



**Smoky Lake County**  
Meeting Agenda  
Special County Council Meeting  
February 18th, 2026 – 01:30 p.m.  
In Person - Council Chambers  
4612 - McDougall Drive, Smoky Lake, Alberta  
Please join using this link:  
<https://video.businessconnect.telus.com/join/095656418>

1. CALLED TO ORDER
2. ADOPTION OF AGENDA
3. ADOPTION OF MINUTES
4. DELEGATIONS
  - 4.1. 1:30 p.m. Supt Mark Hancock and Sgt Anita Doktor for the purpose of RCMP updates
5. REQUESTS FOR DECISION
  - 5.1. RFD- Chief Administrative Officer Appointment – Chyenne Shaw
  - 5.2. Field Level Hazard Assessment (FLHA) / Tailgate Meeting Policy
  - 5.3. Units for Auction
6. CORRESPONDENCE
  - 6.1. Next Smoky Lake Chamber Meeting – February 23<sup>rd</sup> @ 6:00 P.M.  
Networking Meeting: 7:00 P.M. Location: Red Chimney
  - 6.2. Buffalo Lake Industry Engagement Luncheon Invitation
7. IN CAMERA
  - 7.1. In Camera session - Access to Information and Protection of Privacy Act (ATIA), Pursuant to Division 2, Part 1, Section 20: Personnel Matters
8. ADJOURNMENT



# Rural Crime Trends and Initiatives in the Smoky Lake Detachment Area

Exploring crime statistics, crime reduction initiatives and resources available to assist in Smoky Lake County.

# Detachment Overview

- Smoky Lake Provincial Detachment polices a population of approximately 4,200 individuals.
- Smoky Lake Detachment is staffed by
  - 1 Sergeant position
  - 1 Corporal position
  - 4 Constable positions

# Crime Statistics



**RCMP-GRC**  
ROYAL CANADIAN MOUNTED POLICE • GENDARMERIE ROYALE DU CANADA

"K" Division Criminal Analysis Section  
Strategic Analysis and Research Unit

## Crime Statistics

Month:

Smoky Lake Provincial



All

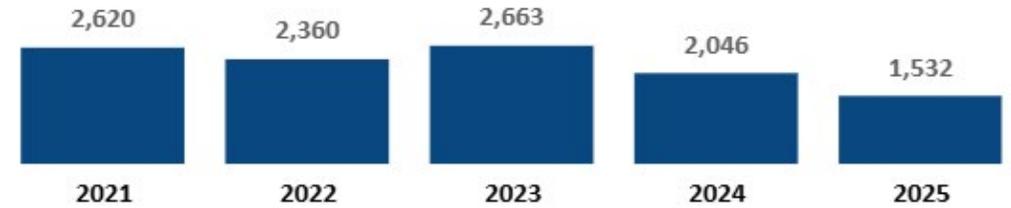
### Criminal Code Offences (Actuals)

Selected Months: January, February, March, April, May, June, July, August, September, October, November, December

Type / Category / Offence	Trend	2021	2022	2023	2024	2025
<b>Persons Crime</b>		<b>172</b>	<b>149</b>	<b>182</b>	<b>134</b>	<b>80</b>
Homicide		2				
Offences Related to Death		1			3	3
Robbery		4	7	5	3	1
Sexual Assaults		10	8	7	3	8
Other Sexual Offences		22	6	5	3	7
Assault		65	79	105	77	38
Kidnapping/Hostage/Abduction		2	1		1	1
Extortion		5	2	1	4	
Criminal Harassment		26	10	18	18	9
Uttering Threats		35	36	41	22	13
<b>Property Crime</b>		<b>298</b>	<b>356</b>	<b>572</b>	<b>593</b>	<b>292</b>
Break and Enter		61	76	136	171	78
Theft of Motor Vehicle		38	42	85	100	40
Theft over \$5,000		8	11	17	10	7
Theft under \$5,000		60	59	91	86	55
Possession of Stolen Goods		27	29	45	57	22
Fraud		21	32	41	38	21
Arson		9	11	8	12	4
Mischief		74	96	149	119	65
<b>Other Criminal Code</b>		<b>123</b>	<b>101</b>	<b>120</b>	<b>117</b>	<b>86</b>
Offensive Weapons		7	13	14	16	8
Other Criminal Code		116	88	106	101	78
<b>Total Criminal Code</b>		<b>593</b>	<b>606</b>	<b>874</b>	<b>844</b>	<b>458</b>

# Calls For Service

File Counts by Year



Hour	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
0	46	26	30	35	22	29	30	218
1	33	23	16	15	15	15	27	144
2	30	10	18	15	12	18	28	131
3	17	11	15	14	11	14	14	96
4	16	13	14	19	21	6	17	106
5	13	11	10	20	7	12	16	89
6	18	19	12	10	15	17	23	114
7	21	29	28	36	19	27	22	182
8	40	56	83	84	81	92	39	475
9	53	107	92	79	78	85	75	569
10	79	141	127	104	106	115	95	767
11	86	144	115	122	110	130	86	793
12	81	117	116	100	98	128	57	697
13	103	169	127	148	129	128	85	889
14	84	163	103	145	123	160	95	873
15	97	161	158	147	120	147	105	935
16	110	113	105	135	102	151	87	803
17	86	99	73	77	67	95	89	586
18	105	73	69	88	67	114	87	603
19	96	67	67	68	69	111	75	553
20	83	60	58	76	60	123	84	544
21	51	52	52	68	50	77	76	426
22	56	39	26	46	41	70	70	348
23	45	38	33	32	29	56	47	280
<b>Total</b>	<b>1,449</b>	<b>1,741</b>	<b>1,547</b>	<b>1,683</b>	<b>1,452</b>	<b>1,920</b>	<b>1,429</b>	<b>11,221</b>



# Rural Crime Action and Initiatives

# 2023/2024

- In 2023/2024 fiscal year, the Smoky Lake Detachment set priorities in Crime Reduction and Youth Engagement Activities
- For Crime Reduction, the detachment members set out plans to increase the number of Warrants executed, Compliance checks for those released on conditions, and Hot Spot Patrols. The results are as follows;
  - 25 executed search warrants with 1 warrant round up
  - 38 compliance checks- any individual found not compliant resulted in a form of charge, conversation or report to probation officer
  - 621 Hot Spot Patrols- most of which in the county of Smoky Lake- others in Vilna, Waskateneau and Town of Smoky Lake
- Youth Engagement Activities were completed in the form of School Visits, Sporting Events, Holidays, etc
  - 45 school visits were completed
  - 19 other events were attended
  - Detachment Commander held 2 Coffee With a Cop events this year.

