Smoky Lake County
August 28, 2025 - Regular Council Meeting - 09:00 AM

1 Called To Order

2 Adoption of Agenda

3 Adoption of Minutes

3.1 Minutes of the June 25, 2025 Regular Council Meeting

- Minutes of the June 25, 2025 Regular Council Meeting

3.2 Minutes of the June, 25 2025 Municipal Planning Commission Meeting

- Minutes of the June, 25 2025 Municipal Planning Commission Meeting

3.3 Minutes of the July 31, 2025 Special Council Meeting

- Minutes of the July 31, 2025 Special Council Meeting

4 Delegation(s)

4.1 Kevin Wawrynchuk @9:15 a.m.

4.2 MLA Glenn van Dijken @10:30 a.m.

4.3 A. Doktor - RCMP @ 11:00 a.m.

5 Public Hearing

6 Public Question and Answer Period between 11:30 a.m. & 12:00 p.m.

7 Request for Decisions

7.1 Grader Operational Plan

- RFD - Grader Operational Plan
- Grader Operational Plan

7.2 RFD Hauling and Disposal of Solid waste Contract.

- RFD Hauling and Disposal of Solid waste Contract.

7.3 MCC Loan Close

- RFD MCC Loan Close
- Bylaw 1483-25
- Bylaw 1413.22
- Schedule "B" Promissory Note and General Service Agreement

7.4 Donation Smoky Lake Public Library

- RFD - Donation Smoky Lake Public Library
- Request for Donation Smoky Lake Public Library

7.5 FCSS Applications

- RFD - FCSS Applications

- Request Page 1
- Request Page 2

7.6 Smoky Lake Agricultural Society

- RFD - Smoky Lake Agricultural Society
- Cash Receipt

7.7 Requests for Donations

- 2025 JR Golf
- Pumpkin Fair
- SL Rural Crime Watch

7.8 Appointment of Community Peace Officer

- RFD - Appointment of Community Peace Officer

7.9 Agricultural Fieldman Appointment

- RFD- Agricultural Fieldman Appointment

7.10 Weed Inspector Appointment

- Weed Inspector Appointment

8 Request for Information

9 Bylaw/Policy

9.1 Policy Statement No. 08-26-01 Community Capital Grants Program

- RFD - Policy Statement No. 08-26-01 Community Capital Grants Program
- Draft - Policy Statement No. 08-26-01 Community Capital Grants Program
- Community Capital Grants Program

9.2 Bylaw No. 1424-22 & Village of Waskatenau Bylaw No. 697-22

- Amendment to IDP

9.3 Bylaw No. 1486-25: Bylaw to close all those portions of the Government Road Allowance lying west of W ½ 7-61-18-W4M & to consolidate said closed portions with said lands

- Draft - Bylaw No. 1486-25:

9.4 Policy No. 03-16: Road Closure Policy

- Policy No. 03-16: Road Closure Policy 1

9.5 Bylaw No. 1482-25 Redistrict Pt. NW-22-59-14-W4M (Agriculture District to Highway Commercial District)

- RFD Bylaw No. 1482-25 Redistrict Pt. NW-22-59-14-W4M (Agriculture District to Highway Commercial District) 1

9.6 Bylaw No. 1488-25: Smoky Lake County Regional Fire Rescue Service

- RFD - Bylaw No. 1488-25: Smoky Lake County Regional Fire Rescue Service
- Bylaw No. 1488-25: Smoky Lake County Regional Fire Rescue Service

9.7 Bylaw 1485-25 Lagoon Use and Fee

- RFD - Bylaw 1485-25 Lagoon Use and Fee
- Draft - Bylaw 1485-25 Lagoon Use and Fee

9.8 Policy 08-25 Financial Reserve Policy

- Draft Policy 08-25 Financial Reserve Policy

- RFD - Policy 08-25 Financial Reserve Policy

9.9 BYLAW NO. 1478-25 Ukrainian Twinning

- RFD - BYLAW NO. 1478-25 Ukrainian Twinning
- Draft - BYLAW NO. 1478-25 Ukrainian Twinning

10 Chief Administrative Officer (CAO) Report

10.1 CAO Report - June - July 2025

- CAO Report

10.2 Action Item list July 2025

- Action Item list Updated as of August 22, 2025

11 Council Committee Reports

11.1 Division 1 - Dan Gawalko (Handout)
11.2 Division 2 - Councillor Linda Fenerty (Handout)
11.3 Division 3 - Deputy Reeve, D. Cere (Handout)
11.4 Division 4 - Lorne Halisky (Handout)
11.5 Division 5 - Reeve , J Serben

- Division 5 - Reeve , J Serben

12 Correspondence

12.1 Government of Alberta Invitation to Municipal Engagements on Transportation Network Companies Regulation

- Letter dated June 20, 2025

12.2 RMA Contact Newsletter

- Published June 20, 2025

12.3 Alberta Municipalities - The Weekly

- Published June 25, 2025

12.4 Government of Alberta - Transportation and Economic Corridors

- Letter dated June 16, 2025

12.5 Lisa McMorrow Schaub Family

- Letter dated June 25, 2025 RE: RV Bylaw

12.6 Northeast Regional Connector NewsLetter - June 2025

- EcDev Business Resources
- RES Employer Resources
- June 2025 Aerospace Newsletter
- Weekly Economic Briefing 06-23-2025
- Business Activity

12.7 Conclusion of LICA Municipal Board of Directors Term

- Conclusion of LICA Municipal Board of Directors Term

12.8 Letter from Honourable RJ Sigurdson Minister, Agriculture and Irrigation, Dated August 13, 2025

- Letter from Honourable RJ Sigurdson Minister, Agriculture and Irrigation, Dated August 13, 2025

12.9 Letter from Dan Williams, ECA Minister of Municipal Affairs- Dated August 8th, 2025

Letter from Dan Williams, ECA Minister of Municipal Affairs- Dated August 8th, 2025

12.10 Letter from Honourable Mike Ellis, Deputy Premier of Alberta, dated August 8th, 2025

Letter from Honourable Mike Ellis, Deputy Premier of Alberta, dated August 8th, 2025

12.11 Letter from Orphan Wells Association, Dated July 18, 2025

Letter from Orphan Wells Association, Dated July 18, 2025

13 Information Release

14 Financial Reports

14.1 Bank Reconciliation

May 2025

June 2025

14.2 Budget to Actual 2025

As At June 20, 2025

14.3 2025 Draft Financial Plan

RFD - 2025 Draft Financial Plan 1

Draft 2025 Financial Plan

14.3.1 Grant Funding Research

Grant Funding Research

15 Next Meetings

- Thursday, September 4, 2025 9:00 a.m. (Budget)
- Thursday, September 11 and 25, 2025. at 9:00 a.m. (Regular)
- Thursday, October 9th and, 2025. at 9:00 a.m. (Regular)
- Thursday, October 23rd (Organizational/Regular)

16 In Camera (Executive Session)

17 Out of Camera (Executive Session)

18 Adjournment

Smoky Lake County

Meeting Minutes

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

1 Called To Order

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

		ATTENDANCE
Div. No.	Councillor(s)	Wednesday, June 25, 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
Executive Assistant	Chyenne Shaw	Present in Chambers
Finance Manager	Brenda Adamson	Present in Chambers
Recording Secretary	Meaghan Andreychuk	Present in Chambers
Observers in Attendance Upon Call to Order:		
Comm. Officer	Evonne Zukiwski	Virtually Present
P & D Manager	Jordan Ruegg	Virtually Present
Health & Safety Cor.	Jasmine Schaub	Virtually Present
Acting Ag Fieldman	Kierstin Dubitz	Virtually Present
Enviro Ops Manager	Dave Franchuk	Virtually Present
Fire Chief	Scott Franchuk	Virtually Present
Natural Gas Mng.	Daniel Moric	Virtually Present
Com. Peace Officer	Chandler Kerr	Absent
Public	6 Members	Virtually Present

2 Adoption of Agenda

Resolution No: 594-25

Moved By: Lorne Halisky

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

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

CARRIED.

DRAFT

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

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

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

CARRIED.

4 Public Hearing

NIL

6 Business

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

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

CARRIED.

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

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

CARRIED.

DRAFT

6.3 Council Community Grant Program
Resolution No: 598-25
Moved By: Lorne Halisky

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

CARRIED.

6.4 Fire Department Equipment Insurance RFD
Resolution No: 599-25
Moved By: Dominique Cere

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

CARRIED.

6.5 In Camera @ 9:37 a.m. Under Section 27
Resolution No: 600-25

Moved By: Jered Serben

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

CARRIED.

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

Resolution No: 601-25
Moved By: Jered Serben

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

CARRIED.

6.5.2 Vacation and Leave Request Policy
Resolution No: 602-25
Moved By: Dominique Cere

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

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

DRAFT

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

CARRIED.

6.6 Delegation to County Council 01-49-02
Resolution No: 603-25
Moved By: Lorne Halisky

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

CARRIED.

6.7 Policy Statement No. 62-28-08 Mowing Program
Resolution No: 604-25
Moved By: Dan Gawalko

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

CARRIED.

6.8 Policy Statement No. 62-10-11 Agricultural Service Board Business Plan 2025
Resolution No: 605-25
Moved By: Linda Fenerty

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

CARRIED.

6.9 9.9 Waskatenau Victoria Trail Agricultural Society Request For Gravel
Resolution No: 606-25
Moved By: Jered Serben

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

CARRIED.

6.10 9.10 Agenda Review
Resolution No: 607-25
Moved By: Dominique Cere

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

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

CARRIED.

DRAFT

7.0 CAO Report

7.1 May 2025

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

Departmental Highlights

- Chief Administrative Officer (CAO):

  Provided strategic oversight on procurement practices, attended council and interdepartmental meetings, and coordinated key discussions regarding land use, fleet tracking, and policy reviews. Oversaw the internal policy and bylaw audit and completed performance review duties.

- Public Works:

  Completed MG road stabilization, continued grading, patching, ditch cleaning, and gravel hauling. Prepared for dust control applications scheduled in June and continued administrative oversight and project coordination.

- GIS Services:

  Maintained support for asset management, webmap enhancements, and rural addressing. Recorded over 17,000 webmap visits and advanced the Service Tracker platform with soft and full launches planned for June.

- Corporate Services:

  Distributed 6,724 tax notices, completed month-end financial tasks, initiated cybersecurity upgrades, supported the Request Management System rollout, and submitted required grant documentation. Staff onboarding and training continued.

- Planning & Development:

  Issued 7 development permits, closed 1 subdivision, and advanced 10 subdivision files under conditional approval. Supported business licensing, compliance certificates, and land-use suitability tool development. No new bylaws or commission meetings were reported.

- Natural Gas Services:

  Replaced 490 AMR heads, repaired a lightning-damaged pipeline, and addressed service calls. Completed 9 meter replacements and SCADA troubleshooting. Odorant truck servicing continued; preparations are underway for summer operations and billing.

- Environmental & Parks Services:

  Conducted 29 water/wastewater tasks, resolved 9 waste site issues, managed 11 parks maintenance projects, and completed dock and toilet servicing. Coordinated litter clean-up, posted fire ban signage, and prepared recreational sites for peak season.

- Agricultural Services:

  Responded to multiple ratepayer inquiries, finalized the ASB grant, attended webinars, and conducted formal safety inspections. Equipment preparation and weed inspector training continued. 9 beavers were removed, and culvert access concerns were addressed.

- Fire Services:

  Responded to 39 incidents including collisions, fires, and medicals. Advanced NFPA 1001 training, managed equipment maintenance, issued a county-wide fire ban and OHV restriction, and continued coordinating with mutual aid partners.

DRAFT

- Health & Safety:

  Investigated 11 incidents, conducted 37 inspections, and onboarded 20 employees with safety orientations. Updated safety plans, facilitated drills, maintained COR audit planning, and processed a WCB claim. Continued reviewing the Community Emergency Management Plan.

- Enforcement Services:

  Managed 17 total bylaw and regulatory files. Issued 16 traffic enforcement actions, conducted patrols in construction zones, attended community events, recovered a stolen trailer, and initiated investigations under the Environmental Protection and Animal Protection Acts.

Council Inquiries & Operational Updates:

- Parks and Recreation Workwear:

  Hats were purchased for Parks and Recreation staff as part of the ongoing practice of providing workwear to outdoor employees for visibility, safety, and team identification.

- Grease Procurement Review:

  Grease was sourced through West Texas Refineries, facilitated by a local sales representative. The County is currently reviewing pricing options from other local vendors to ensure competitive procurement. Adjustments to purchasing practices will be made as needed based on findings.

Meetings Attended:

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

Other Activities:

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

Roads:

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

DRAFT

- Graders are making regular rounds to mitigate surface issues.

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

Maintenance:

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

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

Gravel Program:

- Gravel has been delivered to multiple projects and divisions.

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

Dust Control:

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

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

Administration:

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

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

GIS Report

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

Key Projects and Initiatives:

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

DRAFT

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

Support Tasks Completed:

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

Rural Addressing:

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

Service Tracker Rollout (New Request Management System):

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

Usage Metrics:

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

Administrative and Other Work:

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

Next Month's Objectives:

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

Corporate Services Report

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

DRAFT

Information Technology (IT):

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

Taxation:

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

Finance:

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

Staffing:

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

Administrative & Other Activities:

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

Training & Development:

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

Planning and Development Manager Report

DRAFT

Land Use Planning / Development:

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

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

Bylaws, Road Closures, and Planning Commission:

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

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

Administration:

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

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

Heritage Management:

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

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

Environmental and Parks Services Report

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

DRAFT

Water Services:

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

Wastewater Services:

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

Waste Management:

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

Regional Water Services:

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

Parks & Recreation:

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

DRAFT

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

Administrative Tasks:

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

Training:

- No formal training was recorded during this period.

Agricultural Services Manager Report

Administration:

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

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

DRAFT

Animal Control:

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

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

Training and Courses:

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

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

Fire Chief Report

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

Administrative Highlights:

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

Protective Services:

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

Department Response Statistics:

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

DRAFT

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

Training Program:

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

Health and Safety Coordinator Report

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

Workplace Safety & Inspections:

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

Disaster Services:

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

RiskPro Insurance Coordination:

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

Public Works Safety Support:

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

DRAFT

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

Administrative & Policy Duties:

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

Training & Development:

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

Enforcement Services Report

Bylaw Enforcement:

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

Bylaw File Summary:

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

Traffic Safety Enforcement:

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

DRAFT

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

Construction Zone Enforcement:

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

Summary of Offences (All Areas):

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

Community Engagement & Presence:

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

Other Investigations:

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

Other Files Summary:

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

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

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

DRAFT

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

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

CARRIED.

5 Public Question and Answer Period
Moved By: Jered Serben

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

None.

8 Council Committee Reports

8.1 Division 1 - Dan Gawalko (Handout)

Dan Gawalko Councillor Report June 25/25

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

DRAFT

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

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

8.2 Division 2 - Councillor Linda Fenerty (Handout)

Councillor's Report
May 23 – June 26, 2025
Councillor Linda Fenerty, Division 2
Muni-Corr – St. Paul County Chambers – June 9, 2025 – 10:00 a.m. (via zoom)

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

DRAFT

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

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

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

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

- **Shareholders Meeting**- Melody Morton presented a statement on the condition of the MCC. Dissolution process is going smoothly. There will be a few additional cheques written before process is complete, i.e. Redwater Review (notice of meeting), cheques to County and Town ($490,000.00), Board of Directors and Secretary fees. The remaining amount will stay in a MUSH account as the rate is very good. A resolution was made and passed for a Material change for the MCC to be for viable economic opportunities and suspend the Tourism Development for the Smoky Lake Tourism Company. A second resolution was presented and passed to make full payment of the initial investment of $490,000.00 each to Smoky Lake County and the Town of Smoky Lake. Yearly audit accepted.

- **Board of Directors Meeting**– Election of Officers – same as previous. Appointment of Officers – same as previous. No changes to appointment of accountants and signing authority. Motions made to pay Directors for meetings attended (3 meetings - $525.00) and Secretary ($800.00) Motions made and passed to repay balance of loan investments to both municipalities.

Other Meetings

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

DRAFT

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

Division 3 Councillor Report
May 23, 2025 – June 24, 2025

May 23 Smoky Lake Foundation, Zoom
May 25-28 AFCA Conference, Calgary

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

DRAFT

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

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

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

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

June 20 Smoky Lake Foundation
June 23 MCC Annual Shareholders Meeting

Other Meetings/Functions:
June 14 Warspite Hall Association pierogi/borscht/rhubarb pudding sale (9-4)
June 17 FCSS Smoky Lake Town Zoom

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

DRAFT

8.4 Division 4 - Lorne Halisky (Handout)

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

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

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

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

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

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

DRAFT

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

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

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

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

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

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

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

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

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

DRAFT

8.5 Division 5 - Reeve , J Serben

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

- Approved Communications Officer, Evonne Zukiwski, to take the Alberta Emergency Alert (AEA) Course with the Government of Alberta to become authorized to issue emergency alerts as the Communications Officer, with Jasmine Schaub, Health and Safety Coordinator being the alternate.
- Implemented the letter of support about enforcement of the Gas Distribution Act and ongoing compliance concerns letter template, and submitted the letter to the Honourable Nathan Neudorf, Minister of Affordability and Utilities, as provided by email from Tom Kee,

- Executive Director, Federation of Alberta Gas Co-op's Ltd.
- Approved the donation of three to four tandem loads of ¾" road crush the Smoky Lake Town and Country Golf Club to be donated and delivered to the golf course for the RV parking and Cart Shack storage area
- Approved funding in the amount of $500.00 plus promotional items at a value of $100, to be granted to the Quiet Nook event On Saturday, June 14th, 2025.
- Hosted the Public Hearing for Notice of Proposed Material Change to Smoky Lake Development Corp. 10 members from public online, and 6 Smoky Lake County staff in attendance. No written submissions nor public participation was brought forward to this Public Hearing.
- Requested information on a restricted reserve for a County Community Fund, to help non-profit organizations to help assist projects to be completed to attract new residents and tourism within the County.
- Reviewed the following Letters produced by NAAGO Chairperson, Amy Cherniwchan; Follow-up letter to Minister Dreeshen, Letter to the Department of National Defence (Canada), Letter to surrounding Oil Companies, Letter to Local Councils and requested that a letter be sent to Minster Ellis highlighting the emergency response issues to be included.

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

- Received update from the CAO on Annual Resident Experience Survey will launch on June 10, 2025 and concluded on July 15, 2025. A summary report of survey results and responses will be presented at the September 2025 board meeting and will inform strategic planning goals and objectives.
- Review Workplace Health and Safety Mission Statement (policy) was introduced and unveiled.
- Received updates from V Anderson on an overview of the recent resident recreation and leisure interest survey and summarized the planned recreation bus outings planned for June to August 2025.
- Reviewed a summary of the sales and donations of the old dining room tables and chairs. The Vilna Lodge dining room chairs were kept as they are a durable metal chair that can be used for special event seating.
- reviewed financial statements for supportive living and the subsidized apartments and community housing programs

- CEO R. Cormie reported that the cost for the three workshops is approximately $7,500 and was not budgeted and included in the 2025 Operating Budget. However, the cost for the workshops will be covered through savings with the suspension of the carbon levy that took effect April 1, 2025.
- CEO R. Cormie reported that the sale of the skid steer has been finalized and sold for $39,000 less the $3,900 commission/consignment fee to Martin Deerline. The skid steer had approximately $12,000 in deferred/required replacement. Proceeds from the sale of the skid steer will be used to purchase a smaller skid steer or tractor that his better suited for parking lot snow clearing.

DRAFT

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

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

DRAFT

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

Dear Graduating Class of 2025,

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

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

Every moment counts!

Thank you.

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

June 2nd Smoky Lake Agricultural Society Meeting (Jered)

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

DRAFT

building.

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

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

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

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

June 12th Regular Council Meeting (All Council)

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

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

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

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

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

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

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

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

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

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

Thank you.

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

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

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

DRAFT

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

8.5.1 Division 5 - Reeve, J Serben
Resolution No: 610-25
Moved By: Linda Fenerty

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

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

CARRIED.

8.6 Recess for Lunch
Resolution No: 611-25
Moved By: Jered Serben

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

CARRIED.

DRAFT

8.7 Resume Regular County Council Meeting
Moved By: Jered Serben

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

11 Correspondence

11.1 Heritage Day Parade Invitation from the Town of Smoky Lake
Resolution No: 612-25
Moved By: Lorne Halisky

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

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

CARRIED.

11.2 Police Funding Model
Resolution No: 613-25
Moved By: Jered Serben

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

CARRIED.

11.3 Vilna Veselka Dancing Club
Resolution No: 614-25
Moved By: Linda Fenerty

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

CARRIED.

11.4 Canada-Wide Science Fair Finalist Thank you Card
Resolution No: 615-25
Moved By: Lorne Halisky

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

CARRIED.

11.5 Alberta Care
Resolution No: 616-25
Moved By: Dan Gawalko

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

DRAFT

CARRIED.

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

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

CARRIED.

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

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

CARRIED.

9 Delegation(s)

9.1 Michael Botros and Landon Reppert @ 1:00PM
Resolution No: 619-25
Moved By: Dan Gawalko

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

CARRIED.

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

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

CARRIED.

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

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

CARRIED.

DRAFT

9.3.1 MLA Glenn Van Dijken @ 1:00 PM
Resolution No: 622-25
Moved By: Lorne Halisky

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

CARRIED.

10 ***Municipal Planning Commission***
Moved By: Jered Serben

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

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

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

12 Information Release

NIL

13 Financial Reports

NIL

14 Next Meetings

Resolution No: 627-25
Moved By: Dan Gawalko

The Smoky Lake County Council reconfirmed meetings as follows:

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

CARRIED.

15 In Camera @ 3:18
Resolution No: 628-25
Moved By: Jered Serben

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

CARRIED.

DRAFT

16.1 Out of Camera
Resolution No: 629-25
Moved By: Lorne Halisky

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

CARRIED.

16.1.1 In Camera Motion
Resolution No: 630-25
Moved By: Dan Gawalko

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

CARRIED.

17 In Camera (Executive Session)
Resolution No: 631-25
Moved By: Dominique Cere

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

CARRIED.

17.1 Out of Camera
Resolution No: 632-25
Moved By: Dan Gawalko

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

CARRIED.

17.2 Purchase of Gravel Pit
Resolution No: 633-25
Moved By: Lorne Halisky

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

CARRIED.

18 Adjournment
Resolution No: 634-25
Moved By: Dan Gawalko

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

CARRIED.

DRAFT

_____

REEVE,

Jered Serben

S E A L

_____

CHIEF ADMINISTRATIVE OFFICER,

Kevin Lucas

DRAFT

Smoky Lake County

Meeting Minutes

Municipal Planning Commission June 25, 2025 - 01:00 PM

1 Call To Order

The meeting was Called to Order at 3:08 p.m. by the Chairperson, Dominique Céré in the presence of the following persons:

		ATTENDANCE
Div. No.	Councillor(s)	Wednesday, June 25, 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
Executive Assistant	Chyenne Shaw	Present in Chambers
Finance Manager	Brenda Adamson	Present in Chambers
Recording Secretary	Meaghan Andreychuk	Present in Chambers
Observers in Attendance Upon Call to Order:		
Comm. Officer	Evonne Zukiwski	Virtually Present
P & D Manager	Jordan Ruegg	Virtually Present
Health & Safety Cor.	Jasmine Schaub	Virtually Present
Acting Ag Fieldman	Kierstin Dubitz	Virtually Present
Enviro Ops Manager	Dave Franchuk	Virtually Present
Fire Chief	Scott Franchuk	Virtually Present
Natural Gas Mng.	Daniel Moric	Virtually Present
Com. Peace Officer	Chandler Kerr	Absent
Public	4 Members	Virtually Present

2 Agenda

Resolution No: 623-25
Moved By: Linda Fenerty

That the Agenda for the Municipal Planning Commission meeting for June 25, 2025 be adopted as presented.

CARRIED.

3 Minutes

Resolution No: 624-25
Moved By: Lorne Halisky

That the Minutes of Municipal Planning Commission meeting held on March 13th, 2025 be adopted as presented.

CARRIED.

DRAFT

4 Request for Decision

Resolution No: 625-25
Moved By: Lorne Halisky

That the Municipal Planning Commission APPROVE Development Permit No. 025-25, located on the lands legally described as PLAN 7821750, BLOCK 1, LOT 7 for the development of a GARDEN SUITE, subject to the following conditions:

1. The proposed Garden Suite shall be constructed and sited as per the Site Plan, dated June 3, 2025, attached to,
and forming part of, this Development Permit.
2. The proposed Garden Suite shall not exceed 4.5 meters (15.0 feet) or one-storey in height.
3. The maximum lot coverage shall not exceed 45% of the total lot, of which, a maximum of 15% of the total lot
area may be covered by Accessory Buildings.
4. The Developer shall ensure that lot grade elevations are properly established so as to not allow the subject
property to drain onto adjacent lots.
5. The Developer shall obtain any and all necessary approvals, permits, authorizations and licenses from any and
all agencies, departments and authorities as may be required,
6. The Developer shall obtain all relevant Safety Codes Act Permits (Building, Electrical, Plumbing, Gas and
Private Sewage), as applicable.
7. The Developer shall keep the area subject to the Development Permit in a reasonable condition, so as to
prevent debris from blowing onto any adjacent private or public property. At the conclusion of construction, the
Developer shall remove all building materials and other debris from the site.
8. Natural gas services are provided by Smoky Lake County at this location upon request. All costs associated with
connecting to this service shall be borne solely by the Developer. Please contact Daniel Moric, Manager, Smoky
Lake County Gas Department at 780-656-5734 for more information.
9. Municipal water and wastewater services are not provided at this location. It is the sole
responsibility of the Developer to ensure that water well and private sewage disposal systems
associated with this Development conform to current provincial regulations and requirements. In
addition, all infrastructure improvement costs associated with the Development shall be borne
solely by the Developer.
10. The proposed Development shall commence within twelve (12) months from the date of issuance of
this Development Permit, and shall be completed within five (5) years of the date of issuance.

CARRIED.

5 Request for Information

None.

6 Correspondance

None.

7 Delegations

DRAFT

None.

8 **Adjournment**
Resolution No: 626-25
Moved By: Reeve, Serben

That the Municipal Planning Commission Meeting of June 25, 2025, adjourn at 3:16 p.m.

CARRIED.

DRAFT

Smoky Lake County

Meeting Minutes

Special Council Meeting July 31, 2025 - 01:00 PM

(Virtually: https://video.businessconnect.telus.com)

Virtually: https://video.businessconnect.telus.com/join/561381119
Meeting ID: 803657351 and Physically in Smoky Lake County Council Chambers, 4612 McDougall Drive, Smoky Lake

1 Called To Order

The meeting was Called to Order at 1:14 p.m. By the Reeve, Jered Serben, in the physical and virtual presence of the following persons:

		ATTENDANCE
Div. No.	Councillor(s)	Thursday, June 12, 2025
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	Absent
Executive Assistant	Chyenne Shaw	Present in Chambers
Finance Manager	Brenda Adamson	Present in Chambers
Recording Secretary	Meaghan Andreychuk	Present in Chambers
Observers in Attendance Upon Call to Order:		
Comm. Officer	Evonne Zukiwski	Virtually Present
P & D Manager	Jordan Ruegg	Absent
Health & Safety Cor.	Jasmine Schaub	Absent
Acting Ag Fieldman	Kierstin Dubitz	Virtually Present
Enviro Ops Manager	Dave Franchuk	Absent
Natural Gas Mng.	Daniel Moric	Absent
Public	4 Members	Virtually Present

2 Adoption of the Smoky Lake County Council Special Meeting Agenda for July 31, 2025

2.1 Adoption of Agenda

Resolution No: 642-25 Lorne Halisky
That the Smoky Lake County Council Special Meeting Agenda for July 24, 2025, be adopted, as presented.

CARRIED.

3 Confirmation of Minutes.

3.1 Adoption of the July 24th, 2025 Special Council Meeting minutes

Resolution No: 643-25 Dan Gawalko

That Smoky Lake County Council adopt the minutes of the Special Council meeting on Thursday July 24, 2025 as presented.

CARRIED.

DRAFT

4 Request for Decisions

None

4.1 In Camera (Executive Session)

Resolution No: 644-25: Jered Serben

That Smoky Lake County Council go into Executive Session, under the authority of the FOIP Act, Section 17: Third Party Personnel Privacy in the physical presence of all Council, Finance manager, Executive Assistant, Legislative Services time 1:16 p.m.

CARRIED.

Executive Assistant, Finance Manager, and Legislative Services left Council Chambers, time 1:16 p.m.

Executive Assistant, Finance Manager, and Legislative Services returned to Council Chambers, time 2:06 p.m.

4.1.1 Out of Camera

Resolution No: 645-25: Dominique Céré

That Smoky Lake County Council go out of Executive Session, time 2:32

CARRIED.

4.2 Operational Overview

Resolution No: 646-25: Jered Serben

That Smoky Lake County Council approve the engagement of a qualified third-party consultant to conduct a comprehensive organizational review to be completed by Sept 5, 2025 and presented at the September 11 Regular Council Meeting, not to exceed $20,400.00. The purpose of the review will be to identify the strengths and weaknesses of the organization as a whole, with the goal of enhancing the efficiency, effectiveness, and quality of services and programs delivered by the County.

CARRIED.

4.2.1 Operational Overview Motion 2

Resolution No: 647-25: Dan Gawalko

That Smoky Lake County Council implement a suspension on the hiring and termination of all staff positions, excluding the hiring of those required for critical or emergency operations, until the completion and review of the organizational assessment. Exceptions must be brought forward to Council for approval on a case-by-case basis.

CARRIED.

5 Confirmation of Next Meetings

Resolution No: 648-25: Dan Gawalko

That Smoky Lake County Council confirm next meeting dates:

- Wednesday, August 20, 2025, at 1:00 p.m. (Committee of The Whole)
- Thursday, August 28, 2025, at 9:00 a.m. (Regular)
- Thursday, September 11 and 25, 2025. at 9:00 a.m. (Regular)

DRAFT

CARRIED.

6 Adjournment

Resolution No: 649-25: Jered Serben

That the Smoky Lake County Council Special Meeting of July 24, 2025, be adjourned, time 2:34

CARRIED.

DRAFT

_____

REEVE,

Jered Serben

S E A L

_____

CHIEF ADMINISTRATIVE OFFICER,

Kevin Lucas

Request for Decision (RFD)

Meeting Date: Thursday, August 28, 2025 **Agenda Item:** #
Topic: Operational Plan – Road Grader Fleet Strategy
Presented By: CAO

Recommendation:

Council may choose from the following motions:

- **Option 1: That Smoky Lake County Council approve the inclusion of up to three (3) used road graders in the County's broader capital equipment strategy.**
- **Option 2: That Smoky Lake County Council approve the alternative expanded crew model (1 grader + 3 operators), authorizing Administration to pursue acquisition through auction or direct sale, and approve the associated operational budget increase to support operator staffing, fuel, and maintenance requirements.**
- **Option 3: That Smoky Lake County Council defer approval and consider the operational plan and capital investment at Council's discretion during the 2026 budget deliberations.**
- **Option 4: That Smoky Lake County Council approve the use of contract grader services on an as-needed basis for the 2026 operating year, and direct Administration to track and analyze all contracted costs compared to in-house operations, and report back to Council with a one-year cost comparison and service level review to determine the most cost-effective long-term option.**

Background:

Smoky Lake County's road network is critical for agriculture, industry, school transportation, emergency access, and resident mobility.

- Fleet Composition: 8 graders (5 × CAT 14M, 3 × CAT 160).
- Staffing: 8 operators (7 maintenance, 1 construction). One operator is currently on medical leave.
- Operations: Construction operator covers maintenance routes; 3–5 operators diverted for construction/oiling projects.
- Coverage: Each operator covers ~150 miles of gravel road every 2–3 weeks under full staffing. Staff shortages have extended rotation times, reducing service consistency and increasing resident complaints.

Council requested a long-term operational plan for graders, including consideration of additional units and staffing models, to improve service reliability and align with the County's broader capital equipment strategy.

Benefits:

- Increased Reliability: Backup units and operators reduce downtime during breakdowns or leave.
- Improved Service Levels: Shortens grading rotation cycles, addressing resident concerns.
- Asset Protection: Reduces stress on current graders, extending lifecycle.
- Strategic Planning: Aligns with the County's rolling 10-year equipment replacement program.

Disadvantages:

- High Capital Requirement: $1.2M–$1.8M for three used graders.
- Fleet Oversizing Risk: Demand could decrease due to paving, weather, or alternate maintenance methods.
- Labour Relations Risks: Expanded crew model may require schedule negotiations.

Alternatives:

- Status Quo – Continue current operations (risk of continued service delays).
- Purchase New Graders – ~$900,000–$1,000,000 each, less feasible financially.
- Contracted Services – More costly per hour, reduced County control.
- Expanded Crew Model – One grader + 3 operators, improved coverage but higher staffing cost.

Financial Implications:

Option 1 – Three Graders + 3 Operators

- Capital: $1.2M–$1.8M
- Annual Operating: ~$360,000

Option 2 – Crew Model (1 Grader + 3 Operators)

- Capital: $400,000–$600,000
- Annual Operating: ~$300,000

10-Year Cost Comparison:

- Option 1: $4.8M–$5.4M
- Option 2: $3.4M–$3.6M

Funding options include equipment reserves, trade-ins, or phased acquisition.

Legislation: Municipal Government Act, RSA 2000, c. M-26 (municipal powers regarding capital assets).

Intergovernmental: Between Kosiv District & Town of Smoky Lake

Strategic Alignment: Supports Council's strategic goals for infrastructure sustainability, service delivery, and responsible financial planning.

Enclosure(s): Operational Plan – Grader Fleet (Detailed)

Signature of the CAO _____

Operational Plan for Graders

Purpose

To provide Council with a broader, long-term capital equipment strategy that ensures Smoky Lake County maintains reliable, efficient, and appropriately scaled equipment resources to meet operational needs. A key component of this strategy is the proposed acquisition of up to three additional used road graders to enhance road maintenance capacity and service reliability.

Strategic Context

Smoky Lake County's rural service delivery depends on a core fleet of specialized equipment for road maintenance, snow removal, emergency response, and other essential services. The County's capital equipment strategy must balance:

- **Service Reliability** – Ensuring equipment is available when needed, minimizing downtime.
- **Operational Efficiency** – Matching fleet size and capacity with workload demands.
- **Cost-Effectiveness** – Purchasing equipment at the right lifecycle stage to maximize value.
- **Sustainability** – Integrating equipment planning into a rolling 10-year replacement program to avoid unexpected budget shocks.

This broader approach ensures that each purchase (graders, trucks, loaders, or other heavy equipment) fits into a coordinated, predictable asset management framework.

Current Operations – Road Grader Fleet

Fleet Composition

- 8 Road Graders
    - 5 × CAT 14M Series
    - 3 × CAT 160 Series

Staffing

- 8 Grader Operators (7 dedicated to maintenance + 1 construction operator)
- 1 Operator currently on medical leave

Operational Adjustments

- Public Works Manager reassigns the construction operator to cover the absent maintenance operator's route.

- When construction projects require grading support, the construction operator draws:
    - 3 maintenance operators for oiling projects
    - 2 maintenance operators for shoulder pulls

Route Coverage

- Each maintenance operator covers 150 miles of gravel road, typically completed every 2–3 weeks under full staffing.
- Due to staff shortage with staff on extended medical leaves, rotation times have lengthened, reducing service consistency and increasing resident complaints about road conditions.

Road Grader Acquisition – Background & Need

Smoky Lake County maintains an extensive gravel road network essential for:

- Agricultural and industrial transport
- School busing routes
- Emergency access and community connectivity

Current Challenges

- Fleet at Maximum Capacity: Graders are fully deployed, leaving minimal backup during breakdowns or preventive maintenance.
- Increased Road Wear: Extreme weather cycles and higher agricultural traffic have escalated grading demands.
- Service Gaps: Current coverage across wards limits responsiveness, leading to delayed maintenance in some areas.

Operational Plan

Council requested a draft operational plan for adding up to **three additional road graders** into Smoky Lake County's maintenance rotation.

Operational Benefits

- **Workload Distribution:** Spreads road grading duties evenly across all units.
- **Service Reliability:** Provides backup capacity during breakdowns or repairs.
- **Flexibility:** Improves ward-level responsiveness to service demands.
- **Lifecycle Extension:** Reduces wear on existing graders, delaying costly replacements.

Estimated Costs

Capital Acquisition (3 Used Graders):

- $400,000–$600,000 per unit
- **Total Range:** $1.2 million – $1.8 million

Annual Operating Costs:

- Operator wages & benefits (3 operators): **$270,000**
- Fuel, oil, maintenance, insurance (~$30,000 per unit): **$90,000**
- **Total Annual Cost:** ~$360,000

Disadvantages of the Three-Grader Acquisition Plan

1. High Upfront Capital Cost

- Purchasing 3 units at once requires **$1.2M–$1.8M**, which places significant pressure on reserves or the capital budget.
- Reduces financial flexibility for other County priorities (bridges, culverts, facilities, etc.).

4. Fleet Oversizing Risk

- If road maintenance demand decreases (e.g., due to paving, alternate construction methods, or weather variability), the County could be left with more graders than needed.
- Oversized fleet increases depreciation and insurance costs without proportional benefit.

Alternative Option – Expanded Staffing & Crew Model

As an alternative or complementary measure, Council may consider:

- Hiring **3 additional grader operators** + **1 additional grader**
- Establishing **two crews of four operators each**, working **four 10-hour shifts** with 3 days off
- Crews would **overlap coverage**, ensuring:
    - **7-day road maintenance coverage** across the County
    - **Dedicated construction project support** during crossover days
    - Improved rotation of 150-mile routes, keeping service intervals closer to the 2-week target

Disadvantages of the Expanded Staffing & Crew Model

1. Increased Labour Costs

- Hiring 3 new full-time operators adds **~$270,000 annually** to the operating budget.
- Staffing costs will continue to rise with wage settlements, benefits, and pension obligations.

2. Labour Relations & Scheduling Complexity

- Moving to **two rotating 4-on/3-off crews** could have potential collective agreement considerations.
- May require negotiation with staff and union (if applicable) to adjust work schedules.

4. Capital Investment Still Required

- Although less than the three-grader plan, one additional unit still requires **$400,000–$600,000** upfront.

Financial Considerations

Estimated Acquisition Costs – Three Graders

Scenario	Unit Cost (per grader)	Total Cost (3 units)
Minimum	$400,000	$1.2 million
Maximum	$600,000	$1.8 million

Funding Options

- Equipment Reserves: Direct draw from existing reserves earmarked for fleet replacement.
- Trade-Ins: Surplus or obsolete graders could be traded in, offsetting purchase costs.
- Multi-Year Capital Allocation: Purchases could be staggered over several years to ease immediate budget pressure.

Estimated Annual Operating Costs – Three Graders

- Operator Wages & Benefits (3 FTEs): ~$270,000 (based on $90,000 each).
- Fuel, Oil, Maintenance, Insurance: ~$90,000 (3 units @ ~$30,000 each).
- Total Annual Operating Costs: ~$360,000

Lifecycle Note: Additional graders distribute workloads more evenly across the fleet, potentially extending the service life of existing units and reducing long-term capital replacement spikes.

Estimated Annual Operating Costs – Expanded Crew Model (1 Grader + 3 Operators)

- Operator Wages & Benefits (3 FTEs): ~$270,000
- Fuel, Oil, Maintenance, Insurance: ~$30,000 (1 unit)

- Total Annual Operating Costs: ~$300,000

Lifecycle Note: While less expensive annually than three units, the model still requires steady staffing and consistent scheduling to achieve intended benefits. Equipment wear may remain concentrated on fewer graders, potentially shortening replacement cycles.

10-Year Financial Impact (Illustrative)

To provide context, the approximate 10-year cost exposure (capital + operations) for both models is:

Option	**Capital Investment**	**Annual Operating**	**10-Year Operating**	**Total 10-Year Estimated Cost**
3 Used Graders + 3 Operators	$1.2M–$1.8M	~$360,000	~$3.6M	**$4.8M–$5.4M**
1 Used Grader + 3 Operators (Crew Model)	$400k–$600k	~$300,000	~$3.0M	**$3.4M–$3.6M**

Cost Comparison – Summary

Option	**Equipment Purchase**	**Annual Operating Costs**	**Notes**
3 Used Graders + 3 Operators	$1.2M–$1.8M	~$360,000	Greatest redundancy, flexibility across wards, and workload distribution. Higher capital cost.
1 Used Grader + 3 Operators (Crew Model)	$400k–$600k	~$300,000	Lower upfront cost; 7-day coverage and crossover support for construction. More pressure on fewer machines long term.

Both options support the County's long-term capital equipment strategy by:

1. Risk Reduction – Additional graders/operators provide service continuity during breakdowns, emergencies, or peak demand.
2. Lifecycle Management – Workload distribution lowers equipment stress, delaying costly replacements.

3. Value Optimization – Used units provide immediate functional value at significantly lower cost than new units.
4. Integrated Planning – Aligns with the County's rolling 10-year equipment replacement plan, providing predictable budgeting and fleet management.

Alternatives Considered

1. **Status Quo** – Continue with current fleet; risk of service delays remains.
2. **Purchase New Units** – More expensive (approx. $900,000–$1 million per unit), less feasible within current budget constraints.
3. **Contracted Services** – Contracting grader work during peak demand is costlier per hour and reduces control over scheduling.
4. **Expanded Crew Model (1 grader + 3 operators)** – Balances cost efficiency with improved service availability.

Recommendation

Council may choose between the following motions:

Option 1:
That Smoky Lake County Council approve the inclusion of up to three (3) used road graders in the County's broader capital equipment strategy

OR

Option 2:

That Smoky Lake County Council approve the alternative expanded crew model (1 grader + 3 operators), authorizing Administration to pursue acquisition through auction or direct sale, and approve the associated operational budget increase to support operator staffing, fuel, and maintenance requirements.

OR

Option 3:
That Smoky Lake County Council defer approval and consider the operational plan and capital investment at Council's discretion during the 2026 budget deliberations.

OR

Option 4:

That Smoky Lake County Council approve the use of contract grader services on an as-needed basis for the 2026 operating year, and direct Administration to track and analyze all contracted

costs compared to in-house operations, and report back to Council with a one-year cost comparison and service level review to determine the most cost-effective long-term option.

Request for Decision (RFD)

Meeting Date: Thursday, August 28, 2025 **Agenda Item:** #
Topic: RFD Hauling and Disposal of Solid waste Contract.
Presented By: Environment and Parks Manager

Recommendation:

That Smoky Lake County Council award the Hauling and Disposal of Solid Waste Contract to Proposal 1, 2, 3, or 4 for a three (3) year term, commencing October 1, 2025 and ending October 31, 2028, based on the contractor's submission demonstrating the best overall value to the County in terms of cost-effectiveness, service reliability, and capacity to meet operational requirements.

Background:

Smoky Lake County has maintained the delivery of solid waste collection and disposal services through a combination of internal operations and contracted hauling support. These services are essential to maintaining environmental standards, community cleanliness, and public health across the County's rural and hamlet areas.
In recent years, the County has experienced rising operational costs driven by factors including:

- Increases in equipment purchase and maintenance costs
- Higher fuel prices and transportation-related expenses
- Labour shortages and the increasing cost of attracting and retaining skilled manpower
- Changes in provincial and regulatory requirements related to waste handling and landfill operations

Recognizing the financial and logistical pressures on this critical municipal function, Smoky Lake County Council directed Administration to conduct a comprehensive review of its solid waste services. The purpose of this review was to explore alternative service delivery models and cost-saving opportunities that would continue to meet resident expectations while ensuring long-term sustainability.

Administration was tasked with evaluating both in-house and contracted options, assessing service quality, operational efficiency, and total cost implications. The findings and recommendations from this review have been brought forward for Council's consideration to guide the County's strategic direction in managing solid waste services moving forward.

Rated Criteria Category	CAO	EO	P&D	Total Points
Proposal #1	57	65	58	180
Proposal #2	60	56	67	183
Proposal #3	59	54	67	180
Proposal #4	43	45	42	130

Benefits:

Transitioning from an in-house to a contracted solid waste removal model can offer several advantages for Smoky Lake County, particularly in response to rising costs, workforce challenges, and long-term sustainability goals. Below are the key benefits of moving to a contracted model:

1. Cost Predictability and Budget Control
   - Contracted services typically operate on a fixed-term agreement, which can provide stable and predictable budgeting over the life of the contract.
   - Reduces exposure to fluctuating fuel, maintenance, and staffing costs that the County currently absorbs through its in-house model.

2. Reduced Capital Investment
   - No need for Smoky Lake County to purchase or replace costly waste collection trucks, bins, or other equipment.
   - Frees up capital for other critical infrastructure or community investments.

3. Lower Maintenance and Liability Risk
   - Contractors are responsible for vehicle maintenance, safety compliance, insurance, and downtime coverage.
   - The County avoids unexpected repair costs and liability risks related to vehicle failure or workplace injury within this service.

4. Improved Workforce Flexibility
   - Eliminates the need for the County to recruit, train, and manage specialized staff for waste hauling operations, particularly in a tight labour market.
   - Allows the County to focus internal human resources on other essential municipal services

Disadvantages:

N/A

Alternatives:

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

Financial Implications:

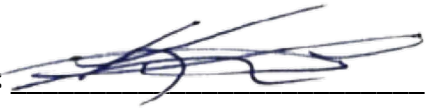
Legislation:

Request for Decision (RFD)

Intergovernmental:
N/A

Strategic Alignment:
N/A

Enclosure(s):

Signature of the CAO: 

Request for Decision (RFD)

Meeting Date: Thursday, August 28, 2025 **Agenda Item:** #
Topic: **MCC for Smoky Lake Development Corp loan close out**
Presented By: Brenda / Finance

Recommendation:

Motion #1 That Smoky Lake County write off $86,360.94 interest due from the MCC for Smoky Lake Development Corp and cancel the General Security Agreement and Promissory Note signed between the MCC For Smoky Lake Development Corp (the Borrower) and Smoky Lake County (The Lender) as signed

Motion #2 That Smoky Lake County give first reading to Bylaw No 1483-25 to repeal Bylaw 1413-22: A bylaw authorizing the lending of money to a Municipal Controlled Non-Profit Organization and to advertise said bylaw in accordance with the Municipal Government Act, in the Redwater Review and on the County's website.

Background:

In 2022 bylaw 1413-22 was passed to loan $590,000 to the MCC for Smoky Lake Development Corp., however the General Security Agreement and advancement of funds were not executed until April, 2023.

The bylaw stated that the first payment of $100,000 would be due December 31, 2024. The MCC for Smoky Lake Development Corp has requested an extension to pay the first payment March 31, 2025. Smoky Lake County received $100,000 on March 31, 2025 and a further $490,000 on June 23, 2025.

As per sec 1 in the promissory note, interest shall accrue on the balance outstanding from time to time at the rate of 6.5 % per annum. Total interest accrued to date is $86,360.94. To close out this loan and stop the ongoing accrual of interest owing as per the Promissory Note Smoky Lake County will need to write off the interest and repeal the lending bylaw.

MCC Smoky Lake Development Corp
Schedule A
Amortization Schedule

Loan value				$ 590,000.00		
Interest				6.5% per annum		
Payment due				December 31 of each year		
			Principle	**Payment**	**Interest**	**Balance Owing**
Deferred Interest Payment	31-Dec-22	2022	$ -	$ -	$ -	
Deferred Interest Payment	31-Dec-23	2023	$ 590,000.00	$ -	$ 25,566.67	$ 615,566.67
Deferred Interest Payment	31-Dec-24	2024	$ 615,566.67	$ -	$ 40,011.83	$ 655,578.50
Payment #1	31-Mar-25	2025	$ 655,578.50	$ 100,000.00	$ 10,653.15	$ 566,231.65
	23-Jun-25	2025	$ 566,231.65	$ 490,000.00	$ 9,201.26	$ 85,432.91
	31-Jul-25	2025	$ 85,432.91		$ 462.76	$ 85,895.68
	31-Aug-25	2025	$ 85,895.68		$ 465.27	$ 86,360.94
	Totals			**$ 590,000.00**	**$ 86,360.94**	
Principal	$ 590,000.00					
Interest	$ 86,360.94					
Total	**$ 676,360.94**					

As well, Council will need to repeal the original lending bylaw No 1435-23 by bylaw. Bylaw # 1483-25 is a bylaw to repeal the original lending bylaw. Because the MGA requires advertisement of the lending bylaw, it also requires advertisement of the repeal bylaw.

Benefits:
The loan will be documented as closed
No legal costs will be incurred

Disadvantages:
Smoky Lake County lost interest revenue of $86,360.94

Alternatives:
- Seek legal recourse to collect the interest
- Leave the loan active and continue to charge interest on the balance owing

Financial Implications:
The loss of interest revenue will be reflected in the 2025 financial statements, decreasing revenues by $86,360.94

Legislation:
Amendment and repeal 191
(1) The power to pass a bylaw under this or any other enactment includes a power to amend or repeal the bylaw.
***(2) The amendment or repeal must be made in the same way as the original bylaw and is subject to the same consents or conditions or advertising requirements that apply to the passing of the original bylaw, unless this or any other enactment provides otherwise*.**

265(1) A municipality may only lend money to a non-profit organization, one of its controlled corporations or the designated seller within the meaning of section 30(1) of the Gas Distribution Act, SA 1994 cG-1.5 as it read on June 30, 1998, if the loan is authorized by bylaw. (2) The bylaw authorizing the loan must set out (a) the amount of money to be loaned and, in general terms, the purpose for which the money that is loaned is to be used; (b) the minimum rate of interest, the term and the terms of repayment of the loan; (c) the source or sources of the money to be loaned.
(3) The bylaw that authorizes the loan must be advertised. 1994 cM-26.1 s265;1998 c26 s13

Intergovernmental:
n/a
Strategic Alignment:
n/a
Enclosure(s):

Request for Decision (RFD)

- ✓ Bylaw 1483-25
- ✓ Bylaw 1413-22
- ✓ Schedule “B” Promissory Note and General Service Agreement

Signature of the CAO: _____

Bylaw No. 1483-25

SMOKY LAKE COUNTY
IN THE PROVINCE OF ALBERTA
BYLAW NO. 1483-25

Being a Bylaw of Smoky Lake County in the Province of Alberta for the purpose of repealing Bylaw No. 1413-22, A Bylaw which authorized lending money to a municipal controlled non-profit organization**.**

****

WHEREAS, Section 191(1) of the *Municipal Government Act,* R.S.A. 2000, c-M-26 as amended, permits the Council of a municipality to repeal a bylaw that was duly passed;

AND WHEREAS, Smoky Lake County has received payments totaling $590,000 from the MCC for Smoky Lake Development Corp

NOW THEREFORE, the Council of Smoky Lake County of the Province of Alberta, duly assembled, hereby enacts as follows:

1. Bylaw No. 1413-22: A Bylaw authorizing the lending of money to a Municipal Controlled Non-Profit Organization, is hereby repealed.

2. This Bylaw comes into force on the final passing thereof.

READ a First Time this 28 **th** day of **August, AD 2025**.

READ a Second Time this day of **, AD 2025**

READ a Third and Final Time this day of **, AD 2025** and finally passed by Council.

_____
REEVE

S E A L

_____
CHIEF ADMINISTRATIVE OFFICER

SMOKY LAKE COUNTY
IN THE PROVINCE OF ALBERTA
REVISED BYLAW NO. 1413-22

BEING A REVISED BYLAW OF SMOKY LAKE COUNTY IN THE PROVINCE OF ALBERTA TO AUTHORIZE LENDING MONEY TO A MUNICIPAL CONTROLLED NON-PROFIT ORGANIZATION

****

WHEREAS pursuant to Sections 264 and 265 of the Municipal Government Act, R.S.A. 2000, Chapter M-26 and amendments thereto, a municipality may loan funds to a non-profit organization or one of its controlled corporations

AND WHEREAS, the MCC for Smoky Lake Development Corp is a non-profit municipal controlled corporation duly incorporated under the laws of the Province of Alberta.

AND WHEREAS, the MCC for Smoky Lake Development Corp; is owned 50% by Smoky Lake County and 50% by the Town of Smoky Lake.

AND WHEREAS, the MCC for Smoky Lake Development Corp will invest in the Smoky Lake Tourism Company Ltd which will invest and or lend funds for local tourism opportunities.

AND WHEREAS, the County of Smoky Lake's available debt limit established by the provisions of 276(2) of the Municipal Government Act, R.S.A. 2000, Chapter M-26 was $23,249,337

NOW THEREFORE, be it resolved that the Council of Smoky Lake County in the Province of Alberta, duly assembled hereby enacts as follows:

********** **********

1. Smoky Lake County will lend to the MCC for Smoky Lake Development Corp the amount of Five Hundred Ninety Thousand Dollars ($590,000) for the purpose of investing in the Smoky Lake Tourism Company Ltd. The term of the loan is eight (8) years.

2. The interest rate offered is 6.5% (per annum), and is based on the MCC for Smoky Lake Development Corp business plan.

3. The loan will be repaid by the MCC for Smoky Lake Development Corp annually on or before December 31 of each year, beginning December 31, 2024 hereafter called the "due date". The loan will be repaid according to the schedule outlined in Schedule "A", attached hereto forming part of this bylaw

4. Payments may be made without penalty in advance of the due dates above. Payments in advance of the due date will result in the recalculation of future payments. Interest is due or payable on the outstanding balance at the time of each repayment installment.

5. It is anticipated that the MCC for Smoky Lake Development Corp will repay the loan from investment earning.

6. The source of money to be loaned to the MCC for Smoky Lake Development Corp shall be from the General Capital Reserve Fund held by Smoky Lake County. All principal repayments received from the MCC for Smoky Lake Development Corp shall be returned to this reserve. All interest earned shall be allocated to general revenue in the year it is received.

7. Revised to: The MCC for Smoky Lake Development Corp shall provide Smoky Lake County with an executed Promissory Note and General Security agreement consistent with the terms of this bylaw.

8. Any funds not used by the MCC for Smoky Lake Development Corp for the purposes contained in this bylaw or the funding agreement shall be immediately returned to Smoky Lake County.

9. This bylaw shall take effect on the day of the final passing thereof and shall remain in effect until all amounts due to Smoky Lake County specified within this bylaw have been received.

READ a First Time to revise in accordance with the Municipal Government Act Section 63(2)(g)(ii), this **16th** day of **March, 2023**.

READ a Second Time to revise in accordance with the Municipal Government Act Section 63(2)(g)(ii), this **16th** day of **March, 2023**.

READ a Third and Final Time to revise in accordance with the Municipal Government Act Section 63(2)(g)(ii), this **16th** day of **March, 2023** and finally passed by Council.

REEVE

SEAL

CHIEF ADMINISTRATIVE OFFICER

Schedule "A"

MCC Smoky Lake Development Corp
Amortization Schedule
Loan Value: $590,000.00
Interest: 6.5% per annum
Payment Due: Dec 31st of each year

			Accrued Principle	Principal Paid	Interest	Balance Owing	Payment
Deferred Interest Payment	31-Dec-22	2022	$ 590,000.00	$ -	$ 38,350.00	$ 628,350.00	$ -
Deferred Interest Payment	31-Dec-23	2023	$ 628,350.00	$ -	$ 40,842.75	$ 669,192.75	$ -
Payment #1	31-Dec-24	2024		$ 56,502.47	$ 43,497.53	$ 612,690.28	$ 100,000.00
Payment #2	31-Dec-25	2025		$ 60,175.13	$ 39,824.87	$ 552,515.15	$ 100,000.00
Payment #3	31-Dec-26	2026		$ 64,086.52	$ 35,913.48	$ 488,428.63	$ 100,000.00
Payment #4	31-Dec-27	2027		$ 68,252.14	$ 31,747.86	$ 420,176.49	$ 100,000.00
Payment #5	31-Dec-28	2028		$ 72,688.53	$ 27,311.47	$ 347,487.96	$ 100,000.00
Payment #6	31-Dec-29	2029		$ 77,413.28	$ 22,586.72	$ 270,074.68	$ 100,000.00
Payment #7	31-Dec-29	2030		$ 190,881.93	$ 17,554.85	$ -	$ 287,629.54
	Totals			$ 590,000.00	$ 297,629.54		$ 887,629.54

Principal	$ 590,000.00
Interest	$ 297,629.54
Total Payments	$ 887,629.54

MEMORANDUM

Date: March 14, 2023

To: Council

From: Gene Sobolewski, C.E.T.

Subject: Bylaw 1413-22 – Revision Certification

Council,

Pursuant to the *Municipal Government Act*, Section 63(4) states:

> **(4)** A bylaw under this section must not be given first reading until after the chief administrative officer has certified in writing that the proposed revisions were prepared in accordance with this section.
> RSA 2000 cM-26 s63;2017 c13 s1(5)

Therefore, I Eugene Sobolewski, Chief Administrative Officer for Smoky Lake County do hereby attest and certify the following proposed revisions to the bylaw were prepared in accordance with the *Municipal Government Act* Section 63(2)(g)(ii) as follows:

Clause 7.0 of the Bylaw is revised to bring out more clearly the intent of the Schedule "B" Promissory note as follows:

Current:

7. The MCC for Smoky Lake Development Corp and Smoky Lake County shall enter into a loan agreement consistent with the terms of this bylaw. The agreement will form Schedule "B", attached hereto and forming part of this bylaw.

Proposed:

7. *The MCC for Smoky Lake Development Corp shall provide Smoky Lake County with an executed Promissory Note and General Security agreement consistent with the terms of this bylaw.*

Pursuant to Section 63(2)(a)

> **(2)** A bylaw under this section may
>
> (a) omit and provide for the repeal of a bylaw or a provision of a bylaw that is inoperative, obsolete, expired, spent or otherwise ineffective;

The Schedule "B" Promissory Note is deleted from the Bylaw 1413-22 as the document is inoperative, obsolete and otherwise ineffective as written. The updated Promissory Note and General Security Agreement shall instead be presented to Council separately with an accompanying motion from Council instructing the MCC to execute the documents prior to receipt of the loan contemplated in Bylaw 1413-22.

Pursuant to Section 63(3), the words "Revised Bylaw" shall be added to the title of Bylaw 1413-22.

Gene Sobolewski, C.E.T.,
Chief Administrative Officer

c:\cao smoky lake county\tourism\mcc\loan bylaw\mem revised bylaw 1413-22 certification .docx

General Security Agreement

Dated effective as of the 19 day of April, 2023.

BETWEEN:

MCC FOR SMOKY LAKE DEVELOPMENT CORP.
a body corporate duly incorporated pursuant to the laws of the Province of Alberta,
4612 McDougall Drive P.O. Box 310
Smoky Lake, AB T0A 3C0
(the "**Debtor**")

AND:

SMOKY LAKE COUNTY
4612 McDougall Drive P.O. Box 310
Smoky Lake, AB T0A 3C0
(the "**Secured Party**")

WHEREAS:

A. The Secured Party has agreed to lend the Debtor the aggregate principal sum of Five Hundred Ninety Thousand ($590,000.00) Dollars, which sum is to be repaid together with interest in accordance with the terms and conditions contained in the Promissory Note between the Debtor and Secured Party; and

B. The Secured Party has required that the Debtor execute and deliver this Security Agreement as additional security for the repayment of the Indebtedness.

NOW THEREFORE IN CONSIDERATION of the Secured Party making advances to the Debtor and other good and valuable consideration (the receipt and sufficiency of which is hereby acknowledged) the Debtor agrees as follows:

1. SECURITY INTEREST

(a) The Debtor hereby grants, assigns, transfers, mortgages and charges to the Secured Party, as and by way of a fixed and specific mortgage and charge, and grants to the Secured Party a security interest in, all of the Debtor's present and after-acquired undertaking and personal property including without limitation all Goods (including Inventory and Equipment), Accounts, Chattel Paper, Documents of Title, Instruments, Intangibles, Money and Securities now owned or hereafter acquired by or on behalf of the Debtor (and all rights and interests now or hereafter held by or on behalf of the Debtor with respect to any of the foregoing) and also including without limitation:

(i) all books, files, invoices, letters, papers, disks, documents, records and other repositories of data in any form recording, evidencing or relating to collateral subject to the Security Interest;

(ii) all Accessions and all parts, accessories, drawings, specifications, manuals, plans and special tools relating to any Goods;

(iii) any property which may now or hereafter be described in Schedule "C" hereto; and

(iv) with respect to the property described above in this paragraph (a), all present and future personal property in any form and of any kind:

(A) derived directly or indirectly from any dealing with such property or the Proceeds thereof and in which the Debtor has any interest;

(B) that is a right to an insurance payment or claim or any other payment as indemnity or compensation for loss of or damage to such property or the Proceeds thereof; or

(C) that constitutes a payment made in total or partial discharge or redemption of an Intangible, Chattel Paper, an Instrument or a Security;

(all of the property described in this paragraph (a) is herein collectively called the "Collateral").

(b) The grants, assignments, transfers, mortgages, charges and security interests to and in favour of the Secured Party herein created are collectively called the "Security Interest".

(c) The Security Interest granted hereby shall not extend or apply to, and the Collateral shall not include the last day of the term of any lease or agreement therefor; however, the Debtor will hold such last day in trust for the Secured Party; and upon the enforcement of the Security Interest the Debtor will assign the same as directed by the Secured Party.

(d) The terms "Accessions," "Accounts", "Chattel Paper", "Documents of Title", "Equipment", "Goods", "Instruments", "Intangibles", "Inventory", "Money", "Proceeds", and "Securities", including any singular or plural variation thereof whenever used herein shall be interpreted pursuant to the respective meanings given to such words in the Personal Property Security Act (Alberta), as amended from time to time, which Act, including amendments thereto and any Act substituted therefor and amendments thereto is herein referred to as the "PPSA".

(e) Any reference hereinafter to the "Collateral" shall, unless the context otherwise requires, be deemed a reference to the "Collateral or any part thereof".

2. INDEBTEDNESS SECURED

The Security Interest granted hereby secures payment and satisfaction of any and all obligations, indebtedness and liability of the Debtor to the Secured Party (including interest thereon) present or future, direct or indirect, absolute or contingent, matured or not, extended or renewed, wheresoever and howsoever incurred and any ultimate unpaid balance thereof and whether the same is from time to time reduced and thereafter increased or entirely extinguished and thereafter incurred again and whether the Debtor be bound alone or with another or others and whether as principal or surety (hereinafter collectively called the "Indebtedness"). If the Security Interest in the Collateral is not sufficient, in the event of default, to satisfy all Indebtedness of the Debtor, the Debtor acknowledges and agrees that the Debtor shall continue to be liable for any Indebtedness remaining outstanding and the Secured Party shall be entitled to pursue full payment thereof.

3. REPRESENTATIONS AND WARRANTIES OF THE DEBTOR

The Debtor represents and warrants and so long as this Security Agreement remains in effect it shall be deemed to continuously represent and warrant that:

(a) the Collateral is genuine and owned by the Debtor free of all security interests, mortgages, liens, claims, charges or other encumbrances (hereinafter collectively called "Encumbrances"), except for the Security Interest and those Encumbrances shown on Schedule "A" or hereafter approved in writing by the Secured Party prior to their creation or assumption;

(b) each Account, Chattel Paper and Instrument forming part of the Collateral is enforceable in accordance with its terms against the party obligated to pay the same (the "Account Debtor"), and the amount represented by the Debtor to the Secured Party from time to time as owing by each Account Debtor or by all Account Debtors will be the correct amount actually and unconditionally owing by cash discounts where applicable, and no Account Debtor will have any defense, set off, claim or counterclaim against the Debtor

which can be asserted against the Secured Party, whether in any proceeding to enforce the Collateral or otherwise;

(c) the locations specified in Schedule "B" as to business operations and records are accurate and complete and with respect to Goods (including Inventory) constituting the Collateral; the locations specified in Schedule "B" are accurate and complete save for Goods in transit to such locations and Inventory on lease or consignment;

(d) the Collateral does not include any Goods that are used or acquired for use primarily for personal, family or household purposes; and

(e) the name of the Debtor has not changed since the date of its incorporation and there have been no amalgamations or mergers in the corporate history of the Debtor or any of its predecessors.

4. COVENANTS OF THE DEBTOR

So long as this Security Agreement remains in effect the Debtor covenants and agrees:

(a) to defend the Collateral against the claims and demands of all other parties claiming the same or an interest therein; to keep the Collateral free from all Encumbrances, except for the Security Interest and those shown on Schedule "A" or hereafter approved in writing by the Secured Party prior to their creation or assumption and not to sell, exchange, transfer, assign, lease, or otherwise dispose of the Collateral or any interest therein without the prior written consent of the Secured Party; provided always that, until default, the Debtor may, in the ordinary course of the Debtor's business, sell or lease Inventory and, subject to Clause 7 hereof, use Money available to the Debtor:

(b) to notify the Secured Party promptly of:

(i) any change in the information contained herein or in the Schedules hereto relating to the Debtor, the Debtor's business or the Collateral;

(ii) the details of any material acquisition of Collateral;

(iii) the serial number (as prescribed by the regulations made under the PPSA for use in registrations under the PPSA), model year, make and model of any motor vehicle, trailer, mobile home, aircraft airframe, aircraft engine or aircraft propeller, boat, outboard motor for a boat or other Serial Number Goods (as such term is defined in the regulations made under the PPSA) at any time included in the Collateral which is held as Equipment, including in circumstances where the Debtor ceased holding the same as Inventory and began holding the same as Equipment if requested by the Secured Party, acting reasonably;

(iv) the details of any material claims or litigation affecting the Debtor or the Collateral;

(v) any loss or damage to the Collateral;

(vi) any default by any Account Debtor in payment or other performances of any material obligations with respect to the Collateral; and

(vii) the return to or repossession by the Debtor of the Collateral.

(c) to keep the Collateral in good order, condition and repair and not to use the Collateral in violation of the provisions of this Security Agreement or any other agreement relating to the Collateral or any policy insuring the Collateral or any applicable statute, law, bylaw, rule, regulation or ordinance;

(d) to do, execute, acknowledge and deliver such financing statements and further assignments, transfers, documents, acts, matters and things (including further pages identified as forming part of Schedule "C"

hereto) as may be reasonably requested by the Secured Party of or with respect to the Collateral in order to give effect to these presents and to pay all costs for searches and filings in connection therewith; and the Debtor hereby appoints the Secured Party or any officer or manager from time to time of the Secured Party or any branch of the Secured Party the irrevocable attorney of the Debtor (with full power of substitution and delegation) to sign all documents and take such action as may be required to give effect to this provision;

(e) to pay all taxes, rates, levies, assessments and other charges of every nature which may be lawfully levied, assessed or imposed against or in respect of the Debtor or the Collateral as and when the same become due and payable;

(f) to insure the Collateral for such periods, in such amounts, on such terms and against loss or damage by fire and such other risks as the Secured Party shall reasonably require with loss payable to the Secured Party and the Debtor, as insureds, as their respective interests may appear, and to pay all premiums therefor;

(g) to prevent the Collateral, save Inventory sold or leased as permitted hereby, from being or becoming an Accession to other property not covered by this Security Agreement;

(h) to carry on and conduct the business of the Debtor in a proper and efficient manner and so as to protect and preserve the Collateral and to keep, in accordance with generally accepted accounting principles, consistently applied, proper books of account for the Debtor's business as well as accurate and complete records concerning the Collateral, and mark any and all such records and the Collateral at the Secured Party's request so as to indicate the Security Interest;

(i) to deliver to the Secured Party from time to time promptly upon request:

(i) any Documents of Title, Instruments, Securities and Chattel Paper constituting, representing or relating to the Collateral;

(ii) all books of account and all records, ledgers, reports, correspondence, schedules, documents, statements, lists and other writings, relating to the Collateral for the purpose of inspecting, auditing or copying the same;

(iii) all financial statements prepared by or for the Debtor's business:

(iv) all policies and certificates of insurance relating to the Collateral;

(v) such information concerning the Collateral, the Debtor and the Debtor's business and affairs as the Secured Party may reasonably request; and

(vi) to notify the Secured Party immediately in the event of any change in the name of the Debtor.

5. USE AND VERIFICATION OF COLLATERAL

Subject to compliance with the Debtor's covenants contained herein and Clause 7 hereof, the Debtor may, until default, possess, operate, collect, use and enjoy and deal with the Collateral in the ordinary course of the Debtor's business in any manner not inconsistent with the provisions hereof; provided always that the Secured Party shall have the right at any time and from time to time to verify the existence and state of the Collateral in any manner the Secured Party may consider appropriate and the Debtor agrees to furnish all assistance and information and to perform all such acts as the Secured Party may reasonably request in connection therewith and for such purpose to grant to the Secured Party or its agents access to all places where the Collateral may be located and to all premises occupied by the Debtor.

6. SECURITIES

If the Collateral at any time includes Securities, the Debtor authorizes the Secured Party to transfer the same or any part thereof into its own name or that of its nominee(s) so that the Secured Party or its nominee(s) may appear of

record as the sole owner thereof; provided that, until default, the Secured Party shall deliver promptly to the Debtor all notices or other communications received by it or its nominee(s) as such registered owner and, upon demand and receipt of payment of any necessary expenses thereof, shall issue to the Debtor or its order a proxy to vote and take all action with respect to such Securities. After default, the Debtor waives all rights to receive any notices or communications received by the Secured Party or its nominee(s) as such registered owner and agrees that no proxy issued by the Secured Party to the Debtor or its order as aforesaid shall thereafter be effective.

7. COLLECTION OF ACCOUNTS

Before or after default under this Security Agreement the Secured Party may notify all or any Account Debtors of the Security Interest and may also direct such Account Debtors to make all payments on Accounts, Chattel Paper and Instruments forming part of the Collateral to the Secured Party. The Debtor acknowledges that any payments on Accounts, Chattel Paper and Instruments forming part of the Collateral or other Proceeds of the Collateral received by the Debtor from Account Debtors or other Parties, whether before or after notification of this Security Interest to Account Debtors and whether before or after default under this Security Agreement, shall be received and held by the Debtor in trust for the Secured Party and shall be turned over to the Secured Party upon request.

8. INCOME FROM AND INTEREST ON COLLATERAL

(a) Subject always to Clause 7 hereof, the Debtor reserves the right, until default, to receive any amounts constituting income from or interest on the Collateral and if the Secured Party receives any such amounts prior to default, the Secured Party shall either credit the same to any bank or deposit account of the Debtor or to any of the Indebtedness or pay the same promptly to the Debtor;

(b) After default, the Debtor will not request or receive any amounts constituting income from or interest on the Collateral and if the Debtor receives any such amounts, the Debtor will receive the same in trust for the Secured Party and will pay the same promptly to the Secured Party.

9. INCREASES, PROFITS, PAYMENTS OR DISTRIBUTIONS

(a) Whether or not default has occurred, the Debtor authorizes the Secured Party:

(i) to receive any increase in or profits on the Collateral (other than amounts constituting income from or interest on the Collateral) and to hold the same as part of the Collateral. Amounts constituting income from or interest on the Collateral shall be dealt with in accordance with Clause 8 hereof;

(ii) to receive any payment or distribution upon redemption or retirement of or upon dissolution and liquidation of the issuer of, any Collateral; to surrender such Collateral in exchange therefor; and to hold any such payment or distribution as part of the Collateral;

(b) If the Debtor receives any such increase or profits (other than amounts constituting income from or interest on the Collateral received prior to default) or payments or distributions, the Debtor will receive the same in trust for and deliver the same promptly to the Secured Party to be held by the Secured Party as herein provided.

10. DISPOSITION OF AMOUNTS

Subject to any applicable requirements of the PPSA and to the rights of the Secured Party or any Receiver under this Security Agreement or the PPSA or other provisions of the law to make deductions in respect of costs, charges and expenses or to apply costs, charges and expenses as a first or prior charge on the proceeds of realization, collection or disposition of the Collateral, all amounts collected or received by the Secured Party or any Receiver pursuant to or in exercise of any right it possesses with respect to the Collateral shall be applied on account of the Indebtedness in such manner as the Secured Party deems best or, at the option of the Secured Party, may be held unappropriated in a collateral account or released to the Debtor, all without prejudice to the liability of the Debtor or the rights of the Secured Party or any Receiver hereunder, and any surplus shall be accounted for as required by law.

11. EVENTS OF DEFAULT

The happening of any of the following events or conditions shall constitute default hereunder and is herein referred to as "default":

(a) the non-payment when due, whether by acceleration or otherwise, of any principal, interest or other amount forming part of the Indebtedness or the failure of the Debtor to observe or perform any obligation, covenant, term, provision or condition contained in this Security Agreement, The Promissory Note or any other agreement between the Debtor and the Secured Party (whether now in existence or hereafter entered into);

(b) the non-payment when due whether by acceleration or otherwise, of any indebtedness in excess of Ten Thousand ($10,000.00) Dollars of the Debtor to any other person;

(c) the bankruptcy or insolvency of the Debtor; the filing against the Debtor of a petition in bankruptcy; the making of an authorized assignment for the benefit of creditors by the Debtor; the appointment of a receiver, receiver and manager, trustee, custodian or similar official in respect of the Debtor or any assets of the Debtor or the institution by or against the Debtor of any other type of insolvency proceeding under the Bankruptcy Act or otherwise;

(d) the institution by or against the Debtor of any formal or informal proceeding for the dissolution or liquidation of, settlement of claims against or winding up of affairs of the Debtor or any arrangement or composition of the Debtor's debts or liabilities;

(e) if any Encumbrance affecting the Collateral becomes enforceable against the Collateral;

(f) if the Debtor ceases or threatens to cease to carry on business or makes or agrees to make a bulk sale of assets without complying with applicable law or commits or threatens to commit an act of bankruptcy;

(g) if an execution, sequestration, extent or other process of any court becomes enforceable against the Debtor or if a distress or analogous process is levied upon the assets of the Debtor or any part thereof;

(h) if any certificate, statement, representation, warranty or audit report heretofore or hereafter furnished by or on behalf of the Debtor pursuant to or in connection with this Security Agreement, or otherwise (including, without limitation, the representations and warranties contained herein) or as an inducement to the Secured Party to incur any indebtedness or liabilities to or to enter into this or any other agreement with the Debtor or to provide any credit to the Debtor, proves to have been false in any material respect at the time as of which the facts therein set forth were stated or certified, or proves to have omitted any substantial contingent or unliquidated liability or claim against the Debtor; or if upon the date of execution of this Security Agreement, there shall have been any material adverse change in any of the facts disclosed by any such certificate, representation, statement, warranty or audit report, which change shall not have been disclosed to the Secured Party at or prior to the time of such execution;

(i) if the Secured Party in good faith and upon commercially reasonable grounds believes that the prospect of payment or performance of any Indebtedness is or is about to be impaired or that the Collateral is or is about to be placed in jeopardy.

12. ACCELERATION

Upon default or at any time thereafter, the Secured Party, in its sole discretion, may declare all or any part of the Indebtedness which is not by its terms payable on demand to be immediately due and payable, without demand or notice of any kind. The provisions of this Security Agreement are not intended in any way to and shall not affect any rights of the Secured Party with respect to any Indebtedness which may now or hereafter be Payable on demand.

13. REMEDIES

(a) Upon default or at any time thereafter, the Secured Party may appoint or reappoint by instrument in writing, any person or persons, whether an officer or officers or an employee or employees of the Secured Party or not, to be a receiver or receivers (hereinafter called a "Receiver", which term when used herein shall include a receiver and a manager) of the Collateral (including any interest, income or profits therefrom) and may remove any Receiver so appointed and appoint another in his stead. Any such Receiver shall, so far as concerns responsibility for his acts, be deemed the agent of the Debtor and not the Secured Party, and the Secured Party shall not be in any way responsible for any misconduct, negligence, or nonfeasance on the part of any such Receiver, his servants, agents or employees. The Secured Party may from time to time fix the Receiver's remuneration. Subject to the provisions of the instrument appointing him, any such Receiver shall have power to take possession of the Collateral, to preserve the Collateral or its value, to carry on or concur in carrying on all or any part of the business of the Debtor and to sell, lease or otherwise dispose of or concur in selling, leasing or otherwise disposing of the Collateral (in its existing condition or after any repair, processing or preparation for disposition) in such manner, at such time or times and place or places, for such consideration and upon such terms and conditions as to the Receiver may seem reasonable including terms for deferred payment. To facilitate the foregoing powers, any such Receiver may, to the exclusion of all others, including the Debtor, enter upon, use and occupy all premises owned or occupied by the Debtor wherein the Collateral may be situate, maintain Collateral upon such premises, borrow money on a secured or unsecured basis and use the Collateral directly in carrying on the Debtor's business or as security for loans or advances or other credit to enable him to carry on the Debtor's business or otherwise, as such Receiver shall, in his discretion, determine. Except as may be otherwise directed by the Secured Party, all amounts received from time to time by such Receiver in carrying out his appointment shall be received in trust for and paid over to the Secured Party. Every such Receiver may, in the discretion of the Secured Party, be vested with all or any of the rights and powers of the Secured Party.

(b) Upon default or at any time thereafter, the Secured Party may make application to a court of competent jurisdiction for the appointment of a Receiver.

(c) Upon default or at any time thereafter, the Secured Party may, either directly or through its agents or nominees, exercise any or all of its powers and rights which could be available to a Receiver appointed pursuant to the foregoing subclause (a).

(d) The Secured Party may take possession of, collect, demand sue on, enforce, recover and receive the Collateral and give valid and binding receipts and discharges therefor and in respect thereof and, upon default or at any time thereafter, the Secured Party may sell, lease or otherwise dispose of the Collateral (in its existing condition or after any repair, processing, or preparation for disposition) in such manner, at such time or times and place or places, for such consideration and upon such terms and conditions as to the Secured Party may seem reasonable including terms for deferred payment.

(e) In addition to those rights granted herein and in any other agreement now or hereafter in effect between the Debtor and the Secured Party and in addition to any other rights the Secured Party or any Receiver may have at law or in equity, the secured party shall have, both before and after default, all rights and remedies of a secured party under PPSA and the Receiver shall have all rights and remedies of a secured party under and to the extent provided in the PPSA. Provided always, that the Secured Party or any Receiver shall not

be liable or accountable for any failure to exercise its remedies, to take possession of, collect, enforce, realize, sell, lease, or otherwise dispose of the Collateral or to institute any proceedings for such purposes. Furthermore, neither the Secured Party nor any Receiver shall have any obligation to take any steps to preserve rights against other parties to any Security, Instrument or Chattel Paper whether the Collateral or Proceeds and whether or not in the Secured Party's or Receivers possession and shall not be liable or accountable for failure to do so.

(f) The Debtor acknowledges that the Secured Party or any Receiver may take possession of the Collateral wherever it may be located and by any method permitted by law and the Debtor agrees upon request from the Secured Party or any such Receiver to assemble and deliver possession of the Collateral at such place or places as directed.

(g) The Debtor agrees to pay all costs, charges and expenses reasonably incurred by the Secured Party or any Receiver whether directly or for services rendered (including solicitor and his own client fees, disbursements and other costs on a full indemnity basis, auditors costs and Receiver remuneration), in operating any accounts of the Debtor with the Secured Party, in discharging or satisfying any Encumbrances, borrowings, taxes and other outgoings affecting the Collateral, in keeping in good standing any Encumbrances on the Collateral ranking in priority to any Security Interest created by this Security Agreement, in preparing or enforcing this Security Agreement, in taking custody of, holding, preserving, repairing, processing, preparing for sale, lease or other disposition and selling, leasing or otherwise disposing of the Collateral, in carrying on the business of the Debtor and in enforcing or collecting the Indebtedness; and the Debtor further agrees that all such costs, charges and expenses, together with any amounts owing as a result of any borrowing by the Secured Party or any Receiver, as permitted hereby, shall be a first and prior charge on the proceeds of realization, collection or disposition of the Collateral and shall be secured hereby.

(h) The Secured Party will give the Debtor such notice or notices, if any, with respect to the disposition of the Collateral as may be required by the PPSA.

(i) The Receiver or the Secured Party shall have power to make any sale, lease or other disposition of the Collateral as contemplated above in the name and on behalf of the Debtor or otherwise and the Receiver or any officer or manager from time to time of the Secured Party or any branch of the Secured Party is hereby appointed the irrevocable attorney of the Debtor (with full powers of substitution and delegation) for the purpose of making any such sale, lease or other disposition and of executing agreements or documents and taking such action required to complete the same.

14. MISCELLANEOUS

(a) The Debtor hereby authorizes the Secured Party to file such financing statements and other documents and do such acts, matters and things from time to time (including completing and adding or supplementing schedules hereto identifying the Collateral or any permitted Encumbrances affecting the Collateral or identifying the locations at which the Debtor's business is carried on and the Collateral and records relating thereto are situate) as the Secured Party may deem appropriate to perfect and continue the Security Interest, to protect and preserve the Collateral and to realize upon the Security Interest and the Debtor hereby irrevocably constitutes and appoints any officer or manager from time to time of the Secured Party or any branch of the Secured Party the true and lawful attorney of the Debtor, with full power of substitution and delegation, to do any of the foregoing in the name of the Debtor whenever and wherever it may be deemed necessary or expedient.

(b) Without limiting any other right of the Secured Party, whenever the Indebtedness is immediately due and payable or the Secured Party has the right to declare the Indebtedness to be immediately due and payable (whether or not it has so declared), the Secured Party may, in its sole discretion, set off against Indebtedness any and all amounts then owed to the Debtor by the Secured Party in any capacity, whether or not due, and the Secured Party shall be deemed to have exercised such right to set off immediately at the time of making its decision to do so even though any charge therefor is made or entered on the Secured Party's record subsequent thereto.

(c) Upon the Debtor's failure to perform any of its obligations hereunder, the Secured Party may, but shall not be obligated to, perform any or all of such obligations, and the Debtor shall pay the Secured Party, forthwith upon written demand therefor, an amount equal to the expense incurred by the Secured Party in so doing plus interest thereon from the date such expense is incurred until it is paid at the rate of 18% per annum, which amount and interest thereon shall be included in the Indebtedness secured hereby.

