



Smoky Lake County
Committee of the Whole
December 2, 2025 @ 1:00 PM
In Person - Council Chambers
4612 - McDougall Drive, Smoky Lake, Alberta
or Virtually:Please join using this link:
<https://video.businessconnect.telus.com/join/664134213>
Meeting ID: 664134213

- 1 Meeting Called To Order
- 2 Adoption of Agenda
- 3 Confirmation of Minutes
- 4 Request for Discussion
 - 4.1 Procedural Bylaw 1490-25
 - 📎 RFD - Procedural Bylaw 1490-25
 - 📎 Procedural Bylaw 1490-25
 - 4.2 Records Retention and Disposition Bylaw 1493-25
 - 📎 RFD - Records Retention and Disposition Bylaw 1493-25
 - 📎 Draft - Records Retention and Disposition Bylaw 1493-25
 - 4.3 Policy 01-05 Council Orientation Policy
 - 📎 RFD - Policy 01-05 Council Orientation Policy
 - 📎 Policy 01-05 Council Orientation Policy
 - 4.4 Policy 01-51 Public Participation Policy
 - 📎 RFD - Policy 01-51 Public Participation Policy
 - 📎 Policy 01-51 Public Participation Policy
 - 4.5 Policy 01-11 Municipal Office
 - 📎 RFD - Policy 01-11 Municipal Office
 - 📎 Policy 01-11 Municipal Office
 - 4.6 Policy 62-31 Coyote Reduction Program Policy
 - 📎 RFD - Coyote Reduction Program Policy
 - 📎 Coyote Reduction Program Policy 62-31-01
 - 4.7 Policy 07-02 Playgrounds and Parks Safety Policy
 - 📎 RFD - Playgrounds and Parks Safety Policy
 - 📎 Draft Policy
 - 4.8 Obsolete Governance Policies and Bylaws
 - 📎 Policy 01-01 Procedures for Transacting County Business
 - 📎 Policy 01-16 Procedures for Business of Council
 - 📎 Policy 01-26 Agenda Format Policy
 - 📎 Policy 01-27 Request for Decision Policy
 - 📎 Policy 01-49 Delegations to Council

- 4.9
 - 📎 Policy 01-33 County Operations Policy
 - 📎 Policy 01-06 Public Hearing Procedures
 - Policy 01-15-03 Organizational Chart
 - 📎 Policy 01-15-03 Organizational Chart
 - 📎 SAGE Report
 - 📎 Smoky Lake Initial Organizational Chart Review - Lakeland HR
 - 📎 Compensation Report Lakeland HR
- 4.10 Policy 15-08-01 Cell Phone Policy
 - 📎 Policy 15-08-01 Cell Phone Policy
- 4.11 Policy 01-10-01 Working from Home
 - 📎 Policy 01-10-01 Working from Home 1
- 4.12 Policy 02-16 Infectious Disease Management Plan
 - 📎 Policy 02-16 Infectious Disease Management Plan
- 5 **Correspondance**
- 6 **In Camera**
- 7 **Adjournment**



Request for Discussion

Meeting Date: Tuesday, December 2, 2025.

Agenda Item: # **4.1**

Topic: Bylaw 1490-25 – Procedural Bylaw

Presented By: Brenda Adamson, Interim CAO

Background:

Smoky Lake County's existing Procedural Bylaw is outdated and no longer fully aligned with current provincial legislation, best practices, and Council's operational needs. A full review and modernization were completed to:

- incorporate the most recent Municipal Government Act (MGA) requirements;
- align with Council's new governance structure;
- clarify procedures for meetings, debate, electronic participation, public access, and Council inquiries;
- consolidate governance items previously scattered across multiple policies;
- add standardized Schedules for Public Hearings, Delegations, RFDs, and Council Inquiry processes;
- improve accessibility and transparency for Council, Administration, and the public.

The revised Procedural Bylaw 1490-25 replaces outdated language, modernizes definitions, and reflects current administrative practices, ensuring consistency, efficiency, and clarity in Council operations.

SUMMARY

Bylaw 1490-25 provides a clear, modern procedural framework governing:

- Council Meeting procedures
- Closed Session requirements
- Motions and debate rules
- Electronic meeting participation
- Public participation in meetings
- Council Inquiry requirements (Schedule C)
- Public Hearing procedures (Schedule B)
- RFD template and process (Schedule A)
- Delegation protocols (Schedule D)

This bylaw supports stronger, more transparent governance and ensures compliance with provincial legislation.

Benefits:

- Ensures full MGA compliance
- Increases transparency and consistency in meeting processes
- Reduces administrative confusion by consolidating procedures
- Supports efficient meeting management



Request for Discussion

- Clarifies expectations for Council, Administration, and the public
- Provides standardized templates and schedules

Disadvantages:

NA

Financial Implications:

NA

Legislation:

- Municipal Government Act, Sections 145, 146, 153, 196–203
- Access to Information Act (ATIA)
- Protection of Privacy Act (POPA)

Intergovernmental:

There are no direct intergovernmental implications resulting from this decision.

The County's determination is made in accordance with the Municipal Government Act (MGA), which applies consistently across all Alberta municipalities. This decision maintains alignment with provincial legislation and ensures that tax exemption practices remain fair, transparent, and consistent with expectations from Municipal Affairs.

Strategic Alignment:

- Good Governance: Supports clarity, accountability, and transparency
- Operational Excellence: Establishes consistent processes
- Regional Cooperation: Aligns with ICC expectations for procedural consistency

Enclosure(s):

- Draft Bylaw 1490-25 – Procedural Bylaw

Signature of the CAO: 

**SMOKY LAKE COUNTY
IN THE PROVINCE OF ALBERTA
BYLAW NO. 1490-25**

A BYLAW OF SMOKY LAKE COUNTY, IN THE PROVINCE OF ALBERTA, TO ESTABLISH THE PROCEDURES FOR COUNCIL AND COMMITTEE MEETINGS AND THE TRANSACTION OF MUNICIPAL BUSINESS.

WHEREAS, Section 145, 146, 146.1, 151, 153–154, 180, 185–203, and 230–238 of the MUNICIPAL GOVERNMENT ACT, R.S.A. 2000, c.M-26 as amended (the “MGA”) authorizes Council to pass a bylaw to establish rules governing its proceedings and the conduct of Council and Committee meetings;

AND WHEREAS, Section 197 of the MGA and the Access to Information Act, SA 2024, c A-1.4 (ATIA) govern when meetings may be closed to the public;

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

1. TITLE AND APPLICATION

- 1.1. This Bylaw may be cited as the “Smoky Lake County Procedural Bylaw.”
- 1.2. This Bylaw applies to all Council and Council Committee meetings unless otherwise provided by statute or specific Terms of Reference.
- 1.3. When a matter arises that is not provided for in this Bylaw, the Chair shall refer to Robert’s Rules of Order (11th Edition) for guidance.
- 1.4. Where this Bylaw conflicts with the MGA or other legislation, legislation shall prevail.

2. DEFINITIONS

- 2.1. **“Agenda”** – The order of business for a meeting.
- 2.2. **“CAO”** – The Chief Administrative Officer appointed under s. 205 of the MGA.
- 2.3. **“Chair”** – The Reeve, or in their absence the Deputy Reeve or Acting Chair.
- 2.4. **“Closed Session”** – A portion of a meeting closed to the public under s. 197 MGA and ATIA.
- 2.5. **“Committee”** – Any committee, board, or commission established by Council under s. 203 MGA.
- 2.6. **“Council Inquiry”** – A request for information submitted through the approved process.
- 2.7. **“Delegation”** – A person or group approved to speak to Council.
- 2.8. **“Electronic Participation”** – Attendance via audio or video technology in accordance with s. 199 MGA.
- 2.9. **“Minutes”** – The official public record of Council decisions, without note or comment.
- 2.10. **“Public Hearing”** – A meeting held under ss. 230–232 MGA.
- 2.11. **“Quorum”** means a quorum of council as defined in section 167 of the Municipal Government Act;
- 2.12. **“Reeve”** means the chief elected official of the Municipality;
- 2.13. **“Resolution”** means a Motion which has been voted on and carried by Council.

3. ORGANIZATION OF COUNCIL

- 3.1. The Organizational Meeting will occur annually as required by s.

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192 MGA.

3.2. At the Organizational Meeting Council shall

- a) appoint the Reeve and Deputy Reeve;
- b) Administration of Oath of Office;
- c) adopt the meeting schedule;
- d) appoint Council representatives to boards/committees;
- e) confirm signing authorities;
- f) Any other business as required by Council.

3.3. The Reeve is an ex-officio member of all Council committees unless otherwise provided by bylaw.

4. MEETINGS

4.1. Regular Meetings

- 4.1.1. Council shall hold Regular Meetings on dates set at the Organizational Meeting.
- 4.1.2. Notice of regular meetings shall be posted at the Municipal Office and on the County website.

4.2. Special Meetings

- 4.2.1. May be called by the Reeve or majority of Council per s. 194 MGA.
- 4.2.2. At least 24-hours' notice shall be provided to Council and the public unless two-thirds of Council waive the notice requirement in writing.

4.3. Committee Meetings

- 4.3.1. Committees shall operate under Terms of Reference approved by Council.
- 4.3.2. Recommendations from committees must be brought to Council for final decision.

4.4. Electronic Participation

- 4.4.1. Members may attend by electronic means that permit public access and audibility.
- 4.4.2. Members attending electronically are deemed present for quorum and voting.
- 4.4.3. Technical issues interrupting participation shall be noted in the minutes.

4.5. Closed Sessions

- 4.5.1. Council may meet in Closed Session only as permitted under s. 197 MGA and Division 2 of FOIP.
- 4.5.2. The agenda must cite the specific FOIP section authorizing closure.
- 4.5.3. No motions may be passed while in Closed Session except a motion to return to open session.

5. ATTENDANCE

5.1. If a councillor is unable to attend all or part of a meeting, including arriving after the start of a meeting or leaving before the meeting is adjourned, the councillor:

- 5.1.1. Must notify the Chief Administrative Officer and the Chair at least 24 hours in advance, or if exigent circumstances exist, as soon as reasonably possible;
- 5.1.2. Must provide the general reason for the absence;
- 5.1.3. May request that the Chair announce the reason and expected duration of their absence during the meeting; and
- 5.1.4. May attend the meeting by Electronic Means in accordance with Section 7.

6. MEETING PROCEDURES

6.1. Quorum

6.1.1. Majority of Council constitutes a quorum. If quorum is not present within 15 minutes, the meeting is adjourned.

6.2. Voting

6.2.1. Every Councillor, including the Reeve, must vote on each motion unless exempt under the MGA.

6.2.2. Tie vote means the motion is defeated.

6.2.3. Recorded votes must be requested before the vote is taken.

6.3. Motions

6.3.1. Motions must be moved before debate.

6.3.2. Only one amendment at a time is permitted.

6.3.3. A motion to reconsider a decision must be made by a member who voted in the majority and before adjournment of the next regular meeting.

6.4. Amending Motions

6.4.1. A councillor may only amend the councillor's own Motion for the purpose of clarifying the Motion's intent without affecting the substance of the Motion. The Chair may accept such a "friendly amendment" upon putting a request to that effect to the meeting and if no other councillor objects. A councillor may also propose such a "friendly amendment" to another councillor's Motion, which may be accepted by the Chair if the other councillor agrees and no councillor objects.

6.4.2. A proposed amendment to a Motion under debate that changes the Motion under debate in any substantive way must take the form of a Motion to amend and is debatable. A Motion to amend must be relevant to the subject matter of the Motion under debate and must not propose a direct negative of the Motion under debate.

6.4.3. Only one amendment to the main Motion under debate may be before the meeting at any time, but a Motion to amend the proposed amendment may be before the meeting at the same time.

6.4.4. When a Motion to amend is on the floor, councillors may debate only the proposed amendment, not the main Motion under debate to which the amendment pertains.

6.4.5. An amendment to an amendment, if any, shall be voted upon before the Motion to amend. If no other amendment to the Motion to amend is proposed, the Motion to amend shall then be voted upon. Only after all Motions to amend have been put to a vote shall the main Motion under debate be put to a vote.

6.5. Recorded Vote

6.5.1. Before a vote on a Motion, any councillor may request the vote be recorded.

6.5.2. When a vote is recorded, the minutes must indicate the names of each councillor and whether they vote for or against the Motion, abstained, or were absent.

6.6. Reconsideration

6.6.1. After a Motion has been voted upon, but before the meeting is adjourned, any councillor who voted with the prevailing side may move for reconsideration of a previous Motion.

6.6.2. Debate on a Motion for reconsideration of a previous Motion must be confined to reasons for or against reconsideration of the previous Motion.

6.6.3. A Motion to reconsider must be decided by a two-thirds vote.

6.6.4. If a Motion to reconsider a previous Motion is passed, Council will immediately reconsider the original Motion.

6.7. Rescind

- 6.7.1. A Motion to rescind a previous Motion can be brought by any councillor at any time.
- 6.7.2. A Motion to rescind must be decided by a two-thirds vote.
- 6.7.3. A Motion cannot be rescinded if the Motion has already been carried out or acted upon.

6.8. Point of Order

- 6.8.1. When a Point of Order is called, the councillor calling the Point of Order must identify the procedural deviation.
- 6.8.2. The Chair may call to order any councillor who is out of order.
- 6.8.3. When a councillor persists in a breach of order, after having been called to order by the Chair, the Chair may declare the breach and name the offending councillor.
- 6.8.4. Unless the councillor who has been named by the Chair immediately apologizes for the breach and withdraws any objectionable statements, the Chair shall direct that the notation of the declaration of the breach and naming of the councillor be noted in the minutes.

6.9. Point of Privilege

- 6.9.1. A councillor may raise a Point of Privilege at any time.
- 6.9.2. The Chair shall immediately decide whether to accept and rule on the Point of Privilege.
- 6.9.3. Where the Chair has ruled that a matter is a Point of Privilege, the Motion is not debatable or amendable.

6.10. Public Hearings

- 6.10.1. Shall be conducted in accordance with Schedule "A" – Public Hearing Procedures and the MGA s. 230–232.
- 6.10.2. Members absent for the entire hearing must not vote on the bylaw or resolution.

6.11. Delegations

- 6.11.1. Delegation requests must be submitted in writing to the CAO five business days before the meeting.
- 6.11.2. The CAO and Reeve may approve, reschedule, or decline requests in accordance with the Public Participation Policy.
- 6.11.3. Delegations shall have 10 minutes to present, unless otherwise approved by Council.

6.12. Public Participation

- 6.12.1. The public may address Council as outlined in the Public Participation Policy.
- 6.12.2. No motions shall be made arising from public questions unless added to a future agenda.

7. ELECTRONIC MEETINGS

7.1. Council and Council committee meetings may be conducted by Electronic Means or using a hybrid of in-person and Electronic Means in accordance with section 199 of the Municipal Government Act.

7.2. Councillors and the CAO may attend a Council or Council committee meeting by Electronic Means when they cannot attend a meeting as a result of being absent from the Municipality on Council or Municipality business or as otherwise approved by the Reeve. Councillors or the CAO attending by Electronic Means are solely responsible for the reliability of their electronic connection, including clear audio and visual connection.

7.3. Once the meeting has been called to order, each councillor and CAO attending by Electronic Means must turn their camera and microphone on and confirm their identity.

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- 7.4. If a councillor or CAO is attending part of a meeting held In Camera by Electronic Means, the councillor or CAO must confirm to the Chair that they are in a private and secure location, that the In Camera session is not being recorded or overheard, and that no one else is in attendance in the private and secure setting.
- 7.5. Council and Council committee meetings will be live-streamed and accessible during the meeting from the Municipality's website.
- 7.6. Delegations may participate by Electronic Means if requested and approved by the CAO. Delegations who are allowed to attend by Electronic Means will be given a link to participate and are responsible for the reliability and connectivity of their electronic connection, including clear audio and video connection.
- 7.7. Members of the public may participate by Electronic Means in the Public Question and Answer Period if they register in advance. Registered members of the public will be given a link to participate and are responsible for ensuring the reliability and connectivity of their electronic connection, including clear audio and video connection.
- 7.8. Public notice about accessing a Council or Council committee meeting by Electronic Means will be posted Municipality's website and social media. The notice will also provide information to the public about the following:
 - 7.8.1. where to access the meeting agenda;
 - 7.8.2. where to access all supporting documents and materials relevant to the agenda; and
 - 7.8.3. how to register to participate in the Question and Answer portion of the agenda.
- 7.9. All other provisions of this Bylaw, with any necessary modification, apply to meetings held by Electronic Means.

