



Smoky Lake County
Meeting Agenda
Regular County Council Meeting
February 26, 2026 – 9:00 a.m.
In Person - Council Chambers
4612 - McDougall Drive, Smoky Lake, Alberta
Please join using this link:
<https://video.businessconnect.telus.com/join/219324220>

1. CALLED TO ORDER
2. ADOPTION OF AGENDA
3. ADOPTION OF MINUTES
 - 3.1. Special Council Meeting – January 23, 2026
 - 3.2. Regular Council Meeting - January 27th, 2026
 - 3.3. Committee of the Whole Meeting – February 5, 2026
 - 3.4. Special Council Meeting – February 18, 2026
4. DELEGATIONS
5. PUBLIC HEARING – 1:00 P.M.
 - 5.1 Bylaw 1496-26: A Bylaw to close all those portions of the Government Road Allowance lying south of SE-14-59-16-W4M & to consolidate said closed portions with said lands
6. MUNICIPAL PLANNING COMMISSION -
7. PUBLIC QUESTION & ANSWER PERIOD (11:30 A.M. – 12:00 P.M.)
8. REQUESTS FOR DECISION
 - 8.1. RFD Annual Safety Meeting 2026
 - 8.2. Community Hall Funding Assistance Policy No. 08-27-01
 - 8.3. Grazing School for Women Sponsorship

- 8.4. Ag Extension Events
- 8.5. Summer Student Hiring
- 8.6. Open House Event
- 8.7. Alberta Invasive Species Council Sponsorship
- 8.8. Heartland Training Sponsorship
- 8.9. 2026 Business Plan
- 8.10. Agricultural Use of Municipal Right-of Ways Policy No. 62-08
- 8.11. Planning and Development Fees Bylaw No. 1498-26
- 8.12. Road Closure Policy No. 62-16
- 8.13. Roadway License Agreement Bylaw No. 1497-26
- 8.14. Surface Lease of Municipally Owned Lands Policy No. 62-13
- 8.15. Assessment Review Board Appointments
- 8.16. Joint Municipality Meeting April 13, 2026
- 8.17. Temporary Office Closure for Employee Retirement Recognition
- 8.18. February Sponsorship and Donation Requests
- 8.19. Tax Payment Agreement

9. CAO REPORT January CAO Report

- 9.1. Action Item List
- 9.2.

10. COUNCIL COMMITTEE REPORTS

- 10.1. Reeve's Report Division 3
- 10.2. Deputy Reeve's Report Division 4
- 10.3. Division 1

10.4. Division 2

10.5. Division 5

11. CORRESPONDENCE

11.1. RMA District Update, February 2026

11.2. Wyatt Skovron, General Manager of Policy and Advocacy RMA, Police
Funding Model Member Advocacy Guide, dated February 2, 2026

11.3. 15th Annual Alberta CARE Spring Seminar, March 18-20, 2026

11.4. Trevor Daroux, Deputy Commissioner Commanding Officer Alberta
RCMP, dated February 4, 2026

11.5. Sgt. Anita Doktor, RCMP Detachment Commander - Smoky Lake,
Alberta, Quarterly Community Policing Report for Q3.

11.6. RiskPro 2026, April 28-30, 2026

11.7. Request: Letter of Support for Riverland Recreational Trail Society

11.8. The Victoria Trail Agricultural Society -VTAS Fair Days in
Waskatenau 2026 Sponsorship Request

11.9. Request: Invitation to Attend Lakeland Tourism Week Open House

11.10. 43rd Annual Smoky Lake Stampede - Riding Club Donation Request
As per Motion 940-18

11.11. National High Performance Para Athlete Donation Request dated
February 2, 2026.

11.12. Smoky Lake County Rural Crime Watch Association, dated February
2, 2026.

11.13. Northeast Muni-Corr LTD Minutes and Reports

12. INFORMATION RELEASE

12.1. Letter to Buffalo Metis Settlement

- 12.2. Letter to Kikino Metis Settlement
- 12.3. Letter to Saddle Lake First Nation
- 12.4. Letter to Whitefish Lake First Nation
- 12.5. Letter of support to the Warspite Foundation

13. FINANCIAL REPORTS

- 13.1. 2025 Final Budget to Actual

14. NEXT MEETINGS

- Thursday, March 12, 2026, Committee of the Whole Meeting at 10:00 a.m.

15. IN CAMERA

- 15.1. In Camera session - Access to Information and Protection of Privacy Act (ATIA), Pursuant to Division 2, Part 1, Section 20: Personnel Matters

16. ADJOURNMENT



**Smoky Lake County
Meeting Minutes**

Smoky Lake County Special Council Meeting January 23, 2026 - 10:00 AM

Called To Order

The meeting was called to order at 10:06 a.m. by the Reeve Lukinuk, in the presence of the following persons:

<u>Div. No.</u>	<u>Councillor(s)</u>	ATTENDANCE <u>Thursday January 23, 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
Executive Services Coordinator	Chyenne Shaw	Present in Chambers

Observers in Attendance Upon Call to Order:

Lakeland HR Solutions	Sara Hurtubise	Virtually 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 Present
Public	4 Members	Virtually Present

Resolution No: 20260108-028 **Adoption of Agenda**

Moved by: Ryan Barker

That the Smoky Lake County Council Meeting Agenda for Friday, January 23rd, 2026, be adopted, as presented.

CARRIED

Confirmation of Minutes

None

Executive Session / In Camera

Resolution No: 20260108-029 **Moved by: Lorne Halisky**

That Smoky Lake County Council go into Executive Session, under the authority of the ATIA Section 22: Confidential Evaluation, to conduct the confidential evaluation and short-listing of candidates for the Chief Administrative Officer (CAO) position, facilitated by Lakeland HR Solutions in the physical presence of all Council and Lakeland HR Solutions, time 10:07 a.m.

CARRIED

Executive Services Coordinator and Recording Secretary left Council Chambers at 10:07 a.m.

Executive Services Coordinator and Recording Secretary returned to Council Chambers at 11:57 a.m.

Resolution Out of Camera

No:

20260108- Moved by: Ryan Barker

030

That Smoky Lake County Council go out of Executive Session, time 11:58 a.m.

CARRIED

Resolution Adjournment

No:

20260108- Moved by: Jered Serben

031

That the Smoky Lake County Council Meeting of Friday, January 23rd, 2026, be adjourned, time 12:01 p.m.

CARRIED



Smoky Lake County Meeting Minutes

Regular Council Meeting January 27, 2026 - 09:00 AM

Called to Order

The meeting was called to order at 9:04 a.m. by the Reeve Lukinuk, in the presence of the following persons:

<u>Div. No.</u>	<u>Councillor(s)</u>	ATTENDANCE <u>Tuesday, January 27, 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
Recording Secretary	Meaghan Andreychuk	Present in Chambers
 <u>Observers in Attendance Upon Call to Order:</u>		
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/Physically Present
Health and Safety Coordinator	Jasmine Schaub	Virtually Present
Public Works Manager	Chris Minailo	Virtually Present
Other Observes	6 Members	Virtually Present

**Resolution
No:
20260127-
032**

Adoption of Agenda

Moved By: Ryan Barker

That Smoky Lake County Council adopt the agenda with the following additions:

- 11.6 Human Infrastructure Conference dated February 9th, 2026
- 15.2 In Camera session pursuant to the Access to Information and Protection of Privacy Act (ATIA), Division 2, Part 1, Section 20: Personnel Matter for the purpose of Retirement notices.

CARRIED

Adoption of Minutes

Resolution
No:
20260127-
033

Minutes of the Regular Council Meeting, January 8, 2026

Moved By: Dave Kully

That Smoky Lake County Council approve the Minutes of the Regular Council Meeting of January 8, 2026, with the following amendments:

- Correction to the Physicians and Healthcare Professionals Committee

CARRIED

Resolution
No:
20260127-
034

Request for Decisions

8.1 FCSS Applications

Moved By: Dave Kully

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

CARRIED

Resolution
No:
20260127-
035

Motion 2:

Moved By: Lorne Halisky

That Smoky Lake County Council direct administration to bring back Policy No 08-17-01: Family and Community Support Services (FCSS) to a future Committee of the Whole Meeting.

CARRIED

Resolution
No:
20260127-
036

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

Moved by: Lorne Halisky

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.

CARRIED

Resolution
No:

8.3 Accounts Receivable Interest Write Off

Moved by: Craig Lukinuk

20260127-037

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

CARRIED

Ag. Fieldman Carleigh Danyluk entered Council Chambers at 9:16 a.m.

Resolution No: 20260127-038

8.4 Policy Statement 62-31-01 Coyote Reduction Program Policy

Moved By: Ryan Barker

That Smoky Lake County Council approve Policy Statement 62-31-01 Coyote Reduction Program Policy with the amendments:

- Add a disclosure stating that coyotes will not be accepted if they are missing any limbs other than the left paw

CARRIED

Resolution No: 20260127-039

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

Moved By: Lorne Halisky

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.

CARRIED

Resolution No: 20260127-040

Motion 2: Consent to act as a director on the MCC for Smoky Lake Development Corp.

Moved By: Lorne Halisky

That Smoky Lake County Council bring back Policy, Terms of reference, or Bylaws to a future Committee of the Whole Meeting.

CARRIED

Resolution No: 20260127-041

Moved by: Craig Lukinuk

Smoky Lake County Council recessed the meeting at 9:30 a.m.

CARRIED

Charne Roodt entered Council Chambers at 9:31 a.m.

Reeve Lukinuk called the meeting back to order at 9:35 a.m.

Delegation(s)

Resolution No:

9:30 a.m. Warspite Foundation

20260127-042

Moved By: Ryan Barker

Present before Council from 9:35 a.m. to 10:06 a.m. was Charne Roodt, representing the Warspite Foundation, to provide a presentation and discussion regarding 2026 membership renewal options.

That the Smoky Lake County Council accept the verbal and written presentation from Charne Roodt, representing the Warspite Foundation, regarding funding options Smoky Lake County partnering with the Warspite Foundation and the 2nd annual Warspite Country Fair, for the use of Smoky Lake County Parks and Recreation department as information.

CARRIED

Resolution No: 20260127-043

Warspite Foundation

Moved by: Craig Lukinuk

That Smoky Lake County Council direct administration to work with the Warspite Foundation for community grant applications working agreement for the use of land for the annual Country Fair and the Warspite revitalisation of the baseball diamond.

CARRIED

Charne Roodt left Council Chambers at 10:06 a.m.

Aspen View Public Schools Board of Trustees entered Council Chambers at 10:06 a.m.

Resolution No: 20260127-044

10:00 a.m. Aspen View Public Schools Board of Trustees

Moved By: Jered Serben

Present before Council from 10:07 a.m. to 10:47 a.m. representing the Aspen View Public Schools Board of Trustees, was Constantine Kastrinos, superintendent, Donna Cherniwchan, Ward 6 Trustee, and Brittany Turko Ward 5 Trustee, to provide a presentation and discussion.

That the Smoky Lake County Council accept the verbal and written presentation from the Aspen View Board of Trustees regarding the need for School Boundaries to cover the overall size of Aspen View as well as the Parent Teacher event on March 1st, 2026, as information.

CARRIED

Clayton Didier, entered Council Chambers at 10:48 a.m.

Resolution No: 20260127-045

Moved by Craig Lukinuk

Smoky Lake County Council Recessed the meeting at 10:49 a.m.

Smoky Lake County Council Resumed the meeting at 10:54 a.m.

Resolution
No:
20260127-
046

10:30 a.m. Pine Creek Retreat

Moved By: David Kully

Present before Council from 10:54 a.m. to 11:32 a.m. was Clayton Didier, representing the Pine Creek Retreat, to provide a presentation and discussion regarding Economic Development opportunities within Smoky Lake County.

That the Smoky Lake County Council accept the verbal and written presentation from Clayton Didier, representing the Pine Creek Retreat, as information and furthermore direct administration to bring back information regarding economic development opportunities along Victoria Trail to a future County Council meeting and the next Joint Municipalities meeting.

CARRIED

Public Question and Answer Period 11:33 a.m. – 11:34 a.m.

None.

Resolution
No:
20260127-
047

9.1 Action Item List December

Moved By: Jered Serben

That Smoky Lake County Council approve the Action Item List as presented.

CARRIED

Council Reports

Resolution
No:
20260127-
048

10.1 Council Committee Reports

Moved By: Ryan Barker

That Smoky Lake County Council accept the Councillor Reports from Divisions one through five as information.

CARRIED

Resolution
No:
20260127-
049

Alberta Rural Education Symposium

Moved by: Lorne Halisky

That Smoky Lake County Council approves the attendance of any Councillor that can attend the Alberta Rural Education Symposium dated March 1st to 3rd, 2026 located at the River Cree Resort and Casino, Enoch, Alberta.

Correspondence

Resolution
No:
20260127-
050

11.1 Portage College dated November 7, 2025

Moved By: Lukinuk

That Smoky Lake County Council acknowledge receipt of the Letter from Portage College dated, November 7th, 2025, as information and acknowledge action taken as they are a delegation to County Council to the March 26th, 2026 Regular County Council meeting, and furthermore direct administration to send invitations to the surrounding municipalities to attend the March meeting as a guest for information.

CARRIED

Resolution
No:
20260127-
051

11.2 AI Data Center Project

Moved By: Craig Lukinuk

That Smoky Lake County Council accept the email forwarded from Reeve Lukinuk, regarding A Large-scale, Phased AI Data Center as information and direct administration to bring the topic back to future council meeting for discussion.

CARRIED

Resolution
No:
20260127-
052

11.3 RMA Police Funding Model Member Guide

Moved by: Jered Serben

That Smoky Lake County Council accept the Rural Municipalities of Alberta Police Funding Model Guide, dated January 12th, 2026, as information and furthermore direct administration to reach out to our District 5 Rural Municipalities representative Gene Hrabec, for guidance and information regarding lobbying.

CARRIED

Resolution
No:
20260127-
053

11.3 Motion 2: RMA Police Funding Model Member Guide

Moved by Lorne Halisky

That the Smoky Lake County Council direct Administration to engage with the Chief Administrative Officers (CAOs) of neighbouring municipalities to discuss their respective costs, available resources, and the potential for exploring a regional approach to the RMA Police Funding Model.

CARRIED

Resolution
No:
20260127-
054

11.4 Canada Post – Spedden

Moved by: Ryan Barker

That Smoky Lake County Council acknowledge receipt of the email dated, January 20th, 2026, from Don Cooper forwarded from Councillor Barker as

information and furthermore direct administration to work with Canada Post and approve site selection option one.

CARRIED

**Resolution
No:
20260127-
055**

11.5 Chamber of Commerce

Moved by: Lorne Halisky

That Smoky Lake County Council acknowledge receipt of the email received from the Smoky Lake Chamber regarding Chamber Meeting Details and Project Update, dated January 21st, 2026.

CARRIED

**Resolution
No:
20260127-
056**

11.6 Human Infrastructure Conference dated February 9th, 2026

Moved by: Ryan Barker

That Smoky Lake County Council file the Human Infrastructure event date, Thursday, February 19th, 2026, notification brought forward from Reeve Lukinuk as information.

CARRIED

Information Releases

**Resolution
No:
20260127-
057**

Moved By: David Kully

That Smoky Lake County Council acknowledge receipt of the following information releases:

- **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**

CARRIED

Financial Reports

**Resolution
No:
20260127-
058**

Moved by: Lorne Halisky

That Smoky Lake County Council Acknowledge receipt of the Budget at-a-Glance Dated December 31st, 2026.

CARRIED

Next Meetings

Moved by: Ryan Barker

Resolution
No:
20260127-
059

That Smoky Lake County Council approve the following 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
- Thursday, April 16th, 2026, Regular County Council Meeting at 9:00 a.m. in Council Chambers

CARRIED

In Camera Session

Resolution
No:
20260127-
060

15.2 In Camera Executive Session

Moved By: Craig Lukinuk

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: Personnel Matters for the purpose of Retirement notices, at 12:13 p.m. in the physical presence of all Council and the following staff members:

- Interim CAO/Finance Manager: Brenda Adamson
- Executive Services Coordinator: Chyenne Shaw
- Recording Secretary: Meaghan Andreychuk

CARRIED

Resolution
No:
20260127-
061

Out of Camera

Moved By: Ryan Barker

That Smoky Lake County Council go out of Executive Session at 12:27 p.m.

CARRIED

Finance Clerk

Moved by: David Kully

Resolution
No:
20260127-
062

That Smoky Lake County Council approve the hiring process for the Finance Clerk position and proceed with advertising in accordance with applicable union agreement practices.

CARRIED

Resolution
No:

Moved by: Craig Lukinuk

That Smoky Lake County Council recesses at 12:25 p.m.

20260127-063

Reeve Lukinuk called the meeting back to order at 1:04

Resolution No: 20260127-064

In Camera Executive Session

Moved By: Craig Lukinuk

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: Personnel Matter for the purpose of conducting Interviews for the Chief Administrative Officer, at 1:05 p.m. in the physical presence of all Council and the following staff members:

- Lakeland Human Resources, Sara Hurtubise

CARRIED

Resolution No: 20260127-065

Out of Camera

Moved By: Lorne Halisky

That Smoky Lake County Council go out of Executive Session at 6:44 p.m.

CARRIED

Resolution No: 20260127-066

Adjournment

Moved By: Craig Lukinuk

That the Smoky Lake County Council Meeting of January 27, 2026, be adjourned at 6:45 p.m.

CARRIED



**Smoky Lake County
Meeting Minutes**

Committee of the Whole Meeting – February 5th, 2026 – 10:00 a.m.

Called to Order

The meeting was called to order at 10:03 a.m. by the Reeve Lukinuk, in the presence of the following persons:

<u>Div. No.</u>	<u>Councillor(s)</u>	<u>ATTENDANCE</u> <u>Thursday February 5th, 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
Recording Secretary	Meaghan Andreychuk	Present in Chambers

Observers in Attendance Upon Call to Order:

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	Carleigh Danyluk	Virtually/Physically Present
Health and Safety Coordinator	Jasmine Schaub	Virtually/Physically Present
Community Peace Officer	Warren Young	Present in Chambers
Public Works Manager	Chris Minailo	Present in Chambers
Road Foreman	Bob Novosiwsky	Present in Chambers
Shop Foreman	Shane Dubitz	Present in Chambers
Public	2 Members	Virtually Present

**Resolution No:
20260205-067**

Adoption of Agenda

Moved By: Ryan Barker

That Smoky Lake County Council adopt the agenda as amended:

- Addition to 4.7 Surface Lease of Municipally Owned Lands
- Correction to the date and time of the agenda

CARRIED

Adoption of Minutes

None.

Delegation(s)

None.

Bob Novosiwsky Entered Council Chambers at 10:06 a.m.
Warren Young, CPO, left Council Chambers at 10:47 a.m.

Request for Discussion

4.1 Public Works Update

4.1.1 St. Paul County Bridge and Culverts

4.1.2 Road Repairs Cost Estimates

The Reeve recessed the meeting at 11:20 a.m.

The Reeve resumed the meeting at 11:35 a.m.

4.2 Grader Report Hours and Repairs

Public Works Manager, Parts Manager, and Road Foreman left Council Chambers at 12:20 p.m.

4.3 Funding Halls Assistance Policy

4.4 Vacation Policy

The Reeve recessed the meeting at 12:41 p.m.

The Reeve reconvened the meeting at 1:15 p.m.

4.5 Field Level Hazard Assessment Policy

4.6 Closures, Leasing, and Licensing of Surplus Municipal Roads

4.7 Surface Lease of Municipally Owned Lands

5. Next Meetings:

That Smoky Lake County Council confirm the next following meetings:

- **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**

Resolution
No:
20260205-
068

In Camera Executive Session

Moved By: Lorne Halisky

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:
20260205-
069

Out of Camera

Moved By: Jered Serben

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

CARRIED

Resolution
No:
20260205-
070

Adjournment

Moved By: Ryan Barker

That the Smoky Lake County Council Meeting of February 5th, 2026, be adjourned at 2:51 p.m.

CARRIED



**Smoky Lake County
Meeting Minutes**

Smoky Lake County Special Council Meeting February 18, 2026, at 1:30 P.M.

Called To Order

The meeting was called to order at 1:30 p.m. by the Reeve Lukinuk, in the presence of the following persons:

<u>Div. No.</u>	<u>Councillor(s)</u>	ATTENDANCE <u>Wednesday, February</u> <u>18th, 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
Interim CAO/Finance Manager	Brenda Adamson	Present in Chambers
CAO	Chyenne Shaw	Present in Chambers
Recording Secretary	Meaghan Andreychuk	Present in Chambers
<u>Observers in Attendance Upon Call to Order:</u>		
Enviro Ops Manager	Dave Franchuk	Virtually Present
Finance Manager	Brenda Adamson	Present in Chambers
Natural Gas Manager	Daniel Moric	Virtually Present
Communications Officer	Evonne Zukiwski	Virtually Present
Agricultural Fieldman	Carlleigh Danyluk	Virtually Present
Health and Safety Coordinator	Jasmine Schaub	Virtually/Physically Present
Planning and Development Manager	Jordan Ruegg	Virtually Present
Public	5 Members	Virtually Present

Confirmation of Minutes

None

4 Delegation

4.1 Chief Superintendence Mark Hancock and Sgt Anita Doktor for the purpose of

Resolution RCMP updates
No:
20260218-
071 **Moved by: Lorne Halisky**

Present before Council from 1:34 p.m. to 2:37 p.m. was Chief Superintendent Mark Hancock and Sgt Anita Doktor for the purpose of RCMP updates

That Smoky Lake County Council accepts the verbal and written presentation from Chief Superintendent Mark Hancock and Sgt. Anita Doktor as information.

The Reeve Recessed the meeting at 2:39 p.m.
The Reeve resumed the meeting at 2:52 p.m.

5 Request for Decisions

5.1 RFD- Chief Administrative Officer Appointment – Chyenne Shaw

Resolution **Moved by: Ryan Barker**
No:

20260218- That Smoky Lake County appoint Chyenne Shaw as the Chief Administrative
073 Officer (CAO) for Smoky Lake County, effective February 18, 2026.

CARRIED

5.2 Field Level Hazard Assessment (FLHA) / Tailgate Meeting Policy

Resolution **Moved by: Lorne Halisky**
No:

20260218- That Smoky Lake County Council approve Policy H&S-40.01 as presented.
074

CARRIED

5.3 Units for Auction

Resolution **Moved by: David Kully**
No:

20260218- That Smoky Lake County Council approve the listing and consignment of the
075 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

CARRIED

6 Correspondence

6.1 Next Smoky Lake Chamber Meeting – February 23rd @ 6:00 P.M.

Resolution **Networking Meeting: 7:00 P.M. Location: Red Chimney**
No:

20260218- **Moved by: Lorne Halisky**
076

That Smoky Lake County Council approve the attendance of any Council members that can attend the Smoky Lake Chamber meeting on February 23rd, 2026, beginning at 6:00 p.m. located at the Red Chimney Restaurant.

CARRIED

6.2 Buffalo Lake Industry Engagement Luncheon Invitation

Resolution **Moved by: David Kully**
No:

20260218- That Smoky Lake County Council approve the attendance of any council member
077 that can attend the Buffalo Lake Industry Engagement Luncheon on February 27th, 2026, beginning at 11:30 a.m. located at the Buffalo Lake Recreational Centre.

CARRIED

7. Executive Session / In Camera

Resolution **Moved by: Lorne Halisky**
No:

20260218- That Smoky Lake County Council go into Executive Session, under the authority of
078 the ATIA Section 20: Personnel Matters in the physical presence of all Council and Chief Administrative Officer, time 3:06 p.m.

CARRIED

Resolution **Out of Camera**

No:

20260218- **Moved by: Ryan Barker**

079

That Smoky Lake County Council go out of Executive Session, time 4:54 p.m.

CARRIED

Resolution **Adjournment**

No:

20260218- **Moved by: Craig Lukinuk**

080

That the Smoky Lake County Council Meeting of Wednesday, February 18th be adjourned, time 4:55 p.m.

CARRIED



Public Hearing Bylaw No. 1496-26
Public Hearing Date: February 26, 2026
Public Hearing Time: 1:00 p.m.

PUBLIC HEARING BACKGROUND

PROPOSED BYLAW NAME & NO.: Bylaw 1496-26: A Bylaw to close all those portions of the Government Road Allowance lying south SE-14-59-16-W4M & to consolidate said closed portions with said lands

APPLICANT: Mark Johnson

PROPOSAL: A Bylaw of Smoky Lake County, in the Province of Alberta for the purpose of closing to public travel, disposing of, and consolidating with the lands legally described as SE-14-59-16-W4M, all those portions of undeveloped Government Road Allowance adjacent to the south of said lands

BACKGROUND:

On November 14, 2025, the Planning and Development Manager received an application from the owner of the lands legally described as SE-15-59-16-W4M, to close and consolidate with said lands, the adjacent undeveloped government road allowance located to the south of said lands. The applicant wishes to have the road closed and consolidated to prevent unauthorized access to his property.

- Bylaw No. 1496-26 was presented for 1st Reading on **January 8 2026**.
- Notice of the proposed Bylaw No. 1496-26 was circulated to affected agencies for comment on **January 15, 2026**. Responses from said agencies are attached.
- A Notice has also been posted on the County's website since **January 18, 2026**.
- The Public Hearing Notices were advertised in the Redwater Review on **January 28, 2026** and **February 4, 2026**. The Hearing on the proposed Bylaw No. 1496-26 was advertised and Notice was given in accordance with Section 606 of the *Municipal Government Act*.
- This Hearing has been scheduled to obtain public input on proposed Bylaw No.1496-26 in accordance with Section 216.4 of the *Municipal Government Act*.

ATTACHMENTS:

1. Draft Bylaw No.1496-26
2. Relevant Legislation
3. Notice of Public Hearing
4. Referrals sent and responses received

**SMOKY LAKE COUNTY
IN THE PROVINCE OF ALBERTA
BYLAW NO. 1496-26**

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

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

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

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

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

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

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

Meridian 4 Range 16 Township 59 all that portion of original government road allowance lying within Lot 1 Block 1 Plan 262_____, as shown in the attached Schedule “A” for clarity.

1. Citation

- 1. This Bylaw may be cited as “Road Closure – Johnson – portion of Undeveloped Government Road Allowance amalgamated with SE ¼ 14-59-16-W4M.

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

Received First Reading this **7th** day of **January**, **2026**

Reeve

Seal

Chief Administrative Officer

APPROVED this _____ day of _____, 20____

Approval valid for _____ months

Minister of Transportation

Seal

Bylaw 1496-26: Road Closure – Undeveloped Government Road Allowance; SE-14-59-16-W4M

Received Second Reading this _____ day of _____, 20__

Received Third Reading this _____ day of _____, 20__

Reeve

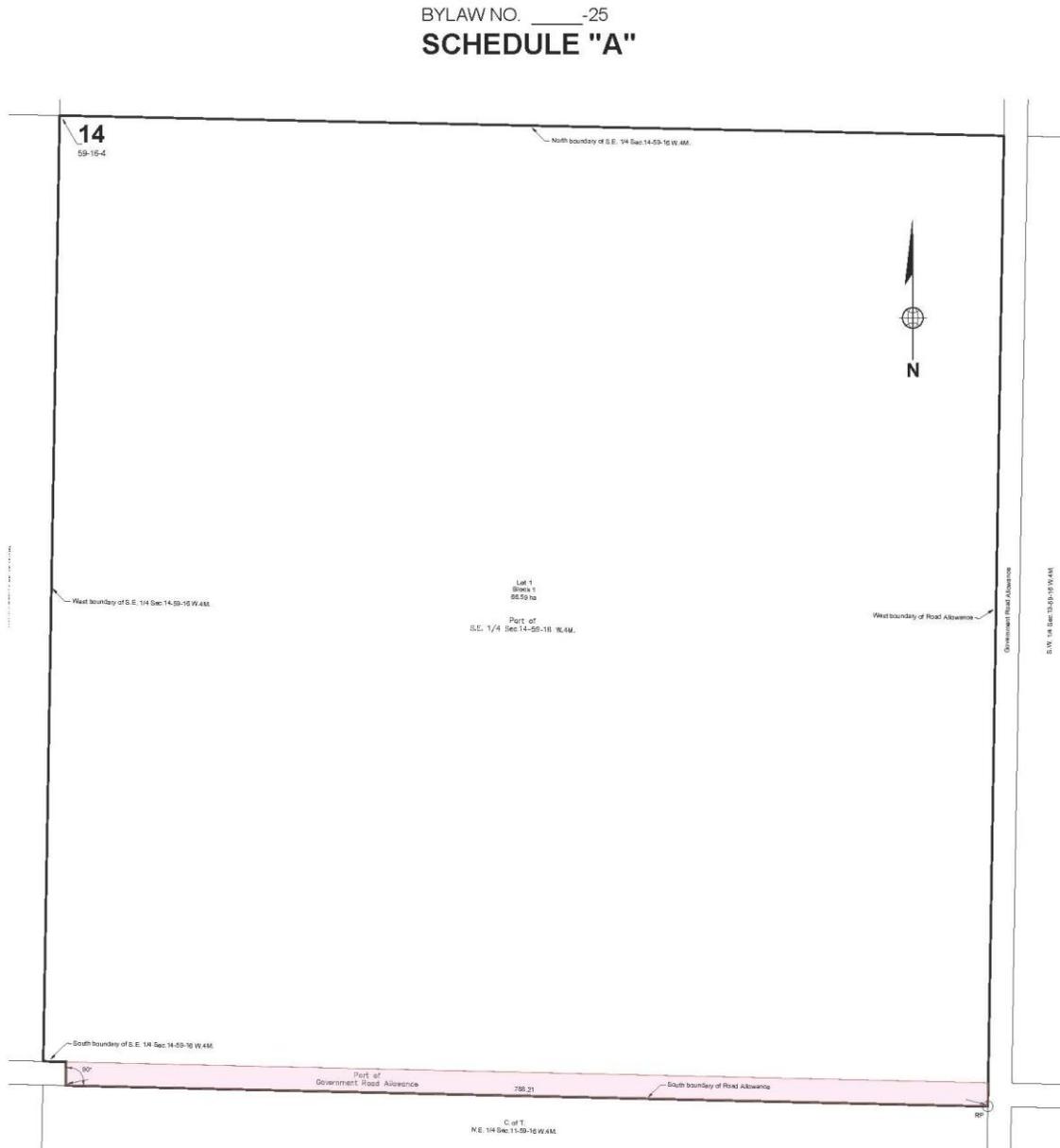
Seal

Chief Administrative Officer

Bylaw 1496-26: Road Closure – Undeveloped Government Road Allowance; SE-14-59-16-W4M

SCHEDULE "A"
BYLAW NO. 1496-26

Land Subject to Road Closure:



Land Subject to Road Closure
shown in red and contains
1.59 ha
3.9 ac



Public Hearing Bylaw No. 1496-26
Public Hearing Date: February 26, 2026
Public Hearing Time: 1:00 p.m.

RELEVANT LEGISLATION

ROAD CLOSURES

Municipal Government Act, R.S.A. 2000

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

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

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

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

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

PUBLIC HEARINGS

Municipal Government Act, R.S.A. 2000

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

(a) before second reading of the bylaw, or

(b) before council votes on the resolution.

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

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

(4) In the public hearing, council

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

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

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

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

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

REQUIREMENTS FOR ADVERTISING

Municipal Government Act, R.S.A. 2000

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

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

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

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

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

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

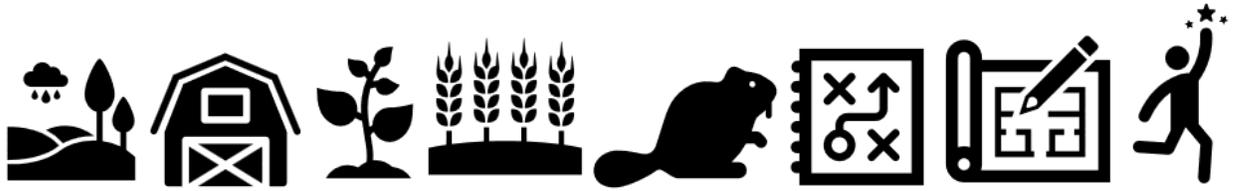
(6) A notice must contain

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

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

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

Smoky Lake County
NOTICE – PUBLIC HEARING
on Proposed Bylaw #1496-26



TAKE NOTICE THAT in accordance with the *Municipal Government Act*, the Council of Smoky Lake County is giving consideration of Bylaw #1496-26: A Bylaw to close and dispose of portions of Government Road Allowance.

A Statutory Public Hearing will be held in relation to Bylaw 1496-26, both in-person *and* via videoconference on Thursday, February 26, 2026, at 1:00 p.m. (or as soon as practical thereafter) at: Smoky Lake County Council Chambers, 4612 McDougall Drive, Smoky Lake, AB T0A 3C0 or online: <https://video.businessconnect.telus.com/join/219324220> Meeting ID: 219324220 or via phone: 1-844-511-2074

In-person Speakers:

If you intend on participating in person, you are encouraged to pre-register for the Public Hearing by contacting Chyenne Shaw at 780-656-3730.

Speakers participating through Telus Business Connect videoconference:

If you wish to speak at the Public Hearing via videoconference, you are asked to register **24 hours prior** to the opening of the Public Hearing by contacting Chyenne Shaw at 780-656-3730. This is to ensure that virtual participants receive instructions to access the videoconference.

Requirements for all Speakers:

All speakers will be given a 10-minute time limit and are encouraged to provide a written copy of their submission in advance of the Public Hearing.

Written Submissions:

All interested parties are encouraged to express their views by providing a written submission to Legislative Services by email at cshaw@smokylakecounty.ab.ca.

Persons wishing to view the Bylaw and/or the Public Hearing are invited to attend in person or view the Meeting at the County website at <http://www.smokylakecounty.ab.ca> or view the Bylaw <https://www.smokylakecounty.ab.ca/notices>

Questions? Contact:

Jordan Ruegg Director of Planning and Community Services,
Smoky Lake County at 780-650-5207 /
jruegg@smokylakecounty.ab.ca

Freedom of Information and Protection of Privacy Act: By submitting comments on this bylaw, either orally or in writing, the personal information you provide may be recorded in the minutes of the Public Hearing, or otherwise made public. This information is collected in line with section 33(c) of the Freedom of Information and Protection of Privacy Act. If you have any questions, please contact the Smoky Lake County Access and Privacy Officer at 4612 McDougall Drive Box 310, Smoky Lake, AB T0A 3C0, 780-656-3730, or county@smokylakecounty.ab.ca.





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 15, 2026

File No. Road Closure RC-034

ALTA LINK
26315 TWP RD 531A
ACHESON, AB T7X 5A3
Email: 3rdpartyrequests@altalink.ca

Sent Via: E-Mail

RE: Proposed Closure and Transfer of Undeveloped Government Road Allowance

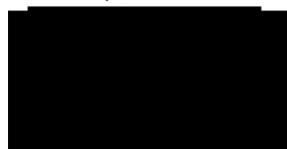
On behalf of Smoky Lake County, this letter serves as a notification that Smoky Lake County intends to close and transfer a portion of an undeveloped government road allowance, located directly south of the lands legally described as SE-14-59-16-W4M.

Attached is a copy of proposed Smoky Lake County Bylaw No. 1496-25 and an aerial photograph/sketch showing the above noted closure for reference. Please advise whether you have any objections to the proposed closure and/or whether you require an easement to be granted for the proposed closure area. Please email your reply to the undersigned no later than **February 13, 2026**.

If your agency has no objections to the foregoing, and if your agency does not require an easement across the proposed closure area, would you kindly indicate your acceptance by signing this letter in the space provided below and return it to our office. If you require an easement/right-of-way to be registered, please provide any necessary documentation in your response to this letter.

If you have any questions or concerns or require further information, please do not hesitate to contact the undersigned at 780-650-5207 or by email at jruegg@smokylakecounty.ab.ca. I appreciate your earliest response in this regard.

Sincerely,



Jordan Ruegg

Planning and Development Manager, Smoky Lake County
4612 - McDougall Drive, PO Box 310
Smoky Lake, Alberta T0A 3C0
e: jruegg@smokylakecounty.ab.ca
p: (780) 656-3730 / c: (780) 650-5207
w: <http://www.smokylakecounty.ab.ca/>

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

Encl: Bylaw No. 1496-25
Aerial photograph/sketch of proposed closure area

I, _____, an authorized representative of AltaLink, hereby acknowledge that AltaLink has no objections to the proposed road closure Bylaw No. 1496-25.

SIGNATURE

DATE



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 15, 2026

File No. Road Closure RC-034

APEX UTILITIES INC.
5509-45TH STREET
LEDUC, AB
T9E 6T6
Email: thirdpartyrequests@apexutilities.ca

Sent Via: E-Mail

RE: Proposed Closure and Transfer of Undeveloped Government Road Allowance

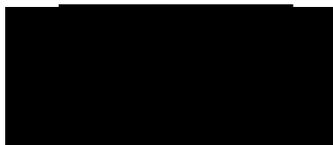
On behalf of Smoky Lake County, this letter serves as a notification that Smoky Lake County intends to close and transfer a portion of an undeveloped government road allowance, located directly south of the lands legally described as SE-14-59-16-W4M.

Attached is a copy of proposed Smoky Lake County Bylaw No. 1496-25 and an aerial photograph/sketch showing the above noted closure for reference. Please advise whether you have any objections to the proposed closure and/or whether you require an easement to be granted for the proposed closure area. Please email your reply to the undersigned no later than **February 13, 2026**.

If your agency has no objections to the foregoing, and if your agency does not require an easement across the proposed closure area, would you kindly indicate your acceptance by signing this letter in the space provided below and return it to our office. If you require an easement/right-of-way to be registered, please provide any necessary documentation in your response to this letter.

If you have any questions or concerns or require further information, please do not hesitate to contact the undersigned at 780-650-5207 or by email at jruegg@smokylakecounty.ab.ca. I appreciate your earliest response in this regard.

Sincerely,





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 15, 2026

File No. Road Closure RC-034

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

Sent Via: E-Mail

RE: Proposed Closure and Transfer of Undeveloped Government Road Allowance

On behalf of Smoky Lake County, this letter serves as a notification that Smoky Lake County intends to close and transfer a portion of an undeveloped government road allowance, located directly south of the lands legally described as SE-14-59-16-W4M.

Attached is a copy of proposed Smoky Lake County Bylaw No. 1496-25 and an aerial photograph/sketch showing the above noted closure for reference. Please advise whether you have any objections to the proposed closure and/or whether you require an easement to be granted for the proposed closure area. Please email your reply to the undersigned no later than **February 13, 2026**.

If your agency has no objections to the foregoing, and if your agency does not require an easement across the proposed closure area, would you kindly indicate your acceptance by signing this letter in the space provided below and return it to our office. If you require an easement/right-of-way to be registered, please provide any necessary documentation in your response to this letter.

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

Sincerely,

Bylaw 14__-25: Road Closure – Undeveloped Government Road Allowance; SE-14-59-16-W4M

Received First Reading this _____ day of _____, 20**26**

Reeve

Seal

Chief Administrative Officer

APPROVED this _____ day of _____, 20__

Approval valid for _____ months

Minister of Transportation

Seal

Received Second Reading this _____ day of _____, 20__

Received Third Reading this _____ day of _____, 20__

Reeve

Seal

Chief Administrative Officer



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 15, 2026

File No. Road Closure RC-034

ATCO GAS AND PIPELINES
14TH FLOOR ACE, 10035 – 105 STREET
EDMONTON, AB T5J 1C8
ATT. LAND ADMINISTRATION
Email: land.admin@atco.com

Sent Via: E-Mail

RE: Proposed Closure and Transfer of Undeveloped Government Road Allowance

On behalf of Smoky Lake County, this letter serves as a notification that Smoky Lake County intends to close and transfer a portion of an undeveloped government road allowance, located directly south of the lands legally described as SE-14-59-16-W4M.

Attached is a copy of proposed Smoky Lake County Bylaw No. 1496-25 and an aerial photograph/sketch showing the above noted closure for reference. Please advise whether you have any objections to the proposed closure and/or whether you require an easement to be granted for the proposed closure area. Please email your reply to the undersigned no later than **February 13, 2026**.

If your agency has no objections to the foregoing, and if your agency does not require an easement across the proposed closure area, would you kindly indicate your acceptance by signing this letter in the space provided below and return it to our office. If you require an easement/right-of-way to be registered, please provide any necessary documentation in your response to this letter.

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

Sincerely,



Jordan Ruegg

Planning and Development Manager, Smoky Lake County
4612 - McDougall Drive, PO Box 310
Smoky Lake, Alberta T0A 3C0
e: jruegg@smokylakecounty.ab.ca
p: (780) 656-3730 / c: (780) 650-5207
w: <http://www.smokylakecounty.ab.ca/>

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

Encl: Bylaw No. 1496-25
Aerial photograph/sketch of proposed closure area

I, _____, an authorized representative of ATCO Gas and Pipelines, hereby acknowledge that ATCO Gas and Pipelines has no objections to the proposed road closure Bylaw No. 1496-25.

SIGNATURE

DATE



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 15, 2026

File No. Road Closure RC-034

CANADIAN NATURAL RESOURCES
SUITE 2400, 855-2ND STREET SW
CALGARY, AB
T2P 4J8
ATTN: PATRICK CALDWELL
Email: patrick.caldwell@cnrl.com

Sent Via: E-Mail

RE: Proposed Closure and Transfer of Undeveloped Government Road Allowance

On behalf of Smoky Lake County, this letter serves as a notification that Smoky Lake County intends to close and transfer a portion of an undeveloped government road allowance, located directly south of the lands legally described as SE-14-59-16-W4M.

Attached is a copy of proposed Smoky Lake County Bylaw No. 1489-25 and an aerial photograph/sketch showing the above noted closure for reference. Please advise whether you have any objections to the proposed closure and/or whether you require an easement to be granted for the proposed closure area. Please email your reply to the undersigned no later than **February 13, 2026**.

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

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

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

Sincerely,



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 15, 2026

File No. Road Closure RC-034

ALBERTA ENVIRONMENT AND PROTECTED AREAS

Email: PLDM-Inquiries@gov.ab.ca

Sent Via: E-Mail

RE: Proposed Closure and Transfer of Undeveloped Government Road Allowance

On behalf of Smoky Lake County, this letter serves as a notification that Smoky Lake County intends to close and transfer a portion of an undeveloped government road allowance, located directly south of the lands legally described as SE-14-59-16-W4M.

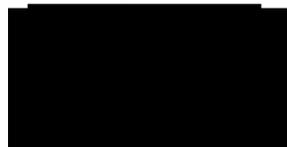
Attached is a copy of proposed Smoky Lake County Bylaw No. 1489-25 and an aerial photograph/sketch showing the above noted closure for reference. Please advise whether you have any objections to the proposed closure and/or whether you require an easement to be granted for the proposed closure area. Please email your reply to the undersigned no later than **February 13, 2026**.

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

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

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

Sincerely,



Jordan Ruegg

Director of Planning and Community Services, Smoky Lake County
4612 - McDougall Drive, PO Box 310

Smoky Lake, Alberta T0A 3C0
e: jruegg@smokylakecounty.ab.ca
p: (780) 656-3730 / c: (780) 650-5207
w: <http://www.smokylakecounty.ab.ca/>

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

Encl: Bylaw No. 1489-25
Aerial photograph/sketch of proposed closure area

I, _____, an authorized representative of Alberta Environment and Protected Areas, hereby acknowledge that Alberta Environment and Protected Areas has no objections to the proposed road closure Bylaw No. 1496-25.

SIGNATURE

DATE



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 15, 2026

File No. Road Closure RC-034

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

Sent Via: E-Mail

RE: Proposed Closure and Transfer of Undeveloped Government Road Allowance

On behalf of Smoky Lake County, this letter serves as a notification that Smoky Lake County intends to close and transfer a portion of an undeveloped government road allowance, located directly south of SE-14-59-16-W4M.

Attached is a copy of proposed Smoky Lake County Bylaw No. 1489-25 and an aerial photograph/sketch showing the above noted closure for reference. Please advise whether you have any objections to the proposed closure and/or whether you require an easement to be granted for the proposed closure area. Please email your reply to the undersigned no later than **February 13, 2026**.

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

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

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

Sincerely,



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 15, 2026

File No. Road Closure RC-034

ALTA LINK
26315 TWP RD 531A
ACHESON, AB T7X 5A3
Email: 3rdpartyrequests@altalink.ca

Sent Via: E-Mail

RE: Proposed Closure and Transfer of Undeveloped Government Road Allowance

On behalf of Smoky Lake County, this letter serves as a notification that Smoky Lake County intends to close and transfer a portion of an undeveloped government road allowance, located directly south of the lands legally described as SE-14-59-16-W4M.

Attached is a copy of proposed Smoky Lake County Bylaw No. 1496-25 and an aerial photograph/sketch showing the above noted closure for reference. Please advise whether you have any objections to the proposed closure and/or whether you require an easement to be granted for the proposed closure area. Please email your reply to the undersigned no later than **February 13, 2026**.

If your agency has no objections to the foregoing, and if your agency does not require an easement across the proposed closure area, would you kindly indicate your acceptance by signing this letter in the space provided below and return it to our office. If you require an easement/right-of-way to be registered, please provide any necessary documentation in your response to this letter.

If you have any questions or concerns or require further information, please do not hesitate to contact the undersigned at 780-650-5207 or by email at jruegg@smokylakecounty.ab.ca. I appreciate your earliest response in this regard.

Sincerely,

A large black rectangular redaction box covers the signature area, obscuring the name and any handwritten notes.

Jordan Ruegg

Planning and Development Manager, Smoky Lake County

4612 - McDougall Drive, PO Box 310

Smoky Lake, Alberta T0A 3C0

e: jruegg@smokylakecounty.ab.ca

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

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

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

Encl: Bylaw No. 1496-25
Aerial photograph/sketch of proposed closure area

I, _____, an authorized representative of AltaLink, hereby acknowledge that AltaLink has no objections to the proposed road closure Bylaw No. 1496-25.

SIGNATURE

DATE



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 15, 2026

File No. Road Closure RC-034

APEX UTILITIES INC.
5509-45TH STREET
LEDUC, AB
T9E 6T6
Email: thirdpartyrequests@apexutilities.ca

Sent Via: E-Mail

RE: Proposed Closure and Transfer of Undeveloped Government Road Allowance

On behalf of Smoky Lake County, this letter serves as a notification that Smoky Lake County intends to close and transfer a portion of an undeveloped government road allowance, located directly south of the lands legally described as SE-14-59-16-W4M.

Attached is a copy of proposed Smoky Lake County Bylaw No. 1496-25 and an aerial photograph/sketch showing the above noted closure for reference. Please advise whether you have any objections to the proposed closure and/or whether you require an easement to be granted for the proposed closure area. Please email your reply to the undersigned no later than **February 13, 2026**.

If your agency has no objections to the foregoing, and if your agency does not require an easement across the proposed closure area, would you kindly indicate your acceptance by signing this letter in the space provided below and return it to our office. If you require an easement/right-of-way to be registered, please provide any necessary documentation in your response to this letter.

If you have any questions or concerns or require further information, please do not hesitate to contact the undersigned at 780-650-5207 or by email at jruegg@smokylakecounty.ab.ca. I appreciate your earliest response in this regard.

Sincerely,

A large black rectangular redaction box covers the signature area of the letter.

Jordan Ruegg

From: Third Party Requests <thirdpartyrequests@apexutilities.ca>
Sent: January 16, 2026 9:05 AM
To: Jordan Ruegg
Subject: RE: Proposed Road Closure - Undeveloped Government Road Allowance Adjacent SE-14-59-16-W4M
Attachments: Letter_Dated_January_15_2026_to_Apex_Utilities.pdf

Hello,

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

Thank you,

Land Services
APEX Utilities Inc.

From: Jordan Ruegg <jruegg@smokylakecounty.ab.ca>
Sent: Thursday, January 15, 2026 1:39 PM
To: Third Party Requests <thirdpartyrequests@apexutilities.ca>
Subject: Proposed Road Closure - Undeveloped Government Road Allowance Adjacent SE-14-59-16-W4M

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

Good afternoon.

Smoky Lake County proposes to close a portion of undeveloped government road allowance located adjacent to the lands legally described as SE-14-59-16-W4M. Please see the attached letter for more information.

Please let me know if you have any questions.

Thanks,



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

ᑭᓴᑭᓱᓱ ᓴᑭᓴᓱᓱ (kaskapatau sakahigan) / Димних Озеро (Дымных Озеро) / Lac qui Fume / Smoky Lake
Located on Treaty 6 Territory and Homeland of the Métis Nation

Attachment #4 - Referrals Sent and Responses Received - Page 21 of 33

This communication is for use by the intended recipient and contains information that may be privileged, confidential or copyrighted under applicable law. If you are not the intended recipient, you are hereby formally notified that any use, copying or distribution of this e-mail, in whole or in part, is strictly prohibited. Please notify the sender by return e-mail and delete this e-mail from your system.

Studies show that trees live longer when they are not cut down. Please do not print this email

Jordan Ruegg

From: @ Electric Land Inquiries <LandInquiries@atcoelectric.com>
Sent: January 29, 2026 8:04 AM
To: [REDACTED]
Cc: Jordan Ruegg
Subject: RE: INQ-2026-0006 Proposed Road Closure - Undeveloped Government Road Allowance Adjacent SE-14-59-16-W4M

Hi Dwayne,

Previous agreement with Alberta Transportation would not include the new plan number but one for just this new title for the road closure. Here is an example of one from this last year supplied by land titles with the plan attached above.

ADJACENT TO SE-21-108-13-W5M, SW-22-108-13-W5M, 1.33 HA OF ROAD ALLOWANCE,
LYING WITHIN PLAN _____, **AREA "A"**
EXCEPTING THEREOUT ALL MINES AND MINERALS, AS SHOWN IN SCHEDULE "A"

Thank you

Rita Klasson

Senior Land Administrator, Land Administration
ATCO Electric

T. 780 508-4688

A. 10TH Floor AC, 10035 – 105 Street, Edmonton AB T5J 1C8



ATCO.com [LinkedIn](#) [Facebook](#) [Instagram](#) [X](#)

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

From: [REDACTED]
Sent: Wednesday, January 28, 2026 2:42 PM
To: @ Electric Land Inquiries <LandInquiries@atcoelectric.com>
Cc: jruegg@smokylakecounty.ab.ca
Subject: RE: INQ-2026-0006 Proposed Road Closure - Undeveloped Government Road Allowance Adjacent SE-14-59-16-W4M

Hi Rita,

You're correct, my wording would end up creating a blanket easement on the entire (expanded) parcel. If your powerline is just within the road allowance, I wonder if we can use a meets & bounds description such as...

ALL THAT PORTION OF LOT 1 BLOCK 1 PLAN 262 _____ LYING WITHIN THE FORMER ROAD ALLOWANCE BETWEEN 4;16;59;11;NE AND 4;16;59;14;SE, CONTAINING 1.59 HECTARES (3.9 ACRES) MORE OR LESS AND SHOWN ON SCHEDULE A FOR CLAIRITY.

or

THE SOUTHERNMOST 20.12 METRES (66 FEET) IN PERPENDICULAT WIDTH THROUGHOUT OF LOT 1 BLOCK 1 PLAN 262 _____, CONTAINING 1.59 HECTARES (3.9 ACRES) MORE OR LESS AND SHOWN ON SCHEDULE A FOR CLAIRITY.

Apologies, as I'm not super creative with M&B descriptions! You might have one in mind that would work better. I can easily prepare a Schedule showing the subject area.

Cheers, Dwayne

Dwayne Edmundson, A.L.S.

On-Site Surveys inc.

780-293-1870

From: @ Electric Land Inquiries <LandInquiries@atcoelectric.com>

Sent: January 28, 2026 1:15 PM

To: dwayne@onsitesurveys.ca

Cc: jruegg@smokylakecounty.ab.ca

Subject: INQ-2026-0006 Proposed Road Closure - Undeveloped Government Road Allowance Adjacent SE-14-59-16-W4M

Hi Dwayne,

Just want to clarify this. Historically land titles creates a new title for just the road and then it is combined with the other title. With the wording you have it would make a blanket easement on the whole title for our powerline. Most landowners do not want that.

Thank you

Rita Klasson

Senior Land Administrator, Land Administration

ATCO Electric

T. 780 508-4688

A. 10TH Floor AC, 10035 – 105 Street, Edmonton AB T5J 1C8



ATCO.com [LinkedIn](#) [Facebook](#) [Instagram](#) [X](#)

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

From: [REDACTED]

Sent: Thursday, January 15, 2026 2:31 PM

To: 'Jordan Ruegg' <jruegg@smokylakecounty.ab.ca>; @ Electric Land Inquiries <LandInquiries@atcoelectric.com>

Cc: Rahn, Miikael <miikael.rah@atco.com>

Located on Treaty 6 Territory and Homeland of the Métis Nation

This communication is for use by the intended recipient and contains information that may be privileged, confidential or copyrighted under applicable law. If you are not the intended recipient, you are hereby formally notified that any use, copying or distribution of this e-mail, in whole or in part, is strictly prohibited. Please notify the sender by return e-mail and delete this e-mail from your system.
Studies show that trees live longer when they are not cut down. Please do not print this email

Jordan Ruegg

From: Gas Land Department <land.admin@atco.com>
Sent: January 20, 2026 10:05 AM
To: Jordan Ruegg
Subject: ATCO Distribution _ ATCO Transmission 4916 RESPONSE RE: Proposed Road Closure - Undeveloped Government Road Allowance Adjacent SE-14-59-16-W4M

ATCO Distribution and ATCO Transmission wish to confirm we have no objection as we have no pipelines in the proposed area.

Thank you for allowing ATCO to review your proposal and provide feedback.

