Monthly report style approved for posting on County website and social media.
- Policy Amendments:
 - Policy 6110 Disposition of County Own Lands;
 - Changes offered clear, concise and efficient process. Title changes to reflect the specific sale of County-owned lands rather than ambiguous County-owned property.
 - Policy 0818 Council Remuneration and Expenses;
 - Amended to clarify that although the council members will keep their laptop after leaving elected office, they will lose all software subscriptions.
- Tax Waiver Request: Approved waiving penalties on a specified property.
- Golf Course Funding: Directed Council to invite Golf Course representatives for a future meeting presentation regarding their request.
- Bylaw 147925 Bellis Sewer Tax Bylaw: Bylaw for Bellis Sewer Tax was introduced and passed three readings.
- Public Queries: Addressed concerns from a resident regarding local enforcement presence.
- Surplus Equipment Auction: Authorized sale of surplus equipment through structured auctions.
- Ukrainian MOU Extension: Adjusted and approved the extension of the Memorandum of Understanding with Ukrainian counterparts from five years to three years.
- Property Assessment Presentation: Accepted information regarding the County's 2024 property assessment.
- Bellis 4H Beef Club:
 - provided an update on club activities and requested sponsorship for trophy belt buckles for the upcoming Achievement Day.
- JMD Group LLP:
 - presentation on the Smoky Lake County Consolidated Financial Statements and Gas Utility Financial Statements for the year ending December 31, 2024.
- Accurate Assessment Group Ltd; Property Assessment Presentation:
 - information regarding the County's 2024 property assessment.



Reeve's Report

Jered Serben: Reeve and Councillor for Division 5

March 22, 2025 to April 16, 2025

April 15, 2025 – Smoky Lake Ag Society Meeting

- Fundraising Initiatives:
 - Upcoming fundraising efforts
 - Grant proposal writing
 - Soliciting bids from companies for naming rights to the arena for a designated period
- The Pumpkin Patch Daycare is seeking a trial period of 3 to 4 months to rent the conference room at the complex for five days a week.
- The replacement of the HVAC system is scheduled to commence at the end of April.
- The ice installation is being considered for September 1 instead of the second week of October to enhance revenue generation.
-

April 17, 2025 – Annual Health & Safety Meeting

- Opening Remarks for the Annual Safety Meeting.
- Managers shared updates and delivered safety messages to all employees.
- Review of incidents that occurred in 2024.
- Moment of Silence to commemorate the National Day of Mourning on April 28, 2025.
- Presentation on Employee Benefits.
- Overview of Fire Drill Procedures.
- Presentation on Formal Hazard Assessments.