8. AGENDA AND MINUTES

- 8.1. Preparation of Agenda
 - 8.1.1. The CAO shall prepare the agenda in consultation with the Reeve.
 - 8.1.2. Items must be submitted by 12:00 noon five business days prior to the meeting.
 - 8.1.3. The agenda package shall be distributed to Council and posted for the public at least 48 hours before the meeting.
- 8.2. Order of Business (Agenda Template)
 1. Call to Order
 2. Adoption of Agenda
 3. Adoption of Previous Minutes
 4. Public Hearings (if scheduled)
 5. Delegations and Public Presentations
 6. Public Question and Answer Period
 7. Request for Decision
 8. Bylaws and Policies
 9. Chief Administrative Officer's Report
 - 9.1. Monthly CAO Report
 - 9.2. Action Item List
 10. Council Committee Reports
 11. Closed Session (when required, with ATIA references)
 12. Confirmation of Next Meeting
 13. Adjournment
- 8.3. Minutes
 - 8.3.1. Minutes must be recorded without note or comment and adopted by Council at a subsequent meeting.
 - 8.3.2. Audio recordings shall be maintained in accordance with the Records Retention Bylaw.
 - 8.3.3. Minutes shall include attendance, motions, pecuniary interest declarations, recorded votes, and times of adjournment.

9. GENERAL PROVISIONS

- 9.1. The Corporate Seal shall be under the custody of the CAO.
- 9.2. All documents requiring execution shall be signed by the Reeve and CAO unless otherwise delegated.
- 9.3. A copy of any bylaw or resolution certified by the CAO is *prima facie* proof of its authenticity.
- 9.4. This Bylaw repeals Bylaw 1400-21 upon third reading and final passage.

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

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

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

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

REEVE,
Craig Lukinuk

SEAL

Interim CHIEF ADMINISTRATIVE
OFFICER,
Brenda Adamson

SCHEDULE A – PUBLIC HEARING PROCEDURES

1. PURPOSE

This Schedule establishes transparent, legislatively compliant procedures for conducting Public Hearings under ss. 230–232 of the MGA.

2. APPLICATION

These procedures apply to:

- 2.1. Bylaws requiring a Public Hearing
- 2.2. Planning and Development matters under Part 17 of the MGA
- 2.3. Any matter for which Council has chosen to hold a hearing

3. NOTICE OF PUBLIC HEARING

- 3.1. Notice shall be provided in accordance with the County's Advertising Bylaw and the MGA.(Bylaw XXX_XX)
- 3.2 The notice must:
 - 3.2. describe the matter to be heard;
 - 3.3. state the date, time, and location;
 - 3.4. include where to obtain supporting documents;
 - 3.5. provide instructions for written submissions.

4. CONDUCT OF THE PUBLIC HEARING

4.1. Opening the Hearing

The Chair shall:

- 1. Call the Hearing to order.
- 2. State the purpose of the Hearing.
- 3. Confirm that notice requirements under the MGA have been met.
- 4. Review the procedures for the public.

4.2. Presentation Order

The following order shall apply:

- 1. Administration Report
 - Background, legislative context, and recommendation.
- 2. Applicant Presentation (if applicable)
 - Maximum 10 minutes, unless Council approves additional time.
- 3. Public Presentations
 - Those speaking in favour.
 - Those speaking against.
 - Any other submissions.
 - Presenters address Council only; no cross-discussion is permitted.
- 4. Written Submissions
 - Administration will read written submissions into the record.
- 5. Council Questions of Clarification Only
 - Directed to Administration, applicant, or speakers through the Chair.
- 6. Final Comments (optional)
 - Applicant may respond to new information raised during the hearing.

4.3. Closing the Public Hearing

The Chair shall:

- 1. Ask for final submissions.
- 2. Declare the Public Hearing closed after ensuring all speakers had opportunity.

No new information may be accepted once the Hearing is closed.

5. POST-HEARING DELIBERATION

5.1. Council deliberates **in open session** only.

5.2. Council may:

- 1. give the bylaw its next reading(s);

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2. refer the matter back to Administration for further review;
3. defeat the bylaw;
4. table the matter to a specified future date.

6. RECORD OF THE PUBLIC HEARING

6.1. Minutes must include:

1. Names of presenters
2. Summary of verbal submissions
3. Summary of written submissions
4. Disclosure of pecuniary interest (if any)
5. Start and end times

6.2. Audio recording shall be retained in accordance with the **Records Retention Bylaw**.

SCHEDULE B – REQUEST FOR DECISION (RFD) TEMPLATE

REQUEST FOR DECISION (RFD)

Agenda Item #:

Meeting Date:

Topic:

Department:

Presented By:

1. RECOMMENDATION

A clear, actionable recommended motion for Council.

2. BACKGROUND

Provide relevant context, including:

- legislative framework
- prior Council direction
- summary of issue
- options considered by Administration

3. BENEFITS

Provide at least **three** benefits wherever possible:

4. DISADVANTAGES

5. ALTERNATIVES

Option 1 – Recommended Option

- Description
- Pros / Cons
- Risks

Option 2 – Alternative

- Description
- Pros / Cons
- Risks

Option 3 – Status Quo

- Description
- Pros / Cons
- Implications

6. FINANCIAL IMPLICATIONS

Include:

- operational or capital costs
- budget impact
- available funding sources

7. LEGISLATIVE AUTHORITY

Reference applicable statutes, bylaws, or policies, such as:

- MGA sections
- Procedural Bylaw
- Development regulations
- Public Participation Policy

8. INTERGOVERNMENTAL IMPACT

How the decision and actions impact neighbouring local municipalities and/or Provincial or Federal Government.

9. STRATEGIC ALIGNMENT

How this decision aligns with:

- Strategic Plan
- Council Priorities
- Long-term planning

10. ENCLOSURES

List supporting documents, maps, bylaws, letters, etc.

SCHEDULE C – COUNCIL INQUIRY PROCESS

1. PURPOSE

To establish a clear, accountable process for Council inquiries that maintains transparency, protects administrative capacity, and ensures equal access to information for all members of Council.

2. DEFINITIONS

- a) **“Council Inquiry”** – A formal request for information made by a Councillor in accordance with this Schedule.
- b) **“Informal Inquiry”** – A simple request for clarification about routine operational matters.
- c) **“Information Request System”** – The platform or process designated by Administration for receiving Council inquiries.

3. PRINCIPLES

- a) All Council members must have equal access to the same information.
- b) Council inquiries must respect the CAO’s legislated responsibility to direct staff.
- c) Council inquiries must not direct staff, assign tasks, or influence operations.
- d) Responses must be provided to all members of Council.

4. FORMAL COUNCIL INQUIRIES

a) Submission

A formal inquiry must be submitted through the **Request Management System** and include:

- the topic;
- the specific information requested;
- any relevant deadlines.

b) CAO Review

The CAO will review the inquiry and determine:

- If the information exists or can be retrieved;
- If research is required;
- If the response will be provided administratively or through a future RFD to Council.

c) Response

Administration will provide a written response within a reasonable timeframe.

- If additional time is needed, the CAO will notify Council.
- Responses must be circulated to **all Councillors**.

5. INFORMAL INQUIRIES

- a) Councillors may ask Administration for general clarifications that do not require research, data extraction, or reporting.
- b) Informal inquiries may be redirected to the formal system if:
 - they require staff time;
 - they involve policy matters;
 - they relate to decisions of Council;
 - they require written records.

6. INQUIRIES AT COUNCIL MEETINGS

- a) A Councillor may raise an inquiry during “the CAO Report” on the agenda.
- b) The CAO may respond immediately or take the inquiry under advisement.

7. RECORDS & TRANSPARENCY

- a) All formal inquiries and responses shall be logged by Administration (Request Management).

SCHEDULE E – DELEGATION PROTOCOL

1. PURPOSE

To establish consistent rules for delegations appearing before Council.

2. SUBMISSION REQUIREMENTS

- a) Delegations must submit a written request to the CAO at least **Fourteen (14) business days** prior to the meeting.
- b) Requests must include:
 - name(s) of presenter(s);
 - organization represented (if applicable);
 - subject of the presentation;
 - summary of requested action from Council;
 - materials to be included in the agenda.
- c) Late submissions may be accepted at the discretion of the CAO and Reeve.

3. DELEGATION PROCEDURES

- a) Presentations are limited to 10 minutes, unless Council permits additional time.
- b) Delegations address Council through the Chair.
- c) Council may ask questions for clarification only.
- d) Debate among members occurs after the delegation concludes.
- e) Delegations shall not:
 - criticize staff;
 - raise matters unrelated to municipal jurisdiction;
 - use offensive or defamatory language.

4. DECISION-MAKING

- a) No decision is made during the delegation unless the matter is already on the agenda.
- b) The Chair may refer the matter to Administration for review or schedule it for a future meeting.

5. MATERIALS & RECORD

- a) Delegation materials must be submitted before the agenda is finalized.
- b) Materials become part of the public record unless subject to ATIA exemptions.

SCHEDULE F – PUBLIC QUESTION PERIOD RULES

1. PURPOSE

To permit residents to ask brief questions of Council in a respectful, structured format that does not disrupt Council business.

2. GENERAL RULES

- a) 2.1 Public Question Period shall occur at each Regular Council Meeting as listed on the agenda.
- b) 2.2 The purpose is to ask questions, not to debate or give presentations.
- c) 2.3 The Chair may limit time to ensure the meeting proceeds efficiently.

3. PARTICIPATION RULES

- a) Individuals wishing to speak must:
 - identify themselves;
 - state their question clearly;
 - direct all remarks through the Chair.
- b) Questions must relate to:
 - County services or operations;
 - matters within Council's jurisdiction;
 - items on the current or previous agendas.
- c) Questions that will **not** be permitted include:
 - personal complaints about staff or individuals;
 - matters subject to ongoing legal action;
 - matters involving personal information protected by ATIA;
 - inappropriate, offensive, or defamatory comments.

4. RESPONSES

- a) The Chair or CAO may provide an immediate response.
- b) If additional research is required, the matter will be recorded as a **Council Inquiry** and answered later.

5. TIME LIMITS

- a) Each questioner receives up to **5 minutes**.
- b) Total Question Period is limited to 10–15 minutes, at the Chair's discretion.

6. RECORDING

- a) Questions and responses shall be summarized in the Minutes.
- b) Audio recordings are retained per the Records Retention Bylaw.



Request for Discussion

Meeting Date: Tuesday, December 2, 2025.

Agenda Item: # **4.2**

Topic: Bylaw 1493-25 – Records Retention & Disposition Bylaw

Presented By: Brenda Adamson, Interim CAO

Background:

Smoky Lake County's current Records Retention Bylaw was enacted many years ago and no longer reflects the County's operational needs, technological environment, or legislative obligations. Since its adoption, significant changes have occurred within provincial legislation, most notably within the Access to Information and Privacy Act (ATIA) as well as evolving expectations surrounding privacy protection, document security, and digital records management. These changes have created gaps in the existing bylaw, particularly in relation to electronic records, secure destruction practices, and the minimum retention standards required when a record is used to make a decision about an individual.

Administration has undertaken a comprehensive review of the existing bylaw and developed a fully modernized Records Retention & Disposition Bylaw for Council's consideration. The new bylaw introduces a contemporary governance framework for managing County records, consistent with best practices in Alberta municipalities and compliant with ATIA and the Municipal Government Act. It consolidates retention requirements into a clear and accessible Schedule A, which categorizes records by type and function. In addition, the bylaw formalizes procedures for lawful destruction, secure handling of confidential materials, digital preservation, and annual records audits.

A new Schedule B (Records Destruction Affidavit) is included to ensure the County maintains clear documentation of records disposition in the event of an audit, complaint, or legal review. This framework will support improved compliance, efficiency, and organizational consistency across all departments.

SUMMARY

The proposed Records Retention & Disposition Bylaw replaces the County's outdated retention bylaw with a comprehensive, legally compliant document. It sets out clear expectations for the management, retention, and destruction of all municipal records, whether physical, electronic, audio, video, or otherwise. The bylaw establishes the CAO's authority and responsibility for corporate records management and creates an auditable and transparent system to support compliance.

The bylaw also ensures the County's practices are defensible in the event of an ATIA request, litigation, or audit, while also reducing unnecessary storage costs and administrative burdens.

Benefits:

Adopting the new bylaw will provide Smoky Lake County with a modern and legally compliant records management framework. The bylaw enhances consistency across departments by clearly defining retention periods and ensuring that records are kept for the proper duration. It also



Request for Discussion

strengthens privacy protection by establishing clear requirements for the secure destruction of records containing personal or confidential information. The bylaw supports accountability and transparency, improves operational efficiency, and reduces organizational risk.

The inclusion of destruction documentation through Schedule B will ensure proper audit trails are maintained. In addition, the bylaw enables the County to better manage digital records and adapt to evolving technological needs, helping staff avoid relying on outdated paper-based retention processes.

Disadvantages:

NA

Financial Implications:

There are no direct financial impacts associated with adopting the bylaw. Indirect cost savings may occur over time through reduced storage needs and streamlined administrative processes

Legislation:

- Municipal Government Act, Sections 145, 146, 153, 196–203
- Access to Information Act (ATIA)
- Protection of Privacy Act (POPA)

Intergovernmental:

The Records Retention & Disposition Bylaw supports intergovernmental expectations for transparency, consistency, and accountability in municipal recordkeeping. While retention periods vary among municipalities, the structure and content of this bylaw reflect common practices within Alberta, ensuring compatibility with regional partners, service commissions, and provincial ministries.

The bylaw also reinforces Smoky Lake County's obligations when collaborating with other governments or agencies, particularly when sharing records during audits, grant reporting, investigations, emergency management coordination, or regional partnership initiatives. A modern retention schedule ensures that the County can reliably meet information-sharing requirements and maintain accurate documentation for multi-jurisdictional projects, including those under various ICF and ICC agreements.

This bylaw positions the County to remain compliant and cooperative in all intergovernmental processes requiring secure, accurate, and accessible records.

Strategic Alignment:

The bylaw supports Smoky Lake County's strategic objectives related to accountability, operational excellence, and good governance. A clear records retention framework promotes transparency and ensures that staff and Council operate within a well-defined, defensible, and efficient



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administrative environment.

Enclosure(s):

- Draft Bylaw 1493-25 – Records Retention & Disposition Bylaw

Signature of the CAO: _____

**SMOKY LAKE COUNTY
IN THE PROVINCE OF ALBERTA
BYLAW NO. 1493-25**

A BYLAW OF SMOKY LAKE COUNTY TO ESTABLISH A RECORDS
RETENTION AND DISPOSITION FRAMEWORK

WHEREAS, the Municipal Government Act, R.S.A. 2000, c. M-26, provides that a municipality is a corporation and has the capacity and rights, powers and privileges of a natural person for the purpose of exercising its authority, including the management of records; and

WHEREAS the *Access to Information and Privacy Act* (ATIA) requires Smoky Lake County to ensure the security, accuracy, retention, and lawful destruction of municipal records;

AND WHEREAS, Council wishes to establish clear and modern procedures for the retention, protection, archiving, and destruction of municipal records in all formats;

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

1. TITLE AND APPLICATION

1.1. This Bylaw may be cited as the “Records Retention & Disposition Bylaw.”

2. PURPOSE

To establish a clear, consistent, and legally compliant framework for how Smoky Lake County creates, manages, stores, retains, protects, and destroys municipal records. This bylaw ensures that all records, whether paper, electronic, audio, video, email, or otherwise are handled in accordance with the Municipal Government Act (MGA) and the Access to Information and Privacy Act (ATIA)..

3. DEFINITIONS

- 3.1. **“CAO”** means the Chief Administrative Officer or designate.
- 3.2. **“Record”** means any recorded information created, received, and maintained by the County, regardless of format, including paper, electronic files, email, maps, photographs, audio, video, microfilm, and metadata.
- 3.3. **“Confidential Information”** means information protected under ATIA, including personal information, third-party information, legal privilege, law enforcement information, and any information identified as confidential by Council or the CAO.
- 3.4. **“Transitory Record”** means records with temporary or no operational value, created for short-term use, and not required for future reference.
- 3.5. **“General Record”** means any record that forms part of the County’s official corporate memory.
- 3.6. **“Permanent Record”** means a record that must be preserved indefinitely for legal, historical, evidentiary, or administrative reasons.
- 3.7. **“Disposition”** means the destruction or transfer of a record following the approved retention schedule.
- 3.8. **“Schedule A”** means the Records Retention Schedule adopted and amended under this Bylaw.

