



Smoky Lake County

Meeting Agenda

Regular County Council Meeting

January 27, 2026 - 09:00 AM

In Person - Council Chambers

4612 - McDougall Drive, Smoky Lake, Alberta

Please join using this link:

<https://video.businessconnect.telus.com/join/571993179>

1. CALLED TO ORDER
2. ADOPTION OF AGENDA
3. ADOPTION OF MINUTES
 - 3.1. Regular Council Meeting – January 8, 2026
4. DELEGATIONS
 - 4.1. Warspite Foundation 9:30 a.m. (Confirmed)
 - 4.2. Aspen View Public Schools Board of Trustees – 10:00 a.m.
(Confirmed)
 - 4.3. Pine Creek Retreat – 10:30 a.m. (Confirmed)
5. PUBLIC HEARING - N/A
6. MUNICIPAL PLANNING COMMISSION - N/A
7. PUBLIC QUESTION & ANSWER PERIOD (11:30 A.M. – 12:00 P.M.)
8. REQUESTS FOR DECISION
 - 8.1. FCSS Grant Application
 - 8.2. Appointment of Intermunicipal Subdivision and Development Appeal
Board (ISDAB) Clerk
 - 8.3. Strathcona Resources Ltd. Write Off
 - 8.4. Coyote Reduction Program Policy
 - 8.5. Consent to Act as a Director on the MCC Corporation.

9. CAO REPORT

- 9.1. Action Item List

10. COUNCIL COMMITTEE REPORTS

- 10.1. Reeve's Report Division 3
- 10.2. Deputy Reeve's Report Division 4
- 10.3. Division 1- Handout
- 10.4. Division 2 - Handout
- 10.5. Division 5 - Handout

11. CORRESPONDENCE

- 11.1. Portage College dated November 7, 2025
- 11.2. AI Data Center Project dated January 12, 2026
- 11.3. RMA Police Funding Model Member Guide dated January 12, 2026
- 11.4. Canada Post - Regarding Spedden, Alberta Post Office dated January 20, 2026
- 11.5. Smoky Lake Regional Chamber dated January 21, 2026

12. INFORMATION RELEASE

- 12.1. Letter to Waskatenau Re Annexation - Jan 13, 2026
- 12.2. Letter of Support - Alberta Community Partnership (ACP) 2026-26
Grant intake Intermunicipal Collaboration Stream - Alberta HUB
Skyways Project
- 12.3. Smoky Lake County Letter to Lakeland Agricultural Research
Association Program

13. FINANCIAL REPORTS

- 13.1. Budget at a Glance

14. NEXT MEETINGS

- January 29th, 2026, Joint Alberta Emergency Management Agency Training for Councils at 10:30 a.m. at the Smoky Lake Curling Club
- Thursday, February 5th, 2026, Committee of The Whole Meeting at 10:00 a.m.
- Wednesday, February 18th – Meeting with RCMP at 1:30 p.m. In Council Chambers
- Thursday, February 26th, 2026, Regular County Council Meeting at 9:00 a.m. in Council Chambers
- Thursday, March 26th, 2026, Regular County Council Meeting at 9:00 a.m. in Council Chambers

15. IN CAMERA

- 15.1. CAO Interviews; Access to Information and Protection of Privacy Act (ATIA), Division 2, Part 1, Section 22: Personnel Matters

16. ADJOURNMENT



Smoky Lake County
Meeting Minutes
Regular Council Meeting January 8, 2026 - 09:00 AM

Called to Order

The meeting was called to order at 9:10 a.m. by Reeve Lukinuk, in the presence of the following persons:

		ATTENDANCE
<u>Div. No.</u>	<u>Councillor(s)</u>	<u>Thursday, January 8, 2026</u>
Division 1	Ryan Barker	Present in Chambers
Division 2	David Kully	Present in Chambers
Division 3 / Reeve	Craig Lukinuk	Present in Chambers
Division 4/ Deputy Reeve	Lorne Halisky	Present in Chambers
Division 5	Jered Serben	Present in Chambers
<i>Interim</i> CAO/Finance Manager	Brenda Adamson	Present in Chambers
Executive Services Coordinator	Chyenne Shaw	Present in Chambers
<u>Observers in Attendance Upon Call to Order:</u>		
P & D Manager	Jordan Ruegg	Virtually / Physically Present
Enviro Ops Manager	Dave Franchuk	Virtually Present
Natural Gas Manager	Daniel Moric	Virtually Present
GIS Technician	Carole Dowhaniuk	Virtually Present
Agricultural Fieldman	Carliegh Danyluk	Virtually Present
Health and Safety Coordinator	Jasmine Schaub	Virtually / Physically Present
Public	3 Members	Virtually Present

Resolution No:
20260108-001

Adoption of Agenda
Moved By: Kully

That Smoky Lake County Council adopt the agenda as amended:

7.2.1 Supplementary information from the applicant

15.1 In Camera ATIA Division 2, Part 1 Section 20.

CARRIED

Adoption of Minutes

**Resolution
No:
20260108-
002**

Minutes of the Regular Council Meeting, December 18, 2025

Moved By: Barker

That Smoky Lake County Council approve the Minutes of the Regular Council Meeting of December 18, 2025, with the following amendments:

- Motion 1207-25 "That Smoky Lake County Council approve the attendance of any Councillor who is available to attend the Rural Municipalities of Alberta District 5 Meeting, to be held in Lamont, Alberta, on January 16, 2025, and file the letter from the Rural Municipalities of Alberta dated December 11, 2025 "should read "January 16, 2026" not "2025".
- Motion 1218-25 "That Smoky Lake County Council rescind Resolution No. 855-25 "That Smoky Lake County Council approve amended Policy # 15-03-28 Organizational Structure and the recommended salary grid as per discussion" due to a procedural error, and direct Administration to return the matter to Council for further consideration once a Chief Administrative Officer has been appointed." was made by Reeve Lukinuk.
- Motion 1151-25 The mover was not recorded for the Committee of the Whole Meeting motion.
- Motion 1219-25 approving the allocation of 2026 FCSS Grant funding, in accordance with Policy # 08-17-01, was moved by Reeve Lukinuk.

CARRIED

**Resolution
No:
20260108-
003**

Request for Decisions

Bylaw No. 1496-26: Bylaw to close all those portions of the Government Road Allowance lying within Lot 1 Block 1 Plan 262 & to consolidate said closed portions with SE ¼ 14-59-16-W4M

Moved By: Barker

That Smoky Lake County Council give Bylaw No. 1496-26, a Bylaw to close all those portions of the Government Road Allowance lying within Lot 1 Block 1 Plan 262 to consolidate said closed portions with SE ¼ 14-59-16-W4M, First Reading.

CARRIED

**Resolution
No:
20260108-
004**

Moved By: Lukinuk

That Smoky Lake County Council schedules the Regular Council Meetings on the fourth Thursday of each month, commencing February 2026.

CARRIED

Resolution No: 20260108-005 Moved By: Halisky

That Smoky Lake County Council schedule a Public Hearing on Bylaw No. 1496-26 for February 26th, 2026, at 1:00 p.m., and to advertise said Public Hearing in accordance with Section 606 of the Municipal Government Act.

CARRIED

Resolution No: 20260108-006 Recess

Moved by: Lukinuk

That Smoky Lake County Council recess at 9:31 a.m.

CARRIED

Reeve called meeting back to order at 9:38 a.m.

Resolution No: 20260108-007 Roadway License Agreement Application RLA-001-26 – Undeveloped Government Road Allowances located (between SE-14-59-14-W4M and NE-11-59-14-W4M & between NE-11-59-14-W4M and NW-12-59-14-W4M)

Moved By: Halisky

That Smoky Lake County Council defer the Roadway License Agreement with Jeremy Tchir, for the purposes of utilizing the undeveloped government road allowances as shown on the attached map, for the grazing of cattle, expiring on December 31, 2030, unless otherwise terminated sooner

Furthermore, direct Administration to bring Policy #03-44, Roadway License Agreement, with amendments to reflect the fee schedule at the February Committee of the Whole Meeting.

CARRIED

Resolution No: 20260108-008 Policy # 14-40 Field Level Hazard Assessment (FLHA) / Tailgate Meeting

Moved By: Lukinuk

That Smoky Lake County Council defer Policy # 14-40 Field Level Hazard Assessment (FLHA) / Tailgate Meeting with amendments to the February Committee of the Whole Meeting.

CARRIED

Delegation(s)

Resolution No: 10:00 a.m. Kevin D. Kisilevich - GO EAST of Edmonton Regional Tourism

Moved By: Serben

20260108-009 Present before Council from 10:01 a.m. to 10:45 a.m. was Kevin D. Kisilevich, representing GO EAST of Edmonton Regional Tourism, to provide a presentation and discussion regarding 2026 membership renewal options.

That the Smoky Lake County Council accept the verbal and written presentation from Kevin D. Kisilevich of GO EAST of Edmonton Regional Tourism, regarding 2026 renewal options, as information.

CARRIED

Resolution No: **Moved By: Serben**

20260108-010 That Smoky Lake County Council direct Administration to provide information “GO EAST” regarding camping, historical sites, cultural interests, and commit \$3500 towards the 2-page ad in the GO EAST Magazine.

CARRIED

Resolution No: **10:30 a.m. Kevin Wawrynychuk**

20260108-011 **Moved By: Serben**

Present before Council from 10:46 a.m. to 11:05 a.m. was Kevin Wawrynychuk, for the purpose of discussion regarding the timing of payment for County Land Lease.

That Smoky Lake County accept the Verbal presentation of Kevin Wawrynychuk, as information.

CARRIED

Resolution No: **Moved By: Serben**

20260108-012 That Smoky Lake County Council direct Administration to bring back Policy # 13-01 to the next Committee of the Whole Meeting in early February and defer all payment owing pursuant to the lease agreement until the Policy # 13-01 is amended, and to notify the Land Lessee.

CARRIED

Resolution No: **Moved by: Halisky**

20260108-013 That Smoky Lake County Council recesses at 11:07 a.m.

CARRIED

Reeve Lukinuk called the meeting back to order at 11:20 a.m.

Correspondence

Resolution
No:
20260108-
014

RhPAP Conference October 6–8, 2026

Moved By: Lukinuk

That Smoky Lake County Council accept RhPAP email dated December 2, 2025, as information, and defer this to a future council meeting and forward to the Doctor Retention meeting.

CARRIED

Resolution
No:
20260108-
015

PSES Alberta Police Funding Model

Moved By: Serben

That Smoky Lake County Council accept the email from Curtis Zablocki, Assistant Deputy Minister and Director of Law Enforcement, dated December 22, 2025, as information and approve action taken by the CAO requesting further information and bring it back to a future Council Meeting.

CARRIED

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

Mrs. Carrie Feniak, southwest of Warspite, is concerned about the condition of the roads located on the boundary between Division 5 and Division 3. Both Council members have attempted to assist as much as possible.

Complaints have been ongoing for three years, with an understanding that there has been a significant amount of snow. However, a road grader has not been seen for weeks. The grader was observed on May 12, and it did not return until the August long weekend, working Saturday, Sunday, and Monday. It was stated that the operators were receiving time and a half.

Road grader operators are reportedly paid for 120 hours per month, whether they work or not.

Ratepayers in both Division 3 and Division 5 have been contacted and are very upset. Due to severe washboarding, a neighbour's vehicle fell apart and had to be towed.

Mrs. Feniak would like to see the GPS of the grader operator and the variable speeds.

Mrs. Feniak left council chambers at 12:06 p.m.

Resolution
No:
20260108-
016

Moved By: Serben

That Smoky Lake County Council accept the verbal presentation from Mrs. Carrie Feniak as information and direct Administration to compile and present GIS data regarding grader operations in Divisions 3 and 5, along with identified priority road segments, to the February Committee of the Whole Meeting.

CARRIED

Resolution No: 20260108-017 Chief Administrative Officer (CAO) Report

Moved By: Kully

That Smoky Lake County Council approve the CAO report as presented.

CARRIED

Resolution No: 20260108-018 Moved By: Serben

That Smoky Lake County Council direct Administration to research and return with an Employee Recruitment and Job Posting Policy outlining how positions are posted when hiring employees to a future council meeting.

CARRIED

Resolution No: 20260108-019 Recess

Moved by: Barker

That Smoky Lake County Council recesses at 1:21 p.m.

CARRIED

Reeve Lukinuk called the meeting back to order at 1:36 p.m.

Resolution No: 20260108-020 Action Item List December 2025

Moved By: Serben

That Smoky Lake County Council approve the Action Item List as amended:

- Motion 1218-25 Moved by Lukinuk, not Serben.
- Motion 1207-2025 Should read “January 16, 2026”, not “2025”.

CARRIED

Resolution No: 20260108-021 Moved by: Halisky

That Smoky Lake County Council schedule a Committee of the Whole Meeting on February 5, 2026, at 10:00 a.m. in Council Chambers.

CARRIED

Resolution No: 20260108-022 In Camera Executive Session

Moved By: Kully

That Smoky Lake County Council move into an In Camera session pursuant to the Access to Information and Protection of Privacy Act (ATIA), Division 2, Part 1, Section 20 & 26: Personnel Matters & Intergovernmental Relations in the physical presence of all Council and the following staff members:

- Planning and Development Manager: Jordan Ruegg
- Interim CAO/Finance Manager: Brenda Adamson
- Executive Services Coordinator: Chyenne Shaw

CARRIED

Resolution
No:
20260108-
023

**Out of Camera
Moved By: Serben**

That Smoky Lake County Council go out of Executive Session at 2:46 p.m.

CARRIED

Resolution
No:
20260108-
024

**Annexation
Moved By: Kully**

That Smoky Lake County Council acknowledge its concurrence with the following terms proposed by the Village of Waskatenau regarding its proposed annexation of County lands:

- a) 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:

Year of annexation = 100%

Year 2 = 80%

Year 3 = 60%

Year 4 = 40%

Year 5 = 20%

Year 6 = 0%
- b) The Village will 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.
- c) The Village will 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.
- d) The Village of Waskatenau shall 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, shall be incurred by the Village and/or the developer of said lands.

CARRIED

Resolution
No:
20260108-
025

Moved By: Kully

That Smoky Lake County Council reject the Village's offer to pay the County \$50,000.00 over a 10-year period for costs incurred by the County related to the reclamation of the former nuisance grounds (legally described as Plan 5225CL;OT) and counteroffer a payment of \$100,000.00 to be paid by the Village to the County over a 10-year period, with payments due on January 1st of each year.

CARRIED

Resolution
No:
20260108-
026

Moved By: Kully

That Smoky Lake County Council direct Administration to request all studies completed on the annexation from the Village of Waskatenau and to provide a response by January 31, 2026.

CARRIED

Resolution
No:
20260108-
027

Adjournment

Moved By: Barker

That the Smoky Lake County Council Meeting of January 8, 2026, be adjourned at 2:51 p.m.

CARRIED

REEVE,

Craig Lukinuk

SEAL

INTERIM CHIEF ADMINISTRATIVE OFFICER,

Brenda Adamson

OUR HIGHLIGHTS

4.1

The Warspite Revitalization Foundation is seeking partners to support the 2nd Annual Warspite Country Fair, an event created to strengthen local connections, support youth-focused infrastructure, and encourage long-term community sustainability.

Partnership contributions directly support the continued fundraising efforts toward improvements at Warspite's baseball diamond and for the community. By partnering with the Warspite Country Fair, it adds value to the commitment to rural development and agri-tourism, while gaining meaningful exposure within the community and the broader region.

2025 & 2026 EVENT & PROMOTION HIGHLIGHTS

- Social Media Reach: Facebook reach of over 14 400 viewers
- Promotion and representation at the Edmonton Boat Sportsmen's Show 2025
- Regional marketing support through Go East of Edmonton membership and CFCW Radio announcement
- Acknowledged through Rumble Alberta Road Trips & Tours
- 2026 Promotion and representation at the following tradeshow:
 - **Edmonton Boat & Sportsmen's Show 2026**
 - **Travel Lakeland** Tourism Week Open House in Smoky Lake & Two Hills
 - Regional marketing support through **Go East of Edmonton** membership for 2026
 - Acknowledgement through **Rumble Alberta** for 2026



PARTNERSHIP OPPORTUNITIES

PLATINUM SPONSOR

\$2,500 +
OR IN KIND VALUE

- Premier logo placement on event materials and signage.
- Warspite entrance sponsorship placement, providing high-traffic visibility to all attendees
- Featured recognition across social media channels before and after the event
- Opportunity to display own promotional materials at the event, and through signage
- Exclusive invitations to the Baseball Diamond Launch Event (date to be confirmed)
- Commemorative recognition plaque acknowledging your contribution

GOLD SPONSOR

\$1,500 +
OR IN KIND VALUE

- Logo placement on event materials and signage.
- Sponsorship placement at registration providing high-traffic visibility to all attendees
- Featured recognition across social media channels before and after the event
- Opportunity to display own promotional materials at the event

SILVER SPONSOR

\$1,000 +
OR IN KIND VALUE

- Logo placement on event signage on the day of event.
- Verbal recognition during event announcements
- Inclusion in sponsor appreciation messaging following the fair

BRONZE SPONSOR

\$500 +
OR IN KIND VALUE

- Name recognition on Warspite Country Fair social media
- Inclusion in sponsor thank-you posts after the event

Every gift matters – whether you contribute through raffle prizes, snacks, or event support, your generosity helps make each event a success.

The continued growth of the Warspite Country Fair would not be possible without the support of our sponsors and community partners. Your involvement directly enables this event to happen – bringing people together, strengthening community connections, and supporting meaningful projects that benefit Warspite and its youth. By partnering with the Warspite Country Fair, you play an essential role in sustaining an annual tradition that invests back into the community and helps shape a vibrant future for Warspite.



Warspite Revitalization Foundation

20 JUNE 2026

"Recreational and cultural revitalization of the Warspite community."

OUR MISSION

The Warspite Revitalization Foundation is dedicated to fostering community spirit, connection, and opportunity through local initiatives that support infrastructure, recreation, and cultural revitalization. Our society organizes events, mobilizes volunteers, and collaborates with residents and stakeholders to raise funds and awareness for meaningful community improvements – starting with revitalizing our baseball diamond as a hub for youth and family activity.

OUR VISION

We envision for Warspite, a place where families, visitors, and future generations can enjoy strong community spirit, accessible recreational spaces, and a renewed sense of belonging.

WARSPITE COUNTRY FAIR

The 2nd Annual Warspite Country Fair builds on the success of our inaugural event and continues the mission of the Warspite Revitalization Foundation to bring our community together and breathe new life into the baseball diamond.

This year's fair once again serves as a gathering place for residents, families, and visitors, while continuing to raise awareness and support for important community projects. The fair brings together community members, local vendors, and visitors through a full day of activities including children's programming, a vendor market, a motorcycle showcase highlighting the Iron Horse Trail, and live entertainment.

MEET THE HEART BEHIND THE HUSTLE



Charné
Roodt



Valerie
Foster



Michelle
Wright



Jolene
De Jager



Amy
Cherniwchan

Our Contact:



warspitefoundation@gmail.com



Warspite Country Fair

January 27, 2025
Smoky Lake County Council
RE: 2nd Annual Warspite Country Fair on 20th June, 2026.

Dear Council,

On behalf of the Warspite Foundation, we are pleased to share that planning is now underway for the 2nd Annual Warspite Country Fair, taking place on Saturday, June 20, 2026. Following the success of our event last year, we are excited to continue building on the momentum created and once again bring residents, visitors, and partners together in Warspite.

We would like to sincerely thank Smoky Lake County for the support provided in 2025. The County's in-kind assistance, along with the generous \$1,500 cash contribution, played a critical role in helping us launch this event successfully while we continue to establish our foundation and processes. That support directly contributed to a safe, welcoming, and well-organized community event.

This event will include kids' activities, a vendor market, a motorcycle show highlighting the historic Iron Horse Trail, and live entertainment. Together, we'll showcase Warspite's charm, attract visitors, and raise awareness for the diamond renovation.

As we prepare for this year's fair, we are respectfully requesting the County's consideration for continued partnership and support, similar to last year, including:

1. Picnic tables for the park, street, and event areas
2. Street closures to safely accommodate activities and programming



3. Park, ball diamond, and surrounding area preparation, including mowing and debris removal
4. Event insurance coverage through the County's provider

The Country Fair continues to focus on community connection, family-friendly activities, local vendors, and celebrating Warspite as a gathering place within the County. We are committed to working closely with County Administration to ensure all requirements, approvals, and logistics are aligned well in advance. A partnership package is also attached for Council's review, outlining partnership opportunities to possibly consider a donation again this year. We truly appreciate the County's ongoing support of community-led initiatives in Warspite.

Thank you for considering our request and for your continued partnership. This event would not be possible without the collaboration and support of Smoky Lake County.

Sincerely,

Charné Roodt
Warspite Revitalization Foundation Chair



**Warspite Revitalization Foundation
Baseball Diamond Renewal Project
County Information & Permission Package**

1. Introduction and Purpose

The Warspite Revitalization Foundation submits this package to Smoky Lake County to provide a clear overview of the Foundation, outline the proposed renewal of the Warspite Baseball Diamond, and formally request County approval in principle prior to any fundraising or construction activity.

The Foundation recognizes that the baseball diamond is located on County-owned land and is a long-standing community asset. As such, the intent of this package is not to seek immediate construction approval, but rather to establish a shared understanding, confirm permissions, and ensure alignment before external funding is pursued. This approach allows the County to retain oversight while enabling the Foundation to responsibly pursue grants and other funding opportunities.

This package is intended to support transparent decision-making, reduce future risk, and create a collaborative framework between the Foundation, County Council, and Administration.

2. About the Warspite Revitalization Foundation

The Warspite Revitalization Foundation is a community-led, volunteer-based society established to support the long-term vitality of Warspite through community events, and initiatives that serve residents of all ages, with a strong emphasis on youth and families.

Mission

Recreational and cultural revitalization of the Warspite community.

The Warspite Revitalization Foundation is dedicated to fostering community spirit, connection, and opportunity through local initiatives that strengthen recreational spaces, celebrate culture, and encourage active community participation. The Foundation's work is rooted in the belief that vibrant communities are built through shared spaces, meaningful events, and opportunities that bring people together across generations.

Purpose and Approach

The Foundation organizes community events, mobilizes volunteers, and collaborates with residents, local organizations, and municipal partners to raise funds and awareness for projects that deliver long-term community benefit.

A key focus of the Foundation's work is improving and sustaining recreational infrastructure that supports youth engagement, family activity, and community connection. The revitalization of the Warspite baseball diamond is an initiative the

Foundation would like to focus on as part of its broader commitment to enhancing recreational spaces for youth, families, and the wider community.

Through phased planning, partnership with Smoky Lake County, and alignment with funding opportunities, the Foundation seeks to ensure that projects are delivered responsibly and sustainably, while respecting municipal oversight and long-term operational considerations.

3. Project Background and Community Need

The Warspite baseball diamond has served as a central recreational space for decades, supporting youth sports, informal play, community gatherings, and seasonal events. While the facility continues to be valued, it requires renewal to ensure it remains safe, functional, and suitable for long-term use.

Over time, wear, aging infrastructure, and limited upgrades have impacted the quality and usability of the field. Without intervention, the risk of continued deterioration increases, potentially limiting opportunities for youth participation and community programming.

The Foundation has identified the baseball diamond as a priority project due to its role as a shared community asset. Renewing the facility supports physical activity, youth and community engagement while preserving an important piece of Warspite's recreational infrastructure. The project is focused on renewal rather than expansion, with the goal of ensuring the diamond remains usable, accessible, and sustainable for decades to come.

4. Overview of the Baseball Diamond Renewal Project

The proposed project focuses on the renewal and enhancement of the existing baseball diamond through planned improvements to the playing surface, safety features, and supporting amenities. The scope has been developed to align with recognized standards for community baseball facilities while remaining scalable based on funding availability.

Improvements being considered include field surfacing and grading, turf and shale infield upgrades, fencing and safety enhancements, spectator seating, player amenities such as dugouts and storage, washroom facilities, and future-ready electrical and lighting components.

The project is intentionally designed to be adaptable. This allows improvements to be completed either as a comprehensive renewal or in defined stages, depending on funding requirements and grant eligibility.

