

# **Smoky Lake County**

# September 11, 2025 - Regular Council Meeting - 09:00 AM (https://video.businessconnect.telus.com/join/191952852)

1	Called To Order
2	Adoption of Agenda
3 3.1 3.2	Adoption of Minutes  Meeting Minutes of Special Council Meeting August 27, 2025  Meeting Minutes of Special Council Meeting August 27, 2025  Meeting Minutes of Regular Council Meeting August 28, 2025  Meeting Minutes of Regular Council Meeting August 28, 2025
<b>4</b> 4.1 4.2	Delegation(s) SAGE Analytics Human Resources Project (Virtual) @ 9:45 a.m. Associated Engineers 2025 Bridge Program Presentation - Chris Schmelzle @10:30 a.m.
<b>5</b> 5.1	Public Hearing Bylaw No. 1272-14 to redistrict portions of the lands legally described as NW-22-59-14-W4M @ 9:15 a.m.
	Bylaw No. 1272-14 Public Hearing Background Report
5.2	
	Bylaw: No. 1486-25 Public Hearing Background Report
	Bylaw: No. 1486-25 - Public Hearing Script
6	Municipal Planning Commission
7	Public Question and Answer Period between 11:30 a.m. & 12:00 p.m.
<b>8</b> 8.1	Request for Decisions Bridge Grants  RFD - Bridge Grants  Bridge 01772 Location  LRB BF 01772

Donation Request: Smoky Lake Ag. Society: Skid Steer Use

8.2

	RFD- Donation Request: Smoky Lake Ag. Society: Skid Steer Use
8.3	<ul> <li>Donation Request: Smoky Lake Ag. Society: Skid Steer Use</li> <li>RFD - Request to sell Natural Gas at cost</li> </ul>
	RFD - Request to sell Natural Gas at cost
	Letter of Request
8.4	Substitute Returning Officer for the 2025 Municipal Election
	Substitute Returning Officer for the 2025 Municipal Election
9	Request for Information
9.1	Fire Department Equipment Insurance
	Fire Department Equipment Insurance
	Insurance Responses
10	Bylaw and Policies
10.1	Human Resources Policies
10.2	<ul><li>Human Resources Policies</li><li>Policy 15-10-01 Working from Home</li></ul>
	Policy 15-10-01: Working from Home
	Working from Home Agreement
10.3	Working from Home Checklist Policy 15-08-01 Cell Phone
	Policy 15-08-01 Cell Phone
	Cell Phone Use Agreement
10.4	© Cell Phone Reimbursement Agreement Policy 15-03-03 Employee Appraisal Policy
	Policy 15-03-03 Employee Appraisal Policy 1
	Manager Appraisal Form
10.5	<ul> <li>Employee Action Form</li> <li>Policy 15-09-01 New Hire and Initial Employment Conditions Policy</li> </ul>
10.6	Policy 15-09-01 New Hire and Initial Employment Conditions Policy Policy 08-25-01 Financial Reserves
	Policy 08-25-01 Financial Reserves
10.7	Bylaw No. 1478-25 Ukrainian Twinning Bylaw
	Bylaw No. 1478-25 Ukrainian Twinning Bylaw
	Bylaw No. 1478-25 Ukrainian Twinning Bylaw 1
10.8	RFD- Bylaw 1482-25 Bylaw to Amend Bylaw 1272-14
10.9	RFD- Bylaw 1482-25 Bylaw to Amend Bylaw 1272-14  RFD - Bylaw 1484-25: A Bylaw to amend Intermunicipal Development Plan Smoky  Leke County Bylaw No. 1424-22 & Village of Wasketoney Bylaw No. 607-22
	Lake County Bylaw No. 1424-22 & Village of Waskatenau Bylaw No. 697-22  PRED - Bylaw 1484-25: A Bylaw to amend Intermunicipal Development Plan Smoky
	The Development Plan Smoky

	Ø Draft Bylaw 1484-25
<b>11</b> 11.1	CAO Report Action Item List  Action Item List as of September 4, 2025
12	Council Committee Reports
13	Correspondence
14	Information Release
15	Financial Reports
16	Next Meetings  • Thursday, September 25, 2025. at 9:00 a.m. (Regular)  • Thursday, October 2nd, 2025 9:00 a.m. (Budget)  • Thursday, October 9th and, 2025. at 9:00 a.m. (Regular)  • Thursday, October 23rd (Organizational/Regular)
17	In Camera (Executive Session)
<b>18</b> 18.1	Out of Camera (Executive Session) Organization Review
19	Adjournment

Lake County Bylaw No. 1424-22 & Village of Waskatenau Bylaw No. 697-22 1



# Smoky Lake County Meeting Minutes

Special Council Meeting August 27, 2025 - 01:00 PM

#### 1 Called To Order

The meeting was Called to Order at 1:05 by the Reeve, Jered Serben, in the presence of the following persons:

#### **ATTENDANCE**

Div. No.	Councillor(s)	Thursday, August 28th, 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	Present in Chambers
<b>Executive Assistant</b>	Chyenne Shaw	Absent
Finance Manager	Brenda Adamson	Present in Chambers
Recording Secretary	Meaghan Andreychuk	Present in Chambers

Observers in Attendance Upon Call to Order:

Observers in Attendance Opon Call to Order:			
Comm. Officer	Evonne Zukiwski	Absent	
P & D Manager	Jordan Ruegg	Absent	
Health & Safety Cor.	Jasmine Schaub	Absent	
Enviro Ops Manager	Dave Franchuk	Absent	
Natural Gas Mng.	Daniel Moric	Virtually Present	
Community Peace Officer	Warren Young	Absent	
Fire Chief	Scott Franchuk	Virtually Present	
Public Works Manager	Chris Minailo	Present in Chambers	
GIS	Carole Dowhaniuk	Virtually Present	
Public	2 Members	Virtually Present	

# 2 Adoption of Agenda

**Resolution No:** 656-25 Moved by Lorne Halisky That the Smoky Lake County Special Council Meeting Agenda for Wednesday, August 27, 2025 be adopted, as presented.

#### **CARRIED**

#### 3 Confirmation of Minutes

**Resolution No:** 657-25 Moved by: Lorne Halisky

That the minutes of the **Smoky Lake County Special Council Meeting,** held on Thursday, July 31st, 2025 be deferred to the next Regular County Council Meeting on August 28, 2025.

#### **CARRIED**

# 4 Request for Decisions

None

# 4.1 In Camera (Executive Session)

**Resolution No:** 658-25 Moved by Jered Serben

That Smoky Lake County Council go into Executive Session, under the authority of the FOIP Act, Section 27: Privileged Information, to receive a presentation from SAGE Analytics Inc. in the physical presence of all Council and Sage Analytics Inc. team time 1:09 p.m. With Sage Analytics to provide Official Advice.

#### **CARRIED**

#### 4.3 Out of Camera

**Resolution No:** 659-25 Moved by Dominique Cere

That Smoky Lake County Council go out of Executive Session, time 4:47 p.m.

#### **CARRIED**

# 4.3.1 Smoky Lake County Organizational Review - Shari-Anne Doolaege President,

**SAGE Analytics Inc. Resolution No:** 660-25

# Moved by Danny Gawalko

That Smoky Lake County Council accept the written and verbal report from SAGE Analytics Inc., presented on Wednesday, August, 28, 2025, as presented.

#### **CARRIED**

#### 4.3.1.1 Motion 2

**Resolution No:** 661-25 Moved by: Lorne Halisky

That Smoky Lake County Council direct SAGE Analytics Inc. to provide a summary of findings to distribute to Smoky Lake County employees.

#### **CARRIED**

# 5 Next Meetings

None

# 6 Adjournment

**Resolution No:** 662-25 Moved by: Dominique Cere

That the Smoky Lake County Council Special Meeting of Wednesday, August 27th 2025, be adjourned, time 4:54 p.m.

#### **CARRIED**



# **Smoky Lake County**

# **Meeting Minutes**

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

(Virtually: https://video.businessconnect.telus.com/join/050906757)

# 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)	Thursday, August 28th, 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
<b>Executive Assistant</b>	Chyenne Shaw	Absent
Finance Manager	Brenda Adamson	Present in Chambers
Recording Secretary	Meaghan Andreychuk	Present in Chambers
Observers in Attendance Upon Ca	all to Order:	
Comm. Officer	Evonne Zukiwski	Virtually Present
P & D Manager	Jordan Ruegg	Virtually Present
Health & Safety Cor.	Jasmine Schaub	Virtually Present
Enviro Ops Manager	Dave Franchuk	Virtually Present
Natural Gas Mng.	Daniel Moric	Virtually Present
Community Peace Officer	Warren Young	Present in Chambers
Fire Chief	Scott Franchuk	Virtually Present
Public Works Manager	Chris Minailo	Present in Chambers
GIS	Carole Dowhaniuk	Virtually Present
Public	11 Members	Virtually Present

# 2 Adoption of Agenda

**Resolution No:** 663-25 Moved by: Dominique Céré

Smoky Lake County Council held a moment of silence in memory of the late Dareld Cholak, honoring his many years of dedicated service to the County as both Councillor and Reeve.

That the Smoky Lake County Council Meeting Agenda for August 28, 2025, be adopted, with the following additions:

2025 Livestock Tax Deferral- Prescribed Regions

# **CARRIED**

ATTENDANCE

# 3 Adoption of Minutes

# 3.1 Minutes of the June 25, 2025 Regular Council Meeting

**Resolution No:** 664-25 Moved by: Dan Gawalko

That the minutes of the **Smoky Lake County Regular Council Meeting,** held on June 25, 2025, be adopted as presented.

#### **CARRIED**

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

**Resolution No:** 665-25 Moved by Lorne Halisky

That the minutes of the Municipal Planning Commission, held on June 25, 2025, be adopted as presented.

#### **CARRIED**

# 3.3 Minutes of the July 31, 2025 Special Council Meeting

**Resolution No:** 666-25 Moved by: Lorne Halisky

That Smoky Lake County Council adopt the minutes of the July 31st, 2025, Special Council Meeting with the following amendment:

Amend Motion 638-25

Remove "comprehensive" and replaced with "High Level Phase 1"

That Smoky Lake County Council approve the engagement of a qualified third-party consultant to conduct a *High Level Phase 1* 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 Delegation(s)
- 5 Public Hearing

NIL

# 6 Request for Decisions

# 6.1 Grader Operational Plan

**Resolution No:** 667-25 Moved by: Lorne Halisky

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

# **CARRIED**

# 6.2 Delegation Kevin Wawrynchuk @9:15 a.m.

**Resolution No:** 668-25 Moved by: Dan Gawalko

Kevin Wawrynchuk, entered Council Chambers at 9:07 a.m.

Smoky Lake County Council accept the verbal presentation dated August 28, 2025 from Kevin Wawrynchuk.

#### **CARRIED**

#### 6.2.1 In Camera @ 9:20

**Resolution No:** 669-25 Moved by: Dominique Céré

That Smoky Lake County Council go into Executive Session, under the authority of the FOIP Act, Section 27: Privileged information, in the physical and virtual presence of all Council, and Legislative Services Clerk, Public Works Manager, and Finance Manager time 9:20 a.m.

#### **CARRIED**

## 6.2.1.1 Out of Camera

**Resolution No:** 670-25 Moved by: Lorne Halisky

That Smoky Lake County Council go out of Executive Session, time 9:53

# **CARRIED**

# **6.2.2** Cattle Grazing Lease Discussion

**Resolution No:** 671-25 Moved by Jered Serben

That Smoky Lake County Council direct administration to research information regarding the grazing lease and contracts associated in the Legacy Pit location and bring back to the September 11th, Regular County Council Meeting.

## **CARRIED**

# 6.3 In Camera

**Resolution No:** 672-25 Moved by: Dan Gawalko

That Smoky Lake County Council go into Executive Session, under the authority of the FOIP Act, Section 16: Third Party Business Interest, in the physical and virtual presence of all Council and Legislative Services, COA, Finance Manager, Water and Waste Manager time 9:59 a.m.

# **CARRIED**

# 6.3.1 Out of Camera

**Resolution No:** 673-25 Moved by: Dan Gawalko

That Smoky Lake County Council go out of Executive Session, time 10:32

#### **CARRIED**

# 6.3.2 RFD Hauling and Disposal of Solid waste Contract.

**Resolution No:** 674-25 Moved by: Lorne Halisky

That Smoky Lake County Council direct administration to reissue the tender with a more focused scope, using the same criteria for each individual tender, for the September 25, 2025 Regular Council Meeting.

#### **CARRIED**

# 6.4 MLA Glenn van Dijken @10:30 a.m.

**Resolution No:** 675-25 Moved by: Dan Gawalko

The Honourable MLA Glenn van Dijken entered Council Chambers at 10:32 a.m.

That Smoky Lake County Council accept the verbal presentation dated August 28, 2025, from the Honourable MLA Glenn van Dijken.

# **CARRIED**

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

Scott Franchuk, Fire Chief of Smoky Lake County, raised concerns about the accuracy of the information provided in the CAO Report, dated June 2025.

Scott Franchuk, Fire Chief, Left Council Chambers at 11:34 p.m.

# 6.6 A. Doktor - RCMP @ 11:00 a.m.

**Resolution No:** 676-25 Moved by: Lorne Halisky

That Smoky Lake County Council accept the verbal presentation dated August 28, 2025 from Sargent Anita Doktor, member of the RCMP.

## **CARRIED**

# 6.6.1 Motion to accept Question and Answer period

**Resolution No:** 677-25

Moved by: Lorne Halisky

That Smoky Lake County Council accept the information brought forward in the Question and Answer period from 11:30 a.m. to 11:33 a.m.

# **CARRIED**

# 6.6.2 Recessed for lunch @ 12:00 p.m.

# **6.6.2.1** Resumed meeting at 12:47 p.m.

#### 6.7 MCC Loan Close

**Resolution No:** 678-25 Moved by: Dan Gawalko

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.

#### **CARRIED**

#### 6.7.1 motion 2

**Resolution No:** 679-25 Moved by: Jered Serben

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.

#### **CARRIED**

# 6.8 Donation Smoky Lake Public Library

**Resolution No:** 680-25 Moved by: Lorne Halisky

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.

## **CARRIED**

# 6.9 FCSS Applications

**Resolution No:** 681-25 Moved by: Dominique Céré

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: in the amount of \$687 to Warspite Community Hall Association to host a Community Engagement/Volunteer night as it is the remaining funding for the year.

# **CARRIED**

# 6.10 Smoky Lake Agricultural Society

**Resolution No:** 682-25 Moved by Jered Serben

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

# **CARRIED**

# 6.11.1 2025 Junior Golf Donation

**Resolution No:** 683-25 Moved By: Lorne Halisky

That Smoky Lake County Council donate \$1,000 to the Smoky Lake Golf and Country Club for the Junior Golf Program.

#### **CARRIED**

## 6.11.2 Recess for MPC at 1:02 pm

# 6.11.2.1 Resumed meeting at 1:21 p.m.

# **6.11.2.2 Municipal Planning Commission Minutes**

**Resolution No:** 689-25 Moved by: Lorne Halisky

That Smoky Lake County Council rescind motion to adopt the minutes of the Municipal Planning Commission on August 28th, 2025as the minutes were adopted in the Municipal Planning Commission meeting with amendments.

#### **CARRIED**

# 6.11.3 Request for Donation to the Pumpkin Fair

**Resolution No:** 690-25 Moved by: Dominique Céré

That Smoky Lake County Council donate funds in the amount of \$1,500 at the platinum Sponsor level to the Smoky Lake Pumpkin Growers Association for the 35th annal Smoky Lake Pumpkin Weigh-off and Fair scheduled on October 3-5, 2025.

## **CARRIED**

# 6.11.4 Donation request to Smoky Lake Crime Watch

**Resolution No:** 691-25 Moved by: Dominique Céré

That Smoky Lake County Council donates **\$500.00** for the purchase of hot dogs and hamburgers for the 1st annual Law and Wild Bar BQ event hosted by the Smoky Lake County Rural Crime Watch Association on September 9. 2025 located at the Smoky Lake Curling Rink and requests the Peace Officer to attend the event and share it on social media.

## **CARRIED**

# 6.12 Appointment of Community Peace Officer

**Resolution No:** 692-25 Moved by Linda Fenerty

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.

#### **CARRIED**

# 6.13 2025 Federation Livestock Deferral Program

**Resolution No:** 693-25 Moved by: Dan Gawalko

That Smoky Lake County Council write a letter requesting for inclusion of Smoky Lake County in the Federal Livestock Tax Deferral Program and attach Smoky Lake County Regions Moisture Situation Maps and send to the Honourable Heath MacDonald, Minister of Agriculture and Agri-Food as well MLA Glenn VanDikjen.

# **CARRIED**

- 7 Request for Information
- 8 Bylaw/Policy
- 8.1 Policy Statement No. 08-26-01 Community Capital Grants Program

**Resolution No:** 694-25 Moved by Jered Serben

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

Remove 3.2.6 and add a process for application for extensions

## **CARRIED**

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

**Resolution No:** 695-25 Moved by Jered Serben

That Smoky Lake County Council direct administration to prepare material for a first reading of Bylaw No.1484-25 for a future Council Meeting.

# **CARRIED**

8.3 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

**Resolution No:** 696-25 Moved by: Lorne Halisky

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  $\frac{1}{2}$  7-61-18-W4M & to consolidate said closed portions with said lands, First Reading.

# **CARRIED**

# 8.3.1 motion 2

**Resolution No:** 697-25 Moved by: Jered Serben

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.

## **CARRIED**

# 8.4 Policy No. 03-16: Road Closure Policy

**Resolution No:** 698-25 Moved by: Dominique Céré

That Smoky Lake County Council amend Policy No. 03-16: Road Closure Policy with the amendments recommended from Council.

#### **CARRIED**

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

**Resolution No:** 699-25 Moved by Linda Fenerty

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.

#### **CARRIED**

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

**Resolution No:** 700-25 Moved by: Dominique Céré

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: First Reading

# **CARRIED**

# 8.6.1 Second Reading Bylaw No. 1488-25: Smoky Lake County Regional Fire Rescue Service

**Resolution No:** 701-25 Moved by Lorne Halisky

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: Second Reading

# **CARRIED**

# 8.6.2 Permission for Third Reading Bylaw No. 1488-25: Smoky Lake County Regional Fire Rescue Service

**Resolution No:** 702-25 Moved by Dan Gawalko

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 unanimous consent for **PERMISSION FORTHIRD READING**.

#### **CARRIED UNANIMOUSLY**

# 8.6.3 Third and Final Reading Bylaw No. 1488-25: Smoky Lake County Regional Fire Rescue Service

**Resolution No:** 703-25 Moved by: Jered Serben

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 **THIRD AND FINAL READING**.

#### **CARRIED**

#### 8.6.4 Motion 2

**Resolution No:** 704-25 Moved by: Dan Gawalko

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"

#### **CARRIED**

## 8.6.4.1 Motion 3

**Resolution No:** 705-25 Moved by Linda Fenerty

That Smoky Lake County appoint Reeve Jered Serben and Deputy Reeve Dominique Céré as the two elected representatives, and Councillor Lorne Halisky as the alternate member, to the Advisory Committee as outlined in Schedule 'B' – Terms of Reference of the Smoky Lake County Regional Fire Rescue Services Bylaw No. 1488-25.

# **CARRIED**

Bylaw 1485-25 Lagoon Use and Fee

**Resolution No:** 707-25 Moved by Lorne Halisky

That Smoky Lake County Council direct administration to research the usage and implement an annual usage fee of \$250.00 with a pin number and a \$50.00 set up fee.

# **DEFEATED**

# 8.7.1 Bylaw 1485-25 Lagoon Use and Fee

**Resolution No:** 708-25 Moved by Dominique Céré

That Smoky Lake County Council direct administration to bring back more information regarding municipalities in the area and the provinces regarding Lagoon Usage Bylaws to the September 25th regular council meeting

#### **DEFEATED**

# 8.8 Policy 08-25 Financial Reserve Policy

**Resolution No:** 709-25 Moved by: Dominique Céré

That Smoky Lake County direct administration to bring back Policy Statement No. 08-25-01 *Financial Reserve Policy* with lagoon reserve information to the September 25th Regular County Council meeting.

#### **CARRIED**

# 8.9 BYLAW NO. 1478-25 Ukrainian Twinning

**Resolution No:** 710-25 Moved by Lorne Halisky

That Smoky Lake County Council defer Bylaw No. 1478-25: Ukrainian Twinning Committee Bylaw, to the next Regular Council Meeting with amendments provided by Councillor Halisky.

# **CARRIED**

9.1

# 9 Chief Administrative Officer (CAO) Report

# In Camera @ 3:28 Resolution No: 711-25 Moved by Dominique Céré

That Smoky Lake County Council go into Executive Session, under the authority of the FOIP Act, Section 17: Third Party Personal Privacy in the physical and virtual presence of all Council, Chief Administrative Officer, Finance Manager, Public Works Manager, Legislative Services, time 3:28 p.m.

# **CARRIED**

## 9.1.1 Out of Camera

**Resolution No:** 712-25 Moved by Dan Gawalko

That Smoky Lake County Council go out of Executive Session, time 3:47 p.m.

# **CARRIED**

# 9.2 CAO Report - June - July 2025

**Resolution No:** 713-25 Moved by Dominique Céré

That Smoky Lake County Council accept the Chief Administrators Report dated, June-July 2025, as presented.

# **CARRIED**

# 9.3 Action Item list July 2025

**Resolution No:** 714-25 Moved by Dan Gawalko That Smoky Lake County Council accepts the Action Item Report dated July, 2025, as presented and file as information.

#### **CARRIED**

# 10 Council Committee Reports

## 10.1 Division 1 - Dan Gawalko (Handout)

Dan Gawalko Division One Councillor report August 2025

- July 10 attended the Vilna Bellis Citizens on Patrol COPs meetng, Sgt. Anita Doktor gave the RCMP report Elzinga is leaving and a new corporal from St. Paul will be joining Smoky Lake but no date right now, they will be working with Rural Crime watch to host a Law & Wild BBQ on September 9 4pm to 7pm @ the smoky Lake curling rink hotdogs hamburger RCMP helicopter pending approval, fish & wildlife toys, the group will be purchasing a bench with a memorial plaque in honour of Delores McCormack a long time member of the COPs, the Alberta COPs annual general meeting will be in Redwater this year at Pembina place September 12-14 several members will be attending, a discussion on the Vilna show & shine with several members volunteering they will also be helping out at the show & shine Oct 4 at Smoky Lake Pumpkin Show, next meeting September 25 @ 7 pm in Bellis
- July 24 special meeting
- July 24 LARA Smoky Lake Field days with councillors Lorne Halisky & Dominique Céré, a bus took us to the research plots in the county looked at the oat trials, lupin & Camelina trials they are coming up with new varieties Keegan Miller from Cover Co. talked about the cover crop trial which looked very good many producers had discussions with him later on, a small trade show, supper then we heard from the producer panel, local producer Charlie Leskiw talked about spreading straw on lighter soil & older pasture or grass then taking soil samples his project was funded by RDAR Charlie was a former LARA director, Present Director Nick Kunec talked about cover crops & rotational grazing he uses electric collars on his cows trying to build a more efficient cow growing better food & healthier soils, the last panelist Brian raises hog & spreads the composted manure on his land ending the use of synthetic fertilizers and cost to his operation went organic raising hogs outside instead of in a barn finished hogs weigh 260 -389 pounds on the rail all marbling in the meat, he breaks even on the pigs the money is in the compost
- July 31special meeting
- July 31 ice cream with a cop at Vilna pool hall, a very good turnout, 3 members
  of the smoky Lake detachment attended with members of the pool hall serving
  up big scoops of ice cream and cooking smores ice cream was donated by
  Vilna ATB branch.
- August 2,10,16 attended all the local parades in the county.
- August 18 attended the LARA directors meeting, we have a new logo had an update on the capital funding received the tractor & grain analyzer, went over the wellness policy, looked at quotes on a new storage building, Alyssa gave her Executive director report, summer staff are leaving at the end of August great bunch this year, working on a action list for meetings, marketing & administration, Lance in research talked about the drought & wind affecting the trials starting to help producers with the OFCAF program againand ideas for future trials, Angelica is measuring trials biomass trial with cover crops, pulses were desiccated Aug. 5 will be harvesting lupin & peas the week of Aug 18-20, Momna is working on a copper project & fertilizer management, LFA report the bulls were pulled Aug. 7 3" of rain only in the pasture hiefers will mstayn till mid September, upcoming events Aug 21 virtual fencing,

September 10 – 11 Original Grazing School for women & in 2026 it will be the 35th anniversary of LARA, next meeting October 6 in Ashmont.

- August 20 28/63 water commission meeting.
- August 20 COW meeting.
- August 26 Evergreen regional waste management commission meeting, update on the EPR, circular materials & product care, discussion about clean farms taking chemical jugs Nutrien in St. Paul will also take jugs, Ashley gave the finance report, Paul gave the regional site report the old compactor is ready at the county shop, discussed break ins, Bonnyville site had 27 in 9 months, then we had a presentation from Sonnevera International Corp the proposal for regional services delivery-waste management study, a summary of site tours good application of take it or leave it sights opportunity for collaboration & standardization between sites, regional training, review of burning sites & diversion opportunities next steps continued compilation of data, review existing shared waste management services, review of comparative shared services models, identify inefficiencies, interviews with key stakeholders, stakeholder workshop to identify shared waste needs challenges & opportunities for improved serve delivery, next meeting September 29 10:00 am @ Metis Crossing.

# 10.2 Division 2 - Councillor Linda Fenerty (Handout)

June 27 - August 28, 2025

Councillor Linda Fenerty, Division 2

# Community Futures – Regular Board Meeting – CFSPSL Office – July 2, 2025 – 5:30 p.m.

 Reviewed minutes of the last meeting. One loan was ratified from the previous meeting. Three new loans were discussed and approved. No financials this month. A short meeting this month.

# Ukrainian Twinning Committee – Smoky Lake Region – July 28, 2025 – 9:00 a.m. (Lorne/Linda)

- Delegation: Vitaly Milentyev (President of Alberta Ukraine Chamber of Commerce) The situation is not improving in the Ukraine. Strikes on cities have increased from 120 to over 1,000/day. Many men are working with the Ukrainian army, so Kosiv is feeling the lack of manpower for day-to-day work. Politically not a lot of changes. Support from Vegreville is mostly fire-fighting gear. If possible, Ukraine could use more American made bunker gear. Important initiatives going forward are financial, safety, and humanitarian related. Some new initiatives to look into would be psychological support.
- Delegation: Rachelle (FCSS) overview of FCSS settlement integration and language program, welcoming committee for new Ukrainians settling in community. They are hosting FlourishFest (iin parternership with Chamber of Commerce) on August 30, 2025 for cultural awareness. Marianne Prockiw-Zarusky & Mel Morton will attend as Ukrainian Twinning reps. Motion made to donate up to \$250.00 for costs incurred.
- Meeting adjourned: 10:26 a.m.

# Other Meetings

- July 24, 2025 Special Meeting (Ag Disaster) Council Chambers 9:00 a.m.
- July 31, 2025 Special Meeting (Operational) Council Chambers 9:00 a.m.
- August 2, 2025 Town of Smoky Lake Parade
- August 10, 2025 Village of Waskatenau Parade
- August 16, 2025 Village of Vilna Parade
- August 27, 2025 Special Meeting (Operational w/Consultant Council Chambers 1:00 p.m.
- August 28, 2025 Regular Council Meeting Council Chambers 9:00 a.m. (via zoom)

# 10.3 Division 3 - Deputy Reeve, D. Céré (Handout)

# **Division 3 Councillor Report**

# June 25, 2025 - August 22, 2025

June 25: Smoky Lake County Regular Council Meeting

July 07: Joint Health and Safety Meeting, Zoom

July 09: Holy Family Catholic School Groundbreaking for new school, Waskatenau

o I attended this at the request of the Reeve as he was unable to attend.