# 2024/2025

- Smoky Lake Detachment Members continued their focus on Crime Reduction through Warrant Executions, Compliance Checks and Hot Spot Patrols. Results were
  - Warrants – Quarter 1 had 8 outstanding warrants, had success in executing these warrants. Members arrested an individual wanted on a Canada Wide Parole Violation Warrant and completed a bait generator project which led to charges laid and a warrant issued for the arrest of the high-risk offender who is believed to be responsible. Quarter 2 and 3 had 16 warrants outstanding. Members used suppression patrols and documented attempted arrests with the surrounding detachments which led to many arrests, including an arrest on an offender on Alberta's Top 50 List. By Quarter 4 there were no outstanding warrants.
  - Compliance Checks and Hot Spot Patrols-  $\frac{3}{4}$  Offenders have moved away from the area due to the high number of patrols in their areas. In total, Smoky Lake RCMP completed over 486 Hot Spot Patrols within the County of Smoky Lake and smaller communities within the County.
- Youth and Community Engagement;
  - Members completed school visits on approximately 32 occasions throughout the schools in the detachment area. Along with attending Indigenous Day celebrations, graduation ceremonies, school sporting events, etc.
  - Detachment Commander continues to prioritize Coffee with a Cop and Lunch with a Cop with a goal of holding 1 every month. The Commander also introduced a new initiative called Mountie Minute, which provides local detachment news with the CAO's in the communities. Smoky Lake Detachment also started a Facebook page which is used to keep the community updated on safety tips, events, etc.

# 2025/2026

- Smoky Lake RCMP Members remain focused on crime reduction initiatives such as Hot Spot Patrols, BAIT Asset Projects, and Village and County Patrols. Results led to;
  - 105 Hot Spot Patrols being completed in quarter 1
  - 1 successful BAIT project completed with 5 people arrested and numerous stolen property located.
  - 116 village and County patrols completed in addition to the Hot Spot Patrols.
- Community and Youth Engagement also remains a focus.
  - So far the members have made 12 documented visit to schools in the detachment area, with many undocumented drop in visits.
  - 9 Community events attended including hosting a community BBQ with Rural Crime Watch
  - And continuing to share Mountie Minutes with CAO's and the Smoky Lake Detachment Facebook Page.



# Resources Available to Assist in Crime Reduction Efforts

# RCMP Resources

## Eastern Alberta District

- Crime Reduction Unit (CRU)
- General Investigation Section (GIS)
- Forensic Information Services (FIS)
- Regional Police and Crisis Teams (RPACT)
- District Advisory NCO (DANCO)- on-call 24/7
- Police Dog Service (PDS)

# RCMP Resources

## K Division

- Strategic Communications
- Major Crimes Unit (MCU)
- Critical Incident Program(CIP)- Emergency Response Team(ERT), Negotiators.
- Real Time Operations Center(RTOC)
- Indigenous Policing Services (IPS)
- Integrated National Security Enforcement Team (INSET)
- Operations Strategy Branch (OSB)
- Tactical Support Group (TSG)
- Disaster and Emergency Operations Center (DEOC)
- Forensic Identification Specialists (IDENT)
- Community Safety and Well-Being Branch (CSWB)- works with community and social agency partners to address root causes of crime and achieve tangible, positive impacts to community safety.
- Traffic Services
- K Division Air Services
- Federal Policing Services
- Auto Theft Unit
- Division Liaison Team
- Missing Persons Unit (MPU)
- Human Trafficking Unit
- Behavioural Sciences Group

# Provincial Resources for Local Governments

- AHS- Alberta Health Services
- Mental Health
- Addictions
- RVSS- Regional Victim Serving Society
- Local Media and Social Media
- Housing
- Alberta Transport
- Director of Law Enforcement



# Examples of Assisting Resources in Smoky Lake Detachment Area

# Armed Robbery with a Firearm- April 2024

- Smoky Lake Detachment members received a complaint of an armed robber in progress north of Vilna, where it was reported that the suspects had long guns and were stealing various items including a truck.
- Members attended to the area and located 2 vehicles matching the descriptions and were leaving the area when members arrived. The Members attempted a vehicle stop and both vehicles fled.
- Members engaged RTOC who coordinated containment of the scene and directed resources into the area; ERT, PDS, and EAD CRU attended.
- A Tire Deflation Device was used and resulted in the recovery of one vehicle, and the apprehension of 1 of 4 suspects.
- MCU (Major Crimes Unit) was engaged due to recent Lac la Biche Homicide and Person of Interest involvement. FIS attended to process the recovered vehicle. VSU engages to provide the victim of the robbery support. Rural Crime Watch notification was sent out.
- Media Release sent out with assistance from Strategic Communications
- EAD GIS assisted with the interview of the individual in custody.

# Significant Property Recovery – May 2025

- Smoky Lake Detachment conducted a BAIT project within the County of Smoky Lake due to high property crime in the area using a GPS tracked item.
- The BAIT asset was tracked to Kikino where it lost GPS at this time due to poor reception.
- Members checked all hot spot locations and did not locate the item. K Division Auto Theft Unit was advised of the lost item.
- 3 days later, the GPS reactivated and the members were able to track the item to a property in Kikino, which was known as a prolific address for stolen property.
- Area was secured with the assistance of Smoky Lake and Lac la Biche Detachment Members, Athabasca Traffic Services, EAD CRU and PDS members.
- Search of the property located the BAIT item, along with 3 stolen vehicles, 3 stolen ATV's, numerous hand tools, and a STAG 10 Carbine Rifle located in one of the stolen vehicles.
- 3 suspects were charged and held for JIR, 2 property owners were charges and released on undertaking.
- Media Release was prepared and distributed.

# Damage to Police Motor Vehicle/Fleeing from Police – May 2025

- Smoky Lake Members responded to a call that a Wanted Wednesday Target was in Vilna. The Target had numerous outstanding warrants and is a prolific offender in Eastern Alberta District.
- Member located the Target next to a parked Dodge truck in Vilna and attempted to arrest when the Target got into the Dodge and reversed, striking the rear of the police vehicle.
- RTOC was engaged and authorized a pursuit, RTOC dispatched EAD CRU, Lac la Biche Members, St Paul Members, PDS, K Division Air Services, and MPP.
- An extensive search was completed in attempt to locate the Target, but the vehicle was located empty resulting in new charges and warrants for the Target.
- A coordinated apprehension plan was developed and shared with RTOC to avoid delays in obtaining operational supports in the future.
- At a later date, the Target was located, arrested and charged.

# Infrastructure/ Detachment Developments

- Smoky Lake Detachment is currently working with Asset Management to fe work done on the secure bay floors.
- Current repairs ongoing are
  - Roof repairs
  - Venting and air system
- Smoky Lake Detachment staff are looking forward to working with Asset Management on a Mid-Life Renovation



# Request for Decision (RFD)

**Meeting Date:** Wednesday, February 18, 2026.

**Agenda Item:** # 5.1

**Topic:** Appointment of Chief Administrative Officer

**Presented By:** Chyenne Shaw, Chief Administrative Officer

---

**That Smoky Lake County appoint Chyenne Shaw as the Chief Administrative Officer (CAO) for Smoky Lake County, effective February 18, 2026.**

---

## **Background:**

Pursuant to Sections 207 and 208 of the Municipal Government Act (MGA), Council is required to appoint a Chief Administrative Officer to oversee the administration of the municipality and to ensure that the decisions and policies of Council are implemented.

