



Smoky Lake County

Meeting Agenda

Regular County Council Meeting

December 18, 2025 - 09:00 AM

In Person - Council Chambers

4612 - McDougall Drive, Smoky Lake, Alberta

Please join using this link:

<https://video.businessconnect.telus.com/join/168288331>

1. CALLED TO ORDER

2. ADOPTION OF AGENDA

3. ADOPTION OF MINUTES

3.1 Special Council Meeting - November 22, 2025

3.2 Regular Council Meeting - November 27, 2025

3.3 Budget Council Meeting - December 1, 2025

3.4 Committee of the Whole Meeting - December 2, 2025

4. DELEGATION(S)

4.1 Fran Byers - 9:15 a.m.

4.2 Travel Lakeland - 2026 Edmonton Boat & Sportsman Presented by Marianne Janke

5. PUBLIC HEARING ON SAID BYLAW NO. 1489-25

6. MUNICIPAL PLANNING COMMISSION - NA

7. PUBLIC QUESTION AND ANSWER PERIOD BETWEEN 11:30 A.M. & 12:00 P.M.

8. REQUEST FOR DECISIONS

8.1 Bylaw No. 1486-25: Road Closure

8.2 Bylaw No. 1489-25: Road Closure

8.3 Bylaw No. 1495-25 - Designation of the Wynnyk House as a Municipal Historic Resource

8.4 Bylaw No. 1494-25 - Designation of the St. Elias (Pakan) Church as a Municipal Historic Resource

- 8.5 Draft Bylaw 1490-25 - Procedural Bylaw
- 8.6 Draft Bylaw 1493-25 - Records Retention and Disposition
- 8.7 Draft Policy 01-05 - Council Orientation Policy
- 8.8 Draft Policy 01-51 - Public Participation Policy
- 8.9 Draft Policy 01-11 - Municipal Office Policy
- 8.10 Draft Policy 07-02 - Playground and Parks Policy
- 8.11 Draft Policy 62 - 31 - Coyote Reduction Policy
- 8.12 Draft Policy 02-37 - Peace Officer Equipment Policy
- 8.13 Draft Policy 01 - 55 - Agricultural Societies Terms of Reference
- 8.14 Rescinding Policies
- 8.15 Reclamation in Hamlet of Bellis
- 8. 16 Appointments to the Northeast Alberta Alliance for Growth and Opportunities
- 8.17 FCSS Funding Applications
- 8.18 Funding Assistance to Halls within Smoky Lake County.
- 8.19 ASB - Recommendation for Ag Tech Position
- 8.20 2026 Interim Budget (Handout)
- 8.21 Penalty Waive Request
- 8.22 Policy 08-18-13 Council Remuneration and Expenses
- 8.23 ACP grant for Alberta Skyways Project

9. CHIEF ADMINISTRATIVE OFFICER (CAO) REPORT

- 9.1 CAO Report
- 9.2 Action Item List

10. COUNCIL COMMITTEE REPORTS

- 10.1 Division 3 Councillor Reeves Report
- 10.2 Division 1 Councillor Report (Handout)

10.3 Division 2 Councillor Report

10.4 Division 4 Councillor Deputy Reeves Report

10.5 Division 5 Councillor Report (Handout)

11. CORRESPONDENCE

11.1 Registration for Emerging Trends 2026

11.2 Alberta Electoral Boundaries Commission December 3, 2025

11.3 Government of Alberta - Fire Level of Service 2025 Engagement

11.4 Village of Waskatenau - Waskatenau Annexation - December 8,

11.5 Town of Smoky Lake - Dec 9, 2025

11.6 Meghan Witt - RMA District 5 Meeting - Dated December 11, 2025

12. INFORMATION RELEASE

13. FINANCIAL REPORTS

13.1 Budget at a Glance

14. NEXT MEETINGS

15. IN CAMERA (EXECUTIVE SESSION)

15.1 Policy 01-03 Organization Chart

17. ADJOURNMENT



**Smoky Lake County
Meeting Minutes**

Special Council Meeting (CAO Recruitment) November 22, 2025 - 09:00 AM

1 Called To Order

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

		ATTENDANCE
		<u>Saturday, November 22, 2025</u>
<u>Div. No.</u>	<u>Councillor(s)</u>	
1	Ryan Barker	Present in Chambers
2	David Kully	Present in Chambers
3 / Reeve	Craig Lukinuk	Present in Chambers
4/ Deputy Reeve	Lorne Halisky	Present in Chambers
5	Jered Serben	Present in Chambers
Interim CAO/Finance Mng	Brenda Adamson	Present in Chambers
<u>Observers in Attendance Upon Call to Order:</u>		
Lakeland HR Solutions	Sara Hurtubise	Present In Chambers

2 Adoption of Agenda

Resolution No: 968-25
Moved by: Lorne Halisky

That the Smoky Lake County Council Special Meeting Agenda for Saturday, November 22, 2025, be adopted, as presented.

CARRIED

3 In Camera (Executive Session) Executive Session held under the authority of ATIA Section 22: Confidential Evaluation, to conduct interviews for the position of Chief Administrative Officer (CAO), facilitated by Sara Hurtubise of Lakeland HR Solutions.
Resolution No: 969-25
Moved by: Jered Serben

That Smoky Lake County Council go into Executive Session, under the authority of the ATIA, Section 22: Confidential Evaluation, to conduct interviews of the Chief Administrative Officer (CAO) in the physical presence of all Council time 9:00 a.m.

Interim CAO, Brenda Adamson left Council Chambers time 9:01 a.m.

CARRIED

3.1 Out of Camera time:
Resolution No: 970-25
Moved by: Ryan Barker

That Smoky Lake County Council go out of Executive Session, time 4:26 p.m.

CARRIED

4 Adjournment
Resolution No: 971-25
Moved by: Lorne Halisky

That the Smoky Lake County Council Special Meeting of November 22, 2025, be adjourned, time 4:27 p.m.

CARRIED



Smoky Lake County
Meeting Minutes
Regular Council Meeting November 27, 2025 - 09:00 AM

1 Called To Order

The meeting was Called to Order at 9:03. by the Reeve, Craig Lukinuk, in the presence of the following persons:

		ATTENDANCE
		<u>Monday, December 1, 2025</u>
<u>Div. No.</u>	<u>Councillor(s)</u>	
1	Ryan Barker	Present in Chambers
2	David Kully	Present in Chambers
3 / Reeve	Craig Lukinuk	Present in Chambers
4/ Deputy Reeve	Lorne Halisky	Present in Chambers
5	Jered Serben	Present in Chambers
Interim CAO/Finance Mng	Brenda Adamson	Present in Chambers
Recording Secretary	Meaghan Andreychuk	Present in Chambers
<u>Observers in Attendance Upon Call to Order:</u>		
Comm. Officer	Evonne Zukiwski	Virtually Present
Enviro Ops Manager	Dave Franchuk	Virtually/Physically Present
Natural Gas Mng.	Daniel Moric	Virtually/Physically Present
Community Peace Officer	Warren Young	Virtually Present
Fire Chief	Scott Franchuk	Virtually Present
Public Works Manager	Chris Minailo	Virtually/Physically Present
Interim Ag. Fieldman	Tori Ponich	Virtually Present
Health and Safety Coordinator	Jasmine Schaub	Virtually Present
Public/Delegations	9 Members	Virtually/Physically Present

2 Adoption of Agenda
Resolution No: 972-25
Moved by: Lorne Halisky

That the Smoky Lake County Council Meeting Agenda for Thursday, November 27th, be adopted, with the following addition:

- 7.8 Surface Lease Material

CARRIED

3 Adoption of Minutes

3.1 Organizational Meeting - October 30, 2025
Resolution No: 973-25
Moved by: Ryan Barker

That the minutes of the **Smoky Lake County Organizational Council Meeting**, held on October 30, 2025, be adopted with the following amendments:

- 9.24 Dave Kully is the alternate on the Foundation Board and Ryan Barker is the main member
- Confirmation of the LARA producers-at-Large Members
- Language and typo corrections in the following:
 - 9.17
 - 9.28.2
 - 9.29
 - 9.31

CARRIED

3.2 Regular Council Meeting - October 30, 2025
Resolution No: 974-25
Moved by: Lorne Halisky

That the minutes of the **Smoky Lake County Regular Council Meeting**, held on October 30, 2025, be adopted with the following amendment:

- Misspelt Haliksy

CARRIED

3.3 Council Budget Meeting - November 10, 2025
Resolution No: 975-25
Moved by: Jered Serben

That the minutes of the **Smoky Lake County Budget Council Meeting**, held on November 10, 2025, be adopted as presented.

CARRIED

3.4 Special Council Meeting - CAO Recruitment November 14, 2025
Resolution No: 976-25
Moved by: Jered Serben

That the minutes of the **Smoky Lake County Special Council Meeting**, held on November 14th, 2025, be adopted as presented.

CARRIED

4 Delegation(s)

5 Public Hearing

6 Request for Decisions

6.1 In Camera Session under Section ATIA 19
Resolution No: 977-25
Moved by: Ryan Barker

That Smoky Lake County Council go into Executive Session, under the authority of the ATIA Act, Section 19: Disclosure to harmful to business interest of a third party, in the physical presence of all Council and Interim CAO, Recording Secretary, time 9:16 a.m.

CARRIED

6.1.1 Out of Camera

Resolution No: 978-25

Moved by: Lorne Halisky

That Smoky Lake County Council go out of Executive Session, time 9:38

CARRIED

6.2 Metis Crossing

Resolution No: 979-25

Moved by: Craig Lukinuk

That Smoky Lake County deny the property tax exemption request submitted by Metis Crossing for the lands and buildings situated on the Metis Crossing site, as the properties do not meet the eligibility criteria for property tax exemption under Section 362(1) of the Municipal Government Act (MGA), and further direct Administration to provide a formal written response to the applicant outlining the County's decision and the legislative requirements.

CARRIED

6.3 Vance Auger, Director of PAE Holdings HAC/ASG Winter Haul Route at 9:15 a.m.

Resolution No: 980-25

Moved by: Jered Serben

Present before Council from 9:39 a.m. to 9:44 a.m. was Vance Auger, Director of PEA Holdings for the purpose of Winter Haul Route Agreement.

That Smoky Lake County Council agree to enter into a Winter Haul Route Agreement with Vance Auger / PEA Holdings HAC/ASG, effective from January 2026 to the end of February 2026, for hauling operations on Range Road 181 and Township Road 604, permitting up to 75 loads per day.

CARRIED

6.4 Delegation to County Council - Trail Twisters - President Spencer Kotylak @ 9:30 a.m.

Resolution No: 981-25

Moved by: Lorne Halisky

Spencer Kotylak, President of the Smoky Lake Snowmobile Trail Twisters (1998) Society, entered Council Chambers at 9:43 a.m.

Present before Council from 9:45 a.m. To 10:02 a.m. was Spencer Kotylak, President of the Smoky Lake Snowmobile Trail Twisters (1998) Society for the purpose of holding a discussion regarding Council's discretion to waive the Surface Lease cost for Pt. NE-30-59-14-W4, as the non-profit organization provides recreational opportunities for Smoky Lake Region residents and visitors.

That Smoky Lake County accept the written and verbal presentation of Spencer Kotylak, President of the Smoky Lake Snowmobile Trail Twisters (1998) Society, as information.

Spencer Kotylak, President of the Smoky Lake Snowmobile Trail Twisters (1998) Society, left Council Chambers at 10:02 a.m.

6.5 Motion to reschedule Delegation to County Council

Resolution No: 982-25

Moved by: Ryan Barker

Present before Council from 10:02 a.m. to 10:20 a.m., Sgt. Anita Doktor of the Smoky Lake RCMP Detachment presented updates to Council, including crime

reduction, the Smoky Lake Crime Prevention Town Hall held on November 19, and the upcoming annual performance plan. RCMP Supt. Hanson and Nina Sahasrabuddhe were unable to attend.

That Smoky Lake County Council request administration follow up with Smoky Lake RCMP and K Division to reschedule another meeting with Supt. Hanson and Nina Sahasrabuddhe from K Division as a delegation to a future council meeting.

CARRIED

- 6.6

Delegation to County Council - RCMP Supt. Hanson and Nina Sahasrabuddhe from K Division 10:00 a.m.

Resolution No: 283-25

Moved by: David Kully

That Smoky Lake County accept the verbal presentation of SGT Anita Doktor, from Smoky Lake RCMP Detachment, as information.

CARRIED

- 6.6.1

Recess

Resolution No: 984-25

Moved by: David Kully

That Smoky Lake County Council recess the Regular Council meeting at 10: 23 a.m.

The Regular County Council resumed the meeting at 10:31 a.m.

CARRIED

- 6.7

Delegation to County Council - Finning Canada @10:30

Resolution No: 985-25

Moved by: David Kully

Present before Council from 10:31 a.m. 11:00 a.m. to a.m. was Patrick Wetzstein, Parts and Services Representative from Finning Canada and Travis Broen, Major Accounts manager from Finning Canada, for the purpose of discussing the proposed cost to rebuild a 14M Cat grader from Finning Canada.

That Smoky Lake County accept the verbal presentation of Patrick Wetsean Travis Major Accounts manager from Finning Canada as information.

1 guest from the public entered Council Chambers at 11:00 a.m.

CARRIED

- 6.8

RFD Development Application Processing

Resolution No: 986-25

Moved by: Lorne Halisky

That Smoky Lake County, in partnership with Mackenzie County and the County of Northern Lights, participate in the application to the Alberta Community Partnership (ACP) 2025-26 Grant Intake, under the Intermunicipal Collaboration Stream, in the amount of \$200,000.00, for the purposes of undertaking a study and review of existing development application processes in order to cut red tape and streamline application processes.

CARRIED

6.9 Purchase of a New Grader
Resolution No: 987-25
Moved by: Dave Kully

That Smoky Lake County award the purchase of a new motor grader to Finning Canada for the supply of a Caterpillar 160-ISA AWD Motor Grader for a total cost not to exceed \$732,900.00, as per the submitted quote Including a packer

CARRIED

One guest from the public entered council chambers at 11:02 a.m.
One guest from the public entered council chambers at 11:10 a.m.

6.9.1 Motion 2
Resolution No: 988-25
Moved by: Jered Serben

That Smoky Lake County Council administration put together a full list of the current graders and list should show the year each grader was made, the total hours on it, current work hours, and any rebuilding or maintenance details to help Council decide about future graders.

CARRIED

6.10 Public Question and Answer Period between 11:30 a.m. & 12:00 p.m.
Resolution No: 989-25
Moved by: Jered Serben
PUBLIC QUESTION AND ANSWER PERIOD - announced between 11:30 a.m. & 11:38 a.m.

One guest from the public brought up the following concerns and questions to Council:

Guest:
Concerns were raised about budget cutbacks in certain areas and increases in others. Would Council consider creating a policy that limits the number of Council members who can attend conferences?
Reeve Lukinuk:
The motions regarding attendance at conferences or events are currently stated as “who can attend, attend.” Council will take into consideration the possibility of creating a policy on this matter.
Guest:
Concerns were also raised about confidentiality within Council Chambers. Information meant to remain private should not be shared with the public.
Reeve Lukinuk:
I don’t disagree with you at all.
Guest:
Would Council consider creating a survey to ask residents whether the Reeve should be elected by Council or elected At-Large, and distribute this survey to all County residents?
Reeve Lukinuk:
I recall this being done in the past, but I will take it into consideration again.

Guest:
There are concerns about text messages sent by Reeve Lukinuk on November 13th at 6:00 a.m. to ratepayers, providing his contact information.
Reeve Lukinuk:
I apologized for contacting ratepayers in that manner.

Guest:

Could you provide a list of the individuals you apologized to?

Reeve Lukinuk:

Declined that request

Guest:

I would like these thoughts and concerns to be considered by Council over the next two years.

That Smoky Lake County Council accepted the verbal information during public question and answer from 11:30 a.m. to 11:38 a.m. on November 27th, 2025, for information.

CARRIED

One guest from the public left council chambers at 11:39 a.m.

6.11 Request For Decision CPAA Conference Attendance

Resolution No: 990-25

Moved by: Craig Lukinuk

That Smoky Lake County Council authorize attendance at the 2026 Community Planning Association of Alberta (CPAA) Conference, taking place April 27–29, 2026, at the Red Deer Resort and Casino, for any Council members who are able to attend.

CARRIED

6.11.1 In Camera Session under Section 19 of the ATIA

Resolution No: 991-25

Moved by: Lorne Halisky

That Smoky Lake County Council goes into Executive Session, under the authority of the ATIA Act, Section 19: Disclosure to Harmful to business interests of a third party in the physical presence of all Council, Interim CAO, recording secretary, time 11:51 a.m.

CARRIED

6.11.1.1 Out of Camera

Resolution No: 992-25

Moved by: Ryan Barker

That Smoky Lake County Council go out of Executive Session, time 12:18 p.m.

CARRIED

6.12 Tax Forgiveness Request

Resolution No: 993-25

Moved by: Ryan Barker

That Smoky Lake County Council waive the penalties in the amount of 2,439.57 if payment of \$24,784.92 is received by on or before February 27th, 2026 for tax Roll Number 14573540, legally described as NE-35-57-14 W4.

Reeve Lukinuk did not participate in the voting process and left council chambers at 12:21 p.m.

Reeve Lukinuk returned to Council chambers at 12:22 p.m.

CARRIED

- 6.12.1 Recess for lunch at 12:22 p.m.**
Resolution No: 994-25
Moved by: Craig Lukinuk

That Smoky Lake County Council recess for lunch at 12:22 a.m.

Smoky Lake County Council reconvened the Regular Council meeting at 1:05 p.m.

CARRIED

- 6.13 MCC Director Appointments**
Resolution No: 995-25
Moved by: David Kully

That Smoky Lake County Council appoint the following Council Members to serve on the MCC for Smoky Lake Development Corporation for the 2025- 2026 term:

- 1. Reeve, Craig Lukinuk
- 2. Deputy Reeve, Lorne Halisky

And further, the MCC appointment be formally added to the list of annual appointments made at the Organizational Meeting going forward.

CARRIED

- 6.14 RFD Appointment to extend Interim CAO position**
Resolution No: 996-25
Moved by: Jered Serben

That Smoky Lake County extends the appointment of Brenda Adamson as Interim Chief Administrative Officer from December 1, 2025, to January 31, 2026, or until such time as a permanent CAO is successfully recruited, whichever occurs first.

CARRIED

- 6.15 Surface Lease of Municipally-Owned Property (Delegation-Trail Twister)**
Resolution No: 997-25
Moved by: Lorne Halisky

That Smoky Lake County Council accept the offer to lease the lands legally described as: PT. NE-30-59-14-W4M, in the amount of \$50.00/year, for a twenty-five (25) year term, dated October 10, 2025, and received from Spencer Kotylak, President, Smoky Lake Snowmobile Trail Twisters (1998) Society, in response to the Limited Invitation to Tender extended by Smoky Lake County.

CARRIED

- 6.15.1 Motion 2**
Resolution No: 998-25
Moved by: Jered Serben

That Smoky Lake County Council direct admin to provide information to the trail twisters and encourage them to apply for a property tax exemption through the Community Organization Property Tax Exemption Regulation and write off the 2025 Municipal taxes in the amount of \$428.72 on tax roll 16583231 legally described as NW 32-58-16 W4.

CARRIED

- 7 Request for Information**
8 Policy Review

- 8.1

Bylaw 1491-25 Designation of Assessor Bylaw
Resolution No: 999-25
Moved by: Ryan Barker

That Smoky Lake County give First Reading to Bylaw No.: 1491 -25 Designation of Municipal Assessor Bylaw

CARRIED
- 8.1.1

Second Reading of Bylaw 1491-25
Resolution No: 1000-25
Moved by: David Kully

That Smoky Lake County give Second Reading to Bylaw No.: 1491-25 Designation of Municipal Assessor Bylaw

CARRIED
- 8.1.2

Third Reading of Bylaw 1491-25
Resolution No: 1001-25
Moved by: Lorne Halisky

That Smoky Lake County give permission for Third Reading to Bylaw No.: 1491 -25 Designation of Municipal Assessor Bylaw

CARRIED
- 8.1.3

Third and Final Reading of Bylaw 1491-25
Resolution No: 1002-25
Moved by: Jered Serben

That Smoky Lake County give permission for Third and final Reading to Bylaw No.: 1479-25 1491-25 Designation of Municipal Assessor Bylaw

CARRIED
- 8.2

Bylaw 1489-25
Resolution No: 1003-25
Moved by: Jered Serben

That Smoky Lake County Council give Bylaw No. 1489-25, a Bylaw to close all those portions of the Government Road Allowance lying west of W ½ 7-61-18-W4M & to consolidate said closed portions with said lands, First Reading.

CARRIED
- 8.2.1

motion 2
Resolution No: 1004-25
Moved by: Jered Serben

That Smoky Lake County Council schedule a Public Hearing on said Bylaw No. 1489-25 for Thursday, December 18th, 2025, at 1:00 p.m., and to advertise said Public Hearing in accordance with Section 606 of the Municipal Government Act.

CARRIED
- 8.3

RFD Bylaw 1487-25 Fire Protection Services
Resolution No: 1005-25
Moved by: Lorne Halisky

That Smoky Lake County give Bylaw No. 1487-25: Fire Protective Services, for the purpose of establishing and maintaining fire protective services for the County, Third Reading.

CARRIED

- 8.3.1

motion 2

Resolution No: 1006-25

Moved by: Jered Serben

That Smoky Lake County rescind Policy Statement No. 02-21: Fire Ban as the policy information has been incorporated into Bylaw No 1487-25 Fire Protective Services.

CARRIED
- 9

Chief Administrative Officer (CAO) Report
- 9.1

CAO Report

Resolution No: 1007-25

Moved by: Lorne Halisky

That Smoky Lake County accept the October 2025 Interim CAO Report as presented.

CARRIED
- 9.2

Action List

Resolution No: 1008-25

Moved by Jered Serben

That Smoky Lake County Council accept the action list with the following amendment:

Update Resolution No. 923-25:

That Smoky Lake County Council approves the attendance of Councillors; **Lorne Halisky**, Ryan Barker, David Kully, and Craig Lukinuk to attend the 2025 Federation of Alberta Gas Co-op 2025 Convention and Trade Show located at the River Cree Resort and Casino starting on November 24th, 2025, to November 26th, 2025.

CARRIED
- 10

Council Committee Reports
- 11

Correspondence
- 11.1

Email- Scouts Request

Resolution No: 1009-25

Moved by: Lorne Halisky

That Smoky Lake County Council defer the Letter regarding Appreciation and Request for Assistance received on October 21, 2025, from The Canadian Youth Friendship Society of Edmonton to a future Council meeting for further information.

CARRIED
- 11.2

2026 Municipal Law Seminars - Oct 27, 2025

Resolution No: 1010-25

Moved by: Jered Serben

That Smoky Lake County Council approve the registration and attendance of any Council members who wish to participate in the 2026 Municipal Law Seminars, either virtually or in person, scheduled for February 6, 2026, in Edmonton, Alberta, or March 6, 2026, in Grande Prairie, Alberta, or through virtual attendance.

CARRIED

11.3 RCMP Quarter Report**Resolution No:** 1011-25**Moved by:** Lorne Halisky

That Smoky Lake County Council acknowledge receipt of the RCMP Quarter Report dated October 30th, 2025, and file as information.

CARRIED**11.4 Request for Support – Pine Creek Year-Round Indigenous Resort Project****Resolution No:** 1012-25**Moved by:** Jered Serben

That Smoky Lake County Council acknowledge receipt of the Pine Creek Retreat request for support, Year-Round Indigenous Resort Project letter dated, November 17, 2025, and direct administration to request a delegation with Pine Creek Retreat representative to a Council meeting in the first quarter of 2026.

CARRIED**11.5 Letter from Municipal Affairs, Dated Nov 4th, 2025****Resolution No:** 1013-25**Moved by:** Lorne Halisky

That Smoky Lake County Council acknowledge receipt of the letter received from Municipal Affairs, dated November 4, 2025, and file as information.

CARRIED**11.6 Smoky Lake County Renewal for Go East of Edmonton****Resolution No:** 1014-25**Moved by:** Craig Lukinuk

That Smoky Lake County Council direct administration to request a delegation from Mr. Kevin D. Kisilevich, of GO EAST of Edmonton Regional Tourism to a regular Council meeting within the second quarter of 2026.

CARRIED**11.7 NSWA 2026 Municipal Contribution Request, Dated Nov 12, 2025****Resolution No:** 1015-25**Moved by:** Lorne Halisky

That Smoky Lake County Council support and pay the North Saskatchewan Watershed Alliance membership fee of \$1,510.20, and requests that representatives of the NSWA attend a regular Council meeting as a delegation in the first quarter of 2026.

CARRIED**11.8 Request for donation- U15 Hiway 28 Raiders Hockey Club****Resolution No:** 1016-25**Moved by:** Lorne Halisky

That Smoky Lake County Council accept the request for donations letter received from the U15 Hiway 28 Raiders Hockey Club dated, September 28, 2025, as information.

CARRIED**11.9 Alberta Bilingual Municipalities Association (ABMA) Bylaw and Letter of Support****Resolution No:** 1017-25**Moved by:** Lorne Halisky

That Smoky Lake County Council defer the Alberta Bilingual Municipalities Association (ABMA) Bylaw and Letter of Support and ask representatives of ABMA to attend a regular Council meeting as a delegation in the first quarter of 2026.

CARRIED

11.9.1 Recess

Resolution No: 1018-25

Moved by: Ryan Barker

That Smoky Lake County Council recess the Regular Council Meeting at 2:23 p.m. Smoky Lake County Council reconvened the Regular Council Meeting at 2:34 p.m.

CARRIED

12 Information Release

13 Financial Reports

13.1 September 2025 Bank Reconciliation Report

Resolution No: 1019-25

Moved by: David Kully

That Smoky Lake County Council accepts the 2025 Monthly Council Reconciliation dated September 2025.

CARRIED

13.2 November Budget at-a-Glance

Resolution No: 1020-25

Moved by: Jered Serben

That Smoky Lake County Council accept the Budget at-a-Glance Dated November 17th, 2025, as presented.

CARRIED

14 Next Meetings

Moved by: Lorne Halisky

Smoky Lake County Council confirms the Next County Council Meetings:

- Monday, December 1st, 2025, at 10:30 a.m. (Budget Meeting)
- Tuesday, December 2nd, 2025. at 1:00 pm. (Committee of The Whole)
- Thursday, December 11 Virtual Budget meeting at 5:30 p.m.
- Thursday, December 18th, 2025. at 9:00 a.m. (Regular)
- Thursday, January 8th, 2026, at 9:00 a.m. (Regular)
- Thursday, January 22nd, 2026, at 9:00 a.m. (Regular)

CARRIED

15 In Camera (Executive Session) Sec. 20 of the ATIA

Resolution No: 1021-25

Moved by: David Kully

That Smoky Lake County Council go into Executive Session, under the authority of the FOIP Act, Section 20; Disclosure to harmful personal privacy in the physical presence of all Council, interim CAO, and recording secretary time 2:56 p.m.

CARRIED

15.1 Out of Camera (Executive Session)

Resolution No: 1022-25

Moved by: Ryan Barker

That Smoky Lake County Council go out of Executive Session, time 3:15 p.m.

CARRIED

16 RFD Water Commission Compensation to the Interim Manager

16.1 Motion out of Camera

Resolution No: 1023-25

Moved by: David Kully

That Smoky Lake County Council appoint the Finance Manager: Brenda Adamson, as the Highway 28/63 Regional Water Service Commission Interim Manager in accordance with the Memorandum of Understanding between the Commission and Smoky Lake County executed on December 10, 2020; and approve to compensate her in the amount of \$500.00 per month, effective September 1, 2025, for duration of her services as the Interim Manager of the Highway 28/63 Regional Water Services Commission; and acknowledge the compensation amount is allocated from funds received from the Commission to manage it.

CARRIED

17 Adjournment

Resolution No: 1024-25

Moved by: Ryan Barker

That the Smoky Lake County Council Meeting of Thursday, November 27th, 2025, be adjourned, time 3:18 p.m.

CARRIED



**Smoky Lake County
Meeting Minutes**

Smoky Lake County Budget Meeting December 1, 2025 - 10:30 AM

1 Meeting Called To Order

The meeting was Called to Order at 10:32 a.m. by the Reeve, Craig Lukinuk, in the presence of the following persons:

		ATTENDANCE
		Monday, December 1, 2025
<u>Div. No.</u>	<u>Councillor(s)</u>	
1	Ryan Barker	Present in Chambers
2	David Kully	Present in Chambers
3 / Reeve	Craig Lukinuk	Present in Chambers
4/ Deputy Reeve	Lorne Halisky	Present in Chambers
5	Jered Serben	Present in Chambers
Interim CAO/Finance Mng	Brenda Adamson	Present in Chambers
Executive Services Coordinator	Chyenne Shaw	Present in Chambers
Recording Secretary	Meaghan Andreychuk	Present in Chambers
<u>Observers in Attendance Upon Call to Order:</u>		
Comm. Officer	Evonne Zukiwski	Virtually Present
Enviro Ops Manager	Dave Franchuk	Virtually/Physically Present
Natural Gas Mng.	Daniel Moric	Virtually/Physically Present
Community Peace Officer	Warren Young	Virtually Present
Fire Chief	Scott Franchuk	Virtually Present
Public Works Manager	Chris Minailo	Virtually/Physically Present
Interim Ag. Fieldman	Tori Ponich	Virtually Present
Health and Safety Coordinator	Jasmine Schaub	Virtually/Physically Present
Public	11 Members	Virtually/Physically Present

**2 Adoption of Agenda
Resolution No: 1025-25
Moved by: Jered Serben**

That the Smoky Lake County Council Budget Meeting Agenda for December 1, 2025, be adopted, as presented.

CARRIED

3 Confirmation of Minutes

None

4 Request for Decisions

None

4.1 10 Year Capital Plan
Resolution No: 1026-25
Moved by: Lorne Haliksy

Dave Franchuk, Enviro Ops Manager entered Council Chambers time 10:47 a.m.
Dave Franchuk, Enviro Ops Manager exited Council Chambers time 10:57 a.m.

Tori Ponich, Interim Ag. Fieldman entered Council Chambers time 11:15 a.m.
Tori Ponich, Interim Ag. Fieldman existed Council Chambers time 11:18 a.m.

That Smoky Lake County Council approve the Ten-Year Capital Budget as presented.

CARRIED

4.2 5 Year Road Plan
Resolution No: 1027-25
Moved by Craig Lukinuk

That Smoky Lake County direct Administration to prepare cost estimates for repairs to Range Road 125 and Township Road 594 and present the information at a future Council meeting.

CARRIED

4.2.1 5 Year Road Program
Resolution No: 1028-25
Moved by: Jered Serben

That Smoky Lake County direct administration to prepare cost estimates for repairs associated with Township Road 604 between 181 and 182 and bring back to the February County Council meeting.

CARRIED

4.2.1.1 Motion 2
Resolution No: 1029-25
Moved by: Lorne Halisky

That Smoky Lake County direct administration to prepare cost estimates for repair and dust suppression associated with Township Road 610 and Range Road 160 and Range Road 155 and bring back to the February County Council meeting.

CARRIED

4.2.1.2 Motion 3
Resolution No: 1030-25
Moved by: Lorne Halisky

That Smoky Lake County direct administration to prepare cost estimates for repair and dust suppression associated with Range Road 161 to Edwand and bring back information to the first quarter in 2026.

CARRIED

4.2.1.3 Motion 4
Resolution No: 1031-25
Moved by: Jered Serben

That Smoky Lake County direct administration to prepare cost estimates for the costs of dust suppression and oil repairs associated with Highway 28 up to Township Road 604 and bring back to the February County Council meeting.

CARRIED

4.2.1.4 Motion 5

Resolution No: 1032-25

Moved by: Ryan Barker

That Smoky Lake County direct administration to send out an inquiry to Kortex to see what options they can provide for road repair costs on Range 133 between Township Road 620 and Township Road 621 including Paradise Cove.

CARRIED

4.2.1.5 Motion 6

Resolution No: 1033-25

Moved by: Ryan Barker

That Smoky Lake County direct administration to prepare cost estimates paving associated with Range Road 122 and bring back to the February County Council meeting.

CARRIED

4.2.2 5 Year Road Plan

Resolution No: 1034-25

Moved by: Ryan Barker

That Smoky Lake County Council approve the 2026 Road Plan and to bring policy 03-18 Five Year Road Plan to a future meeting.

CARRIED

4.2.3 Recess County Council Budget Meeting

Resolution No: 1035-25

Moved by: Lorne Halisky

That Smoky Lake County Council recess the County Budget meeting time 11:54 a.m.

CARRIED

That Smoky Lake County Council reconvened the County Budget meeting time 12:10 p.m.

4.2.3.1 Recess County Council Budget Meeting

Resolution No: 1036-25

Moved by: Ryan Barker

That Smoky Lake County Council recessed the County Budget meeting time 1:18 p.m.

CARRIED

That Smoky Lake County Council reconvened the County Budget meeting time 1:29 p.m.

4.3 2026 Interim Budget

Resolution No: 1037-25

Moved by: Jered Serben

Jasmine Schaub, Health and Safety Coordinator entered Council Chambers time 12:22 p.m.
Jasmine Schaub, Health and Safety Coordinator exited Council Chambers time 12:24 p.m.

That Smoky Lake County Council direct administration to research information regarding the cost of the box replacement of unit 191 and brings the information back to December 18, 2025, Regular County Council and to incorporate said costs into the budget.

CARRIED

4.3.1 Motion 2
Resolution No: 1138-25
Moved by: Ryan Barker

That Smoky Lake County Council direct Administration to present the proposed 2026 Municipal Interim Budget with recommended changes at the Virtual Public Participation scheduled for December 11,2025 at 5:30 p.m. and at the Council meeting scheduled for December 18, 2025.

CARRIED

5 Information

5.1 Financial Indicators
Resolution No: 1139-25
Moved by: Jered Serben

That Smoky Lake County accept the Municipal Affairs Financial Indicator Graphs, 2024, as information.

CARRIED

5.2 Reserve Summary
Resolution No: 1140-25
Moved by: Lorne Halisky

That Smoky Lake County accept the Reserve Summary as information.

CARRIED

6 In Camera (Executive Session)

None

7 Next Meeting

NIL

CARRIED

8 Adjournment
Resolution No: 1141-25
Moved by: Craig Lukinuk

That the Smoky Lake County Budget Council Meeting of Tuesday, December 2, 2025, be adjourned, time 2:57 p.m.

CARRIED



3.4

Smoky Lake County Meeting Minutes

Committee of the Whole December 2, 2025 - 01:00 PM

		ATTENDANCE
<u>Div. No.</u>	<u>Councillor(s)</u>	<u>Tuesday, December 2, 2025</u>
1	Ryan Barker	Present in Chambers
2	David Kully	Present in Chambers
3 / Reeve	Craig Lukinuk	Present in Chambers
4/ Deputy Reeve	Lorne Halisky	Present in Chambers
5	Jered Serben	Present in Chambers
Interim CAO/Finance Mng	Brenda Adamson	Present in Chambers
Recording Secretary	Meaghan Andreychuk	Virtually Present
<u>Observers in Attendance Upon Call to Order:</u>		
Comm. Officer	Evonne Zukiwski	Virtually Present
Enviro Ops Manager	Dave Franchuk	Virtually/Physically Present
Natural Gas Mng.	Daniel Moric	Virtually/Physically Present
Fire Chief	Scott Franchuk	Virtually Present
Public Works Manager	Chris Minailo	Virtually/Physically Present
Interim Ag. Fieldman	Tori Ponich	Virtually Present
Health and Safety Coordinator	Jasmine Schaub	Virtually Present

1 Meeting Called To Order

The meeting was Called to Order at 1:02 p.m. by the Reeve, Craig Lukinuk in the presence of the following persons:

2 Adoption of Agenda

Resolution No: 1142-25

Moved By: David Kully

That the Smoky Lake County Council Committee of The Whole Meeting Agenda for Tuesday, November 2, 2025, be adopted, as presented.

CARRIED

3 Confirmation of Minutes

None

4 Request for Discussion

None

4.1 Procedural Bylaw 1490-25

4.2 Records Retention and Disposition Bylaw 1493-25

4.3 Policy 01-05 Council Orientation Policy

4.4 Policy 01-51 Public Participation Policy

4.5 Policy 01-11 Municipal Office

4.6 Policy 62-31 Coyote Reduction Program Policy

4.7 Policy 07-02 Playgrounds and Parks Safety Policy

4.8 Recess

Resolution No: 1143-25

Moved By: Craig Lukinuk

Reeve Lukinuk called a recess at 2:45 p.m.

CARRIED

Reeve Lukinuk reconvened the meeting at 3:02 p.m.

4.9 Obsolete Governance Policies and Bylaws

4.10 Policy 01-15-03 Organizational Chart

4.11 Policy 15-08-01 Cell Phone Policy

4.12 Policy 01-10-01 Working from Home

4.12.1 In Camera (Executive Session)

Resolution No: 1144-25

Moved By: Craig Lukinuk

That Smoky Lake County Council go into Executive Session, under the authority of the ATIA Act, Section 22: Confidential Evaluations, in the physical presence of all Council and Executive Services Coordinator, and Interim CAO, time 2:53 p.m.

CARRIED

4.12.1.1 Out of Camera

Resolution No: 1145-25

Moved By: David Kully

That Smoky Lake County Council go out of Executive Session, time 3:41 p.m.

CARRIED

4.13 Policy 02-16 Infectious Disease Management Plan

5 Correspondence

None

6 Adjournment

Resolution No: 1146-25

Moved By: Craig Lukinuk

That the Smoky Lake County Council Committee of the Whole Meeting of Tuesday, December 2, 2025 be adjourned, time 3:43 p.m.

CARRIED



Public Hearing Bylaw No. 1489-25

Public Hearing Date: December 18, 2025

Public Hearing Time: 1:00 p.m.

PUBLIC HEARING BACKGROUND

PROPOSED BYLAW NAME & NO.: Bylaw 1489-25: A Bylaw to close all those portions of the Government Road Allowance lying west of W ½ 7-61-18-W4M & to consolidate said closed portions with said lands

APPLICANT: Lyle Karvonen

PROPOSAL: A Bylaw of Smoky Lake County, in the Province of Alberta for the purpose of closing to public travel, disposing of, and consolidating with the lands legally described as NW 7-61-18-W4M & SW 7-61-18-W4M, all those portions of undeveloped Government Road Allowance adjacent to the west of said lands

BACKGROUND:

- On July 15, 2025, Smoky Lake County administration received an application to close the aforementioned undeveloped Government Road Allowance and to consolidate those portions with the said lands.
- Bylaw No. 1486-25 was presented for 1st Reading on August 28, 2025. Subsequently a Public Hearing on Bylaw No. 1486-25 was held on September 11, 2025. However, following the municipal election, three new Councillors were elected. The *Municipal Government Act* prevents Councillors who were not present at a Public Hearing to vote on a matter that was the subject of said Hearing. Subsequently, Bylaw No. 1486-25 was defeated on December 18, 2025 and Bylaw No. 1489-25 was drafted as a replacement for Bylaw No. 1486-25.
- Notice of the proposed Bylaw No. 1489-25 was circulated to affected agencies for comment on November 14, 2025. Responses from said agencies are attached.
- A Notice has also been posted on the County's website since December 1, 2025.
- The Public Hearing Notices were advertised in the Redwater Review on December 3, 2025 and December 10, 2025. The Hearing on the proposed Bylaw No. 1489-25 was advertised and Notice was given in accordance with Section 606 of the *Municipal Government Act*.
- This Hearing has been scheduled to obtain public input on proposed Bylaw No. 1489-25 in accordance with Section 216.4 of the *Municipal Government Act*.

ATTACHMENTS:

1. Draft Bylaw No. 1489-25
2. Relevant Legislation
3. Notice of Public Hearing
4. Referrals sent and responses received

SMOKY LAKE COUNTY
IN THE PROVINCE OF ALBERTA
BYLAW NO. 1489-25

A BYLAW OF SMOKY LAKE COUNTY IN THE PROVINCE OF ALBERTA FOR THE PURPOSE OF CLOSING TO PUBLIC TRAVEL AND DISPOSING OF PORTIONS OF A PUBLIC HIGHWAY IN ACCORDANCE WITH SECTION 22 OF THE MUNICIPAL GOVERNMENT ACT, CHAPTER M-26, REVISED STATUTES OF ALBERTA 2000, AS AMENDED.

WHEREAS, the lands hereafter described are no longer required for public travel,

AND WHEREAS, application has been made to Council to have the highway closed,

AND WHEREAS, the Council of Smoky Lake County deems it expedient to provide for a bylaw for the purpose of closing to public travel and thereafter disposing of same,

AND WHEREAS, notice of intention of Council to pass a bylaw has been given in accordance with Section 606 of the *Municipal Government Act*, Chapter M-26, Revised Statutes of Alberta 2000, as amended,

AND WHEREAS, Council was not petitioned for an opportunity to be heard by any person claiming to be prejudicially affected by the bylaw,

NOW THEREFORE BE IT RESOLVED that the Council of Smoky Lake County in the Province of Alberta does hereby close to public travel and dispose of the following described roadway for the purpose of creation of two certificates of title (disposal), subject to any rights of access granted by any other legislation or regulation:

1. Range Road 190, approximately 805 meters in length, adjacent to the west boundary of N.W. ¼ Sec. 7-61-18 W.4M, containing 1.62 hectares (4.0 acres) more or less, as shown in the attached Schedule “A” for clarity.
2. Range Road 190, approximately 795 meters in length, adjacent to the west boundary of S.W. ¼ Sec. 7-61-18 W.4M, and bounded in the south by the projection west of the north boundary of Road Plan 2533EU, containing 1.60 hectares (4.0 acres) more or less, as shown in the attached Schedule “B” for clarity.

3. Citation

1. This Bylaw may be cited as “Road Closure – Karvonen – portion of Range Road 190 amalgamated with NW-7-61-18-W4M & SW-7-61-18-W4M.

This Bylaw shall come into force and have effect from and after the date of third reading thereof.

Received First Reading this **27th** day of **NOVEMBER**, 2025

Reeve

Seal

Chief Administrative Officer

APPROVED this _____ day of _____, 20____

Approval valid for _____ months

Minister of Transportation
Seal

Received Second Reading this _____ day of _____, 20____

Received Third Reading this _____ day of _____, 20____

Reeve
Seal

Chief Administrative Officer

DRAFT

Bylaw 1489-25: Road Closure – Undeveloped Government Road Allowance; NW & SW 7-61-18-W4M

SCHEDULE “A”
BYLAW NO. 1489-25

Land Subject to Road Closure:

Range Road 190, approximately 805 m in length, adjacent to the west boundary of N.W. ¼ Sec. 7-61-18 W.4M. containing 1.62 ha (4.0 ac) more or less.



to amalgamate with

MERIDIAN 4 RANGE 18 TOWNSHIP 61
SECTION 7
QUARTER NORTH WEST
EXCEPTING THEREOUT ALL MINES AND MINERALS
AREA: 64.3 HECTARES (159 ACRES) MORE OR LESS

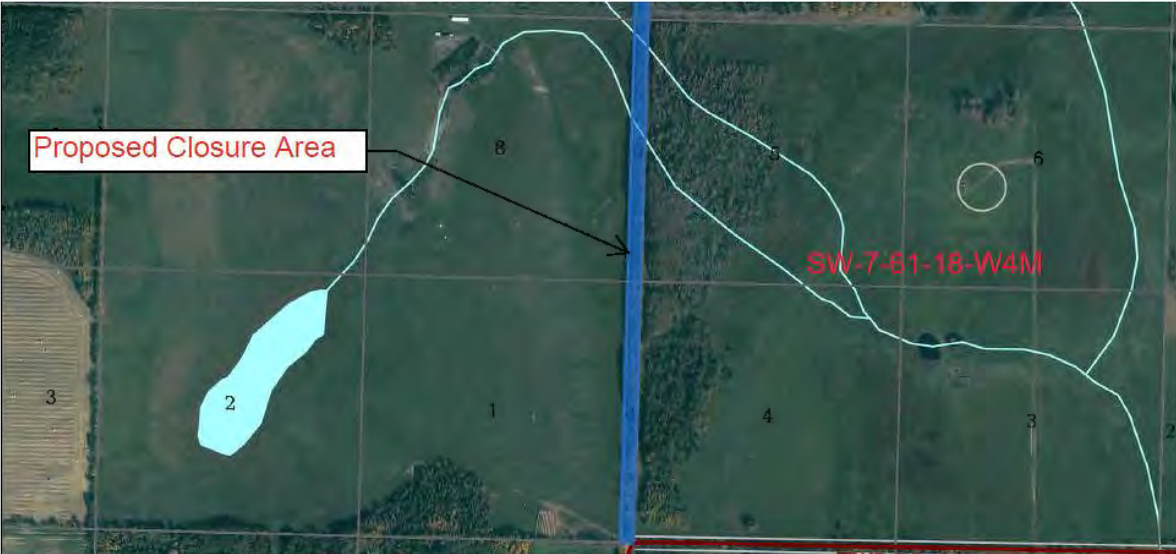
DRAFT

Bylaw 1489-25: Road Closure – Undeveloped Government Road Allowance; NW & SW 7-61-18-W4M

SCHEDULE “B”
BYLAW NO. 1489-25

Land Subject to Road Closure:

Range Road 190, approximately 795 meters in length, adjacent to the west boundary of S.W. ¼ Sec. 7-61-18 W.4M, and bounded in the south by the projection west of the north boundary of Road Plan 2533EU, containing 1.60 hectares (4.0 acres) more or less.



to amalgamate with

THE SOUTH WEST QUARTER OF SECTION SEVEN (7)
TOWNSHIP SIXTY ONE (61)
RANGE EIGHTEEN (18)
WEST OF THE FOURTH MERIDIAN
CONTAINING 64.3 HECTARES (159 ACRES) MORE OR LESS.
EXCEPTING THEREOUT:
0.806 HECTARES (1.99 ACRES) MORE OR LESS, AS SHOWN
ON ROAD PLAN 2355EU.
EXCEPTING THEREOUT ALL MINES AND MINERALS
AND THE RIGHT TO WORK THE SAME



Public Hearing Bylaw No. 1489-25

Public Hearing Date: December 18, 2025

Public Hearing Time: 1:00 p.m.