July 22: Physicians & Health Care Professionals Committee, Smoky Lake Town chambers

July 24: Special Council meeting, Smoky Lake County chambers

July 24: Lara Field Day

July 25: Smoky Lake Foundation meeting, Bar V Nook

July 29: Smoky Lake Regional Intermunicipal Collaboration Committee (ICC), Smoky Lake County Chambers

 ICC approved and recommended that Smoky Lake County, Villages of Waskatenau and Vilna as well as the Town of Smoky Lake each adopt the Smoky Lake Regional Fire Rescue Services By-Law, and for it to be in effect January, 2026.

July 31: Special Council meeting, Smoky Lake County chambers

August 02: Smoky Lake Town Parade

o All councillors on float.

August 02: attended "Back to Ruthenia School" event put on by the Heritage Board

August 10: Waskatenau Fair Days

o All councillors on float.

August 16: Vilna Boomtown Days

All councillors on float.

August 20: Committee of the Whole, Smoky Lake County chambers

August 22: Metis Nation of Alberta, 97<sup>th</sup> Anniversary Celebration, Metis Crossing, Smoky Lake County

Respectfully submitted,

Dominique Céré

dcere@smokylakecounty.ab.ca

780-656-0494

# 10.4 Division 4 - Lorne Halisky (Handout)

# For June 24 to August 26, 2025 From Councillor Lorne Halisky, Division 4.

# July 7, 2025 – Bellis Board of Trade Meeting (in-person)

• Presented the Bellis Business Brochure and will distribute through various Bellis businesses and post on social media.

- Waste Disposal at Bellis Lagoon is closed to outside disposal and work is ongoing with County Administration.
- Bellis Hamlet Domestic Water and Wastewater Study is still in progress and expected to be completed by the end of 2025.
- Heritage Corner Store donated Bellis and Area Heritage Pictures which will be posted at the Bellis Community Hall.
- Continued action on the Highway Sign on the corner of Hwy 28 and RR152 which needs work, so the members are looking into options such as type/size/material etc., receiving quotes from local providers, and funding opportunities.
- Discussed speed through the hamlet with the County looking at the speed limit signage and the CPO to enforce.
- Unsightly premises are continued to be actioned by the County CPO.
- The 70<sup>th</sup> Bellis Board of Trade Anniversary Community BBQ is scheduled for September 14 @ 12noon and Board Members are taking action to make it happen.
- Bellis Board of Trade Bylaw information was received through the County finding little to no info so further work etc. is taking place.
- Financial report was giving with all in good standing.

# July 28, 2025 – Ukrainian Twinning Committee Smoky Lake Region Meeting (Lorne virtually and Linda in-person)

- Delegation Vitaliy Milentyev, President of the Alberta Ukrainian Chamber of Commerce discussed ongoing issues in Ukraine and how to support initiatives such as Fire Fighting & Safety Gear, Humanitarian Support, Psychological Support Centers i.e. PTSD, Educational Projects, and Tourism Attraction (sharing experiences).
- Delegation Rachelle Amyotte, Director of Smoky Lake Family Community and Support Services (FCSS) gave a presentation on the Newcomer Navigation Program discussing opportunities or ideas such as building community capacity, working with local small businesses, partnerships & collaborations, and the Flourish Event on August 30/25 showcasing the regions diversity, cultures etc. downtown/main street within the Town of Smoky Lake.
- A list of Public Organizations/Resources was shared/discussed for Kosiv Region Charitable Donations opportunities.

# August 20, 2025 – Highway 28/63 Regional Water Services Commission Regular Meeting (Dan and Lorne in-person)

- Commission Manager discussed ongoing Highway 28/63 infrastructure projects such as Hwy 28 and RR210 realignment so that the water commission infrastructure is not impacted, Whitefish Lake #128 Service Agreement work through legal is ongoing and will be used for all customers/members etc. in the future should be brought to the next board meeting for approval, Water for Life Grant SCADA System work is in progress, Warspite Generator Project work started and presented By-Law/Policy comparison table and will have this work brought to the next board meeting for review etc.
- Operations Manager discussed that a cleaning/inspection of the Whitefish Lake Reservoir is taking place before the contractor warranty expires, Warspite Generator work has started including involvement from the County Gas Department, Abee Communication Tower collapse repair is complete finding that an unstable base area and some missing/elongated bolts were found to be of concern etc., and the SCADA project work continues.
- Financial Reserve Investments through GIC's are being finalized.
- Financial Manager presented the financial report with all in good standing.
- Waiting for a formal letter from the Grant Provider Indigenous Services
   Canada (ISC) on the use of grant funds and received approval to use grant
   funds to cover the costs to achieve final asset transfer of the WFL Project.
   Also Associated Engineering will be providing information on their
   involvement on the final asset transfer for the WFL Project and both parties
   information will hopefully be presented at the next meeting.

• Business Plan will be worked on and is expected to be completed in 2025.

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

Thank you,

Lorne

# 10.5 Division 5 - Reeve, J Serben

# 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.

June 23<sup>rd</sup>, 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:
  - o Smoky Lake Town Stampede
  - o 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.

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

# O 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

# O 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.

# July 9<sup>th</sup>, 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.

# 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:
  - o 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.
  - o 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)

# 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:
  - $\circ \quad \text{100-015-002 Executive Limitations} \\$
  - $\circ$  100-015-003 Chief Executive Officer Job Description
  - o 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:
  - o Shingles, Soffit, Fascia, Eavestroughs Waskatenau Manor
  - o Shingles, Soffit, Fascia, Eavestroughs Golden Valley Villa
  - o Emergency/Nurse Call System Replacement at Vilna Lodge
  - Finalization of the Emergency Generator upgrade to Bar-V-Nook Supportive Living by mid September

#### 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.

## July 31st, 2025 Special Council Meeting (All Council) (Amended)

- That Smoky Lake County Council approve the engagement of a qualified third-party consultant to conduct a *High Level Phase 1* 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
  - o the Waskatenau Fair Days Parade on August 10
  - o 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 2<sup>nd</sup>, 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 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.

# August 22<sup>nd</sup> Métis Nation of Alberta 97th anniversary at the Metis Crossing (Jered/Dominique)

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.

# 10.5.1 motion to accept

**Resolution No:** 715-25 Moved by: Linda Fenerty

That Smoky Lake County Council acknowledge receipt of the Division 1-5 Councillors Report Dated, June to August 2025 and that the Reeve Report received for the period Juen 19-August 22nd 2025 be posted to the County's website and the Councillors reports on various committees, boards and commissions, be accepted with the following amendments:

- Amend Concillor Céré's report attendance to the July 24th, 2025 Lara Field Day.
- Amend Reeve Serben's attendance to July 31st All council
- Dominique attended the Métis Nation of Alberta 97th anniversary at the Metis Crossing on August 22<sup>nd</sup>, 2025
- Waskatenau fair days parade was held on August 10<sup>th</sup>, 2025

# **CARRIED**

# 11 Correspondence

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

**Resolution No:** 716-25 Moved by Dan Gawalko

That Smoky Lake County Council accept the Government of Alberta invitation to Municipal Engagements on Transportation and file for information

# **CARRIED**

# 11.2 RMA Contact Newsletter

**Resolution No:** 717-25 Moved by: Lorne Halisky

That Smoky Lake County Council acknowledge receipt of the Rural Municipalities of Alberta Contact Newsletter dated June 2025,

# CARRIED

# 11.3 Alberta Municipalities - The Weekly

**Resolution No:** 718-25 Moved by: Dominique Céré

That Smoky Lake County Council accept the Alberta Municipalities- The Weekly newsletter dated June 25th, 2025 and file for information

# **CARRIED**

# 11.4 Government of Alberta - Transportation and Economic Corridors

**Resolution No:** 719-25 Moved by: Jered Serben That Smoky Lake County Council acknowledges receipt of the response letter from Mr. Michael Botros, P.Eng., Regional Director, regarding the unsuccessful grant applications submitted under the 2025 intake of the Strategic Transportation Infrastructure Program (STIP), and further directs Administration to forward the correspondence to the Minister, along with an expression of the County's concerns regarding its lack of success in securing funding under the program.

# **CARRIED**

# 11.5 Lisa McMorrow Schaub Family

**Resolution No:** 720-25 Moved by: Lorne Halisky

That Smoky Lake County Council acknowledges receipt of the letter received from Lisa McMorrow regarding Bylaw 1432-23.

#### **CARRIED**

# 11.6 Northeast Regional Connector NewsLetter - June 2025

**Resolution No:** 721-25 Moved by: Dan Gawalko

That Smoky Lake County Council file the information received from Northeast Regional Connector Newsletter titled "Economic Development Business Resources".

#### **CARRIED**

## 11.7 Conclusion of LICA Municipal Board of Directors Term

**Resolution No:** 722-25 Moved by: Lorne Halisky

That Smoky Lake County Council, councillor Halisky put his name forward as per the letter received from Lakeland Industry and Community Association, dated July 31st, 2025 to remain involved in the "off-rotation" period.

# **CARRIED**

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

**Resolution No:** 723-25 Moved by: Dan Gawalko

That Smoky Lake County Council acknowledge receipt of the letter received from Honourable RJ Sigurdson Minister, Agriculture and Irrigation and advertise on Smoky Lake County social media.

# **CARRIED**

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

**Resolution No:** 724-25 Moved by Lorne Halisky

That Smoky Lake County Council acknowledge receipt of the letter received from Dan Williams, ECA Minister of Municipal Affairs, dated August 8th, 2025.

#### **CARRIED**

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

**Resolution No:** 725-25 Moved by: Jered Serben

That Smoky Lake County Council Ecology receipt of the letter received from Honourable Mike Ellis, Deputy Premier of Alberta, dated August 8th, 2025.

#### **CARRIED**

# 11.11 Letter from Orphan Wells Association, Dated July 18, 2025

**Resolution No:** 726-25 Moved by: Dan Gawalko

That Smoky Lake County Council file the information received from Orphan Wells Association, Dated July 18, 2025.

# **CARRIED**

# 12 Information Release

# 13 Financial Reports

#### 13.1 Bank Reconciliation

**Resolution No:** 727-25 Moved by: Lorne Halisky

That Smoky Lake County Council adopt the Bank Reconciliation report dated May 2025 as presented.

# **CARRIED**

## 13.1.1 June 2025 Bank Reconciliation

**Resolution No:** 728-25 Moved by: Dan Gawalko

That Smoky Lake County Council adopt the Bank Reconciliation report dated June 2025 as presented.

# **CARRIED**

# 13.2 Budget to Actual 2025

**Resolution No:** 729-25 Moved by: Lorne Halisky

Smoky Lake County Council accept the Budget to Actual dated August 15th, 2025 as presented.

# CARRIED

# 13.3 2025 Draft Financial Plan

**Resolution No:** 730-25 Moved by: Dominique Céré That Smoky Lake County Council approve the 2025-2030 Five Year Capital Plan.

## **CARRIED**

# 13.3.1 Grant Funding Research

**Resolution No:** 731-25 Moved by: Lorne Halisky

That Smoky Lake County Council acknowledge the review of Grants and Funding Programs for 2025 document.

#### **CARRIED**

# 14 Next Meetings

**Resolution No:** 732-25 Moved by Dan Gawalko

That Smoky Lake County Council confirm the future meetings

# **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)

#### **CARRIED**

# 15 Extension of the Regular Council meeting

**Resolution No:** 733-25 Moved by: Lorne Halisky

That Smoky Lake County Council approve the extension of the Regular Council meeting to exceed past 4:00 p.m.

# **CARRIED**

# 16 In Camera (Executive Session)

**Resolution No:** 734-25 Moved by: Dan Gawalko

That Smoky Lake County Council go into Executive Session, under the authority of the FOIP Act, Section 17: Third Party Personal, in the physical and virtual presence of all Council, Chief Administrative Officer, Finance Manager, Legislative Services/RS time 4:42 p.m.

## **CARRIED**

# 17 Out of Camera (Executive Session)

**Resolution No:** 735-25 Moved by Lorne Halisky

That Smoky Lake County Council go out of Executive Session, time 5:10 p.m.

# **CARRIED**

# 17.1 Agricultural Fieldman Motion

**Resolution No:** 736-25 Moved by: Dan Gawalko

That Smoky Lake County enter in negotiations for a contracted interim Agricultural Fieldman position and defer items 7.9 Agricultural Fieldman Appointment and 7.10 Weed Inspector Appointment until the position is filled.

# **CARRIED**

# 18 Adjournment

**Resolution No:** 737-25 Moved by: Dominique Céré

That the Smoky Lake County Council Meeting of August 28, 2025, be adjourned,

time: 5:15 p.m.

# **CARRIED**



Public Hearing Date: September 11, 2025 Public Hearing Time: 9:15 a.m.

#### VIRTUAL PUBLIC HEARING BACKGROUND

PROPOSED BYLAW NAME & NO.: Proposed Smoky Lake County Bylaw No. 1482-25

APPLICANTS: Adrian Cardinal

**PROPOSAL:** A Bylaw amending the Smoky Lake County Land Use Bylaw No. 1272-

14 to redistrict portions of the lands legally described as NW-22-59-14-W4M, Agriculture (AG) District to Highway Commercial (C1) District.

#### BACKGROUND:

 On June 25, 2025, an application was received by administration to amend Land Use Bylaw No. 1272-14, to redistrict the subject lands from Agriculture (AG) District to Highway Commercial (C1) District.

- The subject lands are designated as Commercial Area under Section 7.2 Future Land Use, of Smoky Lake County Municipal Development Plan Bylaw No. 1249-12. The Municipal Development Plan serves to guide Council when considering redistricting applications. The proposed redistricting is consistent with the future land use ascribed for the property in Municipal Development Plan, and therefore, the Municipal Development Plan does not require amendment.
- The portion of the subject lands that the applicant proposes to redistrict are approximately 1.23 hectares (3.04 acres) in area. The remainder of the subject lands is proposed to remain as Agriculture (AG) District under the Land Use Bylaw.
- The applicant proposes to establish a towing business (including an impound/storage yard), and RV storage, both of which are neither Permitted nor Discretionary Uses in the Agriculture District. By redistricting the subject lands to Highway Commercial, these uses would be permissible.
- Should Bylaw #1482-25 receive Third Reading, the owner of the lands will be required to obtain approval from the County's Development Authority for any proposed development. Any proposed development shall meet the regulations of the Highway Commercial (C1) District under Land Use Bylaw #1272-14, and any additional conditions prescribed by the County's Development Authority. Adoption of Bylaw #1482-25 does not constitute Development Authority approval.

#### NOTICE:

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

# **ATTACHMENTS:**

- 1. Proposed Bylaw #1482-25
- 2. Smoky Lake County Land Use Bylaw #1272-14: Section 8.8 Highway Commercial (C1) District
- 3. Relevant Legislation
- 4. Notice of Public Hearing

# 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:

- 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 <u>from</u> Agriculture District (AG) to Highway
  Commercial (C1) District.
- 2. This Bylaw shall come into effect after third and final reading.

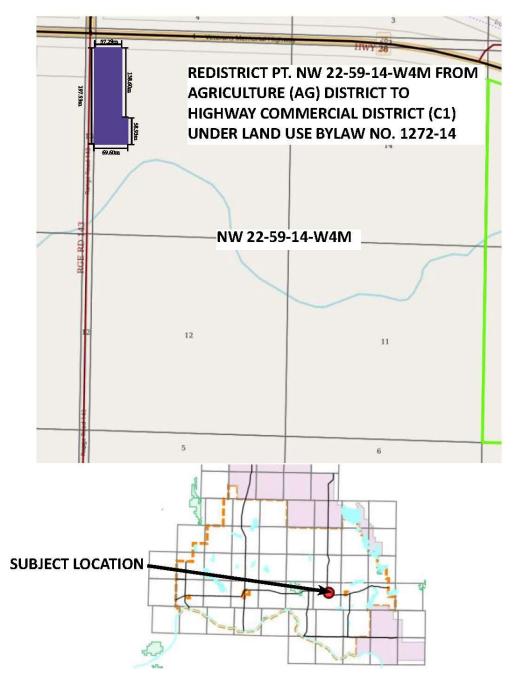
READ A FIRST TIME IN COUNCIL THIS 28TH DAY OF AUGUST, AD 2025.

Jered Serben Reeve	
SEAL	
Kevin Lucas Chief Administra	tive Officer

READ A SECOND TIME IN COUNCIL THIS DAY OF _	, AD 20
READ A THIRD AND FINAL TIME IN COUNCIL THISI	DAY OF, AD 20
	Jered Serben Reeve
	SEAL
	Kevin Lucas Chief Administrative Officer
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# SCHEDULE "A" BYLAW NO. 1482-25



### 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

- 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
- 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.

### 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	18.3 m (60.0 ft.) from the property line
Allowances	
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	7.6 m (25.0 ft.) from the property line
Internal subdivision road	
When adjacent to	7.6 m (25.0 ft.) from the property line
Another Parcel	

### iii. Minimum Rear Yards

From Municipal Road	18.3 m (60.0 ft.) from the property line
Allowances	
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	7.6 m (25.0 ft.) from the property line
internal subdivision road	
When adjacent to	7.6 m (25.0 ft.) from the property line
another parcel	

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.

Smoky Lake County - Land Use Bylaw No. 1272-14

- 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 Section6.22 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.



Public Hearing Date: September 11, 2025 Public Hearing Time: 9:15 a.m.

### VIRTUAL PUBLIC HEARING - RELEVANT LEGISLATION & PLANNING POLICIES

Proposed Bylaw #1482-25: A Bylaw amending the Smoky Lake County Land Use Bylaw No. 1272-14 to redistrict portions of the lands legally described as NW-22-59-14-W4M, from Agriculture (AG) District to Highway Commercial (C1) District.

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

### **SECTION 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 travelling 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 located 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 those 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.

## **MUNICIPAL GOVERNMENT ACT (MGA)**

### **PUBLIC HEARINGS**

Municipal Government Act, R.S.A. 2000

### When to hold public hearing

### Section 216.4

- (1) When this or another enactment requires council to hold a public hearing on a proposed bylaw or resolution, the public hearing must be held, unless another enactment specifies otherwise,
  - (a) before second reading of the bylaw, or
  - (b) before council votes on the resolution.
- (2) When this or another enactment requires a public hearing to be held on a proposed bylaw or resolution, council must
  - (a) give notice of the public hearing in accordance with section 606, and
  - (b) conduct the public hearing during a regular or special council meeting.
- (3) A council may, by bylaw, establish procedures for public hearings.

- (4) In the public hearing, council
  - (a) must hear any person, group of persons or person representing them who claims to be affected by the proposed bylaw or resolution and who has complied with the procedures outlined by the council, and
  - (b) may hear any other person who wishes to make representations and who the council agrees to hear
- (5) After considering the representations made to it about the proposed bylaw or resolution at the public hearing and after considering any other matter it considers appropriate, the council may
  - (a) pass the bylaw or resolution,
  - (b) make any amendment to the bylaw or resolution it considers necessary and proceed to pass it without further advertisement or hearing, or
  - (c) defeat the bylaw or resolution.
- **(5.1)** Unless this Act or another enactment specifies otherwise, a council may hold only one public hearing on each proposed bylaw or resolution, or any part thereof, that considers residential developments or developments with residential and non-residential developments under Part 17.
- **(6)** The minutes of a council meeting during which the public hearing is held must record the public hearing to the extent directed by the council.

### REQUIREMENTS FOR ADVERTISING

Municipal Government Act, R.S.A. 2000

#### Section 606

- (1) The requirements of this section apply when this or another enactment requires a bylaw, resolution, meeting, public hearing or something else to be advertised by a municipality, unless this or another enactment specifies otherwise.
- (2) Notice of the bylaw, resolution, meeting, public hearing or other thing must be
  - (a) published at least once a week for 2 consecutive weeks in at least one newspaper or other publication circulating in the area to which the proposed bylaw, resolution or other thing relates, or in which the meeting or hearing is to be held,
  - (b) mailed or delivered to every residence in the area to which the proposed bylaw, resolution or other thing relates, or in which the meeting or hearing is to be held, or

- (c) given by a method provided for in a bylaw under section 606.1.
- (3) A notice of a proposed bylaw must be advertised under subsection (2) before second reading.
- (4) A notice of a proposed resolution must be advertised under subsection (2) before it is voted on by Council.
- (5) A notice of a meeting, public hearing or other thin must be advertised under subsection (2) at least 5 days before the meeting, public hearing or thing occurs.
- (6) A notice must contain
  - (a) a statement of the general purpose of the proposed bylaw, resolution, meeting, public hearing or other thing,
  - (b) the address where a copy of the proposed bylaw, resolution or other thing, and any document relating to it of the meeting or public hearing may be inspected,
  - (c) in the case of a bylaw or resolution, an outline of the procedure to be followed by anyone wishing to file a petition in respect of it, and
  - (d) in the case of a meeting or public hearing, the date, time and place where it will be held.
- (7) A certificate of a designated officer certifying that something has been advertised in accordance with this section is proof, in the absence of evidence to the contrary, of the matters set out in the certificate.
- (8) The certificate is admissible in evidence without proof of the appointment or signature of the person who signed the certificate.

### PLANNING BYLAWS

### Section 692

- (1) Before giving second reading to
  - (a) a proposed bylaw to adopt an intermunicipal development plan,
  - (b) a proposed bylaw to adopt a municipal development plan,
  - (c) a proposed bylaw to adopt to adopt an area structure plan,
  - (d) a proposed bylaw to adopt an area redevelopment plan,

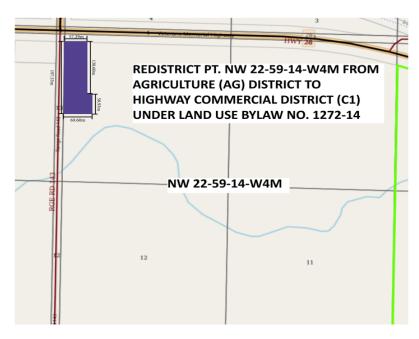
- (e) a proposed land use bylaw, or
- (f) a proposed bylaw amending a statutory plan or land use bylaw referred to in clauses (a) to (e), a council must hold a public hearing with respect to the proposed bylaw in accordance with section 216.4 after giving notice of it in accordance with section 606.
- (2) Despite subsection (1), if a proposed development relates to more than one proposed bylaw referred to in subsection (1), the council may hold a single public hearing.
- (3) Despite subsection (1), in the case of a public hearing for a proposed bylaw adopting or amending an intermunicipal development plan,
  - (a) councils may hold a joint public hearing to which section 184 does not apply, and
  - (b) municipalities may act jointly to satisfy the advertising requirements of section 606.
- (4) In the case of an amendment to a land use bylaw to change the district designation of a parcel of land, the municipality must, in addition to the requirements o subsection (1),
  - (a) include in the notice described in section 606(2)
    - i. the municipal address, if any, and the legal address of the parcel of land, and
    - ii. a map showing the location of the parcel of land,
  - (b) give written notice containing the information described in clause (a) and in section 606(6) to the assessed owner of that parcel of land at the name and address shown in the assessment roll of the municipality, and
  - (c) give a written notice containing the information described in clause (a) and in section 606(6) to each owner of adjacent land at the name and address shown for each owner on the assessment roll of the municipality.
- (5) If the land referred to in subsection (4)(c) is in another municipality, the written notice must be given to that municipality and to each owner of adjacent land at the name and address shown for each owner on the tax roll of that municipality.
- (6) Despite subsection (1), a bylaw referred to in subsection (1) may be amended without giving notice or holding a public hearing if the amendment corrects clerical, technical, grammatical or typographical errors and does not materially affect the bylaw in principle or substance

- **(6.1)** Subsection (1)(f) does not apply in respect of a proposed bylaw amending a statutory plan or land use bylaw to specify the purposes of a community services reserve.
- (7) In this section,
  - (a) "adjacent land" means land that is contiguous to the parcel of land that is being redesignated and includes
    - i. land that would be contiguous if not for a highway, road, river or stream, and
    - ii. any other land identified in the land use bylaw as adjacent land for the purpose of notifications under this section;
  - (b) "owner" means the person shown as the owner of land on the assessment roll prepared under Part 9.
- (8) If an ALSA regional plan requires a council to pass a bylaw referred to in this section, the council must
  - (a) consider whether, in view of the requirement in the ALSA regional plan, consultation is necessary, desirable or beneficial, and
  - (b) decide whether or not to proceed with consultation.
- (9) If a council decides under subsection (8) that consultation is neither necessary nor desirable or would not be beneficial, subsections (1) to (7) do not apply to the council in respect of the bylaw concerned.

## Smoky Lake County NOTICE – PUBLIC HEARING on Proposed Bylaw #1482-25







**TAKE NOTICE THAT** in accordance with sections 216.4, 606 & 692 of the *Municipal Government Act*, the Council of Smoky Lake County is giving consideration of Bylaw #1482-25:

• To redistrict portions of the lands legally described as NW 22-59-14-W4M,, from AGRICULTURE (AG) DISTRICT to HIGHWAY COMMERCIAL (C1) DISTRICT, under the County's Land Use Bylaw #1272-14; &

A Statutory Public Hearing will be held in relation to Bylaw 1482-25, both in-person and via videoconference on Thursday, September 11, 2025, at 9:15 a.m. (or as soon as practical thereafter) at: Smoky Lake County Council Chambers, 4612 McDougall Drive, Smoky Lake, AB TOA 3C0 or online:

https://video.businessconnect.telus.com/join/191952852 Meeting ID: 191952852 or via phone: 1-844-511-2074

### **In-person Speakers:**

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

### Speakers participating through Telus Business Connect videoconference:

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

### Requirements for all Speakers:

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

### Written Submissions:

All interested parties are encouraged to express their views by providing a written submission to Legislative Services by email at <a href="mailto:cshaw@smokylakecounty.ab.ca">cshaw@smokylakecounty.ab.ca</a>.

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

### **Questions? Contact:**

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

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



# REEVE'S SCRIPT FOR PUBLIC HEARING SEPTEMEBR 11, 2025, AT 9:15 A.M.

<u>Proposed Bylaw</u>: No. 1482-25: A Bylaw to amend the Smoky Lake County Land Use Bylaw No. 1272-14 to redistrict portions of the lands legally described as NW-22-59-14-W4M, from Agriculture (AG) District to Highway Commercial (C1) District.