Bylaw No. 1452-23 establishes the position of Chief Administrative Officer for Smoky Lake County and provides Council with the authority to appoint an individual to the position and establish the terms and conditions of employment by resolution.

Following Council's recruitment process and consideration of organizational needs, Council has selected Chyenne Shaw for appointment to the position of Chief Administrative Officer. An Employment Agreement has been negotiated outlining the terms, responsibilities, compensation, benefits, and conditions of employment, including Schedule "A" outlining the statutory and administrative duties of the CAO.

The proposed appointment ensures continuity of leadership, organizational stability, and compliance with legislative requirements.

## **Benefits:**

- Fulfills Council's statutory obligation under the Municipal Government Act
- Provides stable and accountable administrative leadership
- Ensures continuity in organizational operations and governance
- Clearly defines authority, responsibilities, and performance expectations
- Supports effective implementation of Council's strategic priorities

## **Disadvantages:**

NA

## **Alternatives**

NA

## **Financial Implications:**

The Chief Administrative Officer position and associated employment costs are included in the approved operating budget. As a result, the appointment of the Chief Administrative Officer does not result in any additional financial impact on the municipality.



# Request for Decision (RFD)

## Legislation:

- Municipal Government Act, RSA 2000, c M-26
- Bylaw No. 1452-23 – Chief Administrative Officer Bylaw
- Employment Standards Code, RSA 2000, c E-9

## Intergovernmental:

NA

## Strategic Alignment:

This decision supports effective governance, organizational leadership, accountability, and sound administrative management, and aligns with Council's responsibility to provide direction and oversight for municipal operations.

## Enclosure(s):

- Bylaw No. 1452-23 – Chief Administrative Officer Bylaw

Signature of the CAO: \_\_\_\_\_

A handwritten signature in blue ink, appearing to read "D. Shaw", written over a horizontal line.

**SMOKY LAKE COUNTY  
IN THE PROVINCE OF ALBERTA  
BYLAW NO. 1452-23**

**A BYLAW OF THE MUNICIPALITY OF SMOKY LAKE COUNTY IN THE PROVINCE OF ALBERTA FOR THE PURPOSE OF ESTABLISHING AND DEFINING THE POWER, DUTIES AND FUNCTIONS OF THE CHIEF ADMINISTRATIVE OFFICER.**

**WHEREAS**, pursuant to the *Municipal Government Act*, R.S.A. 2000 c. M-26 and amendments thereto, Council is authorized to pass a Bylaw to establish the position of Chief Administrative Officer and appoint a person to carry out the powers, duties and functions of such position; and

**WHEREAS**, pursuant to the *Municipal Government Act*, R.S.A. 2000 c. M-26 and amendments thereto, Council may give the position of Chief Administrative Officer any title the Council considers appropriate; and

**WHEREAS** sections 207 and 208, *Municipal Government Act*, R.S.A. 2000 c. M-26 and amendments thereto, set forth the mandatory statutory responsibilities and major administrative duties of the Chief Administrative Officer; and

**NOW THEREFORE**, under the authority and subject to the provisions of the *Municipal Government Act*, and by virtue of all other powers enabling it, the Council of Smoky Lake County, hereby assembled, enacts as follows:

**PART ONE: INTERPRETATION**

- 1.1 The purpose of this bylaw is to establish the position of Chief Administrative Officer for Smoky Lake County and shall be cited as the "**Chief Administrative Officer Bylaw**".
- 1.2 The headings in the Bylaw have been inserted for reference purposes as a matter of convenience only and in no way define, limit, or enlarge to scope or meaning of this Bylaw or any provisions thereof.
- 1.3 Words in the masculine gender will include the feminine gender whenever the context so requires and vice versa.
- 1.4 Words in the singular gender shall include the plural or vice versa whenever the context so requires.
- 1.5 Where an Act is referred to in the Bylaw it shall include amendments thereto.

**PART TWO: DEFINITIONS**

- 2.1 "**Act**": means the *Municipal Government Act*, RSA 2000, c-M-26 and successive Act and amendments thereto.
- 2.2 "**Acting CAO**": means the individual acting under a delegation of authority from the Chief Administrative Officer (CAO) who is appointed by resolution of Council as to be the Acting CAO.
- 2.3 "**Administration**": means the general operations of the County, including the Chief Administrative Officer or an employee accountable to the Chief Administrative Officer, financial and other related resources as permitted by the *Municipal Government Act*.
- 2.4 "**Agreement**": means a written accord such as a contract wherein the parties to the accord exchange mutually enforceable promises for consideration with the intention to create legally binding obligations.
- 2.5 "**Bylaw**": means this Chief Administrative Officer Bylaw for Smoky Lake County.
- 2.6 "**Chief Administrative Officer**": means the person appointed by Council to the position of Chief Administrative Officer is the administrative head of the municipality (hereinafter may be referred to as "CAO") for Smoky Lake County, under the *Municipal Government Act*, and is the advisor for the operations and affairs of the County



- 2.7 “**Council**”: means the Reeve and Councillors duly elected in the Smoky Lake County who are eligible to continue to hold office.
- 2.8 “**County**”: means the geographic area contained within the boundaries of the municipality of Smoky Lake County.
- 2.9 “**Designated Officer**”: means a Designated Officer as defined by the *Municipal Government Act*.
- 2.10 “**Enactment**”: means an Act of the Legislature of Alberta, a regulation made under an Act of the Legislature of Alberta, and Act of the Parliament of Canada, and a statutory instrument made under the Act of the Parliament of Canada.

### **PART THREE: OFFICE, APPOINTMENT AND CONTINUATION**

- 3.1 Council hereby establishes the position of CAO and the individual appointed to that position shall have the title of “Chief Administrative Officer”.
- 3.2 Council shall by resolution appoint an individual to the position of CAO and establish the terms and conditions of the CAO’s employment agreement.
- 3.3 The CAO is the head of the County and is accountable to Council for the exercise of all powers, duties, and functions. The CAO must remain transparent to all Members of Council.
- 3.4 The CAO is a designated officer for the County for all purposes; unless Council establishes another designated officer position by bylaw, appoints an individual to that position, and prescribes specific powers, duties, and functions for that position.
- 3.5 If the CAO is going to be temporarily absent, the appointed Acting CAO shall perform the CAO’s duties and functions and exercise the CAO’s powers on a temporary basis. The Acting CAO may receive appropriate compensated if approve by resolution of Council.
- 3.6 Pursuant to the Act, Council must provide the CAO with an annual written performance evaluation, as outlined in accordance with ***Policy Statement No. 01-08: Chief Administrative Officer - Performance Appraisal***.
- 3.7 In the event of a vacancy in the position of CAO for any reason, Council may by resolution, appoint a person as an Interim CAO under this Bylaw.
- 3.8 The CAO shall carry out their powers, duties, and functions in compliance with:
- 3.8.1 The Municipal Government Act.
  - 3.8.2 This Bylaw.
  - 3.8.3 Any other enactment.
  - 3.8.4 Any other bylaw, resolution, policy, or procedure adopted by Council.
  - 3.8.5 Any contract binding the County.
- And, the CAO shall exercise such other powers, duties, and functions as may be required by Council for time to time.
- 3.9 The CAO’s signature, and the signatures of any other County employee who has the power of signing authority, may be printed, lithographed, or otherwise reproduced electronically in accordance with the Government of Canada’s electronic signature guidelines.

