



Smoky Lake County
September 25, 2025 - Regular Council Meeting - 09:00 AM

- 1 Called To Order**
- 2 Adoption of Agenda**
- 3 Adoption of Minutes**
 - 3.1 Confirmation of Minutes - September 4th, 2025 County Budget Meeting minutes
 - 📎 September 4th, 2025 County Budget Meeting minutes
 - 3.2 Confirmation of Minutes - September 11th, 2025 - Regular County Meeting Minutes
 - 📎 September 11th, 2025 - Regular County Meeting Minutes
 - 3.3 Confirmation of Minutes - September 18th, 2025 - Smoky Lake County Special Meeting minutes
 - 📎 September 18th, 2025 - Smoky Lake County Special Meeting minutes
- 4 Delegation(s)**
 - 4.1 Harvey Prockiw delegation regarding Road Allowance at Wishing Well Estates and Victoria Trail @ 9:15 a.m.
 - 📎 Submission to Council from Harvey Prockiw
 - 📎 Proposed Road Plan
 - 📎 Restrictive Covenant dated September 25, 2008
 - 📎 Email received from Larry Hruschak, dated June 5, 2024
 - 4.2 Cam Croswell @ 11:00 a.m.
 - 📎 Winter Haul Route Request
 - 4.2.1 Clayton Didier from Pine Creek Retreat at 1:00 p.m.
- 5 Public Hearing**
- 6 Public Question and Answer Period between 11:30 a.m. & 12:00 p.m.**
- 7 Request for Decisions**
 - 7.1 Trail Twisters Lease
 - 📎 Trail Twisters Lease - Surface Lease of Municipally Owned Properties
 - 7.2 Notice of Intention to Designate as a Municipal Historic Resource – St. Elias (Pakan) Church & The Wynnyk House
 - 📎 Notice of Intention to Designate as a Municipal Historic Resource - Document
 - 7.3 Request for Proposal
 - 📎 RFD - Waste Contract
 - 7.4 Tax Sale
 - 📎 RFD - Tax Sale

- 7.5 Halls and Church's RFD
 - 📎 RFD Spedden Hall
- 7.6 Smoky Lake Golf Club Capital Project Funding
 - 📎 Smoky Lake Golf Club Capital Project Funding
- 7.7 Donation Request - Smoky Lake Fire Department
 - 📎 Donation Request - Smoky Lake Fire Department
 - 📎 Donation Request - Letter from Smoky Lake Fire Department
- 8 Request for Information**
- 8.1 RV Bylaw 1432-23
 - 📎 RV Bylaw 1432-23
- 8.2 Priority Roads - (Handout)
- 9 Policy Review**
- 9.1 Policy Statement No. 01-28-03
 - 📎 RFD - Policy Statement No. 01-28-03 Council Request for Information
 - 📎 Policy Statement No. 01-28-03
- 10 Chief Administrative Officer (CAO) Report**
- 10.1 CAO Report for August 2025
 - 📎 CAO Report
- 10.2 Action Log
 - 📎 Action Log
- 11 Council Committee Reports**
- 11.1 Division 1 - Dan Gawalko (Handout)
- 11.2 Division 2 - Councillor Linda Fenerty (Handout)
- 11.3 Division 3 - Deputy Reeve, D. Cere (Handout)
- 11.4 Division 4 - Lorne Halisky (Handout)
- 11.5 Division 5 - Reeve , J Serben (Handout)
 - 📎 Division 5 - Reeve , J Serben (Handout) - Dated August 23 - September 18th, 2025
- 12 Correspondence**
- 12.1 Letter received from the Food Bank dated September 5th, 2025
 - 📎 Letter from the Food Bank
- 12.2 Alberta Association of Agricultural Societies
 - 📎 AAAS Press Release- Northern AB Farm Family Awards Sept. 15
- 13 Information Release**
- 14 Financial Reports**
- 14.1 Budget to Actual
 - 📎 Budget at a Glance dated Sept. 15, 2025
- 15 Next Meetings**
 - Thursday, October 9th and, 2025. at 9:00 a.m. (Regular)
 - Monday, October 27th (Council Orientation/Training)
 - Thursday, October 30th (Organizational/Regular)

16 In Camera (Executive Session)

16.1 Letter from the Village of Waskatenau, dated August 28, 2025

 Letter from the Village of Waskatenau, dated August 28, 2025

 Supporting Document 2

16.2 Organization Chart Review from Human Recourse Report as per Policy 03-28

16.3 Out of Camera (Executive Session)

17 Adjournment



**Smoky Lake County
Meeting Minutes**

Regular Council Budget Meeting September 4, 2025 - 09:00 AM

1 Called To Order

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

ATTENDANCE		
<u>Div. No.</u>	<u>Councillor(s)</u>	<u>Tuesday, September 4th 2025</u>
1	Dan Gawalko	Present in Chambers
2	Linda Fenerty	Present in Chambers
3 / Deputy Reeve	Dominique Céré	Present in Chambers
4	Lorne Halisky	Present in Chambers
5 / Reeve	Jered Serben	Present in Chambers
CAO	Kevin Lucas	Present in Chambers
Executive Assistant	Chyenne Shaw	Present in Chambers
Finance Manager	Brenda Adamson	Present in Chambers
Recording Secretary	Meaghan Andreychuk	Present in Chambers
<u>Observers in Attendance Upon Call to Order:</u>		
Comm. Officer	Evonne Zukiwski	Virtually Present
P & D Manager	Jordan Ruegg	Virtually Present
Health & Safety Cor.	Jasmine Schaub	Virtually Present
Enviro Ops Manager	Dave Franchuk	Virtually Present
Natural Gas Mng.	Daniel Moric	Virtually Present
Community Peace Officer	Warren Young	Absent
Fire Chief	Scott Franchuk	Virtually Present
Public Works Manager	Chris Minailo	Present in Chambers
GIS	Carole Dowhaniuk	Virtually Present
Public	6 Members	Virtually Present

2 Adoption of Agenda

Resolution No: 736-25

Moved by: Dominique Cere

That the Smoky Lake County Council Budget Meeting Agenda for Thursday, September 4th, 2025 be adopted, as presented.

CARRIED

3 Request for Decisions

3.1 Appointment of Agricultural Fieldman

Resolution No: 737-25

Moved by: Dan Gawalko

That Smoky Lake County Council appoint Tori Ponich as a Agricultural Fieldman for Smoky Lake County, effective September 8, 2025, on a temporary basis until December 19, 2025.

CARRIED

3.2 Weed/Pest Inspector Appointment**Resolution No:** 738-25

Moved by: Linda Fenerty

"That Smoky Lake County Council appoint Tori Ponich as a Weed and Pest Inspector for Smoky Lake County, effective September 8, 2025, on a temporary basis until December 19, 2025.

CARRIED**3.3 Motion 639-25****Resolution No:** 739-25

Moved by: Dominique Cere

That Smoky Lake County Council rescind Motion 639-25, which implemented a suspension on the hiring and termination of all staff positions, excluding those required for critical or emergency operations, until the completion of the review, which has now been completed.

CARRIED**3.4 2026 Budget Guidelines.****Resolution No:** 740-25

Moved by: Lorne Halisky

That Smoky Lake County Council schedules the next Regular County Budget meeting for October 2nd at 9:00 a.m.

CARRIED**4 In Camera (Executive Session)****Resolution No:** 741-25

Moved by: Dominique Cere

That Smoky Lake County Council go into Executive Session, under the authority of the FOIP Act, Section 17, Third Party Personal Privacy in the physical presence of all Council time 11:19 a.m.

CARRIED

Kevin Lucas, Chief Administrative Officer entered Council Chambers at 11:55 a.m.

Kevin Lucas, Chief Administrative Officer left council chambers time: 12:01 p.m.

Brenda Adamson, Finance Manager, entered Council Chambers time: 12:37

Meaghan Andreychuk, Legislative Services entered Council Chambers time: 1:28 p.m.

5 Out of Camera (Executive Session)**Resolution No:** 742-25

Moved by: Lorne Halisky

That Smoky Lake County Council go out of Executive Session, time 1:25 p.m.

CARRIED

5.1 Motion 1**Resolution No:** 743-25

Moved by: Dan Gawalko

That Smoky Lake County Council accepts the resignation of the Chief Administrative Officer, Kevin Lucas on September 4th, 2025 effective immediately.

CARRIED**5.2 Motion 2****Resolution No:** 744-25

Moved by: Linda Fenerty

That Smoky Lake County Council appoint Brenda Adamson, as the Acting Chief Administrative Officer effective September 4, 2025, with all the powers, duties, and responsibilities of the Chief Administrative Officer until November 30th, 2025.

CARRIED**5.3 Motion 3****Resolution No:** 745-25

Moved by Lorne Halisky

That Smoky Lake County contracted the consulting firm Sage Analytics to conduct an HR research project, at a cost not exceeding \$1,500 plus GST, and that the findings be brought back to the next Regular Council Meeting on September 11, 2025

CARRIED**6 Adjournment****Resolution No:** 746-25

Moved by: Jered Serben

That the Smoky Lake County Council Meeting of September 4, 2025 be adjourned, time 1:29 p.m.

CARRIED



**Smoky Lake County
Meeting Minutes**

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

1 Called To Order

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

		ATTENDANCE
		Thursday, September 11, 2025
Div. No.	Councillor(s)	
1	Dan Gawalko	Present in Chambers
2	Linda Fenerty	Present in Chambers
3 / Deputy Reeve	Dominique C��r��	Present in Chambers
4	Lorne Halisky	Present in Chambers
5 / Reeve	Jered Serben	Present in Chambers
Interim CAO	Brenda Adamson	Present in Chambers
Executive Assistant	Chyenne Shaw	Present in Chambers
Recording Secretary	Meaghan Andreychuk	Present in Chambers
<u>Observers in Attendance Upon Call to Order:</u>		
Comm. Officer	Evonne Zukiwski	Virtually Present
P & D Manager	Jordan Ruegg	Virtually Present
Health & Safety Cor.	Jasmine Schaub	Virtually Present
Enviro Ops Manager	Dave Franchuk	Virtually Present
Natural Gas Mng.	Daniel Moric	Virtually Present
Community Peace Officer	Warren Young	Absent
Fire Chief	Scott Franchuk	Virtually Present
Public Works Manager	Chris Minailo	Present in Chambers
GIS	Carole Dowhaniuk	Virtually Present
Public	11 Members	Virtually Present

2 Adoption of Agenda
Resolution No: 745-25
Moved by: Dominique Cere

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

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

CARRIED

3 Adoption of Minutes

3.1 Meeting Minutes of Special Council Meeting August 27, 2025

Resolution No: 746-25

Moved by Dan Gawalko

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

CARRIED

3.2 Meeting Minutes of Regular Council Meeting August 28, 2025

Resolution No: 747-25

Moved by: Linda Fenerty

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

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

CARRIED

4 Public Hearing

5 Municipal Planning Commission

6 Request for Decisions

6.1 Bridge Grants

Resolution No: 748-25

Moved by: Linda Fenerty

That Smoky Lake County executes 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.

CARRIED

6.1.1 Motion 2

Resolution No: 749-25

Moved by Linda Fenerty

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

CARRIED

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

Moved by: Jered Serben

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

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

Moved by: Dan Gawalko

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

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

Moved by: Dan Gawalko

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

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

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

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

BACKGROUND:

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

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

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

NOTICE:

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

Public Presentations Via Written Submissions:

- Nil

Public Presentations at the Public Hearing from those Opposed:

- Nil

Public Presentations at the Public Hearing from those in Support:

- Nil

Questions and Answers

- Nil

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

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

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

7 Delegation(s)

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

Resolution No: 753-25

Moved by Dominique Cere

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

CARRIED

7.1.1 Out of Camera

Resolution No: 754-25

Moved by: Lorne Hailsky

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

CARRIED

7.1.1.1 Human Resources discussion

Resolution No: 755-25

Moved by Jered Serben

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

CARRIED

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

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

7.3 SAGE Analytics Inc.

Resolution No: 756-25

Moved by: Dominique Cere

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

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

CARRIED

7.4 Associated Engineers**Resolution No:** 757-25

Moved by Linda Fenerty

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

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

None.

9 Request for Information**9.1 Fire Department Equipment Insurance****Resolution No:** 758-25

Moved by Dominique Cere

That Smoky Lake County continues with Rural Municipalities of Alberta (RMA) for unattached equipment at current replacement cost that is on the fire apparatus as a separate line item on the Heavy Equipment policy with the \$5,000.00 deductible.

CARRIED**10 Bylaw and Policies****10.1 Human Resources Policies****10.2 Policy 15-10-01 Working from Home****Resolution No:** 759-25

Moved by: Dan Gawalko

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

CARRIED**10.2.1 The Regular County Council meeting recessed for lunch at 12:08 p.m. and resumed the meeting at 12:47 p.m.****10.3 In Camera Executive Session, under the authority of the FOIP Act, Section 16: Third Party Business Interest****Resolution No:** 760-25

Moved by Linda Fenerty

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

CARRIED

10.3.1 Out of Camera @**Resolution No:** 761-25

Moved by: Lorne Halisky

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

CARRIED**10.3.1.1 The Smoky Lake County Reeve announced the Council Meeting recessed, time 1:19 p.m.****10.4 Bylaw: No. 1486-25: A Bylaw to close all those portions of the Government Road Allowance lying west of W ½ 7-61-18-W4M & to consolidate said closed portions with said lands at 1:00 p.m.**

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

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

BACKGROUND:

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

Public Presentations Via Written Submissions:

- Nil.

Public Presentations at the Public Hearing from those Opposed:

- Nil

Public Presentations at the Public Hearing from those in Support:

- Nil

Questions and Answers

- Nil

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

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

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

10.5 Policy 15-08-01 Cell Phone

Resolution No: 762-25

Moved by Dominique Cere

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

CARRIED

10.6 Policy 15-03-03 Employee Appraisal Policy

Resolution No: 763-25

Moved by Lorne Halisky

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

CARRIED

10.7 Policy 15-09-01 New Hire and Initial Employment Conditions Policy

Resolution No: 764-25

Moved by Lorne Halisky

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

CARRIED

10.8 Policy 08-25-01 Financial Reserves

Resolution No: 765-25

Moved by: Linda Fenerty

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

CARRIED

10.9 Bylaw No. 1478-25 Ukrainian Twinning Committee Bylaw

Resolution No: 766-25

Moved by: Lorne Halisky

That Smoky Lake County **Bylaw No. 1478-25: Ukrainian Twinning Committee – Terms of Reference**, for the purpose of authorizing the Municipal Council to enter into a JOINT AGREEMENT to establish the provision of a Ukrainian Twinning Committee, for the purpose of pursuing joint projects of benefit to the Smoky Lake Region, Alberta, Canada and Kosiv District, Ivano-Frankivska Oblast, Ukraine, be given **FIRST READING**.

CARRIED

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

Moved by: Dominique Cere

That Smoky Lake County **Bylaw No. 1478-25: Ukrainian Twinning Committee – Terms of Reference**, for the purpose of authorizing the Municipal Council to enter into a JOINT AGREEMENT to establish the provision of a Ukrainian Twinning Committee, for the purpose of pursuing joint projects of benefit to the Smoky Lake Region, Alberta, Canada and Kosiv District, Ivano-Frankivska Oblast, Ukraine, be given **SECOND READING**.

CARRIED**10.9.2 Permission for Third Reading Bylaw No. 1474-25 Ukrainian Twinning Bylaw****Resolution No:** 768-25

Moved by: Linda Fenerty

That Smoky Lake County **Bylaw No. 1478-25: Ukrainian Twinning Committee – Terms of Reference**, for the purpose of authorizing the Municipal Council to enter into a JOINT AGREEMENT to establish the provision of a Ukrainian Twinning Committee, for the purpose of pursuing joint projects of benefit to the Smoky Lake Region, Alberta, Canada and Kosiv District, Ivano-Frankivska Oblast, Ukraine, be given **PERMISSION for THIRD READING**.

CARRIED UNANIMOUSLY**10.9.3 Third and Final Reading Bylaw No.1474-25 Ukrainian Twinning Bylaw****Resolution No:** 769-25

Moved by: Dan Gawalko

That Smoky Lake County **Bylaw No. 1478-25: Ukrainian Twinning Committee – Terms of Reference**, for the purpose of authorizing the Municipal Council to enter into a JOINT AGREEMENT to establish the provision of a Ukrainian Twinning Committee, for the purpose of pursuing joint projects of benefit to the Smoky Lake Region, Alberta, Canada and Kosiv District, Ivano-Frankivska Oblast, Ukraine, be given **THIRD and FINAL READING**.

CARRIED**10.10 RFD- Bylaw 1482-25 Bylaw to Amend Bylaw 1272-14****Resolution No:** 770-25

Moved by: Jered Serben

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

CARRIED**10.10.1 Motion 2 Third reading RFD- Bylaw 1482-25 Bylaw to Amend Bylaw 1272-14****Resolution No:** 771-25

Moved by: Linda Fenerty

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

CARRIED

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

Resolution No: 772-25

Moved by: Lorne Halisky

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

CARRIED

11 CAO Report

11.1 Action Item List

Resolution No: 773-25

Moved by: Linda Fenerty

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

CARRIED

11.2 Bonnie Lake Letter Discussion

Resolution No: 774-25

Moved by: Jered Serben

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

CARRIED

12 Council Committee Reports

13 Correspondence

13.1 RMA Topics

Resolution No: 775-25

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

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

Moved by: Linda Fenerty

CARRIED

14 Information Release

Nil

15 Financial Reports

NIL

16 Confirmation of upcoming Council Meetings

Resolution No: 776-25

Moved by: Dan Gawalko

Next Meetings:

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

CARRIED

17 In Camera (Executive Session)

Resolution No: 777-25

Moved by Dominique Cere

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

CARRIED

17.1 Out of Camera

Resolution No: 778-25

Moved by: Jered Serben

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

CARRIED

17.2 Organization Chart

Resolution No: 779-25

Moved by Dominique Cere

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

CARRIED

17.2.1 Director of Emergency Management

Resolution No: 780-25

Moved by: Linda Fenerty

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

CARRIED

18 Substitute Returning Officer for the 2025 Municipal Election

TABLED

19 Adjournment
Resolution No: 781-25
Moved by Dan Gawalko

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

CARRIED



Smoky Lake County
Meeting Minutes
Special County Council Meeting September 18, 2025 - 09:00 AM

1 Called To Order

The meeting was Called to Order at 9:04 a.m. by the Reeve, Jered Serben in the presence of the following persons:

		ATTENDANCE
		<u>Thursday, September 18th, 2025</u>
<u>Div. No.</u>	<u>Councillor(s)</u>	
1	Dan Gawalko	Present in Chambers
2	Linda Fenerty	Present in Chambers
3 / Deputy Reeve	Dominique Céré	Present in Chambers
4	Lorne Halisky	Present in Chambers
5 / Reeve	Jered Serben	Present in Chambers
Executive Assistant	Chyenne Shaw	Present in Chambers
Interim CAO/Finance Manager	Brenda Adamson	Present in Chambers
Recording Secretary	Meaghan Andreychuk	Present in Chambers
<u>Observers in Attendance Upon Call to Order:</u>		
Comm. Officer	Evonne Zukiwski	Virtually Present
P & D Manager	Jordan Ruegg	Virtually Present
Health & Safety Cor.	Jasmine Schaub	Virtually Present
Enviro Ops Manager	Dave Franchuk	Absent
Natural Gas Mng.	Daniel Moric	Absent
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	4 Members	Virtually Present

2 Adoption of Agenda

Resolution No: 782-25

Moved by: Linda Fenerty

That the Smoky Lake County Council Meeting Agenda for Thursday, September 18th, 2025 be adopted, as presented.

CARRIED

3 Confirmation of Minutes

None

4 Request for Decisions

4.1 Human Resources Proposals

Resolution No: 783-25

Moved by Jered Serben

That Smoky Lake County Council enter into a contract for a 6-month term, beginning on September 18th, ending March 18th, 2026, to address Human

Resources-related matters, including but not limited to operational resources and recruitment needs, with Lakeland Human Resources.

CARRIED

4.2 Confirmation of Polling Stations

Resolution No: 784-25

Moved by: Dominique Cere

That Smoky Lake County Council approve two polling stations per division for the Municipal Elections on October 20th, 2025 with the voting boundaries as per the Local Authority Elections act Section 36 (1)

Division 1 - Residents west of Range Road 130 will vote at the Vilna Cultural Center; East of Range Road 130 will vote at Spedden Hall

Division 2 - Residents west of Range Road 142 will vote at Dickie Bush; East of Range Road 142 will vote at Stry Hall.

Division 3 - Residents west of Range Road 182 will vote at Warspite Community Hall; East of Range Road 182 will vote at Ukrainian National Hall (Smoky Lake) .

Division 4 - Residents west of Range Road 160 will vote at Ukrainian National Hall (Smoky Lake); East of Range Road 160 will vote at Bellis Hall.

Division 5 - Residents west of Range Road 190 will vote at Waskatenau Community Hall; East of Range Road 190 will vote at Ukrainian National Hall (Smoky Lake).

CARRIED

4.2.1 Motion 2

Resolution No: 785-25

Moved by: Lorne Halisky

That Smoky Lake County Council amend the advanced polling station times scheduled at the September 11th Regular Council meeting to Saturday, October 18th to 10:00 am to 5:00 pm. Located at the Smoky Lake County Administration Office in Council Chambers.

CARRIED

4.3 Joint Public Hearing Dates with Village of Waskatenau

Resolution No: 786-25

Moved by Lorne Halisky

That Smoky Lake County Council proposed 2 dates for the Joint Public Hearing with the Village of Waskatenau regarding Bylaw 1484-25: A Bylaw to amend Intermunicipal Development Plan Smoky Lake County Bylaw No. 1424-22 & Village of Waskatenau Bylaw No. 697-22; October 14th at 9:00 a.m. or Tuesday October 28th at 9:00 a.m.

CARRIED

4.4 Request for Proposal - Land Lease

Resolution No: 787-25

Moved by Jered Serben

That Smoky Lake County Council advertise a Limited Invitation to Tender, pursuant to Policy No. 13-01: Surface Lease of Municipally-Owned Properties, for the lease of the municipally-owned properties legally described as: SW-1-61-18-W4M, SW-2-61-18-W4M, NW-2-61-18-W4M, NE-3-61-18-W4M, SW-11-61-18-W4M, & SE-10-61-18-W4M, for a Five (5) year term, on the County’s website and

social media channels and in the Redwater Review, with a closing date of Friday, October 3, 2025, at 4:00 Mountain Time.

CARRIED

4.5 In Camera (Executive Session)

Resolution No: 788-25

Moved by Lorne Halisky

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 and Interim CAO, Executive Services Clerk, Public Works Manager, Legislative Services time 10:55 p.m.

CARRIED

Public Works Manager, Chris Minailo entered Council Chambers time 11:05 a.m.

4.5.1 Out of Camera @

Resolution No: 789-25

Moved by: Dan Gawalko

That Smoky Lake County Council go out of Executive Session, time 11:13 a.m.

CARRIED

Public Works Manager, Chris Minailo left Council Chambers time 11:14 a.m.

4.5.2 Cattle Grazing Lease (handout)

Resolution No: 790-25

Moved by: Dan Gawalko

That Smoky Lake County Council Direct Administration to replace the fence which was removed by the County on SML 120101 and SML 140092.