Sincerely,

Jered Serben

jserben@smokylakecounty.ab.ca

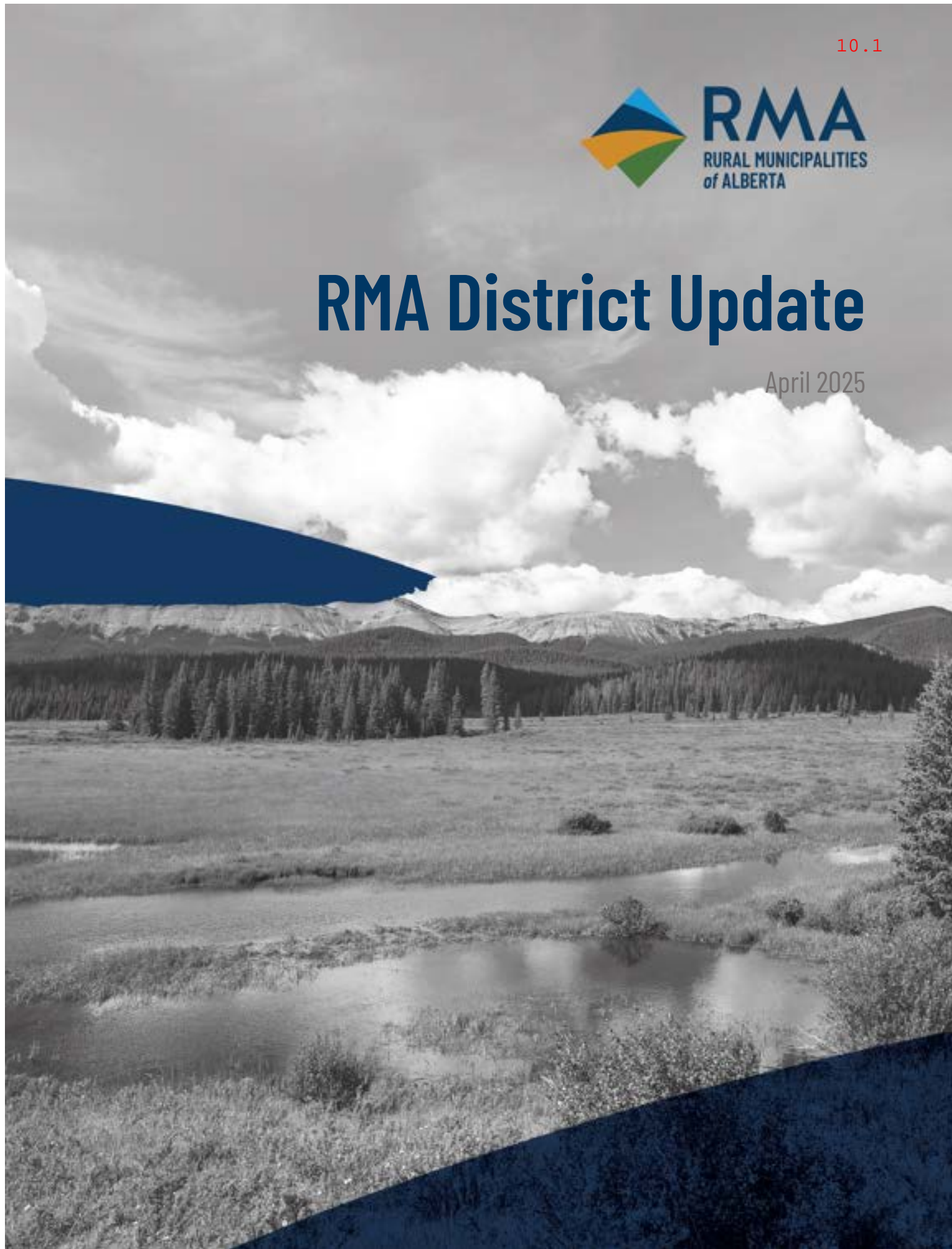
Cell: 7806565244

More information about County meetings, minutes, agendas, bylaws, policies, and departments, is available at: www.smokylakecounty.ab.ca



RMA District Update

April 2025



Assessment Model Review

The RMA continues to participate in the Assessment Model Review (AMR) process, along with several other municipal and industry stakeholders. The current focus is on the Construction Cost Reporting Guide (CCRG), which is being reviewed by a Technical Working Group consisting of experts appointed by each stakeholder involved in the broader review.

RMA continues to be concerned with the clear scope of the AMR process, and in particular the openness of industry stakeholders and government to consider introducing market value concepts into the regulated assessment model. This is beyond the agreed-upon scope of the review and would have unpredictable impacts on assessment. RMA has voiced concerns with AMR organizers that these discussions are outside the scope of the review, but we will continue to participate constructively with a position that the current cost-based assessment model best balances equitability, efficiency and transparency.

The next AMR engagement takes place April 14 and 15.

Mature Asset Strategy

The Government of Alberta (GOA) is in the process of developing a Mature Asset Strategy (MAS), intended to produce a series of recommendations related to possible regulatory, legislative, and policy changes, as well as other approaches to support the continued extraction of resources from mature oil and gas assets. The engagement process, which took place from August to December of 2024, is now complete. RMA and other participating stakeholders received a confidential draft recommendations report in late January. RMA reviewed the report and provided feedback, mainly related to a lack of data or evidence supporting certain findings and recommendations.