(d) The Secured Party may grant extensions of time and other indulgences, take and give up security, accept compositions, compound, compromise, settle, grant releases and discharges and otherwise deal with the Debtor, debtors of the Debtor, sureties and others and with the Collateral and other security as the Secured Party may see fit without prejudice to the liability of the Debtor or the Secured Party's right to hold and realize the Security Interest. Furthermore, the Secured Party may demand, collect and sue on the Collateral in either the Debtor's or the Secured Party's name, at the Secured Party's option, and may endorse the Debtor's name on any and all cheques, commercial paper, and any other Instruments pertaining to or constituting the Collateral.

(e) No delay or omission by the Secured Party in exercising any right or remedy hereunder or with respect to any Indebtedness shall operate as a waiver thereof or of any other right or remedy, and no single or partial exercise thereof shall preclude any other or further exercise thereof or the exercise of any other right or remedy. Furthermore, the Secured Party may remedy any default by the Debtor hereunder or with respect to any Indebtedness in any reasonable manner without waiving the default remedied and without waiving any other prior or subsequent default by the Debtor. No remedy herein conferred upon or reserved to the Secured Party is intended to be exclusive of any other remedy, but each and every such remedy shall be cumulative and shall be in addition to every other right and remedy given hereunder or now existing or hereafter to exist at law, in equity or by statute or pursuant to any other agreement or instrument between the Debtor and the Secured Party that may be in effect from time to time.

(f) The Debtor waives protest of any Instrument constituting Collateral at any time held by the Secured Party on which the Debtor is in any way liable and, subject to Clause 13(h) hereof, notice of any other action taken by the Secured Party.

(g) In any action brought by an assignee of any interest of the Secured Party in this Security Agreement and the Security Interest or any part thereof to enforce any rights hereunder, the Debtor shall not assert against the assignee any set-off, claim or defence which the Debtor now has or hereafter may have against the Secured Party.

(h) Except for any supplements to Schedule "C" hereto or other schedules which may be added hereto pursuant to the provisions hereof, no modification, variation or amendment of any provision of this Security Agreement shall be made except by a written Agreement executed by the parties hereto and no waiver of any provision hereof shall be effective unless in writing.

(i) Subject to the requirements of Clause 13(h) hereof, whenever either party hereto is required or entitled to notify or direct the other or to make a demand or request upon the other, such notice, direction, demand or request shall be in writing and shall be sufficiently given if delivered to the party for whom it is intended at the principal address of such party set forth on the first page hereof or as changed pursuant hereto or if sent by prepaid registered mail addressed to the party for whom it is intended at the principal address of such party set forth on the first page hereof or as changed pursuant hereto. Either party may notify the other pursuant hereto of any change in such party's principal address to be used for the purposes hereof.

(j) This Security Agreement and the Security Interest created hereby are in addition to and not in substitution for any other security now or hereafter held by the Secured Party and is intended to be a continuing Security Agreement and Security Interest.

(k) This Security Agreement shall not merge in any subsequent security or be taken to be a substitute for any security of any nature whatsoever held by the Secured Party from the Debtor. It is further agreed that the taking of this Security Agreement shall not operate as a merger of the remedies of the Secured Party for

payment, satisfaction or performance of the Indebtedness or of the remedies of the Secured Party under any other agreement and notwithstanding this Security Agreement and anything herein contained the said remedies shall remain available and be capable of enforcement against the Debtor and all other persons liable in respect thereof in the same manner and to the same extent as if this Security Agreement had not been made.

(l) The headings used in this Security Agreement are for convenience only and are not to be considered as part of this Security Agreement and do not in any way limit or amplify the terms and provisions of this Security Agreement.

(m) When the context so requires, the singular number shall be read as if the plural were expressed and vice versa and any reference to gender shall include the masculine, feminine, and neuter gender.

(n) In the event any provisions of this Security Agreement, as amended from time to time, shall be deemed invalid or void, in whole or in part, by any Court of competent jurisdiction, the remaining terms and provisions of this Security Agreement shall remain in full force and effect.

(o) Nothing herein contained shall in any way obligate the Secured Party to grant, continue, renew, extend time for payment of or accept anything which constitutes or would constitute Indebtedness or to make any advance to or to provide any credit accommodation for the Debtor.

(p) The Security Interest created hereby is intended to attach:

(i) to existing Collateral when this Security Agreement is signed by the Debtor and delivered to the Secured Party, and

(ii) to Collateral subsequently acquired by the Debtor immediately upon the Debtor acquiring any rights in such Collateral. The Debtor and the Secured Party do not intend to postpone the attachment of any Security Interest created by this Security Agreement.

(q) This Security Agreement and the transactions evidenced hereby shall be governed by and construed in accordance with the laws of the Province of Alberta as the same may from time to time be in effect, including, where applicable, the PPSA.

(r) Time shall be of the essence of this Security Agreement.

(s) This Security Agreement shall enure to the benefit of and be binding upon the Secured Party and the Debtor and their respective heirs, executors, administrators, successors and assigns; provided neither the Debtor nor the Secured Party will assign this Security Agreement without the other party's prior written consent.

(t) Notwithstanding anything herein to the contrary, to the extent that the provisions of the PPSA impose obligations upon or restrict the rights or remedies herein contained operating in favour of the Secured Party, and which have been waived or varied by the Debtor herein, whether expressly or by implication, but which are by the provisions of the PPSA incapable of waiver or variance by the Debtor, the provisions of the PPSA shall govern and the affected provisions hereof shall be deemed to be amended to the extent necessary to give effect to the said provisions of the PPSA without in any way affecting any other provision or provisions herein.

(u) The Debtor hereby acknowledges receipt of a copy of this Security Agreement.

(v) The Debtor hereby waives its right under PPSA to receive a printed copy of any financing statement or financing change statement relating to this Security Agreement or any verification statement or other statement used by the Registry (as defined in the PPSA) to confirm the registration of any such financing statement or financing change statement.

IN WITNESS WHEREOF the Debtor has executed this Security Agreement as of this 19 Day of April, 2023.

MCC SMOKY LAKE DEVELOPMENT CORP.

Per: _____

Per: _____

SCHEDULE "A"

(ENCUMBRANCES AFFECTING COLLATERAL)

NIL

SCHEDULE "B"

1. Locations of Debtor's Business Operations.

2. Locations of Records relating to Collateral.

3. Locations of Collateral.

SCHEDULE "C"

DESCRIPTION OF SPECIFIC PROPERTY:

N/A

PROMISSORY NOTE

BETWEEN:

MCC FOR SMOKY LAKE DEVELOPMENT CORP.
(the "Borrower")

- and -

SMOKY LAKE COUNTY
(the "Lender")

WHEREAS:

A. The Lender is a 50% shareholder of the Borrower;

B. The Lender has passed Bylaw No. 1413-22, pursuant to Section 264 and Section 265 of the *Municipal Government Act*, R.S.A. 2000, Chapter M-26 to permit the Lender to lend to the Borrower, the money as evidenced herein; and

C. The Lender has agreed to the making of a loan of Five Hundred Ninety Thousand ($590,000.00) Dollars to the Borrower upon and subject to the terms, covenants and conditions contained within this Promissory Note.

NOW THEREFORE IN CONSIDERATION of the Lender advancing funds to the Borrower as evidenced by this Promissory Note, the Borrower promises to pay the sums required within this Promissory Note, and the mutual covenants contained within this Promissory Note, the Lender and the Borrower covenant, promise and agree as follows:

1. Loan

The Borrower hereby promises to pay to, or to the order of, the Lender at its address of PO Box 310, Smoky Lake, AB T0A 3C0, or such other address as directed by the Lender, the sum of Five Hundred Ninety Thousand ($590,000.00) Dollars in lawful money of Canada and upon the following terms:

(a) interest shall accrue on the balance outstanding from time to time at the rate of six and one half (6.5%) percent per annum, compounded calculated semi-annually and not in advance;

(b) the indebtedness evidenced hereof shall be payable in accordance with the amortization schedule attached hereto as Schedule "A".

2. Collateral Security

As collateral security for the Loan, the Borrower agrees to provide to the Lender, duly authorized and executed, a General Security Agreement covering all present and after acquired personal property and the proceeds thereof of the Borrower, in a form and content as prepared by the Lender, in the Lender's absolute discretion.

3. Service and Legal Fees

The Borrower shall be responsible for payment of any and all service fees and legal costs (on a solicitor and his own client full indemnity basis) incurred by the Lender in the enforcement of any or all of the terms of this Promissory Note.

4. Event of Default

The occurrence of any one or more of the following shall constitute an Event of Default for all purposes of this Promissory Note:

(a) if the Borrower fails to pay the indebtedness herein or any portion thereof upon the same becoming due;

(b) if the Borrower fails to observe or perform any of the agreements, terms, covenants, conditions, provisions, stipulations or provisos contained in this Promissory Note or in the General Security Agreement to be performed by them; or

(c) if any representation or warranty made by the Borrower in this Promissory Note, General Security Agreement or otherwise, proves to have been untrue or misleading in any material respect as of the date made or deemed made;

A default by the Borrower under this Promissory Note shall constitute a default under any other instruments or agreements, if any, granted by the Borrower in addition to, collateral to, or as security for this Promissory Note.

5. Borrower to Advise Lender

The Borrower agrees to promptly inform the Lender in writing upon the occurrence of any Event of Default, and agree to provide to the Lender written details of the nature of any such Event of Default.

6. Cumulative Remedies

All powers, rights and remedies of the Lender set forth in this Promissory Note shall be cumulative and not exclusive of any other power, right or remedy available to the Lender under this Promissory Note or General Security Agreement or the law to enforce the performance or observance of the covenants and agreements contained in this Promissory Note or General Security Agreement and any other loan or security documentation and no delay or omission of the Lender to exercise any power, right or remedy shall be construed to be a waiver of the right to exercise any such power, right or remedy except to the extent, if any, expressly waived in writing by the Lender. Upon the occurrence of an Event of Default, every power, right and remedy of the Lender set forth in this Promissory Note or afforded by law may be exercised from time to time and as often as may be deemed expedient by the Lender.

7. Pre-payment

Notwithstanding anything contained within this Promissory Note, the Borrower shall be entitled to prepay all or any portion of the above-noted loan at any time without notice, bonus or penalty. This Promissory Note shall remain in full force and effect until all amounts described herein, as well as all obligations of the Borrower, are fully paid and discharged.

8. Extension for Time

The extension of time for payment of all or any part of the amounts outstanding from time to time under this Promissory Note at any time or times shall not release the Borrower of or from their obligations hereunder.

9. Waiver of Presentment

The Borrower hereby waives demand and presentment for payment, notice of non-payment and notice of protest of this Promissory Note.

10. Interpretation

Wherever the singular, plural, masculine, feminine or neuter is used throughout this Promissory Note, the same shall be construed as meaning the singular, plural, masculine, feminine, neuter, body politic or body corporate where the fact or context so requires and the provisions hereof and all covenants herein shall be construed to be joint and several where applicable to more than one party.

DATED at Smoky Lake, in the Province of Alberta, this 19 day of April, 2023.

MCC FOR SMOKY LAKE DEVELOPMENT CORP.

Per: _____ Melody Morton

Per: _____ Amy Cherniwchan

SCHEDULE " A" – Amortization Schedule

MCC Smoky Lake Development Corp
Amortization Schedule
Loan Value: $590,000.00
Interest: 6.5% per annum
Payment Due: Dec 31st of each year

			Accrued Principle	Principal Paid	Interest	Balance Owing	Payment
Deferred Interest Payment	31-Dec-22	2022	$ 590,000.00	$ -	$ 38,350.00	$ 628,350.00	$ -
Deferred Interest Payment	31-Dec-23	2023	$ 628,350.00	$ -	$ 40,842.75	$ 669,192.75	$ -
Payment #1	31-Dec-24	2024		$ 56,502.47	$ 43,497.53	$ 612,690.28	$ 100,000.00
Payment #2	31-Dec-25	2025		$ 60,175.13	$ 39,824.87	$ 552,515.15	$ 100,000.00
Payment #3	31-Dec-26	2026		$ 64,086.52	$ 35,913.48	$ 488,428.63	$ 100,000.00
Payment #4	31-Dec-27	2027		$ 68,252.14	$ 31,747.86	$ 420,176.49	$ 100,000.00
Payment #5	31-Dec-28	2028		$ 72,688.53	$ 27,311.47	$ 347,487.96	$ 100,000.00
Payment #6	31-Dec-29	2029		$ 77,413.28	$ 22,586.72	$ 270,074.68	$ 100,000.00
Payment #7	31-Dec-29	2030		$ 190,881.93	$ 17,554.85	$ -	$ 287,629.54
Totals				$ 590,000.00	$ 297,629.54		$ 887,629.54

Principal	$ 590,000.00
Interest	$ 297,629.54
Total Payments	$ 887,629.54

Search ID #: Z15905788

Business Debtor Search For:
MCC FOR SMOKY LAKE DEVELOPMENT CORP.
Search ID #: Z15905788 **Date of Search:** 2023-Mar-03 **Time of Search:** 13:26:47

Registration Number: 23030319520
Registration Date: 2023-Mar-03
Registration Type: SECURITY AGREEMENT
Registration Status: Current
Expiry Date: 2033-Mar-03 23:59:59

Exact Match on: Debtor No: 1

Debtor(s)

Block		Status
1	MCC FOR SMOKY LAKE DEVELOPMENT CORP. 4612 MCDOUGALL DRIVE P.O. BOX 310 SMOKY LAKE, AB T0A 3C0	Current

Secured Party / Parties

Block		Status
1	SMOKY LAKE COUNTY 4612 MCDOUGALL DRIVE P.O. BOX 310 SMOKY LAKE, AB T0A 3C0 Phone #: 780 656 3730 Fax #: 780 656 3768 Email: county@smokylakecounty.com	Current

Collateral: General

Block	Description	Status
1	ALL PRESENT AND AFTER-ACQUIRED PERSONAL PROPERTY OF THE DEBTOR INCLUDING, WITHOUT RESTRICTION, ALL ACCOUNTS, CHATTEL PAPER, INSTRUMENTS AND INSURANCE PROCEEDS, AND ALL PROCEEDS THEREOF. PROCEEDS : ACCOUNTS, CHATTEL PAPER, MONEY, INTANGIBLES, GOODS, INSURANCE PROCEEDS, DOCUMENTS OF TITLE, INSTRUMENTS, AND SECURITIES.	Current

Result Complete

Government of Alberta

Personal Property Registry
Search Results Report

Search ID #: Z15905788

Transmitting Party

BROWNLEE LLP

2200 10155 102 STREET
EDMONTON, AB T5J 4G8

Party Code: 50083260
Phone #: 780 497 4800
Reference #: 71105-0063 CMF:LBB

Search ID #: Z15905788 **Date of Search:** 2023-Mar-03 **Time of Search:** 13:26:47

Business Debtor Search For:

MCC FOR SMOKY LAKE DEVELOPMENT CORP.

Exact Result(s) Only Found

NOTE:

A complete Search may result in a Report of Exact and Inexact Matches.
Be sure to read the reports carefully.

REGISTRAR OF PERSONAL PROPERTY

Government of Alberta

Personal Property Registry
Verification Statement

Transmitting Party

BROWNLEE LLP

2200 10155 102 STREET
EDMONTON, AB T5J 4G8

Party Code: 50083260
Phone #: 780 497 4800
Reference #: 71105-0063
CMF:LBB

Security Agreement

Control #: F07655833 **Registration Date:** 2023-Mar-03 **Registration #:** 23030319520

Financing Change Statement

Use this section to Renew or Discharge this Registration. Note before returning, make a photocopy for your file.

Place an (X) in the appropriate box

Renew for: ☐ (1-25 years)_____

OR Renew for Infinity: ☐

Total Discharge: ☐ **Discharge permanently removes ALL record of the registration(s).**

Name of Person Authorized to Complete this section	Authorized Signature	Area Code & Telephone #:	Reference #:

Security Agreement

Control #: F07655833 **Registration Date:** 2023-Mar-03 **Registration #:** 23030319520

The Registration Term is 10 Years

This Registration Expires at 11:59 PM on 2033-Mar-03

Debtor(s)

Block

1 MCC FOR SMOKY LAKE DEVELOPMENT CORP.
4612 MCDOUGALL DRIVE P.O. BOX 310
SMOKY LAKE, AB T0A 3C0

Secured Party / Parties

Block

1 SMOKY LAKE COUNTY
4612 MCDOUGALL DRIVE P.O. BOX 310
SMOKY LAKE, AB T0A 3C0
Phone #: 780 656 3730 Fax #: 780 656 3768
Email: county@smokylakecounty.com

Collateral: General

Block	Description
1	ALL PRESENT AND AFTER-ACQUIRED PERSONAL PROPERTY OF THE DEBTOR INCLUDING, WITHOUT RESTRICTION, ALL ACCOUNTS, CHATTEL PAPER, INSTRUMENTS AND INSURANCE PROCEEDS, AND ALL PROCEEDS THEREOF. PROCEEDS : ACCOUNTS, CHATTEL PAPER, MONEY, INTANGIBLES, GOODS, INSURANCE PROCEEDS, DOCUMENTS OF TITLE, INSTRUMENTS, AND SECURITIES.

End of Verification Statement

Request for Decision (RFD)

Meeting Date: Thursday, June 26, 2025 **Agenda Item:** #
Topic: **Requests for Donation Smoky Lake Public Library**
Presented By: Brenda Adamson, Finance

Recommendation:

Motion #1: That Smoky Lake County provide a letter to the Smoky Lake Public Library in support of their Community Facility Enhancement Grant application to upgrade the library door with an automatic door opener and to budget a capital contribution of $7,500 towards this project in 2026.

Background:

Attached is a request from the Smoky Lake Public Library for $7.500 to install an automatic door to improve access to the library. According to the letter, the organization intends to apply for a CFEP grant in September. Notification dates for September applications would be March, 2026, therefore funding would not be needed this year.

Under the lease, Smoky Lake County has no obligation to contribute funds towards maintenance or improvements:

Section 4.01 states: During the term of this lease, the lease shall at its own expense and responsibility maintain and keep in good, safe and substantial repair and condition the demised premises.
Section 6.01 states: The lease will develop the demised premises at its sole cost and expense for the intended and permitted use as provided herein, provided however, that this covenant shall not relieve or in any way diminish or excuse the lease from constructing any improvements to the demised premises in a good and workmanlike manner and in compliance with all reasonable rules and regulations established by the Landlord and all laws, statutes, bylaws and regulations of any competent authority with regard to the construction of any improvements on the demised premises.

Benefits:

Contribution assists the Library with keeping the facility accessible
Contributing in 2026 allows the County time to properly budget without it affecting the regular grants budget

Disadvantages:

The request is for a substantial

Alternatives:

Council could choose not to contribute

Council could choose to contribute in 2025

Financial Implications:

The budget for grants and organizations for 2025 unspent or uncommitted is $6,800.

The following funds have been provided thus far:

- ✓ $500 Vilna Curling Club Memorial Bonspiel
- ✓ $500 Spedden Fish & Game Family Fishing Event
- ✓ $1,500 Anne Chorney Public Library
- ✓ $1,500 Smoky Lake Public Library
- ✓ $1,500 Vilna & District Municipal Library
- ✓ $1,000 Kalyna Country Performing Arts
- ✓ $1,500 Smoky Lake & District Cultural Heritage Threshing Bee
- ✓ $6,000 Stars Foundation
- ✓ $3,000 Vilna & District Citizens on Patrol
- ✓ $500 Smoky Lake Riding Club Rodeo
- ✓ $1,000 Victora Trail Ag Society Fair Days
- ✓ $400 The Endurance Riders of Alberta
- ✓ $350 Smoky Lake Holubka Dancers lunch
- ✓ $250 Faud Bayramov
- ✓ $2,500 Royal Canadian Legion
- ✓ $500.00 SL Archery
- ✓ $500 Quiet Nook
- ✓ $200 Delta Waterfowl

Legislation:

na

Intergovernmental:

na

Strategic Alignment:

na

Enclosure(s):

1. *Request letter from Smoky Lake Public Library*

Signature of the CAO: _____

Smoky Lake Public Library
Box 490
Smoky Lake, AB
T0A 3C0

June 17, 2025

Dear Smoky Lake County Councillors,

The Smoky Lake Public Library is an important hub for everyone in our community and, therefore, we strive to be as inclusive and barrier free as possible. Unfortunately, many of our patrons are faced with an obstacle simply trying to access our space. Currently, we have a wheelchair ramp, however, our front door is heavy and hard to open for people with mobility issues or for young mothers with strollers. Therefore, to make our building more easily accessible, we would like to upgrade our front entrance to have a door with an auto-opener button.

We have begun researching and looking into the possibility of making this upgrade. As a result, we have gathered several quotes for the new door and installation of the opener. The estimated cost for this upgrade is anticipated to be around $15,000. Additionally, as part of our research, we have been looking into grant funding. Currently, we qualify for the Community Facility Enhancement Program (CFEP) grant, which would cover half ($7,500) of the cost. However, as part of the grant conditions, we are required to contribute an amount that matches or exceeds the grant through other means.

Therefore, as the library building is owned by the County of Smoky Lake, I am reaching out to you to ask if the County would be willing to match the $7,500 contribution from the CFEP grant. Overall, this would be a beneficial long-term investment into the property to better serve our community for years to come and grow our patronage. If this cost is not feasible for the County, any support or advice on alternate sources of funding that could be used in partnership with the CFEP grant would be greatly appreciated. We are hoping to make the next application deadline for the CFEP grant (September 15), which would allow us to undertake this project in the spring of 2026.

Thank you for your time and consideration. I look forward to hearing from you.

Sincerely,

Lise van der Vaart
(on behalf of the library board).

Library Manager
Smoky Lake Public Library

RECEIVED
JUN 18 2025
SMOKY LAKE COUNTY

Request for Decision (RFD)

Meeting Date: Thursday, August 28, 2025 **Agenda Item:** #
Topic: **FCSS Applications**
Presented By: Brenda Adamson / Finance

Recommendation:

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:

$687 to Warspite Community Hall Association to host a Community Engagement/Volunteer night.

Background:

There is one application from Warspite Hall. Warspite Community Hall Association has requested $2,000to host a community engagement and volunteer recruitment night. The Hall was provided $1,000 in 2023 and $2,000 in 2025 for similar events.

Benefits:

Volunteer appreciation/recruitment events are fundable under the FCSS guidelines

Disadvantages:

n/a

Alternatives:

Council can approve no funding or can choose an amount other than the amount requested.

Financial Implications:

The budget is	$24,377
Granted:	
Smoky Lake Family Day	$2,500
Smoky Lake Holubka Dancers volunteer	$2,100
Vilna Veselka Dancers volunteer	$1,500
Bellis Board of Trade	$2,500
Vilna Pool Hall	$1,590
Smoky Lake Public Library	$6,500
Summer Camp	$7,000
Balance available	**$23,690**

This leaves $687 to grant out for 2025

Legislation:

Policy 08-17-01 Family and Community Support Services

Request for Decision (RFD)

Intergovernmental:

n/a

Strategic Alignment:

n/a

Enclosure(s):

A Application from Warspite Community Hall Association

Signature of the CAO: _____

This form legislated under Policy Statement No. 01-27: County Council Meetings Request for Decision

SCHEDULE "A"

SMOKY LAKE COUNTY – FCSS GRANT APPLICATION

LEGAL REGISTERED NAME OF ORGANIZATION: Warspite Community Hall Association

ADDRESS: Po Box 43 (Box) Warspite (City or Town) T0A3N0 (Postal Code)

PHONE #: 780-656-8240 FAX #: _____

CONTACT PERSON: Melinda Kamesky EMAIL: melinda840@gmail.com

▶ **COMPLETE THIS APPLICATION IN ITS ENTIRETY**

1. Is your organization registered as a not-for-profit entity? ☑ Yes ☐ No
2. Does your organization operate within Smoky Lake County region? ☑ Yes ☐ No
3. Project Description (Include amount requested)

We are requesting $2000.00 for a community engagement/volunteer recruitment night. We would have a fun evening out for all ages to bring our community together.

4. What is the target group or population you wish to reach with this program?
   - ☑ Infants/Toddlers – 0-3 years
   - ☑ Preschoolers – 3-5 years
   - ☑ Children 5-12 years
   - ☑ Youth 12-18 years
   - ☑ Adults
   - ☑ Seniors
   - ☑ Families
   - ☑ Community

5. Please select the main strategic social direction of the program.
   - ☐ Help people develop independence, strengthen coping skills, and become more resistance to crisis
   - ☐ Help people develop an awareness of social needs.
   - ☐ Help people develop interpersonal and group skills which enhance constructive relationships among people.
   - ☐ Help people and communities assume responsibility for decisions and actions which affect them.
   - ☑ Provide support that helps sustain people as active members of the community.

6. Please select the main strategic social outcome the program will attain.
   - ☐ Individuals experience personal well being
   - ☑ Individuals are connected with others
   - ☐ Children and youth develop positively
   - ☐ Healthy functioning within families
   - ☐ Families have social supports
   - ☑ The community is connected and engaged
   - ☐ Community social issues are identified and addressed

7. will the program be carried out by staff or volunteers? Volunteers.

8. What indicators of success will you use? How will you know the program has been successful? What is your outcome statement? The number of people that attend and how many volunteers or members we get would indicate success.

9. What measurement tool will you use to measure success? (survey, interview, documentation review, observation, focus group, or case studies)
Interviewing attendees, observation.

I declare that

- ✓ I am a duly authorized representative having legal, financial, and /or executive signing authority for the above noted organization.
- ✓ The project will benefit the general community and not specific individuals/families..
- ✓ A final budget report indicating the project's expenses and revenues will be provided to the County no later than 60 days after the grant year end (December 31).
- ✓ A final evaluation form will be provided to the County no later than 60 days from the stated completion date.
- ✓ Any unused funding will be returned to Smoky Lake County.
- ✓ Any changes to the project including extensions must have written approval from the County.

Name: Melinda Kaminsky

Signature: Melinda Kaminsky

Position: President.

Date: Aug 12/2025.

Request for Decision (RFD)

Meeting Date: Thursday, August 28, 2025 **Agenda Item:** #
Topic: **Accounts Receivable Interest Write Off**
Presented By: Brenda Adamson, Finance Manager

Recommendation:

That Smoky Lake County write off $1,421.88 interest on Account SMOK001 Smoky Lake Agricultural Society

An invoice for $31,284.95 was issued to Smoky Lake Agricultural Society in January 2025. The Society was unable to pay until June 17, 2025

Past practice has been to write off accounts receivable penalties for non profit organizations, however as per policy 08-02 Accounts Receivable Collection, any accounts receivable interest or penalties in excess of $500 require Council approval for cancellation.

Benefits:

- ✓ Cleans up the Accounts Receivable ledger

Disadvantages:

- ✓ n/a
- ✓

Alternatives:

- Deny the request.

Financial Implications:

This interest revenue was not budgeted therefore no revenue is lost.
Going through collection would cost at least that much in time and is not likely to be successful as businesses can only charge interest if it's clearly stipulated in a contract with the customer.

Legislation:

3.Cancellation of Accounts Receivable Penalties:
3.1Total unpaid interest or penalty charges on an accounts receivable account may be cancelled, if circumstances warrant, in accordance with the following authority levels:
Cashiers at the time of payment up to $ 5.00
Managers up to $ 100.00
Chief Administrative Officer up to $ 500.00
3.2 The write-off of interest and penalty charges in excess of $500.00 require Council approval for cancellation.

Intergovernmental:

n/a

Strategic Alignment:

n/a

Enclosure(s):

Copy of Cash receipt

Signature of the CAO: _____

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

RECEIPT OF PAYMENT

Receipt Number: 39583
Tax Number:
Date: June 17, 2025
Initials: BS

SMOKY LAKE AGRICULTURAL SOCIET
BOX 571
SMOKY LAKE, AB T0A 3C0
CANADA

Type	Account / Ref. #	Description	Quantity	Discount	Amount Paid	Balance Remaining
Receivables	SMOK001	SMOKY LAKE AGRICULTURAL SOCI	N/A	$0.00	$31,284.95	$1,421.88

Cheque Number: 562

Subtotal:	$31,284.95
Taxes:	$0.00
Total Receipt:	$31,284.95
Cheque:	$31,284.95
Total Amount Received:	$31,284.95
Rounding:	$0.00
Amount Returned:	$0.00

From: Smoky Lake Golf Club <smokylakegolfclub@outlook.com>
Sent: June 24, 2025 9:15 AM
To: CAO <cao@smokylakecounty.ab.ca>
Cc: Leo Chapdelaine <mrchap@shaw.ca>
Subject: 2025 Junior Program

Some people who received this message don't often get email from smokylakegolfclub@outlook.com. Learn why this is important

Dear Kevin,

Once again, we are holding Junior Golf lessons at the Smoky Lake Town and Country Golf Club. With this in mind we would to ask the County of Smoky Lake Lake to help support our junior program. Last year the county contributed $1,000.00 towards this, and we were hoping you could do the same this year, if not more.
Last year we had 42 junior golfers participate, and we are anticipating the same for this year, if not more. It's the juniors today that will be members of the golf club in the future.
Thank you, and we are looking forward to hearing from you in regards.

Leo Chapdelaine
Manager

Smoky Lake Golf Club Proshop

SMOKY LAKE pumpkinfair
GREAT WHITE NORTH PUMPKIN WEIGH-OFF

SMOKY LAKE
PUMPKIN GROWERS ASSOCIATION
Box 268, Smoky Lake, Alberta,
T0A 3C0

June 10, 2025

35 Years of Orange!

We are gearing up for the much-anticipated 35th Annual Smoky Lake Pumpkin Weigh-off and Fair, scheduled on October 3 to 5, 2025, in Smoky Lake and seeking partners to make it the most amazing event yet!

The Smoky Lake Pumpkin Weigh-off and Fair is a beloved annual tradition that attracts thousands of visitors from across Alberta, B.C and Saskatchewan to the little Town of Smoky Lake. Our event features a wide range of activities and attractions, including the Great White North Pumpkin Weigh-off and the Fair, Pumpkin Drop, Show and Shine event, the Threshing Bee demonstration and much more!

As we prepare for this exciting event, we are reaching out to businesses and community partners to request sponsorship support. Your generous contribution would not only help ensure the success of the Smoky Lake Pumpkin Weigh-off and Fair but also demonstrate your commitment to support our community and promote tourism in Alberta. Go big for our 35th anniversary!

To ensure inclusion in our marketing materials, we kindly request all sponsorships be confirmed by **August 15, 2025**. If you choose to be a sponsor, thank you in advance, also please send us your logo at the email below. If you have any questions, please feel free to email us or call Michelle at (780) 656-5398.

Thank you for considering this partnership opportunity. Together, we can make the 2025 Smoky Lake Pumpkin Weigh-off and Fair the best one yet!

Warm regards,

Smoky Lake Pumpkin Growers Association

SMOKY LAKE
pumpkinfair
GREAT WHITE NORTH PUMPKIN WEIGH-OFF

SMOKY LAKE
PUMPKIN GROWERS ASSOCIATION
Box 268, Smoky Lake, Alberta,
T0A 3C0

Levels of Sponsorships:

Giant Pumpkin - Platinum Sponsor ($1500+): The Platinum GIANT PUMPKIN level offers premium exposure and benefits such as:

- Special mentions from 840 CFCW's A.J Keller (MC) on the Weigh off stage that will be livestreamed on social media
- Recognition on the weigh off stage banner
- Advertising at the Pumpkin Drop event
- Advertising at the Car Show event
- Advertising at the Sunday Family Fun Day event
- Special social media shout-outs
- Advertising on the Pumpkin Fair poster and map

Pumpkin Palooza - Gold Sponsor ($1000-$1,499): The Gold Pumpkin Palooza Sponsor is the second highest sponsorship level and offers prominent exposure and benefits such as:

- Advertising near the Weigh off stage
- Advertising at the entrance of the Weigh off event at the Ag Complex (near main food court)
- Social media shout-outs
- Advertising on the Pumpkin Fair poster and map

Pumpkin Spice - Silver Sponsor ($500 - $999): The Silver Pumpkin Spice sponsors receive significant exposure and benefits such as:

- Advertising at the Artisan market
- Social media shout-outs
- Advertising on the Pumpkin Fair poster

Pumpkin Patch - Bronze Sponsor ($250 - $449): The Bronze Pumpkin Patch sponsors receive basic exposure and benefits, making it an attractive option for smaller businesses or organizations such as:

- Advertising on sign boards

We accept cheques payable to Smoky Lake Pumpkin Growers Assoc. P.O Box 268, Smoky Lake, AB. T0A 3C0 and e-transfers to smokylakepumpkingrowers@gmail.com and credit card payments can be arranged. Thank you for your generosity!

Smoky Lake County
Rural Crime Watch Association

Box 784
Smoky Lake, Alberta
T0A 3C0

June 24, 2025

Smoky Lake County,
4612 McDougall Dr.
Smoky Lake, Alberta
T0A3C0

Donation Request Letter:

We in conjunction with the Smoky Lake RCMP and Fish & Wildlife offices are hosting our **1St Annual Law & Wild Bar BQ** on September 9, 2025 from 4:00pm – 7:00pm at the Smoky Lake Curling Rink.

This is a FREE EVENT to educate the community, regarding the roles of these agencies in crime prevention and will be fun for the whole family.

We are requesting the amount of $500.00 which will go towards the purchase of hamburgers, hotdogs, buns, soft drinks and condiments.

Your generosity is greatly appreciated.

Penny Tychkowsky,
President
Smoky Lake County Rural Crime Watch Association

Request for Decision (RFD)

Meeting Date: Thursday, August 28, 2025 **Agenda Item:** #

Topic: **Community Peace Officer**

Presented By: Chief Administrative Officer

Recommendation:

That Smoky Lake County Council appoint Warren Young as a Community Peace Officer for Smoky Lake County, subject to issuance of a provincial appointment by the Ministry of Justice and Solicitor Generals, Public Security Division under the Peace Officer Act

Background:

Smoky Lake County requires a Community Peace Officer to enhance traffic safety enforcement, support Road Use Agreement compliance, enforce County bylaws, and respond to community safety concerns.

Administration has recruited Warren Young for this position. Under the Peace Officer Act (Alberta), Council must provide a municipal appointment resolution before the province can issue a peace officer appointment through the Justice and Solicitor General's Public Security Division.

Administration recommends requesting a CPO Level 1 appointment, which authorizes enforcement of the Traffic Safety Act and other designated provincial statutes, in addition to County bylaws.

Benefits:

Public Safety & Compliance: Enhanced enforcement of traffic safety and bylaw matters across the County.

Infrastructure Protection: Supports compliance with Road Use Agreements and road bans, reducing damage to municipal infrastructure.

Community Confidence: Provides a visible, uniformed enforcement presence, responding directly to resident and Council concerns.

Disadvantages:

N/A

Alternatives:

NA

Financial Implications:

NA

Legislation:

- Peace Officer Act (Alberta) and Peace Officer (Ministerial) Regulation.
- Appointment authority through the Ministry of Justice and Solicitor General, Public

Security Division.

- Applicable Smoky Lake County bylaws.

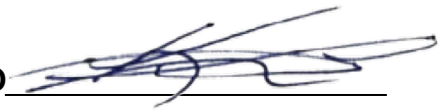
intergovernmental:

Coordination with RCMP, Alberta Sheriffs, and neighbouring municipalities will be maintained for operational cooperation and public safety.

Strategic Alignment:

- Supports Council's priorities for:
- Community safety and well-being.
- Responsible enforcement of bylaws and statutes.
- Infrastructure sustainability through traffic and road-use compliance.

Enclosure(s): N/A

Signature of the CAO 

Request for Decision (RFD)

Meeting Date: Thursday, August 28, 2025 **Agenda Item:** #

Topic: Agricultural Fieldman Appointment
Presented By: Agricultural Department

Recommendation:

That Smoky Lake Council appoint Kevin Lucas as Agricultural Fieldman for Smoky Lake County, effective August 28, 2025, to termination of this role.

Background:

Under the *Agricultural Service Board Act* of Alberta Section 8(1), states a local authority shall appoint an Agricultural Fieldman to implement agricultural policies and programs and to manage the agricultural resources of the municipality.

Benefits:

These appointments are done as part of our legislative requirements to the Province of Alberta and we report on how many inspections are done at the end of each year through our ASB Grant Reporting. This reporting determines if we continue to qualify for grant funding.

Disadvantages:

N/A

Alternatives:

No alternatives are being presented, as this is a legislative requirement.

Financial Implications:

There are no financial of budget implications to this recommendation.

Legislation:

Alberta Weed Control Act
Agricultural Pests Act
Agricultural Service Board Act
Soil Conservation Act

Intergovernmental:

Alberta Agriculture & Irrigation

Strategic Alignment:

N/A

Enclosure(s):

N/A

Signature of the CAO

Request for Decision (RFD)

Meeting Date: Thursday, August 28, 2025 **Agenda Item:** #

Topic: **Weed/Pest Inspector Appointment**
Presented By: Agricultural Department

Recommendation:
That Smoky Lake County Council appoint Kevin Lucas as a Weed and Pest Inspector for Smoky Lake County, effective August 28, 2025 to termination of this role.

Background:
Under both the Weed Control Act of Alberta chpt w-5.1 Part 2 7(1) and the Agricultural Pest Act Statutes of Alberta states that a local authority shall appoint inspectors to enforce and monitor compliance with this Act within the Municipality.

Benefits:
These appointments are done as part of our legislative requirements to the Province of Alberta and we report on how many inspections are done at the end of each year through our ASB Grant Reporting. This reporting determines if we continue to qualify for grant funding.

Disadvantages:
N/A

Alternatives:
No alternatives are being presented, as this is a legislative requirement.

Financial Implications:
There are no financial of budget implications to this recommendation.

Legislation:
Alberta Weed Control Act
Agricultural Pests Act
Agricultural Service Board Act
Policy Statement No. 62-14-02: Weed Inspection and Weed Notice

intergovernmental:
Alberta Agriculture & Irrigation

Strategic Alignment:
N/A

Enclosure(s):

N/A

Signature of the CAO

Request for Decision (RFD)

Meeting Date: Thursday, August 28, 2025 **Agenda Item:** #
Topic: **Policy 08-26 Community Capital Grants Program**
Presented By: Brenda Adamson / Finance

Recommendation:

That Smoky Lake County Policy Statement No. 08-26-01 Community Capital Grants Program Policy be approved.

Background:

The following motion was made in June, 2025

Council Community Grant Program
Resolution No: *598-25* ***Moved By:*** *Lorne Halisky*

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

The draft policy was presented to Council on August 20. Some minor changes were made based on Council feedback:

- ✓ Non-Eligible organizations section f was changed to say that organizations that have received capital funding from the County within the past 3 years.
- ✓ Application evaluation

The program is established to provide funding to assist not for profit community organizations with capital funding projects :

$5,000 for minor projects
$10,000 for moderate projects
$25,000 for major projects

All based on funding availability. A new reserve will be established through the budget process with a plan to commit funds to the program each year.

Applications will be reviewed January 15, May 15, and September 15, scored, If the application meets the criteria listed in the policy, the organization will be scheduled to present at a council meeting. Council will make the final decision on how much, if any to grant to the organization.

Benefits:

- The proposed Community Capital Grant program will assist not for profit organizations with capital projects that are aligned with the County Strategic Plan.
- The funds granted under the proposed program will allow the community to access other grant programs, maximizing community investment

Disadvantages:

- There are currently no funds in the budget to dedicate to this program

Alternatives:

- Council may want to make changes to the policy.

Financial Implications:

There are currently no funds budgeted for this program. Council will need to commit to an annual budget through the budget process for 2026.

Legislation:

n/a

Intergovernmental:

n/a

Strategic Alignment:

n/a

Enclosure(s):

- ✓ Proposed Policy 08-01-01

Signature of the CAO: _____

Smoky Lake County Policy

Title:	**Community Capital Grant Program**		
		Policy #	Version
Category:	Financial Services (FIN)	**08-01**	**01**

LEGISLATIVE REFERENCE:

PURPOSE:
This policy establishes the Community Capital Grant Funding Program by outlining the funding sources, eligibility criteria application requirements and processes as well as the evaluation guidelines.

STATEMENT:
Smoky Lake County is committed to supporting registered not-for-profit community organizations with capital projects that aim to improve the quality of life for residents . The County prioritizes initiatives that enhance community well-being through avenues like recreation and culture development.

DEFINITIONS:
For the purposes of this policy:

1 "Applicant" means an association, organization or society that meets the criteria outlined within this policy.
2 "Constitutional Documents" means the documents by which an applicant is incorporated or created and includes a Certificate of Incorporation, Articles of incorporation, Memorandum of Association, Articles of Association, bylaws, and annual minutes annual return.
3 "Financial Need" means the difference between the community organization operating costs and their current financial status before receiving County funding.
4 "Honorarium" means a payment given for services that are rendered normally without charge.
5 "Public-use Community Facilities" means facilities with public access. For example; halls, parks, playgrounds, natural areas, outdoor spaces, etc.
6 "Smoky Lake County Region" means Smoky Lake County as well as the urban centers within county boundaries. Town of Smoky Lake, Village of Vilna, and Village of Waskatenau.

GUIDELINES & PROCEDURE:

1. Grant

1.1. Subject to annual budget availability, Smoky Lake County may provide funds or in-kind work to stack with other grants for qualifying capital projects in these categories:

1.1.1 Up to $5,000 for minor capital projects.
1.1.2 Up to $10,000 for moderate Capital Projects with a minimum of 50% matching funding from the applicant.
1.1.3 Up to $25,000 for major Capital Projects with a minimum of 50% matching funding from the applicant.

2. Program Funding

2.1 Funding from the County's tax levy will be allocated to the Grant Program by Council through the annual operation budget.

2.2 Unused funds allocated to the program will be transferred to the Community Capital Grant Program Reserve to be used in future years.

2.3 Council may allocate funds from the Community Capital Grant Program Reserve to qualifying projects when the annual budget is not sufficient.

2.4 Council may authorize in kind support instead of or along with cash funding.

3. Grant Guidelines

3.1 Eligible Organizations

3.1.1 Registered or incorporated non-for-profit community organization under the Alberta Societies Act based within the Smoky Lake County Region.

3.2 Non-Eligible Organizations

3.2.1 Individuals, for-profit organizations, and private corporations.
3.2.2 Organizations or facilities that are not open to the public and/or do not allow reasonable access to the public.
3.2.3 Organizations that have overdue or incomplete accounting/reporting relating to any other program with the County.
3.2.4 Religious societies registered under the Religious Societies Land Act.
3.2.5 School boards, schools, and school-organized activities or teams.
3.2.6 Organizations that have received capital funding from the County within the past 3 years.

3.3 Eligible Projects

3.3.1. Capital projects that improve or enhance existing public-use community facilities.
3.3.2. New construction, facility retrofitting, renovations, and equipment purchases.

3.4 Ineligible Projects

3.4.1. Private or Commercial facilities.
3.4.2. Facilities with restricted or limited public use.
3.4.3. Places of worship or church sanctuaries.
3.4.4. Purchase of land.
3.4.5. Projects constructed on land outside of the Smoky Lake Region.
3.4.6. Projects that are fully funded through other external funding sources.
3.4.7. Projects that have previously been deliberated at a meeting of Council through either a delegation presentation or written request.
3.4.8. Retroactive expenses incurred prior to application funding approval.
3.4.9. Operational and staffing costs.
3.4.10. Costs associated with corporate signage or sponsorship.
3.4.11. Honoraria volunteers or board members involved in the project.
3.4.12. Donations or grants to other organizations or individuals.
3.4.13. Goods and Services Tax (GST).

3.5 Grant Criteria

3.5.1. Community organization must demonstrate that the project is in alignment with the current Smoky Lake County Strategic Plan.
3.5.2. Community organization must demonstrate that other possible funding sources were sought and applied for prior to the submission of their application.
3.5.3. Community organization must demonstrate that the organization is in financial need and does not have funds or resources available to carry out the project on their own.
3.5.4. Community organization must demonstrate that the organization will be capable of funding all operating costs arising from the project.
3.5.5. Eligible applicants receiving financial support through the Community Capital Grant Program may be required to provide signage in recognition of the support from Smoky Lake County.
3.5.6. Community organization must submit a complete grant application with **all required supporting documentation listed in 3.6**
3.5.7. Projects must be completed within 18 months from the date the grant is provided.
3.5.8. If an approved project did not start and/or end or occur in the timeframe presented in the approved application funds are to be promptly returned to the County.
3.5.9. Any unspent funds upon project completion are to be returned to the County.
3.5.10. All project applicants will be required to present their requests as a delegation to Council in accordance with the Delegation to County Council Policy #01-49 prior to final approval.
3.5.11. Applications **must** include the following supporting documentation:
   i. A cover letter outlining the project scope, cost, other partnering organizations and the amount of the request.
   ii. Constitutional documents.
   iii. Most recent annual general meeting minutes.
   iv. Previous years annual financial statement including a list of any investments, guaranteed investment certificates, savings account(s) balances, and all grants received within the last 12 months.

v. A current list of the Board of Directors with names, positions, and contact information.
vi. A detailed project budget.
vii. A detailed project description.
viii. A detailed project timeline.
ix. Copies of at least one quote.

3.6 Deadlines

3.6.1. Applications will be dealt with on a first come first-served basis until all funds are allocated.
3.6.2. Applications deadlines will be January 15, May 15 and September 15 as long as funds are still available.
3.6.3. Applications that are submitted after the deadline will be forwarded to the next deadline.

3.7 Application Evaluation and Funding

3.7.1. A Committee consisting of at a minimum the CAO or designate will review and score the applications.
3.7.2. If the application meets eligibility criteria, the organization will be asked to present the project as a delegation at a Council meeting.
3.7.3. Council will deliberate and may allocate either funding or assistance in kind based on:
i. Budget available.
ii. Alignment with County strategic priorities.
iii. Project timeline.

3.8 Reporting Requirements

3.8.1. All Community Capital Grant recipients must submit a report within 60 days of the project completion dated with the following information:
i. A summary of the project outcomes and the impact on the Smoky Lake Region.
ii. A financial statement including a listing of receipts and expenditures relating to the project.
3.8.2. The County reserves the right to deny future funding request by any applicant should the final report be considered inadequate.

Community Capital Grant Assessment Tool

Scoring Criteria	Score
Project Description and Details	**___/9**
a. Clear purpose of project?	1 2 3
b. Are the project details outlined and explained clearly?	1 2 3
c. Is this project new or unique?	1 2 3

Project Costs	**___/15**
a. Does the application include a detailed itemized budget?	1 2 3
b. Does the project maximize availability of other grant sources?	1 2 3
c. Does the applicant list other sources of funding or revenue?	1 2 3
d. Does the budget demonstrate a financial need?	1 2 3
e. Does the applicant demonstrate the ability to cover future operating and maintenance costs without additional funding?	1 2 3

Benefits, Measurables, and Outcomes	**___/15**
a. Does the project benefit the residents of Smoky Lake County?	1 2 3
b. Are the measurables clear and concise?	1 2 3
c. Are the outcomes attainable and realistic?	1 2 3
d. Does the project support and align with the Smoky Lake County Strategic Plan?	1 2 3
e. Does the project include an operating plan that ensures sustainability?	1 2 3

General	**___/6**
a. Does the project make use of volunteers and in-kind support?	1 2 3
b. How many County residents will the project support? _____	1 2 3
c. Are there Outstanding reports from this organization?	__Y __N

Rating Guide 1 = poor 2 = good 3 = excellent	Total
	_____/45

Policy #08-01-01 Community Capital Grant Program

Smoky Lake County Policy

Title:	**Community Capital Grant Program**	Policy #	Version
Category:	Financial Services (FIN)	**08-01**	**01**

LEGISLATIVE REFERENCE:

PURPOSE:
This policy establishes the Community Capital Grant Funding Program by outlining the funding sources, eligibility criteria application requirements and processes as well as the evaluation guidelines.

STATEMENT:
Smoky Lake County is committed to supporting registered not-for-profit community organizations with capital projects that aim to improve the quality of life for residents . The County prioritizes initiatives that enhance community well-being through avenues like recreation and culture development.

DEFINITIONS:
For the purposes of this policy:

1 "Applicant" means an association, organization or society that meets the criteria outlined within this policy.
2 "Constitutional Documents" means the documents by which an applicant is incorporated or created and includes a Certificate of Incorporation, Articles of incorporation, Memorandum of Association, Articles of Association, bylaws, and annual minutes annual return.
3 "Financial Need" means the difference between the community organization operating costs and their current financial status before receiving County funding.
4 "Honorarium" means a payment given for services that are rendered normally without charge.
5 "Public-use Community Facilities" means facilities with public access. For example; halls, parks, playgrounds, natural areas, outdoor spaces, etc.
6 "Smoky Lake County Region" means Smoky Lake County as well as the urban centers within county boundaries. Town of Smoky Lake, Village of Vilna, and Village of Waskatenau.

GUIDELINES & PROCEDURE:

1. Grant

1.1. Subject to annual budget availability, Smoky Lake County may provide funds or in-kind work to stack with other grants for qualifying capital projects in these categories:

1.1.1 Up to $5,000 for minor capital projects.
1.1.2 Up to $10,000 for moderate Capital Projects with a minimum of 50% matching funding from the applicant.
1.1.3 Up to $25,000 for major Capital Projects with a minimum of 50% matching funding from the applicant.

2. Program Funding

2.1 Funding from the County's tax levy will be allocated to the Grant Program by Council through the annual operation budget.

2.2 Unused funds allocated to the program will be transferred to the Community Capital Grant Program Reserve to be used in future years.

2.3 Council may allocate funds from the Community Capital Grant Program Reserve to qualifying projects when the annual budget is not sufficient.

2.4 Council may authorize in kind support instead of or along with cash funding.

3. Grant Guidelines

3.1 Eligible Organizations

3.1.1 Registered or incorporated non-for-profit community organization under the Alberta Societies Act based within the Smoky Lake County Region.

3.2 Non-Eligible Organizations

3.2.1 Individuals, for-profit organizations, and private corporations.
3.2.2 Organizations or facilities that are not open to the public and/or do not allow reasonable access to the public.
3.2.3 Organizations that have overdue or incomplete accounting/reporting relating to any other program with the County.
3.2.4 Religious societies registered under the Religious Societies Land Act.
3.2.5 School boards, schools, and school-organized activities or teams.
3.2.6 Organizations that have received capital funding from the County within the past 3 years.

3.3 Eligible Projects

3.3.1. Capital projects that improve or enhance existing public-use community facilities.
3.3.2. New construction, facility retrofitting, renovations, and equipment purchases.

3.4 Ineligible Projects

3.4.1. Private or Commercial facilities.
3.4.2. Facilities with restricted or limited public use.
3.4.3. Places of worship or church sanctuaries.
3.4.4. Purchase of land.
3.4.5. Projects constructed on land outside of the Smoky Lake Region.
3.4.6. Projects that are fully funded through other external funding sources.
3.4.7. Projects that have previously been deliberated at a meeting of Council through either a delegation presentation or written request.
3.4.8. Retroactive expenses incurred prior to application funding approval.
3.4.9. Operational and staffing costs.
3.4.10. Costs associated with corporate signage or sponsorship.
3.4.11. Honoraria volunteers or board members involved in the project.
3.4.12. Donations or grants to other organizations or individuals.
3.4.13. Goods and Services Tax (GST).

3.5 Grant Criteria

3.5.1. Community organization must demonstrate that the project is in alignment with the current Smoky Lake County Strategic Plan.
3.5.2. Community organization must demonstrate that other possible funding sources were sought and applied for prior to the submission of their application.
3.5.3. Community organization must demonstrate that the organization is in financial need and does not have funds or resources available to carry out the project on their own.
3.5.4. Community organization must demonstrate that the organization will be capable of funding all operating costs arising from the project.
3.5.5. Eligible applicants receiving financial support through the Community Capital Grant Program may be required to provide signage in recognition of the support from Smoky Lake County.
3.5.6. Community organization must submit a complete grant application with **all required supporting documentation listed in 3.6**
3.5.7. Projects must be completed within 18 months from the date the grant is provided.
3.5.8. If an approved project did not start and/or end or occur in the timeframe presented in the approved application funds are to be promptly returned to the County.
3.5.9. Any unspent funds upon project completion are to be returned to the County.
3.5.10. All project applicants will be required to present their requests as a delegation to Council in accordance with the Delegation to County Council Policy #01-49 prior to final approval.
3.5.11. Applications **must** include the following supporting documentation:
    i. A cover letter outlining the project scope, cost, other partnering organizations and the amount of the request.
    ii. Constitutional documents.
    iii. Most recent annual general meeting minutes.

iv. Previous years annual financial statement including a list of any investments, guaranteed investment certificates, savings account(s) balances, and all grants received within the last 12 months.
v. A current list of the Board of Directors with names, positions, and contact information.
vi. A detailed project budget.
vii. A detailed project description.
viii. A detailed project timeline.
ix. Copies of at least one quote.

3.6 Deadlines

3.6.1. Applications will be dealt with on a first come first-served basis until all funds are allocated.
3.6.2. Applications deadlines will be January 15, May 15 and September 15 as long as funds are still available.
3.6.3. Applications that are submitted after the deadline will be forwarded to the next deadline.

3.7 Application Evaluation and Funding

3.7.1. A Committee consisting of at a minimum the CAO or designate will review and score the applications.
3.7.2. If the application meets eligibility criteria, the organization will be asked to present the project as a delegation at a Council meeting.
3.7.3. Council will deliberate and may allocate either funding or assistance in kind based on:
i. Budget available.
ii. Alignment with County strategic priorities.
iii. Project timeline.

3.8 Reporting Requirements

3.8.1. All Community Capital Grant recipients must submit a report within 60 days of the project completion dated with the following information:
i. A summary of the project outcomes and the impact on the Smoky Lake Region.
ii. A financial statement including a listing of receipts and expenditures relating to the project.
3.8.2. The County reserves the right to deny future funding request by any applicant should the final report be considered inadequate.

Community Capital Grant Assessment Tool

Scoring Criteria	Score
Project Description and Details	**___/9**
a. Clear purpose of project?	1 2 3
b. Are the project details outlined and explained clearly?	1 2 3
c. Is this project new or unique?	1 2 3

Project Costs	**___/15**
a. Does the application include a detailed itemized budget?	1 2 3
b. Does the project maximize availability of other grant sources?	1 2 3
c. Does the applicant list other sources of funding or revenue?	1 2 3
d. Does the budget demonstrate a financial need?	1 2 3
e. Does the applicant demonstrate the ability to cover future operating and maintenance costs without additional funding?	1 2 3

Benefits, Measurables, and Outcomes	**___/15**
a. Does the project benefit the residents of Smoky Lake County?	1 2 3
b. Are the measurables clear and concise?	1 2 3
c. Are the outcomes attainable and realistic?	1 2 3
d. Does the project support and align with the Smoky Lake County Strategic Plan?	1 2 3
e. Does the project include an operating plan that ensures sustainability?	1 2 3

General	**___/6**
a. Does the project make use of volunteers and in-kind support?	1 2 3
b. How many County residents will the project support? _____	1 2 3
c. Are there Outstanding reports from this organization?	__Y __N

Rating Guide 1 = poor 2 = good 3 = excellent	Total
	_____/45

Policy #08-01-01 Community Capital Grant Program

Request for Discussion

Meeting Date: Tuesday, August 26, 2025 **Agenda Item:** #

Topic: **Request to Amend Intermunicipal Development Plan Smoky Lake County Bylaw No. 1424-22 & Village of Waskatenau Bylaw No. 697-22**

Presented By: Jordan Ruegg, Planning and Development Manager, Smoky Lake County

Background:

On May 21, 2025, Smoky Lake County administration received an application to amend the Intermunicipal Development Plan between Smoky Lake County and the Village of Waskatenau from Greenfield Operating Ltd., owners of the lands legally described as Plan 5225CL; OT (otherwise know as the former Waskatenau Nuisance Grounds), to remove the requirement that the lands be serviced by municipal piped sanitary sewer and water systems (Section 3.4.2). **(Enclosure #1).** Administration has prepared an amending Bylaw No. 1484-25 for the Committee's consideration **(Enclosure #2).**

Relevant Provisions – Bylaws No. 1424-22 & No. 697-22

The subject lands are located within the "Serviced Commercial Area" on Map 5.1 – Future Land Uses map of Bylaws No. 1424-22 & No. 697-22.

Section 3.4 – Commercial Land Use:

2. Land designated as **Serviced and Un-Serviced Commercial Use** or **Serviced Commercial Use Area** may develop in a wide range of commercial uses. Land uses that may be suitable for the area are limited to the permitted and discretionary uses listed in the Commercial Districts of the Village of Waskatenau and Smoky Lake County Land Use Bylaw. **ALL NEW COMMERCIAL DEVELOPMENMT WITHIN THE SERVICED COMMERCIAL AREA SHALL BE CONNECTED TO MUNICIPAL PIPED SANITARY SEWER AND WATER SERVICES.**

Section 3.7 Municipal Services and Road Policies:

1. The Village of Waskatenau and Smoky Lake County shall establish strategies and standards for the orderly, efficient, and economical extension of wastewater collection, water distribution systems, storm water management and roads within the Plan Area.
2. Some of the development strategies within the Plan Area are intricately connected to the ability and need for municipal piped services.
4. The Village and the County will endeavor to enter into and maintain an agreement respecting municipal piped services in the Plan Area.

Section 4.2 Plan Amendments:

1. An amendment to this Plan may be proposed by either municipality. An amendment to the Plan proposed by a landowner shall be made to the municipality in which the subject land is located."
2. An amendment to this Plan has no effect unless it is adopted by both municipalities by bylaw.

Section 4.6 Intermunicipal Plan Committee:

1. The Intermunicipal Planning Committee will be established upon the Third Reading of the Bylaws adopting this Plan.
2. The Intermunicipal Planning Committee will not be a decision-making body but will submit recommendations to the approving bodies of the respective municipalities, striving for consensus as much as possible.
3. The Intermunicipal Planning Committee with be comprised of two (2) members each of the Councils of the Village of Waskatenau and Smoky Lake County. It will select its own chairperson and vice-chairperson. The Councils may appoint alternative members, should any member not be able to attend Committee meetings. Additionally, the Chief Administrative Officer or the Development Officer of each municipality shall be ex-officio members of the Committee.
4. The Intermunicipal Planning Committee shall establish its own rules of procedure, including its own schedule, including its own schedule of meetings, with meetings being held as required.
5. The Intermunicipal Planning Committee shall not deal with all development matters within the Plan Area. Rather, it will deal with all matters referred to it in the manner described in **Section 4.9** of this Plan.
6. The Intermunicipal Planning Committee has the following functions:
    a. to clarify the intent and interpretation of the Plan;
    b. **to develop specific strategies related to the provision of infrastructure, service provision, cost sharing, etc. for proposed subdivision and development in the subject area that reflect the policies and guidelines set out in this Plan**;
    c. **to review and comment on applications to amend this Plan;**
    d. to review and comment on development matters referred to it in accordance with this Plan;
    e. to undertake other such matters as it deems reasonable and as are referred to it be either Council or municipal administration.
7. The Village of Waskatenau and Smoky Lake County agree that the County's Subdivision Authority and Development Authority will notify the Intermunicipal Planning Committee of applications received within the subject area and that the Village's Subdivision Authority and Development Authority will notify the Intermunicipal Planning Committee of applications within the subject area.

8. Each municipality's Subdivision Authority and Development Authority will deal with an application within their own boundaries in accordance with the polices of this Plan.
9. Depending on the nature of the proposed subdivision or development, the Intermunicipal Planning Committee may provide recommendations related to the proposed development or subdivision.

Section 4.7 Dispute Resolution/Mediation Procedures:

1. The dispute resolution process for matters related to this Plan is outlined in this section. This process assumes that the two parties may have significant differences of opinion on any matter and that third-party assistance may be necessary to help resolve disputes.
2. For the purposes of this Plan, a dispute is defined as a disagreement between the Village of Waskatenau and Smoky Lake County on any statutory plan, any Land Use Bylaw or any amendment to any statutory plan or Land Use Bylaw which is given First Reading by a Council, or any subdivision or development permit application, or any scheme for the provision of municipal services, which the other municipality deems may be inconsistent with the goals, objectives and policies of this Plan.
3. Decisions on all disputes will be made by the respective municipalities in accordance with the provisions of this Plan and the Municipal Government Act, but with review as indicated in Section 4.7.5 of this Plan.
4. The Village of Waskatenau and Smoky Lake County agree to consider the establishment of an Intermunicipal Subdivision and Development Appeal Board in the future to deal with appeals arising from subdivision or development permit decisions within the subject area.
5. Disputes shall be addressed and shall be resolved through any of the following mechanisms either singularly or in combination with each other:
    a. Administrative Review;
    b. Intermunicipal Planning Committee;
    c. Municipal Councils;
    d. Mediation;
    e. Non-binding arbitration;
    f. Appeal Process – Intermunicipal Dispute or Subdivision and Development Appeal Board; and/or
    g. Court Option.
6. In the event of a dispute, the applicant municipality will not give approval to the matter in any way (e.g. development permit or subdivision approval, or Second or Third Reading of a bylaw) until the dispute is past the mediation stage.
7. The time limitations and legislative requirements as may be specified from time to time in the Municipal Government Act will be respected in relation to the administration of this dispute resolution procedure and may supersede the time processes provided for in this Plan.

Section 4.9 Intermunicipal Planning Committee:

1. Upon referral of a matter, the Intermunicipal Planning Committee will schedule a meeting and the administration of the County and the Village will present their positions on the matter to the Committee.
2. After consideration of a matter, the Committee may:
    a. provide suggestions to both administrations with respect to revisions to the matter that should be considered to make it more acceptable to both municipalities;
    b. if possible, agree on a consensus position of the Committee in support of or in opposition to the matter, to be presented to both Councils;
    c. conclude that no initial agreement can be reached and that a consensus position of the Committee will not be presented to both Councils;
    d. if agreed to by both municipalities, employ a facilitator to help the Committee work toward a consensus position;
    e. if a matter cannot be satisfactorily processed following a Committee review, refer the matter to both Councils; or undertake any other action it deems reasonable.

Section 4.10 Municipal Councils:

1. After receiving the recommendations of the Intermunicipal Planning Committee with respect to a particular matter, each Council will establish position on the matter.
2. If both municipal Councils agree on a mater, then the consideration of approval (including, if necessary, an amendment process) can be completed. If neither Council supports the matter, then no further action will be undertaken.
3. If the Councils cannot agree on a matter, then the matter may be referred to a mediation process.
4. If the matter goes to mediation, the Applicant Municipality will not give any approval to the matter until the mediation has been pursued.

Section 4.11 Mediation:

1. The following will be required before a mediation process can proceed:
    a. agreement by both the Councils that mediation is necessary;
    b. appointment by both Councils of an equal number of elected officials to participate in the mediation process;
    c. engagement, at equal cost to both municipalities, of an impartial an independent mediator agreed to by both municipalities; and
    d. approval by both municipalities of a mediation schedule, including the time and location of meetings and a deadline for the completion of the mediation process.

2. If agreed to by both municipalities, any members of the Intermunicipal Planning Committee or administrative staff from either municipality who are not participating directly in the mediation process may function as information resources either directly or indirectly to the mediation process.
3. All participants in the mediation process will be required to keep details of the mediation confidential until the conclusion of the meditation.
4. At the conclusion of the mediation, the mediator will submit a mediator's report to both Councils.
5. If a mediated agreement is reached, then that agreement will be referred to both Councils for action. Both Councils will consider the mediator's report and the respective positions of the municipal administrations with respect to the mediated agreement. Any mediated agreement will not be binding on either municipality, and will be subject to the formal approval of both Councils.
6. If no mediated agreement can be reached or if both Councils do not approve a mediated agreement, then a non-binding arbitration process as described below may be initiated.

Section 4.12 Non-Binding Arbitration:

1. The following will be required before a non-binding arbitration process can proceed:
    a. agreement by both Councils that non-binding arbitration is necessary;
    b. appointment by both Councils of officials to participate in the non-binding arbitration process;
    c. engagement, at equal cost to both municipalities, of an impartial and independent arbitrator agreed to by both municipalities; and
    d. approval by both municipalities of an arbitration schedule, including the time and location of meetings and a deadline for the completion of the process.
2. At the conclusion of the non-binding arbitration, the arbitrator will submit a report to both Councils.
3. If both Councils agree, then the arbitrator's recommendations will be implemented by the Council or Councils as necessary. Any arbitrator's decision will not be binding on either municipality unless both municipalities concur and will be subject to the formal approval of both Councils.
4. If no agreement can be reached to abide by the arbitrator's decision or if both Councils do not approve the arbitrator's recommendation, then an appeal process may be initiated if provided for under the provisions of the Municipal Government Act. If there is no appeal process available, then the applicant municipality may proceed with any approvals as are allowed.

Section 4.13 Appeal Process – Intermunicipal Dispute of Subdivision and Development Appeal Board:

1. If that mediation process fails, the Applicant Municipality may approve the matter (e.g. a Land Use Bylaw amendment, a development permit approval, etc.).
2. If the Applicant Municipality passes a bylaw to implement the matter, then the Responding Municipality may appeal that action to the Municipal Government Board (***Now the Land and Property Rights Tribunal***) under the provisions of Section 690 of the Municipal Government Act.
3. If the appeal of the matter is to the Applicant Municipality's Subdivision and Development Appeal Board, the Responding Municipality may appeal that action to the Subdivision and Development Appeal Board as it sees fit.
4. If there is no appeal available pursuant to the Act, then the Responding Municipality may wish to pursue a Court option.

Section 4.14 Court Option:

1. After any action by the Municipal Government Board, or the Applicant Municipality's Council or Subdivision and Development Appeal Board from which there is no further appeal, the Responding Municipality will have the option, should it choose, of undertaking a court challenge of the matter.

Municipal Government Act – Section 690 Intermunicipal Disputes

690(1) A municipality that

(a) is of the opinion that a statutory plan or amendment or a land use bylaw or amendment adopted by an adjacent municipality has or may have a detrimental effect on it,
(b) has given written notice of its concerns to the adjacent municipality prior to second reading of the bylaw, and
(c) has, as soon as practicable after second reading of the bylaw, attempted to use mediation to resolve the matter,

may appeal the matter to the Land and Property Rights Tribunal.

(1.1) An appeal under subsection (1) is to be brought by

(a) filing a notice of appeal and statutory declaration described in subsection (2) with the Land and Property Rights Tribunal, and
(b) giving a copy of the notice of appeal and statutory declaration to the adjacent municipality

within 30 days after the passing of the bylaw to adopt or amend the statutory plan or land use bylaw.

(2) When appealing a matter to the Land and Property Rights Tribunal, the municipality must state the reasons in the notice of appeal and why a provision of the statutory plan or amendment or land use bylaw or amendment has a detrimental effect and provide a statutory declaration stating

(a) the reasons why mediation was not possible,
(b) that mediation was undertaken and the reasons why it was not successful, or
(c) that mediation is ongoing and that the appeal is being filed to preserve the right of appeal.

(3) A municipality, on receipt of a notice of appeal and statutory declaration under subsection (1.1)(b), must, within 30 days, submit to the Land and Property Rights Tribunal and the municipality that filed the notice of appeal a statutory declaration stating

(a) the reasons why mediation was not possible,
(b) that mediation was undertaken and the reasons why it was not successful, or
(c) that mediation is ongoing and that if the mediation is not successful a further response will be provided within 30 days of its completion.

(4) When a notice of appeal and statutory declaration are filed under subsection (1.1)(a) with the Land and Property Rights Tribunal, the provision of the statutory plan or amendment or land use bylaw or amendment that is the subject of the appeal is deemed to be of no effect and not to form part of the statutory plan or land use bylaw from the date the notice of appeal and statutory declaration are filed with the Tribunal under subsection (1.1)(a) until the date the Tribunal makes a decision under subsection (5).

(5) If the Land and Property Rights Tribunal receives a notice of appeal and statutory declaration under subsection (1.1)(a), it must, in accordance with subsection (5.1), decide whether the provision of the statutory plan or amendment or land use bylaw or amendment is detrimental to the municipality that made the appeal and may

(a) dismiss the appeal if it decides that the provision is not detrimental, or
(b) order the adjacent municipality to amend or repeal the provision, if it is of the opinion that the provision is detrimental.

(5.1) In determining under subsection (5) whether the provision of the statutory plan or amendment or land use bylaw or amendment is detrimental to the municipality that made the appeal, the Land and Property Rights Tribunal must disregard section 638.

(6) A provision with respect to which the Land and Property Rights Tribunal has made a decision under subsection (5) is,

(a) if the Tribunal has decided that the provision is to be amended, deemed to be of no effect and not to form part of the statutory plan or land use bylaw from the date of the decision until the date on which the plan or bylaw is amended in accordance with the decision, and

(b) if the Tribunal has decided that the provision is to be repealed, deemed to be of no effect and not to form part of the statutory plan or land use bylaw from and after the date of the decision.

(6.1) Any decision made by the Land and Property Rights Tribunal under this section in respect of a statutory plan or amendment or a land use bylaw or amendment adopted by a municipality must be consistent with any growth plan under Part 17.1 pertaining to that municipality.

(7) Section 692 does not apply when a statutory plan or a land use bylaw is amended or repealed according to a decision of the Tribunal under this section.

(8) The Land and Property Rights Tribunal's decision under this section is binding, subject to the rights of either municipality to appeal under section 688.

Pros and Cons of Amending the IDP to Remove the Requirement to Connect to Municipal Piper Water and Sewer:

Pros:

1. **Cost Savings for Developers**
    - Developers face significant up-front capital costs associated with installation of water and sewer infrastructure. Removing the requirement to connect to municipal piped water and sewer systems provides flexibility to developers who may wish to consider alternative means for providing water and sewer services.
    - Rural developments may be more economically viable if they are permitted to use private wells/cisterns and private septic systems.
2. **Greater Development Flexibility**
    - Allows for a broader range of development types in areas that would otherwise be constrained by servicing requirements.
    - May attract investment from businesses that don't require high levels of municipal servicing.
3. **Supports Rural Economic Growth**
    - Removes a potential barrier to commercial or light industrial development within the Plan Area.

- Helps the County realize tax revenue from development that might choose not to proceed if municipal servicing is required.

4. **Avoids Premature Infrastructure Expansion**
    - Reduces pressure on Village water and sewer systems which is particularly helpful if the Village's system(s) have limited capacity and/or require upgrading.

Cons:

1. **Fragmented Infrastructure Planning/Provision of Future Infrastructure**
    - Allowing unserviced development within the Plan Area may make it more difficult and costly to service or retrofit the service area in the future.
    - Costly upgrades/extensions may be required in the future if development intensifies and eventually needs to connect to municipal services.
    - Conflicts with urban servicing models that prioritize compact, efficient development patterns.
2. **Environmental and Public Health Risks**
    - Private wells and septic systems increase the risk of groundwater contamination.
    - Without proper oversight, these systems may not be maintained adequately over the long term, leading to future environmental concerns.
3. **Missed Opportunity to Recover Infrastructure Costs**
    - The Village may lost out on utility connection fees, service charges or development levies that it would otherwise receive.
    - Removing the requirement to connect to municipal services for this specific development could set a precedent that makes it more difficult to require such connections in the future.
4. **Jurisdictional/Equity Concerns**
    - May create tension if the development benefits from the proximity to the Village (e.g. roads, emergency services, etc.) without contributing to its servicing infrastructure.
    - May lead to intermunicipal disputes over servicing requirements on other parcels located within the Plan Area.

Potential Options for Discussion:

1. **Deferred Servicing Agreement**
    - Allow the proposed development to proceed as an unserviced development but require the development to connect to municipal piped water and sewer services within a specified period of time.
2. **Minimum Standards for Private Systems**
    - If the development is not required to connect to municipal piped water and sewer systems, minimum standards for private systems could be required as part of the IDP amendment.
3. **Consideration of Other Cost-Sharing Options/Incentives**
    - The municipalities could agree to assist the developer with other costs they may incur such as accesses, natural gas infrastructure, site preparation, etc.

Date of Application: _____

APPLICATION TO AMEND

☐ LAND USE BYLAW ☐ AREA STRUCTURE PLAN ☐ INTERMUNICIPAL DEVELOPMENT PLAN - BYLAW #1424-22

APPLICANT INFORMATION

NAME OF APPLICANT		NAME OF REGISTERED LANDOWNER (COMPLETE IF DIFFERENT FROM APPLICANT)	
SIGNATURE Simran Kaler		SIGNATURE	
MAILING ADDRESS		MAILING ADDRESS	
POSTAL CODE	TELEPHONE	POSTAL CODE	TELEPHONE

LEGAL DESCRIPTION

QTR/LSD	SECTION	TOWNSHIP	RANGE	W4M

REGISTERED PLAN	BLOCK	LOT

PLANNIG DOCUMENT

EXISTING LAND USE DISTRICT	PROPOSED LAND USE DISTRICT
☐ AGRICULTURAL DISTRICT (AG) ☐ VICTORIA AGRICULTURE DISTRICT (A1) ☐ MULTI-LOT COUNTRY RESIDENITAL DISTRICT (R1) ☐ RESIDENTIAL (CLUSTER) CONSERVATION DISTRICT (R2) ☐ VICTORIA RESIDENTIAL DISTRICT (R3) ☐ HAMLET RESIDENTIAL DISTRICT (R4) ☐ HIGHWAY COMMERICAL 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)	☐ AGRICULTURAL DISTRICT (AG) ☐ VICTORIA AGRICULTURE DISTRICT (A1) ☐ MULTI-LOT COUNTRY RESIDENITAL DISTRICT (R1) ☐ RESIDENTIAL (CLUSTER) CONSERVATION DISTRICT (R2) ☐ VICTORIA RESIDENTIAL DISTRICT (R3) ☐ HAMLET RESIDENTIAL DISTRICT (R4) ☐ HIGHWAY COMMERICAL 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:	AREA STRUCTURE PLAN:

REASON IN SUPPORT OF APPLICATION FOR AMENDMENT:

PLEASE SEE ATTACHED

OFFICE USE ONLY

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

APPLICATION FEE	RECEIPT #	BYLAW NO.

GOLDEN GALAXY DEVELOPMENTS

Off-site Sanitary and Water connection VS On-site Cistern and Septic Tank

Based on the schematic and servicing information received from the Town/County regarding off-site sanitary and water services for this site. The bare minimum infrastructure and connecting distances are as following.

New Sanitary Line:

- Approx. 425m of 200mm line at 2.8m depth
- 4 new manholes minimum
- 0.4% slope will give us approximately an invert elevation at our site of 633.88 which will work

New Water Line:

- Approx. 250m of 100mm line at 2.8m depth
- 4 valves
- Blowoff

Other items associated with completing with this Off-site work are:

- Road and landscaping restoration
- Pipeline and utility crossing
- Engineering
- Survey
- Testing

GOLDEN GALAXY DEVELOPMENTS

High level cost estimate to complete this Off-Site work is as follows

WESKATNUE JUNCTION - OFF-SITE CONNECTIONS

WATER					
SCOPE	QTY	Unit	Rate		Total
HOT TAP - WATER TIE IN	1	Each	15000	$	15,000.00
4 " C900 WATER MAIN	250	LM	355	$	88,750.00
4" GATE VALVES	4	Each	6000	$	24,000.00
4" C900 TEE/BENDS	3	Each	2800	$	8,400.00
			Total	$	136,150.00
SEWER					
SCOPE	QTY	Unit	Rate		Total
CONNECTION TO EXISTING SEWER	1	Each	15000	$	15,000.00
8"SDR -35	425	LM	350	$	148,750.00
DOGHOUSE MANHOLE	4	Each	18500	$	74,000.00
			Total	$	237,750.00
	QTY	Unit	Rate		Total
MOBILIZATION	1	Each	$ 20,000.00	$	20,000.00
MISC	1	Each	$ 25,000.00	$	25,000.00
ENGINEERING	1	Each	$ 15,000.00	$	15,000.00
SURVEY	1	Each	$ 5,000.00	$	5,000.00
TESTING	1	Each	$ 10,000.00	$	10,000.00
			Total	$	75,000.00
			Grand Total	**$**	**448,900.00**

Please note that this cost is in addition to any On-site work that we have already planned for. The cost of installing the On-site Cistern and septic tank is **$86,000.00**. The capital investment is significantly different and impacts our development budget in a significant way.

We request the County/town to work together and allow us you go ahead without the Off-site connections.

SMOKY LAKE COUNTY
IN THE PROVINCE OF ALBERTA
BYLAW NO. 1484-25

A BYLAW OF THE MUNICIPALITY OF SMOKY LAKE COUNTY IN THE PROVINCE OF ALBERTA, TO AMEND BYLAW NO. 1424-22 BEING THE INTERMUNICIPAL DEVELOPMENT PLAN BYLAW FOR SMOKY LAKE COUNTY & BYLAW NO. 697-22, BEING THE INTERMUNICIPAL DEVELOPMENT PLAN FOR THE VILLAGE OF WASKATENAU

WHEREAS Smoky Lake County and the Village of Waskatenau have an existing Intermunicipal Development Plan as required by the Province, to collaborate and address common planning issues where the possible effects of development transcends municipal boundaries;

AND WHEREAS an application has been made to amend said Intermunicipal Development plan to remove the requirement for new developments within the Commercial Area to connect to municipal piped water and sanitary services;

AND WHEREAS the municipalities must prepare a corresponding bylaw and provide for its consideration at a public hearing

NOW THEREFORE under the authority and subject to the provisions of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26 as amended, and by virtue of all other enabling powers, the Council of Smoky Lake County, duly assembled, hereby enacts as follows:

1. Council shall amend the Smoky Lake County and Village of Waskatenau Intermunicipal Development Plan (Bylaw No. 1424-22 and Bylaw No. 697-22) as agreed to with the Village of Waskatenau.

2. That the amendments to the Intermunicipal Development Plan are adopted as indicated in the attached 'Schedule A'.

3. This amending Bylaw shall come into effect after third and final reading thereof.

4. That Bylaw No. 1424-22 is consolidated to incorporate the amendments in 'Schedule A'.

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

_____
Jered Serben
Reeve

S E A L

_____
Kevin Lucas
Chief Administrative Officer

Schedule "A"

Smoky Lake County and Village of Waskatenau
Intermunicipal Development Plan

Amendments to Smoky Lake County Bylaw No. 1424-22 and Village of Waskatenau Bylaw No. 697-22

1. That Section 3.4.2 be amended by replacing the text with the following:

   "Land designated as *Serviced and Un-Serviced Commercial Use or Serviced Commercial Use Area* may develop in a wide range of commercial uses. Land uses that my be suitable for the area are limited to the permitted and discretionary use listed in the Commercial Districts of the Village of Waskatenau and Smoky Lake County Land Use Bylaws. The Development Authority for each municipality may require that new commercial development within the Serviced Commercial Area be required to connect to municipal piped sanitary sewer and water services."

Request for Decision (RFD)

Meeting Date: Thursday, August 28, 2025 **Agenda Item:** #

Topic: **Bylaw No. 1486-25: Bylaw to close all those portions of the Government Road Allowance lying west of W ½ 7-61-18-W4M & to consolidate said closed portions with said lands**

Presented By: Planning & Development Services

Recommendation:

1. That Smoky Lake County Council give Bylaw No. 1486-25, a Bylaw to close all those portions of the Government Road Allowance lying west of W ½ 7-61-18-W4M & to consolidate said closed portions with said lands, First Reading.

2. That Smoky Lake County Council schedule a Public Hearing on said Bylaw No. 1486-25 for Thursday, September 11th, 2025, at 1:00 p.m., and to advertise said Public Hearing in accordance with Sectio 606 of the *Municipal Government Act.*

Background:

On July 15, 2025, the Planning and Development Manager received an email from the owner of the lands legally described as NW & SW-7-61-18-W4M, to close the undeveloped government road allowance (north of RGE RD 190) adjacent to the west side of said lands. The applicant is also the owner of SE-12-61-19-W4M and leases NE-12-61-19-W4M (Crown Land). The rationale to close the undeveloped road allowance is create a contiguous piece of land that would allow for easier cattle grazing. The proposed closure does not impact access to any of the surrounding lands as alternative routes exist.

Benefits: Disposal of unutilized road allowance and increased efficiency of land use for applicant.

Disadvantages: Loss of potential future connectivity between TWP RD 611/612 at RGE RD 190.
Alternatives: Defeat Bylaw No. 1486-25.
Financial Implications: Nil.

Legislation: *Municipal Government Act* R.S.A. 2000, c. M-26, Section 22 & Section 606
Intergovernmental: Nil.
Strategic Alignment: Nil.

Enclosure(s):
Enclosure #1: Bylaw No. 1486-25

Approved by the CAO: _____. **Date:** August 21, 2025.

Enclosure #1: Bylaw 1486-25

SMOKY LAKE COUNTY
IN THE PROVINCE OF ALBERTA
BYLAW NO. 1486-25

A BYLAW OF SMOKY LAKE COUNTY IN THE PROVINCE OF ALBERTA FOR THE PURPOSE OF CLOSING TO PUBLIC TRAVEL AND DISPOSING OF PORTONS OF A PUBLIC HIGHWAY IN ACCORDANCE WITH SECTION 22 OF THE MUNICIPAL GOVERNMENT ACT, CHAPTER M-26, REVISED STATUTES OF ALBERTA 2000, AS AMENDED.

WHEREAS, the lands hereafter described are no longer required for public travel,

AND WHEREAS, application has been made to Council to have the highway closed,

AND WHEREAS, the Council of Smoky Lake County deems it expedient to provide for a bylaw for the purpose of closing to public travel and thereafter disposing of same,

AND WHEREAS, notice of intention of Council to pass a bylaw has been given in accordance with Section 606 of the *Municipal Government Act*, Chapter M-26, Revised Statutes of Alberta 2000, as amended,

AND WHEREAS, Council was not petitioned for an opportunity to be heard by any person claiming to be prejudicially affected by the bylaw,

NOW THEREFORE BE IT RESOLVED that the Council of Smoky Lake County in the Province of Alberta does hereby close to public travel and dispose of the following described roadway for the purpose of creation of two certificates of title (disposal), subject to any rights of access granted by any other legislation or regulation:

1. Range Road 190, approximately 805 meters in length, adjacent to the west boundary of N.W. ¼ Sec. 7-61-18 W.4M, containing 1.62 hectares (4.0 acres) more or less, as shown in the attached Schedule "A" for clarity.