RELEVANT LEGISLATION

ROAD CLOSURES

Municipal Government Act, R.S.A. 2000

Section 18(1) Subject to this or any other Act, a municipality has the direction, control and management of all roads within the municipality.

Section 22(1) No road in a municipality that is subject to the direction, control and management of the municipality may be closed except by bylaw.

(2) A bylaw closing a road must be advertised.

(3) A bylaw closing a road made by the Council of a municipality that is not a city has no effect unless it is approved by the Minister of Transportation before the bylaw receives second reading.

(4) Before passing a bylaw closing a road, a person who claims to be affected prejudicially by the bylaw or that **person's agent must be given the opportunity to be heard by the Council.**

PUBLIC HEARINGS

Municipal Government Act, R.S.A. 2000

216.4(1) When this or another enactment requires council to hold a public hearing on a proposed bylaw or resolution, the public hearing must be held, unless another enactment specifies otherwise,

(a) before second reading of the bylaw, or

(b) before council votes on the resolution.

(2) If a public hearing is held on a proposed bylaw or resolution, council must conduct the hearing during a regular or special meeting of council.

(3) A council by bylaw establishes procedures for public hearings.

(4) In the public hearing, council

(a) must hear any person, group of persons, or person representing them, who claims to be affected by the proposed bylaw or resolution and who has complied with the procedures outlined by the council, and

(b) may hear any other person who wishes to make representations and whom the council agrees to hear.

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

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

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

REQUIREMENTS FOR ADVERTISING

Municipal Government Act, R.S.A. 2000

606(1) The requirements of this section apply when this or another enactment requires a bylaw, resolution, meeting, public hearing or something else to be advertised by a municipality, unless this or another enactment specifies otherwise.

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

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

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

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

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

(6) A notice must contain

- (a) a statement of the general purpose of the proposed bylaw, resolution, meeting, public hearing or other thing,
- (b) the address where a copy of the proposed bylaw resolution or other thing, and any document relating to it or to the meeting or public hearing may be inspected,
- (c) in the case of a bylaw or resolution, an outline of the procedure to be followed by anyone wishing to file a petition in respect of it, and
- (d) in the case of a meeting or public hearing, the date, time and place where it will be held.

(7) A certificate of a designated officer certifying that something has been advertised in accordance with this section is proof, in the absence of evidence to the contrary, of the matters set out in that certificate.

(8) The certificate is admissible as evidence without proof of the appointment or signature of the person who signed the certificate.

Jordan Ruegg

From: Third Party Requests <thirdpartyrequests@apexutilities.ca>
Sent: November 20, 2025 1:49 PM
To: Jordan Ruegg
Subject: RE: Proposed Road Closure - Undeveloped Government Road Allowance Adjacent West ½ 7-61-18-W4M - AUI RESPONSE
Attachments: Letter_Dated_November_14_2025_to_Apex_Utilities.pdf

You don't often get email from thirdpartyrequests@apexutilities.ca. [Learn why this is important](#)

Hello,

Please be advised that the attached request is located outside of APEX Utilities Inc. franchise area.

Thank you,

Land Services
APEX Utilities Inc.

From: Jordan Ruegg <jruegg@smokylakecounty.ab.ca>
Sent: Friday, November 14, 2025 1:18 PM
To: Third Party Requests <thirdpartyrequests@apexutilities.ca>
Subject: Proposed Road Closure - Undeveloped Government Road Allowance Adjacent West ½ 7-61-18-W4M

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Good afternoon.

Smoky Lake County proposes to close a portion of undeveloped government road allowance located adjacent to the West ½ 7-61-18-W4M. Please see the attached letter for more information.

Please let me know if you have any questions.

Thanks,



Jordan Ruegg, B.A., MPlan
Director of Planning and Community Services
 p:780-656-1588 or toll free 1-888-656-3730
 c:780-650-5207
 4612 - McDougall Drive, PO Box 310
 Smoky Lake, Alberta, T0A 3C0

bⁿb<Cu ʔbⁿΔg<ⁿ (kaskapatau sakahigan) / Димних Озеро (Dymnykh Ozero) / Lac qui Fume / Smoky Lake
Located on Treaty 6 Territory and Homeland of the Métis Nation

Jordan Ruegg

From: @ Electric Land Inquiries <LandInquiries@atcoelectric.com>
Sent: November 19, 2025 8:44 AM
To: Jordan Ruegg
Subject: INQ-2025-0506 Proposed Road Closure - Undeveloped Government Road Allowance Adjacent West ½ 7-61-18-W4M
Attachments: Pages from Letter_Dated_November_14_2025_to_Atco_Electric.pdf

Good Morning Jordan,

ATCO Electric has no comments or concerns with this application. Attached is the dated letter.

Thank you
Rita Klasson
Senior Land Administrator, Land Administration
ATCO Electric

T. 780 508-4688
A. 10TH Floor AC, 10035 – 105 Street, Edmonton AB T5J 1C8



[ATCO.com](https://www.atco.com) [LinkedIn](#) [Facebook](#) [Instagram](#) [X](#)

In the spirit of reconciliation, we acknowledge the traditional territories and homelands on which many of our ATCO operations and facilities are located. We honour and respect the diverse history, languages, ceremonies, and culture of the Indigenous Peoples who call these areas home.

From: Jordan Ruegg <jruegg@smokylakecounty.ab.ca>
Sent: Friday, November 14, 2025 11:59 AM
To: @ Electric Land Inquiries <LandInquiries@atcoelectric.com>
Subject: Proposed Road Closure - Undeveloped Government Road Allowance Adjacent West ½ 7-61-18-W4M

Good morning Andy,

Smoky Lake County proposes to close a portion of undeveloped government road allowance located adjacent to the West ½ 7-61-18-W4M. Please see the attached letter for more information.

Please let me know if you have any questions.

Thanks,



Smoky Lake County

Enclosure #4 - Referrals - Page 3 of 10

P.O. Box 310
4612 McDougall Drive
Smoky Lake, Alberta T0A 3C0
Phone: 780-656-3730
1-888-656-3730
Fax: 780-656-3768
www.smokylakecounty.ab.ca

November 14, 2025

File No. Road Closure RC-033

ATCO ELECTRIC
LAND & PROPERTIES ACQUISITION
12TH FLOOR, 10035 – 105 STREET
EDMONTON, AB T5J 2V6
ATTN: ANDY SHARUN
Email: landinquiries@atcoelectric.com

Sent Via: E-Mail

RE: Proposed Closure and Transfer of Undeveloped Government Road Allowance

On behalf of Smoky Lake County, this letter serves as a notification that Smoky Lake County intends to close and transfer a portion of an undeveloped government road allowance, located directly west of the West ½ 7-61-18-W4M.

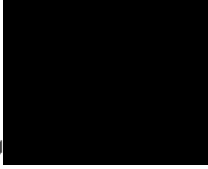
Attached is a copy of proposed Smoky Lake County Bylaw No. 1489-25 and an aerial photograph/sketch showing the above noted closure for reference. Please advise whether you have any objections to the proposed closure and/or whether you require an easement to be granted for the proposed closure area. Please email your reply to the undersigned no later than **December 1, 2025**.

If your agency has no objections to the foregoing, and if your agency does not require an easement across the proposed closure area, would you kindly indicate your acceptance by signing this letter in the space provided below and return it to our office.

Acknowledged and agreed to the 19 day of November, 2025.

If you have any questions or concerns or require further information, please do not hesitate to contact the undersigned at 780-656-3730 or by email at jruegg@smokylakecounty.ab.ca. I appreciate your earliest response in this regard.

Sincerely,



Jordan Ruegg

Director of Planning and Community Services, Smoky Lake County

4612 - McDougall Drive, PO Box 310

Smoky Lake, Alberta T0A 3C0

e: jruegg@smokylakecounty.ab.ca

p: (780) 656-3730 / c: (780) 650-5207

w: <http://www.smokylakecounty.ab.ca/>

ᑭᓴᑭᓱᓱᓱ ᓱᓱᓱᓱᓱ (kaskapatau sakahigan / Smoky Lake) on Treaty 6 Territory, and Homeland of the Metis Nation

Encl: Bylaw No. 1489-25

Aerial photograph/sketch of proposed closure area



Smoky Lake County

P.O. Box 310
4612 McDougall Drive
Smoky Lake, Alberta T0A 3C0
Phone: 780-656-3730
1-888-656-3730
Fax: 780-656-3768
www.smokylakecounty.ab.ca

November 14, 2025

File No. Road Closure RC-033

SMOKY LAKE COUNTY GAS DEPARTMENT
BOX 310
SMOKY LAKE, AB
T0A 3C0
ATTN: DANIEL MORIC
Email: dmoric@smokylakecounty.ab.ca

Sent Via: E-Mail

RE: Proposed Closure and Transfer of Undeveloped Government Road Allowance

On behalf of Smoky Lake County, this letter serves as a notification that Smoky Lake County intends to close and transfer a portion of an undeveloped government road allowance, located directly west of the West ½ 7-61-18-W4M.

Attached is a copy of proposed Smoky Lake County Bylaw No. 1489-25 and an aerial photograph/sketch showing the above noted closure for reference. Please advise whether you have any objections to the proposed closure and/or whether you require an easement to be granted for the proposed closure area. Please email your reply to the undersigned no later than **December 1, 2025**.

If your agency has no objections to the foregoing, and if your agency does not require an easement across the proposed closure area, would you kindly indicate your acceptance by signing this letter in the space provided below and return it to our office.

Acknowledged and agreed to the 14th day of November, 2025.

If you have any questions or concerns or require further information, please do not hesitate to contact the undersigned at 780-656-3730 or by email at jruegg@smokylakecounty.ab.ca. I appreciate your earliest response in this regard.

Sincerely,



Jordan Ruegg

Director of Planning and Community Services, Smoky Lake County

4612 - McDougall Drive, PO Box 310

Smoky Lake, Alberta T0A 3C0

e: jruegg@smokylakecounty.ab.ca

p: (780) 656 3730 / c: (780) 650 5207

w: <http://www.smokylakecounty.ab.ca/>

ᑭᓴᓴᓐᓂᓱ ᓂᓴᓴᓐᓂᓱ (kaskapatau sakahigan / Smoky Lake) on Treaty 6 Territory, and Homeland of the Metis Nation

Encl: Bylaw No. 1489-25

Aerial photograph/sketch of proposed closure area

Jordan Ruegg

From: circulations . <circulations@telus.com>
Sent: November 25, 2025 11:17 AM
To: Jordan Ruegg
Subject: Re: Proposed Road Closure - Undeveloped Government Road Allowance Adjacent West ½ 7-61-18-W4M

You don't often get email from circulations@telus.com. [Learn why this is important](#)

Good Day,

Thank you for including TELUS in your circulation. At this time, TELUS has no concerns with the proposed activities.

Thank you,

Tacie Krisher-Kyle

Sr. Real Estate Specialist |TELUS Land Solutions Team

Customer Network Planning (CNP)

18811 107 Avenue NW, Edmonton, AB T5S 2L9

circulations@telus.com

The future is friendly®

On Fri, Nov 14, 2025 at 2:41 PM rightofway A B <rightofwayab@telus.com> wrote:
Hi Jordan,

Please update your records and send all future circulations to circulations@telus.com. No need to re-send this one, I've cc'd them.
Thanks! Have a good weekend!

TELUS Land Solutions Team

Customer Network Planning (CNP)

rightofwayAB@telus.com

On Fri, Nov 14, 2025 at 12:01 PM Jordan Ruegg <jruegg@smokylakecounty.ab.ca> wrote:

Good afternoon Donna,

Smoky Lake County proposes to close a portion of undeveloped government road allowance located adjacent to the West ½ 7-61-18-W4M. Please see the attached letter for more information.

Please let me know if you have any questions.

Thanks,



Jordan Ruegg, B.A., MPlan

Director of Planning and Community Services

p:780-656-1588 or toll free 1-888-656-3730

c:780-650-5207

4612 - McDougall Drive, PO Box 310

Smoky Lake, Alberta, T0A 3C0

ᑲᐱᓂᕈ ᓇᓃᓄᓂᓂᓗ (kaskapatau sakahigan) / Димних Озеро (Dymnykh Ozero) / Lac qui Fume / Smoky Lake

Located on Treaty 6 Territory and Homeland of the Métis Nation

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Smoky Lake County

Enclosure #4 - Referrals - Page 9 of 10

P.O. Box 310
4612 McDougall Drive
Smoky Lake, Alberta T0A 3C0
Phone: 780-656-3730
1-888-656-3730
Fax: 780-656-3768
www.smokylakecounty.ab.ca

November 14, 2025

File No. Road Closure RC-033

ALTA LINK
26315 TWP RD 531A
ACHESON, AB T7X 5A3
ATTN: LARRY MOGCK
Email: larry.mogck@altalink.ca

Sent Via: E-Mail

RE: Proposed Closure and Transfer of Undeveloped Government Road Allowance

On behalf of Smoky Lake County, this letter serves as a notification that Smoky Lake County intends to close and transfer a portion of an undeveloped government road allowance, located directly west of the West ½ 7-61-18-W4M.

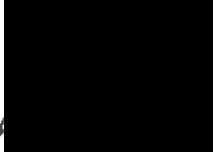
Attached is a copy of proposed Smoky Lake County Bylaw No. 1489-25 and an aerial photograph/sketch showing the above noted closure for reference. Please advise whether you have any objections to the proposed closure and/or whether you require an easement to be granted for the proposed closure area. Please email your reply to the undersigned no later than **December 1, 2025**.

If your agency has no objections to the foregoing, and if your agency does not require an easement across the proposed closure area, would you kindly indicate your acceptance by signing this letter in the space provided below and return it to our office.

Acknowledged and agreed to the _____ day of _____, 20____.

If you have any questions or concerns or require further information, please do not hesitate to contact the undersigned at 780-656-3730 or by email at jruegg@smokylakecounty.ab.ca. I appreciate your earliest response in this regard.

Sincerely,



Jordan Ruegg

Director of Planning and Community Services, Smoky Lake County

4612 - McDougall Drive, PO Box 310

Smoky Lake, Alberta T0A 3C0

e: jruegg@smokylakecounty.ab.ca

p: (780) 656-3730 / c: (780) 650-5207

w: <http://www.smokylakecounty.ab.ca/>

ᑭᓴᓵᓱᓄᓄ ᓴᓴᓄᓄᓄᓄ (kaskapatau sakahigan / Smoky Lake) on Treaty 6 Territory, and Homeland of the Metis Nation

Encl: Bylaw No. 1489-25

Aerial photograph/sketch of proposed closure area

Bosch, Darcy

Digitally signed by: Bosch, Darcy
DN: CN = Bosch, Darcy email = Darcy,
Bosch@AltaLink.ca OU = ALM,
Corporate, Users, HO
Date: 2025.11.27 11:34:46 -07'00'

PUBLIC HEARING SIGN IN SHEET

SMOKY LAKE COUNTY

PUBLIC HEARING - Bylaw 1489-25: A Bylaw to close all those portions of the Government Road Allowance lying west of W ½ 7-61-18-W4M & to consolidate said closed portions with said lands
December 18, 2025 AT 1:00 P.M.

Held in the Smoky Lake County Council Chambers & virtually via Telus Business Connect

Name (Print)	Signature	Mailing Address & Legal Description

Your name will be called upon by the chairperson to speak to the proposed bylaw



Request for Decision (RFD)

Meeting Date: Thursday, December 18, 2025

Agenda Item: # 8.1

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

Presented By: Planning & Community Services

Recommendation:

That Smoky Lake County Council defeat Bylaw No. 1486-25, a Bylaw to close all those portions of the Government Road Allowance lying west of W ½ 7-61-18-W4M & to consolidate said closed portions with said lands.

Background:

On July 15, 2025, the Planning and Development Manager received an email from the owner of the lands legally described as W ½ 7-61-18-W4M, to close and consolidate with said lands, the adjacent undeveloped government road allowance located to the west of said lands.

First Reading of Bylaw No. 1486-25 was given on August 28, 2025. Following First Reading, and in accordance with section 22(2) of the *Municipal Government Act*, a Public Hearing on said Bylaw was held on September 11, 2025, to obtain public feedback regarding the proposed closure.

Following the Public Hearing and prior to giving said Bylaw Second Reading, the Bylaw must be approved by the Minister of Transportation and Economic Corridors. This process often takes several months to complete.

Section 184 of the *Municipal Government Act* stipulates that a councillor “*must abstain from voting on the bylaw or resolution if the councillor was absent from all of the public hearing...*”. As only two of the five members of Council as it is currently constituted were present during the Public Hearing, the Bylaw must be defeated as quorum cannot be reached on this matter.

Benefits: Nil.

Disadvantages: Nil.

Alternatives: Nil.

Financial Implications: Nil.

Legislation: *Municipal Government Act*. R.S.A. 2000, c. M-26 (Section 22 & Section 184)

Intergovernmental: Nil.

Strategic Alignment: Nil.

Enclosure(s):

Enclosure #1: Bylaw No. 1486-25

Approved by the Interim CAO: _____. **Date:** _____.

Enclosure #1: Bylaw No. 1486-25

Bylaw 1486-25: Road Closure Undeveloped Government Road Allowance: NW & SW 7-61-18-W4M

SMOKY LAKE COUNTY IN THE PROVINCE OF ALBERTA BYLAW NO. 1486-25

A BYLAW OF SMOKY LAKE COUNTY IN THE PROVINCE OF ALBERTA FOR THE PURPOSE OF CLOSING TO PUBLIC TRAVEL AND DISPOSING OF PORTIONS OF A PUBLIC HIGHWAY IN ACCORDANCE WITH SECTION 22 OF THE MUNICIPAL GOVERNMENT ACT, CHAPTER M-26, REVISED STATUTES OF ALBERTA 2000, AS AMENDED.

WHEREAS, the lands hereafter described are no longer required for public travel,

AND WHEREAS, application has been made to Council to have the highway closed,

AND WHEREAS, the Council of Smoky Lake County deems it expedient to provide for a bylaw for the purpose of closing to public travel and thereafter disposing of same,

AND WHEREAS, notice of intention of Council to pass a bylaw has been given in accordance with Section 606 of the *Municipal Government Act*, Chapter M-26, Revised Statutes of Alberta 2000, as amended,

AND WHEREAS, Council was not petitioned for an opportunity to be heard by any person claiming to be prejudicially affected by the bylaw,

NOW THEREFORE BE IT RESOLVED that the Council of Smoky Lake County in the Province of Alberta does hereby close to public travel and dispose of the following described roadway for the purpose of creation of two certificates of title (disposal), subject to any rights of access granted by any other legislation or regulation:

1. Range Road 190, approximately 805 meters in length, adjacent to the west boundary of N.W. ¼ Sec. 7-61-18 W.4M, containing 1.62 hectares (4.0 acres) more or less, as shown in the attached Schedule "A" for clarity.
2. Range Road 190, approximately 795 meters in length, adjacent to the west boundary of S.W. ¼ Sec. 7-61-18 W.4M, and bounded in the south by the projection west of the north boundary of Road Plan 2533EU, containing 1.60 hectares (4.0 acres) more or less, as shown in the attached Schedule "B" for clarity.

3. Citation

1. This Bylaw may be cited as "Road Closure – Karvonen – portion of Range Road 190 amalgamated with NW-7-61-18-W4M & SW-7-61-18-W4M.

This Bylaw shall come into force and have effect from and after the date of third reading thereof.

Received First Reading this 28th day of AUGUST, 2025

Reeve

Seal

Chief Administrative Officer

Bylaw 1486-25: Road Closure – Undeveloped Government Road Allowance; NW & SW 7-61-18-W4M

APPROVED this _____ day of _____, 20____

Approval valid for _____ months

Minister of Transportation

Seal

Received Second Reading this _____ day of _____, 20____

Received Third Reading this _____ day of _____, 20____

Reeve

Seal

Chief Administrative Officer

Bylaw 1486-25: Road Closure – Undeveloped Government Road Allowance; NW & SW 7-61-18-W4M

SCHEDULE "A"
BYLAW NO. 1486-25

Land Subject to Road Closure:

Range Road 190, approximately 805 m in length, adjacent to the west boundary of N.W. ¼ Sec. 7-61-18 W.4M. containing 1.62 ha (4.0 ac) more or less.



to amalgamate with

MERIDIAN 4 RANGE 18 TOWNSHIP 61
SECTION 7
QUARTER NORTH WEST
EXCEPTING THEREOUT ALL MINES AND MINERALS
AREA: 64.3 HECTARES (159 ACRES) MORE OR LESS

Bylaw 1486-25: Road Closure – Undeveloped Government Road Allowance; NW & SW 7-61-18-W4M

SCHEDULE "B"
BYLAW NO. 1486-25

Land Subject to Road Closure:

Range Road 190, approximately 795 meters in length, adjacent to the west boundary of S.W. ¼ Sec. 7-61-18 W.4M, and bounded in the south by the projection west of the north boundary of Road Plan 2533EU, containing 1.60 hectares (4.0 acres) more or less.



to amalgamate with

THE SOUTH WEST QUARTER OF SECTION SEVEN (7)
TOWNSHIP SIXTY ONE (61)
RANGE EIGHTEEN (18)
WEST OF THE FOURTH MERIDIAN
CONTAINING 64.3 HECTARES (159 ACRES) MORE OR LESS.
EXCEPTING THEREOUT:
0.806 HECTARES (1.99 ACRES) MORE OR LESS, AS SHOWN
ON ROAD PLAN 2355EU.
EXCEPTING THEREOUT ALL MINES AND MINERALS
AND THE RIGHT TO WORK THE SAME



Request for Decision (RFD)

Meeting Date: Thursday, December 18, 2025

Agenda Item: # 8.2

Topic: Bylaw No. 1489-25: Bylaw to close all those portions of the Government Road Allowance lying west of W ½ 7-61-18-W4M & to consolidate said closed portions with said lands

Presented By: Planning & Development Services

Recommendation:

That Smoky Lake County Council instruct administration to submit proposed Bylaw No. 1489-25, for the closure of the undeveloped government road allowance lying to the west of the lands legally described as W ½ 7-61-18-W4M, to the Minister of Transportation and Economic Corridors for approval, subject to Section 22 of the *Municipal Government Act*, prior to the consideration of Second and Third Readings.

Background:

On July 15, 2025, the Planning and Development Manager received an email from the owner of the lands legally described as W ½ 7-61-18-W4M, to close and consolidate with said lands, the adjacent undeveloped government road allowance located to the west of said lands.

A previous Bylaw (No. 1486-25) was given First Reading on August 28, 2025, and subsequently a Public Hearing was held on September 11, 2025. However, Section 184 of the *Municipal Government Act* stipulates that a councillor "*must abstain from voting on the bylaw or resolution if the councillor was absent from all of the public hearing...*", and therefore, Bylaw No. 1486-25 had to be defeated. Bylaw No. 1489-25 acts as a replacement for Bylaw No. 1486-25.

Pursuant to Section 606 of the *Municipal Government Act*, a Public Hearing was held on the proposed Bylaw No. 1489-25 on December 18th, 2025. Any submissions made at the Public Hearing shall be forwarded to the Minister of Transportation and Economic Corridors with Bylaw No. 1489-25.

Benefits: Disposal of unutilized road allowance and increased efficiency of land use for applicant.

Disadvantages: Loss of potential future connectivity between TWP RD 611/612 at RGE RD 190.

Alternatives: Defeat Bylaw No. 1489-25.

Financial Implications: Nil.

Legislation: Municipal Government Act R.S.A. 2000, c. M-26, Section 22 & Section 606.

Intergovernmental: Nil.

Strategic Alignment: Nil.

Enclosure(s):

Enclosure #1: Bylaw No. 1489-25

Approved by the Interim CAO: _____. **Date:** _____.

Enclosure #1: Bylaw 1489-25

Bylaw 1489-25| Road Closure – Undeveloped Government Road Allowance; NW & SW 7-61-18-W4M

SMOKY LAKE COUNTY IN THE PROVINCE OF ALBERTA BYLAW NO. 1489-25

A BYLAW OF SMOKY LAKE COUNTY IN THE PROVINCE OF ALBERTA FOR THE PURPOSE OF CLOSING TO PUBLIC TRAVEL AND DISPOSING OF PORTIONS OF A PUBLIC HIGHWAY IN ACCORDANCE WITH SECTION 22 OF THE MUNICIPAL GOVERNMENT ACT, CHAPTER M-26, REVISED STATUTES OF ALBERTA 2000, AS AMENDED.

WHEREAS, the lands hereafter described are no longer required for public travel,

AND WHEREAS, application has been made to Council to have the highway closed,

AND WHEREAS, the Council of Smoky Lake County deems it expedient to provide for a bylaw for the purpose of closing to public travel and thereafter disposing of same,

AND WHEREAS, notice of intention of Council to pass a bylaw has been given in accordance with Section 606 of the *Municipal Government Act*, Chapter M-26, Revised Statutes of Alberta 2000, as amended,

AND WHEREAS, Council was not petitioned for an opportunity to be heard by any person claiming to be prejudicially affected by the bylaw,

NOW THEREFORE BE IT RESOLVED that the Council of Smoky Lake County in the Province of Alberta does hereby close to public travel and dispose of the following described roadway for the purpose of creation of two certificates of title (disposal), subject to any rights of access granted by any other legislation or regulation:

1. Range Road 190, approximately 805 meters in length, adjacent to the west boundary of N.W. ¼ Sec. 7-61-18 W.4M, containing 1.62 hectares (4.0 acres) more or less, as shown in the attached Schedule "A" for clarity.
2. Range Road 190, approximately 795 meters in length, adjacent to the west boundary of S.W. ¼ Sec. 7-61-18 W.4M, and bounded in the south by the projection west of the north boundary of Road Plan 2533EU, containing 1.60 hectares (4.0 acres) more or less, as shown in the attached Schedule "B" for clarity.

3. Citation

1. This Bylaw may be cited as "Road Closure – Karvonen – portion of Range Road 190 amalgamated with NW-7-61-18-W4M & SW-7-61-18-W4M.

This Bylaw shall come into force and have effect from and after the date of third reading thereof.

Received First Reading this **27th** day of **NOVEMBER**, 20**25**

Reeve

Seal

Chief Administrative Officer

Bylaw 1489-25: Road Closure Undeveloped Government Road Allowance; NW & SW 7-61-18-W4M

APPROVED this _____ day of _____, 20____

Approval valid for _____ months

Minister of Transportation

Seal

Received Second Reading this _____ day of _____, 20____

Received Third Reading this _____ day of _____, 20____

Reeve

Seal

Chief Administrative Officer

Bylaw 1489-25: Road Closure – Undeveloped Government Road Allowance; NW & SW 7-61-18-W4M

SCHEDULE "A"
BYLAW NO. 1489-25

Land Subject to Road Closure:

Range Road 190, approximately 805 m in length, adjacent to the west boundary of N.W. ¼ Sec. 7-61-18 W.4M. containing 1.62 ha (4.0 ac) more or less.



to amalgamate with

MERIDIAN 4 RANGE 18 TOWNSHIP 61
SECTION 7
QUARTER NORTH WEST
EXCEPTING THEREOUT ALL MINES AND MINERALS
AREA: 64.3 HECTARES (159 ACRES) MORE OR LESS

Bylaw 1489-25: Road Closure – Undeveloped Government Road Allowance; NW & SW 7-61-18-W4M

SCHEDULE "B"
BYLAW NO. 1489-25

Land Subject to Road Closure:

Range Road 190, approximately 795 meters in length, adjacent to the west boundary of S.W. ¼ Sec. 7-61-18 W.4M, and bounded in the south by the projection west of the north boundary of Road Plan 2533EU, containing 1.60 hectares (4.0 acres) more or less.



to amalgamate with

THE SOUTH WEST QUARTER OF SECTION SEVEN (7)
TOWNSHIP SIXTY ONE (61)
RANGE EIGHTEEN (18)
WEST OF THE FOURTH MERIDIAN
CONTAINING 64.3 HECTARES (159 ACRES) MORE OR LESS.
EXCEPTING THEREOUT:
0.806 HECTARES (1.99 ACRES) MORE OR LESS, AS SHOWN
ON ROAD PLAN 2355EU.
EXCEPTING THEREOUT ALL MINES AND MINERALS
AND THE RIGHT TO WORK THE SAME



Request for Decision (RFD)

Meeting Date: Thursday, December 18, 2025

Agenda Item: # 8.2

Topic: Bylaw No. 1495-25 - Designation of the Wynnyk House as a Municipal Historic Resource

Presented By: Planning & Community Services

Recommendation:

1. That Smoky Lake County Council give Bylaw 1495-25: A Bylaw Designating the Wynnyk House, located on the lands legally described as SW-27-58-13-W4M, as a Municipal Historic Resource, First Reading.
2. That Smoky Lake County Council give Bylaw 1495-25: A Bylaw Designating the Wynnyk House, located on the lands legally described as SW-27-58-13-W4M, as a Municipal Historic Resource, Second Reading.
3. That Smoky Lake County Council give Bylaw 1495-25: A Bylaw Designating the Wynnyk House, located on the lands legally described as SW-27-58-13-W4M, as a Municipal Historic Resource, Permission for Third Reading.
4. That Smoky Lake County Council give Bylaw 1495-25: A Bylaw Designating the Wynnyk House, located on the lands legally described as SW-27-58-13-W4M, as a Municipal Historic Resource, Third Reading.

Background:

At its September 25, 2025 meeting, Smoky Lake County council instructed administration to serve Notice to the owner of the Wynnyk House, of Council's intention to designate the property as a Municipal Historic Resource. Administration served the Notice on October 3, 2025. Before a bylaw designating a property as a Municipal Historic Resource can be adopted, a 60-day period must pass from the date of the Notice. Said 60-day period has elapsed.

Benefits: Designation as a Municipal Historic Resource may unlock provincial and/or federal grant funding to maintain the building's historic integrity; designation as Municipal Historic Resource helps protect/preserve local heritage, which can be leveraged to drive tourism.

Disadvantages: Designation as a Municipal Historic Resource places certain restrictions on the use and development of the Resource; once a property is designated as a Municipal Historic Resource, any proposed alterations, additions or other work must conform to the and protect the Character Defining Elements of the Resource, and such work will require a Heritage Resource Intervention Permit to be issued by the County.

Alternatives: Defeat proposed Bylaw 1495-25 and do not designate the Wynnyk House as a Municipal Historic Resource.

Financial Implications: Should the Bylaw be adopted, a plaque commemorating the designation will be placed on site. Capital funding for the plaque was allocated in the 2025 budget.

Legislation: Nil.

Intergovernmental: Nil.

Strategic Alignment: Nil.

Enclosure(s): **Enclosure #1: Notice of Intention to Designate – October 3, 2025**
Enclosure #2: Bylaw 1495-25

Approved by the Interim CAO: _____. **Date:** _____.

Enclosure #1: Notice of Intention to Designate – October 3, 2025

SMOKY LAKE COUNTY REGIONAL HERITAGE BOARD

Notice of Intention to Designate

NOTICE OF INTENTION TO DESIGNATE

THE WYNNYK HOUSE

AS A MUNICIPAL HISTORIC RESOURCE

ALBERTA HISTORIC RESOURCES ACT
Section 26 H.R.A., R.S.A. 1980, c.H-8, as amended

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

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

Council Meeting Date: SEPTEMBER 25, 2025

the Municipal Council of the Smoky Lake County

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

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

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

THE WYNNYK HOUSE

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


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

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

DATED this 03 day of October, 2025

Attachments:

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


Interim Chief Administrative Officer

Enclosure #2: Bylaw 1495-25

Bylaw 1495-25 Wynnyk House – Municipal Historic Resource

SMOKY LAKE COUNTY IN THE PROVINCE OF ALBERTA BYLAW 1495-25

A BYLAW OF SMOKY LAKE COUNTY IN THE PROVINCE OF ALBERTA FOR THE PURPOSE OF
DESIGNATING THE WYNNYK HOUSE AS A MUNICIPAL HISTORIC RESOURCE.

WHEREAS Section 26 and Section 27 of the *Historical Resources Act*, R.S.A. 2000, c. H-9, as amended, permits the Council of a municipality to designate any heritage resource within a municipality whose preservation it considers to be in the public interest as a Municipal Historic Resource, upon giving sixty (60) days notice to the owner of the resource, in accordance with the *Historical Resources Act*.

AND WHEREAS the Council of Smoky Lake County has determined that the property legally described as:

**MERIDIAN 4 RANGE 13 TOWNSHIP 58
SECTION 27
QUARTER SOUTH WEST**

EXCEPTING THEREOUT ALL MINES AND MINERALS

is a site of architectural, historical, cultural, environmental, archaeological, paleontological, aesthetic, and/or scientific value;

AND WHEREAS not less than sixty (60) days after notifying the owner of its intention to designate said resource, the Council of Smoky Lake County may by bylaw, designate any historical resource within the municipality whose preservation it considers to be in the public interest, together with any land in or on which it is located that may be specified in the bylaw, as a Municipal Historic Resource. A council that designates an historic resource as a Municipal Historic Resource shall:

- a) cause a copy of the bylaw to be served on the owner of the Municipal Historic Resource and on the owner of any land that will be subject to the bylaw; and
- b) if the bylaw relates to or includes any land, cause a certified copy of the bylaw to be registered at the Land Titles Office.

NOW THEREFORE BE IT RESOLVED that the Council of Smoky Lake County in the Province of Alberta, having complied with the *Historical Resources Act*, and duly assembled, hereby enacts as follows:

1. The property known as the **Wynnyk House**, located on the lands legally described as **MERIDIAN 4 RANGE 13 TOWNSHIP 58 SECTION 27 QUARTER SOUTH WEST**, is hereby designated as a Municipal Historic Resource, as described in **Schedule "A"**
2. The Council of Smoky Lake County wishes to protect and preserve the original character of the **Wynnyk House**, while encouraging changes that will make the related buildings and structures functional. The Municipal Historic Resource shall not be removed, destroyed, disturbed, altered, rehabilitated, repaired or otherwise permanently affected, other than in accordance with the terms outlined in **Schedule "B"**.
3. The administration of this Bylaw shall be under the management and control of the Development Authority for Smoky Lake County.
4. This Bylaw shall come into effect after third reading.

60-DAY NOTICE HAVING BEEN GIVEN THIS 3RD DAY OF OCTOBER, AD 2025,

READ A **FIRST TIME** IN COUNCIL THIS _____ DAY OF _____, AD 202 .

READ A **SECOND TIME** IN COUNCIL THIS _____ DAY OF _____, AD 202 .

READ A **THIRD AND FINAL TIME WITH UNANIMOUS CONSENT** IN COUNCIL THIS _____ DAY OF _____, AD 202 .

Craig Lukinuk
Reeve

S E A L

Brenda Adamson
Interim Chief Administrative Officer

SCHEDULE “A”

This Statement of Significance forms Schedule “A” to Bylaw No. 1495-25 and provides a *Description of the Historic Place*, explains the *Historic Value* of the building, and identifies, by written description and photographs, those *Character-Defining Elements* of the **Wynnyk House** which are regulated by the “General Guidelines for Conservation” (Schedule “B”) and must be preserved (the “Regulated Character-Defining Elements”).

STATEMENT OF SIGNIFICANCE

**WYNNYK HOUSE
MERIDIAN 4 RANGE 13 TOWNSHIP 58
SECTION 27
QUARTER SOUTH WEST
EXCEPTING THEREOUT ALL MINES AND MINERALS**

Description of Heritage Place

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

Heritage Value

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

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

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

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

Character-Defining Elements

Exterior Elements:

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



Interior Elements:

- Wooden balustrade and newel post.
- Multi-paneled wooden doors.
- Crosshead strip above plain wood casing, sills and aprons on windows, additional crown moulding on windows and doorways on the ground floor.
- Flat high-profile baseboards on the ground floor.



SCHEDULE “B”

This is Schedule “B” to Bylaw No. 1495-25 and identifies the “General Guidelines for Conservation” for the **Wynnyk House**

GENERAL GUIDELINES FOR CONSERVATION

1. Approval of Development Alterations

As per Section 26(6) of the *Historical Resources Act*, not withstanding any other Act, no person shall destroy, disturb alter, restore, or repair a Historic Resource or remove any historic object from a Historic Resource that has been designated under this Section, without the written approval from Council or a person appointed by Council for that purpose.

Council appoints an approving Authority to protect the integrity of this Municipal Historic Resource to whom the Applicant shall submit a Heritage Resource Intervention Permit Application for any proposed restoration/changes to the structure. Any development or alterations affecting the **Wynnyk House** shall respect and conserve the heritage value and Character-Defining Elements identified in the Statement of Significance, in accordance with the below General Guidelines for Conservation and as recommended in the Standards and Guidelines for the Conservation of Historic Places.

2. Compatible Uses

Wherever possible, the use of the Municipal Historic Resource shall be compatible with the existing building such that minimal changes are required to the building. The use of the Municipal Historic Resource for its original purpose(s) is desirable.

3. Original Character

The original distinctive qualities and character of the building as designated by the Municipal Historic Resource Bylaw should be preserved. The removal or alteration of any historic materials or features shall be avoided.

4. The Historic Period

The Municipal Historic Resource should be recognized as a product of its own time. Alterations which are not based on historical fact or which recreate an earlier or later idiom shall be discouraged.

5. Witness to Change

Changes to the Municipal Historic Resource may have occurred over time. These alterations are evidence of the history and development of the building. Because this evolution may have acquired significance in its own right, alterations to the original building should be recognized and respected where indicated.

6. Repair and Replacement

Deteriorated architectural features shall be repaired rather than replace wherever possible. Where replacement is necessary, the new material shall match the original as to composition, colour, texture, design, etc. The repair or replacement of architectural features shall be based on sound knowledge of the original characteristics of the features. Such knowledge shall be based on historical or pictorial evidence and not upon conjecture.

7. Style and Craftsmanship

Distinctive stylistic features and examples of skilled craftsmanship that have been designated by the Municipal Historic Resource Bylaw shall be preserved and treated sensitively.

8. Cleaning

In all cases, surface cleaning shall be undertaken with the gentlest means available. Sandblasting in particular, but also other cleaning methods, damage historic integrity and should not be undertaken without thorough testing prior to use on a building. Sandblasting is not recommended on brick, stone or wood. In all instances, it should be ascertained that a building exterior is really in need of cleaning prior to undertaking the work.

9. Reversibility of Improvements

When the introduction of new elements or materials is necessary to stabilize or preserve a Municipal Historic Resource, alterations shall not be undertaken such that the new materials, should they fail, may be removed at a later date without damage to the original fabric of the Municipal Historic Resource. Where this is not possible (i.e. use of epoxy), only those methods and materials that may have been thoroughly tested and found satisfactory in situ shall be used.

10. Recording

Prior to undertaking any alterations, particularly in cases where alterations may threaten the building fabric (underpinning and moving structures), the applicant shall compile a complete record of the architectural features of the Municipal Historic Resource. Measured drawings and photographs of details may prove invaluable if major features are damaged or lost during the subsequent repair work.

11. Original Construction Details

In some historic structures, poor construction details or inappropriate materials resulted in rapid deterioration of certain building elements. In these instances, accurate restoration of the original detail will inevitably result in the failure of the element. Therefore, restoration of the Municipal Historic Resource should be undertaken in such a fashion as to duplicate the original appearance as closely as possible while using details based on sound construction practices.

12. Enforcement

This Bylaw may be enforced, and the contravention of any provisions contained herein restrained, by the Court of King's Bench of Alberta upon action brought by Council, whether or not any penalty has been imposed for contravention. If the Development Authority finds that a person is in contravention of this Bylaw, the Development Authority may, by written order, require the person responsible for the contravention to remedy the contravention if the circumstances so require. The order may:

- (a) direct a person to stop doing something, or to change the way in which the person is doing it;
- (b) direct a person to take any action or measures necessary to remedy the contravention of the Bylaw, including the removal or demolition of a structure or part of a structure that has been erected or placed in contravention of the Bylaw, and, if necessary, to prevent re-occurrence of the contravention;
- (c) state a time within which the person responsible for the contravention must comply with the directions of the order; and
- (d) state that if the person does not comply with the directions of the order within a specified time, the municipality may take the actions or measures at the expense of the person.

13. Improvements

Prior to undertaking any improvements, a Heritage Resource Intervention Permit Application must be submitted to the Development Authority for Smoky Lake County. The Application shall include phasing of alterations where necessary due to program or budget restrictions. The type and timing of both short and long term maintenance work should be included.

14. Codes

At no time should the life and safety of occupants of a Municipal Historic Resource be deemed of lesser importance than the preservation of the original fabric of the Municipal Historic Resource. The required life and safety standards are those required by the current Alberta Building Code. However, notwithstanding these Code requirements, where the essential character of the structure is threatened by changes for Code reasons, every effort shall be made to achieve an equivalent safety standard by alternate means so as to minimize the impact on the historic fabric of the structure.

15. Signs

As a general rule, signs should be limited to signs that were originally present on the building. In instances where new use or interpretive functions dictate the use of additional signs, these new elements should be integrated into the general design of the project. The size, typeface, graphics and materials should be chosen to suit the period of the Municipal Historic Resource, wherever possible. All signs must conform to the Smoky Lake County Land Use Bylaw, as amended.

16. Claims

All covenants, undertakings, obligations, and conditions set out in this Bylaw shall constitute covenants running with the Lands and the County may register a caveat at the Land Titles Office against the Lands to protect its interest under this Bylaw. Smoky Lake County may grant a postponement of the caveat as to any of the land in development. Smoky Lake County will discharge the caveat promptly upon the acceptance of various matters required to be performed by the Developer under this Bylaw.



Request for Decision (RFD)

Meeting Date: Thursday, December 18, 2025

Agenda Item: # 8.3

Topic: Bylaw No. 1494-25 - Designation of the St. Elias (Pakan) Church as a Municipal Historic

Resource

~~Presented By: Planning & Community Services~~

Recommendation:

1. That Smoky Lake County Council give Bylaw 1494-25: A Bylaw Designating the St. Elias (Pakan) Church, located on the lands legally described as Plan 5011CE, Block A, as a Municipal Historic Resource, First Reading.
2. That Smoky Lake County Council give Bylaw 1494-25: A Bylaw Designating the St. Elias (Pakan) Church, located on the lands legally described as Plan 5011CE, Block A, as a Municipal Historic Resource, Second Reading.
3. That Smoky Lake County Council give Bylaw 1494-25: A Bylaw Designating the St. Elias (Pakan) Church, located on the lands legally described as Plan 5011CE, Block A, as a Municipal Historic Resource, Permission for Third Reading.
4. That Smoky Lake County Council give Bylaw 1494-25: A Bylaw Designating the St. Elias (Pakan) Church, located on the lands legally described as Plan 5011CE, Block A, as a Municipal Historic Resource, Third Reading.

Background:

At its September 25, 2025 meeting, Smoky Lake County council instructed administration to serve Notice to the owner of the St. Elias (Pakan) Church, of Council's intention to designate the property as a Municipal Historic Resource. Administration served the Notice on October 3, 2025. Before a bylaw designating a property as a Municipal Historic Resource can be adopted, a 60-day period must pass from the date of the Notice. Said 60-day period has elapsed.

Benefits: Designation as a Municipal Historic Resource may unlock provincial and/or federal grant funding to maintain the building's historic integrity; designation as Municipal Historic Resource helps protect/preserve local heritage, which can be leveraged to drive tourism.