4. RESPONSIBILITY

The CAO is responsible for:

- 4.1. administering this Bylaw;
- 4.2. ensuring secure storage and handling of all records;

- 4.3. approving destruction;
- 4.4. maintaining an index of destroyed records; and
- 4.5. ensuring compliance with ATIA.

5. TRANSITORY RECORDS

- 5.1. Transitory Records may be destroyed at any time when no longer required.
- 5.2. Transitory Records containing confidential information must be destroyed securely by shredding, digital wiping, or other approved secure method.

6. RETENTION OF GENERAL RECORDS

- 6.1. All General Records shall be retained in accordance with Schedule A – Records Retention Schedule.
- 6.2. Personal information used to make a decision affecting an individual must be retained for at least one (1) year, as required under ATIA.
- 6.3. Permanent Records must not be destroyed unless authorized by the CAO and properly captured on a permanent medium.

7. RETENTION OVERRIDES

- 7.1. The CAO shall retain any records longer than the prescribed retention period when:
 - 7.1.1. required for legal proceedings;
 - 7.1.2. subject to an ATIA request;
 - 7.1.3. subject to an audit;
 - 7.1.4. subject to a complaint or investigation.
- 7.1.5. Records under an ATIA request must be retained for at least one (1) year after the file is closed.

8. RECORD DESTRUCTION

8.1. Destruction of Records

- 8.1.1. When records are destroyed under this Bylaw, the CAO shall certify in writing:
- 8.1.2. the schedule and item number,
- 8.1.3. the description of the record,
- 8.1.4. the date of destruction, and
- 8.1.5. the method of destruction.

8.2. All destruction of records must:

- 8.2.1. be secure and irreversible;
- 8.2.2. comply with ATIA;
- 8.2.3. be witnessed by an authorized employee or contractor; and
- 8.2.4. be logged in the Records Destruction Index (Schedule B).

8.3. Microfilm, digital images, or electronic records used to replace originals must be properly captured, indexed, checked for quality, and stored securely.

8.4. Election Records

- 8.4.1. Election materials shall be destroyed in accordance with the Local Authorities Election Act or any successor legislation.

9. RETENTION SCHEDULE, STORAGE & AUDITS

9.1. Adoption of Records Retention Schedule

- 9.1.1. Schedule A – Records Retention Schedule forms part of this Bylaw.
- 9.1.2. Schedule A may be amended by resolution of Council upon recommendation of the CAO.

9.2. Storage & Security

- 9.2.1. The CAO shall ensure the secure storage of all County records, including protection against:
 - 9.2.1.1. unauthorized access,
 - 9.2.1.2. loss,
 - 9.2.1.3. damage,

Bylaw No. 1493-25

- 9.2.1.4. vandalism,
- 9.2.1.5. cyber incidents, and
- 9.2.1.6. environmental hazards.

10. ANNUAL AUDIT

The CAO shall conduct an annual audit to ensure compliance with this Bylaw.

11. REVIEW

This Bylaw shall be reviewed annually.

12. REPEAL

This Bylaw repeals Bylaw 1134-05

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

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

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

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

REEVE,
Craig Lukinuk

SEAL

Interim CHIEF ADMINISTRATIVE
OFFICER,
Brenda Adamson

SCHEDULE A – RECORDS RETENTION SCHEDULE

This Schedule sets the minimum retention requirements for all Smoky Lake County records, regardless of medium (paper, digital, audio, video, email, metadata, or scanned copies). Any record required for legal, financial, or evidentiary purposes must be retained longer as determined by the CAO.

1. GOVERNANCE & COUNCIL RECORDS

Record Type	Description	Minimum Retention	Final Disposition
Council Minutes (Approved)	Final adopted minutes	Permanent	Permanent archive
Council Meeting Audio/Video	Audio or video recordings of meetings	5 years	Secure destruction
Bylaws (All)	Original signed bylaws and amendments	Permanent	Permanent archive
Policies (All)	Adopted policies and revisions	Permanent	Permanent archive
Council Agendas & Packages	Includes background documents	10 years	Secure destruction
Council Committee Minutes	Committees, boards, commissions	10 years	Secure destruction
Council Orientation Documents	Annual binders, digital files	5 years	Secure destruction

2. ADMINISTRATION & CORPORATE SERVICES

Record Type	Description	Minimum Retention	Final Disposition
ATIA Requests & Responses	Access requests, decision letters	2 years after closure	Secure destruction
Contracts & Agreements	Leases, MOUs, service contracts	10 years after expiry	Secure destruction
Legal Opinions	External/internal	10 years	Secure destruction
Litigation Files	Claims, disputes, investigations	10 years after closure	Secure destruction
Insurance Policies	Liability, property, fleet	15 years after expiry	Secure destruction
Administrative Directives	CAO directives, SOPs	10 years after repeal	Secure destruction
Elections Records	Ballots, voter lists, declarations	per LAEA (typically 6 months)	Secure destruction

3. FINANCE & TAXATION

Record Type	Description	Minimum Retention	Final Disposition
Annual Budgets	Operating & capital	10 years	Secure destruction
Financial Statements	Audited + Unaudited	10 years	Secure destruction
Tax Rolls & Assessment Records	Property assessments	Permanent	Permanent archive

Record Type	Description	Minimum Retention	Final Disposition
Accounts Payable	Invoices, vouchers	7 years	Secure destruction
Accounts Receivable	Billing, receipts	7 years	Secure destruction
Capital Asset Records	Asset inventory & history	Life of asset + 10 years	Secure destruction
Payroll Records	Payroll summaries, T4, ROE	7 years	Secure destruction
Grants	Applications, reporting	7 years after completion	Secure destruction

4. HUMAN RESOURCES

Record Type	Description	Minimum Retention	Final Disposition
Employee Personnel Files	Resumes, evaluations	7 years after termination	Secure destruction
Health & Safety Records	Incidents, inspections	7 years	Secure destruction
Training Certificates	Staff certifications	Duration of employment + 2 years	Secure destruction
OH&S Investigations	Injury reports, WCB	7 years	Secure destruction
Recruitment Files (unsuccessful)	Applications, interview notes	1 year	Secure destruction

5. PLANNING & DEVELOPMENT

Record Type	Description	Minimum Retention	Final Disposition
Development Permits	All permit records	Permanent	Permanent archive
Subdivision Records	Approvals, conditions	Permanent	Permanent archive
Land Use Bylaw Amendments	Includes maps	Permanent	Permanent archive
Compliance Certificates	Issued certificates	10 years	Secure destruction
Safety Codes Files	Electrical, gas, plumbing	10 years	Secure destruction

6. PUBLIC WORKS & INFRASTRUCTURE

Record Type	Description	Minimum Retention	Final Disposition
Road Maintenance Records	Inspections, repairs	10 years	Secure destruction
Infrastructure Plans	As-builts, engineering	Life of asset + 10 years	Permanent archive for core infrastructure
Water/Wastewater Records	Testing, monitoring	10 years	Secure destruction
Utility Billings	Customer accounts	7 years	Secure destruction
Equipment Maintenance Files	Fleet records	Life of asset + 5 years	Secure destruction

7. EMERGENCY MANAGEMENT

Record Type	Description	Minimum Retention	Final Disposition
Municipal Emergency Plan	Final approved versions	Permanent	Permanent archive
Emergency Exercises	Evaluations, AARs	10 years	Secure destruction
Incident Records	ICS forms, logs	10 years	Secure destruction

8. COMMUNICATIONS & PUBLIC RELATIONS

Record Type	Description	Minimum Retention	Final Disposition
Public Notices	Advertisements, website posts	3 years	Secure destruction
Social Media Records	Posts, messages	2 years	Secure destruction
News Releases	Official communications	Permanent	Permanent archive

9. TRANSITORY RECORDS

Retain **only until administrative use ends**. Destroy securely at any time.

SCHEDULE B – RECORDS DESTRUCTION AFFIDAVIT

SMOKY LAKE COUNTY RECORDS DESTRUCTION AFFIDAVIT

This affidavit serves as an official record of the lawful destruction of records in accordance with the **Records Retention & Disposition Bylaw No. 1493-25** and **Schedule A – Records Retention Schedule**.

1. Department Information

Department: _____

Prepared By: _____

Date of Destruction: _____

2. Record Details

Schedule Item #	Description of Records	Date Range	Format	Retention Met? (Y/N)
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(Attach additional pages as needed)

3. Method of Destruction

Select one:

- Shredding
- Secure Digital Wipe
- Secure Deletion (Cloud)
- Physical Destruction (media, drives)
- Other: _____

4. Authorization

I certify that the above records have met or exceeded the retention requirements established in Schedule A and that their destruction complies with ATIA and the Records Retention & Disposition Bylaw.

Authorized By (CAO or Designate):

Name: _____

Signature: _____

Date: _____

Witness:

Name: _____

Signature: _____

Date: _____



Request for Discussion

Meeting Date: Tuesday, December 2, 2025.

Agenda Item: # **4.3**

Topic: POLICY 01-05 Council Orientation Policy

Presented By: Brenda Adamson, Interim CAO

Background:

Policy 01-05 Council Orientation Policy has been updated to align with Section 201.1 of the Municipal Government Act (MGA), which requires municipalities to provide mandatory orientation training to all elected officials following each general election. The previous version of the policy did not include the newly established timing requirements under the MGA, nor did it reference mandatory emergency management training required under the Local Authority Emergency Management Regulation.

The revised policy outlines mandatory training topics, specifies the timelines for Part 1 and Part 2 MGA orientation items, and clarifies that all Councillors (new and returning) must complete orientation. The policy also acknowledges that Council orientation may be delivered collaboratively through the Intermunicipal Collaboration Committee (ICC) where feasible, consistent with commitments included in the region's Intermunicipal Collaboration Frameworks (ICFs). The updated policy reflects modern governance standards, supports transparency, and strengthens accountability.

SUMMARY

The updated Council Orientation Policy establishes clear expectations for the delivery and completion of mandatory legislated orientation training. It includes requirements for MGA Part 1 and Part 2 topics, emergency management obligations, timelines for completion, documentation processes, and expectations for regional collaboration in training delivery. The policy supports informed decision-making, consistent governance practices, and enhanced legislative compliance

Benefits:

The policy ensures elected officials receive consistent, comprehensive information required to fulfill their governance roles. It strengthens legislative compliance, supports effective and informed decision-making, promotes consistency across Council terms, and improves alignment with regional training expectations. Including documentation requirements also enhances administrative accountability.

Disadvantages:

NA

Financial Implications:

Training costs are accommodated within the annual operating budget and may include external facilitation where required.



Request for Discussion

Legislation:

- Municipal Government Act, Sections 201
- Local Authority Emergency Management Regulation, s.8
- Procedural Bylaw
- Code of Conduct Bylaw

Intergovernmental:

The updated policy supports intermunicipal collaboration by recognizing opportunities for regional orientation sessions delivered through the ICC. This aligns with existing commitments in the ICFs to coordinate certain governance functions across regional partners and ensures consistency in training and shared understanding among representatives participating in joint boards and committees.

Strategic Alignment:

The policy supports the County's strategic goals related to good governance, organizational effectiveness, and informed leadership. Establishing a consistent and legislatively compliant orientation process contributes to stable and transparent municipal operations.

Enclosure(s):

- Draft Policy 01-05 Council Orientation Policy

Signature of the CAO:  _____



Smoky Lake County Policy

Title: **COUNCIL ORIENTATION POLICY**

Policy # **EO-05**

Category: Elected Officials (EO)

Version
**n
01**

LEGISLATIVE REFERENCE:

- Municipal Government Act (MGA), s.201.1
- Council Code of Conduct Bylaw
- Procedural Bylaw
- Public Participation Policy
- Records Retention & Disposition Bylaw

PURPOSE:

To establish a mandatory and consistent orientation process for all newly elected Councillors, ensuring compliance with MGA s.201.1 and supporting effective, transparent, and informed governance.

STATEMENT:

Smoky Lake County is committed to ensuring all Councillors understand their roles, responsibilities, and legislative obligations. Orientation will provide the knowledge needed to fulfill elected duties, support good governance, and establish respectful Council–Administration relationships.

Where practicable, Smoky Lake County will coordinate Council orientation as a regional initiative in collaboration with Intermunicipal partners through the Smoky Lake Region Intermunicipal Collaboration Committee (ICC), consistent with the Intermunicipal Collaboration Framework (ICF).

OBJECTIVE:

To provide mandatory orientation to all Councillors, including returning members, within the timeframes required under the MGA, ensuring that Council is properly prepared to carry out its governance duties.

	Date	Resolution Number
Approved		
Amended		
Amended		



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

GUIDELINES & PROCEDURE:

1. Mandatory Orientation Participation

1.1. All elected Councillors, including those previously serving on Council, must participate in and complete the full orientation program following each general municipal election.

1.2. Orientation is mandatory and forms part of the legislative responsibilities of elected officials.

2. MGA Timing Requirements

2.1. Part 1 Orientation (MGA s.201.1(1))

The following topics must be completed before or on the same day as the Organizational Meeting:

- Role of municipalities in Alberta
- Municipal organization and function
- Roles and responsibilities of Council and Councillors
- Roles and responsibilities of the CAO and Administration

2.2. Part 2 Orientation (MGA s.201.1(2))

The following topics must be completed before the first Regular Council Meeting, unless Council passes a resolution to extend completion by up to **90 days**:

- Key municipal plans, policies, and projects
- Budgeting, municipal finances, and financial administration
- Public participation obligations and processes
- Any additional topics required under regulation

3. Prescribed Emergency Management Training

3.1. In accordance with **Section 8 of the Local Authority Emergency Management Regulation**, all Councillors must complete Emergency Management Training within **90 days** of taking office.

3.2. Training may include ICS 100, basic municipal emergency responsibilities, and an overview of the Municipal Emergency Plan.

4. Orientation Content

Mandatory topics include, but are not limited to:

4.1. Legislative & Governance Framework

- MGA overview (roles, powers, responsibilities)
- Council-CAO governance model
- Procedural Bylaw
- Code of Conduct Bylaw
- ATIA privacy and confidentiality requirements
- Pecuniary interest obligations

4.2. Strategic & Corporate Governance

- Strategic Plan & long-term priorities
- Key municipal bylaws and policies



- Municipal organizational structure
- Overview of County departments and services

4.3. Financial Governance

- Budget processes (operating & capital)
- Financial reporting and audit
- Reserves, asset management, grant funding
- Property taxation and assessment overview

4.4. Communication & Public Participation

- Public Participation Policy
- Statutory requirements for public hearings
- Media relations and public messaging expectations

4.5. Emergency Management

- Municipal Emergency Management Bylaw & Plan
- ICS organizational structure
- Councillor responsibilities during emergencies

4.6. Committees & Boards

- Regional board overview
- Council appointments and roles
- Expectations for reporting back to Council

5. Orientation Materials

Administration will prepare a **Council Orientation Binder** (digital and print) including:

- Key bylaws & policies
- Financial documents
- Strategic plans
- Municipal maps
- Organizational chart
- Council appointments
- Emergency management materials
- Contact directories

6. Attendance & Documentation

- 6.1. Councillors must sign an **Orientation Acknowledgement Form** confirming participation and completion.
- 6.2. The CAO shall maintain orientation records for the term.

7. Missed Training

- 7.1. If a Councillor cannot attend a scheduled session, the CAO will arrange an alternate date or equivalent method (e.g., online training).
- 7.2. All mandatory topics must still be completed within legislated timelines.

8. Training Delivery Options

Orientation may be delivered by:

- Municipal Administration
- External experts (e.g., legal, financial, emergency management)



9. Review

This policy shall be reviewed every four years following a municipal election or as directed by Council or the CAO.



Request for Discussion

Meeting Date: Tuesday, December 2, 2025.

Agenda Item: # **4.4**

Topic: POLICY 01-51 Public Participation

Presented By: Brenda Adamson, Interim CAO

Background:

Policy 01-51 Public Participation Policy has undergone a full modernization to reflect current engagement practices, legislative requirements under MGA s.216.1, and the County's commitment to meaningful and accessible public involvement. The previous policy was overly procedural and did not include evaluation, virtual engagement tools, or a structured engagement process.

The updated policy now includes a comprehensive framework for when engagement will occur, how it will be conducted, how information will be communicated, and how participation will be evaluated. Virtual and hybrid engagement methods have also been formally added to support accessibility and modern public expectations.