2. Range Road 190, approximately 795 meters in length, adjacent to the west boundary of S.W. ¼ Sec. 7-61-18 W.4M, and bounded in the south by the projection west of the north boundary of Road Plan 2533EU, containing 1.60 hectares (4.0 acres) more or less, as shown in the attached Schedule "B" for clarity.

3. **Citation**

   1. This Bylaw may be cited as "Road Closure – Karvonen – portion of Range Road 190 amalgamated with NW-7-61-18-W4M & SW-7-61-18-W4M.

This Bylaw shall come into force and have effect from and after the date of third reading thereof.

Received First Reading this _____ day of _____, 20___

_____
Reeve

Seal

_____
Chief Administrative Officer

APPROVED this _____ day of _____, 20___

Approval valid for _____ months

_____
Minister of Transportation

Seal

Received Second Reading this _____ day of _____, 20___

Received Third Reading this _____ day of _____, 20___

_____
Reeve

Seal

_____
Chief Administrative Officer

This form

_e **3** of **5**

SCHEDULE "A"
BYLAW NO. 1486-25

Land Subject to Road Closure:

Range Road 190, approximately 805 m in length, adjacent to the west boundary of N.W. ¼ Sec. 7-61-18 W.4M. containing 1.62 ha (4.0 ac) more or less.

to amalgamate with

MERIDIAN 4 RANGE 18 TOWNSHIP 61
SECTION 7
QUARTER NORTH WEST
EXCEPTING THEREOUT ALL MINES AND MINERALS
AREA: 64.3 HECTARES (159 ACRES) MORE OR LESS

This form

_e **4** of **5**

SCHEDULE "B"
BYLAW NO. 1486-25

Land Subject to Road Closure:

Range Road 190, approximately 795 meters in length, adjacent to the west boundary of S.W. ¼ Sec. 7-61-18 W.4M, and bounded in the south by the projection west of the north boundary of Road Plan 2533EU, containing 1.60 hectares (4.0 acres) more or less.

to amalgamate with

THE SOUTH WEST QUARTER OF SECTION SEVEN (7)
TOWNSHIP SIXTY ONE (61)
RANGE EIGHTEEN (18)
WEST OF THE FOURTH MERIDIAN
CONTAINING 64.3 HECTARES (159 ACRES) MORE OR LESS.
EXCEPTING THEREOUT:
0.806 HECTARES (1.99 ACRES) MORE OR LESS, AS SHOWN
ON ROAD PLAN 2355EU.
EXCEPTING THEREOUT ALL MINES AND MINERALS
AND THE RIGHT TO WORK THE SAME

This form

Request for Decision (RFD)

Meeting Date: Thursday, August 28, 2025 **Agenda Item:** #
Topic: **Policy No. 03-16: Road Closure Policy**
Presented By: Planning & Development Services

Recommendation: **That Smoky Lake County Council amend Policy No. 03-16: Disposition of County-Owned Lands, as presented.**

Background:

Policy No. 03-16: Road Closure Policy was adopted on June 3, 1985, and has been amended three times, most recently in June of 2020. The Policy provides guidance and direction to administration with respect to the permanent closure of government Road Allowances and the cancellation of surveyed Road Plans. Since the previous amendment, the procedures for processing certain kinds of road closures (e.g. by bylaw) have changed, as has some of the contact information for the required referrals. Moreover, the current version of the Policy is convoluted, overly complicated and lacks an application form. The current version of the Policy also does not specify how the land should be valued in cases where the closed area is to be disposed of.

Administration is recommending the proposed amendments to streamline the processing of road closure requests, to align County procedures for such requests with current provincial processes and to provide clarity to applicants.

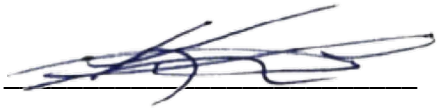
Summary of Changes to Policy No. 03-16:

1. Revised definitions, including for “Road Allowance” and “Road Plan”, and added a definition for “Assessor” and “Fair Market Value”.
2. Revised procedures for Road Closure/Cancellation by Resolution and by Bylaw to increase clarity and remove unnecessary steps.
3. Removed detailed instructions related to referrals and submission to the Minister of Transportation and Economic Corridors as these procedures are outlined on the Ministry’s website and change intermittently.
4. Added clauses (3.10 & 4.11) requiring the P&D Manager to obtain a Fair Market Value (to be determined by the County’s Assessor) of land that has been affected by a closure before disposing of same.
5. Added an application form (Schedule “A”) as the current version of the Policy does not have one.
6. Eliminated Schedules “A” through “F” of the current version of the Policy as the information contained in the Schedules is provided on the Ministry’s website and subject to change.

Benefits: Clear, concise and streamlined process for processing request to close/cancel a road.
Disadvantages: Nil.
Alternatives: Council may choose to include additional changes to the Policy or omit proposed changes.
Financial Implications: Nil.

Legislation: Municipal Government Act, M-26 RSA 2000
Intergovernmental: Nil.
Strategic Alignment: Nil.
Enclosure(s):

- **Enclosure #1 –** Road Closure Policy No. 03-16-05 (Amended Version)
- **Enclosure #2 –** Road Closure Policy No. 03-16-04 (Current Version)

Signature of the CAO: 

Smoky Lake County Policy

Title:	**Road Closure Policy**		
		Policy #	Version
Category:	Planning & Development Services (P&D)	**P&D-16**	**05**

LEGISLATIVE REFERENCE:
In accordance with Section 22 of the *Municipal Government Act*.

PURPOSE:
To provide guidance and a process for the closure of a Road Allowance or cancellation of a surveyed Road Plan that are no longer required for public use.

STATEMENT:
The *Municipal Government Act* grants the municipality the ability to request the cancellation of a Road Plan or closure of a Road Allowance, that it has determined is no longer necessary for public travel.

OBJECTIVE:
To provide clear and consistence procedures for processing requests for closures of Road Plans and Road Allowances. The closure of Road Plans and Road Allowances shall only be considered when it is clearly evident that there is no existing nor future need for public use, and when a closure or cancellation does not adversely affect adjacent landowners nor public access.

GUIDELINES & PROCEDURE:

1. DEFINITIONS

For the purposes of this Policy:

1.1. "*Assessor*" means a registered land appraiser and/or the County's Tax Assessor, as defined in the *Municipal Government Act*, who will determine what Fair Market Value shall be.

1.2. *"Council"* means the Municipal Council of Smoky Lake County.

1.3. *"Fair Market Value"* means a purchase rate based on a professionally-prepared market value assessment that is used to determine a fair market rate for the purchase of land effected by a road closure.

1.4. *"MGA"* means the *Municipal Government Act,* R.S.A. 2000, c. M-26, as amended.

1.5. *"Public Hearing"* means a hearing held in accordance with Section 216.4 of the *MGA* and advertised in accordance with Section 606 of the *MGA.*

1.6. *"Road Allowance"* means any road allowances are portions thereof as previously established by the Dominion Land Survey.

1.7. *"Road Plan"* means property, or a portion thereof, which was previously purchased and/or excepted out of the title of deeded land by way of the registration of a road plan or plan of subdivision at the Land Titles Office.

2. TEMPORARY ROAD CLOSURE

2.1. Council may, by resolution, temporarily close or authorize a designated officer to temporarily close the whole or part of a road at any time if Council considers that a construction or maintenance project on or adjacent to the road may create a hazard.

3. PERMANENT ROAD CLOSURE – CANCELLATION BY RESOLUTION

3.1. Council may, by resolution, and with the approval of the Minister of Transportation and Economic Corridors, close the whole or any part of a Road Plan that Council determines is no longer required for use by the travelling public because an alternate route exists.

3.2. A landowner may request Council consider closure of the whole or any part of a Road Plan, or Council may initiate a closure itself.

3.3. A request to close all or any portion of a Road Plan shall be submitted in writing on the application form provided (**Schedule "A" – Road Closure Application Form**) and shall be accompanied by the application fee as established by the *Planning and Development Fees Bylaw*, as amended.

3.4. Once a request to close a Road Plan has been received, the Planning and Development Manager will prepare a draft resolution and send referrals to all third-party interests (adjacent landowners, utility providers and Alberta Environment and Protected Areas) for comment.

3.5. It is the responsibility of the municipality to ensure that all third-party interests are protected by an easement or utility right-of-way agreement when the vacant land that is created by the closure is disposed of.

3.6. Any objections received from a third-party interest must be considered by Council prior to submitting the resolution to the Minister of Transportation and Economic Corridors. If an agreement cannot be reached with the objector, a rationale must be provided with the submission of the resolution.

3.7. A Request for Decision shall be prepared by the Planning and Development Manager and submitted to Council for consideration. The Request for Decision shall include a copy of the proposed resolution, a sketch or survey of the proposed closure area, copies of the notices sent to all third-party interests and their responses.

3.8. If Council proceeds to pass the resolution and proceed with the closure, the Planning and Development Manager will submit the resolution and associated documentation to the District Office of Alberta Transportation and Economic Corridors through the Roadside Planning and Application Tracking Hub (RPATH) for review.

3.9. Once approval of the resolution has been received from the Minister of Transportation and Economic Corridors, the Planning and Development Manager will forward the resolution to the Land Titles Office for registration.

3.10. Prior to transfer of ownership of land that is affected by the closure, the Planning and Development Manager will ask the County's Assessor to determine the Fair Market Value of the

land. The County will not affect the transfer of ownership of said land until the applicant has paid the full Fair Market Value amount and has entered into a purchase agreement with Smoky Lake County.

4. PERMANENT ROAD CLOSURE – CANCELLATION BY BYLAW

4.1. Council may, by bylaw, and with the approval of the Minister of Transportation and Economic Corridors, close the whole or any part of a Road Allowance that Council determines is no longer required for public travel.

4.2. A landowner may request Council consider closure of the whole or any part of a Road Allowance or Council may initiate closure itself.

4.3. A request to close all or any portion of a Road Allowance shall be submitted in writing on the application form provided (**Schedule "A" – Road Closure Application Form**) and shall be accompanied by the application fee as established by the *Planning and Development Fees Bylaw*, as amended.

4.4. Once a request to close a Road Allowance has been made, the Planning and Development Manager will prepare a Request for Decision for Council's consideration. The Request for Decision shall include a copy of the proposed bylaw, including a sketch showing the proposed closure area, to be considered for First Reading.

4.5. Following First Reading, the Planning and Development Manager will send referrals to all third-party interests (adjacent landowners, utility providers and Alberta Environment and Protected Areas) for comment. It is the responsibility of the municipality to ensure that all third-party interests are protected by an easement or utility right-of-way agreement when the vacant land created by the closure is disposed of.

4.6. Following First Reading, a Public Hearing must be held, in accordance with Section 216.4 of the *MGA*, and advertised in accordance with Section 606 of the *MGA*, prior to the bylaw being submitted to the Minister of Transportation and Economic Corridors for approval.

4.7. Any objections received from any third-party interest or raised during the Public Hearing must be considered by Council and Council must determine whether the objections are valid and need to be addressed or whether they wish to continue with the closure process. Copies of all objections must be included in the package that is submitted to the Minister of Transportation and Economic Corridors along with the County's responses to them. If an agreement cannot be reached with the objector, a rationale must be provided with the submission of the bylaw.

4.8. If Council decides to proceed with the closure, the Planning and Development Manager will submit the bylaw and associated documentation to the District Office of Alberta Transportation and Economic Corridors through the Roadside Planning and Application Tracking Hub (RPATH) for review.

4.9. Once approval of the bylaw has been received from the Minister of Transportation and Economic Corridors, the Planning and Development Manager will prepare a Request for Decision for Council to consider Second and Third Readings of the bylaw.

4.10. If Council adopts the bylaw, the Planning and Development Manager will forward said bylaw to the Land Titles Office for registration.

4.11. Prior to transfer of ownership of land that is affected by the closure, the Planning and Development Manager will ask the County's Assessor to determine the Fair Market Value of the land. The County will not affect the transfer of ownership of said land until the applicant has paid the full Fair Market Value amount and has entered into a purchase agreement with Smoky Lake County.

	Date	Council Resolution #	Version
Adopted	June, 3, 1985	Motion #590 – Page #4944	01
Amended	June 16, 2005	Motion #479 – Page #7960	02
Amended	November 25, 2010	Motion #111 – Page #9535	03
Amended	June 25, 2020	Motion #890 – Page #14192	04
Amended	August 28, 2025	Motion #	05

Schedule "A" - Road Closure Application Form

Internal Use Only

Our File Number: _____ Roll Number: _____ Your File Number: _____

Applicant Information

Applicant Name: _____ Phone: _____

Address: _____ Cell Phone: _____

City: _____ Province: _____ Email address: _____

Postal Code: _____ Signature: _____

Applicant Authorization: I am the applicant authroized to act on behalf of the registered owner(s) and that the information provided on this form is full and complete and is, to the best of my knowledge, a true statement of the facts relating to this application.

Registered Landowner Information ☐ *Owner same as applicant*

Landowner(s): _____ Phone: _____

Address: _____ Cell Phone: _____

City: _____ Province: _____ Email address: _____

Postal Code: _____ Signature: _____

Property Information

Short Legal Description (if applicable):

Registered Plan: _____ Block: _____ Lot: _____

Long Legal Description:

Part of _____ 1/4 Section: _____ Township: _____ Range: _____ Meridian: _____

Road Plan Number (if applicable): _____

Purpose of Road Closure:

_____

_____

_____

_____

Application Information (for office use only)

Application Date: _____ Date Application Complete: _____

Application Fee: _____ Receipt: _____

Referrals Sent: _____ Referral Deadline: _____

Resolution Date: _____ Resolution #: _____

Bylaw #: _____ First Reading: _____

Public Hearing: _____ Submitted to RPATH: _____

Second/Third Reading: _____ Sent to Land Titles: _____

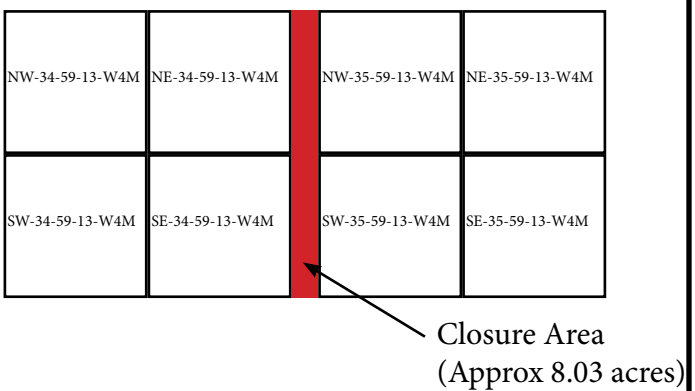
Schedule "A" - Road Closure Application Form

Internal Use Only

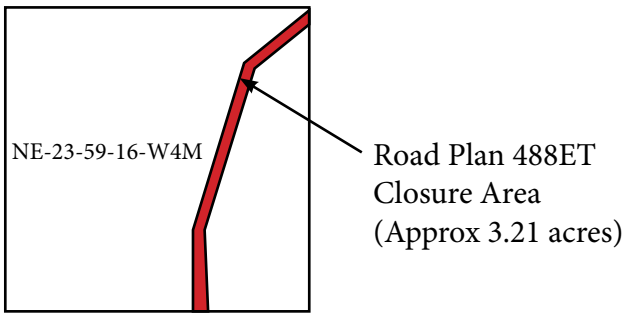
Our File Number: _____ Roll Number: _____ Your File Number: _____

Please provide a sketch plan of the propsoed road closure in the space below. Examples of sketches for Road Allowances and Road Plans are provided below for reference.

Sample Sketch: Road Allowance



Sample Sketch: Road Plan



SMOKY LAKE COUNTY

Title: Road Closure or Cancellation		**Policy No.:** 16-04
Section: 03	**Code:**	**Page No.:** 1 of 11 *E*

Legislation Reference:	Alberta Provincial Statutes

Purpose:	To provide a process to close a Government Road Allowance, or cancel a surveyed Road Plan.

Policy Statement and Guidelines:

1. DEFINITIONS

~~1.1 **Government Road Allowance** – 66 feet wide~~

~~1.1.1 in a north-south direction, with one mile between each column of sections east to west, commencing on the eastern range boundary. Also known as Range Roads.~~

~~1.1.2 in an east-west direction, two miles between each 2nd row of sections south to north, commencing on the southern township boundary. Also known as Township Roads.~~

~~1.2 **Road Plan** – Surveyed areas acquired for public purposes such as new roads, road widening, diversion and drainage ditches which are undertaken by the municipality under the authority of the ***Municipal Government Act***.~~

~~When a municipality or the Crown acquires land for a road or other public work by an agreement with the owner, title to the land is vested in the city, or in the case of any other municipality, the Crown in right of Alberta by filing a plan of survey at the Land Titles Office.~~

~~1.3 **Road** – means land~~

~~1.3.1 shown as a road on a plan of survey that has been filed or registered in a Land Titles Office, or~~

~~1.3.2 used as a public road,~~

~~1.3.3 as or within a Government road allowance,~~

~~and includes a bridge forming part of a public road and any other structure incidental to a public road.~~

1. DEFINITIONS

For the purposes of this Policy:

1.1. "*Assessor*" means a registered land appraiser and/or the County's Tax Assessor, as defined in the *Municipal Government Act*, who will determine what Fair Market Value

shall be.

1.2. *"Council"* means the Municipal Council of Smoky Lake County.

1.3. *"Fair Market Value"* means a purchase rate based on a professionally-prepared market value assessment that is used to determine a fair market rate for the purchase of land effected by a road closure.

1.4. *"MGA"* means the *Municipal Government Act,* R.S.A. 2000, c. M-26, as amended.

1.5. *"Public Hearing"* means a hearing held in accordance with Section 216.4 of the *MGA* and advertised in accordance with Section 606 of the *MGA.*

1.6. *"Road Allowance"* means any road allowances are portions thereof as previously established by the Dominion Land Survey.

1.7. *"Road Plan"* means property, or a portion thereof, which was previously purchased and/or excepted out of the title of deeded land by way of the registration of a road plan or plan of subdivision at the Land Titles Office.

2. TEMPORARY ROAD CLOSURE

2.1 Council, may by resolution or a Designated Officer if authorized by Council resolution, temporarily close the whole or a part of a road at any time that a construction or maintenance project on or adjacent to the road may create a hazard.

~~Title: Road Closure or Cancellation~~		~~Policy No.: 16-04~~
~~Section: 03~~	~~Code:~~	~~Page No.: 2 of 11~~

~~E~~

3. **PERMANENT ROAD CLOSURE / CANCELLATION BY RESOLUTION** – ***Municipal Government Act, Section 24***

3.1 Council, may by resolution, with the approval of the Minister of Transportation, close the whole or any part of a Road described in a surveyed Road Plan that the Council determines is no longer required for use by the travelling public owing to the existence of an alternative route.

~~**PROCEDURE**~~

3.2 A Landowner may request the County to consider cancellation of the whole or any part of an undeveloped Road Plan or the County may initiate the action.

3.3 ~~A Request for Decision **(*as per* Policy Statement No. 01-27: Request For Decision)** shall be presented to Council for consideration for Road Closure by Resolution, see attached ***Schedule "A":*** **Sample Resolution.**~~ A request to close all or any portion of a Road Plan shall be submitted in writing on the application form provided (Schedule "A" – Road Closure Application Form) and shall be accompanied by the application fee as established by the Planning and Development Fees Bylaw, as amended

3.4 Once a request to close a Road Plan has been received, the Planning and Development Manager will prepare a draft resolution and send referrals to all third-party interests (adjacent landowners, utility providers and Alberta Environment and Protected Areas) for comment.~~The road is usually returned to the title from which it was excepted (i.e. the ¼ section). Consolidation with the adjacent land parcels may require a Descriptive Plan or a Plan of Survey. When using a Descriptive Plan, Land Titles should be consulted to ensure that the description is suitable for registration~~.

~~3.5~~ It is the responsibility of the municipality to ensure that all third-party interests are protected by an easement or utility right-of-way agreement when the vacant land that is created by the closure is disposed of. ~~No advertising is necessary, but an agreement or consent must be obtained from the landowner(s) affected. If there is more than one adjacent owner, direction from the municipality as to the disposition of the Road shall be provided to affected landowners, and consent from all affected landowners is required, see attached ***Schedule "B":*** **Sample Resolution Letter & Consent.**~~

~~3.6~~ Any objections received from a third-party interest must be considered by Council prior to submitting the resolution to the Minister of Transportation and Economic Corridors. If an agreement cannot be reached with the objector, a rationale must be provided with the submission of the resolution. ~~The municipality is responsible for ensuring that all third party interests and the interests of anyone who might be adversely affected are protected.~~

~~A letter, as per ***Schedule "C":*** **Sample Letter of Referral** shall be sent to the following Referral Agencies, as per ***Schedule "F":*** **Referral List**:~~

~~3.6.1 Telecommunication providers (Telus).~~

~~3.6.2 Power Authority (ATCO).~~

3.7 A Request for Decision shall be prepared by the Planning and Development Manager and submitted to Council for consideration. The Request for Decision shall include a copy of the proposed resolution, a sketch or survey of the proposed closure area, copies of the notices sent to all third-party interests and their responses~~ The owner/operator of any pipeline or right-of-way which crosses the subject closure area.~~

Title: Road Closure or Cancellation		**Policy No.:** 16-04
Section: 03	**Code:**	**Page No.:** 3 of 11 *E*

Policy Statement and Guidelines:

3.8 If Council proceeds to pass the resolution and proceed with the closure, the Planning and Development Manager will submit the resolution and associated documentation to the District Office of Alberta Transportation and Economic Corridors through the Roadside Planning and Application Tracking Hub (RPATH) for review. If easements or conditions are required by any of the Referral Agencies, the County must attach the proper documentation to accompany the Resolution when submitting it to Alberta Transportation for approval. Easements are granted by the "**Minister of Transportation".**

3.9 Once approval of the resolution has been received from the Minister of Transportation and Economic Corridors, the Planning and Development Manager will forward the resolution to the Land Titles Office for registration. The complete package to be sent to Alberta Transportation shall include:

3.9.1 Original or certified copy of the Resolution;

3.9.2 Copies of the Notices sent to all Referral Agencies;

3.9.3 Copies of written consent by affected Landowner(s); and

3.9.4 Copies of written responses from all required Referral Agencies.

And shall be sent to:

District Operations Manager, Athabasca Unit
Alberta Transportation
Unit #2, Jewell Building
3603 – 53 Street
Athabasca, Alberta T9S 1A9

3.10 Prior to transfer of ownership of land that is affected by the closure, the Planning and Development Manager will ask the County's Assessor to determine the Fair Market Value of the land. The County will not affect the transfer of ownership of said land until the applicant has paid the full Fair Market Value amount and has entered into a purchase agreement with Smoky Lake County. Alberta Transportation will prepare the documentation (Notification to Registrar) to transfer the Road to the appropriate adjacent landowner(s).

4 PERMANENT ROAD CLOSURE / CANCELLATION BY BYLAW: *Municipal Government Act, Section 22*

[53]

4.1 Council, may by Bylaw, with the approval of the Minister of Transportation and Economic Corridors, close the whole or any part of a Government Road Allowance (or a surveyed Road Plan, when preferred).

PROCEDURE

4.2 A landowner may request Council consider closure of the whole or any part of a Road Allowance or Council may initiate closure itself. Prior to First Reading of the Bylaw, the applicant shall provide a detailed sketch of the proposed closure area, which includes an approximate calculation of the area of land included in the proposed closure area. Following First Reading, and prior to a Public Hearing being held on the proposed Bylaw, the applicant shall provide a Plan of Survey or a Descriptive Plan, prepared by an Alberta Land Surveyor, showing the fully-

~~calculated closure area. Costs of the Plan of Survey or a Descriptive Plan shall be borne solely by the applicant.~~

~~3.2~~4.3 A request to close all or any portion of a Road Allowance shall be submitted in writing on the application form provided (Schedule "A" – Road Closure Application Form) and shall be accompanied by the application fee as established by the Planning and Development Fees Bylaw, as amended. ~~A Request for Decision (*as per* **Policy Statement No. 01-27: Request For Decision**) shall be presented to Council for consideration for Road Closure by Bylaw, see attached ***Schedule "D": Sample Bylaw***. Council must give First Reading to the Bylaw prior to a Public Hearing and prior to submitting it to Alberta Transportation for approval.~~

Title: Road Closure or Cancellation		**Policy No.:** 16-04
Section: 03	**Code:**	**Page No.:** 4 of 11 *E*

Policy Statement and Guidelines:

4.4 Once a request to close a Road Allowance has been made, the Planning and Development Manager will prepare a Request for Decision for Council's consideration. The Request for Decision shall include a copy of the proposed bylaw, including a sketch showing the proposed closure area, to be considered for First Reading. ~~Following First Reading of the Road Closure Bylaw, advertisement requirements, ***as per Municipal Government Act - Section 606,*** for a Public Hearing must be followed, including the time and place for a Public Hearing, (***as per*** **Policy Statement No. 01-06: Public Hearing Procedures).**~~

~~4.5~~ Following First Reading, the Planning and Development Manager will send referrals to all third-party interests (adjacent landowners, utility providers and Alberta Environment and Protected Areas) for comment. It is the responsibility of the municipality to ensure that all third-party interests are protected by an easement or utility right-of-way agreement when the vacant land created by the closure is disposed of. ~~The Bylaw and advertising must state the ultimate purpose of the closure (i.e., to public travel only, for lease or for creation of a title), see attached ***Schedule "E":*** **Sample Advertisement**.~~

~~4.6~~ Following First Reading, a Public Hearing must be held, in accordance with Section 216.4 of the MGA, and advertised in accordance with Section 606 of the MGA, prior to the bylaw being submitted to the Minister of Transportation and Economic Corridors for approval. ~~If objections are raised, either in writing or at the Public Hearing, Council should determine whether the objections are valid and whether they wish to continue in spite of the objections. If continuing, the rationale for the closure/cancelation must be made clear in the covering letter to Alberta Transportation.~~

~~4.7~~ Any objections received from any third-party interest or raised during the Public Hearing must be considered by Council and Council must determine whether the objections are valid and need to be addressed or whether they wish to continue with the closure process. Copies of all objections must be included in the package that is submitted to the Minister of Transportation and Economic Corridors along with the County's responses to them. If an agreement cannot be reached with the objector, a rationale must be provided with the submission of the bylaw. ~~The municipality is responsible for ensuring that all third parties interests and the interests of anyone who might be adversely affected are protected.~~

~~A letter, as per ***Schedule "C":*** **Sample Letter of Referral**, shall be sent to the following Referral Agencies, as per ***Schedule "F":*** **Referral List**:~~

~~4.6.1 Telecommunication providers (Telus);~~

~~4.6.2 Power Authority (ATCO);~~

~~4.6.3 Public Lands, Alberta Sustainable Resources, if a Government Road Allowance is for sale, or if adjacent to Crown Lands or a water body; and~~

~~4.6.4 Rural Utilities Branch, Alberta Agriculture and Rural~~

~~Development; and~~

~~4.5.5 The owner/operator of any pipeline or right-of-way which crosses the subject closure area.~~

4.8. If Council decides to proceed with the closure, the Planning and Development Manager will submit the bylaw and associated documentation to the District Office of Alberta Transportation and Economic Corridors through the Roadside Planning and Application Tracking Hub (RPATH) for review. ~~If easements or conditions are required by any of the Referral Agencies, the County must attach the proper documentation to accompany the Resolution when submitting it to Alberta Transportation for approval. Easements are granted by the "**Minister of Transportation".**~~

4.9. Once approval of the bylaw has been received from the Minister of Transportation and Economic Corridors, the Planning and Development Manager will prepare a Request for Decision for Council to consider Second and Third Readings of the bylaw.

4.10. If Council adopts the bylaw, the Planning and Development Manager will forward said bylaw to the Land Titles Office for registration.

4.11. Prior to transfer of ownership of land that is affected by the closure, the Planning and Development Manager will ask the County's Assessor to determine the Fair Market Value of the land. The County will not affect the transfer of ownership of said land until the applicant has paid the full Fair Market Value amount and has entered into a purchase agreement with Smoky Lake County.

Title: Road Closure or Cancellation		**Policy No.:** 16-04
Section: 03	**Code:**	**Page No.:** 5 of 11 *E*

Policy Statement and Guidelines:

~~4.7 The complete package to be sent to Alberta Transportation shall include:~~

~~4.8.1 Original or certified copy of the Bylaw (after First Reading).~~

~~4.8.2 Copies of the Notices sent to all Referral Agencies.~~

~~4.8.3 Copy of the Notice published in the local newspaper.~~

~~4.8.4 Copies of written consent by affected Landowner(s).~~

~~4.8.5 Copies of written responses from all required interested parties.~~

~~4.8.6 Copy of the meeting minutes when the Bylaw received First Reading.~~

~~And shall be sent to:~~

~~District Operations Manager, Athabasca Unit~~
~~Alberta Transportation~~
~~Unit #2, Jewell Building,~~
~~3603 – 53 Street~~
~~Athabasca, Alberta T9S 1A9~~

~~4.9 Alberta Transportation will review the package and if approved, the Minister of Transportation will sign the Original Bylaw and return to the Municipality.~~

~~4.10 The Bylaw may then be presented to Council for consideration of Second and Third Readings. Second and Third Readings must be done within two years of First Reading.~~

~~4.11 Once given Third and Final Reading, a duplicate original or certified copy of the Bylaw is to be sent to Alberta Land Titles for registration.~~

~~4.12 Upon acceptance of the Road Closure Bylaw, Alberta Land Titles will issue a new Certificate of Title for the subject parcel of land, in the name of Smoky Lake County.~~

~~4.13~~4.8 ~~The County may consolidate the parcel of land with an adjacent parcel of land upon a Transfer of Title and Consolidation or Separation of Titles being submitted to Alberta Land Titles.~~

	Date	*Resolution Number*
Approved	June 3, 1985	# 590 - Page # 4944
Amended	June 16, 2005	# 479 - Page # 7960
Amended	November 25, 2010	#111-10 - Page # 9535
Amended	June 25, 2020	

Schedule "A"
Sample Resolution

Date: _____ Resolution Number: _____

WHEREAS, Smoky Lake County requires a resolution for the purpose of closing to public travel and canceling a public highway in accordance with Section 24, of the *Municipal Government Act*, Chapter M26 Revised Statutes of Alberta, 2000, as amended; and

WHEREAS, the lands hereafter described are no longer required for public travel.

NOW THEREFORE BE IT RESOLVED that the Council of Smoky Lake County does hereby close the following described road, subject to rights of access granted by other legislation.

_____

Road Plan _____, within the land(s) legally described as:

_____.

Excepting Thereout All Mines and Minerals.

_____

Chief Elected Official

SEAL

_____

Chief Administrative Officer

Approved this _____ day of _____, 20____.

_____

Minister of Transportation

Schedule "B"
Sample Resolution Letter and Consent

Date:

Name
Address
Town, Alberta Postal Code

To Whom It May Concern:

RE: Proposed Road Plan Cancellation
Road Plan XXXXX in XX-XX-XX-XX W4

Enclosed is a copy of the above mentioned Road Plan that is located on land registered in your name. Please be advised that Smoky Lake County proposes to cancel this Road Plan and that all lands from the cancelled road will revert to the Title from which it was exempted.

In order to proceed with the Road Plan cancellation, it is necessary for you to indicate your consent of the cancellation by signing and returning the duplicate of this letter.

Yours truly,

Chief Administrative Officer

****

I, _____, landowner of _____,
Name Section Township Range Median

hereby certify that I have no objections to the cancellation of Road Plan _____,

within the _____ W4.
Section Township Range Median

Date: _____ Signature: _____

Page 7 of 11.

Schedule "C"
Sample Letter of Referral

Date:

Name
Address
Town, Alberta Postal Code

To Whom It May Concern:

RE: Proposed Road Cancellation and Closure

On behalf of Smoky Lake County, this letter serves as notification that "Smoky Lake County" intends to close to public travel and cancel a portion of public highway or roadway in accordance with Section 22 or 24 of the *Municipal Government Act*, M26, Revised Statutes 2000, and amendments thereto.

To be Cancelled: Road Plan _____ , in the _____, as shown on the enclosed sketch.

If an easement is required to protect your interests within this road closure, please advise us. **Alberta Transportation** will be the **GRANTOR** for all easements. They will be registered at the Land Titles Office in conjunction with the other Road Closure documents.

Please return the following to our office by _____, 20___:

- Three fully executed easement documents by your company. These documents will be forwarded to Alberta Transportation for final execution.
- This letter signed, which shall grant approval of the Road Closure and Cancellation.

If you have any concerns or require any further information, please contact the undersigned.

Sincerely,

Enclosure(s)

APPROVAL GRANTED
(Utility Company)

_____
Signature

_____
Print Name

_____
Date

Schedule "D"
Sample Bylaw

A BYLAW OF THE SMOKY LAKE COUNTY IN THE PROVINCE OF ALBERTA FOR THE PURPOSE OF CLOSING PUBLIC TRAVEL AND *(choose which one applies and insert: "creating title to", "disposing of" or "leasing of")* PORTIONS OF A PUBLIC ROAD IN ACCORDANCE WITH SECTION 22 OF THE *MUNICIPAL GOVERNMENT ACT*, CHAPTER M26, REVISED STATUTES OF ALBERTA, 2000, AS AMENDED.

WHEREAS, the lands hereafter described are no longer required for public travel, and

WHEREAS, a request has been made to Council to have the road closed, and

WHEREAS, the Council of Smoky Lake County deems it expedient to provide for a bylaw for the purpose of closing to public travel certain roads, or portions thereof, situated in the said municipality, and thereafter disposing of same, and

WHEREAS, notice of the intention of Council to pass a bylaw has been given in accordance with Section 606 of the *Municipal Government Act,* and

WHEREAS, Council was not petitioned for an opportunity to be heard by any person claiming to be prejudicially affected by the bylaw.

NOW THEREFORE BE IT RESOLVED that the Council of Smoky Lake County in the Province of Alberta does hereby close to public travel for the purpose of (*choose which one applies and insert: "creating title to", "disposing of" or "leasing of")* the following described roads, subject to rights of access granted by other legislation:

(insert proper description)

Excepting thereout all mines and minerals

Received first reading this _____ day of _____, 2_____.

_____
Chief Elected Official

SEAL

_____
Chief Administrative Officer

Approved this _____ day of _____, 2_____.

_____
Minister of Transportation

SEAL

Received second reading this _____ day of _____, 2_____.

Received third reading this _____ day of _____, 2_____.

~~Schedule "E"~~
~~Sample Advertisement~~

PUBLIC NOTICE

~~SMOKY LAKE COUNTY~~

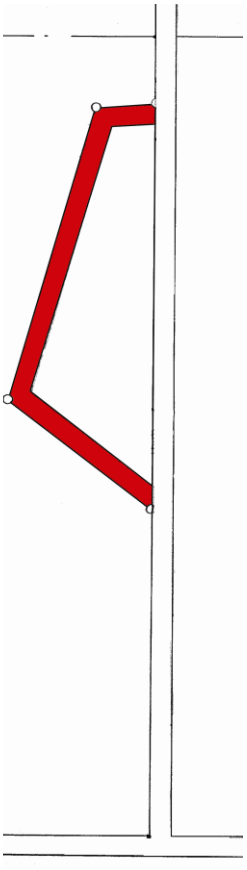
~~BYLAW No. 1200-09: PUBLIC HEARING~~

~~The purpose of **Bylaw No. 1200-09** is to close to public travel for the purpose of disposing of and consolidating the unused portion of road registered as~~

~~**Road Plan 2463BM within**~~
~~**SE 02-58-13 W4**~~
~~**Excepting thereout all mines and minerals**~~

AREA AFFECTED:

SE 02-58-13 W4 – 2.56 acres (1.036 hectare)



Copy of **Bylaw No. 1200-09** is available at the County Administration Office in Smoky Lake, during regular business hours, for inspection at the following address:

Smoky Lake County Office
4612 McDougall Drive (Box 310)
Smoky Lake, Alberta T0A 3C0

Any person wishing to file a letter or comment on the proposed Bylaw is welcome to submit written correspondence prior to the Public Hearing or appear in person at the Public Hearing.

A **Public Hearing** has been scheduled for **October 29, 2009 at 1:00 P.M.,** in the **County Council Chambers,** Smoky Lake, to provide the public with the opportunity to comment on **Bylaw 1200-09** prior to its proposed adoption.

Cory Ollikka
Chief Administrative Officer

Schedule "F"
Referral List

Telus Communications	ATTENTION: Cindy Sparks
Engineering OPS – Right of Ways	Real Estate Agreements Assistant III
16th Floor, 10020 – 100 Street	Phone: (780) 493-4619
Edmonton, Alberta T5J 0N5	Phone: (780) 425-0843
ATCO Electric	ATTENTION: Andy Sharun
Land & Properties Acquisition	
12th Floor, 10035 – 105 Street	Phone: (780) 420-3748
Edmonton, Alberta T5J 2V6	Phone: (780) 420-5410
If affecting a water body or adjacent to Crown Land	
Alberta Sustainable Resources	
Public Lands Division	
Roadway and Reservation Program	
5th Floor, 9915 – 108 Street	
South Petroleum Plaza	Phone: (780) 427-3570
Edmonton, Alberta T5K 2G8	Fax: (780) 422-3120
Only if selling a Government Road Allowance:	
Alberta Sustainable Resource Development	ATTENTION: Bev Cormack
Technical and Logistics Unit	
3rd Floor, 9915 – 108 Street	Phone: (780) 422-4737
Edmonton, Alberta T5K 2G8	Phone: (780) 422-4251
NOTE: Because most Municipalities have a three month termination clause in their lease agreements, Alberta Environment and Pipeline Companies in the area do not need to be notified of **leases** on Statutory Road Allowances.	

Request for Decision (RFD)

Meeting Date: Thursday, August 28, 2025 **Agenda Item:** #

Topic: **Bylaw No. 1482-25: A Bylaw to amend Land Use Bylaw No. 1272-14 to Redistrict part of the lands legally described as NW-22-59-14-W4M, from District to Agriculture (AG) District to Highway Commercial (C1) District.**

Presented By: Planning & Development Services

Recommendation: **That Smoky Lake County Council give First Reading to Bylaw No. 1482-25 and to schedule a Public Hearing on said Bylaw, to be held on Thursday, September 11, 2025, at 9:15 a.m., and to advertise said Public Hearing in accordance with the Municipal Government Act, in the Redwater Review and on the County's website.**

Background: On June 25, 2025, an application was received by administration to amend Land Use Bylaw No. 1272-14, to redistrict said lands from Agriculture (AG) District to Highway Commercial (C1) District. The applicant proposes to establish a towing business (including an impound/storage yard), and RV storage, both of which are neither Permitted Uses nor Discretionary Uses under the existing Agriculture District. By redistricting said lands to Highway Commercial District, these uses will be permissible. The subject lands are designated as Commercial Area under Smoky Lake County Municipal Development Plan Bylaw No. 1249-12, and therefore the proposed redistricting is consistent with the Municipal Development Plan and does not require it to be amended.

Benefits: Provide an opportunity for a landowner to establish a business, providing the County with additional assessment and providing additional services to the community.

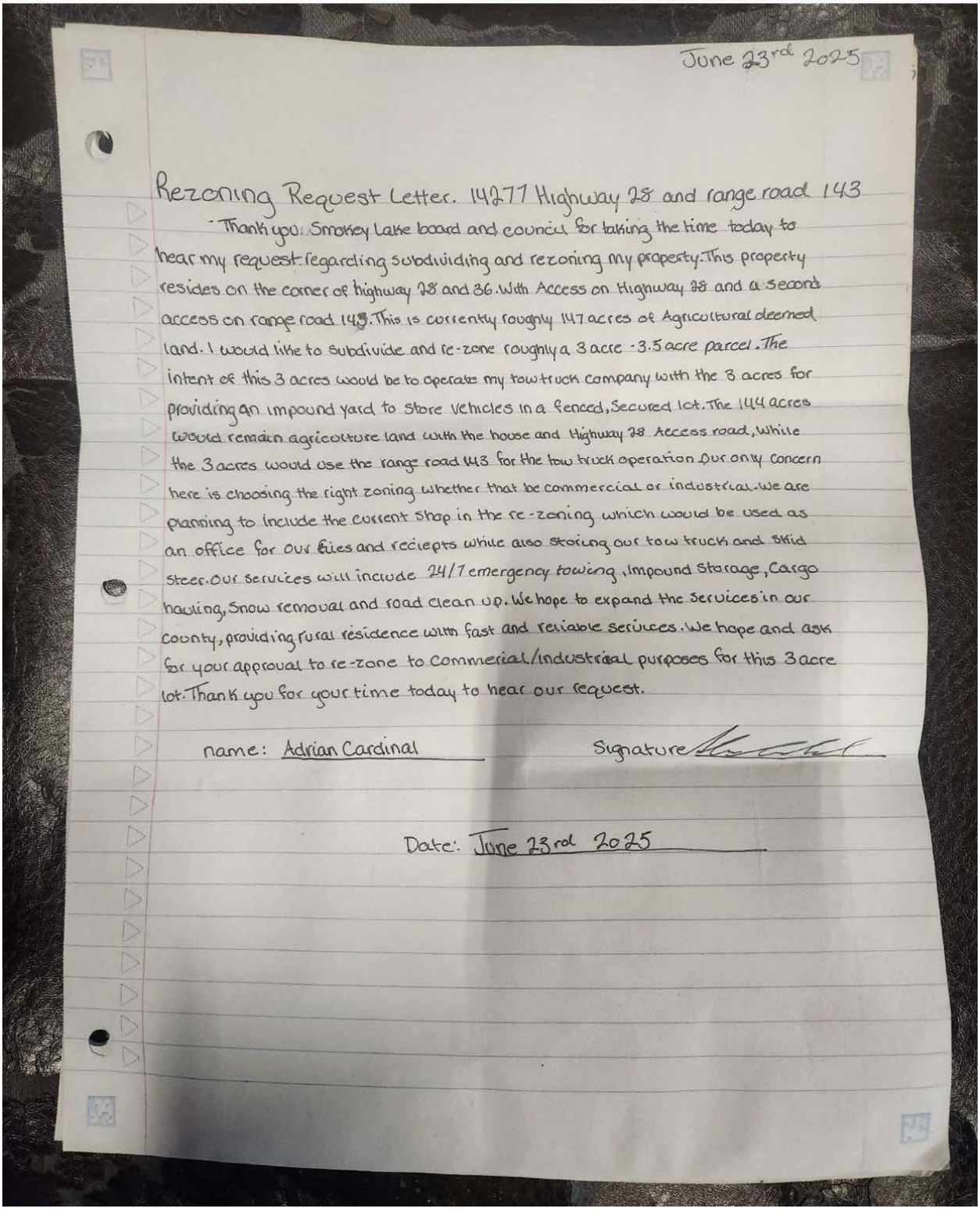
Disadvantages: Potential off-site impacts related to noise, dust and visual appearance.
Alternatives: Council may propose changes to Bylaw 1482-25 or defeat said Bylaw.
Financial Implications: Costs of advertising Public Hearing and mailing of notices to adjacent landowners (approximately $700).

Legislation: Part 17, Municipal Government Act, M-26 RSA 2000
Intergovernmental: Nil.
Strategic Alignment: Proactivity in Development.
Enclosure(s):

- **Enclosure #1: Application to Amend LUB**
- **Enclosure #2: Bylaw 1482-25**
- **Enclosure #3: Land Use Bylaw No. 1272-14 Section 8.2 (AG District) & Section 8.8 (C1 District)**
- **Enclosure #4: Municipal Development Plan Bylaw No. 1249-12 Section 4.1 (Agriculture Policy) and Section 4.4 (Commercial Policy)**

Approved by the CAO: _____. **Date:** August 1, 2025.

Enclosure #1: Application to Amend LUB



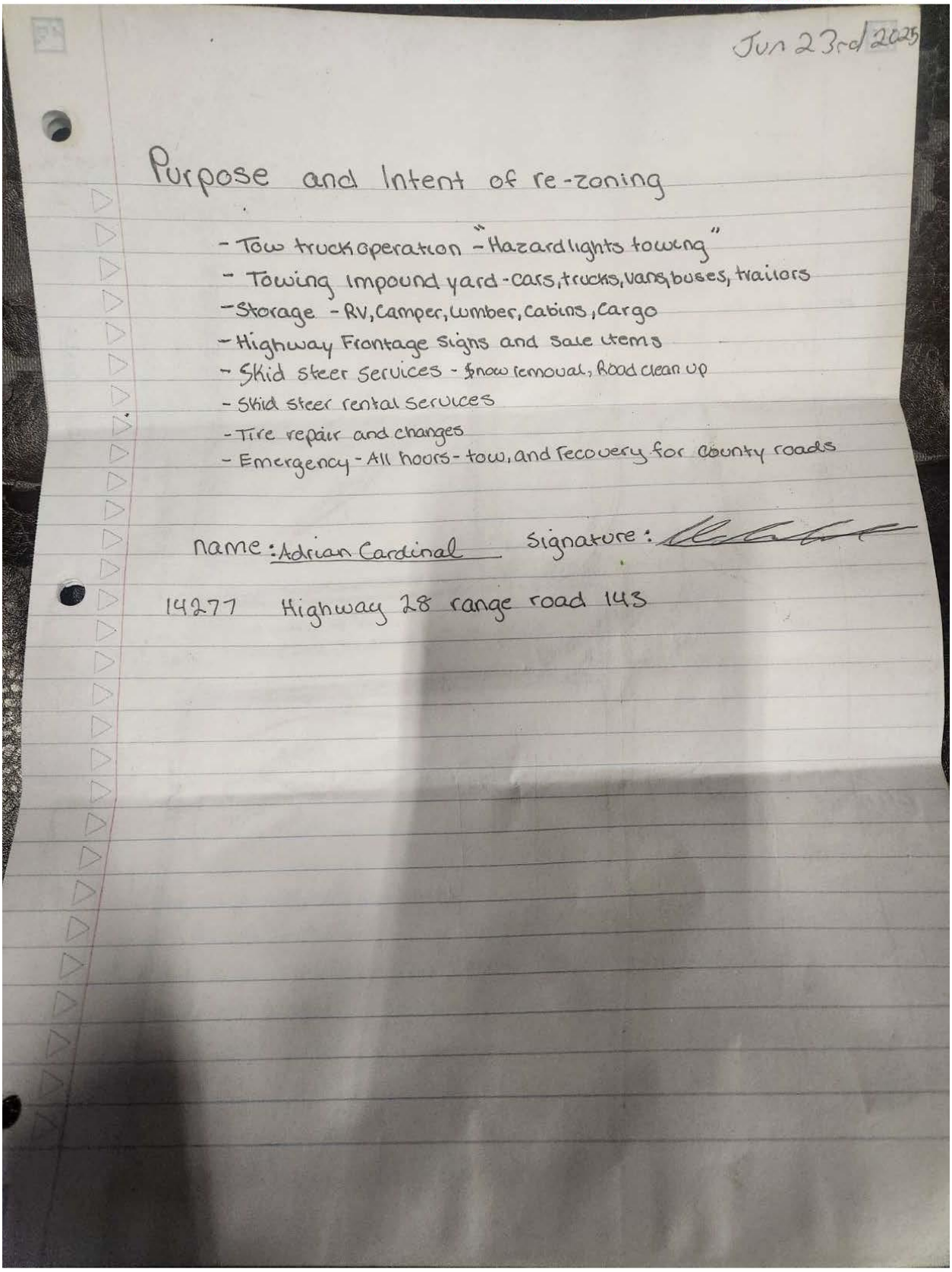
June 23rd 2025

Rezoning Request Letter. 14277 Highway 28 and range road 143

Thank you. Smokey Lake board and council for taking the time today to hear my request regarding subdividing and rezoning my property. This property resides on the corner of highway 28 and 36. With Access on highway 28 and a second access on range road 143. This is currently roughly 147 acres of Agricultural deemed land. I would like to subdivide and re-zone roughly a 3 acre - 3.5 acre parcel. The intent of this 3 acres would be to operate my tow truck company with the 3 acres for providing an impound yard to store vehicles in a fenced, Secured lot. The 144 acres would remain agriculture land with the house and highway 28 Access road, While the 3 acres would use the range road 143 for the tow truck operation. Our only concern here is choosing the right zoning whether that be commercial or industrial. We are planning to include the current shop in the re-zoning which would be used as an office for our files and reciepts while also storing our tow truck and skid steer. Our services will include 24/7 emergency towing, Impound Storage, Cargo hauling, Snow removal and road clean up. We hope to expand the services in our county, providing rural residence with fast and reliable services. We hope and ask for your approval to re-zone to Commerial/Industrial purposes for this 3 acre lot. Thank you for your time today to hear our request.

name: Adrian Cardinal Signature

Date: June 23rd 2025



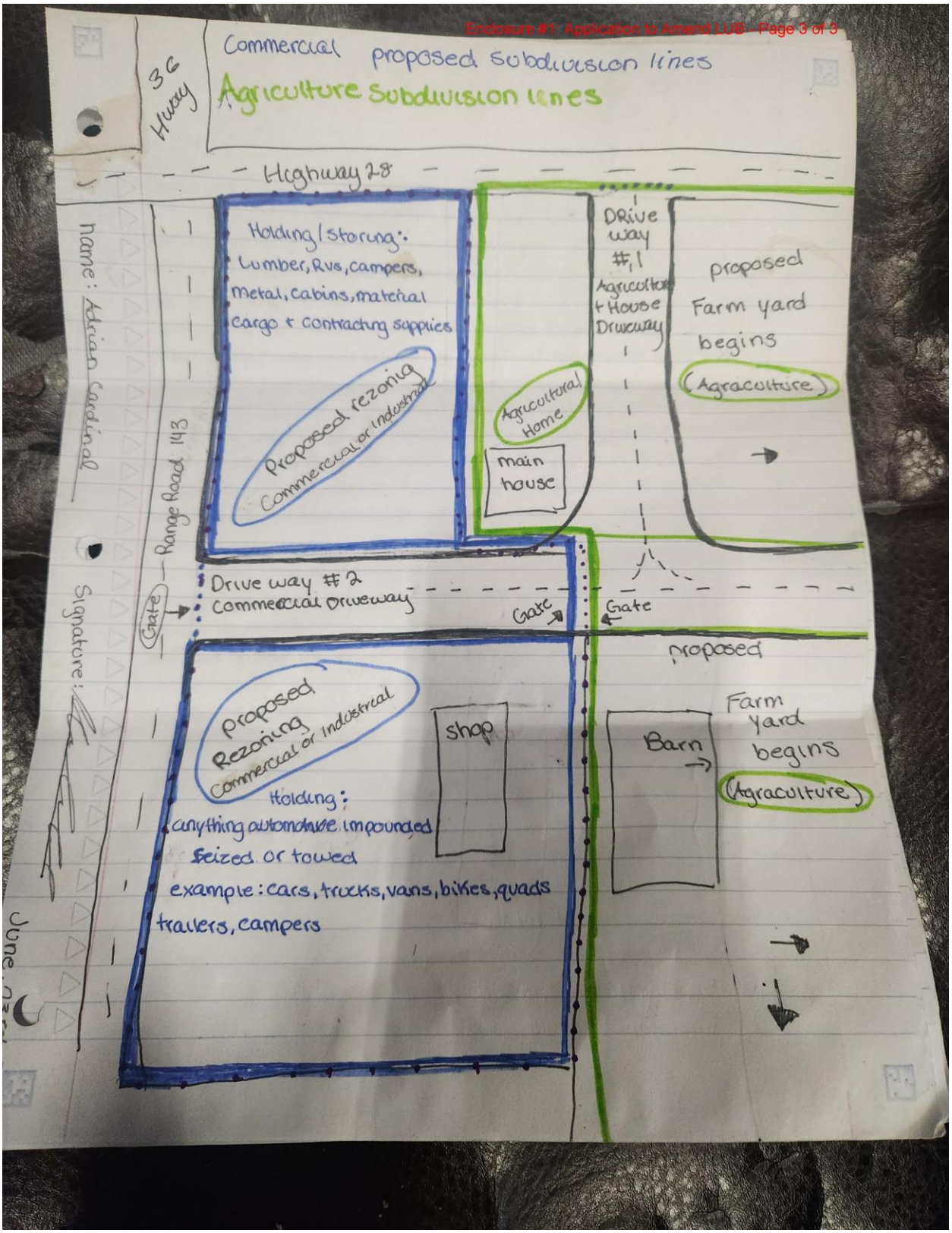
Jun 23rd 2025

Purpose and Intent of re-zoning

- Tow truck operation - "Hazard lights towing"
- Towing Impound yard - cars, trucks, vans, buses, trailors
- Storage - RV, Camper, Lumber, Cabins, Cargo
- Highway Frontage Signs and Sale items
- Skid steer services - Snow removal, Road clean up
- Skid steer rental services
- Tire repair and changes
- Emergency - All hours - tow, and recovery for County roads

name: Adrian Cardinal Signature:

14277 Highway 28 range road 143


Commercial proposed subdivision lines
Agriculture Subdivision lines
36 Hwy
Highway 28
Name: Adrian Cardinal
Range Road 143
Signature:
June
Holding/Storing:
Lumber, Rvs, campers,
metal, cabins, material
cargo + contracting supplies
Proposed rezoning
Commercial or Industrial
Drive way #1
Agriculture + House Driveway
Agricultural Home
main house
proposed
Farm yard
begins
(Agraculture)
Drive way #2
Commercial Driveway
Gate
Gate
Gate
proposed
Proposed
Rezoning
Commercial or Industrial
shop
Barn
Farm
Yard
begins
(Agraculture)
Holding:
anything automotive impounded
Seized or towed
example: cars, trucks, vans, bikes, quads
trailers, campers

SMOKY LAKE COUNTY
IN THE PROVINCE OF ALBERTA
BYLAW NO. 1482-25

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

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. 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 22-59-14-W4M, commencing at the northwest corner of said lands, thence 57.29 meters east, thence south 138.60 meters, thence east 7.11 meters, thence south 58.93 meters, thence west 69.60 meters, thence north to the point of commencement, containing +/- 1.23 hectares (3.04 acres), as shown on Schedule 'A', be rezoned from Agriculture District (AG) to Highway Commercial (C1) District.

2. This Bylaw shall come into effect after third and final reading.

READ A FIRST TIME IN COUNCIL THIS 28TH DAY OF AUGUST, AD 2025.

_____
Jered Serben
Reeve

S E A L

_____
Kevin Lucas
Chief Administrative Officer

READ A SECOND TIME IN COUNCIL THIS _____ DAY OF _____, AD 20___.

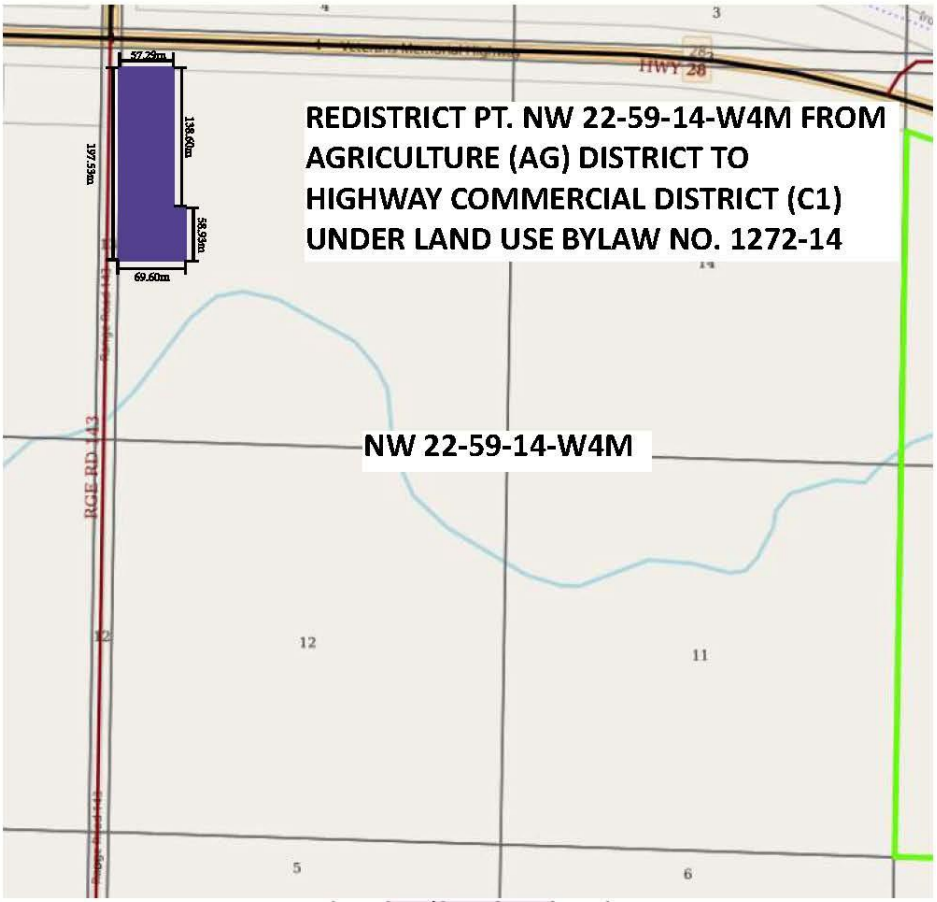
READ A THIRD AND FINAL TIME IN COUNCIL THIS _____ DAY OF _____, AD 20___.

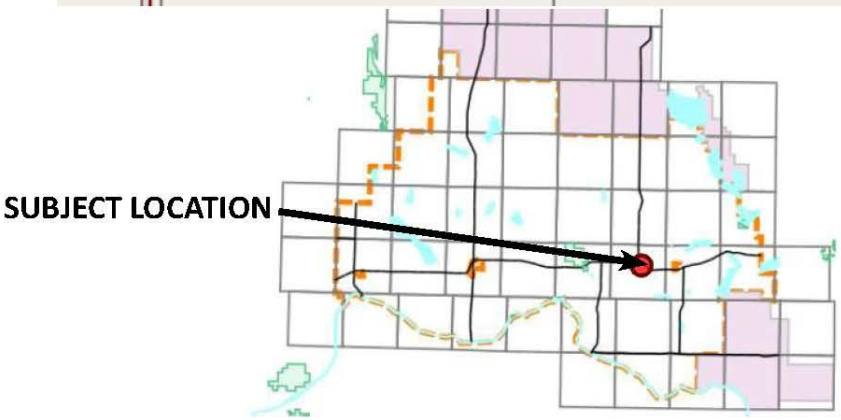
_____
Jered Serben
Reeve

S E A L

_____
Kevin Lucas
Chief Administrative Officer

SCHEDULE "A"
BYLAW NO. 1482-25





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

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

AG

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

AG

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 by 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 industry[1], 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.

AG

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

AG

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

AG

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.

C1

8.8 HIGHWAY COMMERCIAL (C1) DISTRICT

1. Purpose

The general purpose of this District is to control development in the vicinity of Provincial Highways. Development should be restricted to that which is generally required to serve the motoring public.

2. Permitted Uses

A. Agricultural Support Service
B. Automobile Repair Shop, Major
C. Automobile Repair Shop Minor
D. Automobile Sales
E. Bed and Breakfast Establishment
F. Buildings and Uses Accessory to Permitted Uses
G. Community Hall
H. Convenience Retail Service
I. Drive-in Business
J. Eating and Drinking Establishment
K. Extensive Agriculture
L. Highway Commercial Use
M. Home Occupation, Minor
N. Home Occupation, Major
O. Natural Area
P. Protective or Emergency Services
Q. Public or Quasi-Public Services
R. Public Park

3. Discretionary Uses

A. Alternative Energy, Personal.
B. Amusement Establishment, Indoor
C. Amusement Establishment, Outdoor
D. Auctioneering Facility
E. Campground, minor
F. Campground, intermediate
G. Campground, major
H. Boutique Accommodation
I. Buildings and Uses Accessory to Discretionary Uses
J. Bulk Fuel Storage and Sales
K. Cannabis accessory retail sales
L. Cannabis retail sales

C1

M. Car wash Establishment
N. Cemetery
O. Commercial Use
P. Dwelling, Single Detached
Q. Dwelling, single detached, tiny
R. Duplexes (Vertical and Side-By-Side)
S. Highway Commercial
T. Hotel
U. Liquor Sales/Distribution Service
V. Manufactured Home
W. Modular Home
X. Motel
Y. Natural Resource Extraction
Z. Outdoor Eating Establishment
AA. Places of worship
BB. Public Utilities
CC. Recreational vehicle park
DD. Rural Commercial
EE. Rural Industries
FF. Secondary Suite
GG. Shipping Container
HH. Surveillance Suite
II. Transfer Station
JJ. Workcamp
KK. Workcamp, Short Term
LL. 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 Lot Area – As determined by the Subdivision Authority

5. Development Regulations

A. Minimum Yard Setback Requirements

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.

C1

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 Roads	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
When adjacent to an Internal subdivision road	7.6 m (25.0 ft.) from the property line
When adjacent to Another Parcel	7.6 m (25.0 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
When adjacent to an internal subdivision road	7.6 m (25.0 ft.) from the property line
When adjacent to another parcel	7.6 m (25.0 ft.) from the property line

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.

6. Other Regulations

A. Development proposals adjacent to a primary highway shall comply with any relevant provincial regulations.

C1

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.

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. Motels shall be developed in accordance with **Section 7.4** of this Bylaw.

G. Vehicle Washing Establishments (carwashes) shall be developed in accordance with **Section 6.24** of this Bylaw.

H. Places of Worship shall be developed in accordance with **Section 6.29** of this Bylaw.

I. Private Liquor Stores and Storage Facilities shall be developed in accordance with **Section 7.19** of this Bylaw.

J. Natural Resource Extraction Industries shall be developed in accordance with **Section 6.22** of this Bylaw.

K. Service Stations and Gas Stations shall be developed in accordance with **Section 6.22** of this Bylaw.

L. Shipping Containers shall be developed in accordance with **Section 7.31** of this Bylaw.

N. Solar Energy Conversion Systems shall be developed in accordance with **Section 7.33** of this Bylaw.

O. 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)

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 or 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 by 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 industry[13], 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 practices[14] (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.'

existing maintained roads.

Policy 4.1.4.3 Where a subdivision for country residential purposes is proposed, the developer shall be required to enter into a development agreement with the County wherein the developer agrees to be responsible for all the costs associated with the subdivision and development.

Policy 4.1.4.4 Documentation indicating that satisfactory arrangements have been made regarding the development's sewage disposal system may be a condition of approval for country residential development.

Policy 4.1.4.5 The assessment of the suitability of a proposed country residential subdivision will **not** take into consideration required setbacks for private sewage disposal systems. Rather, if a subdivision results in the reduction of setbacks between an existing or proposed private sewage disposal system and a property line then the developer will be required to ensure that the existing or proposed private sewage disposal system conforms to all relevant provincial regulations effecting private sewage disposal systems.

Policy 4.1.4.6 Spatial buffers or setbacks shall be maintained between country residential uses and adjacent uses which may be incompatible for any reason.

Policy 4.1.4.7 Residential development in the Agricultural Use Area within 1.6 km (1 mile) of a lake shall be subject to any controls the County deems necessary to provide that the development will be compatible with the lake environment.

Policy 4.1.4.8 Residential development in the Agricultural Use Area must be designed to preserve working and cultural landscapes.

Policy 4.1.4.9 Normally, a maximum of 20.0 ac. (8.08 ha.) will be allowed for country residential subdivisions or for farmstead separations per quarter section.

Policy 4.1.4.10 Normally, subdivision of a quarter section for a country residential use will be allowed without requiring an amendment to the Land Use Bylaw

on the basis of the following:

(a) subdivision of the quarter section based on an equal split of the quarter section (commonly called an 80-acre split); or

(b) subdivision of the quarter section on the basis of a natural or man-made fragmentation by a river, railroad, or road.

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

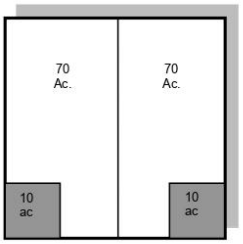
Policy 4.1.4.12 The maximum number of **country residential** parcels permitted per quarter section is dependent on the number of agricultural parcels and fragmented parcels located within a subject quarter section. Conversely, the number of allowable agricultural and fragmented parcels is dependent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

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

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

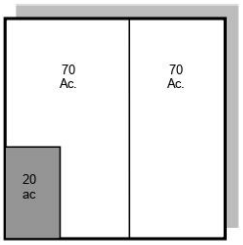
Figure 8: CR Parcel Distribution Where a Subdivision for Agricultural Use has Already Occurred



* 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.

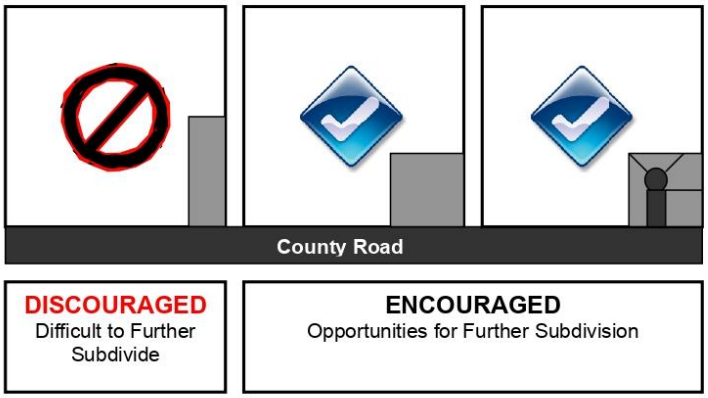
Figure 9: Agricultural Parcel Subdivision Where a Subdivision for CR Use has Already Occurred



* 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.

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, August 28, 2025 **Agenda Item:** #

Topic: **Bylaw No. 1488-25: Smoky Lake County Regional Fire Rescue Service**

Presented By: CAO and Fire Chief

Recommendation(s):

1. **That Smoky Lake County gives Bylaw No. 1488-25: Smoky Lake County Regional Fire Rescue Services, for the purpose of establishing an Inter-Municipal Regional Agreement for the provision of a Smoky Lake County Regional Fire Rescue Services be given:**
   - **1st Reading,**
   - **2nd Reading,**
   - **Permission for 3rd Reading, &**
   - **3rd & Final Reading.**

2. **That Smoky Lake County Bylaw No. 1488-25: Smoky Lake County Regional Fire Rescue Services be in effect January 2026 as collaboration for a regional fire service deliver for Smoky Lake Region in respect to the Budget Schedule "E"**
3. **That Smoky Lake County appoint two elected members and one alternate to the Advisory Committee of the Smoky Lake County Regional Fire Rescue Services Bylaw No. 1488-25 Schedule "B" Advisory Committee: Terms of Reference.**

Background:

At a Joint Municipalities meeting in 2021 the Municipalities agreed to apply for the ACP grant regionally to conduct a Fire Department operational review and create a business and implementation plan for a sustainable Fire Protective Services.

Transitional Solutions Inc. was contracted to complete the Fire Department Operational Review and provide the region with different governing and funding options.

The Municipalities agreed to the "Fixed Fee for Contract Services" concept with Smoky Lake County being the managing partner.

ICC was created to negotiate the agreement for Fixed Fee for Contract Service bylaw.

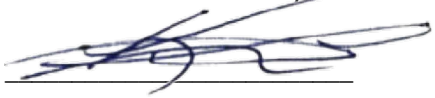
Proposal:

At the July 29, 2025, ICC meeting the draft Bylaw: Smoky Lake County Regional Fire Rescue Services was discussed and motion ICC 035-25 was passed:

" That the intermunicipal Collaboration Committee (ICC) accept and approve the Smoky Lake County Regional Fire Rescue Services Bylaw including the intermunicipal Regional Agreement and Schedules A - 0, and recommend that the municipal partners; Smoky Lake County, Town of Smoky Lake, Village of Waskatenau and Village of Vilna each respectfully proceed to adopt the "Smoky Lake County Regional Fire Rescue Services" Bylaw to be effective January 2026 as collaboration for a regional fire rescue service delivery for Smoky Lake Region.

Request for Decision (RFD)

Benefits: Provides the region with a sustainable model to deliver Fire Rescue Services
Disadvantages: N/A
Alternatives: N/A
Financial Implications: See per Schedule "E" 3-Year Budget
Legislation: Municipal Government Act Section 54
Intergovernmental: Regional Municipalies
Strategic Alignment: N/A
Enclosure(s): A. Bylaw No. 1488-25: Smoky Lake County Regional Fire Rescue Services

Signature of the CAO: 

SMOKY LAKE COUNTY
IN THE PROVINCE OF ALBERTA
BYLAW NO. 1488-25

Being a Bylaw of Smoky Lake County in the Province of Alberta, to authorize the Municipal Council to enter into a **INTER-MUNICIPAL REGIONAL AGREEMENT** to establish the provision of a **Smoky Lake County Regional Fire Rescue Services,** though the execution of an Agreement between the Town of Smoky Lake, Village of Waskatenau and Village of Vilna.

****

WHEREAS the Municipal Government Act, S.A. 2000, c. M-26 – Section 3, as amended ("the Act") provides that the purposes of a municipality includes the provisions of services that, in the opinion of Council, are necessary or desirable for all or a part of the municipality.

AND WHEREAS the Municipal Government Act, S.A. 2000, c. M-26 – Section 7, as amended ("the Act") provides that a council may pass bylaws for municipal purposes respecting the safety, health and welfare of people and the protection of people and property.

AND WHEREAS the provisions of the Municipal Government Act, R.S.A. 2000, c. M-26 – Section 54, as amended, provide that a municipality may provide any service that it provides within its own boundaries in another municipality with the agreement of that other municipality.

AND WHEREAS, Smoky Lake County is in need for Emergency Fire Suppression and Rescue Services, year-round, twenty-four (24) hours per day, seven (7) day per week with its own boundaries.

AND WHEREAS, Smoky Lake County, Town of Smoky Lake, Village of Waskatenau and Village of Vilna have jointly entered into an Intermunicipal Collaboration Framework Agreement (ICF).

AND WHEREAS, the Council of Smoky Lake County wishes to enter into an Inter-Municipal Regional Fire Services Agreement with the Town of Smoky Lake, Village of Waskatenau, and Village of Vilna for the purpose of establishing a **Smoky Lake County Regional Fire Rescue Services** and establishing the terms and conditions upon which the Municipalities would cost-share costs and operate such undertaking as per ***Agreement,*** included in this Bylaw whereby Smoky Lake County will be the managing partner for facilitating the service for a specified timeframe and fee.

NOW THEREFORE, the Council of Smoky Lake County duly assembled, in consideration of the mutual covenants contained herein, agrees to an **INTER-MUNICIPAL REGIONAL AGREEMENT** to establish the provision of a **Smoky Lake County Regional Fire Rescue Service,** as jointly executed, by the municipalities of Smoky Lake County, Town of Smoky Lake, Village of Waskatenau, and Village of Vilna.

REPEAL OF BYLAWS

Smoky Lake County **Bylaw No. 1286-15** known as the “Joint Agreement for Smoky Lake Region Fire and Rescue Committee shall be repealed upon the passing of this Bylaw;
AND

Smoky Lake County **Bylaw No. 1392-21** known as the “Joint Operation Agreement for Fire Protection Services with the Town of Smoky Lake shall be repealed upon the passing of this Bylaw; ***AND***

Smoky Lake County **Bylaw No. 1388-20** known as the “Joint Operation Agreement for Fire Protection Services with the Village of Waskatenau shall be repealed upon the passing of this Bylaw; ***AND***

Smoky Lake County **Bylaw No. 1389-20** known as the “Joint Operation Agreement for Fire Protection Services with the Village of Vilna shall be repealed upon the passing of this Bylaw

EFFECTIVE DATE

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

READ A **FIRST TIME** IN COUNCIL THIS **28th** day of **August,** AD **2025.**

READ A **SECOND TIME** IN COUNCIL THIS **28th** day of **August**, AD **2025**.

READ A **THIRD AND FINAL TIME, WITH THE UNANIMOUS CONSENT OF ALL COUNCILLORS PRESENT, THIS 28th** day of **August**, AD **2025.**

_____
Reeve

S E A L

_____
Chief Administrative Officer

SMOKY LAKE COUNTY REGIONAL FIRE RESCUE SERVICES

INTER-MUNICIPAL REGIONAL AGREEMENT

THIS AGREEMENT entered into as of the _____ day of Month, 2025.

B E T W E E N:

SMOKY LAKE COUNTY - BYLAW N0. 1488-25
a Municipal Corporation, in the Province of Alberta
Box 310
4612 McDougall Drive
Smoky Lake, Alberta T0A 3C0
(hereinafter referred to as “County”)

OF THE FIRST PART

AND

TOWN OF SMOKY LAKE - BYLAW N0. 000-25
a Municipal Corporation, in the Province of Alberta
Box 460
56 Wheatland Avenue
Smoky Lake, Alberta T0A 3C0
(hereinafter referred to as the “Town”)

OF THE SECOND PART

AND

VILLAGE OF WASKATENAU - BYLAW N0. 000-2025
a Municipal Corporation, in the Province of Alberta
Box 99
Waskatenau, Alberta T0A 3P0
(hereinafter referred to as the “Village”)

OF THE THIRD PART

AND

VILLAGE OF VILNA - BYLAW N0. 000-25
a Municipal Corporation, in the Province of Alberta
Box 10
Vilna, Alberta T0A 3L0
(hereinafter referred to as the “Village”)

OF THE FOURTH PART

****

WHEREAS, the Parties wish to enter into an Inter-Municipal Regional Agreement for the purpose of establishing a ***Smoky Lake County Regional Fire Rescue Services.***

NOW THEREFORE THIS AGREEMENT WITNESSETH under the authority of a Bylaw passed by the Smoky Lake County and passed by the required Bylaw with the Town of Smoky Lake, Village of Waskatenau, and Village of Vilna in consideration of the mutual provisions and covenants contained in this Agreement, and intending to be legally bound hereby, the Parties agree each with the other as follows:

1.0 PURPOSE and INTENT

1.**1** This Agreement shall be cited as the " **Smoky Lake County Regional Fire Rescue Services"**. The Parties hereby confirm and ratify the matters contained and referred to in this Agreement.

1.**2** The headings in the **Agreement** have been inserted for reference as outlined in ***Schedule "A"*: Table of Contents** as a matter of convenience only and in no way define, limit or enlarge the scope or meaning of this Agreement or any provisions thereof.

1.**3** The purpose and intent of the Agreement is to establish the terms and conditions by which the Parties will operate, administer and fund the **Smoky Lake County Regional Fire Rescue Services** for the benefit of the Parties and their respective residents.

2.0 DEFINITIONS

For the purposes of this Agreement, the following terms shall have the meaning set out below:

2.**1** **"Advisory Committee":** means the Smoky Lake County Regional Fire Rescue Advisory Committee, in accordance with the terms of reference as set forth in **Schedule "B".**

2.**2** **"Agreement":** means the Inter-municipal Smoky Lake County Regional Fire Rescue Services Agreement once executed by all Parties.

2.**3** **"Allocation Proportion":** means the annual allocation between the Parties of the Capital and Operating Costs related to the Smoky Lake County Regional Fire Rescue Services, as set out the **Schedule E** and cost detail breakdown in **Schedule E.1**.

2.**4** **"Budget":** means the annual operating budget and capital budget for the Smoky Lake County Regional Fire Rescue Services which has been approved by each of the Parties, as set forth in **Schedule E** and cost detail breakdown in **Schedule E.1**.

2.**5** **"Fire":** means the burning of any flammable or combustible material or any combustible material in a state of combustion

2.**6** **"Fire District Area"** means the fire district(s) of Parties as set forth in **Schedule "D".**

.

2.**7** **"Insurance":** means the insurance coverage as described in Section 10 and as set forth in **Schedule "H".**

2.**8** "**Level of Service":** means the level of response to be provided for the Smoky Lake County Regional Fire Rescue Services, as set forth in **Schedule "C".**

2.**9** "**Managing Partner":** means Smoky Lake County designated as the Managing Partner to facilitate the services of providing Fire Rescue Services regionally.

2.**10** **"Party":** means the municipal corporations of Smoky Lake County (including the Hamlets of Warspite, Edwand, Bellis and Spedden), Town of Smoky Lake, Village of Waskatenau and Village of Vilna.

2.**11** "**Smoky Lake County Regional Fire Rescue Services":** means the organization, as set forth in **Schedule "D"** operated by the Managing Partner through which Fire Rescue Services are provided to the Parties.

2.**12** **"Standard Operating Guidelines (SOG):** means the Managing Partner's Standard Operating Guidelines, as they may exist and amended from time to time.

2.**13** **"Schedules":** means the following schedules are attached hereto:

Schedule "A": **Table of Contents**

Schedule "B": **Advisory Committee**

Schedule "C": **Levels of Service**

Schedule "D": **Organizational Structure**

Schedule "E": **Three-Year Budget**

Schedule "E-1": **Detailed Three-Year Budget**

Schedule "F": **Fixed Fees for Service**

Schedule "G": **Water Usage**

Schedule "H": **Insurance**

Schedule "I": **Emergency Dispatch Services**

Schedule "J": **Ownership and Assets**

Schedule "K": **Health and Safety Program**

Schedule "L": **Dispute Resolution Procedures**

Schedule "M": **Fire Investigations and Inspections**

Schedule "N": **Municipal Documentations**

Schedule "O": **Policies Listing**

2.**14** **"Regional Fire Chief'** means the individual hired by Smoky Lake County as Regional Fire Chief by the Managing Partner, pursuant to this Agreement.

2.**15** **"Rescue"**: means to help someone or something out of a dangerous, harmful, or unpleasant situation. Rescue comprises responsive operations that usually involve the saving of life, or prevention of injury during an incident or dangerous situation.

2.**16** **"Emergency Response Call":** means responding to a call from the 911 dispatchers requiring the provision of Emergency Response Service, in accordance with **Schedule "I".**

3.0 TERM

3.**1** This Agreement shall come into effect upon signing by the Parties and shall remain in force for a period of three (3) years: 2026 to 2028 (the "Term"), unless terminated earlier in accordance with **Section 15**.

3.**2** This Agreement shall be automatically renewed except for budget discussions for a further three (3) years at the conclusion of the Term, unless two (2) of the Parties provide written notice, not less than one (1) year prior to the end of the Term, that they do not wish the Agreement to be renewed.

4.0 ADVISORY COMMITTEE

4.**1** The Parties shall mutually establish an Advisory Committee for the purpose of guidance of the Smoky Lake County Regional Fire Rescue Services.

4.**2** The Advisory Committee is responsible for monitoring and assisting in the implementation of the Regional Fire Rescue Services, as set forth in **Schedule "B": Advisory Committee – Terms of Reference**.

4.**3** Neither the Advisory Committee nor any Advisory Committee member is authorized to enter into any agreement.

4.**4** Each Party shall bear its own costs incurred with respect to the membership in the Advisory Committee.

5.0 RELATIONSHIP OF PARTIES

5.1 This Agreement governs and defines the Parties respective rights, powers, and obligations in the administration and operation of the Smoky Lake County Regional Fire Rescue Services during the Term of this Agreement.

5.2 Nothing contained herein shall be deemed to permit nor shall be interpreted to mean that any Party has the authority to act for or to assume any obligation or responsibility for or on behalf of any of the other Parties.

5.3 This Agreement may not be altered or amended in any of its provisions, except where any such changes are reduced to writing and executed by all the Parties.

6.0 OBLIGATION OF PARTIES

6.**1** Unless otherwise agreed to in writing between the Parties, the following decisions in relation to the Smoky Lake County Regional Fire Rescue Services requires unanimous agreement between the Parties.

6.1.**1** Adding a service to the Levels of Services as described in **Schedule "C": Levels of Service.**

6.1.**2** A change to the Level of Services or resources resulting in a change to the Budget exceeding the amount described in **Schedule "E": Three-Year Budget.**

6.**2** The following provisions apply to the addition of a service.

6.2.1 If a Party wishes to add a service but is not able to obtain unanimous approval, Smoky Lake County Regional Fire Rescue Services may provide the additional service provided that the requesting Party pays the full cost of providing that service.

6.2.2 A Party that did not vote in favour of adding the service is not responsible to pay for the cost of providing the additional service, but is responsible to pay its Allocation Proportion of the incidental costs of the additional service. For the purposes of this Section 6.2.2, "incidental costs" means supervision, reporting and day-to-day functions related to the provision of the additional service.

6.2.3 If a Party that did not vote in favour of adding the service wishes to use the additional service, the Party must pay for that service on a cost recovery basis on a per incident basis.

6.2.4 If a Party that did not vote in favour of adding the service wishes to opt into the additional service, it must notify the other Parties. Upon notification, the Parties shall negotiate the cost of providing the additional services.

6.3 Where the Town or the Village has a fire hall within its municipal borders which is used by the Managing Partner to provide Smoky Lake County Regional Fire Rescue Services, the Town and the County, or the Village and the County, respectively, shall enter into a lease for the use of that fire hall. The lease shall specify the terms of maintenance and upkeep for the fire hall, including the time within which any identified maintenance item should be addressed by the Town or the Village, as incorporated within **Schedule "N": Municipal Documentations.**

6.4 The Parties shall provide the Managing Partner with all available documentation required to conduct fire inspections within thirty (60) days.

6.5 Each Party is responsible for maintaining the fire hydrants within its municipal borders. If the Smoky Lake County Regional Fire Rescue Services uses a fire hydrant within the Town or the Village, it will notify the appropriate Party after the usage.

7.0 MANAGING PARTNER RESPONSIBIIES

7.**1** As of the date of execution of this Agreement, Smoky Lake County is the designated Managing Partner as set forth in **Schedule "D": Organizational Structure** and shall

remain as the Managing Partner until the term of this Agreement expires or is terminated.

7.2 The Parties acknowledge and agree that Paid on Call Members (Firefighter) are the employees of the Managing Partner and as such, the Managing Partner has the unfettered right and responsibility as the employer to manage all firefighting staff and volunteers as deemed appropriate from time to time which includes, but is not limited to, hiring, appointing, disciplining and terminating the Members.

7.3 The Managing Partner has the final decision with respect to the Standard Operating Guidelines.

7.4 The Managing Partner shall manage the Smoky Lake County Regional Fire Rescue Services in accordance with the provisions of this Agreement and shall:

7.4.1 supervise and administer the day-to-day management of the Fire Rescue Service.

7.4.2 ensure that Insurance is obtained and maintained.