Disadvantages: Designation as a Municipal Historic Resource places certain restrictions on the use and development of the Resource; once a property is designated as a Municipal Historic Resource, any proposed alterations, additions or other work must conform to the and protect the Character Defining Elements of the Resource, and such work will require a Heritage Resource Intervention Permit to be issued by the County.

Alternatives: Defeat proposed Bylaw 1494-25 and do not designate the St. Elias (Pakan) Church as a Municipal Historic Resource.

Financial Implications: Should the Bylaw be adopted, a plaque commemorating the designation will be placed on site. Capital funding for the plaque was allocated in the 2025 budget.

Legislation: Nil.

Intergovernmental: Nil.

Strategic Alignment: Nil.

Enclosure(s): **Enclosure #1: Notice of Intention to Designate – October 3, 2025**
Enclosure #2: Bylaw 1494-25

Approved by the Interim CAO: _____ Date: _____.

Enclosure #1: Notice of Intention to Designate – October 3, 2025

SMOKY LAKE COUNTY REGIONAL HERITAGE BOARD

Notice of Intention to Designate

NOTICE OF INTENTION TO DESIGNATE

ST. ELIAS (PAKAN) CHURCH

AS A MUNICIPAL HISTORIC RESOURCE

ALBERTA HISTORIC RESOURCES ACT
Section 26 H.R.A., R.S.A. 1980, c.H-8, as amended

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

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

Council Meeting Date: SEPTEMBER 25, 2025

the Municipal Council of the Smoky Lake County

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

Short Legal Description: Plan: 5011CE Block: A Lot:
Long Legal Description: Municipal Address: 17153 TWP RD 584
PT. HB-1-58-17-W4M

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

ST. ELIAS (PAKAN) CHURCH

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

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

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

DATED this 03 day of Oct, 2025

Attachments:

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

Interim Brendo Adnan
Chief Administrative Officer

Enclosure #2: Bylaw 1494-25

Bylaw 1494-25 St. Elias Russo Greek Orthodox Church (Pakan Church) and Bell House – Municipal Historic Resource

SMOKY LAKE COUNTY IN THE PROVINCE OF ALBERTA BYLAW 1494-25

A BYLAW OF SMOKY LAKE COUNTY IN THE PROVINCE OF ALBERTA FOR THE PURPOSE OF DESIGNATING THE ST. ELIAS RUSSO GREEK ORTHODOX CHURCH (PAKAN CHURCH) AND BELL HOUSE AS A MUNICIPAL HISTORIC RESOURCE.

WHEREAS Section 26 and Section 27 of the *Historical Resources Act*, R.S.A. 2000, c. H-9, as amended, permits the Council of a municipality to designate any heritage resource within a municipality whose preservation it considers to be in the public interest as a Municipal Historic Resource, upon giving sixty (60) days notice to the owner of the resource, in accordance with the *Historical Resources Act*.

AND WHEREAS the Council of Smoky Lake County has determined that the property legally described as:

**PLAN 5011CE
BLOCK (A)
HUDSONS BAY COMPANY RESERVE FORT VICTORIA
EXCEPTING THEREOUT: 0.227 HECTARES (0.56 ACRES) MORE OR
LESS FOR ROAD PLAN 8720618.**

**EXCEPTING THEREOUT ALL MINES AND MINERALS,
AS SET FORTH IN TRANSFER NO. 4173EA**

is a site of architectural, historical, cultural, environmental, archaeological, paleontological, aesthetic, and/or scientific value;

AND WHEREAS not less than sixty (60) days after notifying the owner of its intention to designate said resource, the Council of Smoky Lake County may by bylaw, designate any historical resource within the municipality whose preservation it considers to be in the public interest, together with any land in or on which it is located that may be specified in the bylaw, as a Municipal Historic Resource. A council that designates an historic resource as a Municipal Historic Resource shall:

- a) cause a copy of the bylaw to be served on the owner of the Municipal Historic Resource and on the owner of any land that will be subject to the bylaw; and
- b) if the bylaw relates to or includes any land, cause a certified copy of the bylaw to be registered at the Land Titles Office.

NOW THEREFORE BE IT RESOLVED that the Council of Smoky Lake County in the Province of Alberta, having complied with the *Historical Resources Act*, and duly assembled, hereby enacts as follows:

- 1 The property known as the **St. Elias Russo Greek Orthodox Church (Pakan Church) and Bell House**, located on the lands legally described as **PLAN 5011CE, BLOCK (A), HUDSONS BAY COMPANY RESERVE FORT VICTORIA**, is hereby designated as a Municipal Historic Resource, as described in **Schedule "A"**.
- 2 The Council of Smoky Lake County wishes to protect and preserve the original character of the **St. Elias Russo Greek Orthodox Church (Pakan Church) and Bell House**, while encouraging changes that will make the related buildings and structures functional. The Municipal Historic Resource shall not be removed, destroyed, disturbed, altered, rehabilitated, repaired or otherwise permanently affected, other than in accordance with the terms outlined in **Schedule "B"**.
- 3 The administration of this Bylaw shall be under the management and control of the Development Authority for Smoky Lake County.
- 4 This Bylaw shall come into effect after third reading.

60-DAY NOTICE HAVING BEEN GIVEN THIS 3RD DAY OF OCTOBER, AD 2025.

READ A **FIRST TIME** IN COUNCIL THIS _____ DAY OF _____, AD **202** .

READ A **SECOND TIME** IN COUNCIL THIS _____ DAY OF _____, AD **202** .

READ A **THIRD AND FINAL TIME WITH UNANIMOUS CONSENT** IN COUNCIL THIS _____ DAY OF _____, AD **202** .

Craig Lukinuk
Reeve

S E A L

Brenda Adamson
Interim Chief Administrative Officer

SCHEDULE “A”

This Statement of Significance forms Schedule “A” to Bylaw No. 1494-25 and provides a *Description of the Historic Place*, explains the *Historic Value* of the building, and identifies, by written description and photographs, those *Character-Defining Elements* of the **St. Elias Greek Orthodox Church (Pakan Church) and Bell House** which are regulated by the “General Guidelines for Conservation” (Schedule “B”) and must be preserved (the “Regulated Character-Defining Elements”).

STATEMENT OF SIGNIFICANCE

**ST. ELIAS RUSSO GREEK ORTHODOX CHURCH (PAKAN CHURCH) AND BELL HOUSE
PLAN 5011CE, BLOCK (A), HUDSONS BAY COMPANY RESERVE FORT VICTORIA
EXCEPTING THEREOUT: 0.227 HECTARES (0.56 ACRES) MORE OR
LESS FOR ROAD PLAN 8720618
EXCEPTING THEREOUT ALL MINES AND MINERALS,
AS SET FORTH IN TRANSFER NO. 4173EA**

Description of Heritage Place

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

Heritage Value

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

In 1899, a few Ukrainian and Romanian families in the area needed a place for worship and a cemetery. That year, the homesteaders chose a location one-and-a-half miles east of the present site and, in 1900, began cutting and hauling logs. A couple of years later, construction began but a survey revealed that the site was in the middle of a quarter section and would consequently be quite a distance from the public road. The site where the existing Church sits was then chosen and three acres were purchased from the Hudson Bay Company Block 1. Carpenters were hired to build the Church and a blacksmith to shape the iron crosses that topped the onion-shaped domes. The largest cross was chisel-stamped 1904. The interior of the Church was completed near the end of 1905 and consecrated in 1906. Subsequently, the Bell House was built by parishioner Ivan Stacharuk and completed in 1906.

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

In 2022, the 1906 Bell House was moved from Shandro Village Museum back to Pakan and placed on top of a concrete pad to preserve the foundational logs. The roof was re-shingled and the structure was braced, clad with new wood and given a new set of stairs that lead up to the bells.

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

Character-Defining Elements - Church

Exterior Elements:

- Cruciform footprint and orientation of the Church on its site narthex (entryway) to the west, apse (curved end with sanctuary) at the east end.

- Large central, onion-shaped, octagonal-dome over the nave.
- Smaller domes over narthex and apse.
- Orthodox metal cross finials on each dome.
- Arched cross-style stained glass windows.
- Wheel windows over narthex and transept.



Interior Elements:

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



Character-Defining Elements – Bell House

Exterior Elements:

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



Interior Elements:

- Wood slat ceiling and walls on main floor.
- Non-aesthetic, yet skilled construction in the belfry including mortise and tenon corner beams and wooden pegs.
- Original bells dated 1906.



SCHEDULE "B"

This is Schedule "B" to Bylaw No. 1494-25 and identifies the "General Guidelines for Conservation" for the **St. Elias Russo Greek Orthodox Church (Pakan Church) and Bell House**

GENERAL GUIDELINES FOR CONSERVATION

1. Approval of Development Alterations

As per Section 26(6) of the *Historical Resources Act*, notwithstanding any other Act, no person shall destroy, disturb alter, restore, or repair a Historic Resource or remove any historic object from a Historic Resource that has been designated under this Section, without the written approval from Council or a person appointed by Council for that purpose.

Council appoints an approving Authority to protect the integrity of this Municipal Historic Resource to whom the Applicant shall submit a Heritage Resource Intervention Permit Application for any proposed restoration/changes to the structure. Any development or alterations affecting the **St. Elias Russo Greek Orthodox Church (Pakan Church) and Bell House** shall respect and conserve the heritage value and Character-Defining Elements identified in the Statement of Significance, in accordance with the below General Guidelines for Conservation and as recommended in the Standards and Guidelines for the Conservation of Historic Places.

2. Compatible Uses

Wherever possible, the use of the Municipal Historic Resource shall be compatible with the existing building such that minimal changes are required to the building. The use of the Municipal Historic Resource for its original purpose(s) is desirable.

3. Original Character

The original distinctive qualities and character of the building as designated by the Municipal Historic Resource Bylaw should be preserved. The removal or alteration of any historic materials or features shall be avoided.

4. The Historic Period

The Municipal Historic Resource should be recognized as a product of its own time. Alterations which are not based on historical fact or which recreate an earlier or later idiom shall be discouraged.

5. Witness to Change

Changes to the Municipal Historic Resource may have occurred over time. These alterations are evidence of the history and development of the building. Because this evolution may have acquired significance in its own right, alterations to the original building should be recognized and respected where indicated.

6. Repair and Replacement

Deteriorated architectural features shall be repaired rather than replace wherever possible. Where replacement is necessary, the new material shall match the original as to composition, colour, texture, design, etc. The repair or replacement of architectural features shall be based on sound knowledge of the original characteristics of the features. Such knowledge shall be based on historical or pictorial evidence and not upon conjecture.

7. Style and Craftsmanship

Distinctive stylistic features and examples of skilled craftsmanship that have been designated by the Municipal Historic Resource Bylaw shall be preserved and treated sensitively.

8. Cleaning

In all cases, surface cleaning shall be undertaken with the gentlest means available. Sandblasting in particular, but also other cleaning methods, damage historic integrity and should not be undertaken without thorough testing prior to use on a building. Sandblasting is not recommended on brick, stone or wood. In all instances, it should be ascertained that a building exterior is really in need of cleaning prior to undertaking the work.

9. Reversibility of Improvements

When the introduction of new elements or materials is necessary to stabilize or preserve a Municipal Historic Resource, alterations shall not be undertaken such that the new materials, should they fail, may be removed at a later date without damage to the original fabric of the Municipal Historic Resource. Where this is not possible (i.e. use of epoxy), only those methods and materials that may have been thoroughly tested and found satisfactory in situ shall be used.

10. Recording

Prior to undertaking any alterations, particularly in cases where alterations may threaten the building fabric (underpinning and moving structures), the applicant shall compile a complete record of the architectural features of the Municipal Historic Resource. Measured drawings and photographs of details may prove invaluable if major features are damaged or lost during the subsequent repair work.

11. Original Construction Details

In some historic structures, poor construction details or inappropriate materials resulted in rapid deterioration of certain building elements. In these instances, accurate restoration of the original detail will inevitably result in the failure of the element. Therefore, restoration of the Municipal Historic Resource should be undertaken in such a fashion as to duplicate the original appearance as closely as possible while using details based on sound construction practices.

12. Enforcement

This Bylaw may be enforced, and the contravention of any provisions contained herein restrained, by the Court of King's Bench of Alberta upon action brought by Council, whether or not any penalty has been imposed for contravention. If the Development Authority finds that a person is in contravention of this Bylaw, the Development Authority may, by written order, require the person responsible for the contravention to remedy the contravention if the circumstances so require. The order may:

- (a) direct a person to stop doing something, or to change the way in which the person is doing it;
- (b) direct a person to take any action or measures necessary to remedy the contravention of the Bylaw, including the removal or demolition of a structure or part of a structure that has been erected or placed in contravention of the Bylaw, and, if necessary, to prevent re-occurrence of the contravention;
- (c) state a time within which the person responsible for the contravention must comply with the directions of the order; and
- (d) state that if the person does not comply with the directions of the order within a specified time, the municipality may take the actions or measures at the expense of the person.

13. Improvements

Prior to undertaking any improvements, a Heritage Resource Intervention Permit Application must be submitted to the Development Authority for Smoky Lake County. The Application shall include phasing of alterations where necessary due to program or budget restrictions. The type and timing of both short and long term maintenance work should be included.

14. Codes

At no time should the life and safety of occupants of a Municipal Historic Resource be deemed of lesser importance than the preservation of the original fabric of the Municipal Historic Resource. The required life and safety standards are those required by the current Alberta Building Code. However, notwithstanding these Code requirements, where the essential character of the structure is threatened by changes for Code reasons, every effort shall be made to achieve an equivalent safety standard by alternate means so as to minimize the impact on the historic fabric of the structure.

15. Signs

As a general rule, signs should be limited to signs that were originally present on the building. In instances where new use or interpretive functions dictate the use of additional signs, these new elements should be integrated into the general design of the project. The size, typeface, graphics and materials should be chosen to suit the period of the Municipal Historic Resource, wherever possible. All signs must conform to the Smoky Lake County Land Use Bylaw, as amended.

16. Claims

All covenants, undertakings, obligations, and conditions set out in this Bylaw shall constitute covenants running with the Lands and the County may register a caveat at the Land Titles Office against the Lands to protect its interest under this Bylaw. Smoky Lake County may grant a postponement of the caveat as to any of the land in development. Smoky Lake County will discharge the caveat promptly upon the acceptance of various matters required to be performed by the Developer under this Bylaw.



Request for Decision (RFD)

Meeting Date: Thursday, December 18, 2025.

Agenda Item: # 8.5

Topic: Bylaw 1490-25 – Procedural Bylaw

Presented By: Brenda Adamson, Interim CAO

That County Council give First, Second, permission for third, and Third and final Reading to Bylaw 1490-25 – Procedural Bylaw

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.

During the December 2, 2025 Council meeting, the bylaw was brought forward for review, resulting in the following revisions:

- 4.1.2 amended to "Notice of regular meetings shall be posted at the Municipal Office and on the and social media."
- 4.5.3 amended to "Council attending via electronic means must be in a secure room and camera on"
- 8.1.2 Items must be submitted by 12:00 noon seven (7) business days prior to the meeting
- 8.2 amended to "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 Answer and Question Period
 7. Request for Decision
 8. Bylaws and Policies
 9. Chief Administrative Officer's Report



Request for Decision (RFD)

- 9.1. Monthly CAO Report
- 9.2. Action Item List
10. Financial Reports
11. Council Committee Reports
12. Correspondence
 - 12.1. In
 - 12.2. Out
13. Closed Session (when required, with ATIA references)
14. Confirmation of Next Meeting
15. Adjournment

Benefits:

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



Request for Decision (RFD)

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, 216.4, and 220 of the MUNICIPAL GOVERNMENT ACT, R.S.A. 2000, c.M-26 as amended (the “*Act*”) 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 *Act* or other legislation, legislation shall prevail.

2. DEFINITIONS

- 2.1. “**Act**” means the Municipal Government Act, as amended.
- 2.2. “**Agenda**” – The order of business for a meeting.
- 2.3. “**CAO**” – The Chief Administrative Officer appointed under s. 205 of the *Act*.
- 2.4. “**Chair**” – The Reeve, or in their absence the Deputy Reeve or Acting Chair.
- 2.5. “**Closed Session**” – A portion of a meeting closed to the public under s. 197(2) of the *Act* and ATIA.
- 2.6. “**Committee**” – Any committee, board, or commission established by Council under s. 203 of the *Act*.
- 2.7. “**Council Inquiry**” – A request for information submitted through the approved process.
- 2.8. “**Delegation**” – A person or group approved to speak to Council.
- 2.9. “**Electronic Participation**” – Attendance via audio or video technology in accordance with s. 199 of the *Act*.
- 2.10. “**Minutes**” – The official public record of Council decisions, without note or comment.
- 2.11. “**Public Hearing**” – A meeting held under s. 216.4 of the *Act*.
- 2.12. “**Quorum**” means a quorum of council as defined in section 167 of the *Act*;
- 2.13. “**Reeve**” means the chief elected official of the Municipality; "
- 2.14. “**Regular Meeting**” means a meeting of Council held in accordance with s. 194 of the *Act*;
- 2.15. “**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. 192 of the Act.
- 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 and social media.
- 4.2. Special Meetings
 - 4.2.1. May be called by the Reeve or majority of Council per s. 194 of the Act.
 - 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 of the Act and Division 2 of ATIA.
 - 4.5.2. The agenda must cite the specific ATIA section authorizing closure.
 - 4.5.3. Council attending via electronic means must be in a secure room and camera on.
 - 4.5.4. No motions may be passed while in Closed 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;

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- 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 Act.
- 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.

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- 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 Act s. 216.4.
- 6.10.2. Councillors absent for the entire Public Hearing must abstain from voting on the bylaw or resolution that is the subject of the Public Hearing.
- 6.10.3. Councillors who are absent from part of a Public Hearing may abstain from voting on the bylaw or resolution that is the subject of the Public Hearing.

6.11. Delegations

- 6.11.1. Delegation requests must be submitted in writing to the CAO - 10 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

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in accordance with section 199 of the *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.
- 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 on the 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 seven (7) 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)

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- 5. Delegations and Public Presentations
- 6. Public Answer and Question 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. Financial Reports
- 11. Council Committee Reports
- 12. Correspondence
 - 12.1. In
 - 12.2. Out
- 13. Closed Session (when required, with ATIA references)
- 14. Confirmation of Next Meeting
- 15. 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.
- 9.5. This Bylaw repeals Bylaw 1282-15 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

Bylaw No. 1490-25

Interim CHIEF ADMINISTRATIVE
OFFICER,
Brenda Adamson

SCHEDULE A – PUBLIC HEARING PROCEDURES

1. PURPOSE

- 1.1. This Schedule establishes transparent, legislatively compliant procedures for conducting Public Hearings under s. 216.4 of the *Act*.

2. APPLICATION

- 2.1. These procedures contained within this Schedule apply to:
 - a. bylaws and resolutions requiring a Public Hearing pursuant to the *Act* or any other enactment that requires a Public Hearing;
 - b. planning and development matters requiring a Public Hearing under Part 17 of the *Act*; and
 - c. any other matter for which Council has chosen to hold a Public Hearing.

3. NOTICE OF PUBLIC HEARING

- 3.1. Notice of a Public Hearing shall be provided in accordance with the County's Advertising Bylaw and the *Act*.
- 3.2. The notice must contain:
 - a. a statement of the general purpose of the Public Hearing;
 - b. the date, time, and location of the Public Hearing;
 - c. the address where a copy of the proposed bylaw, resolution or other matter, and any document relating to it or to the Public Hearing may be inspected; and
 - d. in the case of a bylaw or resolution, an outline of the procedure to be followed by anyone wishing to file a written submission in respect of it.

4. CONDUCT OF THE PUBLIC HEARING

- 4.1. The Chair shall call the Public Hearing to order and shall:
 - a. state the purpose of the Public Hearing;
 - b. confirm with administration that the notice of the Public Hearing has been provided in accordance with the *Act* and the advertising bylaw; and
 - c. outline the Public Hearing procedures for the public.
- 4.2. Administration shall then provide a report that introduces the bylaw, resolution or other matter and provides a brief background on the bylaw, resolution or other matter, and the legislative context and recommendation(s).
- 4.3. Following the report from administration, the applicant/proponent shall present their comments on the proposed bylaw, resolution or other matter.
- 4.4. Following the applicant/proponent's submission, the Chair shall open the floor to public presentations.
- 4.5. The Chair shall call upon those persons present in Council chambers who have registered with the Executive Services Coordinator in advance of the Public Hearing to speak first, followed by other persons present in Council chambers who have not registered to speak but who wish to address Council.
- 4.6. Following presentations made by persons present in Council chambers, the chair shall call upon persons participating in the Public Hearing online to speak, beginning with those persons who

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have registered with the Executive Services Coordinator in advance of the Public Hearing, followed by those persons participating online who have not registered to speak but who wish to address Council.

- 4.7. Following presentations made by persons attending both in-person in Council chambers and persons attending online, the Chair shall ask administration if any written submissions were received. Only those written submissions collected by the Executive Services Coordinator prior to the close of the Public Hearing will be retained and form part of the office record of proceedings.
- 4.8. All verbal presentations, including that of the applicant/proponent, shall be limited to ten (10) minutes per presentation unless a majority of Council consents to extend the allotted time.
- 4.9. Council shall limit questions of clarification to a total of five (5) minutes per presentation, unless a majority of Council consents to extend the allotted time.
- 4.10. Following public presentations, the Chair may choose to close or to recess the Public Hearing.
- 4.11. If a Public Hearing is recessed, Council shall not receive any additional submissions in relation to the proposed bylaw, resolution or other matter that is the subject of the Public Hearing until it reconvenes the Public Hearing.
- 4.12. Once the Public Hearing has been closed, Council and administration, shall not receive any additional information on the proposed bylaw, resolution or other matter that is the subject of the Public Hearing, without reopening the Public Hearing.
- 4.13. Debate concerning matters raised at a Public Hearing shall take place in open session and during a Regular Council meeting following the Public Hearing.
- 4.14. After considering the representations made to it about a proposed bylaw or resolution at a Public Hearing and after considering any other matter it considers appropriate, Council may:
 - a. pass the bylaw or resolution;
 - b. make any amendment to the bylaw or resolution it considers necessary and proceed to pass it without further advertisement or hearing, or
 - c. defeat the bylaw or resolution.

5. RECORD OF THE PUBLIC HEARING

- 5.1. Minutes shall be taken and accounted for separately from a Regular Council meeting and shall include:
 - a. the names of presenters;
 - b. a summary of verbal submissions;
 - c. a summary of written submissions (if any);
 - d. disclosures of pecuniary interest (if any);
 - e. start and end times of the Public Hearing; and
 - f. any other information deemed necessary by the majority of Council.
- 5.2. Audio recording(s) of a Public Hearing 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
- Bylaw or Policy
- Development regulations
- Provincial Legislation

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 request for information made by a Councillor under this Schedule, either informal or formal in nature.
- b) **“Formal Council” Inquiry** is a structured, documented request for information submitted by a Councillor through the Information Request System (Request Management).

A formal inquiry:

- requires research, analysis, or staff time beyond day-to-day operations;
- may involve extracting data, creating reports, or providing written explanations;
- ensures that all Councillors receive the same information at the same time;

- c) **“Informal Inquiry”** is a quick, routine clarification sought verbally or by email that does not require staff research, file review, data collection, or reporting.

An informal inquiry:

- relates to information that Administration can answer immediately and from existing knowledge;
- does not create work, tasks, or obligations for staff;
- does not involve policy interpretation, Council decisions, or operational direction;
- may be redirected to the formal process if it exceeds the limits of simple clarification.

- d) **“Request Management 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 - **Ten (10) 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. 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. 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. 6. RECORDING

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



Request for Decision (RFD)

Meeting Date: Thursday, December 18, 2025.

Agenda Item: # 8.6

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

Presented By: Brenda Adamson, Interim CAO

That Smoky Lake County Council give First, Second, permission for third, and Third and final Reading to Bylaw 1493-25 – Records Retention & Disposition Bylaw

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.

During the December 2, 2025 Council meeting, the bylaw was brought forward for review, resulting in the following revisions:

- 3.3 "Confidential Information" means information protected under Access to Information Act(ATIA) and Protection of Privacy Act (POPA), including personal information, third-party information, legal privilege, law enforcement information, and any information identified as confidential by Council or the CAO.
- The chart has now been color coded, and more detail added as per the Government of Alberta Guidelines for Records Retention.

Benefits:

Adopting the new bylaw will provide Smoky Lake County with a modern and legally compliant



Request for Decision (RFD)

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 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:



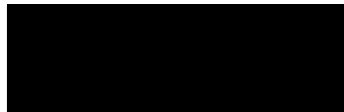
Request for Decision (RFD)

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 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. 1492-25

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

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 Access to Information Act(ATIA) and Protection of Privacy Act (POPA), 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 No. 1492-25

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,
- 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. ☐ MUNICIPAL RECORDS RETENTION SCHEDULE — TABLE
FORMAT

Legend

P = Permanent retention

S/O = Until superseded or obsolete

CY = Calendar Year close

D = Destroy

A = Archive

R = Review

	1 year
	2 years
	3 years
	5 years
	6 years
	7 years
	10 years
	12 years
	20 years
	Permanent
	As per Legislation

FULL RETENTION TABLE

Subject	Retention Period	Department
Accountants Working Papers	7 years	FIN
Accounts Paid	7 years	FIN
Payable Vouchers	7 years	FIN
Receivable Duplicate Invoices	7 years	FIN
Administration Reports	7 years	ADMIN
Advertising - General	2 years	ADMIN
Advertising - As Per Legislation	7 years	LEG
Agendas	Permanent	ADMIN
Agreements - General	12 years S/O	LEG
Agreements - Development	12 years S/O	LEG
Agreements - Major Legal	12 years S/O	LEG
Agreements - Minor Legal	12 years S/O	LEG
Annexations - Correspondence	7 years	PLN
Annexations - Final Order	Permanent	PLN

Bylaw No. 1492-25

Annual Reports	5-7 years	ADMIN
Annual Reports (Local Boards)	5-7 years	ADMIN
Applications - Site Plan	2 years	ADMIN
Applications - Subdivision	3 years	PLN
Applications - Part-time Employees	1 year	HR
Appointments (Other)	3 years	ADMIN
Assessment Rolls	Permanent	PLN
ARB Minutes	Permanent	ADMIN
ARB Work File	5 years	ADMIN
ARB Appeals	12 years	ADMIN
ARB Records	7 years	ADMIN
Assessment Duplicate Roll	7 years	PLN
Assessment Review Court Records	7 years	LEG
Assessment Appeal Board File	5 years	PLN
Assets	20 years S/O	ADMIN
Surplus Records	5 years	ADMIN
Temporary Files	2 years	ADMIN
Bank Deposit Books	7 years	FIN
Deposit Slips	7 years	FIN
Memos (Credit/Debit)	7 years	ADMIN
Reconciliations	2 years	ADMIN
Bank Statements	7 years	FIN
Boards Minutes	Permanent	ADMIN
Boards - Authority & Structure	5 years S/O	ADMIN
Boards - Correspondence	5 years	ADMIN
Briefings/Reports to Council	7 years	ADMIN
Budgets - Operating	Permanent	FIN
Budgets - Capital	Permanent	FIN
Budgets - Working Papers	3 years	FIN
Bylaws	Permanent	LEG
Cash Receipts Journal	7 years	FIN
Disbursements Journal	7 years	FIN
Duplicate Receipts	7 years	FIN
Certificates of Title	Permanent	ADMIN
Census Reports	12 years	PLN
Cheques - Cancelled	7 years	FIN
Cheques - Register	7 years	FIN
Cheques - Stubs	7 years	FIN
Claims - Notice of	12 years S/O	LEG
Claims - Statements of	12 years S/O	LEG
Committee Minutes	Permanent	ADMIN
Compensation Records	10 years	HR
Computer Cards	1 year	ADMIN
Contracts - Completed	12 years S/O	ADMIN
Contracts - Forms	12 years	ADMIN
Contracts - Major Legal	12 years S/O	LEG
Contracts - Minor Legal	12 years S/O	LEG

Bylaw No. 1492-25

Council Minutes	Permanent	ADMIN
Court Cases	12 years S/O	LEG
Destroyed Records Index	Permanent	ADMIN
Documents		
Not Part of Bylaws	12 years S/O	ADMIN
Agreements Major/Minor Legal	12 years S/O	ADMIN
Easements	12 years S/O	LEG
Land Title Notifications	12 years S/O	ADMIN
Leases - After Expiration	12 years S/O	LEG
Notice of Change of Land Titles	12 years S/O	LEG
Elections - Nomination Papers	Per LAEA	LEG
Elections - Ballot Box Contents	Per LAEA	LEG
Engineering Drawings	Permanent	LEG
Employee Benefits – A.H.C. , BLUE CROSS, Dental, etc.	5 years	PLN
WCB Claims	4-5 years	HR
Employees - Job Apps (Hired)	3 years	HR
Employees - Job Apps (Not Hired)	1 year	HR
Employees - Job Descriptions	3 years post-abolishment	HR
Employees - Oaths of Office	1 year	HR
Employees - Personnel File	1–6 years	HR
Financial Statements - Interim	10 years	HR
Financial Statements - Working Papers	3 years	FIN
Financial Statements - Final	12 years	FIN
Franchises	Permanent	FIN
Income Tax Deductions	5-7 years	FIN
TD1	1 year	FIN
T4	5-7 years	FIN
T4 Summaries	5-7 years	FIN
Public Inquiries	3 years	FIN
Insurance Claims	12 years	ADMIN
Insurance Records	12 years	LEG
Land Appraisals	1 year	ADMIN
Leases (after exp.)	7 years	PLN
Legal Opinions	12 years S/O	LEG
Legal Proceedings	12 years S/O	LEG
Legislation (Acts Superseded)	12 years S/O	LEG
Licenses - Applications	1 year	LEG
Licenses - Business	3 years	LEG
Literature	5 years	LEG
Local Improvements Records	Permanent	ADMIN
Maps - Base	Permanent	PLN
Maps - Contour	Permanent	PLN
Maintenance Reports	12 years	PLN
Minutes - Council	Permanent	PLN
Minutes - Boards	Permanent	ADMIN
Minutes - Committees	Permanent	ADMIN

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Monthly Reports - Road	5-7 years	ADMIN
Municipal Affairs Reports	5 years	ADMIN
Organization Structure Records	2-5 years S/O	ADMIN
Payroll - Garnishees	3 years	ADMIN
Payroll - Earnings Records	6 years	FIN
Payroll - Journal	6 years	FIN
Payroll - Time Cards	4-6 years	FIN
Payroll - Time Sheets	5 years	FIN
El Records	5 years	FIN
Permits - Development	12 years S/O	HR
Petitions	10 years	PLN
Plans - Official	Permanent	ADMIN
Plans - Amendments	Permanent	PLN
Plans - Subdivision	Permanent	PLN
Policy (After Superseded)	5 years	PLN
Progress Reports - Projects	5-7 years	ADMIN
Progress Reports - Under Contract	7-10 years S/O	ADMIN
Property Files	Until sold + 10	ADMIN
Prosecution	12 years S/O	PLN
Publications - Local Reports	3 years	LEG
Purchase of Land	Until sold + 12	ADMIN
Receipts Books	7 years	FIN
Receptions & Special Events	3 years	FIN
Accident Reports	12 years S/O	ADMIN
Accident Statistics	12 years S/O	ADMIN
Field Reports	12 years S/O	ADMIN
Requisitions - Copies	2 years	ADMIN
Requisitions - Duplicate	7 years	ADMIN
Requisitions - Paid	7 years	ADMIN
Resolutions	Permanent	ADMIN
Subdivision (Final Approval)	12 years	ADMIN
Street Sign Inventory	Permanent	PLN
Tax Rolls	Permanent	PLN
Tax Recovery Records	Permanent	FIN
Taxes - Arrears	7 years	FIN
Taxes - Final Billing	12 years	FIN
Taxes - Municipal Credits	7 years	FIN
Taxes - Receipts	7 years	FIN
Taxes - Rolls	Permanent	ADMIN
Taxes - Sale Deeds	Permanent	ADMIN
Termination Employees	Permanent	HR
Tenders – Files, Quotes, Successful	12 years	FIN
Tenders - Unsuccessful	10 years	FIN
Traffic Streets	7 years	PLN
Training Files	5 years	HR

Bylaw No. 1492-25

Trial Balances - Monthly	3 years	FIN	
Trial Balances - Year End	7 years	FIN	
Vendors - Acknowledgements	2 years	FIN	
Vendors - Contracts	12 years	FIN	
Suppliers Files		12 years	FIN
Vouchers - Duplicate		7 years	FIN
Writs		12 years	LEG
Weed Control Reports		1 year	ASB
Zoning Bylaws	Permanent	LEG	
Bylaw Enforcement		5 years	LEG

2. 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)
-----------------	------------------------	------------	--------	----------------------

(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 Decision (RFD)

Meeting Date: Thursday December 18, 2025.

Agenda Item: # 8.7

Topic: POLICY 01-05 Council Orientation Policy

Presented By: Brenda Adamson, Interim CAO

That Smoky Lake County Council approve Policy 01-05 – Council Orientation Policy as presented.

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.

During the December 2, 2025 Council meeting, the policy was brought forward for review, resulting in the following revisions:

- 3.2 amended to "Training may include ICS 300, basic municipal emergency responsibilities, and an overview of the Municipal Emergency Plan"
- 4.1 amended to add "Protection of Privacy Act (POPA)"

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 Decision (RFD)

Legislation:

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

Intergovernmental:

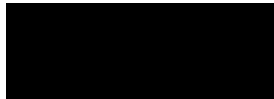
The updated policy supports intermunicipal collaboration by recognizing opportunities for regional orientation sessions delivered through the ICC. This aligns with existing commitments in the ICFs to coordinate certain governance functions across regional partners and ensures consistency in training 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 # Versio

n

Category: Elected Officials (EO)

EO-05

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 new and returning 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 300, 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
- Access to Information Act (ATIA)
- Protection of Privacy Act (POPA)
- 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 Decision (RFD)

Meeting Date: Thursday, December 18, 2025

Agenda Item: # 8.8

Topic: POLICY 01-51 Public Participation

Presented By: Brenda Adamson, Interim CAO

That Smoky Lake County Council approve Policy 01-51 – Public Participation Policy as presented.

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.

During the December 2, 2025 Council meeting, the policy was brought forward for review, resulting in the following revisions:

- Section 3 amended to add "Public Question and Answer Period"

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 require coordinated communication and engagement efforts. A clear policy ensures that the County

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

Page 1 of 2



Request for Decision (RFD)

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



Signature of the CAO: _____



Smoky Lake County Policy

Title: **PUBLIC PARTICIPATION POLICY**

Policy # Versio

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		
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	<u>Date</u>	<u>Council Resolution #</u>	<u>Version</u>
Adopted	Month, day, year	Motion #	01
Amended			
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
- 3.13. Public Question and Answer Period

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 Decision (RFD)

Meeting Date: Thursday December 18, 2025.
Topic: POLICY 01-11 MUNICIPAL OFFICE POLICY
Presented By: Brenda Adamson, Interim CAO

Agenda Item: # 8.9

That Smoky Lake County Council approve Policy 01-11 – Municipal Office Policy as presented.

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.

During the December 2, 2025, Council meeting, the policy was brought forward for review, resulting in the following revisions:

- 1.2 amended to "Closed daily from 12:00 p.m. to 12:30 p.m."
- Section 2 addition of "All Visitors must sign in while visiting the Administration or Public Works Office."

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 Decision (RFD)

Intergovernmental:

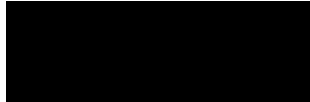
While the policy primarily governs internal municipal operations, it ensures consistent professional standards when receiving regional partners, provincial agencies, and other visiting organizations. Clear access and behaviour guidelines support positive intergovernmental interactions during joint meetings,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



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 12:30 p.m.
- 1.3. Closed statutory holidays.
- 1.4. Emergency closures may be authorized by the CAO.

2. Public Access

- 2.1. All Visitors must sign in while visiting the Administration or Public Works Office.
- 2.2. Public access is limited to designated public areas unless otherwise authorized by the CAO or a designated staff member.
- 2.3. 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.
- 2.4. Individuals entering restricted areas with authorization must follow all staff directions and safety requirements.
- 2.5. 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.
- 2.6. 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: # 8.10

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

Presented By: Brenda Adamson, Interim CAO

That Smoky Lake County Council approve Policy 07-02 – Playground and Parks Safety Policy

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



Request for Decision (RFD)

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 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:  _____



Smoky Lake County Policy

Title: **Playgrounds and Parks Safety Policy**

Category: Parks & Recreation Services (P&R)

Policy #

P&R-07

Version

03

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 under the age of 18 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>Date</u>	<u>Council Resolution #</u>	<u>Version</u>
Adopted	Month, day, year	Motion #	01
Amended			
Reviewed			



Request for Decision (RFD)

Meeting Date: Thursday, December 18, 2025.

Agenda Item: # 8.11

Topic: Policy Statement 62-31-01 – Coyote Reduction Program

Presented By: Brenda Adamson, Interim CAO

That Smoky Lake County Council direct Administration to apply to the Alberta Professional Outfitters Society Wildlife Management Fund for \$90,000 over three years (2026–2029) to support the Coyote Reduction Program under Policy 62-31-01, and incorporate the program into the 2026 Budget for implementation pending grant approval.

Background:

The Wildlife Management Fund, administered by the Alberta Professional Outfitters Society, has provided over \$2 million in support of wildlife management and conservation activities across Alberta. The program is financed through annual fees collected from licensed outfitters.

Neighboring municipalities, including the County of Two Hills, have successfully participated in the grant, receiving \$90,000 over three years. Under their model, the municipality pays \$15.00 per coyote to approved ratepayers and retains a \$5.00 administrative fee per coyote processed.

Smoky Lake County has historically experienced ongoing concerns related to coyote predation on livestock and impacts on wildlife populations. A grant-supported reduction program would offset municipal costs while enabling proactive pest management under the Agricultural Pests Act.

In addition, Compound 1080 poison is anticipated to return as an available pest control tool in Alberta. Use of this chemical will require producers to obtain specific certification, which will be offered through Lakeland College and various regional workshops. The County may need to support producers with information and coordination as the regulatory framework evolves.

Implementing a Coyote Reduction Program aligns with regional practices and supports ratepayers in reducing livestock losses and managing predation pressure.

Benefits:

- Reduces coyote populations and minimizes predation on domestic livestock and ungulates.
- Provides a structured, controlled, and provincially supported approach to pest management.
- Offers ratepayers a financial incentive to participate in wildlife management activities.
- Generates \$5.00 per coyote in administrative revenue to offset County staff time and processing costs.
- Aligns with regional municipalities undertaking similar programs, enhancing consistency across the region.

Disadvantages:

- Increases demand on staff to:
 - Verify and process each coyote brought in, including removal of the paw.
 - Submit documentation and reimbursement invoices to the Alberta Professional Outfitters Society.



Request for Decision (RFD)

- May require additional administrative procedures to ensure compliance and tracking.

Alternatives

1. Do not participate in the grant program and instead host a workshop for residents on mitigating coyote activity near livestock and farmyards.
2. Reassess the program after the provincial rollout of Compound 1080 certification and training requirements.
3. Implement a County-funded reduction program without external grant support (higher municipal cost)

Financial Implications:

- The County would receive \$5.00 per coyote as an administrative fee.
- Program payout costs would be primarily covered by the \$90,000 grant if approved.
- Any staffing time required for processing, tracking, and reporting would be offset by administrative fee revenue.
- As the budget is being presented at the same meeting, program funding **will not** be included in the 2026 Budget, with expenditures conditional upon grant approval.

Legislation:

- Agricultural Pests Act (Alberta) – Identifies coyotes as a designated pest and authorizes municipalities to undertake control measures.
- Applicable pest control and wildlife management regulations.

Intergovernmental:

- Supports regional collaboration with neighboring municipalities who are active or intending participants in similar coyote reduction programs.

Strategic Alignment:

- Supports regional collaboration

Enclosure(s):

- Policy Statement 62-31-01 (Coyote Reduction Program)

Signature of the CAO: _____

A handwritten signature in black ink, followed by a large black rectangular redaction box.



Smoky Lake County Policy

Title: **Coyote Reduction Program Policy**

Policy # Versio

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 **1500 coyotes per season**.
- 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: _____

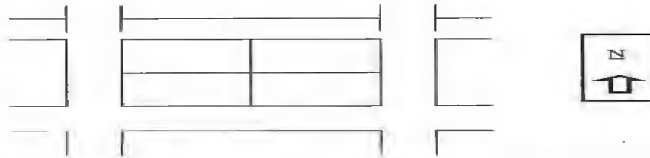
Address: _____
Telephone Number: _____ Cell Number: _____

**LEGAL
DETAILS**

Legal Description (hereinafter referred to as the "Lands":

Location: LEGAL, LAND LOCATION:

¼ _____ SECTION: _____ TOWNSHIP: _____ RANGE: _____ W4M
¼ _____ SECTION: _____ TOWNSHIP: _____ RANGE: _____ W4M
¼ _____ SECTION: _____ TOWNSHIP: _____ RANGE: _____ W4M



DECLARE

I (We), do hereby declare to SMOKY LAKE COUNTY that only coyotes from the above approved locations will be brought in for a service fee 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 SMOKY LAKE COUNTY, 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 SMOKY LAKE COUNTY 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.

**I, THE UNDERSIGNED, HAVE READ THIS APPLICATION
AND AM AWARE OF ITS CONTENTS AND AGREE TO THE CONDITONS.**

SIGNATURE OF OWNER: _____

DATE: _____

SIGNATURE OF AGRICULTURAL FIELDMAN: _____

DATE: _____



Request for Decision (RFD)

Meeting Date: Thursday, December 18, 2025.

Agenda Item: # 8.12

Topic: Peace Officer Patrol Vehicle Policy CPO-37-02

Presented By: Brenda Adamson, Interim CAO

Motion #1

That Smoky Lake County Council approves the revised Peace Officer Patrol Vehicle Policy CPO-37-02 as presented.

Background:

Smoky Lake County's existing Peace Officer Patrol Vehicle Policy No. 37-02 was last amended in April 2025. The current policy provides basic guidance on the provision, markings, use, care, and replacement of the Peace Officer Patrol Vehicle.

With recent legislative, operational, and provincial compliance requirements, the policy required modernization. The updated draft policy (attached) provides more comprehensive guidance and reflects:

Key Enhancements in the Revised Policy

The new draft policy expands significantly beyond the original and includes:

1. Updated Legislative and Regulatory References

The revised policy now incorporates all applicable legislation including:

- Peace Officer Act
- Peace Officer Regulation (AR 201/2006)
- Traffic Safety Act
- Vehicle Equipment Regulation
- OHS Act, Regulation & Code
- Public Security Peace Officer Program (PSPOP) Policies

These references were not fully detailed in the original policy.

2. New Definitions Section

Defines Patrol Vehicle, ATV/OHV, and Operational Readiness to increase clarity for enforcement operations.

3. Expanded Purpose and Objectives

The updated policy clarifies requirements for:

- Marked and unmarked enforcement vehicles
- ATVs used in enforcement
- Regulatory compliance
- Safety and inspection requirements



Request for Decision (RFD)

4. Comprehensive Responsibilities Section

A new section outlines:

- Officer responsibilities (daily inspections, reporting damage, proper equipment use, PPE for ATVs)
- Employer/County responsibilities (training, servicing, documentation management)
- These details were not included in the original version.

5. Alignment with Provincial Standards

The new draft aligns patrol vehicle requirements directly with mandatory PSPOP standards, ensuring consistency for decals, equipment, lighting, and operational readiness.

Benefits:

- Ensures full compliance with updated Peace Officer Program requirements.
- Provides clear operational expectations for patrol vehicles and ATV enforcement units.
- Enhances officer and public safety through stronger procedural guidance.
- Aligns County policy with provincial legislation and best practices.
- Strengthens accountability and documentation requirements (inspections, reporting, maintenance).

Disadvantages:

NA

Financial Implications:

Any equipment, decals, or lighting required to meet compliance will be accommodated within the existing Peace Officer operational budget.

Legislation:

- Peace Officer Act
- Peace Officer Regulation (AR 201/2006)
- Traffic Safety Act
- OHS Act, Regulation & Code
- Public Security Peace Officer Program Manual

Intergovernmental:

Ensures compliance with Alberta Justice and Solicitor General requirements.

Strategic Alignment:

- Supports safe, effective community enforcement.
- Enhances governance and risk management.
- Reinforces professionalism and public trust in enforcement operations.