### **PART FOUR: GENERAL POWER, AUTHORITY AND DUTIES**

In addition to the powers, duties, and functions of the CAO under the *Municipal Government Act* or any other Act, the CAO will carry out:

- 4.1 **General Administration and Operations:**
- 4.1.1 Report to Council, all changes to the organizational structure of the municipal administration. Major organizational changes shall be reported prior to implementation

and include, but are not limited to merging, dividing, and eliminating departments and amendments to the managerial hierarchy.

- 4.1.2 Forward all requests for new permanent positions to Council for budget approval.
- 4.1.3 Within the parameters of the Human Resource Policies established by Council, establish procedures for hiring employees of the County to carry out, as necessary, the powers, duties and functions assigned.
- 4.1.4 Ensure that the policies and programs of the County are implemented.
- 4.1.5 Advise and inform Council in the operations and affairs of the County.
- 4.1.6 Supervise, direct, recruit, terminate, discipline, demote, transfer, and direct all employees of the County in a constructive and positive manner.
- 4.1.7 Direct, supervise and review the proponents of all departments of the County.
- 4.1.8 Ensure the corporate seal is kept in the custody of the Chief Administrative Officer.
- 4.1.9 Determine the sufficiency of any petitions to Council, as set out in the *Municipal Government Act*.
- 4.1.10 Accept service of all notices and documents on behalf of the County.
- 4.1.11 Provide certification of notices, decisions, documents and any other certificates or statutory declarations as provided for or required by the *Municipal Government Act*.
- 4.1.12 To review all requests of any person to obtain information in possession of the County and to provide such information in accordance with the *Municipal Government Act* and the *Freedom of Information and Protection of Privacy Act* and any other applicable Act.
- 4.1.13 Authorize a temporary road closure in whole, or in part, at any time that a construction project, maintenance project, or force majeure, has caused a hazard on or adjacent to, the road; and must notify Council.
- 4.1.14 Authorize the placement from time to time of traffic control devices considered necessary for controlling highways and roads subject to the direction, management and control of the County and provide for a record of all locations placed, which shall be open to public inspection during normal business hours.
- 4.1.15 Inform the County Solicitor of any matters involving any potential legal and/or administrative proceedings involving the Municipality.

**4.2 Financial Matters:**

- 4.2.1 Prepare and submit to Council Budget Meetings, the estimates of revenue and expenditures and capital programs annually, or as required by Council.
- 4.2.2 Monitor and control municipal spending within the budgets established by Council.
- 4.2.3 Advise Council and make recommendations about the financial conditions of the County and the policies and programs as may be necessary or desirable to carry out the powers, duties, and functions of the County.
- 4.2.4 Ensure the revenues of the County are collected and controlled and receipts are issued in the manner directed by Council.
- 4.2.5 Ensure all money belonging to or held by the County is deposited in the bank, credit union, loan corporation, treasury branch, or trust corporation designated by Council.

- 4.2.6 Ensure the accounts for authorized expenditures referred to in Section 248 of the *Municipal Government Act* are paid.
  - 4.2.7 Ensure accurate records and accounts are kept of the financial affairs of the County, including the things on which a County's debt limit is based and the things included in the definition of debt for the County.
  - 4.2.8 Ensure the actual revenues and expenditures of the County compare with the estimates in the operating or capital budget approved by Council are reported to Council as often as Council directs.
  - 4.2.9 Ensure money invested by the County is invested in accordance with Section 250 of the *Municipal Government Act*.
  - 4.2.10 Ensure assessments, assessment rolls and tax rolls for the purpose of Parts 9 and 10 of the *Municipal Government Act* are prepared.
  - 4.2.11 Ensure public auctions held to recover taxes are carried out in accordance with Part 10 of the *Municipal Government Act*.
  - 4.2.12 Authorize for the entering into of contracts and/or the expenditures of funds where such contracts or expenditure has been approved by Council, either in the budget or otherwise.
  - 4.2.13 Ensure all contracts and agreements are signed with any other person authorized by Council to sign them.
- 4.3 **Legislative Matters:**
- 4.3.1 Attend all meetings of Council and committees of Council and meetings of such boards, authorities and other bodies as are required by Council or Council committees.
  - 4.3.2 Prepare and submit to Council such reports and recommendations as may be required by Council or Council Committees.
  - 4.3.3 Delegate all the powers, duties, and functions of a Designated CAO as required, under the *Municipal Government Act* or any other Act, to the appointed Acting CAO while absent.
  - 4.3.4 Ensure all minutes of Council meetings are recorded in the English language, without note or comment.
  - 4.3.5 Ensure the names of Councillors present at Council meetings are recorded.
  - 4.3.6 Ensure the minutes of each Council meeting are given to Council for adoption at a subsequent Council meeting.
  - 4.3.7 Ensure the bylaws and minutes of Council meetings and all other records and documents of the County are kept safe.
  - 4.3.8 Ensure the Minister is sent a list of the Councillors and any other information the Minister requires within five (5) days after the term of the Councillors begin.
  - 4.3.9 Ensure that all minutes of Council meetings are signed in conjunction with the person presiding at the meetings.
  - 4.3.10 Ensure that all bylaws are signed in conjunction with the Chief Elected Official.
  - 4.3.11 Ensure that all bylaws of the County are consolidated as authorized by Council.
  - 4.3.12 Ensure Administration is proactive when requesting a decision from Council, in providing a full range of information, background, issues defined, available options, and implications in accordance with ***Policy Statement No. 01- 27: Issues for Decision.***

- 4.3.13 Be the Head of the County who is responsible for all decisions made under the *Freedom of Information and Protection of Privacy Act*.
- 4.3.14 Ensure that in the event where one or more Councillors obtain information about the operation or administration of the municipality from the CAO or a person designated by the CAO, the information must be provided to all other Councillors as soon as practicable in accordance with Section 153.1 of the Act and ***Policy Statement No. 01-28: County Council Issue for Information and Information Releases***.

**PART FIVE: REFERENCES:**

- 5.1 Any reference within any bylaw, resolution, policy, agreement, or regulation, referring to the County Manager, Municipal Manager, or County Administrator which has been passed, adopted or entered into prior to this Bylaw coming into effect shall be deemed for all purposes to refer to the position of Chief Administrative Officer (CAO) established and continued under this Bylaw.