Eileen Fecho CONTRACTOR

Administrative Coordinator | Land | Gas Transmission
ATCO Pipelines & Liquids Global Business Unit

E: fecho.eileen@atco.com

A: 14th Floor ACE, 10035-105 St NW, Edmonton AB Canada T5J 1C8



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

From: Jordan Ruegg <jruegg@smokylakecounty.ab.ca>
Sent: Thursday, January 15, 2026 1:40 PM
To: Gas Land Department <land.admin@atco.com>
Subject: Proposed Road Closure - Undeveloped Government Road Allowance Adjacent SE-14-59-16-W4M

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

CAUTION: This email originated outside of ATCO. Do not click links or open attachments unless you trust the sender and know the content is safe. Immediately report suspicious emails using the **Phish Alert Report button**.

Good afternoon.

Smoky Lake County proposes to close a portion of undeveloped government road allowance located adjacent to the lands legally described as SE-14-59-16-W4M. Please see the attached letter for more information.

Please let me know if you have any questions.

Thanks,



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 15, 2026

File No. Road Closure RC-034

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

Sent Via: E-Mail

RE: Proposed Closure and Transfer of Undeveloped Government Road Allowance

On behalf of Smoky Lake County, this letter serves as a notification that Smoky Lake County intends to close and transfer a portion of an undeveloped government road allowance, located directly south of SE-14-59-16-W4M.

Attached is a copy of proposed Smoky Lake County Bylaw No. 1489-25 and an aerial photograph/sketch showing the above noted closure for reference. Please advise whether you have any objections to the proposed closure and/or whether you require an easement to be granted for the proposed closure area. Please email your reply to the undersigned no later than **February 13, 2026**.

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

Acknowledged and agreed to the 15th day of January, 2026.

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

Sincerely,

Jordan Ruegg

From: circulations . <circulations@telus.com>
Sent: January 30, 2026 10:07 AM
To: Jordan Ruegg
Subject: Fwd: Proposed Road Closure - Undeveloped Government Road Allowance Adjacent SE-14-59-16-W4M - REVISED

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

Good Day,

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

Please send all future circulations to circulations@telus.com

Regards,

Jaylene Perkins (She/Her/Hers)

Real Estate Specialist | TELUS Land Solutions Team

Customer Network Planning (CNP)

18811 107 Avenue NW, Edmonton, AB T5S 2L9

circulations@telus.com

I respectfully acknowledge that I have the privilege of residing and working on Treaty 6 Territory and the traditional meeting grounds, gathering place and traveling route to the Cree, Saulteaux [SO-TO], Blackfoot, Métis, Dene and Nakota Sioux peoples. I acknowledge all of the First nations, Métis and Inuit whose footsteps have marked these lands for centuries

TELUS Friendly Future Foundation

friendlyfuture.com [Follow our CEO](#) [Instagram](#) [LinkedIn](#) [YouTube](#) [X](#) [Facebook](#)

With your support, TELUS Friendly Future Foundation is connecting youth to a world of opportunities
friendlyfuture.com

This email, including any attachments, is for the sole use of the intended recipient and may contain confidential information. If you are not the intended recipient, please notify us immediately and destroy this email and any copies.

On Thu, Jan 15, 2026 at 2:25 PM rightofway A B <rightofwayab@telus.com> wrote:

TELUS Land Solutions Team

Customer Network Planning (CNP)

rightofwayAB@telus.com

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

From: **Jordan Ruegg** <jruegg@smokylakecounty.ab.ca>

Date: Thu, Jan 15, 2026 at 2:23 PM

Subject: Proposed Road Closure - Undeveloped Government Road Allowance Adjacent SE-14-59-16-W4M - REVISED

To: rightofwayAB@telus.com <rightofwayab@telus.com>

Good afternoon.

Please disregard the previous email sent regarding this proposed road closure. The letter attached to that email referenced the incorrect legal land location. Please see the attached REVISED letter which contains the correct legal land description.

Please let me know if you have any questions.

Thank you,



Jordan Ruegg, B.A., MPlan

Director of Planning and Community Services

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

c:780-650-5207

4612 - McDougall Drive, PO Box 310



Request for Decision (RFD)

Meeting Date: Thursday, February 26, 2026

Agenda Item: # 8.1

Topic: Annual Safety Meeting

Presented By: Jasmine Schaub, Health and Safety Coordinator, DDEM

Recommendation:

That Smoky Lake County Council approve to close the Admin Office and Public Works Shop on Thursday April 2, 2026, to accommodate the attendance of all employees at the Annual Safety Meeting.

Background:

The Annual Safety Meeting for all staff is held yearly, with one exception during the pandemic. Each year, Council allows the County Offices to be closed during this day to permit all County employees to attend. The event serves as a proactive initiative to engage employees, provide safety training, and highlight key health and safety protocols. The event includes safety demonstrations, guest speakers, training sessions, and interactive activities to enhance workplace safety awareness.

Benefits:

The Annual Safety Meeting improves overall safety awareness and compliance among employees. It plays a key role in reducing workplace incidents by equipping staff with the knowledge and skills to recognize and mitigate risks. Employees benefit from up-to-date training on safety regulations and best practices, ensuring they remain informed and prepared. Additionally, the event promotes a culture of safety and responsibility, reinforcing the County's commitment to a safe working environment.

Disadvantages:

Temporary operational disruptions as employees participate in training sessions.

Alternatives:

Council could choose an alternate date.

Financial Implications:

These costs have been included in the 2026 Safety Budget, and any extra expenses may be covered by the COR Certification rebate we receive from WCB.

Legislation:

Alberta Occupational Health and Safety Act Part 1, Sections 3-7.

Intergovernmental:

Alberta Municipal Health and Safety Association's (AMHSA) Certificate of Recognition (COR) Program.

Strategic Alignment:

Education



Request for Decision (RFD)

Enclosure(s):

N/A

Signature of the CAO:





Request for Decision (RFD)

Meeting Date: Thursday, February 26, 2026

Agenda Item: # 8.2

Topic: Policy 08-27 Community Hall Grant Program

Presented By: Brenda Adamson, Finance Manager

Recommendation:

That Smoky Lake County Council approve Policy 08-27-01 Community Hall Grant Program.

On December 18, 2025, Council gave Administration direction to budget \$14,000 for grants for community halls and to develop a policy for recommendation. The draft policy was presented on February 5, 2026 for discussion.

Upon review of the list of community halls that were provided in December, one hall will not qualify under the proposed grant as it is not a volunteer operated hall (Metis Cultural Center). The Thirteen remaining halls that would qualify are:

- ✓ St. John's Greek Catholic Orth
- ✓ Sprucefield Hall
- ✓ Spedden Uk Orthodox Hall
- ✓ Bellis Ukrainian Rec.& Cultura
- ✓ Quite Nook Community Hall
- ✓ Warspite Community Hall
- ✓ Old Stry Hall
- ✓ White Earth Community Hall
- ✓ Stry75th Anniversary Hall
- ✓ St. Elra's Russo Greek Orthodox Hall
- ✓ Barich Highland Community Hall
- ✓ Dickie Bush Hall
- ✓ St. Pokrova Orthodox Hall

The application is a simple form used to ensure that we have current contact information and require recent financial statements.

Benefits:

- ✓ Simple for volunteers to apply.

Disadvantages:

- ✓ \$14,000 addition to budget

Alternatives:

- ✓ The grant amount can be changed.
- ✓ A system to rate need and then provide different amounts of funds can be established.



Request for Decision (RFD)

- ✓ Tighter rules for organizations to qualify can be established (e.g. religious organizations vs non)

Financial Implications:

\$14,000 has been added to the proposed final budget. This can be decreased to \$13,000 based on the current list of halls.

Legislation:

Intergovernmental: NA

Strategic Alignment: NA

Enclosure(s):

- Policy 08-27-01 Community Hall Grant Program.

Signature of the CAO: _____





Smoky Lake County Policy

Title: Community Hall Grant Program	<u>Policy #</u>	<u>Version</u>
Category: Financial Services (FIN)	08-27	01

LEGISLATIVE REFERENCE:

PURPOSE:

This policy establishes the Community Hall Grant Funding Program by outlining the application requirements and process to receive up to \$1,000.00 grant towards the Community Hall's operating costs.

STATEMENT:

Smoky Lake County recognizes the valuable contributions made by volunteer organizations that provide public social gathering places to the community and is committed to supporting these organizations. The County Council recognizes that increased insurance, utility, and other operating costs have created onerous challenges for volunteer organizations.

DEFINITIONS:

For the purposes of this policy:

- 1 "Active Community Organization" is a volunteer organization that manages or owns a community hall. To be considered active, the organization must have current property and/or liability insurance
- 2 "Applicant" means an association, organization or society that meets the criteria outlined within this policy.
- 3 "Community Hall" means that the use of land and building are for community activities and not used for commercial purposes.
- 4 "Public-use Community Facilities" means facilities with public access.

GRANT:

1. Eligibility

- 1.1. The Community Hall must be located in Smoky Lake County.
- 1.2. The Community Hall must be operated by an active community organization.
- 1.3. The Community Hall must be a Public-use Community Facility

2. Program Funding

- 2.1 Eligible Community Hall Organizations may request funding to a maximum of \$1,000 per year to assist with insurance and utility costs by submitting the Application form (Appendix A).



2.1.1 The Applicant must submit their most recent financial statement with the application

2.2 Applications are considered on a first come, first served basis as funds remain within the budget year.

	<u>Date</u>	<u>Council Resolution #</u>	<u>Version</u>
Adopted			01
Amended			
Reviewed			



APPENDIX A Community Hall Funding Application

Legal Name of Organization.	
Societies Act Number (if applicable)	
Hall Physical Location	
Organization Mailing Adress	
Contact Person	
Contact Phone #	
Contact Email Adress	
Purpose of the Organization (Describe the Organization's Purpose)	

Attach an approved copy of the most recent financial statement.

Signature

Name

Date



Request for Decision (RFD)

Meeting Date: Thursday, February 26, 2026

Agenda Item: # 8.3

Topic: Grazing School for Women Sponsorship

Presented By: Agriculture Department

Recommendation:

That Smoky Lake County council approve a sponsorship contribution of \$500 to the 2026 Grazing School for Women.

Background:

The Original Grazing School for Women is an annual educational event held in Northeast Alberta. The event promotes sustainable agriculture, long-term livestock management strategies, environmental education, and networking opportunities for women involved in agriculture.

The Grazing School for Women is a partnership between several municipalities and organizations, including Smoky Lake County. Smoky Lake County has offered to host the 2026 event, and planning is currently underway. The Committee has requested sponsorship support to assist with hosting the event. Sponsors receive recognition in event advertising materials, registration packages, and proceedings

Benefits:

As Smoky Lake County is hosting the 2026 event, providing sponsorship support demonstrates commitment to agricultural education and community engagement.

Disadvantages:

None.

Alternatives:

Sponsor all the Smoky Lake County attendees instead. The price has not been set yet, but it's typically approximately \$40/participant.

Financial Implications:

\$500 from the ASB Extension budget.

Legislation: NA

Intergovernmental: NA

Strategic Alignment: NA

Enclosure(s):



Request for Decision (RFD)

GSFW 2026 Sponsorship Request

Signature of the CAO: _____



Grazing School for Women

5203 51st Ave
Bonnyville, AB
T9N 2A8



January 30th, 2026

RE: Sponsorship for the 2026 Grazing School for Women Workshops

To Whom it May Concern,

The Original Grazing School for Women is an annual event held in Northeast Alberta. This event attracts women of all ages and backgrounds from rural Alberta. We promote sustainable agriculture, long-term livestock management strategies, environmental education, and networking with like-minded women. Thanks to our dedicated sponsors and attendees the Original Grazing School for Women has been a very successful event over the past 24 years.

The Original Grazing School for Women is a partnership between, County of Two Hills, County of St. Paul, Cows and Fish, Lac La Biche County, Lakeland Applied Research Association (LARA), Lamont County, M.D. of Bonnyville, M.D. of Provost, and Smoky Lake County.

The County of Smoky Lake has offered to be our gracious host in 2026, and planning is well underway. Our committee is dedicated to delivering an exceptional learning experience featuring presentations on technological advancements such as drones, funding opportunities for producers, and grazing management strategies. Stay tuned for details on our Facebook page, The Original Grazing School for Women, and your respective M.D.'s and Counties social media for updates on the event.

To continue to host a memorable and educational event for our farming ladies, our committee is seeking out sponsorship. The committee will work with sponsors to ensure the dollars provided are directed at areas that best fit the sponsors' needs. As a sponsor, you will receive recognition in all materials published for the event, including advertising materials, registration packages, and proceedings.

Sincerely,
Grazing School for Women Committee



Request for Decision (RFD)

Meeting Date: Thursday, February 26, 2026

Agenda Item: # 8.4

Topic: ASB Extension Events 2026

Presented By: Agricultural Services Department

Recommendation:

Further direction will be based on Board's discussion on potential event ideas.

Background:

The Agriculture Services Department made the following recommending motion at the February 3rd, 2026 ASB meeting.

The Smoky Lake County Agricultural Service Board recommends that the following educational workshops and extension events be incorporated into the ASB Extension Program for 2026:

- **Bumble Bee Box Workshop**
- **Precision Ranching Workshop and Ag Drone School Landview Drones**
- **Welding for Producers Partner with Portage College**
- **Garden Planning, No Till Gardening, Weed Free/Drought Resistant Gardening**
- **Equine Education Workshop**

The current extension grants funding available is \$15,000. Event offerings can vary year to year based on agricultural trends, emerging issues, and community needs.

Bumble Bee Box Workshop (full day)

Cost: ~\$3,000

The Alberta Native Bee Council offers a Bumble bee box building workshop. A workshop like this would align with the environmental portion of the grant requirements from AGI. Below is the summary of what this workshop entails.

Bumble bees are among the most recognizable native bees in Alberta, and our project aims to raise awareness while contributing data to understand their populations. Participants in our workshops construct bumble bee nesting boxes to place on their properties. These boxes serve not only as habitat for bees but also as monitoring stations, as participants are encouraged to report annually on box occupancy and this data is used for research as part of our Bee Box Monitoring Program to better understand bumble bee populations and nesting preferences.

The whole workshop takes 2.5-3 hours and includes a comprehensive 45-minute presentation on bumble bees, their ecological role, and the importance of citizen science. We provide all necessary materials to build 30 bumble bee nesting boxes, along with informative handouts on proper box placement and maintenance, as well as bumble bee guides. While we supply everything else, participants are required to bring their own power drills as we have a limited supply. I always encourage people to bring their own safety goggles if they have them (we do



Request for Decision (RFD)

have enough though) and work gloves if they want to use them. The session is designed for up to 30 participants and costs \$2,250 plus mileage based on the standard Government of Alberta rate of \$0.55 per km. We have employees based out of Edmonton so you can estimate mileage cost based on either of those distances.'

Landview Drones Workshops:

Live drone demonstration, Landview has a demo trailer with a large 65" outdoor screen:

Drones as Everyday Ranch Tool

Cost: ~\$970

Drones remain one of the most practical and versatile tools on the ranch. This session explores how producers can use drones' year-round—from checking watering systems and monitoring feeding activity to locating animals with thermal cameras. Markus Weber from LandView Drones will share many examples of creative ways that drones provide value on a farm. He'll also introduce emerging opportunities such as brush control and targeted spraying, highlighting both the potential and current regulatory limits of these applications. And most importantly – the session will include LIVE demonstration of multispectral mapping, thermal and zoom cameras, and large spraying drones.

Kochia: What to look for-Krista DeMilliano

Cost: Free.

Following the drone workshop, I would like Krista to provide an update on Kochia spread within the province and provide awareness about control options.

Partnership on Cattle Drone School-*This would be done as a separate event from the above. *****

Cost: \$3340 (for two days)

A full two-day Cattle Drone School in the fall – Landview partners with Host organizations like counties, ag societies, and ag research associations on those workshops. Participants pay \$590 for the course, which includes hands-on practice flying, farm-focused workflows and sensors, and they also learn everything to get their Basic Certificate from Transport Canada to fly legally. Landview has delivered this with cattle focus in other regions before – including with the Grey Wooded Forage Association and Foothills Forage & Grazing as partners.

Quick summary of the Hosting role:

What LandView provides:

- Professional instructors (one or two, based on class size)
- All drones, batteries, and training materials
- Registration and payment processing
- 2,000+ postcards mailed to local farms
- Posters and co-branded marketing content



Request for Decision (RFD)

- A host-branded \$100 discount code you can share widely (at no cost to you, usually used as a perk for the Host's membership or county ratepayers)

What the County would provide:

- A suitable hall (with indoor flight space)
- Lunches & refreshments
- One helper, if fewer than 12 participants
- A minimum attendance guarantee of 8 paid participants (\$590 each, if fewer register, you pay the shortfall after the event)

Occasionally, some Counties have been seeking to spend training dollars and have subsidized ratepayer registration – but that is entirely optional

Welding for Producers Partner with Portage College

Cost: Full course cost is \$2,835. If Smoky Lake County decides to subsidize a portion it would cost the County \$1,335. That's if 12 students participate. If we don't get a full class of 12 students, then the County would have to cover the remaining cost of the course.

Partner with Portage College to offer a Welding for Producers course. This would be a special course held just for producers from Smoky Lake County at a discounted rate. They would receive a full 9-hour course broken up between 3 evenings for that price. The first evening is spent getting to know what equipment each course participant has on their farm to ensure that the instructor can tailor the course to suit the needs of the participants. The typical layout though is one night of stick welding, one night of MIG welding, and the final night is spent doing fabrication. Lac La Biche County partners with Portage College for this course and they subsidize a portion of the cost for participants so that it only costs participants \$125 each. Maximum of 12 students/session. If we

Garden Planning, No Till Gardening, Weed Free/Drought Resistant Gardening

Cost: \$1,650

Kim Ross with Rossdale Farm offers a wide variety of gardening classroom topics. Her workshops are typically well attended, and she has a good reputation amongst other municipalities. Her most popular class is the 'No Till Growing'. She can do this as a 2-hour class or a full day demo class. Classroom in the morning, and in the afternoon, we go out to a garden and convert it to a no till.

Equine Education Workshop (full-day)

Cost: ~\$3,500

Equine Dentist-

The importance of equine dentistry is to maintain a happy and healthy mouth on your horse.



Request for Decision (RFD)

Nutritional Solutions for Horses with “Recurring” Laminitis -Amanda Kroeker (RKS Nutrition Inc)
Solutions for treating and preventing ‘recurring’ Laminitis

Emergency Wound Treatment and Lameness-Dr. Delaney- Delaney Vet Services

Back to Basic Horse Nutrition- Amanda Kroeker (RKS Nutrition Inc)

Knowing what to feed your horse can often be overwhelming and confusing with the endless options on the market. In this presentation, we will go through the essential nutrition components (protein, fiber, sugar, starch etc.) needed to keep your horse and their hindgut microbiome in balance.

Benefits:

- Highlights and supports local agriculture within Smoky Lake County.
- Enables flexible, lower-cost educational opportunities in the community
- Supports local venues, caterers, and agricultural businesses.

Disadvantages:

- Events may demand significant administrative time, particularly during peak agricultural seasons or with limited staffing.

Alternatives:

- Do not participate in the extension grant.
- Host only one in-house event per year.

Financial Implications:

~\$13,795 from the Ag Extension Budget

Legislation:

The ASB Grant Agreements with Agricultural and Forestry (AGI) require the County to provide a level of environmental and extension programming to remain eligible for Resource Management Stream funding.

Intergovernmental: NA

Strategic Alignment:

- Supports the County’s commitment to agricultural education and community capacity building.



Request for Decision (RFD)

- Encourages environmental stewardship and sustainable agricultural practices.
- Enhance collaboration with producers, local industry, and educational partners.

Enclosure(s): NA

Signature of the CAO:

[Redacted Signature]



Request for Decision (RFD)

Meeting Date: Thursday, February 26, 2026

Agenda Item: # 8.5

Topic: Agricultural Services Summer Student Position

Presented By: Agricultural Department

Recommendation:

That Smoky Lake County Council approve an exemption to the current hiring freeze to allow the Agricultural Services Department to recruit and hire summer students to address seasonal workload demands and maintain required service levels, with costs funded through the approved 2026 operating budget.

Background:

The Agricultural Services Department experiences a significant increase in seasonal workload during the spring and summer months related to vegetation management, invasive species control, roadside spraying, inspections, and compliance activities. These duties are required to meet the County's legislative responsibilities under the *Weed Control Act* and the *Agricultural Pests Act*, which mandate municipalities to prevent the establishment and spread of regulated weeds and agricultural pests within their jurisdiction.

Summer students provide essential operational support by assisting with herbicide application, roadside and property inspections, mapping, monitoring, and other fieldwork. Without additional seasonal staff, this will put additional strain on existing staff to complete the required spraying and control programs within legislated and optimal treatment timelines. This may result in reduced service levels, increased spread of invasive species, and potential non-compliance with provincial requirements.

Recruitment for seasonal positions is highly competitive at this time of year, as municipalities, agricultural operations, and private industry are actively advertising summer employment. Advertising early is necessary to attract qualified post-secondary and local students before they secure other opportunities. Delays in approval may limit the County's ability to fill these roles and complete seasonal work programs effectively.

These temporary positions also provide meaningful employment opportunities for local youth and post-secondary students, offering practical, hands-on experience in agriculture, environmental stewardship, and municipal operations.

Benefits:

- Supports compliance with the *Weed Control Act* and *Agricultural Pests Act*
- Ensures seasonal spraying, inspections, and invasive species control are completed within required timeframes
- Maintains service levels for ratepayers and agricultural producers
- Reduces long-term costs by addressing weed and pest issues early
- Provides local employment and skill development opportunities for students



Request for Decision (RFD)

- Demonstrates Smoky Lake County's commitment to environmental stewardship and agricultural support
- Early recruitment improves ability to secure qualified candidates

Disadvantages: NA

Alternatives:

Delay or forego hiring seasonal staff, which would result in reduced spraying capacity, incomplete inspections, lower service levels, and increased risk of legislative non-compliance and long-term control costs

Financial Implications:

Seasonal staffing costs are estimated at \$35,468, which has been allocated within the approved Agricultural Services operating budget. No additional budget amendment is required.

Legislation:

Weed Control Act of Alberta, Agricultural Pest Act

Intergovernmental: NA

Strategic Alignment: NA

Enclosure(s): NA

Signature of the CAO:

A solid black rectangular box redacting the signature of the CAO, with a horizontal line extending to the right from its bottom edge.



Request for Decision (RFD)

Meeting Date: Thursday, February 26, 2026

Agenda Item: # 8.6

Topic: Smoky Lake County Community Open House & Farmers Appreciation Day

Presented By: Open House Planning Committee

Recommendation:

That Smoky Lake County council approve hosting the combined Smoky Lake Community Open House, Farmers Appreciation BBQ and Gas Department 50th Anniversary event at the Public Works Shop in Spring 2026, on a date to be determined, within the approved budget.

Background:

At the June 12th, 2025, Council meeting the following motion was made,

‘That Smoky Lake County Council direct administration to host a Smoky Lake County Open House event in the Spring of 2026 located at the public works shop.’

In response, Smoky Lake County Administration formed an Open House Planning Committee to coordinate the event. The Committee is proposing to combine the traditional Farmers Appreciation BBQ with a County Open House to showcase municipal services, facilities, and programs, and to provide residents with an opportunity to meet Council and staff. This event is also celebrating the Gas Departments 50th anniversary.

‘Growing Together: Community Open House & Farmers Appreciation Day’

The proposed event would be held at the Public Works Shop from 10:00 a.m. to 2:00 p.m. Potential dates include April 30 or May 7, 2026.

In the past Kortech has generously provided BBQ serves as well as covering the costs of the BBQ, and they have kindly confirmed that they will cover the cost of the BBQ (purchasing all food, condiments, plates, napkins, utensils, drinks, chips) again in 2026. This significantly reduces the cost of this event. The recommendation is to have a combined event because 1) Kortech will only provide this generous service for **one** event, and 2) staff are only being taken away from daily tasks for **one** day.

Note: This would be a one-time event, and following this year the Farmers Appreciation BBQ will return to its original format. Also, please note that there is no special insurance coverage needed for this event as our general liability insurance covers us for this.

The attached map shows our proposed layout for the day. The area that is blocked in with red marked ‘equipment’ is where people are allowed to walk around, there will be barricades and signage stating not to go past the areas marked with blue X’s. The wash bay doors will be open to allow for people to flow between areas, and departments will have booths set up inside the



Request for Decision (RFD)

wash bay for attendees to see. If there is a need for overflow parking, there is the old school parking lot across the road that can be utilized. We will provide signage to indicate this if deemed necessary.

The event would also provide an opportunity to showcase the new Q Alert request management system through a live demonstration, helping residents understand how to navigate the system and submit requests efficiently.

Benefits:

- Strengthens relationships with the agricultural community and residents
- Provides public education and transparency about County operations
- Encourages community engagement with Council and Administration
- Promotes County services, equipment, and facilities
- Opportunity to recognize and thank local producers
- Acknowledging the Natural Gas Departments 50th Anniversary

Disadvantages:

- Requires staff time and operational resources to plan and deliver
- Logistical considerations related to parking, traffic flow, and safety at the Public Works site

Alternatives:

Host Farmers Appreciation BBQ only.

Pros: Simpler logistics, lower staffing requirements, familiar format for attendees.

Cons: Reduced opportunity for public education and engagement, cost of this BBQ will come out of the Agriculture Services budget if the Open House is done separately

Host a combined Open House/Farmers Appreciation Pancake Brunch

Pros: Similar preparation to a BBQ, something that hasn't been done in a long time because we always host a BBQ, may be able to shorten the duration of the Open House 10:00am-12:00pm

Cons: Kortech would not be able to provide their assistance

Financial Implications:

Estimated costs may include:

Cake for 50th celebration provided by Old Fashioned Bread Bakery: \$225

Staff time

Miscellaneous event materials (decorations, table clothes etc): \$200

3 panel poster board for department 'booths': ~\$200

Newspaper advertising: \$400

Rent port-a-potties from 4J Mechanical: \$325 each, administration is recommending renting four, \$1,300.



Request for Decision (RFD)

Administration estimates a budget of approximately \$2,325.

Legislation: NA

Intergovernmental: NA

Strategic Alignment:

Community Engagement and Transparency

Enclosure(s):

Site Map (Public Works Shop)

Signature of the CAO: _____





Request for Decision (RFD)

Meeting Date: Thursday, February 26, 2026

Agenda Item: # 8.7

Topic: Alberta Invasive Species Council Sponsorship

Presented By: Agricultural Department

Recommendation:

That Smoky Lake County sponsor a bronze membership in the amount of \$1,000.00 to Alberta Invasive Species, in response to the letter received from Megan Evans, Executive Director, Alberta Invasive Species Council, dated November 6th, 2026.

Background:

Smoky Lake County has supported the Alberta Invasive Species Council (AISC) from 2014-2025. The AISC does an excellent job of providing non-biased information on invasive species, and its resources are utilized by many Agricultural Fieldman in their efforts to promote education and awareness of noxious weeds and enforce provincial legislation. The irreplaceable information and resources provided by the AISC allows municipalities across the province to provide services, policies and education for agricultural families, businesses, and the public. Smoky Lake County sends out AISC weed fact sheets with every Weed Inspection information package that is sent out to landowners with weed issues on private land. AISC staff have also attended Smoky Lake County events in the past with a tradeshow booth promoting themselves and answering landowner questions. They facilitate the biocontrol release program in the province and have been a wealth of knowledge in answering any questions we have regarding our Leafy Spurge Beetles.

Benefits:

It shows the level of dedication Smoky Lake County has in promoting and supporting invasive species management. Smoky Lake County will receive member rates for the AISC Conference and member rates on any weed awareness materials purchased through their online store.

Disadvantages:

None

Alternatives:

None

Financial Implications:

\$1000 from the Agricultural Department extension budget.

Legislation:

Weed Control Act of Alberta, Agricultural Pest Act

Intergovernmental: NA



Request for Decision (RFD)

Strategic Alignment: NA

Enclosure(s):

Letter received from Megan Evans, Executive Director, Alberta Invasive Species Council
RE: Sponsorship

Signature of the CAO: _____





Alberta Invasive Species Council
P.O. Box 1925
Blairmore, AB T0K 0E0

November 6, 2025

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

Subject: Reconnecting to Protect Alberta's Future: An Invitation to Renew Your 2026 Partnership

To: Agricultural Service Board/Agricultural Fieldman of Smoky Lake County

Greetings,

On behalf of the Alberta Invasive Species Council (AISC), I am writing to reconnect and thank you for your past 2025 Bronze Partnership support. Your previous partnership was instrumental in helping us protect Alberta's rural communities from the economic and ecological threats of invasive species. As we look to the future, we invite you to renew that vital partnership.

The challenges we face from invasive species continue to grow, posing a significant risk to agricultural producers and local economies that our communities depend on. As you know from our previous work together, the AISC serves as a cost-effective, non-regulatory partner, providing the practical tools and scientific resources needed to meet these challenges head-on and fulfill your responsibilities under the *Weed Control Act* and *Agricultural Pest Act*.

A Reminder of How We Serve as Your Partner:

Your past support helped us deliver services that directly benefit your staff and residents, including:

- **Overseeing Key Outreach Tools:** We update, print, and distribute essential guides like the *Invasive Plants of Alberta Guide* and the *Aquatic Invasive Species Pocket Guide*.
- **Maintaining Alberta's Go-To Factsheet Library:** We provide a comprehensive library of invasive species factsheets, a critical resource for your staff and the public.
- **Providing Professional Development:** Through our annual conference, workshops and webinars, we offer vital training and networking for certified pesticide applicators, weed inspectors, and land stewards.





- **Facilitating Data and Early Detection:** We support platforms like EDDMapS, improving early detection and verifying invasive species reports for actionable municipal decision-making.
- **Leading Province-Wide Programs:** We coordinate critical initiatives like the biological control release program and the Certified Weed Free Forage Program.
- **Delivering High-Impact Awareness Campaigns:** Our memorable campaigns like *Rat on Rats!*, *Protect Our Waters*, and *Squeal on Pigs* engage the public and reinforce the important work you do.

Why Your Renewed Partnership is Critical

While we are successful in securing project-specific grants, this funding is restricted to deliverables and does not cover the core operational capacity needed to sustain our work. Consistent partnership funding provides the essential operational support that allows us to function effectively.

This stable funding is an investment we leverage to bring even more resources into the province. It allows us to dedicate the staff time required to manage the numerous grant applications that fund our programs and enables us to navigate unexpected funding gaps or address emerging invasive threats swiftly.

We are confident that renewing your partnership with the AISC remains a sound investment in the long-term well-being of your community. We would be pleased to provide a virtual presentation to your board or council, complete a formal funding application, or provide any additional information you require to make this decision.

Rekindle a Vital Alliance: Partnership Opportunities

Please see the partnership levels below for a detailed breakdown of benefits. We hope you will consider rejoining us in our mission to combat invasive species and safeguard our province's future.

Partner Benefit	Bronze Partner (\$1,000)	Silver Partner (\$2,000)	Gold Partner (\$5,000)	Platinum Partner (\$10,000+)
Free use of EDDMapS, EDDMapS Pro, and ISM Track apps	✓	✓	✓	✓
Opportunity to contribute articles & participate in working groups/events	✓	✓	✓	✓



Recognition on the AISC website	✓	✓	✓	✓
Recognition in our quarterly newsletter	✓	✓	✓	✓
Recognition at AISC's Annual Conference	✓	✓	✓	✓
Exclusive access to the AISC's Newsletter Archive	✓	✓	✓	✓
Access to campaign promotional and educational materials	✓	✓	✓	✓
Annual AISC Memberships (with AGM vote)	2	3	4	5
Member rate for AISC Conference Registration	2	3	4	5
Member rate on select items in the AISC online store	2	3	4	5
Free conference registration(s)	—	—	1	2
Customized virtual presentation	—	✓	✓	✓
Customized in-person presentation	—	—	—	✓

We valued your partnership in the past and hope to have the opportunity to collaborate with you once again. Together, we can ensure Alberta remains a beautiful, prosperous, and resilient place for generations to come.

Sincerely,

Megan Evans

Megan Evans
 Executive Director
 Alberta Invasive Species Council
 execdirector@abinvasives.ca | (587) 999-0954



Request for Decision (RFD)

Meeting Date: Thursday, February 26, 2026

Agenda Item: # 8.8

Topic: Heartland Training & Support Hub (formerly Farm Safety Centre)

Presented By: Agricultural Department

Recommendation:

That Smoky Lake County contribute funding in the amount of \$1,129.50 to the Heartland Training and Support Hub towards their 2026 farm safety program initiatives, in response to the letter received from Jordan Jensen, Executive Director, Heartland Training and Support Hub, dated September 9th, 2025.

Background:

Smoky Lake County has financially contributed to the Heartland Training & Support Hub (formerly Farm Safety Centre) for over 16 years. This program is important for our community as it helps educate the children of our community on farm safety and reduces the potential for farm injuries and fatalities involving children.

Benefits:

Education and awareness of farm safety for the children of our community.

Disadvantages: NA

Alternatives: NA

Financial Implications:

\$1,129.50 from the Agricultural Extension Budget.

Legislation: NA

Intergovernmental: NA

Strategic Alignment: NA

Enclosure(s):

- Letter received from Jordan Jensen, Executive Director, Heartland Training and Support Hub, dated September 9th, 2026.
- 2024-2025 School Visits by County

Signature of the CAO: Chyenne Shaw



265 East 400 South | Box 291 | Raymond | Alberta | T0K 2S0 | 403 752-4585 | www.heartlandsupport.ca

September 9, 2025

Carleigh Danyluk

Smoky Lake County

Email: cdanyluk@smokylakecounty.ab.ca

Dear Carleigh,

On behalf of Heartland Training & Support Hub (*formerly Farm Safety Centre*), I am pleased to provide your County/MD with this annual update on the Safety Smarts program, along with our donation request for 2025.

Thanks to the generosity of many Counties, MDs, Agricultural Societies, Hutterite colonies, rural communities, and private donors, we successfully raised the matching funds required to qualify for the Sustainable Canadian Agricultural Partnership (SCAP) grant. This allowed us to resume Safety Smarts delivery in October 2024 after a temporary pause.

From October 2024 through June 2025, our team hired and trained new instructors, updated our curriculum, purchased new teaching aids and models, and most importantly, delivered 1,754 farm safety presentations to 37,118 rural elementary students at 405 schools across Alberta.

Every one of our instructors comes from a farm background and understands both the challenges and blessings of farm life. School teachers consistently tell us the program is valuable: 98% reported the presentations engaged their students, 99% said the content was relevant and informative, and 98% want the program again next year.

Safety Smarts delivery during the 2024–2025 school year within Smoky Lake County included:

- 12 Safety Smarts presentations
- 251 students reached
- 3 schools visited

For a more detailed list of each school visit, please see the attached 2024 – 2025 School Visits Report.

Historical delivery & donation history for Smoky Lake County:

- Our records indicate that your most recent donation was \$ 847.00 which we received on April 6, 2023.
- Since 2016, we have delivered 125 Safety Smarts to 2178 rural elementary students at schools within Smoky Lake County.

This year, we are inviting each County/MD to contribute \$4.50 per student reached within their boundaries in the past school year. For Smoky Lake County, this amounts to **\$1,129.50**

As a registered charity, all donations are eligible for a charitable tax receipt. We will also recognize your support on our website and social media so communities across Alberta can see which counties are sustaining this life-saving program.

How to Donate:

- E-Transfer to donations@heartlandsupport.ca
- Cheque payable to Heartland Training & Support Hub.

Mailing address: PO Box 291, Raymond, Alberta T0K 2S0.

Frequently Asked Questions:

1. Why only rural schools? – We focus on small rural schools outside larger cities, where children are more likely to live or spend time on farms, ride ATVs or horses, or swim in natural bodies of water. With limited funds, we must prioritize the highest-risk communities.

2. Are you government funded? – We are a non-profit and registered charity founded in 1991 by a group of farmers in Southern Alberta. While we occasionally receive government grants, we are not affiliated with government or regulatory bodies.

3. How are presentations scheduled? – We currently have 7 Safety Smarts instructors across the province, each responsible for their own region. They contact schools directly and book classroom presentations.

4. Do students get repeat content? – No. There are 7 unique presentations, one for each grade K–6. Children receive new, age-appropriate content each year. Presentations are delivered in small classroom settings, not in large gymnasiums.

5. How do donations affect delivery? – Limited funds require us to prioritize counties and MDs that support the program annually. Schools in supportive regions are booked first.

Thank you for presenting this request to your Agricultural Service Board. Please reach out directly if you have any questions about the program or the data in this letter. I am also happy to attend ASB meetings, in person or virtually, if invited.

With sincere appreciation,



Jordan Jensen | Executive Director
Heartland Training & Support Hub
Office: 403-752-4585
j.jensen@heartlandsupport.ca
www.heartlandsupport.ca

School Visits by County: September 2024 - June 2025

School: County ↑	School: Account Name	Total # Pres	Total # Students	Date
Athabasca County	Grassland Community School	4	56	2025-01-27
	New Pine Colony School	1	22	2025-02-12
	Rochester School	2	20	2025-03-06
Subtotal	Sum	7	98	
Beaver County	Tofield School	6	110	2024-11-06
	Iron Creek Colony School	1	14	2024-11-27
	Holden Colony School	1	12	2024-11-27
	Viking School	6	125	2024-12-05
	Tofield Colony School	1	14	2024-12-16
	C.W. Sears Elementary School	7	239	2025-01-13
	Viking Colony School	1	21	2025-05-05
Subtotal	Sum	23	535	
Camrose County	Bawlf School	6	138	2024-10-18
	Hay Lakes School	6	93	2024-10-28
	Rosalind Colony School	1	22	2024-12-11
	Camrose Colony School	1	5	2024-12-16
	Bashaw School & ECS	6	118	2025-01-15
	Sifton School	7	291	2025-04-07
	New Norway School	6	90	2025-04-15
	Cornerstone Christian Academy	3	52	2025-04-17
	Round Hill School	3	75	2025-05-23
Hartland Colony School	1	26	2025-06-24	
Subtotal	Sum	40	910	
Cardston County	Big Bend Colony School	1	25	2024-12-16
	Blue Ridge Colony School	1	15	2024-12-17
	Crystal Spring Colony School	1	21	2025-01-14
	Huttenville Colony School	2	15	2025-01-21
	Old Elm Spring Colony School	2	19	2025-03-31
	Magrath Elementary School	8	182	2025-05-05
	Magrath Elementary School	9	207	2025-05-06
Subtotal	Sum	24	484	
Clear Hills County	Hines Creek Composite School	5	54	2025-05-06
Subtotal	Sum	5	54	
Clearwater County	Ecole Rocky Elementary School	11	206	2024-11-25
	Caroline School	7	171	2024-11-27
	Charlotte Small Elementary School	9	198	2024-12-02
	Rocky Christian School	4	111	2025-05-14
Subtotal	Sum	31	686	
County of Barrhead	Neerlandia Public Christian School	9	177	2025-04-01
	Dunstable School	4	51	2025-05-27
Subtotal	Sum	13	228	
County of Forty Mile	Plainview Colony School	1	15	2025-01-27
	Cherry Coulee Christian Academy	3	53	2025-03-03
	Foremost School	4	86	2025-05-20
Subtotal	Sum	8	154	
County of Grande Prairie	Grandview Colony School	1	12	2024-11-25
	Elmworth School	0	0	2025-01-20
	Valhalla Community School	4	37	2025-04-07

		Robert W. Zahara	9	170	2025-04-28
		Robert W. Zahara	9	180	2025-04-29
		Elmworth School	4	45	2025-05-20
		Hythe Elementary School	8	123	2025-05-27
		Wembley Elementary School	7	106	2025-06-16
Subtotal	Sum		42	673	
County of Lethbridge		Gold Ridge Colony School (Turin Colony)	2	30	2025-01-28
		Coalhurst Elementary School	8	171	2025-01-29
		Rock Lake Colony School	2	7	2025-01-30
		Shadow Ranch Colony School	1	22	2025-02-03
		St. Joseph's School	7	150	2025-02-25
		St. Joseph's School	5	106	2025-02-26
		Noble Central School	7	160	2025-03-18
		Coalhurst Elementary School	4	90	2025-03-24
		Gold Ridge Colony School (Turin Colony)	1	18	2025-03-27
		Sunnyside School	6	132	2025-04-10
		Coaldale Christian School	7	111	2025-05-02
		St. Catherine School	8	147	2025-05-15
		Chin Lakes Colony School	1	13	2025-06-16
		Chin Lakes Colony School	1	9	2025-06-19
Subtotal	Sum		60	1166	
County of Minburn		Mannville School	6	90	2024-10-30
		Delnorte School	2	31	2025-01-08
		A.L. Horton Elementary School	6	290	2025-01-20
		St. Martin's Catholic School	8	222	2025-04-04
		Pleasant Ridge Colony School	1	22	2025-06-13
		Creighton Colony School	1	19	2025-06-13
Subtotal	Sum		24	674	
County of Newell		Spring View Colony School	1	26	2025-05-08
		Springside Colony School	1	12	2025-05-08
		Christ The King Academy	5	121	2025-05-12
		Christ The King Academy	4	122	2025-05-13
		Bassano School	6	126	2025-05-26
		Newell Christian School	4	62	2025-05-27
		Newell Colony School	1	18	2025-06-05
		Lathom Colony School	1	16	2025-06-05
		Griffin Park School	8	133	2025-06-10
Subtotal	Sum		31	636	
County of Northern Lights		Dixonville School	2	26	2025-04-08
Subtotal	Sum		2	26	
County of Paintearth		Coronation School	6	88	2025-02-24
		Theresetta Catholic School	4	43	2025-02-27
		Lanes Lake Colony School	1	12	2025-06-20
Subtotal	Sum		11	143	
County of St. Paul		Glen Avon School	4	61	2025-03-11
		Glen Avon School	5	96	2025-03-12
		Glen Avon School	4	63	2025-03-13
		Ecole du Sommet School	0	0	2025-04-01
		Ecole du Sommet School	7	111	2025-04-01
		Elk Point Elementary School	9	180	2025-04-03
		Ashmont Elementary School	8	161	2025-04-30
Subtotal	Sum		37	672	
County of Stettler		Donalda School	4	41	2024-12-12
		Big Valley School	4	63	2025-01-22
		Erskine School	6	97	2025-04-28
		Stettler Elementary School	7	262	2025-04-30
		Stettler Elementary School	8	298	2025-05-02
		Erskine Colony School	1	26	2025-05-12
		Botha School	3	42	2025-05-26
		Gadsby Colony School	1	14	2025-06-04
		Byemoor Colony School	2	30	2025-06-05

	Whitesand Colony School	1	4	2025-06-11
	Lone Pine Colony School	1	25	2025-06-11
	Donalda Colony School	1	12	2025-06-16
	Star Ridge Colony School	1	18	2025-06-24
Subtotal	Sum	40	932	
County of Thorhild	Thorhild Central School	3	92	2025-02-25
	Thorhild Central School	4	87	2025-05-12
Subtotal	Sum	7	179	
County of Two Hills	Hairy Hill Colony School	1	15	2025-01-28
	Plain Lake Colony School	1	31	2025-02-10
	Two Hills School	6	83	2025-02-11
	New Myrnam School	3	44	2025-03-04
	Two Hills Mennonite School	8	179	2025-03-18
	Two Hills Mennonite School	8	172	2025-03-19
Subtotal	Sum	27	524	
County of Vermilion River	Hillmond Central School	5	102	2025-02-05
	Vermilion Elementary School	10	241	2025-02-20
	St. Jerome's School	0	0	2025-02-27
	Queen Elizabeth Elementary School	8	182	2025-03-10
	Marwayne Jubilee School	5	101	2025-03-27
	Dewberry School	3	45	2025-05-20
	Kitscoty Elementary School	11	241	2025-05-26
	Marwayne Jubilee School	5	101	2025-05-29
	South Ferriby Colony School	1	27	2025-06-23
Subtotal	Sum	48	1040	
County of Warner	Delco Colony School	2	30	2024-12-03
	Gold Spring Colony School	1	13	2024-12-05
	Bluegrass Colony School	1	15	2024-12-17
	Fairlane Colony School	2	20	2025-01-15
	Miami Colony School	1	10	2025-01-16
	Prairie Home Colony School	1	25	2025-01-23
	Evergreen Colony School	1	23	2025-02-04
	Hofmann Colony School	2	26	2025-02-05
	Milk River Elementary School	6	98	2025-02-11
	O.K. Colony School	1	12	2025-03-19
	Milford Colony School	1	12	2025-03-19
	Raymond Elementary School	8	171	2025-04-07
	Raymond Elementary School	8	209	2025-04-08
	Raymond Elementary School	8	192	2025-04-09
	Elm Spring Colony School	1	20	2025-06-02
	Raymond Elementary School	0	0	2025-08-25
Subtotal	Sum	44	876	
County of Wetaskiwin	Silver Creek Colony School	1	17	2024-11-04
	Pine Haven Colony School	1	17	2024-11-04
	Alder Flats Elementary School	4	62	2024-12-02
	Clear Vista School	8	156	2025-01-27
	Clear Vista School	8	165	2025-01-30
	Griffiths-Scott Middle School	8	198	2025-02-05
	Gwynne School	4	75	2025-03-10
	Pipestone School	4	69	2025-03-13
	Winfield School	4	72	2025-04-22
Subtotal	Sum	42	831	
Cypress County	Seven Persons School	8	150	2025-03-14
	Murray Lake Colony School	1	16	2025-06-11
	Elkwater Colony School	2	22	2025-06-11
Subtotal	Sum	11	188	
Flagstaff County	Daysland School	7	137	2024-11-29
	Wavy Lake Colony School	1	8	2024-12-11
	Forestburg School	5	87	2025-01-29
	Killam Public	7	94	2025-05-08
	Central High Sedgewick Public School	7	144	2025-05-20

	Lougheed Colony School	1	25	2025-06-16
	South Bend Colony School	1	10	2025-06-20
Subtotal	Sum	29	505	
Foothills County	Cayley School	4	82	2025-03-18
	Cayley Colony School	1	24	2025-04-16
	MacMillan Colony School	1	17	2025-04-16
	High River Colony School	1	9	2025-04-17
	Blackie School	6	107	2025-04-28
	Turner Valley Elementary School	8	164	2025-05-01
	Longview School	3	53	2025-06-10
Subtotal	Sum	24	456	
Kneehill County	Trochu Valley School	7	157	2024-11-26
	Three Hills School	8	165	2025-01-13
	Three Hills Colony School	2	31	2025-01-17
	May City Colony School	1	13	2025-01-29
	Dr. Elliott Community School	4	87	2025-01-30
	Carbon School	2	28	2025-02-05
	Valleyview Torrington Colony School	1	14	2025-02-05
	Prairie Christian Academy Elementary School	7	146	2025-03-13
	Huxley Colony School	1	17	2025-05-15
	Britestone Colony School	1	15	2025-06-11
Subtotal	Sum	34	673	
Lac La Biche County	Ecole Plamondon School	6	134	2025-05-14
	Ecole Plamondon School	2	123	2025-05-27
Subtotal	Sum	8	257	
Lacombe County	Alix MAC School	4	94	2024-11-18
	Bentley School	1	24	2025-01-09
	Bentley School	8	199	2025-01-10
	Bentley School	0	0	2025-01-13
	Clive School	6	128	2025-02-03
	Ecole Lacombe Upper Elementary School	8	302	2025-04-24
	Alix Colony School	1	19	2025-05-12
	Pleasant Valley Colony School	1	33	2025-06-18
	Bentley Colony School	1	6	2025-06-18
Subtotal	Sum	30	805	
Lac Ste. Anne County	Rochfort Bridge Colony School	1	22	2024-11-12
	Grasmere School	6	106	2025-02-25
	Onoway Elementary School	8	200	2025-03-06
	Onoway Elementary School	9	198	2025-03-07
	Darwell School	7	122	2025-03-12
	Sangudo Community School	6	100	2025-04-03
	Elmer Elson Elementary School	8	177	2025-04-08
	Elmer Elson Elementary School	6	148	2025-04-09
Subtotal	Sum	51	1073	
Lamont County	Bruderheim Community School	6	112	2025-03-17
	Lamont Elementary School	14	333	2025-05-15
Subtotal	Sum	20	445	
Leduc County	Calmar Elementary School	7	206	2024-12-09
	New Sarepta Elementary School	7	213	2025-02-10
	Thorsby Elementary School	7	204	2025-02-12
	Ecole Champs Vallee School	6	247	2025-03-03
	Ecole Champs Vallee School	7	229	2025-03-06
	Warburg School	6	127	2025-04-10
	Saint-Andre Academy	7	259	2025-05-14
	Saint-Andre Academy	0	0	2025-05-16
	Warburg Colony School	1	17	2025-06-17
Subtotal	Sum	48	1502	
M.D. of Acadia	Meridian Colony School	1	4	2025-06-05
	Acadia Colony School	1	12	2025-06-05
Subtotal	Sum	2	16	
M.D. of Big Lakes	Bishop Routhier School	4	30	2024-11-06

		St. Andrew's School	10	200	2024-11-27
		High Prairie Elementary School	12	269	2024-11-28
		Kinuso School	1	15	2024-12-12
Subtotal	Sum		27	514	
M.D. of Bonnyville		Pine Meadows Colony School	1	14	2025-02-28
		Nelson Heights School	11	267	2025-03-05
		H.E. Bourgoin Middle School	7	140	2025-03-24
		J.F. Dion School	4	47	2025-03-25
		Elizabeth School	6	58	2025-03-26
		Iron River School	4	64	2025-03-31
		Cold Lake Elementary School	10	183	2025-04-28
		Cold Lake Elementary School	8	169	2025-04-29
		Holy Cross Elementary School	10	183	2025-05-05
		Holy Cross Elementary School	9	201	2025-05-06
		North Star Elementary School	0	0	2025-05-07
		Glendon School	0	0	2025-05-08
		Duclos School	16	309	2025-05-28
		Ardmore School	0	0	2025-06-02
		Ecole Dr. Bernard Brosseau Catholic School	14	320	2025-06-19
Subtotal	Sum		100	1955	
M.D. of Fairview		E.E. Oliver Elementary School	7	120	2025-03-03
		E.E. Oliver Elementary School	7	142	2025-03-04
Subtotal	Sum		14	262	
M.D. of Greenview		Valleyview Ranch Colony School	1	11	2024-11-14
		Homeland Colony School	1	24	2024-11-14
		St. Stephen's Catholic School	9	172	2025-02-27
		Ridgevalley School	7	94	2025-03-17
		Penson School	5	79	2025-03-24
		Harry Gray Elementary School	6	93	2025-04-16
Subtotal	Sum		29	473	
M.D. of Lesser Slave River		Smith School	4	37	2025-05-05
		C.J. Schurter Elementary School	9	205	2025-05-06
		C.J. Schurter Elementary School	10	218	2025-05-07
Subtotal	Sum		23	460	
M.D. of Peace		Grimshaw Public School	0	0	2025-04-07
		Grimshaw Public School	6	84	2025-05-12
		Grimshaw Public School	4	56	2025-06-09
Subtotal	Sum		10	140	
M.D. of Pincher Creek		St. Michael's School	6	165	2025-02-10
		Waterton Colony School	1	2	2025-02-27
		Livingstone Colony School	2	23	2025-02-27
Subtotal	Sum		9	190	
M.D. of Provost		Provost Public School	6	125	2025-02-21
		Amisk School	4	73	2025-04-09
Subtotal	Sum		10	198	
M.D. of Smoky River		Twilight Colony School	2	39	2025-05-26
		Twilight Colony School	1	19	2025-05-26
		Ecole Routhier School	5	86	2025-06-10
		Ecole Routhier School	6	92	2025-06-17
Subtotal	Sum		14	236	
M.D. of Spirit River		Rycroft School	3	81	2025-06-11
Subtotal	Sum		3	81	
M.D. of Taber		Enchant Colony School	1	23	2024-12-09
		Hillridge Colony School	2	36	2025-01-08
		Copperfield Colony School	1	35	2025-01-09
		Dr. Hamman School	9	221	2025-01-22
		Vauxhall Elementary School	7	145	2025-02-12
		Oaklane Colony School	2	23	2025-02-13
		Chamberlain School	4	45	2025-03-06
		Taber Christian School	6	119	2025-03-11
		Enchant School	5	79	2025-03-20