Request for Decision (RFD)

Enclosure(s):

- Peace Officer Patrol Vehicle Policy CPO-37-02

Signature of the CAO: _____



Smoky Lake County Policy

Title: **Vehicle/Off-Highway Vehicle Policy**

Category: Community Peace Officer (CPO)

Policy #
CPO-37

Version
02

LEGISLATIVE REFERENCE:

This policy is guided by the following legislation and mandatory provincial standards:

- Peace Officer Act – Governs appointment, duties, and authority of Peace Officers in Alberta.
- Peace Officer Regulation (AR 201/2006) - Specifies categories of appointments, employer responsibilities, uniforms, and equipment.
- Traffic Safety Act - Sets rules for the safe operation of vehicles and emergency vehicles on highways.
- Vehicle Equipment Regulation (AR 122/2009) - Defines equipment requirements for patrol vehicles, including lighting and markings.
- Use of Highway and Rules of the Road Regulation (AR 304/2002) - Outlines rules for operation of motor vehicles and off-highway vehicles (ATVs/OHVs) on public roads.
- Off-Highway Vehicle Regulation (AR 319/2002) - Sets operational and safety requirements for ATVs used on and off public roads.
- Occupational Health and Safety Act, Regulation & Code - Establishes employer and worker obligations for safe operation, inspection, and maintenance of vehicles and equipment.
- Public Security Peace Officer Program (PSPOP) Policy & Procedures Manual - Defines mandatory patrol vehicle specifications, emergency lighting standards, operational rules, and equipment requirements.

DEFINITIONS:

“Patrol Vehicle”- A marked or unmarked vehicle assigned to Community Peace Officers for enforcement and patrol activities.

“ATV/OHV” - Any off-highway vehicle used for patrol or enforcement duties.

“Operational Readiness” - A state in which the vehicle is fully functional, equipped, fueled, and inspection-ready for duty.

PURPOSE:

To provide clear direction for the safe, consistent, and compliant use of Smoky Lake County Patrol Vehicles including marked vehicles, unmarked vehicles, and ATVs/OHVs by Community Peace Officers.

STATEMENT:

Smoky Lake County will supply Community Peace Officers with Patrol Vehicles that meet provincial standards, ensure officer safety, and support effective law enforcement and community protection. All Patrol Vehicles must comply with the Peace Officer Program requirements and County policies.



OBJECTIVE:

To ensure all CPO Patrol Vehicles and ATVs/OHVs are:

- maintained in safe and operational condition
- used solely for authorized purposes
- equipped according to Alberta Justice and Solicitor General guidelines
- operated professionally and in compliance with legislation, County policy, and employer standards

RESPONSIBILITIES:

Community Peace Officers Shall:

- Operate assigned Patrol Vehicles safely and professionally at all times.
- Conduct vehicle and ATV/OHV inspections at the start and end of each shift, documenting deficiencies.
- Immediately report unsafe conditions, mechanical failures, or damage.
- Maintain vehicle cleanliness and ensure all equipment is accounted for.
- Comply with all legislative requirements during vehicle operation.
- Use only approved emergency lighting and equipment as prescribed by the PSPOP Manual.
- Wear required PPE when operating ATVs/OHVs including helmets and protective clothing.

Employer Responsibilities (Smoky Lake County):

- Ensure Patrol Vehicles meet provincial standards and undergo regular mechanical servicing.
- Provide training related to safe operation of Patrol Vehicles and ATVs/OHVs.
- Maintain insurance, registration, and compliance documentation.
- Review inspection logs and ensure corrective actions are completed.

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



Request for Decision (RFD)

Meeting Date: Thursday December 18, 2025.

Agenda Item: # 8.13

Topic: POLICY 01-55 - Agricultural Society Council Appointment (Non-Voting Member)

Presented By: Brenda Adamson, Interim CAO

That Smoky Lake County Council approve Policy 01-55 – Agricultural Society Council Appointment (Non-Voting Member) as presented.

Background:

Smoky Lake County previously participated in Agricultural Society activities on an ad-hoc basis, without a formalized framework outlining Council's liaison role, expectations, or reporting responsibilities. As part of the County's broader governance modernization initiative, Administration has developed Policy EO-55-01 Agricultural Society Council Appointment (Non-Voting Member) to clarify the terms of reference for Council participation on local Agricultural Societies.

The policy establishes a consistent structure for how an appointed Councillor will engage with Agricultural Societies, including:

- The mandate and purpose of the appointment
- Reporting expectations back to Council
- Limitations of authority
- Procedures for meeting attendance
- Alignment with the annual Organizational Meeting for appointments

This policy strengthens communication and cooperation with local Agricultural Societies, supports transparency, and ensures clarity in the appointed Councillor's role. It also reinforces the non-voting, liaison-only nature of Council's participation, consistent with the Agricultural Societies Act and the Municipal Government Act.

This policy is new and has not been previously adopted. Administration recommends approval.

Benefits:

The policy provides clarity and consistency regarding Council's liaison role with Agricultural Societies in the Smoky Lake Region. It strengthens communication between the County and community-based agricultural organizations, supports transparency in reporting to Council, and ensures that elected officials participate within appropriate governance limits. Establishing clear expectations helps prevent role confusion, promotes positive municipal–community relationships, and aligns Council participation with legislative requirements. The policy also enhances accountability by outlining reporting requirements and avoiding informal or inconsistent practices.

Disadvantages:

NA

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

Page 1 of 2



Request for Decision (RFD)

Financial Implications:

There are no direct financial impacts. Councillor attendance at Agricultural Society meetings falls within standard Council remuneration and mileage provisions already included in the annual operating budget.

Legislation:

- Municipal Government Act, Sections 201
- Agricultural Societies Act (Alberta)
- Procedural Bylaw
- Council Code of Conduct Bylaw

Intergovernmental:

This policy strengthens relationships with community-based organizations that frequently collaborate with the County, including regional Agricultural Societies that deliver events, programming, and agricultural development initiatives. Clear liaison expectations support effective interorganizational communication and ensure the County is represented consistently when coordinating with neighbouring municipalities, provincial partners, or joint agricultural committees. This contributes to improved alignment across regional agricultural initiatives and enhances the County's credibility in external partnerships.

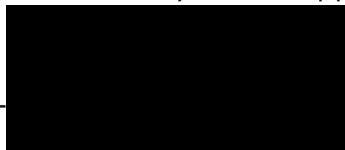
Strategic Alignment:

The policy supports the County's strategic goals related to good governance, community engagement, and agricultural development. Establishing a formal liaison process enhances organizational clarity and ensures elected officials participate in a manner that reinforces transparency, accountability, and constructive community relationships.

Enclosure(s):

- Draft Policy EO-55-01 Agricultural Society Council Appointment (Non-Voting Member)

Signature of the CAO: _____





Smoky Lake County Policy

Title:	Agricultural Society Council Appointment (Non-Voting Member)	<u>Policy #</u>	<u>Version</u>
Category:	Elected Officials (EO)	EO-55	01

LEGISLATIVE REFERENCE:

- Municipal Government Act (MGA), RSA 2000, c. M-26
 - s. 153 – Duties of Councillors
 - s. 201 – Roles & Responsibilities of Council and Administration
- Agricultural Societies Act (Alberta)

PURPOSE:

To establish the terms of reference for Smoky Lake County Council's appointment of one Council member to sit as a non-voting representative on an Agricultural Society within the Smoky Lake Region. This policy clarifies the mandate, expectations, and reporting responsibilities associated with the appointment.

STATEMENT:

Smoky Lake County recognizes the value of cooperation with local agricultural societies in fostering regional agricultural development, community events, and rural quality of life. Council may appoint one member to participate as a non-voting representative on an Agricultural Society within the Smoky Lake Region when requested.

This appointment is intended to enhance communication, strengthen municipal–community relationships, and support alignment between County objectives and agricultural programming, while respecting the Society's autonomy.

This appointment shall be made at the annual Organizational Meeting.

OBJECTIVE:

The appointed Councillor will:

- Strengthen communication between the Agricultural Society and Smoky Lake County Council.
- Share relevant municipal updates, priorities, and initiatives that support regional agriculture and community development.
- Bring forward high-level concerns, opportunities, or emerging issues from the Society that may impact the County.
- Foster positive municipal–community relationships while respecting the Society's independent governance structure.
- Participate in discussions without voting authority, maintaining a liaison role only.

MEETING ATTENDANCE:

- The appointed Councillor shall attend meetings as scheduled by the Agricultural Society.
- If the appointed Councillor cannot attend, an alternate Councillor may be designated by Council resolution or by consensus at a Council meeting.
- The Councillor must not act in any operational or administrative capacity for the Society.

REPORTING REQUIREMENTS:



- The Councillor will provide verbal or written reports to Council during Regular Council Meetings under Committee Reports.
- Reports should summarize:
 - Key discussion topics
 - Community events
 - Requests or concerns
 - Items requiring Council attention

LIMITATIONS OF ROLE:

The appointed Councillor:

- Shall not vote or influence internal governance decisions.
- Shall not act on behalf of the Agricultural Society.
- Shall not access or disclose confidential information except in accordance with applicable legislation (e.g., ATIA).
- Has no authority to commit County resources without Council authorization.

REVIEW CYCLE:

This policy shall be reviewed every four (4) years or following a municipal election, or earlier if required to reflect legislative or organizational changes.

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



Request for Decision (RFD)

Meeting Date: Thursday, December 18, 2025.

Agenda Item: # 8.14

Topic: Obsolete Governance Policies and Bylaws

Presented By: Brenda Adamson, Interim CAO

Recommendation:

That Smoky Lake County Council rescind policies:

Policy 01-01 — Procedures for Transacting County Business – superseded by the new Procedural Bylaw.

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

Policy 01-06 — Public Hearing Procedures

Policy 01-40 — Governance Policies

Policy 01-12 — Reduction in Municipal Staff

Policy 01-02 — Election of Reeve and Deputy Reeve

Policy 10-03 — Waste Bin Rental Agreement.

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 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, public hearing procedures, governance authorities, election procedures for Reeve/Deputy Reeve, and staff administration—were governed by separate stand-alone policies. These items have now been fully incorporated into either the new Procedural Bylaw, updated Governance Policies, or revised administrative procedures. As a result, the corresponding stand-alone policies are no longer required.

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

1. Policy 01-01 — Procedures for Transacting County Business – superseded by the new Procedural Bylaw.
2. Policy 01-16 — Procedures for Business of Council – now incorporated into Bylaw 1490-25.
3. Policy 01-26 — Agenda Format Policy – replaced by agenda provisions and Schedule A.
4. Policy 01-27 — Request for Decision Policy – replaced by Schedule A of the Procedural Bylaw.



Request for Decision (RFD)

5. Policy 01-49 — Delegations to Council – replaced by Schedule D of the Procedural Bylaw.
6. Policy 01-33 — County Operations Policy – procedural elements moved into the Procedural Bylaw; remaining content no longer required.
7. Policy 01-06 — Public Hearing Procedures – replaced by Schedule B of the Procedural Bylaw.
8. Policy 01-40 — Governance Policies – superseded by revised, consolidated governance policy documents and the Procedural Bylaw.
9. Policy 01-12 — Reduction in Municipal Staff – outdated administrative process, superseded by updated HR policies and administrative procedures.
10. Policy 01-02 — Election of Reeve and Deputy Reeve – replaced by provisions now contained within the Procedural Bylaw and Council's annual organizational meeting procedures.
11. Policy 10-03 — Waste Bin Rental Agreement, no longer required.

Rescinding these documents ensures no conflicting governance documents remain in effect and that all Council and administrative procedures operate under a consistent and modern framework.

Benefits:

- Eliminates conflicting governance documents, ensuring that Council and Administration operate under one authoritative source.
- Improves clarity and transparency for Council, staff, and the public.
- Supports legislative compliance by removing outdated processes that no longer reflect the Municipal Government Act or modern governance standards.
- Reduces administrative workload by no longer maintaining policies that are obsolete or duplicated within the Procedural Bylaw.
- Enhances organizational consistency, especially for onboarding, Council orientation, and interdepartmental communication.

Disadvantages:

NA

Alternatives:

- Council may choose not to rescind one or more policies.
 - Not recommended. This would result in conflicting or outdated governance documents remaining in effect.
- Council may defer the rescission to a future meeting pending further review.
 - Not recommended unless additional cross-referencing is requested.
- Council may rescind only selected policies.
 - Would not fully address governance inconsistencies.

Financial Implications:

NA

Legislation:



Request for Decision (RFD)

- Municipal Government Act (MGA)
- Bylaw 1490-25 Procedural Bylaw
- Bylaw 1493-25 Records Retention & Disposition Bylaw
- Access to Information and Protection of Privacy Act (ATIPPA)
- Local Authority Emergency Management Regulation

Intergovernmental:

NA

Strategic Alignment:

- This action supports Smoky Lake County's strategic goals related to:
- Good Governance
- Administrative Excellence
- Organizational Clarity
- Legislative Compliance

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
- Policy 01-06 Public Hearing Procedures
- Policy 01-40 Governance Policies
- Policy 01-12 Reduction in Municipal Staff
- Policy 01-02 Election of Reeve and Deputy Reeve
- Policy 10-03 Waste Bin Rental Agreement

Signature of the CAO: _____

A handwritten signature in black ink, appearing to be "K. J. Smith", is written over a black rectangular redaction box.



Request for Decision (RFD)

Meeting Date: Thursday, December 18, 2025

Agenda Item: #

Topic: Reclamation in Hamlet of Bellis

Presented By: Environmental Operations Manager

Recommendation

That Council Approve to pay invoice Number 021860 for reclamation completed the North East corner of the boulevard at 51st 49ave Bellis, Alberta. For the sum of \$367.50 to 1848812AB Ltd.

Background:

The County had completed a sewer line repair adjacent from the contractors home. Usually when we do this type of excavation we assure that the site is safe and we let the ground settle. Usually the following year we will come back to reclaim the site and plant grass. Unfortunately as the summer had gotten busy we didn't get to the reclamation. According to the contractor the previous CAO had approved for the work to be completed by him and had gone forward with this work. I was unaware of any agreement, but feel the job completed is satisfactory with a fair cost of \$367.50.

Benefits:

Disadvantages:

N/A

Alternatives:

Any alternative to the recommendation is at the discretion of Council

Financial Implications:

\$367.00

Legislation:

N/A

Intergovernmental:

N/A

Strategic Alignment:

N/A

Enclosure(s): Additions to the agenda

Copy of invoice

Picture of work completed

Signature of the CAO: _____

A black rectangular box redacting the signature of the CAO.



INVOICE / FACTURE

OUR NUMBER NOTRE COMMANDE	021860
DATE	Oct 16 / 2025
CUSTOMER'S ORDER COMMANDE DU CLIENT	

SOLD TO VENDEUR	Smoky Lake County
ADDRESS ADRESSE	

SHIP TO ENVOYER A	
ADDRESS ADRESSE	
NOTRE COMMANDE	

TAX REG. NO. NO. ENREG. TAX.	SALESPERSON VENDEUR	1848812 AB Ltd.	TERMS CONDITIONS	VIA MODE
---------------------------------	------------------------	-----------------	---------------------	-------------

QUANTITY QUANTITE	DESCRIPTION	PRICE PRIX	AMOUNT MONTANT
3.5	Reclaim excavation in Hamlet of Bellis	100 ⁰⁰	350 ⁰⁰
	Haul in 8 yards top soil		
	fill settled excavation area and level		
	as required.		
	Seed for Sow lawn seed in		
	reclaimed area		
		BST TPS PST TVP	17 50
		TOTAL TOTAL	367 50



Request for Decision (RFD)

Meeting Date: Thursday, December 18, 2025.

Agenda Item: # 8.16

Topic: Appointment of Council Member to the Northeast Alberta Alliance for Growth & Opportunities (NAAGO)

Presented By: Brenda Adamson, Interim CAO

That Smoky Lake County appoint Councillor _____ to represent Smoky Lake County on the Northeast Alberta Alliance for Growth & Opportunities (NAAGO), effective immediately, and further, that this appointment be formally incorporated into the annual Organizational Meeting appointment list beginning in 2026.

Background:

The Northeast Alberta Alliance for Growth and Opportunities (NAAGO) is a regional partnership composed of municipalities, Métis Settlements, the Métis Nation of Alberta, and Indigenous communities across Northeast Alberta. NAAGO collaborates to advance advocacy priorities such as transportation infrastructure, health services, and regional economic development.

Smoky Lake County renewed its NAAGO membership on March 28, 2024, including adoption of the NAAGO Terms of Reference and recognition of NAAGO as a municipal committee requiring Reeve/Council involvement.

Historically, NAAGO participation was determined by Council motions in March. To improve consistency and ensure representation, Administration recommends that Smoky Lake County begin formally appointing a representative during the annual Organizational Meeting, similar to other boards and committees.

This RFD brings forward the 2025 appointment for the remainder of the year and establishes the process going forward.

Benefits:

- Ensures consistent attendance and formal County representation at NAAGO quarterly meetings.

- Strengthens regional advocacy efforts for transportation, health, and economic priorities.

- Aligns NAAGO representation with the County's standard committee appointment structure.

- Enhances continuity by incorporating the appointment into the Organizational Meeting.

Disadvantages:

NA

Alternatives

1. **Appoint a Councillor to NAAGO (recommended).**
2. **Do not appoint a representative** — County participation would be limited and advocacy



Request for Decision (RFD)

opportunities reduced.

Financial Implications:

There are no new financial implications associated with the appointment.

Membership fees for 2026 will continue to be budgeted under Membership & Conference Fees as per NAAGO's Schedule A fee structure.

Legislation:

- Municipal Government Act (MGA), Sections 201–203 (Council's authority to establish committees and appoint elected officials)

Intergovernmental:

- Northeast municipalities, Métis Settlements, MNA Regions, and Indigenous communities participating in NAAGO.

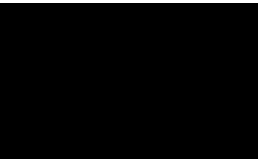
Strategic Alignment:

- Supports regional collaboration
- Enhances inter-municipal advocacy
- Aligns with Council's governance and engagement priorities

Enclosure(s):

- NAAGO Terms of Reference

Signature of the CAO: _____



NORTHEAST ALBERTA ALLIANCE for GROWTH & OPPORTUNITY

Terms of Reference

1) Purpose Statement

The municipalities, Metis Settlements, Metis Nation of Alberta (MNA) and Indigenous communities that form **Northeast Alberta Alliance for Growth and Opportunities (NAAGO)** contribute up to a third of Alberta's GDP through significant energy, forestry, and agricultural industries. **NAAGO** aims to work together to advance initiatives that generate growth, improve social outcomes, and secure a stronger, more prosperous future for Northeast Alberta.

2) Objectives

- a) Demonstrate Northeast Alberta's importance to the provincial economy;
- b) Provide a forum for sharing information and discussing issues of mutual interest;
- c) Support the enhancement of members through networking and information sharing;
- d) Address regional initiatives and avoid initiatives that impact single municipalities;
- e) Identify and advance economic and social initiatives to strengthen the region through ongoing communication with:
 - i) the Provincial Government
 - ii) Rural Municipalities of Alberta
 - iii) Alberta Municipalities and
 - iv) other groups/organizations and municipalities as determined by a majority of the membership.

3) Membership Requirements

- a) Members of the **NAAGO** must be:
 - i) a municipality located in Northeast Alberta;
 - ii) a Métis Settlement located in Northeast Alberta;
 - iii) a MNA region located in Northeast Alberta;
 - iv) an Indigenous Community located in Northeast Alberta; or
 - v) a non-Northeast Alberta Municipality, Métis Settlement, MNA region, or Indigenous Community supported by a majority vote of **NAAGO** members.
 - vi) Membership Fees in "Schedule A" are to be established annually, supported by a majority vote of **NAAGO** members.

NORTHEAST ALBERTA ALLIANCE for GROWTH & OPPORTUNITY

4) Membership Representation & Voting

Each member shall have one vote and be represented by their respective Chief Elected Official (Mayor, Reeve, Chairman, or Chief). Should the CEO be unable to attend a meeting, an alternate member from their Council may attend on their behalf and have voting privileges.

Meetings may take place without a majority of the **NAAGO** membership; however, matters requiring a vote shall require a quorum of half (or greater than half) of the voting members. Voting members can vote in person or electronically. Votes shall be by a simple majority of the members present when a quorum is established.

5) Appointment of Executive Committee

a) Every two years in **NAAGO**, **NAAGO**, members will elect an executive committee comprising a Chair, Vice Chair, two sub committee Chairs, two Vice-Chairs, a Secretary, and a Treasurer. To be eligible to serve on the executive committee, one must be a Mayor, Reeve, Chairman, or Chief from a member municipality, Métis Settlement, MNA, or Indigenous Community. At least one executive member should be from a Métis Settlement, MNA, or Indigenous Community if willing to serve when nominated. Responsibilities will be as follows:

- i) Chair: The Chair shall chair the meetings and prepare meeting agendas.
- ii) Vice Chair: The Vice Chair shall perform the duties of the Chair in the Chairs absence.
- iii) Sub committee Chair: Shall perform the duties of the Chairing advocacy sub committees.
- iv) Secretary: The Secretary shall be responsible for administrative and communication-related tasks, including recording meeting minutes.
- v) Treasurer: The Treasurer shall be responsible for overseeing the financial matters of **NAAGO** and, including the preparation of annual financial reports.

6) Advocacy

- a) Recognizing that **NAAGO** can only effectively advocate for a limited number of initiatives, the membership shall vote for a maximum of up to three primary matters that will be the focus of advocacy efforts. To become a primary matter, an initiative must have the support of at least three quarters of the membership.
- b) Each advocacy initiative shall have a committee appointed, made up of a minimum of three member municipalities, Métis Settlements, MNA, and/or Indigenous community. At least one member must be from a Métis Settlement, MNA or Indigenous Community. They shall work together to develop an advocacy framework/plan for the initiative, which will then need to be presented and approved by at least three quarters of the membership.
- c) **NAAGO** may take on other small advocacy initiatives where time and resources permit and where the membership feels such initiatives are necessary and important to the group.

NORTHEAST ALBERTA ALLIANCE for GROWTH & OPPORTUNITY

7) Meeting Schedule

- a) **NAAGO** members shall meet quarterly in person and virtually as required. The meeting will be at the call of the Chair.
- b) When **NAAGO** members meet in person invitations will be sent to all MLA's in the NAAGO membership region. Municipality/Métis Settlement/MNA/Indigenous Community Host Committees shall be appointed by the membership after each meeting and shall be distributed as evenly as possible throughout the region in order to create equitable travel for the membership in general. Hosts shall:
 - i) Plan and organize the agenda and activities;
 - ii) Identify and invite government representatives and other guest speakers;
 - iii) Review and approve any related communications products prepared by the Secretary, and;
 - iv) Be provided \$500 from the **NAAGO** operational funds to host the event.
- c) This schedule may be changed through a majority vote of the **NAAGO** membership. Slight adjustments to the general meeting schedule may also be made at the discretion of the Chair where it is determined reasonably necessary.

8) Dissolution

- a) Should **NAAGO** dissolve, any funds remaining in the **NAAGO** account at the moment of dissolution, should be distributed on a pro-rata basis among the full membership at that time.

Addendum

- 9) Subject to support from at least three quarters of the membership, **NAAGO's** advocacy efforts with the Government of Alberta will focus on the issues as identified by the group.

NORTHEAST ALBERTA ALLIANCE for GROWTH & OPPORTUNITY

Schedule A

Metis Settlements / MNA/ Indigenous Community	\$300.00
Villages	\$300.00
Towns Under 2k	\$1,000.00
Towns over 2k	\$1,400.00
City's	\$2,200.00
County's / M.D.	\$2,200.00



Request for Decision (RFD)

Meeting Date: Thursday, December 18, 2025

Agenda Item: # 8.17

Topic: FCSS Applications

Presented By: Brenda Adamson / Finance

Recommendation:

That Smoky Lake County approve to allocate funding from the 2026 Family and Community Support Services (FCSS) Grant budget in accordance with Policy no 08-17-01: Family and Community Support Services (FCSS) grant as follows:

\$2,500 to Smoky Lake Minor Hockey for the Respect in Sports Program

\$2,100 to the Smoky Lake Holubka Dancers for 2026 Volunteer Appreciation

Background:

There are two requests for funding for events early in January. These programs would fall under the 2026 grant.

1. The Smoky Lake Holubka Dancers would like to cover the costs for the parent volunteers to attend and help with Malanka. This is their way of encouraging volunteerism within the club. They have asked for \$2,100.00 to cover the cost for of the meal for the volunteers.
 - \$2,100 was provided for 2025
 - \$1,250 was provided for 2024
2. Smoky lake Minor Hockey has requested \$2,500 to run the Respect in Sports, Safety and training programs to assist volunteer coaches.
 - \$2,500 was granted in Oct, 2024
 - \$2,000 was granted in Nov 2023
 - \$2,500 was granted in Sept, 2022

Benefits:

- Smoky Lake Holubka Dancers support the volunteers needed to keep the club operational
- The Minor Hockey Respect in Sports program will support volunteer coaches and referees keeping hockey safe and respectful

Disadvantages:

n/a

Alternatives:

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

Financial Implications:

The budget is

\$24,377

Balance available

\$ 24,377

Legislation:



Request for Decision (RFD)

Policy 08-17-01 Family and Community Support Services

Intergovernmental:

n/a

Strategic Alignment:

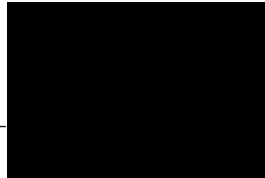
n/a

Enclosure(s):

A Application from Smoky Lake Holubka Dancers

B Application from Smoky Lake Minor Hackey

Signature of the CAO: _____



SCHEDULE "A"

SMOKY LAKE COUNTY – FCSS GRANT APPLICATIONLEGAL REGISTERED NAME OF ORGANIZATION: Smoky Lake Minor Hockey AssociationADDRESS: [REDACTED] Smoky Lake AB T0A3C0
Box City or Town Postal CodePHONE #: [REDACTED] FAX #: [REDACTED]CONTACT PERSON: Kyle Melnyk EMAIL: [REDACTED]▶ **COMPLETE THIS APPLICATION IN ITS ENTIRETY**

1. Is your organization registered as a not-for-profit entity? ☒ Yes ☐ No
2. Does your organization operate within Smoky Lake County region? ☒ Yes ☐ No
3. Project Description (Include amount requested)
\$2500. This amount will support coaches & Referees at all levels of our association with required training and courses. These include: Respect in Sport, Safety and appropriate coaching training. This money will assist in recruiting coaches and referees so we can continue minor hockey in our community.
4. What is the target group or population you wish to reach with this program?
 - ☐ Infants/Toddlers – 0-3 years
 - ☒ Preschoolers – 3-5 years
 - ☒ Children 5-12 years
 - ☒ Youth 12-18 years
 - ☒ Adults
 - ☐ Seniors
 - ☐ Families
 - ☐ Community
5. Please select the main strategic social direction of the program.
 - ☐ Help people develop independence, strengthen coping skills, and become more resistance to crisis
 - ☐ Help people develop an awareness of social needs.
 - ☒ Help people develop interpersonal and group skills which enhance constructive relationships among people.
 - ☐ Help people and communities assume responsibility for decisions and actions which affect them.
 - ☐ Provide support that helps sustain people as active members of the community.

6. Please select the main strategic social outcome the program will attain.

- ☐ Individuals experience personal well being
- ☐ Individuals are connected with others
- ☒ Children and youth develop positively
- ☐ Healthy functioning within families
- ☐ Families have social supports
- ☐ The community is connected and engaged
- ☐ Community social issues are identified and addressed

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

8. What indicators of success will you use? How will you know the program has been successful? What is your outcome statement? We will know we have been successful by enjoying a constructive, respectful, educational and fun season. We will know we are successful by volunteers coming together to enjoy the season.

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

Survey & observation

I declare that

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

Name: Kyle Melnyk

Signature: 

Position: Treasurer

Date: Dec. 5, 2025

SCHEDULE "A"

SMOKY LAKE COUNTY – FCSS GRANT APPLICATIONLEGAL REGISTERED NAME OF ORGANIZATION: Smoky Lake Holubka Dancers

ADDRESS:



Box

Smoky Lake

City or Town

TOA 3C0

Postal Code

PHONE #:



FAX #:

CONTACT PERSON:

Elena Jarema

EMAIL:

► **COMPLETE THIS APPLICATION IN ITS ENTIRETY**

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

We are reducing the cost of our Malanka tickets for the parents in our club as volunteer appreciation. We would like \$2100 to reduce the cost to our volunteers.

4. What is the target group or population you wish to reach with this program?

- ☐ Infants/Toddlers – 0-3 years
- ☐ Preschoolers – 3-5 years
- ☐ Children 5-12 years
- ☐ Youth 12-18 years
- ☒ Adults
- ☐ Seniors
- ☐ Families
- ☐ Community

5. Please select the main strategic social direction of the program.

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

6. Please select the main strategic social outcome the program will attain.

- ☐ Individuals experience personal well being
- ☐ Individuals are connected with others
- ☐ Children and youth develop positively
- ☐ Healthy functioning within families
- ☐ Families have social supports
- ☒ The community is connected and engaged
- ☐ Community social issues are identified and addressed

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


8. What indicators of success will you use? How will you know the program has been successful? What is your outcome statement? Our club runs on volunteers by reducing the cost of mandatory tickets, it shows the parents we see what they do for our club and are appreciated

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

I declare that

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

Name: Elena Jarama

Signature: 

Position: President

Date: Nov 5/25



Request for Decision (RFD)

Meeting Date: Thursday, December 18, 2025

Agenda Item: # 8.18

Topic: Request from Smoky Lake County Council to provide information regarding annual funding assistance to halls within Smoky Lake County.

Presented By: Natural Gas Manager

Recommendation:

That Smoky Lake County Council direct administration to draft a policy to provide annual operating funding assistance to the halls located in Smoky Lake County and to allocate a budget of \$?? In the 2026 budget.

Background:

Smoky Lake County Natural Gas received a letter regarding waiving the monthly natural gas service charges for the Spedden Hall and Church natural gas account, submitted September 6, 2024. It was brought forward to Council on October 10, 2024 Council meeting, where Motion #907-24 was made to take no action regarding this request.

A new letter was written asking for the same but with support from other halls and churches with Smoky Lake County natural gas accounts submitted March 19, 2025 and was brought forward to the April 10, 2025 Council meeting, where Motion #417-25, where Smoky Lake County Natural Gas waived the monthly natural gas service charges to all halls and churches with Smoky Lake County Natural Gas accounts for the period of April 1, 2025 to March 31, 2026.

Smoky Lake County Natural Gas received another letter, submitted August 19, 2025, regarding all halls and churches with Smoky Lake County Natural Gas accounts to be sold gas "at cost", reducing the natural gas rate by \$1.94 per gigajoule. This was brought forward to the September 25, 2025 Council meeting, where Motion #817-25 was made to deny the request to sell natural gas "at cost" and for administration to investigate alternative funding options for Hall's only, as the natural gas service charges have been waived for the period of April 1, 2025 to March 31, 2026.

By waiving the monthly natural gas service charge, the halls and churches are saving \$26.00 per month per account, which equates to \$312.00 per year per account. Other natural gas Co-op's have had this similar request, but was deemed unfair to halls and churches that currently do not have natural gas as a heating source. Many halls and churches within Smoky Lake County who do not have a natural gas account, are utilizing propane, heating oil, wood heat, or no heating at all.

This is brought forward to be a discussion for Council to possibly offer funding assistance to ALL halls within the County, as opposed to just the ones who have natural gas accounts through Smoky Lake County Natural Gas. There are 14 known halls located in Smoky Lake County (a list is attached). This may also be a good introduction for Smoky Lake County to consider a community funding grant model to help assist with yearly operations for community groups, as opposed to one-time requests for funding for specific projects or items, which has been discussed by Council during the previous times these requests have been brought forward to Smoky Lake County Council.

Benefits:

The additional funds available to the non-profit help keep the halls in the community active and able to allocate funds for operations.

Disadvantages:



Request for Decision (RFD)

A budget has not been established to provide consistent funding.

Alternatives:

To be discussed by Council and administration.

Financial Implications:

Budget for this will have to be discussed and considered within the 2026 County Budget.

Legislation:

To be determined during discussions prior to implementation.

Intergovernmental:

Potential to partner with other local municipalities to offer funding assistance for ALL halls within the community, not just the ones located on County lands

Strategic Alignment:

To be decided during strategic planning sessions.

Enclosure(s):

1. List of halls located on Smoky Lake County lands.
2. Example policies from Thorhild County, Lamont County and Beaver County.

Signature of the CAO: _____



POLICY: COMMUNITY HALL FUNDING

Department: Community Services
Policy #CS-007

ALIGNMENT WITH STRATEGIC PRIORITIES:

- | | |
|---|---|
| <input type="checkbox"/> Collaborative Partnerships | <input type="checkbox"/> Excellent Service to Residents |
| <input checked="" type="checkbox"/> Responsible Finance | <input type="checkbox"/> Sustainable Infrastructure |
| <input checked="" type="checkbox"/> Lifestyle Enhancement | <input type="checkbox"/> Strong Leadership |

POLICY:

County Council recognizes that rural community hall organizations are challenged to meet increasing operating costs and will provide financial support to assist with current needs related to insurance, Utilities, and access/parking lot gravelling.

DEFINITIONS:

Utilities: On-site electrical, heating, water, sewer, waste collection, and telecommunications.

ELIGIBILITY:

Any active rural community hall organization within the boundary of Beaver County is eligible for funding. A community hall organization shall be considered active if property and/or liability insurance are purchased in the year of the application for funding.

GUIDELINES:

- Eligible organizations may request funding for insurance and Utilities.
 - Insurance costs will be funded to a maximum of one thousand, five hundred dollars (\$1500.00) per eligible organization per year.
 - Utilities costs will be funded to a maximum of one thousand, five hundred dollars (\$1500.00) per eligible organization per year.
- Eligible organizations may request access/parking lot gravelling which will be considered, on a first-come, first-served basis by the Infrastructure Department and will only be completed at a time that does not impact County operations.
 - Once a community hall organization has received gravelling, subsequent year's requests will be considered on an as-required basis, at the discretion of the County.

HISTORY:

- Approval Date:** September 18, 2024 (Motion #24-222)
- Effective Date:** September 18, 2024
- Date Last Amended:** January 20, 2010 (Motion #10-21)
- Scheduled Review Date:** 2028

ADMINISTRATIVE PROCEDURE:

Department: Community Hall Funding
Policy #CS-007

POLICY:

County Council recognizes that rural community hall organizations are challenged to meet increasing operating costs and will provide financial support to assist with current needs related to insurance, Utilities, and access/parking lot gravelling.

PROCEDURE:

1. Annually, County Council may establish a budget for rural community hall organizations.
2. By March 31st of the current year, eligible organizations may request funding for insurance and Utilities and submit a request for access/parking lot gravelling.

Access/Parking Lot Gravel

3. Applications for access/parking lot gravelling shall include a drawing of the property indicating the area that requires gravel.

Insurance/Utilities

4. Applications shall be submitted in writing and must include the following information in order to be deemed complete:
 - a) Legal name of the organization,
 - b) Location of the community hall,
 - c) Copy of the paid insurance bill for the year indicating property and/or liability insurance for the community hall. If the property contains both a community hall and church, the bill must separate the insurance costs for each building.
 - d) Copy of the most recent financial statement indicating the cost of Utilities for the previous fiscal year,
 - e) The organization's banking and address information – a completed Electronic Funds Transfer form is preferred.
 - f) Any other information required.

HISTORY:

- **Approval Date:** September 18, 2024 (Motion #24-222)
- **Effective Date:** September 18, 2024
- **Date Last Amended:** January 20, 2010 (Motion #10-21)
- **Scheduled Review Date:** 2028



POLICY: COMMUNITY HALL FUNDING

Department: Community Services

Policy #CS-007

APPLICATION FORM

ORGANIZATION INFORMATION:

Legal Name of Organization	
Phone Number of Organization	
Mailing Address of Organization	
Physical Location of the Organization	
Email Address for Organization	
Societies Act Number (if applicable)	

Has your organization completed an Electronic Funds Transfer form?

☐ Yes ☐ No

CONTACT INFORMATION:

Name	
Phone Number	
Position Held in Organization	
Mailing Address	
Email	

PURPOSE OF THE ORGANIZATION:

Brief Description of Organization's Purpose	
---	--

PURPOSE OF THE APPLICATION:

Select the applicable type of funding being applied for and include requested amount.	<input type="checkbox"/> Property and/or Liability Insurance Total Amount requested: _____
	<input type="checkbox"/> Utilities (On-site electrical, heating, water, sewer, waste collection, and telecommunications.) Total Amount requested: _____
	<input type="checkbox"/> Gravel Location information and amount will need to be supplied to the Infrastructure Department.

FINANCIAL INFORMATION:

Have you included a copy of your most recent financial statement(s) that are reported to your respective board? ☐ Yes ☐ No

Note: This financial statement must indicate the cost of Utilities for the previous fiscal year.

Has your organization submitted a copy of the paid insurance bill for the year, indicating property and/or liability insurance for the community hall? ☐ Yes ☐ No

Note: If the property contains both a community hall and church, the bill must separate the insurance costs for each building.

Has your organization applied for any other funding sources related to this application? ☐ Yes ☐ No

If yes, please list the type of fundraising and how much was raised _____

I certify that the above information is true, to the best of my knowledge and that I, the applicant, meet the eligibility criteria for applying for this funding.

Signature of Applicant

Date

This personal information is being collected under the authority of the *Municipal Government Act* and will be used for administering the Community Support Program. It is protected by the privacy provisions of the Freedom of Information and Protection of Privacy Act. If you have any questions about the collection, contact Margaret Jones, Manager of Legislative Services, Beaver County, Box 140, Ryley AB T0B 4A0, telephone 780-663-3730.

REFERENCE

Adopted by Council: Resolution 114-2025 (February 25, 2025)

Supersedes: Resolution 461-2022 (August 23, 2022)
Resolution 415-2022 (July 26, 2022)
Resolution 170-2020 (April 28, 2020)

POLICY STATEMENT**PURPOSE AND INTENT:**

Thorhild County Community Grant program is established for eligible applicants to provide limited financial assistance for programs, events, or capital and operating expenditures that enhance and enrich the community.

POLICY STATEMENT:

To provide eligible applicants with limited financial assistance or gifts or In-kind support in the following areas:

- Arts
 - Culture
 - Heritage
 - Recreation/Sport
 - Environment
 - Community Spirit
1. Annual Community Youth Group Assistance
 2. Small Grant Process \$0 - \$500
 - A. Travelling Out of Thorhild County
 - B. Event Hosted in Thorhild County
 - C. Special Projects
 3. Financial Assistance for Hosting Large Programs and Events
 4. Request for Capital Projects
 5. Gifts or In-Kind Support

Applicant means – registered not-for-profit organizations, groups, team, or individuals based with the Thorhild County boundaries.

All request for financial assistance must be in writing. Council may request the Applicant present their request at a Council meeting.

Requests for funding will be placed on the next available Council meeting agenda.

Religious organizations are permitted to apply if they can demonstrate that their proposed use of grant funds is for a non-secular community-based project.

Funding is subject to Council decision and available funds.

1. Annual Community Youth Group Assistance

- 1.1. Not-for-profit community youth group/organizations operating in an active capacity in Thorhild County is eligible for this financial assistance.
- 1.2. Eligible programs must provide proof of society in good standing and registration with applicable parent organization.
- 1.3. Eligible organizations must provide the County with their current contact's name, mailing address and number of Thorhild County resident youths registered in the organization.
- 1.4. Eligible organizations must express their interest and confirm active status prior to November 30 to receive funding for the current year.
- 1.5. Funding amount will be based on number of youths registered. If the number or youths in not provided the group will receive the minimum funding amount.

# of youth	Funding
0 – 10	\$ 200
11-15	\$ 225
16-20**	\$ 250
21-25	\$ 275
26-30	\$ 300
31-35	\$ 325
36-40*	\$ 350
41-45	\$ 375
46+	\$ 400

* Indicates funding level for organizations like Agricultural Societies that offer skating programs, etc.

** Indicates funding level for library societies that raise dollars for programs

- 1.6. Successful applicants will be presented a cheque at a Council meeting.

2. Small Grant Process \$0-\$500.00

- 2.1 Does not require a grant application, requires a letter of application.
- 2.2 Small grant process to maximum of \$500.00.
- 2.3 Funding is subject to the total amount of funds approved by Council as per the budget.
- 2.4 Small grant process is to be administrated by Administration and reported in the CAO report.
- 2.5 Open year-round application process.
- 2.6 Limited to once per calendar year; per individual, team, or organization.
- 2.7 Organizations funded through the annual budget process are ineligible for funding under this grant.
- 2.8 Due to timing of events, if approved, funds may not be disbursed until after the project.
- 2.9 Letter of application must include the following:
 - a) Full name of the individual, team, or organization
 - b) Complete address for individual, team, or organization
 - c) Two contact names, position in the organization, phone and email address
 - d) Are you part of a larger organization, and if so the name and address
 - e) Event name, location, and date
 - f) Number of members and coaches/chaperones attending
 - g) Length of stay, accommodations, other costs such as entry fees etc.
 - h) Revenue including secured funding
 - i) Expenses
 - j) Who is the cheque to be made payable to
 - k) Will the cheque be picked up or mailed
 - l) Recognition of Thorhild County funding

A. Travelling Out of Thorhild County

Individuals, teams, and organizations travelling out of Thorhild County.

Examples but not limited to festivals; provincial tournaments; training opportunities.

Financial assistance maybe considered, based on demonstrated need to a maximum of \$200.00.

B. Event Hosted in Thorhild County

Individuals, Teams, and Organizations hosting a project in Thorhild County

Examples but not limited to festivals; provincial tournaments; training opportunities.

Financial assistance may be considered for hosting an event, based on demonstrated need to a maximum of \$300.00.

C. Special Projects

Requests for funding of special projects may be considered based on demonstrated need to a maximum of \$500.00

3. Financial Assistance for Hosting Large Programs and Events

3.1 Applicants requesting funding to host a large program or event within Thorhild County must submit a formal request to County Council and present their request at a Council meeting. Organizations funded through the annual budget process are ineligible for funding under this grant.

- a) Organization name and history.
- b) Complete address of organization and two contact names, position in the organization, phone, and email address.
- c) Current society status, most recent proof of society annual return/charitable status. If a society does not have a recent annual return than the County cannot fund the request.
- d) Event details, name of event, date, location, time.
- e) Target audience.
- f) Estimated attendance for this event.
- g) Participating partners.
- h) Specifics on why the request is being made and what the request will be used for.
- i) Financial details, including all projected revenue, secured funding, and expenses.
- j) Current financial statement.
- k) Proof of insurance.
- l) If event is not being held in a community facility, provide proof of property owner permission.
- m) Provide a follow up report within two months of completion and provide a financial summary indicating how funds were expended. If a follow up report is not provided, then the organization will not be eligible for further funding.
- n) Recognition of Thorhild County funding.

4. Request for Capital Projects

Council will consider grant applications up to 20% on a cost shared basis. Thorhild County may provide a maximum of 20% of the net project costs (see example below).

Example:	Project cost	\$ 150,000
	Grant(s)	<u>(80,000)</u>
	Net project cost	\$ 70,000
	County funding up to max 20%	\$ 14,000

4.1. Applicants requesting funding for capital costs must submit an application and present their request at a Council meeting.

- a) Organization name and operating history
- b) Complete address of organization and two contact names, position in the organization, phone and email address
- c) Current society status, most recent proof of society annual return/charitable status. If a society does not have a recent annual return, then the County cannot fund the request.
- d) Participating partners
- e) Fundraising and other sources for funding (secured and seeking).
- f) Current financial statement for the organization detailing all revenue and expenses
- g) Provide the proposed plan to meet the operating costs of the new capital funding project.
- h) Capital requests must have detailed information on the project and the relevance to the organization's operations, including project manager
- i) Three quotes for capital items
- j) Proof of insurance
- k) Viability of Organization
- l) Statistics to be provided for usage of the facilities, number of days and types of usage based on rental of the facility; dates of events and attendance numbers at events hosted by the facility owner.
- m) Provide a follow up report within two months of completion and provide a financial summary indicating how funds were expended. If a follow up report is not provided, then the organization will not be eligible for further funding.
- n) Recognition of Thorhild County funding

4.2. Financial support to community groups/individuals will be awarded when possible, during a County Council meeting.

5. Gifts or In-Kind Support

Gifts are items commonly requested for raffles or silent auctions. In-Kind Support are those services provided by Thorhild County.

- 5.1 Applicants must provide in writing requesting items for gifts and must include the name of the event, date, time and location.
- 5.2 In-Kind Support may be provided when requested by an Applicant and approved by CAO, Director or Manager; items considered:
 - a) Grading or snow plowing community organization parking lots is provided on a regular basis, Access Agreements must be executed.
 - b) Grading or snow plowing may be provided to cemetery ground on a request basis and prior to work commencing there must be a signed Access Agreement.
 - c) Letters of support can be provided for groups applying for funding opportunities.
 - d) For items not listed above they must be approved by the CAO or designate.