RMA expects the MAS final report to be released in the coming weeks. RMA will respond to the final report and, if needed, provide any additional information or advocacy tools to members.

Property Tax Accountability Strategy

In March, RMA released the results of its annual member survey on unpaid oil and gas property taxes. The survey showed that despite attempts by government to create industry accountability in property tax payments, the issue is worsening, with the overall unpaid amount increasing to \$253.9 million as of December 31, 2024, which includes \$67.8 million in unpaid taxes accrued in 2024 alone.

To solve the issue once and for all, RMA has called on Alberta Municipal Affairs and Alberta Energy and Minerals to collaborate in forming a working group to develop a Property Tax Accountability Strategy (PTAS), which will include a series of recommendations for legislative, regulatory, policy, or other changes to hold companies accountable for payment of taxes. RMA is pleased that both ministries have accepted RMA's request, and work is expected to get underway in forming the working group in the coming weeks. More information on the survey results can be found [here](#), and on the PTAS [here](#).

Rural Economic Development Toolkit

The [Rural Economic Development Toolkit](#) is designed to support municipal leaders to shape and advance economic development efforts. Whether you are establishing a new economic development initiative or refining an existing program, this toolkit provides practical guidance, best practices, and tools to help navigate the process.

To get a better understanding of the components of this toolkit, virtual workshops will be held where participants can ask questions and discuss the initiative with other municipalities.

- ♦ Rural Economic Development 101: April 15th at 1pm. Register [here](#).
- ♦ Economic Development Committees: April 29th at 1pm. Register [here](#).
- ♦ Narrative Building & Business Cases: May 13th at 11am. Register [here](#).

Municipal Agricultural Disaster Declaration Guide

Moving into spring, RMA would like to remind members of the [Guide for Declaring Municipal Agricultural Disasters in Alberta](#). The guide provides municipalities with information on what a municipal agricultural disaster declaration is and factors to consider when making a declaration. If your municipality makes a declaration, please forward a copy of the declaration to bezawit@rmalberta.com to allow RMA to track the number and location of declarations.

Running for Municipal Office Campaign

RMA has partnered with Alberta Municipalities (ABmunis) to launch the “Running for Municipal Office” campaign, aimed at raising awareness among potential candidates and Albertans at-large about the benefits of serving as a municipal elected official ahead of the 2025 Alberta municipal election. As part of the campaign, the two associations will jointly host 20 live webinars between April and September 2025. These webinars will be open to the public and will feature input from individuals who have served on municipal councils in Alberta, offering firsthand experiences and perspectives. Six of the webinars are specifically tailored to a rural audience and will be held:

- ♦ April 25, 12:00pm - 1:00pm
- ♦ May 7, 7:30pm - 8:30pm
- ♦ June 5, 12:00pm - 1:00pm
- ♦ June 17, 7:30pm - 8:30pm
- ♦ July 18, 12:00pm - 1:00pm
- ♦ August 13, 7:30pm - 8:30pm

Members are encouraged to visit RMA’s [Running for Municipal Office webpage](#) to see the full list of webinar offerings and to register. The webpage also provides a suite of informational materials and resources for those interested in running for municipal office.

Wildfire Working Group Report & Recommendations – Next Steps

Following Resolution [7-23F: Strategy for Management of Wildland Fires Outside Forest Protection Area](#), the RMA formed the multi-stakeholder Wildfire Working Group (WWG), whose work has been [summarized into a](#)

[report](#) released earlier this year. This work was also shared during the RMA's Spring 2025 convention through a plenary session and a workshop with some working group members serving as panelists.