SUMMARY

The revised Public Participation Policy establishes a clear, flexible framework for gathering public input in a transparent and consistent manner. It outlines guiding principles, engagement triggers, methods (including virtual tools), communication practices, evaluation requirements, and a structured engagement process. This ensures that public input is collected in a meaningful, accountable way and communicated back to both Council and the community.

Benefits:

The updated policy promotes transparency, builds public trust, enhances decision-making, and reflects modern engagement standards. It ensures residents have accessible opportunities to participate and receive clear communication on how their input was considered. The structured process improves consistency and provides clarity to both staff and Council

Disadvantages:

NA

Financial Implications:

Public engagement activities are funded through the annual operating budget and vary based on the scale of each initiative.

Legislation:

- Municipal Government Act, Sections 216

Intergovernmental:

The updated Public Participation Policy supports regional cooperation by aligning public engagement expectations with neighbouring municipalities and partner agencies. Many regional initiatives



Request for Discussion

require coordinated communication and engagement efforts. A clear policy ensures that the County can participate effectively in intermunicipal projects, joint planning processes, and collaborative frameworks requiring public input.

Strategic Alignment:

The policy supports strategic priorities related to community engagement, transparency, good governance, and informed decision-making

Enclosure(s):

- Draft Policy 01-51 Public Participation

A handwritten signature in black ink, appearing to read "B. H. [Signature]".

Signature of the CAO: _____



Smoky Lake County Policy

Title: **PUBLIC PARTICIPATION POLICY**

Policy # Version

Category: Elected Officials (EO)

EO-51 **01**

LEGISLATIVE REFERENCE:

- Municipal Government Act (MGA), s.201.1
- Public Participation Regulation
- Procedural Bylaw (public engagement references)
- Code of Conduct Bylaw

PURPOSE:

To establish principles and processes for meaningful and accessible public participation in municipal decision-making, in accordance with MGA s.216.1.

STATEMENT:

Smoky Lake County values transparent, respectful, and inclusive engagement with residents. Public participation is an important tool for strengthening trust, improving decisions, and ensuring that governance reflects community needs. Participation complements, but does not replace, Council's legislated responsibilities or statutory Public Hearing requirements.

OBJECTIVE:

To outline:

- when public input will be sought;
- how public input will be gathered;
- how it will be communicated;
- how the County will evaluate engagement efforts;
- the responsibilities of Administration and Council.

	Date	Resolution Number
Approved		
Amended		



Amended			
Adopted	Date	Council Resolution #	Version
Amended	Month, day, year	Motion #	01
Reviewed			

GUIDELINES & PROCEDURE:

1. Guiding Principles

- 1.1. Public participation will be guided by the following principles:
- 1.2. Transparency – Residents will have clear information on the issue, purpose, and limitations of engagement.
- 1.3. Inclusiveness – Engagement will be accessible to a broad range of residents.
- 1.4. Respect – Everyone participating will be treated with courtesy and dignity.
- 1.5. Purpose-Driven – Engagement will occur when it adds value to decision-making.
- 1.6. Accountability – The County will document and report how input was considered.
- 1.7. Efficiency – Time and resources will be used responsibly.

2. When Public Participation May Occur

Public participation may be conducted for:

- 2.1. Major bylaws, such as Land Use Bylaw revisions.
- 2.2. Strategic and Master Plans, including revisions.
- 2.3. Major service delivery changes or new service introductions.
- 2.4. Capital projects with significant public impact.
- 2.5. Policies that substantially affect residents or businesses.
- 2.6. Emergent issues where input would support better decision-making.
- 2.7. Any matter referred by Council or the CAO.
- 2.8. This policy does not replace statutory Public Hearing requirements under the MGA.

3. Methods of Public Participation

The County may use any combination of the following engagement tools:

- 3.1. Public open houses / town halls
- 3.2. Open virtual meetings, livestreamed sessions, or virtual town halls
- 3.3. Virtual presentations or online information sessions
- 3.4. Stakeholder and community meetings
- 3.5. Workshops or focus groups
- 3.6. Online surveys and digital input tools
- 3.7. Website engagement portals
- 3.8. Social media announcements and feedback
- 3.9. Public notices, mailouts, newsletters, or bulletin boards
- 3.10. Advisory committees or working groups
- 3.11. Telephone or paper surveys
- 3.12. The method(s) chosen will depend on timing, cost, scope, and expected impact.

4. Public Participation Process (Structure & Steps)

Public participation processes will generally follow these steps:

4.1. Step 1 – Define the Issue



Administration clearly identifies:

- the decision to be made,
- what input is being sought, and
- what parts of the decision are not subject to change.

4.2. Step 2 – Develop the Engagement Plan

Administration identifies:

- engagement method(s),
- timeline and milestones,
- participants and stakeholders,
- required resources,
- communication activities.

4.3. Step 3 – Conduct Engagement

Engagement is carried out using approved tools, ensuring respect, inclusiveness, and accessibility.

- open virtual meetings,
- interactive online sessions,
- livestreamed presentations with Q&A, or
- video-based information briefings.

The chosen format must ensure accessibility and clarity for participants.

4.4. Step 4 – Collect and Analyze Input

Administration:

- compiles responses,
- identifies themes,
- separates factual input from opinion,
- highlights risks and opportunities.

4.5. Step 5 – Report to Council

A **Public Participation Summary Report** is prepared outlining:

- engagement activities,
- who participated,
- what was heard,
- how input was considered,
- impact on recommendations.

4.6. Step 6 – Communicate Back to the Public

The County posts a summary of results so residents understand:

- what input was received,
- how it influenced decision-making,
- what the final outcome was.

5. Evaluation & Continuous Improvement

To ensure high-quality engagement, the County will regularly evaluate public participation activities.

5.1. Evaluation Criteria

Evaluation may consider:

- participation levels,



- diversity of participants,
- method effectiveness,
- clarity of communication,
- whether timelines were reasonable,
- participant satisfaction,
- decision-maker satisfaction,
- cost-effectiveness.

5.2. Evaluation Methods

- Post-engagement staff review
- “What We Heard” and “How We Used Input” reporting
- Participant surveys (when appropriate)
- Briefing to the CAO and Council on lessons learned

5.3. Reporting

When significant engagement is conducted, Administration will provide:

- an evaluation summary to Council,
- a recommendation for improving future engagement.

6. Roles & Responsibilities

6.1. Council

- Identifies when public participation is required.
- Considers input during decision-making.
- Reviews summary reports.

6.2. CAO

- Oversees engagement processes.
- Ensures compliance with this policy.
- Allocates resources.

6.3. Administration

- Designs and conducts engagement.
- Provides accurate reporting.
- Ensures confidentiality and professionalism.

7. Review

This policy shall be reviewed every four years following a municipal election, or sooner at the direction of Council or the CAO.



Request for Discussion

Meeting Date: Tuesday, December 2, 2025.

Agenda Item: # **4.5**

Topic: POLICY 01-11 MUNICIPAL OFFICE POLICY

Presented By: Brenda Adamson, Interim CAO

Background:

Policy 01-11 Municipal Office Policy has been updated to reflect modern administrative practices, customer service expectations, and safety considerations within the Municipal Office. The previous policy lacked clarity around public access to restricted staff areas and the authority of staff to revoke access in cases of disruptive behaviour. It also did not address requirements for visitors to vacate restricted areas at office closing.

The revised policy clarifies office hours, public access, required conduct, staff authority to restrict access, and expectations for customer service. It also includes updated language related to records management and office security. These revisions ensure a consistent and safe environment for both staff and visitors.

SUMMARY

The updated policy provides a clear framework for managing the Municipal Office environment, including public interaction, staff access controls, office closing procedures, and behaviour expectations. It ensures staff have the authority and tools needed to maintain safety, professionalism, and operational efficiency. This policy enhances customer service while protecting staff and municipal assets

Benefits:

Adopting the revised policy increases clarity for both staff and visitors regarding expectations, permitted access, and behaviour requirements. It strengthens staff authority to address disruptive behaviour, improves office security, and creates more consistent administrative practices. It also formalizes processes that improve operational continuity and workplace safety.

Disadvantages:

NA

Financial Implications:

NA

Legislation:

- Municipal Government Act
- Occupational Health and Safety Act
- Records Retention & Disposition Bylaw



Request for Discussion

Intergovernmental:

While the policy primarily governs internal municipal operations, it ensures consistent professional standards when receiving regional partners, provincial agencies, and other visiting organizations. Clear access and behaviour guidelines support positive intergovernmental interactions during joint meetings, site visits, and collaborative project work.

Strategic Alignment:

The policy supports strategic priorities related to workplace safety, customer service excellence, and responsible administration.

Enclosure(s):

- Draft Policy 01-11 Municipal Office Policy

A handwritten signature in black ink, appearing to read "S. H. Horn".

Signature of the CAO: _____



Smoky Lake County Policy

Title: **MUNICIPAL OFFICE POLICY**

Policy # Versio

Category: Elected Officials (EO)

EO-11 **01**

LEGISLATIVE REFERENCE:

- Municipal Government Act (MGA), s.201.1
- Records Retention & Disposition Bylaw
- Occupational Health & Safety Act

PURPOSE:

To establish office hours, public access rules, and service expectations to ensure consistent, professional service delivery to residents

STATEMENT:

Smoky Lake County is committed to providing accessible, courteous, and efficient customer service. This policy ensures the Municipal Office operates safely, consistently, and professionally.

OBJECTIVE:

To maintain predictable business hours, ensure appropriate access to County facilities, and establish standards for public interactions.

	Date	Resolution Number
Approved		
Amended		
Amended		



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

GUIDELINES & PROCEDURE:

1. Office Hours

- 1.1. Monday–Friday, 8:00 a.m. to 4:00 p.m.
- 1.2. Closed daily from 12:00 p.m. to 1:00 p.m.
- 1.3. Closed statutory holidays.
- 1.4. Emergency closures may be authorized by the CAO.

2. Public Access

- 2.1. Public access is limited to designated public areas unless otherwise authorized by the CAO or a designated staff member.
- 2.2. Authorization to enter or remain in restricted areas may be revoked at any time if an individual becomes noisy, disruptive, abusive, or interferes with County operations. Staff may request the individual return to public areas or leave the premises entirely if behaviour escalates.
- 2.3. Individuals entering restricted areas with authorization must follow all staff directions and safety requirements.
- 2.4. All members of the public who have been granted temporary access to restricted areas must exit those areas upon office closing unless a specific written or verbal exemption has been granted by the CAO or designate. Remaining in restricted areas after closing without authorization is prohibited.
- 2.5. Harassment, aggression, or threatening behaviour toward staff or other visitors will not be tolerated and may result in removal from the premises and/or involvement of law enforcement.

3. Customer Service Standards

- 3.1. Staff will provide respectful, timely, and accurate service.
- 3.2. Phone and email inquiries will receive acknowledgment within three business days.
- 3.3. Staff will maintain professionalism in all interactions.

4. Security

- 4.1. Office security and safety protocols will be maintained by the CAO.
- 4.2. Confidential information shall be secured at all times.

5. Records Management

- 5.1. All records handled or created in the office must comply with the Records Retention & Disposition Bylaw.

6. Review

Reviewed every four years or as required.



Request for Decision (RFD)

Meeting Date: Tuesday, December 2, 2025

Agenda Item: # **4.6**

Topic: Policy Statement 62-31-01

Presented By: Agricultural Service Board

Recommendation: The Smoky Lake County Agricultural Service Board recommends to Smoky Lake County Council to have administration apply for \$90,000 over three years to the Wildlife Management Fund Grant through the Alberta Professional Outfitters Society for the Coyote Reduction Program in 2026-2029.

Background: The Wildlife Management Fund is a grant program that has contributed \$2 million to wildlife stewardship and conservation projects in Alberta. The funding comes from annual fees paid by outfitters in Alberta.

Our neighboring municipalities are also participating in this program. For example, County of Two Hills was approved for \$90,000 split equally between 3 years. They pay pre-approved ratepayers \$15.00 per coyote and charge a \$5.00 admin fee per coyote.

Benefits: A key advantage to participating in the program is a reduction in the coyote population and predation of tame domestic livestock as well as ungulates.

Disadvantages: This program does increase the demand on staff to be available to remove a paw from each coyote that is brought in. As well as additional invoices sent to the Alberta Professionals Outfitters Society as proof of money spent.

Alternatives: Continue with no program and host a ratepayer workshop on how to manage and mitigate coyote problems in yards and around livestock.

Compound 1080 poison will be coming back to counties in Alberta. The new program will require farmers to have certification to use the product. This certification will be offered by Lakeland College or by various workshops held within our region.

Financial Implications: Our municipality would benefit by receiving an administrative fee of \$5.00 per coyote.

Legislation: Agricultural Pest Act of Alberta

Intergovernmental: Regional collaboration with our surrounding municipalities who also have or will be participating in a coyote reduction program.

Strategic Alignment:



Request for Decision (RFD)

Enclosure(s):

Signature of the CAO:  Brian



Smoky Lake County Policy

Title: **Coyote Reduction Program Policy**

Policy # Version

Category: Agricultural Services (AG)

AG-31 01

LEGISLATIVE REFERENCE:

- Agricultural Pest Act of Alberta
- Municipal Government Act (MGA)
- Wildlife Management Fund Grant Requirements

PURPOSE:

To reduce coyote predation on livestock by providing an incentive-based program for ratepayers while ensuring safe, humane, and compliant handling, verification, and disposal of carcasses aligned with County and grant standards.

STATEMENT:

Smoky Lake County supports agricultural producers by implementing a Coyote Reduction Program funded in part through the Wildlife Management Fund. The program provides compensation for coyotes harvested within the County, ensures proper verification through staff removal of the left front paw, and maintains environmental and safety standards.

This program may terminate at an earlier date than the March 31 deadline, subject to budget limitations and/or abuse of the program.

Cancellation or Denial: Permits and applications may be cancelled or denied at any time with no liability or obligation to the County.

OBJECTIVE:

To provide an incentive payment of **\$15.00 per coyote** from **November 1 to March 31** annually, subject to program funding.

	Date	Resolution Number
Approved		
Amended		
Amended		



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

GUIDELINES & PROCEDURE:

Participants must complete Schedule A – Coyote Reduction Permit. Applications made under Schedule “A”: Coyote Reduction Permit must be approved by the Agricultural Fieldman or their designate.

1. Applications & Eligibility

- One participant per household is eligible.
- Coyotes must originate **within Smoky Lake County boundaries**.
- Non-residents and imported carcasses are **not** eligible.

2. Program Limits

- Maximum **20 coyotes per week**.
- Maximum **100 coyotes per season** per participant.
- Residents are advised that it is illegal to sell whole or unskinned carcasses to anyone other than a licensed Fur Buyer.

3. Carcass Handling & Verification

- Coyotes may be hunted (but not trapped) without a license at all times of the year throughout the Province by a resident who has right of access (permission) to hunt on lands that are not public lands or by the owner or occupant of their privately owned land.
- Participants must bring in **whole carcasses only**.
- ASB staff will remove the **left front paw** for verification.
- Carcasses must be **covered with a tarp** during transport to avoid public display.
- Carcasses must be **accessible**, not frozen tightly together, and suitable for inspection.

4. Appointments

- Carcasses are accepted **by appointment only**.
- Staff may inspect disposal locations at any time without prior notice.

5. Disposal Requirements

- Carcasses are returned to the participant for **proper disposal**.
- Participants must provide a **legal land location** for potential disposal site inspection.

6. Grant Reporting Requirements



- Staff will maintain full records of payments issued.
- Staff will prepare and submit required reports and invoices to the Wildlife Management Fund.
- Records will be retained in accordance with County retention schedules.

7. Abuse or Non-Compliance

- Participation may be **immediately suspended or terminated** for:
 - False declarations
 - Importing carcasses
 - Exceeding program limits
 - Any misuse of the program
- Program may close early if **funding is depleted**.