Reeve Janine Paly

Feb 27, 2025

Date



Policy Number:	3150
Policy Title:	Council Community Halls & Transportation Grant
Approval Date:	January 28, 2025
Resolution Number:	RES-2025-68
This Policy Supersedes:	3112.22 Council Community Grants Policy
Responsible Department:	Community Services

Policy Statement

Lamont County recognizes the valuable contributions made by community organizations and volunteer groups to provide public social gathering places to residents and transportation services to vulnerable community members.

Purpose

To provide annual grants to eligible groups to support community halls and transportation services within Lamont County.

Definitions

- **"Eligible Groups"** means:
 - Be a not-for-profit volunteer-based community group.
 - Operate a Community Hall as defined by this policy or;
 - Provide Transportation Services as defined by this policy.
- **"Grant"** shall be any monetary contribution, or any provision of County services, facilities, or equipment.
- **"Community Hall"** means the use of land and building for community activities and generally not used for commercial purposes.
- **"Transportation Services"** means conveyance of seniors or persons with special needs for:
 - Medical Appointments.
 - Shopping; and/or
 - Recreation.

Implementations

Application Process:

- Lamont County will place a call out for Community Grant applications in March of each year to be received by June 1 of each year.



- Lamont Council will decide by August 31 of each year and grant dollars will be distributed by September 15 of each year.
- Applications are considered on a first come, first served basis as funds remain within the budget year.

Procedure:

- All grant applicants will be required to file a Grant Application Form
- The applicant shall retain a complete copy of the grant application for their records
- The applicant shall ensure that any attachments provided are clearly marked with the organization's legal name to facilitate matching their backup documents with the application.

Final Reporting:

- 1 Within one (1) year of the completion of the grant expenditure, a report must be filed with Lamont County verifying expenditure of the grant.

Grant allocations:

- Grant applications funder this policy will be considered to a maximum amount of \$2,000 annually.

Attachments

Schedule A: Council Community Hall & Transportation Grant Application
Council Community Hall & Transportation Reporting Template

Approval

This Policy Shall come into force and effect upon adoption by Council on January 28, 2025.

FOIP Act Section 17(1)

[Redacted Signature]

Reeve

[Redacted Signature]

Chief Administrative Officer

[Redacted]



Schedule 'A'

Related Policy Number:	3150
Procedure Title:	Council Community Hall & Transportation Grant Application and Reporting Procedure
Implementation Date:	January 28, 2025
This Procedure Supersedes:	New
Responsible Department:	Community Services

LAMONT COUNTY GRANTS APPLICATION FORM
(Can only be applied for once a year)

SECTION 1: CONTACT INFORMATION

Name of Organization: _____
Contact Person: _____
E-mail: _____
Mailing Address: _____
Phone Number: _____

SECTION 2: APPLICANT INFORMATION

What is the nature of your group?

Registered society

Non-profit group

Registered Charity

Other _____

Registration # if applicable _____

Date of Incorporation if applicable _____

Name of Event or Project _____

Project Type

Community Hall

Seniors/Special Needs Transportation

Amount Requested: _____

Describe the program/project/initiative:



How will the grant funding be used?

Is your program/project/initiative available to ALL Lamont County residents? _____
If you answered "No" please describe the group that will participate/benefit from this
program/project/initiative: _____

What strategic goal does your project/initiative align with?

- Goal 1: New businesses are partners in our growing community.
- Goal 2: The community feels safe and is afforded a good quality of life.
- Goal 3: Council is driven by accountability and transparency to the community.
- Goal 4: Community assets achieve their maximum useful life and support growth.
- Goal 5: We are recognized as a leader in sustainable growth and holistic decision making.
- Goal 6: We are committed to genuine relationships.

How does it meet the(se) goal(s)?

Is there any additional information you wish to provide?

Signature of Applicant

Date

Past Financial Statements:

Provide an approved copy of your most recent financial statements. Approval can be via signatures of two board members or as prepared by an accountant, based on your organizations legislated requirements.



LAMONT COUNTY GRANTS REPORT FORM

Name of Organization: _____

Contact Person: _____

E-mail: _____

Mailing Address: _____

Phone Number: _____

Name of Event or Project: _____

Total grant amount received: _____

Please provide a breakdown of how the Community Grant was allocated:

Expense	Amount
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Please briefly explain how the Lamont County Community Grant supported/added value to your program/project/initiative. _____

How many individuals participated and/or directly benefited? _____

How many volunteers contributed to this program/project/initiative? _____

Please provide us with feedback on your experience with the application and reporting process. How can we do better?

Signature of Reporter

Date



Request for Decision (RFD)

Meeting Date: Thursday, December 18, 2025.

Agenda Item: # 8.19

Topic: Agricultural Service Technician

Presented By: Agricultural Service Board

That Smoky Lake County Council direct Administration to approve the creation of an Agricultural Service Technician position for the Agricultural Services Department, noting that this position is not included in the 2026 budget considerations, and that any future funding request will be brought forward separately for Council's consideration.

Background:

During the 2025 operating year, the Agricultural Services Department experienced increasing operational pressure related to herbicide application, vegetation management, invasive species control, and seasonal field operations.

The current staffing model consists of one Agricultural Fieldman, three mower operators, and seasonal students. While multiple staff assist with herbicide application activities, only the Agricultural Fieldman holds a valid Pesticide Applicator License, resulting in limited operational flexibility and increased workload concentration.

Administration reviewed two staffing options to address these pressures:

1. Hiring an Assistant Agricultural Fieldman, or
2. Hiring an Agricultural Service Technician

This RFD is being presented to seek direction and approval in principle regarding the preferred staffing model. ***No budget allocation is being requested at this time, and this position is not included in the 2026 operating budget.***

Position Comparison

Assistant Agricultural Fieldman vs. Agricultural Service Technician

Category	Assistant Agricultural Fieldman	Agricultural Service Technician
Primary Focus	Municipal and regulatory responsibilities; supports agricultural programs and extension activities.	Operational and technical fieldwork; focuses on executing agricultural service tasks.
Key Responsibilities	<ul style="list-style-type: none">• Assist with Weed Control Act, Agricultural Pests Act, and bylaws.• Conduct inspections for weeds/pests.• Coordinate herbicide and vegetation programs.• Support extension events and public outreach.• Provide advice to producers and landowners.• Prepare reports and support budgeting.• Represent or assist the Agricultural Fieldman.	<ul style="list-style-type: none">• Operate sprayers, and other equipment.• Apply herbicides according to program plans.• Perform mowing, seeding, invasive species control.• Assist with surveys and data collection.• Handle maintenance of equipment.



Request for Decision (RFD)

Category	Assistant Agricultural Fieldman	Agricultural Service Technician
		<ul style="list-style-type: none"> • Provide basic customer interaction.
Decision-Making & Authority	Higher discretion; may issue notices or recommend enforcement under legislation; liaises with producers and agencies.	Limited decision-making; follows established procedures; no enforcement authority.
Qualifications	Post-secondary education in agriculture or related field; strong knowledge of legislation and agronomy; communication and reporting skills; pesticide certification; GIS/supervision skills.	Technical field skills; equipment operation experience; pesticide certification; mechanical aptitude; physically demanding work.
Scope of Work	Broad: supervision, program coordination, legislative compliance, public communication.	Narrower: primarily field execution and operational support.

Benefits:

- Strengthens frontline operational capacity during peak seasons
- Reduces workload pressure on the Agricultural Fieldman
- Improves service continuity and operational flexibility
- Provides a scalable staffing option that can be implemented when funding allows
- Allows Council to plan future staffing based on service demand and budget capacity

Disadvantages:

Increased staffing costs to restore department capacity to pre-2024 levels.

Alternatives

1. Do not hire additional staff and continue operating with only the Agricultural Fieldman.
2. Hire an Assistant Agricultural Fieldman instead.
3. Contract out herbicide-related work at a significantly higher cost.

Financial Implications:

The AMSC salary survey lists the following positions and salaries

Agricultural/Environmental Extension Officer	median \$81,471	mean \$84,907 (max 129,597)
Agricultural Technician	median 77,405	mean 76,684 (max 96,759)
Assistant Agricultural Fieldman	median 84,406	mean 85,493 (max 123,123)

Comparable to the technical grid for similar field-based positions within the County's structure, as outlined in the November 2025 Compensation Report, the recommended range for the Assistant



Request for Decision (RFD)

Ag Fieldman would be aprox **\$73,600 – \$98,912**

Budget impact will be allocated through the Agricultural Services operating budget.

Legislation:

- Municipal Government Act (MGA)
- Weed Control Act (Alberta)
- Agricultural Pests Act (Alberta)

Intergovernmental:

NA

Strategic Alignment:

- Supports effective delivery service.
- Reduces operational risk.
- Ensures compliance with legislation and safe operational practices.
- Aligns with Council's priorities for organizational capacity and risk reduction.

Enclosure(s):

- NA

Signature of the CAO: _____



Request for Decision (RFD)

Meeting Date: Thursday, December 18, 2025

Agenda Item: # 8.20

Topic: 2026 Interim Budget

Presented By: Brenda Adamson, Finance Manager

Recommendation:

That Smoky Lake County Council approve the Year-2026 Interim Municipal Budget, with revenues in the amount of \$22,142,201 and total Expenditures in the amount of \$24,140,633 including amortization expense in the amount of \$1,998,432.

Background:

Attached is the proposed Interim 2026 municipal budget.

At the Budget meeting held December 1, 2025 changes to the budget were discussed.

The 1st proposed interim budget can be balanced by proposing the following changes:

- Remove Council pay increase saves \$8,000
- Parks and Recreation has removed one mower saving \$28,000
- Remove the budgeted transfers to reserves for the building fund, Agricultural services, sanding truck, sewer and loader will reduce costs \$325,000
- We recommend purchasing the grader in 2025 for \$740,000 and then repaying reserve in 2026. The original 2026 budget for a grader was \$950,000 creating savings of \$210,000
- Use the Water reserve to fund credit card terminals for \$22,000
- Use the General Capital reserve to fund the winch truck \$350,000
- Use the Road development reserve to cover maintenance work on all aggregate roads estimated to be \$100,000
- The contract for Mons Lake campsite has been cancelled, saving \$12,000
- Use General Capital Reserve to fund County portion of playgrounds in the amount of \$55,000
- Estimated increase in the 2025 surplus by \$100,000

Further changes were made to arrive at the current proposed budget:

- Replace plow/sanding truck unit 191 was removed (as well as the sale of the current unit)
- The budget to replace unit 170 (gravel truck) was reduced from 315,000 to 200,000

These changes bring the expected property tax increase to 3%

Highlights:

1. The interim budget is balanced.
2. The estimated overall increase in tax revenue is 3%. This will be made up of assessment growth and possibly a change in the rate. The effect on each class will be established in 2026 after we have the assessment information.
3. We are relying on a budget surplus for 2025 of \$400,000. This surplus will come from development permits, savings in payroll, and small savings throughout the organization.



Request for Decision (RFD)

4. NO funds have been budgeted to proceed with work approved in Council Strategic Plan.
5. \$10,000 have been budgeted for economic development
6. **Operation expenses are increasing by 3%. (following a decrease of 1% in 2025)**

Benefits:

- Minimizes property tax increases
- Prevents further deterioration of services

Disadvantages:

- Uses reserves to fund capital without replacing them.
- Postpones the replacement of capital equipment

Alternatives:

- Increase taxes further
- Increase transfers to reserves
- Change levels of services
- Reinstate deferred capital replacement

Financial Implications:

See the budget summary

Legislation:

Policy 08-11-02 Budget Development

Policy 0814-01 Municipal Budget

Policy 08-25-01 Financial Reserve Policy

Policy 08-30-01 Financial Management

MGA Sec 242 and 245 – Each Council must adopt and operating and a capital budget by Jan 1

Intergovernmental:

n/a

Strategic Alignment:

n/a

Enclosure(s):

1. 2026 Interim Budget

Signature of the CAO: _____

	SMOKY LAKE BUDGET	BUDGET	Budget Increase (Decrease)	%	Notes
	2025	2026			
OPERATING REVENUE					
Taxes					
Farmland & Residential	\$4,623,323	\$4,681,079	57,756	1%	
Machinery & Equipment	1,435,878	1,353,302	-82,576	-6%	
Non - Residential	1,296,877	1,581,373	284,496	22%	1)
Linear	7,040,655	7,336,256	295,601	4%	
Provincial Government	99,590	12,853	-86,737	-87%	
Sewer Levy	9,625	9,275	-350	-4%	
Other Income		0	0		
Well Drilling/Drill Rigs	1,000	0	-1,000	-100%	
Penalties	88,300	89,980	1,680	2%	
User Fees and Sales of Goods	624,250	669,825	45,575	7%	2)
Investment Income	693,498	600,000	-93,498	-13%	3)
Development Levies	84,500	90,500	6,000	7%	
Licenses and Permits	210,500	213,500	3,000	1%	4)
					5) Regional Fire revenue from Urban Municipalities
Sales to Other Governments	305,600	519,896	214,296	70%	\$383,896
Grants			0		
Provincial Conditional - Operating	594,257	508,207	-86,050	-14%	
CLC	130,000	130,000	0	0%	6)
Transfer from Operating Reserve	521,500	500,000	-21,500	-4%	7)
TOTAL OPERATING REVENUE	17,759,353	18,296,046	536,693	3%	
OPERATING EXPENSES					
Salaries, Wages, and Benefits					
Salaries & Wages	5,937,790	6,376,414	438,624	7%	8)
Benefits	1,259,793	1,342,473	82,680	7%	9)
WCB	85,000	86,700	1,700	2%	
Other Wages	32,500	7,500	-25,000	-77%	10)
Contracted and General Services					
Mileage	49,968	51,284	1,316	3%	
Meals and Lodgings	88,280	85,643	-2,637	-3%	
Membership & Conference Fees	61,435	69,840	8,405	14%	11)
Freight, Express, Postage	44,900	45,485	585	1%	
Telephone & Communication	90,900	93,847	2,947	3%	
Training	125,300	194,706	69,406	55%	12)
Advertising, Printing, Subscriptions	61,600	65,690	4,090	7%	13)
Accounting & Auditing	35,000	35,000	0	0%	
Legal Fees	20,000	20,500	500	3%	14)
Assessor Fees	150,000	155,000	5,000	3%	
Engineering Fees	90,143	112,740	22,597	25%	
Other Consulting	67,000	71,000	4,000	6%	15)
Computer Programing	159,575	163,131	3,556	2%	16)
Insurance	272,950	296,072	23,122	8%	17)
Consulting	247,400	236,800	-10,600	-4%	18)
Contractor	58,000	274,100	216,100	373%	19)
Fire Protection	116,500	104,297	-12,203	-10%	20)
Gravel Hauling	180,000	183,600	3,600	2%	21)
Repairs & Maintenance	236,850	241,966	5,116	2%	22)
Rent & Lease	125,700	158,222	32,522	26%	23)
Tipping Fees	51,600	49,048	-2,552	-5%	24)
Water Commission Fees	50,330	65,800	15,470	31%	25)
Policing	190,000	193,000	3,000	2%	26)
Other Services	212,050	204,699	-7,351	-3%	27)
Materials, Goods, and Utilities					
Office/Food/Janitorial Supplies	98,080	98,488	408	0%	28)
Fuel/Parts/ Etc	1,650,050	1,605,096	-44,954	-3%	29)
Reallocate Road Projects To Capital	-1,999,794	-2,381,361	-381,567	19%	29)a
Gravel	490,000	499,800	9,800	2%	30)
Chemicals	75,000	76,500	1,500	2%	31)
Computer Supplies	52,650	46,600	-6,050	-11%	16)

	BUDGET	BUDGET	Budget		
	2025	2026	Increase (Decrease)	%	Notes
Utilities	223,749	211,663	-12,086	-5%	32)
Employee Recognition	29,500	51,000	21,500	73%	33)
Ashphalt/Oil/Calcium/Salt	635,000	647,700	12,700	2%	34)
Culverts	70,000	71,400	1,400	2%	35)
Equipment & Vehicle Supplies	20,000	18,500	-1,500	-8%	36)
Materials & Supplies	39,350	41,700	2,350	6%	
Signs	25,700	26,500	800	3%	37)
Other General Supplies	120,550	154,750	34,200	28%	38)
Transfers to Local Boards & Agencies	370,963	381,503	10,540	3%	39)
Write Offs	3,000	3,060	60	2%	
Bank Charges & Interest	5,900	6,000	100	2%	
Requisitions	2,967,484	3,026,834	59,350	2%	
Contingency	33,372	0	-33,372	-100%	
Amortization	2,044,300	1,998,432	-45,868	-2%	
Total Operation Expenses	17,055,418	17,568,721	513,303	3%	
Total Operations	703,935	727,325	23,390	3%	
Capital Funding					
Sale of Capital Assets	456,000	435,672			
Provincial Capital Grants	5,960,495	2,774,005			
Transfer from Reserve	1,771,791	636,478			
Capital Funding	8,188,286	3,846,155	-4,342,131		
Capital Expenses					
Buildings & Land	40,000	0			
Transfer to Reserve	326,000	1,156,150			
Land Improvements	12,000	238,400			
Engineering Structures	8,253,521	4,354,361		0%	
Equipment	1,801,000	68,001			
Vehicles	504,000	755,000			
	10,936,521	6,571,912	-4,364,609		
Total Capital	-2,748,235	-2,725,757	22,478	-1%	
Net Profit/Loss	-2,044,300	-1,998,432			
Remove Amortization	2,044,300	1,998,432	-45,868		
Adjusted Surplus (Deficit)	0	-0	0		
		-0			

Smoky Lake County Notes to the 2026 Budget

1) Taxes

The budget anticipates an overall tax increase of 3% resulting from assessment increases and tax rate increase

	Total taxes	Requisitions	Municipal Tax
Budget Taxes (including requisitions) budgeted 2026	14,964,863	3,026,834	11,938,030
Budget Taxes (including requisitions) budgeted 2025	14,496,323	2,967,484	11,528,839
	<u>468,540</u>	<u>59,350</u>	<u>409,191</u>
<i>overall increase</i>	3%		

2) User Fees and Sales of Goods

User Fees and sales includes all fees charged (fire fighting, mva, water sold, snow flags, dust control, sand and gravel, rentals, etc.

3) Investment Income

Investment income decreases as there will be no interest revenue from a loan to the Tourism MCC, decrease in rates and decrease in cash to invest

4) License and Permits

License and permits include the aggregate levy license as well as revenues from the TRAVIS system and safety codes. Annually we estimate a minimum of \$200,000 which is transferred to reserves for future haul road projects. The transfer to reserve is included in the capital projects

5) Sales to Other Governments

Sales to Other Governments includes, revenue for responding to MVAs, Management fees for Highway 28/63 Regional Water, and reimbursements from other municipalities from shared projects.

6) Provincial Conditional - Operating

	2025	2026
Agriculture Services	\$ 166,247	\$ 184,997
Family and Community Social Services	\$ 97,506	\$ 97,506
Fire Training Grant	\$ 10,000	
Local Government Fiscal Framework Operating	\$ 215,604	\$ 205,704
Summer Employment Grants	\$ 5,000	\$ 15,000
ACP Grant for Planning	\$ 99,900	\$ -
Economic Development		\$ 5,000
Community Adult Learning	\$ 130,000	\$ 130,000
	<u>\$ 724,257</u>	<u>\$ 638,207</u>

7) Transfer from Operating Reserves

The operating budget includes a transfer of \$400,000 (being part of the surplus from 2025).

8) Salaries and Wages

In 2025 contracts were negotiated with IOE 955 and CUPE. The IOE 955 contract agrees to an increase in wages of 4% . The CUPE agreement provides an increase of 1.50 per hour which is an average of 4%. The out of Scope staff increase is \$1.50 which averages to 2-3 %
Position Changes as per the Organization Chart:

New Positions:

Director of Corporate Services
Director of Infrastructure
Director of Planning & Development
Fire/Planning Clerk

Positions Removed:

Ass't CAO
Finance Manager
Planning and Development Manager
Planning Technician
Assistant Agricultural Fieldman

9) Benefits

2026 benefits reflect inflation increases and increases associated with salary increases

10) Other Wages

\$7,500 budgeted is for the per diem wages paid to public members on Smoky Lake County Boards.

11) Mileage, Meals and Lodging, Membership Fees, Freight, Express, Postage, Telephone

An overall increase of \$11,000 to coincide with a new learning culture.

- 12) Training**
The Regional Fire bylaw approved an increase in training of \$33,000. Other new training initiatives include Asset Management, Increased training for Public works and Safety
- 13) Advertising, Printing, Subscriptions**
Advertising, Printing, and Subscriptions includes the Titan subscriptions. The Titan subscription will increase to put trackers in more equipment and vehicles.
- 14) Auditing/ Legal/Assessor/Engineering Fees**
The budget for Legal and Engineering fees increase from inflation. Engineering fees include some landfill monitoring services required
- 15) Other Consulting**
Other Consulting includes \$55,000 contribution to LARA as well as ASB outreach costs.
- 16) Computer - Software and hardware**
This includes all the computer licensing, purchases, toner and office equipment repairs and maintenance. The budget has been kept similar to 2025
- 17) Insurance**
Insurance is expected to increase approx. 8%
- 18) Consulting**
Consulting includes the following project
Begin a project to set up Records Management
Strategic Plan (will do partially in house and partial contract)
Human Resource services
Land Use Bylaw, Surveys, etc. for Planning
- 19) Contractor**
The contractor budget consists of Waste Hauling Services and occasional contractors hired by Public Works
- 20) Fire Protection**
Funds paid to the Fire Departments
- 21) Gravel Hauling**
Contract gravel hauling
- 22) Repairs & Maintenance**
Repairs and maintenance costs for buildings, equipment, and vehicles
- 23) Rent & Lease**
Rent & Lease costs are for Fire building rentals, office equipment rental, as well as occasional equipment rentals for the infrastructure departments
- 24) Tipping Fees**
Tipping Fees are paid for the waste delivered to Evergreen Waste Management
- 25) Water Commission Fees**
The Water Commission fees are the cost to purchase water for distribution and sale at the truck fills
- 26) Policing**
The Costs we are required to pay for Policing Services
- 27) Other Services**
Other Services include license and permits, the annual evergreen fee, back sloping, and other small
- 28) Office/Food/Janitor Supplies**
A slight increase in office supplies has been budgeted to account for inflation and an expected increase in paper usage by Council
- 29) Fuel/Parts/Etc.**
Fuel prices and Parts will increase as a result of general price increases, however more of these costs
- 29)a Offset to Road Plan**
Equipment, Fuel, other general supplies, and equipment repairs relate directly to the road projects budgeted for under capital. To account for these costs properly, we remove them from the operating budget and include them in the Capital Road Plan.
- 30) Gravel**
Gravel Crushing is expected for 2026
- 31) Chemicals**
The chemical inventory has been stabilized and costs increase by inflation each year

32) Utilities

Utilities are expected to be lower due to lower gas prices

33) Employee Recognition

The budget for employee recognition has increased because the regional fire budget provides an additional \$20,000 for recognition. County staff recognition remains the same to cover staff teambuilding events, and long term service awards.

34) Asphalt/Oil/Calcium/Salt

These costs are used in the road plan as well as patching and road maintenance

35) Culverts

The culvert expenses are for the cost of purchasing road culverts

36) Equipment & Vehicle Supplies and Materials & Supplies

These categories represent the smaller miscellaneous supplies required in the vehicles and throughout the organization

37) Signs

Signs cover all address and road signs

38) Other Supplies

The budget for other supplies includes \$80,000 for Fire Department Supplies, \$10,000 for promotional items, as well as \$43,000 for supplies for several Parks & Rec projects planned in 2026

39) Transfers to Local Boards & Agencies

Transfers to Boards and Agencies Includes \$30,000 operating grants to organizations, 97,000 FSLW, 30,000 FCSS grants, 27,000 for Northern Lights Library, 35,000 for the Heritage Board, 119,000 for Ag Societies, as well as the transfer of the CLC grant. As well \$10,000 has been added to go to the Community Capital Grants Program established by Council in 2025

40) Sale of Capital Assets

	2025	2026
Sanding Truck	\$15,000	
Hydroax	\$200,000	
Tractor unit 471	\$85,000	
Grader	\$156,000	\$ 140,000.00
Contribution to fire reserve		\$ 42,672
contribution to playgrounds		\$ 55,000
Unit 191		\$ 250,000
Service Truck		\$ 13,000
Winch Truck		\$ 45,000
Gravel Truck		\$ 40,000
	<u>\$456,000</u>	<u>\$ 585,672</u>

28) Provincial Capital Grants

	2025	2026
LGFF (MSI Capital)	\$ 1,206,000	\$ 950,000
STIP Bridge Program	\$ 4,600,432	\$ 1,674,005
Canadian Community Building Fund	\$ 154,063	\$ 150,000
	<u>\$ 5,960,495</u>	<u>\$ 2,774,005</u>

29) Transfers from Capital Reserves

	2025	2026
Previous years bridge projects	\$ 1,052,035	
Aggregate Levy - Road Repair	\$ 110,000	\$ 185,000
Road projects	\$ 125,000	\$ -
County Fire reserve to regional		\$ 146,478
Winch Truck		\$ 350,000
Boat Launches	\$ -	\$ 78,000
Credit Card terminals		\$ 22,000
Playground	\$ -	\$ 55,000
To fund capital budget	\$ 484,756	
	<u>\$ 1,771,791</u>	<u>\$ 836,478</u>

30) Transfers to Reserves

	2025	2026
Replace for Grader Purchase		\$ 740,000
Expected Aggregate Levy	\$ 200,000	\$ 200,000
Gravel Pit Reclamation & Dev	\$ 27,000	\$ 27,000
Regional Fire Reserve		\$ 189,150
Repayment for loader purchased	\$ 39,000	
Garbage Truck	\$ 50,000	
Sewer	\$ 5,000	
Mattress Shredder	\$ 25,000	
Future Land Purchase	\$ -	
	<u>\$ 346,000</u>	<u>\$ 1,156,150</u>

31) Capital and Road Plan

The capital and road plan budgets are provided in detail through Requests for Decisions

**Smoky Lake County
2026Capital Budget**

Dept		Budget 2026	SALE	GRANT	RESERVE	OPERATION	FUNDING NOTE
ADM	AGGREGATE LICENSE REV TO RESERVE	200,000				200,000	revenue from aggregate license to road reserve
ADM	ADMIN BUILDING RESERVE					-	Reserve transfer removed current bal 1.1 m
ADM	DEPARTMENT TOTAL	200,000				200,000	
FIRE	REGIONAL CAPITAL RESERVE	189,150	42,672		146,478	-	Regional reserve 77.44 % County Cost
FIRE	DEPARTMENT TOTAL	189,150	42,672	-	146,478	-	
PW	GRADER RESERVE REPLACEMENT	740,000	140,000			600,000	sale 140,000
PW	PICK UP TRUCK PROGRAM					-	Buy out units (100c, 101D, 107B, 103, 105A, 107B, 226C, 227B, 239C In 2026)
PW	REPLACE SANDING TRUCK 195 RESERVE	-				-	Replace sanding truck 2036
PW	REPLACE RESERVE FOR WHEEL LOADER	-				-	Replace in 2028
PW	REPLACE PLOW/SANDING TRUCK 191			150,000	-	150,000	SELL #191 FOR \$250,000
PW	REPLACE SERVICE TRUCK 110 with used	160,000	13,000			147,000	sell for \$13,000
PW	REPLACE KENWORTH T800 180 winch truck	395,000	45,000		350,000	-	sell for \$45,000
PW	REPLACE 170 GRAVEL TRUCK with slightly used	200,000	40,000			160,000	
PW	AC RECHARGE MACHINE	11,300				11,300	
PW	GRAVEL SALES TO RESERVE	27,000				27,000	transf royalty fr gravel sale to grav reserve
	DEPARTMENT TOTAL	1,533,300	238,000	150,000	350,000	795,300	
P & R	FROM PREV YEARS :MONS LAKE BEACH/EROSION	20,000			20,000	-	reserve
P & R	FROM PREV YEARS: EMERGENCY BOAT LAUNCHES	58,000			58,000	-	reserve
P & R	RESERVE FOR HIGHWAY SIGN REPLACEMENT					-	
P & R	FLOATING DOCK	15,500				15,500	
P & R	PLAYGROUND	110,000	55,000		55,000	-	Mons Lake East & West
P & R	OUTHOUSES IN HANMORE 2026	8,400				8,400	KADUK IN 2028 AND BELLIS BEACH 2031
P & R	BEAR PROOF BINS x 4	8,701				8,701	
P & R	BIRCHLAND RESORTS STAIRS	6,500				6,500	
P & R	BOUYES FOR HANMORE AND MONS	8,000				8,000	
P & R	MOWER X 2 reduced to 1	26,000				26,000	
WATE	CREDIT CARD TERMINALS	22,000			22,000	-	SPEDDEN & WARSPITE 2026 THEN WASK & SL
WATE	RESERVE FOR SEWER					-	
	DEPARTMENT TOTAL	283,101	55,000	-	155,000	73,101	
PLN	HISTORIC DESIGNATION PLAQUE	12,000				12,000	
	DEPARTMENT TOTAL	12,000				12,000	
AG	RESERVE FOR EQUIPMENT	-				-	
AG	REPLACE 476 12GMC SLE2500	-				-	replace 476 with a PW hand me down truck (420 will be trapping truck and new truck will be the new explosive truck since we want the older truck to be the trapping one)
	DEPARTMENT TOTAL	-	-	-	-	-	
	CAPITAL TOTAL	2,217,551	335,672	150,000	651,478	1,080,401	
	BRIDGE TOTAL	1,973,000		1,674,005		298,995	
	ROAD TOTAL	2,381,361		950,000	85,000	1,346,361	
	MUNICIPAL TOTAL	6,571,912	335,672	2,774,005	736,478	2,725,757	
GAS	INFRASTRUCTURE LINE REPLACEMENT	50,000				50,000	
GAS	RMO REPLACEMENT	150,000			70,000	80,000	Carry over from 2024 (replace 1 RMO every 3rd year)
GAS	RMO MODEM REPLACEMENT	16,000			16,000	-	Carry over from 2025
GAS	REPLACE PRESSURE RELIEF IN RMO's	45,000			45,000	-	
GAS	REPLACE UNIT 232 1995 CHEV 3500	40,000			40,000	-	CARRIED FORWARD FROM 202
GAS	PURCHASE GAS DETECTOR	25,000			25,000	-	CARRIED FORWARD FROM 2025
	DEPARTMENT TOTAL	326,000	-	-	196,000	130,000	
GRAND TOTAL (MUNICIPAL AND NATURAL GAS)		6,897,912	335,672	2,774,005	932,478	2,855,757	



Request for Decision (RFD)

Meeting Date: Thursday, December 18, 2025

Agenda Item: # 8.20

Topic: Request to waive Property Tax Penalties

Presented By: Brenda Adamson, Finance Manager

Recommendation:

Option #1 That Smoky Lake County write off \$106.63 tax penalties on tax roll 33220211 if payment of \$888.62 is received on or before January 31, 2026.

Option #2 That Smoky Lake County take no action

Tax roll 33220211

Attached is a letter from the ratepayer requesting the cancellation of \$106.63 in penalties. The ratepayer states that she placed a postdated cheque in the mailbox outside the office in October. When the Cheque hadn't cleared her account by November, she contacted administration and staff were unable to confirm receipt of it.

Benefits:

n/a

Disadvantages:

n/a

Alternatives:

- Waive penalties
- Waive a portion of penalties
- Waive no penalties

Financial Implications:

If council waives the penalties, it will be a loss of \$106.63 in revenue, however this revenue was not budgeted for or expected.

Legislation:

n/a

Intergovernmental:

n/a

Strategic Alignment:

n/a

Enclosure(s):

1. Letter from ratepayer



Signature of the CAO: _____

From: [REDACTED]
To: [Brenda Adamson](#)
Subject: Property taxes
Date: November 25, 2025 7:37:18 AM
Attachments: [20251125_061109.heic](#)

You don't often get email from karenbochar@gmail.com. [Learn why this is important](#)

Good morning Brenda

Just following up on our phone conversation yesterday with me calling and following up on taxes not going through my bank.

I had dropped a cheque and left in mail box the weekend of Oct 11 or 18.

I did get a call from your office looks like my cheque got misplaced.

I appreciate you checking with consel that the late charges be waived.

Please keep me updated so I can clear up my taxes.

Attached is a copy of my assessment and copy of the cheque

Thank you



Sent from my Galaxy



Request for Decision (RFD)

Meeting Date: Thursday, December 18, 2025.

Agenda Item: # 8.21

Topic: Council RRSP Contributions

Presented By: Brenda Adamson, Interim CAO

Recommendation:

That Smoky Lake County Council the amendment of Policy 08-18-13 section 3.9 to state, "Smoky Lake County will contribute nine percent (9%) of gross remuneration to a Registered Retirement Pension Plan (RRSP) "

Background:

Council amended policy 08-18 Council Remuneration section 3.9 to state that RRSP contributions would be made to ATB. A councillor has made a request of administration to send his RRSP contributions electronically to his financial advisor.

As the County pays many payments via Electronic Funds Transfer, it is no longer necessary to contribute to a bank located in Smoky Lake. Administration recommends removing the reference to a bank

Smoky Lake County will contribute nine percent (9%) of gross remuneration to a Registered Retirement Pension Plan (RRSP) **at the Smoky Lake Alberta Treasury Branch**

Benefits:

- Allows future Council members to manager their funds in a simpler straightforward manner.
- EFT transfers do not cost the county

Disadvantages:

NA

Alternatives:

- Council may choose not to change the policy to accommodate the request
-

Financial Implications:

none

Legislation:

- Municipal Government Act (MGA)
- Policy 08-18

Intergovernmental:

NA



Request for Decision (RFD)

Strategic Alignment:

- This action supports Smoky Lake County's strategic goals related to:
- Good Governance
- Administrative Excellence

Enclosure(s):

- Policy 008-18-13 as amended in October

Signature of the CAO: _____

A handwritten signature in black ink, appearing to be "B. Allen", written over a black rectangular redaction box.

Title: Council Remuneration and Expenses		Policy No.: 18-13
Section: 08	Code: P-R	Page No.: 1 of 6 E

Legislation Reference:	Alberta Provincial Statutes.
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Purpose:	To provide clarity and an equitable and transparent means of reimbursing Council members for business expenses and for their duties and responsibilities required to handle all functions as an Elected Official.
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Policy Statement and Guidelines:

1. STATEMENT:

- 1.1 The County recognizes that in order to carry out County business, it is necessary for Council members to network, meet with ratepayers, participate in training, and attend related business and community functions.
- 1.2 Council of Smoky Lake County are required to commit a substantial amount of time and effort to the duties and responsibilities of their elected office. Not all duties and commitments can be identified in actual time.
- 1.3 The reimbursement of expenses will be guided by the following principles:
 - 1.3.1 Taxpayers dollars shall be spent responsibly with a focus on accountability and transparency.
 - 1.3.2 County commits to providing fair and reasonable level of remuneration.
 - 1.3.3 Only legitimate expenses incurred when undertaking Council authorized functions will be reimbursed.

2. DEFINITIONS:

- 2.1 **Remuneration:** means the annual rate of pay for the Reeve, Deputy Reeve and Councillors.
- 2.2 **Expenses:** includes transportation, lodging (hotel), mileage, taxi fare, parking and other out-of-pocket expense incurred while on County business.
- 2.3 **Hospitality Event:** an authorized event where food and beverage are provided, at public expense to people who are not employed by the County.
- 2.4 **Benefit Package:** is the insurance coverage available to Council through the County's group carrier.

Title: Council Remuneration and Expenses		Policy No.: 18-13
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Policy Statement and Guidelines:

3. GUIDELINES:

3.1 Remuneration

Council will discuss the remuneration for the Reeve, Deputy Reeve and Councillors at a Budget Meeting.

3.1.1 The Council annual remuneration is:

Reeve:	\$ 73,075.20
Deputy Reeve:	\$ 66,434.40
Councillor:	\$ 63,112.80

3.1.2 Effective January 1st of each year, a Cost of Living increment rate (as established in the Statistics Canada - Consumer Price Index for the province of Alberta in the month of October from the previous year), will be automatically applied to Elected Officials salaries or R.R.S.P. unless a motion of Council determines otherwise.

3.1.3 Cost of Living increments as established in the County's Collective Agreement with CUPE (Canadian Union of Public Employees) will be automatically applied to Smoky Lake County Management and non-union (out-of-scope) employees.

3.2 Meals

3.2.1 A Meal allowance shall be payable when travel is required to be away from home or office (and will be paid requiring no receipt) at a rate of:

Breakfast:	\$ 20.00	before 7:00 a.m.
Lunch:	\$ 30.00	before 12:00 p.m.
Dinner:	\$ 35.00	after 5:00 p.m.

3.2.2 Receipts for meals that accompany an expense claim form or that are charged to County Credit Card will be paid to the Councillor or, in the case of credit card charges, coded to the Councillor's expenses at the value (including gratuity) on the receipt.

3.3 Mileage

3.3.1 Mileage will be reimbursed when required to drive a personal vehicle for County business purposes and the current mileage rate per kilometer shall be **\$0.68 per kilometer for the first 5,000 kilometers** driven per year, and \$0.64 cents for each extra kilometer accumulated over 5,000 kilometers, within the same year.

3.3.2 A review of mileage rates will be undertaken annually with consideration for other Canadian Public Sector mileage reimbursements.

3.3.3 For Council members, mileage is calculated from and back to residence.

3.4

Transportation

3.4.1 **Automobile Travel:** actual kilometers travelled outside of the County may be claimed at the current rate established in this policy.

3.4.1.1 Members of Council use their personal vehicles for Municipal Business shall be required to adhere to ***Policy Statement No. 14.A-07: Use of Personal Vehicles on Municipal Business.***

Title: Council Remuneration and Expenses	Policy No.: 18-13
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Policy Statement and Guidelines:

3.4.2 **Ground Transportation:** includes taxi or bus, parking will be reimbursed at cost.

3.4.3 **Air Travel:** will be at economy rates by the most direct route available. Submission of receipts required.

3.5 **Lodging**

3.5.1 The cost of hotel accommodation and all taxes may be prepaid using a County Credit Card.

3.5.2 When the hotel and taxes are paid by the individual Councillor, Smoky Lake County will provide a reimbursement based on the original receipt.

3.5.3 It is the attendees' responsibility to give adequate notice of non-attendance. Failure to do so may, at the discretion of Council, result in the individual being liable for all non-refundable costs.

3.6 **Hospitality Event**

A County organized Hospitality Event is considered a Business Expense. A Councillor engaged in an authorized County Hospitality Event may claim or submit receipts for alcoholic and other beverages and food purchased at these special events for consumption by the Councillors and/or others while promoting the interests of Smoky Lake County.

3.7 **Information Technology Equipment and Services**

Cell Phone:

3.7.1 Cell phones / Smart Phones are provided to Councillors.

3.7.2 A monthly fee of \$50.00 shall be charged to Councillors to cover the cost of personal use of cell phones/smart phones.

3.7.3 Upon leaving Elected Office, the Councillor may keep the cell phone and number. The contract will be transferred to the individual's name.

3.7.4 If a Councillor chooses to use his/her own personal cell phone or device, the County will reimburse the actual costs up to a maximum of \$100.00 per month upon submission of a receipt.

3.7.5 When travelling, the Councillor shall advise the IT Technician in order to ensure that the cell phone plan is adjusted to avoid excessive roaming charges.

Internet:

3.7.6 A monthly amount of \$25.00 shall be paid monthly to each Councillor as an allowance for home internet use, effective January 2019.

Laptop:

3.7.7 A laptop with carrying case will be provided to each Councillor, where applicable.

3.7.8 Upon leaving Elected Office, or after necessary computer replacement, the Councillor may keep the Computer and case. Smoky Lake County will cease to provide support services for these devices and all software licensing provided by Smoky Lake County will be cancelled.

Title: Council Remuneration and Expenses

Policy No.: 18-13

Section: 08

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Policy Statement and Guidelines:

3.8 Benefit Package

The Group Benefits Booklet Package will be available to members of Council through the County's Insurance Carrier.

At the beginning of their first Elected Term, members of Council will be provided with the AMSC Group Benefits a booklet.

3.9 R.R.S.P.

Smoky Lake County will contribute nine percent (9%) of gross remuneration to a Registered Retirement Pension Plan (RRSP) at the Smoky Lake Alberta Treasury Branch.

3.9.1 A Councillor may waive the RRSP contributions for a specified term upon written request to the Chief Administrative Officer.

3.10 Non Standard Expenses

If a Councillor incurs business expenses not specifically authorized by this Policy, Council as a Whole, may, subject to availability of funds, and appropriate budget, authorize payment of such a business expense claim.

3.10.1 A member of Council will not be reimbursed for the cost of a fine.

3.10.2 An expense for a spouse or companion is not an eligible individual expense and will not be reimbursed.

3 PROCEDURE:

4.1 An Expense Claim Form, as per **Schedule "A": Councillor Business**

Expense Claim, must be submitted in order for a claim to be processed, unless provided otherwise.

4.1.1 All necessary receipts and/or documentation must accompany the Expense Claim.

4.1.2 Receipts must be detailed and must show the vendor GST registration number.

4.1.3 Councillor Business Expense Claims shall be submitted on a monthly basis.

4.1.4 Councillors will submit all detailed receipts charged to the Smoky Lake County Credit Card, as per ***Policy Statement No. 08-07: County Credit Card***, in a timely manner in order to prevent credit card interest charges.

Title: Council Remuneration and Expenses		Policy No.: 18-13
Section: 08	Code: P-R	Page No.: 5 of 6 E

Policy Statement and Guidelines:

4.2 All expense claims must be reviewed by administration to ensure compliance with Policy.

4.2.1 The Reeve or Deputy Reeve will sign the expense claim for council members to indicate that they have been received and approved.

4.2.2 The Deputy Reeve shall sign the expense claim submitted by the Reeve, to indicate it has been received and approved, and may in the absence of the Reeve sign all other expense claims.

4.2.3 The Reeve or Deputy Reeve, as the case may be, will bring discrepancies of interpretation to Council for decision.

4.2.4 Upon submission of a signed Business Expense Claim Form, a Member of Council warrants all claims are related to Smoky Lake County business.

4.3 **Public Disclosure:** The Councillor's Business Expenses will be made available in the Smoky Lake County Administration Office.

4.4 **Policy Review and Changes:** Council will review the "Council Remuneration and Expense" Policy annually within the first quarter at a County Council Budget Meeting.

4.5 Expenses related to partisan political functions shall comply with ***Policy Statement No. 01-36: Expenses and Contributions to Political Functions.***

	Date	Resolution Number
Approved	October 23, 2014	# 52-14 - Page # 11440
Amended	May 6, 2015	#642-15 - Page # 11769
Amended	May 28, 2015	#649-15 - Page # 11776
Amended	October 2, 2017	#1107-17 - Page # 12812
Amended	February 22, 2018	#321-18 - Page # 12968
Amended	December 12, 2018	#244-18 - Page # 13421
Amended	January 29, 2019	#269-19 - Page # 13437
Amended	December 12, 2019	#165-19 - Page # 13889
Reviewed	December 16, 2021	#202-21- Page # 14932 (no changes)
Reviewed	October 31, 2023	#92-23 -Page #15047 (no changes)
Reviewed	October 28, 2024	#75-24 & 76-24 - Page # 15782 & 15783
Amended	April 10, 2025	#408-25 - Page # 15937
Amended	November 10, 2025	#939-25 - Page # 16130



SCHEDULE "A"
SMOKY LAKE COUNTY
 Councillor Business Expense Claim

Name: _____

Claim for the Month of: _____

Date	Description	Meals				Mileage		Misc.	TOTAL
		Breakfast	Lunch	Dinner					
DD/MM/YY	Event Name & Location	\$20	\$30	\$35	Total Meals	KM	\$0.68/km for the 1 st 5,000 KM & \$0.64 for every extra KM	Parking, etc.	
TOTAL MUNICIPAL									

1-2-212-11-____

1-2-212-11-____

1-2-212-11-____

Date	Description	Meals				Mileage		Misc.	TOTAL
		Breakfast	Lunch	Dinner					
DD/MM/YY	Event Name & Location	\$20	\$30	\$35	Total Meals	KM	\$0.68/km for the 1 st 5,000 KM & \$0.64 for every extra KM	Parking, etc.	
	ASB								
					1-2-212-62-____		1-2-211-62-____	1-2-212-62-____	
	FCSS								
					1-2-212-11-____		1-2-211-11-____	1-2-212-11-____	
	GAS								
					5-2-212-91-11-____		5-2-211-91-11-____	5-2-212-91-11-____	
	FOUNDATIO								
					1-2-212-65-____		1-2-211-65-____	1-2-212-65-____	
	SDAB								
					1-2-212-61-____		1-2-211-61-____	1-2-212-61-____	
TOTAL OTHER									

TOTAL OF MUNICIPAL AND OTHER COMBINED



Request for Decision (RFD)

Meeting Date: Thursday, December 18, 2025

Agenda Item: # 8.22

Topic: ACP Grant

Presented By: Brenda Adamson, Interim CAO

Recommendation:

That Smoky Lake County, provide a letter to the County of St Paul in support of an application for the Alberta Community Partnership (ACP) 2025–26 Grant Intake, under the Intermunicipal Collaboration Stream, for the purposes of obtaining grant funding for the Alberta HUB Skyways project; and further, approve County of St Paul as the Managing Partner for the application; and further, agree to abide by the terms and conditions of the Conditional Grant Agreement governing the purpose and use of the grant funds.