**PART SIX: SEVERABILITY**

- 6.1 It is the intention of Council that each separate provision of this Bylaw shall be deemed independent of all other provisions herein and it is the further intention of Council that if any provision of this Bylaw is declared invalid by a court of competent jurisdiction, then the invalid portion shall be severed and the remainder of the Bylaw is deemed valid and enforceable.

**PART SEVEN: REPEAL OF PREVIOUS BYLAW**

- 7.1 Bylaw No. 1382-20 is hereby repealed.

**PART EIGHT: EFFECTIVE DATE**

- 8.1 This Bylaw comes into effect on the date of final passing.

READ A **FIRST TIME** IN COUNCIL THIS 12<sup>th</sup> day of October, AD 2023.

READ A **SECOND TIME** IN COUNCIL THIS 12<sup>th</sup> day of October, AD 2023.

READ A **THIRD AND FINAL TIME** IN COUNCIL THIS 12<sup>th</sup> day of October, AD 2023.



\_\_\_\_\_  
Lorne Halisky, Reeve

**SEAL**

  
\_\_\_\_\_  
Lydia Cielin, Interim Chief Administrative Officer





# Request for Decision (RFD)

**Meeting Date:** Wednesday, February 18, 2026

**Agenda Item:** #5.2

**Topic:** Field Level Hazard Assessment (FLHA) / Tailgate Meeting Policy

**Presented By:** Jasmine Schaub, Health & Safety Coordinator, Deputy DEM

---

## **Recommendation(s):**

**That Smoky Lake County Council approve Policy H&S-40.01 as presented.**

## **Background:**

Smoky Lake County's proposed Policy H&S-40 formalizes the requirement for Field Level Hazard Assessments and Tailgate meetings to be conducted before any task begins outside a controlled office environment. It sets clear roles, responsibilities, training expectations, recordkeeping standards, and integrates FLHAs with other elements of the County's safety program (formal hazard assessments, safe work practices, incident reporting, COR audits).

The policy aligns with Alberta's Occupational Health and Safety (OHS) Code, Part 2 (Sections 7–10), which requires employers to assess worksites for hazards before work begins, involve workers in hazard assessment and control, and apply the hierarchy of controls (elimination/substitution, engineering, administrative, and PPE).

Provincial guidance (Hazard Assessment and Control Handbook, updated Oct 2023) supports site-specific FLHAs as best practice to meet legislated requirements and to focus training, inspections, and emergency response planning on actual hazards present.

## **Benefits:**

- Meets OHS Code requirements for hazard assessment, worker participation, and control measures; improves legal defensibility in the event of incidents.
- Standardized identification and control of task- and site-specific hazards reduces injuries, property damage, and service disruptions.
- Tailgate meetings ensure all workers understand hazards, controls, and emergency plans; sign-offs reinforce shared responsibility.
- Clear frequency, mid-shift reviews, and stop-work authority standardize practices across all County departments.
- Regular FLHA reviews and annual COR audit evaluation identify trends and inform updates to training and safe work practices.

## **Disadvantages:**

- Completing and reviewing FLHAs can add minutes to job start and mid-shift changes; Managers and the Health and Safety Coordinator must manage forms by reviewing them and ensuring completion, and maintaining documentation.



# Request for Decision (RFD)

- Initial and refresher training require scheduling and budget; consistent application across diverse crews takes effort.
- Some crews may view FLHAs as duplicative of formal hazard assessments; clear communication is needed to differentiate site-specific vs. task-level assessments.

## Alternatives:

- Adopt Policy H&S-40 as presented.
- Adopt with amendments.

## Financial Implications:

- Introductory and refresher sessions for workers/supervisors.
- Time for managers to review and forward FLHAs weekly; Health and Safety Coordinator to retain for a minimum of 7 years under Records Management Bylaw.
- Most hazard controls are standard operational costs; targeted purchases may be required for specific hazards and may have to be contemplated in operational budgets/hazard control requirements.

**Legislation:** Alberta Occupational Health and Safety Code Part 2, Sections 7-10, the Record Retention and Disposal Bylaw, Formal Hazard Assessment Policies, Safe Work Practices, and Incident Reporting.

**Intergovernmental:** There are no intergovernmental involvement and/or implications related to or affecting the recommendation.

**Strategic Alignment:** Education

## Enclosure(s):

1. *FLHA Policy H&S 40.01*

**Signature of the CAO:** \_\_\_\_\_



# Smoky Lake County Policy

Title:	<b>Field Level Hazard Assessment (FLHA) / Tailgate Meeting</b>	<u>Policy #</u>	<u>Version</u>
Category:	Health & Safety Services (H&S)	<b>H&amp;S-40</b>	<b>01</b>

### LEGISLATIVE REFERENCE:

- Alberta Occupational Health and Safety (OHS) Act, Regulations & Code Part 2, Sections 7-9.

**PURPOSE:** The purpose of this policy is to ensure that all work activities are assessed for potential hazards at the field level before work begins. FLHA/Tailgate Meetings provide an opportunity for workers to identify, communicate, and control hazards specific to the task and worksite conditions. This process promotes proactive risk management, reinforces compliance with Occupational Health and Safety (OHS) legislation, and promotes a culture of safety through team engagement and shared responsibility. By conducting these assessments and discussions, we aim to prevent incidents, protect workers and the public, and maintain a safe and efficient work environment.

**STATEMENT:** Smoky Lake County is committed to providing a safe and healthy work environment for all employees, contractors, and the public. Conducting Field Level Hazard Assessments (FLHAs) and Tailgate meetings before starting any task is a critical component of our safety program. These practices ensure that hazards are identified, communicated, and controlled at the worksite level, and that all workers understand their roles and responsibilities in maintaining safety. Compliance with this policy is mandatory for all staff and contractors, and failure to adhere may result in corrective action.

### DEFINITIONS:

1. **“Field Level Hazard Assessment (FLHA)”**: A documented process conducted at the worksite to identify, assess, and control hazards specific to the task and environment before work begins.
2. **“Tailgate Meeting”**: A brief, on-site safety meeting held before starting work, where hazards, controls, and responsibilities are discussed with all workers involved.
3. **“Hazard”**: Any source, situation, or act that has the potential to cause harm to people, property, or the environment.
4. **“Control”**: A measure implemented to eliminate or reduce the risk associated with a hazard. Controls may include engineering solutions, administrative procedures, or personal protective equipment (PPE).
5. **“Worker”**: Any employee, contractor, or individual performing work under the direction of Smoky Lake County.

**OBJECTIVE:** The objective of this policy is to establish a consistent process for identifying, assessing, and controlling hazards at the worksite before any task begins. By requiring Field Level Hazard Assessments (FLHAs) and Tailgate meetings, the policy ensures that all workers understand the hazards associated with their tasks and the controls in place. It promotes open communication and collaboration among team members regarding safety concerns, reduces the risk of incidents, injuries, and property damage through proactive hazard management, and maintains compliance with Occupational Health and Safety legislation and industry best practices.