CARRIED

4.5.2.1 Motion 2

Resolution No: 791-25

Moved by: Lorne Halisky

That Smoky Lake County Council direct Administration to remove the debris placed on the trails in SML 120101 and SML 140092.

CARRIED

5 Next Meetings

Nil

6 Adjournment

Resolution No: 792-25

Moved by Linda Fenerty

That the Smoky Lake County Council Meeting of Thursday, September 18, 2025 be adjourned, time 11:15 a.m.

CARRIED



Delegation Request Form

APPLICATION

Thank-you for your interest in becoming a Delegation before County Council.

Please complete this application form. Please refer to Policy Statement No: 01-49 for Delegation Protocol and Procedures.

NOTE: By filling out this application form, you are consenting to disclosure of any personal information made evident through your speech or presentation materials and grant permission to the County to publish these materials and agrees to abide by the terms of this Policy.

Personal information on this Application is being collected under the authority of the Freedom of Information & Protection of Privacy Act (FOIP).

Smoky Lake County considers the author's address relevant to Council's consideration of this matter and will disclose this personal information if it is provided to us. However, the author's phone number and email address are **not** required and should be omitted if the author does not wish this personal information disclosed.

APPLICANT NAME AND CONTACT INFORMATION:

Last Name: Prockiwi

First Name: Harvey

Phone Number: [REDACTED]

E-mail Address: [REDACTED]

Mailing Address:

355

Smoky Lake

Alberta

Box

Town

Postal Code

Group / Organization / Business / Individual:



Representing a Group / Organization / Business :



Attending as an Individual

1302255 Alta. LTP
(LAWYER'S BUSINESS)

NAME OF PRESENTERS / ORGANIZATION:

Name

Position Title

1.

2.

3.

4.

Harvey

Supporting documentation (optional)



Handouts at the meeting (please provide copies to the Municipal Clerk or bring 12 copies to the meeting)



Audio / visual presentation (must be received in pdf or jpg format accompanying the Application Form).

TOPIC AND PURPOSE OF PRESENTATION:

Clearly outline the topic of your presentation: ☐ Yes ☒ No Executive Session

see attached letter & maps!

List desired outcome of presentation/recommend to Council:

Note:

That all correspondence submitted to Smoky Lake County will form part of the public record and will be published when this matter is before Council.

Please Note for clarity:

You do not need to complete this form to ask questions of Council at the "Public Question and Answer Period" scheduled between 11:30 a.m. and noon at each regular Council Meeting. All meetings are open to the Public.

Comments:

APPLICANT NAME: (PLEASE PRINT)

Harvey Prockiwi

S

DATE

Sept 14/25

OFFICE USE Only:

Applicant Received: _____

By: _____

Confirmed by: _____

Council Meeting Date: _____



Delegation Request Form

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Smoky Lake County considers the author's address relevant to Council's consideration of this matter and will disclose this personal information if it is provided to us. However, the author's phone number and email address are not required and should be omitted if the author does not wish this personal information disclosed.

APPLICANT NAME AND CONTACT INFORMATION:

Last Name: Croswell

First Name: Cam

Phone Number: [REDACTED]

E-mail Address:

Mailing Address:

[REDACTED]

Therhila

Alberta

T0A3S0

Box

Town

Postal Code

Group / Organization / Business / Individual:

- ☐ Representing a Group / Organization / Business : _____
☐ Attending as a Individual

NAME OF PRESENTERS / ORGANIZATION:

1. Cam Croswell
 2. Dale Croswell
 3. Dug Croswell
 4. Melissa Oak

Position Title

manager

"

"

"

Supporting documentation (optional)

- ☐ Handouts at the meeting (please provide copies to the Municipal Clerk or bring 12 copies to the meeting)
☐ Audio / visual presentation (must be received in pdf or jpg format accompanying the Application Form).

TOPIC AND PURPOSE OF PRESENTATION:

Clearly outline the topic of your presentation: ☐ Yes ☐ No Executive Session

winter haul route. 604

List desired outcome of presentation/recommend to Council:

Note: That all correspondence submitted to Smoky Lake County will form part of the public record and will be published when this matter is before Council.

Please Note for clarity: You do not need to complete this form to ask questions of Council at the "Public Question and Answer Period" scheduled between 11:30 a.m. and noon at each regular Council Meeting. All meetings are open to the Public.

Comments:

APPLICANT NAME: (PLEASE PRINT)

SIGNATURE

DATE

OFFICE USE Only:

Applicant Received: _____

By: _____

Confirmed by: _____

Council Meeting Date: _____



Request for Decision (RFD)

Meeting Date: Thursday, September 25, 2025

Agenda Item: #

Topic: Surface Lease of Municipally-Owned Properties

Presented By: Jordan Ruegg, Planning and Development Manager

Recommendation:

That Smoky Lake County Council advertise a Limited Invitation to Tender, pursuant to Policy No. 13-01: *Surface Lease of Municipally-Owned Properties*, for the lease of the municipally-owned property legally described as: PT. NE-30-59-14-W4M, for a twenty-five (25) year term, on the County's website and social media channels and in the Redwater Review, with a closing date of Friday, October 10, 2025, at 4:00 Mountain Time.

Background:

On September 10, 2025, administration received a request from the Smoky Lake Snowmobile Trail Twisters (1998) Society to lease the lands legally described as PT. NE-30-59-14-W4M, for the purposes of constructing a warm-up cabin, outhouse and woodshed, adjacent to Range Road 145. The Society requests the utilization of approximately +/- 1.0 acre of land to facilitate these improvements. The propose improvements are to be constructed on skids for ease of removal should the County require. Typically, Policy No. 13-01 allows for the least of municipally-owned lands for agricultural purposes. The County does not have a separate Policy for requests to lease land for other purposes. Administration is recommending that the aforementioned lands be advertised as part of a Limited Invitation to Tender pursuant to Smoky Lake County Policy No. 13-01: *Surface Lease of Municipally-Owned Properties*.

Benefits: Additional revenue for the County through lease payments/property taxes; less maintenance costs for maintaining County-owned lands; additional recreational opportunities for residents and visitors.

Disadvantages: According to Policy No. 13-01, a Right of First Refusal will be written into a surface lease agreement which would allow the leaseholder the first opportunity to purchase the lands that they hold a lease for in the event that a third-party offer is made to purchase said lands. This clause may prevent the sale of municipally-owned lands for development purposes.

Alternatives: Do not advertise a Limited Invitation to Tender to lease municipally-owned lands.

Financial Implications: Advertising costs of approximately \$750.00

Legislation: Nil.

Intergovernmental: Nil.

Strategic Alignment: Nil.

Enclosure(s):

Enclosure #1 – Policy No. 13-01: Surface Lease of Municipally-Owned Properties

Enclosure #2 – Draft Limited Invitation to Tender

Enclosure #3 – Lease Proposal

Enclosure #4 - Map of subject lands

Approved by the Interim CAO: _____

Date: _____

Enclosure #1 – Policy No. 13-01: Surface Lease of Municipally-Owned Properties

SMOKY LAKE COUNTY



Title: Surface Lease of Municipally-Owned Properties		Policy No.: 01-03
Section: 13	Code: P-S	Page No.: 1 of 12 E
Legislation Reference: Alberta Provincial Statutes		
Purpose:	This Policy is to guide Smoky Lake County in the management of municipally-owned properties that are leased for agricultural purposes.	
Policy Statement and Guidelines:		
1. STATEMENT: 1.1 Smoky Lake County desires to establish standards, conditions and procedures for the leasing of municipally-owned properties for agricultural purposes. 1.2 Smoky Lake County supports agricultural utilization of municipally-owned properties and may lease these properties to individuals and/or businesses, in accordance with the guidelines and procedures outlined in this Policy, to safeguard the County's assets and interests. 2. OBJECTIVES: 2.1 Smoky Lake County shall provide municipally-owned properties for lease to serve the interests and needs of the agricultural sector, when it is deemed that these properties are suitable for such purposes and where the County does not plan to develop or use these properties in the short or long term. 2.2 The municipally-owned properties must be managed efficiently and maintained or improved through proper agricultural practices to ensure their long-term viability and to ensure adequate stewardship of the properties. 3. GUIDELINES: 3.1 <u>Lease of Municipally-Owned Properties</u> 3.1.1 The County provides the opportunity for County residents and businesses to lease municipally-owned properties for agricultural purposes. The process will include the preparation of a Resolution for Council to authorize a municipally-owned property to be leased through a limited invitation to tender process. Only those individuals and businesses that pay property taxes to the County are eligible to lease municipally-owned properties. 3.1.2 Properties available to be leased shall be advertised through a limited invitation to tender process, as specified in Schedule "A": Limited Invitation to Tender: Surface Lease of Municipally-Owned Properties. Bids are to be submitted as detailed in the limited invitation to tender. It is noted that no late submissions shall be accepted. 3.1.3 Council reserves the right to refuse, at its sole discretion, any bid, regardless of whether the applicant is the highest bidder.		

Title: Surface Lease of Municipally-Owned Properties		Policy No.: 01-03
Section: 13	Code: P-S	Page No.: 2 of 12 E
Policy Statement and Guidelines:		
3.1.4	If a bid is deemed to be incomplete, at the sole discretion of the County, it may be rejected.	
3.2	<u>Lease Terms</u>	
3.2.1	The term of a lease for municipally-owned properties shall not exceed (5) five-years.	
3.2.2	The County, at its sole discretion, and after providing 60-days notice, may cancel a lease at any time, for any of the following reasons:	
	▪ the lessee requests the cancellation of the lease; ▪ the leased property is not being used for the purpose for which it was leased; ▪ the lease was issued in error; ▪ the lessee fails to pay the required lease fees by the due date; ▪ the lessee has failed to comply with the terms and conditions of the lease agreement; and ▪ the County, at its sole discretion, determines that the leased property is required for municipal purposes or wishes to dispose of the land via sale.	
3.2.3	Lease payments are to be made annually as per the successful bid, and shall include the payment of all applicable taxes on the property.	
3.2.4	Leaseholders have thirty (30) days to pay the invoiced amount in full to the County.	
3.2.5	If payment is not received by the County within 30 days of the invoice date, the leaseholder is in default of their lease agreement and will be notified accordingly. If the outstanding fees are not paid in full within sixty (60) days of the invoiced date, the lease agreement may be unilaterally terminated by the County.	
3.2.6	A minimum of Two Million Dollars (\$2,000,000.00) personal Liability Insurance, with Smoky Lake County as named insured, must be maintained for the duration of the lease and shall provide proof of such insurance to the satisfaction of the County upon demand.	
3.2.7	Leaseholders shall, at all times, indemnify and save harmless the County from any and all losses, costs, damages, actions, causes of action, suits, claims and demands whatsoever that may be lawfully brought or made against the County by reason of anything done by the leaseholder, your invitees, or agents, whether or not such things are done in the exercise or purposed exercise of the rights herein conferred upon you. The County shall not be liable nor responsible for any bodily or personal injury or property damage of any nature what-so-ever that may be suffered or sustained by the leaseholder, their invitees, or agents in the performance of the lease agreement.	

Title: Surface Lease of Municipally-Owned Properties		Policy No.: 01-03
Section: 13	Code: P-S	Page No.: 3 of 12 E
Policy Statement and Guidelines:		
3.2.8	No development, construction of any buildings or improvements, nor tree/brush removal shall be permitted on the leased property unless approval is granted by the County. Any improvements (e.g., fencing, animal shelter, etc.) made to any leased municipally-owned property, shall be at the sole expense of the leaseholder, and any chattels remaining on the leased property shall become the property of the County if they are not removed prior to the effective date of termination of the lease agreement.	
3.2.9	Subletting or subleasing of leases of municipally-owned properties is not permitted and is grounds for immediate and unilateral cancellation of the lease agreement by the County.	
3.2.10	All bids to lease municipally-owned property shall be approved by resolution of Council and shall be subject to the signing of a Surface Land Lease Agreement with the County.	
3.2.11	The leaseholder shall allow the County the right to enter the municipally-owned property as the County deems necessary or appropriate, from time to time, to cause or allow third-parties to construct or install permanent underground or above ground utility lines, pipeline facilities and transmission lines which cross the leased property, or to perform such other work upon the leased property as may be deemed necessary at the sole discretion of the County, and the leaseholder shall in no way interfere with or hinder the construction, installation, repair or maintenance work undertaken by the County or by any person to whom the County has granted such permission. The leaseholder shall forthwith, upon having received reasonable notice of the request from the County, execute such further documentation as deemed appropriate, in the sole discretion of the County, for the purposes of expediting any such work by the County or other person granted permission by the County. The leaseholder shall have the right to post signage on the property to prohibit trespassing from May 1 st to October 31 st . Any member of the public who wishes to access leased municipally-owned property shall make a request to the lessee to obtain access.	
3.2.12	Leaseholders shall be responsible to maintain the quality and integrity of the municipally-owned property through adherence to land management practices consistent with agricultural practices commonly used in the area where the property is located.	
3.3	<u>Lease Agreements</u>	
3.3.1	Leaseholders shall comply with the terms and conditions of their lease agreement, in accordance with Schedule "B": Surface Land Lease Agreement , at all times.	
3.3.2	Leaseholders must conform to all Federal, Provincial and Municipal legislation, regulations and policies relating to land management.	

Title: Surface Lease of Municipally-Owned Properties		Policy No.: 01-03
Section: 13	Code: P-S	Page No.: 4 of 12 E

Policy Statement and Guidelines:

- 3.3.3 Leaseholders are responsible for weed control on municipally-owned land. If a noxious weed as designated under the *Weed Control Act* is found on lands that are subject to a lease agreement, the County's Agricultural Service Department will notify the leaseholder in accordance with **Policy Statement No. 62-14: *Weed Inspection and Weed Notice***.
- 3.3.4 The County will communicate warnings in writing via Registered Mail, in the event of a breach of a lease agreement. If the breach identified in the notice is not rectified in a time and manner suitable to the County, and as indicated in the notice, the County reserves the right to unilaterally terminate the lease agreement.
- 3.3.5 Smoky Lake County reserves the right to terminate lease agreements due to breaches of the lease agreement and/or this Policy. If a leaseholder is found in breach of this Policy or of his or her lease agreement, the County reserves the right to not accept future bids from said leaseholder. In such circumstances, the County agrees to notify the affected leaseholder at least sixty (60) days prior to the termination of the lease agreement.
- 3.3.6 When a lease is due to expire in the following year, the leaseholder will be contacted by the County in writing, informing the leaseholder of the expiration date and to indicate the intent that the leased property will be subject to a limited invitation to tender process when advertised by the County.

4. PROCEDURES:

- 4.1 Individuals and businesses who are interested in leasing municipally-owned properties are directed to inquire with the Planning and Development Department. The Planning and Development Manager or designate will assist in the "Limited Invitation to Tender" application process to ensure all required information is included.
- 4.2 All bids submitted via the "Limited Invitation to Tender" process must include the following:
- Legal name, address and contact information of the bidder;
 - Legal land description of municipally-owned property to lease;
 - Bid amount;
 - Purpose of intended use or activity relating to the municipally-owned property; and
 - Date and authorized signature.
- 4.3 All bids submitted will be reviewed by the Planning and Development Department. A report will be prepared by the Planning and Development Manager or designate summarising the bids received and a Request for Decision shall be forwarded to County Council outlining the recommendations for endorsement.

Title: Surface Lease of Municipally-Owned Properties		Policy No.: 01-03
Section: 13	Code: P-S	Page No.: 5 of 12 E

Policy Statement and Guidelines:

- 4.4 Once a bid is approved by Council, a lease agreement shall be signed and executed by the County and the successful bidder. The lease agreement shall be issued for a (5) five-year term and shall be billed annually until the expiration of the term. Either party may cancel the lease agreement at any time, provided that the party instigating the cancellation provides the other party with a minimum of sixty (60) days' notice.
- 4.5 Once the lease agreement has been executed, the Planning and Development Department will send a copy to the Finance Department who will be responsible for creating an accounts receivable based on the amount defined in the lease agreement and to ensure receipt of the yearly lease fees throughout the term of the lease.
- 4.6 A Right of First Refusal to Purchase clause will be written into the Surface Land Lease Agreement which shall grant the leaseholder the right to have the first opportunity to purchase the municipally-owned property that they hold a lease for, at the price and subject to the terms and conditions contained in a third-party offer that the County has expressed a willingness to accept, or if the County wishes to sell the municipally-owned property that is the subject of the lease.
- 4.6.1 The Right of First Refusal to Purchase clause will be initiated if the County receives a third-party offer to purchase a municipally-owned property that is currently being leased, at terms that the County has agreed to. The County shall notify the leaseholder of this offer within forty (40) days of receipt. The leaseholder must exercise their Right of First Refusal to Purchase by notifying the County within thirty (30) days of having received notice, and must match the price offered by the third-party offer. Should the leaseholder choose not to exercise their Right of First Refusal to Purchase, they shall notify the County in writing, within thirty (30) days of having received notice, that they waive this Right.
- 4.6.2 If the leaseholder declines to purchase or waives their Right of First Refusal to Purchase pursuant to Section 4.6.1, the County shall be at liberty to proceed with acceptance of the third-party offer to purchase said municipally-owned property and subsequently terminate the lease agreement, pursuant to Section 3.6.
- 4.6.3 If the leaseholder exercises their Right of First Refusal to Purchase, the leaseholder shall be obligated to purchase the property and shall provide a cash deposit, in the amount of Two Hundred Dollars (\$200.00), at the time that they provide notice of exercising of their Right. The Leaseholder shall be required to execute an "Agreement to Purchase" with the County and to adhere to its terms and conditions, in accordance with **Policy Statement No. 61-10: Disposition of County Owned Property.**

	Date	Resolution Number
Approved	March 20, 2001	# 338 - Page # 7053
Amended	April 25, 2022	# 319 - Page # 7253
Amended	February 15, 2023	# 372 - Page # 15506
Amended		



Schedule "A"

LIMITED INVITATION TO TENDER Lease of Municipally-Owned Properties

SMOKY LAKE COUNTY extends an invitation to tender for lease the following Municipally-Owned Properties in accordance with Policy Statement No. 13-01:

Tender #	Legal Description of Property	
1	NE 23-60-13-W4	+/- 136.30 acres
2	SW 34-61-13-W4	+/- 127.60 acres
3	SW 8-62-13-W4	+/- 153.50 acres
4	SE 8-62-13-W4	+/- 125.10 acres
5	Pl. NE 30-59-14-W4	+/- 56.27 acres
6	NW 2-61-18-W4	160.00 acres
7	SW 11-61-18-W4	160.00 acres
8	Un-surveyed property intersecting river road trails located in the South East of SW 3-58-15-W4 bordered by SH 857 to the west side of SH 652 to the north side: Plan 5022 MC	+/- 0.82 acres
9	NE 32-59-14-W4	160.00 acres
10	Reclaimed Gravel Pit Pl. SE 9-58-15-W4	+/- 22.04 acres

Sealed bids for the leasing of Municipal Owned Lands are to be submitted to:

Smoky Lake County
Planning and Development Department
P.O. Box 310
4612 McDougall Drive
Smoky Lake, Alberta T0A 3C0

up to 2:00:00 P.M. on Month __, 20__. Bids will not be accepted after this time.

TENDER CLOSING: MONTH 00, 20__.

Bids are to be placed in a sealed envelope marked "Surface Lease Tender" with the tender number clearly indicated on the outside of the tender bid envelope.

Municipal Land Surface Lease Agreement: The successful bidder shall enter into a Surface Lease Agreement with the County – attached as per Schedule "B".

Terms of Lease: The term of the Municipal Land Surface Lease shall be for a five (5) year term: January 1, 20__ to December 31, 20__.

Taxes: The Leaseholder will be issued an annual tax notice for the municipally-owned property leased and will be responsible to pay the taxes directly to the Smoky Lake County.

Smoky Lake County reserves the right to accept or reject any and all bids. The County reserves the right to accept a bid other than the highest with stated reasons. By the act of submitting its bid, the bidder waives any right to contest in any proceedings or action, the right of the County to award a lease to any party in its sole discretion.

ALL BIDS MUST INCLUDE THE FOLLOWING INFORMATION:

- Legal name, address and contact information (phone number and email whenever possible) of the bidder;
- Legal land description of municipally-owned property the bidder wishes to lease;
- Bid amount;
- Purpose of intended use(s) or activity relating to the municipally-owned property;
- Date and authorized signature of the bidder.

Advertised: Week of Month Day and Year in Paper(s): _____

Posted: Month Day and Year on Website: _____

Name: _____

Title: _____

Smoky Lake County



Schedule "B"

SURFACE LAND LEASE AGREEMENT

This Agreement made this _____ day of _____, 20____.

BETWEEN:

SMOKY LAKE COUNTY
P.O. Box 310
Smoky Lake, Alberta T0A 3C0
a Municipal Corporation in the Province of Alberta
(hereinafter referred to as the "County")

OF THE FIRST PART

- AND -

Mailing Address: _____
Civic Address: _____
Phone: () _____ or () _____
(hereinafter referred to as the "Leaseholder")

OF THE SECOND PART

WHEREAS, the Council of the County may grant rights, to its property, including property under the direction, control and management within the municipal boundaries of the County.

AND WHEREAS, the County desires to grant a lease and charge for the use of its property, including property under the direction, control and management of the County.

NOW THEREFORE, in consideration of the premises and the mutual terms, covenants and conditions to be observed and performed, this Surface Land Lease Agreement (the "Agreement") is granted to you by Smoky Lake County and agreed by the Leaseholder as follows:

1. Lease Site:

The County shall lease approximately _____ acres located on _____
(hereinafter referred to as the "Lease Land").

2. Purpose:

The County does hereby, in consideration of the payments hereinafter specified and in consideration of the terms and conditions herein contained, grant permission to the Leaseholder exclusive rights to use the ("Lease Land)", for the purpose(s) herein specified:

Nothing herein shall give the Leaseholder the right to use the Lands for any other purpose without the prior written consent of the County. The County makes no representation or warranty regarding the legality of the Lease Land, and the Leaseholder shall bear all risk of any adverse change in applicable laws.

3. Term:

This Agreement will be for a **five (5) year** term beginning on _____ and ending on _____ (the "Term"), unless terminated earlier as provided for herein.

4. Annual Payment:

The Leaseholder shall pay to the County the following lease payment annually as per the submitted bid:

\$ _____ **plus GST.**

If payment is not received within thirty (30) days, the Leaseholder is in default of this Agreement and will be notified in writing of this default. If the outstanding fees are not paid in full within sixty (60) days of the invoiced date, this Agreement may be unilaterally terminated by the County.

5. Taxes:

The Leaseholder will pay Smoky Lake County property taxes for the Lease Land directly to Smoky Lake County Taxation Department.

6. Land Management:**6.1 Noxious Weeds:**

The Leaseholder is responsible for weed control on the Lease Land. If a noxious weed as designated under the *Weed Control Act*, is found on the Lease land, the County Agricultural Service Department will notify the leaseholder in accordance with **Policy Statement No. 62-14: *Weed Inspection and Weed Notice***.