7.4.3 issue requisitions to each Party no later than September 1st of each year outlining all the funding obligations for that calendar year.

7.4.4 receive fees, funding, grant monies and other monies and revenue collected or obtained relating to the Regional Fire Rescue Services.

7.4.5 prepare and maintain all correspondence, documentation, records and information on behalf of the Advisory Committee or in relation to the Smoky Lake County Regional Fire Rescue.

7.4.6 notify all Parties of any outstanding Operating Funding Contributions Due; and

7.4.7 based on the Levels of Service, a capital plan setting out an estimate of the reasonably anticipated expenditures required for Equipment are listed in Schedule E for the term of this Agreement.

7.5 A Party that has an inquiry or request relating to the administration, operation or management of the Smoky Lake County Regional Fire Rescue Services should be directed to the Managing Partner's Chief Administrative Officer.

7.6 The Managing Partner shall undertake reasonable efforts to improve the efficiency and effectiveness of the Smoky Lake County Regional Fire Rescue Services.

7.7 The Managing Partner shall ensure compatibility in specifications of equipment with existing equipment to provide for the interchangeability of equipment and the immediate functional deployment of such equipment throughout the service area.

7.8 The Managing Partner shall ensure that it maximizes the useful life of the equipment, including when appropriate deploying new Equipment to locations with a higher volume of Emergency Responses Calls and deploying older or aged Equipment to locations with a lower volume of Emergency Response Calls.

8.0 BUDGET

8.1 The Parties agree to fund the Smoky Lake County Regional Fire Rescue Services in accordance with the funding allocation formula and process in **Schedule "E": Three-Year Budget.**

8.2 Each of the Parties shall adopt each year a budget with funding allocation for operating and capital costs as set forth in the Three-Year Budget to cover the costs and funding obligations for that calendar year for the Smoky Lake County Regional Fire Rescue Services.

8.3 The first annual requisition payment will be due on the signing of this Agreement as set forth in the Budget within this Agreement.

8.4 No later than September 30th of each year, the Parties not designated as the Managing Partner shall promptly pay their Allocation Proportion to the Managing Partner in accordance with Section 8.1.

9.0 FIRE RESCUE SERVICES DELIVERY

9.**1** The Managing Partner is responsible to ensure that the Smoky Lake County Regional Fire Rescue Services provides Fire and Rescue to the Parties in accordance with the following terms and conditions:

9.1.**1** provides Emergency Response Services to the Municipalities on a year-round, 24 hours per day, seven (7) days per week basis in accordance with the Standard Operating Guidelines and with **Schedule "C": Levels of Service**.

9.1.**2** provide Fire Rescue Services as deemed reasonable and prudent.

9.1.**3** maintain adequate levels of properly trained and skilled Members and Equipment to provide Fire Rescue Services to the Parties in accordance with the Standard Operating Guidelines and with **Schedule "C": Levels of Service**.

9.1.**4** obtain and maintain in good standing all necessary licenses, permits, insurance coverage and other authorizations in order to carry out its obligations pursuant to this Agreement.

9.1.**5** maintain coverage under the *Workers' Compensation Act,* R.S.A. 2000, c.W-15 for all Members in accordance with that Act.

9.1.**6** comply with *Occupational Health & Safety* requirements, including but not limited to, the Work Safe Alberta Bulletin "A Code of Practice for Firefighters".

9.1.**7** ensure that all Equipment utilized to provide Fire Rescue Services is properly serviced and maintained on a regular basis.

9.1.**8** Ensure its members to keep confidential the nature of all Emergency Response Calls and all matters involving confidential Information arising out of the provision of the Smoky Lake County Regional Fire Rescue Services.

9.1.**9** Restrict any public statements nor communicate with the media with respect to the provision of the Smoky Lake County Regional Fire Rescue Services without first discussing the information to be made public with the Managing Partner Chief Administrative Officer.

9.1.**10** provide a copy of all fire inspections conducted in a municipality to that Party.

9.1.**11** use best efforts to educate residents as to the appropriate manner of making the Emergency Response Call, including name, location code reference, and any other information appropriate to the circumstances or request.

9.**2** The Parties not designated as Managing Partner are responsible to:

9.2.**1** provide the Managing Partner with copies of all bylaws relating to Fire Rescue, as such bylaws may be amended or replaced from time to time within sixty (60) days.

9.2.**2** design and maintain a coordinated comprehensive map system including a location code reference system in consultation with the Managing Partner.

9.2.**3** use all reasonable efforts to ensure that proper road signage is in place and maintained from which the Smoky Lake County Regional Fire Rescue Services can take direction enroute to an Emergency Response Call.

9.2.**4** use best efforts to provide the Regional Fire Chief with the following detailed information, to the extent that the Party has actual knowledge of such information:

9.2.4.1 suitability and location of water supply for Emergency Response Calls involving a Fire.

9.2.4.2 access routes.

9.2.4.3 location of buildings or other structures on or at which are hazardous materials are used or stored including the nature of hazardous substances.

9.2.4.4 any other land use or occupancy information that may increase the demand for, or the level of risk for Emergency Response Calls involving a Fire.

9.2.4.5 any changes in land use, occupancy or Parties' Area Structure Plans or proposed Area Structure Plans which may increase the demand for or the level of risk for Emergency Response Calls involving a Fire.

9.2.4.6 applications for development or subdivision approval within the Fire District Area, including multi-residential, institutional, commercial and industrial, that may increase the demand for, or the level of risk for Emergency Response Calls involving a Fire.

9.**3** **Fixed Fees for Service:** In consideration of the Smoky Lake County Regional Fire Rescue Services provided; fees and charges issued for responding to incidents and providing Fire Rescue Services as set forth in **Schedule "F": Fixed Fees for Service".**

9.**4** **Dispatch Agreement:** The Emergency Dispatch Agreement for Emergency Response Calls has been realigned to reflect the terms and conditions of the Smoky Lake County Regional Fire Rescue Services as executed by Managing Partner with Bonnyville Regional Fire Authority as set forth in **Schedule "I": Emergency Dispatch Services**.

9.**5** **Mutual Fire Aid:** Smoky Lake County Regional Fire Rescue Services shall continue to engage in mutual aid fire agreements with surrounding municipalities for fire protective services.

10.0 INSURANCE

10.**1** During the Term of this Agreement, including any renewal, the Managing Partner will obtain and maintain Insurance with insurers allowed by the laws of the Province of Alberta, as set forth in **Schedule "H": Insurance**.

10.**2** Each Party must insure their respective fire halls and other related buildings.

10.**3** **Worker's Compensation** will be maintained by the Managing Partner as set forth in **Schedule "H": Insurance.**

11.0 INDEMNIFICATION

11.**1** The Parties shall be liable to and shall indemnify and hold harmless each other and their respective mayors, reeve, councillors, officers, employees, contractors, subcontractors, consultants, advisors, insurers, volunteers, agents, representatives, permitted successors and assigns (each an "Indemnified Party") from and against any and all claims, demands, actions, causes of action, obligations, damages, losses, deficiencies,

costs, liabilities and expenses (including all reasonable legal fees on a solicitor and own client basis), disbursements, fines, penalties, suits, proceedings, remediation and clean-up costs, third party claims, governmental claims, strict liability claims and demands of whatever nature (including without limitation, bodily injury or loss of or damage to property) (the "Claim") whether arising in contract, tort (including without limitation to negligence and occupiers' liability) any other legal theory, or in equity, suffered by, imposed upon, sustained or asserted against any Indemnified Party as a result of, in respect of, arising out of; or related to:

11.1.1 any breach, violation, deficient performance or non-performance of any provision of this Agreement.

11.1.2 any loss of life or bodily injury to any person that is related, directly or indirectly, to the obligations of the Parties under of this Agreement.

11.1.3 any breach or contravention of any applicable laws, policies or regulations that is related, directly or indirectly, to the obligations of the Parties under of this Agreement.

Except where the Claim arises due to a negligent or willful act or omission by a Party or any other person for whom the Party is responsible at law (including without limitation, its invitees and licensees) that is related, directly or indirectly, to the obligations of the Parties under this Agreement.

.

11.2 The Parties who are not designated as the Managing Partner shall be liable to and shall indemnify and hold harmless the Managing Partner, its reeve, councillors, officers,

employees, contractors, subcontractors, consultants, advisors, insurers, volunteers, agents, representatives, successors and assigns from and against any and all claims, demands, actions, causes of action, obligations, damages, losses, deficiencies, costs, liabilities and expenses (including all reasonable legal fees on a solicitor and own client basis), disbursements, fines, penalties, suits, proceedings, remediation and clean-up costs, third party claims, governmental claims, strict liability claims and demands of whatever nature (including without limitation, bodily injury or loss of or damage to property), (the "Claim") whether arising in contract, tort (including without limitation to negligence and occupiers' liability) any other legal theory, or in equity, suffered by, imposed upon, sustained or asserted against any Indemnified Party as a result of, in respect of, arising out of, or related to:

11.2.1 any breach, violation, deficient performance or non-performance of any provision of this Agreement, including without limitation, Section 7 and Section 9.

11.2.2 any loss of life or bodily injury to any person that is related, directly or indirectly, to the obligations of the Managing Partner under of this Agreement.

11.2.3 any breach or contravention of any applicable laws, policies or regulations that is related, directly or indirectly, to the obligations of the Managing Partner under of this Agreement.

Except where the Claim arises due to a negligent or willful act or omission by the Managing Partner or any other person for whom the Managing Partner is responsible (including without limitation, its invitees and licensees) that is related, directly or indirectly, to the obligations of the Parties under this Agreement.

11.3 The Parties acknowledge and agree that all liabilities, losses, costs, damages, legal fees (on a solicitor and their own client full indemnity basis), disbursements, fines, penalties, expenses, all manner of actions, causes of action, claims, demands and proceedings, all of whatever nature and kind any of the Parties may sustain, pay or incur or which may be brought or made against all or any of them, and whether or not incurred in connection with any action or other proceedings or claims or demands made by third parties, with respect to any occurrence, event, incident or matter caused by, or arising as a direct or indirect result of or in connection with the performance or failure to perform of any of the Parties' obligations pursuant to this Agreement shall be shared by the Parties on the agreed Allocation Proportion basis.

11.4 Despite Section 11.3, the Parties are not obligated to indemnify a Party where the Claim arises due to that Parties' negligent or willful act or omission or any other person for whom that Party is responsible at law (including without limitation, its invitees and licensees) that is related, directly or indirectly, to the obligations of the Party under this Agreement.

11.5 Sections 11.1 to 11.4 survive the expiration or earlier termination of this Agreement.

11.6 Force Majeure

11.6.1 A Party shall not be considered in breach of this Agreement or under any liability to the other Party for non-performance, part performance, defective performance or delay in the performance of its obligations under this Agreement, as a result of an event of Force Majeure, which means an event which is directly or indirectly caused by or is a result of any circumstance beyond the Party's reasonable control, including but not limited to:

11.6.1.1 Acts of God.

11.6.1.2 Outbreak of hostilities, riots, civil disturbance, acts of terrorism.

11.6.1.3 Acts of a government or other authority (that is not caused by an error, omission or breach of law of the Party) and which are resisted by the Party using lawful and reasonable means.

11.6.1.4 Fire, explosion, flood, fog or bad weather.

11.6.1.5 Power failure or failure of communication lines.

11.6.1.6 Theft, malicious damage, strike, lock-out or industrial action of any kind.

11.6.1.7 Pandemic or unusual disease outbreak.

11.6.1.8 Labour shortages in the Alberta market for personnel (if the Party seeking to invoke the benefit of this section offers reasonable compensation and terms to employees).

But in no event shall a lack of funds be an event of Force Majeure for a Party.

11.7 Despite the relief granted by Section 11.6, the Party who invokes the benefit of that section shall nevertheless endeavor, acting reasonably, in any situation to perform its obligations to the extent possible and as soon as possible.

11.8 A Party shall not be entitled to relief under Section 11.6 in any circumstances where it has caused or substantially contributed to any delay or failure in the performance of its obligations by any default on its part.

11.9 In the event a Party wishes to invoke the benefit of Section 11.6, that Party shall promptly notify the other Party in writing of the reasons and the likely duration of the period during which there will be non-performance, part performance, defective performance or delay in the performance of its obligations.

11.10 Immediately the circumstances giving rise to the event of Force Majeure cease, the Party who has invoked the benefit of Force Majeure must notify the other Party of the cessation.

12.0 HEALTH AND SAFETY PROGRAM

12.**1** The Managing Partner is responsible for the health and safety of all firefighters, staff and volunteers. The Smoky Lake County Regional Fire Rescue Services will facilitate the Health and Safety Program as set forth in **Schedule "K": Health and Safety Program.**

13.0 DEFAULTS AND REMEDIES

13.1 Events of Default

A Party shall be deemed to be in default if any of the following events occur (each of the following events to be referred to as an **"Event of Default**", the Party in default to be referred to as the "Defaulting Party" and the Party not in default to be referred to as the "Non-Defaulting Party"):

13.1.1 A Party fails to make a payment as required by any provision of this Agreement including failure to pay an indemnity amount required to be paid pursuant to the terms of this Agreement (a "Payment Default").

13.1.2 A Party fails to perform any of its obligations under this Agreement or fails to perform any other material obligation imposed upon such party under this Agreement (which, for greater certainty, shall not include obligations resulting in a Payment Default if not performed) (each such event being a "Performance Default").

13.1.3 A Party experiences any of the following events (an "Insolvency Default"):

13.1.3.1 The Party institutes voluntary liquidation, dissolution or winding-up procedures.

13.1.3.2 The Party takes any voluntary proceedings under any bankruptcy or insolvency legislation to be adjudicated a bankrupt or for any other relief.

13.1.3.3 The Party makes a compromise with or an assignment for the benefit of creditors.

13.1.3.4 A receiver/receiver manager is appointed with regard to the Party or to any material part of the Party's property.

13.1.3.5 A court adjudges the Party to be bankrupt or makes an order requiring the liquidation, dissolution or winding up of the Party.

13.1.3.6 If the corporate existence of the Party is otherwise terminated.

13.2 Notice of Default

13.2.1 If a Party claims that there has been a Payment Default or Performance Default committed by or affecting the other Party, the Party making the claim

shall give to the Defaulting Party a notice (hereinafter referred to as the "Notice of Default"). The Notice of Default shall specify and provide particulars of the alleged Event of Default.

13.2.2 In the event the alleged Event of Default is capable of being remedied, the Defaulting Party shall:

13.2.2.1 have no cure period in respect of an Insolvency Default.

13.2.2.2 have a cure period of thirty (30) days after receipt of the Notice of Default with respect to a Payment Default.

13.2.2.3 Subject to Sections 13.2(2)(1) and 13.2(2)(2), have a cure period of thirty (30) days after receipt of the Notice of Default with respect to a Performance Default.

13.2.2.4 If a Performance Default is such that it cannot be reasonably remedied within thirty (30) days after receipt of the Notice of Default, have a reasonable period of time to cure the Performance Default provided that the Defaulting Party promptly commences and diligently continues thereafter to remedy the Event of Default.

13.2.3 If before the expiry of the later of the cure period (if any) referred to in Section 13.2 or the time to cure specified in the Notice of Default the Defaulting Party cures the Event of Default, the Default Notice shall be inoperative, and the Defaulting Party shall lose no rights hereunder.

13.3 **Remedies**

Upon the occurrence of an Insolvency Default, or in the event that a Notice of Default has been given and the Party alleged to be in default does not cure or remedy the Event of Default in the manner contemplated by Section 13.2, the Non-defaulting Party shall have the following rights and remedies:

13.3.1 In the case of a Payment Default, to charge the Defaulting Party Interest with respect to the unpaid amount until it is paid, calculated daily, regardless of whether the Non-Defaulting Party has notified the Defaulting Party in advance of its intention to charge Interest with respect to the unpaid amount.

13.3.2 In the case of a Performance Default, the Non-Defaulting Party may but shall not be obligated to, either directly or indirectly by engaging a third Party or otherwise do all such things in order to rectify such Event of Default at the sole cost and expense of the Defaulting Party.

13.3.4 In the case of any Event of Default, the Non-Defaulting Party may:

13.3.4.1 Suspend performance of its obligations under this Agreement, including the right to suspend any payment owing pursuant to this Agreement.

13.3.4.2 Set-off against the unpaid amount any sums due or accruing to the Defaulting Party by the Non-Defaulting Party in accordance with this Agreement.

13.3.4.3 Maintain an action or actions for the unpaid amount and interest on a continuing basis as the amounts become payable but are not paid by the Defaulting Party, as if the obligation to pay those amounts and the Interest thereon was a liquidated demand due and payable on the date the amounts were due to be paid, without any right or resort of the Defaulting Party to set-off or counter-claim.

13.3.4.4 Terminate this Agreement.

13.4 **Remedies Cumulative**

A Non-Defaulting Party may, at its discretion, exercise the remedies referenced in Section 13.3 applicable to it in the alternative, concurrently or cumulatively, except where inconsistent with the express provisions contained in this Agreement and provided that in the case of a Payment Default the concurrent or cumulative exercise of remedies shall not result in duplication or a recovery on the part of the Non-Defaulting Party based on an amount (excluding interest) in excess of the Payment Default. No delay or omission by a Non-Defaulting Party in exercising its rights or remedies shall operate as a waiver of those rights or remedies or of any other

right or remedy and no single or partial exercise thereof shall preclude any other or future exercise thereof or the exercise of any other right or remedy.

14.0 DISPUTE RESOLUTION

14.**1** If, during the term of this Agreement, a dispute or disagreement arises between the Parties that cannot be resolved, the Parties agree to participate in as set forth in **Schedule "L": Dispute Resolution Procedures**.

15.0 TERMINATION

15.**1** If any Party wishes to terminate its participation in this agreement (the **"Terminating Party"**), the Terminating Party shall provide a minimum of three hundred sixty-five (365) days, written notice of termination to the Managing Partner.

15.**2** In the event that any one the Party terminates its participation in this Agreement in accordance with Section 15.1:

15.2.**1** All costs association with that Party's termination of its participation in this Agreement including but limited to resulting termination or transition of Smoky Lake County Regional Fire Rescue Services Members and other related personnel shall be shared between the Parties in accordance with the Allocation Proportion.

15.2.**2** The Allocation Proportion shall be re-calculated as between the remaining Parties and this Agreement shall be amended in writing accordingly.

15.2.**3** The remaining Parties shall reimburse the terminating Party for its monetary capital and equipment contribution towards jointly funded Equipment calculated on fair market value as of the effective date of termination on the basis of the re-calculated Allocation Proportion.

15.2.**4** If the terminating Party is the Managing Partner, the Managing Partner will obtain one quote from a certified appraiser for the Equipment in the Town and Villages Fire Hall Stations, to establish fair market value and give the Town and Villages first right of refusal to purchase said Equipment.

15.**3** This Agreement shall be terminated in its entirety, effective immediately, or at such other time as shall be agreed to by each Party in writing.

15.3.**1** All costs associated with the termination of this Agreement including but limited to termination or transition or Fire Rescue Services Members and other related personnel shall be shared between the terminating Parties. All Equipment owned or funded exclusively by any one of the Parties including but not limited to the Equipment as set forth in **Schedule J: Ownership and Assets** shall remain with that Party.

15.**4** In the event that the Parties cannot reach agreement on what constitutes fair market value in relations to the Equipment for the purpose of an appraisal process shall follow the Dispute Resolution Procedures process.

15.**5** Any Party which terminates its participation in the Agreement in accordance with Section 15.1 remains obligated to provide its Allocation Proportion for the termination period of which notice of termination was given.

15.**6** A terminating Party shall not participate in Budget discussions nor decisions for the year prior to the effective date of termination.

16.0 CONFIDENTIALITY AND PROTECTION OF PRIVACY

16.**1** Each Party shall:

16.1.1 Hold and shall cause all of its elected officials, employees, volunteers, contractors and agents to hold all confidential information in strict confidence.

16.1.2 Comply with and require its elected officials, employees, volunteers, contractors and agents to comply with all applicable privacy legislation including but not limited to the Protection of Privacy *Act, (POPA)* R.S.A. 2024 c.P-28.5.

16.1.3 Not disclose any confidential information to any third party during or after the Term

or termination of this Agreement.

16.**2** The obligations as set forth in Section 16.1 apply to any and all confidential information except that which is:

16.2.1 Required to be disclosed at law.

16.2.2 In the public domain or of which the Party becomes aware, not involving a breach by it or the person informing them of a confidential obligation provided that such use is not prohibited by or in any way contravenes any applicable legislation, including but not limited to the Protection of Privacy *Act, (POPA)* R.S.A. 2024 c.P-28.5.

.

16.2.3 Provided by the Party in confidence to its financial or legal advisors.

17.0 SCHEDULES

17.1 The Parties hereby confirm and ratify the matters contained and referred to in this Agreement and the various schedule(s) hereto are expressly incorporated into and form part of this Agreement:

Schedule "A": **Table of Contents**

Schedule "B": **Advisory Committee**

Schedule "C": **Levels of Service**

Schedule "D": **Organizational Structure**

Schedule "E": **Three-Year Budget**

Schedule "E-1": **Detailed Three-Year Budget**

Schedule "F": **Fixed Fees for Service**

Schedule "G": **Water Usage**

Schedule "H": **Insurance**

Schedule "I": **Emergency Dispatch Services**

Schedule "J": **Ownership and Assets**

Schedule "K": **Health and Safety Program**

Schedule "L": **Dispute Resolution Procedures**

Schedule "M": **Fire Investigations and Inspections**

Schedule "N": **Municipal Documentations**

Schedule "O": **Policies - Listing**

18.0 NOTICES

18.1 All notices sent pursuant to the terms of this Agreement shall be served by one of the following means:

18.1.1 Personally, by delivering it to the Parties on whom it is to be served at the address set out herein, provided that such delivery shall be made during normal business hours (8:30 a.m. to 4:00 p.m.) on a normal business day excluding weekends and statutory holidays). Personally delivered notice shall be deemed received when delivered as set forth above.

18.1.2 By fax, e-mail or by any other like electronic method by which a written message may be sent, directed to the Parties upon whom it is to be serviced at that address below. Notice served shall be deemed as received:

18.1.2.1 upon transmission with answer back confirmation if received within the normal hours of the business day; or

18.1.2.2 at the commencement of the next ensuring business day following transmission with answer back confirmation thereof if not received within the normal hours of business day.

18.1.3 By single registered mail in a prepaid envelope. Notice shall be deemed received five (5) days after mailing. In the event of postal interruption, no notice sent by means of the postal system during or within seven (7) days prior to the commencement of such postal interruption or seven (7) days after the cessation of the postal interruption shall be deemed to have been received unless received.

18.2 Notices shall be sent to the Chief Administrative Officers to the following addresses:

18.2.1 **To the County**:

Smoky Lake County
P.O. Box 310
4612 McDougall Drive
Smoky Lake Alberta, T0A 3C0
Phone: 780-656-3730
Fax: 780-656-3768
Email: cao@smokylakecounty.ab.ca

18.2.2 **To the Town**:

Town of Smoky Lake
P.O. Box 460
56 Wheatland Ave.
Smoky Lake, Alberta T0A 3C0
Phone: 780- 656-3674
Fax: 780- 656-3675
E-mail: cao@smokylake.ca

18.2.3 **To the Villages:**

Village of Waskatenau
P.O. Box 99
5008 – 51 Street
Waskatenau, Alberta T0A 3P0
Phone: 780-358-2208
Fax: 780-358-2208
Email: waskvillage@mcsnet.ca

Village of Vilna
P.O. Box 10
5135 – 50 Street
Vilna, Alberta T0A 3L0
Phone: 780-636-3620
Fax: 780-636-3022
Email: vilna@mcsnet.ca

19.0 SEVERABILITY

It is the intention of the Parties that each separate provision, section, subsection or clause of this Agreement shall be deemed independent of all other provisions herein and it is the further intention of the Parties that if any provision of this Agreement is declared invalid by a court of competent jurisdiction, then the invalid portion shall be severed, and the remainder of the Agreement is deemed valid and enforceable.

IN WITNESS WHEREOF the Parties hereto execute this Agreement and affix their

corporate seals of its proper signing officers duly authorized:

SMOKY LAKE COUNTY

DATE: _____

_____
Reeve, Smoky Lake County

_____
Chief Administrative Officer
Smoky Lake County

TOWN OF SMOKY LAKE

DATE: _____

_____
Mayor, Town of Smoky Lake

_____
Chief Administrative Officer
Town of Smoky Lake

VILLAGE OF WASKATENAU

DATE: _____

_____
Mayor, Village of Waskatenau

_____
Chief Administrative Officer
Village of Waskatenau

VILLAGE OF VILNA

DATE: _____

_____
Mayor, Village of Vilna

_____

Chief Administrative

Officer

Village of Vilna

SCHEDULE "A"

SMOKY LAKE COUNTY REGIONAL FIRE RESCUE SERVICES

Table of Contents

HEADING	SECTION(S)	PAGE #
SECTION 1: Purpose and Intent	1.1 - 1.3	3 - 4
SECTION 2: Definitions	2.1 - 2.16	4 - 5
SECTION 3: Term	3.1 - 3.2	5
SECTION 4: Advisory Committee	4.1 - 4.4	5
SECTION 5: Relationship of Parties	5.1 - 5.3	5
SECTON 6: Obligation of Parties	6.1 – 6.5	5 - 6
SECTION 7: Managing Partner Responsibilities	7.1 – 7.8	6
SECTION 8: Budget	8.1 – 8.4	6 - 7
SECTION 9: Fire Rescue Services Delivery	9.1 – 9.5	7 – 8
SECTION 10: Insurance	10.1 – 10.3	8
SECTION 11: Indemnification	11.1 – 11.10	8 -9
SECTION 12: Health and Safety Program	12.1	9
SECTION 13: Defaults and Remedies	13.1 – 13.4	10 - 11
SECTION 14: Dispute Resolution	14.1	11
SECTION 15: Termination	15.1 – 15.6	11
SECTION 16: Confidentiality and Protection of Privacy	16.1 – 16.2	12
SECTION 17: Schedule(s)	17.1	12
Schedule "A": Table of Contents	A	15
Schedule "B": Advisory Committee	B	16 – 17
Schedule "C": Levels of Service	C	18
Schedule "D": Organizational Structure	D	19
Schedule "E": Three-Year Budget Schedule "E-1": Detailed Three-Year Budget	E	20 – 22
Schedule "F": Fixed Fees for Service	F	23
Schedule "G": Water Usage	G	24
Schedule "H": Insurance	H	25
Schedule "I": Emergency Dispatch Services	I	26
Schedule "J": Ownership and Assets	J	27-29
Schedule "K": Health and Safety Program	K	30
Schedule "L": Dispute Resolution Procedures	L	31- 33
Schedule "M": Fire Investigations and Inspections	M	34
Schedule "N": Municipal Documentations	N	35
Schedule "O": Policies - Listing	O	36

SECTION 18: Notices	18.1 – 18.2	12 - 13
SECTION 19: Severability	19	13

Schedule "A": Table of Contents
Page 1 of 1.

SCHEDULE "B"

SMOKY LAKE COUNTY REGIONAL FIRE RESCUE SERVICES

Advisory Committee

Terms of Reference

1. TITLE:

1.1 The Advisory Committee shall be named: **Smoky Lake County Regional Fire Rescue Services Advisory Committee.**

2. ROLE:

2.1 The Smoky Lake County Regional Fire Rescue Services Advisory Committee ("the Advisory Committee") shall be a consulting body for each respective Council in order to assist in addressing issues related to the provisions of fire and rescue services in the Smoky Lake Region.

2.2 In the event that Council has a question, comment or suggestion regarding the Smoky Lake County Regional Fire Rescue Services, the question, comment or suggestion will be brought forward to the Advisory Committee at the next scheduled meeting by the respective Council representative.

3. COMMITTEE STRUCTURE:

3.1 The Advisory Committee shall be comprised of six (6) members: six elected members appointed by a resolution of each respective Council:

- Two (2) members from Smoky Lake County (serving throughout their term);
- Two (2) members from the Town of Smoky Lake (serving throughout their term);
- One (1) member from the Village of Waskatenau (serving throughout their term);
- One (1) member from the Village of Vilna (serving throughout their term);

Council may also appoint an alternate member of Council to the Advisory Committee and the Alternate Member may attend and vote in the place of any absent Council Member.

3.2 The Advisory Committee will also include the Regional Fire Chief, Regional Deputy Fire Chief, and member Parties Chief Administrative Officers or designate, as non-voting participants and any other support staff as deemed necessary by the Advisory Committee. Administrative support will be provided by the Managing Partner.

4. PURPOSE:

4.1 The Advisory Committee shall focus on the guidance of the Smoky Lake County Regional Fire Rescue Services and not the operational duties and responsibilities. The Advisory Committee shall be responsible for the Smoky Lake County Regional Fire Rescue Services specific to:

- Policy Creation and Review: Discuss and support the Regional Fire Chief and Fire Stations, with decisions and planning related to future fire service demands, property inspections, public education, fire prevention planning, training, recruitment & retention, and legislation compliance; and review polices as drafted by the Regional Fire Chief that would be beneficial to the regional communities, the department and to ensure a safe working environment.
- Fiscal Accountability: Review quarterly budget vs actual financial statements. Assist in the funding preparation of the Fire Stations budgeting and budget submissions, when necessary.
- Strategic Planning: Discuss best practices related to the fire services organizational, structure, shared service opportunities, fire vehicles and firefighting equipment, the local needs and level of service requirements of region.

4.2 Close liaison to reflect current community expectations as identified by key stakeholders, including representatives from community groups, not-for-profit agencies, government organizations, industry and business leaders, regional fire services, the education sector, and general public to ensure identified areas for improvement for fire and rescue services.

4.3 The Advisory Committee initiative is to reflect the diversity in interest for implementing relevant fire and rescue protective services for the region and shall have the power to undertake additional work in implementing policies during the term of this agreement. Managing Partner for the region will oversee legislative requirements.

4. MEETINGS:

4.1 The Advisory Committee shall meet at a minimum quarterly or additionally as required and the Advisory members will report back to their respective Council. Meetings will be scheduled at least a minimum one month in advance to ensure adequate time for planning schedules. In the event of an "Emergency Meeting" being required, at least 24 hours' notice is required and a quorum of Advisory Committee members must be in attendance. The Advisory Committee will follow the Managing Partner's Council Procedures Bylaw in the conduct of its meetings.

4.2 All meetings of the Advisory Committee shall be open to the public with the exception of the closed sessions (in-camera). The time and date of the meetings shall be advertised on each of the Party's schedule of upcoming meetings as much in advance as the setting of the meeting permits.

4.3 The members of the Advisory Committee shall elect a Chair and Vice-Chair from amongst the members at the first meeting of the Committee following each municipal organizational meeting.

4.4 A quorum of the Advisory Committee shall be not less than three (3) members with one must be a member of the County.

4.5 The Advisory Committee may form subcommittees to provide the Advisory Committee with advice on matters within the Advisory Committee's responsibilities.

- Subcommittees shall have a term of no greater than one (1) year. The term may be renewed by the Advisory Committee.
- Subcommittees shall use a consensus-based approach in their decision making provided that if the Chair deems that a clear consensus is not achievable then the Chair may put the matter to a vote in which case the Subcommittee shall vote in the same manner as the Advisory Committee.
- Subcommittees shall prepare and retain notes from each meeting including any recommendations that the Subcommittee makes to the Advisory Committee.

4.6 Any per diems and/or expenses for Advisory Committee members shall be paid by the Advisory Committee members' respective municipality.

5. AUTHORITY:

5.1 Decision making will be conducted by a vote, conducted by the raising of hands. All decisions will be based on a majority of votes either for or against a subject matter. In the event of a tie, the question voted on shall be deemed to be determined in the negative.

5.2 If a Councilor (not a member of the Advisory Committee), Municipal Chief Administrative Officer or Station Fire Chief is present at an Advisory Committee meeting, the Councilor, Municipal Chief Administrative Officer or Station Fire Chief shall be permitted to speak for up to five (5) minutes on any issue impacting or affecting their District, prior to a vote being taken by the Advisory Committee.

5.3 Any members of the public that are in attendance at a meeting of the Advisory Committee shall be given the opportunity to make comments to the Advisory Committee at the end of the meeting.

6. REPORTING:

6.1 The Regional Fire Chief shall provide a quarterly report and annual report card on the Fire Rescue Service to the Advisory Committee.

6.2 The Advisory Committee will accept and discuss all information in principle and make recommendations reporting back to their respective Councils for approval as necessary.

SCHEDULE "C"

SMOKY LAKE COUNTY REGIONAL FIRE RESCUE SERVICES

Levels of Service

Emergency Services Provided	Definitions of Emergency Levels of Service	Level or Training Standard
FIRE FIGHTING SERVICES		
FIRE SUPPRESSION **Structural** **Vehicle** **Wildland**	**Structural:** **Defensive Attack** ■ **Exterior firefighting will be performed when it is unsafe to enter a structure due to insufficient manpower, training, equipment, water supply, or compromised structural integrity. This operation is comprised of water application from the exterior of the structure to ensure firefighter safety while providing fire extinguishment an exposure control.** **Offensive Attack** ■ **Interior structural firefighting will be performed provide there is sufficient manpower, training, equipment, and water supply on scene to safely carry out such duties as ventilation search and rescue, fire attack, and salvage and overhaul.** **Vehicle** ■ **Extrication includes safe removal of trapped or pinned occupants of motor vehicles collisions using hand, air,**	**NFPA 1001 Level II Professional Firefighter**

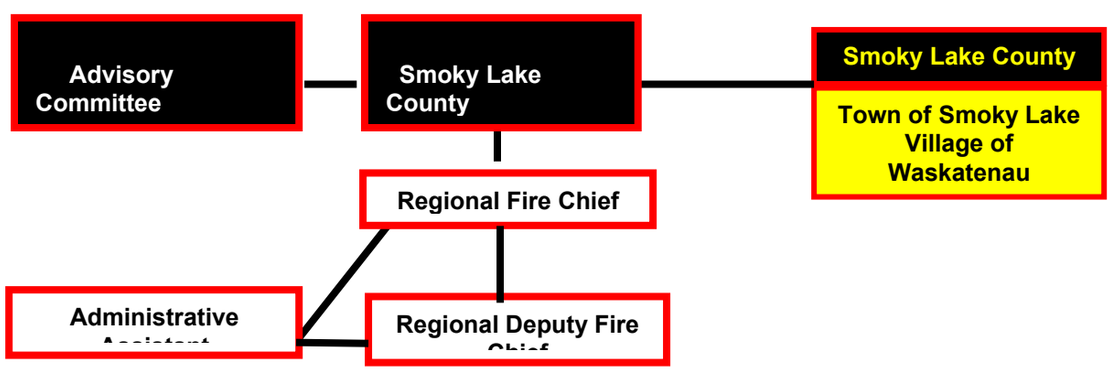
	electric, or hydraulic operated extrication tool. Wildland ■ Fire suppression using water, foam back burning and other equipment as required. Activate forestry mutual aid agreement as required.	NFPA 1051 Wildland Firefighting
EMERGENCY MEDICAL SERVICES	■ Performance of first aid / treatment to injured or sick people that may result from a traumatic event. ■ Assisting ambulance crews with patient care and lift assists.	Medical First Response (MFR)
RESCUE SERVICES	■ Motor Vehicle Collisions ■ Entrapment	NFPA 1001 Level II
DANGEROUS GOODS INSPECTIONS	Review all emergency response plans, complete on-site training to mitigate the hazards and contain the leak/spill.	Facility Tours and training Required annually
OTHER SERVICES		
PUBLIC SERVICES	■ Mutual Aid Requests ■ RCMP / Enforcement ■ Fire Prevention / Education ■ Fire Smart ■ Hazardous Materials Responses ■ Alarm Investigation ■ Public complaints: Fire Permits	NFPA 1001 Level II NFPA 472 Operational Level Mutual Aid Agreement
COMMUNITY INVOLVEMENT	■ Fire Prevention Week ■ Emergency Preparedness Day ■ Junior Firefighter Day Camp ■ Community Showcase ■ Party Program	
CONTRACTED SERVICES		
FIRE BUILDING CODES	Complete fire inspections, load occupancies, liquor licenses special events) (concerts, rodeo, fundraiser events) and building code inspections. New businesses, public/ provincial building require them. (Schools, Daycare, Restaurants, hotels)	Contact the Province to provide fire building code inspections.
FIRE INVESTIGATIONS	Complete fire investigation on all suspicious fires. Request assistance in all investigations from the province. Take pictures, scene security, preserve evidence, complete fire reports and interviews. Assist with the fire investigators.	Contact the Province to formally request a Fire Investigator.

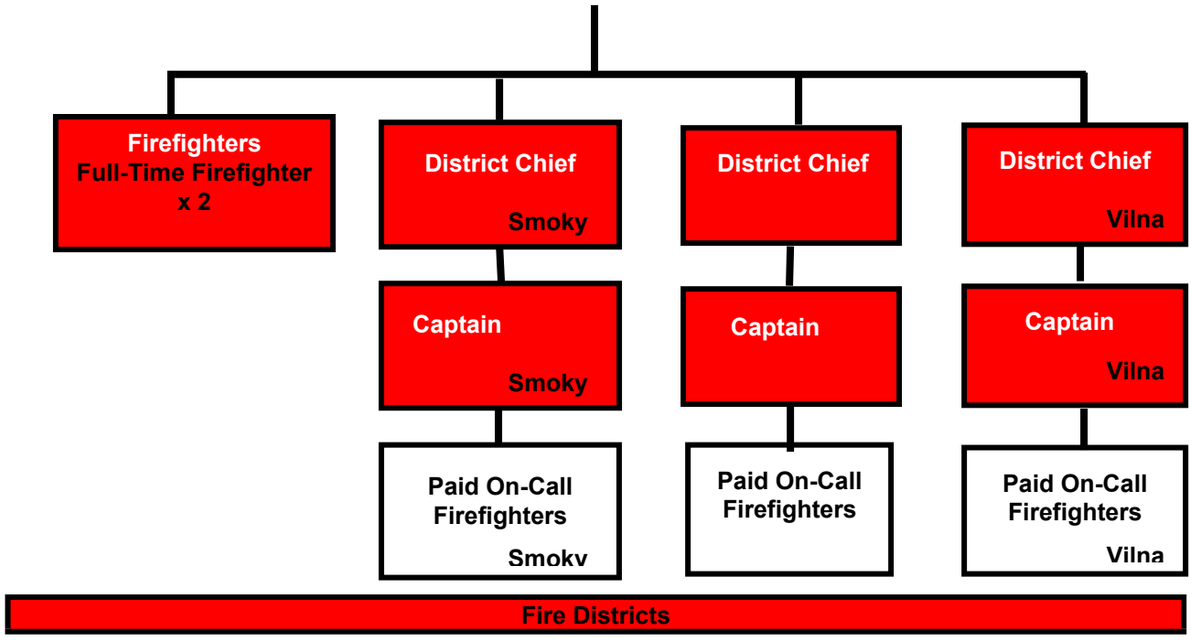
SCHEDULE "D"

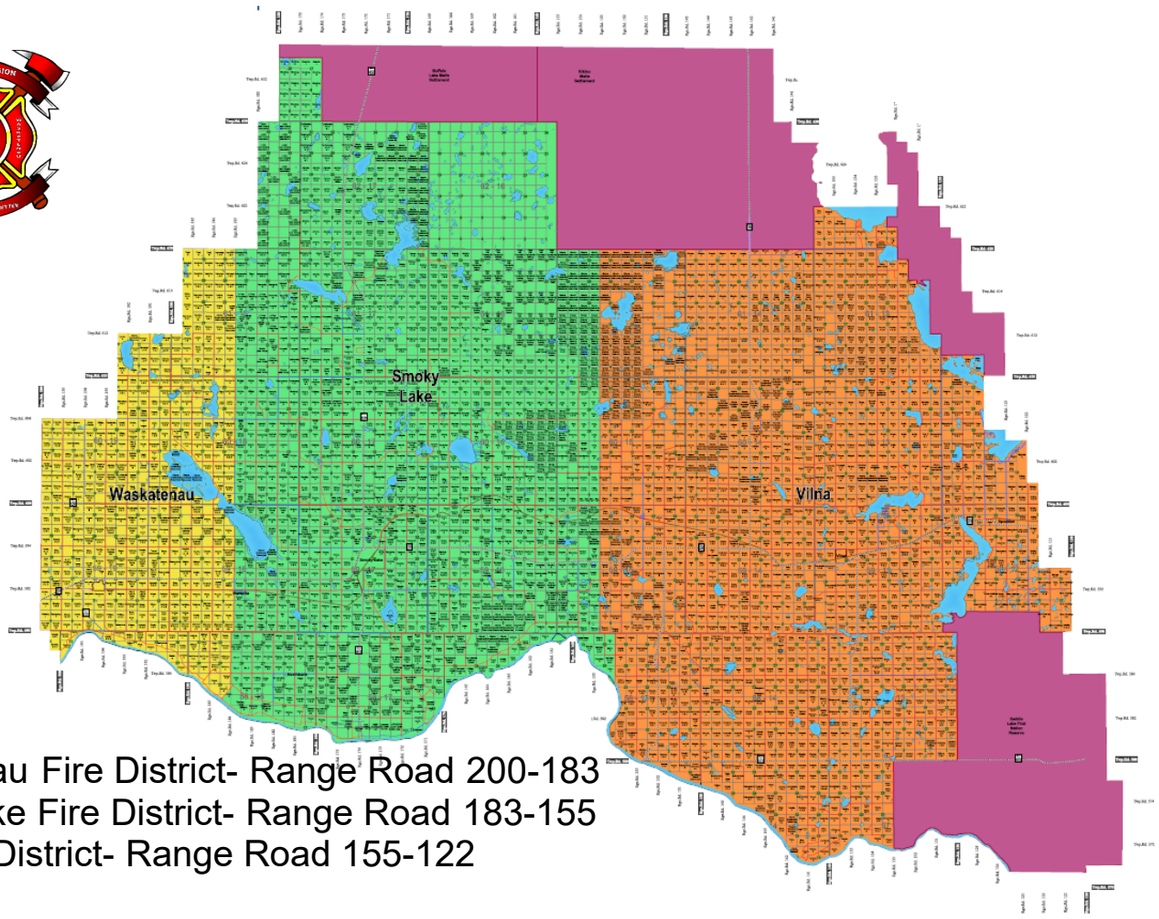
SMOKY LAKE COUNTY REGIONAL FIRE RESCUE SERVICES

Organizational Structure

Organization Flow Chart







Waskatenau Fire District- Range Road 200-183
Smoky Lake Fire District- Range Road 183-155
Vilna Fire District- Range Road 155-122

SMOKY LAKE COUNTY REGIONAL FIRE RESCUE SERVICES

Three-Year Budget

Detailed Budget	2026 Budget	2027 Budget	2028 Budget
Operating Revenue			
Firefighting Fees			
Provincial Highway Rescue	140,000.00	140,000.00	140,000.00
Firefighting Fees	20,000.00	20,000.00	20,000.00

Municipal Funding Methodology

Municipality	Population 20%	Dwelling Units 20%	Equalized Assessment 60%	Final Allocation %

Smoky Lake County	2517	61.61%	1,992	71.07%	742,372,740	84.85 %	77.44%
Town of Smoky Lake	1032	25.25%	464	16.55%	96,888,434	11.08 %	15.01%
Village of Vilna	290	7.09%	193	6.89%	12,781,487	1.46%	3.68%
Village of Waskatenau	247	6.05%	154	5.49%	22,852,490	2.61%	3.87%
TOTAL	4086	100%	2,803	100%	874,895,151	100%	100%

Smoky Lake Region Proposed Operating Budgets:			
Smoky Lake County	**$887,446.97**	**$914,006.95**	**$941,362.32**
Town of Smoky Lake	**$128,141.24**	**$131,973.05**	**$135,919.81**
Note: Town and County capital apparatus ownership	**$40,425.79**	**$41,635.52**	**$42,880.54**
Village of Vilna buyout of $36,747.67	**$42,510.99**	**$43,785.18**	**$45,095.53**
Village of Waskatenau			
TOTAL	**$1,098,527.00**	**$1,131,400.01**	**$1,165,259.21**
Operating Expenses			
2. Salaries, Wages, Benefits and Honorariums			
Salary and Wages	376,955.00	388,263.65	399,911.56
Benefits	86,445.00	89,038.35	91,709.50
Honorarium	140,000.00	144,200.00	148,526.00
Wildfire Rapid Response Program	20,000.00	20,000.00	20,000.00
Firefighter Overtime	11,000.00	11,000.00	11,000.00
Total Salaries, Wages, Benefits and Honorariums	**643,400.00**	**662,702.00**	**682,583.06**
3. Contracted and General Services			
Professional & Consulting Services	30,000.00	30,900.00	31,827.00
Mileage	500.00	500.00	500.00
Meals and Lodging	16,000.00	16,480.00	16,974.40
Insurance	26,462.00	27,255.86	28,073.54
Paid On-Call Firefighter Insurance (VFIS)	18,000.00	18,540.00	19,096.20
Legal Services	5,000.00	5,150.00	5,304.50
Membership and Conference Fees	7,500.00	7,725.00	7,956.75
Advertising, Printing and Subscriptions	1,500.00	1,545.00	1,591.35
Communication: Telephone / Cellular	12,272.00	12,640.16	13,019.36
Radio Licensing	3,000.00	3,090.00	3,182.70
Computer Programming	2,500.00	2,575.00	2,652.25
Safety Program	8,000.00	8,240.00	8,487.20
Dispatch Services	18,297.00	18,845.91	19,411.29
Training and Development	28,000.00	28,840.00	29,705.20
Total Contracted and General Services	**177,031.00**	**182,341.93**	**187,812.19**
4. Materials and Goods			
Fuel/Parts	22,442.00	23,115.26	23,808.71
Office Supplies	1,500.00	1,545.00	1,591.35
Fire Hall Rental	76,760.00	76,760.00	76,760.00
Municipal Water	2,000.00	2,060.00	2,121.80
Equipment / Vehicle Repair	37,744.00	38,876.32	40’042.61
Recognition	6,000.00	6,000.00	6,000.00
Recruitment/Incentives	20,000.00	20,600.00	21,218.00
Total Materials and Goods	**163,686.00**	**171,356.58**	**176,414.48**
5. Equipment Purchase			
Office and IT Equipment	2,500.00	2,575.00	2,652.25
Firefighter Personal Protective Equipment	25,000.00	25,750.00	26,522.50
Firefighting Equipment Allowance	20,000.00	20,600.00	21,218.00
Rescue Equipment Allowance	20,000.00	20,600.00	21,218.00
Tools and Equipment Allowance	15,000.00	15,450.00	15,913.50
Total Equipment Purchases	**$82,500.00**	**84,975.00**	**87,854.25**
TOTAL OPERATIONS	**$1,066,617.00**	**1,101,375.51**	**1,134,333.98**

Detailed Budget: Continued	**2026 Budget**	**2027 Budget**	**2028 Budget**
6. Reserves			
Contribution to capital equipment reserves	189,150.00	194,824.50	200,669.24
Total Reserve Contribution			
TOTAL OPERATING AND RESERVE CONTRIBUTIONS	**1,258,527.00**	**1,296,200.01**	**1,335,003.22**

	# Required	Replacement Cost	Total Capital Cost	Useful Life	Annual Amortization
7. Capital Purchases					
Fire Engine / Main Pump	1	1,000,000.00	1,000,000.0	20	50,000.00
Fire Engine / Tanker	2	500,000.00	0	20	50,000.00
Rescue Units	3	200,000.00	1,000,000.0	25	24,000.00
Rapid Attack Units	3	100,000.00	0	20	15,000.00
All Terrian UTV	3	35,000.00	600,000.00	15	7,000.00
Command Post Trailer	1	15,000.00	300,000.00	20	750.00
Fire Chief Truck	1	72,000.00	105,000.00	12	6,000.00
Deputy Fire Chief Truck	1	72,000.00	15,000.00	12	6,000.00
SCBA Replacement	24	9,000.00	72,000.00	15	14,400.00
AFRRCS Radios	2	5,000.00	72,000.00	1	10,000.00
			216,000.00		
			10,000.00		
Total Capital Purchases			**3,290,000.00**		**189,150.00**

SCHEDULE “E-1”

SMOKY LAKE COUNTY REGIONAL FIRE RESCUE SERVICES

Detailed Three-Year Budget

Year 2026: As specified Year 2027/2028: Increase 3%	Detailed Budget

Operating Revenue

1. The revenue projection is based on: Provincial Highway Rescue and Firefighting Fees

Operating Expenses

2. Salaries, Wages, Benefits and Honorarium

The annual salary/wages for five (5) staff positions:

- A full-time Fire Chief
- A full-time Deputy Fire Chief
- A full-time Administrative Assistant
- Two full-time firefighters:

Honorarium for the following Volunteers:

- 3 District Fire Chiefs (one per fire hall): receive an honorarium of 1,000.00 per month
- 40 Volunteer Firefighter: receive an honorarium while on fire calls, in meetings or in training.
- Funds for stand-by seasonal Volunteer firefighters to be available for on-calls of $20,000.00 for 6-weeks (April to May).

Overtime Allowance: to fund the full-time firefighters time when they are on call that extends past their usual shift end of $11,000.00.

Benefits: The Fire Chief, Deputy Fire Chief and full-time firefighters and administrative staff will receive employee benefits, as well as LAPP pension fund.
Employee benefits costs include CPP. EI, WCB, and extended health and disability benefits. Benefits are calculated at 14.85% and LAPP pension is calculated at 8%.

3. Contracted and General Services

Professional & Consulting Services: ACP Grants, Whitlock Contracting, Junior Firefighter Camp, Emergency Preparedness Week
Mileage: for member use
Meals and Lodging: For training, meetings, conferences, and fire calls
Insurance: Liability and Property
Legal Services: any issues that arise or legal consult for legislation
Membership and Conference Fees: Includes Alberta Fire Chiefs Association of $1,600 for Regional/Stationed Fire Chiefs
Advertising, Printing, Subscriptions: Radio License of $5,000 / Fire Bans, Recruitment, General:
Communication: Telephone / Cellular: Annual Fees: $8,400 / Cell Phone replacement: $750.00 / Telephone Lines: $2,880
Computer Programming: renewing program licenses, anti-viruses
Safety Program: Plan a safety program for members in first three years - $5,000/Additional OH&S Supplies: $1,000.00 per hall
Dispatch Services: Current based on $4.55 per capita
Training and Development: funding the instructors, online courses

4. Materials and Goods

Fuel: Fuel @ $22,000.00
Office Supplies**:** $500.00 x 3 halls = $1,500.00
Fire Hall Rental: Smoky Lake: $32,562.00 Vilna: $32,760.00 Waskatenau: $11,500.00
Municipal Water: water used for firefighting
Equipment / Vehicle Repair: CVIPS, oil changes
Recognition: $2,000/department as per policy Recruitment: incentive program

5. Equipment Purchases

Office and IT Equipment: Computer and I pad replacen
Fire PPE: replace damaged or expired gear
Firefighting/Rescue Equipment: replace damaged or ex
Equipment and keep up with new technology

Bunker Gear Replacements: $5,200.00 – Life 10 years
Firefighter pant / jacket combo - $3,500
Hood and gloves - $350 / Fire Boot - $900 /Fire Helmet

6. Reserves: Contribution to capital equipment reserves: Based on current asset inventory: The replacement value of the assets and their useful life determine how much should be transferred each year to ensure that there are reserve funds to replace the capital assets when needed.

7. Capital Purchases

Asset Inventory	# Required	Replacement Cost	Total Capital Costs	Useful Life	Annual Amortization
Fire Engines / Pump-Main	1	$1,000,000	$1,000,000	20	$50,000
Fire Engines / Tanker	2	$500,000	$1,000.000	20	$50,000
Rescue Unit	3	$200,000	$ 600,000	25	$24,000
Rapid Attach Units	3	$100,000	$ 300,000	20	$15,000
All Terrain UTV	3	$35,000	$ 105,000	15	$7,000
Command Post Trailers	1	$15,000	$ 20,000	20	$750
Fire Chief Truck	1	$72,000	$ 75,000	12	$6,000
Deputy Fire Chief Truck	1	$72,000	$ 75,000	12	$6,000
			$3,169,000		$189,150.00

Radios (Hand-held Replacement) : 2 Radios at 6,0
2 years
Equipment Replacement: Jaws of Life, TIC

SCBA Replacement: 24 SCBA – Life 15 years
Replacement cost: $9,000 / 24 x 9,000 = 216,000 divide by 15

Schedule "E-1": Detailed Three-Year Budget Breakdown

SCHEDULE “F”

SMOKY LAKE COUNTY REGIONAL FIRE RESCUE SERVICES

Fixed Fees for Services

1. Fixed Fees for Service

1.1 Upon providing Fire Protection on Property within the Party’s boundaries, the Managing Partner will send an invoice for Fire Protection charges to:

1.1.1 the person causing or contributing to the Fire; or

1.1.2 the owner or occupant of the Property.

1.2 Fire Protection charges will be levied for insurable fires and negligent fires deemed by the Regional Fire Chief.

1.3 The schedule of fees and charges to be charged by the Smoky Lake County Regional Fire Rescue Services for services rendered is in accordance as set forth within each Parties Bylaw.

1.4 In respect to the fees or charges that have been levied and they remain unpaid for longer than ninety (90) days, the Managing Partner will notify the Party in writing, for the Party to use a method most appropriate by the Party to recover the costs and submit to the Smoky Lake County Regional Fire Rescue Services, Managing Partner.

1.5 The Smoky Lake County Regional Fire Rescue Services Advisory Committee reserve the right to waive all or part of any charge for services in their sole judgement and discretion based upon whatever criteria they deem relevant.

SCHEDULE “G”

SMOKY LAKE COUNTY REGIONAL FIRE RESCUE SERVICES

Water Usage

1. Water Usage

1.1 At the time of the commencement of this agreement, the Town, Villages and County agree:

- The Town and Village will invoice the County for use of water for Firefighting and Training purposes. This water use will be tracked and reported monthly to the Town and Villages. The Town and Villages will invoice the County based on the reported volumes at their respective water rates.

: .

SCHEDULE “H”

SMOKY LAKE COUNTY REGIONAL FIRE RESCUE SERVICES

Insurance

Insurance

. Without in any way limiting the liability of the Managing Partner, the County under this agreement shall obtain and maintain in force during the Term:

1.1 Commercial General Liability Insurance in the amount of not less than five million ($5,000,000.00) dollars inclusive per occurrence, against bodily injury, death and property damage, including loss of use therefor, and

1.2 Auto Liability Insurance for all motor vehicle uses by the County hereunder with limits or not less than five million ($5,000,000.00) for accidental injury or death to one or more person, or damage to or destruction of property as a result of any one (1) accident or occurrence.

1.3 The County’s commercial general liability policy shall contain a cross-liability clause.

1.4 Each Policy for Commercial General Liability shall name the Parties as an additional insured with respect to the Fire Services, as applicable.

1.5 From time to time throughout the Term, the Managing Partner, the County shall furnish to the Parties certificates, or, as required by the Parties, certified copies of the policies (signed by the insurers) of insurance from time to time required hereunder and evidence reasonably acceptable to the Town of their continuation in force.

Property Coverage

1.6 Property Insurance for the fire hall will be the responsibility by the Town and Villages.

1.7 Property Content Insurance for the fire hall will be the responsibility of the Managing Partner and will supply a list of purchases for the year. Such policy shall include the County as a Loss Payee relating loss of or damage to all property supplied by the County and which is in the care, custody and control of the Town and Villages.

1.8 That the Managing Partner, has permission to continue to house the fire apparatus with the Parties’ District fire halls.

1.9 All insurance required to be maintained by the Parties shall be on terms and conditions and with insurers reasonably acceptable to the Parties and that such insurer shall provide to the Parties thirty (30) days prior written notice of cancellation or alteration of such policies.

Certificates

1.10 Each party acknowledges and agrees that it shall provide to the other Parties Proof of Insurance, upon being requested to do so in writing.

1.11 Fire Apparatus shall be maintained as per CAN/ULC-S515 and the Fire Underwriters Survey Insurance grading recognition of fire apparatus.

1.12 All Protective Equipment (PPE) shall be purchased, maintained and life cycled as per current Alberta Occupational Health and Safety standards.

Worker Compensation

1.13 Worker's Compensation coverage in respect to the firefighters in the operation of the respective Party's Emergency Services Department, in accordance with all applicable statutes and regulations as be the responsibility of the Managing Partner, the County.

VFIS (Volunteer Firefighter Insurance) Coverage

1.14 Fire Fighter Member Insurance will be paid by the Managing partner, in accordance to **Schedule "E": Three-Year Budget**. and the Policy Holder will be Smoky Lake County.

- Firefighter members are responsible for one-third (1/3) of the cost.

Member Mental Health Insurance

1.15 Firefighter Member Mental Health Insurance will be provided to all members under the Volunteer Firefighter Member and Family Assistance Program (MFAP) and the cost coverage will be One Hundred (100%) by the Managing Partner of the Smoky Lake County Regional Fire Rescue Services.

SCHEDULE "I"

SMOKY LAKE COUNTY REGIONAL FIRE RESCUE SERVICES

Emergency Dispatch Services

Bonnyville Regional Fire Authority

As Per the Four Municipalities Motions:

SMOKY LAKE COUNTY: **December 17, 2010** **Motion: 189-10**	**That Bylaw No. 1217-10: authorize the Municipal Council of Smoky Lake County to establish and enter into an agreement to provide an Emergency 9-1-1 Fire Dispatch Service, be given the THIRD and FINAL READING and that the Reeve and the Chief Administrative Officer are hereby authorized to fix their signatures to all necessary documents and that the corporate seal also be fastened where it is deemed to be necessary.**
TOWN OF SMOKY LAKE: **September 22, 2010** **Motion: #406/10**	**That the Town of Smoky Lake agrees with the following motion passed at the Joint Municipalities Meeting held in Waskatenau on September 20, 2010: "That Smoky Lake County enter into an agreement with Bonnyville Regional Fire Authority to provide full 9-1-1 Services and Fire Dispatch Services on a per capita basis to the Smoky Lake County Region Municipalities: Smoky Lake County, Town of Smoky Lake, Village of Waskatenau and Village of Vilna; as per recommended action by each respective Council at the Joint Municipalities Meeting held on September 20, 2010."**
VILLAGE OF WASKATENAU: **September 27, 2010** **Motion: 183/2010**	**That the Village of Waskatenau enter into an agreement with Bonnyville Regional Fire Authority to provide full 9-1-1 Services and Fire Dispatch Services on a per capita basis to the Smoky Lake County Region Municipalities: Smoky Lake County, Town of Smoky Lake, Village of Waskatenau, and Village of Vilna; as per recommended action by each respective Council at the Joint Municipalities Meeting held on September 20, 2010.**
VILLAGE OF VILNA: **October 15, 2010** **Motion: 127-10**	**That the Village of Vilna accept the Bonnyville bid for 911 Dispatch services as recommended by the Joint Municipalities Board.**

AGREEMENT – I – 1

SCHEDULE “J”

SMOKY LAKE COUNTY REGIONAL FIRE RESCUE SERVICES

Ownership and Assets

1. Capital Assets

It is hereby agreed by all the parties to this Agreement that the following vehicles/units used by the fire department are wholly owned by Smoky Lake County:

Station Fire Hall: Smoky Lake	
Unit 405	1997 Freightliner Fire Truck
Unt 407	2001 Ford 550 Rescue Truck
Unit 414A	2008 Keystone Sprinter Command Post Trailer
Unit 424	Command Post Trailer
Unit 445	1997 Ford F700 Rapid Attack Unit
Unit 458	2001 Dodge Ram 1500 4x4 Fire Truck
Unit 459	2014 Freightliner 4x4 Fire Truck
Unit 470	2002 Ford F550 Rapid Attack Unit
Unit 485	2021 Can-Am 800 6x6
Unit 488	2008 Ford E-550 Firefighter Rehab Unit
Jaws of Life	2010 Holmatro – Core Technology Pump, Cutter, Speader and Ram
Compressor	2006 Jordair Air - Kat 6 Compressor and Jordair Fill Station
Station Fire Hall: Vilna	
Unit 401	2011 Freightliner Fire Truck
Unit 415	2008 GMC K 2500 Command Truck
Unit 419	2007 GMC C5500 Rapid Attack
Unit 421	2010 Polaris Ranger 800 6x6
Unit 429	2006 F550 Rescue Truck
Unit 430	1991 F350 Rapid Attack
Unit 451	1998 GMC C7500 Fire Truck
Jaws of Life	2023 Holmatro – Core Technology Pump and Speader
Jaws of Life	2006 Holmatro – Core Technology Cutter and Ram
Compressor	2008 Jordair Air – Kat 6 Compressor and Jordair Fill

	Station
Station Fire Hall: Waskatenau	
Unit 403	2008 Freightliner Fire Truck
Unit 408	2012 Ford F550 Rescue
Unit 462	2008 GMC 5500 Rapid Attack
Jaws of Life	2008 Holmatro – Core Technology Pump, Cutter, Speader and Ram
Jaws of Life	2018 Holmatro – Core Technology Combi Tool

2. Radios

Alberta First Responders Radio Communication System (AFRRCS) in accordance with Policy Statement No. 02-35-01:

Station Fire Hall: Smoky Lake				
Alias	**Type**	**Model**	**ID Code**	**Serial Number**
SL Chief	Handheld	APX 900	90248-0200	837CUT4536
SL Deputy	Handheld	APX 900	90248-0201	837CUT4584
SL Captain 1	Handheld	APX 900	90248-0202	837CUT4557
SL Captain 2	Handheld	APX 900	90248-0203	837CUT4560
SL Captain 3	Handheld	APX 900	90248-0204	837CUT4543
SL FF 1	Handheld	APX 900	90248-0205	837CUT4556
SL FF 2	Handheld	APX 900	90248-0206	837CUT4535
SL FF 3	Handheld	APX 900	90248-0207	837CUT4533
SL FF 4	Handheld	APX 900	90248-0208	837CUT4539
SL FF 5	Handheld	APX 900	90248-0209	837CUT4565
SL FF 6	Handheld	APX 900	90248-0210	837CUT4544
SL FF 7	Handheld	APX 900	90248-0211	837CUT4564
SL FF 8	Handheld	APX 900	90248-0212	837CUT4561
SL FF 9	Handheld	APX 900	90248-0213	837CUT4551

Radios: ***Condi.***

Alberta First Responders Radio Communication System (AFRRCS)

Station Fire Hall: Smoky Lake *Condi.*				
Alias	**Type**	**Model**	**ID Code**	**Serial Number**
SL FF 10	Handheld	APX 900	90248-0214	837CUT4552
SL FF 11	Handheld	APX 900	90248-0215	837CUT4553
SL FF 12	Handheld	APX 900	90248-0216	837CUT4550
SL FF 13	Handheld	APX 900	90248-0217	837CUT4546
SL FF 14	Handheld	APX 900	90248-0228	New Radio
SL FF 15	Handheld	APX 900	90248-0229	New Radio
* Town DEM	Handheld	APX 900	90248-0225	837CVD0451
* Town Disaster 1	Handheld	APX 900	90248-0226	837CVD0450

NOTE 1 * : Town DEM, Town Disaster 1 is stationed as Town of Smoky Lake Main Office. and these Radios are owned by the Town of Smoky Lake				
Engine 459	Mobile	APX 1500	90248-0218	466CUT0714
Rescue 407	Mobile	APX 1500	90248-0219	466CUT0708
Engine 405	Mobile	APX 1500	90248-0220	466CUT0690
Command 458	Mobile	APX 1500	90248-0221	466CUT0707
Command Post	Mobile	APX 1500	90248-0010	466CUT0722
Rap Attack 445	Mobile	APX 1500	90248-0222	466CUT0710
Rap Attack 470	Mobile	APX 1500	90248-0223	466CUT0720
County Med 488	Mobile	APX 1500	90248-0227	466CUT0719
County EOC	Mobile	APX 1500	90248-0011	466CUT0703
* Town ECO	Mobile	APX 1500	90248-0224	466CUT0705
NOTE 2 : County EOC is stationed as the County Main Office and the Town ECO is stationed at the Town of Smoky Lake Main Office and radio (*) is owned by Town of Smoky Lake.				
Stationed at Fire Hall			**Model`**	**Serial Number**
Fire Hall	Very High Frequency (VHF) Handheld		XPR 7550	871TT7X520
Fire Hall	Very High Frequency (VHF) Handheld		XPR 7550	871TSW0954
Smoky Lake Public Works			**Model**	**Serial Number**
Fire Hall	Very High Frequency (VHF) Handheld		XPR 7550	871TPH3940
Fire Hall	Very High Frequency (VHF) Handheld		XPR 7550	871TPH3974
Fire Hall	Very High Frequency (VHF) Handheld		XPR 7550	871TPH3961
Fire Hall	Very High Frequency (VHF) Handheld		XPR 7550	871TPH4011
Fire Hall	Very High Frequency (VHF) Handheld		XPR 7550	871TPH3967
Fire Hall	Very High Frequency (VHF) Handheld		XPR 7550	871TPH3939
Note 3: VHF Radio for Fire Station are cost shared Sixty (60%) County and Forty (40%) Town and the VHF Radio for Public Works are One Hundred (100%) owned by the Town of Smoky Lake.				
Station Fire Hall: Vilna				
Alias	**Type**	**Model**	**ID Code**	**Serial Number**
Vilna Chief	Handheld	APX 900	90248-0300	837CUT4519
Vilna Deputy	Handheld	APX 900	90248-0301	837CUT4515
Vilna Captain 1	Handheld	APX 900	90248-0302	837CUT4567
Vilna Captain 2	Handheld	APX 900	90248-0303	837CUT4555
Vilna Captain 3	Handheld	APX 900	90248-0304	837CUT4521
Vilna Captain 4	Handheld	APX 900	90248-0305	837CUT4529
Vilna FF 1	Handheld	APX 900	90248-0306	837CUT4553
Vilna FF 2	Handheld	APX 900	90248-0307	837CUT4528
Vilna FF 3	Handheld	APX 900	90248-0308	837CUT4517
Vilna FF 4	Handheld	APX 900	90248-0326	New Radio

Vilna FF 5	Handheld	APX 900	90248-0310	837CUT4545
Vilna FF 6	Handheld	APX 900	90248-0311	837CUT4542
Vilna FF 7	Handheld	APX 900	90248-0312	837CUT4540
Vilna FF 8	Handheld	APX 900	90248-0001	837CUT4530
Vilna FF 9	Handheld	APX 900	90248-0002	837CUT4531
Vilna FF 10	Handheld	APX 900	90248-0315	837CUT4547
Vilna FF 11	Handheld	APX 900	90248-0327	New Radio
Vilna FF 12	Handheld	APX 900	90248-0317	837CUT4537
Engine 401	Mobile	APX 1500	90248-0318	466CUT0716
Rescue 429	Mobile	APX 1500	90248-0319	466CUT0718
Engine 451	Mobile	APX 1500	90248-0320	466CUT0715
Command 415	Mobile	APX 1500	90248-0321	466CUT0701

Radios: ***Condi.***

Alberta First Responders Radio Communication System (AFRRCS)

Station Fire Hall: Vilna *Condi.*				
Alias	**Type**	**Model**	**ID Code**	**Serial Number**
Rap Attack 419	Mobile	APX 1500	90248-0322	466CUT0690
Rap Attack 430	Mobile	APX 1500	90248-0323	466CUT0721
Smoky Lake Link	Mobile	APX 1500	90248-0324	466CUT0685
Waskatenau Link	Mobile	APX 1500	90248-0325	466CUT0698
Stationed at Fire Hall			**Model`**	**Serial Number**
Fire Hall	Very High Frequency (VHF) Handheld		XPR 7550	871TTMR139
Fire Hall	Very High Frequency (VHF) Handheld		XPR 7550	871QU2103
Station Fire Hall: Waskatenau				
Alias	**Type**	**Model**	**ID Code**	**Serial Number**
Wask Chief	Handheld	APX 900	90248-0100	837CUT4526
Wask Deputy	Handheld	APX 900	90248-0101	837CUT4558
Wask Captain 1	Handheld	APX 900	90248-0102	837CUT4532
Wask FF 1	Handheld	APX 900	90248-0103	837CUT4518
Wask FF 2	Handheld	APX 900	90248-0104	837CUT4554
Wask FF 3	Handheld	APX 900	90248-0105	837CUT4520
Wask FF 4	Handheld	APX 900	90248-0106	837CUT4525
Wask FF 5	Handheld	APX 900	90248-0107	837CUT4559
Wask FF 6	Handheld	APX 900	90248-0108	837CUT45

				27
Wask FF 7	Handheld	APX 900	90248-0109	837CUT45 16
Engine 403	Mobile	APX 1500	90248-0110	466CUT07 21
Rescue 408	Mobile	APX 1500	90248-0111	466CUT07 06
Rap Attack 462	Mobile	APX 1500	90248-0112	466CUT07 17
Stationed at Fire Hall			**Model`**	**Serial Number**
Fire Hall	Very High Frequency (VHF) Handheld		XPR 7550	871TRFD8 03
Fire Hall	Very High Frequency (VHF) Handheld		XPR 7550	871IQU03 96
Fire Hall	Very High Frequency (VHF) Handheld		XPR 7550	871ISA021 5
Station Fire Hall: Smoky Lake County				
Alias	**Type**	**Model**	**ID Code**	**Serial Number**
Regional Chief	Handheld	APX 6000	90248-0017	481CZZ43 28
Regional Deputy	Handheld	APX 6000	90248-0018	481CZZ43 27
Peace Officer	Handheld	APX 4000	90248-0016	426CZZ06 94
County DEM	Handheld	APX 900	90248-0006	837CUT45 24
SLC Disaster 1	Handheld	APX 900	90248-0007	837CUT45 48
SLC Disaster 1	Handheld	APX 900	90248-0008	837CVD04 49
Regional Chief	Mobile	APX 1500	90248-0004	466CUT07 11
Regional Deputy	Mobile	APX 1500	90248-0012	466CUT06 95
Peace Officer	Mobile	APX 1500	90248-0005	466CUT07 13
County Cat	Mobile	APX 1500	90248-0013	
County Water Truck	Mobile	APX 1500	90248-0014	
County Pilot Truck	Mobile	APX 1500	90248-0015	

SCHEDULE "K"

SMOKY LAKE COUNTY REGIONAL FIRE RESCUE SERVICES

Health and Safety Program

1. Health and Safety Program

1.1 As the Managing Partner, the employer has the unfettered right and responsibility to ensure the fire department members and staff follow Policy Statement No. 02-24-01: Health and Safety Policy – which is the County's Health and Safety Program Policy Manual.

1.2 The Managing Partner, Health and Safety Coordinator will be designated to conduct safety inspections.

1.3 All personal protective equipment (PPE) shall be purchased, maintained and life cycle as per current Alberta Occupational Health and Safety standards.

SCHEDULE "L"

SMOKY LAKE COUNTY REGIONAL FIRE RESCUE

Dispute Resolution Procedures

1. DEFINITIONS

In this Schedule, in addition to terms defined elsewhere in the agreement, the following words and phrases have the following meanings:

1.1 Arbitrator: means the person appointed to act as such to resolve any Dispute.

1.2 Arbitration: means a process whereby each of the parties, with or without legal counsel agrees to jointly engage and meet with an Arbitrator who will render a binding decision in respect to any Disputes.

1.3 Disclosed Information: means the information disclosed by a Party for the purpose of settlement, negotiation, Mediation or Arbitration.

1.4 Dispute: means any matter that the Parties are unable to resolve themselves, which includes but is not limited to a difference of opinion, differing interpretation or a divergence of interest. Notwithstanding this, an Event of Default is not a Dispute for the purpose of this Schedule.

1.5 Mediation: means a process whereby a Representative of each party, with or without legal counsel, agrees to jointly engage the services and meet with a Mediator to participate in a mediation, conciliation or similar dispute resolution process.

1.6 Mediator: means the person appointed to facilitate the resolution of a Dispute between the Parties.

1.7 Representative: means an individual who has no direct operational responsibility for the matters comprising the Dispute, who holds a senior position with a Party and who has full authority to settle a Dispute.

2. PRINCIPLES OF DISPUTE RESOLUTION:

The County, Town and the Villages acknowledge and agree that:

2.1 In any business relationship a difference of opinion or interpretation or a divergence of interest may arise.

2.2 The County, Town and the Villages are committed to resolving any disputes in a non-adversarial, informal and cost-efficient manner.

2.3 The following process shall apply in any respect to Disputes which are either referred to or are required by the terms of this Agreement to be resolved in accordance with, the Dispute Resolution Procedure.

2.4 The Parties shall make all reasonable efforts to resolve all Disputes by negotiation and agree to provide, without prejudice, open and timely disclosure of relevant facts, information and documents to facilitate these negotiations as further contemplated within ***Schedule "L".***

3. DISPUTE PROCESS

In the event of any Dispute, the Parties agree that they shall undertake a process to promote the resolution of a Dispute in the following order:

3.1 first, by Negotiation.

3.2 second, by way of Mediation; and

3.3 third, if agreed to mutually by the Parties by Arbitration.

Negotiation, Mediation, or Arbitration shall refer to, take into account, and apply the intentions and principles stated by the parties within the Agreement.

4. NEGOTIATION

4.1 A Party shall give written notice **("Dispute Notice")** to the other Parties of a Dispute and outline in reasonable detail the relevant information concerning the Dispute. Within seven (7) days following the receipt of the Dispute Notice, the Parties shall each appoint a Representative, who shall meet and attempt to resolve the Dispute through discussion and negotiation. If the Dispute is not resolved within

thirty (30) days of the appointment of a Representative by each Party, the negotiation shall be deemed to have failed.

Dispute Resolution Process -

Page 1 of 3.

5. MEDIATION

5.1 If the Representatives cannot resolve the Dispute through negotiation within such thirty (30) day period, then the Dispute shall be referred to Mediation.

5.2 In such event, either Party shall be entitled to provide the other Parties with a written notice **("Mediation Notice")** specifying:

5.2.**1** The subject matters remaining in Dispute, and the details of the matters in Dispute that are to be mediated; and

5.2.**2.** The nomination of an individual to act as the Mediator.

5.3 The Parties shall, within thirty (30) days of the Mediation Notice, jointly nominate or agree upon a Mediator.

5.4 Where a Mediator is appointed, the Parties shall submit in writing their Dispute to the Mediator, and afford to the Mediator access to all records, documents and information the Mediator may reasonably request. The Parties shall meet with the Mediator at such reasonable times as may be required and shall, through the intervention of the Mediator, negotiate in good faith to resolve their Dispute. All proceedings involving a Mediator are agreed to be without prejudice, and the cost of the Mediator shall be shared equally between all the Parties.

5.5 In the event that:

5.5.**1** The Parties do not agree on the appointment of the Mediator with thirty (30) days of the Mediation Notice.

5.5.**2** The Mediation is not complete within thirty (30) days after the appointment of the Mediator; or

5.5.**3.** The Dispute has not been resolved within sixty (60) days from the date of receipt of the Dispute Notice.

either Party may by notice to the other withdraw from the Mediation process and in such event the Dispute shall deemed to have failed to be resolved by Mediation.

6. ARBITRATION

6.1 If Mediation fails to resolve the Dispute, the Dispute shall be submitted to binding Arbitration. Either of the Parties may provide the other Parties with written notice **("Arbitration Notice")** specifying:

6.1.**1.** The subject matters remaining in Dispute and the details of the matters in Dispute are to be arbitrated; and

6.1.**2.** The nomination of an individual to act as the Arbitrator.

6.2 Within fourteen (14) days following receipt of the Arbitration Notice, the other Parties shall, by written notice, advise as to which matters stated in the Arbitration Notice it accepts with which matters it disagrees and shall also advise whether it agrees with the resolution of the disputed items by Arbitration, and whether it agrees with the Arbitrator selected by the initiating Parties. Should the Parties fail to agree to resolve any of disputed items by the Arbitration, this Dispute Resolution Process shall come to an end.

6.3 Subject to agreement of the Parties to resolve any disputed items by Arbitration as contemplated above the Parties shall, within thirty (30) days of the Arbitration Notice, jointly nominate or agree upon an Arbitrator.

6.4 Should the parties fail to agree on a single arbitrator with the fourteen (14) day period referred to above, then either Party may apply to a Justice of the Court of Kings Bench of Alberta to have the Arbitrator appointed.

6.5 The terms of reference for Arbitration shall be those areas of Dispute referred to in the Arbitration Notice, and the receiving Parties' response thereto.

6.6 The Arbitrator shall conduct the Arbitration in accordance with the commercial arbitration rules **(the "Rules")** established from time to time by the ADR Institute of Canada Inc. unless the Parties agree to modify the same pursuant to any Arbitration Agreement. The *Arbitration Act* (Alberta) shall apply to all Arbitrations but if there is a conflict between the Rules and the provisions of the *Act*, the Rules shall prevail. Notwithstanding the forgoing, any such Arbitration shall be conducted in the English language.

6.7 The Arbitrator shall proceed to hear and render a written decision concerning any Dispute within:

6.7.**1** Forty-five (45) days, if the subject matter of the Dispute is less than $250,000.00; or

6.7.**2** Ninety (90) days, if the subject matter of the Dispute is greater than $250,000.00.

6.8 The Arbitrator has the right to award solicitor-client costs against the unsuccessful Party and to award interest but does not have the right to award punitive, consequential or other exemplary damages.

6.9 The Arbitrator's decision is final and binding but is subject to appeal or review by any court of proper jurisdiction only with respect to an allegation of fraud.

6.10 Judgment upon any award **(an "Award")** rendered in any such Arbitration may be entered in any court having jurisdiction therefor, or application may be made to such, court for a judicial acceptance of the Award and an enforcement order, as the laws of such jurisdiction may require or allow.

6.11 The Parties acknowledge and agree that, where a Dispute involves a Claim for injunctive relief, a Party may refer to such matter to Arbitration in accordance with Schedule or apply to the appropriate court for relief.

7. PARTICIPATION

7.1 The Parties and their Representatives will participate in good faith in the negotiation, Mediation and, if applicable, Arbitration processes and provide such assistance and Disclosed Information as may be reasonably necessary.

8. LOCATION

8.1 The place for Mediation and Arbitration shall be within the Town of Smoky Lake, or such other location as the Parties may agree.

9. SELECTION OF MEDIATOR AND ABITRATOR

9.1 Without restricting any of the foregoing, if the Parties are unable to agree upon the appointment of a single Mediator or Arbitrator respectively, within ten (10) days after receipt of the Mediation Notice or Arbitration Notice, as the case may be, either of the Parties may request that a single Mediator or Arbitrator, as the case may be, of suitable training, experience and independence, and who in respect of the subject matter of the Dispute has a reasonable practical understanding, be recommended for appointment by the executive director and other individual fulfilling that role for the ADR Institute of Canada Inc. The executive director shall be requested to make this determination within five (5) days of receipt of the request.

10. COSTS

10.1 Subject to clause 6.8 of this Schedule, in the case of an Arbitration, the Parties shall bear their respective costs incurred in connection with the negotiation, Mediation and if applicable, Arbitration except that the Parties shall equally share the fees and expenses of the Mediator and Arbitrator, and the cost of the facilities required for Mediation and Arbitration.

11. DISCLOSED INFORMATION

11.1 All Disclosed Information shall be treated as confidential and neither its delivery nor disclosure shall represent any waiver of privilege by a Party disclosing such Disclosed Information. Subject only to the rules of discovery, each Party agrees not to disclose the Disclosed Information to any other Person or for any other purpose. Such Disclosed Information cannot be used in any subsequent proceedings without the consent of the Party who has made the disclosure. The Parties agree that any Representative, Mediator and if applicable, Arbitrator shall not be subpoenaed or otherwise compelled as a witness in any proceedings for the purpose of testifying with respect to the nature or substance of any dispute resolution process that may arise in relation to any matter that is a subject of this Agreement. Nothing in this Dispute Resolution Procedure shall require a Party to disclose information that is subject to confidentiality provisions with third parties.

SCHEDULE "M"

SMOKY LAKE COUNTY REGIONAL FIRE RESCUE SERVICES

Fire Investigations and Inspections

1. Fire Investigations and Inspections

1.1 The County will provide the services to the Town and Villages with regards to fire investigation and fire inspection.

- Fires that require investigation due to their nature will be completed by the Office of the Fire Commissioner.
- Fire Inspections will be completed by the Office of the Fire Commissioner.

2. Fire Safety Codes

2.1 Quality Management Plan (QMP) is part of an approved quality management system required by the Safety Codes Act, managed by Smoky Lake County.

2.2 The Parties are not accredited by the Safety Codes Council in the Fire Discipline.

SCHEDULE “N”

SMOKY LAKE COUNTY REGIONAL FIRE RESCUE SERVICES

Municipal Documentations

LEASE AGREEMENTS - Motions

TOWN OF SMOKY LAKE: **Month Date Year** **Motion: #000/25**	**That the Town of Smoky Lake agrees**	**Lease Agreement is an exhibit to this Agreement and forms part of this Bylaw.** **N-1**
VILLAGE OF WASKATENAU: **Month Date Year** **Motion: #000/2025**	**That the Village of Waskatenau**	**Lease Agreement is an exhibit to this Agreement and forms part of this Bylaw.** **N-2**
VILLAGE OF VILNA: **Month Date Year** **Motion: #000**	**That the Village of Vilna**	**Lease Agreement is an exhibit to this Agreement and forms part of this Bylaw.** **N-3**

FIRE PROTECTION SERVICES: Bylaw(s) with Fixed Fees for Services

Fire Protective Services: Bylaw		
Smoky Lake County	Bylaw NO. 1487-25	Bylaw is an exhibit to this Agreement and forms part of this Bylaw. N-4
Town of Smoky Lake	Bylaw NO.	Bylaw is an exhibit to this Agreement and forms part of this Bylaw. N-5
Village of Waskatenau	Bylaw NO.	Bylaw is an exhibit to this Agreement and forms part of this Bylaw. N-6
Village of Vilna	Bylaw No.	Bylaw is an exhibit to this Agreement and forms part of this Bylaw. N-7

SCHEDULE "O"

SMOKY LAKE COUNTY REGIONAL FIRE RESCUE SERVICES

Policies Listing

The Policies Listing Schedule is a "Living Document" and will list Policies as established during the Term of the Agreement. New Policies will form part of this Bylaw.