Background:

Alberta HUB is working with County of St Paul to apply for an ACP grant for the Alberta HUB Skyway project. St Paul County applied for the grant in November. This project will include St Paul County, Athabasca County, Lac La Biche County, M.D. of Bonnyville, County of Vermilion River, Minburn County, Lamont County, Thorhild County, and Two Hills County. N Motions of support need to be sent in with the grant by December 23. The grant details are:

Activities/Outcomes (but not limited to)

- Define how UAVs are changing industry: Jobs/Investment, Skillset - Colleges
- Formalize Alberta HUB stakeholder engagement (members/business/industry)
- Feasibility study – Identify Use case/routes for Proof of Concept, industry/business involvement (Courier companies, Canada Post, Energy Companies, Ag Based, but not limited to)
- UAV policies / regulations (municipalities)
- Flight route defined (within the municipality)
- Public Landing locations / Private Landing Locations Freight / Medical

Benefits:

- Alberta HUB works to attract investment and promote economic growth in Northeastern Alberta. This project will provide the organization with information that will help support economic growth activities and provide the data for possible future grant applications.
- Participation will not use County financial or human resources.

Disadvantages:

none

Alternatives:

- Deny the request for a letter of support.

Financial Implications:



Request for Decision (RFD)

The grant would cover the cost of the project, and the County of St Paul is acting as the managing partner, therefore there is no cost in either human resources or funding required.

Legislation:

Intergovernmental:

n/a

Strategic Alignment:

The vision in the 2023-2025 strategic plan is to Create policies/atmosphere to create pro-active growth and development. A means of economic development is a key factor that will contribute to this vision.

Enclosure(s):

n/a

Signature of the CAO: 

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From: Lorne Halisky <lhalisky@smokylakecounty.ab.ca>
Sent: Friday, November 21, 2025 7:00 PM
To: Bob Bezpalko <bobbezpalko@albertahub.com>
Cc: Brenda Adamson <badamson@smokylakecounty.ab.ca>
Subject: Re: Alberta HUB Skyways Project V2.0 Request

Good evening Bob, we will have to bring this to Council for approval and see no problem with providing a letter of support. However, I'm just wondering if there is a sample/example copy you can provide.

Thanks, take care!
Lorne

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From: Bob Bezpalko <bobbezpalko@albertahub.com>
Sent: Friday, November 21, 2025 11:43:31 a.m.
To: Brenda Adamson <badamson@smokylakecounty.ab.ca>
Cc: Lorne Halisky <lhalisky@smokylakecounty.ab.ca>
Subject: Alberta HUB Skyways Project V2.0 Request

Brenda,

I hope you are doing well and “recovering” from the RMA conference, no doubt a lot of information.....

As you may or may not know Alberta Hub is moving forward with Alberta HUB Skyway’s v2.0 with funding being applied for through an ACP grant. (pending approval)

St. Paul County will be the lead on this ACP application, intermunicipal Collaboration component, for the Alberta HUB Skyway’s project with the proposed outcomes...

Activities/Outcomes (but not limited to)

- Define how UAVs are changing industry: Jobs/Investment, Skillset - Colleges
- Formalize Alberta HUB stakeholder engagement (members/business/industry)
- Feasibility study – Identify Use case/routes for Proof of Concept, industry/business

involvement

(Courier companies, Canada Post, Energy Companies, Ag Based, but not limited to)

- UAV policies / regulations (municipalities)
- Flight route defined (within the municipality)
- Public Landing locations / Private Landing Locations Freight / Medical

Alberta HUB respectfully asks that Smoky Lake provide a letter of support/resolution agreeing to partner/support St. Paul County's application for an Alberta Community Partnership (ACP)

to deliver the outcomes of the Alberta HUB Skyways project.

The deadline for applications is November 28th however we have till December 23 to get these support letters in.

Please let me know if you have any questions.

Take care

Bob Bezpalko

Executive Director

Cell 780 614 3715

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"I am emailing at a time convenient to me, and please do not feel obliged to reply to this email outside of your normal working hours."



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NOVEMBER CAO REPORT



Department: CAO

1. Key Accomplishments

November was an active month as administration collaborated with Council to begin the new term.

Further progress was made in the area of human resources. Lakeland HR assisted management with some disciplinary meetings, the Lead Mechanic/Maintenance Coordinator recruitment process, and provided a report with recommendations for a salary grids. Interviews and reference checks were conducted in November. The position was filled in December and the first report from the new manager will be included for Council next month. Sara attended the office twice for meetings with managers and staff. We continue to work together to improve both morale and accountability.

Meetings with Alberta Transportation and the RCMP at the RMA conference were highly informative. Alberta Transportation provided an explanation as to how bridge grant applications are evaluated and prioritized. The RCMP listened to Council's concerns and provided information about the challenges of access to court time.

The Highway 28/63 Regional Water Services organizational meeting was held in November. Administration is working together to update the Commission bylaws and policies.

2. Operational Challenges & Solutions

November continued to be a challenging month with the vacancy of the CAO position. The management team and staff are working together to ensure that the vacancy of the CAO position does not negatively affect their ability to meet service expectations. The team began a long-term project of reviewing and updating policies and procedures to ensure that policies are in alignment with priorities as well as operational capabilities.

3. Progress on Strategic Goals

Through the changed organizational structure and the policy review project, the management team is aligned to focus on providing good governance.

We have agreed to participate in an ACP grant with the Town of Smoky Lake. If approved, a consultant will be contracted to create a framework that the Municipalities can use for Economic Development.

4. Staffing & Resources

The organization is experiencing operational challenges due to several medical leaves and vacant positions within the Public Works Department and Finance department. In November, a mechanic helper position was filled temporarily. A contractor will be working one to two days per week to help cover the vacant Finance position as well as assist with year end until the CAO position is filled. Currently there is a vacant Mechanic position. This position will be advertised this month. A long-term Grader Operator announced his retirement for early December. Management is in the process of filling that position.

5. Interdepartmental Collaboration

All departments have come together to address several issues and programs this past month including but not limited to policy development and Administration building maintenance. In November, the exterior brick wall fell off the building, creating an unsightly safety concern. This is one of a few maintenance concerns in the administration office that the department managers are working together to resolve.

6. Next Steps & Outlook

With the Christmas season here, December will be a busy month. We will continue to move our new positive organizational culture forward by celebrating the season with respect and accountability. Lakeland HR will be at the office either December 10 or 17 depending on the road conditions. We will continue to assist them with CAO recruitment, job descriptions, and contracts for new Director positions.

The offices will close December 24 and will reopen January 2; however, the team will have measures in place to deal with weather conditions and emergencies.

Department Managers will be working to ensure that 2024 projects, inventory, etc. are wrapped up.

Department: Legislative Services Reporting **Period:** November 2025

1. Key Accomplishments

Legislative Services completed several important tasks that helped support Council and keep daily operations running smoothly. This included preparing agenda packages and recorded minutes for the Regular Council Meeting, Budget Meeting, Special Council Meeting, Agricultural Service Board Meeting, and Joint Health and Safety Meeting, making sure everyone had clear and timely information. Legislative Services updated the Council Committees and Meetings Chart and sent out letters to the boards and committees about their new committee members. This month, began working on the Reeve's Report, managed office orders, completed daily deposits, and kept up with municipal filing to ensure everything stayed organized. In addition, helped plan and organize the County Christmas Party, contributing to a positive and engaging workplace event.

2. Operational Challenges & Solutions

Legislative Services faced a few challenges. Planning the County Christmas Party had a tight timeline, but with careful organization, it all came together smoothly. Legislative Services also spent time learning new processes and responsibilities after the election, which required extra focus but was handled successfully. Overall, these challenges were managed well, and everything ran smoothly.

3. Progress on Strategic Goals

Legislative Services has supported the County's strategic plan by promoting effective governance and transparency. Preparing agendas and meeting minutes made sure Council and committees had clear information for decision-making. Updating the Council Committees Chart and sending appointment letters improved communication across the organization. Organizing the County Christmas Party also helped boost staff morale and engagement. Overall, these efforts supported strong governance, clear communication, and a positive workplace.

4. Staffing & Resources

Legislative Services had no major staffing changes. Training on new processes following the election was a key focus. Even though there never seems to be enough hours in the day, all resources were available to keep daily operations and Council work running smoothly, and no issues affected the department's ability to operate effectively.

5. Interdepartmental Collaboration

Legislative Services worked closely with other County departments to keep operations running smoothly and events successful. Collaboration was important in planning the County Christmas

Party, making sure staff from across the organization could attend and that everything ran smoothly. Working with other departments also helped gather information for agendas, meeting minutes, and the Council Committees and Meetings Chart. In addition, all managers took part in a Communication & Conflict Resolution Workshop with Lakeland HR, practicing real scenarios and working together. The training was an effective team building opportunity and helped improve collaboration across departments!

6. Next Steps & Outlook

Legislative Services will focus on supporting Council and keeping daily operations running smoothly. Key priorities include preparing agendas and meeting minutes, continuing work on the Reeve's Report, and assisting with office organization, filing, and planning events to support staff engagement. In addition, I will continue my studies through the NACLA Courses at the University of Alberta, which will help me build skills and support the department's work.

Department: Executive Services **Period:** November 2025

1. Key Accomplishments

During the month of November, Executive Services completed substantial governance modernization work by reviewing, revising, and redrafting a large suite of governance policies and procedures that had become outdated or superseded by the newly adopted Bylaw 1490-25 Procedural Bylaw. This work included an in-depth review of 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, Policy 01-06 Public Hearing Procedures, Policy 01-40 Governance Policies, Policy 01-12 Reduction in Municipal Staff, Policy 01-02 Election of Reeve and Deputy Reeve, and Policy 10-03 Waste Bin Rental Agreement, all of which were analyzed for legislative relevance, internal consistency, and alignment with current governance frameworks. Many of these policies required rewriting or consolidation prior to being formally recommended for rescission, and extensive cross-referencing was completed to verify that procedural elements had been fully incorporated into the new Procedural Bylaw or related governance documents. This work significantly contributed to the County's broader governance modernization initiative by ensuring that outdated or conflicting policies no longer remained in active circulation.

A key accomplishment this month was representing Smoky Lake County at the Rural Municipalities of Alberta (RMA) Conference, where Executive Services delivered a presentation titled "How Council Can Prepare Before a Disaster." This session highlighted the governance responsibilities elected officials hold under the Emergency Management Act and emphasized the importance of proactive planning, interdepartmental communication, and hazard identification through early circulation of development applications. The presentation reinforced the County's leadership in emergency preparedness and supported Council awareness of their critical role in pre-disaster governance and mitigation.

2. Operational Challenges & Solutions

There were several operational challenges during November, most notably the high volume of governance documents and reports requiring review within short timelines. These challenges were addressed by improving template consistency, prioritizing workload based on urgency, and working closely with Legislative Services to ensure accuracy and clarity. Adjustments following the municipal election also required renewed attention to governance processes, which Executive Services addressed through ongoing communication with the CAO and Legislative

Services to confirm procedural expectations. Despite these pressures, all tasks were completed effectively, and deadlines were met without disruption.

3. Progress on Strategic Goals

Executive Services contributed meaningfully to the County's strategic objectives by strengthening governance, enhancing transparency, and supporting organizational coordination. Through careful review of Council materials, policy updates, and RFDs, the department helped ensure that Council's decision-making was supported by reliable, accurate, and clear information. The RMA presentation further advanced the County's commitment to emergency preparedness by promoting best practices and showcasing the County's leadership in disaster readiness. Executive Services also supported internal efficiency by improving document quality and workflow processes and contributed to organizational culture through proactive support of staff events and communication initiatives.

4. Staffing & Resources

There were no staffing changes within Executive Services during the reporting period. Existing resources were sufficient to support all departmental responsibilities, including the development of the County's updated Election Manual, which required careful review of legislation, procedures, and administrative processes to ensure accuracy and usability for future electoral cycles. Ongoing professional development through the NACLAA program continued to strengthen internal capacity, and the department maintained effective communication with the CAO and other managers to ensure operational needs and governance requirements were consistently met.

5. Interdepartmental Collaboration

Executive Services collaborated extensively with other departments throughout the month to support organizational efficiency, governance consistency, and effective communication. Close coordination with the Interim CAO and Legislative Services remained a central focus, particularly in preparing Council packages, supporting Council orientations, reviewing governance documents, refining motions, and ensuring clarity across committee updates. Worked with Planning and Development and Communications specifically centered on the Communication Plan and Policies, to strengthen clarity, consistency, and strategic messaging across the organization. Executive Services also partnered with Health and Safety on updates to the Joint Health and Safety – Field Level Hazard Assessment and Incident Reporting processes to enhance workplace safety reporting, compliance, and documentation. Support for Public Works and Environmental Operations continued through detailed editing of operational reports and collaboration with Corporate Services included preparing correspondence, reviewing organizational documents, and contributing to governance-related training materials.

Participation in the Communication and Conflict Resolution Workshop with Lakeland HR further strengthened interdepartmental relationships and supported a coordinated, team-focused approach to County operations.

6. Next Steps & Outlook

Looking ahead, Executive Services will continue to support Council and the CAO through the preparation and review of governance documents, RFDs, policies, bylaws, and communication materials. A major ongoing focus will be the comprehensive review of all County bylaws and policies, which includes meeting with each department to clarify procedural requirements, ensure legislative alignment, and reorganize governance folders so they are structured in a way that is more accessible for staff. The department will also continue improving administrative workflows and refining filing systems to support greater efficiency and consistency across the organization. Continued emphasis will be placed on emergency management learning, organizational support, and applying skills gained through NACLAA coursework.

Department: Finance

1. Key Accomplishments

Considerable progress was made in November toward year-end reporting and budget preparation. JMD Group attended the office in November to conduct the interim audit for Smoky Lake County as well as the Highway 28 Regional Water Services Commission. Further progress was made towards achieving a balanced interim budget for presentation to Council in December.

Property tax penalties were levied November 1.

A Water for Life Grant application was submitted on behalf of the Highway 28/63 Regional Water Services Commission along with 13 STIP grant applications were submitted for the following bridge files:

- ✓ BF00849
- ✓ BF01603
- ✓ BF74018
- ✓ BF06872
- ✓ BF00490
- ✓ BF70923
- ✓ BF07814
- ✓ BF72828
- ✓ BF70497
- ✓ BF00781
- ✓ BF76438
- ✓ BF70734
- ✓ BF79073

Along with regular support duties, the IT department has been updating network hardware in both the shop and the office to ensure a reliable secure network.

2. Operational Challenges & Solutions

Developing a realistic and sustainable 2026 Budget continues to be a significant challenge.

Management met with Council in November to review the proposed budget and discuss options to achieve a budget that balances the organizations cost requirements to provide current levels of service, with acceptable levels of taxation.

3. Progress on Strategic Goals

The Finance Department contributed directly to the County's Strategic Plan through:

Good Governance

- Advancing the development of a transparent, responsible, and sustainable 2026 Budget.
- Strengthening financial reporting to support informed decision-making, fiscal accountability, and long-term planning.

4. Staffing & Resources

The Finance Department will be short one member until January. Finance staff have continued to collaborate effectively to maintain service continuity and ensure the ratepayers continue to receive high-quality service.

5. Interdepartmental Collaboration

Multiple departments provided support during November, including assistance and timely submission of financial information to the Auditors. Finance collaborated with all operational areas to gather data for further budget refinement. These cross-departmental efforts contributed to a more accurate and comprehensive 2026 Budget.

6. Next Steps & Outlook

Key priorities for December include:

- Continuing internal and Council budget meetings with the goal of presenting a balanced 2026 Budget by month-end.
- Ensuring payroll, accounts payable and accounts receivable transactions are recorded by year end.
- The Tax sale will be held December 12. There are currently five properties on the list to sell.

Department: Health & Safety

1. Key Accomplishments

During November, the Health and Safety Department achieved several key accomplishments. The Health and Safety Coordinator initiated and submitted the County's 2025 COR Maintenance Audit for quality assurance review through the Alberta Municipal Health and Safety Association (AMHSA). This audit included a comprehensive review of the County's policies, procedures, safe work practices, and documentation from the past 12 months, such as incident reports, hazard assessments, emergency drill records, training records, and more. Following the documentation review, interviews were conducted with twenty-three employees representing all departments and employment levels, including senior managers, managers, supervisors, and workers. The sample reflected a range of experience levels from 0 to over 15 years, and included full-time, part-time, casual, and shift employees. Observations were then completed at four permanently staffed County sites: the Main Office, Public Works Shop, Ag Bay, and Gas Bay, to validate findings from the documentation and interviews. This process ensures a thorough evaluation of the Health and Safety Management System, confirming that documentation is complete, employees are aware of processes, and procedures are implemented. A detailed audit report was submitted to AMHSA by November 30 for quality assurance review.

In Emergency Management, the Coordinator maintained Alberta Emergency Alerter status by completing the required monthly practice alert.

Operationally, training was coordinated for managers and supervisors on relevant legislation, including the MGA, POPA, OH&S, and AITA, delivered by the Executive Services Coordinator. Additional training on Communication and Conflict Resolution was arranged through Lakeland HR to enhance workplace communication and conflict management skills. The coordinator also prepared the agenda and provided guidance for the Joint Health and Safety Committee's monthly meeting, completed a modified work offer for an injured employee, and worked closely with WCB to ensure effective disability management and modified duties.

2. Operational Challenges & Solutions

The most significant operational challenge this month was balancing the demands of the Maintenance Audit with ongoing departmental responsibilities. Through effective teamwork, time management, and the ability to work from home occasionally ensured that all deadlines were met, and departmental goals were successfully achieved.

3. Progress on Strategic Goals

During this reporting period, the Health and Safety Department contributed to various strategic priorities outlined in the Smoky Lake County Strategic Plan. Emergency preparedness was

supported through the maintenance of Alberta Emergency Alert status and monthly practice alerts, aligning with the priority of ensuring full-service emergency services. Educational partnerships were strengthened by coordinating legislative and communication training for managers and supervisors, supporting the goal of enhancing educational opportunities. The completion of the COR Maintenance Audit and planned updates to health and safety policies and procedures align with the County's commitment to proactive development and policy modernization.

4. Staffing & Resources

There were no staffing changes within the department during this reporting period.

5. Interdepartmental Collaboration

Interdepartmental collaboration continues to be a cornerstone of the department's success. The Joint Health and Safety Committee remains a vital forum for representatives across the organization to share concerns and develop solutions to safety-related issues. Collaboration was also key in coordinating training for managers and supervisors with support from the Executive Services Coordinator and Lakeland HR. Additionally, external collaboration with AMHSA was essential to ensure the successful completion and submission of the COR Audit report before the December 1 deadline. The coordinator also worked closely with the Environmental Services Department and WCB to implement an appropriate disability management plan and modified work offer for an employee injured on the job, ensuring compliance with current modified duty requirements.

6. Next Steps & Outlook

For the next reporting period, the Health and Safety Coordinator will focus on updating policies, procedures, and safe work practices to ensure they remain relevant to operations and comply with legislative requirements. The coordinator will work closely with departments to guide the completion of formal hazard assessments for all tasks performed by employees across every department. This initiative will strengthen the Health and Safety Management System and identify additional safe work practices, policies, and procedures needed to maintain staff safety. Random site visits will also be conducted to verify the completion of required health and safety documentation.

In addition, the coordinator will complete AMHSA training on Psychological Health and Safety for People Leaders, which includes five modules: Champion Psychological Health and Safety, Be a Psychologically Safe Leader, Enhance Emotional Intelligence and Resilience, Manage Workplace Mental Health Issues, and Foster a Civil & Respectful Workplace.

The coordinator is currently awaiting feedback from AMHSA's quality assurance process for the 2025 COR Maintenance Audit, which is estimated to take up to four weeks. Once the review is complete, any required edits will be made, and the audit will be resubmitted for final completion. Following this, the coordinator will communicate the results and key points, such as identified strengths and suggested improvements, to all employees. An action plan will then be developed to address any questions scored below 80%, ensuring continuous improvement and readiness for next year's internal audit, which will guide the coordinator's key health and safety projects for the next year.

For Emergency Management, the Coordinator will assist the Executive Services Coordinator in finalizing the HRVA Report from the September 2025 meeting.

Department: Planning and Development Department

1. Key Accomplishments

During this reporting period, the Planning and Development Department was able to process and issue a total of 3 Development Permits and close a total of 1 subdivision file, bringing the total number of Development Permits issued for 2025 to **46** and the total number of subdivision files closed to **6**.

The Planning and Development Manager has been assisting the Chief Administrative Officer and Executive Services regarding the proposed annexation by the Village of Waskatenau. Following the joint meeting of County and Village Councils on November 6, 2025, the Planning and Development Manager provided the Village with additional information that was requested by the Village. A response was provided by the Village to the County dated December 8, 2025.

The Planning and Development Manager has continued to work with O2 Planning and Design on the development of the Municipal Land Use Suitability Tool (MLUST) which will provide useful data that will help inform land use decision-making and potential investment and economic development opportunities within the County. The MLUST is expected to be finished and ready for use by the end of 2025 or early 2026.

The Planning and Development Department has processed a number of applications for Road Closure Bylaws and the lease of municipally owned properties. The Planning and Development Manager met with the owners of the former Waskatenau Nuisance Ground to discuss the challenges facing their proposed project and to discuss next steps.

The Planning and Development Department worked in conjunction with the Smoky Lake County Regional Heritage Board to develop Statements of Significance for two heritage buildings (the Wynnyk House and the Pakan (St. Elias) Church) and has recommended that Council designate them as Municipal Historic Resources. Bylaws No. 1494-25 & 1495-25 will be presented to Council for consideration at the December 18th Council meeting.

2. Operational Challenges & Solutions

The Planning and Development Department did not experience any operational challenges during this reporting period. The recent reorganization of departments will require the Planning and Development Manager to familiarize himself with the bylaws/policies/operations of the Fire Services, Community Peace Officer, and Communications Officer roles to transition into the Director of Planning and Community Services role. The Planning and Development Manager expects a steep learning curve but is confident in his ability to become acquainted with these roles.

3. Progress on Strategic Goals

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

- Continuing development of the Municipal Land Use Suitability Tool (MLUST) to provide data that will help inform land use decisions and identify potential opportunities for economic development and investment Priority #2 – Proactivity in Development).
- Facilitation of discussion with owners of the former Waskatenau Nuisance Ground to discuss project constraints and how these challenges can be overcome (Priority #2 – Proactivity in Development)
- Supporting the GIS Operator with the implementation of the County's new Service Request system.

4. Staffing & Resources

The Planning and Development Department continues to work efficiently and has been able to stay on top of the Department's priority tasks and projects.

5. Interdepartmental Collaboration

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

- Worked with the Natural Gas Department to prepare information related to the Village of Waskatenau's proposed terms of annexation.
- Worked with the Fire Chief and Communications Officer to ensure that the public was informed about the oil tanker spill and where they could obtain more information.
- Worked with Executive Services and the Chief Administrative Officer to prepare meeting agenda items for a Joint Council meeting with the Village of Waskatenau regarding the proposed annexation.
- Worked with the Fire Chief to review the Fire Protective Services Bylaw which has been subsequently adopted by Council.
- Collaborated with the Chief Administrative Officer and Executive Services to prepare a new Procedural Bylaw.
- Collaborated with the Chief Administrative Officer and Executive Services to prepare a new Public Participation Policy.
- Worked with the Communications Officer on a new Communications Policy/Plan.

6. Next Steps & Outlook

The Department's primary focus during the next reporting period will be to complete a review of open subdivision and development permit files and to close out as many as possible before

the end of the year. The Planning and Development Manager also plans to complete filing that has accumulated over the past few months.

The Planning and Development Manager will also continue to review existing bylaws/policies/processes within the newly created Planning and Community Services Department to identify where inefficiencies and barriers exist and to develop a plan to address these issues. The Department will also continue to work on the proposed annexation by the Village of Waskatenau as well as next steps relating to proposed development within the lands that are the subject of the proposed annexation. The Department will also be working to finalize the Municipal Land Use Suitability tool and to develop a Siltation and Erosion Control Plan for the Mons Lake Erosion Control Project, and the Pakan and Desjarlais Crossing boat launches prior to commencement of work.

The Department will also continue its day-to-day tasks processing new Development Permit, subdivision, business license, road closure, and Compliance Certificate applications, and responding to public inquiries/complaints.

Department: GIS

1. Key Accomplishments

Software administration tasks completed this month included updates within Service Requests adding the remaining fillable forms within QAlert. Testing was done throughout our GIS webmap to provide performance feedback to Catalis and updates to the Title Download Tool we completed.

The GIS technician completed the following data analysis: daily activity reports for grader maintenance.

Maps created for the month were 3 electoral districts with bridges and bridge numbers, and the remaining 2026 gravel map were created for grader beats. Fall Landownership maps were completed mid November and distributed throughout the office.

Data validation and quality assurance were performed on new address sign installations and updates to missing road inventory from breaks within road segments.

WebMap updates for this month included the following: 2024 & 2025 road inspections layers were removed from webmap, there was no associated data for those years. The road inspections are being replaced by our condition assessments through out our Asset Management Program, presently setting up and going through the testing phase in the field.

The GIS technician assisted the Towns Planner with addressing in webmap and the general service hour report was reviewed and distributed to the Region.

Training and support were provided as required throughout the organization to ensure efficient operations.

Meetings attended this month included Titan, reviewing assets with 3G devices to be replaced with 5G devices in the new year. Follow up meetings were held with Catalis reviewing scheduled GIS projects for the county and region for the remaining year. Jordan and I attended a meeting with O2design "MLUST project" presenting their Dashboard Demo and Catalis to discuss ways to enhance our permitting system with additional features.

2. Operational Challenges & Solutions.

The GIS technician managed a heavy workload, while resolving software issues to ensure efficient operations for management and staff.

3. Progress on Strategic Goals

Good Governance & Transparency: Provided GIS support for management and staff ensuring efficient operations, reinforcing accessible and reliable information sharing.

4. Staffing & Resources

No staffing challenges.

5. Interdepartmental Collaboration

In collaboration with the region, discussion of remaining GSH for 2025 were noted and projects were decided for the remaining year.

The GIS Technician worked the Environmental and Parks Manager and his staff scheduling the installation of new address sign installations and data entry into our GIS.

Collaboration was on going with PW's staff for the month of November while we were completing the requirement analysis and testing phase of the road assessments for paved and gravel roads in the field and then resolving any issues found.

The GIS technician along with the management team attended the Communication and Conflict Resolution Course hosted by Lakeland HR Solutions.

The GIS technician reviewed the departments budget to find solutions and reduce the proposed budget, then reviewed the changes with the Finance Manager. The Finance Manager as well assisted me while our tax clerk was away with providing a new password for the common web interface.

6. Next Steps & Outlook

- Develop an internal knowledge base document for QAlert.
- Finish up Address Maps.
- Schedule additional GIS training and webinars to strengthen capacity.
- Add new layer "Road condition assessments" in webmap.
- Add additional condition assessment questions to all other assets in Asset Management for future review with appropriate departments.
- Continue working with Catalis on API connection for county and regional.
- Follow up in google maps – maps/data update.
- Follow up with Emergency Services and our PSAP – readiness for NG-911 and collaborate with AMDSP.

Department: Communications

1. Key Accomplishments

Strengthened Public participation by promoting and sharing information on 2025 Property Tax Sale and 2026 Virtual Budget Open House supporting increased awareness and informed resident involvement.

Community engagement highlights included promoting the RCMP Community Town Hall, sharing Council meeting highlights, publishing the November edition of The Grapevine, and promoting events put on by Lakeland Agricultural Research Association (LARA).

Public notices and advertising included the Tax Installment Payment Plan, 2025 Property Tax Sale, 2026 Virtual Budget Open House, emergency room disruptions, presence of the Provincial Auditor, communicating the temporary closure of the Iron Horse Trail due to waterline repairs, and updating the public on the oil tanker accident and clean up efforts.

Communications also completed the required monthly Alberta Emergency practice alert and supported organizational safety compliance through participation in interviews conducted during the COR Safety Audit.

2. Operational Challenges & Solutions

There were no operational challenges encountered this month.

3. Progress on Strategic Goals

- **Good Governance & Community Engagement**
Each advertising initiative reinforced the County's commitment to openness and citizen participation in the democratic process. Public engagement advertising of the 2025 Property Tax Sale and 2026 Virtual Budget Open House supports the strategic vision of creating a strong, well-informed community.
- **Cultural Diversity & Education**
Publishing the Grapevine, Council Meeting Highlights and maintaining active social media channels promoted inclusivity, knowledge-sharing, transparency, and community connectedness.
- **Emergency Services**
By providing timely updates on emergency room service disruptions, RCMP media releases and RCMP engagement opportunities. Communications advanced Council's

priority to ensure residents have access to safe and reliable emergency services through proactive information-sharing and monthly alert practice.

4. Staffing & Resources

Communications participated in the 'Lunch and Learn,' strengthening knowledge of key legislative requirements and responsibilities. Additionally, Communications participated in the Communication and Conflict Resolution workshop, which focused on building trust within the management team, engaging respectfully and effectively in difficult conversations, and practicing active listening to support collaboration.

5. Interdepartmental Collaboration

The Communications Department works with all County departments to share timely service updates and information with the public. During the reporting period, the department supported the Finance Manager with promoting the Tax Sale and the Budget Open House and the Environmental Operations Manager with advertising the modified Landfill hours due to Remembrance Day. Communications also collaborated with the Fire Chief to share updates related to the oil tanker spill and partnered with our local RCMP to promote their Community Town Hall.

A joint meeting was held with the Interim CAO, Executive Services, Legislative Services and Director of Planning & Community Services to review and improve processes for posting adopted or amended policies and bylaws to the County website in a timely manner.

6. Next Steps & Outlook

Looking ahead, the Communications Department will:

- Continuing day-to-day responsibilities, including social media engagement, website updates, and promotion of County programs and services.
- Continue to review and update Communications policies and bylaws to ensure clarity and effectiveness along with creating operational guidelines for the department.
- Collaborate with Legislative Services and all department managers to ensure department information and relevant policies are current and accurate on the website.

Department: Fire Protective Services

1. Key Accomplishments

The Fire Protective Services Department continues progress on the implementation of the Regional Fire Service Plan, with the fourth participating municipality formally adopting the Regional Fire Services Bylaw. The Fire Protective Services Bylaw with Council's recommended amendments, was approved at the November 27 Council meeting.

During November, four invoices were submitted to Alberta Transportation for cost recovery. The department is actively managing three open insurance claims in collaboration with insurance companies, adjusters, and fire investigators. With winter conditions established, 64 fire permits were issued, of which 52 required and received on-site inspection. Smoky Lake County Fire Protective Services continues to coordinate with permit holders and Encom to reinforce and implement safe burning practices adjacent to provincial highways.

Smoky Lake County Fire Protective Services responded to a major motor vehicle incident involving a tanker unit that left the roadway and entered the North Saskatchewan River along Highway 831. The semi-truck driver self-extricated but required to be rescued from the vehicle. Responding crews secured a boat from Parks and Rec to access the patient and transport him safely to shore as the closest Fish and Wildlife boat was 2-3 hours away. Approximately 20,000 litres of bitumen were released as a result of the incident. Alberta Environment, the Alberta Energy Regulator, Rapid Response, Swat Consulting, and Greenfire Resources were notified and engaged to complete vehicle recovery, product containment, and environmental remediation operations.

2. Operational Challenges & Solutions

Smoky Lake County Fire Protective Services continues to collaborate with the Public Works Manager and mechanic to maintain apparatus readiness. Rescue 429 electrical and fuel system with its built-in generator was repaired and placed back into service. Rapid Attack 419 torque converter was also repaired. Fire Protective Services completed an inspection before leaving the shop and found a 1 ½ inch ball valve cracked and leaking, the swivel for the water cannon was also worn out and needed to be replaced and the inside dual on the passenger side was flat. Once everything was repaired, Rapid Attack 419 was placed back in service.

The collision with the tanker in the North Saskatchewan River was a significant challenge as the incident turned into a swift water rescue. Fortunately, the river flow was slow, and the recovery crews worked in only four feet of water. Swift water rescue is not a level of service Smoky Lake County Fire Protective Services provides and the closest Fish and Wildlife Officer with a boat was 2-3 hours away. Due to the lack of access onto the river and environmental conditions affecting the patient, a Parks and Recreation boat was utilized to rescue the patient. Communication via cell phones was also a major issue but was solved when private industry arrived on scene with Starlink giving access to all emergency crews on scene.

3. Progress on Strategic Goals

The region continues to strengthen its fire protection capabilities, with the Smoky Lake County Regional Fire Rescue Services Bylaw now formally adopted by all participating municipalities. Smoky Lake County Administration is currently developing the implementation plan, with rollout scheduled to begin in early 2026.

4. Staffing & Resources

Fire Protective Services continues to experience challenges related to resource availability for emergency response. In November, mutual aid was requested on six occasions due to limited personnel and equipment resources. In two of these instances, the initially dispatched fire department had no members available to respond.

- Incident Responses:
 - Smoky Lake Fire: 4 collisions, 2 medical call, 4 fire alarms.
 - Vilna Fire: 3 collisions, 1 medical call, 2 fire alarms.
 - Waskatenau Fire: 1 collision

Incident Command System (ICS) 100 training was assigned to the twelve NFPA 1001 Level I students, with Smoky Lake County Fire Protective Services receiving five certificates upon completion. Additionally, two members completed the Contractor Health and Safety Management Course as well as Communication and Conflict Resolution training. One member has begun the NFPA 1021 Fire Officer Level I program and is expected to complete the coursework in December.

5. Interdepartmental Collaboration

The Fire Protective Services Department continues to collaborate with multiple County departments. The Public Works Shop has provided support with repairs to keep apparatus in service. The Fire Chief relies on the Legislative Services Department for guidance and support when updating and amending bylaws presented to Council. Additionally, the Fire Chief worked with the Communications Department to ensure accurate information and timely updates were released on the collision and environmental release into the North Saskatchewan River.

6. Next Steps & Outlook

Smoky Lake County Fire Protective Services, in coordination with the Director of Planning and Community Services, Lakeland HR, and the CAO, are creating job descriptions and job posting for the new positions. NFPA 1001 Hazard Awareness Training, STARS Landing Zone Training, and Transportation of Dangerous Goods training are scheduled for the first quarter of 2026.

Department: Natural Gas

1. Key Accomplishments

Staff completed most of the pipeline construction on the service line and upgrade at the Healing Waters Center. Waiting on the Alberta Transportation permit to cross Highway 855 prior to completing the directional drilling the pipeline under the highway and 2 County roads.

Completed 1 new natural gas service and 6 secondary gas lines. Pipeline construction is completed for the year, other than completion of the Healing Waters pipeline, when approved to do so.

Completed 59 line locates and 3 emergency locates.

Responded to 6 service calls. 3 calls for appliance issues relating to power outages. 1 appliance issue where there was a failed furnace component. 1 appliance issue where the installation was incorrect and causing operational issues. 1 gas odor issue where a customer tore down an old building with a secondary gas line to it and broke the piping causing an above ground gas leak.

Assisted financial auditors with the interim audit. Provided information and answered questions that they had. Will continue to provide information to them until they are able to complete the year end audit.

Attended the FedGas Convention and AGM. Attended the Trade Show with Council and connected with many new and current vendors regarding many products and solutions for the Gas Department. Collected multiple quotes on products we are interested in in the future.

2. Operational Challenges & Solutions

Completed the theft mitigation at our RMO sites to protect the solar communications equipment. Will be continually monitoring the sites for any potential vandalism.

Completed recertification of 105 gas meters at M&RS Controls in Edmonton. Continue to change out gas meters to keep up with Measurement Canada requirements.

3. Progress on Strategic Goals

Emergency Services & Safety: Completed numerous line locates, service calls, and emergency odor responses, directly supporting the County's priority to maintain safe and reliable natural gas service.

Proactivity in Development: Advanced planning for the Healing Waters Center service line installation demonstrates proactive infrastructure support, aligning with Council's vision of fostering growth and community development.

Good Governance: Billing improvements, including the integration of communication on the new Request Management software, contributed to enhanced transparency and resident engagement.

4. Staffing & Resources

Staff holidays were accommodated without major disruption to operations.

5. Interdepartmental Collaboration

Processed monthly water meter readings and issued water bills for Warspite residents.

Worked with the interim CAO and Council regarding the 2026 Natural Gas budget and passed the operational and capital budget for this department.

Continue collaborating with the Fire Department regarding fire permits and brush piles, ensuring our infrastructure remains safe from fire damage or the burying of brush.

Assisting interim CAO with office building management and repairs, as required.

6. Next Steps & Outlook

Preparing for the winter months ahead. Checking and testing line heaters. Installing pressure test points at customer meters where there currently isn't to ensure better pressure monitoring in the winter.

Department: Environmental Operations

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

During this month's reporting period, staff completed routine maintenance, station checks, and documentation for all water, wastewater, and Regional Water Line facilities. Parks and Recreation staff groomed the Iron Horse Trail, locked all gates open, and completed the annual trail inspection. Christmas lights were repaired and installed at the Administration Office and within the Hamlets.

Prior to Remembrance Day, staff inspected all flagpoles, repairing and replacing worn flags. Staff have been tending to falling and unsafe trees at the Hanmore Lake campsites as time permits, and this work will continue until the project is complete. A total of 105 unsafe and dead trees have been flagged.

Staff have also been completing snow removal at the Administration Office, water truck fill stations, water facilities, waste transfer stations, landfills, and bin sites.

At the water facilities, staff painted interior piping at Warspite, completed repairs on pressure valves, and conducted minor repairs to the covered entrance at the Spedden site. Staff also trenched and installed conduit for the cable connecting the Smoky Lake tower to the booster station. All HWY 28/63 CAVs have been inspected and pumped out, and staff successfully repaired a Regional Waterline leak just west of Range Road 164.

Staff removed bale twine from the Bellis Transfer Station and transported it, along with grain bags, to the Smoky Lake Transfer Station for recycling. Large quantities of tires and electronics were also shipped for recycling. All burn pits have been cleared, and the skid steer was used to complete the clean-up.

2. Operational Challenges & Solutions

One Parks and Recreation employee is currently on modified duties due to an upper-body injury, and one Water Operator must attend weekly physiotherapy appointments. As a result, staff from water, waste, and parks have been supporting one another's tasks to ensure all projects continue to be completed efficiently.

3. Staffing & Resources:

During this reporting period, staff have been collaborating across sections of the department to ensure operational needs are met despite resource limitations.

4. Interdepartmental Collaboration

Public Works assisted by having the dozer push up the landfills and by using the backhoe to dig the trench required for conduit installation at the Smoky Lake Booster Station. The Gas Department assisted with locating power lines for hydrovac safety during the trenching project.

The Communications Department supported operations by posting landfill schedules for the upcoming holiday season and promoting responsible use of County bin sites and transfer stations.

5. Next Steps & Outlook

Staff will be assisting with and monitoring the HWY 28/63 Regional SCADA project, with Scope A scheduled to begin on December 9 and conclude on December 17.

Staff are hopeful that ATCO Electric will be able to resolve the streetlight issues within the Hamlets.

Water and wastewater staff will also be completing required training courses to obtain Continuing Education Units (CEUs) necessary to maintain their certification.

Department: Public Works

1. Key Accomplishments to be completed:

Dry weather throughout most of October created a high demand for road maintenance in November. Grader operators were out continuously, addressing rough spots and working to keep roads as smooth and safe as possible. Rain received at the beginning of the month significantly improved road conditions and supported more effective grading. Shortly after the rain we received our first snow fall and cold temperatures, which had us going right into snow removal. Graders are out daily keeping our roads safe

Snowplows have been out sanding and plowing oil-based roads and resorts. Damaged signs were repaired or replaced, and new installations were completed as required. Tree cutting and cleanup occurred in various locations, and hydro-axing of rights-of-ways has been done when operators weren't clearing snow

Culvert maintenance activities were completed along with road inspections. The Cat was deployed to all dump sites for cleanup and is currently pushing brush at Legacy Pit. At White Earth Pit, the track hoe and rock trucks are actively moving material.

Public Works also completed winter yard preparation, including organizing material stockpiles and winterizing equipment. Mechanics remained busy keeping all County fleet and assets operational, servicing of heavy equipment, and ongoing reactive repairs.

2. Operational Challenges & Solutions

Public Works continued to experience staffing pressures, with four employees on medical leave. Reduced manpower affected the Department's capacity to keep up with high seasonal workload demands.

3. Staffing & Resources:

- Four employees on medical leave significantly affected productivity levels.
- Mechanics managed a high-volume workload to keep winter-essential equipment service-ready.
- Recruitment continues in partnership with HR for upcoming vacancies and temporary seasonal coverage.

4. Interdepartmental Collaboration

Planning & Development

- Completed road inspections for Bonnie Lake Resorts Phase 3 & 4 prior to issuance of a Development Final Acceptance Certificate (DFAC).
- Provided input on grazing lease and road encroachment issues near Legacy Pit.

GIS

- Worked closely on road policy consolidation (Policy 03-15) and reviewed service-level expectations.
- Supported WebMap updates related to grader beats, road categories, and road condition assessments.
- Coordinated with GIS for culvert data, asset location verification, and mapping support.

Health & Safety

- Participated in safety supply distribution for Public Works fleet and facilities.
- Completed scheduled inspections, emergency response drills, and winter-readiness safety planning.
- Worked with the Joint Health & Safety Committee to address operational concerns.

Executive Services / CAO Office

- Provided information for policy updates, road maintenance requirements, and project support associated with upcoming Council meetings.

Agricultural Services

- Collaborated on roadside vegetation concerns, tree removal locations, and pest-related burrowing issues affecting roads and culverts.

5. Next Steps & Outlook

- Public Works will focus on the following priorities in the upcoming period:
- Continuing regular road maintenance.
- Ensuring all heavy equipment is fully operational for snow and ice control.
- Ensuring sand/salt inventory for winter operations.
- Continuing hydro-axing and tree cleanup as weather permits.
- Supporting other departments with transportation, inspections, mapping, and operational needs.

Department: Agricultural Service Department

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

I will be completing and sending off the Alberta Outfitters Wildlife Management grant application for the Coyote Reduction Program.

2. Operational Challenges & Solutions

As 2025 comes to a close, it is a great time to reflect on the operational realities faced by the Agricultural Service Department this year. While the department remained committed to delivering essential services, several structural challenges became increasingly apparent with Supervisory/ management challenges.

The department's herbicide application program operates with an Agricultural Fieldman, three mower operators, and two summer students, all of whom participate in herbicide application activities. However, only one individual currently holds a valid Pesticide Applicator License in the INDUSTRIAL CLASS—the Agricultural Fieldman—who is responsible for supervising all licensed-required work.

This staffing structure presents notable operational risks:

Single point of failure: With only one licensed applicator providing oversight, there is no coverage available during periods of vacation, sick leave, or unplanned absences.

Lack of managerial redundancy: There is no overseeing manager or supervisor with a Pesticide Applicator License to ensure continuity of operations or regulatory compliance.

Compliance and safety concerns: Herbicide application activities require strict adherence to provincial regulations. Relying on one licensed supervisor increases the risk of non-compliance, delays, and service interruptions.

Given these circumstances, the department may experience operational issues if action is not taken to build redundancy, expand licensing within the department, or adjust staffing structures to always ensure adequate supervision. Addressing these gaps will be critical for maintaining program continuity, regulatory compliance, and safe service delivery moving forward.

It is also critically important that the Agricultural Fieldman holds the appropriate Agricultural Class Pesticide Applicator License. Without this license classification, the department cannot legally conduct weed enforcement activities. When herbicides are applied on agricultural land—including private farmland and acreages—the applicator must follow specific regulations under the Environmental Protection and Enhancement Act, the Pest Management Regulatory Agency (PMRA), and the Pest Control Products Act. These regulations dictate what products can be used, how they must be applied, and the record-keeping requirements for compliance.

In addition, if the County wishes to continue supporting the local riding club through herbicide application at the rodeo grounds, a Landscape Class License is required for that type of land use. Applying herbicides in these settings without the proper license not only violates legislation but also exposes the County to significant risks. These include:

Insurance implications: Applications carried out without proper licensing can invalidate coverage or expose the County to liability.