SCHEDULE "A"

COYOTE REDUCTION PERMIT

DETAILS	Applicants: Name: _____ Address: _____ Telephone Number: _____ Cell Number: _____
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LEGAL DETAILS	Legal Description (hereinafter referred to as the "Lands": Location: LEGAL, LAND LOCATION: $\frac{1}{4}$ _____ SECTION: _____ TOWNSHIP: _____ RANGE: _____ W4M $\frac{1}{4}$ _____ SECTION: _____ TOWNSHIP: _____ RANGE: _____ W4M $\frac{1}{4}$ _____ SECTION: _____ TOWNSHIP: _____ RANGE: _____ W4M
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DECLARE	I (We), do hereby declare to SMOKY LAKE COUNTY that only beaver tails from the above approved locations will be brought in for a <u>service fee</u> of FIFTEEN DOLLARS (\$15.00) per coyote. I (We) hereby agree to, in consideration of the benefit derived by me (us) from the work description above shall indemnify and save harmless the <u>SMOKY LAKE COUNTY</u> , its Councillors, officers, employees, and agents from any claim, damages, liability, cost, fee, penalty, action, cause of action, demand, damage to property, injury to person or death (including, without limitation to, legal fees of <u>SMOKY LAKE COUNTY</u> on a solicitor-client full indemnity basis), that may arise directly or indirectly out of the performances of the above described work(s). Program is subject to available funds. Coyotes will not be paid for when funds have been depleted. If abuse of the program is conducted, the applicant will be banned from participating.
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I, THE UNDERSIGNED, HAVE READ THIS APPLICATION

AND AM AWARE OF ITS CONTENTS AND AGREE TO THE CONDITIONS.

SIGNATURE OF OWNER: _____	DATE: _____
SIGNATURE OF AGRICULTURAL FIELDMAN: _____	DATE: _____





Request for Discussion

Meeting Date: Tuesday, December 2, 2025.

Agenda Item: # **4.7**

Topic: Policy 07-02-02 – Playgrounds and Parks Safety Policy

Presented By: Brenda Adamson, Interim CAO

Background:

Smoky Lake County's Playgrounds and Parks Safety Policy has been updated to reflect modern safety standards, risk-management expectations, and legislative requirements for the development, inspection, and maintenance of playgrounds and park spaces. The existing internal practices did not fully align with the most recent edition of CSA Z614-20: Children's Playgrounds and Equipment, nor did they reflect current Occupational Health and Safety legislation, insurance industry expectations, or municipal risk-management standards. The updated policy clearly defines inspection types, staff responsibilities, hazard reporting processes, documentation expectations, and the County's duty of care.

The revised policy, Playgrounds and Parks Safety Policy, establishes a clear framework ensuring all parks and playgrounds are maintained in a safe, clean, and accessible condition. It clarifies responsibilities at all organizational levels, including Council, the Chief Administrative Officer, the Parks & Recreation Manager, and operational staff. The policy also formalizes inspection processes; routine visual inspections, operational inspections, and annual audit inspections. (In alignment with the CSA Standard, manufacturer installation guidelines, and insurance requirements.) The modernization of this policy ensures consistent service levels and reduces liability exposure to the County.

SUMMARY

The updated Playgrounds and Parks Safety Policy provides a comprehensive approach to ensuring playground structures, surfacing, and park amenities are safe for public use. It outlines defined inspection schedules, establishes clear criteria for identifying hazards, supports timely corrective action, and requires proper documentation of all findings. The policy reinforces the County's commitment to proactive maintenance, long-term asset management, and effective risk reduction.

The policy also introduces a formal requirement for document retention in accordance with the new Records Management Bylaw, recognizing that playground-related inspection and maintenance records must be preserved for extended periods (typically 10 years) due to potential liability concerns. It further ensures that budget planning, staff training, and reporting processes are aligned with modern municipal expectations for public recreation spaces.

Benefits:

Updating this policy strengthens the County's ability to provide safe, well-maintained public spaces while reducing legal and operational risk. It enhances public confidence, supports consistent recordkeeping, and ensures the County meets or exceeds national playground safety standards. By clarifying responsibilities and inspection expectations, the policy assists staff in delivering predictable, high-quality maintenance services and supports informed Council budgeting for repairs.



Request for Discussion

and capital upgrades.

Disadvantages:

NA

Financial Implications:

There are no direct financial impacts associated with approving the policy. Ongoing costs for inspections, repairs, training, and replacements are included within the annual Parks & Recreation budget and long-term capital planning

Legislation:

This policy aligns with the Municipal Government Act, the Occupational Health and Safety Act and Code, the Safety Codes Act, CSA Z614-20 standards, common law duty of care, and insurance industry expectations for municipal playground safety.

Intergovernmental:

The updated policy aligns Smoky Lake County with safety practices commonly used by neighbouring municipalities and meets expectations from provincial agencies and insurance partners regarding public-space risk management. Adopting this policy supports consistent regional standards for park and playground safety, facilitating smoother collaboration during shared risk reviews, insurance audits, and recreation network planning across the region

Strategic Alignment:

The policy supports the County's strategic priorities related to safe and healthy communities, risk management, asset stewardship, and continuous improvement in service delivery. It reinforces long-term planning and responsible management of public recreation infrastructure.

Enclosure(s):

- Policy 07-02-02 – Playgrounds and Parks Safety Policy (Updated)

Signature of the CAO: _____

A handwritten signature in black ink, appearing to read "S. H. [Signature]".



Smoky Lake County Policy

Title: **Playgrounds and Parks Safety Policy**

Policy # **P&R-07** Version **03**

Category: Parks & Recreation Services (P&R)

LEGISLATIVE REFERENCE:

- *Municipal Government Act (MGA), RSA 2000, c. M-26*
- *Occupational Health and Safety Act, Regulation & Code (Alberta)*
- *Safety Codes Act*
- *Canadian Standards Association (CSA) Z614-20: Children's Playgrounds and Equipment*
- Manufacturer installation guidelines and warranties
- Common Law Duty of Care and Municipal Risk-Management Standards
- Insurance industry playground maintenance expectations (e.g., RMA Insurance)

PURPOSE: To ensure that all Smoky Lake County playgrounds, play structures, and park spaces are developed, operated, and maintained in a safe, clean, and accessible condition that supports public recreation, reduces hazards, and complies with applicable legislation and the CSA Z614-20 Standard.

STATEMENT: Smoky Lake County is committed to providing safe and well-maintained playgrounds and parks. The County recognizes its duty of care to manage risks, conduct regular inspections, respond to hazards promptly, and maintain accurate documentation. Development, maintenance, and operation of parks and playgrounds will be performed in accordance with the CSA Playground Standard and manufacturer requirements.

The County will support ongoing improvements, replacement of aging structures, and annual budgeting to ensure playgrounds and parks remain safe and enjoyable for all residents.

DEFINITIONS:

1. **“Annual Audit Inspection”:** A comprehensive, formal inspection conducted once per year by trained personnel following CSA Z614-20 requirements.
2. **“Operational Inspection”:** Monthly inspection identifying wear, stability, integrity of equipment, surfacing “depth, and maintenance needs.
3. **“Routine Visual Inspection”:** Regular (daily, weekly, or seasonal) inspection identifying obvious hazards such as litter, vandalism, broken components, or dangerous conditions.
4. **“Hazard”:** Any condition that may cause injury, including equipment failure, entrapment risks, surfacing deficiencies, unsafe debris, vandalism, or environmental conditions.
5. **“Playground Equipment”:** Any play apparatus, structure, surfacing, or feature intended for use by children in a County-operated playground.

OBJECTIVE: The objective of this policy is to ensure that Smoky Lake County's playgrounds and parks are maintained, inspected, and managed in accordance with recognized safety standards, supported by defined responsibilities across the organization. This includes:

1. Ensuring the Parks & Recreation Manager provides overall leadership in implementing this policy, maintaining inspection schedules, reviewing public concerns, ensuring staff competency, and preparing the Annual Parks & Playgrounds Report.



2. Ensuring Parks & Recreation Staff conduct routine, operational, and annual inspections; maintain site cleanliness; document hazards and corrective actions; install equipment according to manufacturer specifications; and report hazards immediately.
3. Ensuring the Chief Administrative Officer allocates sufficient resources to support inspections, maintenance, repairs, and long-term asset management.
4. Ensuring Council provides oversight governance by approving necessary budgetary resources and reviewing annual summary reports to support long-term planning and safe service delivery.

RECORDS MANAGEMENT:

All inspection forms, maintenance records, corrective actions, photos, and reports must be retained in accordance with the County's Records Management Bylaw, typically for a minimum of 10 years due to liability considerations.

REVIEW CYCLE

This policy shall be reviewed every three (3) years, or earlier if:

- CSA standards are updated;
- legislation changes; or
- significant incidents indicate the need for revision.

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



Request for Discussion

Meeting Date: Tuesday, December 2, 2025.

Agenda Item: # **4.8**

Topic: Obsolete Governance Policies and Bylaws

Presented By: Brenda Adamson, Interim CAO

Background:

As part of Smoky Lake County's comprehensive governance modernization initiative, several bylaws and policies have been updated, replaced, or consolidated into new documents. The adoption of Bylaw 1490-25 Procedural Bylaw, the updated Records Retention & Disposition Bylaw 1493-25, and several rewritten governance policies has rendered a number of older policies redundant or contradictory.

Historically, many governance processes, including agenda formats, delegation procedures, Council inquiries, and public hearing procedures, were governed by separate stand-alone policies. These items have now been fully incorporated into the new Procedural Bylaw through Schedules A, B, C, and D. As a result, the corresponding standalone policies are no longer required.

In addition, the modernization of the Records Retention Bylaw requires the repeal of the former retention bylaw and related administrative directives that relied on outdated classification systems. Updating the Public Participation, Council Orientation, Municipal Office, and Council Request for Information policies also eliminates older versions that do not align with current legislation or governance practices.

To ensure clarity, consistency, and legislative compliance, Administration recommends that Council formally rescind outdated policies and repeal any bylaws that have been superseded and the next Regular Council Meeting.

SUMMARY

The following items must be formally rescinded:

1. Policies to be Rescinded
2. Policy 01-01 Procedures for Transacting County Business – superseded by the new Procedural Bylaw.
3. Policy 01-16 Procedures for Business of Council – now incorporated into Bylaw 1490-25.
4. Policy 01-26 Agenda Format Policy – fully replaced by the agenda provisions and Schedule A.
5. Policy 01-27 Request for Decision Policy – replaced by Schedule A of the Procedural Bylaw.
6. Policy 01-49 Delegations to Council – replaced by Schedule D of the Procedural Bylaw.
7. Policy 01-33 County Operations Policy – procedural elements moved into the Procedural Bylaw; remaining content no longer required.
8. Policy 01-06 Public Hearing Procedures – replaced by Schedule B of the Procedural Bylaw.

The repeal of these items ensures that no conflicting governance documents remain in effect and



Request for Discussion

that all Council and administrative procedures are governed by a consistent, modern, and consolidated framework.

Benefits:

The repeal of redundant documents eliminates ambiguity and ensures all governance processes flow from a single, authoritative source. This improves transparency, reduces administrative workload, and ensures that Council, staff, and the public operate under consistent rules. Removing conflicting or outdated policies also mitigates legal and procedural risks while supporting efficient decision-making and streamlined administrative practices.

Disadvantages:

NA

Financial Implications:

NA

Legislation:

- Municipal Government Act
- Access to Information and Protection of Privacy Act
- Local Authority Emergency Management Regulation

Intergovernmental:

Cleaning up outdated governance documents strengthens the County's ability to participate effectively in regional partnerships, including the ICC and regional boards. A consistent and modern governance framework ensures that elected officials and staff are operating with clear, current procedures when interacting with neighbouring municipalities, provincial ministries, and joint-service organizations. This alignment reduces confusion, supports shared decision-making processes, and enhances credibility in intergovernmental relationships.

Strategic Alignment:

This action supports strategic goals related to good governance, administrative excellence, and organizational clarity. Removing redundant documents ensures the County maintains a transparent and accountable governance structure.

Enclosure(s):

- Policy 01-01 Procedures for Transacting County Business
- Policy 01-16 Procedures for Business of Council
- Policy 01-26 Agenda Format Policy
- Policy 01-27 Request for Decision Policy
- Policy 01-49 Delegations to Council
- Policy 01-33 County Operations Policy



Request for Discussion

- Policy 01-06 Public Hearing Procedures

Signature of the CAO: 

SMOKY LAKE COUNTY



Title: Procedures and Transacting of Organizational Meeting		Policy No.: 01-02
Section: 01	Code: P-R	Page No.: 1 of 7

Legislation Reference:	Legislation as specified in the Municipal Government Act
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Purpose:	To format the Organizational Meeting of County Council.
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Policy Statement and Guidelines:	
In order to expedite the order of business during the Organizational Meeting; repetitive resolutions will be addressed in this policy and considered as carried.	
1. General Government Services:	
1.	Dispensing with the use of "Whereas", "Be It Resolved", "Be It Further Resolved", "Therefore Be It Further Resolved" - (<u>Section 207, M.G.A.</u>)
<i>"That for the sake of brevity, the words "Moved", "On the motion of", "Whereas", "Resolved", "Be It Resolved", "Therefore Be It Resolved", "Be It Further Resolved", and "Therefore Be It Further Resolved"; and seconders to resolutions be dispensed within the wording of resolutions, for purposes of clarity, their meaning be understood.</i>	
2.	Banking and Signing Authority
<i>"That the Bank Accounts in the name of the Smoky Lake County be carried with the Canadian Imperial Bank of Commerce and Alberta Treasury Branch at Smoky Lake; and that the Reeve or the Deputy Reeve and the Chief Administrative Officer or Assistant Chief Administrative Officer be and are hereby authorized to draw, accept, sign, countersign, make and agree to pay all or any bills or exchange, promissory notes, cheques, and orders for payment of money; to pay and receive all monies and to give receipts for the same; to assign and transfer to the said banks all or any stocks, bonds, and other securities, and generally for and in the name, and on behalf of the said Smoky Lake County to transact with the banks any business they may think fit.</i>	

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

Policy Statement and Guidelines:

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

3. Appoint Solicitor, Auditor, Engineer

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

12. Assessment and Taxation:

1. Appoint Assessor

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



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

Policy Statement and Guidelines:		
	2. Provide for Remuneration of members of the Assessment Review Board	
		<i>That the remuneration for the members of the Assessment Review Board be the same as established by the County Council for its members to attend Regular Meetings.</i>
	3. Appoint Clerk of the Assessment Review Board	
Board by		<i>That Brenda Adamson, the Finance Manager and/or a designated alternate be appointed the Clerk of the Assessment Review motion.</i>
	4. Execution of any levy authorized by the Chief Administrative Officer	
execute		<i>That the Chief Administrative Officer be given the authority to any levy that may be deemed necessary for collection.</i>
13. <u>Tax Recovery Act and Municipal Property:</u>		
	1. Appoint Appraisers of Tax Recovery Lands	
to		<i>That the County Council be appointed as a Standing Committee to appraise the lands and improvements to be sold by the County under the provisions of the Municipal Government Act.</i>
	2. Lease of Tax Recovery Lands – 3.5% of Assessed Value	

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

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

Policy Statement and Guidelines:

2. Protective Services:

1. Appoint Honorary Fire Guardian & Assistants

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

2. Purchase of Insurance Needs of the County

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

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

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

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

3. Transportation Services:

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

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

2. Custom Work Rates

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

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

Policy Statement and Guidelines:

3. Appoint Surveyor

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

4. Compensation for Construction and Backsloping Easements

That compensation for road construction be as follows:

Regular Roads:

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

Special Roads:

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

Backsloping under the Agricultural Service Board:

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

Burrow Pits:

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

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

Policy Statement and Guidelines:

5. Compensation for Electrical Plugging in of graders

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

6. Public Works Roadway and Servicing Standards

That the Public Works Department strictly adhere to:

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

6. Environmental Health Services:

- a. **Appoint Agricultural Fieldman as Weed Inspector(s) (Section 7 – Weed Control Act)**

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

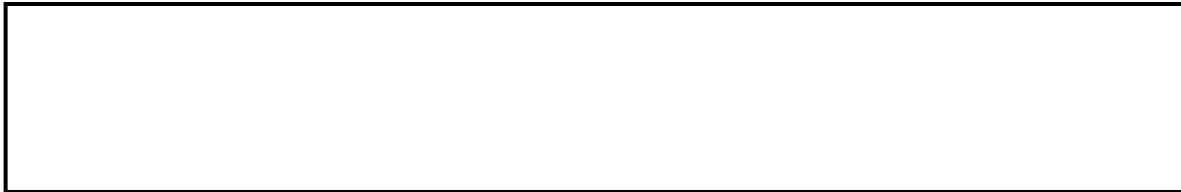
Title: Procedures and Transacting of Organizational Meeting	Policy No.: 01-02
Section: 01	Code: P-R

Policy Statement and Guidelines:

- f. i. **Appoint Agricultural Fieldman and District Agriculturist as the Land Surface Conservation and Reclamation Council (Section 13 & 16 – Agricultural Service Board Act)**
- ii. **Appoint Soil Conservation Officer (Section 2 – Soil Reclamation Act)**

That the Agricultural Fieldman be appointed:

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



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

SMOKY LAKE COUNTY



Title: Procedure and Transacting of Business by Council		Policy No.: 16-02
Section: 01	Code:	Page No.: 1 of 3

Legislation Reference:	Municipal Government Act, Section 201
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Purpose:	To provide regulations for conducting business in Committee.
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Policy Statement and Guidelines:

Definitions:

1. Webster's Ninth New College Dictionary
 - a. **Committee:** A group of fellow legislators chosen by a legislative body to give Consideration to legislative matters.
 - b. **Committee of the Whole:** The whole membership of a legislative house sitting as a committee and operating under informal rules.
2. Municipal Government Act, Chapter M-26-1 R.S.A., 1994, Section 203

Section 203(1),(2),(3):

A Council may be bylaw delegate any of its powers, duties or functions under this or any other enactment or a bylaw to a Council committee, the Chief Administrative Officer or a designated officer, unless this or any other enactment or bylaw provides otherwise.