POLICY	TITLE	DATE
Policy Statement No. 02-06-03	Regional Years of Service Award Program for Volunteer Firefighters	December 8, 2020
Policy Statement No. 02-15-01	Fire Department Standard Operating Guidelines (SOG)	September 20, 2007
Policy Statement No. 02-30-01	Regional Fire and Rescue Committee (RFRC): Firefighter Fitness Evaluation	May 5, 2017
Policy Statement No. 02-31-01	Regional Fire and Rescue Committee (RFRC): Firefighter Recruitment	October 12, 2017
Policy Statement No. 02-	Alberta Fire Responders Radio	October 22,

35-01	**Communications System (AFRRCS)**	**2018**
Policy Statement No. M01-10-03	**Fire Chief – Job Description**	**October 12, 2017**
Policy Statement No. M01-39-01	**Deputy Fire Chief – Job Description**	**October 12, 2017**
Policy Statement No. M01-15-01	**Fire Protective Services Clerk – Job Description**	**June 17, 2022**
Policy Statement No. M01-38-01	**Firefighter – Job Description**	**October 12, 2017**
Policy Statement No. M01-44-01	**District Fire Chief – Job Description**	**December 8, 2020**

Request for Decision (RFD)

Meeting Date: Thursday, August 28, 2025 **Agenda Item:** # **8.1**
Topic: Bylaw 1485-25 - Lagoon Use and Fee
Presented By: Environment and Parks Manager

Recommendation:

That Smoky Lake County Council give first, second, and third readings to Bylaw 1485-25: Lagoon Use and Fee, establishing fees, access controls, and enforcement measures for sewage disposal at the Warspite Lagoon.

Background:

On April 10, 2025, Council passed Motion 405-25 directing Administration to secure the Bellis and Warspite Lagoon sites, draft a policy regarding usage fees, and return to Council.

- Security: Gates were installed at both lagoon sites on June 27, 2025.
- Bellis Lagoon: Alberta Environment has restricted access due to low sewage levels; no contractor disposal is permitted.
- Warspite Lagoon: Remains open for contractor sewage disposal.

Administration researched fee structures from neighbouring municipalities and developed Bylaw 1485-25 to formalize registration, disposal fees, access conditions, and penalties

Key Provisions of Bylaw 1485-25:

- Authorization & Access
- All haulers must register with the County.
- Approved haulers receive a unique PIN for electronic gate entry.
- Access is permitted Monday–Friday, 7:00 a.m.–7:00 p.m. unless otherwise authorized

Fees & Charges

- Annual Hauler Registration: $250
- Effluent Disposal Fee: $20 per cubic metre
- PIN Issuance or Replacement: $50
- Fees are payable monthly, based on logbook reports and County verification

Acceptable Waste

- Only domestic sewage from residential or commercial septic systems.
- No hazardous, industrial, or chemical waste. Random inspections permitted

Penalties & Enforcement

- Unauthorized dumping or false reporting results in immediate suspension.
- Minimum fine of $1,000 per offence plus liability for cleanup.
- Possible prosecution under the Environmental Protection and Enhancement Act

Benefits:

- Provides a transparent and enforceable fee structure.

- Ensures compliance with environmental regulations.
- Generates revenue to offset lagoon operations and maintenance costs.

Disadvantages:

N/A

Alternatives:

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

Financial Implications:

- Security costs (gates, locks, signage, cameras) were already budgeted in the 2025 Wastewater Budget.
- Revenue from lagoon fees will help recover operating costs.

Legislation:

- Municipal Government Act, RSA 2000, c. M-26 (public utilities bylaw authority).
- Environmental Protection and Enhancement Act (enforcement provisions).

Intergovernmental:

N/A

Strategic Alignment:

N/A

Enclosure(s):

- Draft Bylaw 1485-25: Lagoon Use and Fee
- Schedule A: Warspite Lagoon Hauler Agreement

Signature of the CAO: _____

SMOKY LAKE COUNTY
IN THE PROVINCE OF ALBERTA
BYLAW NO. 1485-25

A BYLAW OF THE SMOKY LAKE COUNTY IN THE PROVINCE OF ALBERTA, to regulate and impose charges for the use of the Lagoon Facilities

****

WHEREAS, pursuant to the Municipal Government Act, R.S.A. 2000, c. M-26 and amendments thereto, Council may pass bylaws respecting public utilities and services provided by the municipality;

AND WHEREAS Smoky Lake County owns and operates the Warspite and Bellis Lagoons, a wastewater treatment facility that receives and processes sewage effluent from licensed haulers;

AND WHEREAS Council deems it desirable to regulate access to and use of the Lagoon, ensure compliance with environmental standards, and recover costs related to operation and maintenance of the facility;

NOW THEREFORE the Council of the Smoky Lake County, in the Province of Alberta, duly assembled, the Council of Smoky Lake County, duly assembled, enacts as follows:

1. TITLE

This bylaw may be cited as the “"Lagoon Use and Fee."” bylaw.

2. DEFINITIONS

a. **"County" means Smoky Lake County.**
b. **"Lagoon"** means the wastewater lagoon owned and operated by the County.
c. **"Effluent**" means any sewage or wastewater transported and discharged into the lagoon.
d. **"Hauler"** means any individual or company licensed to transport wastewater for disposal.
e. **"PIN"** means a personal identification number issued by the County to access the lagoon disposal site.
f. **"Manager"** means the County’s Manager of Environmental Services or designate.

3. AUTHORIZATION AND ACCESS

a. All users must be registered with Smoky Lake County and approved by the Manager**.**
b. Approved users shall receive a unique PIN for electronic lagoon gate access.
c. Access to the lagoon is permitted Monday to Friday, 7:00 a.m. to 7:00 p.m., unless otherwise authorized in writing.
d. Unauthorized dumping is strictly prohibited and subject to penalties.

4. FEES AND CHARGES

The following charges apply to all lagoon effluent disposals:

Description	Fee
Annual Hauler Registration	$250.00
Effluent Disposal Fee	$20.00 per cubic metre
PIN Issuance or Replacement	$50.00

a. All fees shall be payable monthly based on hauler-submitted reports and/or County monitoring records.
b. The County reserves the right to verify reported volumes via electronic or manual inspection.

5. ACCEPTABLE WASTE

a. Only domestic sewage from residential or commercial septic systems shall be accepted.
b. No industrial, hazardous, or chemical waste is permitted.
c. Random inspections and sampling may be conducted at the discretion of the Manager.

6. PENALTIES AND ENFORCEMENT

- **a.** Unauthorized dumping, false reporting, or discharge of prohibited waste will result in:
  - i. Immediate suspension of lagoon access;
  - ii. A minimum fine of $1,000.00 per offence;
  - iii. Liability for remediation or cleanup costs.
- **b.** Offenders may also be prosecuted under the Environmental Protection and Enhancement Act or other applicable legislation.

7. SEVERABILITY

If any section of this bylaw is found to be invalid, the remainder of the bylaw shall remain in effect.

8. EFFECTIVE DATE

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

READ A **FIRST TIME** IN COUNCIL THIS **28th** day of **August,** AD **2025.**

READ A **SECOND TIME** IN COUNCIL THIS **28th** day of **August,** AD **2025.**

READ A **THIRD AND FINAL TIME, WITH THE UNANIMOUS CONSENT OF ALL COUNCILLORS PRESENT, THIS 28th** day of **August,** AD **2025.**

_____

REEVE

S E A L

_____

CHIEF ADMINISTRATIVE OFFICER

Schedule “A” – Warspite Lagoon Hauler Agreement

Warspite Lagoon Access and Disposal Agreement

Smoky Lake County

This Agreement is entered into on the date of signature by the authorized representatives of:

Smoky Lake County
Box 310, Smoky Lake, AB T0A 3C0
(hereinafter referred to as the “County”)
– and –
[Company Name]
[Company Address]
(hereinafter referred to as the “Hauler”)

1. Purpose

This agreement outlines the terms and conditions for registered access and disposal of wastewater effluent at the **Warspite Lagoon**, located in Smoky Lake County.

---

2. Authorization

Upon execution of this Agreement, the Hauler shall be:

- Issued a **Personal Identification Number (PIN)** for electronic gate access;
- Provided with a **Lagoon Logbook** to record and report all disposals;
- Subject to the regulations set out in **Bylaw No. 1485-25** and this Agreement.

---

3. Logbook & Reporting Requirements

The County shall supply a **Lagoon Logbook** which must be maintained by the Hauler and include:

- Company Name
- Driver Name
- Truck Number
- Date and Time of Dump
- Nature of Effluent (e.g. domestic residential septic)
- Volume in Cubic Metres

A copy of the completed logbook sheet must be deposited **in the mailbox provided at the Lagoon site** after each day of use. The County will collect log sheets **weekly** and invoices will be issued **monthly** based on reported and verified volumes.

---

4. Fees

The following fees shall apply as per Bylaw No. 1485-25:

Description	Fee
Annual Hauler Registration	$250.00
Effluent Disposal Fee	$20.00 per cubic metre
PIN Issuance or Replacement	$50.00

Fees are payable monthly and subject to review and adjustment by County Council.

5. Acceptable Waste

Only **domestic sewage from residential or commercial septic systems** is permitted. No hazardous, industrial, or chemical waste may be discharged. Violations may result in suspension of access and additional penalties.

6. Term and Termination

This Agreement shall remain in effect until terminated by either party with **30 days written notice**, or immediately by the County for any breach of terms.

7. Acknowledgement

By signing this Agreement, the Hauler acknowledges having read and understood the requirements outlined in **Bylaw No. 1485-25** and agrees to comply fully with the regulations therein.

IN WITNESS WHEREOF, the parties have executed this Agreement:

For the Hauler:
Company Name: _____
Authorized Representative: _____
Signature: _____
Date: _____

For Smoky Lake County:
Name: _____
Title: _____
Signature: _____
Date: _____

Smoky Lake County Policy

Title:	**Financial Reserve Policy**	Policy #	Version
Category:	Financial Services (FIN)	**08-25**	**01**

LEGISLATIVE REFERENCE:

PURPOSE:

The purpose of this policy is to maintain consistent standards and guidelines for the management of reserves and the execution of reserve transactions, and to ensure that all reserve transactions are approved by Council.

STATEMENT:

Smoky Lake County recognizes the importance that reserve funds contribute to a sustainable approach to financial management. Adequate reserve funds will provide financial resources to provide for future funding needs and provide stabilization preventing large fluctuations in the municipal tax rates.

DEFINITIONS:

For the purposes of this policy:

1 "Capital Reserves" means those reserves that are generally established to fund future expenditures of a capital nature.
2 "Council" means the Council of Smoky Lake County.
3 "County" means Smoky Lake County.
4 "Operating Reserves" means the reserves that are generally established to fund one time expenditures of an operating nature or to provide stabilization to the budget as a result of unforeseen circumstances.

GUIDELINES & PROCEDURE:

1. A schedule of all reserves is attached in Appendix A: Smoky Lake County Reserves. The appendix will contain the following information for each reserve:
   1.1 Reserve name
   1.2 Source of funds
   1.3 Application of funds
   1.4 Target balance
   1.5 Duration of reserve
   1.6 Interest entitlement

2. All reserve transactions, re-designations, revisions and new reserve requests must be approved by Council; in the form of any of the following:
   2.1 Approval of the annual operating or capital budget
   2.2 The carryover of an approved project from previous year(s)
   2.3 A council resolution
   2.4 County policies or bylaws
3. New reserves will be established by Council resolution, policy, or bylaw.
4. Reserves may be retired by Council resolution, amendment or rescindment of the policy, or repeal of the bylaw in which they were established.
5. Interest earnings will be applied to the reserves which have been deemed interest bearing as indicated int the Reserve descriptions in appendix A.
6. The annual Municipal surplus will be transferred to the Municipal Carry Forward reserve for use in the next year.
7. Reserves will not be overdrawn.
8. The Finance Department is responsible for developing the accounting procedures for reserve transactions.
9. Reporting on the reserves will occur through the annual budget process and the audited financial statements.

RESPONSIBILITIES:

10. Council is responsible for:
    10.1 Approving amendments to the Reserve policy.
    10.2 Approving the establishment and retirement of Reserves.
    10.3 Approving transfers through budgets, policies, and bylaws.

11. Administration is responsible for
    11.1 Implementing and complying with this policy.
    11.2 Reporting to Council the status of reserves.
    11.3 Ensuring that department Managers responsibly manage budget surpluses resulting in year end reserve transfers.
    11.4 Ensuring that all reserve related transactions abide by the conditions and restrictions resulting from this policy and applicable legislation.

DRAFT

Appendix A: Smoky Lake County Reserves

Municipal Reserve	
Source of Funds	Funds given in lieu of municipal reserve land under policy 61-01
Application of Funds	Funds may be used for recreational or school purposes as per Policy 61-01
Target Balance	none
Duration	Ongoing
Interest Entitlement	yes

Municipal Carry Forward Reserve	
Source of Funds	Yearend transfer to reserve
Application of Funds	To preserve unspent funds for operating projects and costs for the subsequent calendar year. To preserve unspent funds for capital incomplete capital projects carried over to the next year
Target Balance	none
Duration	Year to year
Interest Entitlement	none

General Operating Reserve	
Source of Funds	Approved allocation from Budget and other sources as approved by Council
Application of Funds	To stabilize fluctuations in operating activity and address the risk of revenue or expenditure volatility; to stabilize the temporary impact of unforeseen, non-recurring, emergent, one-time expenditures or losses of revenue
Target Balance	5% of previous years operating expenses
Duration	ongoing
Interest Entitlement	none

General Capital	
Source of Funds	Approved allocation from Budget and other sources as approved by Council
Application of Funds	To stabilize fluctuations in capital activity; to stabilize the temporary impact of unforeseen, non-recurring, emergent, one-time capital expenditures or losses of revenue
Target Balance	5% of the budgeted expenditures on the next five years within the capital plan plus funds allocated for specific planned projects
Duration	ongoing
Interest Entitlement	none

Building Reserve

Source of Funds	Approved annual allocation from Budget and other sources as approved by Council
Application of Funds	To provide funding for future County building rehabilitation, replacement, renovation projects or major repairs/upgrades
Target Balance	No specified target
Duration	ongoing
Interest Entitlement	yes

County Fire Reserve	
Source of Funds	No further funding required
Application of Funds	County portion of Regional Fire Capital Replacement
Target Balance	$0.00 (the fund will be drawn down to zero over ten years)
Duration	to be closed by 2035
Interest Entitlement	no

Regional Fire Reserve	
Source of Funds	Funds received from Village of Waskatenau, Town of Smoky Lake, and Village of Vilna as per the Regional Intermunicipal Regional Fire Services Agreement. The County will allocate funds from the annual budget as per the Regional Intermunicipal Regional Fire Services Agreement
Application of Funds	To stabilize fluctuations in regional fire capital activity and cover capital replacement requirements
Target Balance	5% of the
Duration	ongoing
Interest Entitlement	yes

Landfill Reserve	
Source of Funds	Approved allocation from Budget and other sources as approved by Council
Application of Funds	To provide funds for Waste equipment replacement, landfill improvements, and landfill reclamation
Target Balance	Asset retirement obligations for Smoky Lake and Spedden landfill reclamation as well as planned capital replacement & projects
Duration	ongoing
Interest Entitlement	yes

Transportation Reserve

Source of Funds	Approved allocation from Budget and other sources as approved by Council
Application of Funds	To provide funds for Equipment replacement and other projects planned in the Five-year Capital budget
Target Balance	5% of the budgeted expenditures on the next five years within the capital plan
Duration	ongoing
Interest Entitlement	no

Road Development Reserve	
Source of Funds	Aggregate License Fees collected as per Bylaw 1156-24 Aggregate Extraction Business License
Application of Funds	To provide funds for the repair/rehabilitation of roads that are damaged by natural resource extraction
Target Balance	n/a
Duration	ongoing
Interest Entitlement	no

Gravel Pit Reclamation Reserve	
Source of Funds	Reclamation charges as per Sales of Sand and Gravel Policy 03-25
Application of Funds	To provide funds to reclaim County owned Gravel Pits
Target Balance	The amount of the asset retirement obligation as per audited financial statements
Duration	Ongoing as long as the County owns gravel pits
Interest Entitlement	yes

Gravel Pit Development Reserve	
Source of Funds	Royalty charges as per Sales of Sand and Gravel Policy 03-25
Application of Funds	To provide funds for future development of new gravel pits
Target Balance	n/a
Duration	ongoing
Interest Entitlement	no

Connectivity Reserve	
Source of Funds	A portion of the profit from the sale of CCI shares sold in 2020 and approved future allocations from the budget
Application of Funds	To provide funds for the development or improvement of internet services in the County
Target Balance	n/a
Duration	ongoing
Interest Entitlement	no

Street Sweeper Reserve

Source of Funds	Fees charged for use of the Street Sweeper less maintenance costs. Transfer to be made annually
Application of Funds	To provide funds for future replacement of the regionally owned Street Sweeper
Target Balance	n/a
Duration	ongoing
Interest Entitlement	no

Water Reserve	
Source of Funds	Approved allocation from Budget and other sources as approved by Council
Application of Funds	To provide funds for future replacement, rehabilitation or major repairs of water infrastructure, and planned capital projects relating to the provision of water / wastewater services
Target Balance	5% of the cost of Water infrastructure asset as per financial reports plus the cost of capital projects for the next Five years
Duration	ongoing
Interest Entitlement	no

Agricultural Services Equipment Reserve	
Source of Funds	Approved allocation from Budget and other sources as approved by Council
Application of Funds	To provide funds for future replacement, rehabilitation or major repairs to Agricultural Services Equipment
Target Balance	25% of the value of the next 5 years Agricultural Services Capital budget
Duration	ongoing
Interest Entitlement	no

Natural Gas Asset Replacement Reserve	
Source of Funds	The Capital replacement levy collected as per Natural Gas Bylaw 1475-25
Application of Funds	To provide funds for future replacement, rehabilitation or major repairs to Natural Gas Buildings, Equipment, and Vehicles
Target Balance	50% of the value of the next 5 years Natural Gas capital replacement plan.
Duration	ongoing
Interest entitlement	yes

Natural Gas Operations Contingency Reserve	
Source of Funds	Allocation 50% of the Year end natural gas utility surplus
Application of Funds	To provide funds for utility rate stabilization and address the risk of revenue or expenditure volatility as well as the temporary impact of

	unforeseen, no-recurring, emergent, one-time expenditures or loss of revenue
Target Balance	500,000
Duration	ongoing
Interest Entitlement	no

Natural Gas Infrastructure Reserve	
Source of Funds	Approved allocation from Budget and other sources as approved by Council plus and allocation of 50% of the year end natural gas utility surplus
Application of Funds	To provide funds for the development, enhancement, replacement, or significant repair of natural gas infrastructure.
Target Balance	1,000,000
Duration	ongoing
Interest Entitlement	no

DRAFT

Request for Decision (RFD)

Meeting Date: Thursday, August 28, 2025 **Agenda Item:** #
Topic: **Policy 08-25 Financial Reserve Policy**
Presented By: Brenda Adamson / Finance

Recommendation:

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

Background:

Reserve funds are an essential component of sound financial planning and sustainability. Smoky Lake County's past practices in reserve management have been effective but lacked formal documentation in the form of a unified policy.

The policy includes an appendix listing all the proposed reserves, identifying the source of funds, application of funds, target balance, durations, and whether the reserve earns interest.

Benefits:

The proposed Financial Reserve Policy outlines the purposes, sources, and conditions for all reserve funds in a structured and transparent format. It will promote financial stability, ensure accountability, and support long-term planning.

Disadvantages:

n/a

Alternatives:

- Council may want to make changes to the policy, in particular the targets.

Financial Implications:

There are no immediate financial implications. The overall reserve balance will cover the overall target balance. During the year-end process, Administration will recommend some transfers between the reserves so that they more closely match their targets.

Request for Decision (RFD)

SMOKY LAKE COUNTY 2025 RESERVE REPORT			
	Balance	Target	*Target description*
Municipal Reserve	$52,422	$52,422	*n/a*
Municipal Carry Forward Reserve	$0		*n/a*
General Operating Reserve	$1,476,689	$896,633	*5% of prevoius years operating expenses*
General Capital Reserve	$854,362	$657,786	*5% of the budgeted capital expenditures over next 5 years plus specific projects*
Building Reserve	$1,189,721	$1,189,721	*n/a*
County Fire Reserve	$1,738,651	$1,738,651	*0*
Regional Fire Reserve	$0		*5% of the budgeteed expenditures on the next five years capital plan*
Landfill Reserve	$399,160	$1,198,355	*Asset retirment obligations for the landfills plus planned capital replacement and projects*
Transportation Reserve	$349,853	$395,161	*5% of the budgeteed expenditures on the next five years capital plan*
Road Development Reserve	$1,730,178	$1,730,178	*n/a*
Gravel Pit Reclamation Reserve	$465,011	$451,014	*The amoutn of the asset retirement obligation as per audited financial statements*
Grave Pit Development Reserve	$146,533	$146,533	*n/a*
Connectivity Reserve	$476,523	$476,523	*n/a*
Street Sweeper Reserv	$80,480	$80,480	*n/a*
Water Reserve	$260,559	$287,536	*5% of the Cost of Water Infrastructure Asses as per financial reports plus the cost of capital projects for the next five years*
Agricultural Services Equipment Reserve	$117,000	$150,000	*25% of the value of the next 5 years Ag Services Capital Budget*
Natural Gas Asset Replacement Reserve		$810,903	*50% of the value of the next 5 years Natural Gas Capital Replacment Plan*
Natural Gas Operations Contingency Reserve		$500,000	*$ 500,000.00*
Natural Gas Infrastructure Reserve		$1,000,000	*$ 1,000,000.00*
Old Natural Gas Reserve	$2,275,421		
	$11,612,563	$11,761,896	

Legislation:

n/a

Intergovernmental:

n/a

Strategic Alignment:

n/a

Enclosure(s):

- ✓ Proposed Policy 08-25-01

Signature of the CAO: _____

This form legislated under Policy Statement No. 01-27: County Council Meetings Request for Decision

Request for Decision (RFD)

Meeting Date: Thursday, August 28, 2025 **Agenda Item:** #
Topic: Bylaw 1478-25 Ukrainian Twinning Committee
Presented By: CAO

Recommendation:

That Smoky Lake County Council give Bylaw No. 1478-25: Ukrainian Twinning Committee Bylaw, first reading, second reading, permission for third reading, and third and final reading.

This Bylaw will repeal Bylaw 1404-21 Ukrainian Twinning Committee Terms of Reference.

Background:

The Ukrainian Twinning initiative with the Kosiv District, Ivano-Frankivska Oblast, in Ukraine, was initiated by the Regional Community Development Committee (RCDC) in January 27, 2020, between the Kosiv District, and the Smoky Lake Region (Smoky Lake County, Town of Smoky Lake, Village of Vilna and Village of Waskatenau). A Memorandum of Understanding (MOU) was fully executed by all parties on September 30, 2020, for a 5-year period, expiring September 30, 2025. A Ukrainian Twinning Committee was established under Bylaw No. 1404-21, with the Town of Smoky Lake as the Managing Partner.

At the Joint Municipalities Meeting held on January 13, 2025, the Ukrainian Twinning initiative was discussed with the Ukraine Chamber of Commerce's President: Vitaliy Milentyev, who noted: *Most other municipalities MOUs have faded away, due the ongoing Russian invasion of Ukraine that started in February 2022. However, the Smoky Lake Region has continued to support Ukraine and they are very humbled and grateful for it. Even if it's just moral support – ongoing cultural exchanges help them understand that they are not left alone – it is very uplifting for Ukraine. There are cultural, spiritual and humanitarian, benefits to continue the MOU; the decision should not be an economic one.*

January 23, 2025, County Council Motion 252-25, Council approve to honor the extension for another five years, however the Town of Smoky Lake approve only a 3-year extension and the Villages of Vilna and Waskatenau declined to participate in the Ukrainian Twinning Committee.

April 10, 2025, Smoky Lake County Council made to the motion to rescind 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.

Following the April 10th motion #252-25 Smoky Lake County Council then made the following motion: 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.

Request for Decision (RFD)

This extension of the Memorandum of Understanding (MOU) between the Kosiv District, Ivano-Frankivska Oblast, Ukraine, and the "Smoky Lake Region" was signed at the Ukrainian Twining meeting on Monday, May 26th, 2025 and is reflected in the new Bylaw 1478-25.

Benefits: Noted above.

Disadvantages: Unknown

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

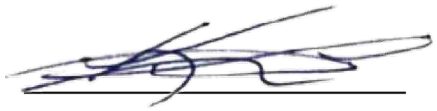
Financial Implications: There is no cost to continue the MOU.

Legislation: Bylaw No. 1404-21: Ukrainian Twinning Committee

Intergovernmental: Between Kosiv District & Town of Smoky Lake

Strategic Alignment: Priority #6: Cultural Diversity

Enclosure(s): Draft Bylaw 1478-25 Ukrainian Twinning Committee

Signature of the CA 

SMOKY LAKE COUNTY
IN THE PROVINCE OF ALBERTA
BYLAW NO. 1478-25

A BYLAW OF THE SMOKY LAKE COUNTY IN THE PROVINCE OF ALBERTA, to authorize the Municipal Council to enter into a JOINT AGREEMENT to establish the provision of a Smoky Lake Region-Kosiv District Ukraine Twinning Committee, for the purpose of pursuing joint projects of benefit to Smoky Lake County, Town of Smoky Lake, and Kosiv District, Ukraine**.**

****

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

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

NOW THEREFORE the Council of the Smoky Lake County, in the Province of Alberta, duly assembled, in consideration of the mutual covenants contained herein, agrees to a Joint Agreement of a Smoky Lake Region-Kosiv District Ukrainian Twinning Committee, as jointly executed, by the municipalities of Smoky Lake County and Town of Smoky Lake.

1. **TITLE**

   This bylaw may be cited as the "Ukrainian Twinning Committee" bylaw.

2. **REPEAL**

   Bylaw No. 1404-21 Ukrainian Twinning Committee Terms of Reference is hereby repealed.

3. **EFFECTIVE DATE**

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

READ A **FIRST TIME** IN COUNCIL THIS **25th** day of **June,** AD **2025.**

READ A **SECOND TIME** IN COUNCIL THIS **25th** day of **June,** AD **2025**.

READ A **THIRD AND FINAL TIME, WITH THE UNANIMOUS CONSENT OF ALL COUNCILLORS PRESENT, THIS 25th** day of **June,** AD **2025.**

_____
REEVE, Jered Serben

S E A L

DRAFT

_____

CHIEF ADMINISTRATIVE OFFICER

DRAFT

Schedule "A" - *Terms of Reference*

Smoky Lake Region-Kosiv District Ukrainian Twinning Committee

B E T W E E N:

SMOKY LAKE COUNTY – BYLAW N0. 1478-25
a Municipal Corporation, in the Province of Alberta
Box 310, 4612 McDougall Drive
Smoky Lake, Alberta T0A 3C0

OF THE FIRST PART

AND

TOWN OF SMOKY LAKE – BYLAW N0. 12-2025
a Municipal Corporation, in the Province of Alberta
Box 460, 56 Wheatland Avenue
Smoky Lake, Alberta T0A 3C0

OF THE SECOND PART

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

****

WHEREAS, the Smoky Lake County wishes to enter into a Joint Agreement with the Town of Smoky Lake to establish the provision of a **Smoky Lake Region-Kosiv District Ukrainian Twinning Committee (Committee),**

NOW THEREFORE, in consideration of the mutual provisions and covenants contained hereunder in this Agreement, and intending to be legally bound hereby, the parties agree as follows in accordance with the provisions of the Terms of Reference outlined:

Schedule "A" - *Terms of Reference (continued)*

1. VISION

Execution of Memorandum of Understanding on Cooperation for a three (3) year term between

KOSIV DISTRICT, IVANO-FRANKIVSKA OBLAST, UKRAINE

AND

SMOKY LAKE REGION, ALBERTA, CANADA

---

2. PURPOSE OF COMMITTEE

2.1. One of the Committee's key roles and responsibilities is to recommend an annual Ukrainian Twinning Project Plan, created jointly with Kosiv District, to the two member Councils (Town of Smoky Lake and Smoky Lake County) and, upon approval, to monitor and assist in the implementation and execution of that plan.

2.2. Whether a multi-year or annual update to the Ukrainian Twinning Project Plan, the Committee is responsible for overseeing its development and for bringing the plan forward for the approval of the two member Councils.

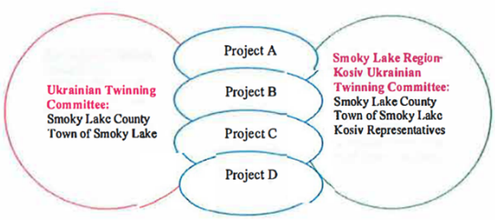
2.3. The Committee is the representative body for the two municipalities in the ongoing discussions with Kosiv District representatives for project execution.

2.4. The Committee identifies potential project opportunities for the Twinning Project Plan.

2.5. Before recommending the Twinning Project Plan to each respective Municipalities' council, the plan should include, but not be limited to:

- 2.5.1 A review of the current project action plan including status and performance measures.
- 2.5.2 An assessment of the Region's / individual municipalities'/Kosiv District's current economic situation and overall business climate.
- 2.5.3 Recommended actions that ensure the region / municipalities are well-positioned to take full advantage of new and emerging Twinning opportunities.
- 2.5.4 Specific action items which further promote and enhance business retention, growth and new business attraction, between Smoky Lake Region and Kosiv District.
- 2.5.5 An outline of the Twinning Project plan's specific goals/objectives and related performance measures and targets.
- 2.5.6 A proposed action plan responding to specific issues to be reviewed and explored in more detail which have been brought forward by the Councils of the Municipalities. This may also involve stakeholder or broader public consultation, depending on the specific issue(s) the Committee has been asked to address.

2.6 The structure of the Ukrainian Twinning Committee and the Smoky Lake Region – Kosiv Ukrainian Twinning Committee is envisioned to be set as follows:



The Smoky Lake Region-Kosiv Ukrainian Twinning Committee identifies projects of interest to both Regions. The project resourcing Is determined by Smoky Lake Ukrainian Twinning Committee and Kosiv Representatives and

Schedule "A" - *Terms of Reference (continued)*

project reporting is to both the Smoky Lake Ukrainian Twinning Committee by the Smoky Lake accountable parties (monthly or bimonthly), and to the larger group (quarterly). The project accountable parties may be municipal, regional, or private entities, depending on the project.

3 FUNCTIONAL RESPONSIBILITIES OF COMMITTEE

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

3.1 Provides broad-based community leadership, experience, and expertise in helping build and effectively implement the Region's Twinning Project Plan.

3.2 Oversees and is responsible (accountable) for recommending Twinning opportunities to the four member Councils for approval.

3.3 Monitors, assists, and helps guide in the implementation and execution of the plan.

3.4 Manages the Committee's annual budget and seeks grant opportunities to support projects.

3.5 Provides resources to the project teams for project execution.

3.6 Identifies specific goals / objectives, corresponding performance measures and targets, and makes recommendations for fine-tuning the Twinning Project Plan, as required.

3.7 Responds to specific requests by the two Councils to review, further consider, advise and/or undertake consultations around a particular Twinning opportunity.

3.8 Consults with and maintains contact with regional businesses, volunteers, community leaders, and other stakeholders, as required.

3.9 Meets quarterly with Kosiv District Committee to review and assign project teams, build relationships, and confirm compliance to strategy.

3.10 Communicates with the Smoky Lake public and other stakeholders on strategy, project execution and other celebrations.

4. COMMITTEE MEMBERSHIP

4.1 The Committee shall be comprised of a total of six (4) Elected Officials from the Municipalities
as outlined in Section 4.2 and shall be appointed by a resolution of Council.

4.2 The membership shall include:

- Two (2) member(s) from the Town of Smoky Lake (serving throughout their term).
- Two (2) member(s) from Smoky Lake County (serving throughout their term).

4.3 Each respective Council shall ensure that an Alternate elected member to the Committee.

4.4 Non-voting participants of the Committee meetings are the four Chief Administrative Officers
of the Municipalities (or their respective designate), and/or the Twinning Project Manager.

5 GOVERNANCE AND PROCEDURES

5.1 Annually, during the month of November, the Committee shall hold a meeting at which time a Chair and Vice-Chair shall be elected from its membership for the ensuring year.

5.2 The Chair and Vice-Chair, with the approval of the Committee, shall establish (or reconfirm) the operating ground rules for committee meetings and ensure that these are in accordance with generally accepted standards and practices.

5.3 Regular meetings are to be held quarterly on a date and time agreed to by the Committee, and at other such times as the Committee determines necessary.

5.4 Special meetings of the Committee may be called by the Chair or Vice-Chair provided that not less than two (2) full business days notice is given to each

Schedule "A" - *Terms of Reference (continued)*

member of the committee.

5.5 No regular or special meeting of the Committee shall be convened unless the Chair or Vice-Chair is present.

5.6 In-Camera or Closed Session portions of meetings can lawfully be held in private and not open to the public only in accordance with the Municipal Government Act and only to discuss information that the Committee is either: prohibited from disclosing, required to refuse to disclose, or has refused to disclose under discretion and in accordance with the FOIP (Freedom of Information and Protection of Privacy) Act or other legislation.

5.7 A quorum for regular and special meetings of the Committee shall be not less than three (3) members.

5.8 All members shall have equal voting privileges on issues / items where a vote is called, with a simple majority (with quorum) deciding any vote.

6 ROLES OF MANAGING PARTNER OF THE COMMITTEE

6.1 The Managing Partner shall:

6.1.1 Be the Town of Smoky Lake

6.1.2 Assist the Committee in responding to specific issues that the Municipalities have requested to be reviewed or considered in more detail.

6.1.3 Prepare agendas, maintain minutes, records, and action lists; as well as prepare correspondence relating to the Committee's ongoing activities and joint meetings with Kosiv District representatives; and shall provide quarterly reporting of such to the Municipalities.

6.1.4 Assist the Committee in responding to specific issues that the two member Councils have requested be reviewed or considered in more detail.

6.1.5 Monitor and manage financial resources including any grant funds received.

6.1.6 Prepare, oversee, and advise the Committee on its operating budget which must also be approved respective Municipalities' Council; and present interim budget updates as requested by the Committee.

6.1.7 Prepare an annual year-end report for submission to each respective Municipalities Council on the various initiatives and activities undertaken.

6.2 The Twinning Project Manager shall:

6.2.1 Be the Managing Partners' Chief Administrative Officer, unless reassigned otherwise by the Committee.

6.2.2 Plan, organize, and direct the completion of specific twinning projects while ensuring the projects are on budget and within scope.

6.2.3 Liaison with the Municipalities' Chief Administrative Officers as issues arise.

6.2.4 Assist the Committee in carrying out its primary purpose, roles and responsibilities related to the pursuit of twinning opportunities between the Smoky Lake Region and Kosiv District.

6.2.5 Refer specific twinning project matters to the Committee for its' information, review, consideration and/or recommendations.

7 FUNDING FORMULA

7.1 Funding Formula for each respective municipality's budget contribution shall be:

Town of Smoky Lake:	50%
Smoky Lake County:	50%

and any municipality may, by resolution of the respective Council, contribute additional funds.

7.2 Finances shall be administered by the Managing Partner of the Committee.

Schedule "A" - *Terms of Reference (continued)*

7.3 Budgets shall be prepared annually by the Committee and presented to each respective Municipalities Councils for approval.

7.4 Any per diems and/or expenses for Committee members shall be paid by the Committee members' respective municipality, unless specifically provided for in the Project budgets.

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

SMOKY LAKE COUNTY

DATE: _____

_____

Reeve, Smoky Lake County

_____

Chief Administrative Officer, Smoky Lake County

TOWN OF SMOKY LAKE

DATE: _____

_____

Mayor, Town of Smoky Lake

_____

Chief Administrative Officer, Town of Smoky Lake

Schedule "B"

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

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

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

This Memorandum of Understanding on Cooperation will be for a period of three (3) years, effect Date being October 1, 2025. Extension for any additional period will be at mutual written consent.

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

Signed at Smoky Lake, Alberta this 2nd day of July, 2025.
Effective Date being October 1, 2025

Jered Serben,
Reeve,
Smoky Lake County

Amy Chemiwchan,
Mayor,
Town of Smoky Lake

Signed at Kosiv, Ivano-Frankivsk Region, this 7th day of July, 2025.

Yurii Ploskonos,
The Head of Kosiv Town Council of Kosiv District Ivano-Frankivsk Region

Schedule "B"

МЕМОРАНДУМ ПРО ВЗАЄМОРОЗУМІННЯ ЩОДО СПІВПРАЦІ
МІЖ
КОСІВСЬКОЮ МІСЬКОЮ РАДОЮ КОСІВСЬКОГО РАЙОНУ, ІВАНО-ФРАНКІВСЬКОЇ ОБЛАСТІ, УКРАЇНА ТА
РЕГІОНОМ СМОКІ ЛЕЙК, АЛЬБЕРТА, КАНАДА

Визнання тривалих культурних та історичних зв'язків і дружби, що існують між жителями Івано-Франківської області та провінцією Альберта, визнання спільної мети щодо поліпшення та підтримки історичних і культурних зв'язків, Косівська міська рада Косівського району Івано-Франківської області та регіон Смокі-Лейк укладають цей Меморандум про взаєморозуміння щодо спільної роботи для:

- підтримування зусиль з підготовки та виконання Угоди про побратимство між Косівською міською радою Косівського району Івано-Франківської області та регіоном Смокі Лейк;
- підтримування можливості для співпраці між організаціями приватного сектору шляхом сприяння встановленню зв'язків та прямих контактів;
- сприяння більш широким можливостям для співпраці в сферах освіти, культури, економіки та громадських ініціатив.

Цей Меморандум про взаєморозуміння щодо співпраці буде діяти протягом трьох (3) років, дата початку дії – 1 жовтня 2025 року. Подовження на будь-який додатковий період буде здійснюватися за взаємною письмовою згодою.

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

Підписано в Smoky Lake, AB, 2nd Day of July, 2025
Дата набрання чинності - 1 жовтня 2025 року

Jered Serben,
Reeve,
Smoky Lake County

Amy Cherniwchan
Mayor,
Town of Smoky Lake

Підписано в м.Косів, Івано-Франківської області, 7th Day of July, 2025.

Юрій Плосконос,
Міський голова Косівської міської ради Косівського району Івано-Франківської області

CAO Report to Council – August 28, 2025

Introduction

This report provides Council with a comprehensive update on County operations and activities for the period covering **June through end of July, 2025**. The intent is to ensure Council remains informed on key departmental initiatives, operational challenges, and strategic progress across the organization. This consolidated report incorporates submissions from Administration, Public Works, Natural Gas, Planning and Development, Enforcement Services, Health & Safety, Incident Tracking, Communications, GIS, and Environment & Parks. It reflects achievements, issues requiring attention, and outlines next steps to support Council's strategic direction.

Administration / CAO Update

- Finalized HR policy drafts, aligning operations with business continuity needs.
- Supported Council and Committee meetings, including agenda packages, motions, and follow-up actions.
- Coordinated inter-municipal communication with neighbouring municipalities and provincial departments.
- Attended Indigenous day at H.A. Kostash School: Home and the Smoky Lake Parade.

Meetings/Events:

June 2025 Meetings & Events

- Weekly Managers Meetings
- Smoky Lake Region Healthcare Attraction & Retention Committee – June 10.
- Main Office Formal Inspection – June 11.
- Farmers and Ranchers Appreciation BBQ – June 13.
- Agricultural Service Board Meeting – June 17.
- Smoky Lake Bridge Program Check-In – June 17.
- Tour of Legacy Pit & Request Meeting – June 17.
- Highway Corridor Concept Plan Kick-off Meeting – June 18.
- Council CAO Evaluation – June 13.
- Highway 28/63 Regional Water Services Commission – June 16 & June 23.
- MCC Annual Shareholders Meeting – June 23.
- H.A. Kostash School - National Indigenous Peoples Day – June 23.
- SCADA Upgrade Progress Meeting – June 25.
- Council Regular Meetings – June 13 & June 25.

July 2025 Meetings & Events

- Weekly Managers Meetings
- Joint Health & Safety Meeting – July 7.
- Pre-Audit Meeting – July 14.

- Administrative Meeting – July 15.
- CAO–Administration/Council Session: Relationship Essentials Seminar (Zoom) – July 16.
- Smoky Lake Bridge Program Check-In – July 17.
- Staff Appreciation BBQ (Public Works Office) – July 18.
- Performance Review – July 21.
- Physicians & Healthcare Professionals Committee (Town Chambers & Zoom) – July 22.
- Special Council Meeting – July 24.
- Ukrainian Twinning Committee Meeting – July 28.
- Smoky Lake Regional Intermunicipal Committee – July 29.

Next Steps:

- Continue policy development (vacation, salary grid, organizational structure) to align with MGA.
- Support election readiness under Local Authorities Election Act timelines.
- Prepare fall budget deliberations and strategic plan monitoring reports.

Finance

Core Operations

- Completed monthly finance tasks for June and July, including payroll, accounts payable, accounts receivable, bank reconciliations, and utility billings.
- Provided mid-year variance reports and financial updates to Council, ensuring alignment with the 2025 operating and capital budgets.
- Monitored cash flow and debt servicing obligations.

Budgeting & Planning

- Prepared and finalized the 2025–2030 Multi-Year Financial Plan, scheduled for Council presentation in August.
- Reviewed reserve accounts to ensure long-term funding capacity for major capital projects.
- Conducted historical analysis on asset depreciation and capital funding, including street sweeper replacement financing.

Policy Development

- Drafted and advanced two key financial policies for Council review:
    - Financial Reserves Policy (reserve categories, minimum balances, usage conditions).
    - Grants to Organizations Policy (eligibility, application, and reporting requirements).

Interdepartmental & External Engagement

- Participated in Highway 28/63 Regional Water Services Commission finance meetings.
- Attended a cost-sharing and accountability review with Aspen View School Division (FSLW program).
- Worked with CAO and Administration staff on security system cost tracking and financial reporting improvements.

Priorities

- Present and implement the 2025–2030 Financial Plan.
- Roll out new policies once adopted by Council.
- Begin preparations for the 2026 budget cycle.

Public Works

Road Maintenance & Construction

- **Gravel Program**
  - Ongoing re-graveling across priority roads, with significant progress in July and August.
  - Crews placed thousands of tonnes of gravel to improve surface conditions, focusing on high-traffic rural routes and areas impacted by spring runoff.
  - Multiple ratepayer concerns addressed, including dust control and culvert washouts.

- **Road Repairs & Projects**
  - Spot grading performed regularly to maintain road quality.
  - Several soft spot repairs completed on main corridors.
  - Culvert installations and replacements carried out to improve drainage and reduce flooding risk.
  - Roadside mowing underway in July and August, improving visibility and reducing fire hazards.

- **Construction Activities**
  - Summer construction season in full swing, including ditching, intersection improvements, and bridge/culvert work.
  - Ongoing coordination with contractors for specialized work requiring heavy equipment or engineering oversight.

Fleet & Equipment

- **Maintenance**
  - Regular servicing of graders, trucks, and support vehicles continued throughout reporting period.
  - Several breakdowns addressed promptly to avoid service disruptions (notably grader and gravel truck repairs).
  - Fuel system and lubrication reviews completed to extend lifespan of high-use units.

- **Shop Operations**
  - The shop foreman coordinated repairs with mechanics and external vendors when required.
  - Inventory of critical parts replenished to prevent delays.
  - Safety inspections for vehicles and equipment completed in alignment with OH&S standards.

Staffing

- Crews fully deployed during the busy summer season.
- Scheduling adjustments made to accommodate vacations while maintaining service delivery.
- Emphasis placed on daily toolbox meetings to ensure communication of safety, assignments, and priorities**.**

Infrastructure

- Bridge Files & Culverts
    - Multiple small culvert replacements completed.
    - Bridge inspection program underway, with deficiencies documented for future repair planning.
- Dust Control
    - Seasonal application completed on designated roads, addressing resident concerns and improving driving conditions.
- Drainage
    - Targeted ditch cleaning and reshaping work completed to alleviate problem areas.

Community Service Support

- Assisted Community Events (Heritage Day Parade, BBQ setup, and special hauling requests).
- Coordinated with Peace Officer & Environment/Parks on road use agreements and enforcement of haul routes for gravel and logging trucks.

Priorities for Next Period

- Final push on gravel program before fall conditions.
- Completion of roadside mowing program.
- Bridge maintenance follow-up on identified issues.
- Preparation for fall/winter operations (snow equipment servicing, sand/salt stockpiling).

Natural Gas

System Operations

- **Maintenance & Repairs**
    - Conducted routine inspections and maintenance across the distribution system.
    - Completed valve checks and pressure monitoring to ensure reliability during peak usage periods.
    - Responded to several service calls, including reported odour checks, pressure fluctuations, and meter leaks. All incidents were resolved without service disruption.
    - Replaced outdated meters and regulators at several residential and farm properties.
    - Coordinated with Alberta One-Call for line locates, ensuring safety during excavation projects and road work.

- **Emergency Response**
    - Staff responded to a small number of after-hours emergency call-outs in both June and July.
    - Calls primarily involved suspected leaks and damage to secondary lines. All were promptly investigated, and no major safety hazards were identified.
    - Continued to maintain readiness with gas detection and monitoring equipment.

Capital Projects & Infrastructure

- **Pipeline & Facilities**
    - Ongoing work on cathodic protection program — ensuring pipeline coating integrity and protection from corrosion.
    - Completed maintenance and upgrades at key regulator stations.
    - Several riser replacements scheduled and completed to improve long-term system integrity.
    - Preliminary planning discussions underway for upcoming capital requirements (2026 replacement program).

- **System Mapping & Data**
    - Coordination with GIS department to update mapping for recent line additions and replacements.
    - Improved documentation of service lines for future planning and safety compliance.

Customer Service

- **New Accounts & Connections**
    - Several new service applications processed in June and July, including rural residential and agricultural connections.
    - Coordinated with contractors for trenching and line tie-ins.

- **Customer Support**
    - Assisted ratepayers with account inquiries, billings, and service upgrades.
    - Provided support for load growth requests (e.g., farm expansions requiring additional capacity).

Health, Safety & Training

- Monthly toolbox meetings held, with focus on confined space entry, line strike prevention, and seasonal safety.
- Gas fitters completed refresher training on emergency valve shut-off and pressure regulation.
- No lost-time injuries reported in June or July within Natural Gas operations.
- All incidents related to the gas utility were resolved without escalation.

Collaboration

- **Interdepartmental Coordination**
  - Worked with Public Works to coordinate line locates and ensure no utility conflicts during road re-graveling and ditching projects.
  - Supported Environment & Parks on site planning for future recreational facility upgrades requiring gas connections.
- **External Agencies**
  - Ongoing compliance reporting submitted to Alberta Utilities Commission and Natural Gas Utility standards.

Priorities for Next Period

- Complete annual regulator station inspections before winter heating demand increases.
- Continue riser and meter replacement program.
- Stockpile necessary fittings and materials ahead of winter maintenance season.
- Ongoing customer service for fall agricultural demand and new service connections.

Planning & Development

General Overview

- The Planning & Development Department continues to support growth and development across Smoky Lake County, while ensuring compliance with the Municipal Government Act (MGA), the Land Use Bylaw (LUB), and the County's Municipal Development Plan (MDP).
- Activity during the June–July reporting period has remained steady, with multiple development permits processed, subdivision applications reviewed, and ongoing inquiries from landowners, contractors, and developers.

Development Permits

- Total Permits Issued (June 2025): 7
    - Residential: 3 (new dwellings, garages, and additions)
    - Agricultural: 2 (farm buildings and storage facilities)
    - Commercial/Industrial: 2 (small-scale commercial expansions)
- Estimated Construction Value: ~$1.2 million.
- Permit Turnaround Time: Average of 10 business days per application, within service level targets.

Subdivision & Land Use

- Subdivision Applications: 2 applications reviewed and circulated to internal departments and external agencies for comment.
- Land Use Amendments: No formal LUB amendments submitted in June, but staff have received pre-application inquiries for potential rezoning of agricultural parcels to country residential.
- Ongoing monitoring of development in hamlets to ensure compatibility with existing infrastructure capacity (water, wastewater, and road access).

Compliance & Enforcement

- Site Inspections: Conducted follow-up visits on previously issued permits to confirm compliance with conditions.
- Outstanding Issues:
    - 1 case of unpermitted construction currently under review.
    - 2 complaints regarding non-compliance with setback requirements; property owners contacted and corrective actions initiated.
- Bylaw Enforcement Coordination: Worked with Enforcement Services on land use-related complaints (unsightly premises, non-conforming uses).

Interdepartmental Coordination

- Public Works: Coordinated development reviews with transportation and drainage considerations.
- Natural Gas & Utilities: Ensured servicing capacity for new developments requiring connections.
- Environment & Parks: Reviewed developments adjacent to environmental reserves and municipal reserves for potential impacts.
- GIS Services: Mapping support for subdivision plans and permit tracking.

Policy & Strategic Work

- Continued internal review of Land Use Bylaw for housekeeping amendments to improve clarity and consistency**.**
- Participated in preliminary discussions for the Regional Growth Study, in collaboration with neighbouring municipalities.
- Began preparing background research for the upcoming Municipal Development Plan update.

Public Engagement & Service

- Assisted ratepayers with inquiries regarding land use districts, subdivision process, and development standards.
- Provided guidance to contractors on permit applications and regulatory requirements.
- Responded to ~20 phone and email inquiries during the reporting period.

Priorities for Next Period

- Continue processing subdivision applications and supporting applicants through approval stages.
- Finalize draft housekeeping amendments to the Land Use Bylaw.
- Advance intermunicipal planning discussions with adjacent municipalities.
- Increase public education on permitting requirements through website updates and information handouts.

Enforcement Services & Peace Officer Update (Officer Kerr June/July: Officer Young (July)

General Overview

- Enforcement Services focused on proactive patrols, bylaw enforcement, road safety, and community engagement throughout July 2025.
- Operations were impacted by the fact that the Community Peace Officer (CPO) appointment from the Province is still pending. While awaiting authority, the officer has been restricted to administrative duties, ride-alongs, and operating vehicles under "Out of Service" markings.

Community Patrols & Visibility

- Regular patrols were conducted across hamlets and rural areas to maintain a visible enforcement presence.
- Patrols included monitoring of playground zones, high-traffic intersections, and areas with recurring complaints from residents.
- Conducted routine checks of municipal properties, parks, and community facilities to deter vandalism and enforce bylaws.

Traffic & Road Use Enforcement

- Commercial Vehicle Enforcement: Focused on gravel haulers and heavy trucks using County roads.
    - Education provided to multiple operators regarding Road Use Agreements (RUA) and load restrictions.
    - Operators were reminded that non-compliance may result in suspension of RUA permits.
- Coordinated with Public Works to monitor areas where speeding complaints were received, including haul routes near construction projects.

Bylaw & Complaint Investigations

- Responded to property standards, unsightly premises, and dog control complaints.
- Conducted inspections and issued verbal/written warnings where appropriate.
- Follow-up visits scheduled to confirm compliance before escalation.

Community Safety & Education

- Participated in toolbox meetings with Public Works and contractors, reinforcing speed limits, seatbelt use, and truck haul compliance.
- Engaged with residents during community events, providing information on bylaws and answering questions on enforcement practices.
- Ongoing collaboration with RCMP to ensure coordination on criminal or joint enforcement matters.

Statistics – July 2025

- Total Files/Occurrences: 41
    - Traffic-related complaints: 17 (speeding, heavy truck concerns, unsafe driving)
    - Unsightly premises/property standards: 9
    - Dog control and animal complaints: 6
    - Parking and road obstructions: 4

    - Other bylaw matters (noise, signage, general inquiries): 5
- Warnings Issued: 21 (verbal/written)
- Fines Issued: None (pending appointment of Peace Officer authority)
- Public Engagements/Meetings Attended: 6

Health & Safety

- Daily check-ins conducted prior to patrols to ensure officer safety, particularly when working alone.
- Body-worn cameras, radio equipment, and vehicle safety inspections performed prior to each shift.
- No safety incidents reported during this period.

Priorities for Next Period

- Finalize Peace Officer appointment with the Province to enable full enforcement authority.
- Increase speed monitoring along gravel haul routes in partnership with Public Works.
- Continue unsightly premises inspections and progress files to compliance or enforcement.
- Expand presence at community events for proactive engagement.
- Prepare fall/winter traffic enforcement plan, focusing on school zones and early snow/ice hazards.

Fire Services

General Overview

- The Fire Department continues to provide emergency response, fire prevention, training, and public education services across Smoky Lake County.
- July–August 2025 activity included emergency responses, wildfire monitoring, equipment maintenance, mutual aid coordination, and firefighter training.
- The department also worked closely with Enforcement Services, Environment & Parks, and Communications to ensure consistent messaging around fire restrictions and safety.

Emergency Responses

- Total Calls for Service (July 1 – August 15, 2025): 28
    - Structure Fires: 2
    - Wildland/Grass Fires: 6
    - Motor Vehicle Collisions: 5
    - Medical First Response / Assist EMS: 7
    - Hazardous Conditions (gas leaks, powerlines, etc.): 3
    - Public Safety / Other: 5
- Average turnout time: 5 minutes
- Average number of firefighters per call: 8
- Mutual Aid Provided: 4 incidents (2 to County neighbours, 2 to Town/Villages).

Wildfire & Fire Ban Management

- In partnership with Environment & Parks and the Regional Fire Chiefs, the County monitored wildfire risk daily during July's hot, dry conditions.
- Fire bans and restrictions were implemented and communicated through:
    - County website and social media (over 4,200 residents reached on fire ban notice).
    - Alberta Fire Ban website postings.
    - Local radio/public notice boards.
- Worked with Communications to answer resident inquiries and provide clarity on restrictions.

Training & Certification

- Training sessions completed during July–August:
    - Wildland Firefighting refresher – 26 members.
    - Incident Command System (ICS 200) – 8 members.
    - Vehicle Extrication practical – 12 members.
    - Live Fire training at Regional Training Centre – 15 members.
- Ongoing mentorship program for new recruits (3 currently enrolled).
- Collaboration with Alberta Wildfire on joint training exercise for fall 2025.

Fire Prevention & Public Education

- FireSmart outreach conducted in two hamlets, focusing on defensible space and vegetation management.
- Attended community parade and County fair with apparatus on display and distributed home fire safety kits.
- 3 fire inspections completed for commercial properties.
- 1 public school fire drill observed and assisted with.

Apparatus, Equipment & Facilities

- Annual pump testing completed on 4 engines – all passed NFPA standards.
- Tender #2 out of service for brake repairs – parts ordered, expected return mid-September.
- Personal Protective Equipment (PPE) inventory checked; replacement order placed for 6 sets of bunker gear.
- Station upgrades: lighting improvements completed in Smoky Lake station bay.

Statistics – July 1 to August 15, 2025

- Total Calls: 28
- Training Sessions Delivered: 4
- Fire Ban Notices Issued: 2 (county-wide, later lifted)
- Fire Inspections Conducted: 3
- Public Education Events: 2
- Mutual Aid Responses: 4

Interdepartmental Collaboration

- Enforcement Services: Assisted in monitoring fire ban compliance and issuing warnings.
- Environment & Parks: Joint review of environmental reserve fire hazards.
- Communications: Fire ban updates and wildfire risk awareness posts.
- Public Works: Coordination for water supply access during grass fire responses.

Priorities for Next Period

- Develop and test the Fall/Winter Fire Prevention Campaign (focus on heating safety, chimney inspections, smoke alarms).
- Complete recruitment drive to increase volunteer membership by 10% before year-end.
- Continue collaboration with Alberta Wildfire and regional partners on wildfire preparedness planning.
- Advance apparatus replacement planning for the 2026–2028 capital cycle.
- Work with Health & Safety Coordinator to conduct after-action reviews on major incidents.

Health & Safety

Program Activities

- **Inspections**
  - Conducted multiple workplace inspections across County facilities and field sites.
  - Focus areas included shop safety, chemical storage compliance, fire extinguisher readiness, and first aid equipment.
  - Noted improvements in hazard identification and reporting from staff compared to earlier in the year.
- **Training & Education**
  - WHMIS training sessions delivered in June and July with strong participation from new and returning staff.
  - Toolbox safety talks delivered at Public Works, Natural Gas, and Environment & Parks. Topics covered: safe lifting, personal protective equipment (PPE), and working in extreme weather.
  - Ongoing orientation of new hires included hazard awareness, reporting requirements, and vehicle safety protocols.
- **Meetings**
  - **Joint Health & Safety Committee Meetings** held on June 7 and July 7.
  - Reviewed incident statistics, near misses, and mitigation strategies.
  - Advanced work on updating the County's Health & Safety Management System to align with OH&S legislative requirements.

Incident Summary

- **June 2025:**
  - **Total Incidents:** 5 (1 injury, 2 incidents, 2 near misses).
  - Key events included: one workplace injury involving a maintenance worker, two equipment-related incidents, and two near-miss reports related to vehicle operations and temperature control in medical storage.
- **July 2025:**
  - **Total Incidents:** 4 (2 injuries, 1 incident, 1 near miss).
  - Injuries included a slip-and-fall and a minor hand injury during tool use.
  - Incident involved property damage to a staff vehicle.
  - Near miss identified with equipment left unsecured on a worksite.
- **Year-to-Date Trend (as of July 31, 2025):**
  - **Incidents:** 13
  - **Injuries:** 4
  - **Near Misses:** 6
  - Overall trend shows steady reporting and increasing employee vigilance, with most incidents being minor in nature.

Program Improvements & Next Steps

- Continued implementation of the updated Occupational Health & Safety Management Plan, ensuring consistency across all departments.
- Developing a seasonal safety awareness campaign for fall/winter hazards (icy surfaces, reduced daylight, equipment maintenance).
- Next quarter focus will include:
    - Fire extinguisher training refresher.
    - Incident investigation training for supervisors.
    - Improved tracking system for near-miss reporting.

Communications

General Overview

- The Communications Department continues to ensure transparent, timely, and accessible information is provided to Council, staff, and the public.
- Key areas of focus during July 2025 included media relations, website and social media updates, public notices, and community engagement support.
- Communications also played a role in emergency messaging, public safety awareness, and policy promotion to ensure residents are informed and engaged.

Media Relations & Public Notices

- Prepared and distributed multiple media releases on behalf of the County, including:
    - Road closures and construction updates.
    - Fire ban and fire restriction notices in coordination with Fire Services and Enforcement.
    - Public consultation announcements for Planning & Development.
- Coordinated with local newspapers and radio stations to ensure coverage of Council decisions and community initiatives.
- Responded to 6 media inquiries during the reporting period.

Website Management

- Posted 25 updates to the County website, including Council agendas, minutes, job postings, and service updates.
- Updated emergency management and public works information pages to ensure residents have the latest details on road conditions, fire bans, and service interruptions.
- Continued refining the website accessibility audit, ensuring compliance with provincial standards for accessible communications.

Social Media Engagement

- **Facebook & Instagram Updates (July 2025): 42 posts total**
    - Fire safety and burn restrictions: 9
    - Roadwork and public works updates: 7
    - Community events and programs: 12
    - Council and governance information: 8
    - General awareness/seasonal reminders: 6
- **Engagement:**
    - Average post reach: ~1,850
    - Average interactions (likes, comments, shares): 115 per post
    - Highest engagement: Fire ban notice (reached 4,200+ residents, 310 interactions**).**
- Monitored public feedback and relayed relevant concerns to departments for follow-up.

Internal Communications

- Supported Administration with internal memos and staff bulletins.
- Provided design and content support for Health & Safety staff reminders.
- Developed communication templates for Council correspondence and emergency messaging.

Community Engagement

- Supported public consultations for Planning & Development projects.
- Assisted Environment & Parks with promotion of summer programming and environmental awareness initiatives.
- Shared Council highlights after each meeting to increase transparency and public understanding of decisions.

Emergency & Safety Communications

- Partnered with Enforcement and Fire Services to coordinate real-time updates on fire bans and restrictions.
- Assisted with public awareness for road safety concerns (gravel hauler speeding and Road Use Agreement compliance).
- Prepared draft messaging templates for future emergency alerts to streamline responses.

Statistics – July 2025

- Website Updates: 25
- Social Media Posts: 42
- Media Releases Issued: 4
- Media Inquiries Managed: 6
- Average Social Media Reach per Post: ~1,850
- Peak Post Reach: 4,200+ (fire ban notice)

Priorities for Next Period

- Finalize County Communications Strategy 2025–2028, aligning with the new Strategic Plan.
- Expand social media presence to include LinkedIn for professional and economic development communications.
- Work with GIS to create visual maps for road closures and emergency alerts.

Next Steps:

- Continue timely media updates.
- Prepare fall community newsletter.

GIS

General Overview

- The GIS Department continues to play a key role in supporting all County departments by providing accurate mapping, data management, and spatial analysis services.
- Over the June–August reporting period, GIS focused on asset management updates, road and utility mapping, and emergency management support, while also responding to internal requests for custom maps and data analysis.

Key Projects & Deliverables

Asset Management & Infrastructure

- Updated datasets for municipal roads, bridges, and culverts, including field verification of structures.
- Assisted Public Works with mapping gravel pits and haul routes, ensuring accuracy for operations planning.
- Provided mapping support for natural gas utility lines and service connections to track infrastructure upgrades.
- Began preliminary work on an asset condition dashboard to centralize data for long-term capital planning.

Land Use & Development Support

- Prepared and updated parcel mapping to support Planning & Development subdivision and rezoning reviews.
- Generated site-specific maps for development permit applicants and County Council reports.
- Conducted GIS-based setback analysis for land use applications, ensuring compliance with the Land Use Bylaw.

Emergency Management & Public Safety

- Supported the Emergency Management Agency with updated hazard mapping layers, including wildfire risk zones and evacuation routes.
- Provided GIS input for emergency exercises and scenario planning.
- Assisted Enforcement Services by supplying mapping for patrol zones and unsightly premises complaint tracking.

Service Requests & Mapping Products

- Maps Produced (June–July): 36 total
    - Public Works & Infrastructure: 12
    - Natural Gas & Utilities: 8
    - Planning & Development: 6
    - Environment & Parks: 4
    - Emergency Management: 3

    - Council/Administration: 3
- Digital Updates Completed: 41 database changes, including parcel ownership updates, asset condition data, and zoning district boundaries.
- Field Data Collection: Conducted 9 GPS site visits to confirm utility and infrastructure locations.

Interdepartmental Support

- Public Works: Gravel road network mapping and seasonal maintenance planning.
- Natural Gas: Service line mapping and system connection records.
- Planning & Development: Subdivision and rezoning parcel maps.
- Environment & Parks: Environmental reserve and parkland mapping.
- Council & Administration: Produced presentation maps for Council reports and community engagement.

Technology & Data Improvements

- Continued development of the County's GIS Web Viewer, improving access for staff to self-serve mapping data.
- Migrated datasets to updated ArcGIS Pro platform, increasing efficiency and mapping quality.
- Began integration of aerial imagery updates into the County's GIS library.
- Piloted mobile GIS tools for field crews to update infrastructure data in real time.

Statistics – Reporting Period

- Total Mapping Requests Completed: 36
- Database Updates: 41
- GPS Field Checks: 9
- Emergency/Ad-hoc Support Calls: 5

Priorities for Next Period

- Launch next phase of GIS Web Viewer for broader staff use.
- Expand mobile data collection to include signage inventory and playground equipment.
- Complete backlog of utility mapping requests for Natural Gas.
- Provide mapping support for fall emergency management tabletop exercise.
- Develop public-facing interactive maps for improved resident engagement (long-term initiative).

Environment & Parks

General Overview

- The Environment & Parks Department continues to manage and maintain the County's parks, open spaces, reserves, and environmental programs while ensuring compliance with provincial legislation and municipal bylaws.
- Over the spring and summer reporting periods, priorities included park operations, waste management, environmental reserves, and public safety measures, as well as coordination with Public Works and Enforcement on shared initiatives.
- The department also took on oversight of Highway 28/63 Regional Water Services Commission matters, transitioning this responsibility from Public Works.

Park Operations & Maintenance

- Routine inspections and maintenance were carried out in day-use areas, playgrounds, and campgrounds.
- Seasonal staff completed mowing, weed control, and garbage collection across multiple municipal reserves.
- New signage was installed at select locations to improve visibility and wayfinding.
- Playground equipment inspections were completed, with minor repairs scheduled to address wear and tear.

Environmental Initiatives

- Coordinated with provincial agencies regarding environmental reserve protection and shoreline management.
- Continued work on tree planting and shelterbelt management projects to enhance environmental sustainability.
- Launched a litter reduction campaign in collaboration with Communications, including public awareness posts and targeted cleanup activities.
- Provided support to Agricultural Services for weed and pest control programs, ensuring compliance with the Alberta Weed Control Act.

Highway 28/63 Regional Water Services Commission

- Responsibility for liaison and reporting on Highway 28/63 projects and impacts was shifted from Public Works to Environment & Parks.
- Attended coordination meetings regarding pipeline realignments and impacts to County lands.
- Ensured environmental considerations were factored into realignment and construction activities.
- Maintained ongoing communication with contractors, Alberta Transportation, and Commission partners.

Waste Management & Recycling

- Oversight of solid waste collection sites and bin maintenance.
- Coordinated recycling initiatives, including metal and hazardous waste cleanup days.
- Supported community education on proper waste disposal and landfill use.

Community Programming & Public Engagement

- Assisted in planning summer park programming and public events hosted in municipal reserves.
- Promoted environmental stewardship initiatives through social media and County newsletters.
- Responded to resident inquiries regarding park access, reserve use, and environmental complaints.

Statistics – May to August 2025

- *Playgrounds Inspected: 11*
- *Parks & Reserves Maintained: 17 sites*
- *New Signs Installed: 6*
- *Environmental Complaints Addressed: 4 (shoreline disturbances, improper waste disposal)*
- *Water Services Commission Meetings Attended: 3*
- *Public Inquiries Resolved: 12*

Interdepartmental Collaboration

- Public Works: Coordinated mowing and weed control scheduling.
- Enforcement: Joint site visits for unsightly premises and illegal dumping investigations.
- Communications: Promotion of environmental programming, fire ban updates, and waste disposal awareness.
- Agricultural Services: Integrated weed and pest management programs.

Priorities for Next Period

- Finalize environmental reserve mapping with support from GIS.
- Develop a long-term Parks Maintenance Plan including equipment lifecycle tracking.
- Implement water conservation awareness campaign in collaboration with Communications.
- Advance Highway 28/63 project oversight by ensuring environmental protections remain central during construction phases.
- Explore grant funding opportunities for green infrastructure and sustainability projects.

Strategic Plan Alignment

All departmental updates reflect progress toward Council's 2025–2028 Strategic Plan priorities:

- Infrastructure renewal (Public Works, Natural Gas, Water Commission).
- Safety and compliance (Health & Safety, Enforcement).
- Community engagement and growth management (Communications, Planning & Development).
- Environmental stewardship and recreation (Environment & Parks).

Next Steps / 90-Day Outlook

- Complete fall road maintenance and dust control programs.
- Progress election readiness under LAEA.
- Deliver staff safety refreshers and WHMIS courses.
- Continue SCADA and regional water project coordination.

Conclusion

County operations continue to advance across multiple service areas, with steady progress on infrastructure, safety, environmental stewardship, and community services. Challenges remain in balancing workload with staffing capacity, but departments are working collaboratively to align efforts with Council's priorities. Council's continued support and guidance will ensure momentum is maintained heading into the final quarter of 2025.

Prepared by:

Chief Administrative Officer

MOTION NO.	RESOLUTION	Assigned to	Due Date	Status	Comments
9-Jan-25					
9-Feb-25					
13-Mar-25					
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.	Public Works Manager		In Progress	Mulching was Completed May 23, 2025 Gravel and a little bit of cat work to be done. Cat work to be done week of June 9 to 13, Gravel will be completed after
10-Apr					
405-25: Halisky	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.	Environmental Operations Manager		Complete	RFD on Agenda for Council Meeting on August 28, 2025.
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.	Legislative Services & Executive Services		Complete	RFD on Agenda for Council Meeting on August 28, 2025.
22-Apr-25					
24-Apr-25					
459-25 Halisky	That Smoky Lake County directs the Community Peace Officer to develop an OHV Policy for a future council meeting in May.	Community Peace Officer		In Progress	Due to full agenda and awaiting peace officer appointment, will be on Sept 11, 2025 Meeting Agenda.
460-25 Halisky	That Smoky Lake County directs the Administration to assess the repairs needed on the existing quad and fitting it for use for future use of the Community Peace officer.	Community Peace Officer		In Progress	Lights have been ordered
8-May-25					
12-Jun-25					
546-25 Halisky	That Smoky Lake County schedule a Regional Emergency Management Agency (REMA) meeting on September 10, 2025, to be immediately followed by a Hazard, Risk, and Vulnerability Assessment (HRVA) session facilitated by the Alberta Emergency Management Agency (AEMA).	Health & Safety Coordinator, DEM		In Progress	Hall was booked, inviting stakeholders

549-25 Halisky	That Smoky Lake County Council approve the back sloping program project along the lands legally described as SW-1-60-14-W4, as per the application received from Brad Veno, dated March 12, 2025, and subject to the pass of an inspection conduction by the Public Works Manager or designate, upon completion the County will provide funding to the applicant in the amount of half the total cost of the project up to a maximum amount of $2,500.00, in accordance with County Policy Statement No.03-21-06	Public Works, Road Foreman and Finance		In Progress	
550-25 Céré	That Smoky Lake County Council approve the back sloping program project along the lands legally described as NW-12-58-14-W4, as per the application received from Brad Shapka, dated March 4, 2025, and subject to the pass of an inspection conduction by the Public Works Manager or designate, upon completion the County will provide funding to the applicant in the amount of half the total cost of the project up to a maximum amount of $5,000.00, in accordance with County Policy Statement No.03-21-06	Public Works, Road Foreman and Finance		In Progress	
553-25 Serben	That Smoky Lake County Council Host a Smoky Lake County Open House event in the Spring of 2026	CAO, Public Works & Administration		In Progress	Details will be planned after the interim budget is approved for 2026.
554-25 Gawalko	That Smoky Lake County Council approve Policy HR-07-01 titled "Employee Participation in Municipal Election Campaigns" as presented, to ensure compliance with the Municipal Government Act and the Local Authorities Election Act, and to safeguard administrative neutrality and the integrity of municipal operations.	Legislative Services & Executive Services		Complete	Adopted at the June 12th, 2025 Council Meeting and posted to the website July 16th, 2025
563-25 Céré	That Smoky Lake County Council bring this Bylaw 1432-23 to the next Committee of the Whole Meeting for Review.	Legislative Services & Executive Services		InProgress	Presented at the August 20, 2025 Committee of the Whole meeting and will be brought to the Sept 25, 2025 Regular Council meeting with further Information.

570-25 Serben	Smoky Lake County forward the following motion to the next Rural Municipalities Meeting in October 2025: #234-25: That Smoky Lake County acknowledge receipt of the correspondence received from the Executive Assistant of Legislative Services, Beaver County, dated January 2, 2025, calling for RMA District 5 Agenda items to add to the January 24, 2025, Meeting; and respond to ensure the following subjects are on the agenda: ·The decline of rural volunteers for community halls, ·Rural crime reduction, ·Rural healthcare, ·Oil & Gas Property Tax. ·Local Government Fiscal Framework (LGFF) funding Smoky Lake County forward the following motion to the next Rural Municipalities Meeting in October 2025: #234-25: That Smoky Lake County acknowledge receipt of the correspondence received from the Executive Assistant of Legislative Services, Beaver County, dated January 2, 2025, calling for RMA District 5 Agenda items to add to the January 24, 2025, Meeting; and respond to ensure the following subjects are on the agenda: ·The decline of rural volunteers for community halls, ·Rural crime reduction, ·Rural healthcare, ·Oil & Gas Property Tax. ·Local Government Fiscal Framework (LGFF) funding	Legislative Services & Executive Services		In Progress	Request was emailed to the District 5 Coordinator on June 20, 2025. Awaiting Response
575-25 Céré	That Smoky Lake County Council acknowledge receipt of the Grants and Funding Programs for 2025 and instruct administration to bring back any relevant grant programs to the next Smoky Lake County Council Meeting on Wednesday, June, 25, 2025 as information.	Finance		Completed	RFD on Agenda for Council Meeting on August 28, 2025.
588-25 Serben	That Smoky Lake County Council direct administration to provide Council with an operational plan for the addition of 3 graders with operators which would include benefits and costs the June 25th Regular Council Meeting for further discussion.	Public Works Manager		Completed	RFD on Agenda for Council Meeting on August 28, 2025.

Reeve's Report

Jered Serben: Reeve and Councillor for Division 5

June 19th to August 22nd

June 20th, 2025 – Smoky Lake Foundation Meeting (Jered & Dominique)

- CEO, R. Cormie provided an overview of the Chief Executive Officer's report. Highlights included:
  - Meal Feedback Cards were introduced on June 5, 2025, allowing residents to share meal-related feedback anonymously.
  - Union employee job descriptions have been updated to clarify roles and support recruitment.
  - Save On Mechanical is performing seasonal HVAC maintenance and starting up A/C at BVN.
  - Globaltech is conducting annual life safety inspections at all supportive living and senior apartment sites.
- CEO, R. Cormie reviewed financials for supportive living and housing programs.

June 21st Smoky Lake Indigenous Day Metis Crossing (Jered)

- Attended Metis Crossing's Indigenous Day event and read the following speech:

Good morning, everyone,

As we gather here today to celebrate Indigenous Day, I would like to extend a warm welcome to all of you. It is an honor to stand before you as the County Reeve representing our residents and Council on this significant occasion.

Today, we come together to recognize and honor the rich cultures. The histories. The contributions of Indigenous peoples in Alberta and across Canada. June 21st is not just a date on the calendar. It is a day of reflection, celebration, and commitment to understanding the diverse Indigenous cultures that have existed on the lands for thousands of years.

As we celebrate, let us also remember the importance of reconciliation. It is our collective responsibility to listen, learn, and engage with Indigenous communities. To honor their voices, and to support their rights and aspirations. Together, we can build a future that respects and uplifts Indigenous cultures and traditions.

Today, I encourage each of you to engage in the stories, art, and teachings that will be shared. Let us celebrate the strength of Indigenous peoples and let us commit to a better understanding and respect in our community.

Thank you for inviting me to be a part of your day and for your commitment to celebrating and supporting Indigenous peoples. Together, let us make this Indigenous Day a meaningful and memorable occasion.

Thank you.

Reeve's Report

Jered Serben: Reeve and Councillor for Division 5

June 19th to August 22nd

June 23rd, 2025, MCC For Smoky Lake Development Corporation Shareholders (All Council)

- Reviewed the MCC for Smoky Lake Development Corp. Bank Statement for the Period Ended May 31
- The MCC shareholders will repay $490,000 each to Smoky Lake County and the Town of Smoky Lake, as per their investment bylaws, following the dissolution of Smoky Lake Tourism Company Ltd.

June 25th, 2025 – Regular Council Meeting All Council (Linda Virtual)

- That Smoky Lake County sponsors the Vilna & District Agricultural Society Boomtown Days Fair in the amount of $1,500 to sponsor a children's activities.
- That Smoky Lake County agrees to add the replacement value of unattached equipment on the fire trucks as a separate item on the Heavy Equipment insurance policy, with a $5,000 deductible. This change will increase the annual premium by $1,841.
- That Smoky Lake County amend Policy 01-49-01 Delegations to County Council, to reflect the repeal of Bylaw No. 1303-17 in 2021 and its replacement with Bylaw No. 1400-20.
- That Smoky Lake County Policy Statement No. 62-28-07: Mowing Program, be amended to cease mowing operations November 1st each year, to update the secondary seasonal pass to go to the property line.
- That Smoky Lake County Council amend Policy Statement No. 62-10-10 Agricultural Service Board Business Plan 2025 to include changes made to Policy Statement No. 62-28-07 Mowing Program and 1080 Toxicant recall.
- That Smoky Lake County Council approve the delivery of two loads of three-quarter inch belly dumps to the west side of the Waskatenau Agricultural building and coordinate a delivery date with Dave Harsuala the president of the Waskatenau Agricultural Society.
- That Smoky Lake County Council direct administration to prepare parade floats for the following:
    - Smoky Lake Town Stampede
    - Vilna Boomtown Days
    - Waskatenau Fair Days

- Smoky Lake County Council hosted delegations from the following members and engaged in an open discussion regarding but not limited to:

  Landon Reppert, Construction Manager, North Central Region, Transportation and Economic Corridors and Michael Bortos, Regional Director, North Central and Ft. McMurray Regions at Government of Alberta

    - The 2018 corridor study of Highway 28 from Edmonton to Cold Lake Alberta. The study included improvements to increase safety and performance, which included climbing passing lanes, intersection improvement and but not limited to rest areas.
    - Current projects including paving work near Waskatenau (curve improvements and intersection improvements)
    - Capital maintenance and renewal (bridge construction and highway rehabilitation) projects scheduled over the next 3 years
    - Tentative future paving projects (projected for 2027) on highway 28 included a 41-kilometer portion from Warspite to highway 36.

Reeve's Report

Jered Serben: Reeve and Councillor for Division 5

June 19th to August 22nd

Rural Municipalities of Alberta Members.
Kara Westerlund, President
Kevin Wirsta, Director: District 5
Tasha Blumenthal, Executive Officer of External Relations & Strategy
Duane Gladden, CEO & Executive Director

- **Concern raised about healthcare access**:
  There is a significant lack of healthcare professionals (including doctors, specialists, and nurses) in Smoky Lake County, which is making it increasingly difficult to support the county's growing population.
- **Efforts to improve housing access**:
  The Smoky Lake Foundation is working to expand access to senior and social housing within the County
- **Firefighter funding challenges**:
  The lack of funding for fire apparatuses, training, and volunteers has made it difficult to recruit and retain volunteer firefighters. Additionally, volunteers are often expected to maintain healthcare coverage while working on highways, further complicated by a shortage of ambulances
- **Policing and crime efforts**:
  Smoky Lake County continues to work closely with the Smoky Lake RCMP and K Division to reduce the crime rate and strengthen public safety in the region
- **Policing, crime, and justice system concerns**:
  Smoky Lake County continues to collaborate with the Smoky Lake RCMP and K Division to address crime and improve public safety. However, it was also noted that effective policing must be supported by improvements within the judicial system, as there are ongoing concerns about the need for a more efficient and supportive legal framework to ensure lasting impacts on crime reduction

Tina Warawa Chief of Staff of MP Shannon Stubbs

- **Request for updates on policing and funding**:
  Smoky Lake County would like to get regular updates on crime stats, policing efforts, and where funding is being spent to make sure resources are being used effectively
- **River access updates**:
  Smoky Lake County is asking for updates on river access—both for emergency response purposes and for recreational use
- **Ocean and Fisheries Act concerns**:
  Smoky Lake County would like updates on the challenges related to the Ocean and Fisheries Act—especially how it affects replacing bridges with culverts. They're looking for ways to make the process more accessible and easier for rural municipalities to navigate and implement.

June 25th, 2025 – Municipal Planning Commission - All Council (Linda Virtual)

- That the Municipal Planning Commission APPROVE Development Permit No. 025-25, located on the lands legally described as PLAN 7821750, BLOCK 1, LOT 7 for the development of a GARDEN SUITE, subject to conditions.

Reeve's Report

Jered Serben: Reeve and Councillor for Division 5

June 19th to August 22nd

July 9th, 2025 – New Holy Family Catholic School Breaks Ground – Waskatanau (Dominique)

- Board Chair Brockhoff, Bishop Franken, and MLA Glenn van Dijken joined in the ceremony
- This marks an important milestone in the construction of the new Holy Family Catholic School, approved by the provincial government in the 2023–24 budget
- Students will benefit from a full-sized gymnasium, a dedicated music room, and flexible classroom environments tailored to support developmentally responsive, inclusive, and academically enriched programming.
- Prepared the following speech that was presented by Farrah Ollikka, Principal of the Holy Family Catholic School in my absence:

> Good morning and to a beautiful day.
>
> Today marks a milestone. The groundbreaking ceremony of a new Catholic school in the heart of Waskatenau. The school will not be just about bricks and mortar. This new school, just as the current school, represents the commitment to education, faith, and the development of our children. The difference is that this will all be done in a leak free and a more comfortable environment and adding a wonderful asset to the Waskatenau community.
>
> This school will be a new place of hope and learning, instilling in our children the values of compassion, respect, and integrity. The new building will create a hub for socializing and celebrating and what it means to be a part of the community.
>
> On behalf of County Council, we are thankful and grateful for the vision of the Waskatenau community, local leaders, and everyone who has worked tirelessly to bring this project to fruition. This new structure will allow teachers to encourage students to thrive, to learn, and continue in their roles of leadership.
>
> What an exciting day this is! This is not a new book rather, a new chapter for the journey ahead.
>
> We wish you the absolute best of luck with the new construction.
>
> Thank you.
>
> Jered Serben,
>
> Smoky Lake County Reeve.