Regulatory penalties: Non-compliance may result in fines, enforcement actions, or restrictions from provincial regulators.

Operational interruption: Lack of appropriate licensing may prevent the department from performing core services for residents and local organizations.

Ensuring the Agricultural Fieldman maintains the correct class of license—and establishing redundancy within the department—will be essential to maintaining legal compliance, reducing organizational risk, and preserving service delivery across agricultural and public lands.

3. Staffing & Resources:

My last day will be December 18th, and before I go, I want to express how much of a pleasure it has been working with everyone once again. The County is full of truly wonderful people, and I am grateful for the support, collaboration, and kindness I have experienced during my time here.

I look forward to continuing to serve on the Agricultural Service Board in the future and staying connected with the great team that makes this community what it is.

4. Interdepartmental Collaboration

Continue to collaboration with all departments as issues arise.

5. Next Steps & Outlook

- *LARA Contract for 2026, if required.*
- *ASB Business Plan*
- *ASB Grant Reporting*
- *Pesticide Service Registration Renewal*
- *Update Alberta Ag with New ASB Member/CAO information.*
- *Year end Inventory of Chemical and Explosives*

MOTION NO.	RESOLUTION	Assigned to	Due Date	Status	Comments
09-Jan-25					
09-Feb-25					
13-Mar-25					
10-Apr-25					
22-Apr-25					
24-Apr-25					
459-25 Halisky	That Smoky Lake County directs the Community Peace Officer to develop an OHV Policy for a future council meeting in May.	Community Peace Officer		In Progress	This Policy will be brought to the December 18, Regular Council Meeting
460-25 Halisky	That Smoky Lake County directs the Administration to assess the repairs needed on the existing quad and fitting it for use for future use of the Community Peace officer.	Community Peace Officer		In Progress	Collaborate with I.T. and researching lights from different sources.
08-May-25					
12-Jun-25					
553-25 Serben	That Smoky Lake County Council Host a Smoky Lake County Open House event in the Spring of 2026	CAO, Public Works & Administration		In Progress	Details will be planned after the interim budget is approved for 2026.
28-Aug-25					
667-25 Halisky	That Smoky Lake County Council defer approval and consider the operational plan and capital investment at Council's discretion during the 2026 budget deliberations.	Public Works		In progress	Will be considered for Budget 2026
700-25 Céré 701-25 Halisky 702-25 Gawalko 703-25 Serben	That Smoky Lake County gives Bylaw No. 1488-25: Smoky Lake County Regional Fire Rescue Services, for the purpose of establishing an Inter-Municipal Regional Agreement for the provision of a Smoky Lake County Regional Fire Rescue Services was given: 1st Reading, 2nd Reading, Permission for 3rd Reading, & 3rd & Final Reading.	Fire Department/ Legislative Services / Communications		In Progress	The Town of Smoky Lake passed their Bylaw No.04-2025 on November 17th, 2025. Smoky Lake County Bylaw NO. 1488-25 will be updated with the new Bylaw number.
704-25 Gawalko	That Smoky Lake County Bylaw No. 1488-25: Smoky Lake County Regional Fire Rescue Services be in effect January 2026 as collaboration for a regional fire service deliver for Smoky Lake Region in respect to the Budget Schedule "E"	Fire Department/ Finance / Communications		In Progress	
04-Sep-25					
11-Sep-25					
25-Sep-25					
807-25 Gawalko	That Smoky Lake County Council direct Administration to advise the landowner of adjacent land to the north of Road Plan 3716P that the County is willing to negotiate the sale of said land at no cost to the county.	CAO/Planning and Development Officer		Completed	The Planning and Development Manager sent an email to the owner of said lands on October 3, 2205, informing him of Council's decision. A response from the landowner has yet to be received

811-25 Halisky	That Smoky Lake County Council direct Administration to defer Bylaw 1432-23 (Recreational Vehicle Bylaw) to a Committee of the Whole meeting in January 2026 for further discussion, including recommendations, with participation from the Community Peace Officer, Planning and Development, Parks and Recreation, and the Chief Administrative Officer.	Legislative Services / Executive Services			
817-25Halisky	That Smoky Lake County Council take no action regarding the letter dated August 19, 2025, and direct Administration to investigate alternative funding options to support community hall groups with operating costs.	Gas Dept.		In Progress	Added to the December 18th Regular Council Meeting
October 9 2025					
846-25: Serben	That Smoky Lake County Council accept the offer to lease the lands legally described as SW-1-61-18- W4M, SW-2-61-18-W4M, NW-2-61-18-W4M, NE-3-61-18-W4M, SW-11-61-18-W4M & SE-10-61-18-W4M, in the amount of \$200.00/year for each parcel (cumulative total of \$1,200.00), dated October 1, 2025, received from Mr. Kevin Wawrynychuk (U Over 4 Ranching Ltd.), for a term of five (5) years, in response to the Limited Invitation to Tender extended by Smoky Lake County.	Public works/ Planning and Development/ Executive Services		In Progress	Individual refuses to sign the lease
847-25: Gawalko	That Smoky Lake direct administration to reimburse the costs incurred to the lease of grazing lease of SML 140092 and 110047 due to the removal of infrastructure for aggregate exploration excluding the lease fee and taxes upon original invoices and proof of payment.	Planning and Development/ Executive Services		In Progress	Waiting for response from Landowner Send Finance Manager the motion and so invoices can be paid.
848-25: Cere	That Smoky Lake County Council repeal the following Policies: Policy Committee- Policy No. 22-01 Negotiating Committee - Policy No. 15-02 Joint Health and Safety Committee (Council) - Policy No. 05-07 and further that these committees be removed from the annual organizational Meeting Structure.	Legislative Services/Executive Services		Completed	Organizational Meeting updated to reflect Changes Policies are removed from Website and Municipal Files
849-25: Fenerty	That Smoky Lake County direct administration to bring back the procedural Bylaw to a Committee of the Whole Meeting for review and amendment to ensure compliance with the Municipal Government Act (MGA) and reflect current practices.	Legislative Services/Executive Services		In Progress	Bylaw will be presented at the December 2nd Committee of the Whole Meeting Bylaw will be on the Agenda for the December 18, 2025 for 1st reading.
850-25: Halisky	That Smoky Lake County Council direct administration to draft a new policy regarding the appointment of Council Members to the Agricultural Society, including clearly defined terms of reference. Furthermore, Council directs administration to reach out to the Vilna and Waskatenau Agricultural Societies to appoint a committee member and an alternate representative from each society	Legislative Services/Executive Services		In Progress	Councillor Serben was appointed as the Board member at the October 30th Organization meeting. Terms of Reference will be brought to the December 18th Regular Council Meeting

856-25: Halisky	That Smoky Lake County Council adopt the Road Policy No. 03-15-05, as presented, and rescind the previous Road Maintenance Policy No. 03-51-02 and Road Inspection Policy No.14-01-02 to establish a comprehensive framework for roadway inspection, maintenance, and long-term planning. Further, that Administration be directed to categorize all County roads in accordance with the new policy, identify required projects for inclusion in the 2026 Capital Budget and Five-Year Road Plan, and bring forward a separate policy regarding the Road Brushing Program for Council's future consideration.	Public Works		In Progress	GIS and Public Works are working on a plan to inspect each road and will be brought to a 2026 Meeting, upon completion of the inspections.
858-25: Halisky	That Smoky Lake County give Bylaw No. 1487-25: Fire Protective Services, for the purpose of establishing and maintaining fire protective services for the County, be given Second Reading with the amendments to section 9.2 and 9.4.1.	Fire Chief		Completed	Bylaw No.1487 was given Third and Final Reading at the November 27th, 2025 Regular Council Meeting.
863: Halisky	That Smoky Lake County defer the purchase of a grader and direct administration to bring back additional information, including quotes, to the December 11, 2025 Regular Council Meeting.	Public Works		In Progress	Will be brought to the Dec 18th Regular Council meeting
October 30 2025					
918-25: Serben	That Smoky Lake County Council defer the October 1, 2025, letter of request from David Dalby, President of the Smoky Lake Lions Club to bring a future joint municipalities meeting for discussion.	Legislative Services		In Progress	Will be added to the next JMM Agenda; Date for JMM will be proposed on December 18th, Regular Council Meeting.
922-25: Serben	That Smoky Lake County, in partnership with the Town of Smoky Lake, Village of Vilna, and Village of Waskatenau, apply to the Alberta Community Partnership (ACP) 2024–25 Grant Intake, under the Intermunicipal Collaboration Stream, for the purposes of obtaining grant funding for the Smoky Lake Regional Economic Development Initiative; and further, approve the Town of Smoky Lake as the Managing Partner for the application; and further, agree to abide by the terms and conditions of the Conditional Grant Agreement governing the purpose and use of the grant funds.	Finance/Legislative Services		In Progress	Awaiting update from the Town of Smoky Lake when their Council has made their motions
November 10 Budget Meeting 2025					
983-25 Halisky	That Smoky Lake County Council decline the proposed 1.9% pay increase , and amend Policy No. 08-18 Council Remuneration and Expenses as follows: Section 3.2: Update the meal expense amounts to: Breakfast – \$20.00 Lunch – \$30.00 Dinner – \$35.00 Section 3.7.5: Replace “County Safety Officer” with “IT Technician.” Section 3.7.7: Add the wording “where applicable.” Section 3.8: Update to reference the Group Benefits Booklet. Section 3.9: Remove the reference to “CIBC.” Section 4.4: Replace the wording “month of October” with “fourth quarter.”	Legislative Services / Communications		In Progress	Policy has been updated with the amendments. Policy reposted to the website December 12, 2025.

947-25 Halisky	That Smoky Lake County Council approve the attendance of any Council members able to attend the 2026 Federation of Canadian Municipalities Annual Conference and Trade Show, taking place June 4–7, 2026, at the Edmonton Convention Centre.	Executive Services		In Progress	
949-25 Serben	Smoky Lake County directs the administration to conduct research on the procedures and requirements for replacing county bridges with culverts, with particular focus on the approach taken by the County of St. Paul in substituting bridges with culverts.	Public Works		In Progress	Awaiting St. Paul to confirm
952-25 Halisky	Smoky Lake County directed Administration to terminate the Mon's Lake Campground contract effective immediately. Moving forward, Smoky Lake County will manage the campground directly due to budget constraints	Environmental and Parks Operations Manager		Completed	Letter was sent to contractor.
November 14 Special Meeting 2025					
966-25 Lukinuk	That Smoky Lake County Council directs Lakeland HR to proceed with contacting the selected candidates for the Chief Administrative Officer position and to schedule interviews in the Smoky Lake County Chambers on November 22nd, beginning at 9:00 a.m.	Lakeland HR		Completed	
November 27 Regular Council Meeting 2025					
979-25 Lukinuk	That Smoky Lake County deny the property tax exemption request submitted by Metis Crossing for the lands and buildings situated on the Metis Crossing site, as the properties do not meet the eligibility criteria for property tax exemption under Section 362(1) of the Municipal Government Act (MGA), and further direct Administration to provide a formal written response to the applicant outlining the County's decision and the legislative requirements.	Finance		Completed	The resolution was emailed to Metis Crossing on December 8th, 2025
980-25 Serben	That Smoky Lake County Council agree to enter into a Winter Haul Route Agreement with Vance Auger / PEA Holdings HAC/ASG, effective from January 2026 to the end of February 2026, for hauling operations on Range Road 181 and Township Road 604, permitting up to 75 loads per day.	Public Works		Completed	
982-25 Barker	That Smoky Lake County Council request administration follow up with Smoky Lake RCMP and K Division to reschedule another meeting with Supt. Hanson and Nina Sahasrabuddhe from K Division as a delegation to a future council meeting.	Leg Services		Completed	Rescheduled for January 22nd
986-25 Halisky	That Smoky Lake County, in partnership with Mackenzie County and the County of Northern Lights, participate in the application to the Alberta Community Partnership (ACP) 2025-26 Grant Intake, under the Intermunicipal Collaboration Stream, in the amount of \$200,000.00, for the purposes of undertaking a study and review of existing development application processes in order to cut red tape and streamline application processes.	Finance/Planning and Development		Completed	The letter was sent December 4th, 2025
987-25 Kully	That Smoky Lake County award the purchase of a new motor grader to Finning Canada for the supply of a Caterpillar 160-ISA AWD Motor Grader for a total cost not to exceed \$732,900.00, as per the submitted quote including packers	Public Works		Completed	The Grader has been purchased, awaiting delivery (December 15th, 2025)

988-25 Serben	That Smoky Lake County Council administration put together a full list of the current graders and list should show the year each grader was made, the total hours on it, current work hours, and any rebuilding or maintenance details to help Council decide about future graders.	Public Works		In Progress	To be completed in 2026
990-25 Lukinuk	That Smoky Lake County Council who can attend, attend the 2026 Community Planning Association of Alberta (CPAA) Conference, from April 27th to 29th, 2026, at the Red Deer Resort and Casino.	Planning and Development		Completed	Attence was confirmed for Counillors Craig and David
993-25 Barker	That Smoky Lake County Council waive the penalties in the amount of 2,439.57 if payment of \$24,784.92 is received by on or before February 27th, 2026 for tax Roll Number 14573540, legally described as NE-35-57-14 W4.	Finance		Completed	The ratepayer was advised of the motion in person at the meeting and by email on December 8.
997-25 Haliksy	That Smoky Lake County Council accept the offer to lease the lands legally described as: PT. NE-30-59-14-W4M, in the amount of \$50.00/year, for a twenty-five (25) year term, dated October 10, 2025, and received from Spencer Kotylak, President, Smoky Lake Snowmobile Trail Twisters (1998) Society, in response to the Limited Invitation to Tender extended by Smoky Lake County.	Planning and Development/Finance		In progress	To be completed within the week of Dec 8-12
1002-25 Serben	That Smoky Lake County give permission for Third and final Reading to Bylaw No.: 1479-25 1491-25 Designation of Municipal Assessor Bylaw	Leg Services		In progress	Will prepare Bylaw 1479-25 for signatures
1005-25 Halisky	That Smoky Lake County give Bylaw No. 1487-25: Fire Protective Services, for the purpose of establishing and maintaining fire protective services for the County, be given Third Reading.	Leg Services		In progress	Will prepare Bylaw 1487-25 for signatures
1009-25 Halisky	That Smoky lake County Council defer the Letter regarding Appreciation and Request for Assistance received on October 21, 2025, on behalf of the Canadian Youth Friendship Society of Edmonton, to the next Council meeting for further information.	Finance		In Progress	Finance has sent an email with the information requests from Council
1010-25	That Smoky Lake County Council approve the registration and attendance of any Council members who wish to participate in the 2026 Municipal Law Seminars, either virtually or in person, scheduled for February 6, 2026, in Edmonton, Alberta, and March 6, 2026, in Grande Prairie, Alberta, or through virtual attendance.	Leg Services		In Progress	Will register any or all Council members
1012-25 Serben	That Smoky Lake County Council acknowledge receipt of the Pine Creek Retreat request for support, Year-Round Indigenous Resort Project letter dated, November 17, 2025 and direct administration to request a delegation with Pine Creek Retreat representative to a Council meeting in the first quarter of 2026.	Leg Services		In progress	Email was sent regarding delegation availability December 12, 2025.
1014-25 Lukinuk	That Smoky Lake County Council directadministration to request a delegation for Mr. Kevin D. Kisilevich, from GO EAST of Edmonton Regional Tourism within the first quarter of 2026.	Leg Services		In Progress	Email was sent regarding delegation availability December 12, 2025.
December 1 Budget Council Meeting 2025					
1026-25 Halisky	That Smoky Lake County Council approve the Ten Year Capital Budget as presented.	Finance		Completed	
1027-25 Lukinuk	That Smoky Lake County request cost estimates for repairs to Range Road 125 and Township Road 594 and present the information at a future Council meeting.	Public Works		In Progress	Will be brought back to a meeting in 2026

1028-25 Serben	That Smoky Lake County direct administration for the estimated repair costs associated with Township Road 604 between 181 and 182 and bring back to the February County Council meeting.	Public Works		In Progress	Will be brought back to a meeting in 2026
1029-25 Halisky	That Smoky Lake County direct administration for the estimated repair costs and focusing on dust suppression associated with Township Road 610 and Range Road 160 and Range Road 155 and bring back to the February County Council meeting.	Public works		In Progress	Will be brought back to a meeting in 2026
1030-25 Halisky	That Smoky Lake County direct administration for the estimated repair costs and dust suppression associated with Range Road 161 to Edwand and bring back information to the first quarter in 2026.	Public Works		In Progress	Will be brought back to a meeting in 2026
1031-25 Serben	That Smoky Lake County direct administration for the estimated repair costs and focuses on dust suppression vs oil repairs associated with Highway 28 up to Township Road 604 and bring back to the February County Council meeting.	Public Works		In Progress	Will be brought back to a meeting in 2026
1032-25 Barker	That Smoky Lake County direct administration to send out an inquiry to Kortex to see what options they can provide pertaining road repair costs on Range 133 between Township Road 620 and Township Road 621 including Paradise Cove.	Public Works		In Progress	Will be brought back to a meeting in 2026
1033-25 Barker	That Smoky Lake County direct administration for the estimated paving repair associated with Range Road 122 and bring back to the February County Council meeting.	Public Works		In Progress	Will be brought back to a meeting in 2026
1037-25 Serben	That Smoky Lake County Council direct administration to research information regarding cost analysis on the box replacement of unit 191 and bring the information back to the December 18, 2025 Regular County Council incorporated into the budget.	Public Works		In Progress	Will be brought back to a meeting in 2026
1138-25 Barker	That Smoky Lake County Council direct Administration to present the proposed 2026 Municipal Interim Budget with recommended changes at the Virtual Public Participation scheduled for December 11, 2025 at 5:30 p.m. and at the Council meeting scheduled for December 18, 2025.	Public Works		Completed	



Reeve's Report

Craig Lukinuk: Reeve and Councillor for Division 3
October 23rd to December 12th

October 23rd

(All Council)

County Council Workshop

I, along with all of Council, attended the County Council Workshop. During this workshop, all members of Council were sworn in and completed the required Oath of Office. Each department presented its background and provided Council with an overview of its operations within the County. We also reviewed the processes for our Council meetings and discussed the structure and format of our agendas.

October 27th

(All Council)

Newly Elected Officials Training with Reynolds Mirth Richard & Farmer LLP (RMRF) Law Seminar Muni 101 Newly Elected Official Course

I, along with all of Council, attended the *Reynolds Mirth Richard & Farmer LLP (RMRF) Law Seminar Muni 101 Newly Elected Official Course* at the Smoky Lake Curling Club, where Smoky Lake Town Council, as well as the Councils of Waskatenau and Vilna, were also in attendance. It was a very informative session and an excellent opportunity for collaborative work.

October 30th

(All Council)

Organizational Meeting

At the Organization meeting I was acclaimed Reeve and Lorne Halisky as Deputy Reeve for the year of 2026. In addition to my responsibilities as Reeve, I serve as a member, alternate, and director on several boards and committees. These include Alberta's Lakeland Destination Management Organization (DMO), the Alberta Care Board, Evergreen Regional Waste Management Commission, the Highway 28/63 Regional Water Services Commission, the Intermunicipal Collaboration Committees for both the Smoky Lake



Reeve's Report

Craig Lukinuk: Reeve and Councillor for Division 3

October 23rd to December 12th

Region and Thorhild County, the Northern Lights Library System Board, the Physicians and Healthcare Professionals Committee, the Regional Community Development Committee (RCDC), the Regional Emergency Management Advisory Committee, the Risk Management Committee, the Smoky Lake Heritage Board, the Smoky Lake Foundation, and the Ukrainian Twinning Committee.

October 30th

(All Council)

Regular Council Meeting

- Approved \$350 donations each to Smoky Lake & Waskatenau Legions for Remembrance Day wreaths: designated representatives to place wreaths.
- Appointed producers-at-large to Agricultural Service Board (term until Oct 2029).
- Awarded tractor tender to Horizon AG & Turf for John Deere 6M 155 (\$212,465).
- Approved ACP grant application for regional economic development (Town of Smoky Lake as managing partner).
- Approved councillor attendance at Gas Federation Coops Convention (Nov 24–26, 2025).
- RCMP delegation (Sgt. Anita Doktor & Steve Cunningham) met Council; presentation accepted as information.
- Directed administration to draft letter of support for Pine Creek Retreat & Stopping House.

November 6th

(All Council)

Joint Meeting with Village of Waskatenau to discuss annexation of land in the County

- That Smoky County Council direct administration to investigate the impacts of proposed annexation relating to the Gas infrastructure and revenue derived from the gas infrastructure legally described as NW-16-59-19 W4 and SW-16-59-19 W4, and to provide said information to both Village of Waskatenau Council and Smoky Lake County Council.



Reeve's Report

**Craig Lukinuk: Reeve and Councillor for Division 3
October 23rd to December 12th**

- That Smoky County Council direct administration to provide information respecting costs related to the reclamation of the former nuisance ground and revenue generated from the purchase and sales transactions.

November 7th

(Craig, Lorne, & Ryan(Virtual))

Highway 28/63 Water Commission Organizational/Regular Meeting

At the meeting, Lorne Halisky was acclaimed as Chairperson and Trevor Dafoe from Thorild County was acclaimed as Vice Chair. Council confirmed all appointments for the upcoming year, including the Interim Manager Commission, Engineering Consultation Services, Legal Counsel, and other key roles. The agenda also covered several important items: a review of the history of the Hwy 28/63 Regional Water Services Commission presented by Associated Engineering, a financial and board orientation for the Commission, the Operations Finance Report for August 2025, and updates regarding the Whitefish Off Reserve Reservoir. In addition, there was discussion on the need to create three new by-laws addressing Terms of Reference, Governance, and Operations.

November 8th

(Craig)

I attended the Indigenous Veterans Day at Metis Crossing to give a speech on behalf of council and the county.

November 10th

(All Council)

County Council Budget Meeting

- Reviewed and accepted the 2025 Council Finance Orientation presentation
- Council declined the 1.9% pay increase and amended Policy 08-18 Council Remuneration and Expenses to increase meal expenses due to cost inflation and updated information within the Policy.



Reeve's Report

Craig Lukinuk: Reeve and Councillor for Division 3

October 23rd to December 12th

- Adopted the 2026 Natural Gas System Operating Budget: total revenue in the amount of \$3,016,700 and expenditures in the amount of \$3,246,900 (including amortization).
- Adopted the 2025 Natural Gas System Capital Budget: total revenue in the amount of \$169,000 and expenditures in the amount of \$289,000.
- Directed administration to research procedures and requirements for replacing County bridges with culverts.
- Council requested appreciation recognition be given to the Lions Club members and the County residents that helped contribute to the Lions Club bus donation. Councillor Serben presented the recognition on behalf of Smoky Lake County.
- Council terminated the Mons Lake Campground Contract due to budget constraints.

November 11th

(Craig & Ryan)

2025 Remembrance Day Ceremony

(Craig & Ryan) attended the 2025 Remembrance Day Ceremony at the Nutrien Ag Centre, followed by a service at the Smoky Lake Royal Canadian Legion Branch. I had the honor of delivering a speech on behalf of Canada's Prime Minister, the Honorable Mark Carney, and I also laid a wreath on behalf of Smoky Lake County.

November 14th

(All Council)

Special Council Meeting

Discussion regarding the CAO candidate position which was Short Listed by HR then reduced to 4 for interviews



Reeve's Report

Craig Lukinuk: Reeve and Councillor for Division 3

October 23rd to December 12th

November 17th to 20th

(All Council)

Rural Municipalities of Alberta Convention

- (Craig, Lorne, and Dave) attended the Elected Officials Education Program course titled Council's Role in Employment of the CAO.
- Participated in a meeting with the Minister of Transportation & Economic Corridors, Michael Botros, and Rob Huston to discuss STIP funding, potential bridge closures in the Smoky Lake region, proposed Highway 28 upgrades, secondary and resource roads, and intersection safety; all members of Council were present.
- Met with K Division RCMP senior officers to discuss police shortages in our area, rural crime issues, and the ways residents can assist by sharing security-camera footage through Alberta's voluntary registration system.
- Took part in discussions regarding RCMP funding and available resources.
- Reviewed crime statistics and ongoing crime-reduction initiatives.
- Discussed traffic enforcement and Highway 28 safety with Council.
- (Craig, Lorne, Dave, and Ryan) attended the Working Well Together: Fostering Positive Council–Administration Relationships workshop, as well as the Ready, Responsive & Resilient: Council's Role in Emergency Management session.
- (Craig and Lorne) attended the Mayors and Reeves meeting, where we elected Paul McLaughlin of Ponoka County as the new chair and discussed post-office closures,



Reeve's Report

Craig Lukinuk: Reeve and Councillor for Division 3

October 23rd to December 12th

proposed boundary changes, the removal of the Code of Conduct in Bill 20, the use of water for industrial activities, and cell-service concerns and costs.

- Listened to a keynote address by Mark Cohon.
- Reviewed the RMA report on the Land & Property Rights Tribunal appeals process.
- Received an update on agricultural plastics programs through Alberta Clean farms.
- Participated in the resolution session.
- Took part in the district elections.
- Attended the Ministerial Forum.
- (Craig, Lorne, Dave, Ryan, and Peace Officer Warren) took a tour of the Real Time Operations Centre (RTOC) facility with

November 21st

(Craig, Dave and Jered)

Smoky Lake Foundation Organizational and Regular Meeting

- Election of chair Jered Serben won by acclamation.
- Election of Vice Chair Tammy-Lynn Thompson won by acclamation.
- Reviewed Chief Executive Officer Report.
- Reviewed Financial Statement.
- Reviewed the Occupancy Report
- Discussion regarding replacement of faulty appliances.
- Reviewed Q3 Workplace Health and safety Program/COR Update.
- Discussed Policy Review on Snow Removal and Ice Control.
- Discussion Menu Planning Changes.
- Reviewed Garbage Pickup Contract.
- Continuing Care Health Services Standard Review.



Reeve's Report

Craig Lukinuk: Reeve and Councillor for Division 3
October 23rd to December 12th

November 22nd

(All Council + Lakeland HR)

Special Council Meeting - Assisting with CAO Interviews

November 24 to 26th

(Craig, Lorne, Dave, & Ryan)

2025 Federation of Alberta Gas Co-op Convention.

- Participated in governance training for elected officials.
- Listened to a keynote presentation by Dr. Mark DeVolder titled *Navigating Change with Confidence and Excitement*.
- Received an update from Co-operators and FedGas on the value of partnership.
- Reviewed the FedGas Board and Executive Director reports.
- Attended the Annual General Meeting.
- Reviewed the auditor's report.
- Motion was passed to increase the levy riser fees from \$13.60 to \$15.10.
- Received a fire update.

November 24th

(Craig & Lorne)

Tourism Industry Association of Alberta (TIAA) located at the Edmonton Convention Centre

- Took part in a discussion focused on tourism, noting that Alberta's visitor economy has grown to \$14.4 billion and now leads Canada in growth; with nearly two dozen MLAs and Ministers in attendance, we learned that there is provincial funding available to support tourism promotion in our region.



Reeve's Report

Craig Lukinuk: Reeve and Councillor for Division 3

October 23rd to December 12th

November 27th

(All Council)

Regular County Council Meeting

- Denied property tax exemption request received from Metis Crossing
- Winter Haul Route Agreement: Approved with PEA Holdings (Jan–Feb 2026, up to 75 loads/day).
- Trail Twisters Delegation: Accepted presentation; later approved lease of municipal land for \$50/year for 25 years.
- RCMP Update: Crime reduction and performance plan was discussed; future meeting with K Division requested.
- Finning Canada: Presentation on grader rebuild costs; later approved purchase of new motor Caterpillar 160-ISA AWD grader (\$732,900).
- ACP Grant Application: Approved partnership for \$200,000 grant to streamline development application processes.
- Tax Forgiveness: Waived penalties (\$2,439.57) if full payment received by Feb 27, 2026.
- Interim CAO Extension: Brenda Adamson extended until Jan 31, 2026.
- MCC Appointments: Reeve and Deputy Reeve, Lorne Halisky appointed to Smoky Lake Development Corporation MCC.
- Property Tax Exemption: Encouraged Trail Twisters to apply; wrote off 2025 municipal taxes (\$428.72).
- Conference Attendance: Approved CPAA Conference (Apr 2026) and Municipal Law Seminars (Feb/Mar 2026).
- Bylaws Passed:
 - 1491-25: Designation of Municipal Assessor (all readings completed).
 - 1489-25: Road allowance closure (First Reading; Public Hearing set for Dec 18).



Reeve's Report

Craig Lukinuk: Reeve and Councillor for Division 3

October 23rd to December 12th

- 1487-25: Fire Protective Services (Third Reading; rescinded Fire Ban Policy).

- Financial Reports: Accepted September bank reconciliation and November budget summary.
- Water Commission: Appointed Brenda Adamson as Interim Manager; \$500/month compensation

The Regular Council Meeting was followed by a discussion with Lakeland HR regarding CAO Recruitment

November 28th

(Craig, Lorne, Dave, & Ryan)

Smoky Lake County Christmas Party

Attended the 2025 Smoky Lake County Christmas Party in Bellis and gave seasons greeting message on behalf of the County Council.

December 1st

(All Council)

County Council Budget Meeting.

- Passed the interim budget to meet the requirements of the Province of Alberta.
- Held a discussion regarding a 3% tax increase for the upcoming year.
- Discussed potential capital purchases.
- Reviewed and discussed the five-year road plan.



Reeve's Report

Craig Lukinuk: Reeve and Councillor for Division 3
October 23rd to December 12th

December 2nd

(All council)

Committee of The Whole Meeting.

- Council brought forward selected County policies and the organizational chart for review and discussion, and these items will be brought back to a regular Council meeting for amendments.

December 4th

(Craig, Lorne, & Ryan)

Highway 28/63 Water Commission Meeting

- Reviewed the minutes from the November 7th meeting.
- Reviewed the action list from November 7th.
- Received the Manager's Report.
- Reviewed the financial report comparing budget to actuals.
- Reviewed the proposed 2026 budget.

December 11th

(All Council-Virtual)

Smoky Lake County Budget Public Participation Presentation



Reeve's Report

**Craig Lukinuk: Reeve and Councillor for Division 3
October 23rd to December 12th**

Division #2 council report December 2025

Oct 23 – Workshop for new council

Oct 27 - Newly elected officials orientation with RMRF. Roles and responsibilities of council.

Oct 30 – Organizational meeting, choosing committee members and regular council meeting

Nov 3 – Northeast ASB regional conference. Presentations on ASB board update by Kerianne Koehler-Munro, Aquatic Invasive Species by Nicole Kimmel, Resilient Rurals Model by Jill Yanch, Grassland Reclamation by Marshall Mackenzie, and Value of Agriculture by Bob Bezpalko

Nov 6 – Joint meeting with Village of Waskatenau regarding annexation of property

Nov 10 – Muni Corr organizational meeting

Nov 10 – County budget meeting.

Nov 13 – 2025 Fall ASB/ADM townhall virtual meeting.

Nov 14 – CAO candidate review with Lakeland HR

Nov 17 – 20 – RMA convention. Attended sessions on Council's Role in employment of a CAO, meet with Associated Engineers, RMA speakers, Meeting with transportation, Working Well together: Fostering Positive Council-Administration Relationships, Council's Role in Emergency Management, Agricultural Plastics Recycling Group, Meeting with RCMP, Resolution session, District 5 representative election. Gene Hrabec elected, Introduction of new RMA Board of Directors, and Ministerial Forum.

Nov 20 – Tour of RCMP K division RTOC

Nov 21 – Smoky Lake Foundation Board meeting.

Nov 22 – CAO recruitment meeting.

Nov 24 – 26 – Federation of Alberta Gas convention. Trade show very informative interaction with various suppliers. Governance Training Workshop discussing effectiveness in the boardroom. Gas Alberta AGM, and Business meeting

Nov 27 – Regular council meeting

Nov 28 – Attend County Christmas Party.

Nov 29 – Attend Vilna Lodge Christmas Party

Dec 1 – County Budget Meeting

Dec 2 – County ASB organizational meeting morning

Dec 2 – Committee of the Whole meeting afternoon



Councillor's Report

10.3

**For September 18 to December 09, 2025
From Councillor Lorne Halisky, Division 4.**

September 19, 2025 – Northeast Alberta Information HUB Board/Membership Meeting (in-person)

- Assigned Signing Authorities – minimum 2 individuals and removal of previous signatories.
- Discussed and approved two GIC Investments.
- A financial report was presented will all in good standing.
- Discussed Alberta HUB sustainability new membership fees looking at Per Capita \$1.00 for Municipalities/First Nations/Metis Settlements, \$2000/year for Post-Secondary Education Institutions, \$3500/year for Business, and \$6500/year for Industry. A Workplan will be developed by Qatalyst Consultant to understand the value based on membership needs etc.

September 29, 2025 – Bellis Board of Trade Meeting (in-person)

- Highway Sign on the corner of Hwy 28 and RR152 needs work so the members continue looking into options such as type/size/material etc. and funding opportunities.
- Unsightly premises i.e. Bellis School are continued to be actioned by the County CPO.
- Waste Disposal at Bellis Lagoon is presently closed to non resident use.
- Financial report was given with all in good standing.
- Bellis Hamlet Domestic Water and Wastewater Study is currently in the works with a 2025 completion target.
- Speeding issue and Truck traffic within the hamlet was discussed with the County CPO working on the matter and Public Works looking at the traffic signs.
- The 70-year Anniversary Event for the Bellis Board of Trade was a success with a Thank-You to Smoky Lake County for their support, Councillor attendance recognition etc.
- Fundraising Committee working on Meat Raffle, 50/50 etc.
- Continuing work on the Board By-Law.
- RCMP Sgt. gave a Crime Report which included a discussion on the Bellis Church Fire.
- Bellis Business Brochure looks great and is a living document with future changes when required.

October 16, 2025 – ALDMO Alberta's Lakeland Destination Marketing Organization Board Meeting (virtually)

- 2026 Travel Alberta Funding ideas were sent in such as Destination Development Plan looking at potential tourism operators in the region etc.
- The Alberta's Lakeland Destination Marketing Organization Bylaw is being reviewed and will be brought to a future meeting.
- Financial report was deferred to a future meeting when audited finances are completed.
- Domestic travel is on the increase including Smoky Lake Pumkin Fest success etc.
- Social Media contract including Website Management was discussed of how to manage this with minimal to no funding.
- New Travel Alberta Representative Rene Rondo is in place.
- Travel Lakeland Management Report:
 - Looking at working with Travel Alberta; product development and implementation of the TDZ report.
 - Promoting the Travel Lakeland Event Calendar use by all board members and the region.
 - Signed up for Sync account and will remove the Microsoft SharePoint. The new upgraded Microsoft account is \$60.69 a month and Sync is \$25.20 a month for up to 1 TB.



Councillor's Report

**For September 18 to December 09, 2025
From Councillor Lorne Halisky, Division 4.**

- Notify Lakeland DMO with what is new from you communities and feel free to post it on the new Alberta's Lakeland DMO Industry Facebook Group Page.

November 07, 2025 – Highway 28/63 Regional Water Services Commission Organizational and Regular Meeting (Craig and Lorne in-person)

- I'm Board Chair, as per the Reeves Report.

November 21, 2025 – Evergreen Regional Waste Management Services Commission Organizational and Regular Meeting (in-person)

- Meeting was called to order with nominations for Chair, Maxine Fodness was acclaimed as Chair and Lorne Halisky acclaimed as Vice-Chair.
- Appointed Signing Authority for Chair and Vice-Chair.
- Reappointed Financial Auditor and Legal Advisor.
- No changes to the Board Remuneration & Expense Reimbursement.
- Regular Meeting date will stay the same being third Thursday of each month.
- A discussion was held on contacting Finning to sell the repaired Compactor and will be brought back to the board before a final decision as to possibly looking at other sale opportunities etc.
- MSW Waste Survey Report conducted by Omni McCann was discussed finding MSW cells 1-6 expected to be filled by early 2031, good compaction ratio of 878kg/m³, the approval limits for fill is above sea level to be at 673.7 meters, and inert waste cell construction 2027 to be used in 2028 keeping in mind that should waste volumes increase the timeline for cell construction would be expedited.
- Leachate Disposal and Hauling Contracts are being looked into as leachate volumes have been lower due to the dryer conditions/years.
- Treasurer Report was delivered with all in good standing including reinvesting GIC 53 into a one year non-redeemable.
- Regional Site Manager reported that the Alberta Care AGM is on December 5 in Leduc, looking into shredding mattresses in the near future, and commission cost for members is 50% population & assessment.
- Ambipar gave a presentation on marketing and sales of cover soils using a wide range of slightly impacted reclaimed/recycled commercial, industrial and oilfield soils. We will be considering this for our Smoky Lake County Landfills as we have none or a very limited amount of cover.
- Sonnevera International Corp. who is conducting a Regional Service Delivery Study for Evergreen Waste Management will be hosting a Stakeholder Workshop on January 15, 2026.

December 04, 2025 – Highway 28/63 Regional Water Services Commission Meeting (Craig and Lorne in-person)

- I'm Board Chair, as per the Reeves Report.

*Attended other various meetings, workshops, conferences etc as per the Reeves Report. Please contact myself if you would like to discuss any of these items in further detail.

Thank you,

Lorne

From: Jiang, Zhen <zjiang@brownleelaw.com>
Sent: Thursday, November 27, 2025 4:07:35 p.m.
To: Lorne Halisky <lhalsky@smokylakecounty.ab.ca>
Subject: Registration for Emerging Trends 2026 is Now Open!

You don't often get email from zjiang@brownleelaw.com. [Learn why this is important](#)

EMERGING TRENDS IN MUNICIPAL LAW

PRESENTED BY  BROWNLEE LLP
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 BROWNLEE LLP
CALGARY February 5th, 2026
EDMONTON February 12th, 2026

EARLY BIRD PRICING ENDS JAN 5, 2026!

Dear _____,

You are invited to join us this February for our annual **Emerging Trends in Municipal Law** seminar featuring topics curated exclusively for our elected and administrative municipal clients.

Emerging Trends in Municipal Law will be held in-person in Calgary and Edmonton – and the Edmonton date will also offer a live-stream option for virtual attendance.

Event Details

CALGARY	EDMONTON
WinSport Arena	Edmonton Expo Centre

88 Canada Olympic Rd SW, Calgary	7515 - 118 Ave. NW, Edmonton
-	-
Thursday, February 5, 2026	Thursday, February 12, 2026
7:45 am – 4:30 pm	7:45 am – 4:30 pm
-	-
In-person only	In-person Virtual
REGISTER Feb. 5 th 2026	REGISTER Feb. 12 th 2026

Tickets

Early bird pricing is available now till January 5th, 2026.

Early Bird Pricing | In-Person: \$189 + applicable taxes & fees (\$209 reg.)

Early Bird Pricing | Virtual: \$139 + applicable taxes & fees (\$149 reg.)

Hotel Booking Information

Should you require accommodation feel free to access our discounted hotel rates:

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Hotel: FourPoints by Sheraton
Calgary West

Address: 8220 Bowridge Crescent,
NW

Edmonton

Hotel: Sandman Signature
Edmonton Downtown

Address: 10235 – 101 St. NW,
Edmonton

To book your room before Dec 22nd, 2025, call Marriot Reservations at **403.288.441** using the Room Block with group code Brownlee LLP/Emerging Trends 2026. You can also [book a room online](#)

To book a room before January 26th, 2026, call **1-800-SANDMAN**, [email the hotel](#), or [book a room online](#) and provide the following information:

Block Code: “2602EMERGI”

If you have any questions, please contact Dania Atique at datique@brownleelaw.com.

This event is by invitation only.

We hope you can join us!

Brownlee LLP

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We acknowledge the traditional territories of the Indigenous peoples of the Treaty 6 region and the Metis settlements and Metis Nation of Alberta, regions 2, 3 and 4. We respect the histories, languages and cultures of the First Nations, Metis, Inuit and all First Peoples of Canada, whose presence continues to enrich our community.

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Alberta Electoral Boundaries Commission

Member Guide



Introduction

The *Electoral Boundaries Commission Act* requires a review of Alberta's electoral boundaries for provincial elections every four years. The [current review is underway](#), and the Commission must submit a final report to the Legislative Assembly by March 28, 2026.

To this point, the Commission has developed an interim report recommending several changes to Alberta's current electoral map, including many impacting rural municipalities and rural Albertans.

The Commission is currently seeking public feedback on the interim report, both through written submissions and public meetings scheduled throughout January 2026.

How to use this document

This document is intended to support RMA members in participating in the Electoral Boundaries Commission review engagement process.

As Alberta is experiencing rapid growth and shifting demographics, changes to electoral boundaries pose risks to adequate rural representation at the provincial level. For this reason, RMA encourages members to provide written input or participate in meetings to share their current experience in accessing provincial elected officials, as well as the potential impacts that the proposed changes may have at the local level.

It is important to emphasize that the Commission is bound by legislation limiting their ability to make certain significant changes or preserve ridings in the context of overall provincial population growth. This guide will explain the legislative framework in which the Commission has made their recommendations, provide analysis on their consideration of rural representation challenges, and recommend how members can frame their input in a way that balances the importance of making changes to electoral boundaries through a rural lens with the reality that the Commission is bound by specific requirements that limit the options available to them.

Electoral Boundaries Review – An Overview

Review Process

As required by the *Electoral Boundaries Commission Act*, the Electoral Boundaries Commission consists of five members: one chairperson appointed by the Lieutenant Governor in Council, two representatives appointed by the Government, and two members appointed by the Official Opposition.

The Act requires the Commission to undertake two rounds of public reporting: one prior to submitting an interim report to the Speaker, and one following the interim report's public release, as a way to receive public feedback to the interim report recommendations that may inform the final report.

The committee held initial public engagement in spring 2025, which consisted of a combination of in-person and virtual hearings as well as written input. The Commission supplemented input received through written hearings with population and demographic data provided by both Statistics Canada and the Government of Alberta's Office of Statistics and Information.

The Commission's interim report was submitted to the Speaker on October 23, 2025, and released publicly shortly after.

The Commission is currently seeking public input on the interim report through written submissions and public meetings. Written submissions are not required to follow any specific guidelines or structure, but must address recommendations made in the interim report and focus on matters within the Commission's legislative scope. The deadline for written submissions is December 19, 2025.

Public meetings will be held in-person and virtually throughout January 2026. Currently, there is no agenda or details as to how public meetings will proceed. There is an opportunity for individuals or stakeholders to register to make a formal presentation during a public meeting. In-person meetings will be held in Calgary on January 12 and 13, 2026 and in Edmonton on January 19 and 20, 2026. Virtual meetings intended for different regions of the province will be held on January 15 and 16.

Review Scope

As mentioned, the Commission must follow a specific scope and process, as per the *Electoral Boundaries Commission Act*. This scope limits the factors that the Commission may consider when developing recommendations for changes to electoral boundaries, as well as the variance of the comparative population within electoral districts. This section outlines what is and is not in scope for the Commission's current review.

Number of Electoral Districts

Section 13 of the Act requires the Commission to divide the province into 89 electoral districts. Prior to this amendment to the Act in 2024, previous commissions (since 2009) were required to divide the province into 87 electoral districts. The Commission is not permitted to recommend a model that would result in fewer or more than 89 electoral districts.

Relevant Considerations

Unlike section 13, which is prescriptive in terms of the number of electoral districts required, section 14 includes the following factors that the Commission **may** take into consideration when developing the 89 electoral districts:

- ◆ Sparsity, density and rate of growth of the population
- ◆ Communities of interest, including municipalities, regional and rural communities, Indian reserves and Metis settlements
- ◆ Geographical features
- ◆ The availability and means of communication and transportation between various parts of Alberta
- ◆ The desirability of understandable and clear boundaries
- ◆ Any other factors the Commission considers appropriate

The Act does not include any description or explanation of the factors, and while the interim report references the various factors in relation to some electoral districts, it does not include specific explanation or criteria as to how each informed the overall approach to developing the electoral districts.

Population Variance

Section 15(1) of the Act requires that the population of an electoral district be no more than 25% above or below the average population of the 89 electoral districts based on the population data that the Commission is required to use (see p. 15 of the interim report for an explanation on population methodology). Section 15(2) allows an exception to this requirement; in a maximum of four ridings, the population may be as much as 50% below the average population if at least three of the following five criteria are met:

- ◆ The area of the proposed electoral division exceeds 20 000 square kilometres or the total surveyed area of the proposed electoral division exceeds 15 000 square kilometres.
- ◆ The distance from the Legislature Building in Edmonton to the nearest boundary of the proposed electoral division by the most direct highway route is more than 150 kilometres.
- ◆ There is no town in the proposed electoral division that has a population exceeding 8000 people.
- ◆ The area of the proposed electoral division contains an Indian reserve or a Metis settlement.
- ◆ The proposed electoral division has a portion of its boundary coterminous with a boundary of the Province of Alberta.