**SCOPE:** This policy applies to all Smoky Lake County employees and departments, including administrative staff when performing non-office tasks, as well as contractors and volunteers engaged in work activities where hazards may exist. Field Level Hazard Assessments (FLHAs) and tailgate meetings



are mandatory for all tasks performed outside of a controlled office environment and for any work involving potential hazards, including but not limited to:

- Field operations such as road maintenance/construction, parks work, utilities, gas services, landfill operations, and agricultural services.
- Peace Officer duties involving traffic control, roadside stops, adverse weather, or interactions with aggressive individuals or animals, and any non-emergency tasks. Emergency response activities may follow equivalent hazard assessment protocols integrated into operational procedures.
- Fire Department activities, including training exercises, maintenance work, and any non-emergency tasks. Emergency response activities may follow equivalent hazard assessment protocols integrated into operational procedures.
- Mechanical work in the shop involving hazardous tools, equipment, chemicals, or lifting, and all mechanical repairs are conducted in the field.
- High-risk activities, including confined space entry, working at heights, excavation, trenching, hot work, and chemical handling.
- Non-routine or new tasks where hazards have not been previously assessed.
- Situations where conditions change, such as weather, equipment, personnel, or scope of work.

FLHAs and tailgate meetings are not required for routine administrative tasks performed in an office setting, as these activities typically involve minimal hazards addressed through general office safety procedures. However, if administrative staff perform non-office tasks, such as site visits, event setup, or assisting with field work, an FLHA must be completed before starting work.

**RECORDS MANAGEMENT:** All completed Field Level Hazard Assessments (FLHAs) must be submitted to their Managers with workers' weekly timesheets. Managers must then review the FLHAs to ensure completion and submit them to the Health and Safety Coordinator for final review and retention.

All completed Field Level Hazard Assessments (FLHAs) must be maintained in accordance with the County's Records Management Bylaw, typically for a minimum of seven (7) years due to liability considerations.

**REVIEW CYCLE:**

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

- There are significant changes to the equipment, substances, or procedures that are introduced.
- There are changes to job function or processes that introduce a new hazard.
- Following an incident or a finding that the practice is inadequate.
- If a Joint Health and Safety Committee Member requests a review.

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



## **GUIDELINES & PROCEDURE:**

### **FREQUENCY:** FLHAs must be completed:

- For each job or task completed in a work day, and for every crew or individual.
- Whenever conditions change, such as:
  - Weather shifts (heat, cold, storms).
  - Equipment changes or breakdowns.
  - Addition of new workers or contractors.
  - Task modifications or unexpected hazards.
- Mid-shift reviews must be completed whenever workers return to the job after a break or when re-entering the work site to verify that hazards and controls have not changed.

### **TRAINING REQUIREMENTS:**

All workers and managers/supervisors must:

- Complete training on Hazard Identification, Assessment, and Control, and how to complete an FLHA and participate in Tailgate meetings.
- Understand hazard categories (physical, chemical, biological, ergonomic, psychosocial, and safety).
- Be familiar with the risk rating system (Severity, Probability, Exposure).
- Know how to apply the hierarchy of controls.
- Participate in refresher training when required.

### **AUTHORITY TO STOP WORK:**

Every worker has:

- The right and responsibility to stop work if hazards are uncontrolled or if the FLHA process is incomplete.
- The obligation to notify their Manager, Supervisor, or the Health and Safety Coordinator immediately and assist in reassessing hazards.
- Assurance that stopping work for valid safety reasons will not result in disciplinary action.

### **COMPLIANCE AND ENFORCEMENT:**

- Managers/Supervisors must verify upon receipt of the FLHAs that they are completed and signed off by the workers.
- Non-compliance may result in:
  - Immediate work stoppage.
  - Corrective action or retraining.
  - Disciplinary measures for repeated violations.
- Compliance will be monitored through audits and spot checks.

### **CONTINUOUS IMPROVEMENT:**

- The Health and Safety Coordinator will:
  - Review FLHAs monthly to identify recurring hazards and trends.
  - Recommend updates to safe work practices and training based on findings.
  - Share lessons learned with supervisors and the Joint Health and Safety Committee.
- FLHA effectiveness will be evaluated annually during the COR audit process.

### **INTEGRATION WITH OTHER SAFETY PROGRAMS:**

FLHAs complement:



- **Formal Hazard Assessments:** FLHAs address site-specific hazards, while Formal Hazard Assessments cover task-level hazards.
- **Safe Work Practices:** FLHAs verify these practices are applied in real conditions.
- **Incident Reporting:** Hazards identified during FLHAs should be documented and, if uncontrolled, reported as near misses.

## **ROLES & RESPONSIBILITIES:**

### **Manager/Supervisor:**

- Ensure that workers complete a Field Level Hazard Assessment and Tailgate meeting daily or before a specific job/task begins, and submit the completed FLHA with their weekly timesheets.
- Review and approve or deny Moderate and Low Risk work.
- Stop work when it is deemed unsafe and immediately inform the Health and Safety Coordinator and CAO of any stop work orders.
- Lead the Tailgate meeting and review identified hazards and controls with all workers if on site.
- Verify that all workers have signed the FLHA form and understand their responsibilities.
- Monitor compliance with the policy and take corrective action when necessary.
- Review FLHA documentation for completeness and compliance, and sign off once you have ensured that it is fully completed.
- Ensure identified controls are in place and available to workers.
- Ensure that completed FLHAs are being handed in to the Health and Safety Coordinator for storage.
- Conduct site audits to ensure compliance with this policy.
- When Smoky Lake County is designated as the Prime Contractor, the Manager/Supervisor is responsible for:
  - Coordinating the hazard assessment process for all workers and contractors on the work site.
  - Ensuring that all contractors participate in the County's tailgate meeting and are aware of the identified hazards and required controls.
  - Ensuring that contractors either:
    - Complete and submit their own equivalent Field Level Hazard Assessment (FLHA) for review or fully participate in the County's FLHA process and sign the FLHA form before work begins.
  - Verifying that hazards identified by contractors are incorporated into the County FLHA when relevant.
  - Communicating changes in site conditions, hazards, or work procedures to contractor supervisors immediately.
  - Ensuring that contractors communicate hazards specific to their work to the County Manager or Supervisor so they can be included in the FLHA.

### **Worker(s):**

- Participate actively in the Tailgate meeting and hazard identification process.
- Review and understand all hazards and controls listed on the FLHA form.
- Review and approve low-risk work when safe to do so.
- Stop work when it is deemed unsafe and immediately inform the Manager or their designate and the Health and Safety Coordinator.
- Complete and sign the FLHA form to confirm understanding and agreement.
- Use the controls identified for the hazards.
- Reassess the worksite periodically throughout the day.



- Follow all safety procedures and report any new hazards immediately to the supervisor.