Action	✓	Statements
1.0 Opening		
Reeve:		Before we begin, in the event of a fire alarm or other need to evacuate this room, there are two exits, and please follow direction from County Staff.
		I, Jered Serben, the Reeve for Smoky Lake County, will preside over this Public Hearing regarding proposed County Bylaw No. 1482-25.
		I declare this Public Hearing open at (any time after 9:15 a.m., <u>not</u> before).
		I would like to take a moment to introduce Council. (Allow each Councillor to introduce themselves.
		Administration's Planning advice will be provided by Jordan Ruegg, Planning and Development Manager.
		All persons present in the Council chambers wishing to be heard at this Public Hearing <u>must</u> first properly sign in on the sheet located with legislative services on the table at the front of the Council chambers by providing both their name and municipal address, as well as whether you wish to speak in support or in opposition to the proposed Bylaw.
		I request that anyone who wishes to speak but has not yet signed in, please do so now.
		(Pause to allow people in Chambers to sign in if they have not already done so).
		If you are participating in this Public Hearing online and wish to be

Smoky Lake County – Public Hearing Script September 11, 2025 – Bylaw 1482-25

Action	✓	Statements
		heard, then when the time comes, please un-mute or raise your hand, and when called upon, please state your name and municipal address, and whether you are in support of or in opposition to the proposed Bylaw so that we may record your attendance into the record and that your name can be added to the sign-in sheet.  (Pause to allow people participating online to sign in if they have not already done so).
Reeve:		I will outline the ground rules and the orders of speaking for this Hearing, which are as follows:
		<ul> <li>a) First, I will confirm that the requirements for referral and advertising have been met.</li> </ul>
		<ul> <li>Second, the Planning and Development Manager will summarize the purpose of the Hearing and provide a short background report on the proposed Bylaw.</li> </ul>
		c) Third, following the Planning and Development Manager's report, written submissions that have been received by County administration will be read into the Hearing record.
		d) Fourth, following the reading of written submissions, the Proponent will make a submission on the proposal.
		Following the conclusion of the Proponent's submission, Councilors may ask questions of the Proponent and/or request points of clarity.
		e) Fifth, following the Proponent's submission, members of the public who have signed in will be given the opportunity to speak in the order they have signed in, starting with those persons physically present in Council chambers wishing to speak in opposition to the proposed Bylaw, followed by those speakers participating online who are also in opposition to the proposed Bylaw.
		Following the conclusion of speakers in opposition, Councilors may ask questions of those speakers and/or request points of clarity.
		f) Sixth, following the conclusion of questions to those opposed, those members of the public who have also signed in who wish to speak in support of the proposed Bylaw will be given the opportunity to speak in the order they signed in, starting with those persons physically present in Council chambers, followed by those speakers participating online who are also in support

Action	<b>√</b>	Statements
Action		
		of the proposed Bylaw.  Following the conclusion of speakers in support, Councilors may ask questions and/or request points of clarity.
		g) Seventh, I will call again a final time for anyone else who has not yet spoken, who did not initially sign in, and who still wish to speak. They will be given the opportunity to speak, after stating their name and municipal address for the record, and whether they are in support or in opposition. Following these speakers, Council may ask questions and/or request points of clarity.
		h) Following these last speakers, any Councillor having any additional questions of any speaker, the Proponent, or staff may ask questions and/or request points of clarification from any of these parties <b>based on new information</b> gained during the Hearing.
		i) Finally, Council will then either close or recess the Hearing and retire to consider the information received during the Hearing
		If Council recesses the hearing, then we will reopen it another day, and Councilors cannot allow themselves to be lobbied by the Proponent, residents, or others outside of a Public Hearing now that we have opened it. We will <b>only</b> consider matters raised at the Hearing.
		<u>Please note</u> that only Councilors may ask questions of the Proponent, other speakers, and staff during the Hearing.
		If any person other than a Councillor wishes to ask questions of the Proponent, other speakers, or staff, they must ask Council to ask the question on their behalf. And Council will only ask the question if we wish to have an answer to the question.
		Finally, following the Hearing, Administration will provide updates to those who have signed up and provided their email or mailing address.
Reeve:		At this time, I would ask the CAO to confirm whether this Public Hearing has been properly advertised and Notice provided in accordance with the applicable Provincial Legislation and County Bylaws.

Action	✓	Statements
CAO:		Yes, it has Mr. Chairperson.
Reeve:		Thank you. I would now ask that Jordan Ruegg, the Planning and Development Manager, to summarize the purpose of this Public Hearing and provide a background report on the proposed Bylaw.
Planning and Development Manager:		Thank you, Mr. Chairperson, the purpose of this Hearing is for the Council of Smoky Lake County to obtain <b>public input</b> , both in support and in opposition to, proposed Bylaw 1482-25.
		Read into record the Public Hearing Background, specifying that you are reading from the document.
2.0 Public Testime	ony	and Written submissions
REEVE, After staff is finished, ask the Planning and Development Manager:		Thank you. Have we received any written submissions on the proposed bylaw? If so, I would ask the Planning and Development Manager to read aloud and enter them into the record.
Planning and Development Manager:		Read into record all written submissions received.
3.0 Proponent's S	ubn	nission
Reeve:		Thank you. I will at this time ask the Proponent Delegation to make their submission in support of the proposed Bylaw — I would ask that you state your name and role, and that you not exceed 10 minutes, and either I or legislative services will let you know when your time has lapsed and I will then ask you to wrap up.*  Allow time for the Proponent to make their submission.  *The amount of time granted all speakers is at the discretion of the Chair of the Hearing. Recommend: not more than 10 minutes.
Proponent Delegation:		Record names here:

5.1 Bylaw No. 1272-14 to redistrict portions of the la...

Action	<b>√</b>	Statements
QUESTIONS After the proponent delegation is		Thank you. Does Council have any questions or points of clarification for the proponent delegation at this time?
finished, the Chair asks Council:		Allow time for respectful Q&A, with questions to be directed through the Chairperson.
4.0 Public Testin	ony	in attendance of the hearing
4.1 Those Op	pose	ed .
Reeve:		Thank you. I will now call upon persons signed up on the sign-in sheet who are <b>present in the Council chambers</b> and who are in <b>opposition</b> to the proposed bylaw.
		Please state your <u>name and municipal address</u> for the record. Please note that each party wishing to speak will have only one opportunity to do so.
		I would ask that you not exceed 10 minutes, and either I or legislative services will let you know when your time has lapsed and I will then ask you to wrap up.
		Council Members may ask presenters questions for the purpose of clarifying the speaker's comments. Council must <b>not</b> debate this matter during the Hearing. The time for debate will come at consideration of Second and Third Readings
Public <b>present in</b> <b>Chambers – Opposed</b> :		Record names here:

Smoky Lake County – Public Hearing Script September 11, 2025 – Bylaw 1482-25

Action	✓	Statements
Reeve:		Thank you. I will now call upon persons signed up on the sign-in sheet whom are <u>participating online</u> and who are <u>in opposition</u> to the proposed bylaw. Please state your <u>name and municipal address</u> for the record. Please note that each party wishing to speak will have only one opportunity to do so.  Once again, I would ask that you not exceed 10 minutes, and either I or legislative services will let you know when your time has lapsed, and I will then ask you to wrap up.
Public <b>participating online</b> - <b>Opposed</b> to the proposed Bylaw:		Record names here:
QUESTIONS After all those speakers in opposition are finished, the Chair asks Council:		Thank you. Does Council have any questions or points of clarification for those who have spoken in opposition to the proposed bylaw?  Allow time for respectful Q&A, with questions to be directed through the Chairperson.
4.2 Those In S	ממט	ort
Reeve:	<b>     </b>	Thank you. I will now call upon persons signed up on the sign-in sheet whom are present in the Council chambers and who are in support of the proposed bylaw.  Just as before, please state your name and municipal address for the record. Please note that each party wishing to speak will have only one opportunity to do so.  I would ask that you not exceed 10 minutes, and either I or legislative services will let you know when your time has lapsed and I will then ask you to wrap up.  Council Members may ask presenters questions for the purpose of clarifying the speaker's comments.

Action	✓	Statements
Public <b>present in Chambers</b> – In Support of the proposed Bylaw:		Record names here:
Public participating online  — In Support of the proposed Bylaw:		Thank you. I will now call upon persons signed up on the sign-in sheet whom are participating online and who are in support the proposed bylaw. Please state your name and municipal address for the record.  Please note that each party wishing to speak will have only one opportunity to do so. Council Members may ask presenters questions for the purpose of clarifying the speaker's comments.  I would ask that you not exceed 10 minutes, and either I or legislative services will let you know when your time has lapsed, and I will then ask you to wrap up.
Public participating online  – In Support of the proposed Bylaw:		Record names here:
QUESTIONS After each speaker is finished the Chair asks Council:		Does Council have any questions or points of clarification?  Allow time for respectful Q&A, with questions to be directed through the Chairperson.
After all who have signed in have spoken:		Thank you. Is there anyone else who has not spoken and wishes to speak? If so, please indicate now, and speak up to be registered?  Allow time for registration If yes  Please state your name and municipal address for the record. Please

Action	✓	Statements
		note that each party wishing to speak will have only one opportunity to do so.
		I would ask that you not exceed 10 minutes, and either I or legislative services will let you know when your time has lapsed and I will then ask you to wrap up.
After each speaker the Chair asks Council		Does Council have any questions or points of clarification for these last speakers?
4.0 Questions and Hearing.	d An	swers based on new Information from the
Following all comments		Thank you. That concludes speakers.
from the public, the Reeve asks Council:		At this time, does any Council member have <b>any</b> final questions of the proponent, <b>any</b> speaker, or staff,?
		Allow time for respectful Q&A, with questions to be directed through the Chairperson.
5.0 Closing Rema	rks	
The Reeve announces:		There being no further testimony, nor questions at this time, I would like to thank all presenters for their time, perspectives, and comments.
		Smoky Lake County Council will take your comments into consideration when deciding on this matter.
		Thank you to everyone who took time to attend this morning. Once again, moving forward, Administration will provide updates to those who have signed up and provided their email or mailing address.
		You are welcome but not required to remain and observe the rest of the Regular Council Meeting, once we revert back to that agenda.
		I declare this Hearing on proposed Bylaw No. 1482-25 <u>CLOSED</u> at



Public Hearing Date: September 11, 2025 Public Hearing Time: 9:15 a.m.

### VIRTUAL PUBLIC HEARING BACKGROUND

PROPOSED BYLAW NAME & NO.: Proposed Smoky Lake County Bylaw No. 1482-25

APPLICANTS: Adrian Cardinal

**PROPOSAL:** A Bylaw amending the Smoky Lake County Land Use Bylaw No. 1272-

14 to redistrict portions of the lands legally described as NW-22-59-14-W4M, Agriculture (AG) District to Highway Commercial (C1) District.

#### BACKGROUND:

 On June 25, 2025, an application was received by administration to amend Land Use Bylaw No. 1272-14, to redistrict the subject lands from Agriculture (AG) District to Highway Commercial (C1) District.

- The subject lands are designated as Commercial Area under Section 7.2 Future Land Use, of Smoky Lake County Municipal Development Plan Bylaw No. 1249-12. The Municipal Development Plan serves to guide Council when considering redistricting applications. The proposed redistricting is consistent with the future land use ascribed for the property in Municipal Development Plan, and therefore, the Municipal Development Plan does not require amendment.
- The portion of the subject lands that the applicant proposes to redistrict are approximately 1.23 hectares (3.04 acres) in area. The remainder of the subject lands is proposed to remain as Agriculture (AG) District under the Land Use Bylaw.
- The applicant proposes to establish a towing business (including an impound/storage yard), and RV storage, both of which are neither Permitted nor Discretionary Uses in the Agriculture District. By redistricting the subject lands to Highway Commercial, these uses would be permissible.
- Should Bylaw #1482-25 receive Third Reading, the owner of the lands will be required to obtain approval from the County's Development Authority for any proposed development. Any proposed development shall meet the regulations of the Highway Commercial (C1) District under Land Use Bylaw #1272-14, and any additional conditions prescribed by the County's Development Authority. Adoption of Bylaw #1482-25 does not constitute Development Authority approval.

### NOTICE:

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

## **ATTACHMENTS:**

- 1. Proposed Bylaw #1482-25
- 2. Smoky Lake County Land Use Bylaw #1272-14: Section 8.8 Highway Commercial (C1) District
- 3. Relevant Legislation
- 4. Notice of Public Hearing

### 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:

- 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 <u>from</u> Agriculture District (AG) to Highway
  Commercial (C1) District.
- 2. This Bylaw shall come into effect after third and final reading.

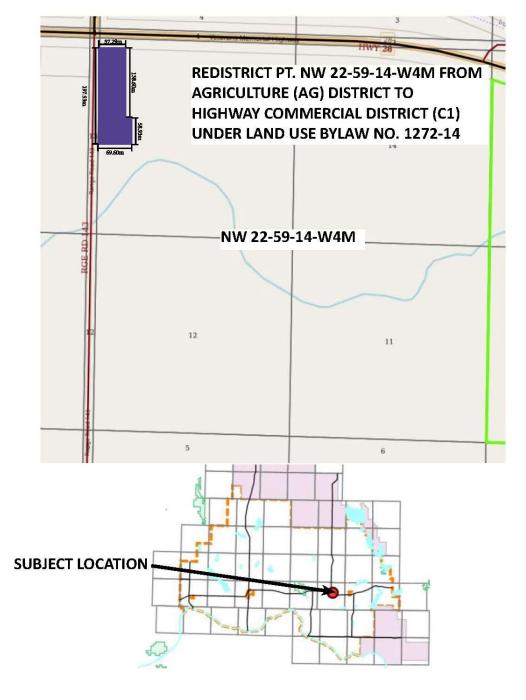
READ A FIRST TIME IN COUNCIL THIS 28TH DAY OF AUGUST, AD 2025.

SEAL

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	
SEAL	
Kevin Lucas Chief Administrative Office	•



# SCHEDULE "A" BYLAW NO. 1482-25



### 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

- 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
- 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.

Smoky Lake County - Land Use Bylaw No. 1272-14

### 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	18.3 m (60.0 ft.) from the property line
Allowances	
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	7.6 m (25.0 ft.) from the property line
Internal subdivision road	
When adjacent to	7.6 m (25.0 ft.) from the property line
Another Parcel	

### iii. Minimum Rear Yards

From Municipal Road	18.3 m (60.0 ft.) from the property line
Allowances	
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	7.6 m (25.0 ft.) from the property line
internal subdivision road	
When adjacent to	7.6 m (25.0 ft.) from the property line
another parcel	

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.

Smoky Lake County - Land Use Bylaw No. 1272-14

- 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 Section6.22 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.



Public Hearing Date: September 11, 2025 Public Hearing Time: 9:15 a.m.

### VIRTUAL PUBLIC HEARING - RELEVANT LEGISLATION & PLANNING POLICIES

Proposed Bylaw #1482-25: A Bylaw amending the Smoky Lake County Land Use Bylaw No. 1272-14 to redistrict portions of the lands legally described as NW-22-59-14-W4M, from Agriculture (AG) District to Highway Commercial (C1) District.

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

### <u>SECTION 4.4 – COMMERCIAL POLICY</u>

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 travelling 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 located 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 those 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.

## **MUNICIPAL GOVERNMENT ACT (MGA)**

### **PUBLIC HEARINGS**

Municipal Government Act, R.S.A. 2000

### When to hold public hearing

### Section 216.4

- (1) When this or another enactment requires council to hold a public hearing on a proposed bylaw or resolution, the public hearing must be held, unless another enactment specifies otherwise,
  - (a) before second reading of the bylaw, or
  - (b) before council votes on the resolution.
- (2) When this or another enactment requires a public hearing to be held on a proposed bylaw or resolution, council must
  - (a) give notice of the public hearing in accordance with section 606, and
  - (b) conduct the public hearing during a regular or special council meeting.
- (3) A council may, by bylaw, establish procedures for public hearings.

- (4) In the public hearing, council
  - (a) must hear any person, group of persons or person representing them who claims to be affected by the proposed bylaw or resolution and who has complied with the procedures outlined by the council, and
  - (b) may hear any other person who wishes to make representations and who the council agrees to hear
- (5) After considering the representations made to it about the proposed bylaw or resolution at the public hearing and after considering any other matter it considers appropriate, the council may
  - (a) pass the bylaw or resolution,
  - (b) make any amendment to the bylaw or resolution it considers necessary and proceed to pass it without further advertisement or hearing, or
  - (c) defeat the bylaw or resolution.
- (5.1) Unless this Act or another enactment specifies otherwise, a council may hold only one public hearing on each proposed bylaw or resolution, or any part thereof, that considers residential developments or developments with residential and non-residential developments under Part 17.
- **(6)** The minutes of a council meeting during which the public hearing is held must record the public hearing to the extent directed by the council.

### REQUIREMENTS FOR ADVERTISING

Municipal Government Act, R.S.A. 2000

#### Section 606

- (1) The requirements of this section apply when this or another enactment requires a bylaw, resolution, meeting, public hearing or something else to be advertised by a municipality, unless this or another enactment specifies otherwise.
- (2) Notice of the bylaw, resolution, meeting, public hearing or other thing must be
  - (a) published at least once a week for 2 consecutive weeks in at least one newspaper or other publication circulating in the area to which the proposed bylaw, resolution or other thing relates, or in which the meeting or hearing is to be held,
  - (b) mailed or delivered to every residence in the area to which the proposed bylaw, resolution or other thing relates, or in which the meeting or hearing is to be held, or

- (c) given by a method provided for in a bylaw under section 606.1.
- (3) A notice of a proposed bylaw must be advertised under subsection (2) before second reading.
- (4) A notice of a proposed resolution must be advertised under subsection (2) before it is voted on by Council.
- (5) A notice of a meeting, public hearing or other thin must be advertised under subsection (2) at least 5 days before the meeting, public hearing or thing occurs.
- (6) A notice must contain
  - (a) a statement of the general purpose of the proposed bylaw, resolution, meeting, public hearing or other thing,
  - (b) the address where a copy of the proposed bylaw, resolution or other thing, and any document relating to it of the meeting or public hearing may be inspected,
  - (c) in the case of a bylaw or resolution, an outline of the procedure to be followed by anyone wishing to file a petition in respect of it, and
  - (d) in the case of a meeting or public hearing, the date, time and place where it will be held.
- (7) A certificate of a designated officer certifying that something has been advertised in accordance with this section is proof, in the absence of evidence to the contrary, of the matters set out in the certificate.
- (8) The certificate is admissible in evidence without proof of the appointment or signature of the person who signed the certificate.

### PLANNING BYLAWS

### Section 692

- (1) Before giving second reading to
  - (a) a proposed bylaw to adopt an intermunicipal development plan,
  - (b) a proposed bylaw to adopt a municipal development plan,
  - (c) a proposed bylaw to adopt to adopt an area structure plan,
  - (d) a proposed bylaw to adopt an area redevelopment plan,

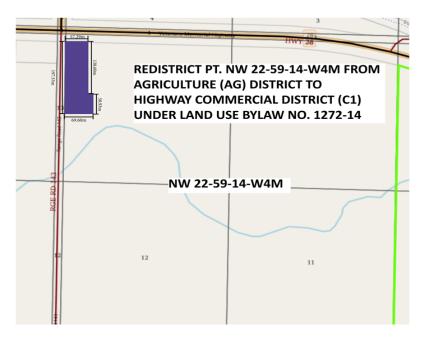
- (e) a proposed land use bylaw, or
- (f) a proposed bylaw amending a statutory plan or land use bylaw referred to in clauses (a) to (e), a council must hold a public hearing with respect to the proposed bylaw in accordance with section 216.4 after giving notice of it in accordance with section 606.
- (2) Despite subsection (1), if a proposed development relates to more than one proposed bylaw referred to in subsection (1), the council may hold a single public hearing.
- (3) Despite subsection (1), in the case of a public hearing for a proposed bylaw adopting or amending an intermunicipal development plan,
  - (a) councils may hold a joint public hearing to which section 184 does not apply, and
  - (b) municipalities may act jointly to satisfy the advertising requirements of section 606.
- (4) In the case of an amendment to a land use bylaw to change the district designation of a parcel of land, the municipality must, in addition to the requirements o subsection (1),
  - (a) include in the notice described in section 606(2)
    - i. the municipal address, if any, and the legal address of the parcel of land, and
    - ii. a map showing the location of the parcel of land,
  - (b) give written notice containing the information described in clause (a) and in section 606(6) to the assessed owner of that parcel of land at the name and address shown in the assessment roll of the municipality, and
  - (c) give a written notice containing the information described in clause (a) and in section 606(6) to each owner of adjacent land at the name and address shown for each owner on the assessment roll of the municipality.
- (5) If the land referred to in subsection (4)(c) is in another municipality, the written notice must be given to that municipality and to each owner of adjacent land at the name and address shown for each owner on the tax roll of that municipality.
- (6) Despite subsection (1), a bylaw referred to in subsection (1) may be amended without giving notice or holding a public hearing if the amendment corrects clerical, technical, grammatical or typographical errors and does not materially affect the bylaw in principle or substance

- **(6.1)** Subsection (1)(f) does not apply in respect of a proposed bylaw amending a statutory plan or land use bylaw to specify the purposes of a community services reserve.
- (7) In this section,
  - (a) "adjacent land" means land that is contiguous to the parcel of land that is being redesignated and includes
    - i. land that would be contiguous if not for a highway, road, river or stream, and
    - ii. any other land identified in the land use bylaw as adjacent land for the purpose of notifications under this section;
  - (b) "owner" means the person shown as the owner of land on the assessment roll prepared under Part 9.
- (8) If an ALSA regional plan requires a council to pass a bylaw referred to in this section, the council must
  - (a) consider whether, in view of the requirement in the ALSA regional plan, consultation is necessary, desirable or beneficial, and
  - (b) decide whether or not to proceed with consultation.
- (9) If a council decides under subsection (8) that consultation is neither necessary nor desirable or would not be beneficial, subsections (1) to (7) do not apply to the council in respect of the bylaw concerned.

## Smoky Lake County NOTICE – PUBLIC HEARING on Proposed Bylaw #1482-25







**TAKE NOTICE THAT** in accordance with sections 216.4, 606 & 692 of the *Municipal Government Act*, the Council of Smoky Lake County is giving consideration of Bylaw #1482-25:

• To redistrict portions of the lands legally described as NW 22-59-14-W4M,, from AGRICULTURE (AG) DISTRICT to HIGHWAY COMMERCIAL (C1) DISTRICT, under the County's Land Use Bylaw #1272-14; &

A Statutory Public Hearing will be held in relation to Bylaw 1482-25, both in-person and via videoconference on Thursday, September 11, 2025, at 9:15 a.m. (or as soon as practical thereafter) at: Smoky Lake County Council Chambers, 4612 McDougall Drive, Smoky Lake, AB TOA 3C0 or online:

https://video.businessconnect.telus.com/join/191952852 Meeting ID: 191952852 or via phone: 1-844-511-2074

### **In-person Speakers:**

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

## **Speakers participating through Telus Business Connect videoconference:**

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

### Requirements for all Speakers:

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

### Written Submissions:

All interested parties are encouraged to express their views by providing a written submission to Legislative Services by email at <a href="mailto:cshaw@smokylakecounty.ab.ca">cshaw@smokylakecounty.ab.ca</a>.

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

### **Questions? Contact:**

Jordan Ruegg Planning & Development Manager, Smoky Lake County at 780-650-5207 / <a href="mailto:jruegg@smokylakecounty.ab.ca">jruegg@smokylakecounty.ab.ca</a>

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



# REEVE'S SCRIPT FOR PUBLIC HEARING SEPTEMEBR 11, 2025, AT 1:00 P.M.

<u>Proposed Bylaw</u>: 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

Action	✓	Statements
1.0 Opening		
Reeve:		Before we begin, in the event of a fire alarm or other need to evacuate this room, there are two exits, and please follow direction from County Staff.
		I, Jered Serben, the Reeve for Smoky Lake County, will preside over this Public Hearing regarding proposed County Bylaw No. 1486-25.
		I declare this Public Hearing open at (any time after 9:15 a.m., <u>not</u> before).
		I would like to take a moment to introduce Council. (Allow each Councillor to introduce themselves.
		Administration's Planning advice will be provided by Jordan Ruegg, Planning and Development Manager.
		All persons present in the Council chambers wishing to be heard at this Public Hearing <u>must</u> first properly sign in on the sheet located with legislative services on the table at the front of the Council chambers by providing both their name and municipal address, as well as whether you wish to speak in support or in opposition to the proposed Bylaw.
		I request that anyone who wishes to speak but has not yet signed in, please do so now.
		(Pause to allow people in Chambers to sign in if they have not already done so).
		If you are participating in this Public Hearing <b>online</b> and wish to be heard, then when the time comes, please un-mute or raise your hand,

Smoky Lake County – Public Hearing Script September 11, 2025 – Bylaw 1486-25

Action	✓	Statements
		and when called upon, please state your name and municipal address, and whether you are in support of or in opposition to the proposed Bylaw so that we may record your attendance into the record and that your name can be added to the sign-in sheet.  (Pause to allow people participating online to sign in if they have not already done so).
Reeve:		I will outline the ground rules and the orders of speaking for this Hearing, which are as follows:
		<ul> <li>a) First, I will confirm that the requirements for referral and advertising have been met.</li> </ul>
		<ul> <li>b) Second, the Planning and Development Manager will summarize the purpose of the Hearing and provide a short background report on the proposed Bylaw.</li> </ul>
		c) Third, following the Planning and Development Manager's report, written submissions that have been received by County administration will be read into the Hearing record.
		d) Fourth, following the reading of written submissions, the Proponent will make a submission on the proposal.
		Following the conclusion of the Proponent's submission, Councilors may ask questions of the Proponent and/or request points of clarity.
		e) Fifth, following the Proponent's submission, members of the public who have signed in will be given the opportunity to speak in the order they have signed in, starting with those persons physically present in Council chambers wishing to speak in opposition to the proposed Bylaw, followed by those speakers participating online who are also in opposition to the proposed Bylaw.
		Following the conclusion of speakers in opposition, Councilors may ask questions of those speakers and/or request points of clarity.
		f) Sixth, following the conclusion of questions to those opposed, those members of the public who have also signed in who wish to speak in support of the proposed Bylaw will be given the opportunity to speak in the order they signed in, starting with those persons physically present in Council chambers, followed by those speakers participating online who are also in support

Action	✓	Statements
		of the proposed Bylaw.
		Following the conclusion of speakers in support, Councilors may ask questions and/or request points of clarity.
		g) Seventh, I will call again a final time for anyone else who has not yet spoken, who did not initially sign in, and who still wish to speak. They will be given the opportunity to speak, after stating their name and municipal address for the record, and whether they are in support or in opposition. Following these speakers, Council may ask questions and/or request points of clarity.
		h) Following these last speakers, any Councillor having any additional questions of any speaker, the Proponent, or staff may ask questions and/or request points of clarification from any of these parties <b>based on new information</b> gained during the Hearing.
		<ul> <li>i) Finally, Council will then either close or recess the Hearing and retire to consider the information received during the Hearing</li> </ul>
		If Council recesses the hearing, then we will reopen it another day, and Councilors cannot allow themselves to be lobbied by the Proponent, residents, or others outside of a Public Hearing now that we have opened it. We will <b>only</b> consider matters raised at the Hearing.
		<u>Please note</u> that only Councilors may ask questions of the Proponent, other speakers, and staff during the Hearing.
		If any person other than a Councillor wishes to ask questions of the Proponent, other speakers, or staff, they must ask Council to ask the question on their behalf. And Council will only ask the question if we wish to have an answer to the question.
		Finally, following the Hearing, Administration will provide updates to those who have signed up and provided their email or mailing address.
Reeve:		At this time, I would ask the CAO to confirm whether this Public Hearing has been properly advertised and Notice provided in accordance with the applicable Provincial Legislation and County Bylaws.