The report was sent to select ministries, and the RMA has received correspondence from Municipal Affairs, Environment and Protected Areas and Public Safety and Emergency Services. The government responses address the recommendations targeted to their respective ministries. Some responses outline commitments to consider legislative change, increase program funding and collaborate with other ministries, departments and agencies to review the recommendations further.

Overall, these responses are encouraging, and RMA appreciates the consideration taken by the ministries that reviewed the WWG report. The RMA's next steps will involve assessing the outlined commitments for their effectiveness and undertaking follow-up communication with key contacts and stakeholders across all responding ministries. Stay tuned for updates on the progress of the WWG's report recommendations. [The full report is](#) available on RMA's website and the [summary report](#) is also available, which presents the report's key findings in a condensed format.

Resolution Highlight – 7-24F: Improved Water License Approval and Compliance Processes

In July 2024, the Office of the Auditor General released its audit of the province's surface water management practices. Although it is unclear what prompted this audit, the 2024 drought was met with a significant multi-stakeholder response in the form of historic water sharing agreements, a provincial Drought Response Plan and a six-person Water Advisory Committee of which RMA was a member. Water management in Alberta is understandably a top concern for rural municipalities and [resolution 7-24F](#) exemplifies this by highlighting issues surrounding industry freshwater usage, especially during periods of drought. The resolution also calls on the Government of Alberta to mandate that Environment and Protected Areas (EPA) maintains sole authority to approve water licenses.

Although the Government of Alberta response to this resolution acknowledges some of the concerns and requests highlighted in resolution 7-24F, the response does not address the lack of adherence to Directive 077 concerning the requirement for industry applicants to consider all other alternative water sources intended to discourage the use of freshwater. Additionally, the government response does not address one of resolution 7-24F's operative clauses which calls for amendments to the *Responsible Energy Development Act* that would ensure license granting authority for only EPA instead of the Alberta Energy Regulator as well.

The Auditor General's report on surface water management also highlights issues surrounding licensing and compliance-monitoring processes. According to the report, license approval decisions are not adequately transparent and many licensing guidelines are too non-specific, challenging municipalities' ability to hold both the provincial government and large and/or industry license holders accountable towards water usage compliance. Read through RMA's backgrounder on the Auditor General's report [here](#).

Although this resolution is assigned a status of Intent Not Met, RMA will continue seeking out opportunities for input, including through Phase 2 of the Water Availability Engagement by providing meaningful feedback on behalf of rural municipalities concerning the issues highlighted in Resolution 7-24F.

Spring 2025 Resolution Next Steps

Resolutions are a key aspect of RMA's advocacy work and provide direction regarding issues that matter to rural Albertans the most. The following resolutions were endorsed by RMA membership at the recent Spring 2025 convention:

- [1-25S](#): Requirement for Municipal Consultation Prior to Registration of Conservation Easement (*MD of Willow Creek*)
- [4-25S](#): Re-evaluation of Wetlands Policy to Streamline Road Construction and Improvements in Rural Alberta (*County of Warner*)
- [5-25S](#): Rural Participation on the Integration Council for Refocusing Alberta's Health Care System (*Mountain View County*)
- [8-25S](#): Opposition to Water Act Amendments and Lack of Consultation (*Northern Sunrise County*)
- [9-25S](#): Water and Wastewater System Funding (*County of St. Paul*)
- [10-25S](#): Provincial Assistance for Fire Apparatus Replacement in Alberta (*MD of Smoky River*)
- [11-25S](#): Opposition to the Canadian Net-Zero Emissions Accountability Act (*County of Newell*)
- [12-25S](#): Enabling Service of Offence Notices for Bylaw Matters via Ordinary Mail (*Lacombe County*)
- [14-25S](#): Public Interest Oil and Gas Company (*County of Stettler*)
- [15-25S](#): Enhancing Access to Post-Secondary Education for Rural Alberta Students (*Wheatland County*)
- [16-25S](#): Decentralize Provincial Offices to Stimulate Economic Growth (*County of Stettler*)

These resolutions will be used to steer RMA's research and advocacy efforts. RMA begins the formal advocacy process on all newly endorsed resolutions by sending a copy to relevant ministries and organizations for an initial response. RMA also immediately begins internal research and other advocacy on resolutions to determine the best path toward a positive outcome for members. For questions on any resolution, reach out to RMA's Policy and Advocacy team.