6.2 Right to Enter:

The Leaseholder acknowledges that the County may deem it necessary or appropriate, from time to time, to cause or allow third parties to construct or install permanent underground or above ground utility lines, pipelines facilities and transmission lines which will cross the lease land; or to perform such other work upon the Lease Land as may be deemed necessary at the sole discretion of the County, and the agrees that the Leaseholder shall in no way interfere or hinder the construction, installation, repair or maintenance undertaken by the County or any person to whom the County has granted such permission, and further, the Leaseholder shall forthwith, upon receiving reasonable notice of the request from the County, execute such further documentation as deemed appropriate in the sole discretion of the County, for the purposes of expediting or permitting any such work within the Lease Land by the County or the nominee of the County.

6.3 Buildings and Improvements:

The Leaseholder agrees that it shall not erect any buildings, improvements or structures on the Lease Land, without the express written consent of the County. If the Leaseholder is permitted to erect any buildings, improvements or structures, the same are to be constructed in a work-man-like manner so as to minimize damage to the Lease Land, and the Leaseholder shall, after any such work, restore the Lease Land to a level and condition equivalent to that which existed prior to the commencement of any such construction.

Any improvements (e.g. fencing, animal shelter, etc.) made to the Lease Land, shall be at the sole expense of the Leaseholder and any such improvements shall remain with the Lease Land or be removed from the property upon termination of this Agreement.

7. Liability:**7.1 Insurance:**

A minimum of Two Million Dollars (\$2,000,000.00) personal Liability Insurance with Smoky Lake County as named insured must be maintained for the duration of the lease and shall provide proof of such insurance to the satisfaction of the County upon demand.

7.2 Indemnification:

The Leaseholder shall, at all times, indemnify and save harmless the County from any and all losses, costs, damages, actions, causes of action, suits, claims and demands whatsoever that may be lawfully brought or made against the County by reason of anything done by the Leaseholder, your invitees, or agents, whether or not such things are done in the exercise or purposed exercise of the rights herein conferred upon you. The County shall not be liable nor responsible for any bodily or personal injury or property damage of any nature what-so-ever that may be suffered or sustained by the Leaseholder, your invitees, or agents in the performance of this agreement. Such indemnification shall survive termination of this Agreement.

8. Non-Assignment:

The Leaseholder shall not sublet the Lease Land or any portion thereof, or assign this Agreement, or part with the possession of the Lease Land during the Term.

9. Applicable Law

The issuance of this Agreement by the County does not excuse the Leaseholder from complying with the requirements of any Federal, Provincial, or Municipal legislation, regulations, bylaws and policies and shall apply and bind the parties in any all questions pertaining to this Agreement.

10. Termination:

It is understood by both the County and the Leaseholder, that the County shall have the absolute right and privilege to terminate this Agreement, herein granted, together with all rights contained herein or ancillary thereto.

10.1 County:

10.1.1 The County Reserves the right to terminate this Agreement due to any breach of the Agreement. If the Leaseholder is found in breach of this Agreement, the County reserves the right to not accept future tender bids for lease from the Leaseholder. The County shall give a minimum of sixty (60) days' notice to the Leaseholder of its intent to terminate the Agreement prior to termination.

10.1.2 The County reserves the right to terminate this Agreement in the event it chooses to sell the Lease Land prior to the conclusion of the Term of this Agreement. In such an instance, the Leaseholder shall be given a right of first refusal that shall grant the Leaseholder the right to have the first opportunity to purchase the Lease Land, at the price, and subject to the terms and conditions contained in a third-party offer that the County has expressed a willingness to accept.

10.2 Leaseholder:

If the Leaseholder wishes to vacate the Lease Land before the conclusion of the Term of this Agreement, the Leaseholder will give the County advance written notice of not less than Sixty (60) days of such termination.

11. Notice:

11.1 The County hereby designates and appoints the Planning and Development Manager as the representative for the purposes of this Agreement.

11.2 All notices, invoices and payments referred to herein shall be given in writing and may be personally delivered or mailed by prepaid, registered mail and addressed as follows:

The County: **Smoky Lake County**
 4612 McDougall Drive OR
 P.O. Box 310
 Smoky Lake, Alberta T0A 3C0

ATTENTION: Planning and Development Manager

The Leaseholder: _____

Phone: (____) _____ or Cellular: (____) _____
 Email: _____

The address of either party may be changed from time to time to any other address in Alberta by notice in writing to the other party. All notices and payments sent by prepaid, registered mail shall be deemed to be received by the addressee on the fourth business day following the mailing thereof in any post office in Alberta, except in the case of a postal strike, in which event any notices shall be given by telegram or by personal delivery, as the case may be. In this paragraph, business day means any day except Saturday, Sunday or a Statutory Holiday.

- 11.3 It is agreed that this written instrument embodies the entire Agreement of the parties hereto in regard to the matters dealt with herein, and that no understandings or agreements, verbal or otherwise, exist between the parties except as herein expressly set out.

IN WITNESS WHEREOF the parties hereto have executed this document on the date first above written.

SIGNED AND DELIVERED
 in the presence of:

}
 }
 }

SMOKY LAKE COUNTY

Witness

C.A.O.

SIGNED AND DELIVERED
 in the presence of:

}
 }

LEASEHOLDER

Witness

Leaseholder's Signature



Schedule "A"

LIMITED INVITATION TO TENDER

Lease of Municipally-Owned Properties

SMOKY LAKE COUNTY extends an invitation to tender for lease the following Municipally-Owned Properties in accordance with Policy Statement No. 13-01:

Tender #	Legal Description of Property	Size of Property
1	PT. NE-30-59-14-W4M	+/- 57.12 acres (65.2 hectares)

Sealed bids for the leasing of Municipal Owned Lands are to be submitted to:

Smoky Lake County
ATTN: Planning and Development Department
P.O. Box 310
4612 McDougall Drive
Smoky Lake, Alberta T0A 3C0

by to 4:00:00 P.M. on OCTOBER 10, 2025.

Bids will not be accepted after this time.

Bids are to be placed in a sealed envelope marked "Surface Lease Tender" with the tender number clearly indicated on the outside of the tender bid envelope.

Municipal Land Surface Lease Agreement: The successful bidder shall enter into a Surface Lease Agreement with the County pursuant to Policy No. 13-01.

Terms of Lease: The term of the Municipal Land Surface Lease shall be for a twenty-five (25) year term:

Taxes: The Leaseholder will be issued an annual tax notice for the municipally-owned property leased and will be responsible to pay the taxes directly to the Smoky Lake County.

Smoky Lake County reserves the right to accept or reject any and all bids. The County reserves the right to accept a bid other than the highest with stated reasons. By the act of submitting its bid, the bidder waives any right to contest in any proceedings or action, the

right of the County to award a lease to any party in its sole discretion.

ALL BIDS MUST INCLUDE THE FOLLOWING INFORMATION:

- Legal name, address and contact information (phone number and email whenever possible) of the bidder;
- Legal land description of municipally-owned property the bidder wishes to lease;
- Bid amount;
- Purpose of intended use(s) or activity relating to the municipally-owned property;
- Date and authorized signature of the bidder.

Enclosure #3 – Lease Proposal



SMOKY LAKE SNOWMOBILE TRAIL TWISTERS (1998) SOCIETY

**Subject: Request for Development Permit and 25-Year Land Lease for Warm-Up Cabin
Site on NE-30-59-14-W4**

Date: September 10, 2025

1. Introduction

The Smoky Lake Trail Twisters Snowmobile Club respectfully submits this proposal requesting approval from Smoky Lake County for:

- A Development Permit to construct a Warm-Up Cabin, Outhouse, and Woodshed on County-owned land NE-30-59-14-W4 adjacent to Range Road 145 Snowmobile Trail.
- A 25-Year Lease Agreement for the use of 1 acre of land at the for the cabin infrastructure.

2. Proposed Development Details

Location: NE-30-59-14-W4 (County-owned land along RR145 Snowmobile Trail) – Map Attached
Project Estimated Cost: \$25,000.00

Structures to be Built:

Structure	Dimensions	Purpose
Warm-Up Cabin	24' x 12'	Shelter for snowmobilers, warming & resting
Outhouse	4' x 4'	Sanitary needs
Woodshed	12' x 6'	Storage for firewood

(All Structures will be built on skids)

Fire Pit Details:

36" Steel Fire Pit Ring, Mesh Screen Covering, and Tri-Pod Grill Stand for Outdoor Cooking.

3. Purpose and Benefits

- **Safety and Comfort:** The warm-up cabin will offer a safe, heated shelter for snowmobilers to warm up, rest, visit and regroup during long-distance rides.
- **Tourism and Economic Benefit:** Enhancing trail infrastructure increases visitation to the region, supporting local businesses including fuel stations, restaurants, and hotels.
- **Encouragement of Legal Trail Use:** Access to the site requires a valid Alberta Snowmobile Association (ASA) Trail Pass, ensuring all users are covered under ASA liability insurance and are participating in organized, legal trail use.

4. Fire Mitigation and Seasonal Access Control

Fire Precautions:

- Wood stove will be installed correctly using appropriate materials.
- Fire extinguishers will be located within the cabin and outhouse.
- The surrounding area will be cleared of flammable vegetation.
- Cabin Site will be winter access only to prevent wildfire risk.

Access Restrictions (Non-Winter Months):

To prevent unauthorized use in summer and minimize environmental impact, three sets of gates will be installed:

- Gate 1 – Northbound from the Iron Horse Trail (Already Installed)
- Gate 2 – Southbound from Township Road 600 (Already Installed)
- Gate 3 – Directly at the Cabin Site (To be Installed)

Gates will remain closed during the off-season and monitored by club volunteers. Only authorized personnel will have access for maintenance or inspection purposes

5. Insurance and Maintenance

- The Smoky Lake Trail Twisters Snowmobile Club will carry full insurance on all structures.
- Club Volunteers will maintain the cabin, outhouse, and woodshed year-round.
- Signage, including emergency contact information, safety rules, and permitted access, will be installed and maintained

6. Lease Agreement Request

We respectfully request Smoky Lake County to consider granting a 25-Year Lease Agreement for the use of approximately 1 acre of land on NE-30-59-14-W4 to house the cabin site.

This long-term agreement will allow the club to invest in and maintain the site as a sustainable community and recreational asset.

7. Conclusion

The Smoky Lake Trail Twisters are committed to promoting safe, organized snowmobiling in the region while enhancing winter tourism and community engagement. The proposed warm-up cabin site will be a valued addition to the County's recreational offerings and will be managed responsibly with safety, sustainability, and stewardship as top priorities.

We look forward to the County's support and welcome the opportunity to present further information or meet in person to discuss this proposal.

Spencer Kotylak

President

Smoky Lake Trail Twisters Snowmobile Club

Phone: 1-780-656-5575

Email: smokylaketrailtwisters@gmail.com

**Erik Plumb**

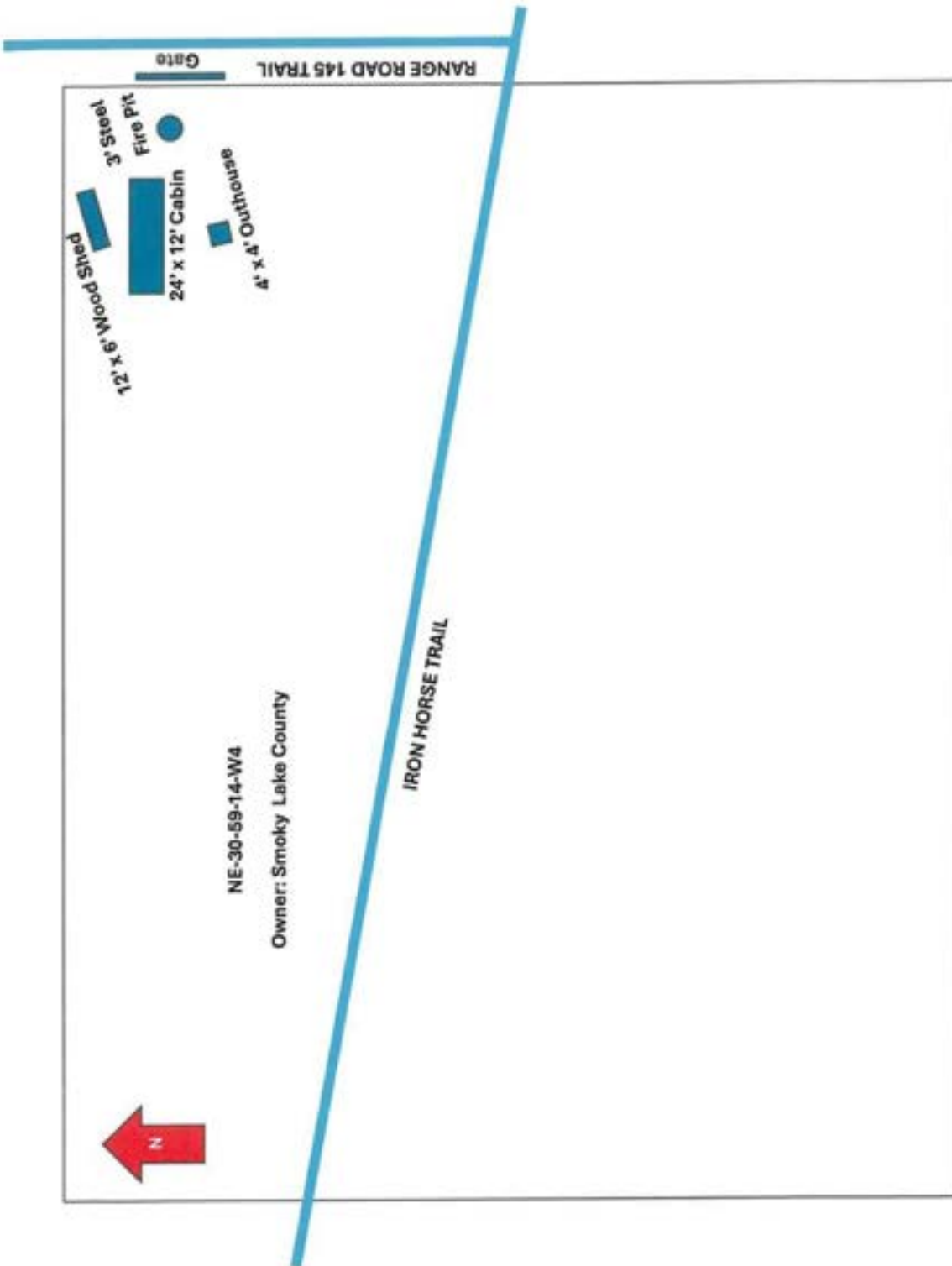
Treasure

Smoky Lake Trail Twister Snowmobile Club

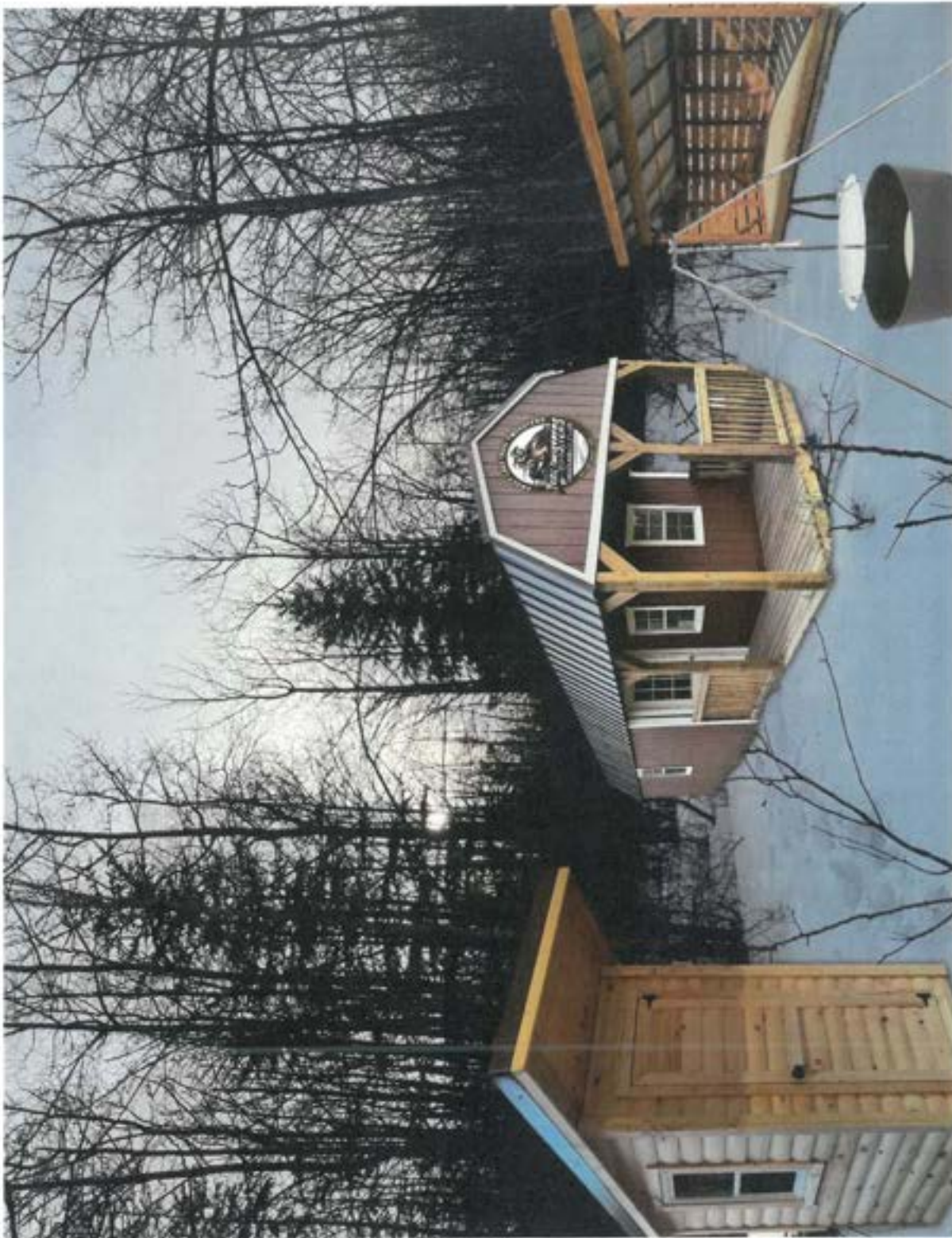
Phone: 1-780-656-1016

Email: erik.d.plumb@gmail.com









Enclosure #4 – Map of subject lands





Request for Decision (RFD)

Meeting Date: Thursday, September 25, 2025

Agenda Item: #

Topic: Notice of Intention to Designate as a Municipal Historic Resource – St. Elias (Pakan) Church & The Wynnyk House

Presented By: Jordan Ruegg, Planning and Development Manager

Recommendation:

1. That Smoky Lake County Council serve a Notice of Intention to Designate the Wynnyk House, located on the lands legally described as SW-27-58-13-W4M, as a Municipal Historic Resource, to the owners of said lands, pursuant to Section 26 of the *Historical Resources Act*, and to instruct administration to prepare a Designation Bylaw for Council's consideration following the expiry of the 60-day notification period.
 2. That Smoky Lake County Council serve a Notice of Intention to Designate the St. Elias (Pakan) Church, located on the lands legally described as Plan 5011CE, Block A, as a Municipal Historic Resource, to the owners of said lands, pursuant to Section 26 of the *Historical Resources Act*, and to instruct administration to prepare a Designation Bylaw for Council's consideration following the expiry of the 60-day notification period.
-

Background:

On September 11, 2025, administration received a request from the Chairwoman of the Smoky Lake County Regional Heritage Board, recommending that Council designate both the Wynnyk House and the St. Elias (Pakan) Church, as Municipal Historic Resources, pursuant to the *Historical Resources Act*. Prior to Council being able to consider a Designation Bylaw for either of the resources, a Notice of Intention to Designate must be served on the owners of the resources a minimum of sixty (60) days before consideration of a Bylaw.

Benefits: Protection, preservation and promotion of local history which can be leveraged as an economic development opportunity to promote heritage-based tourism.

Disadvantages: Designation of Municipal Historic Resources can restrict certain activities/improvements of these Resources.

Alternatives: Do not serve a Notice of Intention.

Financial Implications: Nil.

Legislation: *Historical Resources Act*.

Intergovernmental: Nil.

Strategic Alignment: Nil.

Enclosure(s):

Enclosure #1 – Letter from Smoky Lake County Regional Heritage Board

Enclosure #2 – Notice of Intention to Designate – Wynnyk House

Enclosure #3 – Draft Statement of Significance – Wynnyk House

Enclosure #4 - Notice of Intention to Designate – St. Elias Church

Enclosure #5 - Draft Statement of Significance – St. Elias Church

Approved by the Interim CAO: 

Date: _____

Enclosure #1 – Letter from Smoky Lake County Regional Heritage Board

Smoky Lake County Regional Heritage Board
P.O. Box 3010, Smoky Lake, AB

September 11, 2025

Smoky Lake County Council
Box 310
Smoky Lake, AB
T0A 3C0

Attention: Smoky Lake County Reeve and Council

RE: Municipal Historic Designation Recommendations

The Smoky Lake Regional Heritage Board is mandated to identify and promote local heritage resources and to facilitate the historic designation process. This year, we recommend two buildings be given municipal historic designation.

- St Elias (Pakan) Church, built in 1954, and the associated bell tower, built in 1906. Municipal heritage value lies in its representation of religious ethnic identity in the Pakan district and its link with the immigration period around 1900. It is also a well-preserved structure relative to many other culturally and historically significant structures that remain on the landscape but are rapidly disappearing.
- The Wynnyk house was built in 1936 serving not only as a farmhouse but also as a store and the Stry post office. The house has municipal heritage value for its design and because of the contributions of the post office and store to developing commerce in the rural area. It also served as a social hub for people in the community.

The Heritage Board has met with the property owners and representatives on site to gather information and to view and photograph the buildings. Statements of Significance have been written for each and are provided to the county.

We look forward to hearing from you and working further on promoting these historic resources as part of the Smoky Lake County's heritage.

Sincerely,

Noreen Easterbrook, Chair
Smoky Lake Regional Heritage Board

Enclosure #2 – Notice of Intention to Designate – Wynnyk House

SMOKY LAKE COUNTY REGIONAL HERITAGE BOARD

Notice of Intention to Designate

NOTICE OF INTENTION TO DESIGNATE

THE WYNNYK HOUSE

AS A MUNICIPAL HISTORIC RESOURCE

ALBERTA HISTORIC RESOURCES ACT

Section 26 H.R.A., R.S.A. 1980, c.H-8, as amended

TO: WILLIAM WYNNYK
6411-152C AVENUE NW
EDMONTON, AB
T5A 4V5

Notice is hereby given that following at least sixty (60) days from the date of serving of this Notice, on

Council Meeting Date: SEPTEMBER 25, 2025

the Municipal Council of the Smoky Lake County



intends to pass a Bylaw that the site legally described as:

Short Legal Description:	Plan:	Block:	Lot:
Long Legal Description:	Municipal Address: 13266 TWP RD 584		
SW-27-58-13-W4M			

Excepting thereout all mines and minerals,
Containing the building(s), known as:

THE WYNNYK HOUSE

located on the site be designated a **MUNICIPAL HISTORIC RESOURCE** under Section 26 of the Historical Resources Act, as amended from time to time.

AND TAKE FURTHER NOTICE THAT the Municipal Council of the Smoky Lake County



has appointed the Chief Administrative Officer to implement matters arising from the issuance of the Notice of Intention to Designate a Municipal Historic Resource.