		Central Elementary School	5	104	2025-04-14
		Central Elementary School	6	117	2025-04-15
		Taber Christian School	5	105	2025-04-28
		Taber Christian School	4	69	2025-04-29
		Barnwell School	5	87	2025-05-21
Subtotal	Sum		62	1208	
M.D. Of Wainwright		Blessed Sacrament School	7	404	2024-11-20
		Wainwright Elementary School	7	384	2025-02-18
		Wainwright Elementary School	1	20	2025-02-20
		Edgerton Public School	1	23	2025-03-04
		Edgerton Public School	3	54	2025-03-11
		Irma School	7	162	2025-04-02
		Holt Colony School	1	9	2025-05-05
Subtotal	Sum		27	1056	
M.D. Of Willow Creek		Ewelme Colony School	2	18	2025-01-13
		Granum School	0	0	2025-02-27
		Clear Lake Colony School	1	24	2025-02-28
		Willow Creek Colony School	1	28	2025-03-05
		Greenwood Colony School	1	21	2025-03-05
		Stavely Elementary School	4	88	2025-03-10
		Granum School	3	57	2025-03-25
		Thompson Colony School	1	10	2025-04-02
		A.B. Daley Community School	6	111	2025-04-17
Subtotal	Sum		19	357	
Mackenzie County		Buffalo Head Prairie School	7	192	2025-05-05
Subtotal	Sum		7	192	
Mountain View County		Cremona School	9	211	2024-11-19
		Olds Koinonia Christian School	7	178	2024-11-28
		Reed Ranch School	4	59	2025-01-14
		Carstairs Elementary School	10	206	2025-01-15
		Carstairs Elementary School	10	239	2025-01-16
		Neudorf Colony School	1	11	2025-01-29
		Ecole Olds Elementary School	8	190	2025-02-10
		Ecole Olds Elementary School	8	177	2025-02-11
		Ecole Olds Elementary School	9	192	2025-02-12
		Ross Ford Elementary School	7	167	2025-03-03
		Ross Ford Elementary School	6	143	2025-03-04
		River Valley School	7	177	2025-03-05
		River Valley School	9	234	2025-03-05
		Westglen School	5	139	2025-04-04
		Mountain View Colony School	1	11	2025-05-12
Subtotal	Sum		101	2334	
Northern Sunrise County		Nampa Public School	4	41	2025-04-14
Subtotal	Sum		4	41	
Parkland County		Ecole Meridian Heights School	9	218	2024-12-16
		High Park School	11	271	2025-01-24
		Muir Lake Community School	9	190	2025-02-12
		Muir Lake Community School	9	216	2025-02-13
		Duffield School	7	156	2025-02-19
		Entwistle School	4	75	2025-04-15
		Tomahawk School	4	92	2025-06-05
Subtotal	Sum		53	1218	
Ponoka County		Mecca Glen School	3	61	2024-11-12
		Bluffton School	5	95	2024-11-14
		Ponoka Elementary School	7	274	2025-03-17
		Ponoka Elementary School	7	264	2025-03-20
		Rimbey Elementary School	1	61	2025-05-06
		Rimbey Elementary School	7	257	2025-05-22
		Leedale Colony School	1	15	2025-06-23
		Ferrybank Colony School	1	18	2025-06-23
Subtotal	Sum		32	1045	

Red Deer County	Delburne Centralized School	8	194	2024-11-18
	Poplar Ridge School	7	171	2024-11-21
	Spruce View School	7	144	2024-12-03
	Rainbow Colony School	1	23	2024-12-10
	Pine Hill Colony School	1	13	2024-12-10
	Bowden Grandview School	7	152	2025-01-10
	Elnora School	4	47	2025-01-14
	Ecole John Wilson Elementary School	8	160	2025-01-23
	Jessie Duncan Elementary School	6	112	2025-01-24
	Jessie Duncan Elementary School	7	162	2025-01-27
	Ecole John Wilson Elementary School	9	193	2025-01-28
	Beacon Hill Elementary School	9	209	2025-03-10
	Beacon Hill Elementary School	7	164	2025-03-11
	Innisfail Middle School	7	152	2025-03-31
	Ecole Steffie Woima Elementary School	8	199	2025-04-02
	Ecole Steffie Woima Elementary School	11	225	2025-04-03
	C.P. Blakely Elementary School	7	187	2025-04-29
	C.P. Blakely Elementary School	7	159	2025-04-30
	Penhold Elementary School	9	213	2025-05-13
	Rainbow Colony School	1	23	2025-06-19
Subtotal	Sum	131	2902	
Rocky View County	Crossfield Elementary School	4	91	2025-03-21
	Beiseker Community School	6	109	2025-03-25
	Kathryn School	8	132	2025-03-27
	Indus School	7	142	2025-04-01
	Beiseker Colony School	1	16	2025-04-15
	Tschetter Colony School	1	15	2025-04-15
	Fairview Colony School	1	18	2025-04-17
	Banded Peak School	6	119	2025-05-02
Subtotal	Sum	34	642	
Saddle Hills County	Bay Tree Colony School	1	8	2025-02-18
	Silver Valley Colony School	1	8	2025-02-18
	Doe River Colony School	2	18	2025-02-24
Subtotal	Sum	4	34	
Smoky Lake County	Vilna School	3	18	2025-05-21
	H.A. Kostash School	6	166	2025-05-22
	Holy Family Catholic School	3	67	2025-06-16
Subtotal	Sum	12	251	
Special Area 2	Jenner Colony School	1	17	2025-05-06
	Berry Creek Colony School/Stahl Colony	1	9	2025-05-07
	Berry Creek Colony School/Stahl Colony	1	9	2025-05-07
	Hand Hills Colony School	2	23	2025-05-07
	Berry Creek Community School	3	32	2025-06-06
Subtotal	Sum	8	90	
Special Area 3	Wind River Colony School	1	19	2025-05-06
	Youngstown School	2	31	2025-06-02
	Oyen Public School	5	78	2025-06-03
	Prairie View Colony School	1	6	2025-06-04
	New Brigden School	2	19	2025-06-04
Subtotal	Sum	11	153	
Special Area 4	Veteran Colony School (Harts Colony School)	2	27	2025-06-19
Subtotal	Sum	2	27	
Starland County	Morrin School	3	60	2025-03-12
	Craigmyle Colony School	1	7	2025-05-08
	Cloverleaf Colony School	1	18	2025-05-08
	Starland Colony School	2	22	2025-05-09
	Blue Sky Colony School	1	16	2025-05-09
	East River Colony School	1	10	2025-05-15
	Neu Muehl Colony School	1	5	2025-05-20
	Verdant Valley Colony School	1	15	2025-05-20
	Delia School	3	48	2025-06-02

Subtotal	Sum		14	201	
Strathcona County		Castle Colony School	1	28	2025-05-09
Subtotal	Sum		1	28	
Sturgeon County		Bon Accord Community School	0	0	2025-01-11
Subtotal	Sum		0	0	
Vulcan County		Little Bow Colony School	1	16	2024-12-04
		Carmangay Colony	1	11	2025-02-03
		Arrowwood Colony School	1	20	2024-12-10
		Wild Rose Colony School	1	4	2024-12-18
		Milo School	4	56	2025-02-06
		Lomond Colony School	1	19	2025-03-04
		Arrowwood Community School	3	43	2025-03-17
		Wild Rose Colony School	1	4	2025-03-26
		Vulcan Prairieview Elementary School	8	177	2025-04-01
		Little Bow Colony School	1	16	2025-06-04
Subtotal	Sum		22	366	
Wheatland County		Ecole Brentwood Elementary School	7	158	2024-12-09
		Carseland School	5	94	2025-03-07
		George Freeman School	12	276	2025-03-19
		Wheatland Crossing	9	179	2025-03-20
		Rosebud River Colony School	1	9	2025-03-24
		Rosebud Creek Colony School	1	22	2025-03-24
		Trinity Christian Academy	3	77	2025-03-26
		Sayre Colony School	1	24	2025-04-07
		Stahlville/Hines Colony School	2	37	2025-04-07
		Clearview Colony School	1	31	2025-04-08
		Fairville Colony School	1	8	2025-04-08
		Twin Creeks Colony School	1	21	2025-05-05
		Towers Colony School	1	17	2025-05-05
		Midwest Colony School	1	13	2025-05-12
		Greentree School	8	181	2025-05-22
		Greentree School	8	158	2025-05-23
		Crawling Valley Colony School	1	14	2025-05-26
		Wintering Hills Colony School	2	41	2025-05-26
		Rising Sun Colony School	2	25	2025-05-27
		Green Acres Colony School	1	14	2025-05-27
		Sandhills Colony School	1	17	2025-06-11
		Poplar Row Colony School	1	11	2025-06-12
		Glenrose Colony School	1	28	2025-06-12
Subtotal	Sum		71	1455	
Woodlands County		Ecole St. Mary School	10	210	2025-01-20
		Pat Hardy Elementary School	9	185	2025-04-23
		Pat Hardy Elementary School	7	153	2025-04-24
		Ecole St Anne	7	150	2025-05-13
		Ecole St Anne	7	154	2025-05-14
Subtotal	Sum		40	852	
Yellowhead County		Fulham School	4	39	2025-01-17
		Yellowhead Koinonia Christian School	4	69	2025-02-21
		Mary Bergeron School	10	211	2025-03-18
		Mary Bergeron School	7	150	2025-03-19
		Wildwood School	4	71	2025-04-15
		Evansview School	5	120	2025-05-09
		Niton Central School	3	56	2025-06-10
Subtotal	Sum		37	716	
Total	Sum		1754	37118	

For more information about this report or our Safety Smarts program please contact:
Carma Flaig | Safety Smarts Program Manager: programs@heartlandssupport.ca



Request for Decision (RFD)

Meeting Date: Thursday, February 26, 2026

Agenda Item: #

8.9

Topic: Policy Statement No. 62-10-11 Agricultural Service Board Business Plan 2026

Presented By: Agricultural Department

Recommendation:

That Smoky Lake County Council approve Policy Statement No. 62-10-11 Agricultural Service Board Business Plan 2026 as presented.

Background:

Smoky Lake County Agricultural Service Board established the Agricultural Service Board Business Plan in 2010 to track duties carried out as part of the agreement with Alberta Agriculture and Irrigation to ensure compliance with all the duties related to the *Weed Control Act*, *Soil Conservation Act*, *Agricultural Pest Act* and *Agricultural Board Act*.

Smoky Lake Agricultural Service Board has used the Business Plan as a way of tracking changes and improvements to the ASB Program and ensuring compliance with duties laid out by Alberta Agriculture and Irrigation.

At February 3rd, 2026, ASB Meeting the Agricultural Service Board made the following motion,

‘That the Smoky Lake County Agricultural Service Board recommend that Smoky Lake County Council approve Policy Statement No. 62-10-11 Agricultural Service Board Business Plan 2026 as presented.’

The extension program portion was recommended to remain vague as it will change from year to year. It is recommended that the Agricultural Department host 4 events/year to start and we will develop this program as time goes on.

Benefits:

Provides ASB Staff with guidance and ensures compliance.

Disadvantages:

N/A

Alternatives:

N/A

Financial Implications:

N/A

Legislation:

Smoky Lake County has an obligation to carry out duties related to the *Weed Control Act*, *Soil Conservation Act*, *Agricultural Pest Act* and *Agricultural Service Board Act*. This Business Plan is a way of tracking those responsibilities in one location and keeping us up to date as things change



Request for Decision (RFD)

over the years.

Intergovernmental:

N/A

Strategic Alignment:

N/A

Enclosure(s):

DRAFT Policy Statement 62-10-11 Agricultural Service Board Business Plan 2026

Signature of the CAO: _____



DEPARTMENT SUMMARY

The Smoky Lake County Agricultural Service Board provides agricultural producers with programming designed to enhance environmental stewardship, farm income, and quality of life. These services are delivered through vegetation management, agricultural extension, problem wildlife management, pest control, program delivery and monitoring, as well as government advocacy.

The Agricultural Service Board is also responsible for the enforcement of provincial legislation, including the Weed Control Act, Agricultural Pests Act, Agricultural Service Board Act, Soil Conservation Act, and the Animal Health Act.

Vision Statement:

To encourage sustainable agriculture, environmental integrity, and an improved quality of life in Smoky Lake County.

Mission Statement:

To provide services, policies, and education to agricultural families, businesses, and the public that enhance the environment, farm income, and quality of life.

DEPARTMENT SUMMARY

Values

Integrity

The Smoky Lake County Agricultural Service Board conducts business in an ethical manner, respecting the environment, the public, and applicable legislation.

Commitment to Service

The Smoky Lake County Agricultural Service Board strives provide the highest level of service to its ratepayers by conducting operations in an efficient and cost-effective manner.

Progressive

The Smoky Lake County Agricultural Service Board takes a proactive and innovative approach to programming by examining new technologies and protocols, while welcoming and implementing relevant public input.

VEGETATION MANAGEMENT

Program Goal

Reduce noxious weeds and maintain safe roadside sightlines through an integrated vegetation management approach on municipal rights-of-way.

Strategies, Actions, and Measures

Identify Problem Noxious Weeds

Strategy

- Identify problem noxious weeds within municipal rights-of-way, with key emphasis on Prohibited Noxious and Noxious weed species.
- Analyze both environmental and economic threats.

Actions

- All county roads inspected for noxious weeds at least once per growing season.

Measures

- Number of road inspections completed annually.

VEGETATION MANAGEMENT

Herbicide Application

Actions

- One-half of all county roads will receive herbicide application using One-Pass mower herbicide applicators, following:
 - Policy Statement 62-15 – Vegetation Management Plan
 - Policy Statement 62-23 – Tansy Reduction Program
- Brush spraying completed during the regular roadside spraying rotation in coordination with the Public Works brushing program.
- Spot spraying conducted in the remaining two zones where regular roadside spraying occurs.
- Targeted treatment of noxious weeds and brush.
- Custom spraying on private lands will occur if time and budget allow, with priority given to landowners struggling with Prohibited Noxious weeds.

Measures

- Number of miles receiving herbicide application.
- Amount of herbicide applied for brush control.
- Number of locations spot sprayed.
- Amount of herbicide applied during spot spraying.
- Number of landowners assisted with eliminating Prohibited Noxious weeds by the ASB Department.

VEGETATION MANAGEMENT

Roadside Mowing

Actions

- Roadside mowing conducted according to Policy Statement 62M-02 – Mowing Program.
- Roadsides will receive:
 - One initial shoulder pass.
 - A secondary shoulder pass once primary passes are complete.
- Lake roads leading to resorts, Victoria Trail, and Township Road 610 will be mowed prior to the July and August long weekends.
- One shoulder pass and a second seasonal pass to the property line for weed and brush control to be completed by October 1 annually.
- Iron Horse Trail mowed once per year.
- Additional mowing completed for community events and other municipal properties as required.

Measures

- Miles of road mowed.
- Amount of additional mowing completed for community events.
- Amount of additional mowing completed on other municipal properties

WEED CONTROL ACT DUTIES

Invasive Species & Weed Control Program

Goal

To control the spread and prevent the establishment of invasive species on privately owned land through responsible communication with landowners, occupants, industry stakeholders, and the general public, in accordance with the Weed Control Act of Alberta.

Strategies, Actions, and Measures

Weed Inspection Program

Actions

- Weed inspections conducted on private land annually during the growing season.
- Recommendation letters sent to landowners in non-compliance with the Weed Control Act of Alberta, as outlined in Policy Statement 62-14 – Weed Inspection and Weed Notice.
- Weed Notices issued to landowners who do not comply with recommendation letters.
- Enforcement actions completed by the Agricultural Services Department for continued non-compliance with issued Weed Notices.

Measures

- Number of inspections completed.
- Number of letters sent to landowners and renters.
- Number of Weed Notices issued.
- Number of weed enforcement actions completed.

ENVIRONMENTAL STEWARDSHIP AND EXTENSION

Environmental Stewardship & Extension Program Goal

To empower Smoky Lake County's agricultural producers through assistance with Environmental Farm Plans and innovative, locally driven workshops that promote environmental stewardship, sustainability, and resilient agricultural growth.

Strategies, Actions and Measures

Environmental Farm Plans

Actions

- Assist local producers with the completion of Environmental Farm Plans
- Provide air photographs for fields and farmyards
- Provide soils information
- Provide water well information from the Alberta Water Wells Database

Measures

- Number of Environmental Farm Plans assisted with
- Increased adoption of beneficial management practices by producers

ENVIRONMENTAL STEWARDSHIP AND EXTENSION

Sustainable Canadian Agricultural Partnership

Actions

- Assist local producers with information on new agricultural programs and grants
- Stay current with program updates and changes

Measures

- Number of producers assisted

Resilient Agricultural Landscape Program

Actions

- Assist local producers with information on new agricultural programs and grants
- Stay current with program updates and changes

Measures

- Number of producers assisted

ENVIRONMENTAL STEWARDSHIP AND EXTENSION

On-Farm Climate Action Fund

Actions

- Assist local producers with information on new agricultural programs and grants
- Stay current with program updates and changes

Measures

- Number of producers assisted

Classroom Agriculture Program

Actions

- Deliver the Classroom Agriculture Program to Grade 4 students at schools registered within Smoky Lake County

Measures

- Number of Classroom Agriculture Program presentations delivered



ENVIRONMENTAL STEWARDSHIP AND EXTENSION

Municipally hosted events and workshops

The Smoky Lake Agricultural Services Department will host a minimum of four (4) local agricultural events annually. Event topics will be determined on a year-to-year basis in response to emerging issues, producer needs, areas of interest within the local agricultural community, and current trends or challenges facing the agricultural sector.

PROBLEM WILDLIFE PROGRAM

Problem Wildlife Program Goal

To implement an Integrated Problem Wildlife Management Program that reduces wildlife-related damage through proactive, responsible, and coordinated management practices

Strategies, Actions, and Measures

Coyotes

Actions

- Maintain Form 7 License to provide 1080 toxicant to agricultural producers
- (Policy Statement 62-03: Coyote Control)
- Provide Coyote Control booklets to help producers manage predation

Measures

- Number of 1080 tablets distributed annually

Note

- As of December 2024, Health Canada has recalled all 1080, and it will be expected that producers attend a farmers pesticide applicator certification to use

Beavers

Actions

- Offer a Beaver Tail Bounty of \$15.00 per tail from pre-approved locations
- (Policy Statement 62-07: Beaver Management)
- Remove beaver dams to mitigate flooding and protect municipal infrastructure
- (Policy Statement 62-21: Beaver Control – Fee for Removal with Explosives)
- Part-time Animal Control Technician to:
 - Obtain required landowner easements
 - Secure all provincial and federal permissions
- Maintain a Certified Blaster's License with the Province of Alberta
- Trap and remove problem beavers and muskrats
- Install and maintain pond levelers and other flow devices

Measures

- Number of beaver tails submitted
- Number of dams removed affecting municipal infrastructure
- Revenue generated from private land blasting
- Damage Control Licenses issued by Alberta Environment
- Trapping conducted on County-owned lake properties
- Certification renewal completed every 5 years
- Number of beavers and muskrats removed
- Number of pond levelers installed or maintained
- Number of flooded roads

PROBLEM WILDLIFE PROGRAM

Richardson Ground Squirrel (Gopher)

Actions

- Provide alternative control options to producers
- Recommend local trappers where appropriate

Measures:

- Number of producers assisted

Wild Boar

Actions

- Promote the Alberta Invasive Species Council “Squeal on Pigs” campaign
- Support awareness and reporting of wild boar sightings
- Partner on surveillance efforts with Alberta Agriculture and Irrigation when possible.
- Participate in the partnership with Alberta Pork when it’s available, this is dependent on grant funding.

Measures

- County website posts and social media shares
- Number of sightings recorded while doing surveillance

PROBLEM WILDLIFE PROGRAM

Waterfowl Damage Control

Actions

- Scare cannons available for rent in accordance with Policy Statement 62-26 – “Scare Cannon Rental”
- Recommend alternative control measures to mitigate crop damage during fall migration

Measure

- Number of scare cannon rentals
- Number of producers utilizing alternative control measures

Alternative Control Methods

Actions

- Agricultural Fieldmen will continue to explore alternative control methods for all pest species
- Promote and notify producers of new alternative control measures as they become available

Measures

- Attend In-service training with Agricultural Fieldmen from across the province, to hear what they are doing
- Attend demonstrations with government research groups

PROBLEM WILDLIFE PROGRAM

Northern Pocket Gopher (Mole)

Action

- \$1.00 per tail bounty available in accordance with
- Policy Statement 62-02 – “Bounty for Pocket Gopher Tails”
- Accept and process mole tail bounties

Measure

- Number of mole tails submitted for bounty

Stray Dog Pickup

Action

- Assist Smoky Lake County Peace Officer with responses to ratepayer reports of loose dogs, as required
- Transport stray dogs to an approved animal shelter or reunite with owners when possible

Measure

- Number of stray dogs picked up and transported or reunited with owners



AGRICULTURAL PEST ACT DUTIES

Agricultural Pest Act Program Goal

To provide Smoky Lake County agricultural producers with responsible pest management strategies through pest monitoring and enforcement of declared agricultural pests, as outlined in the Agricultural Pest Act of Alberta.

Strategies, Actions, Measures

Swede Midge of Canola

Actions

- Monitored on behalf of Agriculture and Agri-Food Canada
- 8-week monitoring program with weekly sticky pad changes
- Ongoing monitoring for new and invasive pests that threaten the agricultural industry

Measures

- Monitoring completed and data submitted as required

Canola Flower Midge

Actions

- Monitored on behalf of Agriculture and Agri-Food Canada
- 8-week monitoring program with weekly sticky pad changes
- Ongoing monitoring for new and invasive pests that threaten the agricultural industry

Measures

- Monitoring completed and data submitted as required



AGRICULTURAL PEST ACT DUTIES

Grasshoppers

Actions

- Townships surveyed annually for grasshopper activity
- County ditches and fields sampled at each survey location
- Survey data submitted to Alberta Agriculture for forecasting

Measures

- Number of fields surveyed
- Number of outbreaks identified

Bertha Armyworm

Actions

- Three (3) fields monitored across the county
- Monitoring conducted from June to August
- Traps placed to collect moths responsible for egg laying
- Data used to support outbreak forecasting

Measures

- Number of moths counted annually
- Number of outbreaks forecasted

AGRICULTURAL PEST ACT DUTIES

Wheat Midge

Actions

- Wheat fields monitored when heads are emerging through anthesis (flowering), typically late June
- Monitoring focused on areas with historically high populations and risk of yield loss
- Samples collected annually and submitted to Alberta Agriculture when required

Measures

- Samples collected and submitted
- Areas monitored during susceptible growth stages

Blackleg of Canola

Actions

- Canola fields sampled annually to assess Blackleg severity
- Samples provided to the Crop Diversification Centre for research purposes

Measures

- Number of fields sampled annually

AGRICULTURAL PEST ACT DUTIES

2026
ASB
BUSINESS
PLAN

Clubroot

Actions

- Random canola fields surveyed after swathing
- Fields assessed for visual symptoms of Clubroot
- Plant samples with suspected galls submitted for laboratory DNA confirmation
- Monitoring conducted in accordance with Policy Statement 62-12-04 – “Clubroot”

Measures

- Number of canola fields sampled annually
- Number of Clubroot Management Checklists issued to producers annually
- Number of Pest Notices issued annually

SOIL CONSERVATION ACT DUTIES

Soil Conservation Act Goal

To protect the quality and integrity of agricultural soils in Smoky Lake County

Strategies, Actions, Measures

Soil Conservation

Actions

- Agricultural Fieldmen are designated as inspectors under the Soil Conservation Act
- Document and photograph any instances of non-compliance
- Promote soil health workshops and site demonstrations
- Monitor soil conditions and respond to areas of concern following events that may impact soil or water sources

Measures

- Number of Soil Conservation Notices issued
- Number of Soil Conservation Letters issued
- Number of workshops delivered
- Number of areas assessed for soil condition concerns



INTERGOVERNMENTAL COLLABORATION

Intergovernmental Collaboration Goal

Conduct intergovernmental collaboration with all levels of government

Strategies, Actions, Measures

Collaborate with multiple levels and forms of government

Actions

- Agricultural Service Board (ASB) participation in drafting and passing resolutions at:
 - Regional Agricultural Service Board Conferences
 - Provincial Agricultural Service Board Conferences
- Attend annual conferences and participate through:
 - Discussion
 - Voting on agricultural issues
-

Measures

- Attendance at Regional and Provincial ASB Conferences



INTERGOVERNMENTAL COLLABORATION

Protect the interests of the Smoky Lake County Agricultural Community

Actions

- Convey agricultural concerns to relevant government agencies through:
 - Face-to-face meetings
 - Letter writing
 - Other available communication methods
- Advocate on behalf of the local agricultural community at provincial and federal levels

Measures

- Number of letters sent to:
 - MLAs
 - MPs
 - Other government representatives



INTERGOVERNMENTAL COLLABORATION

Animal Health Act

Actions

- Liaise with the:
 - Chief Provincial Veterinarian (CPV)
 - Canadian Food Inspection Agency (CFIA)
 - Local veterinarians
 - when necessary for livestock emergencies under Policy Statement 62-30 Animal Health & Livestock Emergency Preparedness
- Respond to livestock emergencies, including:
 - Highway livestock incidents (e.g., cattle liner accidents)
- If a positive case or outbreak under the Animal Health Act is confirmed within Smoky Lake County:
 - ASB staff will act in accordance with CPV directives
- Coordinate with Fire Protective Services during highway livestock emergencies, including:
 - Sourcing rendering trucks
 - Arranging trailers
 - Contacting local veterinarians

Measures

- Number of investigations ASB staff are asked to assist on
- Number of highway livestock emergencies assisted on



Request for Decision (RFD)

Meeting Date: Thursday, February 26, 2026

Agenda Item: # 8.10

Topic: Agricultural Use of Municipal Right-of Ways

Presented By: Agricultural Department

Recommendation:

That Smoky Lake County adopt the revised Policy Statement 62-08: Agricultural Use of Municipal Right-of-ways as presented.

Background:

Following discussion from the February 5th Committee of the Whole Meeting, the Agricultural Services department reviewed and amended Policy Statement 62 -08: Agricultural Use of Municipal Right-of-Ways.

The amendments include:

- Updating the permitted licensing period for surplus municipal roads used for grazing from October 1 to October 31.
- Updating the deadline for removal of temporary fencing on surplus municipal roads from October 15 to November 15.
- Expanding eligibility to include renters as permitted applicants for a Grazing License and/or Haying Permit.

Benefits:

Aligns licensing timelines more closely with seasonal agricultural operations.

Disadvantages: NA

Alternatives: NA

Financial Implications: NA

Legislation:

Adoption of this policy is consistent with the County's authority under the Municipal Government Act to manage and regulate the use of municipal road allowances and rights-of-way.

Intergovernmental: NA

Strategic Alignment: NA



Request for Decision (RFD)

Enclosure(s):

- Policy Statement AG-08: Agricultural Use of Municipal Right-of-ways.

Signature of the CAO: _____



Smoky Lake County Policy

Title:	Agricultural Use of Municipal Right-of-Ways	<u>Policy #</u>	<u>Version</u>
Category:	Agricultural Services (AG)	AG-08	02

LEGISLATIVE REFERENCE: *Municipal Government Act*, Chapter M26.1, Section 18(1) and Section 545.

PURPOSE: To provide landowners and renters authorization to conduct the agricultural activities of haying or livestock grazing, within the road right-of-ways adjacent to their land.

STATEMENT: Smoky Lake County supports local agricultural operations by permitting agricultural haying and grazing within the untraveled portion of the road right-of-ways by issuing haying permits or grazing licenses, which are subject to conditions and seasonal restrictions to ensure public safety and infrastructure integrity.

DEFINITIONS:

“License” - A formal authorization allowing livestock grazing within the untraveled portion of the road right-of-way, under specific conditions.

“Permit” - A formal authorization allowing landowners to cut and remove hay within the untraveled portion of the road right-of-way, under specific conditions.

“Zone” - The designated area within the untraveled portion of the road right-of-way that can be used for haying or livestock grazing as outlined on the License or Permit application.

“Ditch” - Drainage areas between the County roads edge and the landowners' land(s) that are managed by the municipality.

“Temporary Fencing” - An easily moveable barrier designed for short-term use to contain livestock. Approved materials consist of electric poly wire, poly tape, or portable mesh netting, supported by stakes or small posts that are quick to install and remove (there shall be no pounding of any wooden posts into County ditches).

“Roads Edge” - Boundary where gravel/paved surface meets the surrounding natural terrain, such as grass, soil, etc.

OBJECTIVE: OBJECTIVE:

- To govern the issuance of Permits and Licenses, authorizing adjacent landowners or renters to utilize the untraveled portion of the road right-of-way for haying and grazing purposes.
- To support local agriculture while maintaining the integrity of municipal infrastructure.
- To specify the conditions, responsibilities, and requirements for adjacent landowners or renters, to facilitate a structured and mutually beneficial use of municipal lands and ensure compliance from the Permit and License holders.

GUIDELINES & PROCEDURE:

- Applications made under **Schedule “A”: Haying Permit Application** and **Schedule “B”: Grazing License Application**, must be received by the County **prior to June 1st of each year**.



- Smoky Lake County may grant landowners, the right to use and occupy a portion of the municipal right-of-way, which is not closer than such distance that may interfere with road grading, snowplowing, or maintenance, to the outer edge of the traveled portion of the road nearest the applicants' land, for purposes of haying or livestock grazing, at the landowners' risk.
- **Haying Permit Application:** Applicants must read and understand the conditions within ***Schedule "A": Haying Permit Application*** and complete and submit the application prior to June 1st of each year, at no cost.
- **Grazing License Application:** Applicants must read and understand the conditions within ***Schedule "B": Grazing License Application*** and complete and submit the application prior to June 1st of each year.
- **Right to Enter:** Smoky Lake County officers, employees, agents and contractors shall have the right at any time to enter upon the municipal right-of-way for the purpose of reconstructing, maintaining, repairing, inspecting, testing or removing any public works, utility or road existing at the date of this agreement, and shall make reasonable effort to communicate the intent to the applicant prior to entry. The County shall in undertaking such activities use reasonable efforts to cause its officers, employees, agents and contractors to minimize any disruption or damage to the landowners use and fence which occurs pursuant to such activities to the extent that any loss, damage or injury shall have been caused by the acts of negligence of the County's officers, employees, agents or contractors.
- **Inspections:** Smoky Lake County's Agricultural Department staff will conduct periodic inspections to ensure compliance with License and Permit conditions and failure to meet the conditions may result in the License or Permit being immediately revoked.
- **Cancellation or Denial:** Permits and Licenses may be cancelled or denied at any time with no liability or obligation to the County, under the following circumstances:
 - If spraying schedule priorities for vegetation control on that specific right-of-way cannot be deferred until after the haying or grazing period.
 - If road construction, repair, gravelling or any other maintenance activities are scheduled during the haying or grazing period.
 - If the applicant did not comply with Permit of License conditions previously.

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



Schedule "A" Haying Permit Application

Applicant Name:	
Application Date:	
Address:	
Phone Number:	

Legal Land Location(s):

¼	Section	Township	Range	W4M
¼	Section	Township	Range	W4M
¼	Section	Township	Range	W4M

In consideration of granting this license, the following conditions apply:

1. Up to June 1st, priority will be given to applications received from landowners for the purpose of cutting hay along Municipal right-of-way adjacent to their land. Applications received after June 1st cannot be guaranteed to be free of herbicide application.
2. Approved permits are valid only from June 15th to August 1st. All haying operations must be completed by this time.
3. Baled hay must be removed within 7 days of cutting. Permitted bales not removed after 7 days shall, at the discretion of the County, invalidate the permit and be removed by County forces with no liability to the County.
4. Approved permits will be noted by the appropriate County personnel conducting right-of-way and road management.
5. Permits may be cancelled at any time by the County with no liability or obligation from the County to the permit holder.
6. The permit holder indemnifies and saves harmless the County from any claims arising from his/her operations.
7. The permit holder will carry out haying operations in a manner creating no hazard to vehicular traffic.
8. The permit holder will not sublet or sell the rights granted under this permit.

9. The permit holder will satisfy himself as to the presence of herbicides or pesticides.

10. The County reserves the right to enter upon the right-of-way described in this permit for the purposes of weed control, roadside maintenance or any other reason whatsoever.

I (We) hereby agree to, in consideration of the benefit derived by me (us) from the work description above shall indemnify and save harmless Smoky Lake County, its councillors, officers, employees, and agents from any claim, damage, liability, cost, fee, penalty, action, cause of action, demand, damage to property, injury to person/livestock or death (including, without limitation to, legal fees of Smoky Lake County on a solicitor-client full indemnity basis), that may arise directly or indirectly out of the performances of the above described activities.

I, (We) have read, understand, and accept the terms and conditions of the policy and of this permit.

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



Schedule “B” Grazing License Application

Applicant Name:	
Application Date:	
Address:	
Phone Number:	

Legal Land Location(s):

¼	Section	Township	Range	W4M
¼	Section	Township	Range	W4M
¼	Section	Township	Range	W4M

In consideration of granting this license, the following conditions apply:

1. Up to June 1st, priority will be given to applications received from landowners for the purpose of grazing livestock along Municipal right-of-way adjacent to their land. Applications received after June 1 cannot be guaranteed to be free of herbicide application.
2. Approved licenses are valid only from June 15th to October 31st . All grazing operations must be completed by this time.
3. Temporary electric fences must be removed by November 15th, if fences remain and at the discretion of the County, they will be removed by County forces with no liability to the County.
4. Approved license will be noted by the appropriate County personnel conducting right-of-way and road management.
5. License may be cancelled at any time by the County with no liability or obligation of the license holder.
6. The license holder indemnifies and saves harmless the County from any claims arising from his/her operations.
7. The license holder will carry out grazing operations in a manner creating no hazard to vehicular traffic.
8. The license holder will not sublet or sell the rights granted under this license.
9. The license holder will satisfy themselves as to the presence of herbicides or pesticides.

10. The County reserves the right to enter upon the right-of-way described in this license for the purposes of weed control, roadside maintenance or any other reason whatsoever.

I (We) hereby agree to, in consideration of the benefit derived by me (us) from the work description above shall indemnify and save harmless Smoky Lake County, its councillors, officers, employees, and agents from any claim, damage, liability, cost, fee, penalty, action, cause of action, demand, damage to property, injury to person/livestock or death (including, without limitation to, legal fees of Smoky Lake County on a solicitor-client full indemnity basis), that may arise directly or indirectly out of the performances of the above described activities.

I (We) have read, understand, and accept the terms and conditions of the policy and of this permit.

Signature of
Participant:

Date: _____

Signature of
Agricultural
Fieldman or
Delegate:

Date: _____



Request for Decision (RFD)

Meeting Date: Thursday, February 26, 2026

Agenda Item: # 8.11

Topic: Planning and Development Fees Bylaw No. 1498-26

Presented By: Jordan Ruegg, Planning & Development Manager

Recommendation:

1. That Smoky Lake County Council gives Bylaw No. 1498-26 First Reading.
 2. That Smoky Lake County Council gives Bylaw No. 1498-26 Second Reading.
 3. That Smoky Lake County Council gives Bylaw No. 1498-26 Permission for Third Reading.
 4. That Smoky Lake County Council gives Bylaw No. 1498-26 Third Reading.
-

Background:

Bylaw No. 1463-24: *Planning and Development Fees Bylaw* was adopted on January 13, 2024, establishing rates and fees for various Planning and Development-related permits, licenses, approvals and applications. Bylaw No. 1463-24

Summary of proposed changes to come into effect with the adoption of Bylaw No. 1498-26:

1. Establish a fee for the leasing of surplus municipal roads;
2. Establish fees for advertising and surveying costs related to the disposition of surplus municipal roads; and
3. Establish the valuation of the amount of cash-in-lieu for Municipal Reserve that is to be provided when subdivision of land occurs.

Benefits: Clear and concise listing of all Planning and Development-related fees and charges, including Safety Codes Permits, all in one place.

Disadvantages: Nil.

Alternatives: Council may choose not to adopt the Bylaw and/or may propose alternate changes.

Financial Implications: Nil.

Legislation: Municipal Government Act, R.S.A 2000, c M-26

Intergovernmental: Nil.

Strategic Alignment: Nil.

Enclosure(s):

- **Enclosure #1 – Bylaw No. 1498-26 – Planning and Development Fees Bylaw (Proposed)**
- **Enclosure #2 – Bylaw No. 1463-24 – Planning and Development Fees Bylaw (Current)**

Signature of the CAO: _____

**SMOKY LAKE COUNTY
IN THE PROVINCE OF ALBERTA
BYLAW NO. 1498-26**

**A BYLAW OF THE MUNICIPALITY OF SMOKY LAKE COUNTY IN THE PROVINCE
OF ALBERTA, TO ESTABLISH FEES FOR PLANNING AND DEVELOPMENT
RELATED MATTERS FOR SMOKY LAKE COUNTY**

WHEREAS Smoky Lake County deems it expedient to set and review, as necessary, from time-to-time, various fees, charges and fines related to planning and development within the Municipality; and

WHEREAS Council has adopted Smoky Lake County Bylaw 1272-14, as amended, to be the Land Use Bylaw;

WHEREAS Council may in a bylaw provide for a system of licences, permits or approvals, including establishing fees for licences, permits and approvals, in accordance with Section 8 of the *Municipal Government Act*, R.S.A. 2000, c. M-26, and amendments thereto;

WHEREAS, the *Safety Codes Act*, R.S.A. 2000, c. S-1, as amended from time to time, authorizes an accredited municipality to make bylaws respecting fees for anything issued or any material or service provided pursuant to the *Safety Codes Act*;

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

1. NAME:

- a. This Bylaw may be referred to as the "*Smoky Lake County Planning and Development Fees Bylaw*."

2. FEES ESTABLISHED

- a. **'Schedule A – Planning & Development Fees'**
- b. **'Schedule B – Safety Code Fees'**
- c. **'Schedule C – Subdivision Fees'**

attached herein, each forms a part of this Bylaw.

- d. The Subdivision Authority under the *Municipal Government Act* as appointed by Council may establish related fees.
- e. The Accredited Agency under the *Safety Codes Act* as appointed by Council may establish related fees.

3. FINES RELATED TO OFFENCES AND PENALTIES

- a. Any person who:
 - i. Contravenes or fails to comply with any provision of this Bylaw and/or the Smoky Lake County Land Use Bylaw 1274-12 the "Land Use Bylaw";
 - ii. Uses land in a manner contrary to the provisions of this Bylaw or any subdivision or development permit for such land;
 - iii. Contravenes or fails to comply with any development permit or subdivision approval, or conditions forming part thereof;

- iv. Contravenes or fails to comply with a decision of the Intermunicipal Subdivision and Development Appeal Board;
- v. Obstructs or otherwise hinders in any manner any person in the exercise or performance of that person's powers authorized under this or any other Bylaw or enactment; or,
- vi. Contravenes or fails to comply with a Stop Order issued pursuant to the *Municipal Government Act*,

is guilty of an offence and is liable on summary conviction to a fine.

- b. A person who contravenes or who fails to comply with any other provision of the Land Use Bylaw is guilty of an offence and is liable to a penalty for a first and each subsequent offence in the amount specified in Schedule A of this Bylaw.
- c. If a person is found guilty of an offence under the Land Use Bylaw, the court may, in addition to any other penalty imposed, order the person to comply with the Land Use Bylaw or a development permit issued under that Bylaw, or a condition of any of them.
- d. A Peace Officer may issue a Municipal Tag where it is reasonably determined that a person has contravened any provision of the Land Use Bylaw.
- e. Where a contravention or offence is of a continuing nature, further Municipal Tags may be issued by a Peace Officer for each day the offence continues.
- f. A person named on a Municipal Tag may, in lieu of being prosecuted, plead guilty to the offence by signing the Municipal Tag and paying the specified penalty at the location indicated on the Municipal Tag.
- g. If payment of a Municipal Tag is not made within the time specified, a Peace Officer may issue a Violation Ticket under the Provincial Offences Procedures Act requiring the person named to appear in court on the date indicated in the Violation Ticket.
- h. Nothing in this Bylaw shall prevent or restrict a Peace Officer from immediately issuing a Violation Ticket under the *Provincial Offences Procedures Act* for a mandatory court appearance of any person who contravenes this Bylaw or the Land Use Bylaw.

4. RIGHT OF ENTRY

- a. For the purpose of entering and inspecting land or structures as described under Part 13, Division 4, Section 542 of the *Municipal Government Act*, RSA 2000, Chapter M-26 as amended, a Development Officer or the Development Compliance Officer, and any other persons appointed by Council, are hereby declared to be "designated officers".

5. REVIEW

- a. This Bylaw should be reviewed at least every two years from its adoption, or as deemed necessary from time to time.

6. PREVAILANCE

- a. To the extent that a provision of this bylaw is found to conflict with another bylaw or policy of Smoky Lake County, this bylaw shall prevail.

7. REPEAL & SEVERABILITY:

- a. Bylaw 1463-24 is repealed, upon adoption of this bylaw.
- b. If any part of this Bylaw is found to be invalid, it is the intention of Council that the remaining sections remain in force until repealed or otherwise amended.

8. EFFECTIVE DATE:

- a. This Bylaw comes into force and effect upon it receiving Third Reading.

Received First Reading this _____ day of _____, **2026**

Received Second Reading this _____ day of _____, **2026**

Received Third Reading this _____ day of _____, **2026**

Craig Lukinuk, Reeve

Seal

Chyenne Shaw, Chief Administrative Officer

SCHEDULE A – PLANNING & DEVELOPMENT FEES

ITEM DESCRIPTION	FEE
DEVELOPMENT PERMITS	
Permitted Use: Residential District	\$150.00
Permitted Use/Discretionary Use: Commercial / Industrial District / Public Institutional	\$1.00 / \$1,000.00 value of construction, or minimum \$250.00
Discretionary Use / Variances: Residential District	\$250.00 (20% of total payable upon application for a Development Permit; remaining 80% payable prior to issuance of an approved Development Permit)
Aggregate Resource Extraction	\$750.00 / acre (20% of total payable upon application for a Development Permit; remaining 80% payable prior to issuance of an approved Development Permit)
Aggregate Resource Extraction - Reclamation Fees <i>(Reclamation Fees are exempt when the responsibility of reclamation falls with the Province of Alberta or when the on development occurs on Crown Land.</i>	\$2,000.00/ acre (payable prior to issuance of an approved Development Permit)
Heritage Resource Intervention Permit	\$150.00
Other Landscaping, Decks, and Signs	\$150.00
Development Occurring prior to submitting Development Permit Application	\$500.00 <u>plus</u> the applicable Development Permit fee
BYLAW AMENDMENT FEES	
Application to Amend the Land Use Bylaw (Map of Text Amendment)	\$1,000.00 + cost of advertising
Application to Amend the Municipal Development Plan	\$1,000.00 + cost of advertising
Application to Amend an Area Structure Plan	\$1,000.00 + cost of advertising
NEW STATUTORY PLAN FEES	
New Area Structure Plan (proposed by a Developer)	\$2,000.00 + cost of advertising
OTHER FEES	
Compliance Certificate	\$125.00
Encroachment Agreement	\$500.00 plus any legal/surveying costs
Road Closure by Resolution for purposes of Disposal	\$500.00 application fee + surveying costs + Fair Market Value for land
Road Closure by Bylaw for purposes of Disposal	\$500.00 application fee + \$500.00 for advertising costs + surveying costs + Fair Market Value for land
Road Closure by Bylaw for purposes of Lease	\$500.00 application fee + \$500.00 for advertising costs + surveying costs + \$50.00/acre per year (Minimum \$100.00 per year)
Cash-in-Lieu of Municipal Reserves for Subdivision	\$2,000.00/acre
Business Licence	No Charge
WITHDRAWAL / REFUND FEES	

Development Permit Application	Before a decision of the Development Authority (Development Authority Officer or Municipal Planning Commission): - 50% of Application Fee
	After decision of the Development Authority: - No refund.
New Statutory Plan, or Plan Amendment	Prior to 1 st reading of Bylaw: - 75% of Application Fee
	Prior to advertising of Public Hearing: - 50% of Application Fee
	After Advertising of Public Hearing but before Public Hearing held - No refund
APPEAL FEES	
Subdivision Appeal Fee	\$250.00
Development Appeal Fee	\$250.00
HARD COPY OF PLANNING DOCUMENTS FEES	
Land Use Bylaw – Hard Copy	\$50.00
Municipal Development Plan – Hard Copy	\$25.00
Area Structure Plan – Hard Copy	\$25.00
NOTE: <i>The Documents noted above are available electronically without charge on the County's website.</i>	

SCHEDULE B – SAFETY CODE FEES



Smoky Lake County
 PO Box 310
 SMOKY LAKE AB T0A 3C0
 Phone: (780) 656-3730
 Fax: (780) 656-3768
 www.smokylakccounty.ab.ca

The Inspections Group Inc.
 12010 – 111 Avenue
 Edmonton, AB T5G 0E6
 Phone: (780) 454-5048 Toll Free: (866) 554-5048
 Fax: (780) 454-5222 Toll Free: (866) 454-5222
 www.inspectionsgroup.com

BUILDING PERMIT FEE SCHEDULE

RESIDENTIAL/DWELLING UNITS/FARM

New Construction - Building Permit Levy (main level)	\$0.52 per sq. ft. + SCC levy
- Upper/Lower Floors	\$0.41 per sq. ft. + SCC levy
Additions/renovations/basement development	\$0.41 per sq. ft. + SCC levy
	\$131.25 (minimum fee) + SCC levy

Accessory Buildings

Garages (attached or detached) (flat rate) (under 624 sq. ft.)	\$131.25 + SCC levy
Shops, garages, storage buildings (over 624 sq. ft.)	\$0.41 per sq. ft. + SCC levy
Decks or garden storage sheds (sheds under 150 sq. ft.)	\$105.00 + SCC levy
Relocation of Home (set-up on basement or foundation)	\$0.39 per sq. ft. + SCC levy
	(min \$131.25)
	\$325.00 (minimum fee) + SCC levy

Placement of home (only)

Fireplaces/Wood Stove (if not included in new construction) (flat rate)	\$109.20 + SCC levy
Demolitions Residential (flat rate)	\$109.20 + SCC levy
Geothermal Heating	\$262.50 + SCC levy

COMMERCIAL/INDUSTRIAL/INSTITUTIONAL

First \$1,000,000.00 construction value	\$6.56 per \$1,000 construction value + SCC levy
Over \$1,000,000.00 construction value	\$6,560.00 + (\$5.25 per \$1,000 construction value portions over \$1,000,000.00) + SCC levy
(Minimum Fee)	\$367.50 + SCC levy
Demolitions Commercial (flat rate)	\$157.50 + SCC levy

MANUFACTURED AND MODULAR HOME

Modular Home (RTM's, etc)	\$351.75 + SCC levy
Basement Development	\$0.41 sq. ft. + SCC levy (min. \$157.50)
Manufactured Home Set-up	\$210.00 + SCC levy
Basement Development (if on foundation)	\$0.41 sq. ft. + SCC levy (min. \$157.50)

NOTE: Add applicable 'Safety Codes Council' levy to each permit; \$ 4.50 each permit or 4% of permit levy, whichever is greater!

A minimum cancellation fee of \$35.00 will be retained when a permit is cancelled or 25% up to a max of \$250 of the fee if a drawing review has been completed or an inspection has been carried out.

When work has commenced without first obtaining the required permit(s); the permit fees will be doubled up to a maximum of \$500.00 surcharge per permit.

Re-inspections will be charged a rate of \$150.00 per inspection + GST.

Re-opening a previously closed permit will be charged to applicants at a rate of \$75 per permit, plus applicable re-inspection fees should they apply.

Permit extensions will be charges at a flat rate of \$150.00 (plus levy) for a maximum of 1 year.

Variances will be charged at a rate of \$125/hour (min 2 hr) (plus levy).

GAS PERMIT FEE SCHEDULE

Residential Installations		Non-Residential Installations			
Number of Outlets	Permit Fee	B.T.U. Input	Permit Fee	B.T.U. Input	Permit Fee
1	\$99.75	10,000	\$99.75	210,000	\$126.00
2	\$105.00	20,000	\$99.75	230,000	\$126.00
3	\$110.25	30,000	\$99.75	250,000	\$136.50
4	\$131.25	40,000	\$99.75	300,000	\$141.75
5	\$141.75	50,000	\$105.00	350,000	\$147.00
6	\$152.25	60,000	\$105.00	400,000	\$152.25
7	\$168.00	70,000	\$105.00	450,000	\$162.75
8	\$183.75	80,000	\$105.00	500,000	\$168.00
9	\$199.50	90,000	\$105.00	550,000	\$173.25
10	\$210.00	100,000	\$110.25	600,000	\$178.50
11	\$220.50	110,000	\$110.25	650,000	\$183.75
12	\$231.00	120,000	\$110.25	700,000	\$189.00
13	\$241.50	130,000	\$110.25	750,000	\$194.25
14	\$246.75	140,000	\$110.25	800,000	\$199.50
15	\$256.20	150,000	\$115.50	850,000	\$204.75
16	\$262.50	160,000	\$115.50	900,000	\$215.25
17	\$267.75	170,000	\$115.50	950,000	\$225.75
18	\$273.00	180,000	\$115.50	1,000,000	\$262.50
19	\$278.25	190,000	\$120.75	1,000,001 to 2,000,000	\$283.50
20	\$283.50	200,000	\$120.75	Over 2,000,000 Add \$ 5.25 per 100,000 BTU	

Propane and Small Installations
 Propane Tank Sets (New or Replacements) \$94.50 per Appliance
 Temporary Heat \$94.50 per Appliance
 Gas/Propane Cylinder Refill Centers \$299.25 per Center
Replacement Commercial or Industrial Appliances (per unit)
 1 - 400,000 BTU input \$152.25 per Unit
 400,001 - 3,000,000 BTU Input \$236.25 per Unit
 Over 3,000,000 BTU Input \$341.25 per Unit

NOTE: Add applicable 'Safety Codes Council' levy to each permit; \$ 4.50 each permit or 4% of permit levy, whichever is greater!
 A minimum cancellation fee of \$35.00 will be retained when a permit is cancelled or 25% up to a max of \$250 of the fee if a drawing review has been completed or an inspection has been carried out.
 When work has commenced without first obtaining the required permit(s); the permit fees will be doubled up to a maximum of \$500.00 surcharge per permit.
 Re-Inspections will be charged a rate of \$150.00 per inspection + GST.
 Re-opening a previously closed permit will be charged to applicants at a rate of \$75 per permit, plus applicable re-inspection fees should they apply.
 Permit extensions will be charged at a flat rate of \$150.00 (plus levy) for a maximum of 1 year.
 Variances will be charged at a rate of \$125/hour (min 2 hr) (plus levy).

PLUMBING PERMIT FEE SCHEDULE (RESIDENTIAL)

# of Fixtures	Permit Fee	# of Fixtures	Permit Fee
1	\$99.75	21	\$199.50
2	\$105.00	22	\$204.75
3	\$110.25	23	\$210.00
4	\$110.25	24	\$215.25
5	\$115.50	25	\$220.50
6	\$120.75	26	\$225.75
7	\$126.00	27	\$231.00
8	\$131.25	28	\$236.25
9	\$136.50	29	\$241.50
10	\$141.75	30	\$246.75
11	\$147.00	31	\$252.00
12	\$152.25	32	\$257.25
13	\$157.50	33	\$262.50
14	\$162.75	34	\$267.75
15	\$168.00	35	\$273.00
16	\$173.25	36	\$278.25
17	\$178.50	37	\$283.50
18	\$183.75	38	\$288.75
19	\$189.00	39	\$294.00
20	\$194.25	40	\$299.25
Add \$3.15 per fixture over 40			

PRIVATE SEWAGE PERMITS

Private Sewage System - \$393.75
 Holding Tanks - \$157.50

NOTE: Add applicable 'Safety Codes Council' levy to each permit; \$ 4.50 each permit or 4% of permit levy, whichever is greater!
 A minimum cancellation fee of \$35.00 will be retained when a permit is cancelled or 25% up to a max of \$250 of the fee if a drawing review has been completed or an inspection has been carried out.
 When work has commenced without first obtaining the required permit(s); the permit fees will be doubled up to a maximum of \$500.00 surcharge per permit.
 Re-Inspections will be charged a rate of \$150.00 per inspection + GST.
 Re-opening a previously closed permit will be charged to applicants at a rate of \$75 per permit, plus applicable re-inspection fees should they apply.
 Permit extensions will be charged at a flat rate of \$150.00 (plus levy) for a maximum of 1 year.
 Variances will be charged at a rate of \$125/hour (min 2 hr) (plus levy).

**PLUMBING PERMIT FEE SCHEDULE
(COMMERCIAL)**

# of Fixtures	Permit Fee	# of Fixtures	Permit Fee	# of Fixtures	Permit Fee
1	\$99.75	35	\$283.50	69	\$462.00
2	\$105.00	36	\$288.75	70	\$467.25
3	\$110.25	37	\$294.00	71	\$472.50
4	\$115.50	38	\$299.25	72	\$477.75
5	\$120.75	39	\$304.50	73	\$483.00
6	\$126.00	40	\$309.75	74	\$488.25
7	\$131.25	41	\$315.00	75	\$493.50
8	\$136.50	42	\$320.25	76	\$498.75
9	\$141.75	43	\$325.50	77	\$504.00
10	\$147.00	44	\$330.75	78	\$509.25
11	\$152.25	45	\$336.00	79	\$514.50
12	\$157.50	46	\$341.25	80	\$519.75
13	\$162.75	47	\$346.50	81	\$525.00
14	\$168.00	48	\$351.75	82	\$530.25
15	\$173.25	49	\$357.00	83	\$535.50
16	\$178.50	50	\$362.25	84	\$540.75
17	\$183.75	51	\$367.50	85	\$546.00
18	\$189.00	52	\$372.75	86	\$551.25
19	\$194.25	53	\$378.00	87	\$556.50
20	\$199.50	54	\$383.25	88	\$561.75
21	\$204.75	55	\$388.50	89	\$567.00
22	\$210.00	56	\$393.75	90	\$572.25
23	\$215.25	57	\$399.00	91	\$577.50
24	\$220.50	58	\$404.25	92	\$582.75
25	\$225.75	59	\$409.50	93	\$588.00
26	\$231.00	60	\$414.75	94	\$593.25
27	\$236.25	61	\$420.00	95	\$598.50
28	\$241.50	62	\$425.25	96	\$603.75
29	\$246.75	63	\$430.50	97	\$609.00
30	\$252.00	64	\$435.75	98	\$614.25
31	\$257.25	65	\$441.00	99	\$619.50
32	\$262.50	66	\$446.25	100	\$624.75
33	\$267.75	67	\$451.50		
34	\$273.00	68	\$456.75		
					Add \$3.15 each fixture over 100

NOTE: Add applicable 'Safety Codes Council' levy to each permit; \$ 4.50 each permit or 4% of permit levy, whichever is greater!

A minimum cancellation fee of \$35.00 will be retained when a permit is cancelled or 25% up to a max of \$250 of the fee if a drawing review has been completed or an inspection has been carried out.