Action	✓	Statements
CAO:		Yes, it has Mr. Chairperson.
Reeve:		Thank you. I would now ask that Jordan Ruegg, the Planning and Development Manager, to summarize the purpose of this Public Hearing and provide a background report on the proposed Bylaw.
Planning and Development Manager:		Thank you, Mr. Chairperson, the purpose of this Hearing is for the Council of Smoky Lake County to obtain <b>public input</b> , both in support and in opposition to, proposed Bylaw 1486-25.
		Read into record the Public Hearing Background, specifying that you are reading from the document.
2.0 Public Testime	ony	and Written submissions
REEVE, After staff is finished, ask the Planning and Development Manager:		Thank you. Have we received any written submissions on the proposed bylaw? If so, I would ask the Planning and Development Manager to read aloud and enter them into the record.
Planning and Development Manager:		Read into record all written submissions received.
3.0 Proponent's S	ubn	nission
Reeve:		Thank you. I will at this time ask the Proponent Delegation to make their submission in support of the proposed Bylaw – I would ask that you state your name and role, and that you not exceed 10 minutes, and either I or legislative services will let you know when your time has lapsed and I will then ask you to wrap up.*  Allow time for the Proponent to make their submission.  *The amount of time granted all speakers is at the discretion of the Chair of the Hearing. Recommend: not more than 10 minutes.
Proponent Delegation:		Record names here:

Action	<b>√</b>	Statements
QUESTIONS After the proponent delegation is		Thank you. Does Council have any questions or points of clarification for the proponent delegation at this time?
finished, the Chair asks Council:		Allow time for respectful Q&A, with questions to be directed through the Chairperson.
4.0 Public Testin	ony	in attendance of the hearing
4.1 Those Op	pose	ed .
Reeve:		Thank you. I will now call upon persons signed up on the sign-in sheet who are <b>present in the Council chambers</b> and who are in <b>opposition</b> to the proposed bylaw.
		Please state your <u>name and municipal address</u> for the record. Please note that each party wishing to speak will have only one opportunity to do so.
		I would ask that you not exceed 10 minutes, and either I or legislative services will let you know when your time has lapsed and I will then ask you to wrap up.
		Council Members may ask presenters questions for the purpose of clarifying the speaker's comments. Council must <b>not</b> debate this matter during the Hearing. The time for debate will come at consideration of Second and Third Readings
Public <b>present in</b> <b>Chambers – Opposed</b> :		Record names here:

Smoky Lake County – Public Hearing Script September 11, 2025 – Bylaw 1486-25

Action	✓	Statements
Reeve:		Thank you. I will now call upon persons signed up on the sign-in sheet whom are <u>participating online</u> and who are <u>in opposition</u> to the proposed bylaw. Please state your <u>name and municipal address</u> for the record. Please note that each party wishing to speak will have only one opportunity to do so.  Once again, I would ask that you not exceed 10 minutes, and either I or legislative services will let you know when your time has lapsed, and I will then ask you to wrap up.
Public <b>participating online</b> - <b>Opposed</b> to the proposed Bylaw:		Record names here:
QUESTIONS After all those speakers in opposition are finished, the Chair asks Council:		Thank you. Does Council have any questions or points of clarification for those who have spoken in opposition to the proposed bylaw?  Allow time for respectful Q&A, with questions to be directed through the Chairperson.
4.2 Those In S	ממט	ort
Reeve:	<b>     </b>	Thank you. I will now call upon persons signed up on the sign-in sheet whom are present in the Council chambers and who are in support of the proposed bylaw.  Just as before, please state your name and municipal address for the record. Please note that each party wishing to speak will have only one opportunity to do so.  I would ask that you not exceed 10 minutes, and either I or legislative services will let you know when your time has lapsed and I will then ask you to wrap up.  Council Members may ask presenters questions for the purpose of clarifying the speaker's comments.

Action	✓	Statements
Public <b>present in Chambers</b> – In Support of the proposed Bylaw:		Record names here:
Public participating online  — In Support of the proposed Bylaw:		Thank you. I will now call upon persons signed up on the sign-in sheet whom are participating online and who are in support the proposed bylaw. Please state your name and municipal address for the record.  Please note that each party wishing to speak will have only one opportunity to do so. Council Members may ask presenters questions for the purpose of clarifying the speaker's comments.  I would ask that you not exceed 10 minutes, and either I or legislative services will let you know when your time has lapsed, and I will then ask you to wrap up.
Public participating online – In Support of the proposed Bylaw:		Record names here:
QUESTIONS After each speaker is finished the Chair asks Council:		Does Council have any questions or points of clarification?  Allow time for respectful Q&A, with questions to be directed through the Chairperson.
After all who have signed in have spoken:		Thank you. Is there anyone else who has not spoken and wishes to speak? If so, please indicate now, and speak up to be registered?  Allow time for registration If yes  Please state your name and municipal address for the record. Please

Action	✓	Statements
		note that each party wishing to speak will have only one opportunity to do so.
		I would ask that you not exceed 10 minutes, and either I or legislative services will let you know when your time has lapsed and I will then ask you to wrap up.
After each speaker the Chair asks Council		Does Council have any questions or points of clarification for these last speakers?
4.0 Questions and Hearing.	d An	swers based on new Information from the
Following all comments		Thank you. That concludes speakers.
from the public, the Reeve asks Council:		At this time, does any Council member have <b>any</b> final questions of the proponent, <b>any</b> speaker, or staff,?
		Allow time for respectful Q&A, with questions to be directed through the Chairperson.
5.0 Closing Rema	rks	
The Reeve announces:		There being no further testimony, nor questions at this time, I would like to thank all presenters for their time, perspectives, and comments.
		Smoky Lake County Council will take your comments into consideration when deciding on this matter.
		Thank you to everyone who took time to attend this morning. Once again, moving forward, Administration will provide updates to those who have signed up and provided their email or mailing address.
		You are welcome but not required to remain and observe the rest of the Regular Council Meeting, once we revert back to that agenda.
		I declare this Hearing on proposed Bylaw No. 1486-25 <u>CLOSED</u> at



Meeting Date: Thursday, September 11, 2025, Regular Council Agenda Item: #

Topic: 2025 STIP Grant Agreements for BF 06788 and BF 01772

Presented By: Brenda Adamson/Finance Manager

#### Recommendation:

Motion #1 That Smoky Lake County execute the Strategic Transportation Infrastructure Program Memorandum of Agreement with Alberta Transportation and Economic Corridors, in the amount of \$311,250 for the purpose of Bridge Rehabilitation of BF01722, located on Township Road 153 NW 22-58-15 W4; and confirm approval of the 2025 unbudgeted engineering costs to be funded from the General Capital Reserve.

Motion #2 That Smoky Lake County Council execute the Strategic Transportation Infrastructure Program Memorandum of Agreement with Alberta Transportation and Economic Corridors, in the amount of \$501,600 for the purpose of Bridge Replacement of BF 06788, located on south of the intersection of Township Road 585A and Range Road 151 SW 26,58,15, W4; and approve the 2025 unbudgeted engineering costs to be funded from the General Capital Reserves.

#### **Background:**

Smoky Lake County received notification that STIP funding will be provided for:

BF01772 Range Road 153 at NW 22,58,15, W4 \$415,000 total project
BF06788 South of Township 585A and Range Road 151 \$668,800 total project

We applied for a total of 11 bridges as proposed by Associated Engineering as part of the budget process last fall. We did not receive approval for two bridges that AE recommends are a higher priority:

BF01603 Township 193 Waskatenau Creek \$3,073,000 total project cost

Currently has a partial closure and will likely be completely closed in 2025

BF74018 Range Road 163 in Edward \$209,575) total project cost

Currently has partial closure. If work is delayed would require full closure in 2025

Because there is no way to guess if and how much grant funding will be approved, we did not budget extra funds for these bridges. Some engineering costs will be incurred in 2025, however a majority of the costs can be budgeted for in 2026. The engineering budget for BF 01772 is \$90,000 and BF 06788 is \$93500. Design work will need to start in 2025 and construction can be delayed until 2026 done.

We estimate that the unbudgeted costs for 2025 will be \$138,000. The extra funding needed can come from reserves. Administration recommends to fund from the General Capital Reserve. The expected reserve balances for December 2025 are:

Restricted Surplus		
Municipal Reserve	Funds collected in lieu of subdivision natural reserve	52,422
	Reserves not allocated to projects as well as reserves carried forward to the next year - funding source property taxes and	
General Operating	fees	1,476,689

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

Page **1** of **3** 



General Capital	Primarily for specific purchases and projects - funding source property taxes and fees	<mark>1,504,419</mark>
Building Reserve	Building repairs & rehabilitation - funding source property taxes and fees	1,189,721
Fire	For Fire equipment replacement and fire emergencies - funding source property taxes and fees	1,738,651
Landfill	For waste equipment and landfill improvements - funding source property taxes and fees	394,160
Transportation	For specific public works projects and equipment - funding source property taxes and fees	344,609
Road Development	For roads damaged by natural resource extraction - funding source aggregate license fee	1,855,178
Gravel Pit Reclamation	For the reclamation of gravel pits - funding source gravel sales	452,011
Gravel Pit Development	For the development of new gravel pits - funding source gravel sales	132,533
Connectivity	For the development or improvement of internet services - funding source was the sale of CCI shares in 2020	476,523
Street Sweeper	For the replacement of a regional street sweeper - funding source - fees charged for street sweeping services	80,480
Water	For water and sewer projects - funding source property taxes and fees	255,559
Agriculture Services	For Agricultural Equipment replacement - funding source property taxes	117,000
Land Purchase	For future land purchases - funding source lands sold in 2024	0
Gas Reserve	For natural gas projects - funding source gas, odorant.	2,324,421
Total Reserves		13,883,173

#### **Benefits:**

- Two more of the bridges on Council priority list will be replaced or rehabilitated.
- 75% of the cost for these projects will be funded by Alberta Transportation and Economic Corridors

#### **Disadvantages:**

- Unbudgeted funds of \$138,000 in 2025 will be required.
- Two bridges that will likely be closed will not receive funding

#### **Alternatives:**

• Ask to have the funding approved reallocated to BF 06788 and/or BF1772

#### **Financial Implications:**



				2025 A <sub>l</sub>	proved				
Bridge Capital	76552	8200	80532	8199	8201	74017	75780	2025	2025 Revised
Engineering	\$30,000	\$250,000	\$198,450	\$167,580	\$150,000	\$50,000	\$60,000	\$906,030	\$1,089,53
Construction / Contingency	\$480,070	\$2,440,833	\$35,306	\$31,448	\$1,951,240	\$225,000	\$163,800	\$5,327,697	\$5,327,697
Total Cost	\$510,070	\$2,690,833	\$233,756	\$199,028	\$2,101,240	\$275,000	\$223,800	\$6,233,727	\$6,417,227
Funding									
STIP	\$382,553	\$2,018,125		\$0	\$1,575,930		\$167,850	\$4,144,457	\$4,189,957
CCBF	\$127,518	\$328,457		\$0	\$525,310	\$0	\$0	\$981,285	\$981,285
Reserves		344251	233756	\$199,028	\$0	\$275,000	\$0	\$1,052,035	\$1,190,035
Operations	\$0						55950	\$55,950	\$55,950
Total Funding	\$510,070	\$2,690,833	\$233,756	\$199,028	\$2,101,240	\$275,000	\$223,800	\$6,233,727	\$6,417,227

#### Legislation:

n/a

#### Intergovernmental:

n/a

#### **Strategic Alignment:**

n/a

#### **Enclosure(s):**

- Memorandum of Agreement for BF 01772
- Memorandum of Agreement for BF06788

Signature of the CAO:



### **Memorandum of Agreement**

#### between

**Alberta Transportation and Economic Corridors** 

and

**Smoky Lake County** 

for the

**Strategic Transportation Infrastructure Program** 

**Local Road Bridge Program** 

for

**Bridge Replacement** 

MEMORANDUM OF AGREEMENT made as of the	of	f,	2025

#### **BETWEEN:**

#### HIS MAJESTYIN RIGHT OF ALBERTA,

, as represented by Minister of Transportation and Economic Corridors ("Alberta")

-and-

#### **Smoky Lake County**

in the Province of Alberta (the "Municipality")

The Municipality has proposed to undertake **Bridge Replacement** of BF01772 (in this document referred to as the "Project"); and

Ownership of the said Bridge Replacement is vested in the Crown in right of Alberta; and

Pursuant to the *Ministerial Grants Regulation*, Alta. Reg. 215/2022 ("Grant Regulation"), Alberta may enter into a grant agreement with respect to any matter relating to the payment of a grant; and

Alberta, as a condition to the use of provincial funds for the construction of the **BF01772**, under the Strategic Transportation Infrastructure Program – **Local Road Bridge Program**, deems it necessary to enter into an agreement with the Municipality to ensure the preservation and protection of the Project (the "Agreement").

In consideration of the terms and conditions specified in this document, the parties agree as follows:

- 1. The Municipality shall undertake the Project in accordance with the detailed plan and specifications as approved by Alberta.
- The maximum contribution by Alberta shall be limited to the lesser of Three Hundred Eleven Thousand Two Hundred Fifty Dollars (\$311,250) or Seventy-Five Percent (75%) of the actual shareable costs, for eligible project expenditures as shown in the Schedule of Costs, in "Schedule A", attached to this document and forming part of this Agreement (the "Grant"). No additional funding will be provided under this Agreement.
- 3. Alberta may, in its sole discretion, advance a portion or all of the funds specified in Clause 2 in trust or provide payments upon submission of invoices by the Municipality based on actual expenditures incurred on the Project.

- 4. Nothing in this Agreement will preclude the Municipality from using other sources of funding to complete the work agreed upon.
- 5. The Municipality accepts the Grant on the following additional terms and conditions:
  - a) the Municipality shall maintain a separate accounting for costs incurred on the project and all funds granted by Alberta;
  - b) the Municipality will ensure expenditures accounted for against the principal funding amount of any advance and the interest earned is only for the work accepted by Alberta under this Agreement;
  - c) any interest earned on the provincial funds held by the Municipality will only be applied to the total eligible project expenditures so as to reduce the total sharable cost:
  - d) **"Interest Earned"** shall be calculated based on the actual interest earned by the Municipality so as to maximize the interest on such money, subject to provisions of the *Municipal Government Act* or a method agreeable to Alberta; and
  - e) all funds advanced conditionally, and accumulated interest not expended prior to December 31st in any year, will be retained conditionally by the Municipality and expended on the Project in the following year(s). The Municipality agrees that any funds and accrued interest unexpended on completion or termination of the Project will be returned to Alberta within 30 days of Alberta's request or may be treated as an advance on other Ministry of Transportation and Economic Corridors programs as may be specified by Alberta, in its sole discretion.
- 6. The Municipality agrees that Alberta shall have the right at all times to inspect the cost records of the Municipality, the Project, works related to the Project, and any and all materials supplied or used in connection with the Project, and shall have the right to require any modification or alteration of any part of the Project to ensure its completion in accordance with the specifications forming part of this Agreement.

#### 7. The Municipality agrees that:

- a) it is responsible for all costs of the Project, including cost overruns, if any; and
- b) it will utilize competent engineering consultants registered and licensed to practice in the Province of Alberta, in this Agreement referred to as the "Engineer", for the design including preparation of the plans and specifications and for the quality control activities and supervision of the contract during construction; and
- c) it will undertake the construction on a contract basis, and shall invite tenders; and where the Municipality recommends that any tender other than the low tender be accepted, shall submit to Alberta for its written approval its recommendation respecting such awarding, together with details of all tenders received; and
- d) it will ensure that the accepted work is carried out in accordance with the rules, regulations and laws governing such works and in accordance with the best general practice, and in a manner agreeable to Alberta; and
- e) it will satisfy itself that the costs proposed and submitted by the Engineer for their services are considered fair and reasonable; and
- f) it will provide Alberta with confirmation of construction completion; and a certified financial statement of all costs incurred; and revenues received with respect to the Project; along with copies of all relevant invoices.
- 8. Upon completion of the Project, the Municipality shall allow free and complete use of the said **BF01772** to and by any lawfully licensed vehicle operated in accordance with the *Traffic Safety Act*.
- 9. The Municipality agrees that it shall at its own expense perform subsequent maintenance on the **BF01772** including upkeep of signage and pavement markings, as required.

- 10. The Municipality shall indemnify and hold harmless Alberta, its employees and agents from any and all claims, demands, actions and costs or whatever may arise, directly or indirectly, out of any act or omission of the Municipality, its employees or agents, in the performance by the Municipality of this Agreement. Such indemnification shall survive termination of this Agreement.
- 11. The Municipality acknowledges that this Agreement, including without limitation the name of the Municipality, the Grant, terms and conditions, and details of the Project may be subject to disclosure under the *Access to Information Act* (Alberta), as amended from time to time.
  - The Municipality acknowledges that *Protection of Privacy Act* (Alberta) (POPA), as amended from time to time, applies to the collection, use and disclosure of personal information in the course of performing its obligations under this Grant Agreement, and agrees that the Municipality shall adhere to POPA in its collection, use and disclosure of any personal information, as applicable.
- 12. Nothing in this Agreement in any way relieves the Municipality from strict compliance with the Grant Regulation or otherwise impacts the interpretation or application of the Grant Regulation.

#### **GENERAL**

- 13. In the case of conflicts or discrepancies among this Agreement and any schedules attached to this Agreement, the Agreement shall take precedence and govern in the following order:
  - a. The body of this Agreement, and
  - b. The schedules to this Agreement.
- 14. Time is of the essence of this Agreement.
- 15. This Agreement contains the entire agreement of the parties concerning the subject matter of this Agreement and except as expressed in this Agreement, there are no other understandings or agreements, verbal or otherwise, that exist between the parties.
- 16. Any waiver by either party of the performance by the other of an obligation under this Agreement must be in writing, and such waiver does not constitute a continuing waiver of the performance of that obligation unless a contrary intention is expressed in writing.
- 17. The rights and remedies of Alberta under this Agreement are cumulative and any one or more may be exercised.

- 18. The Parties may amend this Agreement only by mutual written agreement signed by the parties.
- 19. This Agreement shall be governed by and interpreted in accordance with the laws in force in Alberta, and the parties irrevocably attorn to the exclusive jurisdiction of courts in Alberta.
- 20. The headings in this Agreement are inserted for convenience of reference only and shall not affect the meaning or construction of this Agreement.
- 21. In this Agreement words in the singular include the plural and words in the plural include the singular.
- 22. The parties agree to give this Agreement a fair and liberal interpretation and to negotiate with fairness and candor, any modification or alteration that may be rendered necessary by changing conditions.
- This Agreement may be executed in counterparts, in which case (i) the counterparts together shall constitute one agreement, and (ii) communication of execution by e-mail in PDF shall constitute good delivery.

#### 24. Default

- The following events constitute events of default under this Agreement ("Event(s) of Default"):
  - (a) the Municipality has not complied with one or more of the terms and conditions of this Agreement;
  - (b) the Municipality has not completed the Project in accordance with the terms and conditions of this Agreement;
  - (c) the Municipality has submitted false or misleading information to Alberta or made a false or misleading representation in respect of the Project or in this Agreement, except for an error in good faith, demonstration of which is incumbent on the Municipality, to Alberta's satisfaction; and/or
  - (d) the Municipality has neglected or failed to pay Alberta any amount due in accordance with this Agreement.
- 2. Alberta may declare a default if:
  - (a) one or more of the Events of Default occurs;
  - (b) Alberta gave notice to the Municipality of the event which in Alberta's opinion constitutes an Event of Default; and

- the Municipality has failed, within thirty (30) days of receipt of the notice, (c) either to remedy the Event of Default or to notify and demonstrate, to the satisfaction of Alberta, that it has taken such steps as are necessary to remedy the Event of Default.
- 3. In the event Alberta declares a default under Clause 24.2, Alberta may exercise one or more of the following remedies, without limiting any remedy available to it at law:
  - suspend any obligation by Alberta to contribute or continue to contribute funding to the Project, including any obligation to pay an amount owing prior to the date of such suspension;
  - (b) terminate any obligation of Alberta to contribute or continue to contribute funding to the Project, including any obligation to pay any amount owing prior to the date of such termination;
  - (c) require the Municipality to reimburse Alberta all or part of the funding paid by Alberta to the Municipality; and/or

(d) terminate the Agreement.

IN WITNESS WHEREOF this Agreement has been duly executed by the parties hereto as of the date first above written.

SIGNED ON BEHALF OF	SIGNED ON BEHALF OF
His Majesty in right of Alberta as represented by the Minister of Transportation and Economic Corridors	Smoky Lake County As represented by the Reeve:
Michael Botros, Regional Director	Reeve
Witness	Witness
Date Signed	Date Signed

Classification: Protected A 8.1 Bridge Grants

### Schedule "A"

### Schedule of Costs

Project Information			
Municipality	Smoky Lake County		
Project Name:	Bridge Replacement BF01772		
Project Detailed Location:	NW-22-58-15-W4M		
Contractor:	(if known)		
Consultant:	(if known)		
Financial Information			
Project/Construction Cost		\$	
Engineering Costs		\$	
Total Eligible Cost		\$415,000	
Other (Please Specify)		\$	
Eligible Grant = 75%		\$311,250	
Municipality Share		\$103,750	

# Schedule B Schedule of Payments

- 1. Alberta hereby agrees to issue the following grant payments with respect to the Project:
  - a) An initial payment prior to March 31, 2026, in the amount to coincide with the progress of the Project.
  - b) A payment, representing the balance of the grant after receipt of the final statement of costs together with:
    - i) a certification that the Project is complete and that no additional costs will be submitted, and
    - ii) such other documentation as requested by Alberta.
- 2. Notwithstanding (1) (a) above, upon identifying available budget funds in any fiscal year, Alberta may issue at its discretion, any payment, including advance payments and/or payment in full.

Classification: Protected A 8.1 Bridge Grants

#### BF 06788



### **Memorandum of Agreement**

#### between

**Alberta Transportation and Economic Corridors** 

and

**Smoky Lake County** 

for the

**Strategic Transportation Infrastructure Program** 

**Local Road Bridge Program** 

for

**Bridge Replacement** 

MEMORANDUM OF AGREEMENT made as of the	of	f,	2025

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-and-

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Pursuant to the *Ministerial Grants Regulation*, Alta. Reg. 215/2022 ("Grant Regulation"), Alberta may enter into a grant agreement with respect to any matter relating to the payment of a grant; and

Alberta, as a condition to the use of provincial funds for the construction of the **BF06788**, under the Strategic Transportation Infrastructure Program – **Local Road Bridge Program**, deems it necessary to enter into an agreement with the Municipality to ensure the preservation and protection of the Project (the "Agreement").

In consideration of the terms and conditions specified in this document, the parties agree as follows:

- 1. The Municipality shall undertake the Project in accordance with the detailed plan and specifications as approved by Alberta.
- 2. The maximum contribution by Alberta shall be limited to the lesser of Five Hundred One Thousand Six Hundred dollars \$501,600 or Seventy-Five Percent (75%) of the actual shareable costs, for eligible project expenditures as shown in the Schedule of Costs, in "Schedule A", attached to this document and forming part of this Agreement (the "Grant"). No additional funding will be provided under this Agreement.
- 3. Alberta may, in its sole discretion, advance a portion or all of the funds specified in Clause 2 in trust or provide payments upon submission of invoices by the Municipality based on actual expenditures incurred on the Project.

Classification: Protected A 8.1 Bridge Grants

- 4. Nothing in this Agreement will preclude the Municipality from using other sources of funding to complete the work agreed upon.
- 5. The Municipality accepts the Grant on the following additional terms and conditions:
  - a) the Municipality shall maintain a separate accounting for costs incurred on the project and all funds granted by Alberta;
  - b) the Municipality will ensure expenditures accounted for against the principal funding amount of any advance and the interest earned is only for the work accepted by Alberta under this Agreement;
  - c) any interest earned on the provincial funds held by the Municipality will only be applied to the total eligible project expenditures so as to reduce the total sharable cost;
  - d) "Interest Earned" shall be calculated based on the actual interest earned by the Municipality so as to maximize the interest on such money, subject to provisions of the *Municipal Government Act* or a method agreeable to Alberta; and
  - e) all funds advanced conditionally, and accumulated interest not expended prior to December 31st in any year, will be retained conditionally by the Municipality and expended on the Project in the following year(s). The Municipality agrees that any funds and accrued interest unexpended on completion or termination of the Project will be returned to Alberta within 30 days of Alberta's request or may be treated as an advance on other Ministry of Transportation and Economic Corridors programs as may be specified by Alberta, in its sole discretion.
- 6. The Municipality agrees that Alberta shall have the right at all times to inspect the cost records of the Municipality, the Project, works related to the Project, and any and all materials supplied or used in connection with the Project, and shall have the right to require any modification or alteration of any part of the Project to ensure its completion in accordance with the specifications forming part of this Agreement.

#### 7. The Municipality agrees that:

- it is responsible for all costs of the Project, including cost overruns, if any;
   and
- b) it will utilize competent engineering consultants registered and licensed to practice in the Province of Alberta, in this Agreement referred to as the "Engineer", for the design including preparation of the plans and specifications and for the quality control activities and supervision of the contract during construction; and
- c) it will undertake the construction on a contract basis, and shall invite tenders; and where the Municipality recommends that any tender other than the low tender be accepted, shall submit to Alberta for its written approval its recommendation respecting such awarding, together with details of all tenders received; and
- d) it will ensure that the accepted work is carried out in accordance with the rules, regulations and laws governing such works and in accordance with the best general practice, and in a manner agreeable to Alberta; and
- e) it will satisfy itself that the costs proposed and submitted by the Engineer for their services are considered fair and reasonable; and
- f) it will provide Alberta with confirmation of construction completion; and a certified financial statement of all costs incurred; and revenues received with respect to the Project; along with copies of all relevant invoices.
- 8. Upon completion of the Project, the Municipality shall allow free and complete use of the said **BF06788** to and by any lawfully licensed vehicle operated in accordance with the *Traffic Safety Act*.
- 9. The Municipality agrees that it shall at its own expense perform subsequent maintenance on the **BF06788** including upkeep of signage and pavement markings, as required.

- 10. The Municipality shall indemnify and hold harmless Alberta, its employees and agents from any and all claims, demands, actions and costs or whatever may arise, directly or indirectly, out of any act or omission of the Municipality, its employees or agents, in the performance by the Municipality of this Agreement. Such indemnification shall survive termination of this Agreement.
- 11. The Municipality acknowledges that this Agreement, including without limitation the name of the Municipality, the Grant, terms and conditions, and details of the Project may be subject to disclosure under the *Access to Information Act* (Alberta), as amended from time to time.
  - The Municipality acknowledges that *Protection of Privacy Act* (Alberta) (POPA), as amended from time to time, applies to the collection, use and disclosure of personal information in the course of performing its obligations under this Grant Agreement, and agrees that the Municipality shall adhere to POPA in its collection, use and disclosure of any personal information, as applicable.
- 12. Nothing in this Agreement in any way relieves the Municipality from strict compliance with the Grant Regulation or otherwise impacts the interpretation or application of the Grant Regulation.

#### **GENERAL**

- 13. In the case of conflicts or discrepancies among this Agreement and any schedules attached to this Agreement, the Agreement shall take precedence and govern in the following order:
  - a. The body of this Agreement, and
  - b. The schedules to this Agreement.
- 14. Time is of the essence of this Agreement.
- 15. This Agreement contains the entire agreement of the parties concerning the subject matter of this Agreement and except as expressed in this Agreement, there are no other understandings or agreements, verbal or otherwise, that exist between the parties.
- 16. Any waiver by either party of the performance by the other of an obligation under this Agreement must be in writing, and such waiver does not constitute a continuing waiver of the performance of that obligation unless a contrary intention is expressed in writing.
- 17. The rights and remedies of Alberta under this Agreement are cumulative and any one or more may be exercised.

- 18. The Parties may amend this Agreement only by mutual written agreement signed by the parties.
- 19. This Agreement shall be governed by and interpreted in accordance with the laws in force in Alberta, and the parties irrevocably attorn to the exclusive jurisdiction of courts in Alberta.
- 20. The headings in this Agreement are inserted for convenience of reference only and shall not affect the meaning or construction of this Agreement.
- 21. In this Agreement words in the singular include the plural and words in the plural include the singular.
- 22. The parties agree to give this Agreement a fair and liberal interpretation and to negotiate with fairness and candor, any modification or alteration that may be rendered necessary by changing conditions.
- This Agreement may be executed in counterparts, in which case (i) the counterparts together shall constitute one agreement, and (ii) communication of execution by e-mail in PDF shall constitute good delivery.