DATED this day of , 201

Attachments:

- ☒ Location Map
- ☒ Photographs
- ☒ Statement of Significance

Chief Administrative Officer

DRAFT

STATEMENT OF SIGNIFICANCE

Wynnyk House

13266 Township Road 584
SW 27-58-13 W4

Description of Heritage Place

The Wynnyk house, built in 1936, originally included a store and the Stry Post Office. It is a two storey, stucco-clad building with a medium-gable roof, banks of three windows in dormers on both sides of the roof and a curved arcade framing a front verandah. There is a bay-shaped extension with four single-hung windows on the west-side. Storm windows are on the veranda and the extension. The back entry includes an enclosed vestibule. The house is located within a private farmyard facing south and is set back from the rural gravel road.

Heritage Value

The heritage value of the Wynnyk house lies in its association with the provincial historic themes of Agricultural Development and Commerce and its association with the Canadian Postal Service. The house has municipal heritage value for its design and because of the contributions of the post office and store to developing the rural community. It also has value as a local landmark as it was once a gathering place for people in the community.

Peter Wynnyk was born in Sokal, Ukraine. In 1910, he claimed this land and constructed a two-room, sod-roofed log house. When Peter was appointed postmaster in 1920, the house also accommodated a post office. The house standing today was built in 1936 and reflects the increased economic stature of the Wynnyks as the farm became established. The post office and small store were located at the front of the house.

The Stry Post Office did not have regular hours of operation but opened at the convenience of its pioneer patrons. Peter Wynnyk retired in 1960 and his son, Metro, succeeded him as postmaster. One of Metro's sons, Bill, recalls that the kids were not allowed in the post office and the mail was treated with respect as it was Royal Mail that was delivered in a canvas bag secured with a large lock opened with a six-inch key. For as long as Bill can remember, the mail was delivered to them twice a week by Floyd Cozicar in his purple Fargo half ton. Once the mail was delivered, postmaster Wynnyk sorted it and handed it out to community members as they arrived throughout the day. Here, neighbours also met up and socialized and made small purchases in the store. The Stry Post Office and Wynnyk General Store closed in 1968, as improved roads made travel to Vilna for mail and supplies more convenient.

The resource is significant for its Craftsman style influences evident in the roof dormers, the bay style extension, the hip roof and curved openings on the verandah. The structure is a good example of a farmhouse that contained, and adapted to, a mix of functions to serve the local rural community.

DRAFT

Character-Defining Elements

Exterior:

- Form, massing, scale, and location along a road in a rural area
- Medium-gable roof with projecting rafters under the eaves, and a plain wood fascia
- Curved arcade framing the front, one-storey, verandah covered by a medium-hip roof
- Straight stairway with a closed, stucco-clad railing up to front verandah
- Bank of three windows in dormer on each side of roof
- Bay-shaped extension with four single-hung, wood windows on west-side
- Storm windows on verandah and west bay extension
- Plain slip sills and plain wood trim
- Centre entry with vertical-paneled wood door, including upper vertical glass panels



Interior:

- Wooden balustrade and newel post



DRAFT

- Multi-paneled wooden doors
- Crosshead strip above plain wood windows, additional crown doorways on ground floor
- Flat high-profile baseboards on



casing, sills and aprons on
molding on windows and
ground floor



Enclosure #4 - Notice of Intention to Designate – St. Elias Church

SMOKY LAKE COUNTY REGIONAL HERITAGE BOARD

Notice of Intention to Designate

NOTICE OF INTENTION TO DESIGNATE

ST. ELIAS (PAKAN) CHURCH

AS A MUNICIPAL HISTORIC RESOURCE

ALBERTA HISTORIC RESOURCES ACT

Section 26 H.R.A., R.S.A. 1980, c.H-8, as amended

TO: RUSSO-GREEK ORTHODOX CHURCH CEMETERY
ATTN: SYLVIA CHINERY
PAKAN, AB
T0A 3C0

Notice is hereby given that following at least sixty (60) days from the date of serving of this Notice, on

Council Meeting Date: SEPTEMBER 25, 2025

the Municipal Council of the Smoky Lake County



intends to pass a Bylaw that the site legally described as:

Short Legal Description: Plan: 5011CE Block: A Lot:

Long Legal Description: Municipal Address: 17153 TWP RD 584

PT. HB-1-58-17-W4M

Excepting thereout all mines and minerals,

Containing the building(s), known as:

ST. ELIAS (PAKAN) CHURCH

located on the site be designated a **MUNICIPAL HISTORIC RESOURCE** under Section 26 of the Historical Resources Act, as amended from time to time.

AND TAKE FURTHER NOTICE THAT the Municipal Council of the Smoky Lake County



has appointed the Chief Administrative Officer to implement matters arising from the issuance of the Notice of Intention to Designate a Municipal Historic Resource.

DATED this day of , 201

Attachments:

- ☒ Location Map
- ☒ Photographs
- ☒ Statement of Significance

Chief Administrative Officer

STATEMENT OF SIGNIFICANCE

Saint Elias Russo Greek Orthodox Church (Pakan Church) and Bell Tower

NW 28-58-17 W4

Description of Heritage Place

Saint Elias Orthodox Church, built in 1954, is a place of worship for descendants of immigrants from the Bukovyna / Galicia Region of what is now Ukraine. It is a wood framed structure clad with stucco. Constructed on a cruciform plan in the Byzantine style, it widens at the sanctuary end and has a central dome at the intersection. Wrought iron crosses top the onion shaped domes on octagonal drums on the multi-faceted gable and hip roof. The church is part of a religious complex that also includes the bell tower, community hall, cemetery and serenity garden. The church (1954) and bell tower (1906) are historically significant.

Heritage Value

St. Elias Russo Greek Orthodox Church is significant because of its association with the provincial heritage theme of spiritual life. Municipal heritage value lies in its representation of religious ethnic identity in the Pakan district and its link with the immigration period of the late 1800s. It is also a well-preserved structure relative to many other culturally and historically significant structures that remain on the landscape but are rapidly disintegrating.

In 1899, a few Ukrainian and Romanian families in the area needed a place for worship and a cemetery. That year, the homesteaders chose a location one and a half miles east of the present site and, in 1900, began cutting and hauling logs. A couple of years later, construction began but a survey revealed that the site was in the middle of a quarter section and would consequently be quite a distance from the public road. The site where the existing church sits was then chosen and three acres were purchased from the Hudson Bay Co. Block 1. Carpenters were hired to build the church and a blacksmith to shape the iron crosses that topped the onion-shaped domes. The largest cross was chisel-stamped 1904. The interior of the church was slowly completed over the next two years; subsequently, the bell tower was built in 1906.

Unfortunately, on January 7th 1954, during the Christmas day service, the church caught fire. The next day, fundraising began and soon carpenter John Mnohalitny of Andrew was hired to build a new church. Construction of the church you see now was completed that same year. The iconostas was carved by Peter Chetek. Bells were installed in the new belfry and the old bell house was donated to the Shandro museum. In 1961, the parish hall was built with a kitchen and dining/ meeting room. A serenity garden has recently been developed on the grounds; among many elements in the garden is a huge concrete fragment of the 1906 church foundation.

In 2022, the 1906 bell tower was moved from Shandro back to Pakan and placed on top of a concrete pad to preserve the foundational logs. The roof was reshingled and the structure was braced, clad with new wood and given a new set of stairs that lead up to the bells.

This Russo Greek Orthodox Church is significant for its style and method of construction as it follows the building traditions of the prairie Byzantine church and embodies a high quality of workmanship. The prominent dome over the cruciform transept with smaller domes and wrought iron crosses stand as a landmark and symbol of orthodoxy in the Pakan District.

Character-defining Elements - CHURCH

Exterior Elements:

- Cruciform footprint and orientation of the church on its site narthex (entryway) to the west, apse (curved end with sanctuary) at the east end
- Large central, onion-shaped, octagonal-dome over the nave
- Smaller domes over narthex and apse
- Orthodox metal cross finials on each dome
- Arched cross-style stained glass windows
- Wheel windows over narthex and transept



Interior Elements:

- Spatial configuration, including the narthex and nave separated from the sanctuary by an iconostas
- Large domed ceiling above the transept of the cruciform floor plan
- Carved iconostas with royal doors in the centre and two side entrance doors from nave to sanctuary
- Traditional painted icons
- Curved supports on pilasters surrounding nave
- Balcony / Choir loft with stair access



Character-defining Elements - BELL TOWER

Exterior Elements:

- Cedar shingles
- Vertical wood plank cladding
- Exposed rafters on upper section, wooden soffit on lower section



Interior Elements:

- Wood slat ceiling and walls on main floor
- Non-aesthetic, yet skilled construction in the belfry including mortise and tenon corner beams and wooden pegs
- Original bells dated 1904





Request for Decision (RFD)

Meeting Date: Thursday, September 25, 2025

Agenda Item: #

Topic: Hauling and Disposal of Solid Waste Contract

Presented By: Environmental Operations Manager

Recommendation

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

Background:

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

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

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

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

On September 9, 2025, Regular Council meeting, council requested that the Contractors provide an annual cost of the Waste Hauling and Disposal as well as monthly bin rentals.

Motion 674-25

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



Request for Decision (RFD)

Benefits:

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

1. Cost Predictability and Budget Control

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

2. Reduced Capital Investment

- Smoky Lake County will not be required to purchase or replace expensive waste collection trucks, bins, or related equipment.
- This allows the County to allocate capital resources toward other essential infrastructure or community priorities.

3. Lower Maintenance and Liability Risk

- Contractors assume responsibility for vehicle maintenance, safety compliance, insurance, and downtime coverage.
- This reduces the County's exposure to unexpected repair expenses and minimizes liability risks associated with vehicle breakdowns or workplace injuries.

4. Improved Workforce Flexibility

- Removes the requirement for the County to recruit, train, and oversee specialized staff for waste hauling operations, which is especially challenging in today's competitive labor market.
- Enables the County to redirect internal human resources toward delivering other essential municipal services.

Disadvantages:

- **Reduced Direct Control:** The County has less immediate oversight of daily operations, service standards, and response times compared to managing services in-house.
- **Contract Dependence:** Service quality is tied to contractor performance; if the provider underperforms or experiences operational issues, the County may face service disruptions.
- **Cost Escalation at Renewal:** While contracts provide cost stability during the term, renewal negotiations could result in significant price increases, especially if there are limited service providers in the region.
- **Limited Local Employment:** Transitioning to contracted services may reduce opportunities for County-based employment in waste hauling operations.



Request for Decision (RFD)

- **Flexibility Constraints:** Contract terms may limit the County's ability to quickly adapt services in response to sudden changes in community needs or regulatory requirements.

Alternatives:

Any alternative to the recommendation is at the discretion of Council

Financial Implications:

A summary comparing the costs to operate County garbage hauling vs contract hauling will be provided at the meeting.

Legislation:

- **Municipal Government Act (RSA 2000, c. M-26):** Grants municipalities the authority to provide waste management services, enter into contracts, and pass bylaws to regulate solid waste within their jurisdiction (Sections 3, 7, and 610).
- **Environmental Protection and Enhancement Act (RSA 2000, c. E-12):** Establishes requirements for waste handling, landfill operations, and environmental protection standards that contractors must comply with.
- **Occupational Health and Safety Act (RSA 2017, c. O-2.1):** Outlines the responsibilities of employers and contractors to ensure safe work practices in waste handling and hauling.
- **Waste Control Regulation (AR 192/1996):** Sets standards for waste collection, transportation, and disposal in Alberta.

Intergovernmental:

N/A

Strategic Alignment:

- **Fiscal Responsibility:** Contracting services stabilizes operational costs and reduces capital expenditures, supporting long-term financial sustainability.
- **Operational Efficiency:** Outsourcing allows the County to leverage specialized expertise and equipment, ensuring reliable service delivery.
- **Environmental Stewardship:** Ensures waste is handled in compliance with provincial regulations, supporting clean and healthy communities.
- **Sustainability & Resilience:** Reduces the County's exposure to risks associated with equipment breakdowns, workforce shortages, and rising costs.
- **Community Service Excellence:** Maintains high-quality waste management services that protect public health and meet resident expectations.

Enclosure(s): Additions to the agenda

Price Quotes from
Smoky Lake Waste and Recycle
Environmental 360 Solutions



Request for Decision (RFD)

Quest Disposal and Recycling
Prairie Waste Solutions

A handwritten signature in black ink, appearing to read "B. Adair", positioned above a horizontal line.

Signature of the CAO: _____



Request for Decision (RFD)

Meeting Date: Thursday, September 25, 2025

Agenda Item: #

Topic: Tax Sale

Presented By: Brenda Adamson, Finance Manager

Recommendation:

That Smoky Lake County Council approve the following Tax Notification properties to be advertised for Tax Sale to be held December 12, 2025 at 10:00 AM

Roll	Location	LINC #	Legal	Reserve Bid
12602941	60444 RGE RD 124	0034934109	LOT 1, BLK 1, PLAN 1124452	\$52,000.00
14573420	57525 RGE RD 143	0023550834	SW 34-57-14-W4	\$300,000.00
14593420	59529 HWY 36	0013702329	SW 34-59-14-W4	\$325,000.00
27150120	4919 51 ST BELLIS	0020796298	LOT 20, BLK 1, PLAN 1039CL	\$4,000.00
30190101	13237 TWP RD 615	0013499082	LOT 1, BLK 1, PLAN 7822612	\$85,000.00
30190107	13239 TWP RD 615	0013500336	LOT 7, BLK 1, PLAN 7822612	\$38,000.00
22010105	5014 49 ST SPEDDEN	0010199347	LOT 5&6, BLK 1, PLAN 1955CL	\$105,000.00

Background:

There are a total of 8 properties that are subject to tax sale. As per the MGA, we must proceed with a tax sale for the unpaid properties. Once the tax sale date is set, notifications will be mailed to each owner as well as interested parties. We will also have the Peace Officer hand deliver notices wherever possible to give owners ample opportunity to make arrangements or agreements to pay the tax arrears.

Accurate Assessment has provided values to use to set reserve bids. Administration recommends that we set the reserve bid to the value indicated.

The parcels will be offered for sale, subject to the reserve bid to be set at a future meeting and to the reservations and conditions contained in the existing Certificate of Title.

Roll	Location	LINC #	Legal	Assessment \$	Recommended Value
12602941	60444 RGE RD 124	0034934109	LOT 1, BLK 1, PLAN 1124452	52,450.00	\$52,000.00
14573420	57525 RGE RD 143	0023550834	SW 34-57-14-W4	123,790.00	\$300,000.00
14593420	59529 HWY 36	0013702329	SW 34-59-14-W4	12,290.00	\$325,000.00
27150120	4919 51 ST BELLIS	0020796298	LOT 20, BLK 1, PLAN 1039CL	4,560.00	\$4,000.00
30190101	13237 TWP RD 615	0013499082	LOT 1, BLK 1, PLAN 7822612	90,950.00	\$85,000.00
30190107	13239 TWP RD 615	0013500336	LOT 7, BLK 1, PLAN 7822612	45,120.00	\$38,000.00
22010105	5014 49 ST SPEDDEN	0010199347	LOT 5&6, BLK 1, PLAN 1955CL	101,910.00	\$105,000.00



Request for Decision (RFD)

- The parcels will be offered for sale, subject to the reserve bid to a reserve bid and to the reservations and conditions contained in the existing Certificate of Title.
- These properties are being offered for sale on an "as is, where is" basis and Smoky Lake County makes no representation and gives no warranty whatsoever as to the adequacy of services, soil conditions, land use districting, building and development conditions, absence, or presence of environment contamination, or the developability of the subject land for any intended use by the Purchaser.
- No bid will be accepted where the bidder attempts to attach conditions precedent to the sale of any parcel. No terms or conditions of sale will be considered other than those specified by Smoky Lake County. No further information will be available at the auction regarding the lands to be sold.
- Smoky Lake County may, after the public auction, become the owner of any parcel of land not sold at the public auction.
- Terms: 10% cash to be deposited at the Public Auction. The balance plus GST must be paid by cash or certified cheque by 2:00 pm December 15, 2025.
- Redemption may be effected by payment of all arrears of taxes and costs at any time prior to the sale.

Benefits:

- Adheres to legislation.

Disadvantages:

n/a

Alternatives:

n/a

Financial Implications:

As per the MGA

Legislation:

418(1) Each municipality must offer for sale at a public auction any parcel of land shown on its tax arrears list if the tax arrears are not paid.

Intergovernmental:

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

Strategic Alignment:

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

Enclosure(s):

Ortho picture of each lot

Signature of the CAO: _____



10 yd
10 m



Scale 1" = 855'

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Smoky Lake County

Roll # 12602941

Date Created: 9/12/2025



Scale 1: 8,554

100 yd
100 m

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Smoky Lake County

Roll #14573420

Date Created: 9/12/2025



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Scale 1: 8,554



Smoky Lake County

Roll # 14593420

Date Created: 9/12/2025



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Scale 1: 428



Date Created: 9/12/2025

Roll # 27150120

Smoky Lake County



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Smoky Lake County

Roll # 30190101

Date Created: 9/11/2025



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Scale 1:1,711



Date Created: 9/12/2025

Roll # 30190107

Smoky Lake County



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Scale 1: 428



Roll # 22010105

Smoky Lake County

Date Created: 9/12/2025



Request for Decision (RFD)

Meeting Date: Thursday, September 25, 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 regard to the letter from Eddy Huk, President, Ukrainian Orthodox Society of Spedden, dated August 19, 2025.

Background:

At September 11, Regular Council Meeting, Council requested a Summary of Halls and Churches natural Gas Consumption and Costs from August 2024 to August 2025.

Smoky Lake County received a letter asking that all halls and churches serviced by Smoky Lake County Natural Gas receive natural gas “at cost” by removing the \$1.94 per gigajoule operations and maintenance (O&M) fee.

Council previously approved a similar request at the April 10, 2025 meeting (Motion #417-25), waiving the \$26 monthly service charge for 10 hall and church accounts. However, any further special rate changes must first be approved by Rural Utilities.

A provincial poll of 12 Co-ops and Utilities found that only one approved a single exemption for a monthly service charge. Smoky Lake County is currently the only Utility that has approved multiple exemptions for halls and churches. Approving more rebates could therefore set a precedent, encouraging similar requests across the province.

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 would depend on actual consumption. If the natural gas was sold to these accounts “at cost”, we would receive \$1.94 per gigajoule lower than the rate at which our natural gas is sold to all residential customers. The chart below shows an example of how our revenue would have been decreased if the \$1.94 had been removed for the past 12 months.



Request for Decision (RFD)

Summary of Halls and Churches Natural Gas Consumption and Costs August 2024 to August 2025

Account Number	Name	GJ Consumption	Standard Rate Gas Cost	"AT COST" Gas Cost	
101190.01	Vilna Seniors Hall	413.31	\$ 1,689.54	\$ 887.71	\$ 801.83
110050.01	Spedden Church	18.17	\$ 61.91	\$ 30.54	\$ 31.37
110110.01	Spedden Hall	52.78	\$ 206.60	\$ 104.24	\$ 102.36
20290.01	Stry Catholic Church	308.51	\$ 1,271.91	\$ 673.40	\$ 598.51
20310.01	Stry 75th Hall	537.13	\$ 2,224.89	\$ 1,182.85	\$ 1,042.04
30080.01	Edward Church	73.8	\$ 302.87	\$ 159.70	\$ 143.17
30090.01	7th Day Adventist Church	206.55	\$ 831.11	\$ 430.40	\$ 400.71
40810.01	Russo Greek Church	279.14	\$ 1,148.35	\$ 604.82	\$ 541.53
50195.01	St. Elias Church Pakan	150.38	\$ 623.61	\$ 331.87	\$ 291.74
700120.04	Warspite Community Hall	886.05	\$ 3,702.13	\$ 1,983.19	\$ 1,718.94
TOTAL		2923.8	\$ 12,060.92	\$ 6,388.72	
REVENUE LOST IF "AT COST" IS IMPLEMENTED					\$ 5,672.20

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. Summary of Halls and Churches Natural Gas Consumption and Costs.

Signature of the CAO: 



Request for Decision (RFD)

Meeting Date: Thursday, September 25, 2025

Agenda Item: #

Topic: March Requests for Donations/Sponsorships

Presented By: Brenda Adamson, Finance

Recommendation:

Motion #1: Council Discretion That Smoky Lake County Council approve to provide funds in the amount of \$1,000.00 to the Smoky Lake Fire Department towards the Heritage Weekend Fireworks, held on August 3, 2025.

Background:

Attached is a letter from the Smoky Lake Fire Department requesting a donation for fireworks. Although the letter is dated July, we did not receive it until the end of August. They would still like a donation from the County as it would be put in their fire work fund.

In 2024 and in 2023 we provided \$1,000

Benefits:

The Fire Works are a key event in the community of Smoky Lake

Disadvantages:

The funds would come from the grants to organizations budget

Alternatives:

Council could choose to not contribute to these events.

Council could choose to contribute a different amount.

Financial Implications:

The budget for grants and organizations unspent or uncommitted is \$1,800.

The following funds have been provided thus far:

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



Request for Decision (RFD)

- ✓ \$500 Law & Wild Boar BBQ
- ✓ \$1,500 SL Pumpkin Growers

Legislation:

na

Intergovernmental:

na

Strategic Alignment:

na

Enclosure(s):

1. *Request letter from Smoky Lake Town and Country Golf Course*

Signature of the CAO: _____



September 15, 2025

County of Smoky Lake
4612 McDougall Drive
PO Box 310
Smoky Lake, Alberta T0A 3C0

Attn: Brenda Adamason
Interim Chief Administrative Officer

Re: Capital Project Funding:

Dear Brenda,

The Smoky Lake Town and Country Golf Club would like to ask the Smoky Lake County for financial support for one of upcoming capital projects. As per attached quote supplied by Park Plumbing and Heating/County Septic for the replacement of our septic tank at the clubhouse. The costs to complete this project is \$22,000.00 plus GST.

We are not necessarily going to use Park Plumbing and Heating as we are still awaiting a price from 4J Mechanical who we are leaning towards using them as they are a local company.

This project is in dire needs to be completed by the end of October due to its present conditions.

Looking forward to hearing from you in the near future towards your support.

Thank you

Leo Chapdelaine
Manager
Smoky Lake Town and Country Golf Club

Cc: Bruce Chern, President

PARK PLUMBING AND HEATING/ COUNTY SEPTIC

53309 RANGE ROAD 212 ARDROSSAN ALBERTA T8G 2B5

BN 899004576

PRIVATE SEWAGE DESIGNER/INSTALLER CERTIFICATION #PS10261

780-721-1293

WEBSITE countysepticpro.com

PROJECT NAME

SMOKY LAKE GOLF CLUB

DESCRIPTION OF WORK

- INSTALL AND SUPPLY P2300 SEPTIC TANK (1352 GALLON WORKING CAPACITY AND 676 PUMP CHAMBER) AND HOOK ONTO EXSISTING 4" SEWER LINE.
- HOOK UP TO EXSISITING DISCHARGE LINE TO CURRENT FIELD.
- USE CURRENT PUMP.