The Commission is not required to utilize the exception allowed under 15(2) when developing the electoral districts.

Effective Representation

In addition to the factors that the Commission may consider, section 14 of the Act mandates that the Commission **must** consider “the requirement for effective representation as guaranteed by the *Canadian Charter of Rights and Freedoms*.” Section 3 of the *Charter* states the following:

Every citizen of Canada has the right to vote in an election of members of the House of Commons or of a legislative assembly and to be qualified for membership therein.

As is discussed in more detail in the following section, the interim report dives into the concept of effective representation, including its legal interpretation, differences between its meaning and influence on electoral districting in Canada and the United States, and, most significantly for RMA members and rural Albertans, that effective representation does not equate to an equal population in all electoral districts, but rather that districts are structured in consideration of sparsity, size, and other factors listed in section 14.

Interim Report

The key purpose of the Commission's interim report is to provide a description and rationale for each of the 89 proposed electoral districts. The interim report also includes an explanation of the Commission's review process, including data used, analytical process, and the nature and purpose of initial public input.

Public Input and Commission Response

Public opinion on the proper way to determine electoral boundaries was varied. Many participants advocated for a "parity-based" model in which the population of all electoral districts is identical, based on the concept that each vote should carry an equal weight to the greatest extent possible. The Commission's response to this was to acknowledge that while this model of perfect parity may be theoretically ideal, it is practically impossible, and in a province such as Alberta, with diverse landscapes, population density, cultures and histories, forcing election parity would result in significant inequity in terms of how individuals are represented between elections. The Commission also explained that while strict parity is common in the United States, it has never been applied in an Alberta or Canadian context, and that existing legal decisions support the concept that voter equity is actually tied to varied electoral district sizes, as long as these variances are justified and reasonable in the context of the characteristics of the jurisdiction and the guiding legislation.

The Commission also received significant input from those concerned that boundary changes would erode rural representation by shifting a larger proportion of electoral districts to urban centres (particularly Edmonton and Calgary). Rural participants emphasized that sparseness and large geography must be a driving factor in limiting the geographic size of rural electoral divisions (even if this results in proportionally lower than average populations in each district), and that technology in rural areas is not always reliable, not always accessible, and not a substitute for reasonable direct access to an elected representative. Input in this area also emphasized that rural MLAs represent Indigenous and First Nations reserves and communities, a responsibility not shared by urban MLAs. The economic contributions of rural Alberta were also cited as requiring proper "representation."

The Commission spent significant space in the interim report discussing the importance of maintaining rural representation, as well as the challenges of doing so within the constraints of the Act. They repeatedly referenced the practical challenges that MLAs face in representing large rural areas, and acknowledge that expanding rural ridings even more would exacerbate this, and could risk undermining effective representation. They also acknowledged that not all rural areas are uniform, and effective representation is further informed by factors such as history, community interest, transportation routes, and others. While the Commission clearly showed an understanding of why rural representation matters, it is less clear whether they fully exercised their available powers to ensure rural Albertans were adequately represented. It should be noted that the Commission also heard significant input from northern Alberta MLAs and residents, and viewed the issues of sparseness and travel challenges as even more acute in these regions, due to both the vast size, as well as the limited infrastructure and shadow populations.

The Commission also heard from rural MLAs and constituents that although challenges associated with distance and travel are not an issue in urban areas, increasingly dense, diverse, and fast-growing urban electoral districts present unique representation challenges not found in rural areas. While it is unclear if and how the Commission directly considered such urban-specific challenges, the much more rapid

population growth in Edmonton and Calgary resulted in each city receiving one of the two new electoral districts.

The Commission also received significant input that was more local or regional in nature, and focused on how electoral boundaries should intersect with municipal boundaries, rivers, highways, etc.

Significant Recommendations

The Commission's primary task is to review and, if they deem it necessary as per the legislation, update the boundaries of the 87 existing electoral districts in Alberta, and add two additional districts. It is beyond the scope of this document to summarize the changes proposed to every electoral district. Some of the most notable proposed changes include:

- ◆ Assign one each of the new electoral districts to Edmonton and Calgary.
- ◆ Reduce the number of electoral districts in what the Commission termed the "rural central-west of the province" from six to five (by removing Rimbey-Rocky Mountain House-Sundre), as a means to increase the number of electoral districts in the Airdrie-Cochrane area from two to three.
- ◆ Reduce the number of electoral districts in northern Alberta from seven to six.
- ◆ Make significant boundary changes in rural areas between Calgary and the U.S. border, particularly in relation to the Cardston-Siksika riding.
- ◆ Increase the number of hybrid electoral districts (inclusive of both urban and rural communities) from 18 to 23.
- ◆ Expand the use of hybrid electoral districts to include parts of Edmonton and Calgary.

Note that many individual rural and hybrid ridings have had boundaries adjusted, or in some cases have been merged. Based on RMA's analysis, nearly all individual changes relate in some way to the high-level adjustments listed above and discussed in detail in the interim report.

Member Participation

Importance of Member Involvement

The Commission's responsibility is to update Alberta's electoral boundaries to ensure that every Albertan has effective representation in the provincial government, taking into consideration how the term has been defined in Canada through the Courts, as well as Alberta's geographic and social diversity.

The Commission has stated in the interim report that their work "is to create a province-wide political blueprint. Not all the rooms are the same size—but the proposed foundation is solid. This is necessary for the house of democracy we call Alberta." At this point in the review process, it is crucial that RMA members and rural residents share their perspective on whether the Commission has properly "sized their room" by applying a local lens to the Commission's decisions made in the electoral districts that overlap with their municipal boundaries. It is highly unlikely that the Commission will revisit their full suite of work in relation to high-level arguments about rural representation; they have heard these arguments repeatedly throughout the first engagement, and reference them heavily in the interim report. What will matter to the Commission at this point, and what has the greatest likelihood to result in changes to the interim report, is input from individuals or stakeholders (such as municipalities) related to concerns or feedback with individual electoral districts.

Ways to Participate

Written Submission

- ◆ Deadline: December 19, 2025
- ◆ How to submit: Complete the online form or upload a separate submission by [clicking here](#).
- ◆ There does not appear to be any rules or limitations on the length, format, or focus of written submissions.

Public Meeting

- ◆ Dates and locations:
 - ◇ Calgary (in-person)
 - January 12, 9:00am – 12:30pm, 1:30pm – 4:30pm, 5:30pm – 8:30pm
 - January 13, 9:00am – 12:30pm, 1:30pm – 4:30pm
 - January 14, 9:00am – 12:30pm
 - ◇ Northern Alberta (virtual)
 - January 15, 9:00am – 12:30pm, 1:30pm – 4:30pm
 - ◇ South and Central Alberta (virtual)
 - January 15, 5:30pm – 8:30pm
 - January 16, 9:00am – 12:30pm, 1:30pm – 4:30pm
 - ◇ Edmonton (in-person)
 - January 19, 9:00am – 12:30pm, 1:30pm – 4:30pm, 5:30pm – 8:30pm
 - ◇ January 20, 9:00am – 12:30pm, 1:30pm – 4:30pm, 5:30pm – 8:30pm
- ◆ For more information or to register, [click here](#).
 - ◇ To request an opportunity to present at a public meeting, [click here](#).

RMA's Involvement

RMA plans to make a written submission responding to the interim report with a focus on clarifying the extent to which the Commission exercised their ability to consider factors such as sparsity and travel distances, as well as s. 15(2) powers to exceed population variances. RMA has also requested to make a presentation at an in-person meeting in January to share similar input.

Participating Strategically

As mentioned, the input with the highest likelihood of influencing the Commission's work at this point is that focused on specific ridings. As such, rural municipalities are well-positioned to provide compelling input as to why the proposed electoral boundaries overlapping with their municipality require change.

The questions below will assist members in determining the local/regional impact of the Commission's proposed changes, and framing input that is likely to resonate with the Commission based on their mandate and the legislative restrictions on their scope. The more of the questions below that your municipality can answer "yes" to, the more likely the Commission will seriously consider your input, and potentially amend their initial recommendations.

Is the Commission proposing changes to electoral boundaries overlapping your municipality?

The Commission has made no changes to nine districts electoral districts, and in their words, "changes to many others are modest." While members that may not be locally impacted by change but are still concerned about broader impacts on effective representation in rural Alberta are encouraged to make a submission, those that are directly impacted are most likely to influence the Commission's work at this point.

To determine whether electoral districts overlapping with your municipality are proposed for change, view page 40 of the interim report, which provides an overview of the Commission's rationale for change in all 89 electoral districts. The maps for proposed districts and all of Alberta are in Appendix G of the interim report or [available here](#).

Are the changes significant in terms of the population included within the electoral district?

The *Electoral Boundaries Commission Act* permits the Commission to establish electoral divisions with a population up to 25% above or below the provincial per-riding average (54,929). In the interim report, the Commission states an intent to utilize this ability when required to recognize the challenges of representation in sparsely populated rural areas. If your municipality overlaps one or more ridings that have been modified or expanded to significantly increase the riding's total population, particularly if population growth in the area has been minor, emphasizing this change and its impact on the effective representation of those in the new riding will likely resonate with this Commission.

Some examples of major changes in comparison to the 2017 recommendations include:

2017 riding	Population	2025 riding (proposed)	Population
Central Peace-Notley	28,993	Peace River-Notley	48,602
Lesser Slave Lake	27,818	Slave Lake-Westlock-Athabasca	46,076
Peace River	39,974	Peace River-Notley	48,602
Taber-Warner	42,625	Cardston-Taber-Warner	54,933

The table above is not exhaustive but provides some examples of significant change in rural areas. Members are encouraged to compare the population table beginning on page 108 of the interim report with the list of electoral division populations on page 59 of the [2017 Commission report](#) to understand changes impacting their municipality.

It should also be noted that the Commission has chosen to utilize their "s. 15(2) powers" to exceed the 25% population variance threshold for only one electoral district (Mackenzie), despite having the ability

to utilize this power for up to four electoral districts. If your municipality is located far from a large population centre and intersects with a provincial border, there may be value in recommending further use of s. 15(2), or at minimum requesting clarity from the Commission on whether they considered this power in your region. However, note that the requirements for utilizing s. 15(2) powers are narrow, as explained on page 4 of this document.

Are the changes significant in terms of the geographic size of the electoral district?

There is no requirement or threshold in the *Electoral Boundaries Commission Act* as to the geographic size or area of an electoral district. Similarly, the interim report does not directly compare or otherwise address the specific area of various districts. However, the Commission does acknowledge that the large areas that define many rural districts present significant challenges for both MLAs and constituents, including an acknowledgement that “many urban challenges can be overcome by hiring additional staff. Travel distances in rural areas cannot be solved in the same manner.”

Neither the 2025 nor the 2017 reports include a list of the area of electoral districts. However, anyone familiar with a given region can determine whether the electoral district size has changed significantly by comparing the maps included in each review. Additionally, if the Commission significantly alters the boundary of an electoral division, they will generally explain the extent and rationale of the change in the interim report.

Do the changes place some or all of your municipality in a “hybrid riding?”

“Hybrid ridings,” which are electoral divisions that include communities with both urban and rural characteristics, are more heavily utilized in the proposed electoral boundaries than in the previous structure. Specifically, the *Electoral Boundaries Commission Act* was amended to allow hybrid ridings that include Edmonton and Calgary; such ridings were previously only permitted outside the two large cities. The Commission explains that in Alberta, Courts have confirmed hybrid ridings as a reasonable means of supporting effective representation, particularly in a context of a growing and urbanizing population.

While hybrid ridings have been present in some parts of Alberta for decades, the Commission’s consideration of expanded use drew significant public opposition. According to the Commission, opposition was primarily based on the concept that urban and rural residents have distinct perspectives and priorities, and combining those into one electoral district will erode both voices. It is also notable that some participants, particularly those located in existing hybrid ridings, expressed support for the concept to balance the complex and sometimes overlapping perspectives of urban/rural boundary areas.

Appendix F of the interim report defines “hybrid electoral divisions” and provides a list of both current and proposed. The number of hybrid ridings would increase from 18 to 23, which would include three involving Calgary and two involving Edmonton.

Given the Commission’s emphasis on discussing the risks and benefits of hybrid ridings and justifying their expanded use, it is likely that municipalities or other stakeholders that have land included in a hybrid riding and provide input related to its impacts on effective representation will resonate with the Commission. It is important to note that due to the legislative rules guiding the Commission’s work, it would be very difficult, or even impossible to significantly reduce or eliminate the number of hybrid ridings without increasing the number of urban-only ridings and decreasing the number of rural-only ridings. Despite this, specific local concerns with individual hybrid ridings may spur the Commission to reconsider, particularly for the new hybrid ridings including Edmonton or Calgary.

Do the changes divide your municipality among more electoral divisions than they were previously within?

The Commission makes multiple references to the importance of aligning electoral district boundaries with municipal boundaries as much as possible, and in limiting the number of electoral districts overlapping with a single municipality. If your municipality already has a disproportionately high number of overlapping electoral districts, or the proposed changes will increase the number of electoral districts overlapping your municipality, a clear explanation of the local challenges this presents, both for the municipality and for individual constituents, is likely to resonate with the Commission.

Do the changes result in boundaries that do not align with local community groupings, a major transportation route, or other significant geographic feature?

The Commission has acknowledged that defining rural electoral boundaries is challenging as there are often significant connections or similarities among small urban municipalities and hamlets scattered across large rural areas that may not be evident based on a map, but would justify containing them within the same riding. Similarly, they acknowledge that natural features such as rivers or mountains may serve as informal local boundaries that should inform electoral divisions. Thirdly, roadways or major transportation corridors often unite communities that may not be in especially close geographic proximity, but may interact closely in terms of economic development, community events, etc.

If you are aware of such features in your municipality or general region that are not reflected in electoral boundaries, there is value in explaining the connection, the relevance to the community, and the risks of not aligning electoral boundaries to match. This issue is likely most visible in the Commission's proposal to divide many northern communities that are strongly linked to one another into separate electoral divisions through the decision to reduce the number of northern electoral divisions from seven to six. However, there are likely other instances of current boundaries being ill-suited to local community connections, or proposed changes exacerbating existing issues.

Key Takeaways for an Effective Submission

Regardless of whether and to what extent your municipality can answer "yes" and provide examples to the above questions, RMA encourages all members to review the interim report through a local and broader rural lens and provide input to the Commission. General themes that all submissions should emphasize are:

Effective representation

This concept has guided the Commission's work more than any other (based on the interim report). While "effective representation" has a strong legal foundation, it is based on the idea that "effective" does not mean "identical." All ridings should not have an identical population, area, or character, because this does not reflect Alberta's diversity in all three areas. Forming your input in relation to whether the proposed structure reflects effective representation for the residents of your municipality will be integral to whether it informs changes from the Commission. Pages 6-14 of the interim report discuss effective representation in detail.

Focus on local

The interim report details the challenges that the Commission faced in properly considering the various factors informing electoral boundaries within their legislative scope. As such, it is unlikely that general calls to increase the number of rural ridings will have an impact at this point in the process. The key to

influencing the Commission's remaining work will be to rely on local examples to call for changes to specific electoral divisions or regions.

Provide ideas or solutions

Similar to above, general calls for more representation in a given municipality are unlikely to be taken seriously by the Commission. However, using local expertise to provide specific ways that rural representation can be enhanced may be just the type of support the Commission is looking for. This could be as simple as recommending a specific boundary be shifted to better align with a geographic feature, municipal boundary, or to unite two connected communities within a single electoral district.

Subject: Fire Level of Service 2025 Engagement – What We Heard.
Date: December 5, 2025 9:52:27 AM
Attachments: [image001.png](#)
[Level-Of-Service_MinisterLetter_WhatWeHeard_2025.pdf](#)

Some people who received this message don't often get email from firecomm@gov.ab.ca. [Learn why this is important](#)

Dear stakeholders,

Please see the attached letter from the Honourable Dan Williams, Minister of Municipal Affairs and the Report: Fire Level of Service 2025 Engagement – What We Heard.

If you have any questions regarding the attachments or next steps, please reach out to the Office of the Fire Commissioner at firecomm@gov.ab.ca

Sincerely,

The Office of the Fire Commissioner

Municipal Affairs

Government of Alberta

The logo for the Government of Alberta, featuring the word "Alberta" in a stylized, cursive script. The letter "a" is followed by a small blue square.


Jordan Ruegg
Planning and Development Manager
Smoky Lake County

Re: Village Response to Proposed County Conditions and Negotiated Items for the Proposed Village of Waskatenau Annexation

The Village of Waskatenau has authorized Municipal Planning Services (MPS) to prepare the following letter to the Council on the Village's behalf.

At the Village of Waskatenau Council meeting held on November 20, 2025, Village Council discussed the joint meeting with Smoky Lake County Council on November 6, 2025, and the County letter to the Village (dated October 10, 2025) that identifies the County's proposed annexation conditions. Below are the proposed annexation conditions (as presented by the County), and the Village's response.

COUNTY PROPOSAL		VILLAGE RESPONSE
1	That the Village pay compensation to the County for lost tax revenue from parcels of land that are located within the proposed annexation area, based on the following formula: a. Year of annexation= 100% b. Year 2 = 80% c. Year 3 = 60% d. Year 4 = 40% e. Year 5 = 20% f. Year 6 = 0%	The Village of Waskatenau agrees to the taxation formula as presented by the County.
2	The County provides the Village with a copy of the total cost breakdown of the former nuisance ground's reclamation, and the total amount of grant funding received (included as part of the October 10, 2025, letter and discussed at the joint Council meeting held on November 6, 2025).	The Village of Waskatenau agrees to pay the Smoky Lake County the amount of \$50,000.00 over a period of 10 years with equal payments made each year in relation to the lands described as the former Waskatenau Nuisance Grounds; legally described as Plan 5225 CL;OT.
3	The County concurs with the proposal for the Village to assume all Village costs associated with the proposed public engagement program and with the offer to compensate the County for costs it incurs related to same, to a maximum of \$500.00.	The Village of Waskatenau agrees with the proposal for the Village to assume costs associated with the proposed public engagement program and with the offer to compensate the County for costs, if any to a maximum of \$500.00.
4	The Village is to assume responsibility for payment of electricity charges and any other costs associated with the three (3) streetlights located on Range Road 193A, between Highway 28 and the Village's existing boundary (Site ID Numbers: 0010465047210, 0010467850617, and 0010467861915).	The Village of Waskatenau agrees to assume costs related to electricity charges for the three (3) streetlights located on Range Road 193A, identified as Site ID Numbers 001465047210, 0010467850617 and 0010467861915.
5	The Village provide written confirmation (to the satisfaction of the County) that any costs associated with the future removal, alteration, or relocation of the existing Natural Gas infrastructure located on the lands legally described as NW 16-59-19-W4 be incurred by the Village of Waskatenau and/or the developer of said lands.	The Village of Waskatenau agrees to provide written confirmation that any costs associated with the future removal, alteration or relocation of the existing Natural Gas infrastructure located on the lands described as NW-16-59-19-W4, be incurred by the Village and/or the developer of said lands.



The Village respectfully requests that County provide a response to this letter (or schedule a meeting with the Village) by December 22. The Village's next step(s) in this process are to engage with affected and adjacent landowners. MPS and the Village will make request to County Administration for current contact information for County residents/property owners within the affected annexation area, as well as properties immediately adjacent to the proposed annexation area. Affected and adjacent landowners will be contacted by the Village to invite them to an information session to learn about the proposed annexation and to provide them with the opportunity to discuss the proposed annexation with MPS and the Village. The Village will provide the County with a copy of any landowner notification letters for the County's records.

Preliminary notification for affected and adjacent landowners was previously undertaken by the Village in November 2024. To date the Village has not received any objections from the notified persons.

The Village appreciates the County's cooperative efforts in this endeavor.

Thank you,



Brad MacDonald RPP, MCIP

Senior Planner

Municipal Planning Services

780.486.1991

b.macdonald@munplan.ab.ca

WASKATENAU NUISANCE GROUND RECLAMATION PROJECT

INVOICE DATE	INVOICE SUB TOTAL	GST	TOTAL INVOICE AMOUNT	VENDOR	DESCRIPTION OF WORK
December 4, 2015	\$1,006.56	\$50.33	\$1,056.89	Associated Engineering	PHASE I ESA
January 21, 2016	\$3,052.40	\$152.62	\$3,205.02	Associated Engineering	PHASE I ESA
April 22, 2016	\$2,763.40	\$138.17	\$2,901.57	Associated Engineering	PHASE I ESA
July 24, 2018	\$62,924.25	\$3,146.22	\$66,070.47	Action land & Environmental Service:	PHASE II ESA
October 19, 2018	\$4,164.75	\$208.24	\$4,372.99	Action land & Environmental Service:	PHASE II ESA
January 30, 2019	\$12,599.50	\$629.98	\$13,229.48	Action land & Environmental Service:	PHASE II ESA
October 2, 2020	\$921.00	\$46.05	\$967.05	Pin Point Locating	Location and staking of underground utilities
October 16, 2020	\$55,246.80	\$2,762.35	\$58,009.15	Waste Management of Canada Corp	Waste disposal fees/landfill charges
November 17, 2020	\$30,100.00	\$1,505.00	\$31,605.00	CERA Contracting Ltd.	Excavation/hauling of contaminated materials
December 1, 2020	\$17,757.04	\$887.85	\$18,644.89	Action land & Environmental Service:	On-site testing/moitoring; lab analysis of contaminated soil samples
March 30, 2021	\$10,335.00	\$516.75	\$10,851.75	CERA Contracting Ltd.	Excavation/hauling of contaminated materials
April 1, 2021	\$9,031.39	\$451.57	\$9,482.96	Waste Management of Canada Corp	Waste disposal fees/landfill charges
May 31, 2021	\$8,990.62	\$449.54	\$9,440.16	Action land & Environmental Service:	On-site testing/moitoring; lab analysis of contaminated soil samples
July 15, 2021	\$39,000.60	\$1,950.03	\$40,950.63	CERA Contracting Ltd.	Excavation/hauling of contaminated materials
July 26, 2021	\$3,493.75	\$174.69	\$3,668.44	Action land & Environmental Service:	On-site testing/moitoring; lab analysis of contaminated soil samples
TOTAL	\$261,387.06	\$8,743.83	\$274,456.45		ADMIN AND COUNCIL COSTS ARE ESTIMATED BASED ON: - RESEARCH OF BACKGROUND OF PROPERTY OWNERSHIP/STATUS - COUNCIL MEETINGS & PREP TIME FOR THESE MEETINGS (FEBRUARY 23, 20217; JANUARY 25, 2018; FEBUARY 22, 2018; FEBRUARY 21, 2019; MAY 23, 2019; AUGUST 26, 2021; FEBRUARY 24, 2022; MARCH 24, 2022) - MEETINGS WITH GOA OFFICIALS/MINISTERS (NOVEMBER 16, 2016 AT RMA EDMONTON; OCTOBER 23, 2019 ALBERTA TRANSPORTATION IN EDMONTON; NOVEMBER 20, 2018 AT RMA EDMONTON) - PREPARATION OF GRANT APPLICATION TO GREEN MUNICIPAL FUND - PREPARATION OF SUBMISSION FOR GRANT REPORT TO SATISFY CONDITIONS OF GREEN MUNICIPAL FUND GRANT - PREPARATION AND REVIEW OF REQUESTS FOR PROPOSALS FOR PHASE I & PHASE II ESA AND REMEDIATION PLAN - PROJECT MANAGEMENT OF PHASE I & II ESA AND REMEDIATION PLAN AND REPORTING TO COUNCIL
ADMIN/COUNCIL TIME COST			\$50,000.00		
TOTAL COST (BEFORE GRANTS)			\$324,456.45		
GRANTS RECEIVED			\$42,500.00	GREEN MUNICIPAL FUND	
			\$87,438.00	GOVERNMENT OF ALBERTA	
TOTAL COST (AFTER GRANTS RECEIVED)			\$194,518.45		

SALE HISTORY

2012 TOEWS HOLDINGS PAID SMOKY LAKE COUNTY	\$16,000.00
2016 SMOKY LAKE COUNTY PAID TOEWS HOLDINGS	\$27,000.00
2023 1986215 ALBERTA LTD. PAID SMOKY LAKE COUNTY	\$53,760.00
NET PROCEEDS TO SLC	\$42,760.00

TOTAL AREA OF 300M NUISANCE GROUND SETBACK	≈ 103.00 ACRES
AREA OF 300M SETBACK TO REMAIN IN COUNTY POST ANNEXATION	≈ 20.50 ACRES (19.90%)
19.90% OF TOTAL NET COSTS TO RECLAIM NUISANCE GROUND	\$38,709.17

56 Wheatland Avenue | P.O. Box 460
Smoky Lake, AB T0A 3C0
www.smokylake.ca

MEDIA RELEASE

December 9, 2025

Physicians and Healthcare Professionals Committee Congratulates Pat Palechuk on Appointment to Regional Health Advisory Council 5

Smoky Lake, Alberta – The Physicians and Healthcare Professionals Committee proudly congratulates Pat Palechuk on her recent appointment to Alberta Health Services' Regional Health Advisory Council 5.

Pat's appointment reflects her strong commitment to improving healthcare access, quality, and collaboration across the Smoky Lake region. Her leadership and insight have long contributed to advancing local health initiatives and ensuring that rural residents' voices are represented in regional planning and decision-making.

The Regional Health Advisory Councils are community-based groups established by Alberta Health Services to ensure local perspectives and priorities are heard at the provincial level. Council members share feedback from residents, identify regional healthcare needs, and provide input on how to improve the delivery of health services in their area.

In speaking about her appointment, Pat highlighted the resilience and dedication of northern Alberta's healthcare professionals, "What came out of the North Zone—and our area of the North in particular—is that we are a resilient region filled with compassionate and dedicated people working in healthcare. When something needs to be done, our people step up and do it. That truly speaks to the heart of who we are as a community, good people who care deeply about others."

The Physicians and Healthcare Professionals Committee recognizes that Pat's role on the Regional Health Advisory Council 5 will strengthen advocacy for sustainable healthcare services, physician recruitment and retention, and the continued delivery of high-quality care throughout northeastern Alberta.

The Committee encourages residents to join in congratulating Pat Palechuk on this well-deserved achievement and thanks her for her continued service to the region.



[@townofsmokylake](https://www.youtube.com/@townofsmokylake)



www.smokylake.ca

For more information, contact:

Molly Fyten, Managing Partner for Physicians and Healthcare Professionals Committee
Email: cao@smokylake.ca | Phone: (780)656-3674

From:
To:

Cc:

Subject: RMA District 5 Meeting - January 16, 2026

Date: December 11, 2025 12:14:23 PM

Attachments: [image219639.png](#)

Some people who received this message don't often get email from meghan.w@lamontcounty.ca. [Learn why this is important](#)

Greetings Everyone!

The Rural Municipalities District 5 Meeting is quickly approaching. Lamont County is excited to host the meeting this time around, and we look forward to seeing everyone in January. The meeting details are outlined below. As there has been a lot of changeover post-election, I am reaching out to the CAO's to forward this meeting request to their necessary Council members. Please have everyone from your county RSVP to me at meghan.w@lamontcounty.ca prior to January 9th, 2026, including any dietary restrictions or allergies.

RMA District 5 Meeting

January 16, 2026

Lamont Hall - 4844 48 St, Lamont, AB T0B 2R0

9:30am - 3:00pm

Coffee and cinnamon buns @ 9:00am

Provided by our coffee sponsor - DDC Lawyers

We have not secured a room block at the hotel in Lamont, but if you are looking to stay, we would suggest booking the Days Inn located at 5702 47 Avenue, 780-900-2819.

Please also remember to submit any agenda items or resolutions to Kady McKinney (kmckinney@beaver.ab.ca) prior to the end of day January 2, 2026.

If you have any questions or concerns, please feel free to reach out.

Thank you,



Cradle of Ukrainian Settlement in Canada

Meghan Witt

Finance Clerk, Finance

a: Administration Office
5303 50th Avenue,
Lamont, AB
T0B 2R0

t: 780-895-2233 Ext250
tf: 1-877-895-2233
f: 780-895-7404
e: meghan.w@lamontcounty.ca

Make it Safe! Make it Personal! Make it Home!

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Budget to Actual 2025

Notes As At December 9, 2025

Taxes (net)	Total taxes levied were \$14,475,715. This is \$38,162 lower than expected (as a result of assessment changes). After reconciliations were completed, the penalties levied for November were \$68,000.					
Legislative	We have completed 91% of the year. Council has spent 86% of the budget.					
Administration	Administration has spent 80% of the operating budget.					
Communications	Communications has spent 84% of the budget.					
GIS	GIS has spent 92% of the budget. The license fees and Counselling for 2025 have been paid					
Other Government Services	This budget includes the Election Costs. Thus far, the costs to hold the 2025 election are aproximately \$19,000. The budget for grants is \$30,000 plus the commitment of \$85,000 for the School Gym. \$32,000 has been budgeted for election costs					
	500.00 Vilna Curling	3,000.00 Vilna COPS				
	500.00 Spedden Fish and Game	1,500.00 SL Public Library annual donation				
	1,500.00 Ann Chorney Library annual donator	1,500.00 Vilna Library annual donation				
	1,000.00 Kalyna annual donation	85,000.00 gym (funded from reserves from prev year)				
	500.00 SL Riding Club annual donation	500.00 Quiet Nook				
	200.00 Delta Waterfowl	500.00 Archery				
	350.00 SL Holubka Dancers	250.00 Faud Baymarov				
	1,000.00 Victoria Trail Ag Society	2,500.00 SL Legion				
	1,500.00 Warspite Foundation	1,500.00 Vilna Boomtown				
	1,500.00 SL Pumpkin Growers	500.00 Law & Wild Boar BBQ				
	1,000.00 Jr Golf	1,000.00 SL Fiireworks				
	6,000.00 Stars Annual Donation	700.00 Remembrance Day Ceremonies				
		400.00 Endurance Riders				
	<u>114,400.00</u>					
	balance remaining			<u>600.00</u>		
Fire Services	Fire has spent 71% of the budget. Total revenue billed to date is \$250,980 (of which \$80,102.50 is 2024 calls)					
Bylaw	Bylaw has spent 80% of the budget. Total Fine Revenue received to date is \$22,505					
Transportation	Public works has spent95% of the budget. The department will finish with a slight surplus once year end entries are recorded					
Environmental Services	Water has spent 86% of the budget. Sewer 70% (Warspite Sewer has had unexpected repairs costing \$8,000). Landfill 120%. Landfill is over budget due to unexpected cost of \$90,000 contracting garbage truck services since May, and additional costs for paint removal					
FCSS	2025 FCSS funds granted out are:					
	2500 Town family day	6500 SL Library				
	2100 SL Holubka Dancers voluntee	2500 Bellis Board of Trade				
	1500 Vilna Veselka Dancers volunt	1590 Vilna Pool Hall				
	7000 Fire Camp	687 Warspite Hall				
	Aspenview FSLW					
	<u>\$ 24,377.00</u>	grant remaining		<u>\$ -</u>		
Planning & Communication	Planning has spent 65%					
Agriculture Service Board	ASB has spent 75%.					
Economic Development	\$3,827 of the 5,000 budget or economic development advertising has been spent. The \$14,640 for Dr Recruitment has been spent.					
Recreation & Cultural Services	Parks and Rec has spent 86% of the budget					
Gas	Natural Gas Administration has spent 85% of the budget The odorant has a profit is \$168,135 Natural Gas Distribution expenses are at 96% Gross Margin as at September 30 is \$327,770 (2024 = \$376,068)					
		Total Gas Rev	Purchase	Capital	Gross Marg	Profit Marg
2025	\$	1,025,338.23	-\$ 656,193.37	-\$ 96,196.58	\$ 369,144.86	56%
2024	\$	1,572,102.27	-\$ 875,593.98	-\$ 133,441.85	\$ 565,090.44	64%
2023	\$	1,863,967.45	-\$ 1,275,933.53	-\$ 118,689.19	\$ 469,344.73	37%
2022	\$	3,224,440.00	-\$ 2,692,763.00	-\$ 144,974.00	\$ 386,703.00	14%
2021	\$	2,703,448.00	-\$ 1,942,250.00	-\$ 147,212.00	\$ 613,986.00	32%

Accounts Receivable	Old Receivables under review			
	Total	Current	Over 30 days	
\$	137,167.89	\$ 70,900.43	\$ 20,923.81	\$ 45,343.65

Taxes Receivable	Allowance for write off				
Percentage of 2025 taxes collected:	96%	\$ 3,528,592.25	\$ 528,221.00	\$ 3,000,371.25	\$ 2,358,724.38

Legislative

We have completed 91% of the year. Council has spent 86% of the budget.

Administration

Administration has spent 80% of the operating budget.

Natural Gas Receivable	Total	Current	Over 90 days
The budget plan started June 1	\$162,672.12	\$147,753.90	\$78,392.26

Warspite Water Receivable	Total	Current	Over 90 days
\$ 6,979.43	\$ 2,717.41	\$ 2,751.92	

For the Twelve Months Ending December 9, 2025
For the Twelve Months Ending December 31,

	Municipal Budget to Actual Report				
	YTD	YTD			
	ACTUAL	BUDGET			
	Period 12	2025 BUDGET	VARIANCE	VAR %	Notes
OPERATING REVENUE					
Taxes					
Farmland & Residential	\$4,473,884	\$4,623,323	\$149,439	3.23%	
Machinery & Equipment	1,313,885	1,435,878	121,993	8.50%	
Non - Residential	1,535,314	1,296,877	-238,437	(18.39%)	\$38,162 less than budgeted
Linear	7,122,579	7,040,655	-81,924	(1.16%)	
Provincial Government	12,479	99,590	87,111	87.47%	
Sewer Levy	9,275	9,625	350	3.64%	
Other Income					
Well Drilling/Drill Rigs	100	1,000	900	90.00%	
					most of penalties are uncollectable oil and
Penalties	265,032	88,300	-176,732	(200.15%)	gas
User Fees and Sales of Goods	591,420	624,250	32,830	5.26%	
Investment Income	436,312	693,498	257,186	37.09%	November interest has not been recorded yet
Development Levies	82,823	84,500	1,677	1.98%	
Licenses and Permits	111,387	210,500	99,113	47.08%	
Sales to Other Governments	303,805	305,600	1,795	0.59%	
Grants					
Provincial Conditional - Operating	577,374	594,257	16,883	2.84%	
CLC	130,000	130,000		0.00%	
Transfer from Operating Reserve	606,500	521,500	-85,000	(16.30%)	
TOTAL OPERATING REVENUE	17,572,169	17,759,353	187,184	1.05%	
OPERATING EXPENSES					
Salaries, Wages, and Benefits					
Salaries & Wages	5,763,864	5,937,790	173,926	2.93%	
Benefits	508,203	1,259,793	751,590	59.66%	Overall, Salary and benefits are still expected
WCB	90,533	85,000	-5,533	(6.51%)	to be under budget
Other Wages	14,969	32,500	17,531	53.94%	
Contracted and General Services					
Mileage	22,619	49,968	27,349	54.73%	
Meals and Lodgings	58,265	88,280	30,015	34.00%	
Membership & Conference Fees	44,085	61,435	17,350	28.24%	
Freight, Express, Postage	25,547	44,900	19,353	43.10%	
Telephone & Communication	64,303	90,900	26,597	29.26%	
Training	107,116	125,300	18,184	14.51%	
					Unbudgeted costs include the Smoky Lake
					County Commercial and participation in Go
Advertising, Printing, Subscriptions	65,189	61,600	-3,589	(5.83%)	East
Accounting & Auditing	32,606	35,000	2,394	6.84%	
Legal Fees	8,416	20,000	11,584	57.92%	
Assessor Fees	150,913	150,000	-913	(0.61%)	
Engineering Fees	17,664	90,143	-868,579	(963.56%)	
Other Consulting	65,336	67,000	1,664	2.48%	
Computer Programing	134,292	159,575	25,283	15.84%	
Insurance	148,519	272,950	124,431	45.59%	
					includes \$73,000 for a police stuty which is
					offset by a grant. Unbudgeted costs to date
					are \$6,930 for HR support and \$9,000 CAO
Consulting	246,972	247,400	428	0.17%	recruitment
					Unbudgeted \$150,000 costs inclclude waste
Contractor	175,977	58,000	-3,216,705	(5546.04%)	contracting since May and paint removal
Fire Protection	71,249	116,500	45,251	38.84%	
Gravel Hauling	178,682	180,000	1,318	0.73%	
Repairs & Maintenance	206,190	236,850	30,660	12.94%	
Rent & Lease	74,157	125,700	51,543	41.00%	
Tipping Fees	40,967	51,600	10,633	20.61%	
Water Commission Fees	53,913	50,330	-3,583	(7.12%)	
Other Services	-13,507	402,050	415,557	103.36%	purchase cost of water
Materials, Goods, and Utilities					
Office/Food/Janitorial Supplies	84,824	98,080	13,256	13.52%	

	YTD ACTUAL Period 12	YTD BUDGET 2025 BUDGET	VARIANCE	VAR %	Notes
Fuel/Parts/ Etc	1,151,964	1,650,050	498,086	30.19%	
Offset to Road Program		-1,999,794	-1,999,794	100.00%	
Gravel	147,092	490,000	342,908	69.98%	
Chemicals	57,494	75,000	17,506	23.34%	
Computer Supplies	39,717	52,650	12,933	24.56%	
Utilities	174,278	223,749	49,471	22.11%	
Employee Recognition	6,647	29,500	22,853	77.47%	
Ashphalt/Oil/Calcium/Salt	389,094	635,000	245,906	38.73%	
Culverts	53,441	70,000	16,559	23.66%	
Equipment & Vehicle Supplies	15,587	20,000	4,413	22.06%	
Materials & Supplies	27,411	39,350	11,939	30.34%	
Signs	29,428	25,700	-3,728	(14.51%)	
Other General Supplies	41,228	120,550	79,322	65.80%	
					<i>includes \$85,000 contribution to gym (offset by reserve transfer)</i>
Transfers to Local Boards & Agencies	447,270	370,963	-76,307	(20.57%)	
Write Offs	12,843	3,000	-9,843	(328.10%)	
Bank Charges & Interest	5,210	5,900	690	11.70%	
Requisitions	573,211	2,967,484	2,394,273	80.68%	
Contingency		33,372	33,372	100.00%	
Amortization		2,044,300	2,044,300	100.00%	
	11,613,778	17,055,418	1,401,854	8.22%	
Total Operations	5,958,391	703,935	-1,214,670	(172.55%)	
Capital Funding					
Sale of Capital Assets	712,713	456,000	-256,713	(56.30%)	
Provincial Capital Grants	1,096,076	5,960,495	4,864,419	81.61%	
Transfer from Reserve		1,771,791	1,771,791	100.00%	
Capital Funding	1,808,789	8,188,286	6,379,497	77.91%	
Capital Expenses					
Buildings & Land	11,424	40,000	28,576	71.44%	
Transfer to Reserve	39,000	326,000	287,000	88.04%	
Land Improvements	931	12,000	11,069	92.24%	
Engineering Structures	4,045,246	8,253,521	8,248,061	99.93%	<i>cost of bridges</i>
Equipment	1,624,468	1,801,000	176,532	9.80%	
Vehicles	869,979	504,000	-365,979	(72.61%)	
	6,591,048	10,936,521	8,385,258	76.67%	
Total Capital	-4,782,259	-2,748,235	-2,005,761	72.98%	
Net Profit/Loss	1,176,132	-2,044,300	-3,220,432	157.53%	
Remove Amortization		2,044,300	2,044,300	100.00%	
Adjusted Surplus (Deficit)	1,176,132		-1,176,132	0.00%	

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SMOKY LAKE COUNTY
For the Twelve Months Ending December 9, 2025

Council
Budget to Actual Report

	YTD ACTUAL Period 12	YTD BUDGET 2025 BUDGET	VARIANCE	VAR %	Notes
OPERATING REVENUE					
Taxes					
Other Income					
Grants					
OPERATING EXPENSES					
Salaries, Wages, and Benefits					
Salaries & Wages	\$311,761	\$346,298	\$34,537	9.97%	
Benefits	75,448	86,930	11,482	13.21%	
Contracted and General Services					
Mileage	15,627	34,968	19,341	55.31%	
Meals and Lodgings	18,646	23,770	5,124	21.56%	
Membership & Conference Fees	16,275	15,185	-1,090	(7.18%)	
Telephone & Communication	5,454	6,100	646	10.60%	
Other Services		1,500	1,500	100.00%	
Materials, Goods, and Utilities					
Office/Food/Janitorial Supplies	1,403	3,000	1,597	53.24%	
Computer Supplies	5,083	6,000	917	15.29%	
	449,697	523,751	74,054	14.14%	
Total Operations	-449,697	-523,751	-74,054	14.14%	
Capital Funding					
Capital Expenses					
Net Profit/Loss	-449,697	-523,751	-74,054	14.14%	
Adjusted Surplus (Deficit)	-449,697	-523,751	-74,054	14.14%	

Expense Breakdown by Division	Actual	Budget	Budget Remaining	
1	\$13,526	\$14,209	\$683	4.81%
2	\$11,636	\$16,040	\$4,404	27.46%
3	\$11,138	\$14,085	\$2,947	20.92%
4	\$11,628	\$21,260	\$9,632	45.31%
5	\$8,073	\$14,785	\$6,712	45.40%
	\$56,001	\$80,379	\$24,378	

SMOKY LAKE COUNTY
For the Twelve Months Ending December 9, 2025

Natural Gas Budget to Actual Report					Notes
YTD ACTUAL Period 12	YTD BUDGET 2025 BUDGET	VARIANCE	VAR %		
OPERATING REVENUE					
Taxes					
Other Income					
Penalties	\$23,524	\$10,000	(\$13,524)	(135.24%)	
User Fees and Sales of Goods	1,858,235	3,061,900	1,203,665	39.31%	Sale of Gas (volume x price)
Investment Income		50,000	50,000	100.00%	
Grants					
TOTAL OPERATING REVENUE	1,881,759	3,121,900	1,240,140	39.72%	
OPERATING EXPENSES					
Salaries, Wages, and Benefits					
Salaries & Wages	763,140	873,114	109,974	12.60%	
Benefits	164,755	165,000	245	0.15%	
Contracted and General Services					
Mileage	477	3,000	2,523	84.12%	
Meals and Lodgings	9,606	10,000	394	3.94%	
Membership & Conference Fees	28,185	38,000	9,815	25.83%	
Freight, Express, Postage	7,371	13,300	5,929	44.58%	
Telephone & Communication	15,954	19,400	3,446	17.76%	
Training	5,200	5,500	300	5.46%	
Advertising, Printing, Subscriptions	2,263	2,500	237	9.48%	
Accounting & Auditing	15,344	16,000	656	4.10%	
Legal Fees		1,000	1,000	100.00%	
Engineering Fees	9,108	7,500	-1,608	(21.43%)	
Other Consulting	587	1,000	413	41.29%	
Computer Programing	16,126	30,000	13,874	46.25%	
Insurance	32,700	36,000	3,300	9.17%	
Contractor		35,000	35,000	100.00%	
Repairs & Maintenance	5,109		-5,109	0.00%	
Rent & Lease	9,482	14,225	4,743	33.34%	
Other Services	10,105	2,750	-7,355	(267.44%)	
Materials, Goods, and Utilities					
Office/Food/Janitorial Supplies	11,210	17,400	6,190	35.57%	
Fuel/Parts/ Etc	63,690	92,000	28,310	30.77%	
Computer Supplies	5,269	19,000	13,731	72.27%	
Utilities	10,930	12,120	1,190	9.82%	
Employee Recognition		2,000	2,000	100.00%	
					includes cost of materials for Healing Center which will be recovered through revenues
Materials & Supplies	206,319	113,900	-92,419	(81.14%)	
Natural Gas Purchased	656,353	1,471,191	814,838	55.39%	
Other General Supplies	105	1,000	895	89.49%	
Amortization		245,000	245,000	100.00%	
	2,049,388	3,246,900	1,197,512	36.88%	
Total Operations	-167,629	-125,000	42,628	(34.10%)	
Capital Funding					
Transfer from Reserve		169,000	169,000	100.00%	
Capital Funding		169,000	169,000	100.00%	
Capital Expenses					
Transfer to Reserve		120,000	120,000	100.00%	
Equipment		129,000	129,000	100.00%	
Vehicles	21,214	40,000	18,786	46.96%	
	21,214	289,000	267,786	92.66%	
Total Capital	-21,214	-120,000	-98,786	82.32%	
Net Profit/Loss	-188,843	-245,000	-56,158	22.92%	
Remove Amortization		245,000	245,000	100.00%	
Adjusted Surplus (Deficit)	-188,843		188,842	0.00%	

YTD ACTUAL Period 12	YTD BUDGET 2025 BUDGET	VARIANCE	VAR %
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Notes

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