Reeve's Report

Jered Serben: Reeve and Councillor for Division 5

June 19th to August 22nd

July 21st , 2025 Smoky Lake Agricultural Society Sub Committee Meeting (Jered)

- The Agricultural Society Committee reviewed the bids for the naming rights of the Agricultural Complex and announced that the building naming rights for the Smoky Lake Agricultural Society complex have been awarded to Nutrien Ag Solutions — and the facility will now be known as the Nutrien AG Centre.
- The next Agricultural society meeting will be on August 25, 2025

July 22, 2025 Physicians and Healthcare Professionals Committee (Jered/Dominque)

- Delegation presentation from Dr. Anton Raubenheimer, Chief of Staff, George McDougall - Smoky Lake Healthcare Centre and had the following comments to add:
    - Dr. Anton Raubenheimer thanked the committee for helping recruit Dr. Dr. Adriana Esterhuizen and praised their communication and support.
    - There are four doctors currently working at the Raubenheimer Clinic, and many people travel from different areas to visit the clinic and emergency department.
    - Dr. Anton will be hosting a medical student, with the hope they will stay after four years.
    - Government support for doctors is limited, and the main challenge for clinics is keeping them. Small communities need a strong, five-star strategy to retain physicians

- That Physician and Health Care Professionals Committee will apply for the Rural Health Professional Action Plan Attraction and Retention Grant, in the amount of $1,000.00, in 2025, with the intention of using the funds to host an appreciation event in the Summer of 2026.
- Gave direction to create an advocacy plan to support doctor recruitment by working with the Raubenheimer Clinic, North Zone Medical Affairs, and Alberta Health Services as well as engagement strategy for primary care enhancements to lobby for at the provincial government level;
- Proposed to set up a Health Student Bursary program for health students who agree to work in Smoky Lake County for one year after graduation, and present a final draft of the program's goals, priorities, and board structure at the next committee meeting for discussion

July 24th, 2025 Special Council Meeting (All Council)

- That Smoky Lake County Council declare a Municipal Agricultural Disaster as of July 24, 2025, due to severe drought, low moisture, and extended heat and wind, which have badly affected soil moisture and all areas of farming in the County.
- That Smoky Lake County prepared a press release declaring a Municipal Agricultural Disaster, effective July 24, 2025, to raise awareness about the severe drought and the challenges local producers are facing now and in the coming months. This release was also forwarded to Minister of Agriculture and Irrigation – RJ. Sigurdson, Minister of Agriculture and Agri-Food- H. MacDonald and RMA Members Kara Westerlund (President) and Kevin Wirsta (Director: Division 5)

Reeve's Report

Jered Serben: Reeve and Councillor for Division 5

June 19th to August 22nd

July 25th, 2025 Smoky Lake Foundation Meeting (Jered Dominique)

- Received reports for the year-to-date Financial Statements, Capital & Operating budget, and occupancy reports.
- New Protection of Privacy Act – discussion regarding the introduction of the Protection of Privacy Act and repealing FOIP and the need for housing management bodies to have a privacy plan/program in place by June 2026.
- The Board adopted the Smoky Lake Foundation Government of Alberta 2026-2028 Business Plan
- The Board adopted the Smoky Lake Foundation 2025 – 2028 Strategic Plan
- The Government of Alberta will be completing condition assessment reports for Bar-V-Nook Manor, Supportive Living, and Vilna Lodge.
- The Board reviewed and adopted the following Board Governance Policies:

    - 100-015-002 Executive Limitations
    - 100-015-003 Chief Executive Officer Job Description
    - 100-015-004 Chief Executive Officer Evaluation
    - 100-015-005 Chief Executive Officer Expense Reimbursement

- Capital Maintenance and Replacements:
  The Board received updated reports on the following Capital Maintenance and Replacement projects:

    - Shingles, Soffit, Fascia, Eavestroughs – Waskatenau Manor
    - Shingles, Soffit, Fascia, Eavestroughs – Golden Valley Villa
    - Emergency/Nurse Call System Replacement at Vilna Lodge
    - Finalization of the Emergency Generator upgrade to Bar-V-Nook Supportive Living by mid September

  These projects are 100 percent funded by the Government of Alberta

July 29th, 2025 Smoky Lake Regional ICC Meeting for Regional Fire (Jered/Dominique)

- The Intermunicipal Collaboration Committee (ICC) approved the Smoky Lake County Regional Fire Rescue Services Bylaw, and recommended that Smoky Lake County, the Town of Smoky Lake, the Village of Waskatenau, and the Village of Vilna each adopt the bylaw, effective January 2026, to support a joint regional fire rescue service for the Smoky Lake Region.

Reeve's Report

Jered Serben: Reeve and Councillor for Division 5

June 19th to August 22nd

July 31st, 2025 Special Council Meeting

- That Smoky Lake County Council approve the engagement of a qualified third-party consultant to conduct a comprehensive organizational review to be completed by Sept 5, 2025 and presented at the September 11 Regular Council Meeting, not to exceed $20,400.00. The purpose of the review will be to identify the strengths and weaknesses of the organization as a whole, with the goal of enhancing the efficiency, effectiveness, and quality of services and programs delivered by the County.
- That Smoky Lake County Council implement a suspension on the hiring and termination of all staff positions, excluding the hiring of those required for critical or emergency operations, until the completion and review of the organizational assessment. Exceptions must be brought forward to Council for approval on a case-by-case basis.

Parade Float (All Council)

- Attended the following community parades:
  - the Smoky Lake Heritage Day Parade on August 2
  - the Waskatenau Fair Days Parade on August 9
  - and the Vilna Boomtown Days Parade on August 16.

This year's theme, "Farmers Appreciation," recognized and celebrated the important contributions of our agricultural community.

August 2nd, 2025 Smoky Lake Heritage Board "Back to Ruthenia School" Event (Jered & Dominique)

- Attended the "Back to Rethenia School" Event and delivered the following Speech:

Hello and Good afternoon,

I'd like to firstly bring greetings on behalf of Smoky Lake County Council and our residents.

Here we stand at the preserved and restored Ruthenia School. A reflection of the development for education in rural Canada and Alberta. This school served as a key educational pillar for the local community, which at the time was primarily settler immigrants who were seeking new opportunities in the region.

The school was named after the Ruthenian people, a group of Eastern European immigrants who settled in the area, particularly from regions of Ukraine and Slovakia. These settlers brought with them their cultural heritage, and this influenced the community's development and the school's environment.

This school not only provided education but also served as a center for community gatherings and cultural events, creating a sense of belonging with the residents.

During the time of rapid growth, Ruthenia School adapted to the changes and educational needs of its students.

The school was well maintained and cared for during its time in service. Over the years, educational standards evolved and the population in the surrounding area continued to increase. One thing remained constant and that was to educate many children who were

Reeve's Report

Jered Serben: Reeve and Councillor for Division 5

June 19th to August 22nd

enrolled in several different grades, all at the same time, with most often, one teacher to do it all.

In the later years, Ruthenia faced challenges such as declining enrollment and changes in educational policies. This led to discussions about consolidation with nearby schools.

The legacy of Ruthenia School remains significant in the Smoky Lake area, because it symbolizes the commitment and importance for education, and this in part, characterized the early settlers efforts.
Today, Ruthenia School is remembered for its educational role in the Smoky Lake County, highlighting the importance of education while creating communities and preserving cultural identity.

Projects to preserve heritage through restoration of early construction and infrastructure is mainly, if not all done by the Smoky Lake Heritage Board and a few enthusiastic members. Smoky Lake County Council felt that a greater financial commitment would be in our best interest for communities as a whole and this is why we increased the Board's budget this year by $15,000 and for the next 3 consecutive years before another reassessment.

Congratulations to all who have an interest to preserve these structures. They tell a story all on their own. A re creation of history in real time.

Thank you so much for inviting me here today and all the best!

August 20th, 2025 Smoky Lake County Committee of the Whole meeting (All Council)

- That Smoky Lake County Council accepts the request for discussion on Bylaw 1432-23 as information and recommends that further information be brought to the September 25, 2025, Regular County Council meeting.

Reeve's Report

Jered Serben: Reeve and Councillor for Division 5

June 19th to August 22nd

August 22nd Métis Nation of Alberta 97th anniversary at the Metis Crossing

- Attended the Metis Celebrations Event and delivered the following Speech:

Good morning and thank you for inviting me to be a part of this celebration.

On behalf of County Council, it is my pleasure to extend heartfelt greetings and thanks for the willingness of working together.

Good and long standing relationships are key to bringing project visions to fruition and we have several examples of this within our County.

Projects like Salay Prazzan that uses solar panels to convert sunlight into electricity and produces more than enough power for every Metis person in Alberta.

Healing Waters. A place of compassion and understanding that will turn desperation into hope. And hope into new life. Another step forward to strengthening humanity and leading by example.

This very place that we are gathered here today. Metis Crossing. This was a field with grass blowing in the wind a very short time ago. Who would have thought by building a cultural center would create such community, peace and serenity? A hotel on the river bank for all who want to stay and learn and experience Metis cultural heritage, celebratory festivals, and milestones.

Throughout the years, our relationship has grown stronger, at times like all relationships, somewhat strained. But with our rooted mutual respect and collaboration for a greater tomorrow we have overcome hurdles and moved mountains.

We encourage partnerships and that the voices of the Métis people are not only heard, but valued.

Let us celebrate with joy and gratitude, recognizing the important role that each of us plays in building harmonious and prosperous communities.

Thank you again for allowing me to be a part of your day and offer my gratitude on behalf of Council on your special anniversary.

Thank you.

From: TEC Traffic Safety
To: TEC Traffic Safety
Subject: Government of Alberta Invitation to Municipal Engagements on Transportation Network Companies Regulation
Date: June 20, 2025 4:20:34 PM

Some people who received this message don't often get email from tec.trafficsafety@gov.ab.ca. Learn why this is important

Hello:

Alberta Transportation and Economic Corridors is conducting engagement sessions with Alberta municipalities to support the government's ongoing review of the Transportation Network Companies Regulation, which governs the operation, licensing, and oversight of ride-sharing services in Alberta. As part of this engagement, we are extending an invitation to municipalities across Alberta for engagement sessions planned on July 21, 23, and 24.

Ride-sharing companies are currently regulated under a dual system: the provincial Regulation, supplemented by additional municipal bylaws related to licensing, insurance, fees, and enforcement. This has raised industry concerns about overlapping and inconsistent requirements across jurisdictions creating operational challenges for Transportation Network Companies (TNCs).

To address these issues, the department is holding discussions on policy options to harmonize the TNC regulatory framework across Alberta. The consultation will also explore ways to reduce red tape and identify opportunities to enhance intermunicipal and rural transportation through improved use of TNCs.

This engagement offers municipalities a timely opportunity to share insights, propose improvements, and help shape a more efficient and consistent regulatory environment that maintains public safety.

ENGAGEMENT SESSIONS DETAILS
To accommodate varying schedules, the department has engaged Deloitte, who will facilitate the stakeholder sessions on three separate dates. Each session will provide an opportunity for open discussion, allowing municipalities to identify opportunities, share their unique context, and collaborate on potential policy recommendations. Before each session, preparatory materials will be provided to foster productive and collaborative sessions.

Option 1: In-person in Edmonton	**Monday, July 21, 2025, from 2:00 PM to 4:00 PM** Location: Deloitte Edmonton office, Manulife Place, 10180 101 Street NW Suite 1500, Edmonton, Alberta
Option 2: In-person in Calgary	**Wednesday, July 23, 2025, from 2:00 PM to 4:00 PM** Location: Deloitte Calgary Office, 850 2nd Street SW, Suite 700, Calgary, Alberta
Option 3: Virtual	**Thursday, July 24, 2025, from 9:30 AM to 11:30 AM**

NEXT STEPS

We kindly ask you to confirm your interest in participating by completing this brief survey. Note that each municipality is limited to two participants, and availability for the in-person sessions is limited. Participation will be granted on a first-come, first-served basis. Please complete this survey by **July 10, 2025**.

If you have any questions or require additional information, please do not hesitate to contact Sarah Lewis at sarlewis@deloitte.ca.

Sincerely,

Lynn Varty, MAL, CEC, PMP
Assistant Deputy Minister

Classification: Protected A

FEATURED:

RMA Assigns Statuses to Five Spring 2025 Resolutions

The RMA has assigned statuses to five Spring 2025 resolutions which have received an initial response from government.

Learn more...

MEMBER BULLETINS

Member bulletins are posted to **RMAlberta.com** regularly each week. Below is a list of all the member bulletins compiled from the past week.

Alberta Forestry and Parks Conducting Plan for Parks Engagement

Alberta Forestry and Parks is conducting a **multi-round engagement** to create a **new Plan for Parks**, which is Alberta's strategic direction for recreation and conservation of provincial parks, provincial recreation areas, and wildland provincial parks managed under the **Provincial Parks Act**.

Learn more...

RMA Insurance: Risk Management for Outdoor Swimming Pools, Lakes, Rivers, Ponds, and Spray Parks

When summer gets hot, some common ways to cool off are water activities. To ensure facilities are in good

AGRICULTURE UPDATE

Moisture Situation Update - May 21, 2025

JOB POSTINGS

City of Brooks
Manager of Engineering

condition and free from hazards, what should we be looking at, what should we be considering, and how do we keep people safe?

Learn more...

REMINDERS

Environment and Protected Areas Releases Code of Practice for Renewable Energy Operations

The Code outlines security and reclamation requirements for renewable energy operations.

Learn more...

Government of Alberta Launches Fire Level of Service Engagement

The Government of Alberta is seeking municipal input on possible legislative changes to require municipalities and Metis Settlements that operate a fire service to develop a level of service.

Learn more...

2025 RMA Post-Secondary Scholarship

A scholarship in the amount of $1,000 is presented to one successful applicant from each of the five districts. The 2025 application term is now open and closes August 29, 2025.

Learn more...

Registration Now Open for Running for Municipal Office Campaign Webinars

As part of RMA and ABmunis' joint educational campaign, the associations are offering 20 live webinars to provide prospective candidates with the opportunity to learn more about running for municipal office.

Learn more...

Smoky Lake County
Community Peace Officer (CPO)

Foothills County
Fire Chief

Cypress County
Executive Assistant

City of Camrose
Operator 1 – Roads

Town of Morinville
Tax & Utility Clerk

Ministry of Municipal Affairs
Municipal Election and Governance Advisor

Mackenzie County
Public Works Supervisor – North

VIEW OUR JOB BOARD

LOOKING FOR INFORMATION FROM A PREVIOUS ISSUE?

View our **Contact newsletter archive** or our **member bulletin archive**.

Learn more about the key issues facing rural Alberta by reading our **position statements**.

Forward to friend

RMA Insurance: Signage Development for Risk Management

Signs are an effective way to communicate and make the public aware of hazards within municipal parks, facilities, and roadways. By increasing awareness and safety, municipalities fulfil their legal responsibilities and reduce liability exposures.

Learn more...

Share on Twitter

Share on Facebook

ANNOUNCEMENTS

MCCAC Updates

- Okotoks recently completed two projects through MCCAC's Municipal Electricity Generation program. These two projects will save the town close to $20,000 in savings on electricity every year. Learn about the program and how Okotoks added microgeneration systems to their **Fire Hall** and **Operations Centre**.

Canada Strong Pass

- This summer, Canadians can enjoy the very best Canada has to offer with the Canada Strong Pass. From museums and railroads to national parks and camping spots, the federal government is making it easier for families to choose Canada as they make their summer plans—and enjoy the places and experiences that bring us together and make Canada strong. **Learn more...**

Cattle Industry Maximum Compensation Amounts

- The Government of Canada announced an increase to the maximum value for cattle under its animal compensation regulations to reflect current market value. Amendment to the *Compensation for Destroyed Animals and Things Regulations* (CDATR) means cattle producers who have been impacted by a reportable disease may

be eligible to receive compensation up to the following new maximum amounts. **Learn more...**

IN THE NEWS

- **$14.8 Million Provincial Investment Strengthens Wastewater Infrastructure and Watershed Protection in Lac Ste. Anne Region**
- **TELUS invests $13.5 billion in Alberta**
- **Alberta's tourism soars past national average**
- **A new mission: helping heroes find civilian success**
- **Tornado season is here**
- **Alberta population nearly hit 5 million in April, as people continue to flock to the province**
- **Hospital-based decision making raises privatization fears, hope for efficiencies**
- **Quantum super hub in Lethbridge offers advanced computing to businesses, organizations**

Website Twitter Facebook LinkedIn YouTube

Our mailing address is:
2510 Sparrow Drive
Nisku, AB T9E 8N5

You are receiving this email because you are subscribed to the RMA Contact newsletter.
Want to change how you receive these emails?
You can update your preferences or unsubscribe from this list

From: Alberta Municipalities
To: county
Subject: The Weekly - June 25, 2025
Date: June 25, 2025 5:06:55 PM

View this email in your browser

THE WEEKLY

June 25, 2025

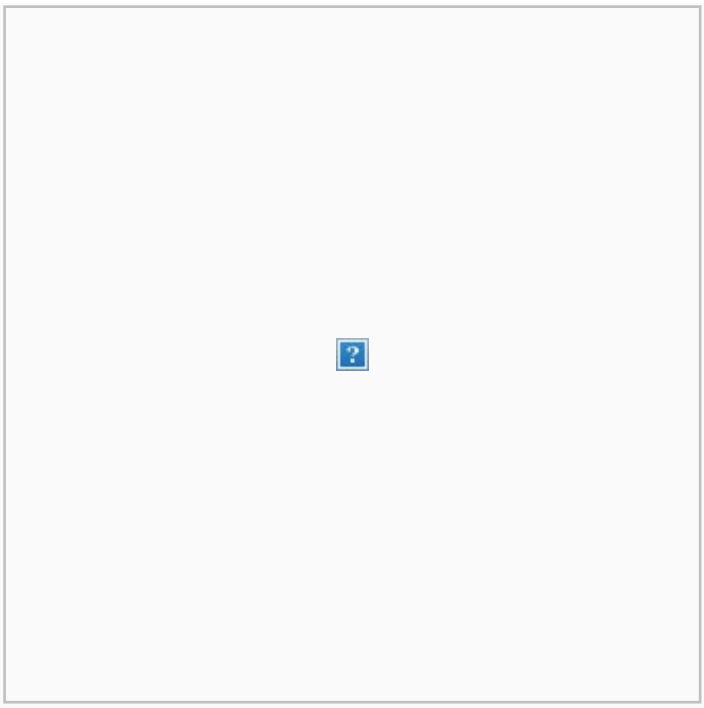
Quick links

Submit your resolutions by June 30!

Update from the Legislature – June 25, 2025

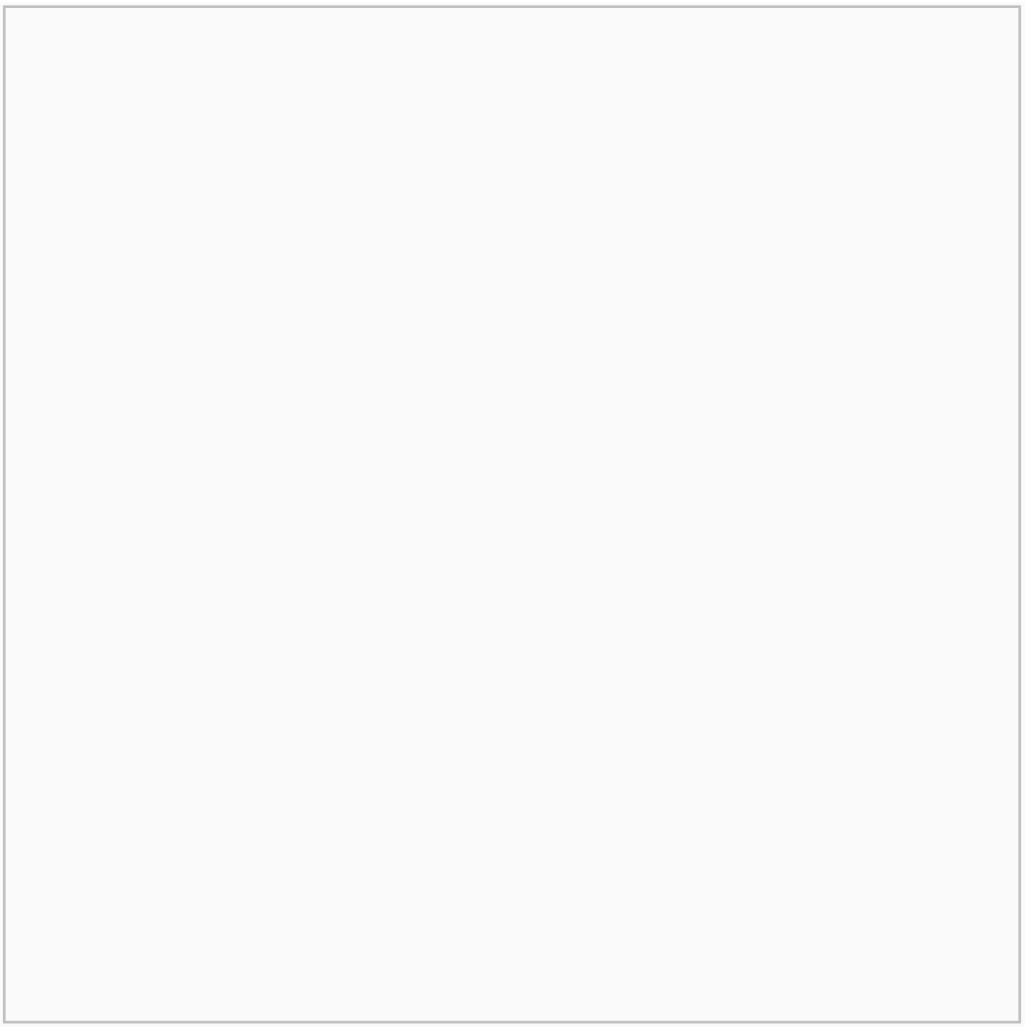
Last call for ABmunis Award nominations

Casual Legal: After-acquired cause



Have you seen our social media toolkit?

Whether you're just getting started or looking to refine your online presence, this toolkit offers practical guidance to help you feel confident and prepared.



Submit your resolutions by June 30!

If your municipality plans to present a resolution at our 2025 Convention, you have just a few more days to complete your proposed resolution and submit it. Time is running out...

Update from the Legislature – June 25, 2025

Three provincial by-elections were held on Monday, June 23. Read on to learn more and see how many seats each political party has in the Legislature...

Read our 2024 Annual Report

2024 was a busy and momentous year for Alberta Municipalities and our member communities. Time and again, we amplified our members' concerns and provided information and advice as a trusted source.

Last call for ABmunis Award nominations

If you know an individual or group of Albertans who have made extraordinary contributions to their communities, you have until Friday, June 27 to nominate them for an award.

Casual Legal: After-acquired cause

This week's column looks at the common law principle of after-acquired cause as it pertains to employment law.

COMMUNITY BUILDERS

Special offer: ABmunis & Western Cities HR Conference

Alberta Municipalities has partnered with Western Cities HR Conference (WCHRC) to offer special pricing to our member-municipalities and non-profit organizations for Excel HR 2025, Western Canada's premier HR conference. Join HR professionals, benefits managers, and community-builders from across Canada for valuable and impactful information and workshops.

Excel HR 2025 will run from October 7 to 10 in Nanaimo, B.C. The event will feature presentations and discussions on practical HR leadership, workplace wellness, and real-world strategies tailored to suit public sector and non-profit HR needs. A free pre-conference workshop on developing a mental health strategy will be hosted by ABmunis' knowledgeable staff on October 7.

We're delighted that ABmunis member-municipalities can save 10% on registration. Non-profit organizations can save 50%.

You can find more information on the WCHRC website, along with all the travel and accommodation details you need.

Please contact sheila@westerncities.ca for answers to your questions or a discount code.

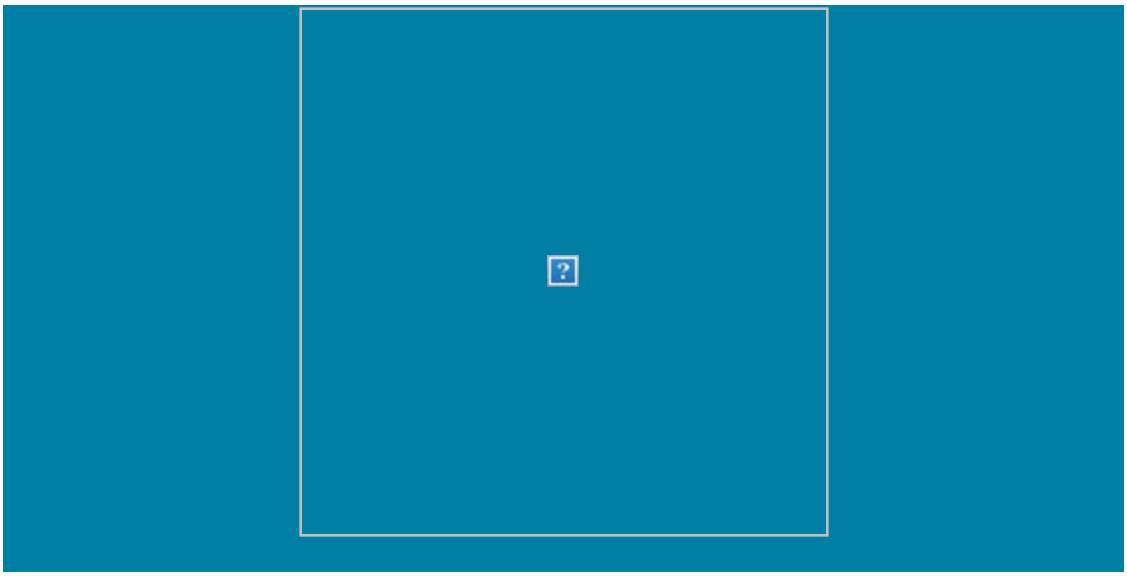
Explore ALL available grant opportunities for your municipality at this website and use the Municipalities option in the Industry filter. And while you're there, make sure you sign up for the Grants newsletter so you can hear about the newest grants as they are announced!

Implementation projects - Adaptation in Action is now open! Maximum award up to $1M. Deadlines: Round 1: July 8-August 19, 2025; Round 2: August 20-October 9, 2025.

TD Friends of the Environment Foundation Grant: up to $8,000. Deadline: Summer Intake - July 15, 2025.

Critical Minerals Infrastructure Fund - Contribution funding: access up to $100M per project. Deadlines: Stream 1 - June 27, 2025; Stream 2 - March 4, 2026.

Build Together program: grants up to $50,000 annually. Deadline: September 22, 2025.



Pre-register your council for fall Munis 101 course

With municipal elections on the horizon, you need to ensure your council receives a great orientation after the election. The Elected Officials Education Program (EOEP) Munis 101 course is available to help municipalities meet the legislative requirements for council orientation by providing elected officials with the foundational knowledge they need to govern effectively. Even if your municipality provides internal training, Munis 101 is an excellent way to reinforce key concepts and offer independent expert instruction.

Munis 101 covers essential topics that every council needs to understand, including:

- Role of Municipalities and Municipal Governance
- Roles & Responsibilities of Council, Councillors, CAOs, and Staff
- Code of Conduct
- Budgeting & Financial Administration
- Public Participation and Municipal Planning

Municipalities can pre-register their councils before the election to secure training spots, ensuring that elected officials receive timely orientation. Registration is OPEN for all non-convention sessions. With a variety of session dates available, both online and in-person, Munis 101 is an easy way to integrate legislated training into the post-election schedule.

Visit eoep.ca or send an email to the EOEP Registrar if you have any questions.

CAOs can attend Munis 101 for free

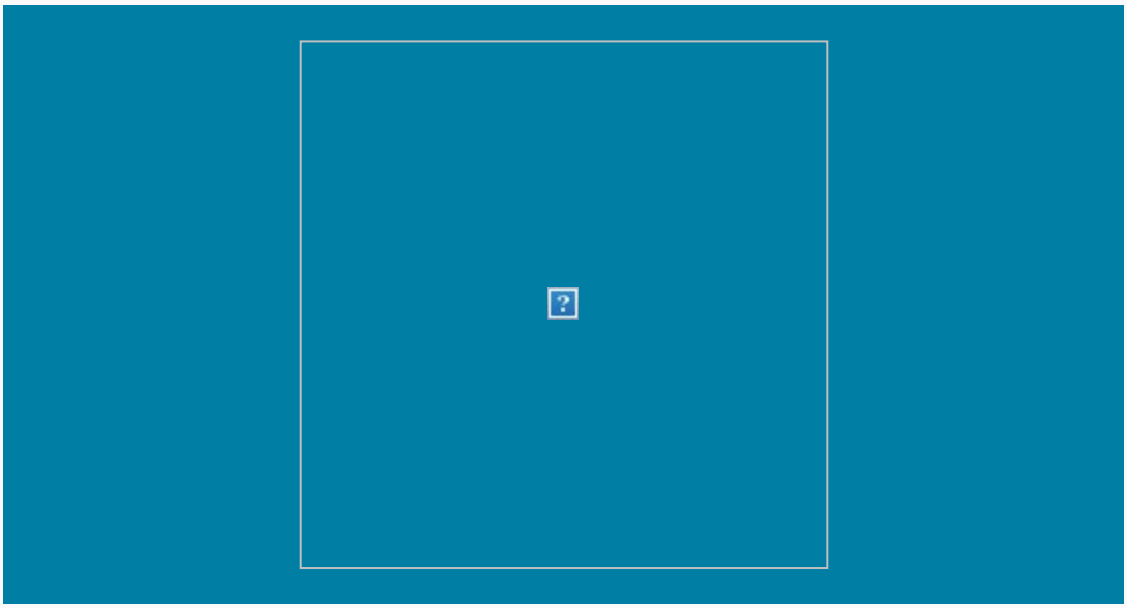
At EOEP, we recognize the key role CAOs play in guiding newly elected councils and

supporting strong municipal governance. That’s why we’re offering complementary registration to CAOs who register their entire council for EOEP’s Munis 101 course. This offer is valid for any Munis 101 course held before June 30, 2026, including online sessions and in-person events at ABmunis and RMA conventions.

Why participate?

- Build a shared foundation with your newly elected officials
- Align on key governance roles and responsibilities
- Gain insight into course content your council is learning
- Strengthen onboarding and reduce post-election confusion.

Once your full council is registered, simply email the name and contact details of your CAO or senior administrator to EOEP's Registrar. Learn more about 'Munis 101' and explore course dates at eoep.ca.



Attention: First-time MCCAC program applicants!

Did you know that if you haven't accessed an MCCAC program yet, you can get a bonus rebate on our Municipal Electricity Generation (MEG) program?

The MEG program helps municipalities cut costs on electricity by offering rebates for installing microgeneration projects on municipal facilities or land. The first-time applicant bonus sweetens that pot. If you install a 9 kW solar power system, your 85 cent per watt rebate becomes $1.05 – a total rebate of $9,450. Add that to savings on your power bill for the next 25 years and we have to ask, "What are you waiting for?"

Click here for more details.

GOOD TO KNOW

RMRF offering one-day virtual SDAB Training Workshop

The Subdivision and Development Appeal Board (SDAB) Regulation requires members and clerks to complete a training program. Certified members and clerks must complete a refresher training program every three years to maintain their SDAB certification.

RMRF's online training workshop will take place on **Wednesday, August 20**, from 9 a.m. to 4 p.m. The workshop is suitable for:

- Newly appointed SDAB members and clerks
- Existing members and clerks who need to recertify.

Visit RMRF's event web page for details about the course structure, certification, and to register for the course.

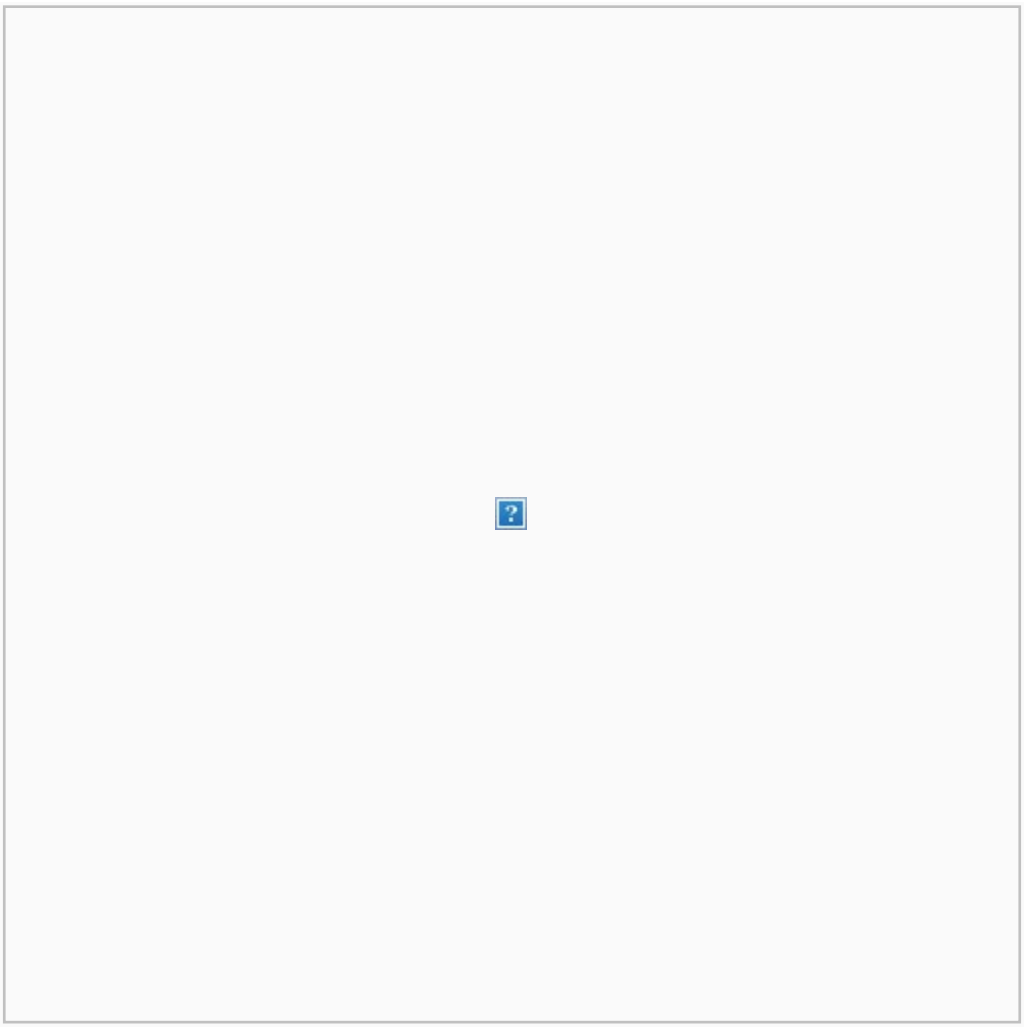
The law firm's experienced presenters have previously delivered this training on behalf of Alberta Municipalities. Reynolds Mirth was also involved in recent updates to the Subdivision and Development Appeal Board Training Guidebook published by Alberta Municipal Affairs.

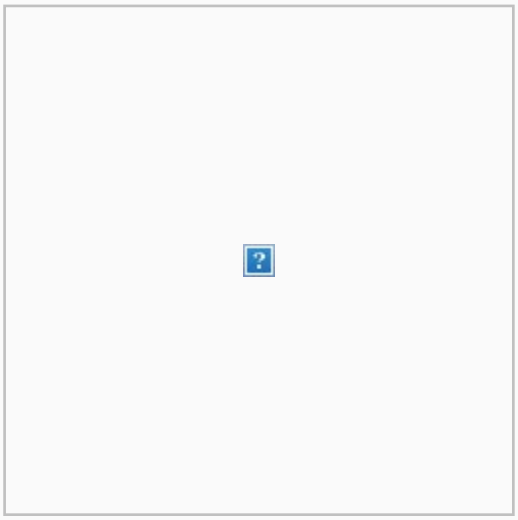
Let's talk stock!

Want to build stronger connections with local farmers and ranchers? Host a **Stock Talk**!

Run by the Intensive Livestock Working Group (ILWG), Stock Talks are casual, informative sessions where councils and municipal staff members can hear directly from agricultural producers about important local issues like road use, taxation, land use, dust, noise, and more. You choose the format – we can meet at your office or head out for a farm tour. It's a great way to strengthen relationships and make better-informed decisions.

To book a Stock Talk, head to the ILWG website.





Jobs Connect

- Community Peace Officer
- Finance Clerk
- Facility Maintenance Supervisor

- CAO
- Manager of Public Works
- Senior Transfer Station Attendant
- and more...

Easy Links

- ABmunis' 2024 Annual Report

Copyright © 2025 Alberta Municipalities, All rights reserved.
You are receiving this email because you opted in via our website.

Our mailing address is:
Alberta Municipalities
8616 51 Ave NW
Edmonton, AB T6E 6E6
Canada

Add us to your address book

Want to change how you receive these emails?
You can update your preferences or unsubscribe from this list.

Alberta Transportation and Economic Corridors
Office of the Regional Director

Construction and Maintenance
North Central Region
Box 4596
4601 – 63 Avenue
Barrhead, AB T7N 1A5
Telephone: 780-305-2405
www.alberta.ca

June 16, 2025

Mr. Kevin Lucas
Chief Administrative Officer
Smoky Lake County
PO Box 310, 4612 McDougall Dr
Smoky Lake, AB T0A 3C0

Dear Mr. Lucas:

Subject: Unsuccessful Grants

Thank you for your municipality's recent application to the 2025 intake of the Strategic Transportation Infrastructure Program (STIP), administered by the Ministry of Transportation and Economic Corridors (TEC).

Alberta's government recognizes rural bridges, roads, and water/wastewater infrastructure are vital to the provincial economy as they support access to the province's natural resources and play an important role in connecting Albertans to work, school, and recreation opportunities. TEC's Strategic Transportation Infrastructure Program (STIP) and water grant applications consider a number of criteria such as technical assessment, readiness, and condition.

The evaluation process has recently been completed and unfortunately the following projects were not recommended for funding approval at this time:

- BF 00781 Culvert Replacement
- BF 07814 Bridge Rehabilitation
- BF 01603 Bridge Replacement
- BF 00849 Bridge Rehabilitation
- BF 70923 Bridge Rehabilitation
- BF 70497 Bridge Replacement
- BF 00490 Bridge Rehabilitation
- BF 72828 Bridge Rehabilitation
- BF 74018 Bridge Rehabilitation
- BF 79073 Bridge Replacement

…/2

This year's intake was highly competitive, and available funding was exceeded by the volume of applications received. As a result, not all project applications could be approved. You may also consider resubmitting your STIP projects during the next intake cycle, which closes on November 30, 2025.

We appreciate the time and effort that went into your submission. Your ongoing commitment to enhancing local infrastructure supports the long-term safety, efficiency, and sustainability of Alberta's communities.

If you have questions or would like to discuss future opportunities, please contact Drew Wesolowsky, Infrastructure Engineer at 587-341-5421 or drew.wesolowsky@gov.ab.ca.

Regards,

Michael Botros, P.Eng.
Regional Director

cc: Rob Huston, Infrastructure Manager
Drew Wesolowsky, Infrastructure Engineer

On Jun 25, 2025 3:57 p.m.,
Greg and Lisa
Please confirm you have received and have read this email.
Thank you

Good Afternoon Lorne and Jered,

I am writing this letter in support of your recent suggestion to change Bylaw 1432-23 to include 3 permanent trailers with the option of permitting a 4th trailer for the months of April to October with a yearly fee. Before I begin, I think it is important for you to understand the negative impact this bylaw has had on our family thus far. Council needs to understand and consider the **people** attached to these trailers when making decisions. To us, this is very personal. It has negatively impacted our mental health, physical health, stress levels and relationships with one another. Please consider this as you move forward in making your decisions.

With this in mind, I wanted to raise a few concerns and considerations in regards to this bylaw. It was stated in the last council meeting that the bylaw was initially created for a different reason, to address the concern of the existence of random, spontaneous 'campgrounds'. It was not however, created with Mons Lake property owners in mind. It is unfortunate we have been swept up in this and it would seem appropriate to create a separate bylaw to address that concern without long time property owners being lumped in with others in situations that are not similar in nature. Would it be possible to consider returning to the way things have been?

Also, your colleague Dan, in many of his statements did not acknowledge the difference between public campers and property owners. He made comments about the 'additional garbage trailers bring in', more noise etc. His idea that property owners with trailers are and should be treated the same as a public campground occupant does not make sense. The astonishing amount of $2000 total or more, a daily rate of $30 dollars or $900 a month, for families who already own their lot is unacceptable, unaffordable and appears to be a money grab on his part. It is very clear he does not understand the mentality and investment of someone who owns their own lot compared to the mentality and investment of a weekend camper at a random campground. This difference should be considered when making decisions.

Contrary to his opinion, we do not 'bring in more garbage' we instead clean up after ourselves and take care of our lot throughout the year. It does not make sense for property owners to be treated with the same approach as daily campers who do not have an investment in where they are staying, nor an investment in the care for the land they are on.

Property owners, and more specifically, property owners at Mons Lake, are invested. We are VERY invested. We are invested in the overall cleanliness, preservation and longevity of the sites we own. We care more about this than I think he realizes or understands.

Council needs to remember there are actual people attached to these trailers, actual families attached to these trailers. Families who care! To treat families who are property owners the same as public campers does not make sense.

Speaking from my families perspective, we, personally, understand what it takes to own our Lakelot and I do not believe Dan understands the difference.

To give you an example. When we are at our Lakelot, my aunt and uncle go for daily walks and as they do, they pick up litter whenever they see it and dispose of it properly. We do not add garbage to the area, we actually clean up garbage. This is just a small example of how we care, not just for our own space, but for the community environment as well. The next generations now do this as well when we go for walks.

Ideally, it would be optimal for council to reconsider the bylaw, specifically for Mons Lake property owners, regarding the amount of trailers and let property owners continue as we have for the last 46 years. If this is not possible, my hope is that you would continue to support the idea of 3 permanent trailers with the option to permit a 4th trailer, but with a reasonable price point, considering the fact we own our properties and have for a long time.

We are not public campers, we are families, in our case three generations of family, just trying to come together for an affordable and enjoyable way to create memories with our parents, siblings, aunts, uncles, cousins and the next generation.

With this distinction in mind, I appeal to council for an appropriate response to acknowledge all parties involved. To either reverse bylaw 1432-23 to reflect those it was actually created for and to offer an option that acknowledges generational owners and families at Mons Lake.

Feel free to reach out for further discussion on a solution that works for all of us.

Thank you,

Lisa McMorrow
Schaub Family

Economic Development Businesses Resources

June 2025

The following list of resources is not exhaustive and is updated on an ongoing basis.
Note that funding opportunities may have application windows that are not listed in this document.

BUSINESS SUPPORTS AND SERVICES:

- **Agricultural Economics, Competitiveness and Statistics (GoA):** Agriculture and agri-food business, trade and economics, and farm business management programs.
- **Agri-Processing Business Resources (GoA):** Guides, reports, documents and other resources for food and bio-processors to start or grow a business.
- **Alberta Securities Commission (ASC) Intro to Raising Capital:** Information and presentations to support businesses that are seeking capital, navigate securities regulations.
- **Alberta Entrepreneur Centre:** Provides a set of tools to help business and personal finance grow together.
- **Alberta Catalyzer:** Alberta Catalyzer is a provincial program supported by **Alberta Innovates** and delivered by **Platform Calgary** and **Edmonton Unlimited.** The program supports entrepreneurs as they launch and scale their tech-based or tech-enabled companies through three Learning Streams: Engage, Traction and Velocity.
- **Alberta Film Commission:** Provides customized scouting packages and services to clients exploring the advantages of creating in Alberta.
    - Film production resources are available here: **https://www.alberta.ca/film-production-resources.aspx** and an online resource directory, which showcases Alberta's screen-based industry workforce and support service companies, is available here: **https://www.alberta.ca/film-production-resources.aspx#jumplinks-10**
- **Alberta International Offices (GoA):** Available near local markets to help Albertans make the connections they need to expand their businesses.
- **Alberta Learning Information Service (ALIS):** Provides career, learning, and employment information that helps Albertans achieve success.
- **Alberta Purchasing Connection:** Connects businesses looking to supply goods or services to Alberta's public sector with government procurement opportunities.
- **Alberta Site Selector Tool:** The Alberta Site Selector Tool is a self-serve digital platform that helps businesses and investors find and evaluate suitable properties to expand or locate their business in communities across Alberta. This user-friendly tool empowers users by providing advanced filtering options that combine available property listings with insights on local economic conditions, industry data, and proximity to crucial infrastructure.
- **Alberta Women Entrepreneurs:** Provides tools and resources to help women across the province succeed in starting or growing a business.
- **BDC Advisory Services:** Helping business owners build a successful, resilient business.
- **Business Benefits Finder (GoC):** Find the right (federal) programs and services, whether you're starting out or scaling up.
- **Business and Economic Development (GoA):** Agriculture, forestry, tourism and other key sectors and supports for business, trade, economic development and government contracting.
- **Business Link:** Business support services include free one-on-one coaching and guidance; market research; resources, guidebooks, and interactive tools; education, training, and networking opportunities; specialized support for Indigenous and immigrant entrepreneurs.

- **Business Renewables Centre-Canada:** Provides community-based educational resources to simplify and accelerate the uptake of renewable energy in Canada.
- **Canadian Centre for Cyber Security**: The Canadian Centre for Cyber Security (the Cyber Centre) is the single unified source of free expert advice, guidance, services and support on cyber security for Canadians.
- **Community Development Unit (GoA):** Delivers sessions and workshops to help organizations strengthen their services.
- **Community Futures Alberta:** Business loans, tools, mentoring, guidance, and support for rural small business owners and entrepreneurs in Alberta.
- **Contract opportunities with the Government of Alberta:** Bid on procurement opportunities for government goods, services and construction.
- **Destination Canada**: Provides intelligence, tools and resources that help the Canadian tourism industry reach domestic and international markets.
- **Economic Development Resources (GoA):** Find programs, services and information that supports economic development.
- **Export Alberta:** Resources for those new to exporting or looking to grow their exports.
- **Export Development Canada:** Provides Canadian companies with trade knowledge, financial solutions, insurance and global connections.
- **Free Market Intelligence for Agriculture Business (GoA):** Export Development team provides agriculture and agri-food companies customized market intelligence information.
- **Foresight Canada Clean Tech Accelerator:** helps accelerate the development and adoption of game-changing Canadian climate solutions to reach net zero
- **Futurpreneur:** Futurpreneur is the only national, non-profit organization that provides financing, mentoring and support tools to aspiring business owners aged 18-39.
- **In Our Hands Newcomer Cooperative Entrepreneurship Program:** In Our Hands is a free program designed to support you through all the stages of starting and growing a co-operative business.
- **Industry Information, Indigenous Tourism Alberta**: Encourages and promotes authentic Indigenous tourism that showcases the unique and immersive experiences offered by its members throughout the province.
- **Invest Alberta:** Invest Alberta Corporation (IAC) works directly with investors globally to start up or scale up in Alberta.
- **Labour Workforce Consultants (GoA):** Connect employers with tools and resources to help with recruiting, retaining and adapting their workforce.
- **Management Advisory Services (MAS) Program:** Have you developed a new product, process, or service and need help with the next steps? The program provides various services, including strategy/business planning, growth management, sustainability financing, and marketing.
- **Procurement Assistance Canada - Service Guide:** Official source for Government of Canada tender and award notices.
- **Public Services and Procurement Canada (PSPC) (GoC)**: Helps businesses of all sizes connect with opportunities to sell goods and services to the Government of Canada.
- **Small Business Resources (Formerly Biz Connect)(GoA):** Provides support to help Alberta entrepreneurs and small businesses start, grow, and succeed.
- **Small Scale Food Processor Association:** The Small-Scale Food Processor Association seeks to support women food processors through research, education, and resources.
- **Start-up Canada:** We connect Canada's entrepreneurs with the tools, community, and support they need to start and build their businesses. We know that Canada's aspiring entrepreneurs have the talent, passion, and drive to succeed in today's economy. We want entrepreneurs to manifest their own vision faster.
- **The 51:** The 51 is a Financial Feminist™ platform where current and aspiring investors (particularly women* and gender-diverse* individuals), come together to democratize access to capital for

women and gender-diverse founders.

- **Training and Employment Services Directory (GoA):** Provincial programs and services to help individuals find and keep jobs, get training and adapt to a changing labour market.
- **Travel Alberta Industry Hub**: Tourism resources, research, newsroom, and destination development information.
- **Venture Capital Association of Alberta (VCAA):** a registered not-for-profit organization that helps connect entrepreneurs with investors (**VCAA: Connecting Entrepreneurs and Investors**).
- **Venture for Canada (VFC):** Connecting small business owners with young talent through subsidized internships and fellowship programs.
- **Venture Mentoring Services:** A mentorship program that matches business founders at the scale-up stage with mentors that work with the individual entrepreneur (not the business itself).

ECONOMIC STRATEGY:

- **Alberta's Recovery Plan:** Plan to breathe new life into Alberta's economy and create new opportunities for every Albertan. It's a plan to build, diversify, and create jobs.
- **Economic Development in Rural Alberta Plan:** The government has developed the Economic Development in Rural Alberta Plan based on the insights gained from our engagement with targeted rural stakeholders. This plan includes key strategies and measurable actions to ensure rural Albertans have economic opportunities where they live.
- **Selling Alberta to the world: An Investment and Growth Strategy:** This strategy supports Alberta's Recovery Plan by identifying actions to create jobs and diversify the economy.

EMERGENCY RESILIENCY AND RECOVERY RESOURCES:

- **ACC Building Business Resiliency:** Resources and live updates for businesses across Alberta to swiftly respond and adapt to disruptions or unplanned changes affecting operations, people, assets, or reputation.
- **NEW Canada Red Cross Ready Rating Program:** a free service that helps businesses, schools and organizations become prepared for disasters and other emergencies.
- **GoA Emergency preparedness, disaster response and public safety**
- **NEW GOA Emergency response planning occupational health and safety tool kit:** step-by-step guide for ensuring worksites are safe with specific contingencies in place in case of an emergency.
- **Business Link – Business Continuity Plan** and creating and **Emergency Response Plan**
- **Investopedia - Business Interruption Insurance: What It Covers, What It Does Not**

LISTINGS, CATALOGUES, AND PORTALS:

- **Alberta Agri-Food Products and Services Export Catalogue:** Connecting international buyers with Alberta product and service suppliers.
- **Alberta Major Projects:** An inventory of private and public sector projects in Alberta valued at $5 million or greater.
- **Agri-food and local food (GoA):** Information about the agri-food industry, food processing and farmers' markets.
- **Alberta food directories:** Connecting Alberta-based food processors and producers with buyers to promote locally produced food
- **BizPaL permit and license search:** Federal, provincial, territorial and municipal business permits and licenses in Canada.
- **Business License Alberta (GoA):** Search for a business, charitable organization or fundraiser provincially licensed or registered in Alberta.

- **Directories of Canadian Companies:** Registering as a Canadian supplier, searching for competitors and checking a company's incorporation status.
- **Economic development funding and grants (GoA):** Tax credits, grants and other funding programs to stimulate regional economic development.
- **Municipal locations and codes (GoA):** Municipal locations in Alberta, municipal codes and information systems and datasets.
- **National Broadband Internet Service Availability Map:** The map is a comprehensive database of current and planned Internet service availability across Canada. It is a key tool in showing the Government of Canada's progress in getting all Canadians connected to high-speed Internet as well as a key reference document on the implementation of broadband services.
- **Open Government Portal (GoA):** Collection of datasets and publications by (Alberta) government departments and agencies.
- **Open Government (GoC):** Collection of datasets and publications by (Canada) government departments and agencies.
- **Public Engagements (GoA):** Help shape the future of (Alberta) government policies, programs and services

MADE IN ALBERTA/CANADA:

- **Alberta Farm Fresh Producers Association:** AFFPA is dedicated to supporting the production of farm direct market vegetable crops, berry and fruit crops, bedding plants, perennials, herbs, flowers, meats, poultry, eggs, wines, meads, and other specialty items in Alberta.
- **Alberta Approved Farmers Markets:** Find an approved market in your area.
- **Alberta Food Directories:** Connecting Alberta-based food processors and producers with buyers to promote locally produced food
- **Alberta Food Processors Association:** AFPA is a non-profit organization representing all segments of the $28 billion food and beverage industry including growers, processors, retailers, food service buyers and suppliers since 1974.
- **Buy Local Alberta:** Albertans can support local farmers, ranchers and food processors
- **How to Identify Canadian Food:** Find out how to spot different words or symbols you might find on a label – some mean it has Canadian content, while others mean it meets a Canadian standard for food safety, quality, or organic content.
- **Made in Alberta:** The Alberta Food Processors Association administers a voluntary labelling program to help consumers quickly identify foods and beverages produced in the province.
- **Made in Canada:** Find information on Made in Canada labels, how to buy Canadian and the benefits of shopping and travelling in Canada.
- **NEW** Promote your Alberta-based business and help your neighbours buy local with the GoA's **free toolkit.**

NETWORKS, NGOS, AND CROWN CORPORATIONS:

- **Clean Resource Innovation Network (CRIN):** Resources from pan-Canadian network focused on ensuring Canada's oil and gas resources can be sustainably developed and integrated into the global energy supply.
- **Canadian Rural Revitalization Foundation (CRRF):** Contributes to the revitalization and sustainability of rural Canada through collaborative research for rural leaders in the community, private sector, and in all levels of government.
- **Farm Credit Corporation (FCC):** A federal commercial Crown corporation reporting to the Minister of Agriculture and Agri-Food. FCC provides financing, knowledge, and software to almost 102,000

customers with a team of 2,200 employees operating from 102 offices located primarily in rural Canada and its corporate office in Regina, SK.

TRADE & TARIFF INFORMATION:

- **Alberta Food Processors Association, Tariff Updates and Resources**
- Sign up for **Alberta Trade Updates** to receive trade and export information as well as details on upcoming sector specific events and missions.
- **BDC - Supporting your Business Through Trade Uncertainty:** Support for Canadian businesses impacted by uncertainty around U.S. tariffs
- **Canada Tariff Finder:** Quickly get tariff information for specific products and countries where Canada has a Free Trade Agreement.
- **CFIB – Canada/US Trade War:** Everything you need to know about the U.S./Canada tariffs
- **EDC - US Market Intelligence:** EDC insights and analysis on the business environment of Canada's largest export market
- **EMC - Canada/US Trade Relations:** EMC remains committed to keeping Canadian manufacturers informed about Canada / US trade relations
- **NEW** **FCC Trade Disruption Customer Support Program**: Lending to support the Canadian agriculture and food industry as tariffs are implemented.
- **MNP - Federal and provincial tariff support programs**
- **Startup Canada Tariff Toolkit:** This resource guide is designed to help entrepreneurs and support organizations navigate the complexities of tariffs and their impact on businesses.
- **Support for Canadian Exporters (GoC):** Supporting Canadian exporters through United States tariff challenges.
- **NEW** **Trade Accelerator Program: Various Dates and locations**: 4-session initiative, designed to accelerate the strategic development of your business and to better prepare you for an expansion into international markets.
- **Understanding Canada-United States-Mexico Agreement (CUSMA) Compliance**

Regional Employer Supports

Employer Resources

June 2025

The following list of resources is not exhaustive and is updated on an ongoing basis.
Note that funding opportunities may have application windows.

Grants and Funding Programs – General

Indigenous Employment Training Partnerships Program (Government of Alberta) – grant funding for Indigenous communities and organizations to deliver group-training projects designed in partnership with employers and other partners.

Northern and Regional Economic Development Program (NRED) (Government of Alberta) – funds initiatives led by Alberta municipalities, Indigenous communities, and non-profits that promote regional economic development and diversification.

Wage subsidies and assistance programs (Government of Canada) – information on federal programs to help you hire the right employees for your business.

Training on the Job Program (WCB Alberta) – subsidy to employers to hire and train someone who is unable to return to their regular job due to a workplace injury. The worker develops skills and gains work experience while the employer receives financial support from WCB during the employee's training period.

Workforce Partnership Grant (Government of Alberta) – grant program to support labour market adjustment strategies and workforce development through partnerships. The program includes Labour Market Partnerships and Workforce Attraction and Retention Partnership projects.

Workforce Strategies Grant (Government of Alberta) – grants to support organizations with innovative solutions that will help Albertans develop new skills and assist employers and industry to grow their workforce.

Workplace Training Program (Government of Alberta) – offers eligible Albertans work-site training and paid work experience. Participating employers provide on-the-job training and/or work experience with government funding contributions, with the expectation that participants maintain employment after completion of the program.

Ukrainian Rural Alberta Attraction Program – **Are you struggling to get employees?** This is a new provincial funded program lead by Alberta Association of Immigrant Serving Agencies (AAISA) to match Ukrainian nationals with employers in rural Alberta.

Work-Sharing Program (Government of Canada) – The Work-Sharing Program helps employers and employees avoid layoffs when there is a temporary decrease in the normal level of business activity, beyond the control of the employer.

Classification: Public

Grants and Funding Programs – Industry-Specific

Addressing the Agriculture Labour Task Force Grant Program – funding to increase public awareness of agricultural career opportunities and to provide human resources training to support worker retention.

Food Futures Program (Alberta Food Processors Association) – wage subsidies of 50% (to maximum of $5,000) are available to hire current post-secondary students and recent grads (within six months) for temporary work experience placements (minimum 200 hours). Placements can be in any area relevant to the industry, including nutrition and food science, agriculture, technologists, accounting and finance, human resources, IT, logistics, safety, engineering, business, etc.

Training & Wage Subsidies for Environmental Jobs (ECO Canada) – employment programs that stimulate environmental career pathways, skill development, business growth, workforce support and workforce advancement through wage and training funding.

Class 1 Learning Pathway Grant Program | Alberta.ca - The grant program consists of two streams: the Employment Pathway Grant and the Industry Advancement Grant. The Employment Pathway Grant supports the training and employment of Class 1 drivers by reimbursing employers for onboarding, training, and certain professional development costs. The Industry Advancement Grant focuses on building capacity within the commercial transportation industry to address challenges related to employment, attraction, retention, and diversification of Class 1 drivers.

Grants and Funding Programs – Youth and Apprenticeships

Apprenticeship job creation tax credit – offers a non-refundable tax credit an employer can claim for each eligible apprentice.

Apprenticeship – funding opportunities for skilled trades and apprenticeship - Canada.ca

Canada Summer Jobs wage subsidy (Government of Canada) – wage subsidies to employers with 50 or fewer full-time employees to create quality summer work experiences for young people aged 15 to 30 years. Deadline to apply is December 19, 2024.

CAREERS - Youth Internship Incentive Program (YIIP) – CAREERS works with Alberta schools to connect students to employers for paid internships. YIIP provides qualified employers with financial incentives to hire interns.

Empowering Futures for Apprentices (Electricity Human Resources Canada) – student work placement program for the electricity industry that provides subsidies to organizations who create these opportunities.

FIRST (First Industry Research Science Technology) Jobs Pilot Program (Technology Alberta) – meaningful work experience for students or recent graduates of an Alberta post-secondary institution while supporting growth of Alberta's Tech Sector.

Student Work Placement Program (Government of Canada) – gives post-secondary students paid work experience related to their field of study. Employers are eligible for up to $5,000 for every student hired and up to $7,000 for first year students or students from an under-represented group (women in STEM, persons with disabilities, newcomers, Indigenous students, visible minorities).

Supplementary unemployment benefit plan (SUBP) - Canada.ca – it allows the employer to top up wages from 55% to 95% while apprentices are in their technical training.

Trade Pathways Program – Connects young unemployed, underemployed or underrepresented Albertans to COR-certified construction companies for paid work placements.

Resources – Employee Attraction, Recruitment, and Retention

Agriculture Job Connector (Government of Alberta) – matching workers with employers to fill agriculture and agri-food jobs.

Alberta is Calling: Moving Bonus for Skilled Trades – provides a $5,000 refundable tax credit for up to 2,000 eligible skilled tradespersons who move to Alberta between May 1, 2024 and December 31, 2024.

Careers In Energy – free resources for small to large energy industry employers to help hiring and retention practices evolve and shift with the changing skills and knowledge demands of the energy sector.

Job Bank (Government of Canada) – advertise your job for free and access free tools and resources to help you find, hire, and retain the right workers. Jobs for Ukraine provides information on how to promote jobs to Ukrainians coming to Canada to escape the crisis in their country.

Labour Market Information (Government of Alberta) – wage and salary information and job market forecasts, trends, statistics, and profiles.

Level UP (Riipen) – enables employers to connect with students from across Canada for paid, short-term, remote projects.

Rural Roots – Work Integrated Learning (Rural Development Network) – facilitates matches between employers of all types with innovative and talented undergraduate students.

Tourism HR Canada – pan-Canadian organization with a mandate aimed at building a world-leading tourism workforce by facilitating, coordinating, and enabling human resource development activities.

Training for Work (Government of Alberta) - Are you an employer looking for skilled employees? Contact one of our service providers to connect to job ready graduates in your area. Follow the link for more information and to see a list of Training for Work programs across Alberta.

Wage and salary information (Government of Alberta) – analysis of wages/salaries across a variety of occupations in Alberta.

Classification: Public

Other Programs and Resources

Alberta Advantage Immigration Program (AAIP) (Government of Alberta) – an economic immigration program for permanent residence in Alberta. Nominees must have skills to fill job shortages or be planning to buy or start a business in Alberta. AAIP includes several streams, including the Rural Entrepreneur Stream (RES) and the Rural Renewal Stream (RRS).

Alberta Purchasing Connection (APC) (Government of Alberta) – easy to use tool that lets public and private sector users manage, advertise, distribute, and download public purchasing opportunities for goods, services, and construction in Alberta. Check APC for funding or proposal opportunities.

Business Benefits Finder (Government of Canada) – get a tailored list of government programs and services for your business.

Business Link – small business advice in Alberta to help small businesses start and thrive.

Community Futures Alberta – offers business loans, resources, mentoring, guidance and support for rural small business owners and entrepreneurs.

Employment Standards (Government of Alberta) – rules, regulations, compliance measures, and education and resources for employers and employees in Alberta workplaces.

Francophone Mobility Work Permit – a program for employers to hire French speaking temporary workers without a labour market impact assessment.

Health and safety eNews (Government of Alberta) – monthly e-newsletter with the latest Occupational Health and Safety news and events.

Indigenous Tourism Alberta – a non-profit organization devoted to help grow and promote authentic, sustainable and culturally rich Indigenous tourism experiences to share with the world.

Prairies Economic Development Canada (PrairiesCan) (Government of Canada) – federal department that supports economic growth across the Canadian Prairies by helping people navigate federal economic programs and services.

Procurement support for business (Government of Canada) – resources and supports available to support procurement with the Government of Canada.

Regional economic development resources (Government of Alberta) – resources to help community leaders, industry and business diversify and grow their regional economies.

Small business resources (Government of Alberta) – service helping small businesses connect to resources such as funding opportunities, mentorship programs, and expert advice. For more information, email Biz Connect.

Tradesecrets (Government of Alberta) – information about apprentice services, certification, trades in Alberta, regulations, and resources.

Trucking HR Canada – a non-profit organization working to ensure Canada's freight transportation network has the skilled workforce needed for today and into the future.

Classification: Public

AEROSPACE AND DEFENCE Industry Newsletter

Please find below an overview of events and market intelligence, and Opportunities related to the aerospace and defence sectors for companies and stakeholders in Alberta. Events listed below were still confirmed to take place in some form on the date you receive this message. However, some of these events listed below could limit attendance, change to virtual events or get cancelled/postponed. Events that change to online delivery could provide new opportunities for Alberta companies.

1. EVENTS AND MISSIONS

The NATO Defence Innovation Accelerator for the North Atlantic (DIANA)

New opportunities through NATO DIANA

While new Innovative Solutions Canada opportunities are on the way, we wanted to share another exciting call that may be of interest to our community of Canadian innovators:

The NATO Defence Innovation Accelerator for the North Atlantic (DIANA) is now accepting applications for its Challenge Call.

This year's call focuses on 10 strategic areas where dual-use technologies can make a real impact. DIANA is looking for bold, cross-disciplinary innovations from across the Alliance, and Canada's innovation ecosystem is well-positioned to respond.

Deadline: Friday, July 11, 2025 at 12:00 UTC

Learn more and apply via the NATO DIANA website

ADSE, Abbotsford, BC **August 7 to 8, 2025**

Presented by the Aerospace Industries Association of Canada (AIAC), ADSE is Canada's premier aerospace defence and security event of the year.

Aligned with this year's theme of Resilience & Readiness, ADSE 2025 will feature ample opportunities for B2B and networking with industry and government leaders, including experts and key decision makers from across Canadian and international aerospace markets.

Register before July 15, 2025 to take advantage of our early-bird rates!

Don't miss the cutting-edge exhibits, keynote speeches, panels and numerous B2B and networking opportunities, all happening at ADSE 2025. To register or for more information visit.

Canada at the International Defence Industry Exhibition MSPO 2025, Kielce, Poland **Sep 2-5, 2025**

Sector: Aerospace, Defence and security

The **International Defence Industry Exhibition (MSPO)**, which takes place annually in Kielce, Poland, is Europe's third-largest defence and security trade show. This year's edition will be the largest to date, with an anticipated 30,000 visitors, 700+ exhibitors, and over 60 delegations across 39 countries.

MSPO is the flagship show in the Central and Eastern European (CEE) region. In addition to Polish buyers, sizable delegations are expected from Ukraine, the Baltic states, Hungary, Czech Republic, other CEE countries and South Korea. Trade Commissioners from Canadian Embassies in Poland, Ukraine, Hungary, Czech Republic, Slovenia, Latvia, Lithuania, Estonia will be attending.

The Trade Commissioner Service (TCS) aims to highlight the presence of Canadian companies at MSPO 2025, ensuring they are as visible as possible during the event, and to maintain momentum from last year's edition, which saw a record 44 Canadian companies attend. The TCS will once again be hosting the Canada Pavilion at MSPO 2025. We will also be hosting a networking reception for our exhibitors and Canadian attendants on the first day of the trade show. A meeting space will be available for our exhibitors to have discussions with interested visitors.

Target Audience: Canadian defence and security companies that have exports outside Canada and relevant solutions for the Central and Eastern European market.

The number of pre-reserved booths available to companies is limited. If your company is interested in a booth space, please apply for this option by March 3, 2025.

Companies will then be selected to exhibit based on their export readiness to Poland, Ukraine, Baltics and other CEE markets.

For more information and to apply for booth space, please email wsaw-td@international.gc.ca.

Initial information on the trade show can be found here: https://www.targikielce.pl/en/mspo

Canada at DSEI 2025 London, UK **Sept 9-12, 2025**

DSEI is a pivotal event for the global defence industry. As the flagship defence event for the UK, DSEI promotes the UK's defence ethos, agenda and leadership while encouraging opportunity and cooperation with our global allies. The world's leading defence organisations and most influential stakeholders rely on DSEI's unique ability to bring the right people together, at the same time.

DSEI connects governments, national armed forces, industry thought leaders and the entire defence & security supply chain on a global scale. The DSEI community can strengthen relationships, share knowledge and engage in the latest capabilities across the exhibition's Aerospace, Land, Naval, Security & Joint Zones.

We would like to hear from Alberta companies interested in attending DSEI 2025.

Please contact Svenja.chenikel@gov.ab.ca if you are interested in opportunities to attend DSEI 2025.

Mission to Nihonbashi Space Week **Oct 27-31**

Nihonbashi Space Week is an annual conference and trade show hosted by Cross University, an innovation incubator hub hosted by Mitsui Real Estate and JAXA to encourage the development of the commercial space industry. Nihonbashi Space Week attracts approximately 90 companies (including major commercial players like SpaceX, MHI, IHI, Thales, etc), hosts 150 speakers, and is an excellent opportunity to network with Japan's space industry players to develop collaborations or sales opportunities. The event is strongly supported by JAXA and other Government of Japan agencies. TOKYO hopes to recruit up to 10 Canadian space industry players to attend this event, and in this context would work with Cross University to develop and execute a promotional event and networking opportunity. Planned would be a seminar hosted either in Embassy facilities, or if space permits at the Cross University facilities, with a parallel B2B matching event and a more casual networking opportunity. For more information visit https://www.crossu.org/en/news/nsw2025en/

Seoul ADEX 2025 **October 29 – November 2, 2025**

The Seoul International Aerospace & Defense Exhibition (ADEX) is South Korea's largest and only exhibition covering both sectors. Occurring biannually at the Seoul Airport, there was over 500 exhibitors from 34 countries and thousands of B2B and G2B meetings organized at the previous exhibition. Korean, regional and international defense communities use the event as a platform to exchange new ideas during the conferences and seminars while showcasing the latest innovations, products and services on the trade show or during flight demonstrations. Please visit the website to learn more: www.seouladex.com/ or contact Aarij at Aarij.Bashir@gov.ab.ca

Aerial Evolution Association of Canada Conference and Exhibition **Nov 3-7, 2025**

The Aerial Evolution Association of Canada (AEAC) is thrilled to announce that Edmonton International Airport (YEG) will be the official Conference Sponsor for the 2025 Aerial Evolution Conference & Exhibition.

As an early leader in advancing drone operations at airports and a strong supporter of AEAC, YEG brings a dynamic perspective to this year's conference. Together, we will explore how drone technology is shaping the future of security, enhancing ESG initiatives, and driving the seamless integration of RPAS into national airspace.

Mark your calendars. For the first time, the 2025 Aerial Evolution Conference & Exhibition will be hosted at Edmonton International Airport from November 3-7, 2025. This one-of-a-kind venue offers live drone demonstrations and technology exhibits, workshops in support of regulatory changes, and opportunities to drive Canada-first policies, among other key initiatives.

https://www.aerialevolution.ca/

Dubai Airshow, November 17 -21, 2025

Business Opportunities in the United Arab Emirates' Aviation, Logistics and Defence Sectors

The Government of Alberta invites you to attend and participate in a trade mission to the Dubai Airshow held from November 17 -21, 2025 in Dubai, UAE. This event occurs biannually and regularly attracts 1,400 exhibitors from 98 countries. The airshow is renowned for the multi-billion-dollar orders and deals in the aviation sector. It also welcomes key figures from across the global defence industry, including air chiefs, senior officials and military and civil delegations from more than 100 countries. The Government of Alberta aims to have booth presence and will support companies in connecting with contacts, market intelligence briefings and networking events.

To apply, contact: Cole.Baker@gov.ab.ca and/or complete the application here.

Milipol, Paris, France Nov 18-21, 2025

Milipol Paris is the leading event for homeland security and safety, organised under the patronage of the French Ministry of Interior. The next edition will be held from 18 to 21 November 2025, over 30,000 visitors and 1,100 exhibitors are expected. Milipol Paris owes its reputation to the consummate professionalism of its participants, its firmly international set-up (55% of exhibitors come from abroad), as well as to the quality and amount of innovative solutions on display. For more information and to check out previous and upcoming exhibitors, please go to https://www.milipol.com/en/catalogue

Canadian Space Technology R&D Partnering Delegation to Germany Nov 17-21, 2025

Request for expression of interest open.

Global Affairs Canada (GAC), through the Consulate of Canada in Düsseldorf, in collaboration with the National Research Council Industrial Research Assistance Program (NRC IRAP), invites you to apply for the Canadian Space Technology partnering visit to Germany under the Canadian International Innovation Program. **The Partnership Development Activity (PDA) will take place in-person from 17-21 November 2025, with networking events in Bremen (with Airbus Space and at Space Tech Expo Europe), Cologne (at DLR – German Space Agency) and Aachen (Fraunhofer ILT)!**

The group of 10-12 Canadian participants will consist of Canadian SMEs that offer technologies including but not limited to: space exploration; earth observation and remote sensing; small satellite and communication systems; space propulsion and launching technologies; robotics and autonomous systems; human space flight and advanced life support technologies (including health and food for space); space habitat technologies; secure space data utilization and cybersecurity solutions; engineering design and protoflight hardware; integrated systems for: avionics, computing, N.G.C. sensors, software testing, additive manufacturing technologies (e.g. laser-based); sustainable space utilization; debris mitigation; solar power.

For detailed information and to apply: https://www.tradecommissioner.gc.ca/en/our-solutions/support-programs/canadian-international-innovation-program/space-technology-pda-germany.html

Deadline to apply: **29 June 2025**:

Singapore Airshow – Singapore (February 3-8, 2026)

The Singapore Airshow is Asia's most influential event for the aerospace, aviation, logistics and defence sectors. A biennial event, the Singapore Airshow is internationally attended by high-level government and military delegations, as well as global senior corporate executives. For more information contact Cole at Cole.Baker@gov.ab.ca

FUNDING

CanExport Innovation Now open for application

This federal program now accepts applications.

Innovators from Canadian organizations may access up to $75,000 in funding to assist with research and development (R&D) for a single technology. We cover up to 75% of costs to pursue and sign collaborative R&D agreements with international partners

For detailed information on what activities the program supports, please go to

https://www.tradecommissioner.gc.ca/en/our-solutions/funding-financing-international-business/canexport-innovation.html

Please note that to support Canada's Indo-Pacific Strategy, CanExport Innovation will prioritize applications targeting countries in the Indo-Pacific region for the June 2025 intake.

NEWS

Lockheed Martin Skunk Works Calgary

Calgary-based Skunk Works adapting applications for civil UAVs - Skies Mag

PROGRAMS & OPPORTUNITIES

Federal Aviation Administration Business Opportunities

The Federal Aviation Administration is a U.S. federal government agency within the U.S. Department of Transportation which regulates civil aviation in the United States and surrounding international waters. Visit https://www.faa.gov/about/business_opportunities for information on:

- Contract Opportunities
- How to Resolve an Acquisition Dispute
- Policy & Guidance
- Small Business Office Program
    - Procurement Forecast
- Aviation Research Grants
- Centers of Excellence Grants
- The Electronic Federal Aviation Administration (FAA) Accelerated and Simplified Tasks (eFAST)

Become a Supplier for Bell Helicopters

Bell Textron Inc. is an American aerospace manufacturer headquartered in Fort Worth, Texas. A subsidiary of Textron, Bell manufactures military rotorcraft at facilities in Fort Worth, and Amarillo, Texas, United States. Sell2Bell is Bell's supplier portal–the gateway for doing business with Bell which allows you to better manage the way that you interact with us. Sell2Bell contains links to Purchase Orders, RFQs, Forms and Technical Data. It also includes training materials and other helpful documents. Visit Bell's Supplier page at: https://www.bellflight.com/suppliers for more information.

State of Canada's Aerospace Industry Report - https://ised-isde.canada.ca/site/aerospace-defence/en/state-canadian-aerospace-industry

In 2023, the Canadian aerospace manufacturing industry exported over $19B and actively participated in global supply chains. Also in 2023, the Canadian aerospace industry:

- Increased its revenues, GDP, jobs and R&D,
    - Canada's aerospace manufacturing revenues reached 97% of pre-pandemic levels,
- Contributed $28.9B to GDP and 218,000 jobs to the Canadian economy,
- Maintained its #1 R&D ranking among all Canadian manufacturing industries,
    - R&D expenditures returned to pre-pandemic levels,
- Ranked in the top 5 across civil flight simulators, engines, and aircraft segments.

Airports Council International - North America Requests for Proposal

Airports Council International - North America (ACI-NA) works to ensure that legislation and regulations enacted in Washington, D.C., and Ottawa, help airports operate more safely and efficiently. For a regularly updated list of requests for proposal (RFP), please bookmark: https://airportscouncil.org/rfp-list/

Become a Supplier for L3Harris Technologies Inc.

L3Harris Technologies, Inc. is an American technology company, defense contractor, and information technology services provider that produces command and control systems and products, wireless equipment, tactical radios, avionics and electronic systems, night vision equipment, and both terrestrial and spaceborne antennas for use in the government, defense, and commercial sectors. L3Harris maintains an approved supplier listing (ASL). The primary purpose of the ASL is to ensure that purchases are limited to those suppliers that meet prescribed criteria for supplier selection. To be considered for inclusion in the L3Harris approved suppliers list, a Vendor Profile Form providing preliminary information will need to be completed. Please visit the L3Harris site for more details.

Become a Supplier for RTX Corporation

RTX Corporation, formerly Raytheon Technologies Corporation, is an American multinational aerospace and defense conglomerate headquartered in Arlington, Virginia. RTX suppliers deliver innovative, cost-effective solutions that meet high standards of quality and performance and enable RTX to solve their customers' most pressing challenges. RTX seeks to develop strategic relationships with suppliers who share their values and commitment to delivering solutions that define the future of aerospace and defense. For more information, visit: https://www.rtx.com/suppliers

Safran Explore Canada Program

Developed by Safran, in partnership with Centech, the Safran Explore Canada program aims to collaborate with Canadian startups and growth companies in several strategic areas for Safran to address the challenges of decarbonization and digitalization in the aerospace industry.

This six-month program gives innovators the opportunity to develop their activities through pilot projects carried out in collaboration with Safran teams in order to integrate their technology into Safran's products, processes and services.

Participants will benefit from numerous advantages, including:

- Collaboration with technical experts on a Safran-funded pilot project
- Personalized coaching to develop your business proposal and your company
- Visibility with Safran decision-makers and innovation managers for long-term cooperation
- Access to a network of investors via Safran Corporate Ventures and Centech, with the possibility of investment

Full details on the program Web Page (companies can apply directly on this page and there will be an online session organized mid-April - see website for more details).

NATO Future Business Opportunities (FBO)

NSPA publishes at the earliest opportunity potential or future requirements with an estimated value of Financial Level D (160.000 EUR) or above as Future Business Opportunities (FBOs). Companies are encouraged to follow regularly this publication and express their interest by clicking on the bottom of the FBO screen and sending the self-generated email, including any information that may be relevant for the participation in a subsequent RFP(s). Only companies registered in NSPA Source File will be solicited, so ensure your company is registered if you find an opportunity that suits your capabilities. Other relevant opportunities, such as Industry Days or Requests for Information, are also published as FBO. For more information, visit: https://www.nspa.nato.int/business/procurement/opportunities

Defense Advanced Research Projects Agency (DARPA) Prize Challenges

Why does DARPA sometimes turn to prizes instead of conventional means of encouraging progress, such as by funding activities through contracts and grants?

- Prizes Encourage Thinking Outside the Box: Unlike grants and contracts, which are awarded in the hope that the recipient will be successful, prizes allow a funder to establish an ambitious goal without having to predict who or which approach is most likely to succeed, making way for novel approaches that might otherwise seem too risky to pursue.
- Prizes Encourage Broad Participation: Prizes attract a wide array of potential solvers to tackle a problem and not just the usual experts in a given field. YOU could make a difference!
- The Economics Are Great: Prize purses are paid out only if someone succeeds, and in many cases, the amount of time and money invested by multiple teams as they vie for a prize exceeds the size of the prize purse itself.

For more information, visit: https://www.darpa.mil//work-with-us/public/prizes

OASIS Online Automated Supplier Information System

OASIS is Northrop Grumman's online supplier portal. The OASIS Supplier Portal is Northrop Grumman's commitment to building long-term, mutually beneficial relationships with its suppliers, and serves as a communication and collaboration hub to obtain important, necessary information to ensure your success as a supplier. For more information, visit: https://www.northropgrumman.com/Suppliers

NASA International Space Apps Challenge

The National Aeronautics and Space Administration (NASA) International Space Apps Challenge is a hackathon for coders, scientists, designers, storytellers, makers, technologists, and innovators around the world to come together and use open data from NASA and its Space Agency Partners to create solutions to challenges we face on Earth and in space. For more information, visit: https://www.spaceappschallenge.org/

Become a Supplier for Boeing

The first step for companies wishing to become Boeing suppliers is to register in the Boeing Supplier Capability Assessment Database. This database allows Boeing to search for suppliers whose qualifications match potential bid opportunities. Be sure to download the Supplier Capability Questionnaire, fill it out completely, and submit it to boeingassessment@boeing.com. *Please note: Only use Adobe Acrobat or the Acrobat Reader to open and complete the PDF file.* If a bid opportunity arises and your products or services match the requirements, you may be contacted by a Boeing representative.

UofA and SAIT now designated test centres for NATO Defence Innovation Accelerator for the North Atlantic (DIANA) NATO - News: DIANA, NATO's innovation accelerator, doubles the size of its transatlantic network, 14-Mar.-2024

De Havilland contract sale to Greece for DHC-515 water bombers Greece to acquire 7 new De Havilland DHC-515 waterbombers - Skies Mag

Calgary International Airport named Routes Americas Award winner; https://www.routesonline.com/news/29/breaking-news/299662840/press-release-calgary-international-airport-named-routes-awards-overall-winner/

Alberta Export Expansion Program

Is your company in a solid export-ready position? Are you looking to find new markets for your products? Then the Alberta Export Expansion Program may be for you.

This Government of Alberta program provides funding to export-ready small and medium-sized businesses to travel to global markets to promote their products, make business connections and explore partnership opportunities. We've made changes to the program to clarify the criteria, promote increased consistency and access; and reduce red tape by simplifying the application and reimbursement process.

Companies that meet eligibility criteria can receive a grant to attend formal international trade events for travel after April 1, 2024. Funding is available to cover partial event registration costs as well as per diems for up to two travellers per organization per event. Organizations can receive up to a maximum of $15,000 through the AEEP program each fiscal year.

The program operates on a first-come, first-served basis and has a budget of $1 million for the 2024-25 fiscal year. For more information on eligibility criteria, program guidelines and the application process, visit https://www.alberta.ca/alberta-export-expansion-program

Click here to change your mailing preferences on regions or sectors of interest

Click here to unsubscribe from the mailing list

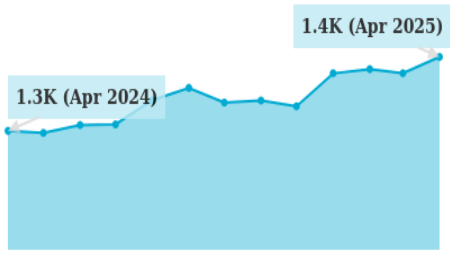
WEEK OF **JUNE 23, 2025**

WEEKLY ECONOMIC BRIEFING

Indicators Updated this Week

AVERAGE WEEKLY EARNINGS

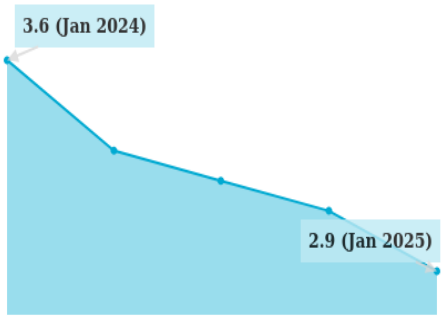
$1,368
+3.2%



Average earnings in Alberta in April 2025 were $1,368 per week, which was 3.2% higher than April 2024. Average weekly earnings in Canada were $1,300, up 4.2% from the same period in 2024.

JOB VACANCY RATE

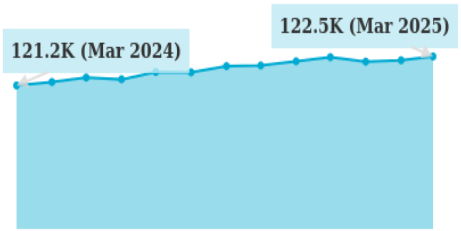
+2.9%
-0.7%



In Q1 2025, Alberta's job vacancy rate was 2.9%, down 0.7 percentage points from Q1 2024. Across Canada, job vacancy rates fell by 0.7 percentage points from Q1 2024 reaching 2.9%.