MARTERIAL AND SYSTEM COMPONETS

- PRIVATE SEWAGE PERMIT
- P2300 SEPTIC TANK
- HIGH LEVEL ALARM
- 24" GMH FIBERGLASS INSULATED LIDS FOR EACH MANHOLE
- 24" ULTRARIB RISER PIPE TO MEET THE GRADE OF THE YARD
- 4" ABS DRAIN FROM HOUSE AND GARDEN SUITE TO THE P2300 TANK
- WASHED ROCK TO BED THE NEW TANK AND FILL THE OLD TANK.

BACKFILL

- BACKFILL TO ROUGH GRADE (NOT RESPOSIBLE FOR SETTLING AROUND EXCAVATED AREAS OVER TIME)

-LEFT OVER SPILL PILE FROM EXCAVATION CAN BE MOVED TO A LOCATION ON YOUR PROPERTY USING SKIDSTEER

TOTAL PRICE-\$ 22000.00 NOT INCLUDING GST

PAYMENT TERMS ARE

PAYABLE AS INVOICED ONCE WORK IS COMPLETE

THANK YOU FOR THE OPPORTUNITY TO WORK ON YOUR PROJECT

****NOTE**** I NEED TO MEET WITH THE PRIVATE SEWAGE INSPECTOR ON SITE TO TALK ABOUT WHAT WE ARE WANTING TO INSTALL BECAUSE WE NEED TO GET A VARIANCE IN ORDER TO INSTALL THIS TANK RATHER THEN A 5000 GALLON SEPTIC TANK AS THE CODE CALLS FOR BECAUSE OF YOUR MAX OCCUPANCY OF THE BUILDING.



Request for Decision (RFD)

Meeting Date: Thursday, September 25, 2025

Agenda Item: #

Topic: March Requests for Donations/Sponsorships

Presented By: Brenda Adamson, Finance

Recommendation:

Motion #1: Council Discretion That Smoky Lake County Council approve to provide funds in the amount of \$1,000.00 to the Smoky Lake Fire Department towards the Heritage Weekend Fireworks, held on August 3, 2025.

Background:

Attached is a letter from the Smoky Lake Fire Department requesting a donation for fireworks. Although the letter is dated July, we did not receive it until the end of August. They would still like a donation from the County as it would be put in their fire work fund.

In 2024 and in 2023 we provided \$1,000

Benefits:

The Fire Works are a key event in the community of Smoky Lake

Disadvantages:

The funds would come from the grants to organizations budget

Alternatives:

Council could choose to not contribute to these events.

Council could choose to contribute a different amount.

Financial Implications:

The budget for grants and organizations unspent or uncommitted is \$1,800.

The following funds have been provided thus far:

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- ✓ \$400 The Endurance Riders of Alberta
- ✓ \$350 Smoky Lake Holubka Dancers lunch
- ✓ \$250 Faud Bayramov
- ✓ \$2,500 Royal Canadian Legion
- ✓ \$1,500 Vilna Boomtown
- ✓ \$1,500 Warspite Foundation



Request for Decision (RFD)

- ✓ \$500 Law & Wild Boar BBQ
- ✓ \$1,500 SL Pumpkin Growers

Legislation:

na

Intergovernmental:

na

Strategic Alignment:

na

Enclosure(s):

1. *Request letter from Smoky Lake Town and Country Golf Course*

Signature of the CAO:  _____



SMOKY LAKE

FIRE DEPARTMENT

P.O. Box 460
56 Wheatland Avenue
Smoky Lake, Alberta
T0A 3C0

Phone: 1-780-650-1234
Fax: 1-780-656-3675
Email: jcozicar@telus.net

July 3, 2025

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

Dear Council and CAO:

Smoky Lake Fire Department will once again be hosting the annual fireworks show (August 3, 2025) in conjunction with the Smoky Lake Heritage Weekend. This year the fireworks show will be celebrating the 42th anniversary of the Smoky Lake Stampede and promoting "A Salute to our Farmers & Ranchers" theme for the weekend. The Smoky Lake Fire Department is asking for monetary donations from local businesses and organizations, as well as members of the community that would like to donate to enhance the fireworks display. There is no minimum amount for your donation but every donation helps.

With your donation, you or your business or organization will receive recognition on our social media pages. Our association, unfortunately does not have charitable status, but a receipt for your donation could be obtained through the Smoky Lake Fire Department on request. If you decide to support the fireworks show, please forward your donation to:

Cheques made payable to
Smoky Lake Fire Department

Town of Smoky Lake
56 Wheatland Avenue
Box 460
Smoky Lake, AB
T0A 3C0

All donations have to be in by Friday July 25, 2025 as the Fire Department will be ordering the fireworks that day. If you have any questions, please contact Bill Smith at 780-656-4374.

We thank you for your continuing support and commitment to our community and its events. Smoky Lake Fire Department **Thanks You!** For your ongoing support and kindness.

Sincerely,

Juanita Cozicar
Fire Chief
Town of Smoky Lake



Request for Information

Meeting Date: Thursday, September 25, 2025

Agenda Item: #

Topic: Recreational Vehicles Bylaws

Presented By: Jordan Ruegg, Planning and Development Manager

Background:

Smoky Lake County Council tasked administration with conducting a jurisdictional scan of other municipalities to determine how many recreational vehicles (RVs) are permitted on agricultural properties and whether those RVs are subject to any regulations. Currently, Smoky Lake County Bylaw No. 1432-23 (RV Bylaw) does not restrict the number of RVs permissible within agricultural areas. Bylaw 1432-23 also prohibits RVs from being permanently connected to any utility or municipal service in all areas within the County. The lack of clarity surrounding the number of RVs permissible within agricultural areas has triggered this review.

Jurisdictional Scan

County of Wetaskiwin

- **Permanent**
 - RVs allowed on parcels of land less than forty (40) acres in size = **three (3)**.
 - RVs allowed on parcels of land that are greater than forty (40) acres in size = **four (4)**.
- **Temporary (for family functions/weddings/etc.)**
 - RVs allowed on parcels of land that are less than one (1) acre in area and have a dwelling present = **five (5)**.
 - RVs allowed on parcels of land that are between one (1) acre and two (2) acres in area and have a dwelling present = **ten (10)**.
 - RVs allowed on parcels of land between two (2) acres and less than twenty (20) acres in area = **twenty (20)**.
 - RVs allowed on parcels of land that are greater than twenty (20) acres in area = **thirty (30)**.
 - **All temporary RVs are subject to Recreational Units During Family Functions Policy**
 - Maximum duration = 96 hours/ 4 days.
 - May only be allowed to have temporary RVs twice a year/property (additional requests can be allowed at the discretion of the CAO).
 - The use or function must abide by all Municipal, Provincial, and Federal legislation, including, but not limited to the County's Noise Bylaw and regulatory requirements for the disposal of wastewater.



Request for Information

Thorhild County

- **Permanent**
 - Year-round placement of two (2) RVs on a parcel within the AG District shall be allowed without a Development Permit.
- **Temporary (for family functions/weddings/etc.)**
 - Additional RVs shall be permitted in the AG District for a maximum of four (4) consecutive days.
 - No Development Permit is required.
 - No maximum number of temporary RVs is specified.
 - No recreational vehicle shall be permanently connected to any utility or municipal service, such as power, gas, water supply or sanitary sewage disposal facilities unless the recreational vehicle is located in an approved recreational vehicle park.

Lac Ste. Anne County

- **Permanent**
 - A maximum of six (6) Recreational Vehicles are permitted to be permanently placed on a parcel.
 - The number of Recreational Vehicles may exceed the number outlined in Section 9.1.7(b) on a temporary basis for no more than twenty-one (21) days in a monthly period.
 - Recreational Vehicles shall be solely for private personal use. No fee, payment or other consideration shall be charged or collected for placement of the Recreational Vehicle(s) on the parcel and the Recreational Vehicles shall not be used for a commercial purpose.
 - The placement of Recreational Vehicle(s) shall comply with the applicable site setback requirements and other regulations of the applicable district.
 - The placement of the Recreational Vehicle(s) shall not, in the opinion of the Development Authority, result in any one or more of:
 - 1) Offensive or Objectionable conditions;
 - 2) Adverse impacts on the use, enjoyment or value of neighbouring parcels, or;
 - 3) Adverse impacts on the capacity, operation or condition of any Public Utility or municipal infrastructure including highways or roads.



Request for Information

Foothills County

- **Permanent**
 - A maximum of five (5) Recreational Vehicles are permitted to be permanently placed on a parcel anywhere outside of a hamlet.

Westlock County

- **Permanent**
 - A maximum of three (3) Recreational Vehicles are permitted to be permanently placed on a parcel anywhere outside of a hamlet.
 - A Development Permit may be approved, at the discretion of the Development Authority, for up to one (1) additional recreational vehicle on an annual basis.
 - Tent trailers and truck campers stored on a lot shall be allowed without a development permit and shall not be included in the maximum RV density calculation.

Rocky View County

- **Permanent**
 - A maximum of three (3) Recreational Vehicles are permitted to be permanently placed on a parcel of land up to 20.01 acres in area.
 - A maximum of four (4) Recreational Vehicles are permitted to be permanently placed on a parcel of land between 20.01 acres and 39.78 acres in area.
 - A maximum of five (5) Recreational Vehicles are permitted to be permanently placed on a parcel of land greater than 39.78 acres in area.



Request for Decision (RFD)

Meeting Date: Thursday, September 25, 2025

Agenda Item:

Topic: Policy Statement No. 01-28-03: Council – Request for Information

Presented By: Carole Dowhaniuk, GIS Operator

Recommendation:

That Smoky Lake County Council amend Policy Statement No. 01-28-03: Council - Request for Information, to reflect the update of the software provider and subscription term in 4.4 of Section # 4 Guidelines, and changes to 5.1, 5.2 and deletion of 5.3 within Section # 5 Procedures.

Background:

As per Policy Statement No. 01-28-03: Council – Request for Information Section # 4 Guidelines:

4.4 A member of Council who initiates a Request for Information on an issue they are concerned about will complete the process by submitting an internal request through ALL-Net software "Service Tracker" as described in the (MuniSight 5year Asset Management Contract #200554 "2021-2025" (MuniSight has since rebranded to Catalis, and the software is now "Request Management")). The request will be submitted through their individual user accounts by creating a New Service Request. This process addresses the way all Council are advised for the Request for Information.

And Section # 5 Procedures:

5.1 The Chief Administrative Officer, Department Manager, or designated staff will respond to the Service Request as soon as practicable, adding all council to the request through the track list and indicate what action was or will be taken.

5.2 A member of Council can add correspondence, and/or post a status report to all Requests that are submitted by Council or Requests that council members have been added to.

5.3 A member of Council may generate their own reports. Reports can be generated by a specified range of dates, individual and/or all divisions, all and/or specified request type groups, or a single request type.

Update:

As per Policy Statement No. 01-28-03: Council – Request for Information Section # 4 Guidelines:

4.4 A member of Council who initiates a Request for Information on an issue they are concerned about will complete the process by submitting a service request through Catalis software Request Management Standard as described in the (Catalis Order Form No.:006Ph00000Kjv3XIAR "March 1, 2025 – March 1, 2030". The request will be created and submitted using the submitter information as "Council Shared". This process addresses the way all Council are advised and informed of the actions taken throughout the service request.



Request for Decision (RFD)

Update to 5.1 and 5.2:

5.1 The Chief Administrative Officer, Department Manager, or designated staff will respond to the Request as soon as practicable, indicating what action was or will be taken.

5.2 A member of Council can view all Service Requests submitted within the software.

Benefits:

The amended policy provides accurate information about the software provider and subscription term date. By using "Council Shared" as the submitter information, this assures all Council are advised and informed of the actions taken throughout the service request.

Disadvantages:

N/A

Alternatives:

N/A

Financial Implications:

N/A

Legislation: In compliance with legislative requirements, in accordance with the Municipal Government Act, any information provided to a member of the Council must be provided to all members of Council in a timely manner from each department regarding the operation or administration of the County.

Intergovernmental:

N/A

Strategic Alignment:

N/A

Enclosure(s):

1. Revised Policy Statement No. 01-28-04: Council – Request for Information

Signature of the CAO: _____

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

SMOKY LAKE COUNTY



Title: Council - Request for Information	Policy No.: 28-03
Section: 01	Code: P-R
Page No.: 1 of 3	

Legislation Reference:	Alberta Provincial Statutes
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Purpose:	To provide a protocol for Council requesting information from Administration as well as for Administration releasing information to Council.
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Policy Statement and Guidelines:

1. STATEMENT:

1.1 In compliance with legislative requirements, in accordance with the *Municipal Government Act*, any information provided to a member of Council must be provided to all members of Council in a timely manner from each department regarding the operation or administration of the County.

2. DEFINITIONS:

2.1 **Formal Information Request:** means a request for information relating to County business that is posed to Administration by Council or a Councillor during a meeting of Council, also known as when a "Point of Information" is raised, as per *County's Procedural Bylaw*.

2.2 **Informal Information Request:** means a request for information relating to County business inquiries on routine County operations or tasks, that is posed to Administration through any process other than a Formal Information Request.

3. OBJECTIVES:

3.1 To provide acceptable information "Request" guidelines for Council and Administration as part of promoting good governance of ongoing communication.

3.2 To support Council in balancing the right to request/receive information while upholding the duty to inform all members of Council of Requests for Information.

4. GUIDELINES:

4.1 Formal Information Requests will be handled through the procedures outlined in the Council's Procedural Bylaw.

Title: Council - Request for Information

Policy No.: 28-03

Section: 01

Code: P-R

Page No.: 2 of 3

Policy Statement and Guidelines:

4.2 While not all interactions between the Council and the Chief Administrative Officer (CAO) need to be formalized, it may be helpful to agree on some basic protocols in terms of keeping Council members informed of issues or replying to an inquiry by a method of Informal Information Requests as a member of Council may, from time to time, require advice or assistance regarding status on County operations from the CAO or Department Manager to enable them to effectively carry out their responsibilities.

4.3 These guidelines provide for an opportunity for members of Council to request information and bring attention to issues.

Request for Information: Requests

4.4 A member of Council who initiates a Request for Information on an issue they are concerned about will complete the process by submitting a service request through Catalis software Request Management as described in the (Catalis Order Form No.:006Ph00000Kjv3XIAR "March 1, 2025 – March 1, 2030". The request will be created and submitted using the submitter information as "Council Shared". This process addresses the way all Council are advised and informed of the actions taken throughout the service request.

4.5 All Request for information must be initiated through Catalis software Request Management. Deviation from this policy such as requesting information separately by individual email or verbally, will not be acknowledged and administration is not obligated to comply with the request.

5. PROCEDURES:

Request for Information: Requests

5.1 The Chief Administrative Officer, Department Manager, or designated staff

will respond to the Request as soon as practicable, adding all council to the request through the track list and indicating what action was or will be taken.

5.1.1 Responses to Council Request for Information posed outside of normal business hours shall be expected no earlier than the next business day unless circumstances warrant otherwise by the CAO or Department Manager.

Title: Council - Request for Information		Policy No.: 28-03
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Policy Statement and Guidelines:

5.1.2 Any Council Request for Information that requires management to compile information that is not readily available or easily retrievable: e.g., historical reporting/records or information not yet produced) shall be expected in realistic amount of time as defined by the CAO.

5.2 A member of Council can view add correspondence, and/or post a status report to all Requests that are submitted by Council or Requests that council members have been added to all Service Requests submitted within the software.

5.3 A member of Council may generate their own reports. Reports can be generated by a specified range of dates, individual and/or all divisions, all and/or specified request type groups, or a single request type.

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	Date	Resolution Number
Approved	January 21, 1999	# 201 - Page # 6575
Amended	May 27, 2021	# 786 - Page # 14677
Amended	March 16, 2023	# 431 - Page # 15537
Amended	September 25, 2025	

CAO REPORT

AUGUST 2025

SMOKY LAKE COUNTY

INTERIM CAO BRENDA ADAMSON



Monthly Manager's Report Template

Department: Office of the CAO **Reporting Period:** August 2025.

1. Key Accomplishments

In August, Executive Services worked on HR Policies and updated Job Descriptions for Council. Reviewed Bylaws to ensure compliance with legislation and alignment with the MGA. Attended the Smoky Lake Parade. Taught the WHMIS Course to 12 employees. Prepared for the HRVA Session and Emergency Management Meeting. Participated in the Highway 28/63 Commission Meeting. Prepared Council agendas and attended the Regular Council Meeting on August 28, the Committee of the Whole on August 20, and the Special Council Meeting on August 27. Prepared for upcoming elections by meeting with the Returning Officer, Legislative Services, and Communications. Held a meeting with Public Works, GIS, Planning, and Development regarding fleet maintenance software requirements.

Legislative Services was actively involved in attending and preparing agendas and minutes for a variety of meetings, including Regular and Special Council meetings, the Joint Health and Safety meeting, Committee of the Whole meetings, and an Intermunicipal Development Plan meeting with the Village of Waskatenau. In addition to this, Legislative Services played a key role in drafting the Ukrainian Twinning Bylaw and worked closely with the Executive Assistant to format several HR policies. Both Legislative Services and the Executive Assistant teamed up to assist with the filming of the Smoky Lake County Segment, which involved organizing a range of activities throughout the county. Legislative Services also handled weekly office orders, ensuring the smooth running of day-to-day operations.

2. Operational Challenges & Solutions

Time management was a key challenge in August due to overlapping meetings, election preparation, and urgent Council scheduling. To manage workload efficiently, collaboration between Executive and Legislative Services was strengthened to divide responsibilities for Council packages and external meetings.

3. Progress on Strategic Goals

- **Good Governance & Legislative Compliance**
By reviewing bylaws for alignment with the Municipal Government Act (MGA) and other legislative requirements, Executive Services reinforced the County's commitment to effective governance and compliance. Updating HR policies and Council job descriptions also supports organizational capacity and ensures policy frameworks remain relevant and effective, directly advancing the Strategic Plan's call to review existing policy frameworks

- **Emergency Services & Community Safety**
Preparation and delivery of the WHMIS Course to 12 employees, along with coordination for the Hazard Risk and Vulnerability Assessment (HRVA) Session/Emergency Management Meeting, directly support the Strategic Priority of ensuring residents have access to safe, reliable emergency services. These initiatives align with Council's goal of strengthening local emergency preparedness and response capacity
- **Proactivity in Development & Infrastructure Planning**
Participation in the Highway 28/63 Commission Meeting and interdepartmental discussions on fleet maintenance software requirements advanced proactive planning and infrastructure support, consistent with the Strategic Priority to foster proactive land and asset development through policy, technology, and partnerships

4. Staffing & Resources

No staffing challenges.

5. Interdepartmental Collaboration

- **Legislative Services** – Prepared Council agenda materials and supported multiple Council and Committee meetings.
- **Public Works, GIS, Planning & Development** – Held a joint meeting to discuss fleet maintenance software requirements.
- **Highway 28/63 Regional Water Commission** – Participated in Commission meeting discussions.
- **Emergency Management** – Prepared for and coordinated the HRVA Session and Emergency Management Meeting.
- **Community Relations** – Attended the Smoky Lake Parade on behalf of Executive Services.

6. Next Steps & Outlook

- **Election Support:** Final preparations for Nomination Day (September 22) and continued planning for Election Day (October 20).
- **Council Agendas:** Preparation of the October 9, 2025 Regular Council Meeting agenda package.
- **Preparing a letter of support for the Bonnie Lake Community for the proposed playground replacement.**
- **Council Orientation:** Coordinating with the CAO of the Town to design a Councillor Orientation Program for newly elected members.

- Bylaw Updates: Initiating updates to the Procedural Bylaw to align with legislative requirements and best practices.
- Technology Policy: Continuing work with the IT Department on the development of an internal Technology Policy.
- Emergency Planning: Finalizing and distributing the Hazard Risk and Vulnerability Assessment (HRVA) Report to all attendees of the HRVA session and Emergency Management Agency meeting.
- Preparations for the RMA Conference Workshop on “Municipal Council Role during a Disaster”

Department: Health & Safety

Reporting Period: August 2025

1. Key Accomplishments

- Qualification Audit: Completed the audit, which included documentation review, interviews, and observations. The report was submitted to AMHSA by the August 19 deadline. Feedback was received from AMHSA, and an extension until September 23 was granted for improvement and recommended participation in an upcoming webinar on audit report writing.
- Training & Education: Thirteen employees from various departments successfully completed in-house WHMIS training instructed by the Coordinator and the Executive Services Clerk.
- Joint Health and Safety Committee: The monthly meeting was held with all agenda documentation prepared and circulated in advance. Two new members joined the Joint Health and Safety Committee, with training assigned in accordance with OHS legislation.
- Emergency Management: Maintained Alberta Emergency Alert status by completing the required monthly practice alert. Preparations were finalized for the September Emergency Management Agency Meeting, including outreach to external agencies, venue booking, and issuing a catering tender.
- Professional Development: Attended a Hazard Identification and Risk Assessment course in Fort McMurray, delivered by AEMA, which outlined the new formal process for conducting community HIRAs. This process will be applied during the September meeting.
- Operational Compliance: Obtained drivers’ abstracts for all County employees.
- Incident Management: Conducted 12 incident investigations (10 incidents, 2 near misses), identifying root causes and implementing corrective actions.

- Policy Development: Continued work on updating and developing health and safety policies and procedures to strengthen the County's health and safety management system.

2. Operational Challenges & Solutions

The most significant challenge this month was balancing the completion of the qualification audit with ongoing departmental responsibilities. As a single-person department, this required reframing my mindset from regular duties to objectively reviewing the health and safety management system from a compliance perspective. By working remotely for several days, I was able to dedicate the necessary focus to the audit while still ensuring that essential tasks were maintained.

3. Progress on Strategic Goals

Notable progress was made toward advancing the County's strategic goals in Emergency Services. By engaging with key external agencies and arranging their attendance at the upcoming Emergency Management Agency Meeting, steps were taken to ensure stronger coordination and alignment among service providers. This collaboration will enhance the County's ability to respond effectively to emergencies and aligns directly with the strategic priority of ensuring community safety and preparedness.

4. Staffing & Resources

- No staffing changes occurred in August.
- The Coordinator was on vacation for five days; incident investigation duties were delegated to department managers and the Executive Assistant, all of whom have completed AMHSA incident investigation training. This ensured continuity of investigations.

5. Interdepartmental Collaboration

- Executive Services – Collaborated on preparations for the September Emergency Management Agency Meeting, including logistics, documentation, and external agency coordination.
- Joint Health and Safety Committee – Continued engagement with representatives from across County departments to share concerns, review incidents, and identify corrective actions.
- Environmental Operations – Participated in the qualification audit process, which highlighted how health and safety programs apply directly to their operations.

6. Next Steps & Outlook

Priorities for September include:

- Completing and resubmitting the improved audit report to AMHSA by September 23.
- Hosting the Emergency Management Agency Meeting and leading the Hazard Vulnerability and Risk Assessment (HRVA) process to support the regional emergency plan.
- Supporting the Health and Safety Committee with agenda preparation and integrating request management software to assign and track action log items.
- Attending the AMHSA audit report writing webinar.
- Completing the annual performance appraisal with the CAO, marking the coordinator's first year of service with the County.
- Continuing incident and near-miss investigations, ensuring root causes are identified and corrective actions implemented.
- Beginning work on the 2026 Operating and Capital Budgets for the department.

Summary of Incidents for August 2025

Date: August 7, 2025

Type: Theft Incident

Description: While walking out of work at the end of the day to their vehicle, 2 employees noticed that one of their trucks' gas caps was on the ground next to a puddle of something near the gas tank. They noticed that the inside of the vehicle had been gone through as well, the center console was open, and a spare change container was gone.