#### 24. Default

- The following events constitute events of default under this Agreement ("Event(s) of Default"):
  - (a) the Municipality has not complied with one or more of the terms and conditions of this Agreement;
  - (b) the Municipality has not completed the Project in accordance with the terms and conditions of this Agreement;
  - (c) the Municipality has submitted false or misleading information to Alberta or made a false or misleading representation in respect of the Project or in this Agreement, except for an error in good faith, demonstration of which is incumbent on the Municipality, to Alberta's satisfaction; and/or
  - (d) the Municipality has neglected or failed to pay Alberta any amount due in accordance with this Agreement.
- 2. Alberta may declare a default if:
  - (a) one or more of the Events of Default occurs;
  - (b) Alberta gave notice to the Municipality of the event which in Alberta's opinion constitutes an Event of Default; and

- (c) the Municipality has failed, within thirty (30) days of receipt of the notice, either to remedy the Event of Default or to notify and demonstrate, to the satisfaction of Alberta, that it has taken such steps as are necessary to remedy the Event of Default.
- 3. In the event Alberta declares a default under Clause 24.2, Alberta may exercise one or more of the following remedies, without limiting any remedy available to it at law:
  - (a) suspend any obligation by Alberta to contribute or continue to contribute funding to the Project, including any obligation to pay an amount owing prior to the date of such suspension;
  - (b) terminate any obligation of Alberta to contribute or continue to contribute funding to the Project, including any obligation to pay any amount owing prior to the date of such termination;
  - (c) require the Municipality to reimburse Alberta all or part of the funding paid by Alberta to the Municipality; and/or

SIGNED ON BEHALF OF

(d) terminate the Agreement.

SIGNED ON BEHALF OF

**IN WITNESS WHEREOF** this Agreement has been duly executed by the parties hereto as of the date first above written.

His Majesty in right of Alberta as represented by the Minister of Transportation and Economic Corridors	Smoky Lake County As represented by the Reeve:
Michael Botros, Regional Director	Reeve
Witness	Witness
Date Signed	Date Signed

Classification: Protected A 8.1 Bridge Grants

### Schedule "A"

### Schedule of Costs

Project Information			
Municipality	Smoky Lake County		
Project Name:	Bridge Replacement BF06788		
Project Detailed Location:	SW 36-58-15-W4M		
Contractor:	(if known)		
Consultant:	(if kn	(if known)	
Financial Information			
Project/Construction Cost		\$	
Engineering Costs		\$	
Total Eligible Cost		\$668,800	
Other (Please Specify)		\$	
Eligible Grant = 75%		\$501,600	
Municipality Share		\$167,200	

# Schedule B Schedule of Payments

- 1. Alberta hereby agrees to issue the following grant payments with respect to the Project:
  - a) An initial payment prior to March 31, 2026, in the amount to coincide with the progress of the Project.
  - b) A payment, representing the balance of the grant after receipt of the final statement of costs together with:
    - i) a certification that the Project is complete and that no additional costs will be submitted, and
    - ii) such other documentation as requested by Alberta.
- 2. Notwithstanding (1) (a) above, upon identifying available budget funds in any fiscal year, Alberta may issue at its discretion, any payment, including advance payments and/or payment in full.



### **Request for Decision**

Meeting Date: September 11, 2025 Agenda Item:

Title: Donation of Skid Steer for Smoky Lake Ag Society – Arena Ice Cover Project

Presented By: Brenda Adamson, Interim Chief Administrative Officer

#### Recommendation

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

#### **Background**

The Smoky Lake Agricultural Society has purchased an ice cover for the Smoky Lake Arena to enable earlier installation of ice, benefiting both community skating groups and the Pumpkin Growers Association.

To ensure the safe and efficient handling of the ice sheets, the Agricultural Society has requested County assistance in the form of a skid steer. The requested support is specifically required for:

- Thursday, October 2, 2025 unloading the ice cover sheets.
- Saturday, October 4, 2025 loading the sheets into the arena.

The Society notes that this assistance would significantly contribute to the success of the project and support local recreation and community programming.:

#### **Benefits**

- 1. Supports community recreation and programming (skating groups and agricultural events).
- 2. Strengthens partnership with the Smoky Lake Agricultural Society.
- 3. Demonstrates County support for volunteer-driven community projects.

#### **Disadvantages**

1. May require staff time and equipment allocation during regular operations.

Page 1 of 2



### **Request for Decision**

2. Potential liability or risk associated with County equipment use outside of standard operations.

#### **Alternatives Considered**

1. Decline the request and advise the Agricultural Society to make alternative arrangements (e.g., rental or contracted services).

#### **Financial Implications**

- 1. Minimal fuel and operating costs associated with skid steer use.
- 2. Staff time, if an operator is provided.

#### Legislation

Municipal Government Act, RSA 2000, c. M-26

#### **Strategic Alignment**

- Supports community engagement and recreational infrastructure initiatives.
- Aligns with Council's commitment to fostering partnerships with local community organizations.

#### Enclosure(s)

• Letter of request from the Smoky Lake Agricultural Society.

Signature of the CAO: \_

From: Sharon Boychuk
To: Meaghan Andreychuk

Subject: Skid steer

**Date:** August 29, 2025 9:16:44 AM

#### Good morning

The Smoky Lake Ag Society have purchased an ice cover for the arena so we can put our ice earlier to accommodate our skating groups and the Pumpkin Growers Association.

We will require assistance to unload the ice sheets and load them safely and efficiently on Thursday October 2nd and Saturday October 4th.

We kindly request the donation of a skid steer to help us with this task, your support would be greatly appreciated and be very beneficial to the success of this project.

If you have any questions regarding our request please reach out to me through email or

Regards Sharon Boychuk President Smoky Lake Ag Society



Meeting Date: Thursday, September 11, 2025

Agenda Item: #

Topic: Request to sell natural gas at cost for Community Halls and Churches in Smoky Lake

County.

Presented By: Natural Gas Manager

#### Recommendation:

That Smoky Lake County Council take no action in regards to the letter from Eddy Huk, President, Ukrainian Orthodox Society of Spedden, dated August 19, 2025.

#### **Background:**

Attached is a letter of request for all halls and churches serviced by Smoky Lake County Natural Gas receive a discounted rate for natural gas per gigajoule ("at cost") which would remove the \$1.94 per gigajoule O&M fee included in the natural gas rate. Smoky Lake County Council approved a similar request made by the same people, to have the \$26.00 natural gas monthly service charge waived for these accounts, at the April 10, 2025 Council Meeting. The Smoky Lake County Natural Gas has 10 accounts that currently have the \$26.00 per month natural gas service charge waived, as per Motion #417-25. Any further special rates require approval from Rural Utilities prior to implementing. A poll was sent out to 12 Co-ops and Utilities across the province, with only one Utility approving a single request for waiving the monthly service charge. If we approve more rebates to halls and churches, we will be setting a precedent for groups to approach other Co-op's and Utilities for similar requests, as we are the only Utility who approved multiple halls and churches service charge exemptions.

#### **Benefits:**

The additional funds available to the non-profit help keep the hall and church active.

#### **Disadvantages:**

Lost revenue to the Natural Gas Department that would have to be recovered through user fees charged to all customers.

#### **Alternatives:**

A discounted natural gas rate per gigajoule for Smoky Lake County Natural Gas halls and churches, pending governmental approval.

#### **Financial Implications:**

Financial implications to Smoky Lake County Natural Gas are unknown, as this would be based off consumption, as opposed to a flat monthly fee, as with the monthly service charge. Rate of loss, if the natural gas was sold to these accounts "at cost", would be \$1.94 per gigajoule lower than the rate at which our natural gas is sold to all residential customers.

#### Legislation:

If approved by Council, any special rates would be subject to approval by Rural Utilities.

#### Intergovernmental:

N/A

#### **Strategic Alignment:**

N/A



#### **Enclosure(s):**

- 1. Letter from Ukrainian Orthodox Society of Spedden, dated August 19, 2025.
- 2. Co-op responses regarding special rates for halls and churches.

Signature of the CAO:

County of Smoky Lake Smoky Lake AB T0A 3C0 August 19, 2025

Attention Daniel Moric, Natural Gas Manager, Kevin Lucas, Chief Administrative Officer & County Council

Spedden Community Hall and Orthodox Church Request to have the Bill for County Natural Gas at COST. Please give thoughtful consideration to urge Council to apply this survival action to the other halls and churches within Smoky Lake County.

Our community hall and Orthodox Church are both in an operating fund shortfall as we strive to stay open to serve our Spedden area and Smoky Lake County users. Our hall and Church are in very good physical shape having been very well maintained in the past.

Needless to say we face increased costs in insurance, natural gas, and electricity. We took the responsible route of reducing our insurance coverage for the hall to just cover liability and site cleanup – canceling our building replacement. To reduce electricity costs at our Church we just converted from buying power to using a self-generator.

Smoky Lake County offsetting a portion of our Natural Gas billing by waiving the Monthly Service Charge for our buildings plus other County located halls and churches is very much appreciated. It was a very good first step in keeping all of us in the County more afloat than before. There is an additional step the County needs to take to keep these valuable County buildings operational.

We appeal to the Smoky Lake County to offset a portion of our operating costs by billing us at COST for Natural Gas. Being part of the County Natural Gas supply we are unable to search out favourable multi-year contracts with other competing Natural Gas providers. We're stuck with having to pay your floating rate mark-u? As winter approaches all of us will face an unsustainable spike in Natural Gas billing.

We know that all County located Halls, churches, and small recreation centres face the same operating cost hurdles. Please give thoughtful consideration to urge Council to apply this survival action of billing Natural Gas at Cost to the other halls and churches within Smoky Lake County.

Our hall and Church are maintained by the non-profit Ukrainian Orthodox Society of Spedden. Thank you in advance to Smoky Lake County to supporting our community infrastructure.

Gordon Gordey

Eddy Huk, President

Treasurer, Ukrainian Orthodox Society of Spedden

AUG 2 0 2025
SMOKY LAKE COUNTY

# Signatures from Smoky Lake County Infrastructure Churches and Halls in Support of this Request

Building Name	Signature of Representative	
Stry 75th Anniversary Hall	David Kulh President	
STRY CATHOLIC RECREATION SO	CIETY C. LesPrin (PRES) CHARL	IE LESKIN
St. Pokrova Orthodox of Edwa	nt L. Billy-Sec/ Tre	as.
Warspite Community Hall	Melinda Xaminsh	
SPEDDEN ORTHODOX Society	Elward Hole PRESIDENT	



# **Request for Decision (RFD)**

Meeting Date: Thursday, September 11, 2025 Agenda Item: #

Topic: Substitute Returning Officer for the 2025 Municipal Election

Presented By: Interim CAO

#### Recommendation:

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

#### **Background:**

The position of Deputy Returning Officer will now need to be filled to ensure continued operations. This role is especially important as it ensures continuity and proper oversight during elections.

Benefits: Mandatory to perform the duties required of conducting the election.

**Disadvantages:** Unknown

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

Financial Implications: The 2025 municipal election total budget is \$25,000

**Legislation:** Local Authorities Election Act (LAEA):

**Intergovernmental:** Municipal Affairs

Strategic Alignment: N/A

Enclosure(s): N/A

Signature of the *Interim* CAO:

Meeting Date: Thursday, September 11, 2025 Agenda Item: #

Topic: Fire Department Equipment Insurance

Presented By: CAO and Fire Chief

### Recommendation(s):

1. That Smoky Lake County continues with Rural Municipalities of Alberta (RMA) for 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.

## **Background:**

At the March 27, 2025 Council meeting administration presented 3 options to increase the insurance coverage for the fire department equipment and Council made the following motion:

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

At the June 25, 2025 Council meeting administration presented the insurance premiums for the purchased equipment costs and replacement equipment cost and the following motion was passed:

"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.

#### **Proposal:**

Smoky Lake County Fire Chief emailed the Alberta Fire Chiefs Association asking fire departments about the content insurance for the fire halls. All for the fire chiefs that responded (Lamont County, Thorhild County, Leduc County, Lac La Biche County, Town of St. Paul, Ponoka County, Bonnyville and Beaumont) have insurance through the municipalities as they are owners of the fire halls and do not rent.

Smoky Lake County Fire Chief contacted Westland Insurance (Wawanesa) and Co-operators: High Mark Agencies, both insurance company's underwriters are not willing to take on the risk of insuring fire departments. See attachments A1, and A2.

Intact Insurance, Allstate Insurance, RBC Insurance and Portage Insurance were contacted by phone and was told they are not interested in providing insurance for fire departments.

Insurance Company	Response	
Wawanesa	The underwriters for Wawanesa are not willing to take on the risks	
Co-Operators	The underwriters for Co-Operators are not willing to take on the risks	
Intact	Intact is not interested in providing insurance for fire departments	
Allstate	Allstate is not interested in providing insurance for fire departments	
RBC Insurance	RBC is not interested in providing insurance for fire departments	
Portage Insurance	Portage is not interested in providing insurance for fire departments	

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

Page 1 of 2



**Benefits:** 

Disadvantages: Alternatives: N/A

Financial Implications: \$1,841.00 was incorporated into the Smoky Lake County Region Fire

Rescue Bylaw.

**Legislation:** N/A

Intergovernmental: N/A Strategic Alignment: N/A

**Enclosure(s): A1: Email from Wawanesa Insurance** 

**A2: Text message for Co-Operators Insurance** 

Signature of the CAO:



## scott franchuk

From:

Debbie Zawaduk <dzawaduk@westlandinsurance.ca>

Sent:

August 28, 2025 9:38 AM

To:

scott franchuk

Subject:

RE: Smoky Lake County Fire Hall Contents Insurance Request

### Good morning, Scott:

Please be advised that I have heard back from our companies and unfortunately none of the companies we have are able to write your request for the Fire Hall tenant policy, as they do not write Fire Halls.

This coverage would probably be best to follow where the Fire Hall Building & Liability Insurance is being carried. I would like to thank-you for giving our office the opportunity to quote your request, but unfortunately at this time we are not able to provide you with a tenant policy for the contents of the Fire Halls.

#### Debbie Zawaduk

Business Advisor
Westland Insurance Group Ltd.

office: 780-998-2501



## Smoky Lake 144 White Earth St Smoky Lake | AB | T0A 3C0 www.westlandinsurance.ca







Westland Insurance acknowledges its Head Office is situated on the unceded lands of the Kwantlen (q'wa:n'λ'ən'), Katzie (q'icəy'), Semiahmoo, and Tsawwassen Nations.





From: scott franchuk <sfranchuk@smokylakecounty.ab.ca>

Sent: Tuesday, August 19, 2025 3:19 PM

Thank you for letting me know and all the Thank you for your message. A Co-operators représentant de Co-operators répondra dans Hi Scott, the underwriter just got back to me. hours, Monday to Friday between 9a.m. and representative will respond in the next 24 work you did on this request. 5p.m. Merci pour votre message. Un Tuesday, Aug 19 • 10:16 Cooperators would take on. Sorry. Unfortunately, this isn't a risk that Thankyou for considering us. 10:16



# **Request for Decision**

Meeting Date: September 11, 2025

Agenda Item:

Title: Human Resources Policies – Employee Appraisal, Working from Home, New Hire & Employment Conditions, and Cell Phone Use

Presented By: Brenda Adamson, Interim Chief Administrative Officer

#### Recommendation

Motion 1 – Employee Performance Appraisal Policy 15-03-03: That Smoky Lake County Council approve the Employee Performance Appraisal Policy (15-03, Version 03) as presented

Motion 2 – Working from Home Policy 15-10-01: That Smoky Lake County Council approve the Working from Home Policy (15-10, Version 01) as presented

Motion 3 – New Hire and Initial Employment Conditions Policy 15-09-01: That Smoky Lake County Council approve the New Hire and Initial Employment Conditions Policy (15-09, Version 01) as presented

Motion 4 – Cell Phone Use Policy 15-08-01: That Smoky Lake County Council approve the Cell Phone Use Policy (15-08, Version 01) as presented

#### Background

The County has undertaken a review of its Human Resources framework to ensure policies are current, compliant with legislation, and aligned with operational needs.

The following policies were brought to the Committee of the Whole meeting in August 2025 for review and discussion, and are now being presented to Council for formal adoption:

- Employee Performance Appraisal Policy creates a consistent framework for evaluating employee performance, encouraging accountability, development, and succession planning
- Working from Home Policy establishes guidelines for remote work, including eligibility, approvals, safety requirements, and accountability measures
- New Hire and Initial Employment Conditions Policy outlines expectations for new employees, probationary review, employment priority, secondary employment restrictions, and compliance with legislation
- Cell Phone Use Policy defines eligibility, reimbursement (\$40 maximum per month),
   and workplace rules for County-issued or personal devices

Page 1 of 3



# **Request for Decision**

#### **Benefits**

- 1. Brings HR policies up to date and aligned with legislation.
- 2. Improves accountability and clarity for employees and supervisors.
- 3. Enhances succession planning, performance management, and employee onboarding.
- 4. Standardizes practices across departments.

### **Disadvantages**

NA

#### **Alternatives Considered**

- 1. Approve all four policies as presented (recommended).
- 2. Approve one or more policies individually and defer the others for revision or additional review.
- 3. Direct Administration to make revisions to specific policies and bring them back at a future meeting.
- 4. Defer all four policies and maintain current HR practices until Council provides further direction.

## **Financial Implications**

- 1. Cell Phone Policy: Reimbursement capped at \$40/month for eligible staff
- 2. WFH Policy: May require provision of laptops or other equipment
- 3. Training/orientation costs associated with rollout of policies.

#### Legislation

- 1. Municipal Government Act, RSA 2000, c. M-26
- 2. Alberta Employment Standards Code
- 3. Alberta Occupational Health and Safety Act
- 4. Alberta Human Rights Act
- 5. Workers' Compensation Act
- 6. Freedom of Information and Protection of Privacy Act (FOIP)
- 7. Protection of Privacy Act (POPA)

#### **Strategic Alignment**

- 1. Supports Council's strategic goals to:
- 2. Supports Council's goal of enhancing organizational capacity and leadership.
- 3. Promotes compliance, internal efficiency, and a positive workplace culture.
- 4. Strengthens governance, accountability, and transparency.



# **Request for Decision**

## Enclosure(s)

- 1. Draft Employee Performance Appraisal Policy 15-03-03
- 2. Draft Working from Home Policy 15-10-01
- 3. Draft New Hire and Initial Employment Conditions Policy 15-09-01
- 4. Draft Cell Phone Use Policy 15-08-01

Signature of the CAO:



## **Smoky Lake County Policy**

Title: Working from Home (WFH) Policy

Policy #

Versio

Category: Human Resources

HR-10

<u>0</u>1

#### **LEGISLATIVE REFERENCE:**

In accordance with Section 201 of the Municipal Government Act and in alignment with Alberta's Occupational Health and Safety Act, Employment Standards Code, and Workers' Compensation Act.

#### **PURPOSE:**

To provide clear and consistent guidelines for eligible Smoky Lake County administration employees who are approved to work from home, ensuring accountability, safety, and productivity while aligning with legislative requirements.

#### STATEMENT:

This policy addresses the need for a structured and authorized approach to remote work arrangements for administration employees. It ensures that all work-from-home (WFH) arrangements are subject to written agreements approved by the Chief Administrative Officer (CAO).

#### **OBJECTIVE:**

To ensure that working from home is conducted in a way that maintains operational efficiency, protects employee well-being, and complies with applicable legislation, while offering flexibility to eligible employees.

#### **GUIDELINES & PROCEDURE:**

- 1. Eligibility: Employees must be in good standing and hold a position suitable for remote work.
- 2. Request Process: Employees submit a written WFH request outlining justification, schedule, and home workspace details.
- 3. Approval: Requests must be reviewed and approved by the direct supervisor and finalized by the CAO.
- 4. Agreement: A formal Working from Home Agreement must be signed by the employee and the CAO before any remote work begins.
- 5. Health & Safety: Employees must complete a Home Workspace Safety Checklist and comply with all OHS regulations.
- 6. WCB Coverage: Work-related injuries at the home workspace are covered under WCB provided the space is pre-approved.
- 7. Expectations: Employees must adhere to their regular work hours, be accessible, meet performance expectations, and ensure data confidentiality.
- 8. Equipment: The County may provide necessary equipment (e.g. Laptop); employees are responsible for maintaining a secure and functional home workspace which includes desk, chair, and internet.



- 9. Termination: WFH arrangements can be modified or terminated at any time based on operational needs or performance concerns.
- 10. Review: Agreements and arrangements will be reviewed annually or upon significant change in duties or work location.

	<u>Date</u>	Council Resolution #	Version
Adopted	Month, day, year	Motion #	01
Amended			
Reviewed			



## Working from Home Agreement

1. Employee Information

This Working from Home Agreement is entered into between Smoky Lake County (the "Employer") and the undersigned employee (the "Employee") and outlines the terms and conditions for a remote work arrangement.

	Name:	
	Position:	
	Department:	
	Supervisor:	_
2.	Work from Home Details	
	Remote Work Location (address):	
	Work Schedule (days/hours):	
	Effective Start Date:	
	Review Date:	



## 3. Terms and Conditions

## a. Flexibility and Termination

## i. Termination or Modification of Agreement

The remote work arrangement may be modified or terminated at the discretion of the Employer with reasonable notice based on operational needs, performance concerns, or policy violations.

#### b. Communication and Conduct

## i. Availability and Responsiveness

The Employee must be accessible during agreed-upon working hours and able to promptly answer phone calls, video meetings, and emails.

## ii. Childcare and Dependent Care

The Employee acknowledges that working from home is not a substitute for childcare or dependent care and must make appropriate arrangements during work hours.

## iii. Compliance with Workplace Conduct

The Employee agrees to maintain the same standards of professionalism, conduct, and confidentiality as would be expected in the County workplace.

## c. Technology and Information Security

## i. Use of County Systems and Devices

Only County-approved systems and devices may be used to perform work-related tasks. Unauthorized software, personal storage devices, or third-party services are prohibited unless pre-approved by IT.

## ii. Confidentiality and Data Protection

The Employee must protect confidential or sensitive information in accordance with County policies and Alberta's Personal Information Protection Act (PIPA). This includes secure file access, safe storage, and restricted screen visibility.



## d. Workspace and Equipment

## i. Approved Designated Workspace

Work must be performed only at the remote location approved in this agreement. Any change in location must be reported and approved by the supervisor.

## ii. Safety, Self-Assessment, and Inspections

The Employee is required to complete a Home Workspace Safety Checklist and maintain a safe, hazard-free environment. The County may request video or photographic verification or conduct inspections with reasonable notice.

## iii. County Equipment and Property

All equipment, files, and materials provided remain the property of Smoky Lake County and must be returned in good condition upon request, termination of agreement, or end of employment.

## e. Performance and Accountability

## i. Attendance at Meetings and Check-ins

The Employee is expected to attend all scheduled meetings—virtual or in-person—and must be willing to report to the office as directed for operational needs, training, or collaboration.

## ii. Hours, Records, and Expense Responsibility

The Employee must accurately log hours worked, submit reports as requested, and obtain pre-approval for any work-related expenses. Internet, utilities, and workspace-related costs are the Employee's responsibility unless otherwise authorized in writing.



4. Approvals		
Employee Signature	Date	
Manager/Director Signature	Date	
Chief Administrative Officer (CAO)		
	Date	

Note: This agreement must be signed and approved by the Chief Administrative Officer before any remote work begins.



# Home Workspace Safety Checklist

1. General Workspace

This checklist is to be completed by any employee requesting to work from home. It ensures that the designated remote work environment complies with Alberta's Occupational Health and Safety (OHS) regulations.

·
$\Box$ The workspace is clean, organized, and free of clutter.
$\hfill\square$ The work area is free from tripping hazards such as cords, rugs, or uneven surfaces.
$\Box$ There is adequate lighting for tasks and screen use.
$\Box$ There is sufficient ventilation and temperature control.
$\square$ Smoke detectors are present and functional.
2. Ergonomics
$\square$ The chair is adjustable and provides lumbar support.
$\Box$ The desk height is suitable for comfortable typing and writing.
$\hfill\Box$ The computer monitor is at eye level and approximately an arm's length away.
$\Box$ The keyboard and mouse are positioned to avoid strain.
$\square$ The employee takes regular breaks to prevent fatigue or repetitive strain.
3. Electrical Safety
$\square$ Electrical cords are in good condition and not frayed.
$\square$ Power bars or surge protectors are used where necessary.
☐ Equipment is not overloaded into single outlets



$\square$ Extension cords, if used, are CSA approved and not	a permanent solution.	
4. Emergency Preparedness		
$\square$ A fire extinguisher is accessible nearby.		
$\square$ Emergency contact numbers are posted or saved.		
$\square$ The employee knows how to report work-related i	ncidents or injuries.	
$\square$ Clear access to exits is maintained.		
5. Security and Confidentiality		
$\hfill\square$ Work documents and devices are stored securely.		
$\hfill\square$ The workspace is private and not accessible to unauthorized individuals.		
$\square$ The computer is password-protected and has up-to-	o-date antivirus software.	
$\square$ Sensitive information is not discussed within earsh	not of others.	
Acknowledgment		
Employee	Date:	
Manager	Date:	
Safey Coordinator	Date:	

Please provide Pictures of your workspace attached to the Safety Checklist.



## **Smoky Lake County Policy**

Title: Cell Phone Use

Policy # Versio
n

Category: Human Resources

HR-08

01

#### **LEGISLATIVE REFERENCE:**

In accordance with Section 201of the *Municipal Government Act*.

#### **PURPOSE:**

To establish clear and consistent guidelines for the use and reimbursement of personal or County-issued cell phones by designated employees.

#### STATEMENT:

Smoky Lake County acknowledges the operational need for certain staff to have access to mobile communication. This policy outlines who is eligible for cell phone reimbursement or County-issued devices, the responsibilities of users, and the acceptable use of personal phones during work hours.

#### **OBJECTIVE:**

To ensure County resources are allocated appropriately while enabling effective communication for specific staff roles. To define expectations for cell phone use in the workplace, ensuring productivity and compliance with County policies.

#### **GUIDELINES & PROCEDURE:**

- 1. Eligibility:
  - Only the Chief Administrative Officer (CAO), Manager, Fire Chief, Community Peace
     Officer and designated employees are eligible for reimbursement or County-issued cell
     phones.
  - b. An agreement must be signed by the CAO prior to issuance or reimbursement.

#### Reimbursement:

- a. The maximum monthly reimbursement amount is \$40.
- b. A reimbursement agreement must be completed and signed by the employee and CAO.
- Use of Cell Phones at Work:
  - a. Cell phone use during work hours must be limited to County business.
  - b. Personal use of cell phones is only permitted during designated breaks and lunch periods.
  - c. Emergency situations are exempt from this restriction.

#### 4. Policy Compliance:

a. Non-compliance may result in revocation of privileges or disciplinary action.