#### **Health and Safety Coordinator:**

- Provide guidance and training for completing FLHAs and Tailgate meetings.
- Stop work when it is deemed unsafe and immediately inform the CAO of any stop work orders.
- Review FLHA documentation to ensure hazards have appropriate controls in place.
- Assist with training and continuous improvement of hazard assessment practices.
- Maintain records management for completed FLHAs and training.
- Conduct site audits to monitor compliance with this policy.

#### **CAO:**

- Oversee the FLHA process and ensure its completion.
- Provide support and resources to workers.
- Review and Approve or Deny High Risk work.
- Stop work when it is deemed unsafe.

#### **TAILGATE MEETING AND FLHA COMPLETION PROCEDURE:**

##### **Schedule and Conduct the Tailgate Meeting**

- Tailgate meetings are **mandatory** and must occur **before any work begins**.
- Gather all workers involved in the task at the worksite.
- Conduct a site inspection before completing the FLHA by walking around the site to identify hazards.
- Review the scope of work, job steps, and potential hazards.
- Discuss emergency response plans and procedures relevant to the task, identify muster points, and communication plans.
- Tailgate meetings must include the completion of the Field Level Hazard Assessment (FLHA) Form for all tasks identified in the scope.

##### **Complete the Field Level Hazard Assessment (FLHA) Form**

- Break down the job into individual steps.
- For each step:
  - Identify hazards (physical, chemical, biological, ergonomic, psychosocial, operational).
  - Determine appropriate control measures for every identified hazard using the hierarchy of controls (Elimination, Engineering, Administrative, PPE).
- Record hazards and controls clearly on the FLHA form.
- Assign risk ratings (Severity, Probability, Exposure) for each hazard.
  - Tasks identified as **High Risk require CAO approval** to proceed.
  - Tasks identified as **Moderate Risk require Manager approval** to proceed.
  - Tasks identified as **Low Risk require Supervisor or Worker approval** to proceed.
  - Tasks identified as **Minimal Risk can proceed with standard controls**.
- Ensure all controls are in place before work begins.

##### **Worker Participation and Sign-Off**

- Review the completed FLHA with all workers during the Tailgate meeting.
- Confirm that everyone understands the hazards and controls.



- Each worker and contractor must sign the FLHA form to acknowledge participation and agreement.
- **No work begins until all workers sign the FLHA.**

### **Mid-Shift Review**

- When conditions change (weather, equipment, personnel), conduct a quick Tailgate update.
- Revise the FLHA forms as needed and have workers initial changes.

### **Submission and Recordkeeping**

- Submit completed FLHA forms to your Manager/Supervisor with your weekly timesheets.
- Managers/Supervisors forward forms to the Health and Safety Coordinator for retention in accordance with Records Management requirements.



Field Level Hazard Assessment Form (FLHA)

Pre-job / Daily / Audit (circle one)

Task/Job Description: \_\_\_\_\_ Date: \_\_\_\_\_

Location: \_\_\_\_\_ First Aiders: \_\_\_\_\_

Communication Method: \_\_\_\_\_ Muster Point: \_\_\_\_\_ Emergency Contact: \_\_\_\_\_

FLHA Led By (Name & Signature): \_\_\_\_\_ Weather/Conditions: \_\_\_\_\_

HAZARD CONTROLS: List hazards associated with task steps and identify control measures for each; use multiple pages if necessary. See the reference sheet for examples.

Task Step	Hazard Identified	Controls Implemented	S	P	E	Total	Risk (L/M/H)

PPE CHECKLIST (select all that apply)

- High-Vis
- CSA Boots
- Gloves
- Glasses
- Hard Hat
- Hearing Protection
- Respirator
- Fall Protection

Other PPE: \_\_\_\_\_

EQUIPMENT CHECK (select all that apply)

- Pre-trip done
- Tools safe
- Load secure
- Safety gear (first aid kit, fire extinguisher, road triangles)
- Beacons

Spotter Required? Y/N Other: \_\_\_\_\_

MID-SHIFT / CHANGE REVIEW

Time: \_\_\_\_\_ What changed? \_\_\_\_\_

Updated Hazards: \_\_\_\_\_ New Controls: \_\_\_\_\_

Revised Risk (S/P/E/Total): \_\_\_ / \_\_\_ / \_\_\_ / \_\_\_ Initials of all workers present: \_\_\_\_\_

WORKER/CONTRACTOR SIGN-OFF

Name	Signature	Time	Competent (Y/N)	Name	Signature	Time	Competent (Y/N)
			Y / N				Y / N
			Y / N				Y / N
			Y / N				Y / N
			Y / N				Y / N

Manager Name & Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**HAZARDS**

<b>PHYSICAL HAZARDS</b>		
1. Slips, trips, falls (mud, ice, soft shoulders)	9. Pressure release from natural gas systems	15. Overhead hazards (branches, powerlines, deadfall)
2. Uneven or unstable terrain (slopes, ditches, washouts)	10. Noise or vibration (mowers, graders, compactors, pumps)	16. Falling objects (tools, materials, attachments)
3. Steep ditch slopes or tall vegetation	11. Temperature extremes (heat stress, cold stress, windchill)	17. Confined or restricted spaces (valve chambers, lift stations, pits, manholes)
4. Soft shoulders or washboard roads	12. UV exposure or sunburn	18. Waterways, riverbanks, ponds
5. Soft refuse piles or shifting ground	13. Moving equipment or operator blind spots	19. Low visibility (fog, dust, snow, night work)
6. Uneven Park trails or playground structures	14. Traffic control zones or proximity to public traffic	20. Housekeeping hazards (debris, loose materials, clutter)
7. Exposed pipe or trench instability		
8. Buried utilities (gas, water, power, telecom)		
<b>CHEMICAL HAZARDS</b>		
1. Fuels, oils, lubricants, hydraulic fluid	5. Pesticides or herbicides	9. Hazardous materials at landfill (paint, batteries, sharps)
2. Natural gas leak or odorant exposure	6. Spray drift (wind, temperature inversion)	10. WHMIS-controlled products
3. Chlorine, polymers, coagulants	7. Dust, fumes, vapours, mists	
4. Hydrogen sulphide (H2S) potential	8. Landfill gases (methane, CO2)	
<b>BIOLOGICAL HAZARDS</b>		
1. Mould or bacteria (lift stations, lagoons, refuse)	3. Wildlife (bears, coyotes, rodents, skunks)	6. Contaminated water (Giardia, E. coli)
2. Blood or body fluids (public areas, landfill)	4. Insects (ticks, mosquitoes, wasps, hornets)	7. Sharps or needles (landfill, parks)
	5. Dead wildlife or livestock	
<b>ERGONOMIC HAZARDS</b>		
1. Heavy lifting (pipe, pumps, culverts, tools)	3. Repetitive tasks (mowing, trimming, weed inspection)	5. Manual handling of landfill materials
2. Awkward posture (bending, twisting, reaching)	4. Equipment vibration (mowers, graders)	6. Tight or restricted workspaces
<b>PSYCHOSOCIAL HAZARDS</b>		
1. Fatigue or long work hours	3. Public interaction or aggression (landfill, parks, road maintenance)	5. Working near recreation users or the public
2. Lone worker situations (parks, ag services, rural areas)	4. Stress, frustration, and communication	6. Seasonal workload pressure
<b>SAFETY / OPERATIONAL HAZARDS</b>		
1. Electrical hazards (panels, wiring, overhead lines)	5. Equipment failure or improper use	10. Sprayer pressure or nozzle release
2. Underground utilities (gas, water, power)	6. Natural gas ignition or explosion risk	11. Overhead tree hazards
3. Traffic hazards (flagging zones, intersections, blind corners)	7. Confined spaces (tanks, manholes, lift stations, vaults)	12. Excavations, trenches, unstable spoil piles
4. Heavy equipment movement	8. Fire hazards (sparks, open flame, hot work)	13. Landfill-specific hazards (tippers, compactors, refuse collapse)
	9. Water hazards	