A Council may not delegate:

- a. Its power or duty to pass bylaws.
- b. Its power to make, suspend or revoke the appointment of a person to the position of Chief Administrative Officer.
- c. Its power to adopt budgets under Part 8.
- d. Its power with respect to taxes under Section 327, and
- e. A duty to decide appeals imposed on it by this or another enactment or bylaw, whether generally or on a case by case basis, unless the delegation is to a Council Committee and authorized by bylaw.

Title: Procedure and Transacting of Business by Council		Policy No.: 16-02
Section: 01	Code:	Page No.: 2 of 3

Policy Statement and Guidelines:

The Council when delegating a matter to a Council Committee, the Chief Administrative Officer or a designated officer may authorize the Committee or officer to further delegate the matter.

- A Committee to which a duty or power is delegated pursuant to sub Section (1) may exercise or perform it in a like manner and with the same effect as the Council.
- A Council may appoint an Agricultural Service Board under the Agricultural Service Board Act.

3. The business of all Committees shall be conducted in accordance with the rules governing procedure in the Council, except that no motion need be recorded, no member shall be limited as to the number of times he/she may speak to the question under consideration, and no member may move the previous question, and in addition, the following rules shall be adhered to:

- a. The Chairman shall preside at each meeting and shall vote on all questions submitted, and upon an equal vote the question shall be negative.
- b. The name of the Chairman shall appear on all reports and recommendations made by the Committee.
- c. In the absence of the Chairman, and unless another has been appointed by the council, one of the other members shall be elected to preside and shall discharge the duties of the Chairman during the meeting or until the arrival of the Chairman.
- d. The minutes of each Committee, shall be accurately kept in a book provided for that purpose, and at each meeting the minutes of the preceding meeting shall be submitted for confirmation or amendment, and after they are approved by a majority of the members present, shall be signed by the Chairman:

Please note: Committee minutes are not to be adopted or

accepted by the Council.

e. When a decision takes place on any question, the vote of the members shall be recorded, if required by one of the members.

Title: Procedure and Transacting of Business by Council	Policy No.: 16-02
Section: 01	Code: Page No.: 3 of 3

Policy Statement and Guidelines:

4. The general duties of all the Committees of Council shall be as follows:
 - a. To report of the Council whenever desired by the Council and as often as the interest of the County may require, on all matters connected with the duties imposed upon each such Committee and to recommend such action by the Council as it deems necessary within its terms of reference.
 - b. To observe, unless otherwise specifically permitted, the rules prescribed by the Council.
 - c. The reports of all Committees shall be made to the Council prior to the same being given to the public:
 - i. Reports are to be filed with the council;
 - ii. Resolution(s) are required by the council to take specific action on a recommendation referred to in the said report.
5. Contrary to the word "COMMITTEE", that whenever the word Committee follows a designation, i.e. "Natural Gas Committee" and the said Committee is made up of all Councillors, the Committee meetings shall be treated in a like manner as regular meetings, thereby minutes, resolutions and bylaws may be prepared and passed.
6. It shall be the duty of the Chairman to give notice of all meetings to all members of each Committee and such other persons whose presence is desired, and to attend, or cause to be attended by a Secretary, all meetings for the Committees, and to record minutes, reports and requests of all such meetings.

	Date	Resolution Number
Approved	February 23, 1984	# 329 - Page 4734
Amended	March 23, 2000	# 323 - Page 6824
Amended		

SMOKY LAKE COUNTY



Title: County Council Meeting: Agenda Format		Policy No.: 26-05
Section: 01	Code: P-R	Page No.: 1 of 4 E
Legislation Reference: Alberta Provincial Statutes		
Purpose:	To provide a consistent agenda format for County Council Meetings to ensure that Council business is dealt with in an orderly and expedient manner.	
Policy Statement and Guidelines:		
1. STATEMENT: 1.1 The agenda and information package shall be prepared for each meeting of Council to ensure Council business is dealt with in an orderly and expedient manner. 1.2 The agenda heading's structure will also be used for Council Committee and any other meetings held by Council as required, not just Council meetings.		
2. DEFINITION: Agenda: means a list of items and orders of business for any meeting of Council or Council Committee in respect to, but not limited to the associated reports, Bylaws or other documents to be discussed at the meeting which are included in Meeting's information package. Note: These are items which must be acted upon (or processed) and presented in the recommended order in which they are to be dealt with, beginning with the call to order and ending with adjournment.		
3. GUIDELINES: 3.1 The agenda preparation and distribution shall be in accordance with Smoky Lake County's Procedural Bylaw No. 1303-17: Procedural Bylaw . 3.2 Meeting participants will receive a copy of the agenda in advance of the meeting date with the appropriate background information on items to be discussed as per Policy Statement No. 01-27: County Council Meeting: Request for Decision , as necessary to better understand the decisions being made.		
4. PROCEDURES: The <u>Agenda</u> shall: 4.1 Be prepared by the Assistant Chief Administrative Officer, or delegate, with consultation from the Chief Administrative Officer and Reeve. 4.2 Be made available to Council Members and County Staff Members participating in the meeting in advance of at least five (5) working days prior to the meeting. 4.3 Be posted on the County's website and made available to the attending public.		

Title: County Council Meeting: Agenda Format		Policy No.: 26-05
Section: 01	Code: P-R	Page No.: 2 of 4 E

Policy Statement and Guidelines:

4.4 Items to be placed on the Agenda shall be submitted to the Assistant Chief Administrative Officer, or delegate, in advance of at least five (5) working days prior to the meeting for incorporation into the Agenda and information packages and made available (as per Section 4.2 and 4.3).

4.4.1 Delegations must provide a written summary which clearly outlines the topic of their presentation and desired outcome, along with all supporting documents if any; in accordance with **Policy Statement No. 01-49: Delegation to County Council**.

4.5 Any Council Member may, with the majority of Council agreeing, add emergent items to the Agenda, or delete redundant items from the Agenda.

4.6 The Agenda shall be designed in a manner which gives sound purpose and structure to the meeting. Specifically, in accordance with **Schedule "A": Agenda Format**.

4.7 **Department Reports** will be presented to Council at **Council Departmental Meetings**. This process will provide an opportunity for Manager's and/or out-of-scope employees to offer insight to inform Council on the status of services, programs, and project activities.

4.7.1 The Department Reports will be listed on the Agenda under Section 5: Issues for Information, and attached to the Agenda in the following order:

- **Public Works:**
 - a. Public Works Manager
 - Council Requests Summary: dated as of Month, Date, Year
 - b. Public Works Road Foreman
 - c. Public Works Shop Foreman
 - d. Parks and Recreation Manager
- **Protective Services:**
 - e. Peace Officer
 - f. Fire Chief
 - g. Safety Officer
- **Planning and Development:**
 - h. Planning and Development Manager
- **Natural Gas:**
 - i. Natural Gas Manager
- **Environmental Operations:**
 - j. Environmental Operations Manager
- **Agricultural Service Board:**
 - k. Agricultural Fieldman
- **Administration:**
 - l. GIS Technician
 - m. Communications Technician

Title: County Council Meeting: Agenda Format	Policy No.: 26-05
Section: 01	Code: P-R

Policy Statement and Guidelines:

- 4.7.2 Council Departmental Meetings will be scheduled with a target date of two days prior to a Council Meeting or as otherwise determined by resolution of Council.
- 4.7.3 In order to ensure that Council members have adequate time to read and reflect on matters contained within Department Reports, the distribution of meeting agendas and information packages is to be distributed in advance of at least five (5) working days prior to the meeting.
- 4.7.4 In accordance with the County's Procedural **Bylaw No. 1303-17: Procedural Bylaw**; Council may entertain resolutions dealing with any recommendations or issues contained within the Department Reports.
- 4.7.5 In accordance with **Policy Statement No. 1-M-41: Reporting Criteria on Training Events**, Training Event Reports will be provided to Council through the **Council Departmental Meetings**. This process will provide an opportunity to discuss the contents, results, and benefits of attending the event to help Council relate it to the operations of the County.

	Date	Resolution Number
Approved	January 21, 1999	# 199 - Page # 6573
Amended	May 23, 2001	# 456 - Page # 7096
Amended	December 8, 2016	# 181 - Page # 12457
Amended	January 31, 2019	# 278 - Page # 13442
Amended	March 25, 2021	# 529 - Page # 14578
Amended		

SCHEDULE "A": AGENDA FORMAT

1. Call to Order.
2. Approval of Agenda:
 - as presented or
 - subject to additions or deletions
3. Minutes:
 - Amendments
 - Approval of Minutes
 - Business Arising from the Minutes
4. Request for Decision: Governance Issues and Management Issues

Public Question and Answer Period: 11:30 a.m. to 12:00 p.m.

5. Issues for Information:
 - 5.1 Chief Administrative Officer:
 - 5.1.1 Monthly Report
 - 5.1.2 Financial Statement of the Month, Year
 - 5.1.3 Action Lists
 - 5.2 Municipal Finance
 - 5.2.1 Monthly Report
 - 5.2.2 Actual to Budget Review
 - 5.2.3 Accounts Receivable Aging Reports - **For Council Information**
 - 5.2.4 Check Register - **For Council Information**
 - 5.3 Reeve and Councillor: Reports from various Committees, Boards and Commissions
 - 5.3.1 Division One
 - 5.3.2 Division Two
 - 5.3.3 Division Three - **Reeve**
 - 5.3.4 Division Four
 - 5.3.5 Division Five
 - 5.3.6 Additional Documentation: Committees, Boards and Commissions
6. Correspondence
7. Delegations:
 - 7.1 Smoky Lake RCMP Department: Impromptu Visit Pending Availability
8. Executive Sessions
9. Information Release:
 - 9.1 Calendar: Month, Year
 - 9.2 Thank You Received: Month, Year
10. Bills and Accounts
11. Date & Time of Next Meeting
12. Adjournment

SMOKY LAKE COUNTY



Title: County Council Meeting: Request for Decision		Policy No.: 27-03
Section: 01	Code: P-R	Page No.: 1 of 3 E
Legislation Reference:		Municipal Government Act, Section 153
Purpose: To ensure a standard format for providing information from which a Decision is sought by the County Council.		
Policy Statement and Guidelines:		
The Request for Decision format will be used as a communication tool, where a decision is requested from the County Council.		
1. STATEMENT:		
1.1 The agenda and information package shall be prepared for each meeting of Council to ensure Council business is dealt with in an orderly and expedient manner.		
1.2 The agenda heading's structure will also be used for Council Committee and any other meetings held by Council as required, not just Council meetings.		
2. DEFINITION:		
Agenda: means a list of items and orders of business for any meeting of Council or Council Committee in respect to, but not limited to the associated reports, Bylaws or other documents to be discussed at the meeting which are included in Meeting's information package.		
Note: These are items which must be acted upon (or processed) and presented in the recommended order in which they are to be dealt with, beginning with the call to order and ending with adjournment.		
3. GUIDELINES:		
3.1 The agenda preparation and distribution shall be in accordance with Smoky Lake County's Procedural Bylaw No. 1400-21: Procedural Bylaw.		
3.2 Meeting participants will receive a copy of the agenda in advance of the meeting date with the appropriate background information on items to be discussed as per Policy Statement No. 01-27: County Council Meeting: Request for Decision , as necessary to better understand the decisions being made.		

4. PROCEDURES:

The Agenda shall:

- 4.1 Be prepared by Administration with consultation from the Chief Administrative Officer.
- 4.2 Be made available to Council Members and County Staff Members participating in the meeting in advance of at least five (5) working days prior to the meeting.
- 4.3 Be posted on the County's website and made available to the attending public.

Title: County Council Meeting: Request for Decision	Policy No.: 27-03
Section: 01	Code:

Policy Statement and Guidelines:	

	Date	Resolution Number
Approved	January 21, 1999	# 200 - Page 6574
Amended	October 26, 2006	# 22-06 - Page 8235
Amended		

Policy 01-27



REQUEST FOR DECISION		DATE	
TOPIC			
PROPOSAL			
CORRELATION TO BUSINESS (STRATEGIC) PLAN			
LEGISLATIVE, BYLAW and/or			

POLICY IMPLICATIONS	
BENEFITS	
DISADVANTAGES	
ALTERNATIVES	
FINANCE/BUDGET IMPLICATIONS	
Operating Costs:	Capital Costs:
Budget Available:	Source of Funds:
Budgeted Costs:	Unbudgeted Costs:
INTERGOVERNMENTAL INVOLVEMENT/IMPLICATIONS	
COMMUNICATION STRATEGY	
RECOMMENDATION	
CHIEF ADMINISTRATIVE OFFICER	

Schedule "A": *Request for Decision*

Page 3 of 3.

SMOKY LAKE COUNTY



Title: Delegation to County Council	Policy No.: 49-02
Section: 01	Code: P-I

Legislation Reference:	Alberta Provincial Statutes
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Purpose:	To establish a policy to govern requests for delegation status at a meeting of County Council and to set out the process under which presentations are to be made.
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Policy Statement and Guidelines:	
1. STATEMENT:	
1.1	This policy is based on the “ Delegation ” Section of the Smoky Lake County Procedural Bylaw No. 1400-20 . This policy applies to all requests for delegation status from all sources: Organizations, Interest Groups and Persons.
1.2	The Council of the Smoky Lake County recognizes the value to the community of local clubs, groups, organizations and residents that bring a community together. County Council shall receive delegations under the terms and conditions of this policy resolution.
2. DEFINITIONS:	
2.1	“ Delegation ”: means any person or group of persons other than Administration, who appears before Council at a regular Council meeting to address a specific matter.
2.2	“ Group ”: means two (2) or more persons gathered together by a common interest in any matter, one of whom may be appointed as spokesperson to be solely responsible for presenting the points of view or positions of the persons represented.
3. OBJECTIVE:	
3.1	Delegations appear before council for the purpose of voicing an opinion to the council. The agenda should contain the name of the person or group addressing council, the delegation's topic and an estimated time at which it will be heard. Delegations are usually dealt with near the beginning of the meeting as a courtesy in order that people who want to address council will not be kept waiting.
4. GUIDELINES:	
4.1	It is the responsibility of anyone contacted on behalf of the County, including elected officials and appointed officials on staff, to refer any and all requests for delegations before County Council to the Municipal Clerk for disposition.
4.2	Requests from persons or groups who wish to make a representation to Council shall be made at least ten (10) working days prior to a regular Council Meeting, including the purpose of the request, the proposed presentation in writing, action requested of Council, if any, in accordance with Policy Statement No. 01-26: Regular County Council Meeting: Agenda Format .

Title: Delegation to County Council	Policy No.: 49-02
Section: 01	Code: P-I

Page No.: 2 of 6 E

Policy Statement and Guidelines:

- 4.3 It is the responsibility of the Municipal Clerk to advise the Chief Administrative Officer and Assistant Chief Administrative Officer of delegation requests received and to respond to any request for delegation status in the manner set out in this policy.
- 4.4 The allocation of Council's time to delegations is primarily intended to enable proposals for County action to be put forward, to advocate policy action by Council or to make the case of interest of business or non-governmental organizations.
- 4.5 Matters raised by delegations shall be considered at Council's discretion, at a subsequent meeting of Council, in order to enable research and to check evidence provided by delegations, unless Council unanimously deems otherwise.
- 4.6 Request for Delegation are accepted on a first come, first served basis and may be put forward to the next available meeting or referred to another committee.
- 4.7 Information and supporting documentation collected on a delegation request is done so under the general authority of the ***Freedom of Information and Protection of Privacy Act (FOIP)***. Submission for an agenda will be used to acknowledge receipt and shall become public information unless deemed by the Chief Administrative Officer to be confidential and "In Camera". Please be aware that your name is subject to disclosure by way of publication of the agenda.
 - 4.7.1 All correspondence submitted to Smoky Lake County will form part of the public record and will be published when this matter is before Council.
 - 4.7.2 Smoky Lake County considers the author's name and address relevant to Council's consideration of this matter and will disclose this personal information. 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.