	<u>Date</u>	Council Resolution #	<u>Version</u>
Adopted	Month, day, year	Motion #	01
Amended			
Reviewed			





# Smoky Lake County

## **Cell Phone Use Agreement**

This agreement outlines the terms and conditions for employee use of a personal or County-issued cell phone during work hours.
Employee Name:
Department:
Job Title:
1. Acceptable Use:
a. Cell phone use during work hours must be for work-related purposes only.
b. Personal use is only permitted during designated breaks and lunch periods.
c. Emergency situations are exempt from these restrictions.
2. Compliance:
<ul> <li>a. The employee must comply with all County policies related to professional conduct, privacy, and information security.</li> </ul>
3. Agreement:
a. Breach of this agreement may result in disciplinary action or revocation of
phone privileges.
Employee Signature: Date:
Manager/Supervisor Signature: Date:
CAO Signature: Date:



## Smoky Lake County

## **Cell Phone Reimbursement Agreement**

This agreement outlines the terms and conditions under which the employee will be reimbursed for the work-related use of their personal cell phone. Employee Name: \_\_\_\_\_ Department: Job Title: Phone Number Used for Work: \_\_\_\_\_ 1. Eligibility: The employee holds the position of \_\_\_\_\_\_, As per Policy 2. Reimbursement Terms: a. The County will reimburse the employee up to a maximum of \$40 per b. The reimbursement is provided for work-related usage only. c. Claims must be submitted with sufficient documentation (e.g., copy of bill if requested). 3. General Conditions: a. This agreement is subject to review and can be revoked at the discretion of the CAO. b. Any personal use of the phone must comply with County policies. Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_ CAO Signature: \_\_\_\_\_ Date: \_\_\_\_



## **Smoky Lake County Policy**

#### **LEGISLATIVE REFERENCE:**

In accordance with Section 201 of the *Municipal Government Act*, Legislative Reference: In accordance with Section 201 of the Municipal Government Act, RSA 2000, c M-26; Alberta Employment Standards Code; Alberta Occupational Health and Safety Act; Alberta Human Rights Act; and Protection of Privacy Act (POPA).

#### **PURPOSE:**

- 1. To provide a consistent framework for evaluating and improving employee performance in alignment with County goals and standards.
- 2. To ensure formal documentation and regular communication between supervisors and employees regarding job performance and expectations.

#### STATEMENT:

Smoky Lake County is committed to maintaining a high-performing workforce through structured, fair, and transparent performance evaluations. The Employee Performance Appraisal process is intended to encourage professional development, reinforce accountability, and support succession planning.

#### **OBJECTIVE:**

- 1. To provide feedback on performance, recognize achievements, and identify areas for development.
- 2. To align employee performance with County strategic objectives.
- 3. To inform decisions related to training, promotions, and compensation where applicable.

#### **GUIDELINES:**

- 1. The CAO shall oversee the implementation and review of this policy and ensure compliance with applicable legislation.
- 2. Managers shall facilitate performance appraisals within their respective departments.
- 3. Appraisals shall occur annually and be documented using the County's standardized Performance Appraisal Form.
- 4. Results of performance evaluations may inform development planning, training needs, and compensation reviews.
- 5. The process shall ensure fairness, objectivity, and compliance with non-discrimination and privacy standards.

#### **PROCEDURE**

- 1. Employees shall complete a self-assessment in advance of the appraisal meeting.
- 2. The supervisor shall conduct the performance appraisal using the approved form, referencing prior year evaluations.
- 3. A collaborative discussion will follow to establish short and long-term performance and development goals.
- 4. Completed and signed appraisal forms shall be stored securely in the employee's personnel file and a copy provided to the employee.



	<u>Date</u>	Council Resolution #	<u>Version</u>
Adopted	Month, day, year	Motion #	01
Amended			
Reviewed			

## **APPEAL PROCESS:**

- 1. Employees who believe their appraisal does not reflect their performance may first discuss the matter with their supervisor.
- 2. If unresolved, a formal written appeal may be submitted to the CAO within 15 calendar days of the appraisal meeting.

## **RATING SCALE:**

RATING SCALE:	
Needs Improvement	Performance frequently falls below expectations. Work is often incomplete, inconsistent, or requires significant oversight. Improvement is necessary for continued employment in the role.
Satisfactory	Performance meets the expectations and requirements of the role. Employee reliably fulfills job duties with a consistent and competent standard.
Exceeds Expectations	Performance frequently surpasses job expectations. Employee takes initiative, contributes ideas, and requires minimal supervision.
Outstanding	Performance is consistently exceptional and demonstrates leadership, innovation, and significant impact on team or organizational success.



# **Smoky Lake County**

Manager Name:
Job Title:
Department:
Date of Appraisal:
Manager/CAO:
Instructions: Please evaluate the manager's performance using the rating scale below:
□ Needs Improvement – 1 point
□ Satisfactory – 2 points
☐ Exceeds Expectations – 3 points
□ Outstanding – 4 points
Leadership & Supervision     Employee Response:     How do you foster a supportive and productive team environment?
b) How do you ensure employees are supported in their roles?
c) How do you handle conflict or performance issues within your team?



d) How do you demonstrate fairness and respect in leadership decisions?			
Manager Response:			
Effectively communicates	s with staff, peers, a	nd senior leadership (both w	ritten and verbal)
$\square$ Needs Improvement	☐ Satisfactory	$\square$ Exceeds Expectations	$\square$ Outstanding
Demonstrates active liste	ening and openness	to feedback	
$\square$ Needs Improvement	$\square$ Satisfactory	$\square$ Exceeds Expectations	$\square$ Outstanding
Promotes and practices in	nterdepartmental c	ollaboration	
$\square$ Needs Improvement	$\square$ Satisfactory	$\square$ Exceeds Expectations	$\square$ Outstanding
Models professionalism a	and respect in all in	teractions	
☐ Needs Improvement	☐ Satisfactory	☐ Exceeds Expectations	☐ Outstanding
Fosters a positive and inc	clusive work enviro	nment	
☐ Needs Improvement	☐ Satisfactory		☐ Outstanding
Total Points for Commu	ınication and Tear	nwork:	
2. Strategic Thinking Employee Response	and Planning		
		. 1 . 6 1 . 1	
a) Describe how you co	intribute to departn	nental or County-wide planni	ing.
b) How do you align tea	am objectives with t	the County's strategic goals?	
c) Provide an example	where vour plannir	ng positively impacted operat	ions.
-,	2. 2 y 2 m. p.m.m.	or enphases operate	



Manager Response:					
Demonstrates a clear u  ☐ Needs Improvement	<u> </u>	County's strategic priorities  ☐ Exceeds Expectations	□ Outstanding		
Effectively integrates of □ Needs Improvement		th broader organizational str ☐ Exceeds Expectations	ategy  □ Outstanding		
Anticipates challenges  ☐ Needs Improvement		to address them	□ Outstanding		
Translates strategic din  ☐ Needs Improvement		• , •	□ Outstanding		
Demonstrates leadersh  ☐ Needs Improvement		ong-term planning and innov  ☐ Exceeds Expectations	vation □ Outstanding		
<b>Total Points for Strat</b>	egic Thinking and Pl	anning:			
<ul><li>3. Communication and Collaboration Employee Response:</li><li>a) How do you ensure transparency and clarity when communicating with your team?</li></ul>					
b) Provide an example of successful interdepartmental collaboration you've led.					
How do you handle feedback from team members or peers?					
Manager Response:					
Communicates clearly  ☐ Needs Improvement	• •	ch staff, peers, and Council  Exceeds Expectations	□ Outstanding		



□ Needs Improvement	Sill interdepartifier     Satisfactory	☐ Exceeds Expectations	□ Outstanding
Demonstrates openness to  ☐ Needs Improvement	receiving and appl □ Satisfactory	ying feedback constructively  ☐ Exceeds Expectations	□ Outstanding
<u>.</u>	•	nges and decisions to their tea	
☐ Needs Improvement	☐ Satisfactory	☐ Exceeds Expectations	□ Outstanding
Promotes a culture of resp  ☐ Needs Improvement	ectful, professional □ Satisfactory	communication across the o	rganization □ Outstanding
Total Points for Commun	nication and Collal	boration:	
<b>4. Decision-Making an</b> Employee Response:	nd Problem-Solvi	ng	
a) Describe your process	s for making difficul	lt decisions.	
b) How do you involve y	our team in finding	solutions?	
c) Give an example of a p	oroblem you resolv	ed effectively.	
Manager Response:			
Demonstrates sound judgi	ment in decision-ma	aking, even under pressure	
$\square$ Needs Improvement	☐ Satisfactory	$\square$ Exceeds Expectations	$\square$ Outstanding
Effectively analyzes issues  ☐ Needs Improvement	and identifies prac ☐ Satisfactory	tical, strategic solutions  ☐ Exceeds Expectations	□ Outstanding
Engages team members ar	opropriately in prob	olem-solving and decision-ma	ıking
☐ Needs Improvement	☐ Satisfactory	☐ Exceeds Expectations	☐ Outstanding



Takes ownership of decis								
☐ Needs Improvement	☐ Satisfactory	☐ Exceeds Expectations	□ Outstanding					
Demonstrates resilience	and adaptability wh	nen facing operational challer	nges					
☐ Needs Improvement	☐ Needs Improvement ☐ Satisfactory ☐ Exceeds Expectations ☐ Outstanding							
<b>Total Points for Decisio</b>	n-Making and Pro	blem-Solving:						
5. Policy and Regulat	tory Compliance							
Employee Response:	,							
a) How do you ensure o	compliance with OH	I&S, employment, and County	policies?					
b) Have you encountered	ed a compliance iss	ue? How was it addressed?						
c) How do you train or	inform your team o	on relevant regulations?						
Manager Response								
	mowledge of OH&S	, employment, and County po	nlicies					
□ Needs Improvement	☐ Satisfactory	☐ Exceeds Expectations	☐ Outstanding					
Ensures departmental act	tivities are conduct	ed in compliance with applica	able legislation and					
☐ Needs Improvement	☐ Satisfactory	☐ Exceeds Expectations	☐ Outstanding					
Takes timely and appropr	riate action when c	ompliance issues arise						
□ Needs Improvement	☐ Satisfactory	☐ Exceeds Expectations	□ Outstanding					
Provides clear direction a	and training to staff	regarding policy and regulat	ory requirements					
☐ Needs Improvement	☐ Satisfactory	☐ Exceeds Expectations	☐ Outstanding					



	nonstrates commitmer Jeeds Improvement		Countability and ethical condi ☐ Exceeds Expectations	□ Outstanding
Tot	al Points for Policy a	nd Regulatory Con	npliance:	
	<b>Professional Devel</b> ployee Response:	opment		
d)	What training or deve	elopment activities	have you pursued in the last	year?
e)	How do you encourag	ge your team's profe	essional growth?	
f)	What are your develo	pment goals for the	e next 12 months?	
Mai	nager Response:			
Act	ively pursues training o	or development opp	portunities relevant to their r	ole
	leeds Improvement	☐ Satisfactory	☐ Exceeds Expectations	☐ Outstanding
			neir own professional develo	
	leeds Improvement	☐ Satisfactory	☐ Exceeds Expectations	□ Outstanding
	nonstrates commitmer Needs Improvement	nt to continuous lea □ Satisfactory	rning and leadership growth □ Exceeds Expectations	□ Outstanding
	olies new knowledge ar Veeds Improvement	nd skills to improve □ Satisfactory	performance and operations   Exceeds Expectations	G □ Outstanding
	ns future development Needs Improvement	goals aligned with ☐ Satisfactory	departmental and organization □ Exceeds Expectations	onal needs  ☐ Outstanding
Tot	al Points for Professi	onal Development	t:	



# 7. Achievement of Duties: Employee Response: Please list 5 Targets and/or Objectives of your position: 1 2 3 4 5 Manager Response: Achieves set targets and objectives □ Needs Improvement □ Satisfactory □ Exceeds Expectations □ Outstanding Completes assigned projects and tasks □ Needs Improvement □ Satisfactory □ Exceeds Expectations □ Outstanding Meets deadlines consistently □ Needs Improvement □ Satisfactory □ Exceeds Expectations □ Outstanding Organizes and prioritizes work effectively □ Needs Improvement □ Satisfactory □ Exceeds Expectations □ Outstanding Uses resources efficiently □ Needs Improvement □ Satisfactory □ Exceeds Expectations □ Outstanding Total Points for Achievement of Duties: \_\_\_\_

Total Points Overall: \_\_\_\_



Range	Overall Rating	Description
25 – 37	Needs Improvement	Performance consistently falls below expectations.  Corrective action is needed.
38 - 62	Satisfactory	Performance meets expectations and job requirements.
63 – 87	Exceeds Expectations	Frequently exceeds expectations with strong initiative and minimal supervision.
88 – 100	Outstanding	Consistently exceptional performance with significant positive contributions.

**Employee Response:** 

Total Score

## ♦ Short-Term Goals (6-12 months)

Think about goals you would like to accomplish in the next year that support your role or improve your day-to-day work.

## Examples to guide you:

- Are there tasks or responsibilities you'd like to get better at?
- Are there any systems, tools, or skills you want to improve or learn?
- Is there a process you'd like to help streamline or improve?

## Please list your short-term goals:

1.	
2.	
3.	
٠.	
4.	

**♦ Long-Term Goals (1-4 years)** 



Consider where you see yourself in your career over the next few years and how you'd like to grow within the County.

Exampl	les	to	guide	9	vo	u:

•	Are you	working towar	rd a new role, re	sponsibility, or	promotion?

- Would you like to take on a leadership or mentorship opportunity?
- Are there projects or improvements you'd like to lead?

Please	list your	long-term	goals	s:
I	iiot y our		5041	

1.	
2.	
3.	
-	
4.	

## Training or Support Needed

Reflect on what resources, courses, or guidance would help you succeed in your goals.

## Examples to guide you:

- Do you need training in any specific software, systems, or regulations?
- Would a mentor or job shadowing opportunity help you?
- Are there workshops, webinars, or courses you'd like to take?

## Please list any training or support you think would benefit your growth:

1.	
2.	
-	
3.	

Use this Space if more room is needed:

## **Manager Notes**



Use this section to record observations, feedback, or recommendations related to the employee's performance, progress, or development needs.

1	
2	
3	
Cimatuma	
Signatures	
By signing this	
Employee Signature:	Date:
	<b>.</b>
Manager / Director Signature:	Date:



# **Smoky Lake County**

## **Employee Performance Appraisal Form**

Employee Name:
Job Title:
Department:
Date of Appraisal:
Manager:
<ul> <li>Instructions: Please evaluate the employee's performance using the rating scale below.</li> <li>□ Needs Improvement – 1 point □ Satisfactory – 2 points □ Exceeds Expectations – 3</li> <li>points □ Outstanding – 4 points</li> </ul>
1. Achievement of Duties: Employee Response:
Please list 5 Targets and/or Objectives of your position:
2 3
5
Manager Response:
Achieves set targets and objectives
$\square$ Needs Improvement $\square$ Satisfactory $\square$ Exceeds Expectations $\square$ Outstanding
Completes assigned projects and tasks
$\square$ Needs Improvement $\square$ Satisfactory $\square$ Exceeds Expectations $\square$ Outstanding
Meets deadlines consistently
☐ Needs Improvement ☐ Satisfactory ☐ Exceeds Expectations ☐ Outstanding



Organizes and prioritizes work effectively  □ Needs Improvement □ Satisfactory □ Exceeds Expectations □ Outstanding			
Uses resources efficiently  □ Needs Improvement □ Satisfactory □ Exceeds Expectations □ Outstanding			
Total Points for Achievement of Duties:			
2. Initiative and Problem-Solving Employee Response:			
What initiatives have you taken since the start of this position or since your last performance appraisal:			
1			
Manager Response:			
Takes initiative without being directed  □ Needs Improvement □ Satisfactory □ Exceeds Expectations □ Outstanding			
Seeks feedback and opportunities to improve  ☐ Needs Improvement ☐ Satisfactory ☐ Exceeds Expectations ☐ Outstanding			
Demonstrates creativity in solving problems  □ Needs Improvement □ Satisfactory □ Exceeds Expectations □ Outstanding			
Adapts to change and shifting priorities  □ Needs Improvement □ Satisfactory □ Exceeds Expectations □ Outstanding			
Total Points for Initiative and Problem-Solving:			
3. Quality and Accuracy of Work Employee Response:			
a) How do you ensure your work is accurate and free from errors?			
b) Do you feel you're able to balance quality with meeting deadlines?			



	c)	Have you made any improvements to your workflow or processes to enhance quality?			
Manager Response:					
		nigh-quality, accurate work mprovement $\square$ Satisfactory $\square$ Exceeds Expectations $\square$ Outstanding			
		own work for completeness and correctness mprovement   Satisfactory   Exceeds Expectations   Outstanding			
		rough on assignments and commitments mprovement □ Satisfactory □ Exceeds Expectations □ Outstanding			
Total	Poin	ts for Quality and Accuracy of Work:			
4. Communication and Teamwork Employee Response:					
	d)	How would you describe your communication style when working with colleagues and Manager?			
	e)	Are there any situations where you feel your communication has been particularly effective—or could have been better?			
	f)	How do you contribute to fostering a positive team environment?			
	g)	Can you describe a time when you supported a teammate or collaborated effectively on a project?			
	h)	How do you handle conflicts or disagreements within a team setting?			



## **Manager / Director Response:** Communicates effectively (written and verbal) □ Needs Improvement □ Satisfactory □ Exceeds Expectations □ Outstanding Listens and responds constructively □ Needs Improvement □ Satisfactory □ Exceeds Expectations □ Outstanding Works collaboratively with others □ Needs Improvement □ Satisfactory □ Exceeds Expectations □ Outstanding Demonstrates respect and professionalism □ Needs Improvement □ Satisfactory □ Exceeds Expectations □ Outstanding Total Points for Communication and Teamwork: \_\_\_\_ 5. Job Knowledge and Skills **Employee Response:** How confident do you feel in your knowledge of your job duties and a) responsibilities? b) Are there any areas of your role where you would benefit from additional training or support Which technical skills do you use most often in your position, and how c) comfortable are you with them? What new skills or knowledge have you gained since your last performance d) review?

Can you provide an example where your knowledge or skills contributed to a

e)

successful outcome?



	f)	Are there any tools, systems, or processes you feel you could use more effectively?
Mana	ager /	/ Director Response:
		chnical knowledge effectively  mprovement   Satisfactory   Exceeds Expectations   Outstanding
-		rent with required knowledge and certifications mprovement
		ates willingness to learn  mprovement   Satisfactory   Exceeds Expectations   Outstanding
Tota	l Poir	nts for Job Knowledge and Skills:
6. Emp		quest & Service Response:
	a) Can you describe a situation where you handled a time-sensitive or complex request effectively?	
	b)	How do you maintain professionalism and courtesy when dealing with difficult or frustrated ratepayers or coworkers
	c)	Can you give an example where you went above and beyond to assist someone—internally or externally?
	d)	How do you collaborate with other departments to ensure smooth service delivery?
	e)	How do you ensure that your interactions reflect well on the County, both in person and in writing?



information? **Manager / Director Response:** Responds to internal/external requests courteously □ Needs Improvement □ Satisfactory □ Exceeds Expectations □ Outstanding Resolves issues effectively □ Needs Improvement □ Satisfactory □ Exceeds Expectations □ Outstanding Represents the County positively □ Needs Improvement □ Satisfactory □ Exceeds Expectations □ Outstanding Total Points for Service: \_\_\_\_ 7. **Attendance and Reliability Employee Response:** a) How would you describe your attendance record over the past review period? Have there been any barriers to attendance or punctuality that we should be b) aware of or discuss? Do your coworkers and supervisors know they can depend on you? Why or c) why not? d) Are you familiar with the County's expectations around reporting absences, requesting time off, and following procedures? Have you consistently followed workplace protocols related to attendance and e) scheduling?

How do you ensure follow-up and accountability when providing support or

f)



#### **Manager / Director Response:**

Total Points Overall:		
Total Points for Attendance and Reliability:		
Follows workplace policies and procedures  □ Needs Improvement □ Satisfactory □ Exceeds Expectations □ Outstanding		
Is punctual and dependable  □ Needs Improvement □ Satisfactory □ Exceeds Expectations □ Outstanding		
□ Needs Improvement □ Satisfactory □ Exceeds Expectations □ Outstanding		
Maintains regular attendance		

Total Score	Overall Rating	Description
Range		

25 – 37	Needs Improvement	Performance consistently falls below expectations. Corrective action is needed.
38 - 62	Satisfactory	Performance meets expectations and job requirements.
63 – 87	Exceeds Expectations	Frequently exceeds expectations with strong initiative and minimal supervision.
88 – 100	Outstanding	Consistently exceptional performance with significant positive contributions.

#### ♦ Short-Term Goals (6–12 months)

Think about goals you would like to accomplish in the next year that support your role or improve your day-to-day work.

#### Examples to guide you:

- Are there tasks or responsibilities you'd like to get better at?
- Are there any systems, tools, or skills you want to improve or learn?
- Is there a process you'd like to help streamline or improve?

#### Please list your short-term goals:



1	
2	
3	
J	
4	
	♦ Long-Term Goals (1-4 years)
	here you see yourself in your career over the next few years and how you'd like to n the County.
Examples	to guide you:
• Are	you working toward a new role, responsibility, or promotion?
• Wo	uld you like to take on a leadership or mentorship opportunity?
• Are	there projects or improvements you'd like to lead?
Please list	your long-term goals:
1	
2	
4	

#### Training or Support Needed

Reflect on what resources, courses, or guidance would help you succeed in your goals.

#### Examples to guide you:

- Do you need training in any specific software, systems, or regulations?
- Would a mentor or job shadowing opportunity help you?
- Are there workshops, webinars, or courses you'd like to take?

Please list any training or support you think would benefit your growth:



	N.
1	
2	
3	
Manager Notes	
Jse this section to record observations, feedback, or recommendations related to the employee's performance, progress, or development needs.	
1	
2	
3	
Signatures By signing this	
Employee Signature: Date:	

Manager/ Director Signature: \_\_\_\_\_\_ Date: \_\_\_\_\_



## **Smoky Lake County**

# **Employee Performance Appraisal – Cover Sheet** Date of Appraisal: **Employment and Compensation Information** Date of Hire: Current Rate: \_\_\_\_\_ Step: \_\_\_\_ Level: \_\_\_\_ New Rate: \_\_\_\_\_ Step: \_\_\_\_ Level: \_\_\_\_ Effective Date of Rate Change: ☐ No Rate Change ☐ Probation Recommended (3 Months) New Review Date (if applicable): \_\_\_\_\_\_ **Employee Action Plan (Required if on Probation) Signatures** By signing this document, each party acknowledges that the contents of this performance appraisal have been reviewed and discussed. Employee Signature: \_\_\_\_\_\_ Date: \_\_\_\_\_ Manager Signature: \_\_\_\_\_\_ Date: \_\_\_\_\_

HR Signature: \_\_\_\_\_ Date: \_\_\_\_\_



### **Smoky Lake County Policy**

Title: New Hire and Initial Employment Conditions Policy

Policy # Versio

<u>n</u>

Category: Human Resources

HR-09 01

#### **LEGISLATIVE REFERENCE:**

In accordance with Section 201 and 207 of the *Municipal Government Act*. Section 6, 11, and 13 of the Employment Standards Code, Section 3 and 5 of the Occupational Health and Safety Act and Section 34 of the Freedom of Information and Protection of Privacy Act.

#### **PURPOSE:**

To outline the standards and expectations for new employees of Smoky Lake County, in accordance with the Municipal Government Act (MGA), the Alberta Employment Standards Code, Occupational Health and Safety Act, and other applicable federal and provincial legislation.

#### **STATEMENT:**

This policy applies to all new hires of Smoky Lake County, including permanent, probationary, full-time, part-time, and temporary employees.

#### **OBJECTIVE:**

To establish clear, consistent, and lawful standards for the recruitment, onboarding, and initial employment conditions of all new employees of Smoky Lake County. This policy ensures that new hires are informed of their responsibilities, rights, and expectations, including the requirement to prioritize their employment with the County and comply with all applicable municipal, provincial, and federal legislation. It also sets out conditions regarding secondary employment (moonlighting), probationary evaluation, and adherence to County policies, procedures, and workplace standards.

#### **GUIDELINES & PROCEDURE:**

1. Employment Priority

Employment with Smoky Lake County shall be the employee's primary obligation. All County-related duties, hours, and responsibilities must take precedence over any secondary employment or external commitments.

Secondary Employment (Moonlighting)

Employees may engage in other employment (paid or unpaid) only under the following conditions:

- a) It must not interfere with the employee's primary duties and availability for Smoky Lake County.
- b) It must be conducted outside of regular County working hours, on approved vacation leave, or on weekends, and must not result in fatigue or impact job performance.
- c) It must not pose a conflict of interest with County business or use County property, time, or resources.
- d) Employees must disclose and seek written approval from the CAO prior to engaging in secondary employment.
- e) The County reserves the right to deny or revoke approval if the external work interferes with county interests or public trust.
- 3. Conditions of Employment



#### All new employees must:

- a) Submit all required documentation, including signed offer letters, confidentiality agreements, and any applicable certifications.
- b) Complete orientation and safety training within the first week of employment.
- c) Serve a probationary period of three (3) to six (6) months.
- d) Comply with all County policies, procedures, and legislation from the first day of employment.
  - i. Code of Conduct

All new hires are expected to conduct themselves with professionalism, integrity, and respect, in accordance with Smoky Lake County's Code of Conduct and Conflict of Interest Policy.

ii. Confidentiality

Employees must not disclose confidential information acquired during their employment. A Confidentiality Agreement will be signed upon hire and applies during and after employment with the County.

iii. Health and Safety

New hires must participate in the County's OH&S orientation program and commit to safe work practices as defined by the Alberta OH&S Act and internal safety procedures.

iv. Probationary Review

Supervisors/ Managers shall complete a formal evaluation before the end of the probationary period. Continued employment is contingent upon satisfactory performance and conduct.

v. Termination of Employment

Employment may be terminated at any time during the probationary period without cause or notice, as allowed under the Employment Standards Code.

#### 4. Responsibilities

- a) Supervisors/Managers: Ensure orientation and probationary evaluations are completed.
- b) Human Resources: Maintain records, ensure legislative compliance, and support new employee onboarding.
- c) Employees: Understand and adhere to all conditions outlined in this policy.

Adopted	<u>Date</u> Month, day, year	Council Resolution # Motion #	Version 01
Adobied	Month, day, year	WOUGH #	01
Amended			
Reviewed			



Meeting Date: Thursday, September 11, 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.

A reserve has been added for Sewer/Lagoon infrastructure

#### **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.

#### Legislation:

n/a

#### Intergovernmental:

n/a

#### **Strategic Alignment:**

n/a

#### **Enclosure(s):**

✓ Proposed Policy 08-25-01

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

Page **1** of **2** 



# **Request for Decision (RFD)**

	SMOKY LAKE	COUNTY	
	2025 RESERV	E 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	
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	(
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
Sewer/Lagoon Reserve	\$0	\$43 849	5% of the cost of Sewer infrastructure asset as per financia reports plus the cost of capital projects for the next Five years
Agricultural Services Equipment	Ψ	¥ 15,5 16	25% of the value of the next 5 years
Reserve	\$117,000	\$150,000	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	\$11,805,745	

Signature of the CAO:





### **Smoky Lake County Policy**

Title: Financial Reserve Policy

Category: Financial Services (FIN)

Policy # Version
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:

Policy #08-25-01 Financial Reserves Policy



- 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.



## 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

Sewer/Lagoon 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
	lagoon infrastructure, and planned capital projects relating to the
	provision of sewer services in the Hamlets of Bellis and Warspite
Target Balance	5% of the cost of Sewer 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		

Page 6 of 7



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		



# **Request for Decision (RFD)**

Meeting Date: Thursday, September 11th, 2025 Agenda Item: #

Topic: Bylaw 1478-25 Ukrainian Twinning Committee

Presented By: Interim 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 10<sup>th</sup> 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.

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

Page **1** of **2** 



# **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 26<sup>th</sup>, 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 CAO

#### 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 11th day of September, AD 2025.

READ A SECOND TIME IN COUNCIL THIS 11th day of September, AD 2025.