ACTIVE BUSINESSES

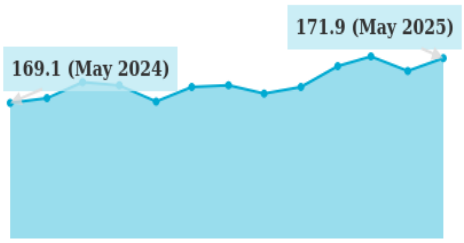
122,452
+1.0%



In March 2025 there were 122,452 active businesses in Alberta, 1.0% higher than March 2024, which was the largest increase among Canadian provinces.

CONSUMER PRICE INDEX

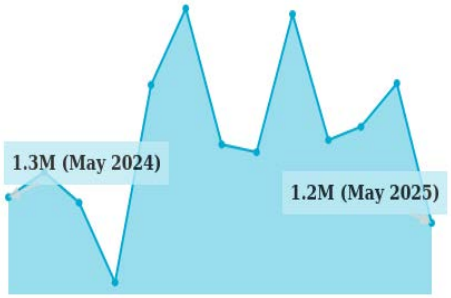
171.9
+1.7%



In May 2025, Albertans paid 1.7% more for the goods and services included in the Consumer Price Index compared to May 2024. During the same period, British Columbia recorded the highest inflation rate in the country at 2.3%.

GRAIN DELIVERIES

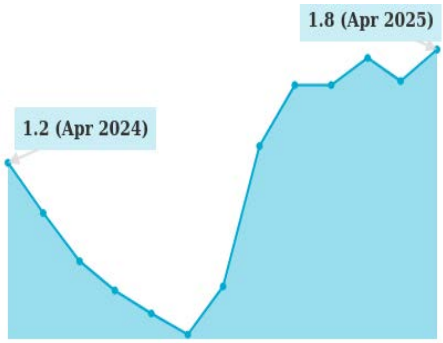
1.7M
-8.1%



In May 2025, there were 1.2M tonnes of grain deliveries in Alberta, 8.1% lower than in May 2024.

NATURAL GAS PRICE

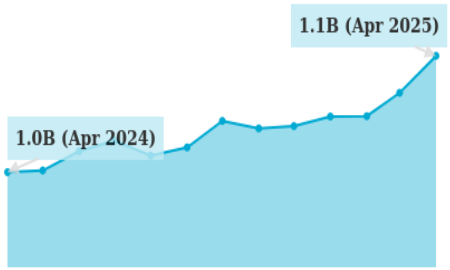
$1.79
$CAD/GJ
+43.2%



The price of natural gas in April 2025 was CAD$1.79 per gigajoule, up 43.2% from April 2024.

RESTAURANT SALES

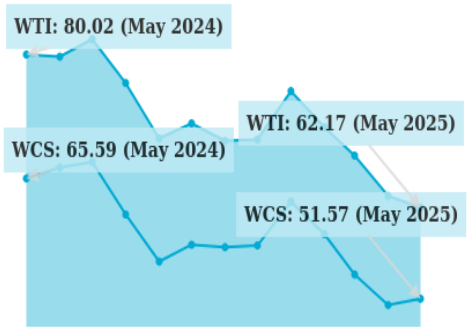
$1.1B
+6.1%



Alberta restaurant sales increased by 6.1% in April 2025 compared to April 2024, to $1.1B. Ontario had the largest increase (8.2%) in restaurant sales year-over-year among Canadian provinces.

WCS OIL PRICE

$51.57
$US/bbl
-21.4%



The West Texas Intermediate (WTI) price of oil, often a world reference price quoted in the media, averaged US$62.17 a barrel in May 2025, 22.3% lower than it was a year earlier. Western Canada Select (WCS), the price obtained for many Alberta producers of oil, averaged US$51.57 a barrel in May 2025, 21.4% lower than it was a year earlier.

News Highlights

- The Government of Canada unveils $11M investment to help Alberta businesses grow with AI tech. Read more
- Alberta commits $2.8M to small- and medium-sized businesses. Read more
- Canada sees largest monthly drop in residential construction investment since 2021. Read more
- Alberta modular housing companies awaiting details of Ottawa's plan. Read more
- Alberta Innovates supports Canada’s prairie-based cellular agriculture project with $500,000 funding. Read more
- ‘We’re proudly Canadian’: Calgary company hopes to cash in on increased defence spending. Read more
- Oilers' Stanley Cup playoff run rakes in more than $266 million for Edmonton. Read more
- Alberta's oilsands to hit record production high in 2025. Read more

Major Projects

- Liberals, Conservatives pass major projects legislation in House of Commons. Read More

- Construction begins on first phase of Calgary's Green Line LRT. Read More
- Lufthansa, Calgary airport break ground on new airline maintenance facility. Read More
- Alberta government invests $14.8M into Lac Ste. Anne County wastewater system. Read More
- Edmonton launches Alberta's first mobile hydrogen fuelling station, aiming to power the future of fleets. Read More
- Edmonton looking to change environmental policy for public infrastructure. Read More
- County permit approvals include large warehouse build on TR 120. Read More
- Proposed 1,000 km/h high-speed train in Alberta hit with delays. Read More
- Alberta invests $27.5 million to fund 16 new collegiate schools and renovate four. Read More
- Alberta's oilsands to hit record production high in 2025. Read More
- Enbridge says it would pitch new Alberta-B.C. pipeline only under right conditions. Read More
- Housing project with over 100 units opens in north Lethbridge. Read More

Report

- **The Conference Board of Canada:** Re-building our military will be expensive, but create opportunities. Read more

Key Economic Indicators

Period	Indicator	Latest Update	Change	Last Updated
2024	GDP (Basic Prices) *yr/yr*	$353.3B	**+2.7%**	May 2, 2025
Q1 2025	Investment *yr/yr*	$19.8B	**+7.5%**	May 30, 2025
Q2 2025	Population *yr/yr*	4.98M	**+2.9%**	Jun 18, 2025
May 2025	Unemployment Rate *yr/yr*	7.4%	**+0.1%**	Jun 6, 2025
Jun 23-Jun 27, 2025	WTI Oil Price *wk/wk*	USD $65.25	**-13.6%**	Jun 27, 2025 *Midday*
Apr 2025	Retail Trade *yr/yr*	$9.1B	**+3.7%**	Jun 20, 2025

Looking Ahead (Statistics Canada release dates)

Mon 30	Tue 1	Wed 2	Thu 3	Fri 4
	Canada Day		**Indicator Release:** International merchandise exports	**Indicator Release:** Softwood Lumber Production

Business Activity

Infrastructure

Energy Sector

Labour

LICA
ENVIRONMENTAL STEWARDS
Lakeland Industry and Community Association
Box 8237, 5107W - 50 Street, Bonnyville, AB T9N 2J5
780 812-2182 780 812-2186 www.lica.ca

July 31, 2025

Mr. Kevin Lucas, Chief Administrative Officer
Smoky Lake County

Email: klucas@smokylakecounty.ab.ca

RE: Conclusion of LICA Municipal Board of Directors Term

Dear Mr. Lucas,

This letter serves as notice that the Smoky Lake County's term on the LICA Board of Directors will conclude on October 1, 2025. LICA – Environmental Stewards would like to thank the Smoky Lake County for appointing Lorne Halisky/Dan Gawalko as a representatives, whose contributions have been greatly appreciated. We look forward to further strengthening our long-term working relationship in our shared goals of maintaining an ecologically healthy and sustainable environment.

As part of our commitment to ensuring all municipalities have an opportunity to participate, the seat will rotate to the next municipal partner as outlined in the enclosed rotation schedule. However, should the County wish to remain involved during the 'off-rotation' period, we welcome your continued participation as an observer at LICA meetings. If this interests the Smoky Lake County, please provide us with a contact email and we will update our email distribution list(s). Alternatively, all meeting links are available via the Events Calendar on the LICA website.

Thank you for your support, and we look forward to future collaboration. Should you have any questions, please contact our office at (780) 812-2182.

Yours in Environmental Stewardship,

Kristina Morris
Executive Director, LICA – Environmental Stewards

.cc': info@smokylakecounty.ab.ca

Enclosure: LICA Municipal Board of Directors Seat Rotation Schedule

LICA Municipal Board of Directors Seat Rotation Schedule

The LICA Board of Directors consists of 18 Director seats, with four reserved for municipalities. To ensure equal participation among our Municipal members, LICA developed a rotation schedule: three seats will rotate every two years, while one seat will remain permanently reserved for the Town of Bonnyville. This provides a consistent liaison for ongoing activities within the Town, where our office is located.

Below is the rotational schedule based on the current LICA Municipal membership. This year's invitations are highlighted in green:

LICA Board of Director Municipal Seats	2021-22 (Fall 2021)	2022-23 (Fall 2022)	2023-24 (Fall 2023)	2024-25 (Fall 2024)	2025-26 (Fall 2025)	2026-27 (Fall 2026)
Director Seat 1	M.D. of Bonnyville	County of Two Hills	County of Two Hills	M.D. of Bonnyville	M.D. of Bonnyville	County of Lac La Biche
Director Seat 2	County of Lac La Biche	County of Lac La Biche	Smoky Lake County	Smoky Lake County	County of St. Paul	County of St. Paul
Director Seat 3	City of Cold Lake	City of Cold Lake	County of Vermilion River	County of Vermilion River	City of Cold Lake	City of Cold Lake
Director Seat 4	Town of Bonnyville	Town of Bonnyville	Town of Bonnyville	Town of Bonnyville	Town of Bonnyville	Town of Bonnyville

*Note: the municipal sector-appointed seats are assigned in October-November each year, therefore, the above-mentioned annual timeframe reflects a fall start/end date. These appointments may be subject to change pending interest, availability, and changes in membership.

Current LICA Municipal Membership:

1. Town of Bonnyville
2. City of Cold Lake
3. Municipal District of Bonnyville No. 87
4. Village of Glendon
5. County of Lac La Biche
6. Smoky Lake County
7. County of Two Hills
8. County of Vermilion River
9. County of St. Paul

LICA
Lakeland Industry and Community Association

Governance Committee (GC)
Terms of Reference

The Governance Committee (GC) is a standing committee of LICA which reports its recommendations to the Board for approval.

Purpose: The GC is mandated to:

- Spearhead policy development, bylaw review, and policy review at the direction of the Board.

Key Duties and Responsibilities:

- Review the bylaws as per Policy 1.4 and recommend any required changes to the Board.
- To ensure that the policies are reviewed triennially at a minimum and recommend any required changes to the Board.
- Subject to Board approval research, develop, amend, and/or recommend policy.
- Review GC Terms of Reference for Board approval

Membership:

- The GC chair will be a Committee Member appointed by the Committee at their first meeting after the annual general meeting.
- The Chair of the Board may attend as ex-officio.
- Community members, Indigenous representatives, and Non-Government organizations may be appointed by the Board and will be eligible for remuneration and expenses according to LICA policy.
- The Board may request additional members from among Industry and Government to be appointed from their respective sectors.

Meetings:

- The GC will meet quarterly and hold additional meetings as required.
- Committee meetings will comply with Policy 1.6 – Board and Committee Meetings
- **Committee members will attend meetings in-person when possible.**
- Committee members attending virtually must:
    - Participate with their cameras on for the duration of the meeting to demonstrate presence and attention to the discussion.
    - Provide notification 10-15 minutes in advance prior to leaving the meeting to ensure quorum is maintained.

Review Date: September 5th, 2007; January 9, 2014; November 5, 2015; November 28, 2016; January 26, 2017, January 8, 2018; December 8, 2020; December 8, 2021, November 21, 2022; December 7, 2023; December 3, 2024
Approval Date: September 5th, 2007; January 9, 2014, November 5, 2015; February 2, 2017; December 17, 2020; December 16, 2021; November 24, 2022; December 21, 2023; December 18, 2024

Expenses and Budget:

- The GC will have access to the resources of the LICA office and Executive Director.
- The GC will operate its finances as per LICA's bylaws and policies.

Reporting Process:

- The Board will be provided with copies of GC meetings minutes and drafts of any new or revised policies, terms of reference, or bylaw clauses.

Review Date: September 5th, 2007; January 9, 2014; November 5, 2015; November 28, 2016; January 26, 2017, January 8, 2018; December 8, 2020; December 8, 2021, November 21, 2022; December 7, 2023; December 3, 2024
Approval Date: September 5th, 2007; January 9, 2014, November 5, 2015; February 2, 2017; December 17, 2020; December 16, 2021; November 24, 2022; December 21, 2023; December 18, 2024

LICA

Lakeland Industry and Community Association

LICA Watershed Committee (LWC)
Terms of Reference

The Lakeland Industry and Community Association (LICA) formed the LICA Watershed Committee (LWC) to assist the Environmental Coordinator in watershed management planning and projects including Beaver River Integrated Watershed Management Plan (IWMP) implementation. The LWC is a working committee of LICA that will report its activities and requests to the Board for approval. The LWC is supported by representation from Industry, Government, Indigenous communities, Non-Government Organizations, and the community, which allows for diverse insight and support when it comes to priorities in the Beaver River Watershed.

1.0 Purpose

1.1 To support the LICA Board's Vision and Mission.
1.2 To operate within LICA Board approved work plans and budget while being accountable to the LICA Board of Directors regarding the oversight of watershed management planning and projects and the implementation and priorities of the IWMP.
1.3 To act on behalf of the stakeholders they represent and to bring that perspective when addressing watershed concerns and the IWMP.
1.4 To make recommendations related to messaging surrounding watershed issues, goals, objectives, targets, implementation, and other items to the IWMP.
1.5 Deliver relevant, accurate, reliable, and credible data and information that addresses stakeholder needs and priorities.
1.6 To act on behalf of the Board to represent stakeholders of the Beaver River watershed. Provide insight into environmental program needs, regional monitoring priorities, and concerns.
1.7 To ensure the dissemination of comprehensive information in and for the IWMP and other watershed reporting.
1.8 To support the implementation of recommendations from environmental management plans such as the Lower Athabasca Regional Plan (LARP), the 2006 Cold Lake Beaver River Water Management Plan and other local land and water management plans.

2.0 Operating Principles

2.1 The LWC will follow LICA's Vision and Mission and will operate within LICA's policies in support of the Strategic Plan.
2.2 The LWC will meet on an as needed basis.
2.3 The LWC will report to the Board, and when needed, be responsible for facilitating Board discussion regarding their recommendations.
2.4 The LWC will ensure that the IWMP effectively addresses stakeholder needs through regular evaluation of stakeholders' objectives related to LICA, throughout the implementation process.
2.5 Members will actively participate and contribute to regular meetings and the group's work.

Reviewed: December 1, 2022; November 30, 2023, December 16, 2024
Approved: December 15, 2022; December 21, 2023, January 22, 2025

2.6 Members will communicate with employers, organizations, and stakeholders they represent about LWC's objectives, priorities, and accomplishments, as well as any issues that may need to be resolved.
2.7 Meetings will be documented with summary notes, decision records and action logs to be issued within a reasonable time for review by the LWC prior to the final issue. These will be made available to all LWC members as part of the review process.
2.8 The LWC will strive for consensus recommendations and decisions. If it becomes clear that the LWC cannot make a consensus recommendation, the recommendation of the majority and the non-consensus position(s) will be presented for the Board to decide.
2.9 Ad-hoc focused task groups may be formed to review specific issues such as monitoring plans, special targets, watershed concerns and projects, and contractor selection, and advise the LWC on a path forward.
2.10 Outside expertise may be invited to contribute as required as directed by the Technical Staff.

3.0 Membership

The membership of the LWC is made up of the Environmental Coordinator, Executive Director, Education & Outreach Coordinator, core members, and resource members. Core members are selected by the sectors that they represent or appointed by the LICA Board. Resource members are subject matter experts and LICA staff that may be included by invitation of the Environmental Coordinator or Executive Director.

3.1 The LWC chair will be a Committee Member appointed by the Committee at their first meeting after the annual general meeting.
3.2 The Chair of the Board may attend as ex-officio.
3.3 Community members may be appointed by the Board and shall be eligible for remuneration and expenses according to LICA policy.
3.4 The Board may request additional members from among Industry, Government, and Non-Government organizations to be appointed from their respective sectors and may be eligible for remuneration and expenses according to LICA policy.
3.5 The core membership will be Board approved.
3.6 Core Membership
- 3.6.1 Alberta Environment and Protected Areas (EPA) – Sector nominated
- 3.6.2 Alberta Energy Regulator (AER) – Sector nominated
- 3.6.3 Industry, Oil & Gas – Sector nominated
- 3.6.4 Agriculture and Irrigation- (AGI) Sector nominated
- 3.6.5 LICA Board Directors- Board appointed
- 3.6.6 Indigenous Communities – Sector nominated
- 3.6.7 Environmental Organizations & Special Interest Groups - Sector nominated
- 3.6.8 Municipal Governments - Sector nominated
- 3.6.9 Community Members - Sector nominated

4.0 Meetings

4.1 Committee meetings will comply with Policy 1.6 Board and Committee Meetings. Please contact the LICA office at lica2@lica.ca for up-to-date policies.
4.2 Committee members will attend meetings in-person when possible.

Reviewed: December 1, 2022; November 30, 2023, December 16, 2024
Approved: December 15, 2022; December 21, 2023, January 22, 2025

4.3 Committee members attending virtually must:

4.3.1 Participate with their cameras on for the duration of the meeting to demonstrate presence and attention to the discussion.

4.3.2 Provide notification 10-15 minutes in advance prior to leaving the meeting to ensure quorum is maintained.

5.0 Roles and Responsibilities of the LWC and its Members

5.1 General LWC Members

5.1.1 Actively participate in meetings and provide technical knowledge and support.

5.1.2 Understand and represent the interests and regulatory requirements (if applicable) of the group they represent.

5.1.3 Implement key priorities, goals, recommendations and targets of the IWMP to address watershed concerns.

5.1.4 Make recommendations as required regarding the implementation of the IWMP.

5.1.5 Provide support for planning future phases of the IWMP.

5.1.6 Keep the implementation of the IWMP in alignment with LICA's Strategic Plan and budget.

5.1.7 Ensure that the work is being conducted in a transparent manner.

5.1.8 Engage other expertise as needed.

5.1.9 Form ad hoc groups as needed to work on specific projects related to the LWC.

5.2 Roles in Addition to General LWC Member Roles

5.2.1 Environmental Coordinator

5.2.1.1 Report to the LICA Board as a representative of the LWC.

5.2.1.2 Lead ad hoc groups as required.

5.2.1.3 Develop budgets related to IWMP Implementation Projects for Board approval.

5.2.1.4 Oversee operations and maintenance of environmental programs, including the following:

5.2.1.4.1 Establish key performance indicators used to monitor the performance of third-party contractors based on best practices.

5.2.1.4.2 Monitor the performance of third-party contractors and report to the Board.

5.2.1.5 Report issues of non-compliance to the Board immediately for corrective action or direction based on recommendations from the LWC.

5.2.1.6 Review the implementation of the IWMP to ensure the progress of the IWMP is being met with the standards of the provincial government; update the progress plan as required.

5.2.1.7 Stay informed of changes in land and water management as directed by the federal or provincial governments.

5.2.1.8 Ensure the environmental programs operate cost-effectively and within budget.

Reviewed: December 1, 2022; November 30, 2023, December 16, 2024
Approved: December 15, 2022; December 21, 2023, January 22, 2025

5.2.1.9 Develop, coordinate, and deliver community and stakeholder forums throughout the watershed.

5.2.1.10 Promote the implementation progress of the IWMP to the public and disseminate materials as they become available.

5.2.2 Executive Director

5.2.2.1 Advise the LWC on LICA policies as required.

5.2.2.2 Act as a liaison between other LICA committees and the LWC.

5.2.2.3 Maintain collaborative relationships with stakeholders.

5.2.3 Education & Outreach Coordinator

5.2.3.1 Support the LWC with public engagement on watershed-related matters and IWMP implementation.

5.2.3.2 Assist in coordinating and delivering outreach activities to engage the public, such as forums.

5.2.4 Indigenous Representative(s)

5.2.4.1 Ensure Indigenous Environmental Knowledge is recognized and integrated into watershed projects.

5.2.4.2 Provide information about cultural protocols and assistance with appropriate community engagement.

5.2.5 EPA, AER, and AGI Representative(s)

5.2.5.1 Provide advice and technical input regarding watershed projects, and implementation of the IWMP.

5.2.5.2 Provide a link to other Government of Alberta and Regulatory staff and resources.

5.2.5.3 Act as a liaison regarding regulatory requirements, policy development, and approvals.

6.0 Evaluation

6.1 The LWC shall review its Terms of Reference annually.

Reviewed: December 1, 2022; November 30, 2023, December 16, 2024
Approved: December 15, 2022; December 21, 2023, January 22, 2025

LICA

Lakeland Industry and Community Association

Education & Outreach Committee (EOC) Terms of Reference

The Education & Outreach Committee (EOC) Committee is a standing Committee of LICA that will report its activities and requests to the Board for approval.

1. **Purpose:**
   - 1.1. To plan, coordinate, and facilitate educational opportunities, outreach activities, and special events through the execution of the Strategic and Annual Work Plans.
   - 1.2. To ensure the dissemination of comprehensive information in and for the LICA region to support the organization's Vision, Mission, and Values.

2. **Key Duties and Responsibilities:**
   - 2.1. Provide opportunities for community education and participation.
   - 2.2. Develop public information resources and educational materials.
   - 2.3. Coordinate presentations and events.
   - 2.4. Act as a resource to the Outreach Coordinators, Executive Director, Board, and Committees.
   - 2.5. Promote and participate in voluntary LICA events and activities during the year.

3. **Membership:**
   - 3.1. The EOC Chair will be a Committee Member appointed by the Committee at their first meeting after the Annual General Meeting and must be present at all Committee meetings, unless otherwise delegated.
   - 3.2. The Chair of the Board may attend as ex-officio.
   - 3.3. Community members may be appointed by the Board and will be eligible for remuneration and expenses according to LICA policy.
   - 3.4. The Board may request additional members from among Industry, Government, and Non-Government organizations to be appointed from their respective sectors and may be eligible for remuneration and expenses according to LICA policy.

Review Dates: January 17, 2018; November 27, 2018; November 18, 2019; December 15, 2020; November 16, 2021, December 12, 2022, November 29, 2023, December 11, 2024
Approval Dates: February 8, 2018; December 13, 2018; December 12, 2019; January 21, 2021; November 25, 2021; December 15, 2022; December 21, 2023; January 22, 2025

4. Meetings:

4.1. Committee meetings will comply with Policy 1.6 Board and Committee Meetings.
4.2. Committee members will attend meetings in-person when possible.
4.3. Committee members attending virtually must:

- Participate with their cameras on for the duration of the meeting to demonstrate presence and attention to the discussion.
- Provide notification 10-15 minutes in advance prior to leaving the meeting to ensure quorum is maintained.

5. Expenses and Budget:

5.1. The EOC will have access to the resources of the LICA office, the E & O Coordinators, and the Executive Director.

5.2. The EOC will operate its finances as per LICA's Bylaws and Policies.

6. Reporting Process:

6.1. The Education & Outreach (E & O) Coordinators will be the liaison between the EOC and the Board, presenting meeting minutes, and answering any questions.

6.2. The LICA Board will be provided with copies of Committee meeting minutes.

7. Evaluation:

7.1. The EOC shall review its Terms of Reference and evaluate its objectives annually.

Review Dates: January 17, 2018; November 27, 2018; November 18, 2019; December 15, 2020; November 16, 2021, December 12, 2022, November 29, 2023, December 11, 2024
Approval Dates: February 8, 2018; December 13, 2018; December 12, 2019; January 21, 2021; November 25, 2021; December 15, 2022; December 21, 2023; January 22, 2025

LICA

Lakeland Industry and Community Association

Acid Deposition Monitoring Program Expansion Committee (ADMPEC)

Terms of Reference

The Lakeland Industry and Community Association (LICA) formed an Acid Deposition Monitoring Program Expansion Committee (ADMPEC) to assist in the development and oversight of the expansion of LICA's Acid Deposition Monitoring Program (the Program); the expansion of the Program will be completed in phases. Phase One of the expansion addressed development of an acid deposition monitoring plan (the Plan) to meet the needs of new regional regulatory compliance acid deposition monitoring and reporting requirements (Appendix A). Phase Two addressed implementation of the Plan. Phase Three (current phase) addresses further enhancement of the Program to implement a complete regional approach to acid deposition monitoring and reporting. The ADMPEC is a working committee of LICA which shall report its activities and requests to the Board for approval. The ADMPEC is supported by representation from industry, government, indigenous communities, and the public, which allows for a diverse insight, expertise, and support for the development of recommendations for acid deposition monitoring.

1.0 Purpose

1.1 To support the LICA Board's Vision and Mission.

1.2 To operate within LICA Board approved work plans and budget and be accountable to the LICA Board of Directors regarding oversight of the implementation, operation, reporting, and management of the ADMPEC.

1.3 To make recommendations related to messaging about acid deposition monitoring issues, goals, objectives, targets, recommendations, and other items related to the AMDPEC.

1.4 Deliver relevant, accurate, reliable, and credible data and information that addresses stakeholder needs and priorities.

1.5 To develop and implement an acid deposition monitoring plan that meets regulatory compliance needs including:

(a) for air:

(i) a plan to monitor dry and wet deposition;

Reviewed: September 16, 2021; November 29, 2022; December 14, 2023; January 8, 2025
Approved: June 24, 2021; December 15, 2022; January 25, 2024, January 22, 2025

(b) for soil:

(i) identification of soils that are sensitive to acid deposition and will likely receive aerial deposition inputs;

(ii) a plan to monitor soil quality at locations representative of the soils identified in (b) (i);

(iii) a description of how soil quality data collected under this program will be used to determine potential acidification effects under periods of increased sulphur dioxide emissions;

(c) for water:

(i) a summary of existing water quality data collected to date and analysis of the results;

(ii) a plan to monitor water quality for water bodies which will likely receive aerial deposition inputs;

(iii) identification of local water bodies that are sensitive to acidification;

(iv) a description of how water quality data collected under this program will be used to determine potential acidification effects under periods of increased sulphur dioxide emissions;

(v) a plan to develop triggers for further enhanced surface water quality monitoring to determine impacts of aerial deposition inputs;

(d) reporting schedule for monitoring activities conducted for (a) through (c)

2.0 Operating Principles

2.1 The ADMPEC will follow LICA's Vision and Mission and will operate within LICA's policies in support of the Strategic Plan.

2.2 The ADMPEC will meet on an as needed basis.

2.3 The ADMPEC will report to the Board, and when needed, be responsible for facilitating Board discussion regarding their recommendations.

2.4 The ADMPEC will ensure that the Plan effectively addresses regulatory compliance needs.

2.5 Members will actively participate and contribute to regular meetings and the group's work.

2.6 Members will communicate with employers, organizations, and stakeholders

they represent about ADMPEC's objectives, priorities, and accomplishments, as well as any issues that may need to be resolved.

2.7 Meetings will be documented with summary notes, decision records and action logs to be issued within a reasonable time for review by the ADMPEC prior to the final issue. These will be made available to all ADMPEC members as part of the review process.

2.8 The ADMPEC will strive for consensus recommendations and decisions. If it becomes clear that the ADMPEC cannot make a consensus recommendation, the technical recommendation of the majority and the non-consensus position(s) will be presented for the Board to decide.

2.9 Outside expertise may be invited to contribute as required as directed by the Technical Staff.

3.0 Membership

The membership of the ADMPEC is made up of the Manager of Environmental Monitoring Program, Executive Director, Environmental Coordinator, LICA Data Reporting Specialist, core members, and resource members. Core members are selected by the sectors that they represent or are appointed by the LICA Board. Resource members are included by invitation of the Manager of Environmental Monitoring Programs or Executive Director.

3.1 The ADMPEC chair shall be a Committee member appointed by the Committee at their first meeting after the annual general meeting and must be present at all committee meetings.

3.2 The Chair of the Board may attend as ex-officio.

3.3 Community members may be appointed by the Board and shall be eligible for remuneration and expenses according to LICA policy.

3.4 The Board may request additional members from among Industry, Government, and Non-Government organizations to be appointed from their respective sectors and may be eligible for remuneration and expenses according to LICA policy.

3.5 The core membership will be Board approved.

3.6 Core Membership

3.6.1 Alberta Environment and Protected Areas (EPA) – Sector nominated

3.6.2 Alberta Energy Regulator (AER) – Sector nominated

3.6.3 Industry, Oil & Gas – Sector nominated

3.6.4 Agriculture – Sector nominated

3.6.5 LICA Board Directors – Board appointed

3.6.6 Indigenous Communities – Sector nominated

3.6.7 Environmental Organizations & Special Interest Groups – Sector nominated

3.6.8 Municipal Governments – Sector nominated

3.6.9 Community Members – Board appointed

3.6.10 Scientific and Academic Organization & Institutions – Sector nominated

3.7 Resource Membership

3.7.1 Third-Party Contractors

3.7.2 Data and Reporting Specialist, LICA

3.7.3 Fisheries and Oceans

3.7.4 Environment Canada

3.7.5 Government Health Representatives

3.7.6 Industry Representatives

3.7.7 Education and Outreach Committee, LICA

3.7.8 Alberta Enviroment &Protected Areas Technical Monitoring Expertise

3.7.9 Agriculture and Agri-food Canada

3.7.10 Crown-Indigenous Relations and Northern Affairs Canada (CIRNAC)

3.7.11 LICA Watershed Committee, LICA

3.7.12 Others as required

4.0 Meetings

4.1 Committee meetings will comply with Policy 1.6 Board and Committee Meetings.

4.2 Committee members will attend meetings in-person when possible.

4.3 Committee members attending virtually must:

- Participate with their cameras on for the duration of the meeting to demonstrate presence and attention to the discussion.

- Provide notification 10-15 minutes in advance prior to leaving the meeting to ensure quorum is maintained.

5.0 Roles and Responsibilities of the ADMPEC and its Members

5.1 ADMPEC Members (in general)

5.1.1 Actively participate in meetings and provide technical knowledge and support, as well as the viewpoints of the sector, stakeholder, and profession they represent.

5.1.2 Develop monitoring and reporting recommendations for acid deposition.

5.1.3 Assess material and make recommendations as required regarding the development and implementation of the Plan.

5.1.4 Provide support for planning future phases of the Program.

5.1.5 Keep the development of the Plan in alignment with LICA's Strategic Plan and budget.

5.1.6 Engage other expertise as needed from member organizations and/or others.

5.1.7 Consider the application of Quality Assurance and Quality Control functions as required by LICA's Quality Assurance Program in the development of the Plan.

6.0 Specific ADMPEC Member Roles

6.1 Manager of Environmental Monitoring Programs

6.1.1 Act as ADMPEC Vice-Chair to convene meetings and prepare agendas.

6.1.2 Report to the LICA Board as a representative of the ADMPEC.

6.1.3 Keep the Oil Sands Monitoring Air Technical Advisory Committee informed of the development of the Plan. Seek funding to support implementation of the Plan.

6.1.4 Ensure the ADMPEC operate cost-effectively and within budget.

6.2 Environmental Coordinator

6.2.1 Participate in meetings and provide watershed technical expertise in the development of the Plan

6.2.2 Ensure alignment with the Integrated Watershed Management Plan.

Reviewed: September 16, 2021; November 29, 2022; December 14, 2023; January 8, 2025
Approved: June 24, 2021; December 15, 2022; January 25, 2024, January 22, 2025

6.3 Executive Director

6.3.1 Advise the ADMPEC on LICA policies as required.

6.3.2 Act as a liaison between other LICA committees and the ADMPEC.

6.3.3 Maintain collaborative relationships with stakeholders.

6.4 Education & Outreach Coordinator

6.4.1 Advise the ADMPEC on best practices to engage with the public for input on the Plan.

6.4.2 Assist in coordinating and delivering outreach activities to engage the public, such as forums.

6.4.3 Promote the development and progress of the Plan to the public and disseminate materials as they become available.

6.5 Board Director

6.5.1 Act as a liaison between the LICA Board and ADMPEC.

6.6 Administration Staff

6.6.1 Arrange for minute taking and distribution of minutes and other meeting materials.

6.7 Industry Member(s)

6.7.1 Understand and represent their sector's interests and regulatory requirements.

6.8 Agriculture Representative(s)

6.8.1 Understand and represent their sector's interests and regulatory requirements.

6.9 Community Member(s), Environmental Organization(s) & Special Interest Group(s)

6.9.1 Represent the public interest, bringing a local perspective to the Plan.

6.9.2 Ensure that the programs are operated in a transparent manner.

6.10 Indigenous Representative(s)

6.10.1 Ensure Indigenous Environmental Knowledge is recognized and integrated into the Plan.

Reviewed: September 16, 2021; November 29, 2022; December 14, 2023; January 8, 2025
Approved: June 24, 2021; December 15, 2022; January 25, 2024, January 22, 2025

6.11 Alberta Environment and Protected Areas and Alberta Energy Regulator Representative(s)

6.11.1 Provide advice and technical input regarding the operations and design of the Plan.

6.11.2 Provide a link to other Government of Alberta and Regulatory staff and resources.

6.11.3 Act as a liaison regarding regulatory requirements, policy development, and approvals.

6.12 Scientific and Academic Organization & Institution(s)

6.12.1 Provide advice and technical input regarding the operations and design of the Plan.

6.13 Third-Party Contractor(s)

6.13.1 Perform duties according to approved standards and protocols as per their current contracts.

7.0 Evaluation

7.1 The ADMPEC shall review its Terms of Reference and evaluate its objectives annually.

Reviewed: September 16, 2021; November 29, 2022; December 14, 2023; January 8, 2025
Approved: June 24, 2021; December 15, 2022; January 25, 2024, January 22, 2025

Appendix A:

Amending Approval: 68492-01-06

Alberta Energy Regulator

Environmental Protection and Enhancement Act

Reviewed: September 16, 2021; November 29, 2022; December 14, 2023; January 8, 2025
Approved: June 24, 2021; December 15, 2022; January 25, 2024, January 22, 2025

AMENDING APPROVAL

ALBERTA ENERGY REGULATOR

ENVIRONMENTAL PROTECTION AND ENHANCEMENT ACT
R.S.A. 2000, c.E-12, as amended.

APPROVAL NO.: 68492-01-06

APPLICATION NO.: 027-68492

EFFECTIVE DATE: October 18, 2019

EXPIRY DATE: May 31, 2022

APPROVAL HOLDER: Cenovus Energy Inc.

Pursuant to Division 2, of Part 2, of the *Environmental Protection and Enhancement Act*, R.S.A.2000, c.E-12, as amended, the approval for the following activity:

Foster Creek enhanced recovery in-situ oil sands or heavy oil processing plant and oil production site

is amended as per the attached terms and conditions, and Schedules I to XI.

Shay Dodds, P.Eng.
Manager, In Situ South, Authorizations Branch
Alberta Energy Regulator

October 18, 2019

Reviewed: September 16, 2021; November 29, 2022; December 14, 2023; January 8, 2025
Approved: June 24, 2021; December 15, 2022; January 25, 2024, January 22, 2025

Environmental Protection and Enhancement Act Approval No. 68492-01-00 is hereby amended as follows:

1. Conditions 3.18, 3.19, 3.20 and 3.21 are deleted and the following is substituted:

3.18 Notwithstanding Table 3.1, the sulphur dioxide emissions from the plant shall not exceed 7.0 tonnes per day (on a calendar day basis) for the period commencing from October 18, 2019 and ending on December 31, 2020.

3.19 Notwithstanding Table 3.1 and Condition 3.18, the approval holder may bypass one (1) non-regenerative sulphur unit train for repair and maintenance provided that:

(a) a minimum uptime of 90% is maintained for each non-regenerative sulphur unit on an annual basis, for the period commencing from February 13, 2019 and ending on December 31, 2020;

(b) the minimum sulphur recovery requirements as outlined in Table 1 of ID2001-03: Sulphur Recovery Guidelines for the Province of Alberta is met except for the period commencing from February 13, 2019 and ending on December 31, 2020; and

(c) the sulphur dioxide emissions from the plant shall not exceed 8.0 tonnes per day (on a calendar day basis) for the periods when the sulphur unit train is bypassed for repair and maintenance, commencing from October 18, 2019 and ending on December 31, 2020;

unless otherwise authorized in writing by the Director.

3.20 In the event that a non-regenerative sulphur unit is bypassed, the approval holder shall provide in the monthly Air Emission Report to the Director, the following:

(a) a description of the events or circumstances that led to the bypass; and

(b) an outline of the action taken to control the magnitude and duration of this event(s).

3.21 The approval holder shall operate a continuous ambient air monitoring station and monitor ambient air parameters as specified in TABLE 3.4, unless otherwise authorized in writing by the Director.

3.22 In addition to the monthly and annual reporting requirements in TABLE 3.2 and TABLE 3.3, the approval holder shall report to the Director the results of the ambient air parameters as required in TABLE 3.4, unless otherwise authorized in writing by the Director.

TABLE 3.1: AMBIENT AIR MONITORING AND REPORTING

MONITORING STATION	PARAMETER	MONITORING PERIOD	REPORTING	
			MONTHLY	ANNUALLY
One continuous ambient air monitoring station, as per *Air Monitoring Directive*	Sulphur dioxide concentrations, wind speed and wind direction	Continuously, starting from February 13, 2019 to December 31, 2020	Yes	Yes

4. The following is added after Condition 3.22:

3.23 The approval holder shall submit an Acid Deposition Monitoring Program proposal to measure aerial deposition effects on aquatic and terrestrial ecosystems to the satisfaction of the Director on or before March 31, 2020, unless otherwise authorized in writing by the Director.

3.24 The Acid Deposition Monitoring Program proposal shall include, at a minimum, all of the following:

(a) for air:

(i) a plan to monitor dry and wet deposition from project activities;

(b) for soil:

(i) identification of soils that are sensitive to acid deposition and will likely receive aerial deposition inputs from project activities;

(ii) a plan to monitor soil quality at locations representative of the soils identified in (b) (i);

(iii) a description of how soil quality data collected under this program will be used to determine potential acidification effects under periods of increased sulphur dioxide emissions;

(c) for water:

(i) a summary of existing water quality data collected to date and analysis of the results;

(ii) a plan to monitor water quality for water bodies which will likely receive aerial deposition inputs from project activities;

(iii) identification of local water bodies that are sensitive to acidification;

(iv) a description of how water quality data collected under this program will be used to determine potential acidification effects under periods of increased SO_2 emissions;

(v) a plan to develop triggers for further enhanced surface water quality monitoring to determine impacts of aerial deposition inputs;

(d) reporting schedule for monitoring activities conducted for (a) through (c); and

(e) any other information requested in writing by the Director.

3.25 If the Acid Deposition Monitoring Program proposal is found deficient by the Director, the approval holder shall correct all deficiencies identified in writing by the Director, by the date specified in writing by the Director.

3.26 The approval holder shall implement the Acid Deposition Monitoring Program as authorized in writing by the Director.

3.27 The approval holder shall only implement changes to the Acid Deposition Monitoring Program as authorized in writing by the Director.

Shay Dodds, P.Eng.
Manager, In Situ South, Authorizations Branch
Alberta Energy Regulator

October 18, 2019

Reviewed: September 16, 2021; November 29, 2022; December 14, 2023; January 8, 2025
Approved: June 24, 2021; December 15, 2022; January 25, 2024, January 22, 2025

Kierstin Dubitz

From: AGRIC Minister <AGRIC.Minister@gov.ab.ca>
Sent: Wednesday, August 13, 2025 2:40 PM
To: Jered Serben; Kierstin Dubitz
Cc: aafc.minister-ministre.aac@agr.gc.ca; Office of the Premier; Stubbs, Shannon - M.P.; Athabasca-Barrhead-Westlock
Subject: Agricultural Disaster in the County of Smoky Lake

Dear Reeve Serben:

Thank you for your letter advising federal, provincial and municipal representatives of the declaration of an agricultural disaster in the County of Smoky Lake.

I assure you my ministry is taking the necessary action to help address sector challenges. I am advocating to the federal government to expedite the release of the preliminary list of prescribed regions for the 2025 Livestock Tax Deferral Program to help producers reduce their tax obligations and alleviate financial pressures. I understand this list should be released soon and will be based on preliminary weather and climate data gathered and analyzed under the Canadian Drought Monitor. A final list of prescribed regions is usually made in December when finalized forage yield information is available.

My ministry has also taken action, working with the federal government and Agriculture Financial Services Corporation (AFSC), to adjust the low yield allowance for 2025 program year. This will enable farmers to salvage crops for livestock feed in an effort to reduce producers' feed-related costs. Producers can get detailed information about this announcement at afsc.ca.

We continue to monitor the moisture and crop conditions for the 2025 growing season and regularly communicate with producers, agricultural organizations and commodity groups to get updates on latest concerns.

It is important producers know about programs that are available to help them manage risks to their farming operations. AFSC offers AgriInsurance for protection against severe and uncontrollable natural hazards; AgriStability for protection against income declines; and AgriInvest, a producer-federal government savings account, for managing small income declines. These programs help producers stay prepared and resilient in the face of uncertainty.

To assist producers, the Federal-Provincial-Territorial governments extended the enrolment deadline for the AgriStability program to July 31, 2025 in light of the pressures facing agriculture sector. As a margin-based program, it can help stabilize incomes and alleviate pressures due to declines in market prices or cost increases.

AFSC confirms that 95 per cent of annual crops and 59 per cent of perennial crops in the County of Smoky Lake have been insured by producers. The Moisture Deficiency Insurance (MDI) program offered under perennial crop insurance allows producers to insure native, improved, bush or community pasture. This program responds to dry conditions quickly and has become one of the most meaningful risk management programs for pasture insurance. AFSC has confirmed that MDI producers in Smoky Lake County who enrolled in the 2025 program have received payments. In addition, AFSC offers the Moisture Deficiency Endorsement (hay) program, which can be purchased along with dryland Hay Insurance.

Additionally, the federal government has retained the interest free limit at $250,000 under the Advance Payments Program for the 2025 program year. This program supports producers in managing financial challenges and offers producers marketing flexibility rather than forcing them to sell for immediate cash flow needs, which is important in times of uncertainty.

I recognize farming comes with significant pressures and stresses. Supporting the mental health and well-being of producers is incredibly important to me. Since 2021, Agriculture and Irrigation has provided funding to the Applied Research and Extension Council of Alberta to develop AgKnow, a mental health network tailored to the needs of Alberta's farming community. Supports are also available through Alberta Health Services' Family and Community Support Services, which offers mental health services with a registered psychologist or professional therapist. More information is available through the local line at 780-656-3674.

I know this season may bring significant challenges. My ministry will continue to monitor the situation and remains focused on supporting producers as needed.

Thank you again for writing.

Sincerely,

Honourable RJ Sigurdson
Minister, Agriculture and Irrigation
AR88125

Classification: Protected A

From: Kierstin Dubitz <kdubitz@smokylakecounty.ab.ca>
Sent: July 28, 2025 11:32 AM
To: AGRIC Minister <AGRIC.Minister@gov.ab.ca>
Subject: Municipal Agricultural Disaster in the County of Smoky Lake

CAUTION: This email has been sent from an external source. Treat hyperlinks and attachments in this email with care.

Hi there,

Please find the attached Smoky Lake County's letter regarding a recent declaration of an agricultural disaster within our county.

Thank you for your attention,

Kierstin Dubitz
Interim Agricultural Fieldman
p:780-656-3730 or toll free 1-888-656-3730 ext:109
c:780-650-5409
4612 - McDougall Drive, PO Box 310
Smoky Lake, Alberta, T0A 3C0

ᑲᑭᑳᑕᐧᐃᐣ ᓴᑲᐦᐃᒋᐢ (kaskapatau sakahigan) / Димних Озеро (Dymnykh Ozero) / Lac qui Fume / Smoky Lake
Located on Treaty 6 Territory and Homeland of the Métis Nation

This communication is for use by the intended recipient and contains information that may be privileged, confidential or copyrighted under applicable law. If you are not the intended recipient, you are hereby formally notified that any use, copying or distribution of this e-mail, in whole or in part, is strictly prohibited. Please notify the sender by return e-mail and delete this e-mail from your system.
Studies show that trees live longer when they are not cut down. Please do not print this email unless you really need to.

ALBERTA
MUNICIPAL AFFAIRS
Office of the Minister
MLA, Peace River

AR119711

August 8, 2025

Reeve Jered Serben
Smoky Lake County
PO Box 310
Smoky Lake AB T0A 3C0

Dear Reeve Serben:

I am pleased to confirm your allocation for the 2025-26 Canada Community-Building Fund (CCBF). In 2025, Canada allocated Alberta $276 million; this partnership between the province and the federal government will help ensure local governments in Alberta can continue to make needed investments in local infrastructure.

For the Smoky Lake County, your 2025 CCBF allocation is $202,874.

Both the CCBF and Local Government Fiscal Framework (LGFF) funding amounts for all municipalities and Metis Settlements are posted on the Government of Alberta website at https://open.alberta.ca/publications/canada-community-building-fund-allocations.

I look forward to working together with you to support your local infrastructure needs, and building strong, vibrant communities across Alberta.

Sincerely,

Dan Williams, ECA
Minister of Municipal Affairs

cc: Kevin Lucas, Chief Administrative Officer, Smoky Lake County

320 Legislature Building, 10800 - 97 Avenue, Edmonton, Alberta T5K 2B6 Canada Telephone 780-427-3744 Fax 780-422-9550

ALBERTA
PUBLIC SAFETY AND EMERGENCY SERVICES

Office of the Minister
Deputy Premier of Alberta
MLA, Calgary-West

AR 31379

August 08, 2025

Mr. Jered Serben
Reeve
Smoky Lake County
PO Box 310
Smoky Lake AB T0A 3C0
jserben@smokylakecounty.ab.ca

Dear Reeve Serben:

I am in receipt of your April 30, 2025 letter to the Ministries of Municipal Affairs and Mental Health and Addiction regarding the Community-Based Policing Study led by Smoky Lake County and its municipal partners. Your correspondence was forwarded to Public Safety and Emergency Services for a response. As Minister of Public Safety and Emergency Services, I appreciate the opportunity to provide the following information.

I commend the collaborative efforts of Smoky Lake County, the Town of Smoky Lake, and the Villages of Vilna and Waskatenau in undertaking a thorough assessment of the local public safety landscape. The study's findings—highlighting elevated response times, above-average workloads per officer, and a Crime Severity Index surpassing the provincial norm—underscore the operational challenges currently faced by the local Royal Canadian Mounted Police (RCMP) detachment. I also acknowledge the robust stakeholder engagement that contributed to the report and the commitment to evidence based inclusive decision making.

My ministry does not provide direct funding for operational policing resources to municipalities receiving policing services under the Provincial Police Service Agreement. Municipalities policed by the provincial police service pay a share of front-line policing costs invoiced by the province each year. For 2024-25, Smoky Lake County was invoiced for $175,767, which included a subsidy for crime severity in the amount of $9,796, for its assessed share of front-line policing costs under the Police Funding Model. The Police Funding Model is currently undergoing an independent review.

.../2

404 Legislature Building, Edmonton, Alberta T5K 2B6 Canada Telephone 780-415-9550
Unit 234, 333 Aspen Glen Landing SW Calgary, AB T3H 0N6 Canada Telephone 403-216-5439 Fax 403-216-5441

Classification: Protected A

If your municipality has identified the need for additional supports for policing, including additional RCMP policing resources, I encourage you to consult with your Detachment, the Alberta RCMP, and representatives from the Alberta Interim Police Advisory Board to discuss your community's needs. The process of reinvestment of funds collected in accordance with the Police Funding Model is administered jointly by Alberta RCMP, my ministry, and the police advisory board. Together, these entities offer guidance to municipalities policed by the provincial police service on the established procedures for expanding local detachment resources.

My ministry is currently finalizing appointments to the permanent Provincial Police Advisory Board. It is anticipated the permanent board will establish and maintain the necessary processes and relationships with municipalities to effectively address and represent the needs of communities served by the provincial police service within Alberta's evolving policing environment.

In addition, as of July 2, 2025, Alberta's government has formally created a new Independent Agency Police Service to complement the province's existing police services and give municipalities another option for their local policing needs. The new IAPS will work closely with all police services in Alberta, including the RCMP, to ensure Alberta's evolving public safety needs are being met, and that law enforcement is responding to calls as quickly as possible. Municipalities will have the option to contract the new police service to become their local police once the agency becomes fully operational and the necessary standards, capacity, and frameworks are in place. This is an additional option and a timeline for its availability is still to be determined. Municipalities may also continue with their existing policing arrangement, including those with the RCMP, if they choose to do so.

For further information on the Community Police Officer program, please contact Mr. Grant Isles, Acting Manager, Peace Officer and Security Services Program, Public Safety and Emergency Services, at grant.isles@gov.ab.ca.

Thank you for your continued leadership and advocacy in support of safe communities.

Sincerely,

Honourable Mike Ellis
Deputy Premier of Alberta
Minister of Public Safety and Emergency Services

cc: Honourable Dan Williams, Minister of Municipal Affairs
Honourable Rick Wilson, Minister of Mental Health and Addiction
Glenn van Dijken, MLA, Athabasca-Barrhead-Westlock

404 Legislature Building, Edmonton, Alberta T5K 2B6 Canada Telephone 780-415-9550
Unit 234, 333 Aspen Glen Landing SW Calgary, AB T3H 0N6 Canada Telephone 403-216-5439 Fax 403-216-5441

Orphan Well Association

Alberta Oil and Gas Orphan Abandonment and Reclamation Association
2100, 715 – 5 Avenue SW, Calgary Alberta, T2P 2X6
www.orphanwell.ca

July 18, 2025

Reeve Jered Serben
Smoky Lake County
4612 McDougall Drive PO Box 310
Smoky Lake, AB T0A 3C0

Dear Reeve Serben,

As a neighbour in Smoky Lake County, and a partner with Alberta businesses, I wanted to let you know that we have released the Orphan Well Association (OWA) annual report for 2024/25. It outlines our work across the province in the principled, safe, efficient and environmentally responsible closure of oil and gas sites that we have in our orphan inventory or that we have agreed to close on behalf of a minority interest partner. **We have supplemented province-wide summaries in this letter with information specifically about Smoky Lake County.**

In the 2024/25 fiscal year, our typical cost for closing an orphan site, combining decommissioning and reclamation categories, was about $71,300. However, it should be noted that these two categories may span over several fiscal years, and specific projects vary significantly depending on technical complexity.

While we carry on our work, we are also putting Albertans to work. A study by Enserva, which represents energy service companies, found between 41 and 57 people are employed in the closure of a single well. In the three fiscal years from April 1, 2022 to March 31, 2025, the OWA invested about $1,147,000 in Smoky Lake County, hiring 63 vendors to safely perform a variety of activities, ranging from inspections and decommissioning to remediation and reclamation, but also including other related spending such as accommodation and food services.

There remain other orphan properties under OWA management in Smoky Lake County, with 58 sites that require decommissioning and then reclamation, including 54 wells under OWA management. There are also 58 sites that require reclamation only. Of the sites that require reclamation only, we have completed our work on 18, or about 31 per cent, and are waiting on vegetation to be fully established before we apply for a reclamation certificate from the AER. Our complete inventory is available on our website at orphanwell.ca, and I can provide more specific information if requested.

In addition to orphan properties, Smoky Lake County also has 229 inactive well licenses. These properties have solvent owners and operators and are not the responsibility of the OWA.

Municipality of SMOKY LAKE COUNTY

	CIBC GENERAL ACCOUNT	GENERAL ACCOUNT	ATB PAYROLL ACCOUNT	NOTICE ACCOUNT
NET BALANCE AT April 30, 2025	**367,471.67**	**625,828.95**	**253,201.84**	**12,954,345.79**
Receipts for the month of May				
Interest		2,661.87	761.04	36,275.78
Taxes & Penalties		138,707.13		
Utility	4,867.51	228,142.48		
Miscellaneous Services & Sales		80,092.84		
Town and other Gas charges		22,720.79		
Sale of Capital Assets		558,758.75		
Fire dept grants		38,585.00		
GST		36,064.92		
Transfer From Savings		1,500,000.00		
Aggregate Levy		11,775.00		
Total Receipts	4,867.51	2,617,508.78	761.04	36,275.78
SUB-TOTAL	372,339.18	3,243,337.73	253,962.88	12,990,621.57
LESS				
Disbursements for the month of May				
Transfer funds to ATB Payroll		- 387,876.98	387,876.98	
Bills and Accounts		- 2,556,528.64	- 387,959.54	
Bank Charges	- 13.00	- 111.70		
Transfer to acct				- 1,000,000.00
Total Disbursements	-13.00	- 2,944,517.32	- 82.56	- 1,000,000.00
NET BALANCE AT May 31, 2024	**372,326.18**	**298,820.41**	**253,880.32**	**11,990,621.57**
Balance at May 31, 2025	371,599.19	1,281,195.97	253,880.32	11,990,621.57
Outstanding Deposits	726.99	6,241.61		
Less Outstanding Cheques		- 988,617.17		
NET BALANCE AT May 31, 2024	**372,326.18**	**298,820.41**	**253,880.32**	**11,990,621.57**

REVOLVING LINE OF CREDIT

NET BALANCE AT April 30, 2025	**0.00**
Disbursements	0.00
Payments	0.00
NET BALANCE AT May 31, 2024	**0.00**

THIS STATEMENT SUBMITTED TO COUNCIL

Reeve

Secretary-Treasurer

Municipality of SMOKY LAKE COUNTY

	CIBC GENERAL ACCOUNT	GENERAL ACCOUNT	ATB PAYROLL ACCOUNT	NOTICE ACCOUNT
NET BALANCE AT May 31, 2025	**372,326.18**	**298,820.41**	**253,880.32**	**11,990,621.57**
Receipts for the month of June				
Interest	612.46		747.09	31,980.79
Taxes & Penalties		521,152.58		
Utility	3,320.60	122,724.14		
Miscellaneous Services & Sales		97,259.94		
Town Gas/Fed Gas		16,144.89		
MCC payment		490,000.00		
LGFF grant		884,443.00		
Transfer From Savings		500,000.00		
GST		18,014.90		
CLC grant		130,000.00		
Total Receipts	3,933.06	2,779,739.45	747.09	31,980.79
SUB-TOTAL	376,259.24	3,078,559.86	254,627.41	12,022,602.36
LESS				
Disbursements for the month of June				
Transfer funds to ATB Payroll		- 397,675.77	397,675.77	
Bills and Accounts		- 934,666.35	- 398,751.49	
ASF Payment		- 506,998.53		
Transfer to acct		- 884,443.00		- 1,500,000.00
Bank Charges	- 13.00	- 202.49		
Total Disbursements	- 13.00	- 2,723,986.14	- 1,075.72	- 1,500,000.00
NET BALANCE AT June 30, 2025	**376,246.24**	**354,573.72**	**253,551.69**	**10,522,602.36**
NET BALANCE AT June 30, 2025	376,246.24	464,312.06	253,551.69	10,522,602.36
Outstanding Deposits		30,430.05		
Bank corrections to be entered		- 140,168.39		
Less Outstanding Cheques				
NET BALANCE AT June 30, 2025	**376,246.24**	**354,573.72**	**253,551.69**	**10,522,602.36**

REVOLVING LINE OF CREDIT	
NET BALANCE AT May 31, 2025	**-**
Disbursements	-
Payments	-
NET BALANCE AT June 30, 2025	**-**

THIS STATEMENT SUBMITTED TO COUNCIL, THIS _____

Reeve

Secretary-Treasurer

Budget to Actual 2025
Notes As At June 20, 2025

Taxes (net) *Total taxes levied were $14,475,715. This is $20,608 lower than expected (as a result of last minute assessment changes)*

Legislative *We have completed 45% of the year. Council has spen 38% of the budget*

Administration *Administration has spent 44% of the operating budget.*

Communications *Communications has spent 33% of the budget.*

GIS *GIS has spent 59% 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*	85,000.00	*gymn (funded from reserves from prev year)*
1,500.00	*Threshing Bee*	500.00	*Quiet Nook*
500.00	*SL Riding Club annual donation*	500.00	*Archery*
200.00	*Delta Waterfowl*	250.00	*Faud Baymarov*
350.00	*SL Holubka Dancers*	2,500.00	*SL Legion*
1,000.00	*Victoria Trail Ag Society*		
6,000.00	*Stars Annual Donation*	400.00	*Endurance Riders*
108,200.00			
	balance remaining		***6,800.00***

Fire Services *Fire has spent 25% of the budget. Total revenue billed to date is $130,922.95 (of which $80,102.50 is 2024 calls)*

Bylaw *Bylaw has spent 37% of the budget. Total Fine Revenue received to date is $5,388.*

Transportation *Public works has spent 43% of the budget*

Environmental Services *Water has spent 34% of the budget. Sewer 34%. Landfill 54%. 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*	*6500*	*SL Library*
2100	*SL Holubka Dancers voluntee*	*2500*	*Bellis Board of Trade*
1500	*Vilna Veselka Dancers volunt*	*1590*	*Vilna Pool Hall*
7000	*Fire Camp*		
	Aspenview FSLW		
$ 23,690.00	***grant remaining***	***$ 687.00***	

Planning & Communicatior *Planning has spent 30%*

Agriculture Service Board *ASB has spent 38%. The statements currently show that chemicals is over budget by $50,000 as a result of the County being a victim of fraud. However the funds have been recovered and will be reflected in the June financial statements.*

Economic Development *spent.*

Recreation & Cultural Servi *Parks and Rec has spent 28% of the budget*

Gas *Natural Gas Administration has spent 39% of the budget*
The odorant has a profit is $85,068
Natural Gas Distribution expenses are at 40%
Gross Margin is $243,265 (2024 = $255,387)

	Total Gas Rev	Purchase	Capital	Gross Marg	Profit Marg
2025	**$ 859,526.09**	**$ 564,015.56**	**-$ 77,943.53**	**$ 295,510.53**	**52%**
2024	$ 1,572,102.27	-$ 875,593.98	-$ 133,441.85	$ 565,090.44	64%
2023	$ 1,863,967.45	-$ 1,275,933.53	-$ 118,689.19	$ 469,344.73	37%
2022	$ 3,224,440.00	-$ 2,692,763.00	-$ 144,974.00	$ 386,703.00	14%
2021	$ 2,703,448.00	-$ 1,942,250.00	-$ 147,212.00	$ 613,986.00	32%

Accounts Receivable

	Total	Current	Over 30 days	Receivables under review
	$ 145,676.67	*$ 72,169.13*	*$ 28,163.89*	*$ 45,343.65*

Taxes Receivable

		Total	2024 o/s	Arrears prior to 2024	Allowance for write off
Percentage of 2025 taxes collect	*3%*	*$ 17,069,637.66*	*$ 371,950.81*	*$2,721,304.66*	*$ 2,358,724.38*

Natural Gas Receivable
The budget plan is balanced

Total	Current	Over 90 days	
$182,893.58	*$51,687.69*	*$ 114,229.01*	*includes gas bills just sent last week.*

Warspite Water Receivable

Total	Current	Over 90 days
$ 4,861.24	*$ 2,114.30*	*$ 1,982.31*

SMOKY LAKE COUNTY
For the Six Months Ending June 30, 2025

Municiipal
Budget to Actual Report

	YTD ACTUAL Period 6	YTD BUDGET 2025 BUDGET	VARIANCE	VAR %	*Notes*
OPERATING REVENUE					
Taxes					
Farmland & Residential	$4,487,842	$4,623,323	$135,481	2.93%	
Machinery & Equipment	1,313,885	1,435,878	121,993	8.50%	
Non - Residential	1,538,930	1,296,877	-242,053	(18.66%)	*$20,608 less than budgeted*
Linear	7,122,579	7,040,655	-81,924	(1.16%)	
Provincial Government	12,479	99,590	87,111	87.47%	
Sewer Levy	9,450	9,625	175	1.82%	
Other Income					
Well Drilling/Drill Rigs		1,000	1,000	100.00%	
Penalties	195,710	88,300	-107,410	(121.64%)	*most of penalties are uncollectable oil and gas*
User Fees and Sales of Goods	283,232	624,250	341,018	54.63%	
Investment Income	213,334	693,498	480,164	69.24%	
Development Levies	50,196	84,500	34,304	40.60%	
Licenses and Permits	98,171	210,500	112,329	53.36%	
Sales to Other Governments	**112,179**	**305,600**	**193,421**	**63.29%**	
Grants					
Provincial Conditional - Operating	88,838	594,257	505,419	85.05%	
CLC	130,000	130,000		0.00%	
Transfer from Operating Reserve		**521,500**	**521,500**	**100.00%**	
TOTAL OPERATING REVENUE	**15,656,825**	**17,759,353**	**2,102,527**	**11.84%**	
OPERATING EXPENSES					
Salaries, Wages, and Benefits					
Salaries &Wages	2,186,617	5,937,790	3,751,173	63.17%	
Benefits	253,334	1,259,793	1,006,459	79.89%	
WCB	34,956	85,000	50,045	58.88%	
Other Wages		32,500	32,500	100.00%	
Contracted and General Services					
Mileage	10,934	49,968	39,034	78.12%	
Meals and Lodgings	20,789	88,280	67,491	76.45%	
Membership & Conference Fees	23,982	61,435	37,453	60.96%	
Freight, Express, Postage	20,410	44,900	24,490	54.54%	
Telephone & Communication	33,594	90,900	57,306	63.04%	
Training	23,808	125,300	101,492	81.00%	
Advertising, Printing, Subscriptions	36,143	61,600	25,457	41.33%	
Accounting & Auditing	32,606	35,000	2,394	6.84%	
Legal Fees	4,758	20,000	15,242	76.21%	
Assessor Fees	79,993	150,000	70,007	46.67%	
Engineering Fees	634,319	90,143	-544,176	(603.68%)	*includes bridges that will be moved to capital*
Other Consulting	57,891	67,000	9,109	13.60%	
Computer Programing	114,446	159,575	45,129	28.28%	
Insurance	59,774	272,950	213,176	78.10%	
Other Services	694,245	1,468,430	774,185	52.72%	
Materials, Goods, and Utilities					
Office/Food/Janitorial Supplies	36,884	98,080	61,196	62.39%	
Fuel/Parts/ Etc	436,982	1,650,050	1,213,068	73.52%	
Offset to Road Program	46,516	-1,999,794	-2,046,310	102.33%	
Gravel	-789,728	490,000	1,279,728	261.17%	
Chemicals	100,231	75,000	-25,231	(33.64%)	*chemicals payments will be corrected after June*
Computer Supplies	11,924	52,650	40,726	77.35%	
Utilities	98,295	223,749	125,454	56.07%	
Employee Recognition	754	29,500	28,746	97.44%	
Other General Supplies	267,202	910,600	643,398	70.66%	

	YTD ACTUAL Period 6	YTD BUDGET 2025 BUDGET	VARIANCE	VAR %	*Notes*
Transfers to Local Boards & Agencies	**187,153**	**370,963**	**183,810**	**49.55%**	
Write Offs	**4,357**	**3,000**	**-1,357**	**(45.24%)**	
Bank Charges & Interest	**1,761**	**5,900**	**4,139**	**70.15%**	
Requisitions	**549,789**	**2,967,484**	**2,417,695**	**81.47%**	
Contingency	**4,859**	**33,372**	**28,513**	**85.44%**	
Amortization		**2,044,300**	**2,044,300**	**100.00%**	
	5,279,578	17,055,418	11,775,839	69.04%	
Total Operations	**10,377,247**	**703,935**	**-9,673,313**	**(1374.18%)**	
Capital Funding					
Sale of Capital Assets	-4,917	456,000	460,917	101.08%	
Provinical Capital Grants	899,443	5,960,495	5,061,052	84.91%	
Transfer from Reserve		1,771,791	1,771,791	100.00%	
Capital Funding	**894,526**	**8,188,286**	**7,293,760**	**89.08%**	
Capital Expenses					
Buildings & Land		40,000	40,000	100.00%	
Transfer to Reserve		326,000	326,000	100.00%	
Land Improvements	769	12,000	11,231	93.59%	
Engineering Structures		8,253,521	8,253,521	100.00%	
Equipment	466,409	1,801,000	1,334,591	74.10%	
Vehicles	373,319	504,000	130,681	25.93%	
	840,497	10,936,521	10,096,024	92.31%	
Total Capital	**54,029**	**-2,748,235**	**-2,802,265**	**101.97%**	
Net Profit/Loss	**10,431,276**	**-2,044,300**	**-12,475,577**	**610.26%**	
Remove Amortization		**2,044,300**	**2,044,300**	**100.00%**	
Adjusted Surplus (Deficit)	**10,431,276**		**-10,431,277**	**0.00%**	

2025-06-20 &P of &N

SMOKY LAKE COUNTY
For the Six Months Ending June 30, 2025

Council
Budget to Actual Report

	YTD ACTUAL Period 6	YTD BUDGET 2025 BUDGET	VARIANCE	VAR %
OPERATING REVENUE				
Taxes				
Other Income				
Grants				
OPERATING EXPENSES				
Salaries, Wages, and Benefits				
Salaries &Wages	$141,710	$346,298	$204,588	59.08%
Benefits	34,594	86,930	52,336	60.21%
Contracted and General Services				
Mileage	6,876	34,968	28,092	80.34%
Meals and Lodgings	7,332	23,770	16,438	69.15%
Membership & Conference Fees	6,705	15,185	8,480	55.84%
Telephone & Communication	2,697	6,100	3,403	55.78%
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%
	200,123	523,751	323,629	61.79%
Total Operations	**-200,123**	**-523,751**	**-323,629**	**61.79%**
Capital Funding				
Capital Expenses				
Net Profit/Loss	**-200,123**	**-523,751**	**-323,629**	**61.79%**
Adjusted Surplus (Deficit)	**-200,123**	**-523,751**	**-323,629**	**61.79%**

Expense Breakdown by Division		**Actual**	**Budget**	**Budget Remaining**
	1	$6,017	$14,209	$8,192
	2	$5,421	$16,040	$10,619
	3	$3,655	$14,085	$10,430
	4	$5,265	$21,260	$15,995
	5	$3,252	$14,785	$11,533
		$23,610	**$80,379**	**$56,769**

SMOKY LAKE COUNTY
For the Six Months Ending June 30, 2025

Natural Gas
Budget to Actual Report

	YTD ACTUAL Period 6	YTD BUDGET 2025 BUDGET	VARIANCE	VAR %	*Notes*
OPERATING REVENUE					
Taxes					
Other Income					
Penalties	$11,045	$10,000	($1,045)	(10.45%)	
User Fees and Sales of Goods	1,163,187	3,061,900	1,898,713	62.01%	
Investment Income		50,000	50,000	100.00%	
Grants					
TOTAL OPERATING REVENUE	**1,174,232**	**3,121,900**	**1,947,668**	**62.39%**	
OPERATING EXPENSES					
Salaries, Wages, and Benefits					
Salaries &Wages	329,322	873,114	543,792	62.28%	
Benefits	80,972	165,000	84,028	50.93%	
Contracted and General Services					
Mileage		3,000	3,000	100.00%	
Meals and Lodgings	6,696	10,000	3,304	33.04%	
Membership & Conference Fees	805	38,000	37,195	97.88%	
Freight, Express, Postage	6,557	13,300	6,743	50.70%	
Telephone & Communication	7,155	19,400	12,245	63.12%	
Training	5,200	5,500	300	5.46%	
Advertising, Printing, Subscriptions	894	2,500	1,606	64.25%	
Accounting & Auditing	15,344	16,000	656	4.10%	
Legal Fees		1,000	1,000	100.00%	
Engineering Fees	6,072	7,500	1,428	19.05%	
Other Consulting	380	1,000	620	62.02%	
Computer Programing	15,272	30,000	14,728	49.09%	
Insurance	11,288	36,000	24,712	68.65%	
Other Services	7,060	51,975	44,915	86.42%	
Materials, Goods, and Utilities					
Office/Food/Janitorial Supplies	8,333	17,400	9,067	52.11%	
Fuel/Parts/ Etc	28,151	92,000	63,849	69.40%	
Computer Supplies	274	19,000	18,726	98.56%	
Utilities	5,934	12,120	6,187	51.04%	
Employee Recognition		2,000	2,000	100.00%	
Other General Supplies	634,326	1,586,091	951,765	60.01%	
Amortization		**245,000**	**245,000**	**100.00%**	
	1,170,035	3,246,900	2,076,868	63.96%	
Total Operations	**4,197**	**-125,000**	**-129,200**	**103.36%**	
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	20,397	40,000	19,603	49.01%	
	20,397	289,000	268,603	92.94%	
Total Capital	**-20,397**	**-120,000**	**-99,603**	**83.00%**	
Net Profit/Loss	**-16,200**	**-245,000**	**-228,802**	**93.39%**	
Remove Amortization		**245,000**	**245,000**	**100.00%**	
Adjusted Surplus (Deficit)	**-16,200**		**16,198**	**0.00%**	

	YTD ACTUAL Period 6	YTD BUDGET 2025 BUDGET	VARIANCE	VAR %	*Notes*
2025-06-20 1:25 PM				&P of &N	

Request for Decision (RFD)

Meeting Date: Thursday, August 28, 2025 **Agenda Item:** #
Topic: 2025 Financial Plan
Presented By: Brenda Adamson / Financial Manager

Recommendation:
That the Five Year Financial Plan for 2025-2030 be approved

Background:
MGA Section 283.1, Financial Plans and Capital Plans, states that, at a minimum, every municipality must prepare a written three-year financial plan and a five-year capital plan. Municipalities are encouraged to consider longer timeframes for financial planning if they see a benefit to doing so. As we are preparing a 5-year capital plan, we have extended the financial plan to 5 years as well.

The plan © provides summary information on the services we provide, the budget process, and the fund structure we use. It will provide the reader with valuable information regarding our reserves (restricted surplus) and their forecasted balances. It is set up to help the reader understand where revenue comes from, how we spend the money as well as what changes are predicted.

The plan is presented so that the reader can easily identify how much tax revenue is needed each year to balance the budget. There are large fluctuations predicted. This is because we have kept moving large capital purchases from the current year budget to future years without creating a consistent replacement program. When reading it, you will see that the tax revenue needed to balance the budget next year as it stands is an unachievable amount.

The public consultation process took place in November/December, 2024. The focus was the 2025 budget with discussions regarding the future budgets. Once the 2026 budget is recreated, public consultation will take place.

Benefits:
- Smoky Lake County exceeds provincial requirements.
- Administration and Council can begin to plan for additional revenue needs in future years.
- Council and administration can evaluate the longer term consequences of current program and organizational decisions.
- The County can be prepared for future financial challenges and opportunities.
- This is a more proactive approach to financial planning.
- This plan is a flowing document and is adjusted and updated every year.

Disadvantages:
- Longer term financial planning requires upfront staff time.
- There are many unknown factors, therefore years 2-5 are only estimates of what we can expect.

Alternatives:
- Council can add, delete, or change the priorities in in future years.

Request for Decision (RFD)

Financial Implications:

The financial plan will be updated each year to reflect the current year budget and forecasted capital requirements.

Legislation:

Required plans

283.1(1) In this section, (a) "capital plan" means a plan referred to in subsection (3);(b) "financial plan" means a plan referred to in subsection

(2).(2) Each municipality must prepare a written plan respecting its anticipated financial operations over a period of at least the next 3financial years.

(3) Each municipality must prepare a written plan respecting its anticipated capital property additions over a period of at least the next 5 financial years.

(4) The 3 financial years referred to in subsection (2) and the 5 financial years referred to in subsection (3) do not include the financial year in which the financial plan or capital plan is prepared.(5) Council may elect to include more than 3 financial years in a financial plan or more than 5 financial years in a capital plan.(6) Council must annually review and update its financial plan and capital plan.

Intergovernmental:

n/a

Strategic Alignment:

n/a

Enclosure(s):

- 2025-2030 Financial Plan

Signature of the CAO: _____

2025 - 2029 Financial Plan

Smoky Lake County
4612 McDougall Drive, PO Box 310
Smoky Lake, AB T0A 3C0
www.smokylakecounty.ab.ca

Introduction

The 2025 to 2030 financial plan provides the highlights of Smoky Lake County's Operating, Capital, Bridge, and Road Plan budgets. This document is divided into 5 sections:

Strategic highlights: provides summary information on Smoky Lake County's strategic plan.

County Information: provides general information on Smoky Lake County and the services provided.

Budget Highlights: explains the process that Council goes through to create an approved budget, as well as the current financial status and budget considerations for the future.

Budget: provides information on the operating and capital budgets for 2025, 2026, 2027,2028, 2029 and 2030.

Appendix: includes copies of related policies passed by council.

- ✓ ***Budget Development Policy 08-11***

Contents

Smoky Lake County Information 4
Financial Policies 9
Budget Process 10
Budget Highlights 11
Future Outlook 13
Smoky Lake County Total Budget 14
Fund Structure 15
Reserves and Surplus 15
2025-2030 Budget Details 18
Capital Budget 18
Operating Revenues 26
Operating Expenses 29
Budget Overview by Department 30
Legislative Services 30
Other Government Services 31
Administrative Services 32
Transportation Services 34
Environmental Services 35
Family and Community Support Services (FCSS) 36
Planning Services 36
Agriculture Service Board 37
Economic Development Services 38
Recreation and Cultural Services 38
Natural Gas Services 39
Appendices 40
Appendix 1: Policy 08-11 Budget Development 40

Smoky Lake County Information

Council

Your Counicllor represents you and the division where you live or do business. Find out more about Council and the election at smokylakecounty.ab.ca/government

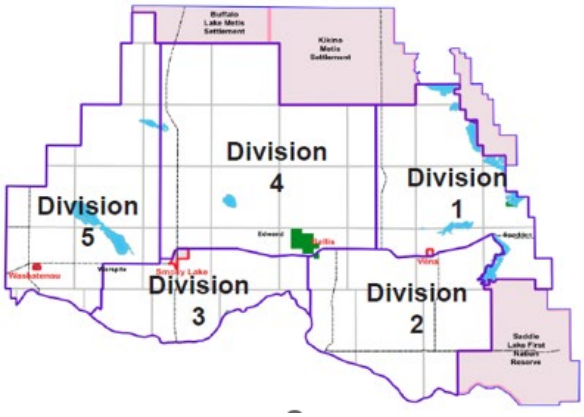
Division 1 Councillor
Dan Gawalko
780-645-1589
dgawalko@smokylakecounty.ab.ca

Division 2 Councillor & Deputy Reeve
Linda Fenerty
780-646-0015
lfenerty@smokylakecounty.ab.ca

Division 3 Councillor
Dominique Cere
780-656-0494
dcere@smokylakecounty.ab.ca

Division 4 Councillor
Lorne Halisky
780-650-5401
lhalisky@smokylakecounty.ab.ca

Division 5 Councillor & Reeve
Jered Serben
780-656-5244
jserben@smokylakecounty.ab.ca



Smoky Lake County
MUNICIPAL ELECTION 2025

The municipal election will take place on October 20, 2025.

2023-2025 STRATEGIC PLAN

The full Strategic Plan and reports can be viewed at :
https://www.smokylakecounty.ab.ca/Stratplan

COUNTY INFORMATION

3,396.3
square kilometers
in size

POPULATION*
3,945

Average Age
42.0

2
Landfill Locations

3
Transfer Stations

22
Waste Bin Sites

1,555 KM
of Roads

1,337 KM
Gravel Roads

193 KM
Paved Roads

25 KM
Fibre Mat Roads

56
Bridges

46
Culvert Bridges Included

1,563 KM
Natural Gas Pipelines Owned and Operated (and growing)

198,170 acres
Annual Crop Land

3
Fire Departments

COUNTY SERVICES

Chief Administrator's Office
Financial Services and Technology
Taxation
Geographical Information Systems
Communications
Other Government Services
Intergovernmental Relations
Managing Partner for Several
Intermunicipal initiatives

Protective Services
Fire and Emergency Response
Disaster Management
Bylaw / Peace Officer Services

Transportation
Road Rehabilitation & Maintenance
Culvert Maintenance
Bridge Rehabilitation & Maintenance
Vehicle & Equipment Repairs & Maintenance

Environmental
Warspite Water Distribution
Water Truck fills
Warspite & Bellis Sewer Services
Intermunicipal Contract Services
Landfills
Waste Transfer Stations

FCSS
FCSS Grant Distributions

Planning
Development and Safety Codes Permits
Subdivisions
Compliance Certificates
Inter-municipal initiatives
Business Licenses
County owned lands

Agriculture Service Board
Pest Control
Weed Inspection
Weed Spraying
Roadside Mowing
Lakeland Agricultural Research Assoc (LARA)

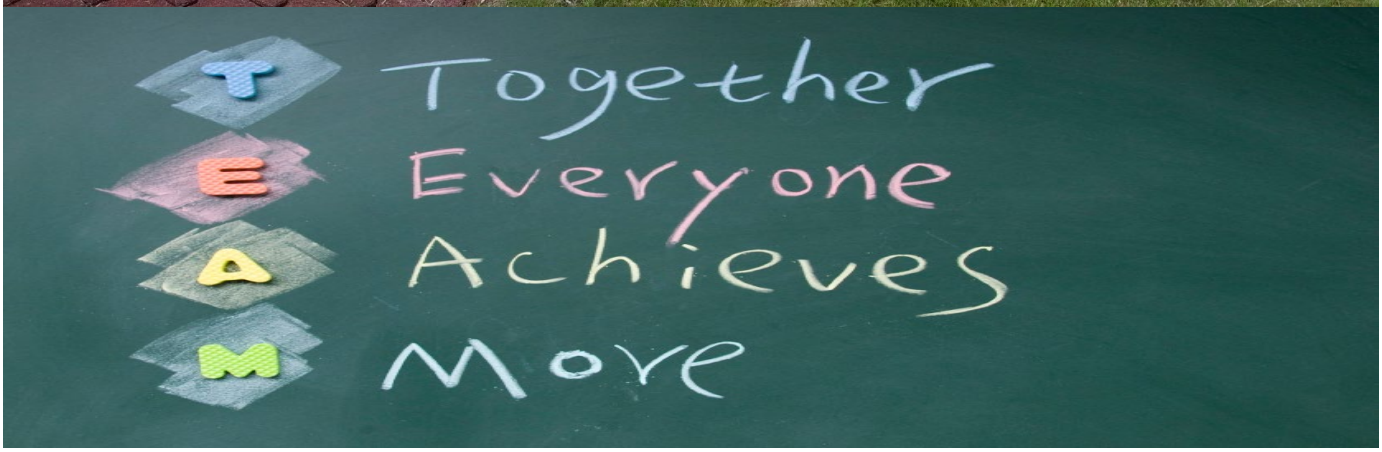
Economic Development
Regional Economic Development
Doctor Recruitment and Retention

Recreation and Cultural Services
Campsite and Park Maintenance
Assist Non-Profit Groups
Iron Horse Trail
Heritage Board

Natural Gas
Natural Gas Services to County and Vilna residents

ORGANIZATIONAL CHART

The Organizational Chart is currently under review to ensure that Smoky Lake County is positioned to best support community priorities going forward.



Financial Policies

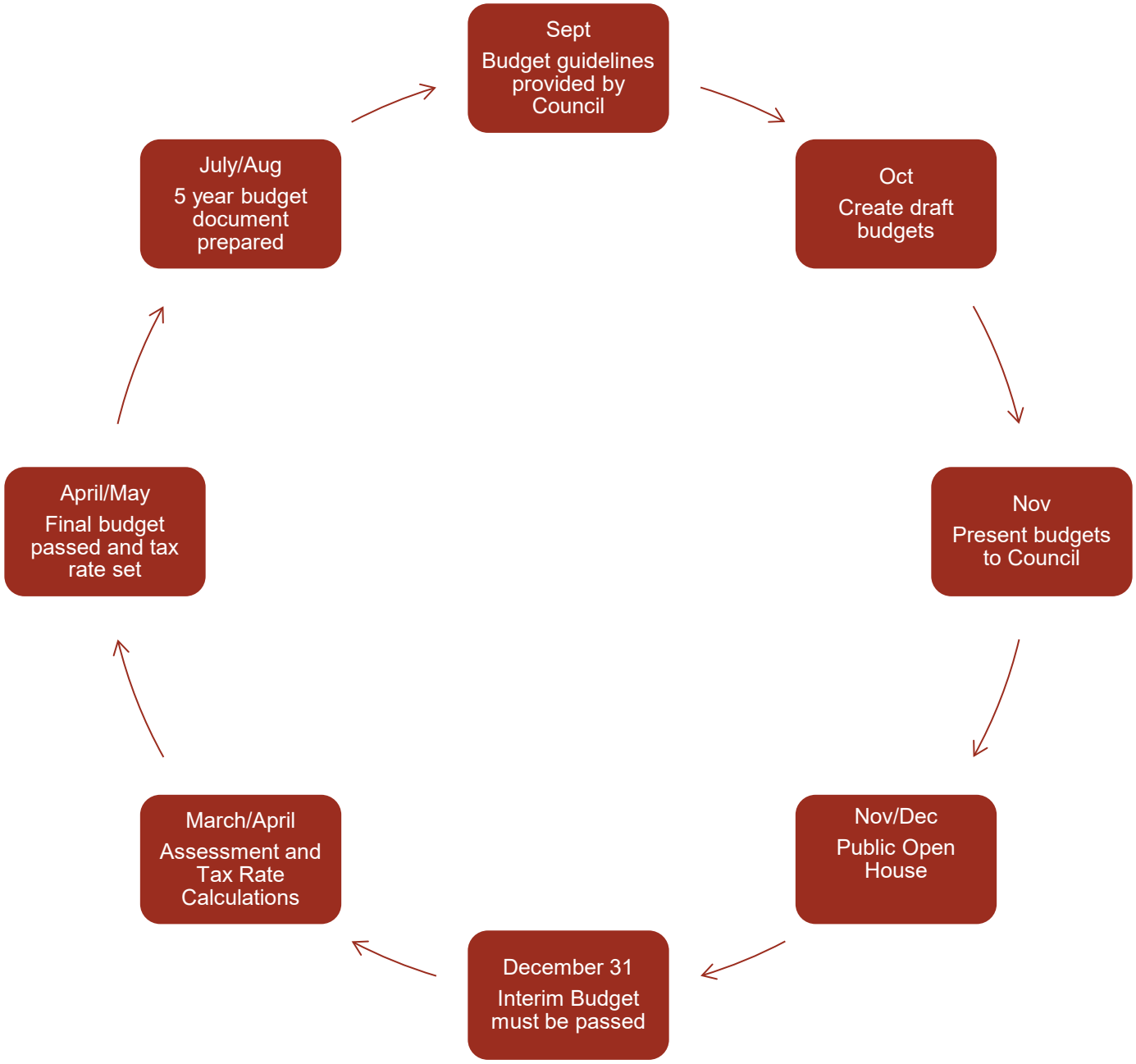
Smoky Lake County Council has identified long term financial planning as an important tool for sustainability. Along with the Budget Policy, there are two main policies that guide financial planning

Policy 08-30-01 *provides guiding principles relating to the long-term financial plan*

- ✓ *The municipality complies with provincial legislation and the Public Sector Accounting Board recommendations.*
- ✓ *When deciding on a course of action that may impact the whole community, the outcome of the decision will be for the benefit of the community as a whole.*
- ✓ *Core services as mandated by legislation and as required to maintain quality of life will be provided at a base level with minimal interruption to service. Revenues supporting these services will be stable, assured and sustainable.*
- ✓ *Services outside a municipality's mandate will not be provided to the community by the municipality.*
- ✓ *Resources will support a centralized labour workforce providing on-going consistent services.*
- ✓ *Communications will center on information provision to the community and will meet all legislated requirements.*
- ✓ *Revenues collected from unreliable, one-time or uncertain sources should be applied to non-core operations or held in reserves for longer term needs.*
- ✓ *Cash and property investments will be made to first protect and maintain principal and then to maximize returns. Liquidity of investments will align with capital and operating needs.*
- ✓ *Outsourcing of expertise will be supported if expertise is not available in-house; is project based; requires an independent assessment or opinion; or if there is a need to supplement the current workforce for a period of not more than six months.*
- ✓ *Reserves will be established and maintained to provide for stability of operations; asset replacement and renewal at the end of their useful life; growth obligations and statutory requirements.*
- ✓ *Infrastructure assets will be replaced once assets reach the end of their useful life and are no longer cost effective to operate and/or they impact health and safety. Notwithstanding a least cost approach applies that leverages senior government grants; combines projects for synergies (e.g. water, sewer and road replacements); and joint projects with other organizations.*

Policy 01-41-01 *Asset Management provides guidance to ensure that Asset Management practices are integrated throughout the organization to maximize value from existing and new assets*

Budget Process



Policy 08-11 Appendix #1 guides the budget process of development, implementation, and evaluation. Budgeting takes place year-round, starting with staff gathering information during the summer months. A detailed review of the Operating Budget, Road Plan and the Capital Replacement Plan takes place to ensure that the budgets are created based on the most up to date information. An interim budget must be approved by Council by December 31. Once the assessment is established in March, tax rates are discussed, and a final annual budget is approved. Throughout the year, Council may amend the budget through motions as circumstances require.