5. Phased Approach and Funding Flexibility

To support planning and funding applications, the Foundation has developed a conceptual phased approach to the baseball diamond renewal. These phases are intended as a framework rather than a fixed construction commitment.

The first phase focuses on field surfacing and preparation, including earthworks, grading, topsoil preparation, and turf installation. This phase establishes a safe, level, and playable surface and provides the foundation for all future improvements.

The second phase addresses fencing and spectator infrastructure, including chain-link fencing, gates, foul poles, and moveable bleachers. These improvements enhance safety, define the playing area, and improve the experience for spectators and families. The third phase includes amenities and supporting infrastructure such as dugouts with storage, waste receptacles, outhouse tanks, and electrical or lighting infrastructure where funding allows.

Grant programs may require the completion of a single phase, multiple bundled phases, or a full project scope. For this reason, the final scope, sequencing, and timing of construction cannot be predetermined and will depend on funding outcomes. The Foundation seeks County approval in principle to allow this flexibility while committing to further coordination before any work begins.

6. Scope of Work Summary

The Foundation has undertaken preliminary planning to understand the full scope and scale of work required for the baseball diamond renewal. This includes general site preparation, field surfacing and turf installation, shale infield construction, fencing and safety features, dugout and player amenities, landscaping, and site considerations.

Electrical and lighting components have been identified as provisional elements that may be pursued depending on funding availability and grant requirements. Detailed technical documents and cost estimates have been prepared to support planning and funding applications and can be provided to County Administration for review as required.

This level of preparation ensures that the project is realistic, cost-informed, and aligned with construction and safety standards.

7. Permissions Requested from Smoky Lake County

The Warspite Revitalization Foundation respectfully seeks Smoky Lake County's approval and authorization to proceed with funding pursuit for the baseball diamond renewal project.

At this stage, the Foundation is requesting approval in principle of the overall project concept, recognizing that the project may proceed either in full or in phased components depending on grant eligibility, funding conditions, and financial capacity. This approval would allow the Foundation to responsibly pursue grants, sponsorships, and fundraising opportunities using the approved concept as the basis for applications.

The Foundation further requests acknowledgment that grant programs may dictate specific scopes of work or bundled phases, and that the final construction scope and sequencing will be determined once funding requirements are known. Prior to any construction commencing, the Foundation commits to working collaboratively with County Administration to confirm the finalized scope, timelines, permitting requirements, inspections, and compliance with County standards.

It is also acknowledged that the baseball diamond and all permanent improvements remain assets of Smoky Lake County, with the County retaining oversight and final approval authority throughout the project lifecycle.

8. Long-Term Maintenance and Sustainability

The Foundation recognizes that the long-term success of the baseball diamond renewal depends on clear planning for maintenance and operational responsibilities once improvements are completed.

Ongoing considerations may include seasonal turf care, shale infield grooming and replenishment, fence and gate inspections, waste management servicing, and electrical inspections where applicable. The Foundation does not assume that these responsibilities will automatically transfer to the County without discussion.

Instead, the Foundation seeks to work collaboratively with the County to define realistic, sustainable maintenance expectations that align with County operational capacity and ensure the facility remains safe and functional for future generations.

9. Commitment to Collaboration and Accountability

The Warspite Revitalization Foundation views this project as a partnership with Smoky Lake County. The Foundation is committed to maintaining open communication, respecting County processes, and ensuring transparency in planning, fundraising, and implementation.

No fundraising, construction, or public commitments will proceed without County approval. The Foundation remains accountable to both the community and the County and is committed to responsible stewardship of this shared asset.

10. Closing

The renewal of the Warspite baseball diamond represents an opportunity to preserve and strengthen an important community space while supporting youth recreation, family engagement, and long-term community well-being.

The Foundation appreciates Smoky Lake County's consideration of this request and looks forward to working collaboratively to ensure the project is delivered responsibly, sustainably, and in alignment with County priorities.





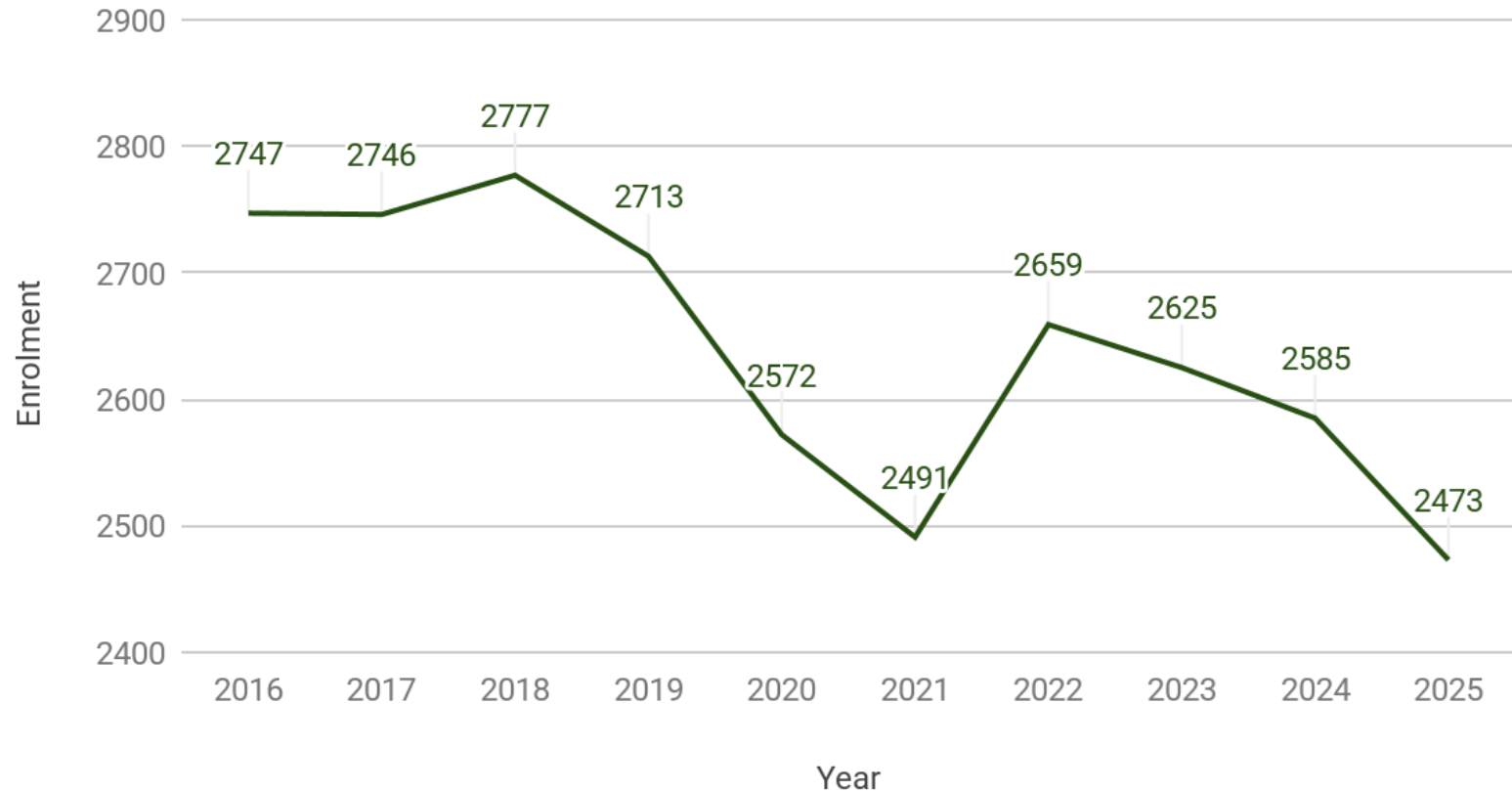
2025 - 26

Municipal Partner Report: Smoky Lake County

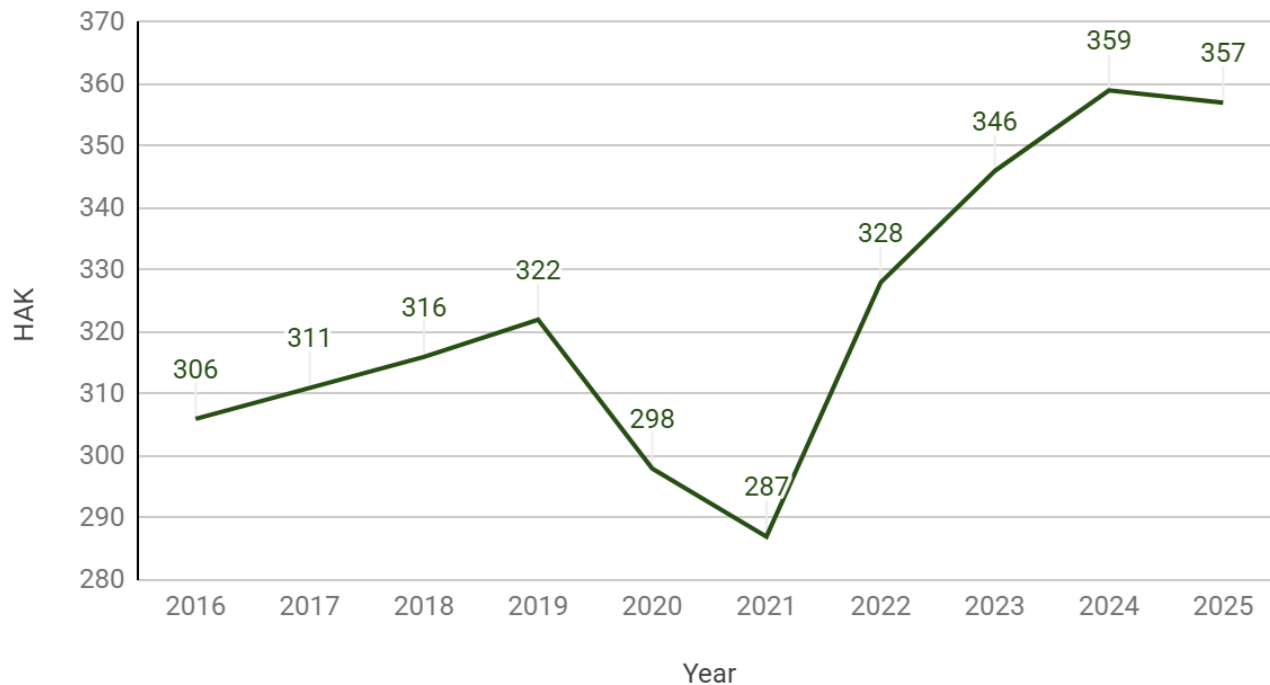
Aspen View Public Schools • 01.27.2026



Aspen View K-12 enrolment - 10 year trend

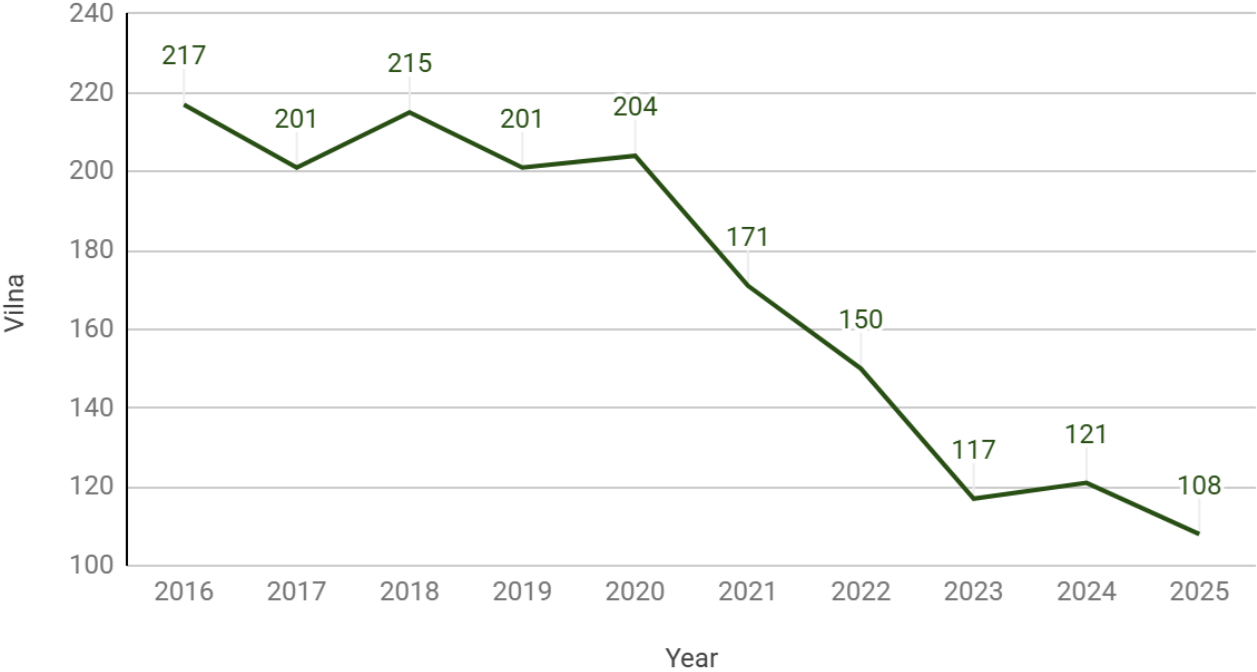


H.A. Kostash - 10 yr trend



K	1	2	3	4	5	6	7	8	9	10	11	12
23	27	21	27	28	28	30	26	31	26	25	26	39

Vilna Enrolment - 10 yr trend



K	1	2	3	4	5	6	7	8	9	10	11	12
5	6	5	2	9	4	5	10	7	14	12	9	20



Staffing: H.A. Kostash School

- **20** Certificated Staff (teachers & administrators)
 - 2024 -25: 18
- **9** Support Staff
(educational assistants, administrative assistants)
- Family School Liaison Worker supported through Athabasca County FCSS



Staffing: Vilna School

- **15** Certificated Staff (teachers & administrators)
 - 2024 -25: 15
- **9** Support Staff
(educational assistants, administrative assistants)
- Family School Liaison Worker supported through Athabasca County FCSS



Smoky Lake Colony School

- 15 Students Enrolled (K -9
- 1 Certificated Staff (teacher)



Results Review

Conversations about accountability around the Division with a focus on results.



CAVE Revisioning

An update for you ...



**Smoky Lake County
Tourism Growth & Unification Strategy Proposal**

Prepared by Clayton Didier of The Group

The Group

Edmonton

7522 110 Ave,
Edmonton, Alberta
T5W 0H5

Lakelands

PO 177, Wakatenau
19176 Victoria Trail,
Smoky Lake, Alberta
TOA 3P0

Primary Contact

Clayton Didier
Clayton@groupec.ca
403) 404 4388

Sky Watching Dome
Metis Crossing



01

Strategy Introduction

- 02 Smoky Lake County
Tourism Growth &
Unification Strategy

03

Proposal for Implementation

- 10 Research, Audit,
and Consultation
- 10 Brand Development
- 11 Standalone Website
and Digital Platform
- 11 Marketing and
Campaign Launch
- 12 Ongoing Destination
Management

05

Value & Conclusion

- 17 Conclusion
- 19 Final Value & Cost Summary

02

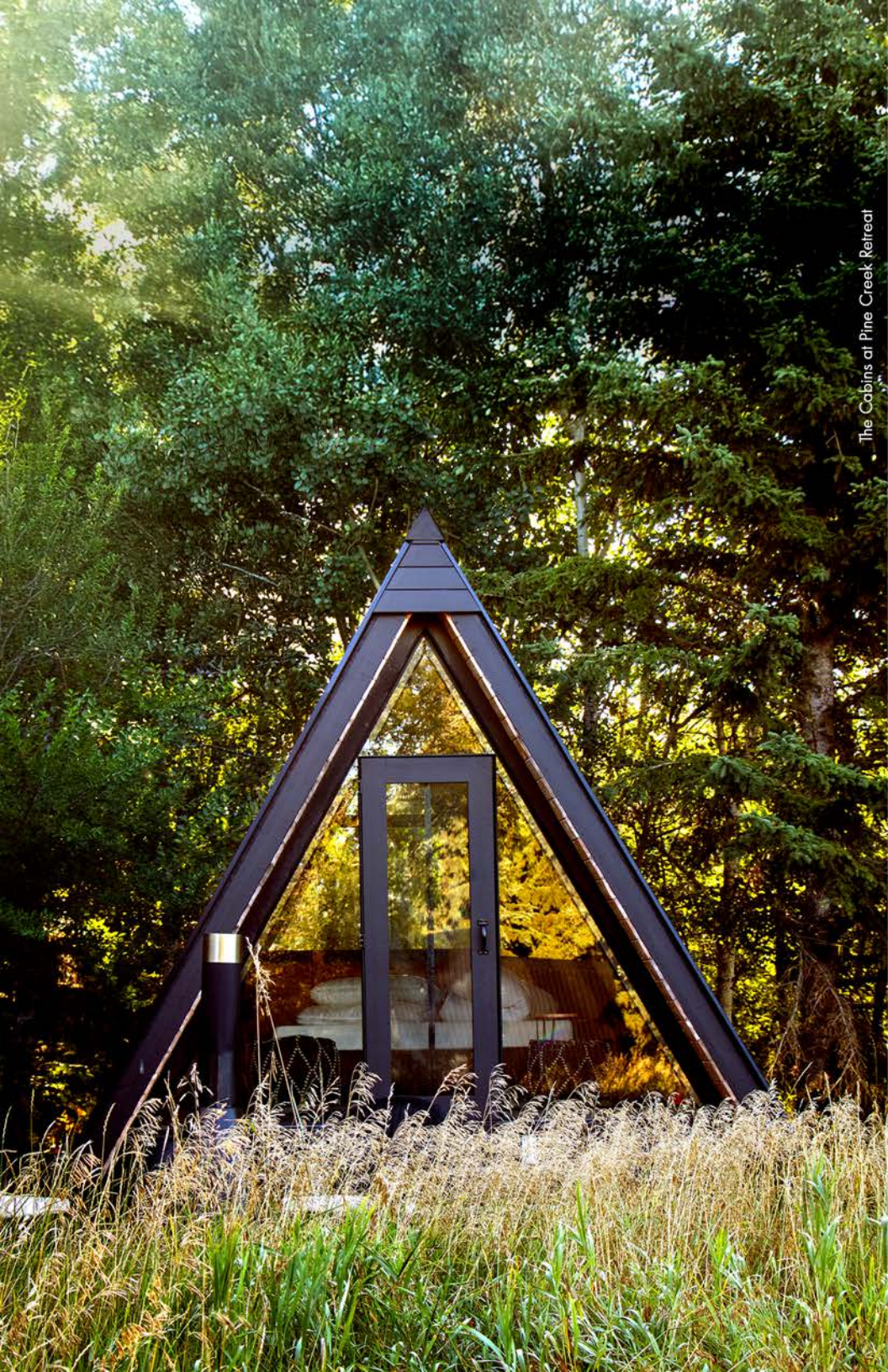
Why Brand Place Strategy

- 03 Control the Narrative
- 04 An Indigenous Tourism
Destination
- 05 The Iron Horse Trail
- 06 Partnerships for Growth
- 07 Focused Tourism Leadership
- 08 Asset Management and
Activation

04

Milestones & Timelines

- 15 Milestone and
Timeline Chart



The Cabins at Pine Creek Retreat

Smoky Lake County Tourism Growth & Unification Strategy

Smoky Lake County has the opportunity to become a leading destination for cultural, Indigenous, and river/trail-based tourism in Alberta's Lakeland region. This proposal lays out a new Place Brand Strategy and Tourism Identity that aligns with provincial and Indigenous tourism goals while shifting the County's image from a supporting player to the central hub driving regional tourism growth.

By focusing on brand leadership, asset development, partnerships, and shared marketing tools, the County can make its role visible, celebrate its contributions, and grow its reputation alongside its partners. This approach will build long-term tourism-driven economic growth and create a unified, authentic regional experience.

Today, branding is economic development. A strong place brand is more than a marketing tool—it's the base for attracting visitors, investment, and community support. For Smoky Lake County, it's the key to turning individual attractions—like nationally significant Indigenous sites, historic settlements, and major trail systems—into a connected, high-impact destination.

This proposal recommends creating a clear Place Brand Strategy, a stand-alone tourism identity positioning Smoky Lake County as the gateway to the Lakeland, a new digital platform for promotion and visitor engagement, and a coordinated development plan to grow tourism and strengthen the regional brand over time.

With these steps, Smoky Lake County can shape how the region is seen—inside Alberta and beyond—earning recognition not only for its attractions but for the leadership that brings them together.

Take Control of the Narrative

Smoky Lake County has been a key player in building tourism in Alberta's Lakeland, yet its role is often overlooked. Major attractions like Métis Crossing and the Healing Waters Treatment Centre are celebrated as stand-alone successes of the Métis Nation of Alberta or other partners. While these achievements deserve recognition, the County's investments, infrastructure, and leadership have been essential—and should be acknowledged.

Reclaiming the narrative isn't about taking credit away from Indigenous successes. It's about making sure Smoky Lake County is recognized as an active partner and driver of tourism growth, not just the backdrop. Without deliberate brand leadership, the County risks being overshadowed by the very projects it helped make possible.

Taking control means positioning Smoky Lake County as the place that ties together Métis Crossing, Victoria Settlement, the Iron Horse Trail, and other cultural, historic, and recreational assets into one unified visitor experience. It means leading tourism infrastructure, partnerships, and development so recognition and investment grow alongside partner achievements.

This strategy will use the momentum of high-profile projects to create benefits across the entire County—not just in isolated locations. A strong Place Brand Strategy and Tourism Identity will link the County's role in planning, infrastructure, and economic development to its most visible attractions, turning individual wins into a bigger story of cultural stewardship, innovation, and rural revitalization.

Travel Alberta and ITA Positioning: An Indigenous Tourism Destination

Smoky Lake County is uniquely positioned as one of the most culturally diverse and Indigenous-rich regions in Alberta. It is home to one of the province's largest First Nations—Saddle Lake Cree Nation—and includes two of Canada's largest Métis Settlements. The County also encompasses the nationally significant Victoria Trail Region, which hosts Indigenous-owned tourism experiences such as Pine Creek Retreat, Métis Crossing, and the provincial historical sites Victoria Settlement and Pine Creek Stopping House, while the settlements feature Hide-A-Way Adventure Grounds and Kikino Resort. These assets are not hypothetical or aspirational; they are active, established tourism destinations that provide a strong foundation for the County to position itself as a fully formed Indigenous Tourism Destination, aligned with Indigenous Tourism Alberta's (ITA) vision and supporting ongoing cultural, economic, and ecological development.

Importantly, this Indigenous tourism focus is not a replacement for Smoky Lake County's deep-rooted reputation as a destination rich in traditional history and culture—instead, it builds on and amplifies this foundation. By integrating Indigenous tourism with the County's established heritage assets, Smoky Lake can create a more complete, authentic, and dynamic visitor experience that honours all aspects of its diverse identity and broadens its appeal across cultural and recreational markets. In doing so, Smoky Lake County can move beyond merely participating in Indigenous tourism trends to confidently positioning itself as a foundational pillar of the sector's ongoing success and regional revitalization.

Western Gateway to the Alberta Iron Horse Trail

With Waskatenau now officially part of the Alberta Iron Horse Trail, Smoky Lake County holds the western gateway—and starting point—of this iconic trail network, just an hour from Edmonton. This prime location makes Waskatenau a natural hub for trail-based tourism.

The community is building a new secured staging area on former CN rail land, featuring two family-sized cabins and a small RV park. This new infrastructure will improve trail access, encourage longer stays, and offer more visitor experiences.

Linked to the Waskatenau Nature Trail and the planned Victoria Trail Bypass, the network connects the Iron Horse Trail to the Trans Canada Trail, Victoria Trail, Métis Crossing, and historic Victoria Settlement, before looping back to Smoky Lake. Another scenic route follows Waskatenau Creek to the North Saskatchewan River, immersing visitors in the area's landscapes and history.