READ A THIRD AND FINAL TIME, WITH THE UNANIMOUS CONSENT OF ALL COUNCILLORS PRESENT, THIS 11th day of September, AD 2025.

		REEVE, Jered Serben
S	Ε	A L

Interim CHIEF ADMINISTRATIVE OFFICER, Brenda Adamson

#### Schedule "A" - Terms of Reference

#### Smoky Lake Region-Kosiv District Ukrainian Twinning Committee

#### BETWEEN:

#### **SMOKY LAKE COUNTY - BYLAW NO. 1478-25**

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 NO. 012-2025**

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

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

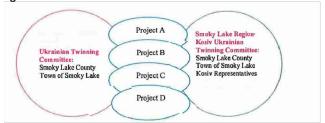
#### KOSIV DISTRICT, IVANO-FRANKIVSKA OBLAST, UKRAINE

#### 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 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:

#### Schedule "A" - Terms of Reference (continued)

- 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 two 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 funding 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 four (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 two 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 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 POPA (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

#### Schedule "A" - Terms of Reference (continued)

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 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.
- 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
TOWN OF SMOKY LAKE	Chief Administrative Officer, Smoky Lake County
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 , 2025. Effective Date being October 1, 2025 Jered Serben, Amy Chemiwchan, Reeve, Mayor, **Smoky Lake County** Town of Smoky Lake SMÖKY LAKE Signed at Kosiv, Ivano-Frankivsk Region, this OCIBCLKO HO-PPAN Yuri Ploskonos The Head of Kesty Town Council of Kosiv District Ivano-Frankivsk Region KOCIB

#### 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, 2025 року

Дата набрання чинності - 1 жовтня 2025 року

Легеd Serben, Amy Cherniwchan Mayor, Town of Smoky Lake

В МОКУ LAKE

Підписано в м. Косів, Івано-Франківської області, Дици, 2025.

Міський голова Косівської міської мари Косівського району Івано-Франківської області



Meeting Date: Thursday, September 11, 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:

- 1. That Smoky Lake County Council give Second Reading to Bylaw No. 1482-25, a Bylaw to Redistrict parts of the lands legally described as NW-22-59-14-W4M
- 2. That Smoky Lake County Council give Third Reading to Bylaw No. 1482-25, a Bylaw to Redistrict parts of the lands legally described as NW-22-59-14-W4M.

**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.

First Reading of Bylaw No. 1482-25 was given by Council on August 28, 2025. A Public Hearing was held on Bylaw No. 1482-25 on September 11, 2025, to hear arguments in support of, and in opposition to, said Bylaw. A summary of comments

**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)

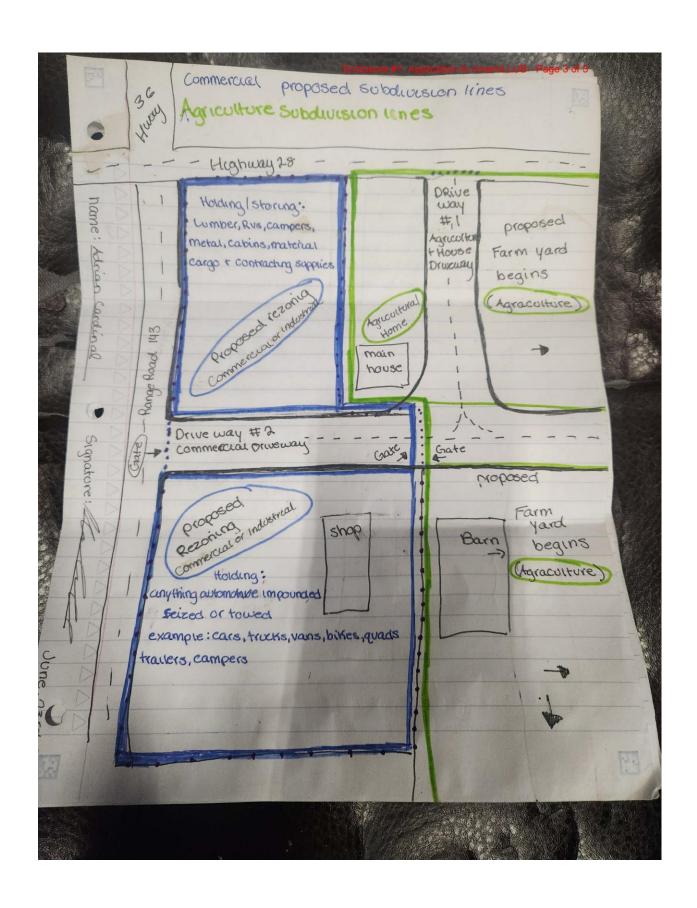
Approved by the CAO: \_\_\_\_\_\_ Date: \_\_\_\_\_

**Enclosure #1: Application to Amend LUB** 

Enclosure #1: Application to Amend LUB - Page 1 of 3 June 23rd 2025 Rezoning Request Letter. 14277 Highway 28 and range road 143. Thanki upo: Smokiey 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 145. 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 low truck operation Duronly concern here is choosing the right zoning whether that be commercial or industrial we are pranning to include the current shop in the re-zoning which would be used as an office for our lies and reciepts while also storing our tow truck and skid Steer. Our services will include 24/1 emergency towing, impound Storage, Cargo having, snow removal and road clean up. We hope to expand the services in our county, providing rural residence with fast and reviable services. We hope and ask for your approval to re-zone to commercial/industrial purposes for this 3 acre lot. Thank you for your time today to hear our request. Signature name: Adrian Cardinal Date: June 23rd 2025

Enclosure #1: Application to Amend LUB - Page 2 of 3

Purpose and Intent of re-zoning  - Towing impound yard-cars, trushs, varis buses, trainors - Storage - RV, camper, wimber, cabins, cargo - Highway Frontage signs and say trems - Skid steer services - Inou temoval, Road wan up - Skid steer rental services - Tice repair and changes - Emergency - All hoors - tow, and recovery for country roads  Name: Adrian Cardinal Signature:	1202
Towing Impound yard-Cars, trucks, vans, buses, trainors  - Storage - RV, Camper, wimber, Cabins, Cargo  - Highway Frontage signs and sale items  - Skid steer Services - know removal, Road clean up  - Stid steer rental services  - Tire repair and changes  - Emergency - All hours - tow, and recovery for abunty roads  Name: Adrian Cardinal Signature:	
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- Tire repair and changes - Emergency - All hours - tow, and recovery for abunty roads  Name: Adrian Cardinal Signature:	
- Emergency - All hours - tow, and recovery for abouty roads  Name: Adrian Cardinal Signature:	
name: Adrian Cardinal Signarure:	
14277 Highway 28 range road 143	



Enclosure #2: Bylaw 1482-25 - Page 1 of 3

Bylaw 1482-25

#### 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:

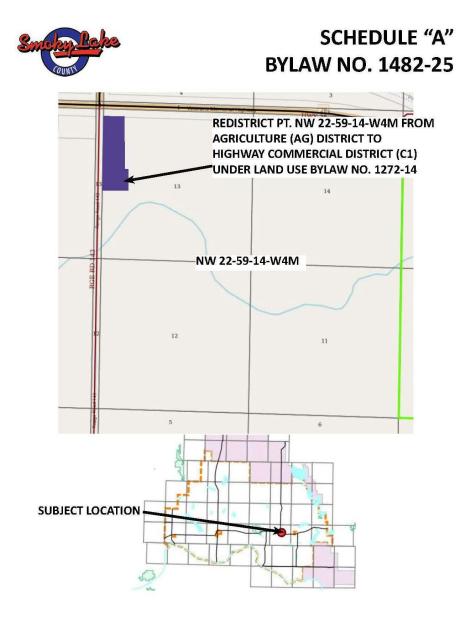
- Appendix "B" of the Smoky Lake County Land Use Bylaw No. 1272-14 be amended such that the
  portions of NW 22-59-14-W4M, commencing at the northwest corner of said lands, thence 57.29
  meters east, thence south 138.60 meters, thence east 7.11 meters, thence south 58.93 meters,
  thence west 69.60 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
SEAL
 Kevin Lucas
Chief Administrative Officer

Page **5** of **28** 

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 SEAL
	Kevin Lucas Chief Administrative Officer



3

#### Enclosure #3: Land Use Bylaw No. 1272-14 Section 8.2 (AG District) & Section 8.8 (C1 District)

Enclosure #3: Land Use Bylaw No. 1272-14 Section 8.2 (AG District) & Section 8.8 (C1 District) - Page 1 of 10

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

Smoky Lake County - Land Use Bylaw No. 1272-14

**162** | Page

- 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	

A. Lot Area – Agricultural Use

Smoky Lake County - Land Use Bylaw No. 1272-14

**163** | Page

- 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:
  - Legal and year round physical access to the proposed parcel and the remainder are developed to County standards;
  - The proposed use of the parcel will not adversely impact adjacent agricultural uses;
  - c. The parcel is should normally be located:
    - adjacent to or near quarter section boundaries;
    - 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<sup>1</sup>, 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;
    - 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;
    - 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

Smoky Lake County - Land Use Bylaw No. 1272-14

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

environmentally sensitive areas and/or heritage features on the site.

#### B. Lot Area – Residential Use

- Normally, a **maximum** of 8.0 ha (20.0 ac.) per quarter section will be allowed for residential subdivisions.
- 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	23.1 m (92.0 ft.) from the property line
Allowances	
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

Smoky Lake County - Land Use Bylaw No. 1272-14

Adjacent to Another	18.3 m (60.0 ft.) from the property line
Parcel	

#### iii. Minimum Rear Yards

From Municipal Road	18.3 m (60.0 ft.) from the property line
Allowances	
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

- 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.)
  - 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

Smoky Lake County - Land Use Bylaw No. 1272-14



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.
- 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.

Smoky Lake County - Land Use Bylaw No. 1272-14

### 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
- 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

Smoky Lake County - Land Use Bylaw No. 1272-14

- 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.

Smoky Lake County - Land Use Bylaw No. 1272-14

# 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.

Smoky Lake County - Land Use Bylaw No. 1272-14

- 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.
- 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.
- 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.
- 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.

Smoky Lake County - Land Use Bylaw No. 1272-14

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

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

# 4 Specific Plan Objectives and Policies

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

#### 4.1 Agriculture Policy

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



Page 54

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 unsubdivided quarter section if the following criteria are met to the satisfaction of the County:	
Figure 7: Small Agricultural Holding Parcel	120 acres 40 ac.	

- \* 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



Page | 55

adjacent agricultural uses;

- (d) In the sole discretion of the Subdivision Authority, the parcel is located:
  - 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 onsite 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<sup>13</sup>, 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.

<sup>&</sup>lt;sup>13</sup> 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 <sup>14</sup> (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 <b>Map 2</b> , 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

<sup>&</sup>lt;sup>14</sup> 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.'



Page | 57

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



Page | 58

on the basis of the following:

- 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.



Page | 59

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

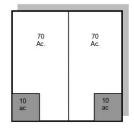
MAXIMUM # OF FRAGMENTED PARCELS	MAXIMUM NUMBER OF PARCELS FOR AGRICULTURE USE	MAXIMUM# OF PARCELS FOR RESIDENTIAL USE	MAXIMUM # OF PARCELS PER QUARTER SECTION
0 parcels	1 parcels	4 parcels	5 parcels
0 parcels	2 parcels	3 parcels	5 parcels
1 parcels	1 parcels	3 parcels	5 parcels
1 parcels	2 parcels	2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

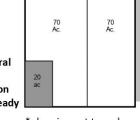


Figure 9: Agricultural Parcel Subdivision Where a Subdivision for CR Use has Already Occurred

\* 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.



County Road

County Road

ENCOURAGED

Difficult to Further Subdivide

DiscourageD

Opportunities for Further Subdivision

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

Policy 4.1.4.17 Farmstead separations may be permitted provided the site exhibits at least three (3) the following characteristics: a residence, well, dugout, shelter belts, fences, ancillary farm buildings, power facilities, access.

**Policy 4.1.4.18** Only one (1) vacant country residential parcel will be allowed per quarter section at any time.

**Policy 4.1.4.19** Vacant country residential lots shall not be less than 2.0 ac. (0.8 ha), and normally no more than 40.0 ac. (16.18 ha) in size.

# 4.2 Residential Policy

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

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

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



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

#### 4.4 Commercial Policy

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

Objective 4.4.1	To minimize the impacts of commercial activities on working landscapes and cultural landscapes	
Policy 4.4.1.1	The County shall consider proposals for commercial development:	
	<ul> <li>that will not unnecessarily fragment the working landscape;</li> <li>and</li> </ul>	
	(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.	



Page | 71

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.
		2 07 0 77 7 77 77 77 77

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.



Page | 72





# **Request for Decision**

Meeting Date: Thursday, September 11, 2025 Agenda Item: #

Topic: Bylaw 1484-25: A Bylaw 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

#### **Recommendation:**

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

# **Background:**

On May 21, 2025, Smoky Lake County administration received an application (Enclosure #1) 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). The applicant has provided documentation in support of the proposed amendment (Enclosure #2). Administration has prepared an amending Bylaw No. 1484-25 for Council's consideration (Enclosure #3). Pursuant to Bylaw No. 1424-22, the proposed Bylaw was bought to the Intermunicipal Planning Committee on August 26, 2025 for discussion. The Committee subsequently recommended that both Councils give First Reading to said Bylaw.

**Benefits:** Potential capital cost savings for developers; greater development flexibility; supports rural economic growth; avoids premature infrastructure expansion; reduces amount of strain/stress on existing municipal water/wastewater infrastructure.

**Disadvantages:** Fragmented infrastructure planning/provision of future infrastructure; potential environmental/public health risks; potential of noxious odors; potential missed opportunity to recover infrastructure costs.

Alternatives: Council may propose changes to Bylaw 1484-25 prior to Public Hearing.

**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: Documentation in support of amendment
- Enclosure #3: Bylaw No. 1484-25
- Enclosure #4: Relevant provisions from Bylaw No. 1424-22
- Approved by the CAO:

   Date:

Date of Application: \_\_\_\_\_ APPLICATION TO AMEND ☐ LAND USE BYLAW **☐ AREA STRUCTURE PLAN APPLICANT INFORMATION** NAME OF APPLICANT NAME OF REGISTERED LANDOWNER (COMPLETE IF DIFFERENT FROM APPLICANT) **SIGNATURE** SIGNATURE Simran Kaler MAILING ADDRESS MAILING ADDRESS POSTAL CODE **TELEPHONE** POSTAL CODE **TELEPHONE LEGAL DESCRIPTION** QTR/LSD SECTION **TOWNSHIP** RANGE W4M **REGISTERED PLAN BLOCK** LOT **PLANNIG DOCUMENT** PROPOSED LAND USE DISTRICT **EXISTING LAND USE DISTRICT** □ AGRICULTURAL DISTRICT (AG) □ AGRICULTURAL DISTRICT (AG) □ VICTORIA AGRICULTURE DISTRICT (A1) □ VICTORIA AGRICULTURE DISTRICT (A1) ☐ MULTI-LOT COUNTRY RESIDENITAL DISTRICT (R1) ☐ MULTI-LOT COUNTRY RESIDENITAL DISTRICT (R1) □ RESIDENTIAL (CLUSTER) CONSERVATION DISTRICT (R2) □ RESIDENTIAL (CLUSTER) CONSERVATION DISTRICT (R2) □ VICTORIA RESIDENTIAL DISTRICT (R3) □ VICTORIA RESIDENTIAL DISTRICT (R3) □ HAMLET RESIDENTIAL DISTRICT (R4) □ HAMLET RESIDENTIAL DISTRICT (R4) □ HIGHWAY COMMERICAL DISTRICT (C1) □ HIGHWAY COMMERICAL DISTRICT (C1) □ VICTORIA COMMERCIAL DISTRICT (C2) □ VICTORIA COMMERCIAL DISTRICT (C2) □ HAMLET COMMERCIAL DISTRICT (C3) □ HAMLET COMMERCIAL DISTRICT (C3) □ INDUSTRIAL DISTRICT (M1) □ INDUSTRIAL DISTRICT (M1) □ RURAL INDUSTRIAL DISTRICT (M2) □ RURAL INDUSTRIAL DISTRICT (M2) □ COMMUNITY AND INSTITUTIONAL DISTRICT (P) □ COMMUNITY AND INSTITUTIONAL DISTRICT (P) □ DIRECT CONTROL DISTRICT (DC) □ DIRECT CONTROL DISTRICT (DC) □ DIRECT CONTROL LANDFILL DISTRICT (DC1) □ 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 ☐ Biophysical Assessment ☐ Environmental Site Assessment ☐ Geotechnical Report ☐ Stormwater Management Plan □ Certificate Of Title

RECEIPT #

APPLICATION FEE

BYLAW NO.

# 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

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

# WESKATNUE JUNCTION - OFF-SITE CONNECTIONS

COMMECTIONS				
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
			<b>Grand Total</b>	\$ 448,900.00

<u>Please note</u> 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.

# 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

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SCOPE	QTY	Unit	Rate	Total
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			Total	\$ 237,750.00
	QTY	Unit	Rate	Total
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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
			<b>Grand Total</b>	\$ 448,900.00

<u>Please note</u> 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.



Corridors

# **TECHNICAL MEMORANDUM**

Issue Date: June 30, 2025 Reference/Project No.: 2025-3254

To: Alberta Transportation and Economic Previous Issue Date:

From: Anika Tasnim, E.I.T. and Tamara Soltykevych, P.Eng.

Client: Golden Galaxy Developments

Project Name: Weskatenau Traffic Impact Assessment

Subject: Terms of Reference

# 1 INTRODUCTION

Golden Galaxy Developments (Golden Galaxy) retained Associated Engineering Alberta Ltd. (Associated) to complete a Traffic Impact Assessment (TIA) for a proposed commercial development in the greenfield parcel at the southeast corner of Highway 28 and Range Road 193B. The development includes a gas station with a convenience store, a liquor store and a cannabis store. The site is shown in Figure 1-1.

The purpose of the TIA is to determine the impact of the traffic generated from the proposed development on the surrounding road network and recommend improvements to the adjacent intersections and roadway as required to support the development application process. This Terms of Reference memo sets forth the assumptions for generating future traffic volumes from background traffic and the proposed development, which are recommended to be reviewed and approved by Alberta Transportation and Economic Corridors (TEC) before proceeding with the TIA analysis.



Figure 1-1 Study Area



C:\Users\locherg\Documents\workingfiles\aeris.ae.ca\mem\_Weskatenau TIA Terms of Reference\_20250630.docx





Memo To: Alberta Transportation and Economic Corridors June 30, 2025 Page 2

We propose the study area to include the intersections of Highway 28 with Range Road 193A and Range Road 193B. The Highway 28 and Highway 831 roundabout was recently constructed and is proposed to be excluded from analysis, since roundabouts typically have a 50-year design life and are sized to accommodate long-term traffic growth.

# 2 PROPOSED DEVELOPMENT TRIP GENERATION, DISTRIBUTION, AND ASSIGNMENT

# 2.1 Proposed Development

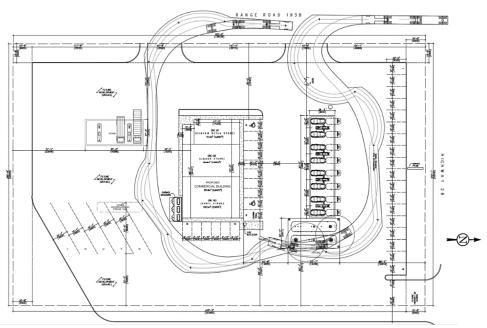
The proposed commercial development, scheduled for construction in 2025, includes a 1,200 ft² cannabis retail store, 2,000 ft² liquor store, and 2,500 ft² convenience store, all in one building as shown in Figure 2-1. A gas station with eight vehicle fueling positions is located just north of the building. Parking includes 15 stalls adjacent to the stores, 18 at the north end of the parcel, and five stalls for longer vehicles at the southeast corner. An additional four fueling positions for trucks are proposed at the southwest corner. Although labeled "future" on the site plan, Golden Galaxy confirmed all components, including the fueling stations, will be built in one phase in 2025. Therefore, 12 vehicle fueling stations are included in the analysis.

The parcel is situated in a rural area surrounded by a business to the east, a gas station and rest area to the north, and agricultural land to the south and west. The Village of Waskatenau is located to the southeast, accessible via Range Road 193A and 193B from Highway 28. Three site accesses are proposed: two from Range Road 193B and one from Highway 28, which is currently under TEC review. As the Highway 28 access is not yet approved, it is excluded from the TIA. The analysis will focus on the two intersections of Range Roads 193A and 193B on Highway 28 as well as the proposed site accesses from Range Road 193B. The latest site plan from Golden Galaxy is included in Attachment 1.



Memo To: Alberta Transportation and Economic Corridors June 30, 2025 Page 3

Figure 2-1 Site Layout



#### 2.2 Trip Generation

Trip generation estimates are based on the Institute of Transportation Engineers (ITE) Trip Generation Manual (TGM)<sup>1</sup>. Table 2-1 outlines the land use components and corresponding ITE land use types and codes used for this TIA. Information on the ITEM TGM land uses are provided in Attachment 2.

Table 2-1 **Proposed Development** 

Land Use	Independent Variable Used	ITE Land Use	ITE Land Use Code
Retail	1,200 Sq. Ft. Gross Floor Area	Marijuana Dispensary	882
Retail	2,000 Sq. Ft. Gross Floor Area	Liquor Store	899
Services	12 Vehicle Fueling Positions and 2,500 Sq. Ft.	Convenience Store/Gas Station	945

<sup>&</sup>lt;sup>1 1</sup> ITE Trip Generation Manual (TGM), 11<sup>th</sup> Edition



Memo To: Alberta Transportation and Economic Corridors June 30, 2025 Page 4

The ITE Land Use Code for the convenience store/gas station offers two options for selecting the independent variable: one based on Gross Floor Area (GFA) with Vehicle Fueling Positions (VFPs) as the subcategory, and the other based on VFPs with GFA as the subcategory. Since using VFPs as the independent variable results in higher trip generation, we have selected this option to ensure a conservative analysis.

Table 2-2 presents the ITE trip generation rates proposed for this TIA. The cannabis and liquor stores are excluded from the AM peak hour analysis, as ITE defines the AM peak hour of adjacent street traffic as the 1-hour period between 7:00 a.m. and 9:00 a.m., when adjacent traffic volumes are typically highest. Since both stores are proposed to open at 10:00 a.m., no site-generated trips are expected during this time. However, as these retail stores close at 10:00 p.m., they are included in the PM peak hour analysis, which captures the 1-hour period between 4:00 p.m. and 6:00 p.m., when adjacent street traffic is generally at its highest in the afternoon. Saturday and Sunday peak hours will not be analyzed separately, as the store hours remain consistent throughout the week. Also, the TEC turning movement diagrams are for the 100<sup>th</sup> highest hour AM and PM peaks, which account for weekend data through a factoring process.

**Trip Generation Rate AM Peak Hour** PM Peak Hour Weekday, AM Weekday, PM Independent Peak Hour of Peak Hour of Development Variable Trip Trip Adjacent Street **Adjacent Street** Used In Out In Out Rate Rate Traffic, One Hour Traffic, One Hour Between 7-9 a.m. Between 4-6 p.m. Marijuana 18.92 /1000 Sq. Ft. 1200 Sq. Ft. N/A N/A N/A N/A 23 50% 50% **GFA** Dispensary GFA (average rate) Ln(T) = 0.47 Ln(X) +2000 Sq. Ft. Liquor Store N/A N/A N/A N/A 34 50% 50% 3.91 **GFA** Convenience 16.06 / VFP 18.42 / VFP 12 VFP Store/Gas 193 50% 50% 221 50% 50% (average rate) (average rate) Station

Table 2-2 Trip Generation Rates and Directional Split

# Pass-by Trips:

Pass-by trip reductions will be applied per the average rate in the ITE TGM for the convenience store/gas station, which accounts for land size, number of VFPs, and number of studies. Since the ITE Handbook does not provide pass-by rates for liquor or cannabis stores, we referenced NCHRP Report 684, which reports rates between 26% and 29% for commercial uses. Therefore, we propose to use a 26% pass-by rate for each retail store to be conservative. The recommended pass-by rates for this analysis are shown in Table 2-3.



Memo To: Alberta Transportation and Economic Corridors June 30, 2025 Page 5

Table 2-3 Pass-By Trip (%)

Development	AM Peak Hour %	PM Peak Hour %		
Marijuana Dispensary	N/A	26		
Liquor Store	N/A	26		
Convenience Store/Gas Station	62	56		

Table 2-4 shows the adjusted vehicle trip generation after the pass-by trip percentage reductions have been applied.

Table 2-4 Adjusted Vehicle Trip Generation

Development	AM Peak Hour			PM Peak Hour		
Bevelopment	Trips	In	Out	Trips	In	Out
Marijuana Dispensary	N/A	N/A	N/A	17	8	9
Liquor Store	N/A	N/A	N/A	51	26	25
Convenience Store/Gas Station	73	36	37	97	49	48

# 2.3 Development Traffic

# 2.3.1 Trip Distribution and Assignment

The traffic distribution is based on 2024 Annual Average Daily Traffic (AADT) data from the Highway 28 and Range Road 193A² intersection. North of this intersection is a commercial parcel with similar land uses to the proposed development, including a gas station, convenience store, and liquor store. This parcel has two access points, one from Range Road 193A and one from Range Road 193B. AADT data shows that 20% of trips to the north parcel originate from the Waskatenau community to the south. Since both Range Roads 193A and 193B connect Highway 28, the Waskatenau community, and the north parcel, it is assumed that 20% of the proposed site's traffic will also come from and return to Waskatenau via Range Road 193B. The remaining 80% will come from and return to Highway 28.

The 2024 background traffic volumes along Highway 28 are similar east of the proposed development at Range Road 193B and west at Highway 831<sup>3</sup>. Therefore, the 80% of site traffic using Highway 28 is assumed to split evenly—40% to and from the east, and 40% to and from the west. The remaining 20% of site traffic is expected to come from the Waskatenau community via 52 Avenue and Range Road 193B, which has direct access to the site. This avoids the need

<sup>&</sup>lt;sup>2</sup> Traffic Data Mapping: Station 70000246

<sup>&</sup>lt;sup>3</sup> <u>Traffic Data Mapping</u>: Station 103620



Memo To: Alberta Transportation and Economic Corridors June 30, 2025 Page 6

to turn left from Highway 28 onto Range Road 193B, where there is no dedicated turn lane and drivers must watch for opposing traffic. For outbound traffic to Waskatenau, 50% is expected to travel directly south along Range Road 193B, while the other 50% may travel north to Highway 28, turn east, and then head south on Range Road 193A to reach the southeast part of the community. Due to the similarity in land uses between the proposed site and the north parcel, no site traffic is expected to travel to or from the north parcel.

Figure 2-2 shows the inbound traffic distribution and assignment of the proposed development.

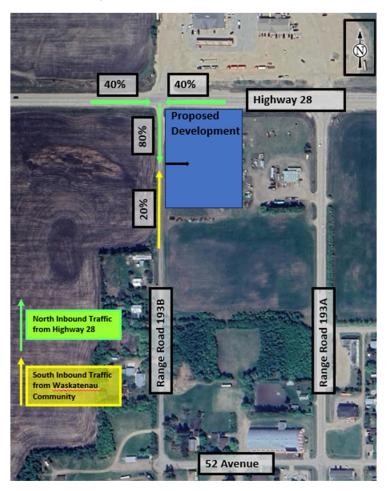


Figure 2-2 Site Inbound Traffic



Memo To: Alberta Transportation and Economic Corridors June 30, 2025 Page 7

Figure 2-3 shows the outbound traffic distribution and assignment of the proposed development.