When work has commenced without first obtaining the required permit(s); the permit fees will be doubled up to a maximum of \$500.00 surcharge per permit.

Re-inspections will be charged a rate of \$150.00 per inspection + GST.

Re-opening a previously closed permit will be charged to applicants at a rate of \$75 per permit, plus applicable re-inspection fees should they apply.

Permit extensions will be charged at a flat rate of \$150.00 (plus levy) for a maximum of 1 year.

Variances will be charged at a rate of \$125/hour (min 2 hr) (plus levy).

ELECTRICAL PERMIT FEE SCHEDULE
(For "Other Than" New Single Family Residential)

Installation Cost \$	Permit Fee	Installation Cost \$	Permit Fee	Installation Cost \$	Permit Fee
Under 1,000	\$99.75	23,000.01 – 24,000	\$435.75	100,000.01 – 110,000	\$730.80
1,000.01 – 1,500	\$110.25	24,000.01 – 25,000	\$446.25	110,000.01 – 120,000	\$773.85
1,500.01 – 2,000	\$120.75	25,000.01 – 26,000	\$456.75	120,000.01 – 130,000	\$816.90
2,000.01 – 2,500	\$131.25	26,000.01 – 27,000	\$467.25	130,000.01 – 140,000	\$859.95
2,500.01 – 3,000	\$141.75	27,000.01 – 28,000	\$477.75	140,000.01 – 150,000	\$903.00
3,000.01 – 3,500	\$152.25	28,000.01 – 29,000	\$488.25	150,000.01 – 160,000	\$946.05
3,500.01 – 4,000	\$162.75	29,000.01 – 30,000	\$498.75	160,000.01 – 170,000	\$988.05
4,000.01 – 4,500	\$173.25	30,000.01 – 31,000	\$509.25	170,000.01 – 180,000	\$1,031.10
4,500.01 – 5,000	\$183.75	31,000.01 – 32,000	\$519.75	180,000.01 – 190,000	\$1,074.15
5,000.01 – 5,500	\$194.25	32,000.01 – 33,000	\$530.25	190,000.01 – 200,000	\$1,117.20
5,500.01 – 6,000	\$204.75	33,000.01 – 34,000	\$535.50	200,000.01 – 210,000	\$1,160.25
6,000.01 – 6,500	\$215.25	34,000.01 – 35,000	\$540.75	210,000.01 – 220,000	\$1,203.30
6,500.01 – 7,000	\$225.75	35,000.01 – 36,000	\$546.00	220,000.01 – 230,000	\$1,246.35
7,000.01 – 7,500	\$236.25	36,000.01 – 37,000	\$551.25	230,000.01 – 240,000	\$1,289.40
7,500.01 – 8,000	\$246.75	37,000.01 – 38,000	\$556.50	240,000.01 – 250,000	\$1,332.45
8,000.01 – 8,500	\$257.25	38,000.01 – 39,000	\$561.75	250,000.01 – 300,000	\$1,449.00
8,500.01 – 9,000	\$267.75	39,000.01 – 40,000	\$567.00	300,000.01 – 350,000	\$1,544.55
9,000.01 – 9,500	\$278.25	40,000.01 – 41,000	\$572.25	350,000.01 – 400,000	\$1,639.05
9,500.01 – 10,000	\$288.75	41,000.01 – 42,000	\$577.50	400,000.01 – 450,000	\$1,734.60
10,000.01 – 11,000	\$299.25	42,000.01 – 43,000	\$582.75	450,000.01 – 500,000	\$1,829.10
11,000.01 – 12,000	\$309.75	43,000.01 – 44,000	\$588.00	500,000.01 – 550,000	\$1,923.60
12,000.01 – 13,000	\$320.25	44,000.01 – 45,000	\$593.25	550,000.01 – 600,000	\$2,019.15
13,000.01 – 14,000	\$330.75	45,000.01 – 46,000	\$598.50	600,000.01 – 650,000	\$2,113.65
14,000.01 – 15,000	\$341.25	46,000.01 – 47,000	\$603.75	650,000.01 – 700,000	\$2,209.20
15,000.01 – 16,000	\$351.75	47,000.01 – 48,000	\$609.00	700,000.01 – 750,000	\$2,303.70
16,000.01 – 17,000	\$362.25	48,000.01 – 49,000	\$614.25	750,000.01 – 800,000	\$2,399.25
17,000.01 – 18,000	\$372.75	49,000.01 – 50,000	\$619.50	800,000.01 – 850,000	\$2,493.75
18,000.01 – 19,000	\$383.25	50,000.01 – 60,000	\$624.75	850,000.01 – 900,000	\$2,588.25
19,000.01 – 20,000	\$393.75	60,000.01 – 70,000	\$630.00	900,000.01 – 950,000	\$2,683.80
20,000.01 – 21,000	\$404.25	70,000.01 – 80,000	\$635.25	950,000.01 – 1,000,000	\$2,778.30
21,000.01 – 22,000	\$414.75	80,000.01 – 90,000	\$641.50		
22,000.01 – 23,000	\$425.25	90,000.01 – 100,000	\$647.05		
				Add \$78.75 for every \$50,000 over \$1,000,000	

NOTE: Add applicable 'Safety Codes Council' levy to each permit; \$ 4.50 each permit or 4% of permit levy, whichever is greater!

A minimum cancellation fee of \$35.00 will be retained when a permit is cancelled or 25% up to a max of \$250 of the fee if a drawing review has been completed or an inspection has been carried out.

When work has commenced without first obtaining the required permit(s); the permit fees will be doubled up to a maximum of \$500.00 surcharge per permit.

Re-inspections will be charged a rate of \$150.00 per inspection + GST.

Re-opening a previously closed permit will be charged to applicants at a rate of \$75 per permit, plus applicable re-inspection fees should they apply.

Permit extensions will be charges at a flat rate of \$150.00 (plus levy) for a maximum of 1 year.

Variances will be charged at a rate of \$125/hour (min 2 hr) (plus levy).

ELECTRICAL PERMIT FEE SCHEDULE

(For "NEW" Single Family Residential)

Based on Size of Dwelling (Square Footage)	Permit Fee
Up to 1200 square feet	\$183.75
1201 to 1500 square feet	\$210.00
1501 to 2000 square feet	\$236.25
2001 to 2500 square feet	\$262.50
Over 2500 square feet	\$273.00
Attached Garage	include square footage of garage with house
Manufactured, Modular and RTM Homes (on foundation or basement)	\$115.50
Basement development wiring – new home – if done at time of initial construction (otherwise as per above)	include square footage of basement with house
Manufactured home connection	\$105.00
Detached Residential Garage	\$.21 a sq. ft. (minimum fee \$105.00)

NOTE: Add applicable 'Safety Codes Council' levy to each permit; \$ 4.50 each permit or 4% of permit levy, whichever is greater!

A minimum cancellation fee of \$35.00 will be retained when a permit is cancelled or 25% up to a max of \$250 of the fee if a drawing review has been completed or an inspection has been carried out.

When work has commenced without first obtaining the required permit(s); the permit fees will be doubled up to a maximum of \$500.00 surcharge per permit.

Re-inspections will be charged a rate of \$150.00 per inspection + GST.

Re-opening a previously closed permit will be charged to applicants at a rate of \$75 per permit, plus applicable re-inspection fees should they apply.

Permit extensions will be charges at a flat rate of \$150.00 (plus levy) for a maximum of 1 year.

Variances will be charged at a rate of \$125/hour (min 2 hr) (plus levy).

**ANNUAL ELECTRICAL PERMIT FEE SCHEDULE
(Based On Cost of Installation)**

Total Cost of Installation	Permit Fee
\$2,000 or Less	\$472.50 (maximum 2 hours inspection time thereafter \$99.75 per hour or portion thereof)
\$2,000 to \$5,000	\$472.50 plus \$3.41 each \$100 cost or fraction of \$100 over \$2,000.
\$5,000.01 to \$50,000	\$630 plus \$1.68 each for \$100 cost or fraction of \$100 over \$5,000.
\$50,000.01 to \$1,000,000	\$1,260 plus \$1.15 each \$100 cost or fraction of \$100 over \$50,000.

NOTE: Add applicable 'Safety Codes Council' levy to each permit; \$ 4.50 each permit or 4% of permit levy, whichever is greater!

A minimum cancellation fee of \$35.00 will be retained when a permit is cancelled or 25% up to a max of \$250 of the fee if a drawing review has been completed or an inspection has been carried out.

When work has commenced without first obtaining the required permit(s); the permit fees will be doubled up to a maximum of \$500.00 surcharge per permit.

Re-Inspections will be charged a rate of \$150.00 per inspection + GST.

Re-opening a previously closed permit will be charged to applicants at a rate of \$75 per permit, plus applicable re-inspection fees should they apply.

Permit extensions will be charges at a flat rate of \$150.00 (plus levy) for a maximum of 3 year.

Variances will be charged at a rate of \$125/hour (min 2 hr) (plus levy).

SCHEDULE C – SUBDIVISION FEES



SUBDIVISION FEES
Effective: September 1, 2023

Payment Options

Cheque	E-transfer
Make payable to: Municipal Planning Services (2009) Ltd. #208, 17511 - 107 Ave NW Edmonton, AB T5S 1E5	Contact MPS for e-transfer details and options.

Application Fee(s)

G.S.T. is payable on all fees.

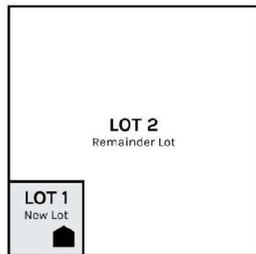
Base Application Fee	Per Lot Fee ¹	Per Lot Endorsement Fee ²
\$750.00	\$250.00	\$200.00 Per Lot
Payable with Initial Application		Payable Prior to Endorsement ³

In addition to the fees charged by MPS, some municipalities charge an additional per lot fee at time of application. Please contact our office for fee information affecting subdivisions in:

County of Barrhead	County of Wetaskiwin	Town of Bon Accord	Town of Redwater	Town of Bruderheim

Example Subdivision Application

Subdividing a farmstead or vacant lot from an existing titled area (provided for information only)



1. Application Fee	\$750.00
2. Per Lot Fee	\$500.00
1 New Lot & Remainder Lot	(\$250.00 x 2)
Subtotal	\$1,250.00
3. Endorsement Fee	\$400.00
1 New Lot & Remainder Lot	(\$200.00 x 2)
Subtotal	\$400.00
G.S.T.	\$87.50
Total	\$1,732.50

¹ Reserve lots, roads, and public utility lots are exempt from the per lot application fee.

² Reserve lots, roads, and public utility lots are exempt from the per lot endorsement fee.

³ Endorsement fees are not charged for Separation of Titles (s. 652(4) of the Municipal Government Act, R.S.A. 2000, c. M-26, as amended).



SUBDIVISION FEES

Effective: September 1, 2023

Additional Fees

The following additional fees may apply to a subdivision. G.S.T. is payable on all fees.

Recirculation \$250.00	Minor changes to an application may be accepted at the office with no additional costs. If the change requires the application to be recirculated to the various agencies and/or adjacent landowners a recirculation fee shall apply.
Extension \$350.00	If the applicant is unable to finalize the subdivision within one year from the date of the decision, an extension may be requested. The extension request and fee must be received before the file expires. Once a file has expired, an extension request cannot be processed, and a new subdivision application will be required.
Title Search \$15.00	The title search fee is applicable when a recent land title (dated within 90 days from the time of application) is not provided by the applicant, and a land title is obtained by MPS.

Additional Costs Associated with the Subdivision Process

Application fees are only one of the costs associated with the subdivision of land. When planning your subdivision, it is important to consider all potential costs associated with the process.

The information provided below is intended to provide potential applicants with an understanding of some of the common costs associated with subdividing land in Alberta.

Surveying Costs	Surveying is often required to show the location of structures, prepare plans and to register documents with the Land Titles Office. The Alberta Land Titles Act requires an Alberta Land Surveyor (ALS) to be retained for this purpose. Surveyors should be contacted directly for estimates related to these services.				
Municipal Reserves	Municipal Reserve (and other forms of reserves) may be taken at time of subdivision in accordance with the Municipal Government Act. Reserves may be required to be provided as either land or cash-in-lieu of land. The land's market value may be assessed/appraised to determine its value.				
Municipal Services	All costs associated with municipal services are (normally) the responsibility of the developer. This includes costs associated with municipal/regional services and franchise utilities. Some municipalities may require the payment of off-site levies at the time of subdivision or development to support local infrastructure and service delivery.				
Land Titles Office	The Land Titles Office of Service Alberta requires fees for the issuance of new titles. These fees are paid to the Land Titles Office when the survey instrument is submitted for registration. An Alberta Land Surveyor will be able to provide information about this process.				
Statutory Plan and/or LUB Amendments	Amendments to either the Municipal Development Plan (MDP), Area Structure Plan (ASP), and/or Land Use Bylaw (LUB) may be required when a proposed subdivision does not conform to the district or policies within one (or more) statutory plan or the LUB. Actual costs and timelines are dependent on the number of amendments required and complexity of the proposal.				
Professional Studies and Reports	For some subdivisions, additional information may be required depending on the characteristics of the site and the complexity of the subdivision. Additional information may be requested if: <ul style="list-style-type: none"> The site or proposal has considerations that may require Federal or Provincial approvals. It is necessary to determine the location and area of suitable building pocket(s). Examples of professional studies and reports include:				
	Geotechnical Report	Historic Resource Act Clearance or Approval	Wetland Assessment	Biophysical Assessment	Private Sewage Disposal System Inspection
	Real Property Report	Preliminary Engineering Study	Traffic Impact Assessment	Phase I and/or II Environmental Assessment	Top of Bank Definition by Survey

Enclosure #2 – Bylaw No. 1463-24 – Planning and Development Fees Bylaw (Current)

Enclosure #2: Bylaw No. 1463-24: Planning and Development Fees Bylaw (Current) - Page 1 of 12
Bylaw 1463-24

SMOKY LAKE COUNTY
IN THE PROVINCE OF ALBERTA
BYLAW NO. 1463-24

A BYLAW OF THE MUNICIPALITY OF SMOKY LAKE COUNTY IN THE PROVINCE OF ALBERTA, TO ESTABLISH FEES FOR PLANNING AND DEVELOPMENT RELATED MATTERS FOR SMOKY LAKE COUNTY.

WHEREAS Smoky Lake County deems it expedient to set and review, as necessary, from time-to-time, various fees, charges and fines related to planning and development within the Municipality; and

WHEREAS Council has adopted Smoky Lake County Bylaw 1272-14, as amended, to be the Land Use Bylaw;

WHEREAS Council may in a bylaw provide for a system of licences, permits or approvals, including establishing fees for licences, permits and approvals, in accordance with Section 8 of the *Municipal Government Act*, R.S.A. 2000, c. M-26, and amendments thereto;

WHEREAS, the *Safety Codes Act*, R.S.A. 2000, c. S-1, as amended from time to time, authorizes an accredited municipality to make bylaws respecting fees for anything issued or any material or service provided pursuant to the *Safety Codes Act*;

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

1. NAME:

- a. This Bylaw may be referred to as the "Smoky Lake County Planning and Development Fees Bylaw."

2. FEES ESTABLISHED

- a. 'Schedule A – Planning & Development Fees'
- b. 'Schedule B – Safety Code Fees'
- c. 'Schedule C – Subdivision Fees'

attached herein, each forms a part of this Bylaw.

- d. The Subdivision Authority under the *Municipal Government Act* as appointed by Council may establish related fees.
- e. The Accredited Agency under the *Safety Codes Act* as appointed by Council may establish related fees.

3. FINES RELATED TO OFFENCES AND PENALTIES

- a. Any person who:
 - i. Contravenes or fails to comply with any provision of this Bylaw and/or the Smoky Lake County Land Use Bylaw 1274-12 the "Land Use Bylaw";
 - ii. Uses land in a manner contrary to the provisions of this Bylaw or any subdivision or development permit for such land;
 - iii. Contravenes or fails to comply with any development permit or subdivision approval, or conditions forming part thereof;
 - iv. Contravenes or fails to comply with a decision of the Intermunicipal Subdivision and Development Appeal Board;
 - v. Obstructs or otherwise hinders in any manner any person in the exercise or performance of that person's powers authorized under this or any other Bylaw or enactment; or,
 - vi. Contravenes or fails to comply with a Stop Order issued pursuant to the *Municipal Government Act*;

is guilty of an offence and is liable on summary conviction to a fine.

- b. A person who contravenes or who fails to comply with any other provision of the Land Use Bylaw is guilty of an offence and is liable to a penalty for a first and each subsequent offence in the amount specified in Schedule A of this Bylaw.
 - c. If a person is found guilty of an offence under the Land Use Bylaw, the court may, in addition to any other penalty imposed, order the person to comply with the Land Use Bylaw or a development permit issued under that Bylaw, or a condition of any of them.
 - d. A Peace Officer may issue a Municipal Tag where it is reasonably determined that a person has contravened any provision of the Land Use Bylaw.
 - e. Where a contravention or offence is of a continuing nature, further Municipal Tags may be issued by a Peace Officer for each day the offence continues.
 - f. A person named on a Municipal Tag may, in lieu of being prosecuted, plead guilty to the offence by signing the Municipal Tag and paying the specified penalty at the location indicated on the Municipal Tag.
 - g. If payment of a Municipal Tag is not made within the time specified, a Peace Officer may issue a Violation Ticket under the Provincial Offences Procedures Act requiring the person named to appear in court on the date indicated in the Violation Ticket.
 - h. Nothing in this Bylaw shall prevent or restrict a Peace Officer from immediately issuing a Violation Ticket under the *Provincial Offences Procedures Act* for a mandatory court appearance of any person who contravenes this Bylaw or the Land Use Bylaw.
- 4. RIGHT OF ENTRY**
- a. For the purpose of entering and inspecting land or structures as described under Part 13, Division 4, Section 542 of the *Municipal Government Act*, RSA 2000, Chapter M-26 as amended, a Development Officer or the Development Compliance Officer, and any other persons appointed by Council, are hereby declared to be "designated officers".
- 5. REVIEW**
- a. This Bylaw should be reviewed at least every two years from its adoption, or as deemed necessary from time to time.
- 6. PREVAILANCE**
- a. To the extent that a provision of this bylaw is found to conflict with another bylaw or policy of Smoky Lake County, this bylaw shall prevail.
- 7. REPEAL & SEVERABILITY:**
- a. Bylaw 1431-23 is repealed, upon adoption of this bylaw.
 - b. If any part of this Bylaw is found to be invalid, it is the intention of Council that the remaining sections remain in force until repealed or otherwise amended.
- 8. EFFECTIVE DATE:**
- a. This Bylaw comes into force and effect upon it receiving Third Reading.

READ A FIRST TIME IN COUNCIL THIS TO 13th DAY OF JUNE, AD 2024.

READ A SECOND TIME IN COUNCIL THIS 13th DAY OF JUNE, AD 2024.

READ A THIRD AND FINAL TIME WITH THE CONSENT OF COUNCIL THIS 13th DAY OF JUNE, AD 2024.

Jered Serben

Reeve

SEAL

Kevin Lucas

Chief Administrative Officer

SCHEDULE A – PLANNING & DEVELOPMENT FEES

ITEM DESCRIPTION	FEE
DEVELOPMENT PERMITS	
Permitted Use: Residential District	\$150.00
Permitted Use: Commercial / Industrial District / Public Institutional	\$1.00 / \$1,000.00 value of construction, or minimum \$250.00
Discretionary Use / Variances	\$250.00 (20% of total payable upon application for a Development Permit; remaining 80% payable prior to issuance of an approved Development Permit)
Aggregate Resource Extraction	\$750.00 / acre (20% of total payable upon application for a Development Permit; remaining 80% payable prior to issuance of an approved Development Permit)
Aggregate Resource Extraction - Reclamation Fees <i>(Reclamation Fees are exempt when the responsibility of reclamation falls with the Province of Alberta or when the on development occurs on Crown Land.</i>	\$2,000.00/ acre (payable prior to issuance of an approved Development Permit)
Heritage Resource Intervention Permit	\$150.00
Other Landscaping, Decks, and Signs	\$150.00
Development Occurring prior to submitting Development Permit Application	\$500.00 <i>plus</i> the applicable Development Permit fee
BYLAW AMENDMENT FEES	
Application to Amend the Land Use Bylaw (Map of Text Amendment)	\$1,000.00 + cost of advertising
Application to Amend the Municipal Development Plan	\$1,000.00 + cost of advertising
Application to Amend an Area Structure Plan	\$1,000.00 + cost of advertising
NEW STATUTORY PLAN FEES	
New Area Structure Plan (proposed by a Developer)	\$2,000.00 + cost of advertising
OTHER FEES	
Compliance Certificate	\$125.00
Encroachment or License Agreement	\$500.00 <i>plus any legal/surveying fees</i>
Road Closure	\$500.00 + cost of advertising
Business Licence	No Charge
WITHDRAWAL / REFUND FEES	
Development Permit Application	Before a decision of the Development Authority (Development Authority Officer or Municipal Planning Commission): - 50% of Application Fee
	After decision of the Development Authority: - No refund.

New Statutory Plan, or Plan Amendment	Prior to 1 st reading of Bylaw: - 75% of Application Fee
	Prior to advertising of Public Hearing: - 50% of Application Fee
	After Advertising of Public Hearing but before Public Hearing held - No refund
APPEAL FEES	
Subdivision Appeal Fee	\$250.00
Development Appeal Fee	\$250.00
HARD COPY OF PLANNING DOCUMENTS FEES	
Land Use Bylaw – Hard Copy	\$50.00
Municipal Development Plan — Hard Copy	\$25.00
Area Structure Plan – Hard Copy	\$25.00
<u>NOTE:</u> The Documents noted above are available electronically without charge on the County's website.	

SCHEDULE B – SAFETY CODE FEES



Smoky Lake County
 PO Box 310
 SMOKY LAKE AB T0A 3C0
 Phone: (780) 656-3730
 Fax: (780) 656-3768
 www.smokylakccounty.ab.ca

The Inspections Group Inc.
 12010 – 111 Avenue
 Edmonton, AB T5G 0E6
 Phone: (780) 454-5048 Toll Free: (866) 554-5048
 Fax: (780) 454-5222 Toll Free: (866) 454-5222
 www.inspectionsgroup.com

BUILDING PERMIT FEE SCHEDULE

RESIDENTIAL/DWELLING UNITS/FARM

New Construction - Building Permit Levy (main level)	\$0.52 per sq. ft. + SCC levy
- Upper/Lower Floors	\$0.41 per sq. ft. + SCC levy
Additions/renovations/basement development	\$0.41 per sq. ft. + SCC levy
	\$131.25 (minimum fee) + SCC levy

Accessory Buildings

Garages (attached or detached) (flat rate) (under 624 sq. ft.)	\$131.25 + SCC levy
Shops, garages, storage buildings (over 624 sq. ft.)	\$0.41 per sq. ft. + SCC levy
Decks or garden storage sheds (sheds under 150 sq. ft.)	\$105.00 + SCC levy
Relocation of Home (set-up on basement or foundation)	\$0.39 per sq. ft. + SCC levy
	(min \$131.25)
	\$325.00 (minimum fee) + SCC levy

Placement of home (only)

Fireplaces/Wood Stove (if not included in new construction) (flat rate)	\$109.20 + SCC levy
Demolitions Residential (flat rate)	\$109.20 + SCC levy
Geothermal Heating	\$262.50 + SCC levy

COMMERCIAL/INDUSTRIAL/INSTITUTIONAL

First \$1,000,000.00 construction value	\$6.56 per \$1,000 construction value + SCC levy
Over \$1,000,000.00 construction value	\$6,560.00 + (\$5.25 per \$1,000 construction value portions over \$1,000,000.00) + SCC levy
(Minimum Fee)	\$367.50 + SCC levy
Demolitions Commercial (flat rate)	\$157.50 + SCC levy

MANUFACTURED AND MODULAR HOME

Modular Home (RTM's, etc)	\$351.75 + SCC levy
Basement Development	\$0.41 sq. ft. + SCC levy (min. \$157.50)
Manufactured Home Set-up	\$210.00 + SCC levy
Basement Development (if on foundation)	\$0.41 sq. ft. + SCC levy (min. \$157.50)

NOTE: Add applicable 'Safety Codes Council' levy to each permit; \$ 4.50 each permit or 4% of permit levy, whichever is greater!

A minimum cancellation fee of \$35.00 will be retained when a permit is cancelled or 25% up to a max of \$250 of the fee if a drawing review has been completed or an inspection has been carried out.

When work has commenced without first obtaining the required permit(s); the permit fees will be doubled up to a maximum of \$500.00 surcharge per permit.

Re-inspections will be charged a rate of \$150.00 per inspection + GST.

Re-opening a previously closed permit will be charged to applicants at a rate of \$75 per permit, plus applicable re-inspection fees should they apply.

Permit extensions will be charges at a flat rate of \$150.00 (plus levy) for a maximum of 1 year.

Variances will be charged at a rate of \$125/hour (min 2 hr) (plus levy).

GAS PERMIT FEE SCHEDULE

Residential Installations		Non-Residential Installations			
Number of Outlets	Permit Fee	B.T.U. Input	Permit Fee	B.T.U. Input	Permit Fee
1	\$99.75	10,000	\$99.75	210,000	\$126.00
2	\$105.00	20,000	\$99.75	230,000	\$126.00
3	\$110.25	30,000	\$99.75	250,000	\$136.50
4	\$131.25	40,000	\$99.75	300,000	\$141.75
5	\$141.75	50,000	\$105.00	350,000	\$147.00
6	\$152.25	60,000	\$105.00	400,000	\$152.25
7	\$168.00	70,000	\$105.00	450,000	\$162.75
8	\$183.75	80,000	\$105.00	500,000	\$168.00
9	\$199.50	90,000	\$105.00	550,000	\$173.25
10	\$210.00	100,000	\$110.25	600,000	\$178.50
11	\$220.50	110,000	\$110.25	650,000	\$183.75
12	\$231.00	120,000	\$110.25	700,000	\$189.00
13	\$241.50	130,000	\$110.25	750,000	\$194.25
14	\$246.75	140,000	\$110.25	800,000	\$199.50
15	\$256.20	150,000	\$115.50	850,000	\$204.75
16	\$262.50	160,000	\$115.50	900,000	\$215.25
17	\$267.75	170,000	\$115.50	950,000	\$225.75
18	\$273.00	180,000	\$115.50	1,000,000	\$262.50
19	\$278.25	190,000	\$120.75	1,000,001 to 2,000,000	\$283.50
20	\$283.50	200,000	\$120.75	Over 2,000,000 Add \$ 5.25 per 100,000 BTU	

Propane and Small Installations
 Propane Tank Sets (New or Replacements) \$94.50 per Appliance
 Temporary Heat \$94.50 per Appliance
 Gas/Propane Cylinder Refill Centers \$299.25 per Center
Replacement Commercial or Industrial Appliances (per unit)
 1 - 400,000 BTU input \$152.25 per Unit
 400,001 - 3,000,000 BTU Input \$236.25 per Unit
 Over 3,000,000 BTU Input \$341.25 per Unit

NOTE: Add applicable 'Safety Codes Council' levy to each permit; \$ 4.50 each permit or 4% of permit levy, whichever is greater!
 A minimum cancellation fee of \$35.00 will be retained when a permit is cancelled or 25% up to a max of \$250 of the fee if a drawing review has been completed or an inspection has been carried out.
 When work has commenced without first obtaining the required permit(s); the permit fees will be doubled up to a maximum of \$500.00 surcharge per permit.
 Re-Inspections will be charged a rate of \$150.00 per inspection + GST.
 Re-opening a previously closed permit will be charged to applicants at a rate of \$75 per permit, plus applicable re-inspection fees should they apply.
 Permit extensions will be charged at a flat rate of \$150.00 (plus levy) for a maximum of 1 year.
 Variances will be charged at a rate of \$125/hour (min 2 hr) (plus levy).

PLUMBING PERMIT FEE SCHEDULE (RESIDENTIAL)

# of Fixtures	Permit Fee	# of Fixtures	Permit Fee
1	\$99.75	21	\$199.50
2	\$105.00	22	\$204.75
3	\$110.25	23	\$210.00
4	\$110.25	24	\$215.25
5	\$115.50	25	\$220.50
6	\$120.75	26	\$225.75
7	\$126.00	27	\$231.00
8	\$131.25	28	\$236.25
9	\$136.50	29	\$241.50
10	\$141.75	30	\$246.75
11	\$147.00	31	\$252.00
12	\$152.25	32	\$257.25
13	\$157.50	33	\$262.50
14	\$162.75	34	\$267.75
15	\$168.00	35	\$273.00
16	\$173.25	36	\$278.25
17	\$178.50	37	\$283.50
18	\$183.75	38	\$288.75
19	\$189.00	39	\$294.00
20	\$194.25	40	\$299.25
Add \$3.15 per fixture over 40			

PRIVATE SEWAGE PERMITS

Private Sewage System - \$393.75
 Holding Tanks - \$157.50

NOTE: Add applicable 'Safety Codes Council' levy to each permit; \$ 4.50 each permit or 4% of permit levy, whichever is greater!
 A minimum cancellation fee of \$35.00 will be retained when a permit is cancelled or 25% up to a max of \$250 of the fee if a drawing review has been completed or an inspection has been carried out.
 When work has commenced without first obtaining the required permit(s); the permit fees will be doubled up to a maximum of \$500.00 surcharge per permit.
 Re-Inspections will be charged a rate of \$150.00 per inspection + GST.
 Re-opening a previously closed permit will be charged to applicants at a rate of \$75 per permit, plus applicable re-inspection fees should they apply.
 Permit extensions will be charged at a flat rate of \$150.00 (plus levy) for a maximum of 1 year.
 Variances will be charged at a rate of \$125/hour (min 2 hr) (plus levy).

**PLUMBING PERMIT FEE SCHEDULE
(COMMERCIAL)**

# of Fixtures	Permit Fee	# of Fixtures	Permit Fee	# of Fixtures	Permit Fee
1	\$99.75	35	\$283.50	69	\$462.00
2	\$105.00	36	\$288.75	70	\$467.25
3	\$110.25	37	\$294.00	71	\$472.50
4	\$115.50	38	\$299.25	72	\$477.75
5	\$120.75	39	\$304.50	73	\$483.00
6	\$126.00	40	\$309.75	74	\$488.25
7	\$131.25	41	\$315.00	75	\$493.50
8	\$136.50	42	\$320.25	76	\$498.75
9	\$141.75	43	\$325.50	77	\$504.00
10	\$147.00	44	\$330.75	78	\$509.25
11	\$152.25	45	\$336.00	79	\$514.50
12	\$157.50	46	\$341.25	80	\$519.75
13	\$162.75	47	\$346.50	81	\$525.00
14	\$168.00	48	\$351.75	82	\$530.25
15	\$173.25	49	\$357.00	83	\$535.50
16	\$178.50	50	\$362.25	84	\$540.75
17	\$183.75	51	\$367.50	85	\$546.00
18	\$189.00	52	\$372.75	86	\$551.25
19	\$194.25	53	\$378.00	87	\$556.50
20	\$199.50	54	\$383.25	88	\$561.75
21	\$204.75	55	\$388.50	89	\$567.00
22	\$210.00	56	\$393.75	90	\$572.25
23	\$215.25	57	\$399.00	91	\$577.50
24	\$220.50	58	\$404.25	92	\$582.75
25	\$225.75	59	\$409.50	93	\$588.00
26	\$231.00	60	\$414.75	94	\$593.25
27	\$236.25	61	\$420.00	95	\$598.50
28	\$241.50	62	\$425.25	96	\$603.75
29	\$246.75	63	\$430.50	97	\$609.00
30	\$252.00	64	\$435.75	98	\$614.25
31	\$257.25	65	\$441.00	99	\$619.50
32	\$262.50	66	\$446.25	100	\$624.75
33	\$267.75	67	\$451.50		
34	\$273.00	68	\$456.75		
					Add \$3.15 each fixture over 100

NOTE: Add applicable 'Safety Codes Council' levy to each permit; \$ 4.50 each permit or 4% of permit levy, whichever is greater!

A minimum cancellation fee of \$35.00 will be retained when a permit is cancelled or 25% up to a max of \$250 of the fee if a drawing review has been completed or an inspection has been carried out.

When work has commenced without first obtaining the required permit(s); the permit fees will be doubled up to a maximum of \$500.00 surcharge per permit.

Re-Inspections will be charged a rate of \$150.00 per inspection + GST.

Re-opening a previously closed permit will be charged to applicants at a rate of \$75 per permit, plus applicable re-inspection fees should they apply.

Permit extensions will be charged at a flat rate of \$150.00 (plus levy) for a maximum of 1 year.

Variances will be charged at a rate of \$125/hour (min 2 hr) (plus levy).

ELECTRICAL PERMIT FEE SCHEDULE
(For "Other Than" New Single Family Residential)

Installation Cost \$	Permit Fee	Installation Cost \$	Permit Fee	Installation Cost \$	Permit Fee
Under 1,000	\$99.75	23,000.01 – 24,000	\$435.75	100,000.01 – 110,000	\$730.80
1,000.01 – 1,500	\$110.25	24,000.01 – 25,000	\$446.25	110,000.01 – 120,000	\$773.85
1,500.01 – 2,000	\$120.75	25,000.01 – 26,000	\$456.75	120,000.01 – 130,000	\$816.90
2,000.01 – 2,500	\$131.25	26,000.01 – 27,000	\$467.25	130,000.01 – 140,000	\$859.95
2,500.01 – 3,000	\$141.75	27,000.01 – 28,000	\$477.75	140,000.01 – 150,000	\$903.00
3,000.01 – 3,500	\$152.25	28,000.01 – 29,000	\$488.25	150,000.01 – 160,000	\$946.05
3,500.01 – 4,000	\$162.75	29,000.01 – 30,000	\$498.75	160,000.01 – 170,000	\$988.05
4,000.01 – 4,500	\$173.25	30,000.01 – 31,000	\$509.25	170,000.01 – 180,000	\$1,031.10
4,500.01 – 5,000	\$183.75	31,000.01 – 32,000	\$519.75	180,000.01 – 190,000	\$1,074.15
5,000.01 – 5,500	\$194.25	32,000.01 – 33,000	\$530.25	190,000.01 – 200,000	\$1,117.20
5,500.01 – 6,000	\$204.75	33,000.01 – 34,000	\$535.50	200,000.01 – 210,000	\$1,160.25
6,000.01 – 6,500	\$215.25	34,000.01 – 35,000	\$540.75	210,000.01 – 220,000	\$1,203.30
6,500.01 – 7,000	\$225.75	35,000.01 – 36,000	\$546.00	220,000.01 – 230,000	\$1,246.35
7,000.01 – 7,500	\$236.25	36,000.01 – 37,000	\$551.25	230,000.01 – 240,000	\$1,289.40
7,500.01 – 8,000	\$246.75	37,000.01 – 38,000	\$556.50	240,000.01 – 250,000	\$1,332.45
8,000.01 – 8,500	\$257.25	38,000.01 – 39,000	\$561.75	250,000.01 – 300,000	\$1,449.00
8,500.01 – 9,000	\$267.75	39,000.01 – 40,000	\$567.00	300,000.01 – 350,000	\$1,544.55
9,000.01 – 9,500	\$278.25	40,000.01 – 41,000	\$572.25	350,000.01 – 400,000	\$1,639.05
9,500.01 – 10,000	\$288.75	41,000.01 – 42,000	\$577.50	400,000.01 – 450,000	\$1,734.60
10,000.01 – 11,000	\$299.25	42,000.01 – 43,000	\$582.75	450,000.01 – 500,000	\$1,829.10
11,000.01 – 12,000	\$309.75	43,000.01 – 44,000	\$588.00	500,000.01 – 550,000	\$1,923.60
12,000.01 – 13,000	\$320.25	44,000.01 – 45,000	\$593.25	550,000.01 – 600,000	\$2,019.15
13,000.01 – 14,000	\$330.75	45,000.01 – 46,000	\$598.50	600,000.01 – 650,000	\$2,113.65
14,000.01 – 15,000	\$341.25	46,000.01 – 47,000	\$603.75	650,000.01 – 700,000	\$2,209.20
15,000.01 – 16,000	\$351.75	47,000.01 – 48,000	\$609.00	700,000.01 – 750,000	\$2,303.70
16,000.01 – 17,000	\$362.25	48,000.01 – 49,000	\$614.25	750,000.01 – 800,000	\$2,399.25
17,000.01 – 18,000	\$372.75	49,000.01 – 50,000	\$619.50	800,000.01 – 850,000	\$2,493.75
18,000.01 – 19,000	\$383.25	50,000.01 – 60,000	\$624.75	850,000.01 – 900,000	\$2,588.25
19,000.01 – 20,000	\$393.75	60,000.01 – 70,000	\$630.00	900,000.01 – 950,000	\$2,683.80
20,000.01 – 21,000	\$404.25	70,000.01 – 80,000	\$635.25	950,000.01 – 1,000,000	\$2,778.30
21,000.01 – 22,000	\$414.75	80,000.01 – 90,000	\$641.50		
22,000.01 – 23,000	\$425.25	90,000.01 – 100,000	\$647.05		
				Add \$78.75 for every \$50,000 over \$1,000,000	

NOTE: Add applicable 'Safety Codes Council' levy to each permit; \$ 4.50 each permit or 4% of permit levy, whichever is greater!

A minimum cancellation fee of \$35.00 will be retained when a permit is cancelled or 25% up to a max of \$250 of the fee if a drawing review has been completed or an inspection has been carried out.

When work has commenced without first obtaining the required permit(s); the permit fees will be doubled up to a maximum of \$500.00 surcharge per permit.

Re-inspections will be charged a rate of \$150.00 per inspection + GST.

Re-opening a previously closed permit will be charged to applicants at a rate of \$75 per permit, plus applicable re-inspection fees should they apply.

Permit extensions will be charges at a flat rate of \$150.00 (plus levy) for a maximum of 1 year.

Variances will be charged at a rate of \$125/hour (min 2 hr) (plus levy).

ELECTRICAL PERMIT FEE SCHEDULE
(For "NEW" Single Family Residential)

Based on Size of Dwelling (Square Footage)	Permit Fee
Up to 1200 square feet	\$183.75
1201 to 1500 square feet	\$210.00
1501 to 2000 square feet	\$236.25
2001 to 2500 square feet	\$262.50
Over 2500 square feet	\$273.00
Attached Garage	include square footage of garage with house
Manufactured, Modular and RTM Homes (on foundation or basement)	\$115.50
Basement development wiring – new home - if done at time of initial construction (otherwise as per above)	include square footage of basement with house
Manufactured home connection	\$105.00
Detached Residential Garage	\$.21 a sq. ft. (minimum fee \$105.00)

NOTE: Add applicable 'Safety Codes Council' levy to each permit; \$ 4.50 each permit or 4% of permit levy, whichever is greater!

A minimum cancellation fee of \$35.00 will be retained when a permit is cancelled or 25% up to a max of \$250 of the fee if a drawing review has been completed or an inspection has been carried out.

When work has commenced without first obtaining the required permit(s); the permit fees will be doubled up to a maximum of \$500.00 surcharge per permit.

Re-inspections will be charged a rate of \$150.00 per inspection + GST.

Re-opening a previously closed permit will be charged to applicants at a rate of \$75 per permit, plus applicable re-inspection fees should they apply.

Permit extensions will be charges at a flat rate of \$150.00 (plus levy) for a maximum of 1 year.

Variances will be charged at a rate of \$125/hour (min 2 hr) (plus levy).

**ANNUAL ELECTRICAL PERMIT FEE SCHEDULE
(Based On Cost of Installation)**

Total Cost of Installation	Permit Fee
\$2,000 or Less	\$472.50 (maximum 2 hours inspection time thereafter \$99.75 per hour or portion thereof)
\$2,000 to \$5,000	\$472.50 plus \$3.41 each \$100 cost or fraction of \$100 over \$2,000.
\$5,000.01 to \$50,000	\$630 plus \$1.68 each for \$100 cost or fraction of \$100 over \$5,000.
\$50,000.01 to \$1,000,000	\$1,260 plus \$1.15 each \$100 cost or fraction of \$100 over \$50,000.

NOTE: Add applicable 'Safety Codes Council' levy to each permit; \$ 4.50 each permit or 4% of permit levy, whichever is greater!

A minimum cancellation fee of \$35.00 will be retained when a permit is cancelled or 25% up to a max of \$250 of the fee if a drawing review has been completed or an inspection has been carried out.

When work has commenced without first obtaining the required permit(s); the permit fees will be doubled up to a maximum of \$500.00 surcharge per permit.

Re-Inspections will be charged a rate of \$150.00 per inspection + GST.

Re-opening a previously closed permit will be charged to applicants at a rate of \$75 per permit, plus applicable re-inspection fees should they apply.

Permit extensions will be charges at a flat rate of \$150.00 (plus levy) for a maximum of 3 year.

Variances will be charged at a rate of \$125/hour (min 2 hr) (plus levy).

SCHEDULE C – SUBDIVISION FEES



SUBDIVISION FEES
Effective: September 1, 2023

Payment Options

Cheque	E-transfer
Make payable to: Municipal Planning Services (2009) Ltd. #208, 17511 – 107 Ave NW Edmonton, AB T5S 1E5	Contact MPS for e-transfer details and options.

Application Fee(s)

G.S.T. is payable on all fees.

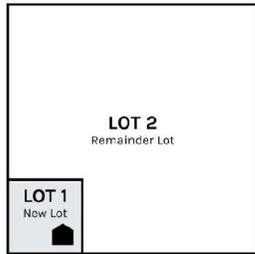
Base Application Fee	Per Lot Fee ¹	Per Lot Endorsement Fee ²
\$750.00	\$250.00	\$200.00 Per Lot
Payable with Initial Application		Payable Prior to Endorsement ³

In addition to the fees charged by MPS, some municipalities charge an additional per lot fee at time of application. Please contact our office for fee information affecting subdivisions in:

County of Barrhead	County of Wetaskiwin	Town of Bon Accord	Town of Redwater	Town of Bruderheim

Example Subdivision Application

Subdividing a farmstead or vacant lot from an existing titled area (provided for information only)



1. Application Fee	\$750.00
2. Per Lot Fee	\$500.00
1 New Lot & Remainder Lot	(\$250.00 x 2)
Subtotal	\$1,250.00
3. Endorsement Fee	\$400.00
1 New Lot & Remainder Lot	(\$200.00 x 2)
Subtotal	\$400.00
G.S.T.	\$82.50
Total	\$1,732.50

¹ Reserve lots, roads, and public utility lots are exempt from the per lot application fee.

² Reserve lots, roads, and public utility lots are exempt from the per lot endorsement fee.

³ Endorsement fees are not charged for Separation of Titles (s. 652(4) of the Municipal Government Act, R.S.A. 2000, c. M-26, as amended).



SUBDIVISION FEES

Effective: September 1, 2023

Additional Fees

The following additional fees may apply to a subdivision. G.S.T. is payable on all fees.

Recirculation \$250.00	Minor changes to an application may be accepted at the office with no additional costs. If the change requires the application to be recirculated to the various agencies and/or adjacent landowners a recirculation fee shall apply.
Extension \$350.00	If the applicant is unable to finalize the subdivision within one year from the date of the decision, an extension may be requested. The extension request and fee must be received before the file expires. Once a file has expired, an extension request cannot be processed, and a new subdivision application will be required.
Title Search \$15.00	The title search fee is applicable when a recent land title (dated within 90 days from the time of application) is not provided by the applicant, and a land title is obtained by MPS.

Additional Costs Associated with the Subdivision Process

Application fees are only one of the costs associated with the subdivision of land. When planning your subdivision, it is important to consider all potential costs associated with the process.

The information provided below is intended to provide potential applicants with an understanding of some of the common costs associated with subdividing land in Alberta.

Surveying Costs	Surveying is often required to show the location of structures, prepare plans and to register documents with the Land Titles Office. The Alberta Land Titles Act requires an Alberta Land Surveyor (ALS) to be retained for this purpose. Surveyors should be contacted directly for estimates related to these services.				
Municipal Reserves	Municipal Reserve (and other forms of reserves) may be taken at time of subdivision in accordance with the Municipal Government Act. Reserves may be required to be provided as either land or cash-in-lieu of land. The land's market value may be assessed/appraised to determine its value.				
Municipal Services	All costs associated with municipal services are (normally) the responsibility of the developer. This includes costs associated with municipal/regional services and franchise utilities. Some municipalities may require the payment of off-site levies at the time of subdivision or development to support local infrastructure and service delivery.				
Land Titles Office	The Land Titles Office of Service Alberta requires fees for the issuance of new titles. These fees are paid to the Land Titles Office when the survey instrument is submitted for registration. An Alberta Land Surveyor will be able to provide information about this process.				
Statutory Plan and/or LUB Amendments	Amendments to either the Municipal Development Plan (MDP), Area Structure Plan (ASP), and/or Land Use Bylaw (LUB) may be required when a proposed subdivision does not conform to the district or policies within one (or more) statutory plan or the LUB. Actual costs and timelines are dependent on the number of amendments required and complexity of the proposal.				
Professional Studies and Reports	For some subdivisions, additional information may be required depending on the characteristics of the site and the complexity of the subdivision. Additional information may be requested if: <ul style="list-style-type: none"> The site or proposal has considerations that may require Federal or Provincial approvals. It is necessary to determine the location and area of suitable building pocket(s). Examples of professional studies and reports include:				
	Geotechnical Report	Historic Resource Act Clearance or Approval	Wetland Assessment	Biophysical Assessment	Private Sewage Disposal System Inspection
	Real Property Report	Preliminary Engineering Study	Traffic Impact Assessment	Phase I and/or II Environmental Assessment	Top of Bank Definition by Survey



Request for Decision (RFD)

Meeting Date: Thursday, February 26, 2026

Agenda Item: # 8.12

Topic: Policy PD-16: Road Closure Policy

Presented By: Planning & Development Manager

Recommendation: **That Smoky Lake County Council approve the amended Policy 61-16: Road Closure Policy, as presented.**

Background:

Policy PD-16: Road Closure Policy has been amended four times, most recently in September of 2025. The Policy provides direction to administration with respect to the permanent closure of government Road Allowances and the cancellation of surveyed Road Plans. The current version of the Policy does not specify how the land should be valued in cases where the closed area is to be disposed of, nor does the current version allow for the lease of closed road allowances.

Administration is recommending amendments to the Policy that would require that the disposition of land that is the subject of a road closure is sold at Fair Market Value and is further recommending that procedures be included that allow for the lease of land that is the subject of a road closure.

Summary of Changes to Policy PD-16:

1. Add definitions for "Adjacent Land", "Adjacent Landowner", "Consolidation", "Disposal", "Lease", and "Surplus Roads";
2. Add the requirement that the applicant for a road closure and/or road lease must be either the landowner or lease holder of land adjacent to the proposed closure area;
3. Add procedures for processing applications for leasing surplus municipal roads following road closure; and
4. Revise the existing application form for a Road Closure (Schedule "A") to include a check box for disposal (sale) or lease of surplus roads.

Benefits: Clear, concise and streamlined process for processing request to close/cancel a road.

Disadvantages: Nil.

Alternatives: Council may choose to include additional changes to the Policy or omit proposed changes.

Financial Implications: Nil.

Legislation: Municipal Government Act, M-26 RSA 2000

Intergovernmental: Nil.

Strategic Alignment: Nil.

Enclosure(s):

- **Enclosure #1** – Road Closure Policy PD-16-06 (Amended Version)
- **Enclosure #2** – Road Closure Policy PD-16-05 (Current Version)

Signature of the CAO: _____





Smoky Lake County Policy

Title:	Road Closure Policy	<u>Policy #</u>	<u>Version</u>
Category:	Planning & Development Services (P&D)	P&D-16	06

LEGISLATIVE REFERENCE:

In accordance with Section 22 of the *Municipal Government Act*.

PURPOSE:

To provide guidance and a process for the closure of a Road Allowance or cancellation of a surveyed Road Plan that are no longer required for public use and to provide procedures for the Disposal or Lease of lands that are the subject of a road closure.

STATEMENT:

The *Municipal Government Act* grants the municipality the ability to request the cancellation of a Road Plan or closure of a Road Allowance, that it has determined is no longer necessary for public travel.

OBJECTIVE:

To provide clear and consistence procedures for processing requests for closures of Road Plans and Road Allowances. The closure of Road Plans and Road Allowances shall only be considered when it is clearly evident that there is no existing nor future need for public use, and when a closure or cancellation does not adversely affect adjacent landowners nor public access.

GUIDELINES & PROCEDURE:

1. DEFINITIONS

For the purposes of this Policy:

- 1.1. "Adjacent Land" means land that is next to or adjoining a Road Allowance.
- 1.2. "Adjacent Landowner" means the registered landowner(s) of the parcels of land directly adjacent to a Road Allowance.
- 1.3. "Assessor" means a registered land appraiser and/or the County's Tax Assessor, as defined in the *Municipal Government Act*, who will determine what Fair Market Value shall be.
- 1.4. "Council" means the Municipal Council of Smoky Lake County.
- 1.5. "Disposal" means transferring, donating or selling of Surplus Roads to an Adjacent Landowner.
- 1.6. "Fair Market Value" means a purchase rate based on a professionally-prepared market value assessment that is used to determine a fair market rate for the purchase of land effected by a road closure.
- 1.7. "Lease" means the exclusive lease of Surplus Roads to an Adjacent Landowner, for a specific purpose and for a specific period of time.
- 1.8. "MGA" means the *Municipal Government Act*, R.S.A. 2000, c. M-26, as amended.

- 1.9. *“Public Hearing”* means a hearing held in accordance with Section 216.4 of the *MGA* and advertised in accordance with Section 606 of the *MGA*.
- 1.10. *“Road Allowance”* means any road allowances are portions thereof as previously established by the Dominion Land Survey.
- 1.11. *“Road Plan”* means property, or a portion thereof, which was previously purchased and/or excepted out of the title of deeded land by way of the registration of a road plan or plan of subdivision at the Land Titles Office.
- 1.12. *“Surplus Roads”* means roads within Smoky Lake County that are not required for public travel and are considered as non-essential roads. Surplus Roads consist of Road Allowances and Road Plans that are no longer required for public travel owing to the existence of an alternate route.

2. TEMPORARY ROAD CLOSURE

- 2.1. Council may, by resolution, temporarily close or authorize a designated officer to temporarily close the whole or part of a road at any time if Council considers that a construction or maintenance project on or adjacent to the road may create a hazard.

3. PERMANENT ROAD CLOSURE – CANCELLATION BY RESOLUTION

- 3.1. Council may, by resolution, and with the approval of the Minister of Transportation and Economic Corridors, close the whole or any part of a Road Plan that Council determines is no longer required for use by the travelling public because an alternate route exists, and may exercise its rights for the Disposal or Lease of said Road Plan as granted by the *MGA* .
- 3.2. An Adjacent Landowner may request Council consider closure of the whole or any part of a Road Plan, or Council may initiate a closure itself.
- 3.3. A request to close all or any portion of a Road Plan shall be submitted in writing on the application form provided (**Schedule “A” – Road Closure Application Form**) and shall be accompanied by the application fee and advertising fee as established by the *Planning and Development Fees Bylaw*, as amended. The applicant shall identify whether they wish to apply to have the Surplus Road closed for Disposal with Adjacent Land or for Lease.
- 3.4. Once a request to close a Road Plan has been received, the Planning and Development Manager will prepare a draft resolution and send referrals to all third-party interests (adjacent landowners, utility providers and Alberta Environment and Protected Areas) for comment.
- 3.5. It is the responsibility of the municipality to ensure that all third-party interests are protected by an easement or utility right-of-way agreement when the vacant land that is created by the closure is disposed of.
- 3.6. Any objections received from a third-party interest must be considered by Council prior to submitting the resolution to the Minister of Transportation and Economic Corridors. If an agreement cannot be reached with the objector, a rationale must be provided with the submission of the resolution.

- 3.7. A Request for Decision shall be prepared by the Planning and Development Manager and submitted to Council for consideration. The Request for Decision shall include a copy of the proposed resolution, a sketch or survey of the proposed closure area, copies of the notices sent to all third-party interests and their responses.
- 3.8. If Council proceeds to pass the resolution and proceed with the closure, the Planning and Development Manager will submit the resolution and associated documentation to the District Office of Alberta Transportation and Economic Corridors through the Roadside Planning and Application Tracking Hub (RPATH) for review.
- 3.9. Once approval of the resolution has been received from the Minister of Transportation and Economic Corridors, the Planning and Development Manager will forward the resolution to the Land Titles Office for registration.
- 3.10. If the intent of the road closure is for the purposes of Disposal, the land affected by the closure must be consolidated with Adjacent Land. All costs associated with the surveying and registration of necessary documents with the Land Titles Office shall be borne solely by the applicant.
- 3.11. In the case of a road closure affecting a Disposal of land that is affected by the closure, the Planning and Development Manager will ask the County's Assessor to determine the Fair Market Value of the land. The County will not affect the transfer of ownership of said land until the applicant has paid the full Fair Market Value amount and has entered into a purchase agreement with Smoky Lake County

4. PERMANENT ROAD CLOSURE – CANCELLATION BY BYLAW

- 4.1. Council may, by bylaw, and with the approval of the Minister of Transportation and Economic Corridors, close the whole or any part of a Road Allowance that Council determines is no longer required for public travel.
- 4.2. An Adjacent Landowner may request Council consider closure of the whole or any part of a Road Allowance or Council may initiate closure itself.
- 4.3. A request to close all or any portion of a Road Allowance shall be submitted in writing on the application form provided (**Schedule "A" – Road Closure Application Form**) and shall be accompanied by the application fee and advertising fee as established by the *Planning and Development Fees Bylaw*, as amended. The applicant shall identify whether they wish to apply to have the Surplus Road closed for Disposal with Adjacent Land or for Lease.
- 4.4. Once a request to close a Road Allowance has been made, the Planning and Development Manager will prepare a Request for Decision for Council's consideration. The Request for Decision shall include a copy of the proposed bylaw, including a sketch showing the proposed closure area, to be considered for First Reading.
- 4.5. Following First Reading, the Planning and Development Manager will send referrals to all third-party interests (adjacent landowners, utility providers and Alberta Environment and Protected Areas) for comment. It is the responsibility of the municipality to ensure that all third-party interests are protected by an easement or utility right-of-way agreement when the vacant land created by the closure is disposed of.