These connections position Waskatenau and Smoky Lake as key destinations in Alberta's trail system. Along with hiking, biking, and horseback riding, visitors can enjoy interpretive experiences highlighting the region's ecology, culture, and Indigenous stories. With better way-finding and upgraded infrastructure, Smoky Lake County is set to draw more trail enthusiasts year-round while sharing its river and trail heritage.

Partnerships for Unified Tourism Growth

Smoky Lake County is at the centre of a naturally clustered tourism region, making it well-placed to use partnerships and local assets for coordinated, high-impact growth. The Victoria Trail Region—from Waskatenau to Vilna, following the river to Highway 28—is already recognized by Travel Lakeland and Travel Alberta as a key cultural corridor. By strengthening this cluster, the County can cement its role as the Lakeland's heritage hub for storytelling and visitor experiences.

This approach supports collaboration with all local Destination Marketing Organizations, including Travel Lakeland and Go East of Edmonton. By pooling resources and aligning marketing, the County can help break down regional silos, creating a connected tourism network where all partners benefit.

Partnership with Indigenous Tourism Alberta (ITA) also links the County directly to provincial and national Indigenous tourism strategies. This opens doors to funding, infrastructure support, product certification, and inclusion in broader marketing campaigns—an opportunity that's already in motion and ready to grow.

Smoky Lake County's assets—Indigenous-owned experiences, historic sites, and trail networks—also reflect Travel Alberta's Tourism Development Zone priorities of Indigenous tourism, cultural storytelling, and outdoor adventure. The proposed Place Brand Strategy doesn't just fit these priorities; it builds on them, uniting local, regional, and provincial efforts into a shared vision for sustainable tourism growth.

Empowering Smoky Lake County Through Focused Tourism Leadership

While Travel Lakeland offers valuable regional support, its broad geographic and political scope makes it harder to address Smoky Lake County's unique opportunities. A dedicated County tourism initiative would allow for hyper-local storytelling, targeted investments, and faster action on infrastructure and development priorities. This wouldn't compete with regional collaboration—it would strengthen it by ensuring County-specific goals are achieved and measured.

There are two possible paths forward:

Create a County Tourism Collective or Destination Marketing Organization (DMO) – This would unify branding, lead tourism development, plan events, and coordinate marketing, advertising, and packaging across the County's attractions. It would serve as the central point for businesses, Indigenous partners, stakeholders, and government to work together.

Form a private partnership with an existing agency – The County could hire a third-party group to handle day-to-day tourism management under the guidance of an oversight committee made up of council members and key stakeholders. This model avoids extra bureaucracy, speeds up decision-making, and keeps Council focused on strategy rather than operations.

Both options have benefits, but the privately managed model with a strong oversight committee offers the best balance of efficiency, accountability, and strategic leadership—supporting long-term tourism growth while keeping the County in a clear leadership role.

County-Led Asset Management and Activation

Smoky Lake County owns a wide range of land, buildings, and public infrastructure—from trail staging areas and river access points to historic sites, community halls, and undeveloped lots. A strong tourism strategy should start with a full asset audit and an activation plan that identifies these resources and integrates them into the visitor economy.

By clearly showcasing how existing assets can be developed into sustainable economic drivers, the County can attract tourism operators, developers, and new residents. Priority areas—such as the riverfront and Iron Horse Trail—offer high potential for new tourism “pockets” that draw visitors and encourage investment.

But tourism use is only part of the equation. The County should also explore commercial and residential real estate opportunities to create vibrant, multi-use spaces that benefit both locals and visitors. Managing these assets with clear value principles will ensure growth supports long-term sustainability and protects the County's economic interests.

To encourage investment, the County can evolve its permitting and taxation approach for major developments—streamlining approvals and offering targeted incentives like tax breaks. This balanced approach will grow the tax base, support sustainable development, and ensure tourism benefits the economy and the community well into the future.



Proposal for Implementation

Phase 1: Research, Audit, and Consultation

The foundation of a successful tourism strategy begins with thorough research and engagement. This phase involves conducting a comprehensive inventory of Smoky Lake County's tourism assets, including land holdings, infrastructure, historic sites, trail systems, and real estate development potential. To ensure the strategy reflects community needs and opportunities, engagement sessions will be held with Indigenous partners, local operators, municipalities, and regional stakeholders to gather insights and foster collaborative relationships. Additionally, a detailed overview of the current tourism market will be completed, incorporating analysis of published visitor trends, key market segments, and emerging opportunities. This research will provide critical data to guide strategic positioning and informed decision-making throughout the project.

Phase 2: Brand Development

Building on the foundational research, this phase focuses on creating a unified Place Brand Strategy and brand identity that reclaims and reshapes Smoky Lake County's regional narrative. The strategy will position the County as the gateway and central hub of the Lakeland tourism experience. Key deliverables include designing visual identity elements such as a logo, messaging framework, brand identity guidelines, and cultural protocols that honor local heritage and ensure respectful representation. This branding will be carefully aligned with the existing architectures of Indigenous Tourism Alberta (ITA) and Travel Alberta to maintain cohesion and maximize recognition. Clear guidelines will also be established to ensure consistent and effective brand application across all tourism partners, marketing materials, and promotional efforts.

Phase 3: Standalone Website and Digital Platform

This phase involves building and launching a dedicated Smoky Lake County Tourism website to serve as the central digital hub for all promotion and visitor engagement activities. The platform will showcase immersive experiences, curated itineraries, event calendars, and comprehensive partner listings with integrated booking capabilities to facilitate seamless visitor planning. Additionally, it will incorporate interactive trail maps and rich cultural storytelling content, alongside digital tools designed to enhance on-site exploration and deepen visitor connection to the region's unique heritage and natural assets.

Phase 4: Marketing and Campaign Launch

Initiate a phased digital marketing campaign targeting key markets, including Edmonton, broader Alberta, and neighbouring prairie provinces. Collaborate with regional influencers, photographers, and content creators to build an authentic and diverse visual library that reflects the unique character of Smoky Lake County. Align marketing efforts with seasonal anchor events—such as Smoky Lake's Pumpkin Fair, fall harvest festivals, winter trail activities, and Métis cultural celebrations—by identifying and elevating key events in each town and village through coordinated event planning and umbrella branding. This approach will maximize campaign impact and drive increased visitor engagement across the region.

Phase 5: Ongoing Destination Management

Explore establishing a private partnership model supported by an oversight committee to coordinate branding, strategic tourism development, event planning, and marketing initiatives. This structure will foster efficient, collaborative management while allowing the County Council to maintain strategic oversight without direct operational involvement. Launch a partner membership program to actively engage local businesses, Indigenous operators, and regional stakeholders, encouraging collective growth and shared ownership of tourism success. Provide ongoing support for product development, capacity building, business incubation, and infrastructure activation. This includes reviewing and updating permitting processes and tax incentives to create a welcoming environment for investment and sustainable economic growth within the tourism sector.



Milestone & Timeline Chart

Phase	Activities	Timeframe	Estimated Hours	Cost Estimate (CAD)
Phase 1				
Research, Audit, and Consultation	Full inventory of tourism assets (land, trails, infrastructure, real estate potential)- Stakeholder engagement: Indigenous partners, operators, municipalities- Market & visitor trend analysis	3 months	120 – 160 hrs	\$18,000 - \$24,000
Phase 2:				
Brand Development	Develop Place Brand Strategy- Visual identity, logo, messaging framework, cultural protocols- Alignment with ITA and Travel Alberta branding	3 months	120 – 160 hrs	\$18,000 - \$24,000
Phase 3:				
Standalone Website and Digital Platform	Build and launch tourism website- Experiences, itineraries, event calendars, partner listings, booking links- Interactive trail maps, cultural storytelling, booking portals	4 months	200 – 250 hrs	\$30,000 – \$38,000
Phase 4:				
Marketing and Campaign Launch	Phased digital marketing targeting Edmonton, Alberta, prairie provinces- Partnerships with influencers, photographers- Campaigns aligned with seasonal anchor events (fall, winter, Métis celebrations)	6 months (phased)	150 – 200 hrs	\$22,500 – \$30,000
Phase 5:				
Ongoing Destination Management	Establish Tourism Collective or private partnership model with oversight committee- Partner membership program launch- Support product development, business incubation, permitting and tax incentive review	Ongoing	250 – 350 hrs annually	\$37,500 – \$52,500 annually

Smoky Lake County: Gateway to Alberta's Lakeland

Smoky Lake County stands at a pivotal moment to redefine and elevate its role within Alberta's Lakeland tourism landscape. By adopting a strategic, place-based brand and tourism identity that highlights its unique cultural heritage, Indigenous partnerships, and exceptional river and trail assets, the County can transition from a background player to a recognized gateway and unifying hub of the region.

This proposal charts a clear path forward—from foundational research and brand development to proactive asset management, targeted tourism activation, and sustainable destination stewardship. County-led asset strategies will not only amplify tourism but also unlock commercial and residential opportunities, creating vibrant, multi-use spaces that strengthen both the visitor experience and the local economy.

Through collaboration with Indigenous communities, regional DMOs, and provincial agencies—and by streamlining governance, encouraging investment through smart incentives, and aligning with evolving market trends—the County can foster a resilient visitor economy that benefits residents, businesses, and stakeholders alike.

Ultimately, this initiative is more than a tourism plan; it is an investment in the County's long-term economic vitality, community pride, and cultural stewardship. With thoughtful execution and sustained commitment, Smoky Lake County will be positioned as a destination that invites visitors to explore, connect, and return—securing its legacy as a cornerstone of Alberta's Lakeland experience for generations to come.



Pine Creek Retreat

Final Value and Cost Summary

The current pricing structure shown in the Milestone & Timeline Chart reflects our regional rate, which is already below typical industry benchmarks. In order to foster a long-term partnership with Smoky Lake County's tourism initiative, we are prepared to further adjust the rate structure to better align with the County's budget allocation for this type of project.

The initial phase—Research, Audit, and Consultation—serves as the foundation for the entire Place Brand Strategy. It informs all subsequent work, ensuring that the County's tourism identity is rooted in accurate asset mapping, stakeholder input, and market data. Recognizing its critical importance, we are offering to reduce our rate for this phase by one-third, bringing the cost range to \$12,000–\$16,000. This discount maximizes value at the most important stage while setting the County up for long-term success.

For the remaining phases, our regional pricing continues to deliver significant value compared to standard industry rates, ensuring that the County benefits from high-quality, specialized tourism development without overextending financial resources.

Milestone & Timeline Chart Overview

The attached chart outlines the five sequential phases of the proposed project, including:

- Phase 1: Foundational research and consultation.
- Phase 2: Brand strategy and visual identity development.
- Phase 3: Website and digital platform creation.
- Phase 4: Marketing and campaign rollout.
- Phase 5: Ongoing destination management.

Each phase includes the expected timeframe, estimated hours, and cost range, ensuring transparent planning and resource allocation.

Mean Cost Summary

Phase	Mean Cost (CAD)
Phase 1: Research, Audit, and Consultation	\$14,000
Phase 2: Brand Development	\$21,000
Phase 3: Standalone Website and Digital Platform	\$34,000
Phase 4: Marketing and Campaign Launch	\$26,250
Phase 5: Ongoing Destination Management	\$45,000
Total (including discount)	\$126,250.00

With the Phase 1 reduction, the adjusted first-year total would fall to \$126,250.00 delivering a high-value, market-ready tourism platform at a reduced upfront cost.



Request for Decision (RFD)

Meeting Date: Tuesday, January 27, 2026

Agenda Item: # 8.1

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:

\$2,000 to Vilna & District Avicultural Society for the purpose of volunteer appreciation

Background:

The Vilna & District Agricultural Society has requested \$2,000 to show appreciation to the community volunteers that have assisted the organization. Previous funds provided are:

- 2025
 - \$23,500.00 provided for 2025 operational funding
 - \$1,500.00 organizational grant for Boomtown days
- 2024
 - \$17,500 provided for 2024 operational funding
 - \$1,000 for Boomtown days
 - \$1,875 FCSS grant for volunteer appreciation.
- 2023
 - \$17,500 provided for 2023 operational funding
 - \$1,000 for Boomtown days
 - \$1,250 FCSS grant for volunteer appreciation.
- 2022
 - 17,500 provided for 2023 operational funding
 - \$2,500 for Boomtown days

Benefits:

The volunteer dinner helps to encourage volunteer engagement.

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

Approved grants:

Smoky Lake Minor Hockey 2,500

Smoky Lake Holubka Dancers 2,100

Balance available **\$ 19,377**



Request for Decision (RFD)

Legislation:

Policy 08-17-01 Family and Community Support Services

Intergovernmental:

n/a

Strategic Alignment:

n/a

Enclosure(s):

Application from Vilna & District Agricultural Society

Signature of the CAO: _____

A handwritten signature in black ink, appearing to read "B. Adair", is written over the signature line.



Request for Decision (RFD)

Meeting Date: Tuesday, January 27, 2026

Agenda Item: # 8.2

Topic: Appointment of Intermunicipal Subdivision and Development Appeal Board (ISDAB) Clerk

Presented By: Jordan Ruegg, Planning and Development Manager

Recommendation:

1. That Smoky Lake County Council appoint Ms. Chyenne Shaw as the Intermunicipal Subdivision and Development Appeal Board (ISDAB) Clerk, as per Section 6(1) of the Intermunicipal Subdivision and Development Appeal Board Agreement, dated June 29, 2023, that forms part of Bylaw No. 1447-23, as amended.

Background:

On June 29, 2023, Smoky Lake County adopted Bylaw No. 1447-23, thereby establishing an Intermunicipal Subdivision and Development Appeal Board with the Town of Smoky Lake and the Villages of Waskatenau and Vilna. Section 6(1) of the Intermunicipal Subdivision and Development Appeal Board Agreement that comprises part of said Bylaw requires Smoky Lake County to appoint an employee of the County to serve as the Clerk for the ISDAB. (Enclosure #1)

Section 627.1(1) of the *Municipal Government Act* requires council to appoint one or more Clerks to the SDAB. Furthermore, Section 627.1(3) requires that no person shall be eligible for appointment as a clerk unless they have successfully completed a training program in accordance with the regulations made by the Minister of Municipal Affairs. Ms. Shaw recently completed the training program on December 12, 2025. (Enclosure #2)

Benefits: Ensures that the County is compliant with provincial legislation requirements and ensures that subdivision and development appeals occur in an efficient and consistent manner.

Disadvantages: Nil.

Alternatives: Appoint another person as the ISDAB Clerk.

Financial Implications: Nil.

Legislation: *Municipal Government Act*, R.S.A. 2000, c. M-26, as amended (Part 17 – Section 627.1).

Intergovernmental: ISDAB Bylaw No. 1447-23 is a joint Bylaw with the Town of Smoky Lake and the Villages of Waskatenau and Vilna.

Strategic Alignment: Nil.

Enclosure(s):

Enclosure #1 – Bylaw No. 1447-23: Intermunicipal Subdivision and Development Appeal Board Bylaw

Enclosure #2 – Letter from Brownlee LLP, dated December 24, 2025 re: SDAB Training for Clerks

Approved by the Interim CAO:  Date: _____

Enclosure #1 - Bylaw No. 1447-23: Intermunicipal Subdivision and Development Appeal Board Bylaw

BYLAW NO. 1447-23

INTERMUNICIPAL SUBDIVISION AND DEVELOPMENT APPEAL BOARD BYLAW

BEING A BYLAW OF SMOKY LAKE COUNTY IN THE PROVINCE OF ALBERTA, TO ESTABLISH AN INTERMUNICIPAL SUBDIVISION AND DEVELOPMENT APPEAL BOARD FOR SMOKY LAKE COUNTY, THE TOWN OF SMOKY LAKE, THE VILLAGE OF WASKATENAU, AND THE VILLAGE OF VILNA

WHEREAS, section 627 of the *Municipal Government Act* authorizes a municipality to enter into an agreement with one or more municipalities to establish an intermunicipal subdivision and development appeal board;

AND WHEREAS the Council of Smoky Lake County deems it necessary to establish an intermunicipal subdivision and development appeal board to hear subdivision and development appeals within the municipal boundaries of Smoky Lake County, the Town of Smoky Lake, the Village of Waskatenau, and the Village of Vilna;

NOW THEREFORE the Council of Smoky Lake County duly assembled enacts as follows:

TITLE:

1. This Bylaw may be cited as the "**Intermunicipal Subdivision and Development Appeal Board Bylaw**".

ESTABLISHMENT:

2. Smoky Lake County is authorized to enter into an agreement with the Village of Vilna, Village of Waskatenau, and Town of Smoky Lake, to establish an Intermunicipal Subdivision and Development Appeal Board (the "Board") and provide for the:
 - (a) hearing of subdivision and development appeals within the boundaries of the municipalities;
 - (b) function and duties of the Board; and
 - (c) procedure and conduct of the Board and its members.

ELECTRONIC HEARINGS:

3. For the purposes of the Board, "Electronic Means" means participation using a virtual platform such as Zoom or other virtual platform approved by the Board, whereby the individual attending virtually can hear, can be clearly heard, and can be clearly seen when speaking.
4. The Board may hold hearings in-person, by Electronic Means or using a hybrid of in-person and Electronic Means, as determined by the Board.
5. If the Board is holding a hearing using Electronic Means or using a hybrid, the notice of hearing shall include information on how individuals who wish to participate by Electronic Means can access the hearing and make submissions.
6. If the Board is holding a hearing using Electronic Means or using a hybrid, the notice of hearing shall include information on where information publicly available for the hearing will be available.

GENERAL:

7. This Bylaw repeals and replaces Bylaw No. 1347-19.
8. This Bylaw comes into force when it has received third and final reading and has been duly signed.

READ a first time this 1st day of June, 2023.

READ a second time this 29th day of June, 2023.

- 2 -

READ a third and final time this 29th day of June, 2023.



Reeve
Lorne Halisky

SEAL



Interim Chief Administrative Officer
Lydia Celin



**INTERMUNICIPAL SUBDIVISION AND DEVELOPMENT APPEAL BOARD
AGREEMENT**

AN AGREEMENT DATED THIS 29th DAY OF June, 2023
BETWEEN:

SMOKY LAKE COUNTY

- and -

TOWN OF SMOKY LAKE

- and -

VILLAGE OF WASKATENAU

- and -

VILLAGE OF VILNA

(collectively, the "**Municipalities**")

WHEREAS, section 627 of the *Municipal Government Act* authorizes municipalities to enter into an agreement to establish an Intermunicipal Subdivision and Development Appeal Board;

AND WHEREAS, the Councils of the Municipalities have determined it is appropriate to establish an Intermunicipal Subdivision and Development Appeal Board for the purpose of hearing appeals from decisions made by the subdivision authority and development authority of each respective Municipality;

NOW THEREFORE in consideration of the promises, mutual terms, conditions and covenants to be observed and performed by each of the parties, the Municipalities agree as follows:

DEFINITIONS

1(1) In this Agreement:

- (a) "**Act**" means the *Municipal Government Act* and its regulations;
- (b) "**Board**" or "**Intermunicipal Subdivision and Development Appeal Board**" means the appeal board established by the Municipalities by this Agreement under section 627(1)(b) of the Act;
- (c) "**Clerk**" means the individual appointed to be the clerk of the Board;
- (d) "**Council**" means the individual Council of each Municipality;

R.W. 1
C.T.
[Signature]

- (e) **"Electronic Means"** means participation using a virtual platform such as Zoom or other virtual platform approved by the Board, whereby the individual attending virtually can hear, can be clearly heard, and can be clearly seen when speaking.
- (f) **"Member"** means a member of the Board; and
- (g) **"Municipality" or "Municipalities"** means any Municipality that is a party to this Agreement.

(2) All other terms used in this Agreement shall have the same meaning as in the Act.

ESTABLISHMENT

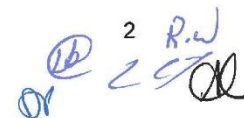
- 2(1) The Intermunicipal Subdivision and Development Appeal Board is hereby established.
- (2) The Board has all the powers, duties and responsibilities of a subdivision and development appeal board under the Act.
- (3) The Board Procedures and Rules of Conduct as set out in **Schedule "A"** and **Schedule "B"** are incorporated into and form part of this Agreement.

FUNCTION AND DUTIES

- 3(1) The Board shall hear all subdivision and development appeals of the Municipalities in accordance with this Agreement and Division 10 of Part 17 of the Act.
- (2) The Board cannot hear any matters that must be decided by the Land and Property Rights Tribunal.

MEMBERSHIP

- 4(1) The Board shall consist of no less than five Members and no more than ten Members, which shall be appointed by Smoky Lake County.
- (2) Members must be 18 years or older and a resident of the Province of Alberta. Each Municipality shall make reasonable efforts to attract candidates with qualifications, skills, and experience which will assist the Board in determining the appeals before it.
- (3) No person shall be appointed as a Member of the Board who is a Councillor of a Municipality, an employee of a Municipality, carries out subdivision or development powers, duties and functions on behalf of a Municipality, or is a member of a municipal planning commission of a Municipality.
- (4) A Member ceases to be a Member if:
 - (a) the Member ceases to be a resident of the Province of Alberta;



- (b) the Member becomes an employee of or a Councillor for any of the Municipalities; or
 - (c) the Member is removed from the Board by a resolution of Council.
- (5) Each Municipality has the right to rescind the appointment of a Member, at their sole discretion.
 - (6) If a Municipality's appointed Member has their membership rescinded, resigns for any reason, or ceases to be a Member, that Municipality may appoint a new Member by resolution of Council.
 - (7) Members shall adhere to the Board Procedures as set out in **Schedule "A"** and the Rules of Conduct as set out in **Schedule "B"**.
 - (8) Only Members who are qualified in accordance with the Act may participate in Board hearings. Members must participate in training programs approved by the Minister of Municipal Affairs in accordance with the Act.
 - (9) In the event there are insufficient Members for a hearing, the Clerk may recruit trained subdivision and development appeal board members from outside the boundaries of the Municipalities (an "**Alternate Member**"). An Alternate Member's appointment shall be:
 - (a) ratified by a resolution of the Council of Smoky Lake County;
 - (b) limited to a specific hearing; and
 - (c) terminated automatically at the conclusion of the specific hearing to which the Alternate Member was appointed.

TERM OF APPOINTMENT

- 5(1) The term of appointment for a Member shall be three years.
- (2) Regardless of the date of appointment, a Member's term of appointment shall expire on December 31st of the last year of the Member's term of appointment.
- (3) Members may be reappointed by resolution of Council for one or more additional terms.
- (4) A Member may resign from the Board by sending written notice to the Clerk and the Municipality that appointed the Member.

CLERK

- 6(1) The Chief Administrative Officer for Smoky Lake County shall appoint an employee of Smoky Lake County as the Clerk and the Chief Administrative Officer for one of

3 R.W.


the other Municipalities, as agreed upon by the Municipalities, shall appoint an employee of that Municipality to act as an alternate Clerk.

- (2) The Clerk shall participate in training programs approved by the Minister of Municipal Affairs in accordance with the Act.
- (3) The responsibilities of the Clerk are as follows:
 - (a) ensure all statutory requirements of the Board are met;
 - (b) inform all parties of the appeal hearing in accordance with the Act;
 - (c) inform all affected parties of the appeal hearing in accordance with the Act;
 - (d) compile all necessary documentation for distribution to the Members;
 - (e) attend all Board hearings;
 - (f) make and keep a record of the proceedings, which may be in the form of a summary of the evidence presented, and retain all exhibits, including all written submissions to the Board;
 - (g) communicate decisions of the Board in accordance with the Act; and
 - (h) such other matters as the Board may direct.
- (4) If the Board decides to conduct a hearing by Electronic Means or a hybrid of in-person and Electronic Means, the Clerk shall ensure the notice of hearing includes the following information:
 - (a) how individuals who wish to participate by Electronic Means can access the hearing and make submissions; and
 - (b) where information publicly available for the hearing will be available.

MEMBER REMUNERATION

- 7 Members shall be reimbursed \$180.00 per hearing day. A hearing day shall be no more than 7 hours.
- 8 Members may make a claim for mileage at \$0.58/km. Members must submit mileage claims to the Clerk within 5 days of the close of the hearing.

APPEAL FILING

- 8(1) Notices of appeal must be filed with the Clerk at the Smoky Lake County office.
- (2) A notice of appeal is not complete and will not be accepted without payment of the appeal fee.