The endorsed resolutions can be viewed on the [RMA Resolutions Database](#), or the complete package of the endorsed resolutions [can be viewed here](#).

EOEP Update

All new and returning municipal elected officials must complete orientation training after being elected. This course provides fundamental professional development for impactful municipal leadership. Munis 101 courses will be held immediately after the election to assist municipalities in meeting legislative requirements for the MGA's mandated post-election training. For more information on registering for Munis 101, please [click here](#).

The 2025 EOEP course schedule is now available [online](#).

As a reminder, participants who complete all seven core EOEP courses will earn their [Municipal Elected Leaders Certificate](#) (MELC), which is offered in coordination with the University of Alberta's Augustana Campus.

RMA Communications

Communicating with members is an essential role of the RMA, both to share information and to obtain member input. To ensure that you receive the most up to date information, please [subscribe to the Contact newsletter](#). Contact is distributed weekly and includes important member bulletins, announcements, and links to news

articles that may be of interest to Alberta's municipalities. [Trader](#) is the monthly Canoe newsletter sharing news about procurement services available to members and updates from approved suppliers.

We are also active on social media! Follow us on Twitter [@RuralMA](#), [LinkedIn](#), and [Facebook](#).

Budget to Actual 2024

Notes As At April 15, 2025

Taxes (net)	Taxes will be levied in May. March penalties were \$245,299 (most are uncollectable)				
Legislative	We have completed 25% of the year. Council has spen 23% of the budget				
Administration	Administration has spent 20% of the operating budget.				
Communications	Communications has spent 20% of the budget.				
GIS	GIS has spent 47% of the budget. The license fees for 2025 hav been paid				
Other Government Service:	The budget for grants is \$30,000				
	500.00	Vilna Curling	3,000.00	Vilna COPS	
	500.00	Spedden Fish and Game	1,500.00	SL Public Library annual donation	
	1,500.00	Ann Chorney Library annual donation	1,500.00	Vilna Library annual donation	
	1,000.00	Kalyna annual donation	0.00		
	1,500.00	Threshing Bee	0.00		
	500.00	SL Riding Club annual donation			
	6,000.00	Stars Annual Donation			
	<u>17,500.00</u>				
		balance remaining		<u>#REF!</u>	
Fire Services	Fire has spent 12% of the budget.				
Bylaw	Bylaw has spent 22% of the budget				
Transportation	Public works has spent 18% of the budget				
Environmental Services	Water has spent 15% of the budget. Sewer 12%. Landfill 37%. Landfill is seems because the annual Evergree fee of \$47,580 has been paid.				
FCSS	2025 FCSS funds granted out are:				
	2500	Town family day	SL Library		
	2100	SL Holubka Dancers volunteer			
	1500	Vilna Veselka Dancers volunteer			
		Fire Camp			
		Aspenview FSLW			
	<u>\$ 6,100.00</u>	grant remaining	<u>\$ 18,277.00</u>		
Planning & Communicatio	Planning has spent 18%				
Agriculture Service Board	ASB has spent 9%				
Economic Development	\$5,000 has been budgeted for economic development advertising. \$14,400 for Dr Recruitment. Neither have been spent.				
Recreation & Cultural Servi	Parks and Rec has spent 24% of the budget				
Gas	Natural Gas Administration has spent 14% of the budget				
	The odorant has a profit is \$37,450				
	Natural Gas Distribution expenses are at 21%				
	Gross Margin is \$243,265 (2024 = \$255,387)				
		Total Gas Rev	Purchase	Capital	Gross Marg
	2025	\$ 698,588.39	\$ 455,323.50	-\$ 63,226.89	\$ 243,264.89
	2024	\$ 1,572,102.27	-\$ 875,593.98	-\$ 133,441.85	\$ 565,090.44
	2023	\$ 1,863,967.45	-\$ 1,275,933.53	-\$ 118,689.19	\$ 469,344.73
	2022	\$ 3,224,440.00	-\$ 2,692,763.00	-\$ 144,974.00	\$ 386,703.00
	2021	\$ 2,703,448.00	-\$ 1,942,250.00	-\$ 147,212.00	\$ 613,986.00
Accounts Receivable		Total	Current	Over 30 days	Receivables under review
	\$	223,867.97	\$ 145,558.05	\$ 32,966.27	\$ 45,343.65
Taxes Receivable		Total	2024 o/s	Arrears prior to 2024	Allowance for write off
Percentage of 2023 taxes collect	97%	\$ 3,107,769.84	\$ 415,969.97	\$ 2,820,558.22	\$ 2,358,724.38
Natural Gas Receivable		Total	Current	Over 90 days	
current accounts are overpaid due to budget pl		\$459,466.01	\$312,744.82	\$ 75,772.64	includes gas bills just sent last week.
Warspite Water Receivable		Total	Current	Over 90 days	
	\$	6,278.11	\$ 2,682.48	\$ 2,102.18	