- 4.6. Following First Reading, a Public Hearing must be held, in accordance with Section 216.4 of the *MGA*, and advertised in accordance with Section 606 of the *MGA*, prior to the bylaw being submitted to the Minister of Transportation and Economic Corridors for approval.
- 4.7. Any objections received from any third-party interest or raised during the Public Hearing must be considered by Council and Council must determine whether the objections are valid and need to be addressed or whether they wish to continue with the closure process. Copies of all objections must be included in the package that is submitted to the Minister of Transportation and Economic Corridors along with the County's responses to them. If an agreement cannot be reached with the objector, a rationale must be provided with the submission of the bylaw.
- 4.8. If Council decides to proceed with the closure, the Planning and Development Manager will submit the bylaw and associated documentation to the District Office of Alberta Transportation and Economic Corridors through the Roadside Planning and Application Tracking Hub (RPATH) for review.
- 4.9. Once approval of the bylaw has been received from the Minister of Transportation and Economic Corridors, the Planning and Development Manager will prepare a Request for Decision for Council to consider Second and Third Readings of the bylaw.
- 4.10. If Council adopts the bylaw, the Planning and Development Manager will forward said bylaw to the Land Titles Office for registration.
- 4.11. If the intent of the road closure is for the purposes of Disposal, the land affected by the closure must be consolidated with Adjacent Land. All costs associated with the surveying and registration of necessary documents with the Land Titles Office shall be borne solely by the applicant.
- 4.12. In the case of a road closure affecting a Disposal of land that is affected by the closure, the Planning and Development Manager will ask the County's Assessor to determine the Fair Market Value of the land. The County will not affect the transfer of ownership of said land until the applicant has paid the full Fair Market Value amount and has entered into a purchase agreement with Smoky Lake County

	<u>Date</u>	<u>Council Resolution #</u>	<u>Version</u>
Adopted	June, 3, 1985	Motion #590 – Page #4944	01
Amended	June 16, 2005	Motion #479 – Page #7960	02
Amended	November 25, 2010	Motion #111 – Page #9535	03
Amended	June 25, 2020	Motion #890 – Page #14192	04
Amended	August 28, 2025	Motion #698-25 – Page #16051	05
Amended	February 26, 2026	Motion #	06

Enclosure #1 - Road Closure Policy Amended Version - Page 5 of 6
Schedule "A" - Road Closure Application Form

Internal Use Only	
Our File Number: _____ Roll Number: _____ Your File Number: _____	
Applicant Information	
Applicant Name: _____	Phone: _____
Address: _____	Cell Phone: _____
City: _____ Province: _____	Email address: _____
Postal Code: _____	Signature: _____
Applicant Authorization: I am the applicant authorized to act on behalf of the registered owner(s) and that the information provided on this form is full and complete and is, to the best of my knowledge, a true statement of the facts relating to this application.	
Registered Landowner Information <input type="checkbox"/> <i>Owner same as applicant</i>	
Landowner(s): _____	Phone: _____
Address: _____	Cell Phone: _____
City: _____ Province: _____	Email address: _____
Postal Code: _____	Signature: _____
Property Information	
<u>Short Legal Description (if applicable):</u>	
Registered Plan: _____ Block: _____ Lot: _____	
<u>Long Legal Description:</u>	
Part of _____ ^{1/4} Section: _____ Township: _____ Range: _____ Meridian: _____	
Road Plan Number (if applicable): _____	
Purpose of Road Closure: Disposal (sale) <input type="checkbox"/> Lease <input type="checkbox"/>	

Application Information (for office use only)	
Application Date: _____	Date Application Complete: _____
Application Fee: _____	Receipt: _____
Referrals Sent: _____	Referral Deadline: _____
Resolution Date: _____	Resolution #: _____
Bylaw #: _____	First Reading: _____
Public Hearing: _____	Submitted to RPATH: _____
Second/Third Reading: _____	Sent to Land Titles: _____

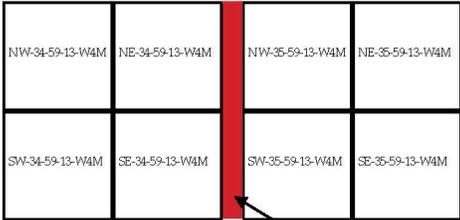
Enclosure #1 - Road Closure Policy Amended Version - Page 6 of 6
Schedule "A" - Road Closure Application Form

Internal Use Only
 Our File Number: _____ Roll Number: _____ Your File Number: _____

Please provide a sketch plan of the proposed road closure in the space below. Examples of sketches for Road Allowances and Road Plans are provided below for reference.

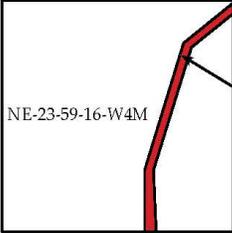
[Large empty space for sketching the proposed road closure]

Sample Sketch: Road Allowance



Closure Area (Approx 8.03 acres)

Sample Sketch: Road Plan



Road Plan 488ET
 Closure Area
 (Approx 3.21 acres)



Smoky Lake County Policy

Title:	Road Closure Policy	<u>Policy #</u>	<u>Version</u>
Category:	Planning & Development Services (P&D)	P&D-16	05

LEGISLATIVE REFERENCE:

In accordance with Section 22 of the *Municipal Government Act*.

PURPOSE:

To provide guidance and a process for the closure of a Road Allowance or cancellation of a surveyed Road Plan that are no longer required for public use.

STATEMENT:

The *Municipal Government Act* grants the municipality the ability to request the cancellation of a Road Plan or closure of a Road Allowance, that it has determined is no longer necessary for public travel.

OBJECTIVE:

To provide clear and consistence procedures for processing requests for closures of Road Plans and Road Allowances. The closure of Road Plans and Road Allowances shall only be considered when it is clearly evident that there is no existing nor future need for public use, and when a closure or cancellation does not adversely affect adjacent landowners nor public access.

GUIDELINES & PROCEDURE:

1. DEFINITIONS

For the purposes of this Policy:

- 1.1. "Assessor" means a registered land appraiser and/or the County's Tax Assessor, as defined in the *Municipal Government Act*, who will determine what Fair Market Value shall be.
- 1.2. "Council" means the Municipal Council of Smoky Lake County.
- 1.3. "Fair Market Value" means a purchase rate based on a professionally-prepared market value assessment that is used to determine a fair market rate for the purchase of land effected by a road closure.
- 1.4. "MGA" means the *Municipal Government Act*, R.S.A. 2000, c. M-26, as amended.
- 1.5. "Public Hearing" means a hearing held in accordance with Section 216.4 of the *MGA* and advertised in accordance with Section 606 of the *MGA*.
- 1.6. "Road Allowance" means any road allowances are portions thereof as previously established by the Dominion Land Survey.
- 1.7. "Road Plan" means property, or a portion thereof, which was previously purchased and/or excepted out of the title of deeded land by way of the registration of a road plan or plan of subdivision at the Land Titles Office.



2. TEMPORARY ROAD CLOSURE

- 2.1. Council may, by resolution, temporarily close or authorize a designated officer to temporarily close the whole or part of a road at any time if Council considers that a construction or maintenance project on or adjacent to the road may create a hazard.

3. PERMANENT ROAD CLOSURE – CANCELLATION BY RESOLUTION

- 3.1. Council may, by resolution, and with the approval of the Minister of Transportation and Economic Corridors, close the whole or any part of a Road Plan that Council determines is no longer required for use by the travelling public because an alternate route exists.
- 3.2. A landowner may request Council consider closure of the whole or any part of a Road Plan, or Council may initiate a closure itself.
- 3.3. A request to close all or any portion of a Road Plan shall be submitted in writing on the application form provided (**Schedule "A" – Road Closure Application Form**) and shall be accompanied by the application fee as established by the *Planning and Development Fees Bylaw*, as amended.
- 3.4. Once a request to close a Road Plan has been received, the Planning and Development Manager will prepare a draft resolution and send referrals to all third-party interests (adjacent landowners, utility providers and Alberta Environment and Protected Areas) for comment.
- 3.5. It is the responsibility of the municipality to ensure that all third-party interests are protected by an easement or utility right-of-way agreement when the vacant land that is created by the closure is disposed of.
- 3.6. Any objections received from a third-party interest must be considered by Council prior to submitting the resolution to the Minister of Transportation and Economic Corridors. If an agreement cannot be reached with the objector, a rationale must be provided with the submission of the resolution.
- 3.7. A Request for Decision shall be prepared by the Planning and Development Manager and submitted to Council for consideration. The Request for Decision shall include a copy of the proposed resolution, a sketch or survey of the proposed closure area, copies of the notices sent to all third-party interests and their responses.
- 3.8. If Council proceeds to pass the resolution and proceed with the closure, the Planning and Development Manager will submit the resolution and associated documentation to the District Office of Alberta Transportation and Economic Corridors through the Roadside Planning and Application Tracking Hub (RPATH) for review.
- 3.9. Once approval of the resolution has been received from the Minister of Transportation and Economic Corridors, the Planning and Development Manager will forward the resolution to the Land Titles Office for registration.
- 3.10. Prior to transfer of ownership of land that is affected by the closure, the Planning and Development Manager will ask the County's Assessor to determine the Fair Market Value of the



land. The County will not affect the transfer of ownership of said land until the applicant has paid the full Fair Market Value amount and has entered into a purchase agreement with Smoky Lake County.

4. PERMANENT ROAD CLOSURE – CANCELLATION BY BYLAW

- 4.1. Council may, by bylaw, and with the approval of the Minister of Transportation and Economic Corridors, close the whole or any part of a Road Allowance that Council determines is no longer required for public travel.
- 4.2. A landowner may request Council consider closure of the whole or any part of a Road Allowance or Council may initiate closure itself.
- 4.3. A request to close all or any portion of a Road Allowance shall be submitted in writing on the application form provided (**Schedule "A" – Road Closure Application Form**) and shall be accompanied by the application fee as established by the *Planning and Development Fees Bylaw*, as amended.
- 4.4. Once a request to close a Road Allowance has been made, the Planning and Development Manager will prepare a Request for Decision for Council's consideration. The Request for Decision shall include a copy of the proposed bylaw, including a sketch showing the proposed closure area, to be considered for First Reading.
- 4.5. Following First Reading, the Planning and Development Manager will send referrals to all third-party interests (adjacent landowners, utility providers and Alberta Environment and Protected Areas) for comment. It is the responsibility of the municipality to ensure that all third-party interests are protected by an easement or utility right-of-way agreement when the vacant land created by the closure is disposed of.
- 4.6. Following First Reading, a Public Hearing must be held, in accordance with Section 216.4 of the *MGA*, and advertised in accordance with Section 606 of the *MGA*, prior to the bylaw being submitted to the Minister of Transportation and Economic Corridors for approval.
- 4.7. Any objections received from any third-party interest or raised during the Public Hearing must be considered by Council and Council must determine whether the objections are valid and need to be addressed or whether they wish to continue with the closure process. Copies of all objections must be included in the package that is submitted to the Minister of Transportation and Economic Corridors along with the County's responses to them. If an agreement cannot be reached with the objector, a rationale must be provided with the submission of the bylaw.
- 4.8. If Council decides to proceed with the closure, the Planning and Development Manager will submit the bylaw and associated documentation to the District Office of Alberta Transportation and Economic Corridors through the Roadside Planning and Application Tracking Hub (RPATH) for review.
- 4.9. Once approval of the bylaw has been received from the Minister of Transportation and Economic Corridors, the Planning and Development Manager will prepare a Request for Decision for Council to consider Second and Third Readings of the bylaw.



- 4.10. If Council adopts the bylaw, the Planning and Development Manager will forward said bylaw to the Land Titles Office for registration.
- 4.11. Prior to transfer of ownership of land that is affected by the closure, the Planning and Development Manager will ask the County's Assessor to determine the Fair Market Value of the land. The County will not affect the transfer of ownership of said land until the applicant has paid the full Fair Market Value amount and has entered into a purchase agreement with Smoky Lake County.

	<u>Date</u>	<u>Council Resolution #</u>	<u>Version</u>
Adopted	June, 3, 1985	Motion #590 – Page #4944	01
Amended	June 16, 2005	Motion #479 – Page #7960	02
Amended	November 25, 2010	Motion #111 – Page #9535	03
Amended	June 25, 2020	Motion #890 – Page #14192	04
Amended	August 28, 2025	Motion #	05

Enclosure #2 - Road Closure Policy Current Version - Page 5 of 6
Schedule "A" - Road Closure Application Form

Internal Use Only	
Our File Number: _____ Roll Number: _____ Your File Number: _____	
Applicant Information	
Applicant Name: _____	Phone: _____
Address: _____	Cell Phone: _____
City: _____ Province: _____	Email address: _____
Postal Code: _____	Signature: _____
Applicant Authorization: I am the applicant authorized to act on behalf of the registered owner(s) and that the information provided on this form is full and complete and is, to the best of my knowledge, a true statement of the facts relating to this application.	
Registered Landowner Information <input type="checkbox"/> <i>Owner same as applicant</i>	
Landowner(s): _____	Phone: _____
Address: _____	Cell Phone: _____
City: _____ Province: _____	Email address: _____
Postal Code: _____	Signature: _____
Property Information	
<u>Short Legal Description (if applicable):</u>	
Registered Plan: _____ Block: _____ Lot: _____	
<u>Long Legal Description:</u>	
Part of _____ ^{1/4} Section: _____ Township: _____ Range: _____ Meridian: _____	
Road Plan Number (if applicable): _____	
Purpose of Road Closure:	

Application Information (for office use only)	
Application Date: _____	Date Application Complete: _____
Application Fee: _____	Receipt: _____
Referrals Sent: _____	Referral Deadline: _____
Resolution Date: _____	Resolution #: _____
Bylaw #: _____	First Reading: _____
Public Hearing: _____	Submitted to RPATH: _____
Second/Third Reading: _____	Sent to Land Titles: _____

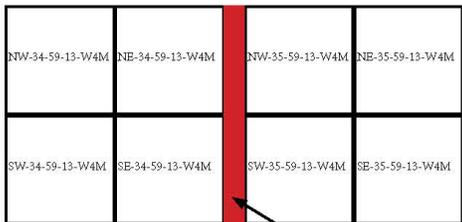
Enclosure #2 - Road Closure Policy Current Version - Page 6 of 6
Schedule "A" - Road Closure Application Form

Internal Use Only

Our File Number: _____ Roll Number: _____ Your File Number: _____

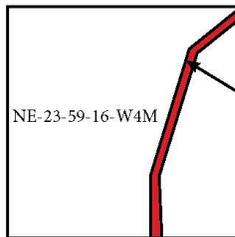
Please provide a sketch plan of the proposed road closure in the space below. Examples of sketches for Road Allowances and Road Plans are provided below for reference.

Sample Sketch: Road Allowance



Closure Area
(Approx 8.03 acres)

Sample Sketch: Road Plan



Road Plan 488ET
Closure Area
(Approx 3.21 acres)



Request for Decision (RFD)

Meeting Date: Thursday, February 26, 2026

Agenda Item: # 8.13

Topic: Roadway License Agreement Bylaw No. 1497-26

Presented By: Planning & Development Manager

Recommendation:

- 1. That Smoky Lake County Council gives Bylaw No. 1497-26 First Reading.**
 - 2. That Smoky Lake County Council gives Bylaw No. 1497-26 Second Reading.**
 - 3. That Smoky Lake County Council gives Bylaw No. 1497-26 Permission for Third Reading.**
 - 4. That Smoky Lake County Council gives Bylaw No. 1497-26 Third Reading.**
-

Background:

Bylaw No. 1005-96: Roadway License Bylaw was adopted on January 26, 1996, giving the County the authority to issue licenses for the occupation and/or use of road allowances and public highways, pursuant to the *Highway Traffic Act*. The Bylaw does not contain any additional provisions that provide direction to administration with respect to these licenses. Moreover, the *Highway Traffic Act* has been repealed and replaced with the *Traffic Safety Act* in May 2023.

Administration is recommending that proposed Bylaw No. 1497-26 be adopted to replace Bylaw No. 1005-96. Bylaw No. 1497-26 provides specific detail about how requests to occupy and/or use road allowances will be addressed and managed and provides the authority to the County CAO and his/her designate to issue licenses of occupation, subject to the provisions of said Bylaw.

Benefits: Clear, concise and streamlined process for processing requests for the use and/or occupation of government road allowances and for the issuance of Grazing Licenses and Haying Permits.

Disadvantages: Nil.

Alternatives: Council may choose not to adopt the Bylaw and/or may propose alternate changes.

Financial Implications: Nil.

Legislation: Municipal Government Act, R.S.A 2000, c M-26; Traffic Safety Act, R.S.A. 2000, c T-6

Intergovernmental: Nil.

Strategic Alignment: Nil.

Enclosure(s):

- Enclosure #1 – Bylaw No. 1497-26 – Roadway License Bylaw (Proposed)**
- Enclosure #2 – Bylaw No. 1005-96 – Roadway License Bylaw (Current)**

Signature of the CAO: _____



**SMOKY LAKE COUNTY
IN THE PROVINCE OF ALBERTA
BYLAW NO. 1497-26**

**A BYLAW OF SMOKY LAKE COUNTY IN THE PROVINCE OF ALBERTA FOR
THE PURPOSE OF ISSUING LICENSES OR PERMITS FOR THE TEMPORARY
OCCUPATION OR USE OF UNDEVELOPED MUNICIPAL ROAD ALLOWANCES**

WHEREAS, the *Municipal Government Act*, R.S.A. 2000, c. M-26, as amended, provides that a council may pass bylaws for municipal purposes respecting the following matters:

- a) the safety, health and welfare of people and the protection of people and property;
- b) people, activities and things in, on or near a public place or place that is open to the public;
- c) transport and transportation systems; and
- d) the enforcement of bylaws made under this or any other enactment, including the creation of offences, the imposition of fines and imprisonment, and the ability to conduct inspections and remedying contraventions of bylaws;

AND WHEREAS pursuant to section 18 of the *Municipal Government Act*, a municipality has the direction, control and management of all roads within the municipality;

AND WHEREAS pursuant to section 13(1)(o) of the *Traffic Safety Act*, R.S.A. 2000, c. T-6, the council of a municipality may, with respect to a highway under its direction, control and management, make bylaws that are not inconsistent with the *Traffic Safety Act*, authorizing the municipality to issue a license or permit for the temporary occupation or use of a road allowance or highway or portion of a road allowance or highway when it is not require for public use;

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

1. Title

- 1.1 This Bylaw may be cited as the *Roadway Licensing Bylaw*.

2. Purpose

- 2.1 This Bylaw is to provide for the issuance of licenses of occupation for the temporary occupation or use of Undeveloped County Road Allowances.

3. Definitions

Unless otherwise specified, the words used in this Bylaw have the same meaning as defined in the *Municipal Government Act* and its Regulations.

- 3.1 “**Agricultural Services Board Fees Bylaw**” means the Smoky Lake County Agricultural Services Board Fees Bylaw, as amended, or replaced from time to time.
- 3.2 “**Chief Administrative Officer**” or “**CAO**” means the Chief Administrative Officer of Smoky Lake County pursuant to the *Municipal Government Act*, or their authorized delegate.

- 3.2 “**Council**” means the duly elected Council of Smoky Lake County.
- 3.4 “**County**” or “**Smoky Lake County**” means the municipal corporation of Smoky Lake County and includes the geographical area within the jurisdictional boundaries of Smoky Lake County, as the context requires.
- 3.5 “**License of Occupation**” means a License of Occupation issued pursuant to this Bylaw.
- 3.6 “**Licensee**” means a person, corporation, company, or entity to whom a License of Occupation has been granted or issued pursuant to this Bylaw.
- 3.7 “**Municipal Government Act**” means the *Municipal Government Act*, RSA, 2000, c. M-26, as amended or replaced from time to time.
- 3.8 “**Traffic Safety Act**” means the *Traffic Safety Act*, RSA 2000, c. T-6, as amended or replaced from time to time.
- 5.1 “**Undeveloped County Road Allowance**” means and land located in Smoky Lake County dedicated as a road right-of-way under the direction, control and management of Smoky Lake County that has not been fully developed and is not required for public use.

4. Application for License of Occupation

- 4.1 A person wishing to occupy or use or cause or permit the occupation or use of, an Undeveloped County Road Allowance, in whole or in part, must:
 - 1) submit an application to the County, in the form prescribed and with the information required by the County, pursuant to Policy AG-08: *Agricultural Use of Municipal Right-of-Ways*, as amended or replaced from time to time; and
 - 2) pay a refundable application fee in the amount established by the Agricultural Services Board Fees Bylaw, which application fee shall be refunded in the event that the application for a License of Occupation is denied.
- 4.2 Upon receipt of a complete application, the CAO acting alone may:
 - 1) issue a License of Occupation in a form and on terms and conditions that the CAO determines appropriate, which may include but are not limited to the following requirements:
 - a) entering into a Road License Agreement with Smoky Lake County in a form and on terms and conditions satisfactory to and at the discretion of the CAO, which shall be incorporated into and form a part of the License of Occupation;
 - b) obtaining and maintaining adequate insurance coverage, in an amount and form and on terms and conditions satisfactory to and at the discretion of the CAO, with respect to the use and occupation of the Undeveloped County Road Allowance; and
 - c) providing security to Smoky Lake County, in an amount and form and on terms and conditions satisfactory to and at the discretion of the CAO, to secure compliance with the

requirements of this Bylaw and any License of Occupation issued pursuant to this Bylaw; or

- 2) refuse to issue the License of Occupation if, in the opinion of the CAO, the use or occupation of the Undeveloped County Road Allowance is not consistent with the public interest, or does not comply with the requirements of this Bylaw or any other policy or procedure established by Smoky Lake County with respect to the use and occupation of Undeveloped County Road Allowances from time to time.

5. License of Occupation Criteria

5.1 A License of Occupation will not be issued unless the following criteria have been met:

- 1) the applicant is the registered owner or occupant of lands located immediately adjacent to the Undeveloped County Road Allowance, or has an interest in lands immediately adjacent to the Undeveloped County Road Allowance which in the opinion of the CAO warrants the issuance of a License of Occupation with respect to same;
- 2) all required application fees have been paid;
- 3) the proposed use or occupation does not conflict with the uses of the Undeveloped County Road Allowance or adjacent lands;
- 4) the proposed use or occupation does not restrict or prohibit access to adjacent lands;
- 5) the proposed use or occupation of the Undeveloped County Road Allowance is for one of the following purposes:
 - a) grazing or cultivation of an Undeveloped County Road Allowance; or
 - b) construction, maintenance, operation, repair, replacement, and inspection of facilities required for a public utility.

5.2 A License of Occupation issued pursuant to this Bylaw shall grant only a non-exclusive use of the Undeveloped County Road Allowance that is the subject of the License of Occupation. A License of Occupation shall not prevent nor restrict pedestrian access to the Undeveloped County Road Allowance that is the subject of the License of Occupation.

5.3 Licenses of Occupation issued pursuant to this Bylaw are non-transferable and will terminate, effective immediately, following a Licensee's loss of ownership or occupancy of lands immediately adjacent to the Undeveloped County Road Allowance, or loss of interest in lands immediately adjacent to the Undeveloped County Road Allowance.

5.4 Without limitation to the requirements of Section (13)(1)(o) of the *Traffic Safety Act*, any License of Occupation issued by Smoky Lake County pursuant to this Bylaw is terminable by the County on 30-days' written notice in the event that the Undeveloped County Road Allowance, or any portion thereof, is, at the sole discretion of the County, required for municipal purposes.

6. Authority of Smoky Lake County and Chief Administrative Officer

- 6.1** Where this Bylaw grants a discretion or authority to act to Smoky Lake County or the CAO, Smoky Lake County or the CAO shall have sole and unfettered discretion in that regard.
- 6.2** Without restricting any other power, duty, or function granted by this Bylaw, the CAO may:
 - 1) carry out any inspections necessary to determine compliance with this Bylaw;
 - 2) take any steps or carry out any actions required to enforce this Bylaw;
 - 3) take any steps or carry out any actions required to remedy a contravention of this Bylaw; and
 - 4) establish a Road License Agreement for the purposes of this Bylaw.

7. Offences and Enforcement

- 7.1** A Licensee and any person carrying out an activity otherwise regulated, restricted or prohibited by this Bylaw pursuant to a License of Occupation, shall comply with any terms or conditions forming part of the License of Occupation.
- 7.2** An applicant shall not make any false or misleading statements or provide any false or misleading information to obtain a License of Occupation pursuant to this Bylaw.
- 7.3** The CAO may suspend or terminate a License of Occupation immediately, if
 - 1) any term or condition of a License of Occupation issued pursuant to this Bylaw or a Road License Agreement is contravened; or
 - 2) a false or misleading statement was made, or false or misleading information provided at the time of application; or
 - 3) a conflict arises and is brought to the attention of Smoky Lake County, between the Licensee's use of the Undeveloped County Road Allowance and the owners of lands adjacent to the Undeveloped County Road Allowance; or
 - 4) any unauthorized improvements, aggregates, contaminants, pollutants, or other materials are constructed, placed, deposited, installed or erected upon the Undeveloped County Road Allowance; or
 - 5) any unauthorized removal of aggregates, soils or other materials from the Undeveloped County Road Allowance occurs; or
 - 6) any damages occur to the Undeveloped County Road Allowance, excluding the authorized cultivation of the Undeveloped County Road Allowance; or
 - 7) any damages occur to the lands adjacent to the Undeveloped County Road Allowance as a result of the Licensee's use of the Undeveloped County Road Allowance.

- 7.4** The onus of proving a License of Occupation has been issued in relation to any activity otherwise regulated, restricted or prohibited by this Bylaw is on the person alleging the existence of a License of Occupation.
- 7.5** The CAO or their delegate is a Designated Officer for the purposes of:
- 1) conducting inspections to determine whether this Bylaw has been complied with and undertaking enforcement measures in accordance with section 542 of the *Municipal Government Act*; and
 - 2) issuing orders to remedy regarding contraventions of this Bylaw pursuant to section 545 of the *Municipal Government Act*.
- 7.6** Nothing in this Bylaw or any action taken pursuant to this Bylaw shall in any way restrict, limit, or preclude Smoky Lake County from pursuing any other remedy in relation to a contravention of this Bylaw that may be provided by the *Municipal Government Act* or from exercising its contractual remedies pursuant to a License of Occupation agreement.
- 8. Fines and Penalties**
- 8.1** The penalty amounts for each offence are specified in **Schedule “A”** of this Bylaw.
- 8.2** Each day an offence occurs pursuant to this Bylaw shall be considered as a separate offence.
- 8.3** A Peace Officer is hereby authorized and empowered to issue a Municipal Tag to any person who the Peace Officer has reasonable and probable grounds to believe has contravened any provision of this Bylaw.
- 8.4** The Municipal Tag shall be in a form approved by the CAO and must contain the following information:
- 1) name of the person;
 - 2) offence committed;
 - 3) specified penalty established by this Bylaw;
 - 4) deadline for penalty payment; and
 - 5) any other information as required by the CAO.
- 9. Severability**
- 9.1** If any provision of this Bylaw is declared invalid for any reason by a court of competent jurisdiction, all other provisions of this Bylaw shall remain valid and enforceable.
- 10. Repeal**
- 10.1** This Bylaw repeals Bylaw No. 1005-96 and all amendments made thereto.
- 11. Effective Date**
- 11.1** This Bylaw shall come into full force and effect after it receives third reading and is signed in accordance with the *Municipal Government Act*.

Received First Reading this _____ day of _____, **2026**

Received Second Reading this _____ day of _____, **2026**

Received Third Reading this _____ day of _____, **2026**

Craig Lukinuk, Reeve

Seal

Chyenne Shaw, Chief Administrative Officer

SCHEDULE “A” – SPECIFIED PENALTIES

DESCRIPTION OF CONTRAVENTION	PENALTY
Failure to produce a valid License of Occupation on request by a Peace Officer	\$500.00
Use of an Undeveloped County Road Allowance without a valid License of Occupation	\$500.00
Contravention of any term or condition of a License of Occupation	\$500.00
Contravention of any term or condition of a License of Occupation Agreement	\$500.00
Making or providing a false or misleading statement or information obtain a License of Occupation	\$500.00

Enclosure #2 – Bylaw No. 1005-96 – Roadway License Bylaw (Current)

Enclosure #2: Bylaw No. 1005-96: Roadway License Bylaw (Current) - Page 1 of 1

**THE COUNTY OF SMOKY LAKE NO. 13
IN THE PROVINCE OF ALBERTA
BYLAW NO. 1005-96**

Being a Bylaw of the Municipal Council of the County of Smoky Lake No. 13 to grant Licenses for the temporary occupation or use of Road Allowance(s) when they are not required for public use.

WHEREAS Section 16(1)(q) of the *Highway Traffic Act*, Revised Statutes of Alberta, 1980, Chapter H-7 provides that a Council may make Bylaws granting a license for the temporary occupation or use of a highway when it is not required for public use, if the license is terminable on thirty (30) days notice in writing.

AND WHEREAS the County of Smoky Lake No. 13 deems it just and proper to establish a procedure for the granting of licenses for the temporary occupation or use of roadways within the County of Smoky Lake No. 13 in the form attached to, and forming part of, this Bylaw.

NOW THEREFORE the Council of the County of Smoky Lake No. 13 in the Province of Alberta, duly assembled, enacts as follows:

Section 1 - Name of Bylaw

1.1 This Bylaw may be cited as the "*Roadway License Bylaw*".

Section 2 - Grant of License

2.1 The County of Smoky Lake No. 13 is hereby authorized to grant licenses in the form attached as "*Schedule A*" to this Bylaw for the temporary occupation or use of road allowances, public highways, or a portion of a road allowance or highway when they are not required for public use, providing the license is terminable on thirty (30) days notice in writing.

Section 3 - Effective Date of Bylaw

3.1 This Bylaw shall take effect on the 26th day of January, A.D. 1996.

FIRST READING - January 26, 1996

SECOND READING - January 26, 1996

THIRD AND FINAL READING and finally passed by Council - January 26, 1996


REEVE

S E A L


COUNTY MANAGER



Request for Decision (RFD)

Meeting Date: Thursday, February 26, 2026

Agenda Item: # 8.14

Topic: Surface Lease of Municipally-Owned Lands

Presented By: Jordan Ruegg, Planning and Development Manager

Recommendation: *That Smoky Lake County Council amend Policy No. 62-13: Surface Lease of Municipally-Owned Lands, as presented.*

Background:

Following a recent Council meeting it was apparent that the existing Policy creates challenges for prospective lessees, County administration and Council. Specifically, it was noted that the date on which lease payments are due (currently January 1st) would require a lessee to pay for use of the land in advance. It was also noted that the current provisions relating to termination of a Lease Agreement (County right to terminate on 60-days' notice) could cause problems for lessees who would need to make alternate arrangements for their cattle.

Summary of Proposed Changes to Policy No. PW-01:

1. Revise the title of Policy PW-01 to "Surface Lease of Municipally-Owned Lands" to reduce ambiguity and to reinforce that this Policy is for leasing of lands and not other County-owned/operated facilities.
2. Change the date on which annual lease payments are due from January 1st of each year to April 1st of each year.
3. Clarify that property taxes owing for land which is leased are due on **October 31st** of each year.
4. Add a clause to the Policy which indicates that in the even that the County cancels the lease, that the cancellation of said lease will not take effect until **October 31st** of the year in which the notice of the County's intent to cancel the lease is provided to the lessee.

Benefits: Clear, concise and streamlined process for processing requests for the lease of municipally-owned lands.

Disadvantages: NA

Alternatives: Council may choose not to amend the Policy and/or may propose alternate changes.

Financial Implications: NA *(Describe any Financial / Budget Implications or select from dropdown)*

Legislation: Municipal Government Act, R.S.A 2000, c M-26

Intergovernmental: Nil.

Strategic Alignment: Nil.

Enclosure(s):

Enclosure #1 – Policy 62 - 01 – Surface Lease of Municipally-Owned Lands (Proposed)

Enclosure #2 – Policy 62 - 01 – Surface Lease of Municipally-Owned Properties (Current)

Signature of the CAO: _____





Smoky Lake County Policy

Title:	Surface Lease of Municipally-Owned Lands	<u>Policy #</u>	<u>Version</u>
Category:	Planning & Development Services (P&D)	PW-01	06

LEGISLATIVE REFERENCE:

In accordance with the *Municipal Government Act*.

PURPOSE:

To provide guidance and a process for the lease of municipally-owned lands.

STATEMENT:

Smoky Lake County desires to establish standards, conditions and procedures for the leasing of municipally-owned lands for agricultural use purposes.

OBJECTIVE:

Smoky Lake County shall provide municipally-owned lands for lease to serve the interests and needs of the agricultural sector, when it is deemed that these properties are suitable for such purposes and where the County does not plan to develop or use these properties in the short or long term. These lands are to be managed efficiently and maintained or improved through proper agricultural practices to ensure their long-term viability and to ensure adequate environmental stewardship of these lands.

GUIDELINES & PROCEDURE:

1. LEASE OF MUNICIPALLY-OWNED LANDS

- 1.1. The County provides the opportunity for County residents and businesses operating within the County to lease municipally-owned lands for agricultural purposes. The process will include the preparation of a Resolution for Council to authorize municipally-owned land to be leased through a limited invitation to tender process. Only those individuals and businesses that pay property taxes to the County are eligible to lease municipally-owned lands.
- 1.2. Lands available to be leased shall be advertised through a limited invitation to tender process, as specified in **Schedule "A": Limited Invitation to Tender: Surface Lease of Municipally-Owned Lands**. Bids are to be submitted pursuant to the terms and conditions of the Limited Invitation to Tender.
- 1.3. Council reserves the right to refuse, at its sole discretion, any bid, regardless of whether the bidder is the highest bidder.
- 1.4. If a bid is deemed to be incomplete pursuant to the terms and conditions of the Limited Invitation to Tender, at the sole discretion of the County, it may be rejected.

2. LEASE TERMS

- 2.1. The term of a lease for municipally-owned lands shall not exceed five (5) years.
- 2.2. The County, at its sole discretion, and after providing sixty (60) days notice in writing to the lessee, may cancel a lease at any time, for the following reasons:

- 2.2.1. the lessee requests cancelation of the lease;
 - 2.2.2. the lands subject to the lease is not being used for the purpose(s) for which it was leased;
 - 2.2.3. the lease was issued in error;
 - 2.2.4. the lessee fails to pay the required fees and/or property taxes by the due date for which said fees and/or property taxes are required to have been paid; and
 - 2.2.5. the County, at its sole discretion, determines that the lands which are subject to the lease are required for municipal purposes or if Council wishes to dispose of said lands via sale.
- 2.3. Should the County exercise its right to terminate a lease pursuant to Section 2.2, the cancelled lease shall not expire until **October 31st** of the year in which the cancelation notice was issued.
- 2.4. Lease payments, in the amount of the successful bid, are to be made annually by **April 1st** of each year. If payment is not received by the County by April 1st, the Lessee shall be considered to be in default of their lease agreement and will be notified accordingly. If the outstanding fees are not paid in full within sixty (60) days of April 1st, the lease agreement may be unilaterally terminated by the County by providing written notice to the lessee.
- 2.5. Property taxes owing for the leased lands shall be paid in full by **October 31st** of each year. If payment of property taxes is not received by the County by October 31st, the Lessee shall be considered to be in default of their lease agreement and will be notified accordingly. If the outstanding fees are not paid in full within sixty (60) days of October 31st, the lease agreement may be unilaterally terminated by the County by providing written notice to the lessee.
- 2.6. A minimum of Two Million Dollars (\$2,000,000.00) personal Liability Insurance, with Smoky Lake County as named insured, must be maintained by the lessee for the duration of the lease and the lessee shall provide proof of such insurance to the satisfaction of the County upon demand.
- 2.7. Lessees shall, at all times, indemnify and save harmless the County from any and all losses, costs, damages, actions, causes of action, suits, claims and demands whatsoever that may be lawfully brought or made against the County by reason of anything done by the lessee, their invitees, or agents, whether or not such things are done in the exercise or purposed exercise of the rights herein conferred upon the lessee. The County shall not be liable nor responsible for any bodily or personal injury or property damage of any nature what-so-ever that may be suffered or sustained by the lessee, their invitees, or agents in the performance of the lease agreement.
- 2.8. No development, construction of any buildings or improvements, nor tree/brush removal shall be permitted on the leased property unless approval is granted by the County. Any improvements (e.g. fencing, animal shelter, etc.) made to any leased municipally-owned property, shall be at the sole expense of the Lessee, and any chattels remaining on the leased property shall become the property of the County if they are not removed prior to the effective date of termination of the lease agreement.
- 2.9. Subletting or subleasing of leases of municipally-owned lands is not permitted and is grounds for immediate and unilateral cancellation of the lease agreement by the County.

- 2.10. All bids to lease municipally-owned property shall be approved by resolution of Council and shall be subject to the signing of a Surface Land Lease Agreement with the County.
- 2.11. The lessee shall allow the County the right to enter the leased lands as the County deems necessary or appropriate, from time to time, to cause or allow third-parties to construct or install permanent underground or above ground utility lines, pipeline facilities and transmission lines which cross the leased lands, or to perform such other work upon the leased lands as may be deemed necessary at the sole discretion of the County, and the lessee shall in no way interfere with or hinder the construction, installation, repair or maintenance work undertaken by the County or by any person to whom the County has granted such permission. The lessee shall forthwith, upon having received reasonable notice of the request from the County, execute such further documentation as deemed appropriate, in the sole discretion of the County, for the purposes of expediting any such work by the County or other person granted permission by the County. The lessee shall have the right to post signage on the property to prohibit trespassing from April 1st to October 31st. Any member of the public who wishes to access the leased lands shall make a request to the lessee to obtain access.
- 2.12. Lessees shall be responsible to maintain the quality and integrity of the leased lands through adherence to land management practices consistent with agricultural best practices commonly used in the area where the property is located.

3. LEASE AGREEMENTS

- 3.1. Lessees shall comply with the terms and conditions of their lease agreement, in accordance with **Schedule "B": Surface Land Lease Agreement**, at all times.
- 3.2. Lessees must conform to all Federal, Provincial and Municipal legislation, - regulations and policies relating to land management.
- 3.3. Lessees are responsible for weed control on the leased lands. If a noxious weed as designated under the Weed Control Act is found on lands that are subject to a lease agreement, the County's Agricultural Service Department will notify the Lessee in accordance with **Policy Statement No. 62-14: Weed Inspection and Weed Notice**.
- 3.4. Smoky Lake County reserves the right to terminate lease agreements due to breaches of the lease agreement and/or this Policy, by providing written notice to the lessee. If a lessee is found in breach of this Policy or of his or her lease agreement, the County reserves the right to not accept future bids from said lessee. In such circumstances, the lease agreement shall be deemed to be terminated effective thirty (30) days after that date which the notice is provided to the lessee.
- 3.5. When a lease is due to expire in the following year, the lessee will be contacted by the County in writing, informing the lessee of the expiration date and to indicate the intent that the leased lands will be subject to a limited invitation to tender process which shall be advertised by the County.

4. PROCEDURES

- 4.1. Parties interested in leasing municipally-owned lands shall file an application in writing with County administration. Administration shall prepare a Limited Invitation to Tender upon receipt of an application to lease municipally-owned lands in order to ensure a fair and competitive bidding process.

- 4.2.** All bids submitted via the “Limited Invitation to Tender” process must include the following:
- 4.2.1. Legal name, address and contact information of the bidder;
 - 4.2.2. Legal land description of municipally-owned land to lease;
 - 4.2.3. Bid amount;
 - 4.2.4. Purpose of intended use or activity relating to the municipally-owned land; and
 - 4.2.5. Date and authorized signature.
- 4.3.** Should Council choose to accept a bid received via the Limited Invitation to Tender process, the successful bidder shall enter into and comply with a lease agreement, pursuant to this Policy. A copy of said lease agreement shall be forwarded to the Finance Department for the creation of an accounts receivable to ensure lease fees and property taxes owing are paid.
- 4.4.** A Right of First Refusal to Purchase clause will be written into the Surface Land Lease Agreement which shall grant the lessee the right to have the first opportunity to purchase the municipally-owned lands that they hold a lease for, at the price and subject to the terms and conditions contained in a third-party offer that the County has expressed a willingness to accept, or if the County wishes to sell the municipally-owned lands that is the subject of the lease.
- 4.5.** The Right of First Refusal to Purchase clause will be initiated if the County receives a third-party offer to purchase municipally-owned lands that are currently being leased, at terms that the County has agreed to. The County shall notify the lessee of this offer within forty (40) days of receipt. The lessee must exercise their Right of First Refusal to Purchase by notifying the County within thirty (30) days of having received notice, and must match the price offered by the third-party offer. Should the lessee choose not to exercise their Right of First Refusal to Purchase, they shall notify the County in writing, within thirty (30) days of having received notice, that they waive this Right.
- 4.6.** If the lessee declines to purchase or waives their Right of First Refusal to Purchase pursuant to Section 4.5, the County shall be at liberty to proceed with acceptance of the third-party offer to purchase said municipally-owned land and subsequently terminate the lease agreement, pursuant to Section 2.2.
- 4.7.** If the Lessee exercises their Right of First Refusal to Purchase, the Lessee shall be obligated to purchase the property and shall provide a cash deposit, in the amount of Two Hundred Dollars (\$200.00), at the time that they provide notice of exercising of their Right. The Lessee shall be required to execute an “Agreement to Purchase” with the County and to adhere to its terms and conditions, in accordance with Policy Statement No. 61-10: Disposition of County Owned Property.

	<u>Date</u>	<u>Council Resolution #</u>	<u>Version</u>
Adopted	March 20, 2001	Motion #338 – Page #7053	01
Amended	April 25, 2002	Motion #319 – Page #7253	02
Amended	February 15, 2023	Motion #111 – Page #15506	03
Amended	February 26, 2026		04

Schedule "A"
LIMITED INVITATION TO TENDER
LEASE OF MUNICIPALLY-OWNED LANDS

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

Tender #	Legal Description of Property	

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

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

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

TENDER CLOSING: MONTH 00, 20__.

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

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

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

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

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

ALL BIDS MUST INCLUDE THE FOLLOWING INFORMATION:

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

▪ **Date and authorized signature of the bidder.**

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

Posted: Month Day and Year on Website: _____.

Name: _____

Title: _____

Smoky Lake County

Schedule "B"

SURFACE LAND LEASE AGREEMENT

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

BETWEEN:

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

OF THE FIRST PART

- AND -

Mailing Address: _____

Civic Address: _____

Phone: () _____ or () _____
(hereinafter referred to as the "Lessee")

OF THE SECOND PART

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

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

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

1. Lease Site:

The County shall lease approximately ____ acres located on _____

(hereinafter referred to as the "Lease Land").

2. Purpose:

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

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

3. Term:

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

4. Annual Payment:

4.1 The Lessee shall pay to the County the following lease payment annually, by or on **April 1st**, as per the submitted bid:

\$ _____ **plus GST.**

4.2 If payment is not received within thirty (30) days of **April 1st**, the Lessee is in default of this Agreement and will be notified in writing of this default. If the outstanding fees are not paid in full within sixty (60) days of the **April 1st**, this Agreement may be unilaterally terminated by the County.

5. Taxes:

5.1 The Lessee will pay to Smoky Lake County, all property taxes for the Lease Land by **October 31st** of each year.

6. Land Management:

6.1 **Noxious Weeds:**

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

6.2 **Right to Enter:**

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

6.3 **Buildings and Improvements:**

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

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

7. Liability:

7.1 **Insurance:**

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

7.2 **Indemnification:**

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

8. Non-Assignment:

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

9. Applicable Law

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

10. Termination:

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

10.1 **County:**

10.1.1 The County Reserves the right to terminate this Agreement due to any breach of the Agreement. If the Lessee is found in breach of this Agreement, the County reserves the right to not accept future tender bids for lease from the Lessee. The County shall give a minimum of sixty (60) days notice to the Lessee of its intent to terminate the Agreement prior to termination. Should the County exercise its right to terminate this Agreement by providing the required notice in writing and giving the required sixty (60) days' notice, this Agreement shall be terminated as of **October 31st** of the year in which said notice was provided to the lessee.

10.1.2 The County reserves the right to terminate this Agreement in the event it chooses to sell the Lease Land prior to the conclusion of the Term of this Agreement. In such an instance, the Lessee shall be given a right of first refusal that shall grant the Lessee the right to have the first opportunity to purchase the Lease Land, at the price, and subject to

the terms and conditions contained in a third-party offer that the County has expressed a willingness to accept.

10.2 **Lessee:**

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

11. Notice:

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

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

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

ATTENTION: Planning and Development Manager

The Lessee: _____

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

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

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

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

SIGNED AND DELIVERED
in the presence of:

}
}
}

SMOKY LAKE COUNTY

Witness

C.A.O.

SIGNED AND DELIVERED
in the presence of:

}
}

LESSEE

Witness

Lessee's Signature

Enclosure #2 – Policy PW-01 – Surface Lease of Municipally-Owned Properties (Current)

Enclosure #2 - Policy PW-013: Surface Lease of Municipally-Owned Properties (Current) - Page 1 of 12

SMOKY LAKE COUNTY



Title: Surface Lease of Municipally-Owned Properties		Policy No.: 01-03
Section: 13	Code: P-S	Page No.: 1 of 12 E
Legislation Reference: Alberta Provincial Statutes.		
Purpose:	This Policy is to guide Smoky Lake County in the management of municipally-owned properties that are leased for agricultural purposes.	
Policy Statement and Guidelines:		
<p>1. STATEMENT:</p> <p>1.1 Smoky Lake County desires to establish standards, conditions and procedures for the leasing of municipally-owned properties for agricultural purposes.</p> <p>1.2 Smoky Lake County supports agricultural utilization of municipally-owned properties and may lease these properties to individuals and/or businesses, in accordance with the guidelines and procedures outlined in this Policy, to safeguard the County's assets and interests.</p> <p>2. OBJECTIVES:</p> <p>2.1 Smoky Lake County shall provide municipally-owned properties for lease to serve the interests and needs of the agricultural sector, when it is deemed that these properties are suitable for such purposes and where the County does not plan to develop or use these properties in the short or long term.</p> <p>2.2 The municipally-owned properties must be managed efficiently and maintained or improved through proper agricultural practices to ensure their long-term viability and to ensure adequate stewardship of the properties.</p> <p>3. GUIDELINES:</p> <p><u>Lease of Municipally-Owned Properties</u></p> <p>3.1 The County provides the opportunity for County residents and businesses to lease municipally-owned properties for agricultural purposes. The process will include the preparation of a Resolution for Council to authorize a municipally-owned property to be leased through a limited invitation to tender process. Only those individuals and businesses that pay property taxes to the County are eligible to lease municipally-owned properties.</p> <p>3.2 Properties available to be leased shall be advertised through a limited invitation to tender process, as specified in Schedule "A": Limited Invitation to Tender: Surface Lease of Municipally-Owned Properties. Bids are to be submitted as detailed in the limited invitation to tender. It is noted that no late submissions shall be accepted.</p> <p>3.3 Council reserves the right to refuse, at its sole discretion, any bid, regardless of whether the applicant is the highest bidder.</p>		

Title: Surface Lease of Municipally-Owned Properties		Policy No.: 01-03
Section: 13	Code: P-S	Page No.: 2 of 12 E

Policy Statement and Guidelines:

3.4 If a bid is deemed to be incomplete, at the sole discretion of the County, it may be rejected.

Lease Terms

3.5 The term of a lease for municipally-owned properties shall not exceed (5) five-years.

3.6 The County, at its sole discretion, and after providing 60-days notice, may cancel a lease at any time, for any of the following reasons:

- a) the lessee requests the cancellation of the lease;
- b) the leased property is not being used for the purpose for which it was leased;
- c) the lease was issued in error;
- d) the lessee fails to pay the required lease fees by the due date;
- e) the lessee has failed to comply with the terms and conditions of the lease agreement; and
- f) the County, at its sole discretion, determines that the leased property is required for municipal purposes or wishes to dispose of the land via sale.

3.7 Lease payments are to be made annually as per the successful bid, and shall include the payment of all applicable taxes on the property.

3.8 Leaseholders have thirty (30) days to pay the invoiced amount in full to the County.

3.9 If payment is not received by the County within 30 days of the invoice date, the leaseholder is in default of their lease agreement and will be notified accordingly. If the outstanding fees are not paid in full within sixty (60) days of the invoiced date, the lease agreement may be unilaterally terminated by the County.

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

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

Title: Surface Lease of Municipally-Owned Properties		Policy No.: 01-03
Section: 13	Code: P-S	Page No.: 3 of 12 E
<p>3.12 No development, construction of any buildings or improvements, nor tree/brush removal shall be permitted on the leased property unless approval is granted by the County. Any improvements (e.g. fencing, animal shelter, etc.) made to any leased municipally-owned property, shall be at the sole expense of the leaseholder, and any chattels remaining on the leased property shall become the property of the County if they are not removed prior to the effective date of termination of the lease agreement.</p> <p>3.13 Subletting or subleasing of leases of municipally-owned properties is not permitted and is grounds for immediate and unilateral cancellation of the lease agreement by the County.</p> <p>3.14 All bids to lease municipally-owned property shall be approved by resolution of Council and shall be subject to the signing of a Surface Land Lease Agreement with the County.</p> <p>3.15 The leaseholder shall allow the County the right to enter the municipally-owned property as the County deems necessary or appropriate, from time to time, to cause or allow third-parties to construct or install permanent underground or above ground utility lines, pipeline facilities and transmission lines which cross the leased property, or to perform such other work upon the leased property as may be deemed necessary at the sole discretion of the County, and the leaseholder shall in no way interfere with or hinder the construction, installation, repair or maintenance work undertaken by the County or by any person to whom the County has granted such permission. The leaseholder shall forthwith, upon having received reasonable notice of the request from the County, execute such further documentation as deemed appropriate, in the sole discretion of the County, for the purposes of expediting any such work by the County or other person granted permission by the County. The leaseholder shall have the right to post signage on the property to prohibit trespassing from May 1st to October 31st. Any member of the public who wishes to access leased municipally-owned property shall make a request to the lessee to obtain access.</p> <p>3.16 Leaseholders shall be responsible to maintain the quality and integrity of the municipally-owned property through adherence to land management practices consistent with agricultural practices commonly used in the area where the property is located.</p> <p><u>Lease Agreements</u></p> <p>3.16 Leaseholders shall comply with the terms and conditions of their lease agreement, in accordance with Schedule "B": Surface Land Lease Agreement, at all times.</p> <p>3.17 Leaseholders must conform to all Federal, Provincial and Municipal legislation, regulations and policies relating to land management.</p> <p>3.18 Leaseholders are responsible for weed control on municipally-owned land. If a noxious weed as designated under the <i>Weed Control Act</i> is found on lands that are subject to a lease agreement, the County's Agricultural Service Department will notify the leaseholder in accordance with Policy Statement No. 62-14: Weed Inspection and Weed Notice.</p>		

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

- 3.19 The County will communicate warnings in writing via Registered Mail, in the event of a breach of a lease agreement. If the breach identified in the notice is not rectified in a time and manner suitable to the County, and as indicated in the notice, the County reserves the right to unilaterally terminate the lease agreement.
- 3.20 Smoky Lake County reserves the right to terminate lease agreements due to breaches of the lease agreement and/or this Policy. If a leaseholder is found in breach of this Policy or of his or her lease agreement, the County reserves the right to not accept future bids from said leaseholder. In such circumstances, the County agrees to notify the affected leaseholder at least sixty (60) days prior to the termination of the lease agreement.
- 3.21 When a lease is due to expire in the following year, the leaseholder will be contacted by the County in writing, informing the leaseholder of the expiration date and to indicate the intent that the leased property will be subject to a limited invitation to tender process when advertised by the County.

4. PROCEDURES:

- 4.1 Individuals and businesses who are interested in leasing municipally-owned properties are directed to inquire with the Planning and Development Department. The Planning and Development Manager or designate will assist in the "Limited Invitation to Tender" application process to ensure all required information is included.
- 4.2 All bids submitted via the "Limited Invitation to Tender" process must include the following:
 - Legal name, address and contact information of the bidder;
 - Legal land description of municipally-owned property to lease;
 - Bid amount;
 - Purpose of intended use or activity relating to the municipally-owned property; and
 - Date and authorized signature.
- 4.3 All bids submitted will be reviewed by the Planning and Development Department. A report will be prepared by the Planning and Development Manager or designate summarising the bids received and a Request for Decision shall be forwarded to County Council outlining the recommendations for endorsement.
- 4.4 Once a bid is approved by Council, a lease agreement shall be signed and executed by the County and the successful bidder. The lease agreement shall be issued for a (5) five-year term and shall be billed annually until the expiration of the term. Either party may cancel the lease agreement at any time, provided that the party instigating the cancellation provides the other party with a minimum of sixty (60) days' notice.
- 4.5 Once the lease agreement has been executed, the Planning and Development Department will send a copy to the Finance Department who will be responsible for creating an accounts receivable based on the amount defined in the lease agreement and to ensure receipt of the yearly lease fees throughout the term of the lease.