4 RW
AP

ADMINISTRATION FOR HEARINGS

- 9(1) The fee for an appeal is \$250.00.
- (2) If a written withdrawal of the appeal is received by the Clerk prior to notifications of the appeal hearing being sent out, \$200.00 of the appeal fee will be refunded to the person who paid the appeal fee.
- (3) Board hearings will be held in the Municipality from where the appeal originates at a location as determined by the Municipality and advertised in accordance with the Act.
- (4) The Municipality from where the appeal originates will provide any additional administrative resources required for the Board hearings.

TRAINING COSTS

- 10(1) The costs of training the Clerk and Members, including reasonable travel, mileage, meals, and accommodations, shall be paid by shall be equally shared by the Municipalities.

HEARING COSTS

- 11(1) The Municipality from which an appeal originates shall pay all Board costs and expenses related to the appeal, including the following:
 - (a) Member remuneration;
 - (b) Member reimbursement for meals and mileage, if any;
 - (c) Clerk reimbursement for meals and mileage, if any;
 - (d) all administrative costs and expenses incurred in holding a hearing, including any facility rental costs; and
 - (e) any legal fees, including legal fees for legal counsel for the Board, if legal counsel is retained.
- (2) The Municipality from which the appeal originates shall be invoiced by the Municipality which employs the Clerk for the costs of the Clerk, including pre-hearing duties, attending the hearing, and post-hearing duties. Invoices must be paid within 30 days of the date of the invoice.
- (3) The Clerk may, in consultation with the Chief Administrative Officer of the Municipality from where the appeal originates, retain legal counsel on behalf of the Board for a particular appeal.
- (4) If a Board decision is appealed to the Court of Appeal, the Municipality from which an appeal originates shall be responsible for all costs associated with the appeal.

5 R.W.
L.T.
R.W.
L.T.
R.W.

DISPUTE RESOLUTION

12(1) In the event of a dispute regarding this Agreement, the Chief Administrative Officers of the Municipalities shall meet to consider the matter. A majority decision of the Chief Administrative Officers shall be final and binding on the Municipalities.

6 R.W.
D L R
G

GENERAL

- 13(1) Should any Municipality wish to withdraw from this Agreement, they may do so by serving written notice of their intent to withdraw on each Municipality providing no less than 60 days' notice.
- (2) If an appeal is filed during the 60-day notice of intent to withdraw, the 60 day clock stops on the date of the notice of appeal and restarts when a decision is issued on the appeal.
- (3) This Agreement may be signed in counterparts that, when taken together, constitutes a fully signed and legally binding Agreement.

IN WITNESS WHEREOF, the Municipalities have executed this Agreement as evidenced by the duly authorized signatures below:

SMOKY LAKE COUNTY

Per:



Mayor **REEVE**

Per:


Chief Administrative Officer

TOWN OF SMOKY LAKE

Per:


Mayor

Per:


Chief Administrative Officer

VILLAGE OF WASKATENAU

Per:


Mayor

Per:


Chief Administrative Officer

VILLAGE OF VILNA

Per:


Mayor

Per:


Chief Administrative Officer


7 R.W.
OK

SCHEDULE "A"

INTERMUNICIPAL SUBDIVISION AND DEVELOPMENT APPEAL BOARD PROCEDURES

DEFINITIONS

- 1 In addition to the terms defined in the Agreement and the Act, the following definitions apply to this Schedule:
- (a) **"Administration"** means a member or members of administration from the Municipality;
 - (b) **"Appellant"** means a person who, pursuant to the Act, has filed a notice of appeal with the Board;
 - (c) **"Applicant"** means the person, who has applied for a permit or approval, and whose permit or approval is being appealed;
 - (d) **"Board"** means the Board established by the Municipalities by this Agreement and includes Panels;
 - (e) **"Chair"** means a Member appointed to chair a Panel;
 - (f) **"Closed Session"** means the part of the Board hearing that is closed to the public in accordance with section 197(2.1) of the Act; and
 - (g) **"Panel"** means the specific panel of Members assigned to hear a specific appeal.

APPLICATION

- 2 These procedures shall apply to all hearings of the Intermunicipal Subdivision and Development Appeal Board.

HEARING PANEL AND CHAIR

- 3(1) The Board shall hold hearings as necessary to consider and decide appeals in accordance with the Act.
- (2) Hearings will be heard by the Board in panels of three Members.
- (3) Panels shall have all the same powers, duties and responsibilities of the Board.
- (4) When a hearing is required in accordance with the Act, the Clerk shall canvass Members for availability. Reasonable efforts will be made to assign Members to the Panel who are not from the Municipality from where the appeal originates.
- (5) The Members of a Panel shall select a Chair.

8 R.W.
L.A.
D.

- (6) The Chair shall be responsible for the conduct of the hearing and for ensuring the hearing is conducted in a fair and impartial manner, in accordance with the rules for such hearings as set out in the Act and the rules of natural justice.
- (7) Two or more Panels may conduct separate hearings simultaneously.

DECISIONS OF THE PANEL

- 4(1) A decision of the Panel is deemed to be a decision of the Board.
- (2) Only Members present for the entire hearing shall participate in the making of a decision on any matter before the Panel. The Clerk shall not participate in making a decision on any matter before the Panel.
- (3) If a hearing is recessed for any reason following the submission of evidence, the hearing may be recessed to the next or other date when all original Members of the Panel are available. Only Members present at the original hearing shall render a decision of the matter.
- (4) The Panel shall issue a written decision together with the reasons for the decision in accordance with the Act.
- (5) An order, decision, approval, notice or other thing made, given or issued by the Panel shall be signed by the Chair or, in the Chair's absence, another Member of the Panel who heard the matter as designated by the Chair in writing.

GENERAL APPEAL PROCEDURES

- 5(1) The Board shall consider and decide subdivision and development appeals and section 645 Stop Order appeals which have been properly filed with the Municipality in accordance with the Act.
- (2) The Board shall give notice of the hearing in accordance with the Act.
- (3) The Board shall make available for public inspection prior to the hearing all relevant documents and materials respecting the appeal.
- (4) The Board shall hear from parties in accordance with the Act.
- (5) Any information previously submitted to a Municipality's subdivision or development authority will not be considered by the Board unless resubmitted for the hearing. The author of the submission must be identified on the document.
- (6) The Board shall hear appeals in public, but it may at any time recess and deliberate in Closed Session.
- (7) If the Board requires further technical information, legal opinions, or other assistance, the Board may recess the hearing pending receipt of such information.

9 R.W.
L.H.
D.H.

- (8) Electronic or similar recording devices shall not be used during the hearing by anyone in attendance except the Clerk.
- (9) Prior to advertising the hearing date, a preliminary request to adjourn the hearing may be made by the Appellant, the Applicant or Administration, in writing to the Clerk. This request may also address filing timelines.

ELECTRONIC HEARINGS

- 6(1) The Board may hold hearings in-person, by Electronic Means, or using a hybrid of in-person and Electronic Means.
- (2) If the Board is a hearing by Electronic Means or using a hybrid, individuals who wish to attend by Electronic Means must register with the Clerk in advance and provide their full name.
- (3) Individuals who wish to attend by Electronic Means are solely responsible for ensuring their connection is secure, reliable and clear.
- (4) Individuals who wish to attend by Electronic Means and who wish to make submissions must confirm their identity and be visible during their submissions.
- (5) If the Applicant, Appellant, Development Authority or Subdivision Authority or their representative is attending by Electronic Means and the connection is lost, the Chair will recess the hearing. If the connection cannot be resolved, the Chair will adjourn the hearing to another time or another date and time.
- (6) Unless the hearing is held by Electronic Means only, Members are expected to attend hearings in-person.
- (7) Members may only attend by Electronic Means in unusual or extraordinary circumstances with the prior consent of the Chair.
- (8) If a Member has permission to attend by Electronic Means, the Member must ensure their Electronic Means are secure, reliable and clear and they must maintain visual connection for the entire hearing.
- (9) If the connection with the Member attending by Electronic Means is lost, the Chair will recess the hearing to allow for reconnection. If the connection cannot be resolved, the Chair will adjourn the hearing to another time or another date and time.
- (10) Prior to Closed Session, the Members must confirm they are in a secure setting where the discussion cannot be overheard.

10 R.W.
AL L.H.
OP

HEARING PROCEDURE

- 7(1) The Chair will call the hearing to order, ask the Clerk to introduce the matter and ask for a motion to open the hearing.
- (a) The Clerk will confirm that the notice of appeal has been provided to all parties in accordance with the Act.
 - (b) The Chair will introduce the Members on the Panel and outline how the hearing will be conducted.
 - (c) The Chair will ask if anyone objects to any Member of the Panel hearing the appeal.
 - (d) Administration or their representative will outline the matter under appeal and make submissions.
 - (e) The Applicant or their representative, if different from the Appellant, will make their submissions, if any.
 - (f) The Appellant or their representative will make submissions, if any.
 - (g) The Chair will then call upon any persons in favour of the appeal and who are entitled to be heard by the Board in accordance with the Act to speak. The Board reserves the right to abbreviate repetitious oral submissions.
 - (h) The Chair will then call upon any persons opposed to the appeal and who are entitled to be heard by the Board in accordance with the Act to speak. The Board reserves the right to abbreviate repetitious oral submissions.
 - (i) The Chair will then call upon the Applicant to provide closing comments, if any.
 - (j) The Chair will then call upon Administration to provide closing comments, if any.
 - (k) The Chair will then call upon the Appellant to provide closing comments, if any.
 - (l) Members may ask presenters questions through the Chair at any time during the hearing.
 - (m) The Appellant, Applicant and Administration or their representatives may ask questions, through the Chair, of each other prior to closing comments.
 - (n) Once Members have asked all questions, the Chair will close the hearing.
 - (o) The Board may deliberate and make its decision in Closed Session.

11 R.W.
AL
DP

- (p) The Board may, at any time, modify or adjust the foregoing procedure as required to comply with the Act and the rules of natural justice.

SUBMISSION OF APPEAL MATERIALS

- 8(1) All presentation submissions, including written submissions, must be provided to the Clerk at least 5 days before the hearing date. Notwithstanding the foregoing, the Board retains the discretion to accept late submissions.
- (2) The use of slides, maps, videos, photographs and power point presentations are allowed and these materials along with any written submissions will become the property of the Board as exhibits to the hearing and will not be returned.
- (3) The Chair, in consultation with the Clerk, may set alternate timelines for providing submissions, including staggered timelines for submissions by each party.
- (4) All materials submitted to the Board will be made public.

CONDUCT AT HEARINGS

- 9(1) Members of the public in attendance at a hearing shall:
- (a) address the Board through the Chair;
- (b) maintain order and decorum; and
- (c) not applaud or otherwise interrupt any speech or action of the Members or any other person addressing the Board.
- (2) The Chair may order members of the public who disturb or act improperly at a hearing by words or actions to be removed or disconnected. The Chair may request assistance from a Peace Officer to remove the individual.
- (3) Persons addressing the Board shall give their full name, location of residence or business, indicate whether they are speaking on their own behalf or on behalf of others, indicate whether they are for or against the appeal, and address the Chair when responding to questions or providing information.
- (4) A person who does not identify themselves will not be given the opportunity to address the Board.

MEMBER CONDUCT

- 10(1) A Member wishing to speak at a hearing shall obtain the approval of the Chair before speaking.
- (2) When a Member or member of the public is addressing the Chair, every other Member shall:
- (a) remain quiet and seated;

12 R.w.
② AL C.G.
TP

- (b) not interrupt the speaker except on a point of order;
- (c) not carry on a private conversation; and
- (d) not cross between the speaker and the Chair.

13 R.w
① Q R L S
P

SCHEDULE "B"

BOARD MEMBER RULES OF CONDUCT

PECUNIARY INTEREST AND BIAS

- 1(1) No Member shall participate in the hearing of any matter before the Board in which that Member has a pecuniary interest.
- (2) For the purposes of determining whether a Member has a pecuniary interest in the matter before the Board, all provisions of section 170 of the Act shall apply, substituting the term "Member" for the term "Councillor".
- (3) No Member shall participate in the hearing of any matter before the Board in which that Member has an actual or perceived bias for or against the Appellant, Applicant or any parties that appear before the Board.
- (4) Where a Member has a pecuniary interest in the matter before the Board, or an actual or perceived bias for or against the Appellant, Applicant or any parties that appear before the Board, that Member shall disclose that interest or bias to the Board and Clerk as soon as possible and remove himself/herself from participating as a Member in the hearing of the appeal.

GENERAL MATTERS

- 2(1) Members shall not discuss any matter under appeal with any party to that appeal or any other persons outside of the formal hearing process nor shall Members conduct any independent investigations of matters under appeal outside the formal hearing process.
- (2) Members shall keep matters discussed in Closed Session and legal advice provided to the Board confidential, except where required to disclose that information by law.
- (3) Members shall attend all Board hearings to which they are assigned and Members shall make every effort to diligently prepare in advance for hearings.
- (4) Members shall make every effort to actively participate in the hearing, deliberation and decision-making process on all appeals to which they have been assigned.
- (5) Members shall conduct themselves in a professional manner and treat all parties, including the Clerk and other Members, with dignity and respect.
- (6) Members shall perform their functions and duties in a conscientious and diligent manner.
- (7) Where a Municipality becomes aware of a breach of these rules by a Member, Council for the Municipality from where the Member is appointed may review the facts and make a determination as to whether the Member, in the sole opinion

14 R.W.
LD AD LCT
OP

of Council, has breached the rules and if so, Council may rescind the Member's appointment.

15 R. W.
K. P. R. W. C. T. D.

Enclosure #2 – Letter from Brownlee LLP, dated December 24, 2025 re: SDAB Training for Clerks



BROWNLEE LLP
Barristers & Solicitors EST. 1935

2200 COMMERCE PLACE | 10155 102ND STREET
EDMONTON, AB CANADA | T5J 4G8
TEL. 780.497.4800 | FAX 780.424.3254

Refer to: A. Gulamhusein
Direct Line: 780-497-4877
E-mail: agulamhusein@brownleelaw.com
Our File No.: 71187-0200/AG

Via Email: cao@smokylakecounty.ab.ca

December 24, 2025

Smoky Lake County
4612 McDougall Drive
P.O. Box 310
Smoky Lake, AB T0A 3C0

Attention: Brenda Adamson, Chief Administrative Officer

Dear Brenda:

Re: SDAB Training for Members & Clerks
Date: December 12, 2025
Location: Virtual

The following individual(s) attended the above noted Subdivision and Development Appeal Board training program provided by Brownlee LLP on December 12, 2025.

Chyenne Shaw, Clerk

This training was provided in accordance with Ministerial Order MSL019/18 and sections 4 and 5 of the *Matters Related to Subdivision and Development Regulation*, AR 84/2022. The above noted individuals successfully completed the training and a written assessment of learning.

Yours truly,

BROWNLEE LLP
PER:

ALIFEYAH GULAMHUSEIN
/ab

cc Smoky Lake County, Attn: Chyenne Shaw (via email: cshaw@smokylakecounty.ab.ca)

{B6146914.DOCX;1}

Page 1 of 1



Request for Decision (RFD)

Meeting Date: Tuesday, January 27, 2026

Agenda Item: # 8.3

Topic: Accounts Receivable Interest Write Off

Presented By: Brenda Adamson, Finance Manager

Recommendation:

That Smoky Lake County write off \$1,928.04 interest on Account STRA003 Strathcona Resources Ltd. due to full payment of invoice 2393

An invoice for \$26,250 was issued to Strathcona Resources Ltd in May, 2025 for dust control cost shared between Strathcona Resources and Smoky Lake County. There was a misunderstanding as to the process to remit invoices, This was sorted out in December, and payment was made January 15, 2026.

In Alberta, late payment or interest on outstanding accounts must explicitly be agreed to upfront. In this case we did not create an agreement, therefore the charge is deemed uncollectable. As per policy 08-02 Accounts Receivable Collection, any accounts receivable interest or penalties in excess of \$500 require Council approval for cancellation.

Benefits:

- ✓ Cleans up the Accounts Receivable ledger

Disadvantages:

n/a

Alternatives:

n/a

Financial Implications:

This interest revenue was not budgeted and is not collectable.

Legislation:

3. Cancellation of Accounts Receivable Penalties:

3.1 Total unpaid interest or penalty charges on an accounts receivable account may be cancelled, if circumstances warrant, in accordance with the following authority levels:

Cashiers at the time of payment up to \$ 5.00

Managers up to \$ 100.00

Chief Administrative Officer up to \$ 500.00

3.2 The write-off of interest and penalty charges in excess of \$500.00 require Council approval for cancellation.

Intergovernmental:

n/a

Strategic Alignment:

n/a

Enclosure(s):

Copy of invoice and Cash receipt

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

Signature of the CAO: _____



Request for Decision (RFD)

Meeting Date: Thursday, February 5, 2026

Agenda Item: # 8.4

Topic: Policy Statement 62-31-01

Presented By: Agricultural Department

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

This policy brought forward to the December 2nd, 2025 Committee of the Whole meeting, and then brought forward to the December 18th, 2025 Council meeting for approval. Where a motion was made to contact Fish and Wildlife to discuss accepting mangy coyotes. Since then, administration contacted Fish and Wildlife, they said they would not be accepting mangy coyotes on our behalf. Administration then contacted Margo Pybus, PhD, Provincial Wildlife Disease Specialist. She had no concerns with municipal staff handling coyotes as long as staff are accepting coyotes outside of the building, and staff wear gloves for the duration of handling.

Changes to the original policy brought forward in December 2025 include:

- 1) Additon to the policy purpose, not only is this to reduce coyote predation on livestock but also on wild game species.
- 2) Addition under the policy statement, stating that this program is grant funded so it should be reviewed annually.
- 3) Addition under 'Application & Eligibility' of non-resident trappers eligibility to participate in the program, as long as they provide the required documentation.
- 4) Addition under 'Application & Eligibility' a limit on non-resident trappers of 20 coyotes per site.
- 5) Addition under 'Carcass Handling & Verification' details of where, and how staff will be accepting coyotes, found under 'Carcass Handling & Verification'. This addition is based off of administration conversation with Margo Pybus, PhD, Provincial Wildlife Disease Specialist.
- 6) Additon to the 'Abuse or Non-Compliance' section stating no form of disrespectful behaviour towards County personnel will be accepted.

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



Request for Decision (RFD)

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

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

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

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

Legislation: Agricultural Pest Act of Alberta

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

Strategic Alignment:

Enclosure(s):

- Draft Policy 62-31-01 Coyote Reduction Program

Signature of the CAO: _____



Smoky Lake County Policy

Title: **Coyote Reduction Program Policy**

Category: Agricultural Services (AG)

Policy #

AG-31

Version

01

LEGISLATIVE REFERENCE:

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

PURPOSE:

To reduce coyote predation on livestock and wild game species, such as deer by offering an incentive-based program for ratepayers and ensuring that carcass handling, verification, and disposal are conducted safely, humanely, and in compliance with County and grant standards.

STATEMENT:

Smoky Lake County supports agricultural producers by implementing a Coyote Reduction Program funded in full through the Wildlife Management Fund at the Alberta Professional Outfitters Society. The program provides compensation for coyotes harvested within the County, ensures proper verification through staff removal of the left front paw, to ensure program integrity and compliance with environmental and safety standards.

This program is subject to available funding and may be terminated prior to March 31 deadline due to budget limitations or abuse of the program.

As the program is grant-funded, it will be reviewed annually.

Cancellation or Denial: Permits and applications may be cancelled or denied at any time without 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**.
- Imported carcasses are **not** eligible.
- Non-resident trappers that trap within the boundaries of Smoky Lake County may participate; to participate they **must** provide GPS location and WA-19 for preapproval before they can bring in an animal.
 - WA-19 is an authorization to hunt fur-bearing animals in Alberta, used by landowners to grant permission for licensed trappers to trap furbearers on their private property. The form serves as the required written consent for trapping on lands not directly owned or occupied by the trapper, ensuring legal compliance under Alberta’s wildlife regulations.
- Non-resident **trappers only** can only bring in 20 coyotes per approved site.

2. Program Limits

- Maximum **20 coyotes per week/participant**.
- Maximum of **1500 coyotes will be accepted per season in total** due to budget limitations.
- 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 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. The paw will then be put into a bag for disposal.
- 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.
- Carcasses will only be accepted at the Public Works shop, **outside** at the Agricultural Bay.
- ASB staff are required to wear appropriate Personal Protective Equipment (PPE) for the duration of the verification process.

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 Alberta Professional Outfitters Society.
- 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
 - Any form of disrespectful behaviour toward county personnel
- Program may close early if **funding is depleted**.



Schedule “A” Coyote Reduction Permit

Applicant Name:	
Address:	
Phone Number:	

Legal Land Location(s):

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 beaver tails from the above approved locations will be brought in for a service fee of FIFTEEN DOLLARS (\$15.00) per coyote.

I (We) hereby agree that, in consideration of the benefit derived by me (us) from the activities described above, I (we) shall indemnify and save harmless 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, legal fees of Smoky Lake County on a solicitor-client full indemnity basis) that may arise directly or indirectly out of the performance of the above-described activities

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 conditions.

Signature of Participant:		Date:_____
Signature of Agricultural Fieldman or Delegate:		Date:_____



Request for Decision (RFD)

Meeting Date: Tuesday, January 27th, 2026

Agenda Item: # 8.5

Topic: Consent to act as a director on the MCC for Smoky Lake Development Corp.

Presented By:

Recommendation:

That Reeve, Craig Lukinuk and Deputy Reeve, Lorne Halisky execute the "Consent to Act As Director" form as per Regular County Council Meeting held on November 27th, 2025: Motion 995-25 being appointed as the Smoky Lake County representatives to the MCC For Smoky Lake Development Corp.

Background:

At the November 27, 2025, Regular Council Meeting, Reeve Craig Lukinuk and Deputy Reeve Lorne Halisky were appointed to serve as members of the Municipal Coordinating Committee (MCC) for the Smoky Lake Development Corporation for the 2025–2026 term. To complete the appointment process in accordance with the Business Corporations Act, Council will need to pass a motion and obtain the required signatures on the "Consent to Act as a Director" form.

The MCC for Smoky Lake Development Corp. is a formal governance body established under the structure of the Smoky Lake Development Corporation, which requires representation from its shareholders, including Smoky Lake County. Each year, Council must appoint its representatives to the MCC for the purposes of:

- participating in MCC meetings,
- reviewing corporate operations,
- overseeing shareholder matters, and
- voting on resolutions such as appointment of officers and financial approvals (as reflected in past annual resolutions).

In previous years (2024 and 2025), Council appointments to the MCC were made in March, rather than during the County's Organizational Meeting, as indicated by the 2025 Appointment of Officers and Shareholder Resolutions.

Because MCC appointments were historically made outside the Organizational Meeting, this item was missed during the 2025 County Organizational Meeting and requires retroactive correction to ensure Council representation remains valid for the current MCC term.

To prevent this oversight in future years, Administration recommends adding MCC appointments to the standard list of annual designations at each Organizational Meeting.

Benefits:

- Ensures Smoky Lake County continues to meet its shareholder obligations under the Smoky Lake Development Corp.
- Provides clarity on current Council representation for all MCC activities and resolutions.



Request for Decision (RFD)

- Improves consistency and accountability by including MCC appointments as part of the annual Organizational Meeting process.
- Aligns appointment timing with other intermunicipal and corporate board appointments.

Disadvantages:

NA

Alternatives:

Defer appointments (not recommended due to MCC's ongoing governance requirements).

Financial Implications:

NA

Legislation:

- Municipal Government Act (MGA) – Sections 153–154 (Council duties; participation on Council committees and boards).
- Business Corporations Act (Alberta) – Governs the structure and requirements of the Smoky Lake Development Corp., including board and shareholder functions (referenced in past MCC annual resolutions)
- Smoky Lake Development Corp. governance documents (Annual Resolutions and Shareholder Minutes) demonstrate the need for shareholder-appointed representatives

Intergovernmental:

This appointment relates to the governance of the Smoky Lake Development Corp., which includes multiple municipal shareholders (Smoky Lake County, Town of Smoky Lake, Village of Vilna, Village of Waskatenau).