5. PROCEDURES:

Delegations and Appointments:

A request for delegation status shall only be considered for inclusion on a County Council agenda if the following conditions are met:

- 5.1 If a person or group wish to address Council on a matter on a Regular Council Agenda, that person or group shall notify the Municipal Clerk in the following format:
 - 5.1.1 **Written Communication**, the letter shall be typewritten or legibly written that outlines the topic, purpose of the delegation's appearance before County Council and the names and positions of the individual(s) who will address Council, be signed with the name of the writer and contain the mailing address of the writer.

Title: Delegation to County Council		Policy No.: 49-02
Section: 01	Code: P-I	Page No.: 3 of 6 E

Policy Statement and Guidelines:

- 5.1.2 **Electronic Communication** shall clearly set out the topic and purpose of the matter at issue and the request; state the names and positions of the individual(s) who will address Council; and must contain the name of the writer and both the mailing and electronic address of the writer.
- 5.1.3 **Complete** and **submit** in its entirety **Schedule “A”: Delegation Request Form**, the provisions of this information clarifies the purpose of the delegation to provide a clear understanding of the delegate’s matter of issue for the Council.
- 5.2 Delegates wishing to have documentation included in the County Council Agenda must provide an electronic copy or a hard copy to the Municipal Clerk, accompanying the written submission.
- 5.3 Delegates wishing to make an electronic presentation during the County Council meeting shall advise the Municipal Clerk at the time of submitting the delegation request. An electronic copy of any audio/visual presentation is required to be submitted to the Municipal Clerk accompanying the written submission or it will not be permitted to be shown at the meeting.
- 5.4 The subject matter and nature of the delegation’s request must fall within the jurisdiction of County Council.
- 5.5 The delegation agrees to abide by the terms of this policy.

PROTOCOL:

The following protocol will be used to determine if it is necessary for an Administrative Report to accompany any information provided by a delegation:

- 5.6 Once the Municipal Clerk has forwarded a copy of the written submission to the Chief Administrative Officer or Assistant Chief Administrative Officer to determine if an Administrative Report should accompany the submission on the agenda.
- 5.7 The Chief Administrative Officer will advise which Department Head shall provide background information on the issue if deemed necessary.
- 5.8 The Municipal Clerk shall advise the delegation accordingly to confirm their place on the Council agenda, whether any audio/visual support is required and the time of the presentation.
- 5.9 Where the matter is determined to fall outside of the scope and responsibility of County Council, the Municipal Clerk shall notify the person(s) that the presentation should be referred to the most appropriate board, commission, agency or Provincial or Federal Government for consideration.

Title: Delegation to County Council	Policy No.: 49-02
Section: 01	Code: P-I

Page No.: 4 of 6 E

Policy Statement and Guidelines:

Delegation Portion at the Meeting:

The procedures to be followed during the Delegation portion of a County Council meeting are set out as follows:

- 5.10 Presentations shall be made from the delegation table in the Council Chambers.
- 5.11 Each delegation to County Council shall be limited to the time on a matter shall only be allowed fifteen (15) minutes to present, exclusive of the time required to answer questions, unless approved by Council otherwise. Where there are numerous delegations listed, taking the same position on a matter, they shall be encouraged to select a spokesperson to present their views.
- 5.12 The Reeve, at the conclusion of the fifteen (15) minutes, shall inform the delegation that the time limit has been exceeded and thank the delegation for the presentation. Only upon a consensus of Council members, shall the fifteen (15) minute limit be extended.
- 5.13 Upon completion of the presentation, the Reeve will open the floor to questions from the members of County Council for clarifications purposes only. The delegation, in responding to any question, should address the question only and refrain from using the opportunity to extend their presentation.
- 5.14 After completion of questions, the delegation will be asked to return to the public gallery seating.
- 5.15 Any presentation in progress deemed to be inappropriate by virtue of content or comment, may, by action of the Reeve and upon a motion of County Council be prohibited from continuing to conclusion. Such an action shall normally follow a caution to a presenter that the presentation, as offered, is inappropriate.
- 5.16 Delegates shall respect the specified procedures, as to protocol and time. Delegates attending shall respect the decorum of County Council and refrain from public outbursts, shouting, or behavior intended to disrupt the debate, discussion and/or general proceedings of County Council, in accordance with **Procedural Bylaw No. 1400-20**.

Exceptions:

- 5.17 Any delegation which appears before County Council at the request of County Council, or with prior approval based on acceptable rationale, may exceed the time constraints earlier set out. All presentations, however, shall indicate regard for the total Council Agenda and shall be as concise as possible.

Title: Delegation to County Council		Policy No.: 49-02
Section: 01	Code: P-I	Page No.: 5 of 6 E

Policy Statement and Guidelines:

5.18 Council may, on two-thirds (2/3) vote, allow a person or group to address a matter that was not on the agenda but only if the item has been added to the agenda as emergent business.

	Date	Resolution Number
Approved	March 29, 2018	# 386-18 - Page # 13045
Amended	June 25, 2025	# 597-25 - Page # 15991



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:	First Name:
Phone Number:	E-mail Address:
Mailing Address: _____, Alberta Box _____, Town _____, Postal Code _____	

Group / Organization / Business / Individual:

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

NAME OF PRESENTERS / ORGANIZATION:

	Name	Position Title	Supporting documentation (optional)
1.	_____	_____	<input type="checkbox"/> Handouts at the meeting (please provide copies to the Municipal Clerk or bring 12 copies to the meeting)
2.	_____	_____	<input type="checkbox"/> Audio / visual presentation (must be received in pdf or jpg format accompanying the Application Form).
3.	_____	_____	
4.	_____	_____	

TOPIC AND PURPOSE OF PRESENTATION:

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

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
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OFFICE USE Only:

Applicant Received: _____ By: _____

Confirmed by: _____ Council Meeting Date: _____

SMOKY LAKE COUNTY



Title: County Operations	Policy No.: 33-01
Section: 01	Code:
Legislation Reference:	Municipal Government Act, Section 201
Purpose: To govern the County Operation(s) decision-making process.	
Policy Statement and Guidelines:	
<p>WHEREAS, the County realizes the needs of the general public and ratepayers are varied; and</p> <p>WHEREAS, the County must operate as a business and weigh the costs of programs and services against the revenue available or revenue generated; and</p> <p>NOW THEREFORE, the decisions of the County be in realization that revenue does not exist to satisfy all needs for programs and services and that the County decision(s) will be based upon the costs and revenue available.</p>	

	Date	Resolution Number
Approved	October 27, 1999	# 56 - Page 6736
Amended		
Amended		

SMOKY LAKE COUNTY



Title: Public Hearing Procedures	Policy No.: 06-02
Section: 01	Code: Page No.: 1 of 6

Legislation Reference:	Municipal Government Act, Sections 184, 197, 198, 200 & 606
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Purpose:	To meet the common law and statutory duty to provide members of the public with opportunity to be heard before Council.
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Policy Statement and Guidelines:

Definition:

Public Hearing "members" shall be either:

- a. **Councillors:** in the case of a resolution or bylaw
- b. **Councillors and Appointed Person:** in the case of a

Subdivision and
Development Appeal Board.

NOTE: Reference M.G.A. – Section 606

606

2. Notice of the Public Hearing must be:
 - a. Published at least once a week for two (2) consecutive weeks in at least one (1) newspaper or other publications circulating in the area in which the Hearing is to be held
OR
 - b. Mailed or delivered to every residence in the area in which the Hearing is to be held.
5. A Notice of a Public Hearing must be advertised under Subsection (2) at least five (5) days before the Public Hearing occurs.
6. A Notice must contain:
 - a. A statement of the general purpose of the proposed Public Hearing.
 - b. The address where a copy of any thing or document relating to the Public Hearing may be inspected.
 - c. In the case of Public Hearing, the date, place, and time where it will be held.

Title: Public Hearing Procedures		Policy No.: 06-02
Section: 01	Code:	Page No.: 2 of 6

Policy Statement and Guidelines:

NOTE: Reference M.G.A. – Section 184

When a Public Hearing on a proposed bylaw or resolution is held, a Councillor:

- a. Must abstain from voting on the bylaw or resolution if the Councillor was absent from all of the Public Hearing, and
- b. May abstain from voting on the bylaw or resolution if the Councillor was only absent from a part of the Public Hearing.

NOTE: The procedure presumes the Chairperson has already been selected.

The process to use here is:

- a. Call the Public Hearing meeting to order.
- b. Have the Public Hearing members select a Chairperson, by resolution.
- c. Have the Chairperson call the Public Hearing to order – **refer to procedure item #1.**

NOTE: The Public Hearing members should NOT ask for information to be sent to it later, or allow presenters to “*provide information later*”. All information must be presented at the Public Hearing so that all present can know what the information is. If the Board desperately wants information that is not available, it should adjourn the Public Hearing before Procedure Item #9 and reconvene the Hearing at an agreeable date, time and location, at which time the additional information will be presented and available by all parties.

PROCEDURE:

1. Chairperson call Public Hearing – To Order.
2. Chairperson asks the Secretary to announce the purpose of the Hearing.



Title: Public Hearing Procedures		Policy No.: 06-02
Section: 01	Code:	Page No.: 3 of 6

Policy Statement and Guidelines:

3. Secretary announces purpose of Hearing:
 - as per the notice of advertising
 - given reference to any file #'s, legal description, names
4. Chairperson introduces self and members of Board. Chairperson notes if any member of Board not present and (perhaps) reason for absence.
5. Chairperson asks if any person present has any objection to any member of the Public Hearing members and making the decision at the Public Hearing.
6. If any objection, Chairperson asks objector to state case briefly. The Public Hearing member retires briefly to allow challenged member to consider his options. **NOTE: (Other members should not discuss these with challenged member).** The Public Hearing members reconvene and the challenged member announces his intentions (*to excuse self from the Hearing and decision on this matter or to not excuse self – and why*). Challenged member either leaves or stays.
7. If no objection – or once challenged dealt with: The Secretary asks for those who wish to speak to the matter. Obtains name, mailing address, location or residence, business or property owned, and whether person wishes to speak for the **Applicant (supporter) or Appellant (against)**.
8. Chairperson then describes the ground rules of the Public Hearing – outlines that:
 - a. The Municipal Officer(s) and/or Resource Person will speak first to outline facts and present an opinion.
 - b. The Applicant will then state their case, one at a time.
 - c. Supporters of the Applicant will then state their case.
 - d. The Appellant(s) will then state their case.
 - e. Supporters of the Appellant will then state their case.

- f. Each Applicant will be given the opportunity to summarize their case.
- g. Each Appellant will be given the opportunity to summarize their case.

Title: Public Hearing Procedures	Policy No.: 06-02
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Section: 01	Code:	Page No.: 4 of 6
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Policy Statement and Guidelines:

- h. Others – including appointed Officials and/or Resource Person(s) will be given the opportunity to summarize their case.
- i. The Chairperson will adjourn the Hearing and Public Hearing members will retire to make their decision.
- j. Members will only consider matters raised at the Hearing.
- k. Since many persons present may wish to speak, the Chairperson may ask that each speaker not repeat matters or information raised by others, except to express support and keep presentations short.
- l. Only Public Hearing members may ask questions during the Hearing. If any person(s) wishes to ask questions of a speaker, they must ask the members to ask the question on their behalf and the members will only ask the question if they feel or wish to have an answer in order to undertake their consideration.

9. Chairperson then asks Municipal and/or Resource Person(s) present their report.
10. Municipal Officials and/or Resource Person(s) present their report.
11. Members question Officer(s).
12. Chairperson asks Applicant(s) (*one at a time*) to speak and Applicant (*one at a time*) speak.
13. Members question Applicant(s) (*one at a time*).
14. Chairperson asks if anyone else wishes to speak FOR the Applicant, obtains their name, mailing address, and location of property or residence, and they speak.

15. Chairperson asks Appellant(s) to speak (*one at a time*).
16. Members question Appellant(s) (*one at a time*).
17. Chairperson asks supporters of Appellant to speak and they speak. Members question them.

Title: Public Hearing Procedures	Policy No.: 06-02
Section: 01	Code: Page No.: 5 of 6

Policy Statement and Guidelines:

18. Chairperson asks any other person wishing to speak against the Applicant to speak, and they speak.
19. Members question these people.
20. Chairperson asks Applicant(s) (*one at a time*) to present rebuttal to the case of the Appellant(s), or other persons who spoke.
21. Chairperson asks Appellant(s) to present rebuttal to Applicant(s) rebuttals, and Appellant(s) do so.
22. Chairperson asks others who spoke to present any rebuttal and they do so (*one at a time*).
23. Chairperson asks Applicant(s) (*one at a time*) to summarize their case and they do so.
24. Chairperson asks Appellant(s) (*one at a time*) to summarize their case and they do so.
25. Chairperson asks any other speakers to summarize their case and they do so.
26. Chairperson asks if any others wish to speak and they do so.
27. Chairperson asks if any member(s) have any questions to ask and that questioning is undertaken.
28. Chairperson indicates that members will not retire to consider their decision, and will make a decision and provide written notification of

the decision, with reasons, to those who left their names and mailing address, at the earliest possible date.

29. Chairperson declares the Public Hearing closed.

Title: Public Hearing Procedures	Policy No.: 06-02	
Section: 01	Code:	Page No.: 6 of 6

Policy Statement and Guidelines:

OATH

Should the member of the Public Hearing feel it is necessary that persons presenting information take an Oath.

The following can serve as an example:

“Do you _____ swear that the information you are about to provide is true. So help me God”

The person responds by saying – “I do”.

Reference: Alberta Justice, Information & Instructions Pertaining to Appointments of Commissioner of Oaths.



	Date	Resolution Number
Approved	June 27, 1996	# 527 - Page 6035 - 37
Amended	February 24, 2000	# 244 - Page 6794 - 97
Amended		



Smoky Lake County Policy

4.10

Title: **Cell Phone Use**

Policy # Version

Category: **Human Resources**

HR-08 **01**

LEGISLATIVE REFERENCE:

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

PURPOSE:

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

STATEMENT:

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

OBJECTIVE:

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

GUIDELINES & PROCEDURE:

1. Eligibility:
 - a. Only the Chief Administrative Officer (CAO), Manager, Fire Chief, Community Peace Officer and designated employees are eligible for reimbursement or County-issued cell phones.
 - b. An agreement must be signed by the CAO prior to issuance or reimbursement.
2. Reimbursement:
 - a. The maximum monthly reimbursement amount is \$40.
 - b. A reimbursement agreement must be completed and signed by the employee and CAO.
3. Use of Cell Phones at Work:
 - a. Cell phone use during work hours must be limited to County business.
 - b. Personal use of cell phones is only permitted during designated breaks and lunch periods.
 - c. Emergency situations are exempt from this restriction.
4. Policy Compliance:
 - a. Non-compliance may result in revocation of privileges or disciplinary action.

	<u>Date</u>	<u>Council Resolution #</u>	<u>Version</u>
Adopted	September 11, 2025	# 763-25	# 16080
Amended			
Reviewed			01



Title: **Working from Home (WFH) Policy**

Policy # **HR-10** Version **01**

Category: **Human Resources**

LEGISLATIVE REFERENCE:

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

PURPOSE:

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

STATEMENT:

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

OBJECTIVE:

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

GUIDELINES & PROCEDURE:

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



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

	<u>Date</u>	<u>Council Resolution #</u>	<u>Version</u>
Adopted	September 11, 2025	#763-25	Page # 16080
Amended			
Reviewed			01

SMOKY LAKE COUNTY



Title: Infectious Disease Management Plan		Policy No.: 16-01
Section: 02	Code:	Page No.: 1 of 17

E

Legislation Reference:	Municipal Government Act and Alberta Occupational Health and Safety
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Purpose:	The infectious Disease Management Plan provides for coordination of activities involving various Departments of the Smoky Lake County during a "Public Health Emergency" affecting all or part(s) of the municipality.
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Policy Statement and Guidelines:**1. INTRODUCTION****1.1 Objective:**

The primary focus of this plan is to provide a guide for all departments within the Smoky Lake County as they work together during a public health emergency.

1.2 Situation:

Local officials with Alberta Health Services will be the lead agency in directing the appropriate public health response following a public health emergency within the Area of Smoky Lake County. (AEMA) will help with this coordination of this response for the Government Operation Center.