SMOKY LAKE COUNTY
For the Three Months Ending March 31, 2025

	Municipal Budget to Actual Report				
	YTD ACTUAL Period 3	YTD BUDGET 2025 BUDGET	VARIANCE	VAR %	Notes
OPERATING REVENUE					
Taxes					
Farmland & Residential	(\$137)	\$4,353,000	\$4,353,137	100.00%	
Machinery & Equipment		1,390,000	1,390,000	100.00%	
Non - Residential		1,470,000	1,470,000	100.00%	
Linear		6,730,000	6,730,000	100.00%	
Provincial Government		12,000	12,000	100.00%	
Sewer Levy		9,625	9,625	100.00%	
Other Income					
Well Drilling/Drill Rigs		5,000	5,000	100.00%	
Penalties	245,182	84,300	-160,882	(190.84%)	most of penalties are uncollectable oil and gas
User Fees and Sales of Goods	172,805	624,250	451,445	72.32%	
Investment Income	118,786	693,498	574,712	82.87%	
Development Levies	223,344	84,500	-138,844	(164.31%)	
Licenses and Permits	-127,200	210,500	337,700	160.43%	
Sales to Other Governments	68,529	305,600	237,071	77.58%	
Grants					
Provincial Conditional - Operating	24,377	594,257	569,880	95.90%	
CLC		130,000	130,000	100.00%	
Transfer from Operating Reserve		765,319	765,319	100.00%	
TOTAL OPERATING REVENUE	725,686	17,461,849	16,736,164	95.84%	
OPERATING EXPENSES					
Salaries, Wages, and Benefits					
Salaries & Wages	1,452,139	5,932,790	4,480,651	75.52%	
Benefits	157,871	1,259,793	1,101,922	87.47%	
WCB	16,430	85,000	68,570	80.67%	
Other Wages		32,500	32,500	100.00%	
Contracted and General Services					
Mileage	4,848	49,968	45,120	90.30%	
Meals and Lodgings	6,869	88,280	81,411	92.22%	
Membership & Conference Fees	15,096	61,435	46,339	75.43%	
Freight, Express, Postage	2,179	44,900	42,722	95.15%	
Telephone & Communication	17,058	90,900	73,842	81.23%	
Training	9,450	113,300	103,850	91.66%	
Advertising, Printing, Subscriptions	21,049	61,600	40,551	65.83%	
Accounting & Auditing		35,000	35,000	100.00%	
Legal Fees	2,140	20,000	17,860	89.30%	
Assessor Fees	44,593	150,000	105,407	70.27%	
Engineering Fees	116,317	90,143	-26,174	(29.04%)	includes bridges that will be moved to capital
Other Consulting	113	67,000	66,887	99.83%	
Computer Programing	74,476	159,575	85,099	53.33%	
Insurance	31,848	272,950	241,102	88.33%	
Other Services	304,329	1,443,430	1,139,101	78.92%	
Materials, Goods, and Utilities					
Office/Food/Janitorial Supplies	13,655	98,080	84,425	86.08%	
Fuel/Parts/ Etc	227,856	1,650,050	1,422,194	86.19%	
Equipment Contra	36,553	-1,999,794	-2,036,347	101.83%	
Gravel	-473,350	490,000	963,350	196.60%	
Chemicals		75,000	75,000	100.00%	
Computer Supplies	4,638	52,650	48,012	91.19%	
Utilities	52,372	223,749	171,377	76.59%	
Employee Recognition		29,500	29,500	100.00%	
Other General Supplies	43,057	910,600	867,543	95.27%	
Transfers to Local Boards & Agencies	85,523	346,963	261,440	75.35%	