Strategic Alignment:

- Governance Excellence: Ensures proper representation on municipal corporations.
- Intermunicipal Collaboration: Strengthens cooperative economic development initiatives.
- Accountability & Transparency: Aligns appointment processes with annual organizational requirements

Enclosure(s):

- MCC "Consent to Act as Director" form

Signature of the CAO: _____

CONSENT TO ACT AS DIRECTOR

**TO: MCC FOR SMOKY LAKE DEVELOPMENT CORP.
 (the "Corporation")**

AND TO: THE SHAREHOLDERS THEREOF

I hereby certify as follows:

1. I am not less than eighteen (18) years of age;
2. I am not:
 - (a) a represented adult as defined in the Adult Guardianship and Trusteeship Act, or is the subject of a Certificate of incapacity that is in effect under the Public Trustee Act;
 - (b) a formal patient as defined in the Mental Health Act;
 - (c) the subject of an order under The Mentally Incapacitated Persons Act; or
 - (d) a person who has been found to be of unsound mind by a court elsewhere than in Alberta.
3. I do not have the status of a bankrupt; and
4. I am a resident Canadian by definition in the Business Corporations Act, whereby:
 - (a) I am a Canadian citizen ordinarily resident in Canada; or
 - (b) I am a Canadian citizen not ordinarily resident in Canada, but who is a member of a prescribed class of persons; or
 - (c) I am a permanent resident within the meaning of the Immigration Act (Canada) and ordinarily resident in Canada.

I hereby acknowledge that the Corporation is relying upon this certificate for the purpose of ensuring compliance by the Corporation with the provisions of the Business Corporations Act (Alberta), and agree to advise the Corporation by instrument in writing delivered to the Corporation of any change in my status as hereinbefore declared.

I hereby consent to act as a director of the Corporation. This consent shall continue in effect from year to year so long as I am re-elected to the board of directors by the shareholders, but if I resign from the board of directors, this consent shall cease to have effect from the effective date of such resignation.

I further consent to the participation by any director at a meeting of the board of directors or of any committee of directors of the Corporation by means of such telephone, electronic or other communications facilities as permit all persons participating in the meeting to communicate with each other simultaneously and instantaneously, such consent to continue in effect unless revoked by an instrument in writing delivered to the Corporation.

Effective the ____ day of _____, 2025.

Name:

ACTION ITEM LIST

2025

Legend

Meeting Date

Completed

In Progress

MOTION NO.	RESOLUTION	Assigned to	Due Date	Status	Comments
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.
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. Coordinate with the Gas department 50th and County 65. the Committee was formed at the Jan. 12 Monday managers meeting. Committee meeting scheduled for Feb 3, 2026 and will be brought to the Feb 26, 2026 Regular
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		In progress	Meeting to be set up with the Planning department, Exec Services, Peace Officer and the Interim CAO.
9-Oct-25	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 Wawrynchuk (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	Will be brought to the Feb 5, 2026, Committee of the Whole 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.
30-Oct-25					
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		Completed	Will be added to the next JMM Agenda; Jan 19, 2026
10-Nov-25					
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	Will book rooms for Council and CAO. Hotel has not release rooms as of Dec 19 2025 Spoke to FCM, hotels and registration will open in February of 2026
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 a response from St. Paul County. Phone calls and voicemails have been made. PW Manager will have information for the Committee of the Whole Meeting Feb 5, 2026.
14-Nov-25					
27-Nov-25					
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	Research Completed and will be brought to the next Feb 5, 2026 Committee of the Whole Meeting
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 PW is working with them and nothing can happen can to the spring.
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. Will be delegation on the Jan 27, 2026 Regular Council Meeting
1-Dec-25					
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 to the Feb 5, 2026, Committee of the Whole Meeting
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 to the Feb 5, 2026, Committee of the Whole Meeting

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 to the Feb 5, 2026, Committee of the Whole Meeting
1030-25 Halisky	That Smoky Lake County direct administration for the estimated repair costs and dust suppression associated with Range Road 161 to Edwanda and bring back information to the first quarter in 2026.	Public Works		In Progress	Will be brought to the Feb 5, 2026, Committee of the Whole Meeting
1031-25 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 Range Road 191 and bring back information to the February County Council meeting.	Public Works		In Progress	Will be brought to the Feb 5, 2026, Committee of the Whole Meeting
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 to the Feb 5, 2026, Committee of the Whole Meeting
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 to the Feb 5, 2026, Committee of the Whole Meeting
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 to the Feb 5, 2026, Committee of the Whole Meeting
18-Dec-25					
1176-25 Barker	That Smoky Lake County Council direct Administration to bring back Policy No. 62-31-01, with additional information regarding the handling of mangy coyotes, to a regular Council meeting at the end of January.	Ag. Fieldman		In progress	Will be on the January 27, 2026 meeting
1179-25 Kully	That Smoky Lake County Council approve Policy 01-55 – Agricultural Society Council Appointment (Non-Voting Member) with the following amendments: Appointment of one member and one alternate Change “Councillor” to “Councillors”	Executive Services/Leg. Services/Communications		Completed	
1180-25	That Smoky Lake County Council rescind policies: • Agenda Item: # 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.	Executive Services/Leg. Services/Communications		Completed	

1183-25 Halisky	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	Finance		Completed	
1184-25 Halisky	That Smoky Lake County Council direct Administration to budget \$14,000 for funding assistance to halls within Smoky Lake County, to be completed prior to March 31.	Finance		In Progress	Will be brought to the Feb 5,2026 , Committee of the Whole Meeting
1187-25 Lukinuk	That Smoky Lake County Council direct Administration to withdraw from the Lakeland Agricultural Research Association contract, in accordance with Motion No. 212-25 and the recommendation from the Agricultural Service Board.	Ag. Fieldman		Completed	
1188-25	That Smoky Lake County Council approve the addition of an Assistant Agricultural Services Fieldman position, and: • Direct Administration to proceed with the hiring and advertising process for the position; and • Direct Administration to communicate that the agricultural services previously provided by the Lakeland Agricultural Research Association will continue to be delivered by Smoky Lake County.	Lakeland HR		In Progress	The position is currently being advertised.
1189-25 Serben	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.	Finance		Completed	The budget has been posted online.
1190-25 Serben	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	Finance		Completed	Payment received January 8th, 2026.
1191-25 Barker	That Smoky Lake County Council approve the amendment of Policy 08-18-13 section 3.9 to remove reference to the to the Smoky Lake Alberta Treasury branch stating only, "Smoky Lake County will contribute nine percent (9%) of gross remuneration to a Registered Retirement Pension Plan (RRSP).	Finance		In progress	The payroll system is being tested to accommodate the change. The first payroll that will allow transfers to other institutions will be Feb 21, 2026
1192-25 Halisky	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	Executive Services		Completed	The signed letter was emailed to Bezpalko on Jan 14, 2026
1194-25 Kully	That Smoky Lake County Council approve the purchase of a 2026 cushion tilt 83" x 24' trailer for \$18,771.00 as an unbudgeted expenditure.	Environment and Parks		Completed	

1205-25 Serben	That Smoky Lake County Council accept the Village of Waskatenau – Village Response to Proposed County Conditions and Negotiated Items for the Proposed Village of Waskatenau Annexation, dated December 8, 2025, as information, and defer consideration of the response to a future Regular Council Meeting.	Planning and Development		Completed	Council discussed at the Jan 8, 2026 regular meeting
1212-25	That Smoky Lake County Council enter into an agreement with Travel Lakeland to participate in the Boat and Sportsman Show at the Edmonton EXPO Centre from March 19–22, 2026, and that the matter of cost sharing for the event be brought forward to the Joint Municipalities meeting scheduled for January 19, 2025.	Executive Services		In Progress	Will be on the Jan 19, 2025 JMM Meeting agenda
1217-25 Serben	That Smoky Lake County Council rescind Resolution No. 855-25 regarding the approval of the Organizational Chart due to a procedural error and bring the matter back for further discussion at the next Regular Council Meeting.	Legislative Services/Communications		Complete	Rescind Policy No. and Remove from the website

ACTION ITEM LIST

2026

Legend		Meeting Date		
		Completed		
		2027 Budget Consideration		
		In Progress		
MOTION NO.	RESOLUTION	Assigned to	Status	Comments
8-Jan-26				
20260108-005 Halisky	That Smoky Lake County Council schedule a Public Hearing on said Bylaw No. 1496-26 for February 26th, 2026, at 1:00 p.m., and to advertise said Public Hearing in accordance with Section 606 of the Municipal Government Act.	Planning and Development	In Progress	
20260108-007 Halisky	That Smoky Lake County Council defer the Roadway License Agreement with Jeremy Tchir, for the purposes of utilizing the undeveloped government road allowances as shown on the attached map, for the grazing of cattle, expiring on December 31, 2030, unless otherwise terminated sooner Furthermore, direct Administration to bring Policy #03-44, Roadway License Agreement, with amendments to reflect the fee schedule at the February Committee of the Whole Meeting.	Planning and Development	In Progress	Will be on the February 5, 2026 Committee of the Whole Meeting
20260108-008 Lukinuk	That Smoky Lake County Council defer Policy # 14-40 Field Level Hazard Assessment (FLHA) / Tailgate Meeting with amendments to the February Committee of the Whole Meeting.	Health and Safety Coordinator	In Progress	Will be on the February 5, 2026 Committee of the Whole Meeting
20260108-010 Serben	That Smoky Lake County Council direct Administration to provide information "GO EAST" regarding camping, historical sites, cultural interests and commit \$3500 towards the 2-page ad in the GO EAST Magazine.	CAO/Environment and Parks	Completed	Planning provided Go East with information on historic and recreation information Jan 14, 2026
20260108-012 Serben	That Smoky Lake County Council direct Administration to bring back Policy # 13-01 to the next Committee of the Whole Meeting in early February and defer all payment owing pursuant to the lease agreement until the Policy # 13-01 is amended and to notify the Land Lessee.	Planning and Development	In Progress	Will be on the February 5, 2026 Committee of the Whole Meeting
20260108-014 Lukinuk	That Smoky Lake County Council accept RhPAP email dated December 2, 2025, as information, and defer this to a future council meeting and forward to the Doctor Retention meeting.	CAO/Legislative Services	In Progress	

20260108-015 Serben	That Smoky Lake County Council accept the email from Curtis Zablocki, Assistant Deputy Minister and Director of Law Enforcement, dated December 22, 2025, as information and approve action taken by the CAO requesting further information and bring it back to a future Council Meeting.	CAO/Legislative Services	In Progress	Administration is waiting for a response from Law Enforcement
20260108-016	That Smoky Lake County Council accept the verbal presentation from Carrie Feniak as information and direct Administration to compile and present GIS data regarding grader operations in Divisions 3 and 5, along with identified priority road segments, to the February Committee of the Whole Meeting.	CAO/Public Works	In Progress	
20260108-018 Serben	That Smoky Lake County Council direct Administration to research and return with an Employee Recruitment and Job Posting Policy outlining how positions are posted when hiring employees to a future council meeting.	CAO/Legislative Services	In Progress	Lakeland HR is assisting
20260108-024 Kully	<p>That Smoky Lake County Council acknowledge its concurrence with the following terms proposed by the Village of Waskatenau regarding its proposed annexation of County lands:</p> <p>a) 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: Year of annexation = 100% Year 2 = 80% Year 3 = 60% Year 4 = 40% Year 5 = 20% Year 6 = 0%</p> <p>b) The Village will 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.</p> <p>c) The Village will 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.</p> <p>d) The Village of Waskatenau shall 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, shall be incurred by the Village and/or the developer of said lands.</p>	Planning and Development	Completed	The response letter was sent Jan 13, 2026

20260108-025 Kully	That Smoky Lake County Council reject the Village's offer to pay the County \$50,000.00 over a 10-year period for costs incurred by the County related to the reclamation of the former nuisance grounds (legally described as Plan 5225CL;OT) and counteroffer a payment of \$100,000.00 to be paid by the Village to the County over a 10-year period, with payments due on January 1st of each year.	Planning and Development	Completed	The response letter was sent Jan 13, 2026
20260108-026 Kully	That Smoky Lake County Council direct Administration to request all studies completed on the annexation from the Village of Waskatenau and to provide a response by January 31, 2026.	Planning and Development	In Progress	



Reeve's Report

Division: Three

Councillor: Craig Lukinuk

Reporting Period: (December 8, 2025 – January 19th, 2026)

Council Meeting Date: January 27th, 2026

Meetings, Events & Engagements Attended.

1) December 8th, 2025 - Interagency Meeting (Smoky Lake Region) (Craig, Lorne)

- Meeting held at the Smoky Lake Curling Club.
- A presentation was provided by the Eastern Alberta Regional Victim Services Society, focusing on community education and emphasizing that collaborative approaches strengthen support for individuals and families across the region.
- The next meeting is scheduled for March 2, 2026, at the Vilna School, from 10:00 a.m. to 12:00 p.m.
- The next Annual Community Engagement Event is anticipated to take place in April 2026 (date to be determined).

2) December 11th, 2025 - Virtual Public Budget Participation (All Council)

- A PowerPoint presentation outlining the proposed 2026 budget was presented to the public.

3) December 15th, 2025 (Craig, Lorne)

- Assisted in serving lunch for the students at H.A. Kostash School before their Christmas break.

4) December 17th, 2025 - Physicians & Health Care Professional Committee

(Craig)

- An organizational meeting was held, during which Marianne Prockiw-Zarusky was elected Chair, and Craig Lukinuk was elected Vice Chair.
- Anita Fagnan provided an update on the rollout of the new health care system and discussed current challenges being experienced across the region.



- Information was shared regarding an upcoming webinar scheduled for January 22, 2026, from 11:00 a.m. to 12:00 p.m., which was circulated to all Council members for optional registration.
- Council acknowledged the birth of Dr. Adriana Esterhuizen baby girl, and a motion was passed to send a congratulatory gift basket to her and her family.
- Pat Palichuk provided an update on her new role with the Health Advisory Board and discussed changes associated with the Province's revised health care system.
- Christmas baskets were delivered by Marianne Prockiw-Zarusky and Craig Lukinuk to health care professionals across the region, totaling 11 businesses.
- Chrystal provided a verbal update on the committee's current financial position.

5) December 18th, 2025 - Regular County Council Meeting (All Council)

- Representatives from Travel Lakeland presented potential participation opportunities for Smoky Lake County at the 2026 Edmonton Boat and Sportsman Show.
- Council granted Third and Final Reading to Bylaw No. 1495-25, designating the Wynnyk House (SW-27-58-13-W4M) as a Municipal Historic Resource.
- Council granted Third and Final Reading to Bylaw No. 1494-25, designating the St. Elias (Pakan) Church (Plan 5011CE, Block A) as a Municipal Historic Resource.
- Council granted Third and Final Reading to Bylaw No. 1490-25, the Procedural Bylaw.
- Council granted Third and Final Reading to Bylaw No. 1493-25, the Records Retention & Disposition Bylaw.
- Council approved Policies 01-05 (Council Orientation), 01-51 (Public Participation), 01-11 (Municipal Office), 07-02 (Playground and Parks Safety), Peace Officer Patrol Vehicle Policy CPO-37-02, and Policy 01-55 (Agricultural Society Council Appointment), with minor amendments.
- Council directed Administration to amend Policy 62-31-01 regarding the handling of mangy coyotes and to return the revised policy to a January Regular Council Meeting for review.



- **Council Rescinded the Following Policies:**
 - Policy 01-01 – Procedures for Transacting County Business (superseded by the 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
- Council approved payment of Invoice No. 021860 to 1848812 AB Ltd. in the amount of \$367.50 for reclamation work completed in Bellis, Alberta.
- Council appointed Reeve Craig Lukinuk and Deputy Reeve Lorne Halisky as representatives to the Northeast Alberta Alliance for Growth & Opportunities (NAAGO).
- Council approved 2026 FCSS Grant allocations of \$2,500 to Smoky Lake Minor Hockey (Respect in Sports Program) and \$2,100 to the Smoky Lake Holubka Dancers (Volunteer Appreciation).
- Council directed Administration to include \$14,000 in the 2026 budget for community hall funding and to return with a draft policy for review.
- Council approved withdrawal from the Lakeland Agricultural Research Association contract in accordance with Motion No. 212-25.
- Council approved the addition of an Assistant Agricultural Services Fieldman position and directed Administration to proceed with recruitment.
- Council approved the 2026 Interim Municipal Budget with revenues of \$22,142,201 and expenditures of \$24,140,633, including \$1,998,432 in amortization.
- Council hosted a Public Hearing regarding proposed Bylaw No. 1489-25 and directed Administration to submit the bylaw to the Minister of Transportation and Economic Corridors for approval prior to Second and Third Readings.
- Council added “Fire Level of Service – 2025 Engagement” and “Electoral Boundaries” as discussion items for the upcoming meeting with the Minister of Municipal Affairs.



•

6) December 19th, 2025 - Smoky Lake Foundation Regular Board Meeting

(Jered, Craig)

- Please refer to Division 5 Councillor Jered Serben Report for information with regards to the Foundation.

7) January 8th, 2026 - Regular County Council Meeting (All Council)

- Council gave First Reading to Bylaw No. 1496-26, a bylaw to close all portions of the Government Road Allowance within Lot 1 Block 1 Plan 262, for consolidation with SE ¼ 14-59-16-W4M.
- Council scheduled a Public Hearing for Bylaw No. 1496-26 on February 26, 2026, at 1:00 p.m., and directed that the hearing be advertised in accordance with Section 606 of the Municipal Government Act.
- Council directed Administration to provide “GO EAST” with information on camping, historical sites, and cultural interests, and approved a \$3,500 commitment for a two-page advertisement in the GO EAST Magazine.
- Council directed Administration to research and prepare an Employee Recruitment and Job Posting Policy, outlining how positions are advertised when hiring employees, and to bring the draft policy to a future Council meeting.
- Council acknowledged its concurrence with the terms proposed by the Village of Waskatenau for the annexation of County lands, including:
- Compensation to the County for lost tax revenue on annexed parcels, based on a declining formula: 100% in the year of annexation, then 80%, 60%, 40%, 20%, and 0% in subsequent years.
- The Village assuming costs for the public engagement program and offering to cover County costs up to \$500.
- The Village assuming electricity costs for the three streetlights on Range Road 193A (Site IDs 001465047210, 0010467850617, and 0010467861915).
- Written confirmation that any future costs related to removal, alteration, or relocation of existing natural gas infrastructure on NW-16-59-19-W4 will be borne by the Village and/or the developer.
- Council rejected the Village’s offer to pay \$50,000 over 10 years for costs related to the reclamation of the former nuisance grounds (Plan 5225CL; OT), and issued a counteroffer of \$100,000, to be paid over 10 years with annual payments due on January 1.



- Council directed Administration to request all studies completed on the annexation from the Village of Waskatenau and to provide a response by January 31, 2026.

8) January 12th, 2026 - Smoky Lake Foundation Board Orientation (Jered, Craig)

- Please refer to Councillor Jered Serben Division 5 Report.

9) January 15th, 2026 - Sonnevera Workshop (Lorne, Craig)

- Evergreen Regional Waste Management Service Commission and its Regional Partners.
- Please refer to Deputy Reeve Lorne Halisky Report.

10) January 16th, 2026 - RMA District 5 Meeting (All Council)

- Lamont Recreation Centre, Lamont County
- RCMP Funding the new roll out for all municipalities begins April 1st, 2026.
- Memberships for 2026 have been waved.
- Guest Speaker MLA Jackie Armstrong, DDC Lawyer Monell Sturko, Alberta Industrial Heartland Mark Plamondon, RCMP Acting District Operations Officer, S/Sgt James Morton, Consulting Engineers of Alberta, Ryan Betker & Amie McGowan
- Financial Statement was presented.
- Resolution on Bridge Size Culverts for replacement of Bridges was brought forward by the M.D of Bonnyville and was passed.
- Mike Wildeboer the Reeve of M.D of Wainwright was elected as the chair for District No.5
- Clint Murray from Vermilion River was elected as Vice Chair
- Robert Park was elected as our FCM Representative

11) January 26th, 2026 - Bar-V-Nook Smoky Lake Foundation

- Please refer to Councillor Jered Serben Division 5 Report.

12) January 19th, 2026 - Joint Municipalities Meeting Village of Vilna (All Council)



- Crown Prosecutor Patricia Hankinson from Fort Saskatchewan provided the board a verbal report on our justice system.
- Sgt. Anita Doctor presented an annual breakdown Report of the calls for the Smoky Lake Region.
- Community Futures Jody Foulds Senior Business Officer provided a history of the organization, how they assist local businesses and an overview of the loan activities with in the past year.
- V3 Consulting's Elisa Stamatakis delivered a presentation on the Highway 28 Corridor Regional Economic Development Concept Plan.
- Discussion took place regarding the availability of Physicians and Health Care Professionals, including locum challenges, which will be brought forward to the Ministers for consideration.
- Discussion was held regarding Smoky Lake County's potential participation in the Travel Lakeland Boat and Sportsman Show in Edmonton, scheduled for March 19–22, 2026.

Upcoming Meetings

- Physicians & Health Care Committee – February 3, 2026, at 9:00 a.m., Town of Smoky Lake
- RMA District 5 Meeting – September 1, 2026, County of Minburn
- NLLS – February 27, 2026, Virtual, 10:00 a.m.
- NLLS – May 29, 2026, in person, Elk Point, 10:00 a.m.
- Regular Council Meeting – February 26, 2026, Council Chambers
- Joint Municipalities Meeting – April 2026, hosted by Smoky Lake County



Councillor Report

Division: 1

Councillor: Ryan Barker

Reporting Period: December 11, 2025 – January 22, 2026

Council Meeting Date: January 27, 2026

Meetings, Events & Engagements Attended

1. December 18, 2025 – Regular County Council Meeting
2. January 8, 2026 – Municipal Planning Commission (MPC) Meeting followed by Regular Council Meeting
3. January 14, 2026 – Municipal Corridors (Muni Corr) Orientation followed by Regular Meeting
4. January 16, 2026 – Rural Municipalities of Alberta (RMA) District 5 Zone Meeting (Lamont)
5. January 19, 2026 – Joint Municipalities Meeting (Vilna)
6. January 20–22, 2026 – Agricultural Service Board (ASB) Convention

Key Highlights, Issues & Updates

- Participation in the Canada Post video conference focused on the future of mail service for the Hamlet of Spedden. Discussion included:
 - Potential mailbox location options
 - Rural route delivery versus a permanent centralized location in Vilna
 - Cost-sharing responsibilities and ongoing maintenance considerations for a rural site
- Additional information has been requested from Canada Post and will be brought forward to Council for awareness and potential discussion once received.
- Attendance at the ASB Conference is providing current information on agricultural policy, service delivery, and emerging issues relevant to Smoky Lake County.

3. Community & Stakeholder Engagement

1. Engagement with Canada Post representatives regarding rural mail delivery options affecting Spedden residents.
2. Ongoing regional collaboration through participation in RMA District 5 and Municipal Corridors meetings.



4. Conferences, Training & Professional Development

1. Agricultural Service Board (ASB) Convention – January 20–22, 2026

Key takeaways included updates on agricultural best practices, pest and weed management trends, provincial program changes, and intermunicipal collaboration opportunities.

Information gained may support future policy discussions and service improvements within the County's agricultural portfolio.

5. Requests, Follow-Up Items & Emerging Issues

1. Awaiting additional information from Canada Post regarding mail service options for Spedden.

Follow-up information to be shared with Council once received for consideration and direction, if required.

6. Summary

- Continued participation in regional, and intermunicipal meetings.
- Professional development completed through ASB Convention attendance.
- Ongoing awareness of regional issues that may require future Council consideration.