**CONTROL MEASURES - All hazards require a control measure**

<b>ELIMINATION / SUBSTITUTION</b> <i>(most effective)</i>	
1. Remove hazard (cut tree, clean debris, stabilize surface)	4. Modify or relocate the task
2. Avoid entry (confined space, trench)	5. Depressurize or shut down natural gas/water systems
3. Stop work due to unsafe conditions (weather, visibility)	6. Substitute with a safer chemical or product
<b>ENGINEERING CONTROLS</b>	
1. Barriers, guardrails, trench boxes, shoring	5. Lockout/Tagout
2. Ventilation or exhaust	6. Traffic control devices (signboards, cones, barricades)
3. Gas detection (H2S, O2, LEL monitors)	7. Equipment alarms or beacons
4. Machine guards	8. Secondary containment for chemicals
<b>ADMINISTRATIVE CONTROLS</b>	
1. Safe work practices followed	7. Operator competency verified
2. Pre-trip inspections completed	8. Weather controls (shade, warm-up breaks, hydration)
3. Utility locates confirmed (OneCall)	9. Public access restricted (signage, barricades)
4. Spotter assigned	10. Communication plan in place (radios, phones)
5. Traffic Accommodation Plan in place	11. Spraying conditions verified (wind, humidity, inversion)
6. Lone worker check-ins are active	
<b>PPE</b> <i>(least effective)</i>	
1. High-visibility clothing	7. Respiratory protection (N95, cartridges, SCBA)
2. CSA-approved footwear	8. Fall protection
3. Task-specific gloves	9. Gas monitor
4. Safety glasses, goggles, or a face shield	10. Chemical-resistant PPE for spraying
5. Hard hat	11. Insect repellent or tick protection
6. Hearing protection	

**RISK RATING (S + P + E)**

Potential Severity (S)	Probability of Occurrence in the foreseeable future (P)	Exposure of workers to hazards (E)
1. First Aid / Minor Property Damage 2. Lost-time injury / Significant Property Damage 3. Fatality or Permanent Disability / Major Property Damage	1. Unlikely to occur 2. Could occur 3. Will occur if not attended to	1. A small number of workers are rarely exposed 2. Small number of workers frequently exposed / Large number of workers rarely exposed 3. A large number of workers are frequently exposed
<b>S + P + E = Total Risk Rating</b>		
<b>High (H)</b> = Total of 8, or 9 (Requires CAO approval)		
<b>Moderate (M)</b> = Total of 6 or 7 (Requires Manager approval)		
<b>Low (L)</b> = Total of 4 or 5 (Requires Supervisor/Worker approval)		
<b>Minimal (Min)</b> = Total of 3 (Proceed with standard controls)		



# Request for Decision (RFD)

Meeting Date: Wednesday, February 18, 2026

Agenda Item: # 5.3

Topic: Smoky Lake County Units for Auction

Presented By: Public Works manager, Chris Minailo

---

## Recommendation(s):

**That Smoky Lake County Council approve the listing and consignment of the following units for sale through Ritchie Bros. Auctioneers:**

- Unit 180 – 1999 Kenworth T800
  - Unit 509 – 2014 Caterpillar 14M Motor Grader
  - Unit 525 – 2015 Caterpillar 14M3 Motor Grader
- 

## Background:

Smoky Lake County Public Works completed comprehensive inspections on the identified equipment units and determined that replacement is the most practical and cost-effective option. During these assessments, Unit 180, a Kenworth Winch Truck, failed to meet the requirements of the Commercial Vehicle Inspection Program (CVIP). Due to the extent of the deficiencies and the cost associated with bringing the unit back into accordance, it was removed from service. It was replaced late in 2025 with Unit 123, a 2011 Kenworth T800, to ensure continued operational capacity within the fleet.

Further evaluation of Units 509 and 525 showed that both units require significant mechanical work to remain operational. The projected repair costs for each unit now exceed the value and expected service life they would provide after repairs. Investing in major repairs would not offer long term reliability, nor would it support efficient fleet management. Replacing these units will reduce ongoing maintenance expenses, improve equipment dependability, and support the County's ability to deliver consistent public works services in the years ahead.

## Benefits:

- Extends the long-term reliability and sustainability of the County's fleet
- Introduces newer equipment with updated technology and improved performance
- Reduces ongoing maintenance costs and minimizes downtime
- Supports consistent and efficient delivery of public works services

## Disadvantages:

- Upfront capital costs associated with removing and replacing aging units
- Temporary reduction in fleet availability during procurement and transition



# Request for Decision (RFD)

**Alternatives:**

- Keep Units 509 and 525 and proceed with major repairs, despite limited remaining service life and higher long-term maintenance costs

**Financial Implications:** These items were previously incorporated into the 2026 Capital Budget, and the interim 2026 Capital Budget has been approved by Council.

**Legislation:** NA

**Intergovernmental:** NA.

**Strategic Alignment:** NA

**Enclosure(s):**

*(List any supporting documents attached)*

**Signature of the CAO:** \_\_\_\_\_

# INVITATION <sup>6.2</sup>

*Buffalo Lake Limited Partnership &  
Buffalo Lake Métis Settlement Consultation*  
Warmly invite you our *Industry Engagement Luncheon*  
Join us for an afternoon of shared updates, meaningful  
conversations, and opportunities to strengthen partnerships.

## Event Details

Date: Friday, February 27, 2026

Time: 11:30 am - 2:00 pm

Location: Buffalo Lake Recreation Centre

*Lunch Provided*

This luncheon will bring together our valued clients, partners, and community stakeholders. We will provide updates on ongoing and upcoming projects while creating space for networking and collaboration.

## RSVP

Please confirm your attendance by February 15, 2026.

Contact: Marcie Mazurenko

mmazurenko@bllp.ca or 780-689-3008

We look forward to hosting you and continuing to build strong relationships within our community and industry.



Buffalo Lake Métis Settlement  
**CONSULTATION**