Cause: Crime

Action: The incident was reported to the RCMP on August 12, 2025, and any relevant security camera footage was provided. The RCMP officer also spoke to the affected employee for their statement and to an employee who saw the driver.

Date: August 9, 2025

Type: Security Related Incident

Description: An employee came to the main office on Saturday to do some work and accidentally set off the alarm. They punched in their code, and it went away. They then finished up their work and left.

Come Monday morning, an employee was reviewing the security camera footage as they had received the notifications over the weekend of the alarm, and saw that after the employee left on Saturday, an RCMP officer conducted a walk-around of the building and somehow got into the building near the boiler room. The employee contacted the RCMP and asked if the officer could inform them of how they entered the building (did he have a key, was a door left open, etc.). It was determined that the door to the boiler room with access to the outside wasn't fully latched.

Cause: Boiler room outside access door not latched, and is difficult to fully close.

Action: The door has since been closed fully, and employees are going to attempt to adjust the door so it will close properly. The employee who discovered this has also contacted the alarm company and requested a technician come out to add an alarm sensor to the door so that we can be notified if it is not closed, and to ensure that the alarm system can't be armed without that door being closed.

Date: August 9 and 10, 2025

Type: Break and Enter Incident

Description: A worker arrived at Bodgan's Pit in the morning around 8:15 AM and saw that the front gate was open and there were items scattered around the approach. Shortly after seeing this, the worker called their manager to report it to the RCMP. The lock was still intact, but they cut off the piece of metal on the front gate, cut the lock off the second gate and left it open. The RCMP came on site and reviewed the photos taken by the cameras and found an image of the truck that broke in. There was also a shoe print on the orderant shack and in the gravel near the building. Nothing of note was stolen.

Cause: Crime

Action: The department manager contacted the RCMP, the workers involved replaced the broken lock, and another worker created a new metal bracket for the front gate on August 11. Any relevant photos were provided to the RCMP by the worker involved.

The officer provided an update on this incident on August 12 and mentioned that they connected the truck to other thefts in the area and that the truck itself was stolen from the Fort Saskatchewan area, but they are taking action on it.

Date: August 11, 2025

Type: Potential Break & Enter Near Miss

Description: While leaving the main office through the south exit, the employee noticed a person wearing a hoodie and looking into another employee's vehicle. Once this person saw the employee, they appeared to have been scared off and headed behind the legion building.

Cause: Crime

Action: The employee who saw this informed the owner of the vehicle. The security camera footage was reviewed, and it showed that someone was walking past the vehicle at the time; however, they didn't slow down or even stop nearby. A company-wide email was sent to mitigate any employee concerns.

Date: August 12, 2025

Type: Security Related Incident

Description: A worker arrived at the Smoky Lake Landfill to pick up the paint and noticed a camping trailer that had been dropped off the day prior. The worker went to check it out since the door was left wide open and saw drug paraphernalia, body armour, and a police badge. The worker then called their manager and informed them that they were going to phone the RCMP.

Cause: People dropping off possibly illegal items

Action: The incident was reported to the RCMP immediately, and any relevant camera footage was provided the same day. Per the department manager, ratepayers will no longer be allowed to leave camping trailers at the landfills, and the department will send out a memo to all the landfill operators. RCMP confiscated the items.

Date: August 13, 2025

Type: Minor Injury Incident

Description: While trying to get the security camera down to get footage for another incident, an employee cut their finger on a jagged edge on a pole. The worker used their gloves to put the pole back up after their finger was cut.

Cause: Improper use of PPE

Action: The worker will wear the required PPE.

Date: August 18, 2025

Type: Trespassing Incident

Description: Someone broke into the Smoky Lake Landfill on August 17th at night, and while a worker was near the landfill on August 18th after it had closed for the day, they were informed that the individual who broke in the night prior was there again. The worker then located the individual and told them to stay out of the landfill.

Cause: Crime

Action: The worker reported the trespassing incidents to the RCMP.

Date: August 20, 2025

Type: Potential Fleet Damage Near Miss

Description: When hooked up to Unit 100C, the brakes on Unit 126 failed to work. The employee then hooked the trailer (126) up to 106A, and again, the trailer brakes failed to work. The same thing happened when it was connected to 107B. The employee informed their manager and coworkers of the issue as another crew was taking Unit 126. The manager instructed the workers to have the mechanics assess the trailer before taking it out, but no checks or repairs were done.

Cause: Mechanical/Wiring Fault

Action: The mechanics looked into the issue and discovered that the issue was with a specific year of the truck. There are no major repairs to be done on our end as GMC is looking into it.

Upon further investigation regarding Unit 126 going out without being checked, the crew tested the brakes on the trailer, and they were functional.

Date: August 21, 2025

Type: Fleet Damage Incident

Description: While pushing piles of garbage, a board hit the right side window of Unit 240, shattering it.

Cause: Lack of awareness, operator error.

Action: The window is scheduled to be replaced.

Date: August 22, 2025

Type: Attempted Theft Incident

Description: A worker was woken up by their dog barking at 2:35 AM. The worker got up and saw from their window that a grey Dodge duel wheel truck was driving in their yard and backed into their power pole and breaker box. They had pulled the hose on the fuel tank down, and when the worker scared them off, the hose was on the ground. The worker had called out and informed them that the cops were on the way, causing them to take off, leaving the hose to the fuel tank on the ground. The worker is unsure whether any fuel was stolen.

Cause: Crime

Action: The worker informed the RCMP; however, no file was created as the damage that was caused was estimated at \$100.

Date: August 27, 2025

Type: Fleet Damage Incident

Description: While turning around in an approach, the driver felt Unit 141 start to lean towards the passenger side, so they accelerated to try and level it out, but Unit 141 ended up falling on its side.

Cause: Operator error

Action: The operator was immediately taken to the hospital for medical assessment and was cleared with no injuries, other than elevated blood pressure likely due to the stress from the incident.

The operator will no longer use the approach to turn around.

Unit 141 was recovered, underwent an on-site mechanical assessment, and received repairs before being cleared to return to the shop. The department manager reported the incident to the RCMP for insurance purposes. A claim was submitted to the insurance on Aug 28, and any necessary information is being provided to the RCMP.

The mechanics will conduct a further assessment of Unit 141 and determine any repairs.

Date: Reported on August 28, 2025, otherwise date unknown

Type: County Property Damage Incident

Description: In the upstairs storage room at the Public Works Shop, 3 grader windows were appropriately stored. An employee noticed that 2 out of 3 windows were broken.

Cause: Unknown

Action: The broken windows were disposed of, and the mechanics will order windows on an as-needed basis.

Department: Bylaw and Enforcement **Reporting Period:** August

1. Key Accomplishments

- Officially received Peace Officer Appointment approval from the Government of Alberta.
- Secured a new reporting system to improve statistical record-keeping and reporting accuracy.
- Finalized the design of a new shoulder patch for departmental use.

2. Operational Challenges & Solutions

Connectivity issues and equipment shortages have created barriers to full operational effectiveness. These concerns have been documented, and options for equipment upgrades and improved connectivity are being reviewed to bring the department in line with operational standards.

3. Progress on Strategic Goals

With the appointment finalized, the Peace Officer is focusing on learning the service area and beginning to provide traffic enforcement and bylaw compliance monitoring. These initial steps lay the foundation for advancing Council's priorities for community safety, enforcement, and visible presence.

4. Staffing & Resources

No Staffing issues.

5. Interdepartmental Collaboration

- Worked with the Executive Services Coordinator to review bylaws and policies, ensuring that enforcement actions can be properly supported and applied.
- Anticipated collaboration with other departments—including Public Works and Fire Protective Services—as enforcement activities expand.

6. Next Steps & Outlook

- Establish and refine departmental systems to ensure smooth operations and legislative compliance.
- Continue orientation within the service area to build visibility and community presence.
- Work with Executive Services to ensure bylaws and policies remain enforceable and aligned with operational requirements.

- Focus on building the department to meet operational standards, including policy development, training, and equipment procurement.

Department: Finance

Reporting Period: August, 2025

1. Key Accomplishments

The Finance Department created two new policies for Council consideration. The Community Capital Grants Policy was developed to establish a program to fund community projects that align with County priorities. The Financial Reserve Policy will provide future decision makers with an understanding of the reserves and ensure that the County is saving for future projects.

The 2025 insurance renewal for both the County and Water Commission were submitted.

The 5 Year financial plan was brought to Council and approved.

2026 budget worksheets were set up for the departments.

2. Operational Challenges & Solutions

The Finance Department did not have any operational challenges during the month of August.

3. Progress on Strategic Goals

The Finance Department supported the County's Strategic Plan by:

- Good Governance: Developing the Financial Reserve Policy to strengthen fiscal responsibility and long-term sustainability.
- Community Growth & Development: Introducing the Community Capital Grants Policy, which directly supports Council's priority to encourage community-based initiatives that enhance services within the community.

4. Staffing & Resources

Staff were busy covering for summer vacations, ensuring operations continued smoothly without disruption

5. Interdepartmental Collaboration

- Collaborated with Public Works, GIS, and the CAO to explore options for improving inventory and asset repair cost tracking and reporting.
- Distributed 10-Year Capital Plan information to all departments for updating as part of the 2026 budget preparation process.

6. Next Steps & Outlook

- Focus on property tax collection and receipting, which will be a major priority for September and October.
- Continue budget preparations for 2026, ensuring alignment with Council's priorities and the approved Five-Year Financial Plan.

Monthly Manager's Report Template

Department: Fire Protective Services **Reporting Period:** August 1-31, 2025

1. Key Accomplishments

- Completed the Smoky Lake County Region Fire Rescue Services bylaw and RFD for the August 28 Council Meeting.
- Attended the Council meeting where Smoky Lake County Region Fire Rescue Services bylaw was passed.
- Completed the 10-year draft capital plan and submitted to the Finance Manager
- Completed the Medical First Responders (MFR) grant and received \$1,964.00 for the fire department responding to medical calls.
- Completed safety data sheets (SDS) and 22 job site hazard assessments which were put into the 3 fire halls for the members to review
- Met with Ian Fox the Wildland Urban Interface (WUI) coordinator to discuss the County's involvement, sent the fire department apparatus listing and fire department inventory. Ian Fox also completed an apparatus assessment that was entered into the Provincial database
- Met with fire investigators and completed the fire report for the structure fire investigation
- Completed the fire report and send pictures to Alberta Environment from the oil tanker collision where 30 cubes of oil spilt and mostly burnt

2. Operational Challenges & Solutions

- 24 SCBA packs were flow tested and inspected with 3 SCBA packs needing repairs as per OHS requirements.
- 48 SCBA Bottles were hydro tested and passed as per OHS requirements
- Smoky Lake Engine 459 auto eject was replaced and wiring for charging stations in the back compartment was completed.
- Waskatenau Rapid Attack 462 batteries were dead after a master switch was installed, batteries were recharged and awaiting scheduling to have a trickle charge system installed.

3. Progress on Strategic Goals

- Passing the Smoky Lake County Region Fire Rescue Services bylaw is completing the next step to securing a reliable and effective fire service for the region.

4. Staffing & Resources

- One member attended the Alberta Fire Chiefs Association training on the 2026 Fire Services Training Grant, Level of Service survey results, and the new provincial fire reporting system.
- Incident Responses:
 - Smoky Lake Fire: 4 collisions, 1 structure fire, 2 electrical fires, 2 agricultural fires, 1 medical call, and 5 fire alarms.
 - Vilna Fire: 2 collisions, 1 grass fire, 2 medical calls, and 3 fire alarms.
 - Waskatenau Fire: 1 structure fire, 1 vehicle fire, 2 grass fires, 1 medical call, and 1 electrical hazard.
- In August, backup coverage was required five times by a second fire department due to low member turnout, and once by a third department.

5. Interdepartmental Collaboration

- Worked with Public Works to fix and maintain the fire apparatus
- Working with Health and Safety Coordinator to complete the required directives given from the formal inspections of the fire halls

6. Next Steps & Outlook

- Researching pricing on fireproof storage cabinets for the fire halls
- Scheduling first aid training and WHMIS training
- Scheduling ICS 100 training for the members
- Working with Region to get the Regional Fire Bylaw passed and supporting documents
- Reviewing the Fire Protective Services Bylaw with the CAO and Legislative department

Department: Natural Gas **Reporting Period:** August 1-31, 2025

1. Key Accomplishments

- Completed four new gas service installations.
- Began planning for the service line installation and upgrade at the Healing Waters Center.

- Processed and issued August gas bills to customers (mailed/e-mailed), including a bill stuffer promoting the new County Request Management software for service requests.
- Replaced gas meters and AMR heads; delivered two pallets of gas meters (approx. 50 meters per pallet) to the meter shop for recertification. Completion and return expected by the end of September for installation.
- Completed 145 line locates and 4 emergency locates.
- Responded to 5 service calls (4 gas odor complaints and 1 appliance issue).

2. Operational Challenges & Solutions

Odorant truck activity has been very busy, requiring two staff members to focus on operations, reducing capacity for regular County business. This demand stems from catching up after the truck was down for an extended refurbishment period.

3. Progress on Strategic Goals

- Emergency Services & Safety: Completed numerous line locates, service calls, and emergency odor responses, directly supporting the County's priority to maintain safe and reliable natural gas service.
- Proactivity in Development: Advanced planning for the Healing Waters Center service line installation demonstrates proactive infrastructure support, aligning with Council's vision of fostering growth and community development.
- Good Governance: Billing improvements, including the integration of communication on the new Request Management software, contributed to enhanced transparency and resident engagement.

4. Staffing & Resources

- One staff member successfully completed the Health & Safety Committee Course on August 27.
- Staff holidays were accommodated without major disruption to operations.

5. Interdepartmental Collaboration

- Processed monthly water meter readings and issued water bills for Warspite residents.
- Reviewed the Line Locate Request Policy prepared by the Safety Officer and provided additional feedback.
- Reviewed and updated the Explosives Storage Magazine licence and documentation to reflect staffing changes in the Agricultural Fieldman position.

6. Next Steps & Outlook

- Attend the Federation Managers Meeting in Red Deer, September 17–19.

- Prepare an RFD for proposed gas rate changes (initially brought to Council September 11, with additional details to be presented September 25).
- Continue compiling information and quotes for the upcoming budget year, including discussions with the Interim CAO on operational and capital expenditures (meeting held September 8).

Department: Environmental Operations **Reporting Period:** August

1. Key Accomplishments to be completed: What are you working on?

- Conducted daily water and wastewater facility checks, documentation, and routine maintenance.
- Completed routine water checks, reporting, and daily maintenance for Highway 28/63 Regional Waterline.
- Finalized Emergency Response Plans for truck fills, booster stations, and landfills.
- Installed updated credit card readers at the Bellis and Spedden truck fills.
- Met with the contractor awarded the installation of the backup generator at the Warspite Booster Station.
- Met with Nova Construction regarding the Highway 28/63 Regional Waterline crossing at Range Road 210.
- Met with the Town of Smoky Lake to coordinate commissioning of the new reservoir and level control system.
- Oversaw cleaning and inspection of the Whitefish Lake reservoir by Aqua Tech.
- Completed monthly water meter readings in Warspite.
- Repaired the water truck fill distribution hose.
- Pumped out Regional Waterline CAV vaults.
- Installed security cameras at the Spedden Water Facility.
- Maintained County recreation facilities: grass cutting, rototilling sand at playgrounds, waste removal on trails and parks, and repairs at the Bonnie Lake playground.
- Applied MG 30 dust suppression (900 meters east of Edwand trail).
- Supported Vilna Parade and Boomtown Days: prepared and dismantled float, cut grass, set up tables, and assisted with event logistics.
- Completed landfill and recycling tasks:
 - Cut and bucked firewood.
 - Repaired bin lids.
 - Repositioned refrigeration units for improved freon removal access.
 - Purged “Take It or Leave It” sheds.
 - Organized and shipped electronics for recycling.
 - Removed unwanted items left at bin sites.

2. Operational Challenges & Solutions

- Illegal dumping at bin sites remains a recurring issue, particularly during long weekends. Items such as tires, furniture, appliances, and mattresses are frequently left at sites, reducing capacity for household waste. Despite sending garbage trucks on Saturdays during long weekends, bins were still full. The department will continue posting reminders on social media and exploring other solutions.
- Beaver activity at Hanmore Lake has increased, leading to tree damage at campsites. Trees are being wrapped with chicken wire for protection, and the local trapper with the registered trapline has been notified for further mitigation.

3. Staffing & Resources:

- One water and wastewater technician returned from sick leave following surgery.
- A waste technician attended the Alberta CARE Conference and will prepare a report on upcoming industry issues.

4. Interdepartmental Collaboration

- Public Works provided support with landfill push-ups, burn pits, and metal pile management.
- Agriculture Department: Environmental Operations is coordinating with mowing operators to monitor work schedules and ensure operators report home safely at the end of each day.

5. Next Steps & Outlook

- Review and evaluate RFPs for waste pickup and trucking services.
- Begin removing fallen and unsafe leaning trees at campsites once the camping season concludes.
- Start winterizing truck fills and fire hydrants as freezing temperatures approach.

Department: Public Works **Reporting Period:** August 2025

1. Key Accomplishments

Vehicle & Equipment Maintenance

- Identified inefficiencies in the current maintenance program and began exploring improvements to inventory and supply management.

- Ensured shop tools and maintenance equipment were properly maintained and certified.
- Mechanics have been actively repairing equipment to keep operations on schedule.

Road & Infrastructure Work

- Regular grader beats completed to prepare roads for freeze-up.
- Reclaimed and packed rehab project R2514.
- Reclaimed old dust control in Divisions 3 and 5 using graders, reclaimer, and packers.
- Watering and grading completed for MG projects earlier this year.
- Gravel hauling completed in several areas of the County, including divisional graveling and private load deliveries.
- Tree cutting, clean-up, and patching carried out across all divisions.
- Crack sealing completed in Division 1 (RR 133 north of Hwy 28 to Bonnie Lake and RR 123 from Spedden to Birchland Resort).
- Weed whacking around bridge decks and guard rails completed (ongoing).
- Sign installations completed across the County.
- Fencing installed on the north and south sides of BF8201.
- Shop yard clean-up initiated in preparation for winter.
- Progress made on Gladdens Pit reclamation, nearing completion.

Planning & Budgeting

- Completed the Capital Budget, Operating Budget, and Five-Year Road Plan for upcoming years.
- Rock installed at the Vic Trail flag site for Planning & Development.

2. Operational Challenges & Solutions

Staff Shortages:

- Challenges due to illnesses, medical leaves, and the departure of temporary summer staff returning to school.
- Four full-time staff currently on medical leave, with additional staff away for medical and vacation time.

- Work has been completed, but progress has been slower than expected.
- Staff worked collaboratively to maintain workflow and cover essential tasks.

Inventory & Equipment Management:

- Ongoing issues with stocking parts and supplies.
- Exploring vehicle maintenance software and the conversion of the shop parts room into a structured tool crib system.
- Considering the addition of a dedicated parts person to oversee inventory and supply management.

3. Progress on Strategic Goals

- Operational Efficiency: Steps taken to improve vehicle and equipment maintenance, inventory management, and shop organization support the County's strategic goal of improving operational capacity and service delivery.
- Infrastructure Readiness: Road preparation, crack sealing, reclamation, and graveling activities directly support Council's priority to maintain reliable and safe infrastructure across the County.

4. Staffing & Resources

- The Temporary Full-Time Operator 4 (Grader Operator) position was filled internally, with the employee starting blading roads on September 22, 2025.
- A Temporary Full-Time Operator 3 position will be posted to backfill the vacancy created by this internal move.
- Ongoing medical and vacation leaves continue to affect staffing levels, but operations are being managed despite delays.

5. Interdepartmental Collaboration

- Worked with GIS, Finance, Executive Services, and the CAO to review the vehicle maintenance program and discuss improvements to shop inventory and supply management.
- Collaborated with Public Works Cat Operator to push up landfill material, burn pits, and metal piles.
- Assisted Planning & Development with rock placement at Vic Trail flag site.

6. Next Steps & Outlook

- Begin a full inventory count of shop tools and parts once staff are available.

- Continue exploring the hiring of a dedicated parts person and the adoption of new software for inventory and supply tracking.
- Complete remaining road projects and prepare County roads for freeze-up.
- Finalize clean-up of shop yard and Gladdens Pit reclamation.
- Continue scheduling maintenance and recertification services for shop equipment.
- Review, improve, and update road maintenance policies to ensure alignment with operational needs and Council priorities.

Department: Planning and Development Department **Reporting Period:** August 2025

1. Key Accomplishments

- Processed and issued four Development Permits.
- Closed three subdivision files.
- Advanced Bylaw 1482-25 through Third Reading, successfully redistricting a property from Agriculture to Highway Commercial. The Department is now working with the landowner on the Development Permit application for a commercial use.
- Secured Water Act approvals to proceed with boat launch work at Desjarlais Crossing and Pakan Landing; working with Public Works to prepare cost estimates for the 2026 budget.
- Secured Public Lands Act approval for erosion mitigation work at Mons Lake; currently working with a consultant to obtain the corresponding Water Act approval.

2. Operational Challenges & Solutions

The Planning and Development Department did not experience any operational challenges during this reporting period save for experiencing some tight deadlines to meet regarding agenda items for Council/Special Council meetings. These challenges were overcome by reprioritizing other tasks to ensure that the tasks with top priority were completed on time. The Planning and Development Manager does not foresee these operational challenges to continue in the future as they were the product of the election cycle combined with issues arising that required immediate attention.

3. Progress on Strategic Goals

The Planning and Development Department has assisted Council in meeting its Strategic Priorities in the following ways:

- Processing redistricting application to redistrict land from Agriculture to Highway Commercial to facilitate commercial development (Priority #1 - Grow Employment Opportunities).
- Reviewing existing rules regarding recreational vehicles on agricultural lands (Priority #2 – Proactivity in Development).
- Facilitation of discussion with the Intermunicipal Planning Committee re: IDP amendment (Priority #2 – Proactivity in Development)
- Supporting the GIS Operator with the implementation of the County's new Service Request system.

4. Staffing & Resources

- No staffing changes during this period.
- The Planning and Development Manager was on leave for one day.
- The Planning and Development Manager and two Subdivision and Development Appeal Board (SDAB) Members completed SDAB training. Both Members passed their exams and are now certified for three years. The Manager passed both the Clerk and Member exams and is certified for each role for three years.

5. Interdepartmental Collaboration

The Planning and Development Department has worked in collaboration with other Departments in the following ways:

- Worked with Executive Services, the Public Works Department, the GIS Operator and the Finance Department/CAO to devise a plan to consolidate the County's road policies into a single policy in order to ensure service level expectations are being met and to assist with the budgeting process.
- Worked with the Public Works Department to prepare a cost estimate for works related to boat launches at Desjarlais Crossing and Pagan Landing for the 2026 budget.
- Worked with the Public Works Department on the installation of a large rock to facilitate the installation of the plaques commemorating the recent designation of the North Saskatchewan River as a Heritage River.
- Worked with Executive Services, the GIS Operator and the Road Foreman to resolve a grazing lease issue near the County's Legacy Pit.