Councillor Report

Division: 2

Councillor: Dave Kully

Reporting Period: December 11, 2025 – January 22, 2026

Council Meeting Date: January 27, 2026

Meetings, Events & Engagements Attended

1. December 11, 2025 – Virtual Public Participation Budget Presentation (Virtual)
2. December 15, 2025 – Lakeland Agricultural Research Association (LARA) Orientation & Regular Meeting
3. December 15, 2025 – Community Futures Orientation & Organizational Meeting
 - a. Elected as Treasurer
4. December 18, 2025 – Regular County Council Meeting
5. January 8, 2026 – Municipal Planning Commission (MPC) Meeting followed by Regular Council Meeting
6. January 14, 2026 – Municipal Corridors (Muni Corr) Orientation followed by Regular Meeting
7. January 16, 2026 – Rural Municipalities of Alberta (RMA) District 5 Zone Meeting (Lamont)
8. January 19, 2026 – Joint Municipalities Meeting (Vilna)
9. January 20–22, 2026 – Agricultural Service Board (ASB) Convention

Key Highlights, Issues & Updates

1. Participation in the Virtual Public Budget Presentation supported transparency and public engagement in the 2026 budget process, consistent with Council's overall budget communications.
2. Election as Treasurer for Community Futures strengthens Smoky Lake County's representation and oversight in regional economic development initiatives.
3. Attendance at the ASB Convention provided exposure to current agricultural policy discussions, funding programs, and emerging issues relevant to agricultural service delivery within the County.
4. Regional meetings (RMA District 5 and Joint Municipalities) continued to emphasize shared concerns related to transportation corridors, economic development, and regional service coordination, which may return to Council for further discussion.



3. Community & Stakeholder Engagement

1. Engagement through Community Futures focused on regional economic development, small business support, and governance orientation.
2. Participation in Joint Municipalities and RMA District 5 meetings supported intermunicipal collaboration and shared advocacy on regional priorities

4. Conferences, Training & Professional Development

1. Agricultural Service Board (ASB) Convention – January 20–22, 2026
Key takeaways included updates on agricultural best practices, pest and weed management trends, provincial program changes, and intermunicipal collaboration opportunities.
Information gained may support future policy discussions and service improvements within the County's agricultural portfolio.

5. Requests, Follow-Up Items & Emerging Issues

1. No formal requests for Administration at this time.

6. Summary (Optional but Recommended)

- Continued participation in regional, provincial, and intermunicipal meetings.
- Strengthened governance role through election as Treasurer with Community Futures.
- Professional development completed through ASB Convention attendance.
- Ongoing awareness of regional issues that may require future Council consideration.



Councillor Report

Division: 4

Councillor: Lorne Halisky

Reporting Period: December 10, 2025 to January 20, 2026)

Regular Council Meeting Date: January 27, 2026

1. Meetings, Events & Engagements Attended

1. **Date – December 11th, 2025 Smoky Lake County Virtual Public Participation – 2026 Budget** (attended virtually)

Attended representing/supporting the County. As per Reeves Report.

2. **Date – December 15th, 2025 HAK School Christmas Feast** (Craig and Lorne attended in-person)

Attended this event representing the County and serving food to students, teachers and guests.

3. **Date – December 18th, 2025 Regular Council Meeting** (attended in-person)

As per Reeves Report.

4. **Date – December 19th, 2025 Evergreen Regional Waste Management Service Commission Meeting** (attended virtually)

Alberta Care AGM Meeting focused on Landfill Security/theft and how to prevent/minimize risk of occurrences.

Looking at option to sell the ERWMSC repaired (old) Compacter through Finning and/or other methods.

Sonnevera (contractor to carry out ACP Grant on ERWMSC Current State of Waste Management Study) Workshop set up for January 15, 2026 in the Town of Smoky Lake.

Treasurer Report was delivered with all in good standing including moving \$149,000.00 to the Equipment Reserve for future considerations.

The Manager reported that they are installing a security system for the office/shop and securing the fuel tanks. Looking into Concrete Cracker options and bringing in a Mattress Shredder Contractor in Q1 or Q2. Christmas and New Years operations was covered by all staff with no issues. All fire extinguishers can be recycled through A&F Two Hills as long as they are depressurized.

5. **Date – January 8th, 2026 Regular Council Meeting and MPC Meeting** (attended in-person)

As per Reeves Report.

6. **Date – January 15th, 2026 Sonnevera Workshop in Town of Smoky Lake for ERWMSC Current State of Waste Management Study** (Craig and Lorne attended in-person)

The workshop focused on ERWMSC Current State of Waste Management involving all members participation asking for feedback on costs, operations, in-house or contractor use for specialized waste



handling, Reduce/Reuse/Recycle process and how programs such as the EPR – Extended Producer Responsibility system of recycling single-use plastics, paper and packaging putting it back to the companies that produce them seeing less waste in landfills. The future is a Circular Economy shifting to a system where we design out waste and pollution, using regenerative natural systems keeping products and materials in use.

7. **Date – January 16th, 2026 Rural Municipalities of Alberta District 5 Meeting in Lamont** (attended in-person)

As per Reeves Report.

8. **Date – January 16th, 2026 Highway 28/63 Regional Water Services Commission Meeting** (attended virtually)

Reviewed, provided feedback etc. on a “Draft” Membership Agreement with representation from Legal, Board Chair, Vice Chair and Managing Entity - Smoky Lake County Administration.

9. **Date – January 19th, 2026 Joint Municipalities Meeting in Vilna** (attended in-person)

As per Reeves Report.

2. Key Highlights, Issues & Updates

Nothing to report during this reporting period.

3. Community & Stakeholder Engagement

Nothing to report during this reporting period.

4. Conferences, Training & Professional Development

Nothing to report during this reporting period.

5. Requests, Follow-Up Items & Emerging Issues

Nothing to report during this reporting period.

6. Summary (Optional but Recommended)

Nothing to report during this reporting period.

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

Thank you,

Lorne



Councillor Report

Division: Five

Councillor: Jered Serben

Reporting Period: December 19th – January 26th

Council Meeting Date: January 27th, 2026

Meetings, Events & Engagements Attended

December 17th, Smoky Lake Agricultural Society

- Requesting snow clearing efforts from County and Town
- Utilities increased \$11,000 from 2024
- Next casino, 2027. 1.5 year turn around
- HVAC system, \$577,000. Shared costs with minor hockey, grants and \$300,000 contribution from the Agricultural Society.
- CFCW Critters game and supper. Update- raised \$17,000 for minor hockey.
- Continued discussion re: bathroom renovations – Nutrien ag. Center and RV park.
- Contracted maintenance company to inspect, maintain HVAC system.
- Hot water tanks replaced.
- ATCO \$15,000 donation to the Ag. Society.
- NYE party, Dec. 31.

December 19th, Smoky Lake Foundation (budget), (Jered, Craig)

- Reviewed capital budget
- Continuing Care Health Services Standards Review.
- Operating and Capital Budget a) Supportive Living (lodge) Program The Supportive Living (lodge) programs' Operating and Capital budgets for 2026 were presented and discussed.
- Discussion items included: • Requisition • Increased electricity and food costs due to the new electricity contract and inflationary pressures affecting food costs. • Rental increases and changeover from a flat fee rent increase to an RGI/Support Services fee model.
- The 2026 Operating and Capital budgets for the Seniors Subsidized Apartments and Community Housing programs were presented and discussed. Discussion items included: • Deficit funding from ASHC will remain the same as in 2025. (\$174,537) • Increased electricity costs due to the new electricity contract.



- **Supportive Living (lodge).** The Smoky Lake Foundation oversees the upkeep and replacement of furniture, fixtures, and equipment (FFE) classified as removable chattels. Examples include furnishings, food services equipment, vehicles and landscaping equipment, computers, and telephone systems. The 2026 Capital Budget is \$80,000. Planned replacements include: • IT/Computers and Firewalls – BVN and VL • Commercial dryer for Vilna Lodge • Therapeutic bathtub for Vilna Lodge • Hospital beds for BVN Type B CC program
- **Rental Rates for the Supportive Living (lodge) Program** Discussion regarding a change from a flat fee rent to an RGI/Support Services. The rent will be set at 30% of the resident's income shown on line 15000 of their CRA Notice of Assessment, plus a support services package fee that includes housekeeping, food services, and recreation costs. The blended rent does not apply to residents in the Type B (designated supportive living) Continuing Care program as these residents pay the provincially set continuing care rent.

January 12th, Smoky Lake Foundation Orientation (Jered, Craig)

- Partially completed. Will report when orientation is completed.

January 26th, Smoky Lake Foundation Regular Meeting (Jered, Lorne)

- Vilna lodge requires accreditation (AHS), December 31st, 2026 deadline.
- Residents meeting: Feedback on Dec. 1st menu roll-out; positive.
- Financial statements presented.
- Occupancy report: All full except for Vilna lodge at 70% capacity. This is up from 40-50% from years past due to advertising and social discussions.
- Technology update; internet, nurse calls, phone system
- IT 2026-2030 business plan presented. Review annually.
- Rent-Geared-to-Income (RGI) changes comparison presented.
- Capital projects and maintenance 2025, \$1.8 million.

Meetings attended:

- January 8th, Regular council.
- January 16th, RMA district 5. Lamont.
- January 19th, Joint municipalities. Vilna.
- January 23rd, Special Council.



November 5, 2025

via email: clukinuk@smokylakecounty.ab.ca

Smoky Lake County
4612 McDougall Drive
P.O. Box 310
Smoky Lake, AB
T0A 3C0

Dear Reeve and Council,

On behalf of the Portage College, we would like to extend a sincere congratulations to you, Reeve Lukinuk on your election.

We would also like to congratulate returning Councillors Halisky and Serben and new Councillors Barker and Kully.

We appreciate the effort you have taken to become the leaders of the County of Smoky Lake and look forward to meeting you.

The latest strategic framework approved by the College's Board calls for a continued focus on our community-driven innovation and impact. We look forward to continuing our partnership with you in advancing this focus in the Smoky Lake County.

We will be reaching out to your office to schedule a presentation with you in November or December.

Once again, congratulations! We look forward to seeing you soon.

Sincerely,

A handwritten signature in black ink, appearing to read "Stephen Price".

Dr. Stephen Price
President & CEO

A handwritten signature in black ink, appearing to read "Nancy Broadbent".

Nancy Broadbent
Outgoing President & CEO

From: [Craig Lukinuk](#)
To: [council](#); [Brenda Adamson](#)
Cc: [Jordan Ruegg](#); [Chyen Shaw](#)
Subject: Fw: AI Data Center Project
Date: January 16, 2026 11:17:59 AM

From: Craig Lukinuk <recomputersrepairs@gmail.com>
Sent: Friday, January 16, 2026 11:14:25 a.m.
To: Craig Lukinuk <clukinuk@smokylakecounty.ab.ca>
Subject: Fwd: AI Data Center Project

Potential for our Region.
 Craig

----- Forwarded message -----

From: **Yurii** <insolyuri@gmail.com>
Date: Mon, Jan 12, 2026, 9:10 a.m.
Subject: AI Data Center Project
To: Craig Lukinuk <recomputersrepairs@gmail.com>

AI Data Center Project – Executive Technical Brief

(Preliminary Concept for Municipal Review)

Project Overview

We propose the development of a next-generation Artificial Intelligence Data Center Campus designed to support approximately 200,000 NVIDIA-class GPUs (H200 / B200 / future B300 generation).

The facility will serve large-scale AI training and research workloads, positioning the city as a strategic AI and digital infrastructure hub in North America.

—

Project Scale (High Level)

- Total GPU Capacity: ~200,000 units
- Estimated IT Power Demand: 1.5–2.0 GW (phased development)
- Total Campus Area: 200–300 acres (multi-building campus)

- Development Model: Modular, multi-phase construction over several years

—

Strategic Objectives

- Establish the city as a global AI infrastructure leader
- Attract high-tech investment and international partners
- Create long-term skilled jobs in engineering, operations, and construction
- Support AI innovation, research, and economic diversification

—

Key Infrastructure Requirements (Non-Technical)

Power

- Access to large-scale, reliable electricity
- Preference for low-carbon and renewable energy sources
- Long-term power agreements with provincial utilities

Water

- Secure and sustainable water access
- High-efficiency cooling systems designed to minimize environmental impact
- Full compliance with provincial and federal environmental standards

Connectivity

- High-capacity fiber-optic connectivity
- Redundant international network routes
- Integration into North American digital infrastructure

Land & Zoning

- Industrial or technology-zoned land
- Low seismic risk
- Support for secure, controlled-access facilities

—

Environmental & Community Considerations

- Energy-efficient design and advanced cooling technologies
- Noise, traffic, and emissions mitigation
- Strong focus on sustainability and responsible resource use
- Collaboration with local authorities and communities

—

Economic & Social Impact

- Thousands of construction jobs during development phases
- Hundreds of permanent high-skill technical positions
- Increased municipal tax base
- Long-term positioning of the city as an AI innovation destination

Partnership Approach

- Collaboration with:
- Municipal and provincial governments
- Local utilities
- Educational institutions
- Indigenous and community stakeholders

The project is designed as a long-term partnership, aligned with regional economic and environmental goals.

Conclusion

This AI Data Center Campus represents a transformational infrastructure investment, enabling the next generation of artificial intelligence while delivering lasting economic and technological benefits to the city and the province.

From: Wyatt Skovron <wyatt@RMAAlberta.com>

Sent: January 12, 2026 9:56 AM

Subject: RMA Police Funding Model Member Guide

Hello RMA mayors/reeves and CAOs,

Please forward this email to councillors and relevant staff

As you are aware, in December the Government of Alberta announced planned changes to the Police Funding Model, both in terms of the amount of policing costs that will be collected from municipalities and the collection formula. RMA has undertaken an analysis of the changes in comparison to our existing PFM positions as well as our specific input provided to the Government of Alberta during engagements in summer 2025. This analysis, as well as a summary of the changes, is included in the attached member guide. We have also included a one-pager providing a high-level overview.

Quite a few of the details related to the formula itself remain unanswered. RMA is seeking more information from PSES staff. We are also seeking a meeting with Minister Ellis to better understand the changes and to consider possible options to mitigate some of the changes that may be problematic for RMA members. We will keep you posted as we learn more.

In the meantime, please review the guide, consider local impacts (in terms of both service levels and cost), and consider sharing your perspective with local MLAs.

Thanks,



Wyatt Skovron

General Manager of Policy and Advocacy

Policy and Advocacy | Rural Municipalities of Alberta

📞 O: 780.955.4096 | C:

780.292.1104

🌐 rmalberta.com

📍 2510 Sparrow Dr, Nisku, AB T9E 8N5

SUBSCRIBE TO OUR NEWSLETTER



This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error, please notify the system manager. Please note that any views or opinions presented in this email are solely those of the author and do not necessarily represent those of the organization. The sender does not accept liability for any errors or omissions in the contents of this message which arise as a result of virus/malware infection or email transmission errors.

2026 Police Funding Model – Quick Guide

What is the Police Funding Model?

The Police Funding Model (PFM) is the provincial framework that determines how policing costs are shared between the Government of Alberta (GOA) and municipalities that receive policing under the Provincial Police Service Agreement (PPSA).

The PFM was first introduced in April 2020. Between 2020 and 2024, rural municipalities have paid an increasing proportion of the GOA's share of PPSA costs, from 10% in 2020 to 30% in 2024. These contributions were determined based on policing costs from 2019 data. The PFM Regulation, which establishes the PFM and the formula for determining municipal costs, expires in March 2026. The GOA has announced significant changes to the PFM that will take effect beginning in April 2026 until 2031.

How is the Police Funding Model Changing?

The most notable changes are the following:

- ◆ Municipal contributions will now be based on actual frontline policing costs from the previous fiscal year, rather than a fixed baseline cost throughout the PFM term.
- ◆ The contribution rate will increase from 22% in 2026 to 30% by 2031, with an estimated base frontline cost increase of 8% per year. Based on RMA's analysis, this will result in PPSA municipalities paying approximately \$587.24 million in the next five years.
- ◆ The formula will change in multiple ways, including through the addition of a "Weighted Occurrences/Calls for Service" metric and a modest reduction in equalized assessment weighting. These changes will be phased in over the next five years.
- ◆ The Crime Severity Index (CSI) has been removed as a subsidy within the new PFM formula.
- ◆ A population density subsidy has been added as a modifier in the new formula.
- ◆ Annual data reporting requirements are being implemented.

What is RMA's Response?

RMA has several concerns with the new PFM. Many of these concerns fall into the following themes:

- ◆ The new model will result in substantial and unpredictable cost increases for municipalities. RMA is advocating for a predictable cost structure that freezes the cost baseline at 2025 levels.
- ◆ The PFM remains a download onto municipalities, as municipal contributions are disconnected from local service levels. RMA has advocated for a partnership based on shared decision-making, transparent data, and links between municipal contributions and service levels.
- ◆ There is no metric to determine how municipal contributions translate into improved frontline policing outcomes. If municipalities are expected to contribute a growing share of policing costs, they must have confidence that these contributions are improving safety in their communities.

RMA's Member Resource summarizes and analyzes the PFM changes in details. RMA encourages members to use this information to collaborate with the GOA for positive changes to the PFM.

Police Funding Model Renewal – RMA Member Resource

January 2026

Introduction

On December 18, 2025, the Government of Alberta announced a new Police Funding Model (PFM), which will take effect in April 2026. Since its introduction in 2020, the PFM has been a source of controversy for RMA and rural municipalities, as it was designed in a way that downloads a portion of frontline policing costs to municipalities with no link to local service levels or local input into policing.

In advance of the original Police Funding Regulation expiring and the Government of Alberta signaling an intent to make changes to the amount of funding collected from municipalities through the PFM, as well as the PFM formula itself, RMA undertook an advocacy campaign and provided recommendations to government focused on shifting the PFM from a “download to a partnership.” RMA’s primary argument is that if municipalities are expected to contribute significant portions of their local budget to policing, this contribution should be tied to clearly defined local service levels meeting clearly defined local needs, much in the way that municipalities treat other local expenditures related to services such as transportation or recreation. Without provisions in the PFM to tie contributions to local service levels and local input into how policing functions are carried out, it would continue to be a download.

RMA made twelve PFM-related recommendations to the Government of Alberta in 2025. Several were intended to fundamentally shift the PFM from a download to a partnership, while others were framed as supplementary in nature, as they would represent incremental improvements to the current download-style model if government was unwilling to fundamentally re-envision the PFM. While the announced changes to the PFM do align with some of RMA’s supplementary recommendations, any benefit that these will provide to rural municipalities will be more than offset by the significant increase of overall frontline policing costs in 2025, as well as a government decision to re-set the total frontline cost each year.

How to Use this Document

This document is intended to provide RMA members with an understanding of the PFM and the changes being made in 2026, including alignment with RMA priorities, impacts on rural municipalities, and advocacy priorities moving forward.

Similar to many issues, RMA encourages members to advocate to local MLAs with their perspectives, concerns, and recommended changes to the PFM. Sharing local examples of policing service levels, fiscal impacts of the current and future PFM model, and the importance of local input into policing will all contribute to a stronger rural municipal voice on this issue.

History of the Police Funding Model

The Government of Alberta (GOA) implemented the Police Funding Model (PFM) in April 2020, when the Police Funding Regulation was introduced. The PFM redistributes a portion of frontline policing costs from the GOA to municipalities that receive policing services through the Provincial Police Service Agreement (PPSA). Prior to 2020, the GOA contracted the RCMP to provide provincial policing and shared the cost 70% to 30% with the federal government. Between 2020 and 2024, rural municipalities have paid an increasing proportion of the GOA's share of PPSA costs, from 10% in 2020 to 30% in 2024. These contributions were determined based on policing costs from 2019 data.

The Police Funding Regulation, which establishes the PFM and sets out the specific formula for how municipal costs are determined, is set to expire on March 31, 2026 after the Government of Alberta [announced a one year extension](#) at the Fall 2024 RMA Convention.

The GOA hired a third-party consultant to conduct engagements with municipalities regarding the PFM throughout Summer 2025. No information regarding the findings of this engagement have been shared publicly.

Previous PFM Formula

To better understand the upcoming changes to the PFM, it is important to understand the previous PFM formula, which was in effect for the past six years.

In the old formula, individual municipal cost contributions are calculated as follows:

$$(E + P) - (SP + CSI + D)$$

- ♦ E is the weighted equalized assessment amount
- ♦ P is the weighted population amount
- ♦ SP is the shadow population subsidy
- ♦ CSI is the Crime Severity Index subsidy
- ♦ D is the police detachment subsidy

Together, equalized assessment and population are equally weighted as the primary determiners of the amount each municipality contributes to the PFM by being added together after they are each individually calculated. The other components - shadow population, CSI, and detachment subsidy, are considered “modifiers” (also referred to as “subsidies”) intended to reduce how much a municipality pays if a large portion of the people who spend time in their community are not taxpayers, if the CSI is higher than average, or if a detachment is not located in the municipality. Shadow population, CSI and the detachment subsidy are also individually calculated and added together. The total of all the modifiers is subtracted from the total equalized assessment and population calculation.

Equalized Assessment Amount

Equalized assessment is used in the formula as a proxy for a municipality's “ability to pay” for policing. It accounted for 50% of the total PFM formula. Municipalities with larger equalized assessments contribute a larger portion of the PFM amount collected each year than those with smaller equalized assessments.

Population Amount

Population is used in the formula as an indicator of the demand for police services within a municipality. Population is also weighed at 50% of the total PFM formula. Municipalities with lower populations pay less than those with larger populations.

Shadow Population Subsidy

A shadow population refers to a temporary, non-permanent resident population. Most often shadow populations refer to people who are employed in a municipality for at least 30 days. This subsidy is intended to reduce PFM contributions for municipalities who must provide a service for a transient population who are not local taxpayers.

Crime Severity Index Subsidy

Crime Severity Index (CSI) is used to track changes in the severity of police-reported crime. It accounts for both the amount or frequency of crime and its severity or relative seriousness. The composition of how CSI is calculated leads to municipalities with an above average CSI receiving a larger subsidy, while municipalities with an average or below average CSI do not receive a subsidy. The crime rate in rural Alberta has been reported at 38% higher than elsewhere in the province.

Detachment Subsidy

The PFM formula provides a subsidy for municipalities who do not have an RCMP detachment and rely on RCMP services from officers in a detachment outside of their municipality, presumably to recognize the lower level of service some residents may have access to.

New Police Funding Model – Changes and Impacts

Key Impacts

On December 18, 2025, the GOA announced the new PFM, which makes several changes to the previous formula. This section of the document provides an initial analysis of the most significant changes and likely impacts of the new PFM in relation to RMA's recommendations.

While subsequent sections of the document will provide more detail on different aspects of the new formula, it is important to note two major issues associated with the new PFM, and the effects both will have on rural municipalities.

Download vs. Partnership

RMA's overall advocacy priority throughout the PFM engagement process has been that the model must function as a true provincial-municipal partnership, rather than a provincial download onto municipalities. If municipalities are required to make a significant contribution to policing costs, they should see a corresponding local service delivery benefit.

Unfortunately, the previous formula included no link between a municipality's cost contribution and the level of service they received. While some municipalities have reported service level enhancements since the introduction of the PFM in 2020, many others have reported no changes, or even a decline in service. Based on a [2024 RMA member survey](#), approximately 71% of responding municipalities reported no change in police service levels since the introduction of the PFM. 11% reported slight service level improvements, and 20% reported a decrease in service levels. This result emphasizes the extent to which local contributions are disconnected from local service levels.

Achieving a partnership model, in which local financial contributions are aligned with local service levels, requires the Government of Alberta, RCMP, and municipalities to engage in meaningful shared decision-making on policing priorities, establish clear links between municipal contributions and service levels, develop transparent data sharing mechanisms, and utilize a stable, predictable cost structure. The new model does not demonstrate any progress towards these actions. Instead, it continues to position municipalities as funders without any corresponding clarity on how their contributions relate to improved policing outcomes.

RMA will continue to advocate for solutions to the new PFM that encourage a partnership-based model, in which local cost contributions contribute to local service level enhancements.

Cost Increase

There have been several changes made to the new iteration of the PFM formula – some with beneficial impacts, some with negative impacts, and some with unknown impacts. However, none of these adjustments address the most significant issue facing rural municipalities, which is that frontline policing costs are set to rise substantially under the new model.