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

<p>4.6 A Right of First Refusal to Purchase clause will be written into the Surface Land Lease Agreement which shall grant the leaseholder the right to have the first opportunity to purchase the municipally-owned property that they hold a lease for, at the price and subject to the terms and conditions contained in a third-party offer that the County has expressed a willingness to accept, or if the County wishes to sell the municipally-owned property that is the subject of the lease.</p> <p>4.6.1 The Right of First Refusal to Purchase clause will be initiated if the County receives a third-party offer to purchase a municipally-owned property that is currently being leased, at terms that the County has agreed to. The County shall notify the leaseholder of this offer within forty (40) days of receipt. The leaseholder must exercise their Right of First Refusal to Purchase by notifying the County within thirty (30) days of having received notice, and must match the price offered by the third-party offer. Should the leaseholder choose not to exercise their Right of First Refusal to Purchase, they shall notify the County in writing, within thirty (30) days of having received notice, that they waive this Right.</p> <p>4.6.2 If the leaseholder declines to purchase or waives their Right of First Refusal to Purchase pursuant to Section 4.6.1, the County shall be at liberty to proceed with acceptance of the third-party offer to purchase said municipally-owned property and subsequently terminate the lease agreement, pursuant to Section 3.6.</p> <p>4.6.3 If the leaseholder exercises their Right of First Refusal to Purchase, the leaseholder shall be obligated to purchase the property and shall provide a cash deposit, in the amount of Two Hundred Dollars (\$200.00), at the time that they provide notice of exercising of their Right. The Leaseholder shall be required to execute an "Agreement to Purchase" with the County and to adhere to its terms and conditions, in accordance with Policy Statement No. 61-10: Disposition of County Owned Property.</p>

	Date	Resolution Number
Approved	March 20, 2001	# 338 - Page # 7053
Amended	April 25, 2002	# 319 - Page # 7253
Amended	February 15, 2023	# 372 - Page # 15506

Section 13

Policy 01-03



Schedule "A"
LIMITED INVITATION TO TENDER
 Lease of Municipally-Owned Properties

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

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

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

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

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

TENDER CLOSING: MONTH 00, 20__.

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

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

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

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

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

ALL BIDS MUST INCLUDE THE FOLLOWING INFORMATION:

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

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

Posted: Month Day and Year on Website: _____.

Name: _____

Title: _____

Smoky Lake County



Schedule "B"

SURFACE LAND LEASE AGREEMENT

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

BETWEEN:

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

OF THE FIRST PART

- AND -

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

OF THE SECOND PART

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

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

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

1. Lease Site:

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

2. Purpose:

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

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

3. Term:

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

4. Annual Payment:

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

\$ _____ **plus GST.**

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

5. Taxes:

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

6. Land Management:

6.1 Noxious Weeds:

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

6.2 **Right to Enter:**

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

6.3 **Buildings and Improvements:**

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

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

7. **Liability:**

7.1 **Insurance:**

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

7.2 **Indemnification:**

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

8. Non-Assignment:

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

9. Applicable Law

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

10. Termination:

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

10.1 **County:**

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

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

10.2 **Leaseholder:**

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

11. Notice:

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

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

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

ATTENTION: Planning and Development Manager

The Leaseholder: _____

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

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

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

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

SIGNED AND DELIVERED }
in the presence of: } **SMOKY LAKE COUNTY**
}

Witness C.A.O.

SIGNED AND DELIVERED }
in the presence of: } **LEASEHOLDER**
}

Witness Leaseholder's Signature



Request for Decision (RFD)

Meeting Date: Thursday, February 26, 2026
Topic: Assessment Review Board Appointments
Presented By: Brenda Adamson, Finance

Agenda Item: # 8.15

Recommendation:

That Smoky Lake County, in accordance with Bylaw No. 1417-22: Assessment Review Board, appoint members to the Assessment Review Board (ARB) for Year-2026, as follows:

- **Raymond Ralph, as the ARB Chairperson,**
 - **Gerryl Amarin, as the Certified ARB Clerk, and**
 - **Darlene Chartrand, Sheryl Exley, Tina Groszko, Richard Knowles, Marcel LeBlanc, Roland Merkosky, and Raymond Ralph, as the ARB Certified Panelists**
-

Background:

In 2022 Council contracted the Capital Region Assessment Services Commission (CRASC) to carry out the Assessment Board duties for Smoky Lake County.

All participating municipalities are required to appoint by resolution the following as ARB officials for 2026.

ARB Chairman -	Raymond Ralph
Certified ARB Clerk -	Gerryl Amarin
Certified Panelists -	Darlene Chartrand Sheryl Exley Tina Groszko Richard Knowles Marcel LeBlanc Roland Merkosky Raymond Ralph

Benefits:

The benefits of contracting out the ARB services are:

The appeal process is perceived as being independent of the taxing authority.

Council members do not have to take training and do not have to be part of the appeal process.

Disadvantages:

There is an annual cost even if there are no appeals.

Alternatives:

Council could appoint members for 2026 and then work to reestablish its own board for 2027.

This would require Council training.



Request for Decision (RFD)

Financial Implications:

The appointment of board members does not financially impact the County.

Legislation:

Assessment review boards to be established

454 A council must by bylaw establish (a) a local assessment review board to hear complaints referred to in section 460.1(1), and (b) a composite assessment review board to hear complaints referred to in section 460.1(2). 2016 c24 s62

Appointment of members to local assessment review board

454.1(1) A council must (a) appoint at least 3 persons as members of the local assessment review board, (b) prescribe the term of office of each member appointed under clause (a), and (c) prescribe the remuneration and expenses, if any, payable to each member appointed under clause (a). (2) The council must designate one of the members appointed under subsection (1) as the chair of the local assessment review board and must prescribe the chair's term of office and the remuneration and expenses, if any, payable to the chair. (3) The chair may delegate to any other member appointed under subsection (1) any of the powers, duties or functions of the chair. 2016 c24

Intergovernmental: NA

Strategic Alignment: NA

Enclosure(s): NA

Signature of the CAO: _____





Request for Decision (RFD)

Meeting Date: Thursday, February 26, 2026

Agenda Item: # 8.16

Topic: Joint Municipalities meeting location

Presented By: Chyenne Shaw, Chief Administrative Officer

Recommendation:

That the Smoky Lake County Council approve the location and menu choices at Métis Crossing for the next Joint Municipalities meeting, scheduled for Monday, April 13th, 2026, beginning at 5:00 p.m.

Background:

The Smoky Lake Region takes turns hosting the Joint Municipality meetings. In April, it's Smoky Lake County's turn, and an exciting opportunity has come up to hold the meeting at Metis Crossing, which is located right here in the County.

In the past, the meetings have been hosted in the Town of Smoky Lake, usually at the curling rink or Ukrainian Hall. This year, choosing Metis Crossing as the venue will allow us to highlight a beautiful and unique location that showcases the County's heritage and culture.

Option 1 – Métis Crossing

- **Venue rental: Complimentary**
- **Menu option: \$59.00 per person (roast beef dinner)**
- **Estimated attendance: 30 people**
- **Total estimated catering cost: \$1,770.00**

Option 2 – Curling Rink Rental and Catered Meal

- **Curling rink rental: \$200.00**
- **Catering: \$37.00 per person (Roast beef dinner)**
- **Estimated attendance: 30 people**
- **Catering total: \$1,110.00**
- **Combined total estimated cost: \$1,310.00**

Benefits:

- **Supports Local Facilities:** Hosting at Metis Crossing would make use of a County-based venue, which helps promote the facilities and services available in the region.
- **Strengthens Partnerships:** It also gives the County a chance to further build a positive relationship with Metis Crossing, which is a key partner in the area.

Disadvantages:

No disadvantages have been identified for this venue.



Request for Decision (RFD)

Alternatives:

An alternative would be to host the meeting at the curling rink in the Town of Smoky Lake, where we could bring in a caterer at a lower cost. However, the meal options would be less elaborate than what Metis Crossing offers, and the overall experience would differ in terms of the atmosphere and cultural setting.

Financial Implications:

While hosting at Metis Crossing may come at a slightly higher cost, the experience and quality of the meal would align with the value of the venue. Choosing a more affordable location like the curling rink would reduce the cost, but it would come with trade-offs in terms of meal quality and overall experience.

Legislation: NA

Intergovernmental:

This relates to the governance of Smoky Lake County, Town of Smoky Lake, Village of Vilna, Village of Waskatenau.

Strategic Alignment:

- Intermunicipal Collaboration: Strengthens cooperative economic development initiatives.

Enclosure(s): NA

Signature of the CAO: _____ 



Request for Decision (RFD)

Meeting Date: Thursday, February 26, 2026

Agenda Item: # 8.17

Topic: Temporary Office Closure for Employee Retirement Recognition

Presented By: Carleigh Danyluk, Agricultural Fieldman

Recommendation(s):

That Smoky Lake County Council approve the temporary closure of the County Offices from 12:00 pm to 1:00 pm on Friday, March 6, 2026, to allow staff to attend a retirement recognition event honouring three long-term County employees.

Background:

Four County employees will be retiring after many years of dedicated service to Smoky Lake County. Administration is planning a small retirement recognition event during the lunch hour to acknowledge their contributions and commitment to the organization and community.

In order to allow all Administration staff, the opportunity to attend and participate in the recognition, it is proposed that the County Administration Office be temporarily closed to the public from 12:00 p.m. to 1:00 p.m. Regular operations would resume immediately following the event.

Advance notice of the temporary closure will be communicated to the public through appropriate channels (office signage, and/or social media).

Benefits:

- Recognizes and honours long-term employee service and contributions
- Supports positive workplace culture and employee morale
- Provides an opportunity for staff to collectively acknowledge retirees
- Minimal operational disruption due to short duration and scheduled lunch hour timing

Disadvantages:

- Temporary closure of public services for an additional 30 minutes
- Minor inconvenience to members of the public during the closure period

Alternatives:

- Do not close the office and limit attendance

Financial Implications: Any costs associated with the retirement recognition event will be accommodated within the existing Administration budget.



Request for Decision (RFD)

Legislation: There is no legislative requirement preventing a temporary administrative office closure for internal staff functions. Public notification will be provided to ensure transparency and service awareness.

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

Strategic Alignment: N/A

Enclosure(s):

1. N/A

Signature of the CAO: _____





Request for Decision (RFD)

Meeting Date: Thursday, February 26, 2026

Agenda Item: # 8.18

Topic: February Requests for Donations/Sponsorships

Presented By: Brenda Adamson, Finance

Recommendation:

Motion #1: County Council approve action taken to donate \$2,500 to Warspite Revitalization Foundation for a platinum sponsorship of the 2nd annual County Fair to be held June 20, 2026.

Motion #2: County Council approve a donation in the amount of ?? to the Smoky Lake County Rural Crime Watch Association, in response to the January 23, 2026, letter requesting contributions towards a Scam Alert presentation to be held on April 28, 2026.

Motion #3: County Council approve a donation in the amount of ?? to the Victoria Trail Agricultural Society, in response to the 2026 letter requesting sponsorship for VTAS Fair Days to be held August 7-9, 2026

Motion #4: County Council approve a donation in the amount of ?? to the Spedden Fish and Game Association, in response to the 2026 letter requesting contributions towards a Family Fishing Day Event held on February 16, 2026.

Background:

There are four requests for donations or sponsorships this month.

1. Warspite Revitalization Foundation presented to Council. A donation of \$2,500 was provided in sponsorship of their County Fair.
2. Attached is a letter from the Smoky Lake County Rural Crime Watch Association requesting a donation of \$400.00 towards the cost of a guest speaker on fraud, scams, and crime prevention. Previous donations to Smoky Lake Rural Crime Watch are: 2025 - \$500.00 to Law & Wild Bar BBQ event.
3. Victoria Trail Agricultural Society has requested sponsorship for fair days August 7-9, 2026. Council has provided the following funds to VTAS in the past:
 - a. 2025 \$23,500 operating grant, \$1,000 gold sponsorship for Fair Days
 - b. 2024 \$17,500 operating grant, \$500 gold sponsorship
 - c. 2023 \$17,500 operating grant, \$900 volunteer appreciation
 - d. 2022 \$17,500 operating grant, \$850 volunteer appreciation
4. Spedden Fish and Game has requested monetary donations and or prize items for Family Fishing Day Event held February 16. In 2025 Council provided \$500.00 towards the event.

Benefits:

Funding community events helps volunteer organizations financially and demonstrates Council support for such events.



Request for Decision (RFD)

Disadvantages:

The funds would come from the grants to organizations' budget.

Alternatives:

- Council could choose not to contribute to these events.
- Council could choose to contribute a different amount.

Financial Implications:

The budget for grants and organizations is \$30,000. No funds have been released in 2026.

Legislation: NA

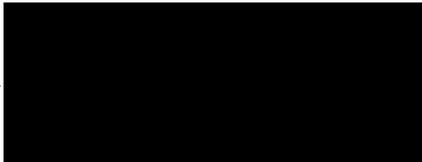
Intergovernmental: NA

Strategic Alignment: NA

Enclosure(s):

1. *Warspite Revitalization Foundation brochure*
2. *Rural Crime Watch Letter*
3. *VTAS letter*
4. *Spedden Fish and Game Letter*

Signature of the CAO: _____



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.



Warspite Baseball Field ⋮ ✕

Perimeter ▾
297.86 m

Area ▾
5,827.59 m²

Advanced measurements Ⓞ ▴

Elevation estimate ▾
Min: 657 m | Median: 657 m | Max: 658 m

[Edit](#)





Smoky Lake County Rural Crime Watch Association

*Box 784
Smoky Lake, Alberta
T0A 3C0*

January 23, 2026

Smoky Lake County,
4612 McDougall Dr.
Smoky Lake, Alberta
T0A3C0

Donation Request Letter:

The Smoky Lake County Rural Crime Watch will be hosting a Scam Alert presentation by Guest Speaker, Julie Matthews, on April 28, 2026 from 6:00pm – 8:00pm at the Smoky Lake Curling Rink. This presentation will be in conjunction with our AGM.

This is a FREE EVENT to educate the community and families on fraud, scams, and crime prevention.

We are requesting the amount of \$400.00 which will go towards the Guest Speaker and refreshments.

Your generosity is greatly appreciated.

Penny Tychkowsky,
President
Smoky Lake County Rural Crime Watch Association



VTAS Fair Days in Waskatenau 2026

Sponsorship Request

The Victoria Trail Agricultural Society is proud to present VTAS Fair Days in Waskatenau from August 7 – 9, 2026, to bring our local communities together for a country style game show, slow pitch ball tournament, parade and more!

We are looking for various levels of sponsors to help make VTAS Fair Days a success. Sponsorship levels are:

- Platinum - \$1,500
- Gold - \$1,000
- Silver - \$750
- Bronze - \$500
- Supporter - \$250

In appreciation of your generosity, all sponsors will be recognized by:

1. Event signage featuring your company name
2. Company logo or name inclusion on the VTAS website and Facebook page
3. Recognition in a “thank you” advertisement in the Rewater Review (local newspaper)

To make a contribution, please complete the attached sponsorship form by Tuesday, July 28, 2026.

Thank you for your support!

Sincerely,
Dave Harsulla
VTAS President

VTAS FAIR DAYS IN WASKATENAU: SPONSORSHIP COMMITMENT FORM

Thank you for becoming a valued sponsor! Please provide the following information.

Company: _____

Primary Contact: _____

Address:

Phone: _____

Email: _____

Select your sponsorship commitment:

Platinum | \$1,500

Bronze | \$500

Gold | \$1,000

Supporter | \$250

Silver | \$750

Email the following to *plaz@telusplanet.net*:

- Completed copy of this sponsorship commitment form
- JPG or PNG file of your company logo (if applicable)

Please e-transfer your sponsorship amount to *plaz@telusplanet.net* or mail a cheque to:

Victoria Trail Agricultural Society
PO Box 159
Waskatenau, AB
T0A 3P0

Thank you for your support!





Spedden Fish and Game Association



To whom it may concern,

Spedden Fish and Game is non-profit organization that promotes conservation and utilization of fish and wildlife through educational programs and advocacy in order to protect and enhance the habitat they depend upon. Our organization relies on the generosity of individuals and businesses like you. We are writing to you today with a request for a donation for our group's latest event.

We will be hosting a Family Fishing Day Event February 16th at Garner Lake, AB. We are looking for fishing prize items and/or momentary donations. Throughout the event, your logo will be on display for everyone to see. Any momentary donations and/or prize items would be greatly appreciated.

Thank you in advance for your time and consideration. All contributors names will be mentioned and thanked the day of our event and on our social media/website. Should you have any questions associated with this request or to arrange pick up of your contribution, please do not hesitate to contact Chris Habiak, President of Spedden Fish and Game Association at speddenfishandgame@gmail.com / 780-646-2626 .

Sincerely,

Chris Habiak – President

received February 5, 2026





Request for Decision (RFD)

Meeting Date: Thursday, February 26, 2026

Agenda Item: # 8.19

Topic: Tax agreement

Presented By: Brenda Adamson, Finance manager

Recommendation:

That Smoky Lake County execute a Tax Agreement for Property Tax Roll Number 14573540, legally described as NE-35-57-14 W4 with a total monthly payment in the amount of \$1,904.95 per month effective April 1, 2026 for thirty six (36) consecutive months, as per Policy Statement No. 12-01-01 :Tax Agreement

Background:

Smoky Lake County has Policy 12-01-01 Tax Agreement to allow a landowner to request a tax agreement for payment of outstanding taxes. Tax roll 14573540 has \$27,224.49 of tax arrears. If they remain unpaid, they would be scheduled for tax sale in 2026.

The owners came to council in November asking to have penalties written off. Council countered with the following motion:

Resolution No: 993-25

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

The owners paid \$3,594.06 on February 10, 2026 and are now asking for a tax payment agreement. Payments of \$1,904.95 would be required as per the terms as per policy and will for 36 months. This will pay the outstanding taxes plus estimated future taxes and penalties.

Benefits:

- Adheres to legislation.
- Allows the owner to avoid losing the property.
- Eliminates the cost to get legal involved to assist with eviction.

Disadvantages:

Alternatives:

Deny the agreement. If all arrears are not paid by March 31, 2026 the County would take legal action to evict and proceed to auction.

Financial Implications:

23,630.49	Current Outstanding
31,252.73	Estimated Future Taxes



Request for Decision (RFD)

10,101.32	Estimated Future Penalties
\$ 64,984.54	Total owing

Legislation:

Offer of parcel for sale

418(1) Each municipality must offer for sale at a public auction any parcel of land shown on its tax arrears list if the tax arrears are not paid. (2) Unless subsection (4) applies, the public auction must be held in the period beginning on the date referred to in section 417(2)(a) and ending on March 31 of the year immediately following that date. (3) Subsection (1) does not apply to a parcel in respect of which the municipality has started an action under section 411(2) to recover the tax arrears before the date of the public auction. (4) The municipality may enter into an agreement with the owner of a parcel of land shown on its tax arrears list providing for the payment of the tax arrears over a period not exceeding 3 years, and in that event the parcel need not be offered for sale under subsection (1) until (a) the agreement has expired, or (b) the owner of the parcel breaches the agreement, whichever occurs first.

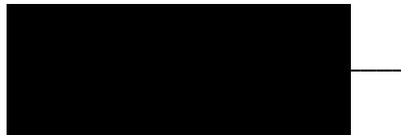
Intergovernmental:

Strategic Alignment:

Enclosure(s):

1. Policy 12-01 Tax Agreement

Signature of the CAO:





January CAO Report

Department: CAO

1. Key Accomplishments

January was busy as Administration caught up on outstanding issues from the Christmas holidays.

We continued to make progress in human resources. Lakeland HR provided further assistance with investigations and disciplinary matters. Sara attended the office once for meetings with managers and staff. As per Council motion, Lakeland HR has been contracted to provide support services until March 18, 2026. Administration will provide Council with an RFD at the February Council meeting to determine whether this agreement should continue. Their support has been very helpful as we work toward improved staff accountability, morale, and more transparent hiring practices.

Boiler maintenance at both buildings has been an ongoing concern since 2024. Administration met with Nordic Systems for a review and proposal to provide ongoing maintenance and proper documentation. We are also seeking quotes for the replacement of one boiler. We anticipate finalizing these matters over the next month.

We continue to dedicate resources to the Highway 28/63 Regional Water Services Commission. The Committee held a productive meeting with legal counsel in January to review a draft membership agreement.

The CAOs met on January 28 to review the Regional Hazard, Risk, and Vulnerability Analysis 2025 report, the Lions' request, and other shared-service topics.

2. Operational Challenges & Solutions

January was once again a challenging month due to the vacancy in the CAO position and scheduled staff vacation time. The management team and staff have worked tirelessly to minimize the impact of the CAO vacancy on service levels; however, there continue to be missed opportunities and delayed responses to questions and concerns.

Staffing issues have become a significant operational challenge. In January, three retirements were announced, and a fourth was announced on February 2. These positions will become vacant in February and early March. With the current Council motion in place, Administration is unable to ensure cross-training and smooth transitions between departing and incoming employees. This increases the risk of knowledge and information loss.

3. Staffing & Resources

The Interim CAO has been attending one Toolbox meeting per month since December to provide the Shop staff with updates, answer questions, and share information. This has led to

work with Lakeland HR to review and update the vacation policy so that it better reflects organizational priorities.

Smoky Lake County is currently experiencing significant staffing transitions, with considerable employee movement.

Movement within Public Works due to the December retirement of a Grader Operator left a vacancy compounded by an employee on long-term sick leave. This position has not been filled, leaving Public Works down one Truck Driver.

The Shop is currently short one Mechanic, and the Shop Helper—who manages parts and assists staff—is in a temporary position. The Mechanic vacancy has caused delays in repairs, CVIPs, and proactive maintenance. The Lead Mechanic/Maintenance Coordinator has been working extensive overtime to ensure basic operations continue.

The Casual Office Custodian was moved to permanent status in January.

The GIS Technician position will soon be vacant. As no current employees are trained to manage the GIS system, the County faces significant risk. The GIS Technician ensures the accuracy and reliability of County data and timely internal and external access. If the position remains unfilled, service disruptions are likely. The County lacks the internal capacity and technical skills to cover this role during a vacancy. If left vacant, we will lose the opportunity to train a new incumbent and ensure continuity of service delivery.

The Finance Clerk (Property Taxes) went on sick leave and has since given notice that she will not be returning. Council approved posting the Finance Clerk position on January 27, 2026, and advertising has begun.

The Accounts Payable Clerk has given retirement notice for March and will be using vacation time before leaving. The Finance department lacks the capacity and technical skills to manage accounts payable and produce payments. This vacancy will create the risk of unpaid invoices, late fees, and disruptions with vendors and service providers.

A second Grader Operator has given retirement notice effective early March. This vacancy will further affect our ability to meet road service levels.

4. Interdepartmental Collaboration

All departments worked together to address several issues and programs over the past month, including policy development and communications. The management team collaborated to provide Council with data regarding the status of the graders.

5. Next Steps & Outlook

The Interim CAO will be focussing time on preparing for the upcoming financial audit during the month of February.

Department: Legislative Services

1. Key Accomplishments

During January, Legislative Services focused on getting operations fully back on track after the holiday break by catching up on outstanding tasks and completing required municipal filings, including Municipal Elections documents. The department supported several meetings throughout the month, including Managers Meetings, Joint Municipalities, Joint Health and Safety, Regular Council, and a Special Council meeting, by preparing agenda packages, posting updates to social media in the absence of Communications, completing the minutes for all meetings, and updating the action list with Council directions from their motions. Additional work included taking down and properly storing Christmas decorations, preparing Managers Weekly Reports, and preparing the February County Calendar. Progress was also made on updating the Policy Master List, advancing Electronic Municipal Filing, and maintaining an organized and well-stocked office to support the day-to-day operations.

2. Operational Challenges & Solutions

There were no significant operational challenges this month. All tasks and meetings were completed on schedule without disruption.

4. Staffing & Resources

There were no staffing changes during this reporting period. The department continued to operate effectively, with all tasks and projects completed as planned. The only notable event was a brief absence for vacation.

5. Interdepartmental Collaboration

Legislative Services worked closely with several County departments. The department collaborated with Executive Services and the Interim CAO to prepare agendas and complete minutes, ensuring meetings ran smoothly and decisions were accurately recorded. Work with Communications included removing rescinded policies from the website to maintain up to date public information. Collaboration with Health and Safety supported the preparation of the Joint Health and Safety Committee agenda package, while work with the Agricultural Fieldman ensured the ASB agenda packages were prepared and distributed on time. These efforts helped maintain efficient workflows and supported effective decision-making across departments.

6. Next Steps & Outlook

In the upcoming month, Legislative Services will focus on reviewing and updating public policies in collaboration with Communications, ensuring all online content is accurate, current, and aligned with the County's master policy and bylaw lists. The department will also support

planning and coordination for the Spring 2026 County Open House event, working with other departments to help the event run smoothly. In addition, professional development will continue through training with the Alberta Municipal Clerks Association to strengthen skills in areas such as meeting management, agendas, and minutes, supporting efficient and effective governance.

Department: Executive Services

1. Key Accomplishments

The bylaw and policy review for the Natural Gas Department was completed during the reporting period. The updated policies will be brought forward to the March Committee of the Whole for review and consideration.

Most departments were able to submit their bylaws and policies for review within this reporting period. The remaining work relates primarily to the time required to complete the detailed review process.

The Hazard, Risk, and Vulnerability Assessment was completed and reviewed with the Chief Administrative Officers. Final revisions to the report will be completed, and the finalized document will be presented at the February 26, 2026, meeting.

Work has commenced on the Regional Emergency Response Plan. The plan is anticipated to be completed by the end of March 2026 and will be brought forward for approval.

The bylaw and agreement review for the HWY 28/63 Regional Water Commission was completed in collaboration with Brownlee LLP and the Review Committee. The updated agreement is currently pending and will be presented to the Regional Water Commission for approval. Once the agreement has been approved, the bylaw review process will follow.

Professional development activities were initiated during this reporting period. Courses commenced include Information Access and Protection of Privacy Foundations, Local Government Finance, and Public Administration Professionalism.

2. Operational Challenges & Solutions

No significant operational challenges were identified during this reporting period. The primary ongoing challenge remains workload volume, as additional time would support the completion of competing priorities. Executive Services and Legislative Services continue to effectively cover and support each other's duties to ensure continuity of operations.

3. Staffing & Resources

There were no staffing or resource issues to report during this reporting period.

4. Interdepartmental Collaboration

Interdepartmental collaboration occurred with all departments in support of bylaw and policy reviews. Collaboration also occurred in relation to the development and review of the Hazard, Risk, and Vulnerability Assessment. Ongoing coordination with senior administration and regional partners continued in support of emergency management planning initiatives.

5. Next Steps & Outlook

Work will continue with each department to complete outstanding bylaw and policy reviews. The Hazard, Risk, and Vulnerability Assessment will be finalized and presented at the February 26, 2026, meeting. The Regional Emergency Response Plan will be completed, including associated training components. An application will be submitted for an emergency management grant to support the delivery of regional training and implementation activities.

Department: Finance

1. Key Accomplishments

Significant time in January went toward Interim CAO and property tax activities.

Finance staff worked with the Province and the Smoky Lake Forest Nursery to arrive at an agreement regarding which entity pays which taxes. An agreement has been achieved, and we anticipate receiving old outstanding taxes from 2023 and 2024 before the end of March.

A grant policy for community halls was drafted for presentation to Council in February.

2. Operational Challenges & Solutions

The finance department will be staffed at a level of 50% by the end of February. This capacity shortfall will impact our ability to provide the strong financial oversight of County operations that Smoky Lake County is known for. To counteract a portion of this challenge, a contract provider will help with year end until the audit in February and we have begun the process of recruiting a Finance Clerk. The Accounts Payable vacancy will represent a substantial risk to operations.

3. Staffing & Resources

The Finance Department is looking forward to being back to full staff in January as year-end financial statement preparation becomes the focus.

4. Interdepartmental Collaborat on

Finance collaborated with Public Works to gather and review grader data. This information has been submitted to the February Committee of the Whole meeting.

5. Next Steps & Outlook

Key priorities for February include will be the financial audit and staff replacement.

Department: Planning and Development Department

1. Key Accomplishments

During this reporting period, the Planning and Development Department was able to process and issue a total of 2 Development Permits and close a total of 1 subdivision file, bringing the total number of Development Permits issued for 2026 to **2** and the total number of subdivision files closed to **1**. The Planning and Development Manager has also processed **1** Dock Permit application and **1** Compliance Certificate application and issued **7** Business Licenses.

The Planning and Development Manager has been assisting the Chief Administrative Officer and Executive Services regarding the proposed annexation by the Village of Waskatenau. Following the County Council Meeting on January 8th, the Planning and Development Manager provided the County's counterproposal to the Village on January 13th, 2026. The County is awaiting the Village's response ahead of the January 31st deadline that -as indicated in the letter to the Village.

The Planning and Development Manager met with O2 Planning and Design on the development of the Municipal Land Use Suitability Tool (MLUST) which will provide useful data that will help inform land use decision-making and potential investment and economic development opportunities within the County. The MLUST is completed and is ready for use. The database for the Tool will be hosted by O2 Planning and Design and will be available for use both internally and externally for ratepayers, developers and prospective investors. The Planning and Development Manager will be working with the GIS Technician and the Communications Officer to create a link on the County's website that provides access to the public.

The Planning and Development Manager met with Yolo Nomads and the Communications Officer to create a marketing campaign that highlights the investment opportunities, recreational activities, cultural and heritage assets and community amenities in Smoky Lake County. The Yolo Nomads team is preparing the materials for advertising through Facebook and print promotional materials for distribution at various events where the County has a presence.

The Planning and Development Manager held meetings with two prospective developers with respect to proposed developments near Whitefish Lake and within the Victoria District. The Planning and Development Manager outlined the necessary steps to bring these potential developments to fruition and will continue to work with these prospective developers.

The Planning and Development Department has processed a number of applications for Road Closure Bylaws and the lease of municipally-owned properties and road allowances. During the processing of these applications, a number of inefficiencies were discovered in the existing policy and bylaw framework. The Planning and Development Manager conducted a jurisdictional scan and internal review of existing policies and bylaws and will present

administration's proposed changes to the Committee of the Whole on February 5th. The Planning and Development Manager has been preparing background information for the Public Hearing to be held on February 26th, regarding proposed Road Closure Bylaw No. 1496-26.

The Planning and Development Manager has sent the necessary documentation to Land Titles to have Municipal Historic Resource Designation Bylaws registered on the Certificate of Title for both the Wynnyk House and the Pakan (St. Elias) Church.

The Planning and Development Manager will be bringing a Request for Decision to the January 27th Council meeting regarding the appointment of a Clerk to the Intermunicipal Subdivision and Development Appeal Board (ISDAB) pursuant to Bylaw No. 1447-23. This appointment will ensure that the County is compliant with provincial legislation requirements and ensure that subdivision and development appeals occur in an efficient and consistent manner.

2. Operational Challenges & Solutions

The Planning and Development Department did not experience any operational challenges during this reporting period. During the reporting period, applications for Development Permits, subdivisions and other applications is typically slower than at other points during the year which has allowed the Department to catch up on some other work, such as policy review and development, miscellaneous projects/inquiries (e.g. boat launches, property inquiries, etc.) and filing.

3. Progress on Strategic Goals

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

- Development of the Municipal Land Use Suitability Tool (MLUST) to provide data that will help inform land use decisions and identify potential opportunities for economic development and investment (Priority #1 – Grow Employment Opportunities & Priority #2 – Proactivity in Development). The Tool is now ready for use.
- Facilitation of discussion with owners of the former Waskatenau Nuisance Ground to discuss project constraints and how these challenges can be overcome (Priority #2 – Proactivity in Development). This will also assist the County's vision for new highway commercial growth and business development along key highway corridors.
- Supporting the GIS Technician with the implementation of the County's new Service Request system. (Priority #2 – Proactivity in Development)
- Development of a marketing strategy which highlights investment opportunities and community amenities that have the potential to attract new residents (Priority #1 – Grow Employment Opportunities & Priority #2 – Proactivity in Development).

4. Staffing & Resources

The Planning and Development Department continues to work efficiently and has been able to stay on top of the Department's priority tasks and projects. The Department does not have the resources available to take on additional projects of a significant scope at this time.

The Planning and Development Manager was informed that the GIS Technician will be retiring at the end of March. The Planning and Development Manager is working with Lakeland HR Solutions to find a replacement for the incumbent and hopes to have a new Technician in place prior to the incumbent's departure so that proper training can occur. This might be a challenge to accomplish as GIS skills are quite technical in nature and finding a qualified individual may prove difficult.

5. Interdepartmental Collaboration

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

- Worked with Executive Services and the Chief Administrative Officer to prepare meeting agenda items regarding the proposed annexation by the Village of Waskatenau and worked with Executive Services and the Chief Administrative Officer to provide the County's response to the Village's proposal.
- Worked with Executive Services to prepare agenda items for the February 5th Committee of the Whole meeting regarding roadway licensing, leasing of municipally owned lands, road closures, and planning and development fees.
- Worked with the GIS Technician to develop a job description and job advertisement to fill the GIS Technician position which will become vacant at the end of March.
- Worked with the Communications Officer on a marketing strategy.
- Worked with the Communications Officer on a new Communications Policy/Plan.

6. Next Steps & Outlook

The Department's primary focus during the next reporting period will be to continue to review existing bylaws/policies/processes within the Department to identify where inefficiencies and barriers exist and to develop a plan to address these issues. The Department will also continue to work on the proposed annexation by the Village of Waskatenau as well as next steps relating to proposed development within the lands that are the subject of the proposed annexation. The Department will also be working to assist the Public Works Department with the implementation of the Mons Lake Erosion Control Project, and the Pakan and Desjarlais Crossing boat launches prior to commencement of work.

The Department will also continue its day-to-day tasks processing new Development Permit, subdivision, business license, road closure, Municipal Historic Resource and Compliance Certificate applications, and responding to public inquiries/complaints as they arise.

Department: GIS

1. Key Accomplishments

Software administration tasks completed for the month of December included webmap and Infrastructure Management Integration – Condition Assessments for Paved and Gravel Roads. In December and January, work continued with Catalis on the API connection for the County and Region, and Catalis was happy to let us know that our GIS Webmap has been updated to a new version, which introduces spatial data export capabilities, giving us more flexibility in how we can access, share, and reuse our GIS data.

The GIS technician completed the following data analysis: daily activity reports for grader maintenance were conducted. Additional data analysis was requested by the interim CAO, and reports were provided.

WebMap layer updates for December and January included the following: Condition Assessments for Paved and Gravel Roads. The Year 2026 was added to the following: Emergency Services: Accidents, Fire Calls, Public Hazards, and Medical Calls. Transportation: Haul Road Agreement. Maintenance: Road repair, gravelling, Dust Control, Brushing/Axing, and flooding. AG-Mobile: Weed Infestations, Clean Weed Inspections, Weed Inspected Properties, Pest Infestations, Clean Pest Inspections, Pest Inspected Properties and Agriculture: Spray Data. The Year 2030 was added to Road Projects and Gravelling. Road Categories have been updated within webmap to align with Road Policy PW-15.

Updates were completed within our webmap search functions for legal locations and addresses in our internal and public sites for the County, as well as our internal and public sites for the region. A zoning correction was completed within webmap under Planning Development, and the Campground information was updated for Mons Lake campground.

Training and support were provided as required throughout the organization to ensure efficient operations.

Follow-up meetings and discussions were held with Catalis, reviewing projects for the county and region for the remaining year and new projects in January.

2. Operational Challenges & Solutions.

New Server updates have caused some connection issues with accessing data within my projects in QGIS, work is in progress with our IT technician to ensure efficient operations. The GIS technician managed a heavy workload while resolving software issues to ensure efficient operations for management and staff. GPS and cable installations have been a challenge due to a shortage of mechanics within PW.

3. Staffing & Resources: No staffing challenges.

4. Interdepartmental Collaboration

Collaboration was ongoing with PW's staff for the month of December and January for the webmap and Infrastructure Management Integration – Condition Assessments for Paved and Gravel Roads. Titan is reporting issues. New webmap updates for the new year and road category updates to reflect the new Road Policy.

The GIS technician collaborated with the Environmental Operations Manager to gather information to update the Mons Lake Campground information.

The GIS technician collaborated with the Interim CAO regarding grader activity reports within the Titan Platform and additional required reports.

The GIS technician collaborated with the Planning Development Manager and Lakeland HR - GIS Technician job posting.

Collaboration with the executive services coordinator – Policy review and updates, GIS and Asset Management Policies were provided for updating to the new policy format.

5. Next Steps and Outlook

- Finish up Address Maps.
- Schedule planner and good documentation to ensure a good transition for the new GIS technician.
- Schedule additional GIS training and webinars to strengthen capacity.
- Add additional condition assessment questions to all other assets in Asset Management for future review with appropriate departments.
- Follow up in Google Maps – maps/data update
- Follow up with Emergency Services and our PSAP – readiness for NG-911 and collaborate with AMDSP.

Additional information for Council – Annual GIS Statistics for 2025:

At the Municipal Orientation from departments, I provided the following statistics from our public-facing webmap from January to October 2025: Smoky Lake County's public site had 60,200 visits, and the Regional site had just over 10,000 visits.

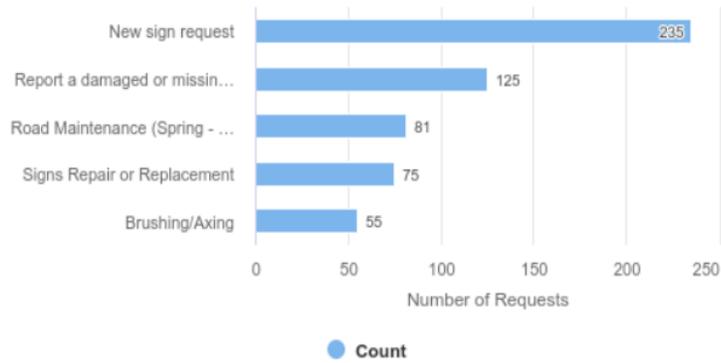
Total for the year **2025**, Smoky Lake County's public site had 72,903 visits, and the Regional site had just over 11,824 visits. I was unable to find out a breakdown of what was looked at. I will still inquire if I can get those details.

Additional information for Council–Annual Statistics QAlert Service Requests up to Jan 30, 2026:

Most Submitted Request Types

1/30/2026 10:30 A

This report shows the count of requests by request type.



Request Type	Count
New sign request	235
Report a damaged or missing sign	125
Road Maintenance (Spring - Summer)	81
Signs Repair or Replacement	75
Brushing/Axing	55
Pothole/Patching	33
Report a down or leaning tree	32
Safety Committee	30
Road Maintenance (Fall - Winter)	28
Bylaw Enforcement	27
Other Transportation Requests/Inquiries	25
Communications social media	20
Dust Control	17
Agendas	15
General Requests	15
Miscellaneous requests	10
Weeds	10
CAO General Requests/Inquiries	9
Brushing	7
Roadside Waste Disposal	7
Beaver Dam Issues	6
General Inquiries/Requests	6
Corrective Action Items	5
Request for Sponsorship or Donation	5
Culverts	4
Grass Cutting	4
Planning Other	4
Property Tax Related Inquiries	4
Address Sign	3
Finance Admin	3

Request Type	Count
General Inquiries	3
Iron Horse Trail	3
Maps	3
Safety Hazards	3
Titan requests	3
Account transfer request	2
Broken Link	2
Campgrounds	2
CAO Weekly update to Council	2
Development Permits	2
Ditch Mowing	2
Fire Permits	2
New Approach Construction	2
Policy or By Law Inquiries	2
Signs to be Removed and Deleted from GIS	2
Action List	1
Culvert (Blockage)	1
Culvert (Damage)	1
Enforcement	1
Gas line installation	1
General Tax Inquires	1
New Address Sign	1
Pest or Nuisance Control	1
Recreation Services	1
Roadside Spraying	1
Security	1
Signs New install	1
Spring run off - flooding	1

Knowledge Base Page Views

1/30/2026 10:50 A

This report shows the number of page views by article in the specified time frame

Criteria used for this report:

Start Date Greater Than or Equal To: 4/1/2025 12:00 AM

End Date Less Than: 1/30/2026 12:00 AM

Request Type(s) Equals Any Of: 272, 366, 278, 404, 351, 405, 361, 306, 2132, 325, 316, 317, 280, 283, 282, 284, 281, 352, 285, 290, 353, 357, 292, 296, 299, 300, 360, 288, 289, 448, 307, 419, 418, 449, 417, 2256, 313, 2352, 314, 315, 1983, 403, 295, 294, 298, 318, 355, 319, 320, 356, 408, 354, 311, 2168, 322, 321, 323, 1984, 326, 409, 328, 410, 329, 424, 425, 426, 330, 377, 411, 334, 327, 331, 335, 1977, 443, 444, 336, 1985, 333, 332, 337, 362, 358, 363, 364, 365

Article Title	Request Type	Page Views
Transfer Station Hours	Landfill and Transfer Stations	101
Development Permit	Development Permits	94
Landfill and Transfer site locations	Landfill and Transfer Stations	93
Transfer Stations Rates for Disposal	Landfill and Transfer Stations	85
Compliance Certificates	Compliance Certificates	84
Pest and Nuisance Control	Pest or Nuisance Control	77
Beaver Dam Issues	Beaver Dam Issues	76
Dock Permits	Dock Permits	76
What materials am I NOT ALLOWED to burn?	Fire Permits	71
Do I require a burn permit for a campfire?	Fire Permits	69
Operation Guidelines	Landfill and Transfer Stations	67
Small Business Assessment Subclass	Property Tax Related Inquiries	67
Declaration of School Support	Property Tax Related Inquiries	66
Animal Carcass Disposal	Agriculture General requests "Other"	65
Property Tax Installment Payment Plan(TIPP)	Property Tax Related Inquiries	65
Seniors Property Tax Deferral Program	Property Tax Related Inquiries	65
What materials can I burn within a firepit?	Fire Permits	63
Truck Fill Locations	Water Truck Fill Stations	63
Tax Certificates	Property Tax Related Inquiries	62
Business License	Business License	61
Property Tax Notices - Owner Responsibilities - Due Date - Penalty information - Payment	Property Tax Related Inquiries	61
FOIP Cost	F.O.I.P Request	60
Responsible Burning	Fire Permits	60
FOIP How to make a request	F.O.I.P Request	58
Municipal Historic Resource Designation	Heritage	58
Hay and Grazing Permits	Agriculture General requests "Other"	57
Ditch Mowing	Ditch Mowing	57
Noxious weeds - information and listing	Weeds	57
Environmental Farm Plans	Agriculture General requests "Other"	53
FOIP	F.O.I.P Request	53
Hiring of Contract Trucks and Equipment	Other Transportation Requests/Inquiries	51
FOIP Exemptions and Denials	F.O.I.P Request	49
How do I report Stray Livestock on or near a road?	Agriculture General requests "Other"	48
FOIP Wait Time	F.O.I.P Request	48
Weed Spraying & Vegetation Management	Roadside Spraying	47
Backsloping Program	Other Transportation Requests/Inquiries	46
Sale of Sand and Gravel	Gravel Purchase	45
Vegetation Management and Plan	Weeds	43
Assessment Information	Property Tax Related Inquiries	42

Article Title	Request Type	Page Views
Prohibited Noxious Weeds - information and listing	Weeds	42
New Approach Construction	New Approach Construction	39
Dust control - guidelines and application form	Dust Control	37
Weed Management - Road Side Weed Control, Weed Inspections and Reports	Weeds	36
Dog Control	Bylaw Enforcement	5

Please see attached [documents for Councils information](#) of the Annual Landowner Map 2025 Sales report from Inside Studios iHunter [No changes are required.](#)

Inside Outside Studios Inc
AB Landowner Map Sales Report
info@ihunterapp.com
Dec 16, 2025

2025 Landowner Map Sales Report

Greetings,

Inside Outside Studios and the iHunter Alberta team would like to thank you once again for your participation in the landowner map program. Your continued support has been instrumental in making iHunter a trusted destination for hunters, businesses, and landowners seeking digital landowner maps.

Sales and Performance Update

Sales have increased moderately again this year, with an average growth of approximately 5%. There is once again a trend where landowner maps that received an update before September saw increased sales compared to those that did not. This highlights the importance of timely updates to maximize user engagement and sales.

New Offerings and Tools

We would also like to remind you of some resources available to counties:

- **Free Maps for County Staff:** Counties with maps available in iHunter can arrange for their staff to access their maps within the app at no charge. This initiative supports county operations and ensures seamless use of landowner data. Please email us at info@ihunterapp.com if you would like staff to have a free copy of the landowner map for use within the iHunter mobile and web apps.
- **Web Version of iHunter:** The web version of iHunter (available at web.ihunterapp.com) provides a versatile tool for county offices. It could be particularly useful for asset management and other administrative tasks, extending the utility of iHunter beyond mobile devices.

Upcoming Sales Agreement Update

We would like to provide advanced notice of an upcoming revision to our Data Distribution License Agreement. Our existing agreement enables the licensing and sale of mapping data within the iHunter application and has supported a productive and mutually beneficial relationship for many years. The proposed updates are intended to provide clarity to ensure this collaboration continues into the future.

Over the past 10 years, we've identified a few contract areas in need of improvement. Here's a summarized list of the key changes to the agreement:

- Added a definitions section to clarify key contract terms. Specifically, we want to provide more transparency on our net revenue calculations and how that applies to royalty payments. Royalty intent remains unchanged at 50% minus processing fees, taxes and other identified deductions.
- Acknowledge sales platforms beyond Apple and Google mobile app stores. We also sell maps on the iHunter Web App (web.ihunterapp.com) and iHunter Store (store.ihunterapp.com). These digital platforms offer lower processing fees and the ability to run promotional sales, providing greater sales flexibility and potentially higher royalties.
- Updated the corporate address for Inside Outside Studios Inc.

We believe that these updates will strengthen our relationship by providing greater clarity and flexibility while preserving the original intent of the previous licensing agreement. We will contact each municipality with a digital copy of the updated agreement in the new year.

Continued Benefits of the iHunter Store

Our alternative purchasing platform, store.ihunterapp.com, remains a valuable resource. This platform allows us to sell digital content with much lower fees than Google or Apple stores. These savings are shared with counties and help incentivize users to update to the latest versions of their maps. For example, we offer a 20% discount for updates purchased on the store, ensuring users are happier and more willing to adopt the latest landowner data.

Pricing Adjustments

If your county feels that a base price change is necessary, we encourage you to reach out, and we're happy to discuss adjustments as needed.

Thank you once again for your participation and support. Please reference the data below to see 2021-2025 map sales. If you have any questions about sales, revenue, or pricing, feel free to reach out. If you've created a new map, send it our way—we'll get it integrated into the app right away.

Thanks,

Mark Stenroos

	2025	2024	2023	2022	2021
Acadia (2025)	99	101	151	133	134
Beaver (2025)	630	649	636	538	620
Big Lakes (2025)	673	491	508	439	-
Bonnyville (2024)	470	587	650	354	541
Brazeau (2025)	630	643	567	479	526
Camrose (2025)	564	535	555	362	419
Cardston (2025)	647	585	630	507	469
Clear Hills (2025)	616	519	368	379	459
Clearwater (2024)	1709	1092	1199	1001	1244
Flagstaff (2024)	482	510	474	511	605
Greenview (2025)	1315	1231	1174	-	-
Kananaskis ID (2009)	204	276	289	286	329
Lac Ste Anne (2021)	516	476	525	553	660
Lacombe (2025)	532	555	446	445	454
Lethbridge (2025)	437	378	409	285	373
Mackenzie (2025)	392	447	252	-	-
Minburn (2025)	396	387	405	340	246
Mountain View (2024)	690	740	681	666	-
Northern Lights (2025)	818	721	683	623	-
Northern Sunrise (2025)	457	395	300	327	322
Paintearth (2025)	370	418	414	356	410
Peace (2025)	285	202	231	215	168
Ponoka (2025)	606	433	524	428	430
Red Deer (2025)	701	800	632	668	674
Saddle Hills (2025)	1334	1260	1283	1133	1167
Smoky Lake (2025)	414	334	345	326	318
Smoky River (2025)	493	390	373	-	-
Special Area No. 2 (2023)	517	592	660	-	-
Special Area No. 3 (2023)	312	338	378	-	-
Special Area No. 4 (2023)	272	351	382	-	-
Stettler (2024)	535	725	452	460	568
Sturgeon (2023)	350	385	474	300	376
Taber (2025)	463	407	419	450	438
Wainwright (2025)	517	527	548	442	522
Warner (2025)	525	433	577	517	483
Wetaskiwin (2025)	597	532	456	361	-
Wheatland (2025)	496	454	378	438	529
Woodlands (2024)	776	853	753	775	761



Smoky Lake County

4612 McDougall Drive
 PO Box 310
 Smoky Lake AB T0A 3C0

RECEIPT OF PAYMENT

Page 1

Insute Outside Studies

Receipt Number: 44869
 Tax Number:
 Date: January 8, 2026
 Initials: BS

Type	Account / Ref. #	Description	Quantity	Discount	Amount Paid	Balance Remaining
------	------------------	-------------	----------	----------	-------------	-------------------

General	MAPSL	Map	N/A	\$0.00	\$3,236.17	N/A
---------	-------	-----	-----	--------	------------	-----

Cheque Number: 1454

Subtotal:	\$3,236.17
Taxes:	\$0.00
Total Receipt:	\$3,236.17
Cheque:	\$3,236.17

Total Amount Received:	\$3,236.17
Rounding:	\$0.00
Amount Returned:	\$0.00

Department: Communications

1. Key Accomplishments

During this reporting period, the Communications Department focused on ensuring residents had clear, timely, and accurate information regarding County services and decisions, and supported operational priorities through clear, targeted messaging. Updates – regarding road conditions and closures, snow removal, wind damage, and health service disruptions supported community and public safety.

The department also supported transparency and good governance by ensuring Council information, meeting materials, decisions, and policy updates were published online and accessible through Council Meeting highlights.

Communications played a strong support role for County operations by helping with employee recruitment through extended and targeted employment advertising, recognizing Public Works crews during demanding winter conditions, and creating letters and flyers with clear snow removal reminders to ratepayers, to improve safety and efficiency on roadways.

Communications also supported the Planning and Development Department through information gathering for regional advertising initiatives.

Public access to services was improved through the creation of a new Access to Information webpage and timely responses to requests. The department also shared important program updates from the CFIA and the Lakeland Agricultural Research Association that affect local producers.

Overall, Communications played a key role in improving public awareness, reinforcing transparency, supporting County operations, and ensuring residents received accurate, timely information when it mattered most.

2. Operational Challenges & Solutions

Operational challenges in January included balancing and prioritizing multiple advertising and communication requests, particularly when high-priority items related to public safety or urgent service updates required immediate attention. This was addressed by prioritizing requests based on urgency and impact, ensuring time-sensitive safety messages and critical service information were shared promptly while other communications were scheduled accordingly.

3. Staffing & Resources

No training was completed in January. The Communications Officer is registered in the Information Officer Training which is part of the Incident Command Systems taking place in February.

4. Interdepartmental Collaborat on

The Communications Department works collaboratively with all County departments to provide the public with timely service updates and information. During the reporting period, the department supported the Fire Chief by immediately posting a highway closure.

Communications worked closely with Public Works to advertise road conditions, reporting fallen trees, creating awareness documents for snow pushing reminders and thanking all staff that worked over the Christmas break on snow removal efforts. The Planning and Development manager was supported in compiling regional data for YOLO Nomads and Go East of Edmonton advertising. Communications continue to support Legislative Services to post passed bylaws, adopted or amended policies, and approved minutes to the website once documents are finalized. The Agriculture and Administration departments were also supported by advertising employment opportunities.

5. Next Steps & Outlook

Moving into the next reporting period, Communications will focus on a community engagement opportunity with the local Grade 6 class. The Communications Officer is working closely with the Grade 6 teacher to develop an engaging, educational activity that helps students better understand their local government.

Communications is also enrolled in Incident Command System (ICS) Information Officer training, which focuses on managing, coordinating, and delivering accurate and timely information during emergency and incident response situations.

In addition, Communications will continue with day-to-day responsibilities, including social media engagement, website updates, and promotion of County programs and services. Work will also continue on reviewing and updating Communications-related policies and bylaws to ensure clarity and effectiveness, as well as developing operational guidelines for the department.

Department: Fire Protective Services

1. Key Accomplishments

During January, eleven invoices were submitted to Alberta Transportation for cost recovery. The department is actively managing three open insurance claims in collaboration with insurance companies, adjusters, and fire investigators. With accumulating snow and winter conditions, 38 fire permits were issued, of which 26 required on-site inspection.

Smoky Lake County Fire Protective Services continues to work on updating the Fire Underwriters Insurance Survey under a regional service delivery model. Increased staffing levels are being incorporated into the survey, which is expected to result in an improved fire protection rating for the residents. Administration is finalizing fire expense documentation in support of the 2025 Fire Services Training Grant. Application for the 2026 Enbridge Fire Training grant was submitted and awaiting the response from the 2026 Fire Services Training Grant. 2025 firefighter remuneration was completed, reviewed and submitted.

2. Operational Challenges & Solutions.

During the treacherous winter driving conditions from December 25 to January 6 throughout the County, fire crews responded to numerous collisions with limited members. Smoky Lake County Fire Protective Services worked with the Communications Department and the CAO to release public information through social media, directing residents to the appropriate highway maintenance contractors and providing clarifying on which contractor is responsible for the highways within Smoky Lake County.

3. Staffing & Resources

Fire Protective Services continues to experience challenges related to resource availability for emergency response. In January, mutual aid was requested on nine occasions due to limited personnel and equipment resources. In four of these instances, the initially dispatched fire department had no members available to respond.