6. Next Steps & Outlook

The Department's primary focus during the next reporting period will be to prepare the Department's 2026 Operating and Capital Budgets. The Department will also be working on the

proposed annexation by the Village of Waskatenau as well as next steps relating to proposed development within the lands that are the subject of the proposed annexation.

The Department will also continue its day-to-day tasks processing Development Permit, subdivision, business license and Compliance Certificate applications, and responding to public inquiries/complaints. The Planning and Development Manager also plans on attending the Lunch and Learn on October 2 to learn more about POPA and privacy legislation.

Department: GIS Reporting Period: August 2025

1. Key Accomplishments

- Assisted the Village of Vilna with GIS data.
- Completed road segments to accommodate speed limit updates.
- Supported public service announcements through social media regarding service requests.
- Conducted data analysis on road categories and maintenance of exceptional roads.
- Installed three new address signs.
- Assisted with email authentication in Request Management.
- Updated fire district boundaries.
- Set up a new GIS user account for the Town of Smoky Lake CAO.
- Initiated condition assessments for the County Road network in Infrastructure Management.
- Developed DTC reports for management.
- Added additional sign codes and descriptions in WebMap.
- Updated road network types.
- Prepared the 2026 GIS budget.
- Updated polling station tooltip information for election data in GIS.
- Drafted a Request for Decision for the September 25 Council meeting.
- Completed server maintenance with Catalis and IT.
- Resolved new login and SSO issues.
- Attended a Catalis Corner GIS WebMap webinar to enhance skills.

2. Operational Challenges & Solutions.

No significant operational challenges were reported during this period. Minor login and SSO issues were resolved through collaboration with Catalis and IT.

3. Progress on Strategic Goals

Good Governance & Transparency: Provided GIS support for Council, departments, and election-related data, reinforcing accessible and reliable information sharing.

- Proactivity in Development: Advanced data analysis for road categories and maintenance, supporting evidence-based decisions for infrastructure planning.
- Emergency Services & Preparedness: Updated fire district boundaries and contributed to the Hazard Risk and Vulnerability Assessment (HRVA) session at the EMA Meeting.

4. Staffing & Resources

The GIS Operator attended a **Catalis WebMap webinar** to build technical capacity and enhance departmental expertise.

5. Interdepartmental Collaboration

The GIS Department engaged in extensive collaboration with Council, administration, and multiple departments during this reporting period:

- Council Support: Met with a Council member via Teams to review the process of adding service requests through the QAlert internal portal, ensuring Council is fully informed of actions taken. Attended the August 28 and September 11 Council Meetings to provide GIS support, gather information on current and future GIS needs, and be available to assist Council and managers.
- Peace Officer Support: Set up user credentials, reviewed software requirements, and provided training to ensure efficient GIS integration into Peace Officer operations.
- Executive Services, Finance, Public Works & CAO:
 - Participated in a multi-department meeting (Executive Services, Finance Manager, Public Works Manager, Public Works Admin Clerk, and Mechanics) with the CAO to review fleet maintenance software. The meeting clarified long-term goals, expectations, and next steps for improved fleet management.
 - Scheduled and attended a meeting with Executive Services, Finance, Planning, Public Works, and CAO to review the Public Works Road Plan. The group analyzed whether roads are being maintained in accordance with policy and developed a plan to consolidate road policies into a single policy document for Council review. GIS contributed data analysis of current and past maintenance performance on exceptional roads.
 - Attended a management team meeting to receive a Council update, ensuring strong communication between Council and the management team.
- Emergency Management: Attended the Emergency Management Agency (EMA) Meeting and participated in the Hazard Risk and Vulnerability Assessment (HRVA) session. This provided an opportunity to review community risks, assess preparedness measures, and strengthen regional emergency management strategies.

- Agricultural Services: Met with the Agricultural Fieldman to set up user credentials and review new software, ensuring efficient integration and continuity of agricultural operations.
- Service Requests:
 - Reviewed service requests with managers to ensure they were fully executed, with outstanding issues directed to the responsible department. Developed a plan to create separate service requests for additional concerns to ensure accountability.
- Collaborated with managers and mechanics on DTC Alerts. As a result, managers will now receive alerts from assets in the Titan platform and notify mechanics to schedule preventative maintenance.
- Environmental Operations: Worked with the Environmental Operations Manager to support address sign installations. GIS provided system support, while Environmental Operations scheduled staff and assisted with installations.

6. Next Steps & Outlook

- Develop an internal knowledge base document for QAlert.
- Provide GIS support for 2025 Election, including creation of polling station boundaries, maps, and integration into public and internal WebMaps.
- Complete updates of fillable forms within QAlert.
- Finalize the GIS 2026 budget.
- Schedule additional GIS training and webinars to strengthen capacity.

No Agriculture Department – Will be provided in October

MOTION NO.	RESOLUTION	Assigned to	Due Date	Status	Comments
9-Jan-25					
9-Feb-25					
13-Mar-25					
366-25: Céré	That Smoky Lake County instruct the Public Works Department to clear a portion (approximately 300 meters in length) of the undeveloped government road allowance lying south of the lands legally described as SE-14-59-16-W4M, and to construct a low-grade road on said cleared portions, pursuant to the scope of work provided by the Smoky Lake County Road Foreman, dated March 5, 2025; at no cost to the County; and enter into a Hold Harmless Agreement with the said lands' owner.	Public Works Manager		Completed	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		Completed	Bylaw will be presented at the Sept 11 Meeting with amendments See new Motion 710-25 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	Will come to the October 9, 2025 Meeting
460-25 Halisky	That Smoky Lake County directs the Administration to assess the repairs needed on the existing quad and fitting it for use for future use of the Community Peace officer.	Community Peace Officer		In Progress	Lights have been ordered and will come to the October 9, 2025
8-May-25					
12-Jun-25					
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	Will begin spring/summer of 2026
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
28-Aug-25					

667-25 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.	Public Works		In progress	Will be considered for Budget 2026
671-25 Serben	That Smoky Lake County Council direct administration to research information regarding the grazing lease located in Legacy Pit and bring back to the September 11th, Regular County Council Meeting	Planning and Development / Executive Services		Completed	RFD was presented at the Sept. 18, 2025 Special Council Mtg. See motion 790-25 and 791-25 for actions.
674-25 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.			In Progress	RFD issued Sept 3, 2025 - Closing on Sept 15 and will be presented to Council Sept 25.
678-25 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	Finance		Complete	Will be included in the budget to actual at a future meeting
679-25 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.	Planning And Development / Communications		in Progress	Advertising will be posting Sept. 15
680-25 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.	Finance/Accounts Payable		Completed	Letter was signed by interim CAO and emailed September 15, 2025
681-25 Céré	That Smoky Lake County approve to allocate the remaining funding from the 2025 Family and Community Support Services (FCSS) Grant budget in accordance with Policy no 08-17-01: Family and Community Support Services (FCSS) grant as follows: \$687 to Warspite Community Hall Association to host a Community Engagement/Volunteer night.	Finance/Accounts Payable		Completed	Cheque No. 56295, dated Sept 05, 2025 was issued for \$687
682-25 Serben	That Smoky Lake County write off \$1,421.88 interest on Account SMOK001 Smoky Lake Agricultural Society.	Finance/Accounts Payable		Completed	
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	Finance/Accounts Payable		Completed	EFT No. 00002130, dated Sept 05, 25 was issued for \$1,000
690-25 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 annual Smoky Lake Pumpkin Weigh-off and Fair scheduled on October 3-5, 2025.	Finance/Accounts Payable		Completed	Cheque No. 56292, dated Sept 05, 2025 was issued for \$1,500

691-25 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.	Finance/Accounts Payable		Completed	Cheque No. 56291, dated Sept. 05, 2025 was issued for \$500
692-25 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.	Executive Services		Completed	Appointment was issued On Sept 11, 2025
694-25 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	Finance /Communications		Completed	Policy posted ammended and posted to the County website Sept. 19
695-25 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.	Planning and Development		Completed	Presented at the Sept 11, 2025 Meeting
696-25 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 ½ 7-61-18-W4M & to consolidate said closed portions with said lands, First Reading.	Planning and Development		Completed	Presented at the Sept 11, 2025 Meeting
697-25 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 Section 606 of the Municipal Government Act	Planning and Development / Communications		Completed	Presented at the Sept 11, 2025 Meeting
700-25 Céré 701-25 Halisky 702-25 Gawalko 703-25 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 was given: 1st Reading, 2nd Reading, Permission for 3rd Reading, & 3rd & Final Reading.	Fire Department/ Legislative Services / Communications		In Progress	Bylaw 1488-25 will be updated with Towns and Villages Bylaw numbers.
704-25 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"	Fire Department/ Finance / Communications		In Progress	
705-25 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.	Legislative Services / Executive Services			This committee will be added to the organization meeting on October 23, 2025

709-25 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.	Finance		Completed	Approved at the Sept. 11th Reg. Council mtg
710-25 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.	Legislative Services / Executive Services		Completed	Bylaw 1478-25 was given three readings and signed Sept. 18, 2025.
719-25 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.	Legislative Services / Executive Services		Completed	Letter completed and emailed Sept. 19, 2025
4-Sep-25					
11-Sep-25					
748-25-Fenerly	•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. - Public works/Finance	Finance		In progress	
749-25-Fenerly	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.	Finance			
750-25-Serben	That Smoky Lake County Council approve the provision of a skid steer, with an operator if available, to assist the Smoky Lake Agricultural Society with unloading and loading ice cover sheets at the Smoky Lake Arena on Thursday, October 2, 2025, and Saturday, October 4, 2025. -Public Works	Public Works		Completed	SL Ag Society need a Fork Lift (Not a skid steer) September 29th and October 4th.

751-25-Gawalko	That Smoky Lake County Council defer letter received from President, Ukrainian Orthodox Society of Spedden, Eddy Huk dated August 19th, 2025 to the September 25 Regular Council Meeting and direct administration to bring back the natural gas consumed by the all 10 halls to provide a better understanding of the potential financial implications of this request.	Gas Dept.		In Progress	On the Sept. 25 Agenda
752-25-Gawalko	That Smoky Lake County will host advance polling stations located Smoky Lake County Administration Office in Council Chambers on October 9, 2025 from 4:00 p.m. to 8:00 p.m. and October 18, 2025 from 10:00 a.m. to 4:00 p.m.	Executive Assistant/Communications		In Progress	Advanced polling stations times were changed to October 18, 2025 from 10:00 a.m. to 5:00 p.m. as per motion 785-25
756-25-Serben	That Smoky Lake County schedule a future Committee of the Whole meeting for the purpose to discuss the Human Resource Contractor options recommended by SAGE Analytics.	Executive Assistant/Leg Services		In progress	This item is on the September 18th, 2025 Special Council Meeting
759-25-Cere	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.	Fire Dept.		In Progress	
760-25-Gawalko	That Smoky Lake County Council approve the Working from Home Policy (15-10, Version 01) with the amendment of adding a request for Work from home procedure to ensure proper documentation.	Leg. Services/Communications		Completed	Posted to the website Sept. 19 Filed in the Vault Sept. 19
763-25-Cere	That Smoky Lake County Council approve the Cell Phone Use Policy (15-08, Version 01) as presented.	Leg. Services/Communications		Completed	Posted to the website Sept. 19 Filed in the Vault Sept. 19
764-25-Halisky	That Smoky Lake County Council approve the Employee Performance Appraisal Policy (15-03, Version 03) as presented.	Leg. Services/Communications		Completed	Posted to the website Sept. 19 Filed in the Vault Sept. 19
765-25-Halisky	Smoky Lake County Council table the 'New Hire and Initial Employment Conditions Policy 15-09-01' to a future meeting and direct administration to review the draft policy with a Human Resource Contractor.	Executive Services/Leg. Services		in progress	this will be brought to a future COW meeting
766-25-Fenerty	That Smoky Lake County Policy Statement No. 08-25-01 Financial Reserve Policy be approved.	Leg. Services/Communications		Completed	Posted to the website Sept. 19 Filed in the Vault Sept. 19
759-25- Gawalko	That Smoky Lake County gives Bylaw No. 1474-25 Ukrainian Twinning Bylaw was given THIRD AND FINAL READING.	Leg. Services/Communications		Completed	Posted to the website Sept. 19 Filed in the Vault Sept. 19
771-25-Fenerty	That Smoky Lake County Council give Third Reading to Bylaw No. 1482-25, a Bylaw to Redistrict parts of the lands legally described as NW-22-59-14-W4M.	Leg. Services/Communications		Completed	Posted to the website Sept. 19 Filed in the Vault Sept. 19
772-25-Halisky	That Smoky Lake County Council give Bylaw No. 1484-25, a to amend Intermunicipal Development Plan Smoky Lake County Bylaw No. 1424-22 & Village of Waskatenau Bylaw No.697-22, First Reading.	Executive Services/Leg. Services/Communication/Planning and Dev.		in progress	The Joint Public hearing will be scheduled for a future date.

774-25-Serben	That Smoky Lake County Council direct Administration to provide a letter of support for the Bonnie Lake Community grant application(s) to install a new playground; and further to encourage the organization to apply for the Smoky Lake County Community Capital Grants Program under policy 08-26	Executive Services/Finance		Completed	Letter drafted and emailed Sept. 19, 2025
779-25-Cere	That Smoky Lake County Council defer consideration of the revised Organizational Structure Policy and maintain the current structure and bring the Organizational Structure Policy to the future Committee of the Whole meeting.	Executive Services/Leg. Services		In Progress	
780-25-Fenerty	That Smoky Lake County Council appoint Chyenne Shaw as the Director of Emergency Management and Jasmine Schaub as the Deputy Director of Emergency Management, in recognition of Chyenne Shaw's extensive knowledge and experience in emergency management planning, training, and exercises.	Communications		Completed	
18-Sep-25					
783-25- Serben	That Smoky Lake County Council enter into a contract for a 6-month term, beginning on September 18th, ending March 18th, 2026, to address Human Resources-related matters, including but not limited to operational resources and recruitment needs, with Lakeland Human Resources.	Interim CAO		Completed	Contract was signed Sept 19, 2025
784-25- Cere	That Smoky Lake County Council approve two polling stations per division for the Municipal Elections on October 20th, 2025 with the voting boundaries as per the Local Authority Elections act Section 36 (1) Division 1 - Residents west of Range Road 130 will vote at the Vina Cultural Center; East of Range Road 130 will vote at Spedden Hall Division 2 - Residents west of Range Road 142 will vote at Dickie Bush; East of Range Road 142 will vote at Stry Hall. Division 3 - Residents west of Range Road 182 will vote at Warsplee Community Hall; East of Range Road 182 will vote at Ukrainian National Hall (Smoky Lake) . Division 4 - Residents west of Range Road 160 will vote at Ukrainian National Hall (Smoky Lake); East of Range Road 160 will vote at Bellis Hall. Division 5 - Residents west of Range Road 190 will vote at Waskatenau Community Hall; East of Range Road 190 will vote at Ukrainian National Hall (Smoky Lake).	Executive assistant, Communications, Legislative Services		In progress	Various advertising for election poll locations and election workers.
785-25-Haisky	That Smoky Lake County Council amend the advanced polling station times scheduled at the September 11th Regular Council meeting to Saturday, October 18th to 10:00 am to 5:00 pm. Located at the Smoky Lake County Administration Office in Council Chambers.	Executive assistant, Communications, Legislative Services		In progress	Various advertising for election poll locations and times

786-25- Halisky	That Smoky Lake County Council proposed 2 dates for the Joint Public Hearing with the Village of Waskatenau regarding Bylaw 1484-25: A Bylaw to amend Intermunicipal Development Plan Smoky Lake County Bylaw No. 1424-22 & Village of Waskatenau Bylaw No. 697-22; October 14th at 9:00 a.m. or Tuesday October 28th at 9:00 a.m.	Executive Assistant, Legislative Services		In progress	Email sent to Village of Waskataneua Sept. 19, 2025
787-25-Serben	That Smoky Lake County Council advertise a Limited Invitation to Tender, pursuant to Policy No. 13-01: Surface Lease of Municipally-Owned Properties, for the lease of the municipally-owned properties legally described as: SW-1-61-18-W4M, SW-2-61-18-W4M, NW-2-61-18-W4M, NE-3-61-18-W4M, SW-11-61-18-W4M, & SE-10-61-18-W4M, for a Five (5) year term, on the County's website and social media channels and in the Redwater Review, with a closing date of Friday, October 3, 2025, at 4:00 Mountain Time.	Communications/Planning and Development		In progress	Advertising will be posted Sept. 19
790-25-Gawalko	That Smoky Lake County Council Direct Administration to replace the fence which was removed by the County on SML 120101 and SML 140092.	Public Works		In progress	
791-25- Halisky	That Smoky Lake County Council direct Administration to remove the debris placed on the trails in SML 120101 and SML 140092.	Public Works		In progress	



Reeve's Report

**Jered Serben: Reeve and Councillor for Division 5
August 23rd to September 18th**

August 25th Smoky Lake Agricultural Society Meeting (Jered)

- Smoky Lake Ag Society received \$ 100,000 grant from the province
- The facility's Hvac system has been upgraded
- Discussions about R.V. Park bathrooms improvements and potential sewer upgrades
- The ice was put in the first week of September, and clubs have begun to use it
- A donation request letter was sent to Smoky Lake County for the use of a skid steer for the annual Pumpkin Fair Weigh inn's
- Discussion of potential bingo dates for the 2025-2026 year.
- Smoky Lake Daycare has mentioned interest of renting space for out-of-school programs and activities. No agreement has been put in place
- A new sign will be installed titled "Nutrien AG Centre" as per the naming rights bids.
- Discussion regarding rental space agreements with the Pumpkin Growers' Association
- Discussions about upgrading the hot water tanks

August 26th Intermunicipal Development Plan Committee with the Village of Waskatenau (Jered and Dominique)

- The IDP Committee appointed Jered Serben as the Chairman and Roy Krahulec
- the Village of Waskatenau and Smoky Lake County move forward with their Intermunicipal Development Plan Bylaws, including the proposed amendments, and schedule a joint public hearing once dates are agreed upon

August 27th Special Council Meeting (All Council)

- Smoky Lake County Council accepted the written and verbal report from SAGE Analytics Inc., presented on Wednesday, August, 28, 2025.
- Smoky Lake County Council directed SAGE Analytics Inc. to provide a summary of findings to distribute to Smoky Lake County employees.

August 28th Regular Council Meeting (All Council)

- Smoky Lake County wrote 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.



Reeve's Report

**Jered Serben: Reeve and Councillor for Division 5
August 23rd to September 18th**

- 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
- 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.
- Smoky Lake County approved allocating the remaining \$687 from the 2025 FCSS Grant to the Warspite Community Hall Association for a Community Engagement/Volunteer night, per Policy 08-17-01
- That Smoky Lake County write off \$1,421.88 interest on Account SMOK001 Smoky Lake Agricultural Society.
- Smoky Lake County Council donate \$1,000 to the Smoky Lake Golf and Country Club for the Junior Golf Program.
- Smoky Lake County Council donated \$1,500 as a platinum sponsor to the Smoky Lake Pumpkin Growers Association for the 35th annual Pumpkin Weigh-off and Fair on October 3-5, 2025.
- Smoky Lake County Council donated \$500 for food at the 1st annual Law and Wild BBQ on September 9, 2025, and requests the Peace Officer to attend and promote the event on social media
- Smoky Lake County Council appointed Warren Young as a Community Peace Officer for Smoky Lake County
- Smoky Lake County Council gave First Reading to Bylaw No. 1486-25 to close portions of the Government Road Allowance west of W ½ 7-61-18-W4M and consolidate them with the adjacent lands
- Smoky Lake County Council amended Policy No. 03-16: Road Closure Policy with the amendments recommended from Council.
- Smoky Lake County Council gives First Reading to Bylaw No. 1482-25 and schedules a Public Hearing for Thursday, September 11, 2025, at 9:15 a.m.
- Smoky Lake County gave Third and Final Reading to Bylaw No. 1488-25 to establish an Inter-Municipal Regional Agreement for Regional Fire Rescue Services
- Smoky Lake County appointed Reeve Jered Serben and Deputy Reeve Dominique Céré as representatives, and Councillor Lorne Halisky as alternate, to the Advisory Committee for Fire Rescue Services Bylaw No. 1488-25
- That Smoky Lake County enter in negotiations for a contracted interim Agricultural Fieldman position
- That Smoky Lake County Council accept the verbal discussion/presentation dated August 28, 2025, from the Honourable MLA Glenn van Dijken which included but not limited to:
 - Repairs to bridge infrastructure.
 - Allocation of funding and resources for police services.
 - Rural healthcare concerns related to the growing population within the County and the long-term sustainability of our hospital.



Reeve's Report

**Jered Serben: Reeve and Councillor for Division 5
August 23rd to September 18th**

- Issues raised by the Council regarding the need for upgrades to boat launches at lakes within the County, to prevent shoreline degradation as well emergency access on the North Saskatchewan River
- Concerns regarding the exclusion of Smoky Lake County from the 2025 Federal Livestock Tax Referral provision.
- **That Smoky Lake County Council accept the verbal discussion/presentation dated August 28, 2025 from Sargent Anita Doktor, member of the RCMP which included but not milted to:**
 - Staffing updates
 - Smoky Lake County Rural Crime Watch Association Wild Bar BQ event on September 9, 2025
 - RCMP training budgets

September 4th, Regular Budget Meeting (All Council)

- Smoky Lake County Council appoints Tori Ponich as Agricultural Fieldman and Weed Inspector on a temporary basis from September 8 to December 19, 2025.
- Smoky Lake County Council rescinds Motion 639-25, lifting the suspension on hiring and termination of staff following the completion of the review.
- Smoky Lake County Council accepts the resignation of the Chief Administrative Officer, Kevin Lucas on September 4th, 2025 effective immediately
- That Smoky Lake County Council appoint Brenda Adamson, as the Acting Chief Administrative Officer effective September 4, 2025, with all the powers, duties, and responsibilities of the Chief Administrative Officer until November 30th, 2025.
- Smoky Lake County contracted the consulting firm Sage Analytics to conduct an HR research project, at a cost not exceeding \$1,500 plus GST, and that the findings be brought back to the next Regular Council Meeting on September 11, 2025

September 11th, Regular County Council Meeting (All Council)

- Smoky Lake County approves the \$311,250 Strategic Transportation Infrastructure Program agreement with Alberta Transportation for Bridge BF01722 rehabilitation and funds 2025 engineering costs from the General Capital Reserve.
- Smoky Lake County Council approves the \$501,600 Strategic Transportation Infrastructure Program agreement with Alberta Transportation for Bridge BF 06788 replacement and funds 2025 engineering costs from the General Capital Reserves.
- Smoky Lake County approved the donation of a skid steer to the Smoky Lake Ag Society to help with removing ice cover sheets to host the Smoky Lake Pumpkin Fair Days
- Smoky Lake County hosted a public hearing regarding Bylaw No. 1272-14 to redistrict portions of the lands legally described as NW-22-59-14-W4M.