	YTD ACTUAL Period 3	YTD BUDGET 2025 BUDGET	VARIANCE	VAR %
Write Offs		3,000	3,000	100.00%
Bank Charges & Interest	1,205	5,900	4,695	79.58%
Requisitions		2,635,533	2,635,533	100.00%
Amortization		2,044,300	2,044,300	100.00%
	<u>2,268,314</u>	<u>16,624,095</u>	<u>14,355,781</u>	<u>86.36%</u>
Total Operations	-1,542,628	837,754	2,380,383	284.14%
Capital Funding				
Sale of Capital Assets	-4,917	300,000	304,917	101.64%
Provincial Capital Grants	15,000	2,844,780	2,829,780	99.47%
Transfer from Reserve		235,000	235,000	100.00%
Capital Funding	10,083	3,379,780	3,369,697	99.70%
Capital Expenses				
Buildings & Land		40,000	40,000	100.00%
Transfer to Reserve		521,000	521,000	100.00%
Land Improvements		12,000	12,000	100.00%
Engineering Structures		4,339,834	4,339,834	100.00%
Equipment	40,440	845,000	804,560	95.21%
Vehicles	2,002	504,000	501,998	99.60%
	<u>42,442</u>	<u>6,261,834</u>	<u>6,219,392</u>	<u>99.32%</u>
Total Capital	-32,359	-2,882,054	-2,849,696	98.88%
Net Profit/Loss	-1,574,987	-2,044,300	-469,313	22.96%
Remove Amortization		2,044,300	2,044,300	100.00%
Adjusted Surplus (Deficit)	-1,574,987		1,574,987	0.00%

Notes

SMOKY LAKE COUNTY
For the Three Months Ending March 31, 2025

	Council Budget to Actual Report				
	YTD ACTUAL Period 3	YTD BUDGET 2025 BUDGET	VARIANCE	VAR %	Notes
<hr/>					
OPERATING REVENUE					
Taxes					
Other Income					
Grants					
<hr/>					
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OPERATING EXPENSES					
Salaries, Wages, and Benefits					
Salaries &Wages	\$85,026	\$346,298	\$261,272	75.45%	
Benefits	21,461	86,930	65,469	75.31%	
Contracted and General Services					
Mileage	4,084	34,968	30,884	88.32%	
Meals and Lodgings	2,624	23,770	21,146	88.96%	
Membership & Conference Fees	4,080	15,185	11,105	73.13%	
Telephone & Communication	1,642	6,100	4,458	73.08%	
Other Services		1,500	1,500	100.00%	
Materials, Goods, and Utilities					
Office/Food/Janitorial Supplies		3,000	3,000	100.00%	
Computer Supplies	209	6,000	5,791	96.52%	
	119,126	523,751	404,625	77.26%	
Total Operations	-119,126	-523,751	-404,625	77.26%	
<hr/>					
Capital Funding					
<hr/>					
<hr/>					
Capital Expenses					
<hr/>					
<hr/>					
Net Profit/Loss	-119,126	-523,751	-404,625	77.26%	
Adjusted Surplus (Deficit)	-119,126	-523,751	-404,625	77.26%	