- Incident Responses:
 - Smoky Lake Fire: 14 collisions, 3 medical calls, 5 fire alarms and 1 down powerline.
 - Vilna Fire: 6 collisions, 1 medical call, 2 fire alarms.
 - Waskatenau Fire: 8 collisions, 1 medical call, 1 down powerline

Fire Q – RVS dispatching app training was completed along with the reporting and equipment checks reviewed. The department members completed gear checks and submitted the

completed forms to the Smoky Lake County Region Fire Rescue Services chiefs. 1 member completed the NFPA 1021 Officer 1 training part 2 of 4 – Basic Supervisor Functions

4. Interdepartmental Collaborat on

The Fire Chief worked with the CAO and Communications Department to provide accurate information on which highway maintenance contractor is responsible for the provincial highways and contact information to report concerns.

5. Next Steps & Outlook

Smoky Lake County Regional Fire Rescue Services will be executing a new dispatching agreement with Bonnyville Regional Fire Authority and updating response protocols. NFPA 1001 Hazard Awareness Training and STARS Landing Zone Training will be scheduled for the first quarter of 2026. 1 member will be starting NFPA 1021 Officer 1 training part 3 of 4 – Safety Regulations and Basic Investigations.

Department: Environmental Operations

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

During this month's reporting period, we have completed routine maintenance, station checks, and documentation of all our water, wastewater, and Regional Water line facilities. We had a lot of snow accumulation, blowing winds, and have been fairly busy this month with snow removal and sanding icy surfaces at our water sites, transfer station sites, and office. The water operators have collected and submitted biannual water samples of all the water facilities for lab work, as a requirement from AEP. They have completed a few minor repairs to the County water truck fills, as well as the Hwy 28/63 Regional systems. Furnace maintenance was completed at all the water sites, and a gas valve had to be replaced at the Warspite sewage lift station, fortunately the weather was mild. The Water operators have started working on our annual potable water reports for Warspite, Bellis, and Spedden. I have completed and submitted the annual reports for Smoky Lake and Spedden Landfills. When the Parks and Rec employees are not tending to snow removal, they have been cutting and removing unsafe trees at the Hanmore Lake campsites and day use areas, approximately 80 trees will be removed, and they are 50% complete.

2. Operational Challenges & Solutions:

The high winds had caused many power outages throughout the County resulting many water instrumentation issues within the county and Hwy 28/63 water sites. We did require Vector Electronics to complete repairs on the Spedden PLC. Other sites we were fortunate and all that was required was a manual reset. These locations all have hard wired surge protection installed, we are currently looking into additional protection to reduce the risk of harming our sensitive electrical components.

3. Staffing & Resources: Currently we are running with full staff except for the odd medical or vacation day.

4. Interdepartmental Collaboration:

Public works has assisted us by providing the Cat at the Landfills, and we are helping them out on occasion with skid steer snow removal, and they have been assisting with sanding the truck fills and Waste bin sites.

5. Next Steps & Outlook: Staff will be working on removing Christmas lights after all the holidays are complete, including English and Ukrainian Christmas. In February, we will continue to work on our Alberta Environment and Protected Areas annual Water and Wastewater reports. Parks and Rec will continue with removing unsafe trees at the Campgrounds, and we noticed more fallen trees on the landfill fences.

Department: Natural Gas Reporting Period:

1. Key Accomplishments

Completed 28 line locates. 3 of which were emergency locates.

Responded to 3 service calls. One call of no gas where there was an issue with the regulator on the utility side, which was replaced. One call for a meter replacement where the customers meter was making a clunking noise. One call was for no gas, which was an internal failure of the gas meter.

The purchasing meter at our TAP 3 RMO was making a clunking noise while in operation. Upon contacting the Federation, they supplied us with a replacement meter. Delivered the removed meter to Barchard Engineering for examination and repair.

Customer is removing a house from their property to build a new one, requiring us to cap the gas line near the property line, due to the gas riser and meter conflicting with the house removal and dirt work required on the property. Cut and cap of service line is scheduled to be completed January 30th.

The odorant truck is continually busy. For the month of January we have accumulated 198 hours total for 2 staff completing deliveries to Coronado Gas Co-op, Minco Gas Co-op, Lac La Biche District Gas Co-op, Rocky Gas Co-op, Phoenix Gas Co-op, Paintearth Gas Co-op, Town of Redwater Gas Utility, County of Thorhild Gas Utility, County of Vermillion River Gas Utility, Town of Castor Gas Utility, Kehewin Gas Utility, and Burnt Lake Gas Co-op.

2. Operational Challenges & Solutions

Continually working on replacing gas meters with recertified gas meter. Measurement Canada has an age requirement where meters used for gas sales must be recertified for operation after a specific period of time. The difficulty is arranging homeowners to be around in the winter for relighting appliances after completing the meter change.

Monitoring our operating pressures during the winter is a top priority, as we need to ensure that there is adequate gas pressure to customers during the high usage times. These readings are documented and if there are any low pressures, our engineers will be involved in determining the next steps to eliminate any low-pressure situations.

3. Staffing & Resources

Staff holidays and sick leaves were accommodated without major disruption to operations.

Registering staff in relevant training. One staff member will be completing 2nd year of Gas Utility Operator training, with the online portion starting in February and in-class portion starting mid-April. I will be receiving training from FedGas in Health and Safety Management Systems in March, to assist in my role as co-chair and member of the Joint Health and Safety Committee.

4. Interdepartmental Collaboration

Processed monthly water meter readings and issued water bills for Warspite residents.

Continue collaborating with the Fire Department regarding fire permits and brush piles, ensuring our infrastructure remains safe from fire damage or the burying of brush.

Working with Finance Dept to research a product for digitizing various contracts and adding the capability of digital signatures for ease of customer forms and contracts (ex. Docusign, etc.). This would not just be for my department, but for all County departments to benefit from.

Assist Safety Officer with various Joint Health and Safety Committee tasks, upon request.

Assisting with maintenance in the office. Working on procuring a building maintenance contractor to perform HVAC repairs and maintenance at the shop and office. Working with a local contractor to have all the Poly-B plastic water lines within the office replaced, as they are failing at a high rate over that last 6 months, requiring immediate repairs.

Collaborated with the Ag Department regarding the annual renewal of the explosive storage magazine license, which we maintain and operate 50/50 share. During our last Natural Resources Canada inspection, it was pointed out that the current locking mechanism is required to be replaced and upgraded by July 2026, due to a change in regulations. Working on getting quotes from the manufacturer of the magazine, as well as searching other potential suppliers for the locking mechanism.

5. Next Steps & Outlook

Continue system oversight for the winter months ahead. Checking and testing line heaters. Installing pressure test points at customer meters where there currently is not to ensure better pressure monitoring in the winter.

We will be replacing our current automatic meter reading system with new hardware and software in early 2026. The current hardware for gathering the meter readings is obsolete and repairs were unavailable effective December 31, 2023. The current software is not being supported by the manufacturer anymore, as they have transitioned to a new program for processing the meter readings.

Department: Agricultural Services

1. Key Accomplishments to Date: What Are You Working On?

The Agricultural Fieldman returned from maternity leave on January 5, and January was spent steadily getting caught up on a year's worth of changes and outstanding items. Upon returning, the initial focus was reviewing and addressing outstanding motions requiring action. These motions included notifying LARA that Smoky Lake County is withdrawing from the program, contacting Fish and Wildlife and other relevant resources regarding the handling of mangy coyotes, and working with Lakeland HR to initiate the process of advertising and hiring an Assistant Agricultural Fieldman. These tasks required time to contact appropriate persons, gather required information, and meet with Lakeland HR to discuss the position.

On January 6, the Agricultural Fieldman attended the first Grazing School for Women (GSFW) meeting, where Smoky Lake County volunteered to be the hosting municipality. Following this meeting, outreach began to local producers to identify potential speakers, as well as to local venues and caterers.

Following these initial priorities, attention shifted to extension program planning for the Agricultural Services Department. This proposal required significant time to research suitable topics, contact potential speakers, and consult with other municipalities to identify ideas that would be a good fit for Smoky Lake County producers. The extension program Request for Decision (RFD) was completed for the February 3 ASB meeting and included ten potential extension events or workshops for the Board's consideration.

Work then began on the 2026 ASB Business Plan. The Agricultural Fieldman determined it was time to update the overall appearance of the plan and redesigned it to provide a more modern layout and improved readability. While working on the business plan, the Agricultural Fieldman also updated the Coyote Reduction Policy to provide clearer and more concise language. This policy update was prepared for presentation at the January 27, 2026, Council meeting.

Additionally, the Bounty for Pocket Gopher Tails Policy Statement 62-02-04 was updated to reflect a motion passed at the December 2, 2025, ASB meeting. This policy will be brought forward to the Committee of the Whole meeting on February 3, 2026. The Agricultural Services Department continues to review policies carefully and thoughtfully as time permits.

A second GSFW meeting was held on January 26, during which the Agricultural Fieldman presented several local speaker suggestions. Approval was received from committee members to proceed with contacting speakers and developing an agenda. The Agricultural Fieldman is also responsible for sourcing a venue and caterer for the 2026 GSFW event.

Smoky Lake County was successful in its application to the Alberta Professional Outfitters Society (APOS) for the Coyote Incentive Program. This program will be rolled out following the January 27 Council meeting. In preparation, the Agricultural Services Department developed a Frequently Asked Questions (FAQ) document to be shared on social media, the County website and other appropriate outlets such as Alberta Trappers Association to provide clear and accessible information to potential participants.

The Agricultural Fieldman was also appointed to the Open House Planning Committee, which will lead planning efforts for the upcoming Spring Open House.

The Agricultural Fieldman, two Council members, and a producer-at-large attended the 2026 ASB Provincial Conference from January 20 to January 23. The conference highlighted current challenges facing the agricultural community, and several important resolutions were passed. In advance of the conference, the Agricultural Fieldman attended two Northeast AAAF planning meetings, as the Northeast region served as the host this year. Additionally, the Agricultural Fieldman completed several miscellaneous tasks on behalf of AAAF.

On January 27, the Agricultural Fieldman met with John Hunter, Coordinator of Trades and Technology at Portage College, to discuss potential partnerships for delivering courses to local farmers.

Completed an EFP for a producer on January 30th.

Met with Ben Evans with Delta Waterfowl to discuss the Hen House project, and assist him with getting in contact with landowners.

2. Operational Challenges & Solutions

The primary operational challenge during this reporting period has been managing a high workload following the return from maternity leave. This includes balancing daily operational responsibilities while addressing accumulated changes and outstanding tasks within the department and organization.

Solution:

Time and continued prioritization of tasks.

3. Staffing & Resources

The Assistant Agricultural Fieldman position was posted on January 15 through the following platforms: the County website, RMA, University of Alberta, Lakeland College, Olds College, and social media channels.

The Agricultural Services Department will also begin advertising for summer staff next month.

4. Interdepartmental Collaboration

The Agricultural Services Department worked with the Planning Department to ensure there was no policy overlap between departments. Policy Statement 62-08-01 was updated to clarify that the Agricultural Services Department is responsible for all grazing licence applications within County rights-of-way.

The department also worked with Communications to ensure job postings were distributed in a timely manner and to support promotion of the Coyote Incentive Program.

5. Next Steps & Outlook

- Extension Program Approval
- ASB Business Plan Approval
- ASB Grant Reporting
- Pesticide Service Registration Renewal
- Open House Planning

Department: Public Works

1. Key Accomplishments

Public Works focused on winter road maintenance and operational priorities across the County. Graders were actively deployed throughout the month to clean road surfaces, scrape ice, and bench back snow from ditches to maintain safe travel conditions.

Snow removal operations were also carried out in residential areas, resorts, and County facilities. Graders and tractors were utilized to wing out snow and clean driveways, while the loader and tandem truck moved accumulated snow from the Public Works shop yard to the rodeo grounds.

Bridge maintenance activities were completed, with the skid steer clearing snow from bridge decks and removing snow buildup around guardrails. Tree clearing, brushing, signage maintenance, and regular road inspections were completed throughout the reporting period.

The crawler tractor was mobilized to new gravel pits to clear snow and prepare brush piles for burning operations. Sanding operations were conducted to address icy road conditions, particularly on hills and high-traffic routes.

2. Operational Challenges & Solutions

Staffing challenges occurred during the reporting period due to operator and mechanic shortages resulting from employee illness and a recent notice of retirement. These shortages created additional pressure on operational capacity; however, Public Works continued to maintain essential service levels by prioritizing critical road safety activities, adjusting work schedules, and reallocating available resources where possible.

3. Staffing & Resources

Public Works is currently experiencing reduced staffing capacity within both operator and mechanic roles due to illness-related absences and an upcoming retirement. While short-term operational impacts have been managed internally, staffing levels will continue to be monitored, and further adjustments or recruitment considerations need to be addressed.

4. Interdepartmental Collaboration

Public Works participated in weekly Monday morning managers' meetings throughout the month to coordinate operational priorities. The department also participated in a Safety Committee meeting and attended a Council meeting during the reporting period. Coordination continued with administration to support winter operations and reporting requirements.

5. Next Steps & Outlook

Public Works will continue winter road maintenance activities, including grading, sanding, snow removal, and bridge deck clearing, as weather conditions require. Work will continue to support brush management and upcoming seasonal operations. The department will also continue reviewing and developing operational policies to support consistent and safe Public Works practices across the County.

Department: Public Work - Mechanics

1. Key Accomplishments

In the month of January, the shop has gone through a few improvements. The introduction to a temporary handwritten work order system was incorporated. This system will ensure all repairs and parts are being documented and properly charged out. This will also ease the any warranty concerns that require attention or a date of installation. MAC Tools has invited us to have a trial run on there new HD/Light duty software system. Staff are still testing it on the new purchased equipment additions (Develon, Hyundai) as well as Cat, Cummins. The addition of a coverall program was introduced mid month through Goodfish Lake for shop technicians. Great way to support a local company.

2. Operational Challenges & Solutions

The shop was granted a temporary addition of a parts tech to help. It was a big challenge prior to this hire with parts, shipping and receiving. Inventory also was accomplished with the aid of the new hire, organizing and a massive clean up was accomplished. I do wish to have this position reevaluated in the future.

3. Staffing & Resources

Currently the department staff two full time certified HD mechanics, and a part time Certified HD tech as well. We lost a full-time shop tech as he applied for the operator four position in December and was awarded the position. I feel we require at least one more full-time technician to help with the busy schedule we attend to.

4. Interdepartmental Collaboration

Monthly the shop works hand in hand with all departments. Organizing and prioritizing repairs and arranging amicable times to get all department repairs done. Shop techs will always prioritize fire rescue units as well any equipment required to carry out any emergency situations that are weather related. In the month of January, we had several mutual appointments, Gas dept required some lights repaired and a service to their odorant truck before a lengthy trip and repaired small oil leak on #602 before its scheduled work date. Parks and rec skid steer was repaired after there weekly duties were done limiting down time.

5. Next Steps & Outlook

Currently working with County office staff preparing our new AMVIC application as it has lapsed. The application is very demanding and with the assistance I'm getting it will be accomplished. I will be creating and adjusting CVIP inspections annual dates, to prevent inspection dates during peak unit operation times. This is required as part vendors are not stocking much inventory delaying shop repairs. With requests from the public works manager, I will begin shopping around for two replacement units, a winch truck plus a mechanics service truck. Shop techs have started installing webasto heater systems on the graders as requested. Weather conditions have created much larger shop work loads with numerous big item repairs. We are trying to keep up with staffing we currently have.

Department: Community Peace Officer Services

1. Key Accomplishments

During the reporting period, the Community Peace Officer responded to and managed a variety of operational files. These included three dog-related complaints, one trespassing complaint, one commercial vehicle complaint within the Town that was referred to the appropriate authority, and two fail-to-stop investigations involving vehicles. Regular rural patrols were conducted throughout the County, and four neighbour dispute files near Warspite were addressed. Two land-use-related enforcement files were also reviewed and managed.

Traffic safety enforcement remained a priority during the month. A total of thirty-two warnings were issued for Traffic Safety Act offences, and seventeen Provincial Offence Notices were issued. In excess of fifty traffic stops were conducted throughout the County.

Community engagement and visibility were supported through multiple highway safety patrols on gravel roads and three-digit highways, with a focus on deterrence, compliance, and public safety.

2. Operational Challenges & Solutions

Dog control continues to present operational challenges due to the lack of local dog shelter capacity within Smoky Lake County. During the reporting period, one abandoned dog was transported to the LLB County Humane Society after being dropped off at Mons Lake.

Connectivity challenges impacting reporting and communication were addressed through the installation of Starlink, which has significantly improved real-time communication and reporting capabilities.

Administrative efficiency was improved through the finalization of the MRF reporting system. Disclosure packages are now generated automatically, reducing administrative time and improving file management consistency.

3. Staffing & Resources

Community Peace Officer operations continue under a single-officer service delivery model. Information Technology Services provided essential support during the reporting period, including assistance with Starlink installation, camera repairs, and system configuration. New shoulder patches were also completed with support from graphic design services.

4. Interdepartmental Collaboration

The Community Peace Officer maintained ongoing liaison with the RCMP as required, particularly in relation to collision files and fail-to-stop investigations. Collaboration continued

with Alberta Sheriffs on Commercial Vehicle Safety Alliance matters. The officer also worked closely with Fish and Wildlife Officers, who assisted with selected traffic stops during the reporting period.

5. Next Steps & Outlook

High-visibility patrols will continue throughout the County to support traffic safety and public awareness. Proactive rural crime-prevention patrols will also be maintained to support community safety and enforcement presence.

Department: Health & Safety

1. Key Accomplishments

During January, the Health and Safety Department achieved several significant accomplishments. The Coordinator completed the Field Level Hazard Assessment (FLHA) / Tailgate Meeting Policy and presented it as an RFD for Council's approval. The Coordinator received final approval on the 2025 Internal Audit from AMHSA, reviewed the results, which indicated that we are successfully maintaining our COR status (see the end of the report for more information). Following the receipt of the results, the Coordinator met with an AMHSA representative to discuss the action plan process to ensure all requirements are met for the next audit. Furthermore, the Coordinator scheduled an Intermediate First Aid/ CPR Level C with AED Course open to all county employees, and also assigned training to a returning employee and an employee who has changed positions within the organization.

In Emergency Management, the DDEM maintained Alberta Emergency Alerter status by completing the required monthly practice alert. The DDEM also assisted the County's DEM in presenting the Hazard, Risk, and Vulnerability Assessment (HRVA) Report from the September 10 Emergency Management Agency Meeting to the regional partners. The DDEM assisted the DEM with facilitating a Local Authority Elected Official Training session with the AEMA for the regional DEM's and Council members. Lastly, the DDEM completed a two-day Block 1 Training course offered by the AEMA.

Operationally, the Coordinator prepared the agenda and provided guidance for the Joint Health and Safety Committee's monthly meeting. The Coordinator also conducted worksite audits to verify that Job Safety Analyses (JSAs) and Driver Vehicle Inspection Reports were completed. The Coordinator assigned action items based on incident investigations or health and safety committee items to responsible employees using the internal request management software.

2. Operational Challenges & Solutions

Time management has been an operational challenge due to the increased incident investigations that generate follow-up action items such as procedure, policy, and training development. To support the timely completion of this work, using QAlert as an internal request management tool has assisted by ensuring items that can be assigned to other workers are, and progress is tracked through a third party, reducing the Coordinator's need to follow up with the workers directly.

3. Staffing & Resources

There were no staffing changes within the department during this reporting period.

4. Interdepartmental Collaborat on

Interdepartmental collaboration continued to be a cornerstone of success, with the Joint Health and Safety Committee serving as a vital forum for sharing concerns and developing solutions. External collaboration with AMHSA aided in an in-depth understanding of the action plan process to prepare for the 2026 Audit.

5. Next Steps & Outlook

For the next reporting period, the Coordinator will continue updating policies, procedures, and Safe Work Practices to ensure they remain relevant and compliant with legislative requirements. Efforts will focus on guiding departments through formal hazard assessments for all tasks, strengthening the Health and Safety Management System, and identifying additional Safe Work Practices and policies needed to maintain staff safety. Random site visits will continue to verify completion of required health and safety documentation. An action plan will be developed to address any items requiring improvement, ensuring continuous improvement and readiness for next year's audit. For Emergency Management, the Coordinator will assist in updating the Emergency Response Plan and participate in Planning Section Chief Training hosted by the City of Fort Saskatchewan.

2025 COR Audit Results

Indicated below are the strengths and suggestions for improvement that were identified in our recent COR Audit, now that it has been finalized.

Last April, when we completed our Limited Scope Audit to achieve COR status, we scored **81%**. This time, we hit **88%**, that's a 7% improvement in just six months! This progress reflects the hard work and dedication of every level of our team.

These audits don't just check if policies and procedures exist; they confirm that employees know them and apply them on the job. Seeing that commitment in action during interviews was incredible.

Element 1 – Management, Leadership and Organizational Commitment (99%)

Strength: Managers and supervisors actively provide PPE and training, conduct site visits, and ensure workers understand their legislated rights. They also prevent workplace violence and harassment and support worker participation, reinforcing trust and engagement for a physically and psychologically safe work environment.

Suggestion for Improvement: Ensure all employees, supervisors, and managers regularly review and remain familiar with the key points of the Health and Safety Policy to strengthen awareness and promote consistent application of safety practices.

Element 2 – Hazard Assessment (81%)

Strength: Hazards are assessed using Severity, Probability, and Exposure with numeric values to determine risk levels, ensuring prioritization is objective and transparent.

Suggestions for Improvement:

- Complete formal hazard assessments for all identified job positions and tasks.
- Include a way to document when JSAs are repeated due to changes in work conditions or processes.
- Reassess JSA form and process to ensure clarity and usability, provide refresher training, and reinforce expectations during toolbox meetings or orientations.

Element 3 – Hazard Control (97%)

Strength: Engineering controls identified through hazard assessments have been effectively implemented across all observed worksites, reducing risks at the source.

Suggestion for Improvement: Formalize and standardize the process for communicating changes to hazard controls to ensure consistency across all departments.

Element 4 – Joint Work Site Health and Safety Committees (97%)

Strength: Employees clearly understand and use multiple methods to report health and safety concerns, confirmed by all 23 interviewees.

Suggestion for Improvement: Ensure all safety concerns and complaints received by the Health and Safety Committee are resolved within established timelines.

Element 5 – Qualifications, Orientation, and Training (74%)

Strength: The “New or Reassigned Worker Health and Safety Orientation” Policy provides a comprehensive and structured approach to onboarding workers with critical health and safety information, meeting all nine required criteria.

Suggestions for Improvement:

- Develop and implement a documented process to verify employee qualifications during recruitment and selection.
- Enforce use of the orientation policy and ensure orientations occur before work starts.
- Provide managers with formal training on policy development and review.
- Enforce consistent application of the competency policy and maintain documentation for all assessments.
- Develop and implement a policy identifying mandatory training certifications/courses for each position with timelines for completion.

Element 6 – Other Parties at or in the Vicinity of the Work Site (96%)

Strength: Robust policies for visitors and contractors, including check-in/out, orientations, hazard assessments, and compliance monitoring, ensure safety for external parties.

Suggestion for Improvement: Reinforce and standardize the implementation of the Contractor Health and Safety Management Policy by ensuring supervisors/managers consistently follow monitoring processes and maintain documentation.

Element 7 – Inspections (75%)

Strength: Formal inspections are led by trained personnel; all 53 checklists included at least one team member certified through AMHSA’s Workplace Inspections Course.

Suggestion for Improvement: Establish a formal tracking system to monitor corrective actions, assign responsibilities, and set timelines, with periodic verification to ensure deficiencies are resolved.

Element 8 – Emergency Response (87%)

Strength: Employees can accurately identify and articulate their emergency response roles, such as initiating alarms, accounting for personnel, contacting emergency services, and performing specialized tasks.

Suggestion for Improvement: Ensure emergency response plans for all permanently manned locations include communication systems, emergency phone numbers, personnel lists, response procedures, and requirements for drills and monitoring effectiveness.

Element 9 – Incident Investigation (88%)

Strength: Employees at all levels understand and follow reporting procedures, ensuring timely and consistent responses.

Suggestions for Improvement:

- Add a section to the incident reporting policy defining worker participation in investigations, including roles in root cause analysis and corrective action planning.
- Develop a formal tracking system for corrective actions with timelines, responsible persons, and verification steps to ensure completion and documentation.

Element 10 – System Administration (83%)

Strength: Clear, structured communication channels exist between management and workers, ensuring health and safety issues are consistently shared and addressed.

Suggestion for Improvement: Implement a formal process to analyze health and safety records and statistics at least annually to identify trends and gaps, and document resulting corrective actions.



January 2026 Summary of Incidents

Date: December 26, 2025

Type: Ratepayer Property Damage Incident

Description: While plowing snow in Unit 175, part of the Unit (possibly the wing) hit a ratepayers' mailbox, damaging it. On the way back down the road, the operator noticed the damage and immediately reported it to their supervisor, who then contacted the landowner and spoke with them about the damage. The landowner had already replaced it on their own and will send us the bill for the replacement mailbox.

Cause: Limited visibility

Short-term action: The operator will be instructed on the importance of completing a pre-job inspection of the road before starting to plow to identify the potential hazards and be aware of their locations.

Long-term action: The operator will receive competency training, as Unit 175 features a new blade setup compared to the other plows.

Date: December 27, 2025

Type: Ratepayer Property Damage Incident

Description: While grading roads, the fill-in operator was backing up to turn around and didn't lift the wing enough, causing it to hit a fence rail on a ratepayers' property, popping a nail out of it. Due to the snow buildup, the damage will be assessed further in the spring.

Cause: Complacency, the operator was in a rush due to a flat tire that occurred earlier in the day, and the repair delayed their ability to clear roads.

Short-term action: Staff will be reminded at an upcoming toolbox meeting not to rush their work, as it can increase the likelihood of near misses, incidents, or injuries.

Long-term action: Staff will be provided with competency training when they are deemed as back-ups for regular operators in lieu of their absence.

Date: December 28, 2025

Type: Potential Fleet Damage Near Miss



Description: While plowing snow in Unit 435, the unit slid off the edge of the road and got stuck in the ditch. The operator immediately informed their supervisor, who arranged for a tractor to come and pull the Unit from the ditch. No damage was caused.

Cause: Unclear road dimensions due to heavy snowfall.

Short-term action: Employees will be reminded of safe winter driving practices at an upcoming toolbox meeting.

Long-term action: Regular Road maintenance and inspections to prevent the recurrence of this event, and a winter driving safe work practice will be created.

Date: December 28, 2025

Type: Ratepayer Property Damage Incident

Description: While pushing snow in Unit 633A, a fill-in operator hit a ratepayer's well, breaking the concrete collar, but not causing any other damage to the well. The operator initially asked for instructions on snow clearing in the area from their manager and the regular operator and was instructed to push the snow into existing snow piles. The well was hidden under a layer of snow that resembled existing snow piles. Public Works has already obtained a replacement collar and will be installing it.

Cause: Miscommunication, hidden hazards

Short-term action: The operator will be provided with competency training.

Long-term action: Updates will be made to the Hold Harmless agreement to ensure that hazards are flagged prior to work occurring.

Date: December 29, 2025

Type: Ratepayer Property Damage Incident

Description: While plowing snow for the third time this year in a ratepayers' driveway, the operator noticed that they were dragging an extension cord that was connected to a horse's heated watering bowl. The operator immediately contacted the landowner and was instructed to unplug the cord from the barn as there were no horses in the field. The landowner mentioned that they'd assess the damage when they returned home on January 6.

Cause: Hidden hazards



Short-term action: The operator will be instructed on the importance of completing a pre-job inspection of the driveway before starting to plow to identify the potential hazards and be aware of their locations.

Long-term action: Updates will be made to the Hold Harmless agreement to ensure that hazards are flagged prior to work occurring.

Date: January 6, 2026

Type: Potential Fleet Damage/Injury Near Miss

Description: As a response to an incident, the highway was shut down, and emergency signage was placed approximately 1 KM ahead of the scene on either side of the site. A southbound semi truck nearly collided with the traffic controllers as it didn't start to slow down until approximately 500 ft ahead of the closure. This near miss caused the two traffic controllers to run off the road to avoid being hit. The semi was able to stop in the SW corner of the closure in the snow drift along the side of the road. The RCMP was informed and arrived on scene to speak with the driver of the semi.

Cause: Road conditions and driver error

Action: The fire chief will work with our communications department to create a social media post educating the public about safe driving practices around emergency scenes and response crews.

Date: January 7, 2026

Type: Minor Injury Incident

Description: While walking to the cold storage shop in the Public Works Yard, the employee slipped and fell on the ice due to the recent snow clearing that occurred. The employee didn't require a medical assessment and did not lose any time.

Cause: Improper snow-clearing methods, and the employee not wearing their ice cleats.

Short-term action: The employee was reminded to wear their ice cleats when walking on ice to prevent slips and falls.

Long-term action: The snow removal staff will be instructed on safe snow removal practices to ensure that there is a small layer of snow left over the ice to aid with traction.



Date: January 7, 2026

Type: Minor Injury Incident

Description: While taking the deposit to ATB in town, the employee slipped and fell on ice on the sidewalk.

Cause: Icy conditions, employee not wearing ice cleats.

Short-term action: The employee will be provided with ice cleats.

Long-term action: Employees will be educated on penguin walking to avoid slips and falls on the ice.

Date: January 8, 2026

Type: Fleet Damage Incident

Description: While driving up a hill, Unit 115 lost traction due to the drive shaft breaking, causing the unit to start sliding back down the hill while pulling Unit 140A (trailer) with Unit 640G (skid steer) loaded onto it, as the tires had low tread remaining and couldn't get traction. The drive shaft breaking caused further damage to the underside of Unit 115.

Cause: Mechanical Failure, Bald tires.

Short-term action: Install winter tires on the Unit

Long-term action: Provide training on towing safe practices

Date: January 13, 2026

Type: Potential Fleet Damage Near Miss

Description: While turning left off Highway 28, the operator of Unit 170 nearly hit another vehicle as the driver of the other vehicle decided to pass Unit 170 from behind while it was turning. The turning signal was on, indicating that the unit was about to turn left.]

Cause: Other driver error

Action: Develop a left turn off Highway Safe Work Practice

Date: January 15, 2026



Type: Fleet Damage Incident

Description: While backing up out of the parking lot behind the main office, the operator backed into Unit 705 with Unit 226C. A small scratch was left on Unit 705, and the taillight of Unit 226C broke as it made contact with Unit 705's wheel well. The backup camera is functional, but the Unit doesn't have a backup alarm system.

Cause: Complacency, backing up in a rush.

Short-term action: Provide the employee with training on backup procedures

Long-term action: Devise a parking plan to avoid heavy congestion of vehicles behind the Main Office.

Date: January 20, 2026

Type: Minor Injury Incident

Description: The employee went to bend over to pick up something they had dropped and slipped on the ice, falling onto their knees, causing minor soreness the next day, but no time from work was missed, and no medical assessment was required.

Cause: Icy conditions, not wearing ice cleats

Short-term action: Provide the employee with ice cleats

Long-term action: Discuss slip/trip/fall risks at an upcoming toolbox meeting and place posters around communal workspaces.

Date: January 20, 2026

Type: Fleet Damage Incident

Description: While on the way to a service call, travelling down TWP 594, the operator hit severe whiteout conditions, they tapped the brakes to slow down and caught the edge of the road, sliding into the ditch. Minor damage was caused during the recovery of the Unit, losing the skid plate.

Cause: Severe weather conditions, improper tires

Short-term action: Equip the unit with winter tires



Long-term action: Establish procedures for emergency service calls vs. non-emergency service calls when operating in severe weather conditions.

ACTION ITEM LIST

2025

Legend	Meeting Date		Assigned to	Due Date	Status	Comments
	Completed					
	In Progress					
	RESOLUTION					
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	Lights are ordered and will be installed.	
08-May-25						
12-Jun-25						
553-25 Serben	That Smoky Lake County Council Host a Smoky Lake County Open House event in the Spring of 2026	CAO, Public Works & Administration		In Progress	Details will be planned after the interim budget is approved for 2026. 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	
28-Aug-25						
04-Sep-25						
11-Sep-25						
25-Sep-25						
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. Meeting was held and a RFD will be brought to the March Committee of the Whole Meeting	
09-Oct-25						
09-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 has updated webmap to prepare for PW to update the road categories. Public Works are working on a plan to inspect each road and will be brought to a 2026 Meeting, upon completion of the inspections. (This will not be completed until Spring 2026.)
30-Oct-25					
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. Emailed FCM and the hotel and registration is open Mid February.
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		Completed	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		Completed	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.
01-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 Road Plan Policy will be updated and brought to council in the March Committee of the Whole
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 Road Plan Policy will be updated and brought to council in the March Committee of the Whole
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 Road Plan Policy will be updated and brought to council in the March Committee of the Whole
1030-25 Halisky	That Smoky Lake County direct administration for the estimated repair costs and dust suppression associated with Range Road 161 to Edward 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 Road Plan Policy will be updated and brought to council in the March Committee of the Whole
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 5, 2026, Committee of the Whole Meeting Road Plan Policy will be updated and brought to council in the March Committee of the Whole
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 5, 2026, Committee of the Whole Meeting Road Plan Policy will be updated and brought to council in the March Committee of the Whole
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 5, 2026, Committee of the Whole Meeting Road Plan Policy will be updated and brought to council in the March Committee of the Whole
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	This will be on the March Council 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 many coyotes, to a regular Council meeting at the end of January.	Ag. Fieldman		Completed	Will be on the January 27, 2026 meeting

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 Has been placed on the February 26, 2026 Agenda
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.

ACTION ITEM LIST

2026

Legend		Meeting Date
		Completed
		2027 Budget Consideration

MOTION NO.	RESOLUTION	Assigned to	Status	Comments
08-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	Completed	Will be advertised according to MGA requirements
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 Has been placed on the Feb. 26, 2026 Agenda
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	Completed	Was brought to the February 5, 2026 Committee of the Whole Meeting, and the RFD with revisions is in the February 18, 2026 Special Council Meeting Agenda.
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 This item has been placed on the Feb 26, 2026 Agenda
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	Completed	The Physicians and Health Care Professionals Committee Meeting is on February 3rd, 2026
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 deputy Minister - forwarded to Council. Response was received and will be in the Feb 26, 2026 Council Package

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	This will be presented at the February 26th Regular Council Meeting
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	Will put on the March Committee of the Whole Meeting
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	The Planning and Development Manager sent the letter to the Village of Waskatenau on January 13, 2026. The Village has yet to provide a formal response but the Planning and Development Manager spoke with MPS on February 3, and was informed that the Village did not have any studies but that they would be proceeding with making an application to the LPRT in the near future.
27-Jan-26				
Resolution No: 20260127-030	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	Finance	Completed	Payment made via EFT on February 10, 2026
Resolution No: 20260127-031	That Smoky Lake County Council direct administration to bring back Bring back Policy no 08-17-01: Family and Community Support Services (FCSS) to a future Committee of the Whole meeting.	Executive Services	In Progress	

Resolution No: 20260127-032	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.	Planning and Development	Completed	
Resolution No: 20260127-033	That Smoky Lake County write off \$1,928.04 interest on Account STRA003 Strathcona Resources Ltd. due to full payment of invoice 2393.	Finance	Completed	complete
Resolution No: 20260127-034	That Smoky Lake County Council approve Policy Statement 62-31-01 Coyote Reduction Program Policy with the amendments: •Add a disclosure stating that coyotes will not be accepted if they are missing any limbs other than the left paw	Ag. Fieldman/ Leg. Services/Communications	Completed	Policy has been updated and posted on the website on February 5th, 2026.
Resolution No: 20260127-035	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.	Leg. Services	Completed	Forms have been signed and sent to the MCC Secretary
Resolution No: 20260127-039	That Smoky Lake County Council direct administration to work with the Warspite Foundation for community grant applications working agreement for the use of land for the annual Country Fair and the Warspite revitalization of the baseball ball diamond.	Enviro Ops Manager	In Progress	A letter of support was sent, a hold harmless agreement will be completed and sent as well

Resolution No: 20260127-045	That Smoky Lake County Council approves the attendance of any Councillor that can attend the Alberta Rural Education Symposium dated March 1st to 3rd, 2026 located at the River Cree Resort and Casino, Enoch, Alberta.	Executive Services	In Progress	Will book rooms for Council/Need to register for the RES.
Resolution No: 20260127-047	That Smoky Lake County Council accept the email forwarded from Reeve Lukinuk, regarding A large-scale, phased AI data center as information and direct administration to bring the topic back to future Council meeting for discussion.	Leg. Services	In Progress	This will be presented at the February 26th Regular Council Meeting
Resolution No: 20260127-050	That Smoky Lake County Council acknowledge receipt of the email dated, January 20th, 2026, from Don Cooper forwarded from Councillor Barker as information and furthermore direct administration to work with Canada Post and approve site selection option one.	Planning and Development/Enviro Ops Manager/Public Works	In Progress	The Planning and Development Manager will request that Canada Post apply for a Development Permit for the proposed location of the new mailboxes to be located on the lands legally described as Plan 2957MC, Block B
Resolution No: 20260127-058	That Smoky Lake County Council approve the hiring process for the Finance Clerk position and proceed with advertising in accordance with applicable union agreement practices.	Finance/Communications/HR	Completed	Offer made to Candidate. Waiting for response



Reeves Report

Division: 3

Councillor: Reeve, Craig Lukinuk

Reporting Period: (January 22nd, 2026- February 18th, 2026)

Council Meeting Date: February 26th, 2026

1. January 22nd, 2026(Craig, Lorne)

NAGGO (Northeast Alberta Alliance for Growth & Opportunity)

Vegreville Social Centre – Hall B

Organizational Meeting

- Tim MacPhee, Mayor of Vegreville, was acclaimed as Chairperson.
- Gerald Aalbers, Mayor of the Lloydminster, was acclaimed as Vice Chair.
- Lorne Halisky, Deputy Reeve of Smoky Lake County, serves as Chair of the Highway 28 Committee.
- Craig Lukinuk, Reeve of Smoky Lake County, serves as Chair of the Healthcare Initiatives Committee.
- A total of 23 Reeves and Mayors attended the meeting.
- Alberta Hub will no longer receive funding from the Government of Alberta as of January 2027.
- There was a discussion regarding casinos for non-profit groups within municipalities.
- The Terms of Reference for NAGGO were reviewed.
- There was discussion regarding the integration of Alberta Hub and NAAGO.
- The County will contribute \$2,200 this year.
- The three identified initiatives are Highway 28, Healthcare, and Electricity Distribution Rates.

2. January 23, 2026(All Council)

Smoky Lake County Special Council Meeting

- This meeting was for the purpose of short listing our potential CAO

3. January 27th, 2026(All Council)

Regular Council Meeting

- There were three delegations in attendance.
- Representatives from the Warspite Foundation discussed plans to repair the ball diamond in Warspite, provided information about the upcoming second Warspite County Fair, and explored potential partnership opportunities with the County.



- The Aspen View Board of Trustees presented a PowerPoint handout that provided Council with an overview of K–12 enrolment trends over the past 10 years, as well as staffing information.
- Pine Creek Retreat introduced a strategic proposal seeking to partner with the County, outlining an implementation plan and the value the initiative would bring to the County.
- Several Requests for Decision were brought forward to Council, including the Coyote Reduction Program Policy, an FCSS Grant Application, and the appointment of members to the Intermunicipal Subdivision and Development Appeal Board.
- All Council Committee Reports were presented.
- Correspondence items included information regarding the AI Data Center Project, an RMA Police Funding Model update, information from Portage College, and a proposed Canada Post mailbox location in Spedden.
- A “Budget at a Glance” report was provided to Council.
- The meeting concluded with a closed session to conduct interviews for the Chief Administrative Officer (CAO) position.

4. January 28th, 2026 (Craig)

Meeting with Hon. Minister Andrew Boitchenko

- Luncheon was held at Metis Crossing
- Discussions regarding New Metis Crossing initiatives
- Discussion on Tourism's opportunity for Smoky Lake Region
- Discussion on proposed AI Data Center for Smoky Lake Region

5. January 29th, 2026 (All Council)

Local Authority Elected Official Course (LAEO) Course included

- Introduction to emergency management in Alberta
- The Local authority act
- Elected Officials Before, During and After an Incident

6. February 3rd, 2026 (Craig, Lorne)

Physicians and Health Care Professionals Committee Meeting

4 RFD (Request for Decision)

- RhPAP Let's Go Rural Expression of Interest Grant (High School Event)
- Rocket Doctor Correspondence (Virtual Doctors)
- RhPAP Attraction and Retention Community Grant
- Inventory discussion regarding additional Housing



- 2025 Year End Financial report was presented
- The committee reviewed the draft updated Strategic Plan and Terms of Reference Physicians and Health Care Professional Committee Bylaw No 007-2023 which now provides the County with 2 voting members
- An update was provided on Locum Services Fee
- Adele Richardson has been appointed as the PCN Revitalization Director for the Edmonton Rural Corridor (East), formerly known as the North Zone
- Anita Fagnan serves as the Northeast Community Consultant

7. February 5th, 2026 (All Council)

Committee of the Whole

The following items were discussed under Requests for Discussion (RFD), and no motions were made during the meeting:

- Public Works provided an update on culvert replacements for bridges.
- Road repair cost estimates were reviewed.
- A report was provided outlining grader hours and associated repairs.
- The Funding Halls Assistance Policy was discussed.
- The Vacation Policy was reviewed.
- The Field Level Hazard Assessment Policy was discussed.
- Council discussed matters relating to the closure, leasing, and licensing of surplus municipal roads.
- A Surface Lease was also discussed under Request for Discussion

8. February 9th, 2026 (Craig Lorne)

Smoky Lake Region Intermunicipal Collaboration Meeting (ICC)

- An Organizational Meeting was held.
- Craig Lukinuk was acclaimed as Chair.
- Leroy Kunky was acclaimed as Vice Chair.
- A regional orientation session regarding the Intermunicipal Collaboration Framework and the Intermunicipal Development Plan Bylaw was scheduled for February 23, 2026, at the Smoky Lake Nutrien Agricultural Complex. Regional Fire Services will also be discussed at the workshop.
- A discussion regarding the regionalization of FCSS will be brought back in the third quarter of the year.
- Council discussed the appointment of a working group and agreed that each respective Council will bring forward a formal notice to reestablish the working group.



- A regionalization discussion regarding Community Peace Officers was held, and the CAOs were directed to provide a list of highlighted problem areas within their respective towns or villages and to explore potential contracting costs, if necessary.
- Council discussed street sweeper repairs and requested that an inspection be conducted, with any concerns to be brought back to a future Council meeting

9. February 11th, 2026 (All Council)

H.A. Kostash School Grade 6 students visited the Council Chambers to present and debate their own mock by-law regarding dogs. The students held a public hearing, asked Council numerous questions, and engaged in discussion about their by-law

Upcoming Meetings

- February 18th, 2026
- HWY 28/63 Regional Water Commission Board Meeting Council Chambers 10:00am
- County Council Collaboration meeting with RCMP Council Chambers 1:30pm
- Special Meeting FRD Appointment of Smoky Lake County New CAO Council Chambers
- February 19th, 2026, ERWMSC Evergree Regional Landfill 10:00am
- February 20th, 2026, Smoky Lake Foundation Regular Board Meeting (Bar-V-Nook) 9:00am
- February 23rd, 2026, Smoky Lake Region Intermunicipal Collaboration (Complex) 9:00am
- Warspite Hall AGM (Warspite) 7:00pm
- February 26th, 2026, Regular Council Meeting (Council Chambers) 9:00am
- February 27th, 2026, NLLS Northern Lights Library Meeting (Virtual) 10:00am
- February 27th, 2026, Buffalo Lake Industry Engagement Luncheon (Buffalo Lake) 11:30am
- MARCH 1ST, 2026, Education Symposium (Edmonton)



Councillor Report

Division: 4

Councillor: Lorne Halisky

Reporting Period: January 21 to February 17, 2026)

Regular Council Meeting Date: February 26, 2026

1. Meetings, Events & Engagements Attended

1. **January 22, 2026 - Northeast Alberta Alliance for Growth & Opportunity – NAAGO Meeting**
(Craig and Lorne attended in-person)

As per Reeves Report.

2. **January 23, 2026 - Special Council Meeting, CAO Recruitment** (attended in-person)

As per Reeves Report.

3. **January 26, 2026 - Smoky Lake Foundation Regular Board Meeting** (Jered and Lorne attended in-person)

As per Jered's Report.

4. **January 27, 2026 - Regular Council Meeting** (attended in-person)

As per Reeves Report.

5. **January 29, 2026 - Joint Alberta Emergency Management Agency Training for Councils** (attended in-person)

As per Reeves Report.

6. **January 30, 2026 - Northeast Alberta Information HUB Board/Membership Meeting** (David and Lorne attended in-person)

Jocelyne Lanovaz - Treasurer presented the Financial Statement as of December 31, 2025 and moved to approve the financial statement with all in good standing.

Membership Revenue – Chair Aalbers spoke to the membership increase for the 2026-27 operating year. Concerns were raised about the fairness of the increase due to the cap of non municipality, First Nation or Metis settlement will pay more than \$10,000/year, suggestion to raise the cap to \$25,000 for City's over 10,000 population and varying per capita amounts based on the size of the municipality e.g. 60 cents/capita for population under 10,000, 75 cents/capita for population over 10,000. Aerium Analytics suggested reviewing the amounts businesses are invoiced and possibly lowering the amounts for small businesses and/or developing tiers based on size of the company. HUB Executive Director will review and develop recommendations for the board to review and present at the 2026 AGM. HUB Membership invoices will be sent out after April 1, 2026 (start of the new operating year) reflecting the approved increase at the 2025 Annual General Meeting.



Alberta HUB / NAAGO - Integration – Chair Aalbers/Tim MacPhee discussion focused on how NAAGO and Alberta HUB would integrate. Tim MacPhee stated NAAGO’s purpose is to “lobby” the GOA on priorities that enhance economic development. Presently Alberta HUB cannot lobby due to the fact they still receive operational funding from the GOA. This alignment will not affect the operations and mandate of Alberta HUB. Option: NAAGO becomes a “sub committee” of Alberta HUB and will have its own “financial resources” and mandate.

HUB Executive Director discussed the Alberta HUB 2026-27 draft budget – Alberta HUB strategy / Project updates on EATC Local to Global Forum and Shortline Rail Project. May have to restrict projects that are planned for the new operating year due to pending funding approval. Alberta HUB CECI application – information was provided on the EATC website migration/expansion project with matching \$30,000 from JETI ops funding to apply for \$30,000 from CECI. Motion to approve to apply for \$30,000 funding from CECI with matching dollars from JETI operational funding.

Mark Baxter and Shannon Husian presented the details and outcomes of the N.E Alberta Commercial/Industrial Invest Attraction (Land/Buildings Project).

February 2, 2026 - Highway 28 Lobby Group Meeting (attended virtually)

Discussion was had on developing a social media release and a letter to the Minister of Transportation and Economic Corridors to meet focusing on a progress update and funding until the Highway 28 upgrade work is completed.

7. February 3, 2026 - Physicians & Health Care Professionals Committee Meeting (Craig and Lorne attended in-person)

As per Reeves Report.

8. February 5, 2026 – Committee of the Whole Meeting (attended in-person)

As per Reeves Report.

9. February 9, 2026 – Smoky Lake Region Intermunicipal Collaboration Committee (ICC) Meeting (Craig and Lorne attended in-person)

As per Reeves Report.

10. February 11, 2026 – HAK Grade 6 Class Council Chambers Visit to learn Municipal Government Activities (attended in-person)

As per Reeves Report.

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

Thank you,

Lorne

Councillor Report

Division: 1

Councillor: Ryan Barker

Reporting Period: January 22, 2026 – February 18, 2026

Council Meeting Date: February Regular Council Meeting

Meetings, Events & Engagements Attended

1. January 22, 2026 – Citizens on Patrol (COP) Meeting – Vilna Council Office
2. January 23, 2026 – Special Council Meeting – CAO Candidate Shortlisting
3. January 27, 2026 – Regular County Council Meeting
4. January 29, 2026 – Joint Alberta Emergency Management Agency Training
5. February 3, 2026 – Agricultural Service Board (ASB) Meeting
6. February 5, 2026 – Committee of the Whole Meeting
7. February 11, 2026 – H.A. Kostash School Grade 6 Field Trip / Civic Engagement Session
8. February 11, 2026 – Northeast Municipal Corridors Meeting (Attended as Alternate for Dave) – Zoom
9. February 18, 2026 – Highway 28/63 Alternate Meeting
10. February 18, 2026 – Special County Council Meeting – RCMP

Key Highlights, Issues & Updates

1. Citizens on Patrol (COP) – January 22, 2026

Attendees: Representatives from Vilna, Bellis, Smoky Lake County, RCMP, Fire Department, and COP Board

- Introduced as new County Liaison to the COP Board.
- AGM completed; two director positions filled (no vote required).
- Annual \$1 membership fee eliminated.
- Event security services to continue on a case-by-case basis.

- Members encouraged to complete ProTect and ProServe training.
- Approved purchase of 10 replacement security vests (5 S/M, 5 L/XL).

RCMP Update – Cpl. Stephen Cunningham

- Smoky Lake Detachment staffing: 4 Constables, 1 Corporal, 1 Commander.
- Emphasis placed on strengthening the RCMP–COP partnership.
- Recent incidents included:
 - Break and enters at lake lots
 - Fuel theft at EMCOM site (Hwy 36 & 28)
 - 9 storm-related collisions (minor)
 - Major hijacking case (Edmonton–Vilna connection)
- Fire investigation ongoing; three individuals charged.
- Increased use of drones and technology to improve response times.
- Overall 5-year crime trend shows a decline, though seasonal and rural thefts remain a concern.

Lake Lot Registration Project

- Registry being developed for seasonal properties to support patrol visibility and response efficiency.
- Promotion planned through June tax mail-out.

Riverland Recreational Trail Society Presentation

- Established 1994; expanded 1999 through Trans Canada Trail integration.
- Approx. 24,000 users annually (preliminary data).
- \$200,000 Municipal Alberta Community Partnership Grant with Binney Engineering.
- 9 community consultation staging areas being scheduled.
- Tourism signage approved near Beaver River Trestle.
- Trestle repair partially funded through Trans Canada Trail grant.

- 10 certified chainsaw leaders available; increased volunteer recruitment needed.
- Long-term vision includes planting 25,000 trees along the trail.
- South Athabasca access discussions ongoing; consultation with Province pending.

2. Governance & Regional Engagement

- Participated in CAO candidate shortlisting and interviews.
- Attended Joint Alberta Emergency Management training to reinforce Council's governance role in emergency preparedness and response.
- Continued intermunicipal collaboration through Northeast Municipal Corridors and Highway 28/63 meetings.
- Participation in ASB and Committee of the Whole meetings supported operational oversight and strategic planning.

Community & Stakeholder Engagement

- Active participation in Citizens on Patrol, maintaining collaborative relationships with RCMP, Fire Services, and regional partners to enhance community safety and visibility.
- Engagement with the Riverland Recreational Trail Society supports regional tourism, volunteer development, and infrastructure planning.
- Participation in youth civic engagement through the H.A. Kostash Grade 6 field trip, promoting understanding of municipal governance.
- Ongoing intergovernmental engagement through Municipal Corridors, Highway 28/63 Commission, Alberta HUB, and emergency management training, maintaining strong working relationships across municipalities and provincial partners.

Conferences, Training & Professional Development

- **Joint Alberta Emergency Management Agency Training**
 - Reinforced Council's governance role during emergencies.

- Emphasized coordination, communication, and intergovernmental collaboration.
- **Agricultural Service Board (ASB) Meeting**
 - Continued oversight of agricultural services, rural safety, and land stewardship initiatives.

Requests, Follow-Up Items & Emerging Issues

1. Purchase and distribution of new COP security vests.
2. Circulation of ProTect and ProServe training information to COP members.
3. Promotion of Lake Lot Registry in June tax mail-out.
4. Recruitment of Zone 5 representative for COP Board.
5. Support letters requested regarding Hwy 28/660 waterline issue (deadline end of February).
6. Continued monitoring of rural theft trends and RCMP collaboration.

Summary

1. Introduced as County Liaison to Citizens on Patrol.
2. Participated in CAO recruitment and emergency management training.
3. Strengthened intermunicipal and provincial relationships.
4. Supported regional tourism and trail development initiatives.
5. Continued focus on rural crime awareness and community safety partnerships.



Councillor Report

Division: 2

Councillor: Dave Kully

Reporting Period: January 23, 2026 – February 18, 2026

Council Meeting Date: February 26, 2026

Meetings, Events & Engagements Attended

1. January 23, 2026 – Participated in shortlisting Chief Administrative Officer (CAO) candidates for interviews
2. January 27, 2026 – Regular County Council Meeting and CAO Candidate Interviews
3. January 29, 2026 – Joint Alberta Emergency Management Training for Councils
4. January 30, 2026 – Alberta HUB Regional Meeting (Kitscoty)
5. February 3, 2026 – Agricultural Service Board (ASB) Meeting
6. February 5, 2026 – Committee of the Whole Meeting
7. February 11, 2026 – H.A. Kostash School Grade 6 Mock Bylaw Hearin

Key Highlights, Issues & Updates

1. Participation in the CAO recruitment process, including shortlisting and interviews, supported Council's leadership transition and organizational continuity.
2. Attendance at the Joint Alberta Emergency Management Training Reinforced Council's understanding of governance roles during emergency response and preparedness planning.
3. Ongoing engagement at regional meetings (RMA District 5, Alberta HUB, Joint Municipalities, Municipal Corridors) emphasized transportation corridors, economic development, emergency management, and intermunicipal collaboration.