From its inception in 2020 until 2025, the total cost on which PFM contributions were based was \$232.5 million, which was the frontline policing cost for PPSA municipalities in 2018-19. Starting April 1, 2026, municipal contributions will be calculated using the 2024-25 frontline cost, which is \$380.5 million. This is a major increase reflecting the reality that inflation, collective bargaining, and other factors have increased policing costs over the past decade. However, the more problematic change to determining the annual overall municipal contribution is

that moving forward, the total frontline cost will be updated annually, rather than frozen at 2024-25 levels. This shift represents a major threat to municipal financial sustainability by removing predictability from the budgeting process and virtually guarantees that costs will escalate year over year, potentially at an unsustainable rate. According to correspondence sent to municipalities from Alberta Public Safety and Emergency Services in December 2025, the GOA is projecting an 8% annual increase in frontline PPSA policing costs between 2026 and 2031.

To ensure municipalities can plan responsibly, it is essential that the province freezes the cost base at 2025 frontline provincial policing levels, especially as municipalities have no say in decisions driving changes to the overall frontline costs on a year-to-year basis.

RMA will continue to advocate strongly for this adjustment, as it is critical to establishing a more sustainable, transparent, and predictable funding model throughout this iteration of the PFM.

RMA Advocacy and Positions

RMA has advocated for fundamental changes to the PFM since its inception. In preparation for the renewal of the PFM Regulation in 2025, RMA released [several resources](#) for members and participated in engagements facilitated by the GOA.

Throughout the engagement process, RMA maintained that if municipalities are required to assume an even larger financial obligation moving forward, the PFM must be structured as a partnership to allow local decision-making and service level enhancement. Anything less will result in continuation of the PFM as a simple download. Municipalities must understand how their contributions are being used and should not be arbitrarily required to contribute a disproportionate share of costs for reasons unrelated to the service they are receiving.

RMA's final submission included 12 recommendations to improve the PFM – nine core recommendations and three supplemental recommendations. The core recommendations would drive a fundamental change to the PFM to transform it into a partnership. The supplemental recommendations would lessen or mitigate some of the most inequitable aspects of the current formula if the province was unwilling to shift away from the download model. The recommendations were:

Core Recommendations

- ▶ ***Recommendation 1: A defined portion of funds contributed through the PFM must be used to fund frontline positions serving the municipalities that contribute to the PFM***
- ▶ ***Recommendation 2: Municipal contribution rates must be directly linked to reaching and maintaining a defined level of service that meets local needs***
- ▶ ***Recommendation 3: Significantly reduce the weighting of or eliminate the use of equalized assessment in the PFM contribution formula***
- ▶ ***Recommendation 4: Include population density as a factor within the PFM contribution formula***
- ▶ ***Recommendation 5: Utilize crime severity index data to drive investment in service level enhancements in communities that most require them***
- ▶ ***Recommendation 6: Any increases to municipal contributions to the PFM must be capped at 15% of 2025 policing costs and adopt a phased in approach***
- ▶ ***Recommendation 7a: Amend the Police Act to empower municipalities policed under the PPSA to hold accountable local detachments for integrating local input into policing***
- ▶ ***Recommendation 7b: Develop a dedicated funding mechanism to support municipal formation of policing committees***
- ▶ ***Recommendation 7c: Establish a legislative mechanism to ensure that the Provincial Police Advisory Board regularly engages with and shares information with local police committees***

- ▶ ***Recommendation 8: Legislatively require that PPSA municipalities receive an annual report on local service levels and use of their PFM contributions***
- ▶ ***Recommendation 9: The Municipal Government Act must be amended to designate the PFM levy as a requisition***

Supplemental Recommendations

- ▶ ***Recommendation 10: If vacant frontline positions cannot be filled, contributing municipalities should be refunded their PFM contribution proportional to the number of local vacancies***
- ▶ ***Recommendation 11: Enhance support for tracking of shadow populations and expand eligibility to include more municipalities with temporary/non-resident populations***
- ▶ ***Recommendation 12: If the formula continues to utilize a detachment subsidy, rural municipalities should be eligible for the subsidy***

Changes to the PFM

Municipal Contributions

Beginning April 1, 2026, municipal contributions will be set at 22% of 2024-25 frontline policing costs, gradually increasing to 30% over the next five years. While the 22% proportion is an initial decrease from the 30% municipal share in 2024 and 2025, it is important to note that the previous PFM was based on 2019-20 policing costs, which were much lower than those being used for 2025-26 costs.

Municipal contributions will now be based on actual frontline policing costs from the most recent fiscal year, rather than on a single year throughout the five-year PFM term. The PFM will no longer utilize a fixed rate for the duration of the agreement. This means that not only will the municipal portion of costs increase from 22% to 30% over five years, but the overall amount on which that portion is based will fluctuate (and likely increase) each year as well. A further analysis of these costs are broken down in the “RMA Analysis” section.

Annual Public Reporting

There is also a commitment from the GOA for annual public reports to be released that show:

- ◆ Amounts collected from municipalities
- ◆ How funds are allocated
- ◆ How reinvestments support frontline policing capacity across Alberta

While the intention is that all funds collected through the PFM will continue to be invested into frontline policing, there is no guarantee that this will be the case, or that funds will go back to the contributing municipality.

Base Formula

The base PFM formula is being adjusted to be calculated on:

- ◆ 50% population
- ◆ 30% equalized assessment
- ◆ 20% weighted occurrences (or calls for service)

The weighted occurrence aspect of the PFM formula is intended to reflect calls for service and actual policing demand. Because this component of the model depends on “accurate, validated and meaningful municipal data,” implementation will begin April 1, 2028, with weighted occurrences introduced as follows:

- ◆ April 1, 2028: 45% equalized assessment, 5% weighted occurrence
- ◆ April 1, 2029: 40% equalized assessment, 10% weighted occurrence
- ◆ April 1, 2030: 30% equalized assessment, 20% weighted occurrence

For 2026-27 and 2027-28, the existing 50/50 population/equalized assessment methodology will be used.

Modifiers

Changes to the PFM formula introduce a different approach to the modifiers/subsidies:

- ◆ The Crime Severity Index (CSI) and detachment subsidies have both been removed.
- ◆ The shadow population approach will be subtracted directly from the total population used in the formula, rather than applying it as a separate subsidy.

- ◆ A vacancy subsidy will be added for municipalities experiencing RCMP staffing vacancies that are higher than the provincial average, acknowledging the reduced service levels associated with those vacancies.
- ◆ A population density subsidy will be added for rural and remote municipalities to recognize the unique policing challenges and higher costs associated for these communities.

There is currently no information on the specific methodology that will be used to determine these subsidies, or how they will be calculated within the complete PFM formula.

RMA Analysis

Core Response

The PFM presents many changes that will have varying effects on rural municipalities. The following sections outline the most significant challenges associated with the new model.

Provincial Download

As previously mentioned, the existing PFM is broken; it needs to be re-envisioned to properly recognize municipalities as a major financial contributor to policing and drive local improvements to policing services and public safety. Despite reasonable and practical recommendations from RMA to support this shift, there is no commitment from the GOA to shift to a partnership-based model in which a municipality’s payment is directly linked to supporting a defined local level of service. This download approach will not provide RMA members with the accountability and transparency needed to improve services locally. Further, the new PFM does not reflect a responsibility to increase local input or service levels, despite the expectation of costs rising exponentially. This raises several concerns for RMA and the effect the new PFM will have on members, from both a fiscal and public safety standpoint.

Cost Increase

Beginning in 2026, municipal contributions will go from the current 30% of frontline policing costs (based on 2019 numbers) to 22% of frontline policing costs (based on 2025 numbers), before gradually increasing back to 30% over five years. The GOA has framed this as a concession to municipalities and a demonstration of provincial sensitivity to local fiscal pressures.

However, the 22% starting point is tied to significantly higher frontline policing costs. Annual municipal contributions from 2020 to 2025 were based on a 2019 baseline cost of 2019, which was \$232.5 million. In 2026, the baseline cost will be \$380.5 million, which is a 63.6% increase. The 22% municipal contribution will equate to approximately \$83.7 million, compared to approximately \$60 million collected from municipalities in 2025. Even though the municipal portion will decline from 30% to 22% in 2026, the significant base cost increase will still result in notable growth in the amount contributed by municipalities from 2025 to 2026.

Under the previous PFM (2020 – 2025), municipal contributions increased from 10% to 30%, but the base cost remained fixed at 2019 levels. This meant that while the municipal share grew, the underlying cost did not. The new model explicitly states that contributions will be based on actual frontline policing costs from the most recent fiscal year. The GOA has projected that annual increases may be approximately 8% each year.

The table below shows the impact that an 8% yearly increase will have on municipal contributions compared to a stable base (the approach used from 2020 to 2025):

Year	Municipal Portion	Stable Base	Municipal Cost	8% Increase	Municipal Cost
2026-27	22%	\$380.5 million	\$83.71 million	\$380.5 million	\$83.71 million
2027-28	24%	\$380.5 million	\$91.32 million	\$410.94 million	\$98.63 million
2028-29	26%	\$380.5 million	\$98.93 million	\$443.82 million	\$115.39 million

2029-30	28%	\$380.5 million	\$106.54 million	\$479.33 million	\$134.21 million
2030-31	30%	\$380.5 million	\$114.15 million	\$517.68 million	\$155.30 million
Total Municipal Contribution			\$494.65 million		\$587.24 million

This table shows that with the estimated 8% annual increase in frontline policing costs, municipalities will pay approximately \$93 million more over five years than if the PFM adopted a stable base, as was the case from 2020 to 2025.

Despite the GOA temporarily lowering the municipal share, the reality is that the municipal contributions are almost certain to increase in 2026, and the year-over-year growth will be substantial. Unlike the previous model, where the cost base was fixed, the new approach introduces significant unpredictability growth in the year-to-year municipal contribution, making long-term financial planning more difficult for municipalities.

Alberta Sheriffs Police Service

The creation of the Alberta Sheriffs Police Service (ASPS) creates a significant level of uncertainty related to the long-term stability and predictability of the PFM. The province has not provided any clarity on how the PFM would function with the introduction of the ASPS. While municipalities are absorbing substantial increases in RCMP-related policing costs over the next five years, the province has released no information on how the new police service will be funded or the impacts this will have on the PFM. Municipalities require clarity on whether the current formula would be maintained, amended, or replaced when the ASPS is functional, and how costs would be allocated during this shift. The absence of this information leaves municipalities planning for a funding model that may not exist in its current form within a few years.

Accountability Measures

The GOA has stated that the PFM is “being modernized to reflect the real cost of policing today and to ensure municipal contributions remain predictable, transparent, and sustainable.” However, RMA is currently unclear how the changes could possibly remain predictable, transparent, or sustainable given that municipal contributions continue to be disconnected from local service levels, and the total annual amount collected will be much less consistent moving forward than it was under the previous model.

While the GOA will produce an annual report on how PFM funds are used, this is of limited value if reporting is not based on defined outcomes or metrics developed collaboratively by the those funding the service.

Significant Changes

The following table will analyze the specific changes made through the new PFM model and formula. Because there are many unknowns surrounding these changes at this time, RMA has also listed a series of outstanding questions for each change being made to the PFM.

PFM Change	Analysis	Outstanding Questions
Annual escalating baseline cost amount	Unlike the previous iteration of the PFM, the overall cost on which municipal contributions are based will now use data from the most recent fiscal year rather	<ul style="list-style-type: none"> ◆ Are there any estimates available as to how much

	<p>than an amount fixed to a single year throughout the PFM term. This change will significantly increase municipal contributions over the five-year PFM term, as well as introduce volatility and uncertainty for municipalities that must plan multi-year budgets and already face significant cost pressures.</p> <p>Without projections or caps, municipalities are essentially being asked to commit to an open-ended share of a cost that they do not control. The absence of targeted transition supports or mitigation measures could result in difficult budget choices, including cuts to essential services or significant tax increases.</p> <p>There is also no mechanism linking higher municipal payments to improved service levels, enhanced local input, or minimum standards. It is unclear why municipalities would be expected to pay more without a formal commitment to better service outcomes or create a meaningful partnership.</p>	<p>overall costs will be raised from year to year?</p> <ul style="list-style-type: none"> ◆ How will municipalities create long-term plans for cost increases, if costs are based on the previous year? ◆ Will there be detailed annual breakdowns published of how municipal contributions are spent at the municipal level? ◆ Will there be support for the transition to the new formula, especially for municipalities facing steep cost increases? ◆ How will increased municipal payments result in improvement to service levels?
Reduction of equalized assessment weighting	<p>Reducing the emphasis on the concept of “ability to pay” metrics that are unrelated to policing service levels is a step in the right direction for the PFM, as it will reduce the disproportionate fiscal burden on rural municipalities.</p> <p>However, equalized assessment has virtually no linkage or connection to policing need, particularly in rural municipalities with the majority of the assessment base consists of non-residential properties. Continuing to include equalized assessment in the formula to any extent reflects a download-based approach, as it is completely unrelated to the level of service required in a given community.</p> <p>It is also disappointing that for the first two years of the new PFM term, equalized assessment will continue to be weighed at 50%, and will not be reduced in any meaningful way until 2030.</p>	<ul style="list-style-type: none"> ◆ What analysis was undertaken to justify maintaining equalized assessment weighting at 30% beginning in 2030? ◆ How is continuing to use equalized assessment when it does not correlate with policing demand or service levels justified?
Introduction of weighted occurrence	<p>RMA understands that the intent of weighted occurrence is to better align municipal contributions with actual policing demand, but the details of how this will function in practice remain unclear. At this</p>	<ul style="list-style-type: none"> ◆ Is there an existing weighted occurrence methodology?

	<p>point, the GOA has provided no details as to the data or methodology that will be used to determine weighted occurrences by municipality.</p> <p>If weighted occurrences are meant to reflect the volume and type of calls for service, with more complex or resource-intensive calls receiving higher weighting, this could create a more accurate picture of policing demand. However, rural policing needs differ greatly from urban contexts. Rural municipalities may experience fewer calls overall, but those calls tend to be more time consuming, involve longer travel distances, and require more officer hours per incident. Without a methodology that captures these nuances, weighted occurrences risk undervaluing rural policing needs.</p> <p>Another challenge is the potential quality and consistency of frontline policing data. If weighted occurrences are introduced before data systems are operational across the board, there could be financial impacts based on inaccurate or incomplete information. The phased approach provides some time to refine the data, but the province has not yet outlined how inaccuracies will be identified, corrected, or prevented.</p> <p>RMA was under the assumption that response data was already collected by the RCMP. However, the reason given for delaying introduction of the weighted occurrence metric until 2028 is to “refine the underlying data and ensure it reliably informs the model.” While this is important, it leads to legitimate questions as to how current service level decisions are made.</p> <p>Without clarity on how municipalities will be able to review or challenge the weighted occurrence data used to calculate their contributions, municipalities may be held financially responsible for data that they cannot influence or validate.</p>	<ul style="list-style-type: none"> ◆ If so, what is the methodology? How is it verified and reported? ◆ How will it be ensured that weighted occurrences accurately reflect rural policing realities, where calls may be fewer but more resource-intensive? ◆ How will potential inaccuracies/gaps in the introduction of weighted occurrences be handled? ◆ What mechanisms will be in place to challenge potential inaccuracies in weighted occurrence data?
Removal of Crime Severity Index	<p>The removal of the CSI from the PFM is a significant shift with unclear implications for rural municipalities. It has historically been one of the few tools available that captures the severity and seriousness of crime, not just the volume of calls –</p>	<ul style="list-style-type: none"> ◆ What was the rationale for removing the CSI entirely from the PFM rather than refining or adjusting how it was used?

	<p>which RMA advocated should be included as a core part of the formula.</p> <p>By eliminating the CSI entirely, the PFM appears to move away from recognizing high levels of violent or serious crime and instead leans more heavily on call volume. This raises concerns about whether the updated PFM will accurately reflect actual policing needs. There is a risk that the PFM formula will understate the true policing burden in municipalities that face higher rates of serious or more violent crimes.</p>	<ul style="list-style-type: none"> ◆ How was it determined that eliminating the CSI would improve equity, as stated in the December 18 government release? ◆ What mechanism will be used to identify and support communities with disproportionately high levels of violent or serious crime? ◆ How does the PFM account for intensity and seriousness of crime, rather than just call volume?
Change in shadow population approach	<p>Instead of applying a separate subsidy, the PFM will now subtract shadow population directly from the total population used in the formula.</p> <p>In the previous PFM, only two municipalities received the shadow population subsidy. RMA advocated for enhanced tracking mechanisms to include more municipalities with temporary or non-resident populations.</p> <p>It is RMA's understanding moving forward, applying shadow population reductions within the formula will simply re-balance population weighting among municipalities. In the previous version of the formula, the subsidy was applied outside the core formula, which resulted in a simple reduction applied to impacted municipalities that was not then applied to other municipalities. Under this approach, if one municipality pays less because of a reduction in shadow population, that cost would then be allocated to other municipalities.</p> <p>This change does not appear to address the need to better measure and apply shadow population impacts; if anything it weakens the already marginal benefit of the factor as it existed in the previous version of the formula.</p>	<ul style="list-style-type: none"> ◆ How was it determined that this new approach more accurately reflects police demand? ◆ How will this new approach lead to a more significant cost reduction than the previous approach? ◆ Will municipalities not receiving the shadow population modifier pay more to offset the cost reductions applied to those with a shadow population? ◆ How will this change affect rural municipalities with large temporary workforces, such as those with industrial camps or seasonal workers? ◆ How will shadow population numbers be collected, verified, and updated under the new model?
Addition of vacancy subsidy	<p>The addition of a vacancy subsidy in the updated PFM formula recognizes that RCMP staffing shortages have a direct impact on municipal service levels. For many rural municipalities, chronic vacancies have been a huge challenge in the delivery of frontline policing. When detachments operate</p>	<ul style="list-style-type: none"> ◆ How will the subsidy be determined? ◆ Is the intent to reduce costs for municipalities with vacancies, incentivize filling vacancies, or both?

	<p>below authorized strength, municipalities pay for policing that they do not receive.</p> <p>The vacancy subsidy could be a positive step forward, depending on its design and implementation.</p> <p>Its success will depend on whether it is used as means to drive prioritization of addressing chronic vacancies at the local level, or whether it is used as a justification to allow the continuation of vacancies (in other words, will the subsidy be treated as a “substitute” for the appropriate local service level?).</p> <p>This subsidy also raises questions about accountability. While the subsidy acknowledges reduced service levels, it does not address the need for timely staffing and improved recruitment and retention in rural detachments. There could be a risk that the subsidy unintentionally normalizes chronic vacancies rather than drive improvements in staffing.</p>	<ul style="list-style-type: none"> ◆ What will the effects of this subsidy be on detachments facing chronic vacancies? ◆ How will it be ensured that this subsidy does not disincentivize timely staffing in detachments?
Addition of population density subsidy	<p>This is one of the few changes that directly acknowledge the challenges of policing in rural areas. This is a positive step, but its relevance will depend on how the subsidy is calculated, applied, and updated over time.</p> <p>Because of longer travel times and sparse populations, rural municipalities face higher policing costs per capita. This means that even with relatively low call volumes, rural policing requires more officer time per incident.</p> <p>A population density subsidy has the potential to recognize these differences and reduce the inequities between urban and rural municipalities.</p> <p>However, there are not yet details on how this subsidy will be calculated, what thresholds will be used, or how it will interact with other formula components. Without this information, it is difficult to determine whether the subsidy will adequately account for rural policing realities.</p>	<ul style="list-style-type: none"> ◆ How will this subsidy be calculated? <ul style="list-style-type: none"> ◇ Will it only take effect at a certain density threshold or for a portion of municipalities? ◇ If so, on what basis? ◆ Will the subsidy fully account for long travel distances, sparse populations, and higher per-capita policing costs in rural Alberta?
Commitment to annual public reporting	<p>Although the GOA has committed to annual public reporting on the amounts collected, it is not yet clear whether this reporting will provide the necessary municipality-level detail that allows councils and</p>	<ul style="list-style-type: none"> ◆ Will annual public reporting be accompanied by any specific outcomes, objectives,

	community members to see how their contributions translate into local service. Without these breakdowns, as well as meaningful metrics to determine necessary local service levels, municipalities will still be paying for a downloaded cost with limited ability to track the impact of their contributions on their community.	<p>or indicators of success against which to measure use of the funds?</p> <ul style="list-style-type: none"> ◇ If so, what are they? ◇ If not, how will the program's effectiveness be measured? ◆ How do municipalities ensure that their contributions are benefiting their community, rather than being absorbed into the provincial system?
--	---	---

RMA Recommendation Analysis

The following table will analyze RMA's core recommendations from the engagement submission in comparison to the realities of the new PFM model and formula. This is meant to show how the new PFM relates to RMA's advocacy work and the areas that have been accounted for or ignored.

RMA Recommendation	Is this recommendation reflected in the new PFM?	Analysis
A defined portion of funds contributed through the PFM must be used to fund frontline positions serving the municipalities that contribute to the PFM	No	<p>The province has stated that all PFM revenues will be reinvested into frontline policing. However, to RMA's knowledge, no definition of "frontline policing" exists for the purposes of the PFM, and there is no mechanism for ensuring that the funds contributed by a municipality, or by rural municipalities collectively, translate into frontline positions or enhanced services levels in the communities paying into the model. The commitment is broad and system-wide, but it lacks the local specificity that rural municipalities have consistently asked for.</p> <p>It is important to note that to this point, PFM funds have been used to fund policing and administrative positions in local detachments, specialized centralized positions that service municipalities of all types and sizes across the province, and general operating costs. In RMA's view, only the first example (policing and administrative positions in local detachments) should be considered "frontline" and be funded through the PFM.</p>

Municipal contribution rates must be directly linked to reaching and maintaining a defined level of service that meets local needs	No	<p>The updated PFM continues to base municipal contributions on costs determined by the province, rather than on any measurable or enforceable local service outcomes. There continues to be no linkage between a municipality's contribution and the level of service they will receive.</p> <p>Municipalities are required to pay an increasing share of policing expenses without any corresponding commitment that they will receive a defined level of service, minimum response standards, or improvements in local policing capacities.</p>
Significantly reduce the weighting of or eliminate the use of equalized assessment in the PFM contribution formula	Partially	<p>The reduction of the equalized assessment weighting from 50% to 30% represents a meaningful improvement compared to the previous PFM formula. This change acknowledges RMA's concerns about a disproportionate burden on rural municipalities, many of which have large industrial assessment bases that do not reflect local population, policing demand, or service realities. Lowering the weighting reduces the extent that rural municipalities are penalized for hosting high-value infrastructure.</p> <p>While the reduction is positive, it does not fundamentally resolve the underlying issue that equalized assessment is a structural disadvantage for rural municipalities. Even at 30%, the metric continues to assume that a municipality's ability to pay for policing is tied to its assessment base. Additionally, maintaining the 50% weighting until 2028 and only gradually increasing it over the subsequent three years indicates that this change will, in practice, be insignificant.</p> <p>Rural municipalities will continue to contribute more than their fair share relative to policing demand.</p>
Include population density as a factor within the PFM contribution formula	Yes	<p>Adding a population density subsidy for rural and remote municipalities to recognize the unique policing challenges and higher associated costs for these communities is a positive step. However, without more information on this subsidy, it is unclear to what extent this will benefit rural municipalities.</p>
Utilize crime severity index data to drive investment in service level enhancements in communities that most require them	No	<p>RMA has advocated for the CSI to remain a meaningful component of the PFM because it is one of the few available metrics that captures the seriousness and intensity of crime, not just the number of calls. For many rural municipalities, crime patterns are characterized by fewer incidents overall, but those incidents are often more violent, more complex, or more resource intensive. The CSI</p>

		<p>helps reflect this reality by weighting serious crimes more heavily than minor ones. It is unclear if or how the new “weighted occurrences” metric will address crime severity.</p> <p>Removing the CSI entirely may have detrimental impacts on the province’s ability to respond to crime trends, particularly in rural municipalities. Until there is further clarity on how serious crime will be recognized and addressed under the new model, RMA is unsure how the PFM will support communities with the greatest need.</p>
Any increases to municipal contributions to the PFM must be capped at 15% of 2025 policing costs and adopt a phased in approach	No	<p>Beginning in 2026-27, municipal contributions will be set at 22% of current frontline policing costs and will continue to increase gradually to 30% over the following five years. Although a phased in approach provides some time for adjustment, the financial impact on municipalities will still be significant. The starting point of 22% is tied to today’s policing costs, not the 2019 baseline used in the previous model, meaning municipalities will be absorbing a much larger share of a much higher cost structure. By the time contributions reach 30%, many municipalities will be facing substantial financial burdens, even with the phased in approach to ease the transition.</p>
Amend the <i>Police Act</i> to empower municipalities policed under the PPSA to hold accountable local detachments for integrating local input into policing	No	<p>As of now, there are no new legislative changes or accountability mechanisms introduced.</p> <p>For policing to be effective, it is essential that local input be formalized. It is unacceptable that municipalities are required to fund a significant portion of policing costs with no corresponding accountability for how the service is delivered.</p>
Develop a dedicated funding mechanism to support municipal formation of policing committees	No	<p>Recent changes to the <i>Police Act</i> removed the legislated ability of municipalities to form local policing committees; instead allowing the formation of a single centralized police board (Provincial Police Advisory Board [PPAB]) to speak on behalf of approximately 300 municipalities that receive policing under the PPSA.</p> <p>This recommendation is connected to the one above, calling for a legislative path to local policing accountability, combined with capacity support to allow smaller municipalities to implement committees. Unfortunately, neither appears to be a priority for government.</p>

Establish a legislative mechanism to ensure that the Provincial Police Advisory Board regularly engages with and shares information with local police committees	No	<p>Based on information from the GOA, the PPAB is intended to gather and combine various local concerns and ideas to inform provincewide strategic planning.</p> <p>Not only has RMA heard no information about the implementation of the Provincial Police Advisory Board (PPAB) that was set to begin on March 1, 2025, there remains no clarity as to if and how the PPAB will interact with individual municipalities and community organizations once it is formed.</p>
Legislatively require that PPSA municipalities receive an annual report on local service levels and use of their PFM contributions	Partially	The new PFM has committed to annual reporting. These annual reports will show amounts collected from municipalities, how funds are allocated, and how reinvestments support frontline policing capacity across Alberta. This annual reporting, however, does not seem to require municipally specific service level reports, local detachment performance reporting, or direct reporting to PPSA municipalities. Transparency is being improved, but not to the extent that RMA advocated for.
The <i>Municipal Government Act</i> must be amended to designate the PFM levy as a requisition	No	<p>No <i>Municipal Government Act</i> amendments are mentioned within the release of the new PFM. Because of this, it appears that the levy remains a municipal expense rather than a requisition.</p> <p>Residents should be fully aware of their contributions towards policing services and the costs incurred due to the PFM. The funding is currently (and will continue to) be collected without clear visibility to residents on their property taxes. By clearly listing the PFM levy as a separate requisition on tax notices, residents can understand exactly how much they are contributing to provincial policing services.</p>

What Next?