40%

Highway 28

Proposed Development

Ref provided the p

Figure 2-3 Site Outbound Traffic

The only mode of transportation for the TIA analysis is assumed to be vehicular traffic. No pedestrian, cyclist, or transit trips are anticipated due to the rural nature of the area and the absence of sidewalks and supporting infrastructure.



Memo To: Alberta Transportation and Economic Corridors June 30, 2025 Page 8

#### 3 TRAFFIC FORECASTING

# 3.1 Existing Background Traffic

2024 Background Weighted Average Annual Daily Traffic (WAADT) data are available for Highway 28 at Range Road 193A and at Highway 831, but not for Highway 28 at Range Road 193B. To estimate 2024 background traffic at the Range Road 193B intersection, we will use the turning movement estimates from the Range Road 193A and Highway 831 intersections using the following approach:

- Balance eastbound and westbound volumes between the Range Road 193A and Highway 831 intersections to establish consistent east-west flows along Highway 28 and Range Road 193B.
- Apply turning movement patterns (e.g., southbound right-turn, northbound through, northbound right-turn) at
  the Range Road 193B intersection based on movements observed at Range Road 193A. The north legs of both
  193A and 193B go to the same land use which is similar to that of this proposed development—including a gas
  station, convenience store, and liquor store—which provides a reasonable basis for assigning turning movements
  to and from the proposed development.

Figure 3-1 presents the background traffic data at Highway 28 and Range Road 193A, based on information from TEC.

Figure 3-1 Existing AM & PM Peak Volumes at Highway 28 and Range Road 193A

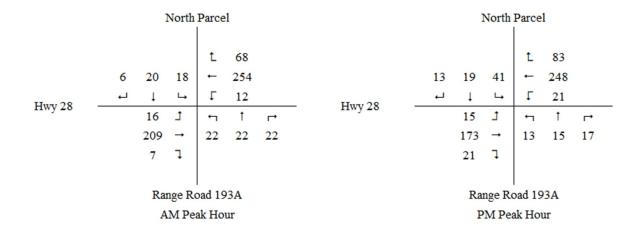


Figure 3-2 shows the background traffic data at Highway 28 and Range Road 193B, based on data obtained from the intersections at Highway 28 and Range Road 193A and at Highway 28 and Highway 831.



Memo To: Alberta Transportation and Economic Corridors June 30, 2025 Page 9

Figure 3-2 Estimated AM & PM Peak Volumes at Highway 28 and Range Road 193B

**2024 Turning Movement Count** 

#### North Parcel North Parcel 63 66 Ĺ Ĺ 16 20 12 235 42 19 34 197 $\Box$ $\Box$ 1 1 Ţ 11 Ţ 17 Highway 28 Highway 28 **†** 18 Ţ $\leftarrow$ **†** 20 Ţ ← $\rightarrow$ $\rightarrow$ 237 $\rightarrow$ 58 22 14 231 42 15 15 8 J 28 J Range Road 193B Range Road 193B AM Peak Hour PM Peak Hour

# 3.2 Traffic Forecasting

TEC WAADT data show that the Highway 28 and Range Road 193A intersection experienced positive linear growth below two percent from 2015 to 2024, while traffic growth at the Highway 28 and Highway 831 intersection declined. We propose a two percent annual growth rate based on TEC TIA Guidelines to evaluate traffic conditions in the following three horizons:

- 2025 Existing Background Traffic
- 2026 Opening Day (to account for possible construction completion in 2026 rather than 2025)
- 2046 20-Year Horizon

# 4 INTERSECTION CAPACITY ASSESSMENT

# 4.1 Traffic Analysis Criteria

Intersection analysis was completed based on the Transportation Research Board, Highway Capacity Methodology (HCM) methodology, using the Synchro 12. This methodology quantifies the intersection performance using the following parameters:

- Volume to Capacity Ratio (v/c) measured in terms of a ratio of demand flow rate (v) to maximum capacity (c).
- Queue Length 95<sup>th</sup> percentile vehicle queue length during peak hour in comparison with storage length capacity.
- Control Delay average vehicle delay measured in seconds per vehicle on an intersection or movement.
- Level of Service a measure of average vehicle delay ranging from A (minimal delay) to F (unacceptable delay).



Memo To: Alberta Transportation and Economic Corridors June 30, 2025 Page 10

The 95<sup>th</sup> percentile queue lengths provide an estimate of the desirable length of turn bays for design development purposes. In many cases, the 95<sup>th</sup> percentile vehicle queue will not be experienced due to upstream metering of traffic. In the event when these queues are experienced, they will only be sustained for a few cycles in an hour.

The LOS of each intersection movement is based on the relationship between LOS and control delay as shown in Table 4-1. For signalized intersections, the LOS for the overall intersection is calculated based on the average delay of the individual movements. LOS for a stop-controlled intersection is estimated for the individual movements to and from the side street. However, the overall intersection LOS for a stop-controlled intersection is not reported as the through movements on the major street are free-flowing they skew the average delay results.

Level of Service Control Delay per Vehicle (seconds) v/c ≤ 1 v/c > 1Signalized Intersection **Unsignalized Intersection** F Less than 10 Α Less than 10 10 - 20В 10 - 15С 20 - 3515 - 25D 35 - 5525 - 35Ε 55 - 8035 - 50Greater than 80 Greater than 50

Table 4-1 Level of Service Characteristics<sup>4</sup>

The TEC Highway Geometric Design Guide (HGDG)<sup>5</sup> is used to determine Level of Service (LOS) for Highway 28, which is classified as a Level 2<sup>6</sup> highway in rural context. For this category, a minimum LOS C is recommended. Since Range Roads 193A and 193B are lower use roads, we will use a threshold of LOS D as the minimum acceptable criteria. Since the HGDG does not specify a volume-to-capacity (v/c) threshold, a standard v/c ratio of 0.80 from the HCM is applied. The following performance criteria will be used for this project:

- Highway 28: LOS C, v/c ≤ 0.80
- Range Roads 193A and 193B: LOS D, v/c ≤ 0.80

The following is a summary of Synchro and Sim Traffic parameters, and relevant assumptions used in the analysis:

- Saturation Flow Rate: A standard rate of 1,900 veh/h is applied, appropriate for rural roadways.
- Peak Hour Factor: Based on available traffic information, or 0.92 as default if not available.
- Heavy Vehicles: Apply percentages are based on 2024 TEC background traffic data for each intersection.
   Assume similar truck percentages as those going to the gas station on the north side of Highway 28.

<sup>&</sup>lt;sup>4</sup> Highway Capacity Manual, 7<sup>th</sup> Edition, Exhibit 19-8 and Exhibit 20-2

<sup>&</sup>lt;sup>5</sup> TEC Highway Geometric Design Guide 2022, Chapter A, Table A-6-1a

<sup>&</sup>lt;sup>6</sup> TEC Provincial Highway Service Classification Map: <u>2017 Hwy Service Class Map.gws</u>



Memo To: Alberta Transportation and Economic Corridors June 30, 2025 Page 11

- Speed Limits: 70 km/h for Highway 28 and 50 km/h for Range Road 193A and Range Road 193B.
- Grades: One percent approach grade is assumed for all legs, as the terrain is relatively flat.
- SimTraffic Settings: Default vehicle and driver behavior parameters will be used if SimTraffic is needed.

#### 5 WARRANT ANALYSIS

The following warrant analyses will be performed in the TIA:

- Intersection Treatment Warrants: Left turn and right turn lane warrants and associated design elements (e.g., storage/bay lengths, taper lengths, lane configuration, sight distance) will be assessed per TEC TIA Guidelines.
- Signal Warrants: Signal warrant analysis will be conducted for the Highway 28 and Range Road 193A and Highway 28 and Range Road 193B intersections, in accordance with Section 4.3 of the TEC TIA Guidelines, which recommends signalization where warrant points exceed 100.
- Illumination: The Google Street view shows that the Highway 28 and Range Road 193A intersection is already lit. We will perform an illumination warrant for the Highway 28 and Range Road 193B intersection to determine whether illumination is required for that intersection.
- Pedestrian Warrants: A pedestrian warrant analysis is not required due to the lack of anticipated pedestrian activity and supporting infrastructure such as sidewalks and crosswalks along Range Roads 193A and 193B.

# 6 SAFETY REVIEW AND ACCESS MANAGEMENT

We will conduct a review of the most recent highway collision data within the study area available on TIMS, and provide recommendations as required. Site access spacing, minimum access width, and stopping sight distances will be evaluated in accordance with HGDG Access Management<sup>7</sup> guidelines.

# 7 CLOSURE AND NEXT STEPS

Once TEC has accepted our assumptions as outlined in this memo, we will proceed with completing the TIA analysis. We trust that the information provided in the memo fulfills TEC's expectations for proceeding with the TIA analysis. However, do not hesitate to contact the undersigned should you have any questions or concerns.

Prepared by:

Anika Tasnim, E.I.T.

Transportation Engineer-in-Training

Reviewed by:

Tamara Soltykevych, P.Eng. Transportation Engineer

Dottytoych

<sup>&</sup>lt;sup>7</sup> TEC Highway Geometric Design Guide 2022, Chapter I – Access Management Guidelines



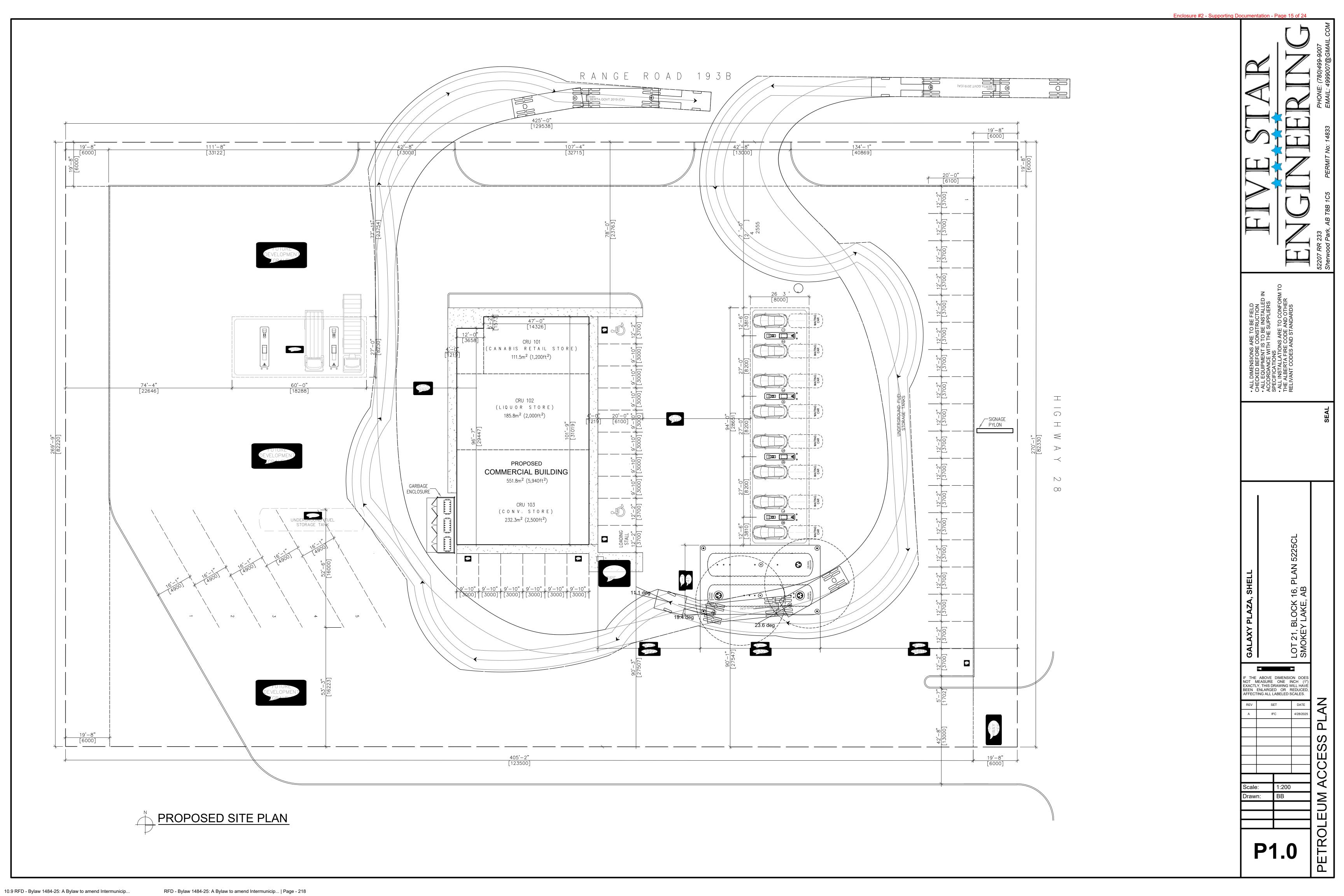
#### **TECHNICAL MEMORANDUM**

Attachment 1 Site Plan

C:\Users\locherg\Documents\workingfiles\aeris.ae.ca\mem\_Weskatenau TIA Terms of Reference\_20250630.docx









#### **TECHNICAL MEMORANDUM**

Attachment 2 Land Uses

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### Land Use: 882 Marijuana Dispensary

#### **Description**

A marijuana dispensary is a stand-alone facility where cannabis is sold to patients or retail consumers in a legal manner. Marijuana cultivation and processing facility (Land Use 190) is a related land use.

#### **Additional Data**

The technical appendices provide supporting information on time-of-day distributions for this land use. The appendices can be accessed through either the ITETripGen web app or the trip generation resource page on the ITE website (https://www.ite.org/technical-resources/topics/tripand-parking-generation/).

The sites were surveyed in the 2010s in California, Colorado, Massachusetts, and Oregon.

#### **Source Numbers**

867, 893, 919, 1041, 1059



## Marijuana Dispensary (882)

Vehicle Trip Ends vs: 1000 Sq. Ft. GFA

On a: Weekday,

**Peak Hour of Adjacent Street Traffic,** 

One Hour Between 4 and 6 p.m.

Setting/Location: General Urban/Suburban

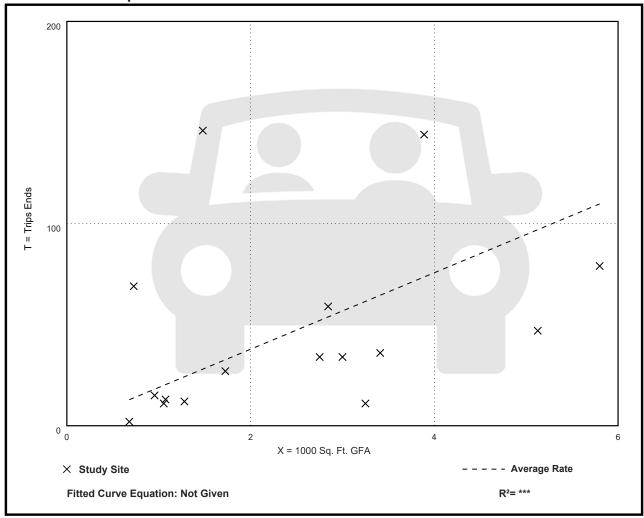
Number of Studies: 16 Avg. 1000 Sq. Ft. GFA: 2

Directional Distribution: 50% entering, 50% exiting

#### Vehicle Trip Generation per 1000 Sq. Ft. GFA

Average Rate	Range of Rates	Standard Deviation
18.92	2.94 - 98.65	21.73

#### **Data Plot and Equation**





### Land Use: 899 **Liquor Store**

#### **Description**

A liquor store specializes in the sale of prepackaged alcoholic beverages intended to be consumed off the store's premises.

#### **Additional Data**

The technical appendices provide supporting information on time-of-day distributions for this land use. The appendices can be accessed through either the ITETripGen web app or the trip generation resource page on the ITE website (https://www.ite.org/technical-resources/topics/tripand-parking-generation/).

The sites were surveyed in the 1990s and the 2010s in Alberta (CAN), Minnesota, New Jersey, and Minnesota.

#### **Source Numbers**

870, 973, 1004, 1049



# Liquor Store (899)

Vehicle Trip Ends vs: 1000 Sq. Ft. GFA

On a: Weekday,

**Peak Hour of Adjacent Street Traffic,** 

One Hour Between 4 and 6 p.m.

Setting/Location: General Urban/Suburban

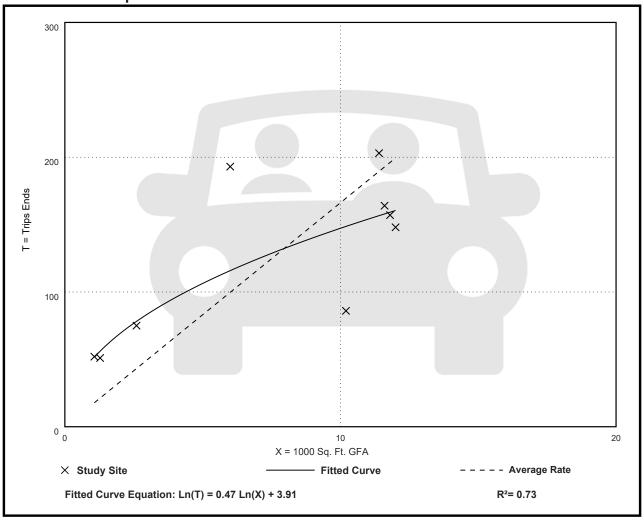
Number of Studies: 9 Avg. 1000 Sq. Ft. GFA: 8

Directional Distribution: 50% entering, 50% exiting

#### Vehicle Trip Generation per 1000 Sq. Ft. GFA

Average Rate	Range of Rates	Standard Deviation
16.62	8.43 - 48.60	8.86

#### **Data Plot and Equation**





### Land Use: 945 Convenience Store/Gas Station

#### **Description**

A convenience store/gas station is a facility with a co-located convenience store and gas station. The convenience store sells grocery and other everyday items that a person may need or want as a matter of convenience. The gas station sells automotive fuels such as gasoline and diesel.

A convenience store/gas station is typically located along a major thoroughfare to optimize motorist convenience. Extended hours of operation (with many open 24 hours, 7 days a week) are common at these facilities.

The convenience store product mix typically includes pre-packaged grocery items, beverages, dairy products, snack foods, confectionary, tobacco products, over-the-counter drugs, and toiletries. A convenience store may sell alcohol, often limited to beer and wine. Coffee and premade sandwiches are also commonly sold at a convenience store. Made-to-order food orders are sometimes offered. Some stores offer limited seating.

The sites in this land use include both self-pump and attendant-pumped fueling positions and both pre-pay and post-pay operations.

Convenience store (Land Use 851), gasoline/service station (Land Use 944), and truck stop (Land Use 950) are related uses.

#### **Land Use Subcategory**

Multiple subcategories were added to this land use to allow for multi-variable evaluation of sites with single-variable data plots. All study sites are assigned to one of three subcategories, based on the number of vehicle fueling positions (VFP) at the site: between 2 and 8 VFP, between 9 and 15 VFP, and between 16 and 24 VFP. For each VFP range subcategory, data plots are presented with GFA as the independent variable for all time periods and trip types for which data are available. The use of both GFA and VFP (as the independent variable and land use subcategory, respectively) provides a significant improvement in the reliability of a trip generation estimate when compared to the single-variable data plots in prior editions of *Trip Generation Manual*.

Further, the study sites were also assigned to one of three other subcategories, based on the gross floor area (GFA) of the convenience store at the site: between 2,000 and 4,000 square feet, between 4,000 and 5,500 square feet, and between 5,500 and 10,000 square feet. For each GFA subcategory range, data plots are presented with VFP as the independent variable for all time periods and trip types for which data are available. The use of both VFP and GFA (as the independent variable and land use subcategory, respectively) provides a significant improvement in the reliability of a trip generation estimate when compared to the single-variable data plots in prior editions of *Trip Generation Manual*.



When analyzing the convenience store/gas station land use with each combination of GFA and VFP values as described above, the two sets of data plots will produce two estimates of sitegenerated trips. Both values can be considered when determining a site trip generation estimate.

Data plots are also provided for three additional independent variables: AM peak hour traffic on adjacent street, PM peak hour traffic on adjacent street, and employees. These independent variables are intended to be analyzed as single independent variables and do not have subcategories associated with them. Within the data plots and within the ITETripGen web app, these plots are found under the land use subcategory "none."

#### **Additional Data**

ITE recognizes there are existing convenience store/gas station sites throughout North America that are larger than the sites presented in the data plots. However, the ITE database does not include any site with more than 24 VFP or any site with gross floor area greater than 10,000 square feet. Submission of trip generation data for larger sites is encouraged.

The technical appendices provide supporting information on time-of-day distributions for this land use. The appendices can be accessed through either the ITETripGen web app or the trip generation resource page on the ITE website (https://www.ite.org/technical-resources/topics/tripand-parking-generation/).

The sites were surveyed in the 1980s, the 1990s, the 2000s, and the 2010s in Alberta (CAN), Arkansas, California, Connecticut, Delaware, Florida, Indiana, Iowa, Kentucky, Maryland, Massachusetts, Minnesota, Nevada, New Hampshire, New Jersey, Pennsylvania, Rhode Island, South Dakota, Texas, Utah, Vermont, Washington, and Wisconsin.

#### Source Numbers

221, 245, 274, 288, 300, 340, 350, 351, 352, 355, 359, 385, 440, 617, 718, 810, 813, 844, 850, 853, 864, 865, 867, 869, 882, 883, 888, 904, 926, 927, 936, 938, 954, 960, 962, 977, 1004, 1024, 1025, 1027, 1052



# Convenience Store/Gas Station - GFA (2-4k) (945)

Vehicle Trip Ends vs: Vehicle Fueling Positions

On a: Weekday,

Peak Hour of Adjacent Street Traffic,

One Hour Between 7 and 9 a.m.

Setting/Location: General Urban/Suburban

Number of Studies: 76

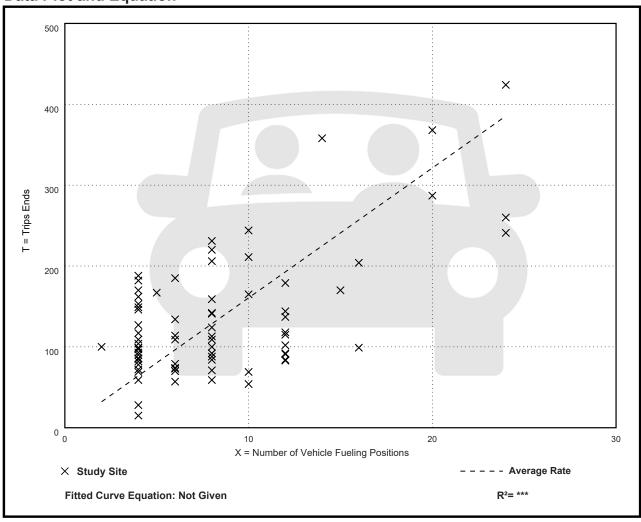
Avg. Num. of Vehicle Fueling Positions: 8

Directional Distribution: 50% entering, 50% exiting

#### Vehicle Trip Generation per Vehicle Fueling Position

Average Rate	Range of Rates	Standard Deviation
16.06	3.75 - 50.00	8.79

#### **Data Plot and Equation**





# Convenience Store/Gas Station - GFA (2-4k) (945)

Vehicle Trip Ends vs: Vehicle Fueling Positions

On a: Weekday,

**Peak Hour of Adjacent Street Traffic,** 

One Hour Between 4 and 6 p.m.

Setting/Location: General Urban/Suburban

Number of Studies: 93

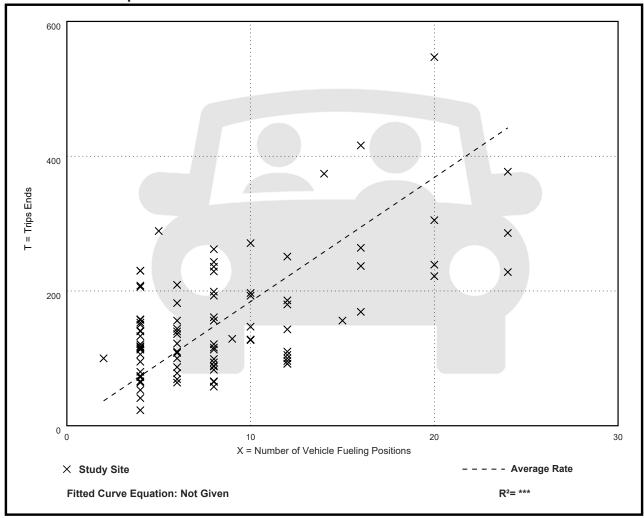
Avg. Num. of Vehicle Fueling Positions: 8

Directional Distribution: 50% entering, 50% exiting

#### **Vehicle Trip Generation per Vehicle Fueling Position**

Average Rate	Range of Rates	Standard Deviation
18.42	5.75 - 57.80	10.16

#### **Data Plot and Equation**





#### 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:

- 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 <u>2025</u>
	Jered Se	rben
	Reeve	
	SEAL	
	Kevin Lu	cas
	Chief Ad	ministrative Officer

READ A SECOND TIME IN COUNCIL THIS DAY	′ OF	, AD <u>2025</u> .
READ A THIRD AND FINAL TIME IN COUNCIL THIS	DAY OF	, AD <u>2025</u> .
	Jered Serben Reeve	
	SEAL	
	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."

#### 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:**

- 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

Page **2** of **8** 

- 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:**

- 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;

Page **3** of **8** 

- **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:**

- 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 mediation.
- **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

Page **4** of **8** 

- 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.

Page **5** of **8** 

**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:**

 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.

#### <u>Municipal Government Act – Section 690 Intermunicipal Disputes</u>

#### 690(1) A municipality that

- 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.

Page **6** of **8** 

- (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.

Page **7** of **8** 

- (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.

#### 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:

- 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	Α	FIRST	TIME	IN	COUNCIL	THIS _		DAY	OF
			, AD	<u>2025</u> .					
					_	Jered Se	arhan		
						Reeve	510611		

		SEAL	
	_	Kevin Lucas Chief Administrative Office	 er
READ A SECOND TIME IN , AD <u>2025</u> .	COUNCIL	THIS DAY	OF
READ A THIRD AND FINAL TIME , AD <u>2025</u> .	E IN COUN	ICIL THIS DAY	′ OF
	_	Jered Serben Reeve	
		SEAL	
	-	Kevin Lucas Chief Administrative Office	 er

#### 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."

MOTION NO.	RESOLUTION	Assigned to	Due Date	Status	Comments
		09-Jan-25			
		09-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 lowgrade 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			
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		In Progress	Bylaw will be presented at the Sept 11 Meeting with amendments Bylaw will be coming to Council on August 28, 2025 Meeting Received update from Town on June 9, 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	The policy will be completed when vacant position is filled.
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	Quad assessment requires to be confirmed, awaiting quotes for lights.
		08-May-25		<u>'</u>	
		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		Completed	Meeting Scheduled for Sept 10

549-25 Halisky		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.
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	RV Bylaw will be brought to the September 25 Meeting with further information on Agriculture
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	Legislative Services & Executive Services	Completed	Added to the September District 5 Meeting Agenda
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	This will be brough to the August 28, 2025 Meeting as further investigation is required.

588-25 Serben	That Smoky Lake County Council direct administration to provide	Public Works	Completed	The operational plan will be presented in the
	Council with an operational plan for the addition of 3 graders with	Manager	·	August 28, 2025 Meeting. Further details are
	operators which would include benefits and costs the June 25th	· ·		being researched. This will be presented in
	Regular Council Meeting for further discussion.			August . Will be included in Budget
				Considerations.