The annual budget must be a balanced budget. The estimated revenue and transfers must be sufficient to pay the estimated expenditures and transfers not including amortization (MGA s.243).

The Alberta Municipal Government Act (MGA s.283.1) requires each municipality to prepare a written three-year financial plan and a five-year capital plan, and Council is required to update the financial plan each year as per MGA s.283.1(6). The current year's budget is used as a foundation and adjustments are made to future years to include inflation, changes in services, and expected capital requirements.

Public Consultation

Public Consultation took place in December 2024 and will again be scheduled for late fall 2025. The public budget presentation gives taxpayers an opportunity to ask questions and make suggestions. Participation assists Council as they set priorities for the upcoming years.

Any time throughout the year, we also welcome feedback through the following methods:

- Email feedback to finance@smokylakecounty.ab.ca
- Attend the budget meetings when scheduled in the fall
- Provide feedback to your Councilor.

Budget Highlights

The 2025 budget was devised to minimize tax increases without sacrificing services. The estimated 2026-2029 budgets are based on 2025 levels of service.

The budget has been prepared by administration with the following guidelines:

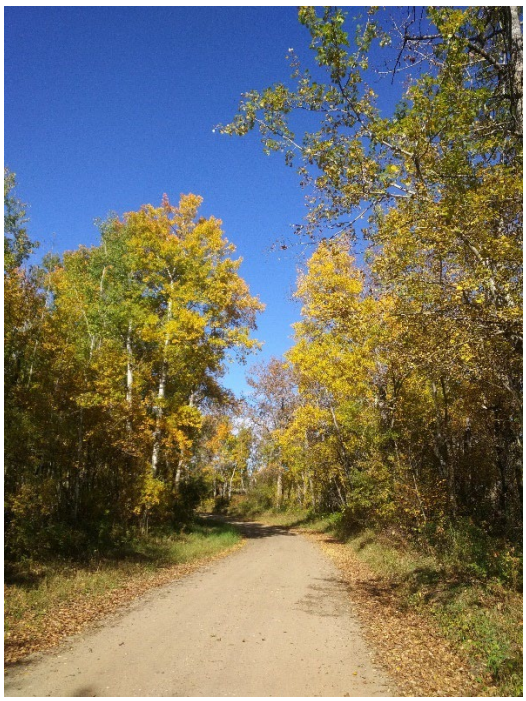
- **Inflation:** Smoky Lake County has used 2% inflation for most costs in 2026 and then 2.2%(based on the Alberta Financial Outlook) to predict the budgets from 2027 outward.
- **Wage and salary** increases are based on Union Contracts:
  - The 2-Year Collective Agreement with Canadian Union of Public Employees (CUPE) Local 4575 expires December 31, 2026. Budgets beyond 2026 have been based on CPI.
  - The Collective Agreement with International Union of Operating Engineers (IUOE Local 955) expires December 31, 2026. Budgets beyond 2026 have been based on CPI.
- The Capital Plan approved by Council with some revisions based on 2025 Council motions.
- The Five-Year Road Plan as approved by Council December 2024.
- The Bridge Plan modified as a result of grant approvals received June, 2025.
- The Local Government Fiscal Framework Capital Grant is the major grant we use to assist with funding roads and equipment. The Province has announced that the 2026 allocation will be $973,518 (a decrease from the 2025 allocation of $995,153).
- Smoky Lake County works with the Town of Smoky Lake, Village of Waskatenau, Village of Vilna to provide services to the region through joint projects. The County also provides services to other governments for a fee.

Cost Sharing Projects

- Smoky Lake Fire Services
- Recreational Community Development Committee
- Highway 28/63 Regional Water Services Commission member
- Village of Vilna and Village of Waskatenau Landfill
- Evergreen Regional Waste Mangement Services Commission member
- Regional Emergency Management
- Northern Lights Library System member
- Physician & Healthcare Professionals Committee
- Family School Liason Program
- Munisight online mapping application
- Regional Heritage Board
- Ukrainian Twinning Committee
- Street Sweeping

Services Provided

- AlbertaTransportation - For Highway Motor Vehicle Accidents
- Highway 28/63 Regional Water Servcies Commission For Administration Services
- Highway 28/63 Regional Water Servcies Commission for Water Operator Services
- Custom Work for the Towns and Villages



Future Outlook

Smoky Lake County receives half of its tax revenue from the oil and gas industry. Fluctuations in the industry created a substantial loss of tax assessment and uncollectable taxes. From 2015 to 2021, the decrease in non residential and machinery and equipment tax assessment was $9 million (over 1.5 million per year in municipal tax revenue).

To recover and balance future budgets, Smoky Lake County will reevaluate capital replacement needs, services levels as well as seek new revenues. Council has created an avenue to encourage business development to provide reliable future assessment and tax revenue. Bylaw 1464-24 Property Tax Exemption for Non-residential development or expansions was passed in the fall of 2024. New or expanded non residential properties can qualify for a reduction in Municipal Taxes dependant on the amount of resulting assessment increase.

	New or Increase in Assessment			
Assessment Increase	$20,000 - $500,000	$500,001 - $1,000,000	$1,000,001 - $5,000,000	Greater than $5,000,000,000
Year 1	100%	100%	100%	100%
Year 2	50%	50%	50%	50%

This is a long-term solution. During the next five years, either increases in the municipal tax rate, new revenue sources, further transfers from reserves (savings), or substantial decreases in projects or services will be needed to balance the 2026-2030 budgets. The 2026 budget will be further reviewed and adjusted by year end of 2025.

Smoky Lake County Total Budget

	BUDGET 2025	BUDGET 2026	BUDGET 2027	BUDGET 2028	BUDGET 2029	BUDGET 2030
OPERATING REVENUE						
Sewer Levy	9,625	9,818	10,034	10,255	10,480	10,711
Penalties	98,300	100,266	102,301	104,377	106,495	108,657
User Fees and Sales of Goods	3,686,150	3,915,011	4,001,066	4,089,014	4,178,892	4,270,746
Investment Income	743,498	758,368	775,052	792,103	809,530	827,339
Development Levies	84500	86,190	88,086	90,024	92,005	94,029
Licenses and Permits	10,500	210,710	214,946	219,266	223,675	228,171
Sales to Other Governments	305,600	369,640	377,772	386,083	394,577	403,258
Provincial Conditional - Operating	724,257	597,687	603,014	608,447	613,989	619,641
TOTAL OPERATING REVENUE	**5,662,430**	**6,047,690**	**6,172,271**	**6,299,569**	**6,429,642**	**6,562,551**
EXPENSES						
Legislative	523,751	534,226	545,979	557,991	570,266	582,812
Administration	1,947,774	1,955,371	1,990,194	2,025,781	2,124,153	2,124,324
Protective Services	1,406,933	1,812,106	1,846,227	2,809,099	1,963,653	2,316,076
Transportation	17,638,916	12,251,702	18,769,679	14,418,021	14,028,798	14,042,547
Water and Sewer	909,630	838,567	911,905	950,647	969,802	989,377
Landfill	650,774	654,806	668,002	681,488	1,195,271	709,356
Further Education	130,000	113,230	113,230	113,230	113,230	113,230
Agricultural Services	1,167,986	1,025,914	1,195,164	1,220,882	1,091,077	1,389,761
Municipal Planning, Community & Economic Development	432,124	438,219	447,543	458,073	467,812	478,764
Recreation and Culture	689,217	850,260	786,702	801,438	1,316,462	781,791
Natural Gas	3,535,900	3,672,238	3,604,791	4,072,552	3,835,921	3,816,571
TOTAL EXPENSES	**29,033,005**	**24,146,639**	**30,879,416**	**28,109,201**	**27,676,444**	**27,344,609**
Deficiency of revenues over expenses before other	**-23,370,575**	**-18,098,949**	**-24,707,146**	**-21,809,632**	**-21,246,802**	**-20,782,057**
Other						
Government Transfers for Capital	5,960,495	1,740,768	6,450,088	3,223,518	3,223,518	3,223,518
Gain on disposal of Tangible Capital Asset	988,151	239,915	294,415	427,539	219,499	290,789
	6,948,646	1,980,683	6,744,503	3,651,057	3,443,017	3,514,307
DEFICIENCY OF REVENUES OVER EXPENSES	**-16,421,929**	**-16,118,266**	**-17,962,643**	**-18,158,575**	**-17,803,785**	**-17,267,750**
Transfers from Reserve	2,663,291	730,757	1,086,757	2,125,490	2,144,475	862,150
Add back Amortization	2,289,300	2,335,022	2,386,268	2,438,638	2,492,159	2,546,855
MUNICIPAL TAX REVENUE REQUIRED	**11,469,338**	**13,052,487**	**14,489,618**	**13,594,447**	**13,167,151**	**13,858,745**

Fund Structure

The County has two funds, Municipal and Natural Gas. The fund structure is used to ensure that costs for each fund are covered only by revenues belonging to that entity. Each fund is budgeted with a modified accrual basis of accounting, similar to the basis used to create the audited financial statements. Revenues and expenses are budgeted for in the year they will be accounted for. Grant revenues are budgeted for in the year they will be used.

Municipal Fund
The municipal Fund is the primary fund used to manage the County's financial resources and obligations. All services are provided from this fund except for Natural Gas.

Natural Gas Fund
The Natural Gas Utility is a user pay utility that supplies natural gas to Smoky Lake County and Vilna properties. It is 100% funded through user fees.

Smoky Lake County Financial Statements are consolidated and therefore include the accounts of all funds held by the County. The Financial Statements are audited annually and are available to the public by April of the following year.

Reserves and Surplus

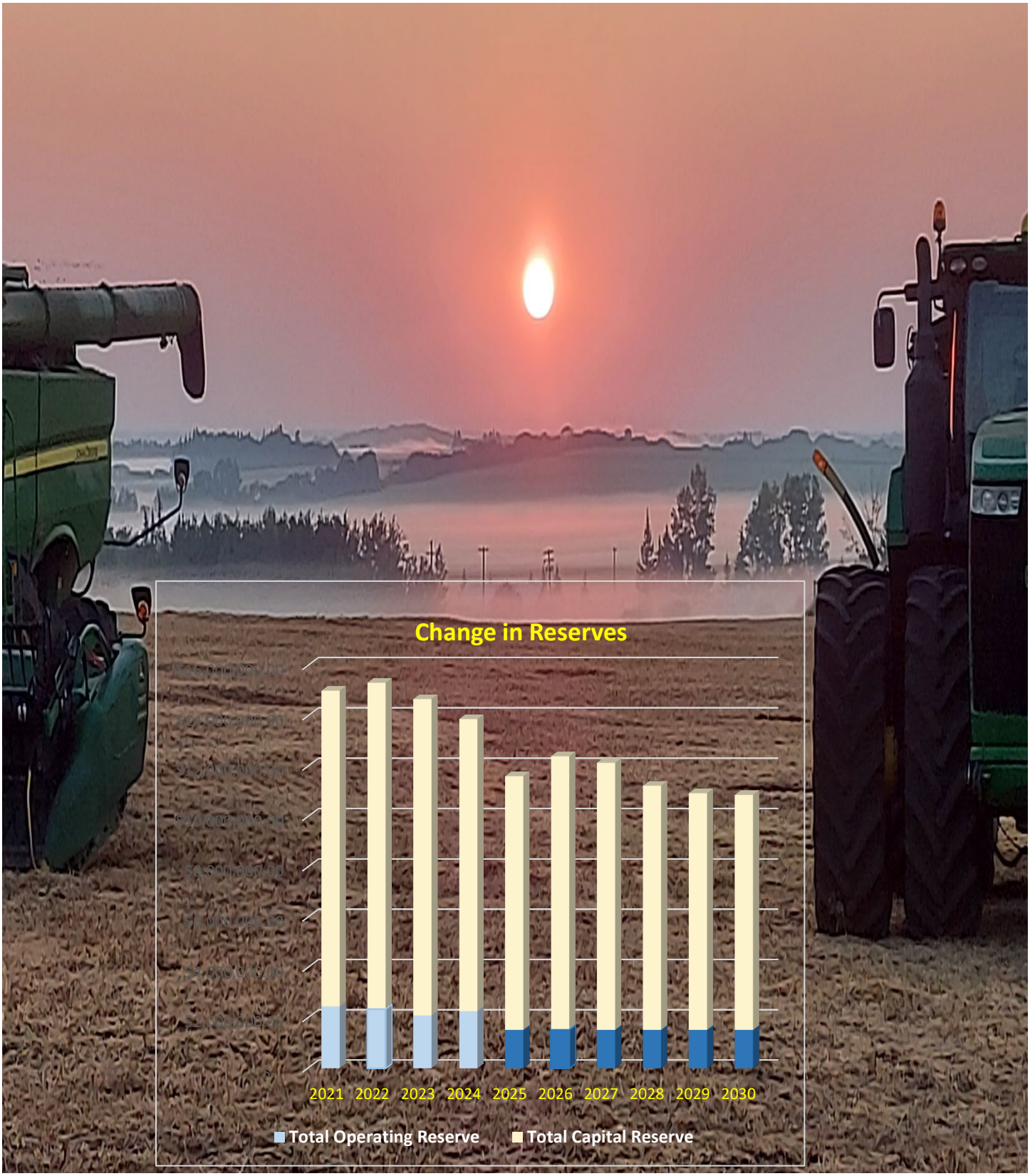
The County keeps reserve funds set aside to provide funding for future expenditures and to ensure sufficient funds are available for emergent issues, as well as, where possible, to avoid the need to incur debt. In note 10 on the financial statements, they are referred to as restricted surplus. Unrestricted surplus consists of surplus funds that were the result of past budget surpluses and may be used for capital or operating purposes as authorized by Council.

10. ACCUMULATED SURPLUS

Accumulated surplus consists of restricted and unrestricted amounts and equity in tangible capital assets as follows:

	2024	2023
Unrestricted surplus	$ 7,996,140	$ 7,478,251
Restricted surplus		
Municipal reserve	52,423	52,423
Reserve - General Capital	1,804,419	2,754,091
Building	1,189,721	1,189,721
Connectivity	476,523	476,523
Fire	1,738,650	1,754,033
Transportation	1,295,609	954,609
Road development	2,204,355	1,819,552
Street sweeper	80,480	61,171
Gravel pit reclamation	477,017	472,542
Gravel pit development	132,533	122,711
Regional waterline	255,559	255,559
Regional landfill	344,160	344,160
Agricultural capital reserve	117,000	167,000
	10,168,449	10,424,095
Municipal general	2,220,508	2,047,358
Gas utility	2,324,421	2,205,094
Total restricted	14,713,378	14,676,547

Budgeted Restricted Surplus (Reserves) Balances:



Restricted Surplus		2025	2026	2027	2028	2029	2030
Municipal Reserve	Funds collected in lieu of subdivision natural reserve	52,422	52,422	52,422	52,422	52,422	52,422
General Operating	Reserves not allocated to projects as well as reserves carried forward to the next year - funding source property taxes and fees	1,476,689	1,476,689	1,476,689	1,476,689	1,476,689	1,476,689
General Capital	Primarily for specific purchases and projects - funding source property taxes and fees	854,362	826,362	876,362	926,362	801,362	826,362
Building Reserve	Building repairs & rehabilitation - funding source property taxes and fees	1,189,721	1,239,721	1,289,721	1,339,721	1,389,721	1,439,721
Fire	For County Fire equipment replacement and fire emergencies - funding source property taxes and fees	1,738,651	1,682,894	1,627,137	852,737	775,297	453,147
Regional Fire	For Regional Fire equipment replacement and fire emergencies - funding source property taxes and fees	0	189,150	378,300	567,450	775,515	983,580
Landfill	For waste equipment and landfill improvements - funding source property taxes and fees	399,160	454,160	509,160	564,160	324,160	379,160
Transportation	For specific public works projects and equipment - funding source property taxes and fees	349,853	948,853	348,853	198,853	48,853	-101,147
Road Development	For roads damaged by natural resource extraction - funding source aggregate license fee	1,730,178	1,809,178	1,888,178	1,958,178	2,028,178	2,098,178
Gravel Pit Reclamation	For the reclamation of gravel pits - funding source gravel sales	465,011	478,011	491,011	504,011	517,011	530,011
Gravel Pit Development	For the development of new gravel pits - funding source gravel sales	146,533	160,533	174,533	188,533	202,533	216,533
Connectivity	For the development or improvement of internet services - funding source was the sale of CCI shares in 2020	476,523	476,523	476,523	476,523	476,523	476,523
Street Sweeper	For the replacement of a regional street sweeper - funding source - fees charged for street sweeping services	80,480	80,480	80,480	80,480	80,480	80,480
Water	For water and sewer projects - funding source property taxes and fees	260,559	265,559	245,559	245,559	245,559	245,559
Agriculture Services	For Agricultural Equipment replacement - funding source property taxes	117,000	177,000	137,000	97,000	157,000	97,000
Gas Reserve	For natural gas projects - funding source gas, odorant.	2,275,421	2,087,421	2,092,421	1,706,876	1,586,876	1,616,876
Total Reserves		**11,612,563**	**12,404,956**	**12,144,349**	**11,235,554**	**10,938,179**	**10,871,094**

2025-2030 Budget Details

Capital Budget

The Capital budget is broken down into 3 sections

Capital Equipment and Projects

The Capital Equipment and Projects Budget includes motions that have revised the 2025 approved budget. Excess equipment was sold at the Ritchie Bros Auction, and the funds were used to purchase further equipment.

2025 - 2030 Capital Budget

Dept		Budget 2025	Budget 2026	Budget 2027	Budget 2028	Budget 2029	Budget 2030
ADM	AGGREGATE LICENSE REV TO RESERVE	200,000	200,000	200,000	200,000	200,000	200,000
ADM	ADMIN BUILDING RESERVE		50,000	50,000	50,000	50,000	50,000
ADM	INTERDEPT DRONE REPLACEMENT					10,000	
ADM	ORTHO PHOTOS RESERVE					25,000	25,000
ADM	**DEPARTMENT TOTAL**	**200,000**	**250,000**	**250,000**	**250,000**	**285,000**	**275,000**
BYLW	UPDATE EMERGENCY LIGHTS - 222B	4,000					
BYLAW	**DEPARTMENT TOTAL**	**4,000**	**-**	**-**	**-**	**-**	**-**
FIRE	REGIONAL CAPITAL RESERVE		189,150	189,150	189,150	208,065	208,065
FIRE	REPLACE SCBA						216,000
FIRE	REPLACE FIRE TRUCK WASK 403				1,000,000		
FIRE	REPLACE RESCUE TRUCK SL 407						200,000
FIRE	REPLACE WATER TRUCK SL 445					100,000	
FIRE	REPLACE COMMAND 410		72,000				
FIRE	REPLACE COMMAND 410A			72,000			
FIRE	**DEPARTMENT TOTAL**	**-**	**261,150**	**261,150**	**1,189,150**	**308,065**	**624,065**
PW	GRADER REPLACEMENT	956,000		1,122,000	795,588	811,500	827,730
PW	GRADER RESERVE		500,000				
PW	PICK UP TRUCK PROGRAM				80,000	80,000	80,000
PW	REPLACE RAM 5500 122		67,500				
PW	REPLACE RAM 5500 119			69,000			
PW	REPLACE SHOP LIGHTS	40,000					
PW	REPLACE SANDING TRUCK 195 RESERVE		60,000	60,000	60,000		
PW	REPLACE SANDING TRUCK 195	500,000					
PW	REPLACE RESERVE FOR WHEEL LOADER	39,000	39,000				
PW	REPLACE PLOW/SANDING TRUCK 108		150,000				
PW	REPLACE BELLY DUMP 111/ 181 / 189			85,000			
PW	REPLACE ROCK TRUCK 608		520,000				
PW	REPLACE EXCAVATOR 627			460,000			
PW	REPLACE KENWORTH T800 197				234,000		
PW	REPLACE SERVICE TRUCK 110		91,800				
PW	REPLACE PRESSURE WASHER 164				17,630		
PW	REPLACE KENWORTH T800 155		180,200				
PW	REPLACE FORKLIFT 623			11,000			
PW	REPLACE BACKHOE 622					230,000	
PW	REPLACE TRACK LOADER 640G				120,000		
PW	REPLACE HYDRO AX 615 (motion 504-25 revised to purcha a track hoe & mulching detachement instead)	351,000					
PW	SIGN TRAILER	18,000					
PW	MOTION 419-25 TO SELL SEVERAL PIECES AT RITCHIE BROS AUCTIONEER						
PW	MOTION 502-25 DUAL PURPOSE DUMP SANDER TRUCK	20,000					
PW	MOTION 503-25 SANDER/PLOW	50,000					
PW	MOTION 504-25 TRACK HOE AND MUL	50,000					
PW	MOTION 505-25 WATER TANKER	365,000					
PW	REPLACE WATER TRUCK 138				350,000		
PW	GRAVEL SALES TO RESERVE	27,000	27,000	27,000	27,000	27,000	27,000
	DEPARTMENT TOTAL	**2,416,000**	**1,635,500**	**1,834,000**	**1,684,218**	**1,148,500**	**934,730**

Dept		Budget 2025	Budget 2026	Budget 2027	Budget 2028	Budget 2029	Budget 2030
P& R	FROM PREV YEARS :MONS LAKE BEACH/EROSION		20,000				
P& R	FROM PREV YEARS: EMERGENCY BOAT LAUNCHES		58,000				
WATER	CREDIT CARD TERMINAL SPEDDEN TF	20,000					
WATER	WARSPITE STATION ROOF	15,000					
WATER	Motion 447-25 SMOKY LAKE TRUCK FILL WATER PUMP	5,700					
WASTE	GARBAGE BINS	20,000					
E & P	MOWER X 2	42,000				50,000	
E & P	TRUCK REPLACEMENT 226C, 227B, 239C				80,000	80,000	80,000
WATER	RESERVE FOR SEWER	5,000	5,000				
WATER	WARSPITE SEWER PUMPS			60,000			
E & P	RESERVE FOR SIGN REPLACEMENT		50,000	50,000	50,000		
E & P	HIGHWAY SIGN REPLACEMENT					500,000	
WASTE	GARBAGE TRUCK RESERVE	50,000	50,000	50,000	50,000		50,000
WASTE	MATRESS SHREDDER RESERVE	5,000	5,000	5,000	5,000	5,000	5,000
WASTE	GARBAGE TRUCK RESERVE					550,000	
	DEPARTMENT TOTAL	**162,700**	**188,000**	**165,000**	**185,000**	**1,185,000**	**135,000**
PLN	HISTORIC DESIGNATION PLAQUE	12,000	12,000	12,000	13,000	13,000	14,000
	DEPARTMENT TOTAL	**12,000**	**12,000**	**12,000**	**13,000**	**13,000**	**14,000**
AG	REPLACE FLEX ARM & MOWER 473/474						
AG	RESERVE FOR EQUIPMENT		60,000	60,000	60,000	60,000	60,000
AG	REPLACE 2016 TRACTOR 472						276,000
AG	REPLACE 2016 TRACTOR 471	300,000					
AG	REPLACE 2019 FLEX ARM AND MOWER 481/482 w. ONE PASS			148,000			
AG	REPLACE 2020 FLEX ARM AND MOWER 483/484 W. ONE PASS				152,000		
	DEPARTMENT TOTAL	**300,000**	**60,000**	**208,000**	**212,000**	**60,000**	**336,000**
	MUNICIPAL TOTAL	**3,094,700**	**2,406,650**	**2,730,150**	**3,533,368**	**2,999,565**	**2,318,795**
GAS	INFRASTRUCTURE LINE REPLACEMENT	50,000	50,000	50,000	50,000	50,000	50,000
GAS	METER READING EQUIPMENT	48,000					
GAS	POLESHED FROM PREV YEARS		60,000				
GAS	RMO REPLACEMENT RESERVE	70,000		50,000	50,000		50,000
GAS	RMO REPLACEMENT		150,000			150,000	
GAS	RMO MODEM REPLACEMENT	16,000					
GAS	TRUCK REPLACMENT - ENTERPRISE		63,000	64,260	65,545		-
GAS	REPLACE PRESSURE RELIEF IN RMO's	45,000	45,000	45,000	45,000		
GAS	REPLACE UNIT 209 DITCH WITCH RT115 TRENCHER				375,000		
GAS	REPLACE UNIT 232 1995 CHEV 3500	40,000					
GAS	REPLACE UNIT 208 2008 CHEV 5500			50,000			
GAS	REPLACE UNIT 204A 2021 GMC 3500 SERVICE TRUCK				70,000		
GAS	REPLACE UNIT 206A 2022 GMC 3500 SERVICE TRUCK					70,000	
GAS	REPLACE UNIT 202A 2023 FORD F350 SERVICE TRUCK						70,000
GAS	PURCHASE GAS DETECTOR	20,000					
	DEPARTMENT TOTAL	**289,000**	**368,000**	**259,260**	**655,545**	**270,000**	**170,000**
	CAPITAL TOTAL	**3,383,700**	**2,774,650**	**2,989,410**	**4,188,913**	**3,269,565**	**2,488,795**

	CAPTIAL FUNDING SOURCES						
	Grant Revenue	5,960,495	1,740,768	6,450,088	3,223,518	3,223,518	3,223,518
	Sales Revenue	456,000	239,915	294,415	427,539	219,499	290,789
	Transfer from Reserve	1,972,791	492,757	991,757	1,639,945	922,440	792,150
	Balance funded from Taxes	3,227,935	3,643,371	4,740,464	4,005,189	3,975,801	3,295,465

Bridge Plan

The Bridge plan comes from the bridge priority listing created by contracted engineers. Annually, the list is reviewed with Council. Due to lack of funding and limited grant opportunities, the bridges are continually pushed out to the future. We have grant funding approved for the bridge work budgeted to take place in 2025 and 2026. Administration will continue to apply for grants for all of the bridge work needed. Each year the plan will be adjusted based on the actual grants that are approved.

		2025			2026		2027		2028		2029	
Bridge #	Location	Total	Grant	reserves	Total	Grant	Total	Grant	Total	Grant	Total	Grant
BF76552	RR132 n of Twp 610	510,070	510,070									
BF08200	Twp 590 w of RR 131	2,690,833	2,346,582	344,251								
BF08201	Twp 594 w of RR 141	2,101,240	1,729,993									
BF00849	Vict Trail e of Hwy 831						929,528	697,146				
BF01772	RR 153 s of Twp 584				415,000	311,250						
BF70923	RR 155 n of Hwy 28						336,840	252,630				
BF07814	RR 163 s of Twp 600						190,523	142,892				
BF74018	RR 170 n of Twp 584A						269,577	202,183				
BF72828	RR 131 n of Twp 602						316,529	237,397				
BF70497	RR191 s of Twp 604						1,134,096	850,572				
BF06788	RR 151 s of Twp 590				668,800	456,000						
BF01603	RR1 193 n of Hwy 28						310,000	232,500				
BF00781	RR172 n of Twp 584						1,191,000	893,250				
BF79073	RR 132 n o fTwp 590						1,200,000	900,000				
BF80532	Twp 604 w of RR 191	233,756		233,756								
BF74017	Twp 584 e of RR 171	275,000		275,000								
BF08199	RR 133 s of Hwy 28	199,028		199,028								
BF75780	RR 131 n of Twp 590	223,800	167,850									
BF06872	RR 163 n of Hwy 28						118,000	88,500				
BF00490	Twp 590A w of RR 155											
BF76438	RR 180 s of Twp 620						200,000	150,000				
BF70734	Twp 604 e of RR170						131,000	98,250				
BF07798	RR 174 n of Twp 594						200,000	150,000				
BF70165	RR 165 n of Twp 585						575,000	431,250				
BF08907	RR 180 s of Hwy 28						200,000	150,000				
BF75613	Twp 602 n of RR 130								1,000,000	750,000		
BF75612	RR 163 n of Twp 604A								1,000,000	750,000		
BF70918	Twp 612 e of RR 175								500,000	375,000		
BF8908	Twp 592 e of RR 190								500,000	375,000		
BF76437	Vic Trail w of RR 190										1,000,000	750,000
BF80908	RR 140 s pf Tw[592										1,000,000	750,000
BF75968	RR 180 s of Twp 620										1,000,000	750,000
Capital Total		6,233,727	4,754,495	1,052,035	1,083,800	767,250	7,302,093	5,476,570	3,000,000	2,250,000	3,000,000	2,250,000

Road Plan

The Road Plan is reviewed and updated annually in Policy 03-18 Five-Year Road Plan

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 betwee 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
RR 130 between Twp 602- Twp 611A	MG2621	6	5.5		$ 110,000.00		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
		21		Total	$ 344,000.00	$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

Operating Revenues

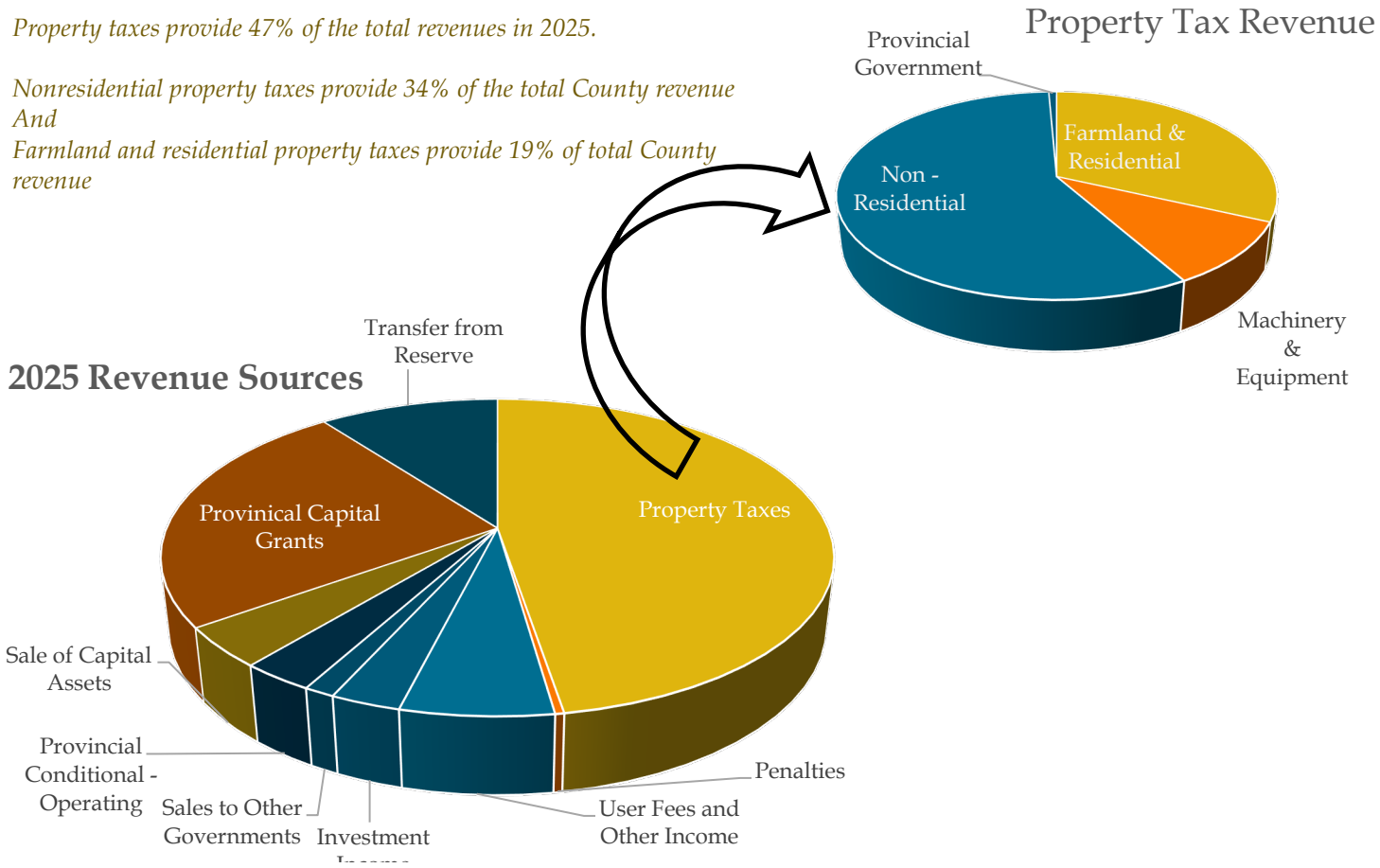
Revenues for the County come from:

- ✓ Taxes – the municipal tax revenue net of requisitions for education and seniors
- ✓ Other Income– includes penalties, user fees, permits, levies, and licenses
- ✓ Sales to other Governments – fees charged for all services provided to other Municipalities, and other levels of Governement.
- ✓ Operating Grants – Grants for non capital activities such as FCSS, Communicty Adult Learning, Local Government Funding Framework Operating Grant, etc.

	BUDGET 2025	BUDGET 2026	BUDGET 2027	BUDGET 2028	BUDGET 2029	BUDGET 2030
OPERATING REVENUE						
Taxes required to balance	11,478,963	13,062,305	14,499,652	13,604,702	13,177,631	13,869,456
Other Income	1,501,048	1,886,207	1,927,057	1,968,794	2,011,434	2,054,999
Sales to Other Governments	305,600	369,640	377,772	386,083	394,577	403,258
Operating Grants	724,257	597,687	603,014	608,447	613,989	619,641
Transfer from Operating Reserve	521,500	0	0	0	0	0
TOTAL OPERATING REVENUE	**14,531,368**	**15,915,839**	**17,407,495**	**16,568,026**	**16,197,631**	**16,947,353**

Property taxes provide 47% of the total revenues in 2025.

Nonresidential property taxes provide 34% of the total County revenue And
Farmland and residential property taxes provide 19% of total County revenue



Property Taxes

Property Taxes are calculated by multiplying the ***property assessment x the municipal tax rates***. The Property Assessment is a value placed on the land and buildings. Smoky Lake County contracts assessment services out. The tax rates are set by Council to ensure that there is enough revenue to pay for the expenses approved.

From 2015 to 2020, the non-residential taxable assessment decreased while the rate remained the same or lower. For those 5 years, revenues decreased, and the County was not able to keep up with equipment replacement. Since 2020, the assessment has been increasing, and rates have been increasing to bring revenues up, however they are still over $1,000,000 less then they would have been if we kept up with the rate of increasing costs.

Current tax rates are

Tax Rate	Residential	Farmland	Non Residential	Non Residential Small Business	Machinery and Equipment
Municipal	5.3686	13.2753	22.4452	21.9292	22.4452
Education	2.705	2.705	3.8925	3.8925	
Seniors Foundation	.6701	.6701	.6701	.6701	.6701
Total Tax Rate	**8.7437**	**16.6504**	**27.0078**	**26.4918**	**23.1153**

If we base tax revenue on predicted inflation, it will not be enough to meet the budget needs for future years. In order to achieve a balanced budget, the County will need to reevaluate capital equipment and infrastructure replacement, services, as well as seek development and other revenue sources.

Taxes						
Farmland	764,266	$782,608	$799,826	$817,422	$835,405	$853,784
Residential	2,134,784	$2,186,019	$2,234,111	$2,283,262	$2,333,493	$2,384,830
Machinery & Equipment	1,271,997	1,302,525	1,331,180	1,360,466	1,390,396	1,420,985
Non - Residential	7,198,159	7,370,915	7,533,075	7,698,803	7,868,177	8,041,277
TOTAL OPERATING REVENUE	11,369,206	11,642,067	11,898,192	12,159,952	12,427,471	12,700,876
Write Offs	3,000	3,060	3,121	3,183	3,247	3,312
Net Municipal Taxes	**11,366,206**	**11,639,007**	**11,895,071**	**12,156,769**	**12,424,224**	**12,697,564**
MUNICIPAL TAX REVENUE REQUIRED	11,366,206	13,052,487	14,489,618	13,594,447	13,167,151	13,858,745
PREDICTED SHORTFALL	0	$1,413,480	$2,594,547	$1,437,677	$742,926	$1,161,181

Other Income

Other Income revenue comes from gas/water/sewer charges, sales of goods and services, campsite fees, landfill fees, development levies, licenses and permits, and investment income. These revenues have been budgeted using increases for inflation only. There are currently no plans to add services that would increase fees.

	2025	2026	2027	2028	2029	2030
Other Income						
Sewer Levy	88,300	90,066	91,876	93,723	95,607	97,529
Penalties	624,250	791,873	809,219	826,946	845,059	863,569
User Fees and Sales of Goods	3,686,150	3,915,011	4,001,066	4,089,014	4,178,892	4,270,746
Investment Income	84,500	86,190	88,086	90,024	92,005	94,029
Development Levies	10,500	210,710	214,946	219,266	223,675	228,171
Licenses and Permits	305,600	369,640	377,772	386,083	394,577	403,258
Other Income	**4,799,300**	**5,463,490**	**5,582,965**	**5,705,056**	**5,829,814**	**5,957,302**

Sales to Other Government

Sales to Other Government is the revenue we receive for providing services to other Governments (attend highway MVAs, Manage Highway 28/63 Regional Water Services Commission, as well as cost share agreements).

	2025	2026	2027	2028	2029	2030
Sales to Other Governments	**305,600**	**369,640**	**377,772**	**386,083**	**394,577**	**403,258**

Grants

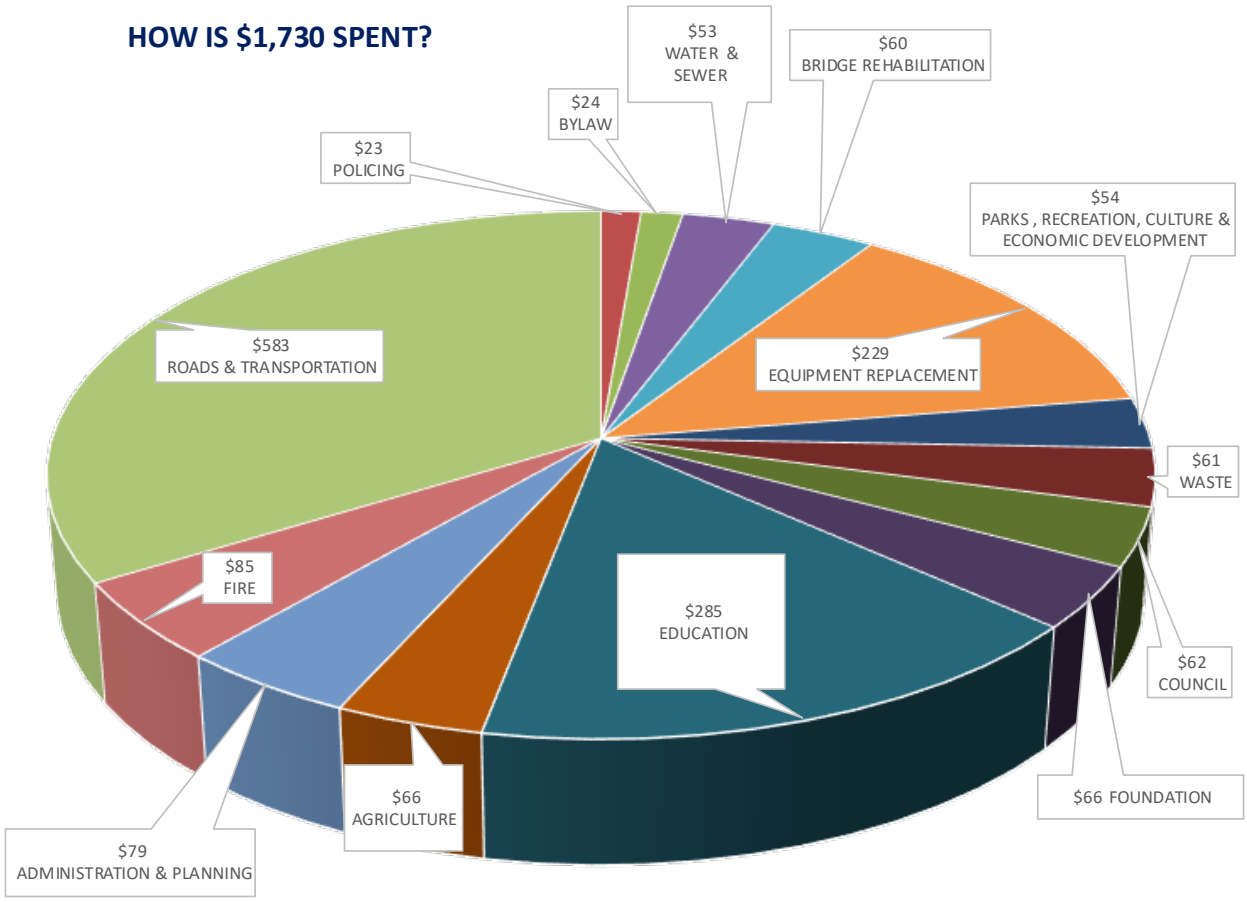
The five year plan includes the following estimated operating grants:

- Local Government Fiscal Framework (LGFF) Operating $200,000 per year
- Family and Community Social Services (FCSS) $97,506 per year
- Agricultural Services Board Operating Grant $166,247 per year
- Community Adult Learning Operating Grant $113,230 per year
- Alberta Community Partnership Grants which are dependent on the projects

- Canada Summer Jobs Grant $5,000-$10,000 per year

Operating Expenses

Expenses are tracked per department. The chart below shows how the average residential property tax levy of $1,730 in 2025 is allocated to the departments.



Budget Overview by Department

Legislative Services includes all Council costs (payroll, supplies, and expenses).

	BUDGET 2025	BUDGET 2026	BUDGET 2027	BUDGET 2028	BUDGET 2029	BUDGET 2030
OPERATING EXPENSES						
Salaries, Wages, and Benefits						
Salaries &Wages	$346,298	$353,224	$360,995	$368,937	$377,053	$385,349
Benefits	86,930	88,669	90,620	92,613	94,651	96,733
Contracted and General Services						
Mileage	34,968	35,667	36,452	37,254	38,073	38,911
Meals and Lodgings	23,770	24,245	24,778	25,324	25,881	26,450
Membership & Conference Fees	15,185	15,489	15,830	16,178	16,534	16,898
Telephone & Communication	6,100	6,222	6,359	6,499	6,642	6,788
Other Services	1,500	1,530	1,564	1,598	1,633	1,669
Materials, Goods, and Utilities						
Office/Food/Janitorial Supplies	3,000	3,060	3,127	3,196	3,266	3,338
Computer Supplies	6,000	6,120	6,255	6,392	6,533	6,677
	523,751	534,226	545,979	557,991	570,266	582,812
Total Operations	**-523,751**	**-534,226**	**-545,979**	**-557,991**	**-570,266**	**-582,812**

Other Government Services includes intergovernmental relations, grants to organizations, and election costs.

	BUDGET 2026	BUDGET 2027	BUDGET 2028	BUDGET 2029	BUDGET 2030
OPERATING REVENUE					
Other Income					
User Fees and Sales of Goods	$510	$521	$533	$544	$556
Grants					
TOTAL OPERATING REVENUE	**510**	**521**	**533**	**544**	**556**
OPERATING EXPENSES					
Salaries, Wages, and Benefits				**26000**	
Contracted and General Services					
Mileage				1000	
Meals and Lodgings	5,100	5,212	5,327	5,444	5,564
Other Services	510	521	533	544	556
Rent & Lease					
Materials, Goods, and Utilities					
Office/Food/Janitorial Supplies	510	521	533	544	556
Other General Supplies	10,200	10,424	10,654	10,888	11,128
Transfers to Local Boards & Agencies	**30,600**	**31,273**	**31,961**	**32,664**	**33,383**
	46,920	47,952	49,007	77,085	51,187
Total Operations	**-46,410**	**-47,431**	**-48,475**	**-76,541**	**-50,631**

Administrative Services includes costs for the finance and administration activities of the County; including Information, Communication, and Geographical Information Systems. Funds are being transferred from reserves in 2025 to decrease the tax burden. No changes to service levels are proposed.

	BUDGET 2025	BUDGET 2026	BUDGET 2027	BUDGET 2028	BUDGET 2029	BUDGET 2030
OPERATING REVENUE						
Other Income						
Penalties	$4,000	$4,080	$4,170	$4,261	$4,355	$4,451
User Fees and Sales of Goods	112,200	114,444	116,962	119,535	122,165	124,852
Investment Income	693,498	707,368	722,930	738,835	755,089	771,701
Sales to Other Governments	**78,000**	**78,000**	**79,716**	**81,470**	**83,262**	**85,094**
Grants						
Provincial Conditional - Operating	250,604	233,834	233,834	233,834	233,834	233,834
Transfer from Operating Reserve	**521,500**	**0**	**0**	**0**	**0**	**0**
TOTAL OPERATING REVENUE	**1,659,802**	**1,137,726**	**1,157,612**	**1,177,935**	**1,198,705**	**1,219,932**
OPERATING EXPENSES						
Salaries, Wages, and Benefits						
Salaries &Wages	635,610	657,166	671,624	686,399	701,500	716,933
Benefits	158,000	161,160	164,706	168,329	172,032	175,817
Contracted and General Services						
Mileage	4,700	4,794	4,899	5,007	5,117	5,230
Meals and Lodgings	11,660	11,893	12,155	12,422	12,695	12,975
Membership & Conference Fees	19,250	19,635	20,067	20,508	20,960	21,421
Freight, Express, Postage	21,000	21,420	21,891	22,373	22,865	23,368
Telephone & Communication	38,250	39,015	39,873	40,751	41,647	42,563
Training	12,300	12,546	12,822	13,104	13,392	13,687
Advertising, Printing, Subscriptions	43,800	44,676	45,659	46,663	47,690	48,739
Accounting & Auditing	35,000	35,700	36,485	37,288	38,108	38,947
Legal Fees	20,000	20,400	20,849	21,307	21,776	22,255
Assessor Fees	150,000	153,000	156,366	159,806	163,322	166,915
Other Consulting	2,000	2,040	2,085	2,131	2,178	2,226
Computer Programing	102,410	104,458	106,756	109,105	111,505	113,958
Insurance	115,000	117,300	119,881	122,518	125,213	127,968
Other Services	98,000	99,960	102,159	104,407	106,704	109,051
Materials, Goods, and Utilities	**0**	**0**	**0**	**0**	**0**	**0**
Office/Food/Janitorial Supplies	22,000	22,440	22,934	23,438	23,954	24,481
Computer Supplies	15,100	15,402	15,741	16,087	16,441	16,803
Utilities	53,609	54,681	55,884	57,113	58,370	59,654
Employee Recognition	23,000	23,460	23,976	24,504	25,043	25,594
Other General Supplies	2,000	2,040	2,085	2,131	2,178	2,226
Transfers to Local Boards & Agencie	**38,080**	**19,472**	**17,409**	**15,301**	**13,147**	**10,945**
Bank Charges & Interest	**4,000**	**4,080**	**4,162**	**4,245**	**4,330**	**4,417**
Contingency	**33,372**					
	1,658,141	1,646,738	1,680,467	1,714,938	1,750,167	1,786,172
Total Operations	**1,661**	**-509,012**	**-522,855**	**-537,003**	**-551,462**	**-566,240**

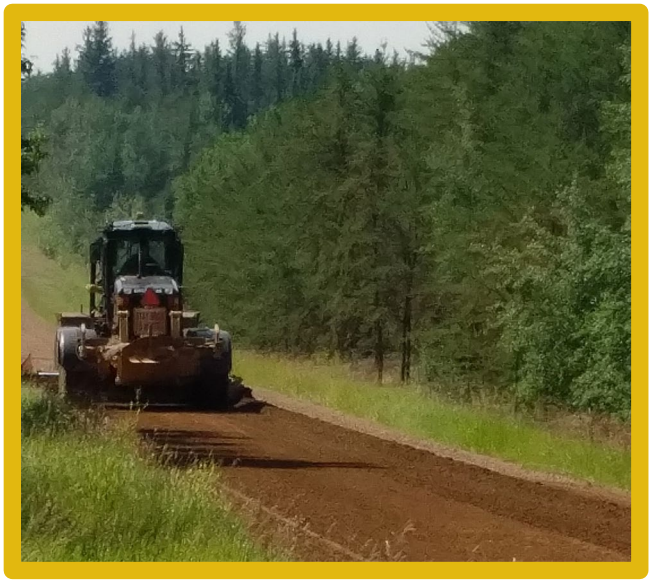
Protective Services includes Fire and Emergency Response, Disaster Management, Contribution to Policing, and Bylaw Enforcement.

Fire Services are tracked by the department. Different agreements have been reached with each urban municipality establishing how much the County pays. Beginning 2026, the budget reflects the proposed budget for Fire regionalization. Funds are transferred to reserves each year to ensure that Fire Equipment can be replaced when necessary.

	BUDGET 2025	BUDGET 2026	BUDGET 2027	BUDGET 2028	BUDGET 2029	BUDGET 2030
OPERATING REVENUE						
Other Income						
User Fees and Sales of Goods	$5,100	$161,020	$164,562	$168,183	$171,883	$175,664
Sales to Other Governments	177,600	240,640	245,934	251,345	256,874	262,525
Grants						
Provincial Conditional - Operating	10,000					
TOTAL OPERATING REVENUE	**192,700**	**401,660**	**410,497**	**419,527**	**428,757**	**438,190**
OPERATING EXPENSES						
Salaries, Wages, and Benefits						
Salaries &Wages	411,475	501,812	512,852	524,135	535,666	547,450
Benefits	96,618	113,914	116,420	118,981	121,599	124,274
Contracted and General Services						
Mileage		1,500	1,533	1,567	1,601	1,636
Meals and Lodgings	16,000	19,040	19,459	19,887	20,324	20,772
Membership & Conference Fees	6,500	8,010	8,186	8,366	8,550	8,738
Freight, Express, Postage	1,200					
Telephone & Communication	5,650	13,292	13,584	13,883	14,189	14,501
Training	73,500	39,550	40,420	41,309	42,218	43,147
Advertising, Printing, Subscriptions	1,500	2,010	2,054	2,099	2,146	2,193
Computer Programing	11,440	8,334	8,517	8,705	8,896	9,092
Insurance	39,000	42,482	43,417	44,372	45,348	46,346
Other Services	453,400	525,559	537,121	548,938	561,015	573,357
Materials, Goods, and Utilities						
Office/Food/Janitorial Supplies	4,000	4,080	4,170	4,261	4,355	4,451
Fuel/Parts/ Etc	75,500	68,856	70,371	71,919	73,501	75,118
Computer Supplies	6,350	4,713	4,817	4,923	5,031	5,142
Employee Recognition	6,500	26,000	26,572	27,157	27,754	28,365
Other General Supplies	83,000	58,342	59,626	60,937	62,278	63,648
Amortization	111,300	113,462	115,958	118,509	121,116	123,781
	1,402,933	1,550,956	1,585,077	1,619,949	1,655,588	1,692,011
Total Operations	**-1,210,233**	**-1,149,296**	**-1,174,581**	**-1,200,421**	**-1,226,831**	**-1,253,821**

Transportation Services covers all aspects of fleet and road maintenance. The transportation budget tracks all road maintenance/operations costs.

	BUDGET 2025	BUDGET 2026	BUDGET 2027	BUDGET 2028	BUDGET 2029	BUDGET 2030
OPERATING REVENUE						
Other Income						
User Fees and Sales of Goods	$230,000	$234,400	$239,557	$244,827	$250,213	$255,718
Licenses and Permits	10,000	10,200	10,424	10,654	10,888	11,128
Grants						
TOTAL OPERATING REVENUE	**240,000**	**244,600**	**249,981**	**255,481**	**261,101**	**266,846**
OPERATING EXPENSES						
Salaries, Wages, and Benefits						
Salaries &Wages	3,170,551	3,365,824	3,439,872	3,515,549	3,592,891	3,671,935
Benefits	628,120	640,682	654,777	669,182	683,904	698,950
WCB	85,000	86,700	88,607	90,557	92,549	94,585
Contracted and General Services						
Meals and Lodgings	8,000	8,160	8,340	8,523	8,710	8,902
Membership & Conference Fees	4,000	4,080	4,170	4,261	4,355	4,451
Freight, Express, Postage	16,750	17,085	17,461	17,845	18,238	18,639
Telephone & Communication	22,600	23,052	23,559	24,077	24,607	25,149
Training	29,000	29,580	30,231	30,896	31,576	32,270
Advertising, Printing, Subscriptions	3,500	3,570	3,649	3,729	3,811	3,895
Engineering Fees	90,143	91,946	93,969	96,036	98,149	100,308
Computer Programing	11,425	11,654	11,910	12,172	12,440	12,714
Insurance	82,500	84,150	86,001	87,893	89,827	91,803
Other Services	448,250	457,215	467,274	477,554	488,060	498,797
Materials, Goods, and Utilities						
Office/Food/Janitorial Supplies	45,850	46,767	47,796	48,847	49,922	51,020
Fuel/Parts/ Etc	1,350,000	1,608,567	1,535,427	1,457,484	1,421,900	1,467,477
Offset to Capital Road Program	-1,999,794	-2,258,361	-2,185,221	-2,107,278	-2,071,694	-2,117,271
Gravel	490,000	499,800	510,796	522,033	533,518	545,255
Computer Supplies	6,300	6,426	6,567	6,712	6,860	7,010
Utilities	129,200	131,784	134,683	137,646	140,674	143,769
Other General Supplies	768,000	783,360	800,594	818,207	836,208	854,604
Amortization	**1,600,000**	**1,632,000**	**1,667,904**	**1,704,598**	**1,742,099**	**1,780,425**
	6,989,395	7,274,041	7,448,365	7,626,525	7,808,604	7,994,689
Total Operations	**-6,749,395**	**-7,029,441**	**-7,198,384**	**-7,371,044**	**-7,547,503**	**-7,727,843**



Environmental Services

- ✓ **Water** services consist of
  - water distribution in Warspite
  - the Truck fills located in Waskatenau, Warspite, Smoky Lake, Bellis, and Spedden.
  - Contracted water services to Highway 28/63 Water Services Commission
- ✓ **Sewer** provides sewer services in Warspite and Bellis
- ✓ **Waste** services covers:
  - all the waste removal to Evergreen
  - transfer stations
  - landfill costs in Bellis, Spedden and Smoky Lake
  - mini transfer sites located throughout the County
  - A portion of the landfill costs in Waskatenau and Vilna

	BUDGET 2025	BUDGET 2026	BUDGET 2027	BUDGET 2028	BUDGET 2029	BUDGET 2030
OPERATING REVENUE						
Taxes						
Sewer Levy	$9,625	$9,818	$10,034	$10,255	$10,480	$10,711
Other Income						
Penalties	300	306	313	320	327	334
User Fees and Sales of Goods	239,450	243,759	249,122	254,602	260,204	265,928
Sales to Other Governments	**50,000**	**51,000**	**52,122**	**53,269**	**54,441**	**55,638**
Grants						
TOTAL OPERATING REVENUE	**299,375**	**304,883**	**311,590**	**318,445**	**325,451**	**332,611**
OPERATING EXPENSES						
Salaries, Wages, and Benefits						
Salaries &Wages	607,284	627,144	640,941	655,042	669,453	684,181
Benefits	124,700	127,194	129,992	132,852	135,775	138,762
Contracted and General Services						
Mileage	200	204	208	213	218	223
Meals and Lodgings	6,000	6,120	6,255	6,392	6,533	6,677
Membership & Conference Fees	3,000	3,060	3,127	3,196	3,266	3,338
Freight, Express, Postage	950	969	990	1,012	1,034	1,057
Telephone & Communication	13,100	13,362	13,656	13,956	14,263	14,577
Training	2,500	2,550	2,606	2,663	2,722	2,782
Advertising, Printing, Subscriptions						
Engineering Fees						
Computer Programing	17,140	17,483	17,868	18,261	18,662	19,073
Insurance	10,100	10,302	10,529	10,760	10,997	11,239
Other Services	229,380	233,968	239,115	244,376	249,752	255,247
Materials, Goods, and Utilities						
Fuel/Parts/ Etc	106,350	108,477	110,863	113,302	115,795	118,343
Computer Supplies	9,450	9,639	9,851	10,068	10,289	10,516
Utilities	29,050	29,631	30,283	30,949	31,630	32,326
Other General Supplies	25,600	26,112	26,686	27,274	27,874	28,487
Bank Charges & Interest	1,900	1,938	1,981	2,024	2,069	2,114
Amortization	**211,000**	**215,220**	**219,955**	**224,794**	**229,739**	**234,794**
	1,397,704	1,433,373	1,464,907	1,497,135	1,530,072	1,563,734
Total Operations	**-1,098,329**	**-1,128,490**	**-1,153,317**	**-1,178,690**	**-1,204,621**	**-1,231,123**

Family and Community Support Services (FCSS)

Smoky Lake County receives an FCSS grant from the Province of Alberta. The County is required to contribute municipal funds equal to 25% of the grant. The Provincial portion is provided to Aspen View Public Schools Division for the Family School Liaison Worker (FSLW) Program.

The County portion is provided to local groups and organizations for qualifying FCSS programs. Details can be found in Policy 08-17 FCSS Grants.

	BUDGET 2025	BUDGET 2026	BUDGET 2027	BUDGET 2028	BUDGET 2029	BUDGET 2030
OPERATING REVENUE						
Grants						
Provincial Conditional - Operating	$97,506	$97,506	$97,506	$97,506	$97,506	$97,506
TOTAL OPERATING REVENUE	**97,506**	**97,506**	**97,506**	**97,506**	**97,506**	**97,506**
OPERATING EXPENSES						
Transfers to Local Boards & Agencies	121,883	121,883	121,883	121,883	121,883	121,883
	121,883	121,883	121,883	121,883	121,883	121,883
Total Operations	**-24,377**	**-24,377**	**-24,377**	**-24,377**	**-24,377**	**-24,377**

Planning Services manages land use in the County including long-range planning and forecasting, designating historic resources, processing road closures, reviewing Real Property Reports, reviewing and issuing Development Permits, formulating land use plans and policies and conducting public consultation on proposed land use changes.

	BUDGET 2025	BUDGET 2026	BUDGET 2027	BUDGET 2028	BUDGET 2029	BUDGET 2030
OPERATING REVENUE						
Other Income						
Development Levies	$84,500	$86,190	$88,086	$90,024	$92,005	$94,029
Grants						
Provincial Conditional - Operating	99,900					
TOTAL OPERATING REVENUE	**184,400**	**86,190**	**88,086**	**90,024**	**92,005**	**94,029**
OPERATING EXPENSES						
Salaries, Wages, and Benefits						
Salaries &Wages	137,703	138,150	141,189	144,295	147,470	150,714
Benefits	34,500	35,190	35,964	36,755	37,564	38,390
Other Wages	2,500	2,550	2,606	2,663	2,722	2,782
Contracted and General Services						
Mileage	3,300	3,366	3,440	3,516	3,593	3,672
Meals and Lodgings	6,000	6,120	6,255	6,392	6,533	6,677
Membership & Conference Fees	4,500	4,590	4,691	4,794	4,900	5,007
Telephone & Communication	900	918	938	959	980	1,001
Training	2,500	2,550	2,606	2,663	2,722	2,782
Advertising, Printing, Subscriptions	8,000	8,160	8,340	8,523	8,710	8,902
Computer Programing	5,720	5,834	5,962	6,094	6,228	6,365
Insurance	350	357	365	373	381	389
Other Services	185,750	189,465	193,633	197,893	202,247	206,696
Materials, Goods, and Utilities						
Computer Supplies	3,150	3,213	3,284	3,356	3,430	3,505
	394,873	400,463	409,273	418,277	427,479	436,884
Total Operations	**-210,473**	**-314,273**	**-321,187**	**-328,253**	**-335,475**	**-342,855**

Agriculture Service Board supports the Agricultural Industry through the provision of pest control, weed inspection/spraying, roadside mowing, as well as dog control. The department contributes to the Lakeland Agricultural Research Association (LARA) annually.

	BUDGET 2025	BUDGET 2026	BUDGET 2027	BUDGET 2028	BUDGET 2029	BUDGET 2030
OPERATING REVENUE						
Other Income						
Licenses and Permits	$500	$510	$521	$533	$544	$556
Grants						
Provincial Conditional - Operating	166,247	166,247	169,572	172,963	176,422	179,950
TOTAL OPERATING REVENUE	**166,747**	**166,757**	**170,093**	**173,496**	**176,966**	**180,506**
OPERATING EXPENSES						
Salaries, Wages, and Benefits						
Salaries &Wages	390,942	479,329	489,874	500,651	511,666	522,922
Benefits	75,904	77,422	79,125	80,866	82,645	84,463
Contracted and General Services						
Mileage	5,000	5,100	5,212	5,327	5,444	5,564
Meals and Lodgings	9,150	9,333	9,538	9,748	9,963	10,182
Membership & Conference Fees	9,000	9,180	9,382	9,588	9,799	10,015
Freight, Express, Postage	5,000	5,100	5,212	5,327	5,444	5,564
Telephone & Communication	2,500	2,550	2,606	2,663	2,722	2,782
Training	5,500	5,610	5,733	5,860	5,988	6,120
Advertising, Printing, Subscriptions	800	816	834	852	871	890
Other Consulting	65,000	66,300	67,759	69,249	70,773	72,330
Computer Programing	5,720	5,834	5,962	6,094	6,228	6,365
Insurance	16,000	16,320	16,679	17,046	17,421	17,804
Other Services	20,400	20,808	21,266	21,734	22,212	22,700
Materials, Goods, and Utilities						
Office/Food/Janitorial Supplies	15,730	16,045	16,398	16,759	17,127	17,504
Fuel/Parts/ Etc	89,000	90,780	92,777	94,818	96,904	99,036
Chemicals	75,000	76,500	78,183	79,903	81,661	83,457
Computer Supplies	3,150	3,213	3,284	3,356	3,430	3,505
Utilities	4,690	4,784	4,889	4,997	5,107	5,219
Other General Supplies	8,500	8,670	8,861	9,056	9,255	9,459
Amortization	**61,000**	**62,220**	**63,589**	**64,988**	**66,418**	**67,879**
	867,986	965,914	987,164	1,008,882	1,031,077	1,053,761
Total Operations	**-701,239**	**-799,157**	**-817,071**	**-835,386**	**-854,111**	**-873,254**

Economic Development Services include funds provided for Doctor Recruitment and Retention along with some advertising. There are currently no funds allocated to Regional Economic Development.

	BUDGET 2025	BUDGET 2026	BUDGET 2027	BUDGET 2028	BUDGET 2029	BUDGET 2030
OPERATING EXPENSES						
Salaries, Wages, and Benefits						
Salaries &Wages	$2,240	$2,285	$2,330	$2,377	$2,425	$2,474
Benefits	1,011	1,031	1,052	1,073	1,095	1,117
Other Wages	5,000	5,100	5,202	5,306	5,412	5,520
Contracted and General Services						
Mileage	800	816	832	849	866	883
Meals and Lodgings	500	510	520	530	541	552
Advertising, Printing, Subscriptions	1,000	1,020	1,040	1,061	1,082	1,104
Computer Programing						
Other Services	14,700	14,994	15,294	15,600	15,912	16,230
Materials, Goods, and Utilities						
	25,251	25,756	26,270	26,796	27,333	27,880
Total Operations	**-25,251**	**-25,756**	**-26,270**	**-26,796**	**-27,333**	**-27,880**

Recreation and Cultural Services include the maintenance of all County owned parks, boat launches, and campgrounds. The operations of the campgrounds at Hanmore Lake, Kaduk Lake, and Mons Lake are contracted out. This department also includes grants to the Agricultural Societies and Northern Lights Library, maintenance of the Iron Horse Trail and costs of the Heritage Board.

	BUDGET 2025	BUDGET 2026	BUDGET 2027	BUDGET 2028	BUDGET 2029	BUDGET 2030
OPERATING REVENUE						
Other Income						
User Fees and Sales of Goods	$37,000	$37,740	$38,495	$39,266	$40,050	$40,850
Grants						
Provincial Conditional - Operating	100,000	100,100	102,102	104,144	106,227	108,351
TOTAL OPERATING REVENUE	**137,000**	**137,840**	**140,597**	**143,410**	**146,277**	**149,201**
OPERATING EXPENSES						
Salaries, Wages, and Benefits						
Salaries &Wages	235,687	263,440	268,709	274,084	279,566	285,157
Benefits	54,010	55,090	56,192	57,316	58,462	59,632
Contracted and General Services						
Mileage						
Meals and Lodgings	2,400	2,448	2,496	2,546	2,596	2,648
Telephone & Communication	1,800	1,836	1,872	1,910	1,948	1,986
Training						
Advertising, Printing, Subscriptions	3,000	3,060	3,120	3,183	3,246	3,312
Computer Programing	5,720	5,834	5,951	6,070	6,191	6,315
Insurance	10,000	10,200	10,404	10,612	10,824	11,040
Other Services	13,550	13,821	14,098	14,380	14,667	14,959
Materials, Goods, and Utilities						
Office/Food/Janitorial Supplies	6,000	6,120	6,242	6,367	6,494	6,624
Fuel/Parts/ Etc	29,200	29,784	30,379	30,986	31,606	32,238
Computer Supplies	3,150	3,213	3,277	3,343	3,410	3,478
Utilities	7,200	7,344	7,490	7,640	7,792	7,948
Other General Supplies	13,500	13,770	14,046	14,326	14,612	14,903
Transfers to Local Boards & Agencies	243,000	244,080	248,962	253,942	259,020	264,202
Amortization	**61,000**	**62,220**	**63,464**	**64,733**	**66,028**	**67,349**
	689,217	722,260	736,702	751,438	766,462	781,791
Total Operations	**-552,217**	**-584,420**	**-596,105**	**-608,028**	**-620,185**	**-632,590**

Natural Gas Services distribute natural gas to County and Vilna Residents. The department also supplies odorant to other gas co-ops. The Gas department operates financially independent of Smoky Lake County.

Natural gas profit is highly dependent on consumption. When the winder weather is mild and consumption is low the gross margin decreases. Future years are predicted to gradually increase, however this will need to be reviewed each budget year.

	BUDGET 2025	BUDGET 2026	BUDGET 2027	BUDGET 2028	BUDGET 2029	BUDGET 2030
OPERATING REVENUE						
Other Income						
Penalties	10,000	10,200	10,424	10,654	10,888	11,128
User Fees and Sales of Goods	3,061,900	3,123,138	3,191,847	3,262,068	3,333,833	3,407,177
Investment Income	50,000	51,000	52,122	53,269	54,441	55,638
Grants						
TOTAL OPERATING REVENUE	**3,121,900**	**3,184,338**	**3,254,393**	**3,325,990**	**3,399,162**	**3,473,943**
OPERATING EXPENSES						
Salaries, Wages, and Benefits						
Salaries &Wages	873,114	891,973	911,596	931,652	952,148	973,095
Benefits	165,000	168,300	172,003	175,787	179,654	183,606
Contracted and General Services						
Mileage	3,000	3,060	3,127	3,196	3,266	3,338
Meals and Lodgings	10,000	10,200	10,424	10,654	10,888	11,128
Membership & Conference Fees	38,000	38,760	39,613	40,484	41,375	42,285
Freight, Express, Postage	13,300	13,566	13,864	14,169	14,481	14,800
Telephone & Communication	19,400	19,788	20,223	20,668	21,123	21,588
Training	5,500	5,610	5,733	5,860	5,988	6,120
Advertising, Printing, Subscriptions	2,500	2,550	2,606	2,663	2,722	2,782
Accounting & Auditing	16,000	16,320	16,679	17,046	17,421	17,804
Legal Fees	1,000	1,020	1,042	1,065	1,089	1,113
Engineering Fees	7,500	7,650	7,818	7,990	8,166	8,346
Other Consulting	1,000	1,020	1,042	1,065	1,089	1,113
Computer Programing	30,000	30,600	31,273	31,961	32,664	33,383
Insurance	36,000	36,720	37,528	38,353	39,197	40,060
Other Services	51,975	53,015	54,181	55,373	56,592	57,837
Materials, Goods, and Utilities						
Office/Food/Janitorial Supplies	17,400	17,748	18,138	18,538	18,945	19,362
Fuel/Parts/ Etc	92,000	93,840	95,904	98,014	100,171	102,374
Computer Supplies	19,000	19,380	19,806	20,242	20,687	21,143
Utilities	12,120	12,362	12,634	12,912	13,196	13,486
Employee Recognition	2,000	2,040	2,085	2,131	2,178	2,226
Other General Supplies	1,586,091	1,608,816	1,612,310	1,645,145	1,754,558	1,794,828
Amortization	245,000	249,900	255,398	261,017	266,759	272,628
	3,246,900	3,304,238	3,345,031	3,415,986	3,564,358	3,644,443
Total Operations	**-125,000**	**-119,900**	**-90,638**	**-89,996**	**-165,196**	**-170,500**
	- 125,000.00	- 128,897.00	- 131,732.73	- 134,630.85	- 137,592.73	- 140,619.77
	-	8,997.00	41,095.00	44,635.00	- 27,603.00	- 29,880.00
Capital Funding						
Transfer from Reserve	169,000	238,000	95,000	485,545	170,000	70,000
Capital Funding	**169,000**	**238,000**	**95,000**	**485,545**	**170,000**	**70,000**
Capital Expenses						
Buildings & Land		210,000			150,000	
Transfer to Reserve	120,000	50,000	100,000	100,000	50,000	100,000
Equipment	129,000	45,000	45,000	420,000		
Vehicles	40,000	63,000	114,260	135,545	70,000	70,000
	289,000	368,000	259,260	655,545	270,000	170,000
Total Capital	**-120,000**	**-130,000**	**-164,260**	**-170,000**	**-100,000**	**-100,000**
Net Profit/Loss	**-245,000**	**-249,900**	**-254,898**	**-259,996**	**-265,196**	**-270,500**
Remove Amortization	**245,000**	**249,900**	**254,898**	**259,996**	**265,196**	**270,500**
Adjusted Surplus (Deficit)	**0**	**0**	**0**	**0**	**0**	**0**

Appendices

Appendix 1: Policy 08-11 Budget Development

SMOKY LAKE COUNTY

Title: Budget Development		Policy No.: 11-02
Section: 08	Code: P-R	Page No.: 1 of 3

Legislation Reference:	*Municipal Government Act,* Sections 242 – 246.

Purpose:	To provide an efficient and effective process for the development of the annual Total Function Budget and Five Year Financial Plan.

Policy Statement and Guidelines:

1. STATEMENT OF INTENT:

1.1 The Budget Development Policy provides a guideline for the activities that encompass the development, implementation, and evaluation of a plan for the provision of services and capital purchases. This policy along with Policy 08-30-01 Financial Management Policy provide for a consistent approach to the financial planning of Smoky Lake County.

2. RESPONSIBILITIES:

2.1 **Council** is responsible for the following:

2.1.1 Providing Administration, in August each year, with direction as to its expectation for:

- The municipal tax rate
- Percent increase (or decrease) for the next year in function or capital expenditures that are acceptable
- Expected changes to service levels
- Priorities in the Road Plan

2.1.2 Scheduling adequate meeting time to review budget documents using the following as a guideline.

- Directional Meeting – **August**
- Capital Asset Meeting– **October**
- Five-year Road Plan – **October**
- Natural Gas – **November**
- Complete Total Function Budget draft – **November/December**
- Tax Rate Meeting(s) – **April/May**

2.1.3 Interim Budget Approval upon the incorporation of changes and modifications requested by council **(target date: December 31)**

2.1.4 Final Budget Ratification upon the incorporation of further changes and modifications as a result of meetings setting the tax rate **(target date: April 30)**

2.1.5 Five Year Financial Plan Ratification based on updated information **(target date: July 31)**

Title: Budget Development		Policy No.: 11-02
Section: 08	Code: P-R	Page No.: 2 of 3

Policy Statement and Guidelines:

2.2 **Administration** (led by the Finance Manager) is responsible for: ensuring that the Annual Budget and Five Year Financial Plans meet legislation requirements and follow industry best practices through the following activities.

2.2.1 Management Review of Department Budgets**(to be complete by October 15):**

- Based on the guidelines established by Council, each function group will prepare a draft five year Function Budget which contains the following items: Five Year Operating Budget, Ten-Year Capital Asset Plan, Road Plan, and other Project Plans as required.
- The Chief Administrative Officer will meet with each of the function groups to discuss their requests and needs and make appropriate changes where necessary.
- Budgets will be based on factors such as assessment growth, union collection agreement, provincial funding, and council direction.

2.2.2 Year 1 Budget Summary **(to be complete by October 31)**: The Finance Manager will compile all the individual documents into a summary that Should contain the following:

- Summary of the budget guidelines adopted by Council for the proposed year.
- Summary of Administration's proposed budget items:

a. Wages and benefits % and $ change
b. Estimated assessment % and $ change
c. General % factor used for utilities or typical expenditures
d. Major dollar changes for "special" or known issues (e.g., insurance / debentures)
e. Proposed staffing changes and the corresponding wage and benefits, etc. costs
f. New reserves or recommended changes to existing reserves
g. The amount of engineering and project costs budgeted for projects that are pre-designed and will be completed in subsequent year(s)
h. Identified major increases or decreases for each function
i. Projected grant funding
j. Any other items that would provide Council with information to make its decision making more effective and efficient

Title: Budget Development		Policy No.: 11-02
Section: 08	Code: P-R	Page No.: 3 of 3

Policy Statement and Guidelines:

2.2.3 Year 1 Budget Compilation **(to be complete by October 31)** Administration to compile all the individual documents into the following budget documents:

- Revenue and expenditures by function
- Ten Year Capital Replacement Plan
- Road Plan
- Summary of Reserve Balances
- Any projects carry forwards (if known at this time)
- Supporting charts or graphs for information that will prove beneficial for budget review
- Where appropriate, information will be provided that shows previous year information, available current year information and percentage increases or decreases from one year to next.
- Administration will incorporate and track all changes / modifications resulting from Budget meetings with Council.

2.2.4 Five Year Financial Plan **(to be complete by July 15)** The Finance Manager will compile all approved budget documents, along with Projections for years 2 to 5 into a Five Year Financial Plan. The Financial plan should identify upcoming changes, opportunities, and Challenges

2.2.5 Ensure that the budget is adhered to by reviewing actual expenditures as compared to budget.

2.2.6 Provide council with the Budget at a Glance Report monthly and point out any major budget variances.

	Date	Resolution Number
Approved	September 21, 2006	# 690-06 - Page # 8209
Amended	August 30, 2018	# 848-18 - Page # 13229
Amended		

Review of Grants and Funding Programs for 2025

Motion 575-25 That That Smoky Lake County Council acknowledge receipt of the Grants and Funding Programs for 2025 and instruct administration to bring back any relevant grant programs to the next Smoky Lake County Council Meeting on Wednesday, June, 25, 2025 as information.

Administration has reviewed all of the programs on the listing. This report lists all of the grants that a Municipality can apply for. It is divided into 2 groups, The first is grants that although the County could apply, there are no projects budgeted for that would qualify. The second section lists the grants that we either have currently or have budgeted to apply for.

Grants for Municipalities

Alberta Food Maters

Grant program opens in October and closes in December

- Community Tree Grants
  - Up to $10,000 to education institutes for greening projects
- Edible Tree Grants
  - Up to $10,000 to groups including municipalities to plant fruit and nut bearing trees and shrubs in publicly accessible spaces
- Treemendous Communities
  - Up to $10,000 to groups including municipalities for community tree planning projects

For projects that

- promote a culture of entrepreneurship
- Improve access to business opportunities
- Strengthen the capacity of other indigenous businesses

Alberta Innovates

Matching funding up to $750,000 for the following:

- Agriculture & food innovation, bio industrial and circular innovation, environmental innovation
- Bitumen Advanced Materials to develop technologies to convert oil sands components into non combustion products
- Bitumen partial upgrading program to develop technologies that enhance the value of a processed barrel of bitumen while reducing emissions
- Carbon Capture, Utilization and Storage and hydrogen program for solutions to enable broad deployment, low carbon hydrogen technologies across the entire value chain
- Recovery technologies program for technologies the improve hydrocarbon recovery while reducing associations emissions

Alberta Real Estate Foundation

- Initiatives that support and advance education, research, law reform and other similar activities related to real estate

Canada Mortgage and Housing Corporation Funding Affordable Housing Innovation Fund

For projects that use new ideas to drive change and disrupt the industry

Government of Alberta – Alberta Municipal Water/wastewater partnership

Review of Grants and Funding Programs for 2025

Provides up to 75%(formula based on population) for municipal facilities for water supply and treatment as well as wastewater treatment and disposal. Applications are due in November.

Government of Alberta – Art, Culture, and Sports Grants

- Bob Etherington Heritage Conservation Fund to support attendance or delivery of training that will develop skills in heritage conservation
- Heritage Awareness Grants support delivery of interpretive and public engagement projects that preserve, interpret and promote appreciation of Alberta's history
- Historic Resource Conservation Grants to conserve historic places
- Publication Grants for the production of print or digital publications that preserve, interpret and promote appreciation of Alberta's history
- Research Grants for research projects that preserve interpret and promote appreciation of Alberta's history

Building Blocks Capital Grant Program

Grant for new, accessible, high quality and inclusive licensed child care spaces in facility based child car programs. Currently Closed

Alberta Community Revitalization Levy

Municipality can borrow against future property tax revenue to pay for infrastructure development

Alberta Community Resilience Program

Funding for flood and drought mitigation projects that promote long term community resilience. Funds 70-90 % for projects that enhance or enable protection of critical infrastructure or mitigates public safety hazards

Northern and Regional Economic Development Program

50% funding from $10,000 to $300,000 for planning/feasibility studies, training, marketing for investment attraction, initiative that provide direct support to businesses opening fall 2025

Government of Alberta – Resiliency and Public Trust Program

Funds up to 60% non-capital and 25% capital projects that include opportunities for better awareness and education about industry best practices and the development, adoption and enhancement of assurance systems that will help to build trust and resiliency in the industry

Government of Alberta – Water for Life

Funding for 2 or more municipalities and commissions for new regional water or wastewater systems or extensions to regional systems. Applications due November

Watershed Resiliency and Restoration Program

Funding to restore/enhance degraded or lost wetlands, riparian areas and floodplains, conservation, increasing stewardship, and making data publicly available.

Community Economic Development and Diversification

Funding to for activities to stimulate economic growth or diversification.

Canada Cultural Spaces Fund

Supports the improvement of physical conditions for arts, heritage, culture and creative innovation.

FCM

Review of Grants and Funding Programs for 2025

- Feasibility study – Adaptation in Action 80% up to $70,000
- Up to 50% for local energy generation
- Up to 50% for tree planting
- 80% to retrofit existing municipal buildings
- Grants and loans for a study and then construction of new high efficiency municipal buildings
- Organic waste – to energy projects 50% for study and design grants and loans for construction
- Municipal fleet electrification up to 50%
- Other net zero projects
- Community energy systems
- Assistance to set up a local home energy upgrade financing program
- Affordable housing projects

Grants being used

Enbridge – Save Community First Responder Program

Provides grants for equipment training, etc. The Fire Department regularly applies for funding

Government of Alberta – Alberta Community Partnership

Grant for Intermunicipal collaboration, municipal restructuring, intermunicipal mediation, municipal internship. 2025/2026 applications will be open in the fall.

Government of Alberta – Strategi Transportation Infrastructure Program

Funds a portion of costs through three funding streams

- Community Airport
- Local Road Bridge
- Resource Road program to build or improve road that supports industrial and economic growth(up to 50%)
- Other Local transportation infrastructure projects

Alberta Municipalities EV Charging Program

Funding for EV charging stations – done