Reeve's Report

**Jered Serben: Reeve and Councillor for Division 5
August 23rd to September 18th**

- Smoky Lake County continues with RMA coverage for unattached fire apparatus equipment at current replacement cost, listed separately in the Heavy Equipment policy with a \ \$5,000 deductible.
- Smoky Lake County Council approved the Working from Home Policy (15-10, Version 01) with an added procedure for proper documentation of work-from-home requests.
- Smoky Lake County hosted another public hearing on this day in regard to Bylaw: No. 1486-25: A Bylaw to close all those portions of the Government Road Allowance lying west of W ½ 7-61-18-W4M & to consolidate said closed portions with said lands
- Smoky Lake County Council approved the Cell Phone Use Policy (15-08, Version 01)
- Smoky Lake County Council approve the Employee Performance Appraisal Policy (15-03, Version 03)
- Smoky Lake County Council tabled the 'New Hire and Initial Employment Conditions Policy 15-09-01' for a future meeting and directs administration to review it with a Human Resource Contractor.
- Smoky Lake County Approved Policy Statement No. 08-25-01 Financial Reserve Policy
- Smoky Lake County gave Third and Final Reading to Bylaw No. 1478-25, authorizing a joint agreement to establish the Ukrainian Twinning Committee for collaborative projects between Smoky Lake Region and Kosiv District, Ukraine.
- Smoky Lake County Council gave Third Reading to Bylaw No. 1482-25 to redistrict parts of the NW-22-59-14-W4M lands.
- Smoky Lake County Gave first reading to Bylaw 1484-25: A Bylaw to amend Intermunicipal Development Plan Smoky Lake County Bylaw No. 1424-22 & Village of Waskatenau Bylaw No. 697-22 and a Joint Public hearing will be held in the month of October, 2026
- Smoky Lake County Council defers the revised Organizational Structure Policy, keeps the current structure, and sends the proposed policy to a Human Resources firm for review before returning it to a future Committee of the Whole meeting.
- Smoky Lake County Council appointed Chyenne Shaw as Director and Jasmine Schaub as Deputy Director of Emergency Management, recognizing Chyenne Shaw's expertise in emergency management.
- That Smoky Lake County accepted the presentation of the Priority Bridge List for 2025 from Chris Schmelzle and Alyssa Fortin-Paossi, Associated Engineers, as information

September 18, Special Council meeting (All Council)

- Smoky Lake County Council enters a 6-month contract with Lakeland Human Resources from September 18, 2025, to March 18, 2026, to support HR operations and recruitment.
- Smoky Lake County Council approves two polling stations per division for the October 20, 2025 Municipal Elections, with voting boundaries set by the Local Authority Elections Act Section 36(1)



Reeve's Report

**Jered Serben: Reeve and Councillor for Division 5
August 23rd to September 18th**

- Smoky Lake County Council amends the advanced polling station hours to Saturday, October 18th, from 10:00 am to 5:00 pm at the County Administration Office in Council Chambers.
- Smoky Lake County Council proposes October 14th or October 28th, both at 9:00 a.m., as dates for the Joint Public Hearing with the Village of Waskatenau on Bylaw 1484-25 amending the Intermunicipal Development Plan.
- Smoky Lake County Council will advertise a Limited Invitation to Tender for a five-year lease of municipally-owned properties (SW-1-61-18-W4M, SW-2-61-18-W4M, NW-2-61-18-W4M, NE-3-61-18-W4M, SW-11-61-18-W4M, SE-10-61-18-W4M) on the County's website, social media, and the Redwater Review, closing October 3, 2025, at 4:00 PM MT.
- That Smoky Lake County Council Direct Administration to replace the fence which was removed by the County and remove the debris placed on SML 120101 and SML 140092.

Smoky Lake Food Bank
P.O. Box 310
Smoky Lake, Alberta T0A 3C0

September 5, 2025

Attention: Smoky Lake County Reeve and Council

The Smoky Lake Food Bank has been in operation since mid 2006 and our society would like to extend our gratitude that the Smoky Lake County has accommodated the needs of the community by providing distribution space with a sink. Initially, a five year contract was written and it might be prudent to have a new contract drawn up. Without this in-kind contribution, this food bank would not exist.

There are families in the county who struggle to make ends meet. Food Banks are not a permanent source of groceries for people to use throughout their life, they are to help people out in the short-term situations or to fill the gap between monthly income and bills. The amount of food we provide is usually enough for a week to ten days so people cannot become dependent on the food bank. Whatever the reasons for people needing to come to the food bank, the children are particularly a concern for us. We are appealing to you for ongoing in-kind support because your backing is essential to make the Smoky Lake Food Bank operable.

The food bank has an ongoing need for the storage, sorting, hamper assembling and distribution of food as well as the handwash station, phoneline, desk, tables and sturdy shelves. Considering the size of our revenue stream, we would not be able to pay rent and utilities at another site. It is also an ideal location for confidentiality at the back of the building. We would feel more comfortable if our agreement could be solidified in writing knowing we will not have to vacate this very important space in the county building.

Let us know what your expectations are and we look forward to your reply. Smoky Lake County's support will enable the Smoky Lake Food Bank to provide food for hungry families and individuals in our communities. We look forward to retaining our successful partnership.

Sincerely,

Noreen Easterbrook, President
Smoky Lake Food Bank



**ALBERTA ASSOCIATION OF
AGRICULTURAL SOCIETIES**

780.427.2174

J.G. O'Donoghue Bldg.
7000 – 113 Street, Edmonton, AB T6H 5T6

info@albertaagsocieties.ca

PRESS RELEASE

Event Press Release:

Northern Alberta
Farm Family Awards

Date Release:

September 15, 2025

Celebrating Northern Alberta's Farm Families: Awards Program Honours Excellence, Leadership, & Legacy

The Alberta Association of Agricultural Societies (AAAS) is proud to announce the return of the Northern Alberta Farm Family Awards, a program dedicated to recognizing and celebrating the outstanding farm families who form the backbone of Northern Alberta's agricultural communities.

This initiative honours families who demonstrate excellence in agricultural production, community leadership, and innovation. Many of these families have stewarded their land and contributed to their communities for generations, with some farms boasting histories of 75 to 100 years or more.

"Farm families are the heart of our rural communities," said Tim Carson, AAAS CEO. "Through these awards, we want to shine a light on the incredible contributions Northern Alberta families make, not just to agriculture, but to community life, rural leadership, and the future of our province."

For many years, programs like the BMO Farm Family Awards have highlighted farm families in Southern and Central Alberta. After a short hiatus, it is once again time to shine the spotlight on the incredible families of Northern Alberta, fostering stronger community pride and awareness of the region's vital role in Alberta agriculture.



The objectives of the program include:

- Celebrating farming excellence and stewardship.
- Strengthening rural identity and community pride.
- Encouraging youth and new farmers to invest in Northern Alberta's agricultural future.
- Highlighting sustainable practices, innovation, and leadership in farming communities.

Agricultural societies across Northern Alberta in conjunction with local municipalities, will play a central role in coordinating the nomination process, promoting the awards, and engaging local families and communities. Their longstanding presence and trusted leadership make them ideally positioned to identify and honour deserving farm families.

The impact of these awards reaches far beyond recognition. They strengthen the social fabric of rural communities, inspire youth to step into leadership roles, and bring visibility to the families who sustain Alberta's food systems, land stewardship, and rural institutions. By bridging the urban-rural divide, the program also creates opportunities for deeper relationships between rural communities and the provincial government, paving the way for more inclusive policy development.

Sponsorship opportunities are available for organizations wishing to align with this important initiative and demonstrate their commitment to supporting Northern Alberta's agricultural legacy. The Northern Alberta Farm Family Awards will serve as a catalyst for celebrating heritage, encouraging innovation, and investing in the future of agriculture across the province.

For more information, please contact Tim Carson, CEO of the Alberta Association of Agricultural Societies, at tim@albertaagsocieties.ca.

About the Alberta Association of Agricultural Societies (AAAS)

The Alberta Association of Agricultural Societies (AAAS) supports and connects over 292 agricultural societies across the province, fostering community growth, leadership, and innovation in rural Alberta.

Budget to Actual 2025

Notes As At Sept 15, 2025

Taxes (net)	Total taxes levied were \$14,475,715. This is \$38,290 lower than expected (as a result of assessment changes)
Legislative	We have completed 70% of the year. Council has spent 60% of the budget
Administration	Administration has spent 65% of the operating budget.
Communications	Communications has spent 63% of the budget.
GIS	GIS has spent 80% of the budget. The license fees for 2025 have been paid

Other Government Services	costs		
	500.00 Vilna Curling	3,000.00 Vilna COPS	
	500.00 Spedden Fish and Game	1,500.00 SL Public Library annual donation	
	1,500.00 Ann Chorney Library annual donation	1,500.00 Vilna Library annual donation	
	1,000.00 Kalyna annual donation	85,000.00 gym (funded from reserves from prev year)	
	1,500.00 Threshing Bee	500.00 Quiet Nook	
	500.00 SL Riding Club annual donation	500.00 Archery	
	200.00 Delta Waterfowl	250.00 Faud Baymarov	
	350.00 SL Holubka Dancers	2,500.00 SL Legion	
	1,000.00 Victoria Trail Ag Society	1,500.00 Vilna Boomtown	
	1,500.00 Warspite Foundation	500.00 Law & Wild Boar BBQ	
	1,500.00 SL Pumpkin Growers		
	6,000.00 Stars Annual Donation	400.00 Endurance Riders	
	<u>113,200.00</u>		
	balance remaining	1,800.00	

Fire Services Fire has spent 54% of the budget. Total revenue billed to date is \$130,922.95 (of which \$80,102.50 is 2024 calls)

Bylaw Bylaw has spent 60% of the budget. Total Fine Revenue received to date is \$17,512

Transportation Public works has spent 79% of the budget

Environmental Services Water has spent 62% of the budget. Sewer 57% (Warspite Sewer has had unexpected repairs costing \$8,000). Landfill 90%. Landfill is high due to unexpected cost of \$36,000 contracting garbage truck services in June/July, and additional costs for paint

FCSS	2025 FCSS funds granted out are:		
	2500 Town family day	6500 SL Library	
	2100 SL Holubka Dancers volunteer	2500 Bellis Board of Trade	
	1500 Vilna Veselka Dancers volunt	1590 Vilna Pool Hall	
	7000 Fire Camp	687 Warspite Hall	
	Aspenview FSLW		
	<u>\$ 24,377.00</u>	grant remaining	<u>\$ -</u>

Planning & Communication Planning has spent 50%

Agriculture Service Board ASB has spent 60%.

Economic Development spent.

Recreation & Cultural Service Parks and Rec has spent 60% of the budget

Gas Natural Gas Administration has spent 64% of the budget
The odorant has a profit is \$159,292
Natural Gas Distribution expenses are at 68%
Gross Margin as at August 31 is \$243,265 (2024 = \$255,387)

	Total Gas Rev	Purchase	Capital	Gross Marg	Profit Marg
2025	\$ 902,405.57	\$ 593,576.02	-\$ 82,058.40	\$ 308,829.55	52%
2024	\$ 1,572,102.27	-\$ 875,593.98	-\$ 133,441.85	\$ 565,090.44	64%
2023	\$ 1,863,967.45	-\$ 1,275,933.53	-\$ 118,689.19	\$ 469,344.73	37%
2022	\$ 3,224,440.00	-\$ 2,692,763.00	-\$ 144,974.00	\$ 386,703.00	14%
2021	\$ 2,703,448.00	-\$ 1,942,250.00	-\$ 147,212.00	\$ 613,986.00	32%

Accounts Receivable	Total	Current	Over 30 days	Receivables under review
	\$ 178,093.46	\$ 84,443.23	\$ 48,306.58	\$ 45,343.65
Taxes Receivable	Total	current	Arrears	Allowance for write off
Percentage of 2025 taxes collected	9%	\$ 16,220,193.10	\$ 13,164,254.02	\$ 3,055,939.08
				\$ 2,358,724.38
Natural Gas Receivable	Total	Current	Over 90 days	
The budget plan started June 1	\$77,147.23	-\$7,605.19	\$84,752.42	current is negative because of budget billing
Warspite Water Receivable	Total	Current	Over 90 days	
	\$ 6,669.30	\$ 2,816.35	\$ 3,852.95	

SMOKY LAKE COUNTY
For the Nine Months Ending September 15, 2025

	Municipal Budget to Actual Report				
	YTD ACTUAL Period 9	YTD BUDGET 2025 BUDGET	VARIANCE	VAR %	Notes
OPERATING REVENUE					
Taxes					
Farmland & Residential	\$4,473,884	\$4,623,323	\$149,439	3.23%	
Machinery & Equipment	1,313,885	1,435,878	121,993	8.50%	
Non - Residential	1,535,314	1,296,877	-238,437	(18.39%)	<i>\$38,182 less than budgeted</i>
Linear	7,122,579	7,040,655	-81,924	(1.16%)	
Provincial Government	12,479	99,590	87,111	87.47%	
Sewer Levy	9,275	9,625	350	3.64%	
Other Income					
Well Drilling/Drill Rigs	100	1,000	900	90.00%	
Penalties	196,493	88,300	-108,193	(122.53%)	<i>most of penalties are uncollectable oil and gas</i>
User Fees and Sales of Goods	442,979	624,250	181,271	29.04%	
Investment Income	334,966	693,498	358,532	51.70%	<i>August interest has not been recorded yet</i>
Development Levies	73,981	84,500	10,519	12.45%	
Licenses and Permits	106,488	210,500	104,012	49.41%	
Sales to Other Governments	184,799	305,600	120,801	39.53%	
Grants					
Provincial Conditional - Operating	542,497	594,257	51,760	8.71%	
CLC	130,000	130,000		0.00%	
Transfer from Operating Reserve		521,500	521,500	100.00%	
TOTAL OPERATING REVENUE	16,479,719	17,759,353	1,279,633	7.21%	
OPERATING EXPENSES					
Salaries, Wages, and Benefits					
Salaries & Wages	4,257,120	5,937,790	1,680,670	28.30%	
Benefits	392,212	1,259,793	867,581	68.87%	<i>Overall, Salary and benefits are still tracking under budget</i>
WCB	72,007	85,000	12,993	15.29%	
Other Wages	750	32,500	31,750	97.69%	
Contracted and General Services					
Mileage	15,499	49,968	34,469	68.98%	
Meals and Lodgings	43,755	88,280	44,525	50.44%	
Membership & Conference Fees	30,988	61,435	30,447	49.56%	
Freight, Express, Postage	24,036	44,900	20,864	46.47%	
Telephone & Communication	46,039	90,900	44,861	49.35%	
Training	86,048	125,300	39,252	31.33%	
Advertising, Printing, Subscriptions	54,262	61,600	7,338	11.91%	
Accounting & Auditing	32,606	35,000	2,394	6.84%	
Legal Fees	5,602	20,000	14,398	71.99%	
Assessor Fees	115,453	150,000	34,547	23.03%	
Engineering Fees	689,269	90,143	-599,126	(664.64%)	<i>cost for bridges that will be moved to capital</i>
Other Consulting	64,832	67,000	2,168	3.24%	
Computer Programing	127,294	159,575	32,281	20.23%	
Insurance	103,771	272,950	169,179	61.98%	
Consulting	200,284	247,400	47,116	19.04%	<i>Unexpected costs for garbage hauling and waste removal from landfills</i>
Contractor	116,118	58,000	-58,118	(100.20%)	
Fire Protection	57,219	116,500	59,281	50.89%	
Gravel Hauling	178,682	180,000	1,318	0.73%	
Repairs & Maintenance	119,956	236,850	116,894	49.35%	
Rent & Lease	66,044	125,700	59,656	47.46%	
Tipping Fees	30,452	51,600	21,148	40.98%	
Water Commission Fees	40,198	50,330	10,132	20.13%	<i>purchase cost of water</i>
Other Services	-31,906	402,050	433,956	107.94%	

	YTD ACTUAL Period 9	YTD BUDGET 2025 BUDGET	VARIANCE	VAR %
Materials, Goods, and Utilities				
Office/Food/Janitorial Supplies	53,897	98,080	44,183	45.05%
Fuel/Parts/ Etc	871,916	1,650,050	-1,221,660	349.30%
Offset to Road Program		-1,999,794	-1,999,794	100.00%
Gravel	51,996	490,000	438,004	89.39%
Chemicals	57,477	75,000	17,523	23.36%
Computer Supplies	18,308	52,650	34,342	65.23%
Utilities	138,493	223,749	85,256	38.10%
Employee Recognition	1,596	29,500	27,904	94.59%
Ashphalt/Oil/Calcium/Salt	368,392	635,000	266,608	41.99%
Culverts	31,711	70,000	38,289	54.70%
Equipment & Vehicle Supplies	11,223	20,000	8,777	43.89%
Materials & Supplies	22,422	39,350	16,928	43.02%
Signs	22,459	25,700	3,241	12.61%
Other General Supplies	23,474	120,550	97,076	80.53%
Transfers to Local Boards & Agencies	347,121	370,963	23,842	6.43%
Write Offs	11,888	3,000	-8,888	(296.27%)
Bank Charges & Interest	3,602	5,900	2,298	38.96%
Requisitions	549,789	2,967,484	2,417,695	81.47%
Contingency		33,372	33,372	100.00%
Amortization		2,044,300	2,044,300	100.00%
	<u>9,524,354</u>	<u>17,055,418</u>	<u>7,531,062</u>	<u>44.16%</u>
Total Operations	6,955,365	703,935	-6,251,429	(888.07%)
Capital Funding				
Sale of Capital Assets	712,713	456,000	-256,713	(56.30%)
Provincial Capital Grants	1,096,076	5,960,495	4,864,419	81.61%
Transfer from Reserve		1,771,791	1,771,791	100.00%
Capital Funding	1,808,789	8,188,286	6,379,497	77.91%
Capital Expenses				
Buildings & Land		40,000	40,000	100.00%
Transfer to Reserve		326,000	326,000	100.00%
Land Improvements	769	12,000	11,231	93.59%
Engineering Structures	5,460	8,253,521	8,248,061	99.93%
Equipment	1,624,418	1,801,000	176,582	9.80%
Vehicles	869,340	504,000	-365,340	(72.49%)
	<u>2,499,987</u>	<u>10,936,521</u>	<u>8,436,534</u>	<u>77.14%</u>
Total Capital	-691,198	-2,748,235	-2,057,037	74.85%
Net Profit/Loss	6,264,167	-2,044,300	-8,308,467	406.42%
Remove Amortization		2,044,300	2,044,300	100.00%
Adjusted Surplus (Deficit)	6,264,167		-6,264,167	0.00%

Notes

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SMOKY LAKE COUNTY
For the Nine Months Ending September 15, 2025

Council
Budget to Actual Report

	YTD ACTUAL Period 9	YTD BUDGET 2025 BUDGET	VARIANCE	VAR %
OPERATING REVENUE				
Taxes				
Other Income				
Grants				
OPERATING EXPENSES				
Salaries, Wages, and Benefits				
Salaries & Wages	\$226,736	\$346,298	\$119,562	34.53%
Benefits	54,822	86,930	32,108	36.94%
Contracted and General Services				
Mileage	9,774	34,968	25,194	72.05%
Meals and Lodgings	9,871	23,770	13,899	58.47%
Membership & Conference Fees	8,057	15,185	7,128	46.94%
Telephone & Communication	3,858	6,100	2,242	36.75%
Other Services		1,500	1,500	100.00%
Materials, Goods, and Utilities				
Office/Food/Janitorial Supplies	515	3,000	2,485	82.84%
Computer Supplies	209	6,000	5,791	96.52%
	313,842	523,751	209,909	40.08%
Total Operations	-313,842	-523,751	-209,909	40.08%
Capital Funding				
Capital Expenses				
Net Profit/Loss	-313,842	-523,751	-209,909	40.08%
Adjusted Surplus (Deficit)	-313,842	-523,751	-209,909	40.08%

Expense Breakdown by Division	<u>Actual</u>	<u>Budget</u>	<u>Budget Remaining</u>	
1	\$8,013	\$14,209	\$6,196	43.61%
2	\$6,595	\$16,040	\$9,445	58.88%
3	\$5,923	\$14,085	\$8,162	57.95%
4	\$6,803	\$21,260	\$14,457	68.00%
5	\$4,225	\$14,785	\$10,560	71.42%
	\$31,559	\$80,379	\$48,820	

SMOKY LAKE COUNTY
For the Nine Months Ending September 15, 2025

Natural Gas					Notes
Budget to Actual Report					
YTD	YTD				
ACTUAL	BUDGET				
Period 9	2025 BUDGET	VARIANCE	VAR %		
OPERATING REVENUE					
Taxes					
Other Income					
Penalties	\$19,070	\$10,000	(\$9,070)	(90.70%)	
User Fees and Sales of Goods	1,551,854	3,061,900	1,510,046	49.32%	
Investment Income		50,000	50,000	100.00%	
Grants					
TOTAL OPERATING REVENUE	1,570,924	3,121,900	1,550,976	49.68%	
OPERATING EXPENSES					
Salaries, Wages, and Benefits					
Salaries &Wages	566,638	873,114	306,476	35.10%	
Benefits	128,316	165,000	36,684	22.23%	
Contracted and General Services					
Mileage	56	3,000	2,944	98.14%	
Meals and Lodgings	8,401	10,000	1,599	15.99%	
Membership & Conference Fees	1,231	38,000	36,769	96.76%	
Freight, Express, Postage	6,962	13,300	6,338	47.65%	
Telephone & Communication	11,674	19,400	7,726	39.83%	
Training	5,200	5,500	300	5.46%	
Advertising, Printing, Subscriptions	2,263	2,500	237	9.48%	
Accounting & Auditing	15,344	16,000	656	4.10%	
Legal Fees		1,000	1,000	100.00%	
Engineering Fees	8,808	7,500	-1,308	(17.43%)	
Other Consulting	448	1,000	552	55.20%	
Computer Programing	16,126	30,000	13,874	46.25%	
Insurance	19,754	36,000	16,246	45.13%	
Contractor		35,000	35,000	100.00%	
Repairs & Maintenance	2,979		-2,979	0.00%	
Rent & Lease	7,639	14,225	6,586	46.30%	
Other Services	9,267	2,750	-6,517	(236.98%)	
Materials, Goods, and Utilities					
Office/Food/Janitorial Supplies	9,454	17,400	7,946	45.67%	
Fuel/Parts/ Etc	49,625	92,000	42,375	46.06%	
Computer Supplies	274	19,000	18,726	98.56%	
Utilities	8,522	12,120	3,598	29.69%	
Employee Recognition		2,000	2,000	100.00%	
Materials & Supplies	127,827	113,900	-13,927	(12.23%)	
Natural Gas Purchased	593,676	1,471,191	877,515	59.65%	
Other General Supplies	105	1,000	895	89.49%	
Amortization		245,000	245,000	100.00%	
	1,600,589	3,246,900	1,646,313	50.70%	
Total Operations	-29,665	-125,000	-95,337	76.27%	
Capital Funding					
Transfer from Reserve		169,000	169,000	100.00%	
Capital Funding		169,000	169,000	100.00%	
Capital Expenses					
Transfer to Reserve		120,000	120,000	100.00%	
Equipment		129,000	129,000	100.00%	
Vehicles	21,010	40,000	18,990	47.48%	
	21,010	289,000	267,990	92.73%	
Total Capital	-21,010	-120,000	-98,990	82.49%	

	YTD ACTUAL Period 9	YTD BUDGET 2025 BUDGET	VARIANCE	VAR %
Net Profit/Loss	-50,675	-245,000	-194,327	79.32%
Remove Amortization		245,000	245,000	100.00%
Adjusted Surplus (Deficit)	-50,675		50,673	0.00%

Notes

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