Expense Breakdown by Division	<u>Actual</u>	<u>Budget</u>	<u>Budget</u>
			<u>Remaining</u>
1	\$4,213	\$14,209	\$9,996
2	\$3,004	\$16,040	\$13,036
3	\$697	\$14,085	\$13,388
4	\$3,336	\$21,260	\$17,924
5	\$1,180	\$14,785	\$13,605
	\$12,430	\$80,379	\$67,949

SMOKY LAKE COUNTY
For the Three Months Ending March 31, 2025

	Natural Gas Budget to Actual Report				Notes
	YTD	YTD			
	ACTUAL	BUDGET			
	Period 3	2025 BUDGET	VARIANCE	VAR %	
OPERATING REVENUE					
Taxes					
Other Income					
Penalties	\$7,985	\$10,000	\$2,015	20.15%	
User Fees and Sales of Goods	671,848	3,061,900	2,390,052	78.06%	
Investment Income		50,000	50,000	100.00%	
Grants					
TOTAL OPERATING REVENUE	679,833	3,121,900	2,442,067	78.22%	
OPERATING EXPENSES					
Salaries, Wages, and Benefits					
Salaries & Wages	195,728	873,114	677,386	77.58%	
Benefits	49,222	165,000	115,778	70.17%	
Contracted and General Services					
Mileage		3,000	3,000	100.00%	
Meals and Lodgings	3,803	10,000	6,197	61.97%	
Membership & Conference Fees	305	38,000	37,695	99.20%	
Freight, Express, Postage	245	13,300	13,055	98.16%	
Telephone & Communication	2,668	19,400	16,732	86.25%	
Training	2,275	5,500	3,225	58.64%	
Advertising, Printing, Subscriptions	894	2,500	1,606	64.25%	
Accounting & Auditing		16,000	16,000	100.00%	
Legal Fees		1,000	1,000	100.00%	
Engineering Fees		7,500	7,500	100.00%	
Other Consulting	49	1,000	951	95.14%	
Computer Programing	680	30,000	29,320	97.73%	
Insurance	5,644	36,000	30,356	84.32%	
Other Services	3,546	51,975	48,429	93.18%	
Materials, Goods, and Utilities					
Office/Food/Janitorial Supplies	3,335	17,400	14,065	80.83%	
Fuel/Parts/ Etc	9,850	92,000	82,150	89.29%	
Computer Supplies	128	19,000	18,872	99.33%	
Utilities	2,984	12,120	9,136	75.38%	
Employee Recognition		2,000	2,000	100.00%	
Other General Supplies	351,031	1,586,091	1,235,060	77.87%	
Amortization		245,000	245,000	100.00%	
	632,387	3,246,900	2,614,514	80.52%	
Total Operations	47,446	-125,000	-172,447	137.96%	
Capital Funding					
Transfer from Reserve		169,000	169,000	100.00%	
Capital Funding		169,000	169,000	100.00%	
Capital Expenses					
Transfer to Reserve		120,000	120,000	100.00%	
Equipment		129,000	129,000	100.00%	
Vehicles	681	40,000	39,319	98.30%	
	681	289,000	288,319	99.76%	
Total Capital	-681	-120,000	-119,319	99.43%	
Net Profit/Loss	46,765	-245,000	-291,766	119.09%	
Remove Amortization		245,000	245,000	100.00%	
Adjusted Surplus (Deficit)	46,765		-46,766	0.00%	

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YTD ACTUAL Period 3	YTD BUDGET 2025 BUDGET	VARIANCE	VAR %	Notes
				&P of &N