1.3 Act & Regulation:

Public Health Act: Section 1 (hh.1) defines a Public Health Emergency as:

"an occurrence or threat of an illness, a health condition, an epidemic or pandemic disease, a novel or highly infectious agent or biological toxin, or the presence of a chemical agent or radioactive material that poses a significant risk to the public health."

1.4 Public Health Agency of Canada:

Public Health Agency of Canada's role is to promote health, prevent and control chronic and infectious diseases, prepare for and respond to public health emergencies. The Public Health Agency of Canada is governed by Bill C-5: of the *Public Health Agency of Canada Act*. The act shares the jurisdiction over public health between Canada and all the provinces. In the province of Alberta this falls to Alberta Health.

Title: Infectious Disease Management Plan		Policy No.: 16-01
Section: 02	Code:	Page No.: 2 of 17

E

Policy Statement and Guidelines:

1.5 Assumptions:

In developing the **Infectious Disease Management Plan**, the following assumptions were made:

- 1.5.1 There may be little to no advance notice that a public health emergency exists in the municipality.
- 1.5.2 A coordinated, interagency approach will be essential to the management and mitigation of an infectious disease.
- 1.5.3 Should an infectious disease lead to a public health emergency, it can place a severe strain on the region of the Smoky Lake County and financial resources.
- 1.5.4 The ability of the Smoky Lake County to maintain all services will be challenged, with a significant percentage of its employees being absent, either due to the illness or death, having to care for others, or failing to report to work out of fear.
- 1.5.5 All Smoky Lake County departments providing critical or vital services will develop a plan that can be activated in the event of a public health emergency.
- 1.5.6 If impacted, the Smoky Lake County will set priorities as to the level of services that will be provided based on the needs of the County.

2. CONCEPT OF OPERATIONS

2.1 General Intent:

Smoky Lake County will provide overall coordination of activities related to public health emergency and the potential impact on residents. This will also include any activities that take place in the Emergency Operations Center.



Title: Infectious Disease Management Plan		Policy No.: 16-01
Section: 02	Code:	Page No.: 3 of 17

Policy Statement and Guidelines:

Based on a worst-case scenario, the objectives of managing and coordinating the Smoky Lake County following a public health emergency are to:

2.1.1 Continue and Maintain:

- Emergency Services.
- Municipal Government and critical administrative support functions.
- Smoky Lake County Public Works Services.
- Water, Wastewater and Waste Management Services.
- Natural Gas Services

a timely 2.1.2 Provide information to the Smoky Lake County employees in manner.

2.1.3 Provide support to Alberta Health Services in the Smoky Lake County region should they activate their Public Emergency Response Plans:

- As ordered by the medical officer of health, close public buildings and facilities to minimize the spread of the infection.
- When requested, provide assistance in identifying alternative care facilities, triage centers, immunization sites, and temporary morgue facilities.
- As required, arrange for patient transportation services.

- Assist with emergency volunteer recruiting and registration.
- When needed, identify sources of specialty supply.

Title: Infectious Disease Management Plan		Policy No.: 16-01
Section: 02	Code:	Page No.: 4 of 17 <i>E</i>

Policy Statement and Guidelines:

2.2 Emergency Declarations:

Should a public emergency in all or parts of the health region that includes the region of the Smoky Lake County occur, the appropriate authorities within Alberta health services shall be responsible for declaring Local States of Public Emergency pursuant to the *Alberta Public Health Act* - chapter P-37.

Should an emergency exist in all or parts of the Smoky Lake County, the local authority for the municipality shall be responsible for the declaring a State of Local Emergency pursuant to the *Alberta Emergency Management Act* - chapter E-6.8;

Both acts are equal in authority. These emphasize the need for a collaborative approach to offset the potential for conflict that may arise between the two authorities, such as attempting to access the same limited resources for separate purposes of functions. Any declarations should be made in unison.

3. PHASES OF EMERGENCY MANAGEMENT

Smoky Lake County will, along with its Regional Disaster Plan, have four phases in relation to public health:

- ▶ **Preparedness**
- ▶ **Mitigation**

- **Response**
- **Recovery**

3.1 Preparedness:

3.1.1 In order to prepare for a public health emergency the Smoky Lake County will identify essential services as well as what can be minimized or deferred. Each department will develop contingency plans for operating at reduced staffing levels (worst case scenario could be up to 30% reduction in the available work force).

Title: Infectious Disease Management Plan	Policy No.: 16-01
Section: 02	Code: Page No.: 5 of 17 E

Policy Statement and Guidelines:

3.1.2 All Smoky Lake County Departments will maintain updated resource inventories of supplies, equipment and personnel, including possible sources of replacements. Departments will prepare or produce additional supplies, as required. Mapping and demographic information will be reviewed and updated, as required.

3.1.3 Although cross-training of staff is an on-going practice, an emphasis on cross-training will continue to be pursued as part of the preparedness requirements of this policy.

3.2 Mitigation:

3.2.1 In order to prepare for a public health emergency all Smoky Lake County personnel will be encouraged to voluntarily participate in immunization programs.

3.2.2 In addition, information will be provided on personal hygiene techniques. Staff will be educated as to when to stay away from the work place.

3.3 Response:

3.3.1 The Emergency Operations Centre is only activated on the request of local area health Services agencies to assist in the

coordinated delivery of Plans for	response of public health emergency.
	3.3.2 During the response phase departments will ensure that the emergency and essential services is maintained, implement their respective Business Continuity
	Plans for operating at reduced levels and be prepared to close and/or secure all Smoky Lake County facilities in affected area(s) of the Municipality.
3.4 Recovery:	
3.4.1 The recovery phase can include various activities including determining victims, developing services, make available post counseling and continue providing updated to the public.	the need for continued support for families and priorities for the recovery of essential incident mental health messages
3.4.2 Departments will maintain accurate records of the use of personnel, and recovery for possible party or from any available reimbursement	equipment and supplies used in the response recovery from the responsible programs.

Title: Infectious Disease Management Plan	Policy No.: 16-01
Section: 02	Code: Page No.: 6 of 17 E

Policy Statement and Guidelines:

4. ROLES AND RESPONSIBILITIES

4.1 The Smoky Lake County will carry out their assigned roles and responsibilities within the Emergency Operation Centre.

4.2 **Business Continuity Plans – Schedule “A”** address Municipal Operations on the following departments:

PLAN A: Senior Administration

► **Office Administration**

PLAN B: Finance Department

PLAN C: Peace Officer

► **Parks and Recreation**

PLAN D: Planning and Communication Department

PLAN E: Water, Wastewater & Waste Management

PLAN F: Natural Gas Department

PLAN G: Public Works Department

- **Public Works Shop**
- **Public Works Administration**

PLAN H: Safety / Disaster Services Department

PLAN I: Agricultural Service Board

PLAN J: Fire Services Department

Title: Infectious Disease Management Plan	Policy No.: 16-01
Section: 02	Code: Page No.: 7 of 17 E

Policy Statement and Guidelines:

4.3 The Business Continuity Plans identify the essential services for all Hazards.

The functions of services were determined in harmonization of efforts and communication mechanisms and clarifications of roles and responsibilities based on four components:

4.3.1 **Critical:** are services that must be provided immediately; without which, loss of life, infrastructure destruction, loss of confidence in government and significant loss of revenue will result.

These services normally require resumption within 24 hours, but for the purposes of all hazard planning they are core services of the municipality.

4.3.2 **Vital:** are services that must be provided within 72 hours, the absence of which would likely result in loss of life, infrastructure destruction, loss of confidence in government and significant loss of revenue or disproportionate recovery costs.

For the purpose of all hazards planning, these are vital and necessary services that would normally need to be performed or completed within a two to four week business cycle to avoid significant damage or loss. These are services that may be performed on a rotating schedule.

4.3.3 **Necessary:** are services that must be resumed within two weeks, or could result in considerable loss, further destruction, or For the purpose of all hazards services that staff will be allocated to either last planning these are or on a need to do priority.

4.3.4 **Desired:** are services that could be delayed for two weeks or longer, but are required in order to return to normal operating conditions, or alleviate further disruption. For the purpose of all risk planning, these are services that will be deemed as non-essential until such time as either staff levels are back to normal and/or priority necessitates.

	Date	Resolution Number
Approved	December 8, 2009	# 174-09 - Page # 9177
Amended		
Amended		

Policy 02

16-01



DEPARTMENT: Senior Administration

Services	Function	How is the Service Provided? (i.e. staff)	Critical	Vital	Necessary	Desired
Legislative	Declaration: if required Communication Bylaw / Policies	Require 3 Elected or Reeve Have 3 and Back-up retire Personnel	☒ ☒ ☒			

	Meetings					
Overview of Departments	Structure-chain of Command Communication	1 (have 2) Can notify Rec	☒			
Administration	Telephone – Government Meetings	1 (have 2)	☒			☒
	Signature Authorization	1 (have 2)	☒		Obtain Signatures stamp	
	Insurance	1 (have 2)				☒
	Minutes	Any staff			☒	
	CAO and Assistant CAO	Can operate from home	☒			
Office Administration						
Front Counter		1 (have 4)	☒			
Telephone and Central Communication		1 + all staff	☒			
Payroll	Payroll Clerk can operate from home. Back-up: Angela	1	☒			
Accounts Payable	Brenda and Tracy training in November	1			☒	
Utilities Billing		1			☒	

Schedule "A": Business Continuity Plan

Page 8 of 17.

Policy 02

16-01



DEPARTMENT: Finance

Services	Function	How is the Service Provided? (i.e. staff)	Critical	Vital	Necessary	Desired
Budget		1			☒	
Tax Services	Searches and	1			☒	

Schedule “A”: Business Continuity Plan

Page 9 of 17.

Policy 02

16-01

DEPARTMENT: Peace Officer						
Services	Function	How is the Service Provided? (i.e. staff)	Critical	Vital	Necessary	Desired
Bylaw Enforcement	Enforce County Bylaw	1				P
Animal Control	Pick-up Stray and Problem Animals	1 (have 20)				P
Education	Educate people of	1				P

	Bylaws, Provincial Law and Policies.					
Provincial Statute Enforcement	Issue fines for certain Provincial Statutes	1				P
Peace Officer Role	Maintaining local peace and order.	1 Alternates: RCMP, Canadian Forces Sheriff's Dept.	P			
Parks and Recreation						
Maintain Park Areas	Grass cutting Building cleaning Garbage Pick-up	1 (have 2)				P

Schedule "A": Business Continuity Plan

Page 10 of 17.

Policy 02

16-01



PLAN D

		DEPARTMENT: Planning and Communications	Planning	and Communications		
Services	Function	How is the Service Provided? (i.e. staff)	Critical	Vital	Necessary	Desired
Planning		1 (have 3)				P
Communication Web-site	External: To provide TIMELY communications to \$	1 (have 2)		P		

	Council and Public. Both can update web-site from Home					
Communication Public and Council	As required and Necessary.	1 (have 3)	P			
Communication Newspaper	External: Can be used to provide WEEKLY updates to public in regards to County Operations and how may affect the public	1 (have 3)				
	Twila can work at home If necessary, via Fax or Email					

Schedule “A”: Business Continuity Plan

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Policy 02

16-01



DEPARTMENT: Water, Wastewater and Waste

Services	Function	How is the Service Provided? (i.e. staff)	Critical	Vital	Necessary	Desired
Potable Water	Daily maintenance and checks on water plant adding appropriate dosage of chemical required.	1 (3 alternates)	P			
Sewage System	Daily checks on automatic system low	1 (3 alternates)	P		P	

	maintenance required unless disruption or line break occurs.					
Repair Line Breaks	Have the break dug-up and repair clamp installed on the line.	3 (3 alternates)		P		
Waste Pick-up	Waste truck driver to unload waste bins throughout the County.	1 (2 alternates)			P	
Transfer Site Operation	Five transfer sites have not opened yet. One operator each to the same day. Provide direction for the public, invoice when required, and general maintenance of the site.	These sites are not opened yet. 5 operators (2 alternates)			P	
Truck Fill Water Testing	A water sample is collected and sent off the lab for Bacterial Analysis.	1 (3 alternates)			P	

Schedule “A”: Business Continuity Plan

Page 12 of 17.

Policy 02

16-01



DEPARTMENT: Natural Gas

Services	Function	How is the Service Provided? (i.e. staff)	Critical	Vital	Necessary	Desired
Meter Reading	Drive to customer Locations to read Meters.	1 (have 4)				P
Gas Odor Calls	Physically Inspect and repair gas leaks.	1 (have 4)	P			
		1 (have 4)		P		

Line Locating	Physically locating line					
Tap Maintenance	Make sure system is operating properly and safely.	1 (have 4)			P	
Gas Balancing	Check computer daily for any irregularities in gas consumption	1 (have 4)	P			
Odor Intensity Check	Making sure there is sufficient odor in gas for customer to detect less Driving to various locations and sampling for odor intensity.	1 (have 4)			P	
PFM	Check and Meter reading	1 (have 4)			P	
Emergency Calls	Responding to emergency calls at customer locations	1 (have 4)	P			

Schedule "A": Business Continuity Plan

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Policy 02

16-01



DEPARTMENT: Public Works

Services	Function	How is the Service Provided? (i.e. staff)	Critical	Vital	Necessary	Desired
Road Maintenance	Clearing roads	5 (have 7)	P			
Brushing / Hydro Axe	Cleaning roads	All Staff				P
Sanding Roads	Truck Operators	2 (have 3)		P		
Road Inspections	Management Duties	1 (have 2)				P
Driveway Clearing	Tractor Operations	2 (have 3)			P	

Sign Replacement	Stop Signs Address on Road signs	2 (have 3)		<input checked="" type="checkbox"/>		
Management	Signing time sheets Monitor Road Plans	1 (have 2)	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
Industry	Industry Checks Road Use Agreements	1			<input checked="" type="checkbox"/>	

Public Works: Shop

Repairs	Fixing equipment and emergency equipment	1 (have 3)	<input checked="" type="checkbox"/>			
Service	Regular Maintenance Equipment	1 (have 3)				<input checked="" type="checkbox"/>
Inspections	Large Equipment	1 (have 3)				<input checked="" type="checkbox"/>
Welding	Fixing Equipment Working on Winter Projects and Requests	1	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>
Building Maintenance	Plumbing Needs Cleaning Shop	1 1 + (All staff)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Computer Entries	Bills – Accounts Payable Time Sheets	1 (have 2) 1 (have 2)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Parts	Inventory of Parts Ordering of Parts	1 (have 2)		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>

Public Works: Administration

Parts	Put away stock	1 (have 2)				<input checked="" type="checkbox"/>
Management	Coding: Projects/Bills Signing Bills/Timesheets	1 (have 2)		<input checked="" type="checkbox"/>		
Front Desk	Answering Phones Dealing with Public	1+ (All staff)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		

Schedule "A": Business Continuity Plan

Page 14 of 17.

Policy 02

16-01



DEPARTMENT: Safety / Disaster Services

Services	Function	How is the Service Provided? (i.e. staff)	Critical	Vital	Necessary	Desired
Safety	Investigations of Incidents	1	<input checked="" type="checkbox"/>			
	Inspections	1 + (Management)			<input checked="" type="checkbox"/>	
	Fill out paper work and Tool box meetings.	1 + (Management)	<input checked="" type="checkbox"/>			



	Updating Safety Manual	1					P
	Teaching Courses	1					P
	Safety Audits	1					P
	Safety Committee	1 + (Committee)					P
Disaster Services	Working and starting up Emergency Operation Centre	1 + (3 extra)					
	Preparing for Emergencies	1 + (3 extra)					P
	Updating Manuals	1 + (3 extra)					P
	Filling out Grants	1 + (3 extra)					P
	Follow-up on Grants	1 + (3 extra)					P

Schedule “A”: Business Continuity Plan

Page 15 of 17.

Policy 02

16-01



DEPARTMENT: Agricultural Service

Services	Function	How is the Service Provided? (i.e. staff)	Critical	Vital	Necessary	Desired
Administration	Coding Filing Grants	1			P	
Spraying Program	Weed Control on County roads.	1 (have 2)				P

Schedule “A”: Business Continuity Plan

Page 16 of 17.

Policy 02

16-01



DEPARTMENT: Fire Services

DEPARTMENT: Fire Services						
Services	Function	How is the Service Provided? (i.e. staff)	Critical	Vital	Necessary	Desired
Fire Calls	Answering 9-1-1 Calls	1 (have 3)	☒			
Administration	Coding Invoicing	1			☒	

Schedule “A”: Business Continuity Plan

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