RMA Advocacy

The GOA has stated that implementation timelines and specific impacts to municipalities will be provided in the coming weeks. RMA is hopeful that more information and clarity will be provided to better understand the impacts of these changes. However, answers to the identified questions above will not necessarily negate the effects of the updated PFM.

RMA will continue advocating for the following:

- ◆ To have the baseline frontline policing costs frozen at 2024-2025 levels throughout the next five-year PFM term.
- ◆ To introduce minimum service-level guarantees tied to municipal contributions.
- ◆ To reinstate the Crime Severity Index or replace it with an equivalent measure.
- ◆ To ensure full transparency and verification of weighted occurrences.
- ◆ To guarantee that municipal dollars fund rural policing, not provincial backfilling.
- ◆ To establish a true provincial-municipal partnership model.
- ◆ To improve transparency through municipally specific reporting.
- ◆ To clarify how the Alberta Sheriffs Police Service may affect the PFM.
- ◆ To ensure that rural municipalities are not disproportionately impacted.

Member Action

Without concrete information yet released, RMA members may still have the opportunity to influence some changes to the PFM or encourage a better partnership with the Government of Alberta.

RMA encourages members to advocate for the following, depending on municipal circumstances:

- ◆ Predictability through a frozen cost baseline.
- ◆ Minimum service-level guarantees tied to municipal contributions.
- ◆ Implementation of a subsidy for high-severity crime.
- ◆ Assurance that municipal dollars are funding local policing.
- ◆ Protection against disproportionate rural impacts.

In order to encourage the implementation of a municipal-provincial partnership, RMA is hopeful that members can approach these conversations with Alberta Public Safety and Emergency Services with a forward-thinking approach, using relevant data to showcase individual municipal impacts.

From: Ryan Barker
Sent: January 20, 2026 10:37 AM
To:
Subject: Fw: Canada Post - Regarding Spedden, AB PO

From: COOPER, Don <donaId.cooper@canadapost.postescanada.ca>
Sent: Tuesday, January 20, 2026 10:10:43 AM
To: Ryan Barker <rbarker@smokylakecounty.ab.ca>
Cc:
Subject: Canada Post - Regarding Spedden, AB PO

Good morning Ryan,

We appreciate you raising these practical considerations early, as they will help inform next steps.

With respect to land use and lease payments, Canada Post does not pay lease fees for CMB sites when they are located within public road allowances or easements. Under the Canada Post Act, Canada Post is permitted to place delivery infrastructure within road, street, or utility easements, which is typically where other utilities are also located. Delivery Services will confirm final siting details. As discussed snow removal is done by contract by CPC, for all our CMB sites.

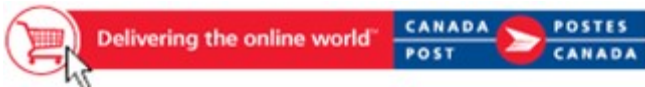
In terms of timing, it is likely that the installation would move to the spring. This would allow sufficient time to complete site assessments, incorporate the required route changes, and insure that any preparatory work is completed appropriately. A spring timeline would also support completing the addressing project as accurately as possible.

Please don't hesitate to reach out if you have any questions or concerns.

Kind regards,

Don Cooper

Donald Cooper
 Manager, Government and Community Affairs (Alberta)
 Canada Post Corporation
 1100 – 49th Avenue NE, Suite 820
 Calgary, Alberta T2E 9A9
 Tel: 403 703-3465
 Email: donaId.cooper@canadapost.ca



This email and any attachments are for the use of the intended recipient only and must not be distributed, disclosed, used or copied by or to anyone else. This email and any attachments may be protected and may be subject to the *Access to Information Act* and the *Privacy Act*. If you receive this in error, please delete all copies and contact the sender by return email.

From: Smoky Lake Chamber <smokylakeregionalchamber@gmail.com>
Sent: January 21, 2026 9:03 AM
Subject: Chamber Meeting Details and Project Update

Reminder of Chamber meeting at Smoky Lake Inn Jan 26, 6pm networking, 7pm meeting.

If you haven't completed the Strategy survey, please help us out by Feb 3 with that task. If you can't find your link, email smokylakeregionalchamber@gmail.com to have a copy sent out to you.

Thank you,

Smoky Lake Chamber Executive



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

January 13, 2026

VILLAGE OF WASKATENAU
BOX 99
WASKATENAU, AB
T0A 3P0

Dear Village Council,

RE: Smoky Lake County Response to Proposed Annexation Conditions

As follow up to the Village of Waskatenau's (the Village) letter dated December 8, 2025, and prepared by Municipal Planning Services, Smoky Lake County (the County) does hereby inform the Village that it offers the following in response for further discussion and negotiation with the Village:

1. That the County acknowledge its concurrence with the following terms proposed by the Village of Waskatenau regarding its proposed annexation of County lands: 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%;
2. The County acknowledge its concurrence with the proposal made by the Village for the Village assuming all 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;
3. The County acknowledge its concurrence with the Village's proposal 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;
4. That the County receive 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-W4M, be incurred by the Village of Waskatenau and/or the developer of said lands; and

5. That Smoky Lake County Council reject the Village's offer to pay the County \$50,000.00 over a 10-year period for costs incurred by the County related to the reclamation of the former nuisance grounds (legally described as Plan 5225CL;OT) and counteroffer a payment of \$100,000.00 to be paid by the Village to the County over a 10-year period, with payments due on January 1st of each year.

In addition to the abovementioned conditions proposed by the County, the County requests that the Village provide the County with any and all studies completed to date (if any), demonstrating the need for the Village to annex land from the County.

The County provides this response in the spirit of cooperation and looks forward to the Village's response to the County's proposed conditions. The County respectfully requests that the Village provide a response to this letter, including the request for any studies, by **January 31, 2026**.

Sincerely,



Craig Lukinuk

Reeve, Smoky Lake County

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



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

January 09, 2026

County of St. Paul
5015 - 49 Avenue
St. Paul, Alberta T0A 3A4

**Re: Letter of Support – Alberta Community Partnership (ACP) 2025–26 Grant Intake
Intermunicipal Collaboration Stream – Alberta HUB Skyways Project**

To Whom It May Concern,

On behalf of Smoky Lake County, this letter is provided in support of the County of St. Paul's application to the Alberta Community Partnership (ACP) 2025–26 Grant Intake, under the Intermunicipal Collaboration Stream, for the Alberta HUB Skyways Project.

Smoky Lake County recognizes the value of intermunicipal collaboration and supports initiatives that enhance regional coordination, innovation, and shared service delivery. The Alberta HUB Skyways Project represents an important opportunity to strengthen intermunicipal cooperation and advance regional objectives that align with the goals of the ACP program.

Through this letter, Smoky Lake County formally confirms its support for the grant application and agrees to the following:

Endorsement of the Grant Application

Smoky Lake County supports the submission of the ACP 2025–26 Intermunicipal Collaboration Stream application for the Alberta HUB Skyways Project.

1. **Approval of Managing Partner**
Smoky Lake County approves the County of St. Paul as the Managing Partner for the purposes of the ACP grant application and, if successful, for the administration of the grant.
2. **Commitment to Grant Terms and Conditions**
Smoky Lake County agrees to abide by all applicable terms and conditions of the Conditional Grant Agreement, including those governing the purpose, use, reporting, and accountability of grant funds, should the application be approved.
3. **Smoky Lake County appreciates the opportunity to participate in this collaborative initiative and looks forward to working with the County of St. Paul and other partners to support the successful delivery of the Alberta HUB Skyways Project.**

Should you require any additional information or clarification, please do not hesitate to contact the undersigned.

Sincerely,

Craig Lukinuk,
Reeve



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

January 6th, 2026

Alyssa Krawchuk
Executive Director
Lakeland Agricultural Research Association
PO Box 7068
Bonnyville, AB T9N 2H4

Dear Mrs. Krawchuk,

I am writing to formally advise you that at the December 18, 2025, meeting Smoky Lake County Council made a unanimous decision to withdraw from its partnership with the Lakeland Agricultural Research Association.

'That Smoky Lake County Council direct Administration to withdraw from the Lakeland Agricultural Research Association contract, in accordance with Motion No. 212-25 and the recommendation from the Agricultural Service Board.' *Motion 1187-25*

On behalf of Smoky Lake County, I would like to thank you for the opportunity to work together over the past ten years. It has been a pleasure collaborating with you, and I extend my best wishes to you and your staff for continued success in all future endeavors.

Sincerely,

A handwritten signature in black ink that reads "Craig Lukinuk".

Craig Lukinuk
Reeve
Smoky Lake County

Budget to Actual 2025
Notes As At December 31, 2025

Taxes (net)	Total taxes levied were \$14,449,115. This is \$44,208 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 100% of the year. Council spent \$486,493 of the \$523,751 budgeted. There are still some council expenses expected . We can expect a surplus of at approximately \$35,000.					
Administration	Administration will finish off the year very close to budget with a possible surplus					
Communications	Communications will have a savings of about \$10,000					
GIS	GIS will finish the year on budget					
Other Government Services	This budget includes the Election Costs. Thus far, the costs to hold the 2025 election are approximately \$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 donation	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 Fireworks				
	6,000.00 Stars Annual Donation	700.00 Remembrance Day Ceremonies				
	11,000.00 SL Golf Club	400.00 Endurance Riders				
	<u>125,400.00</u>					
	balance remaining	-10,400.00				
Fire Services	Fire has spent 80% of the budget. Total revenue billed to date is \$257,341 (of which \$80,102.50 is 2024 calls). There are still invoices expected, but overall there should be surplus of \$50,000-100,000					
Bylaw	Bylaw has spent 87% of the budget. Total Fine Revenue received to date is \$22,505. We are expecting a surplus of \$40,000					
Transportation	Public works will finish the year on budget. \$490,000 for gravel crushing will be carried over to 2026					
Environmental Services	Water has spent 95% of the budget. Sewer 80% (Warspite Sewer has had unexpected repairs costing \$8,000). Landfill 128%. Landfill is over budget due to unexpected cost of \$125,000 contracting garbage truck services since May, and additional costs for paint removal . This will be offset by the \$215,000 revenue from truck sales					
FCSS	2025 FCSS funds granted out are:					
	2500 Town family day	6500 SL Library				
	2100 SL Holubka Dancers volunte	2500 Bellis Board of Trade				
	1500 Vilna Veselka Dancers volun	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 69% . There are some adjusting entries needed. We can expect the surplus to be from \$20,000-\$100,000					
Agriculture Service Board	ASB has spent 80%. There will be some adjusting entries, but overall we are expecting a surplus of aprox \$175,000 from a combination of higher revenue and savings(mainly payroll).					
Economic Development	\$9,992 was spent on economic development advertising (includes \$6,000 for a video commercial). The \$14,640 for Dr Recruitment has been spent.					
Recreation & Cultural Services	Parks and Rec has spent 91% of the budget. We expect a surplus of about \$50,000					
Gas	Natural Gas Administration has spent 94% of the budget The odorant has a profit is \$172,355 Natural Gas Distribution expenses are at 100%					
	Gross Margin					
		Total Gas Rev	Purchase	Capital	Gross Marg	Profit Marg
	2025	\$ 1,591,373.53	-\$ 1,064,300.45	-\$ 96,196.58	\$ 527,073.08	50%
	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			
	\$ 195,125.04	\$ 130,478.58	\$ 19,302.81	\$ 45,343.65		
Taxes Receivable	Total	current	Arrears	Allowance for write off		
Percentage of 2025 taxes collected:	100%	\$ 3,271,609.61	-\$ 56,127.39	\$ 3,327,737.00	\$ 2,358,724.38	
Natural Gas Receivable	Total	Current	Over 90 days			
The budget plan started June 1	\$334,532.73	\$302,611.25	\$54,465.30			
Warspite Water Receivable	Total	Current	Over 90 days			
	\$ 7,511.48	\$ 3,165.14	\$ 3,076.07			

SMOKY LAKE COUNTY
For the Twelve Months Ending Wednesday,

	Municipal Budget to Actual Report				
	YTD ACTUAL	YTD BUDGET	VARIANCE	VAR %	Notes
	Period 12	2025 BUDGET			
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 gas
Penalties	265,493	88,300	-177,193	(200.67%)	
User Fees and Sales of Goods	667,133	624,250	-42,883	(6.87%)	
					Interest revenue was under budget and Mcc loan cancellation
Investment Income	482,109	693,498	211,390	30.48%	
Development Levies	83,273	84,500	1,227	1.45%	
Licenses and Permits	111,387	210,500	99,113	47.08%	
Sales to Other Governments	336,269	305,600	-30,669	(10.04%)	
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	17,727,054	17,759,353	32,300	0.18%	
OPERATING EXPENSES					
Salaries, Wages, and Benefits					
Salaries & Wages	6,237,943	5,937,790	-300,153	(5.05%)	
Benefits	546,145	1,259,793	713,648	56.65%	Year end accruals not recorded yet. Overall
WCB	90,533	85,000	-5,533	(6.51%)	payroll and benefits will be under budget
Other Wages	14,969	32,500	17,531	53.94%	
Contracted and General Services					
Mileage	24,611	49,968	25,357	50.75%	
Meals and Lodgings	58,857	88,280	29,423	33.33%	
Membership & Conference Fees	44,085	61,435	17,350	28.24%	
Freight, Express, Postage	27,358	44,900	17,542	39.07%	
Telephone & Communication	74,474	90,900	16,426	18.07%	
Training	109,208	125,300	16,092	12.84%	
					Unbudgeted costs include the Smoky Lake County Commercial and participation in Go East, and employment recruitment
Advertising, Printing, Subscriptions	71,220	61,600	-9,620	(15.62%)	
Accounting & Auditing	32,606	35,000	2,394	6.84%	
Legal Fees	9,374	20,000	10,626	53.13%	
Assessor Fees	150,913	150,000	-913	(0.61%)	
Engineering Fees	94,050	90,143	-911,040	(1010.66%)	
Other Consulting	65,496	67,000	1,504	2.24%	
Computer Programing	135,249	159,575	24,326	15.24%	
Insurance	256,882	272,950	16,068	5.89%	
					includes \$73,000 for a police stuty which is offset by a grant. Unbudgeted costs to date are \$26,937 for HR support and CAO recruitment as well as \$21,621 to Sage Analytics
Consulting	279,760	247,400	-32,360	(13.08%)	
					Unbudgeted \$150,000 costs include waste contracting since May and paint removal
Contractor	209,687	58,000	-151,687	(5686.36%)	
Fire Protection	71,249	116,500	45,251	38.84%	
Gravel Hauling	178,682	180,000	1,318	0.73%	
Repairs & Maintenance	214,653	236,850	22,197	9.37%	
Rent & Lease	77,562	125,700	48,138	38.30%	
Tipping Fees	44,329	51,600	7,271	14.09%	
Water Commission Fees	55,280	50,330	-4,950	(9.83%)	purchase of water
Other Services	18,161	402,050	383,889	95.48%	
Materials, Goods, and Utilities					
Office/Food/Janitorial Supplies	99,429	98,080	-1,349	(1.38%)	

	YTD ACTUAL Period 12	YTD BUDGET 2025 BUDGET	VARIANCE	VAR %	Notes
Fuel/Parts/ Etc	1,293,668	1,650,050	356,382	469.89%	
Offset to Road Program	-1,309,259	-1,999,794	-690,535	34.53%	
Gravel	154,073	490,000	335,927	68.56%	
Chemicals	57,494	75,000	17,506	23.34%	
Computer Supplies	41,512	52,650	11,138	21.16%	
Utilities	182,325	223,749	41,424	18.51%	
Employee Recognition	23,269	29,500	6,231	21.12%	
Ashphalt/Oil/Calcium/Salt	410,838	635,000	224,162	35.30%	
Culverts	53,441	70,000	16,559	23.66%	
Equipment & Vehicle Supplies	16,911	20,000	3,089	15.45%	
Materials & Supplies	28,190	39,350	11,160	28.36%	
Signs	30,425	25,700	-4,725	(18.39%)	
Other General Supplies	60,293	120,550	60,257	49.99%	
Transfers to Local Boards & Agencies	459,398	370,963	-88,435	(23.84%)	<i>includes \$85,000 contribution to gym (offset by reserve transfer)</i>
Write Offs	13,272	3,000	-10,272	(342.39%)	
Bank Charges & Interest	5,831	5,900	69	1.17%	
Requisitions	2,962,711	2,967,484	4,773	0.16%	
Contingency		33,372	33,372	100.00%	
Amortization		2,044,300	2,044,300	100.00%	
	<u>13,777,156</u>	<u>17,055,418</u>	<u>3,278,262</u>	<u>(12.22%)</u>	
Total Operations	3,949,898	703,935	-3,245,963	300.71%	
Capital Funding					
Sale of Capital Assets	926,418	456,000	-470,418	(103.16%)	
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	2,022,494	8,188,286	6,165,792	75.30%	
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	5,368,256	8,253,521	2,885,265	99.93%	<i>cost of bridges</i>
Equipment	2,356,315	1,801,000	-555,315	(30.83%)	
Vehicles	888,785	504,000	-384,785	(76.35%)	
	<u>8,664,711</u>	<u>10,936,521</u>	<u>2,271,810</u>	<u>69.81%</u>	
Total Capital	-6,642,217	-2,748,235	3,893,982	53.45%	
Net Profit/Loss	-2,692,319	-2,044,300	648,019	(31.70%)	
Remove Amortization		2,044,300	2,044,300	100.00%	
Adjusted Surplus (Deficit)	-2,692,319		2,692,319	0.00%	

1/14/2026
1:26 PM

&P of &N

SMOKY LAKE COUNTY
For the Twelve Months Ending Wednesday,

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	\$340,103	\$346,298	\$6,195	1.79%	
Benefits	82,444	86,930	4,486	5.16%	
Contracted and General Services					
Mileage	16,692	34,968	18,276	52.27%	
Meals and Lodgings	18,269	23,770	5,501	23.14%	
Membership & Conference Fees	16,275	15,185	-1,090	(7.18%)	
Telephone & Communication	6,050	6,100	50	0.82%	
Other Services		1,500	1,500	100.00%	
Materials, Goods, and Utilities					
Office/Food/Janitorial Supplies	1,577	3,000	1,423	47.45%	
Computer Supplies	5,083	6,000	917	15.29%	
	486,493	523,751	37,259	7.11%	
Total Operations	-486,493	-523,751	-37,259	7.11%	
Capital Funding					
Capital Expenses					
Net Profit/Loss	-486,493	-523,751	-37,259	7.11%	
Adjusted Surplus (Deficit)	-486,493	-523,751	-37,259	7.11%	

Expense Breakdown by Division	Actual	Budget	Budget Remaining	
1	\$13,819	\$14,209	\$390	2.74%
2	\$11,886	\$16,040	\$4,154	25.90%
3	\$11,255	\$14,085	\$2,830	20.09%
4	\$12,183	\$21,260	\$9,077	42.70%
5	\$8,144	\$14,785	\$6,641	44.92%
	\$57,287	\$80,379	\$23,092	

SMOKY LAKE COUNTY
For the Twelve Months Ending Wednesday,

	Natural Gas Budget to Actual Report				
	YTD ACTUAL Period 12	YTD BUDGET 2025 BUDGET	VARIANCE	VAR %	Notes
OPERATING REVENUE					
Taxes					
Other Income					
Penalties	\$25,200	\$10,000	(\$15,200)	(152.00%)	
					<i>budgeted higher volumes and</i>
User Fees and Sales of Goods	2,426,597	3,061,900	1,004,498	32.81%	<i>prices. Still to bill Healing</i>
Investment Income		50,000	50,000	100.00%	<i>Center</i>
					<i>to be recorded</i>
Grants					
TOTAL OPERATING REVENUE	2,451,797	3,121,900	1,039,298	33.29%	
OPERATING EXPENSES					
Salaries, Wages, and Benefits					
Salaries & Wages	826,422	873,114	46,692	5.35%	
Benefits	175,925	165,000	-10,925	(6.62%)	
Contracted and General Services					
Mileage	477	3,000	2,523	84.12%	
Meals and Lodgings	10,566	10,000	-566	(5.66%)	
Membership & Conference Fees	28,185	38,000	9,815	25.83%	
Freight, Express, Postage	8,133	13,300	5,167	38.85%	
Telephone & Communication	17,619	19,400	1,781	9.18%	
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	656	1,000	344	34.43%	
Computer Programing	16,126	30,000	13,874	46.25%	
Insurance	36,272	36,000	-272	(0.76%)	
Contractor	4,541	35,000	30,459	87.03%	
Repairs & Maintenance	5,141		-5,141	0.00%	
Rent & Lease	10,518	14,225	3,707	26.06%	
Other Services	10,309	2,750	-7,559	(274.86%)	
Materials, Goods, and Utilities					
Office/Food/Janitorial Supplies	12,687	17,400	4,713	27.09%	
Fuel/Parts/ Etc	69,098	92,000	22,902	24.89%	
Computer Supplies	5,269	19,000	13,731	72.27%	
Utilities	11,540	12,120	580	4.79%	
Employee Recognition		2,000	2,000	100.00%	
Materials & Supplies	210,809	113,900	-96,909	(85.08%)	<i>still to bill healing center</i>
Natural Gas Purchased	1,064,500	1,471,191	406,691	27.64%	<i>budgeted higher volume/price</i>
Other General Supplies	105	1,000	895	89.49%	
Amortization		245,000	245,000	100.00%	
	2,556,813	3,246,900	690,088	21.25%	
Total Operations	-105,016	-125,000	349,209	(279.37%)	
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	-126,230	-245,000	250,424	(102.21%)	
Remove Amortization		245,000	245,000	100.00%	
Adjusted Surplus (Deficit)	-126,230		495,424	0.00%	