3. Community & Stakeholder Engagement

1. Participation in the Grade 6 Mock Bylaw Hearing at H.A. Kostash School supported youth engagement and civic education, providing students with a practical understanding of municipal governance and Council decision-making processes.
2. Attendance at the Agricultural Service Board (ASB) Meeting and ASB Convention supported collaboration with agricultural producers and regional partners, maintaining strong working relationships within the agricultural community.
3. Participation in the Joint Alberta Emergency Management Training reinforced Council's governance role during emergencies and strengthened intermunicipal cooperation and coordinated response planning.



4. Attendance at the Alberta HUB Regional Meeting continued Smoky Lake County's involvement in regional economic and infrastructure discussions, maintaining intergovernmental relationships and collaborative advocacy efforts across municipalities.

4. Conferences, Training & Professional Development

1. Joint Alberta Emergency Management Training – January 29, 2026

Reinforced Council's role in governance, policy direction, and communication during emergency events.

Highlighted the importance of coordinated planning and regional partnerships.

5. Requests, Follow-Up Items & Emerging Issues

1. No formal requests for Administration at this time.

6. Summary (Optional but Recommended)

- Active participation in Council governance, CAO recruitment, and regional collaboration initiatives.
- Continued professional development in agriculture and emergency management.
- Ongoing engagement in intermunicipal and regional strategic discussions.



Councillor Report

Division: Five

Councillor: Jered Serben

Reporting Period: January 28th – February 17th

Council Meeting Date: February 26th, 2026

Meetings, Events & Engagements Attended

February 9th

Smoky Lake Agricultural Society

- MLA Glenn Van Dijken attended the meeting (I arranged this). The member commended volunteers on their achievements (including the selfless arrangement and hosting of STARS that raised \$300,000+ over a few years. Smoky Lake Ag. Society has their logo on a STARS air ambulance recognizing this), their continued efforts maintaining and growing the facility and, creating a hub for families activities including, but not limited to, hockey
- Discussion of up - and - coming capital projects:
 - Ice surface chiller upgrade, approximate cost \$250,000
 - Ice surface dehumidifier, approximate cost \$80,000
 - Additional dressing rooms and upgrading original rooms, potential cost \$250,000
 - Washroom floors, Men's and women's and, the RV park washrooms, approximate cost \$30,000
 - MLA Van Dijken wrote notes
- Annual hockey tournament fundraiser was held on February 14th weekend
- Operating funds approximately \$300,000, enough to operate the facility for 2 years
- Preliminary fundraising plans for facility operations
- Discussion with MLA Van Dijken re: Casino fundraisers
- Re: requesting the town and county to clear their parking lot snow as required

Meetings and engagements attended

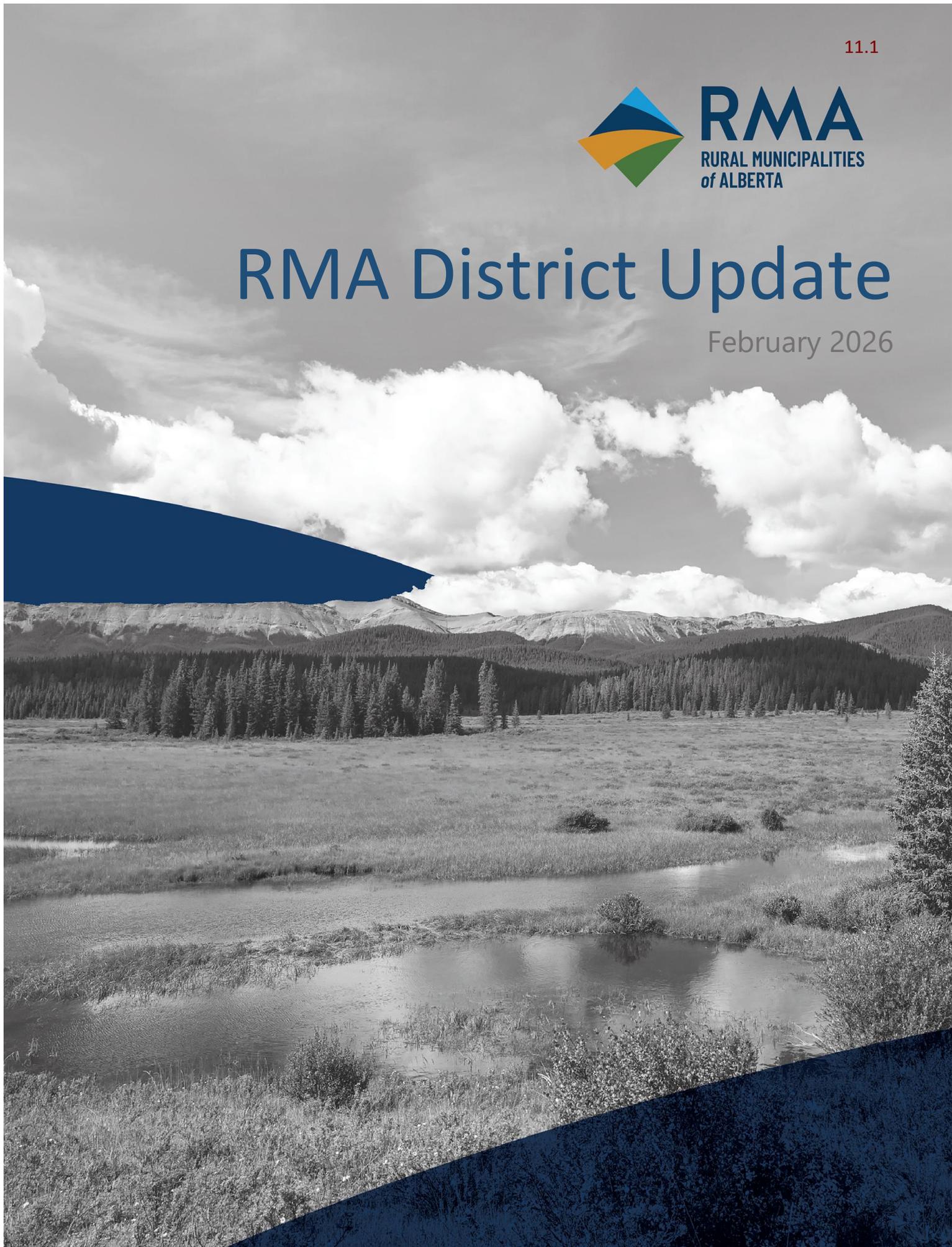
- Joint Alberta Emergency Management Training, January 29th, Smoky Lake Curling Rink
- Committee of the Whole, February 5th, Council Chambers
- H. A. Kostash school visit and mock – bylaw, February 11th, Council Chambers
- H. A. Kostash school Council Meeting, February 6th, H. A. K school



RMA
RURAL MUNICIPALITIES
of ALBERTA

RMA District Update

February 2026



Register Today for RMA's Spring 2026 Convention

RMA's upcoming [Spring Convention](#) will be hosted at the Edmonton Convention Centre from March 16 to 18, 2026. The convention gives members a great opportunity to participate in workshops and plenary sessions and hear directly from provincial decision-makers during the ministerial forum.

A [draft agenda](#) is now available and will be updated in the coming weeks. [Register today](#) to get your fix of policy discussion, education, and networking!

Infrastructure Deficit Campaign

Over the past several years, limited provincial investment and growing pressures on municipal budgets have contributed to a steady decline in the condition of rural Alberta's transportation and utility networks. As these assets age, the risks grow; industries are facing higher costs and reduced reliability in moving goods and accessing resources, and rural residents are encountering increasing uncertainty around the roads, bridges, and water systems they rely on every day.

In 2024, RMA released a series of [Rural Municipal Infrastructure Deficit Project \(RMIDP\) reports](#) to quantify the scale of this challenge. The findings made clear that Alberta is facing a significant investment gap, with an infrastructure deficit exceeding \$17 billion in 2023 that was projected to surpass \$25 billion by 2025 without a shift toward long-term, strategic provincial investment. These findings underscored the need for a coordinated approach that treats rural infrastructure as a core economic asset.

To advance work on this important file, [RMA announced](#) a five-week advocacy campaign at the Fall 2025 Convention, titled [Closing the Gap: The Rural Infrastructure Funding Deficit](#), which set out to translate the RMIDP findings into a clear call for strategic provincial investment in essential rural infrastructure, the modernization of allocation models to reflect rural cost drivers, and a commitment to long-term investment planning that supports Alberta's economic competitiveness.

Since its release on January 9, each week of the Closing the Gap campaign has explored a different dimension of the issue. From the widening deficit and investment gap, to the economic importance of rural transportation networks, to the need for resilient, future-ready infrastructure and sustainable long-term investment models, the campaign has underscored a central message: Alberta's long-term prosperity depends on stable, predictable, and strategically aligned provincial investment in rural infrastructure.

Throughout this campaign, RMA has reinforced the notion that provincial investment in rural infrastructure is not about increasing municipal revenue, and that the rural infrastructure deficit is not a local cost. Rather, rural infrastructure is one of Alberta's most important economic investments and is essential to safeguard Alberta's economy, support the industries that rely on rural transportation networks, and ensure these essential infrastructure assets remain reliable for decades to come.

Property Tax Accountability Strategy

The Property Tax Accountability Strategy (PTAS) Working Group is now in the process of developing its final report. At the January 27 meeting, members reviewed and indicated general support for a full set of recommendations informed by work since the group first met in July 2025, including presentations, legislative and regulatory analysis, data review, and technical discussions.

Given this, the Working Group is now focused on refining the recommendations and drafting the PTAS report. This report fulfills one of the working group's key objectives – Public Accountability – which calls for a transparent, publicly accessible document outlining the recommendations, an implementation strategy, and a monitoring framework to support ongoing accountability and periodic review.

The draft report will bring together the Working Group's analysis and discussions to date, provide context for each recommendation, and outline practical for implementation and long-term monitoring. The Working Group plans to review the first draft of the final report at its February meeting.

The group remains on track to release the final report in early to mid-2026, and RMA will continue to update members as the work continues.

Police Funding Model

The new Police Funding Model was released on December 18, 2025. This new model introduces several significant changes, most notably regarding municipal contributions. Frontline policing costs will now be calculated using actual frontline policing costs from the previous fiscal year, replacing the fixed baseline cost that was previously in place. This creates major risks to municipality's ability to accurately and sustainably create budgets. The higher cost to the PFM also ignores the inclusion of any mechanisms that link increased municipal contributions to improved service levels, enhanced local input, or greater transparency in data reporting.

While many details of the new PFM are currently unknown, RMA sent a Member Resource directly to Mayors, Reeves, and CAOs to help equip rural municipalities with a better understanding of the impacts the new model may have. Please reach out to RMA's Policy and Advocacy team if you did not receive the resource. This Member Resource focuses on two key advocacy priorities, including:

- ◆ The PFM continues to be a download onto municipalities rather than a provincial-municipal partnership that enhances local input and service levels.
- ◆ The PFM creates unsustainable and unpredictable cost increases that will be detrimental to municipalities.

RMA is in the process of developing a guide for supporting members' direct advocacy regarding changes to the PFM. Stay tuned for this!

Regional Advisory Councils

RMA met with the Government of Alberta staff to discuss the implementation of the new [Regional Advisory Councils](#). These 14 Regional Advisory Councils are largely comprised of health care professionals, municipally

elected representatives, and community leaders and are intended to identify health care issues and solutions in their region. RMA is in the process of working with these Regional Advisory Councils to identify areas for collaboration and engagement. Watch for future updates on this work.

To get in contact with a Regional Advisory Council, please reach out to Health.RAC@gov.ab.ca.

Position Statements

RMA takes pride in representing the rural municipal perspective to provincial and federal decision-makers, industry, and other stakeholders, and regularly updates key advocacy resources to help members stay informed about current priorities and engagement with government and industry on emerging issues. One tool that supports this work is RMA's set of [Position Statements](#), which outline the RMA's stance on key policy areas and help guide the Policy and Advocacy team's efforts. These documents are reviewed and approved by the RMA Board twice per year.

Previously, the statements were broader and attempted to capture the full range of issues that were facing rural municipalities. For 2026, the RMA has made significant improvements to the [Position Statements](#), which are now focused on RMA's priority advocacy areas, offer a more concise snapshot of where the RMA is directing its efforts, and allow for a broad overview of the RMA's advocacy priorities as defined by member resolutions and emerging issues. This shift does not diminish the importance of other rural municipal issues that the RMA continues to work on; rather, it ensures that the Position Statements remain clear, focused, and aligned with the most pressing of advocacy needs.

The RMA encourages members to review Position Statements and use them as a resource for local advocacy efforts. Volume One of the RMA's refreshed 2026 Position Statements can be viewed at the links below:

- ◆ [Community and People Services](#)
- ◆ [Rural Industry and Economic Development](#)
- ◆ [Rural Landscapes](#)
- ◆ [Transportation and Municipal Infrastructure](#)
- ◆ [Municipal Finance](#)
- ◆ [Municipal Governance](#)
- ◆ [Municipal Planning and Development](#)

If more information is needed on a certain issue, please search for related resolutions on the [RMA's Resolution Database](#) or contact the advocacy team member listed in each position statement category to discuss.

Resolution Highlight – 9-25S: Water and Wastewater System Funding

RMA members passed Resolution 9-25S, which calls on the Government of Alberta (GOA) to restore Water for Life funding levels and expand eligibility to include the replacement and maintenance of water and wastewater distribution systems.

The recent watermain break in Calgary reinforced what rural municipalities have been experiencing for years: Alberta's water and wastewater infrastructure is aging, demand is increasing, and [available funding is not keeping pace with the cost of repair](#), replacement, and long-term sustainability. For rural communities, where

smaller tax bases already stretch to cover essential services, inadequate water infrastructure funding poses serious risks to public health, environmental stewardship, and economic viability.

Despite recognition of the issue, the GOA has failed to meet the resolutions intent, leaving many rural municipalities to face unaffordable costs for critical infrastructure.

RMA has and will continue to advocate for funding models that reflect the unique challenges of rural Alberta – aging systems, dispersed populations, and limited fiscal resources – including active engagement in provincial water policy reform. RMA participated in the GOA Water Availability Engagement, and continues to analyze the significant changes to Alberta’s water licensing and management framework introduced by Bill 7 – the [Water Amendment Act](#).

While RMA supports efforts to streamline processes and improve water availability, there is also a need for clear definitions, stronger safeguards, transparent data, and meaningful consultation with municipal stakeholders – particularly where changes may affect environmental protection, inter-basin transfers, or municipal water security. RMA remains concerned about potential unintended consequences related to cumulative environmental impacts, spread of invasive species, and unequitable license prioritization.

RMA will continue to advocate for sustainable, long-term investment in water and wastewater infrastructure, timely and transparent water licensing processes, and collaborative water management that balances economic development with environmental stewardship. RMA remains focused on protecting rural communities’ access to safe and reliable water, and ensuring that municipalities are treated as essential partners in Alberta’s water future.

EOEP Update

The Elected Officials Education Program (EOEP) is jointly owned and operated by the RMA and Alberta Municipalities (ABmunis). The EOEP was formed in 2007 to provide Alberta’s municipal elected officials with professional development opportunities and ensure that they are well-positioned to serve their communities effectively.

The full 2025 EOEP course schedule is now available [online](#).

There are three courses being held at the RMA Convention on March 16, 2026:

- ◆ Service Delivery
- ◆ Strategic Planning
- ◆ Land Use Planning

Registration for these courses is available through the [RMA Convention registration portal](#). Please note that these courses are open to all elected officials regardless of convention registration.

As a reminder, participants who complete all seven core EOEP courses will earn their [Municipal Elected Leaders Certificate](#) (MELC), which is offered in coordination with the University of Alberta’s Augustana Campus.

RMA members interested in completing the MELC in 2 years are encouraged to reference the “[Course Roadmap](#)” for the quickest way to succeed!

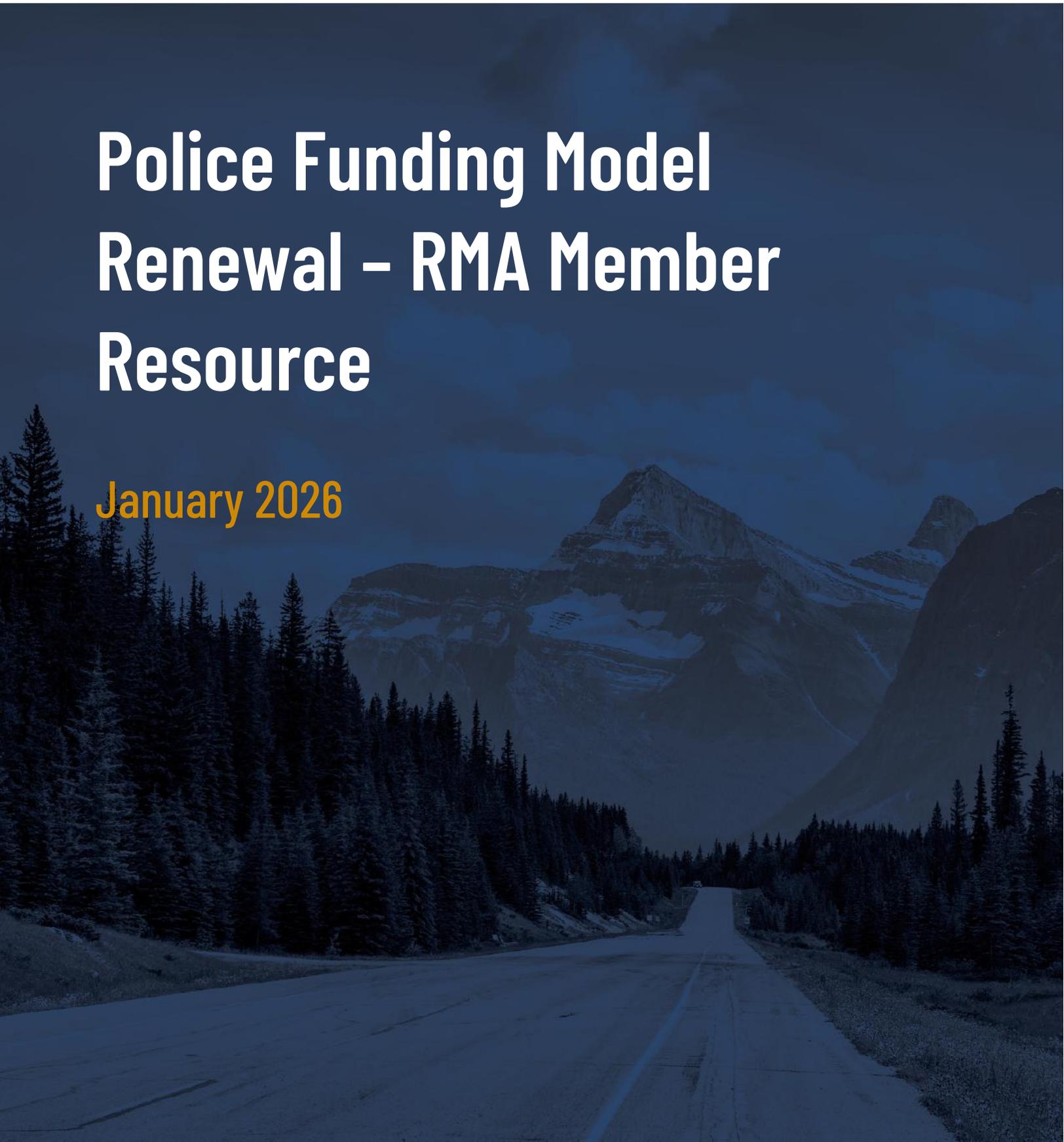
RMA Communications

Communicating with members is an essential role of the RMA, both to share information and to obtain member input. To ensure that you receive the most up to date information, please [subscribe to the Contact newsletter](#). Contact is distributed weekly and includes important member bulletins, announcements, and links to news articles that may be of interest to Alberta's municipalities. [Trader](#) is the monthly Canoe newsletter sharing news about procurement services available to members and updates from approved suppliers.

We are also active on social media! Follow us on X [@RuralMA](#), [LinkedIn](#), and [Facebook](#).

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	◆ 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?
<p>Reduction of equalized assessment weighting</p>	<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?
<p>Introduction of weighted occurrence</p>	<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?
<p>Removal of Crime Severity Index</p>	<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?
<p>Change in shadow population approach</p>	<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?
<p>Addition of vacancy subsidy</p>	<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?
<p>Addition of population density subsidy</p>	<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?
<p>Commitment to annual public reporting</p>	<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,

	<p>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>	<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
<p>A defined portion of funds contributed through the PFM must be used to fund frontline positions serving the municipalities that contribute to the PFM</p>	<p>No</p>	<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>

<p>Municipal contribution rates must be directly linked to reaching and maintaining a defined level of service that meets local needs</p>	<p>No</p>	<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>
<p>Significantly reduce the weighting of or eliminate the use of equalized assessment in the PFM contribution formula</p>	<p>Partially</p>	<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>
<p>Include population density as a factor within the PFM contribution formula</p>	<p>Yes</p>	<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>
<p>Utilize crime severity index data to drive investment in service level enhancements in communities that most require them</p>	<p>No</p>	<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>

<p>Establish a legislative mechanism to ensure that the Provincial Police Advisory Board regularly engages with and shares information with local police committees</p>	<p>No</p>	<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>
<p>Legislatively require that PPSA municipalities receive an annual report on local service levels and use of their PFM contributions</p>	<p>Partially</p>	<p>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.</p>
<p>The <i>Municipal Government Act</i> must be amended to designate the PFM levy as a requisition</p>	<p>No</p>	<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.

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.

2026 Police Funding Model – Member Advocacy Guide

RMA is strongly encouraging members to clearly communicate to local MLAs and other key government contacts the local fiscal and service delivery impacts of the Police Funding Model (PFM). As frontline policing costs continue to rise, it is increasingly important that the Government of Alberta (GOA) understands two key issues:

- ◆ The fiscal impacts of these changes for rural municipalities. Significant increases in PFM costs in 2026, as well as annually until 2031, have been implemented without consideration of broader municipal fiscal challenges, grant reductions, and downloads.
- ◆ The continued disconnect between PFM cost contribution requirements, local service levels, and municipal input into local policing. The continued lack of accountability to municipalities as a significant funder of police services is unacceptable and reflects a download of service costs.

The following sections are intended to help articulate the local impacts that the PFM will have on each municipality. Please use this guide as a starting point to present municipal-specific data, outline service impacts, and frame key messaging that will influence the GOA. For details on the PFM changes, please see RMA's member resource.

Advocacy Considerations

RMA Key Messaging

The following messaging captures RMA's priorities through the PFM engagement process and in advocating for changes to the new model. RMA encourages members to consider these points as issues that may align with your municipality's specific concerns as you move forward with your own advocacy:

- ◆ 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.

Estimated Cost Increases

The GOA has indicated that the base cost of frontline policing is expected to rise by approximately 8% per year. This projection is based on the estimated total cost of frontline policing in 2025, which the GOA has identified as \$380.5 million. However, there is still little transparency regarding the data sources, cost drivers, or methodology used to calculate this annual increase. As a result, municipalities currently lack the information needed to fully understand the assumptions behind the projected escalation in policing costs.

Municipalities can request a preliminary estimate from the GOA that shows a five-year cost breakdown specific to the municipality. RMA strongly recommends members to request this estimate. If you have not requested this estimate, you can do so by contacting abpfm@gov.ab.ca. Insert the following in the Subject line: **Request for PFM Preliminary Estimate**.

Include the following information:

- ◆ Designated municipal contact name and title (an alternate if applicable)
- ◆ Direct phone number
- ◆ Email address

It is important to note that although these estimates are meant to be used to assist with the municipal budget process for PFM costs moving forward, there are many aspects to the PFM formula that cannot be fully accounted for at this point. For example, weighted occurrences/calls for services data is not currently being collected at the municipal level. Accurate data for this aspect of the PFM formula will take careful calculation and consideration.

Although this data may not reflect the actual costs that your municipality will face through the PFM, receiving this information from the GOA will be the first step in understanding budget implications on your municipality going forward.

Impacts on Municipality

Increased and unpredictable PFM costs will have varying impacts on municipalities. The financial pressures, service implications, and long-term sustainability concerns differ widely across rural Alberta. It is important that the GOA hears directly from municipalities about these impacts.

To support advocacy efforts, the following questions can help guide the development of municipal communications to the GOA. These prompts are intended to help municipalities frame the issue in letters, submissions, or discussions with government contacts. RMA does not recommend using the actual questions as a basis for a letter or other communication, but rather as an internal resource to guide position development.

- ◆ What is your municipality's estimated PFM payment and how does it differ from the amount paid in previous years?
- ◆ What percentage of your total municipal budget is now allocated to policing?
- ◆ Are there concerns about the accuracy or transparency of the preliminary cost estimates?
- ◆ What overall impacts will rising PFM costs have on your municipality?
- ◆ Will your municipality have to raise taxes for residents to support funding the PFM?
- ◆ Will your municipality have to decrease/cut other important services to pay for the PFM? If so, what are these services and what effect will this have on your residents?
- ◆ Has the PFM resulted in any noticeable changes to the level of policing service in your community?
- ◆ Is the current PFM sustainable for your municipality over the next five years and beyond?
- ◆ What specific changes would your municipality recommend in relation to the PFM?
- ◆ What information or transparency do you need from the GOA to better understand your costs?

PFM as a Requisition

In Fall 2024, RMA members passed "[Resolution 4-24F: Amend Municipal Government Act to Designate Police Funding Model Levy as Requisition](#)," which calls for the GOA to legislate a municipality's ability to list the PFM as a requisition on tax notices and in bylaws to promote transparency and provide consistency in relation to public disclosures of other required requisitions.

Currently, municipalities are required to contribute to the PFM, but the funding is collected without clear visibility to residents on their property tax notices. By amending Section 326(1) of the MGA, municipalities would gain the authority to clearly list the PFM levy as a separate requisition on tax notices, ensuring that residents understand exactly how much they are contributing to provincial policing services.

This is an important issue to maintain momentum on, as municipalities/taxpayers are paying for this service that they do not control. Because frontline policing staffing levels, operational decisions, deployment, and service standards are all at the discretion of the province, this expense inherently functions as a requisition already.

These costs are unpredictable and driven by provincial decisions, and should be labeled as such. Not only will this require the province to clearly identify the costs associated with the PFM, but it will also give clarity on how the amount was calculated, provide annual updates, and justify any increases made to PFM cost contributions. A requisition structure forces a higher level of transparency and accountability that should continue to be advocated for by members going forward.

Reach Out

By using the above information, as well as earlier RMA positions and guides, RMA is encouraging all members to reach out to the following people to share their municipality's concerns with the PFM and the effects it will have on their municipality:

- ◆ The PFM is administered by Alberta Public Safety and Emergency Services. However, increased PFM costs have broad municipal impacts. RMA is encouraging members to reach out with their concerns and request support from Minister of Municipal Affairs, Dan Williams (MA.Minister@gov.ab.ca).
- ◆ RMA encourages municipalities to contact their local [MLAs](#) to discuss PFM impacts and recommendations for change. To better understand the impact that the PFM will directly have on members, RMA is encouraging all communications to the GOA regarding the PFM to also be sent to RMA by cc-ing RMA President Kara Westerlund (kwesterlund@rmalberta.com).
- ◆ For information on how increased PFM funds may be used locally, RMA is encouraging members to reach out to the RCMP directly, at both the detachment and "K" Division level. This may assist with comparing actual service levels with municipal funding contributions, and provide an understanding of the aspects of frontline policing within the GOA's and RCMP's control.
- ◆ RMA has received preliminary five-year estimates from several members. Based on these, each municipality's annual estimated increase differs significantly and without explanation. To better understand these cost differences, RMA is requesting that all members send these preliminary estimates directly to Kallie Wischoff, RMA Policy Advisor at kallie@rmalberta.com.

Chyenne Shaw

From: Wyatt Skovron <wyatt@RMAAlberta.com>
Sent: February 2, 2026 1:56 PM
Subject: RMA Police Funding Model Member Advocacy Guide
Attachments: 02 02 26 PFM Member Advocacy.pdf; 01 12 26 PFM Member Resource.pdf; 01 12 26 RMA PFM One-Pager.pdf

Hello RMA mayors/reeves and CAOs,

Please forward this email to councillors and relevant staff

As you know, the Police Funding Model (PFM) is set to renew on April 1, 2026. The new PFM presents increasing and unpredictable costs with no guarantees of higher service levels, increased accountability, or greater local input. RMA continues to seek changes to the changes – but we need your help.

RMA has created a PFM Member Advocacy Guide to assist members with their own advocacy on this issue. We encourage you to use the information in the Advocacy Guide to tell your local story of the impacts that the PFM will have on your municipality. Sharing this information will help shed light on the significant impacts these costs will have on rural municipalities and hopefully lead to change before it is fully implemented.

There continues to be uncertainty surrounding many details of the PFM formula and RMA continues to seek these answers. As previously noted, RMA is also hopeful to meet with the Minister of Public Safety and Emergency Services to better understand the changes to the PFM and advocate for measures to mitigate fiscal and service delivery impacts on RMA members.

The PFM Member Advocacy Guide is attached for your use. Also included is the PFM Member Resource and One-Pager that were previously shared, which we encourage you to reference to understand the changes being made to the PFM and how they may impact your municipality. In addition to meeting with your MLA, **RMA is also requesting that all municipalities contact ministry to staff to request an estimate of the costs under the new model for your municipality, and to share the estimate with RMA by sending to policy advisor Kallie Wischoff (kallie@RMAAlberta.com)**. Please see the advocacy guide for more details.

Thanks,



Wyatt Skovron

General Manager of Policy and Advocacy

Policy and Advocacy | Rural Municipalities of Alberta

 O: 780.955.4096 | C: 780.292.1104

 rmaalberta.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.

Renewed Police Funding Model Preliminary 5-year Estimate for Smoky Lake County

Thank you for connecting with the Police Funding Model team and for providing a designated contact to receive your estimated municipal contributions under the renewed Police Funding Model (PFM). Based on the most recent data available to the ministry, we have prepared a preliminary five-year estimate to assist with your municipal budget process for PFM costs moving forward, effective April 1, 2026.

It is important to note that the estimate provided is an approximation. Final amounts payable under the renewed PFM will be based on current data when calculations are completed each March.

Fiscal year	Percentage	Municipal Share before modifiers
2026–27	22%	\$224,941.71
2027–28	24%	\$265,022.24
2028–29	26%	\$336,411.83
2029–30	28%	\$421,903.42
2030–31	30%	\$559,090.44

Important Notes:

- This preliminary estimate for Smoky Lake County is provided for budget planning purposes only.
- All figures are subject to revision.
- Base cost calculations are derived from 2024–25 PPSA frontline policing actuals, with an assumed year-over-year increase of 8% applied to PPSA frontline policing costs.
- The five-year projection is based on Municipal Affairs 2024–25 population data, equalized assessment values, preliminary RCMP occurrence statistics, and RCMP hard vacancy rates. Final invoiced amounts will reflect updated data as it becomes available.
- Modifications to the base formula will be implemented in phases: the weighted occurrences factor will take effect on April 1, 2028, with full model implementation completed by April 1, 2030.

Please contact the PFM team at abpfm@gov.ab.ca if you require any clarification regarding these estimates.

15th Annual Alberta CARE Spring Seminar

March 18th - March 20th
2026

Accommodations

Heritage Inn Hotel and
Convention Centre
1217 2nd Street West
Brooks, Alberta

Group Reservation: Alberta CARE



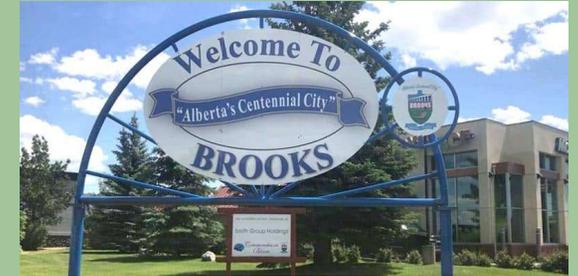
Downtown Brooks



15th Annual Alberta CARE Spring Seminar

March 18th - March 20th
2026

Heritage Inn Hotel and Convention Centre
1217 2nd Street West
Brooks, Alberta



Newell Lake



Dinosaur Provincial Park

Please forward registrations & payment to:
ALBERTA C.A.R.E.
Linda McDonald, Executive Director
5212-49 Street
Leduc, AB T9E 7H5
Cell: 780-668-6767
Email: executivedirector@albertacare.org
Web: www.albertacare.org

Who Should Attend?

- Municipal Elected Officials
- Waste Commission Managers
- Landfill Operators
- Public Works Employees
- Eco Centre Employees
- Alberta Recycling Associations
- Alberta Landfill Engineers
- Waste Management Vendors
- Waste Disposal Companies
- School Boards, Education Facilitators
- Anyone interested in Reusing, Reducing, Recycling and Recovery

Silent Auction
Going once...
Going twice...

Ends March 19/26
at 8:00 p.m.

Wednesday March 18th

- 9:00 a.m.- 5:00 p.m. Registration and Exhibit Set Up
- 11:00 a.m. - NOON Lunch and Refreshments
- 1:00 p.m. TOUR #1
 - Newell Regional Waste Landfill and Pivot Spirits, Rolling Hills, AB *(Buses provided)*
- 5:00 p.m. COCKTAILS (Cash Bar)
- 6:00 p.m. Welcoming Remarks from the Mayor of City of Brooks
Welcoming Remarks from the Reeve of County of Newell
- 6:30 p.m. **BUFFET BANQUET**



Newell Regional Solid Waste Authority



Thursday, March 19th

- 7:00 a.m. Exhibit Viewing & Buffet Breakfast
- 8:15 a.m. Welcome – Rob Smith, Chairman of Alberta CARE
- 8:30 a.m. Newell Landfill Disaster
Kendra Johnston , Newell Regional Waste Authority
- 9:15 a.m. Waste to Energy Project
Joint Presentations –Shawn McKay, Newell Regional Waste Authority and John Swain, Global Green
- 10:00 a.m. Tire-Derived Aggregate (TDA)
Pat Sliworsky, Alberta Recycling Management Authority
- 10:45 a.m. Beyond the Pile: Modern Composting Strategies to Overcome Contamination & Inefficiency in Rural Alberta
Roxanne Doerksen, Cyrus County
- NOON **BUFFET LUNCHEON**
- 1:00 p.m. Alberta Recycling Management Authority Update
Ed Gugenhiemer, CEO
- 1:45 p.m. Alberta CARE Delegates Round Table - Circular Materials
Chairman Rob Smith
- 3:00 p.m. Circular Materials Presentation
Blaire Gaalaas, Director of Circular Materials
- 5:00 p.m. Cocktails
- 6:30 p.m. **BUFFET BANQUET**
- 8:00 p.m. Silent Auction Ends

\$600.00 Registration Per Person
Register 3 or more Delegates
and receive a....
10% Discount!

**This Seminar is Alberta Environment approved
for 'Continuing Education Units'**

Friday, March 20th

- 7:00 a.m. Exhibit Viewing & Hot Buffet Breakfast
- 8:30 a.m. Landfill Waste Wood Management
Jim Donaldson, Canadian Wood Waste Recycling
- 9:15 a.m. Small Drones for Landfill Ownership
Associated Engineers (Calgary)
- 10:00 a.m. RCMP Crime Prevention Liaison for Alberta
K Division for Waste Management and Recycling Facilities
- 11:00 a.m. Closing Remarks - Rob Smith, Chairman of Alberta CARE *(Coffee Side Bar all Morning)*



JBS City Centre



Brooks Aqueduct

**Cancellation Deadline
March 13th 2026**

Printed on 100% Post-Consumer Recycled Paper



**ALBERTA Coordinated Action for
Recycling Enterprises (CARE)**

1-780-980-8089 Phone

Registration Form

ALBERTA CARE Spring Seminar 2026

March 18 to 20th, 2026
Heritage Inn Hotel and Convention Centre
1217 2nd Street West, Brooks, AB
Block of Room under Alberta CARE

Names: _____

Organization: _____

Address: _____

Email Address: _____ Phone: _____

NO CHARGE FOR TOURS

Please indicate the number attending Wednesday Tour #1 _____

Seminar Fee \$: 600.00 p.p \$ _____
LESS 10% (if 3 or more attend) \$ _____

GST \$ _____

Spouses or Guests attending meals:

Breakfast Buffet @ \$25.00 p.p. \$ _____
Luncheon @ 30 .00 p.p. \$ _____
Buffet @ 60.00 p.p. \$ _____

TOTAL \$ _____

MAIL PAYMENT OR EFT TO: Alberta CARE, 5212 49 Street, Leduc, Alberta T9E 7H5
EMAIL: executivedirector@albertacare.org or for information call Cell : 780-668-6767

Please indicate any food allergies: _____

Royal Canadian Mounted Police

Commanding Officer
Alberta



Gendarmerie royale du Canada

Commandant
de l'Alberta

11.4

February 4, 2026

Good day,

As we begin a new year, I would like to take the opportunity to share an update on the work the Alberta RCMP is doing to support safe, resilient communities across the province.

Like you, and the communities you serve, crime remains a primary concern for the Alberta RCMP. We recognize the significant impacts crime has on residents, businesses, and overall community well-being. Policing in Alberta presents unique and real challenges, including vast geographic areas, long response distances, and a relatively small number of repeat offenders who cause a disproportionate amount of harm. Addressing these challenges requires responses that are intelligence-led, fiscally responsible, and built on strong partnerships.

We remain focused on addressing crime through continual reassessment of operational approaches, responsible deployment of resources, and close collaboration with municipal and community partners. We also recognize the significant cost of policing for communities and remain committed to ensuring available resources are deployed strategically and efficiently to deliver effective policing services to Albertans.

As part of this commitment, we are investing in modernization initiatives, including the development of the Real-Time Operations Centre, the expansion of the Emergency Response Team, increased investigative capacity and resources focused on working in partnership with communities and government on prevention initiatives and address the root causes of crime.

I want to highlight for you some of the initiatives we have underway, some of the results we've realized and some of the opportunities we remain focused on.

Despite fiscal pressures, we continue to focus resources where they will have the greatest impact. One of our key strategies is concentrating on the relatively small number of offenders responsible for the greatest harm across the province through tracking and prioritizing the Top 100 offenders. Using data compiled from RCMP and municipal police services across Alberta our Strategic Research and Analysis Unit, has assessed nearly 100,000 unique offenders and ranked them to identify those causing the most significant harm. This intelligence directly informs the work of Crime Reduction Units located across the province that can be deployed where and when emerging crime trends demand to target those offenders causing the most harm. These units work in close coordination with local detachments and partner agencies, including municipal police services and Alberta Sheriffs.

We have countless examples of successful operations targeting property crime offenders across Alberta where significant seizures of stolen property including vehicles, ATV's heavy construction equipment, and copper wire, have been recovered and offenders have been arrested to face prosecution. This includes well coordinated investigations involving teams of investigators located strategically throughout the four districts working in concert and utilizing sophisticated investigative techniques and tools including the leveraging of cutting-edge surveillance assets from our federal RCMP partners.

We know that addiction to illicit drugs is a huge driver of the types of crime that victimize Albertans. To that end, we have also utilized enhanced investigative resources to compliment local detachments in combatting the drug trade in communities across the province. We have made significant seizures of fentanyl, methamphetamines, cocaine and illegal firearms in numerous investigations across the province. These successes impact the availability of these harmful drugs through disruption of supply and act as a deterrent by holding accountable those who are profiting from the distribution of substances that deprive Albertans of their safety and security.

We are embracing technology to make policing more effective, efficient, and safer for both the public and police. The policing landscape is changing; yesterday's solutions won't solve today's challenges. As such, modern policing requires that frontline officers be supported by layers of expertise, coordination, and technology. The Real-Time Operations Centre does exactly that and is a critical component of police modernization. Operating twenty-four hours a day, seven days a week, the Real-Time Operations Centre provides operational support to every Alberta RCMP officer in the province. It enhances officer and public safety, coordinates specialized resources, and ensures informed decision-making during complex and evolving incidents. For our officers, the Real-Time Operations Centre ensures they are never working alone, regardless of location. For Alberta communities, this means every officer on their street is supported by a robust network of specialized units ready to respond at any moment. Ratepayers aren't funding just one uniformed member, but a comprehensive system of expertise and technology working behind that officer to keep their community safe.

Advanced investigative resources and practices represent another essential component of modernized policing as do resources such as the Emergency Response Teams. Emergency Response Teams are teams of highly skilled and trained individuals, bringing together experienced members, specialized tactics, advanced technology, and trained negotiators as a complete operational package, essentially bringing the right resource to the most volatile and dangerous calls. Their role is to safely resolve high-risk incidents involving armed or barricaded individuals, hostage situations and high-risk arrests. By deploying the appropriate expertise, equipment, and techniques, Emergency Response Teams have consistently led to safer outcomes for community members, suspects, and police officers. Demand for these specialized responses has increased significantly, with a sixty-one per cent increase in calls requiring Emergency Response Team involvement over the past four years. In response we have increased our capacity in this area enhancing overall public safety throughout the province. These specialized units place the Alberta RCMP on the leading edge of modern policing in Canada and directly support community safety. Combined with the dedication of our employees and the partnership of the communities we serve, these efforts have helped reduce crime rates in Alberta to the lowest in five years.

We recognize that police visibility and staffing levels remain key concerns for our clients and stakeholders. We continue to focus on recruiting Albertans to serve Albertans, strengthening experienced police officer recruitment. Since April 1, 2024, we have seen 5,450 applications in Alberta and 22 Experienced Police Officers have joined the Alberta RCMP since April 1, 2025. While these recruiting numbers are encouraging, we recognize the ongoing urgency to fill vacancies which is why we continually look inward at our hiring processes to remove barriers, find efficiencies and ensure the most qualified applicants are finding their way to service in communities across Alberta as quickly as possible.

Like all police services, we experience short-term human resource pressures at frontline detachments and have developed several strategies that enable a flexible response to these pressures. We have established a Relief Team based out of Leduc and Cochrane that is comprised of 30 members who

support detachments throughout the province. Since the start of 2026, the Relief Team has deployed 34 times to various detachments in the province. In addition, we currently have 33 Reservists who are retired police officers available as and when required to deploy where the greatest needs are. This provides another option of flexible deployment of highly experienced resources.

We are continually assessing our service delivery models to ensure our resources are deployed in the most effective and efficient way. This includes assessing resource levels at detachments, monitoring our response times, reviewing and adapting our policies and piloting initiatives to improve member visibility in communities. Just recently, we approved a pilot project that leverages technology to reduce the administrative burden placed on our front-line members, so that they can spend more time engaged in proactive patrolling and community engagement.

We continually engage in consultation with our community partners and stakeholders to identify whether changes to service delivery are needed. We assess and discuss impacts with our stakeholders and prioritize flexibility to ensure we are responsive to community priorities and needs.

Municipal leadership plays a critical role in advocating for safer communities. Your collective voice—grounded in firsthand knowledge of how crime affects residents, businesses, and community well-being—is essential in advancing meaningful change related to bail practices and court capacity.

I would like to highlight some of the broader challenges we encounter in this space.

First, let me share an example of a single prolific offender whose repeated releases resulted in significant harm across multiple communities:

- In February 2025, he committed a firearm-related robbery and stole a vehicle containing a one-year-old child, receiving a 90-day sentence.
- In June 2025, he was sentenced to 21 days time served after being located in a stolen vehicle.
- In July 2025, he was arrested again in a stolen vehicle, charged with 11 offences, and released on bail with conditions.
- In September 2025, he pled guilty to theft under \$5,000 and served 30 days.
- In November 2025, he rammed an unmarked police vehicle with a stolen vehicle and was taken into custody.
- He now faces 11 charges, including failure to comply and assaulting a police officer with a weapon, and remains in custody.

This individual committed offences across Stony Plain, Spruce Grove, Parkland County, Lac Ste. Anne County, and Sturgeon County. His apprehension was the result of coordinated efforts between the Central Alberta District Crime Reduction Unit, a Community Response Team, and Parkland Detachment resources.

Examples such as this are not isolated. They demonstrate how a single prolific offender, repeatedly released back into the community, can cause significant harm to multiple municipalities in a short period of time. These cases underscore rural Albertans' concerns around repeat offending, bail, and court capacity.

We work closely with Crown Prosecutors to address repeat offending by ensuring priority offenders are supported by comprehensive bail packages that clearly outline criminal history, risk to public safety, and the broader community impacts of continued release. We also actively support the use of Community

Impact Statements, which allow communities and municipal leaders to articulate the cumulative harm crime causes beyond individual victims.

We remain compassionate toward individuals experiencing mental health challenges, addictions, and social vulnerability, and we continue to support partnerships that improve access to treatment and recovery services. This requires that adequate treatment be available and accessible. At the same time, there *are* individuals whose repeated, violent, or high-risk behaviour necessitates incarceration. Some people simply need to go to jail in order to protect the public and prevent further victimization.

Court capacity remains a significant challenge across the province, especially in rural Alberta. Limited court time, shortages of judges and clerks, and resulting delays undermine the effectiveness of the justice system. We will continue to advocate for improvements through multiple forums, consistently raising the impacts these pressures have on victims, communities, and frontline policing.

When policing data, operational experience, and municipal advocacy align, they provide a powerful foundation for justice system reform. Effective crime reduction cannot be achieved by policing alone. Long-term success depends on strong partnerships with municipalities, community organizations, government, and social service providers. We value our relationship with you and those you represent and recognize the essential role you play in shaping community safety priorities.

Modernization, fiscal responsibility, and collaboration will continue to guide our efforts. We are committed to leveraging technology, applying best practices, and deploying the right resources in the right places to support shared public safety goals.

Effective policing depends on strong partnerships, and I want to assure you that we remain committed to working closely with elected officials, municipal administrators, and community leaders to ensure policing services align with local priorities and needs. That is why I encourage you to reach out to your local Detachment Commander to discuss your policing services and explore opportunities to strengthen collaboration in support of your community priorities.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Trevor Daroux', with a stylized flourish extending to the right.

Trevor Daroux
Deputy Commissioner
Commanding Officer Alberta RCMP

111140 - 109 Street
Edmonton, AB T5G 2T4

Telephone: 780-412-5444
Fax: 780-412-5445

Dear Reeve Lukinuk,

On behalf of the National Police Federation (NPF), we are pleased to share that the Federal Minister of Public Safety has confirmed once again the Government of Canada's ongoing commitment to RCMP contract policing in provinces and municipalities beyond 2032.

Please see a [statement from the NPF](#) highlighting the significance of this confirmation and the certainty it provides to contract partners for public safety planning purposes going forward.

The NPF has been actively working with all levels of government to demonstrate our Members' world-class policing service and to seek clarity on the future of contract policing beyond 2032. This confirmation is welcome news, verifying the expert local policing services the RCMP provides which provinces and municipalities can continue to rely on in the years ahead.

Should you have any questions or like additional information, please feel free to contact the NPF at GVTRelations@npf-fpn.com.

Sincerely,

Maryanne King

Advisor, Government Relations | Conseiller, relations gouvernementales

Pronouns: She/Her

National Police Federation | Fédération de la Police Nationale

(587) 672-0695

npf-fpn.com

**NATIONAL
POLICE
FEDERATION**



**FÉDÉRATION
DE LA POLICE
NATIONALE**™



The mission of the National Police Federation is to provide strong, professional, fair and progressive representation to protect the rights of RCMP Members. La mission de la Fédération de la police nationale est de fournir une représentation forte, professionnelle et progressive afin de promouvoir et faire avancer les droits des Membres de la GRC.

This email may contain PRIVILEGED AND/OR CONFIDENTIAL INFORMATION intended only for the use of the addressee. If you are not the addressee or the person responsible for delivering it to the person to whom it was addressed, you may not copy or deliver it. If you receive this email by mistake, please immediately notify us.

Ce courriel peut contenir des informations CONFIDENTIELLES ET/OU PRIVILÉGIÉES exclusivement restreintes à l'usage du destinataire. Si vous n'êtes ni le/la destinataire, ni la personne responsable pour la livraison au/à la destinataire, il ne vous est pas permis d'acheminer ceci à toute autre personne. Si vous avez reçu ce courriel par erreur, nous vous serions reconnaissants de bien vouloir en faire part par téléphone ou courriel immédiatement.

Community Priorities Plan Leadership Invitation Letter

January 28, 2026

Dear Brenda Adamson and Council,

As Alberta's provincial police service, the RCMP is continually working to modernize and strengthen the way we partner with communities to address local public safety needs. This letter is being shared to provide early awareness of an upcoming change to the community priority planning process and to support timely engagement with local leadership ahead of the next planning cycle.

Beginning in February 2026, Alberta RCMP detachments will be transitioning to a new Community Priorities Plan (CPP) for the 2026–2027 cycle. This updated approach replaces the previous Annual Performance Plan (APP) and is intended to serve as the primary framework for identifying and tracking policing priorities at the community level.

The CPP is intentionally community-led. It was developed to strengthen collaboration with municipal and Indigenous leadership and to ensure that the priorities of your police service are directly informed by the communities we serve. The CPP is designed to support meaningful dialogue, shared understanding, and clear, achievable priorities that reflect local realities.

This early communication is intended to allow community leaders sufficient time to begin considering local priorities and engaging with constituents before formal planning begins.

Community Priorities Plan Overview

Step One: Preparation and Consultation (February 2026)

Community leaders consult with their constituents in advance of meeting with the RCMP to gather ideas, concerns, and objectives related to community safety. This initial consultation is the first of two points of engagement and is an important step in ensuring that policing priorities are built with the community, not for the community.

Should community leaders wish to involve their Detachment Commander in these early community discussions, requests can be made directly to the detachment and support will be provided.

The purpose of this stage is to develop a clear understanding of community-specific concerns and objectives to inform upcoming discussions.

Step Two: Engagement Meeting (March 2026)

An engagement meeting is held between community representatives and the Detachment Commander. This meeting provides an opportunity for community representatives to share feedback gathered during consultations and to discuss community perspectives openly.

All relevant concerns, ideas, and objectives are welcome for discussion at this stage. These conversations help build a shared understanding between the community and the detachment and support alignment as priorities begin to take shape.

Following this initial engagement meeting, the Detachment Commander will take the identified community priorities and meet with their leadership team to develop an operational plan outlining how the RCMP will work to deliver on those priorities.

Step Three: Finalizing Priorities

A subsequent meeting will be held between community representatives and the Detachment Commander where possible, during which the proposed plan will be presented to the community for review. This meeting will provide an opportunity for community leaders to offer feedback, seek clarification, and confirm alignment before priorities are finalized.

Following engagement and discussion, the Community Priorities Plan is finalized. The goal of this stage is to confirm a consolidated list of up to three community policing priorities that accurately reflects and encompasses the concerns and objectives raised through earlier engagement.

Once confirmed, the plan is endorsed by the Detachment Commander and community leadership. Progress will be monitored through regular reporting, with adjustments made as required to ensure priorities remain responsive and aligned over time.

Detachments Serving Multiple Communities

For detachments that serve multiple municipalities, this CPP process will be conducted with each community group. Engagement, consultation, and feedback will be gathered independently to ensure each community's unique needs and perspectives are understood. Overall, detachment priorities will then be developed based on the totality of feedback received across all participating communities.

Next Steps - Community Consultation and Engagement

As part of the CPP process, community leaders are encouraged to begin consulting with their constituents to gather input on local safety concerns, emerging issues, and opportunities for collaboration. Community leaders may choose the consultation methods that best suit their communities, such as surveys, town halls, meetings, or other engagement activities. Detachment Commanders may be invited to attend these conversations where appropriate, or consultations may be conducted independently, with feedback shared at a later stage.

This early engagement will help inform discussions with your Detachment Commander as CPP development progresses. Your partnership is essential to ensuring policing priorities reflect the unique needs of your community. Further information and guidance will be provided by your local detachment as the CPP process moves forward.

Thank you for your continued partnership and leadership in supporting community safety.

Sincerely,

Sgt. Anita Doktor



Alberta RCMP - Provincial Policing Report

Detachment Information

Detachment Name

Smoky Lake RCMP

Detachment Commander

Sgt. Anita Doktor

Report Date

February 5, 2026

Fiscal Year

2025-26

Quarter

Q3 (October - December)

Community Priorities

Priority #1: Crime Reduction

Updates and Comments:

Detachment had a bait asset project during this quarter. No positive results

Priority #2: Crime Reduction

Updates and Comments:

Members are completing patrols in Hot Spots and other areas in the Region





Community Consultations

Consultation #1

Date	Meeting Type
October 29, 2025	Community Connection
Topics Discussed	
Donut with a Cop	
Notes/Comments:	
Members attended local bakery and had conversation with the public over a Coffee and Donut	

Consultation #2

Date	Meeting Type
November 5, 2025	Community Connection
Topics Discussed	
Lunch with Cop	
Notes/Comments:	
Went to HAK School had lunch with Grade 2 class	

Consultation #3

Date	Meeting Type
November 8, 2025	Community Connection
Topics Discussed	
Remembrance Day	
Notes/Comments:	
Member attended Remembrance Day at Metis Crossing	



Consultation #4

Date	Meeting Type
November 18, 2025	Meeting with Elected Officials
Topics Discussed	
Regular Council Meeting	
Notes/Comments:	
Town of Smoky Lake Council, sharing of information	

Consultation #5

Date	Meeting Type
November 19, 2025	Town Hall
Topics Discussed	
Crime Prevention	
Notes/Comments:	
Town Hall held for the whole region. Topic and Presentation on Crime Prevention	

Consultation #6

Date	Meeting Type
November 20, 2025	Meeting with Elected Officials
Topics Discussed	
Council Meeting	
Notes/Comments:	
Regular Council Meeting sharing of information for the Village of Waskatenau meeting of new council	





Consultation #7

Date	Meeting Type
November 20, 2025	Meeting with Elected Officials
Topics Discussed	
Council Meeting	
Notes/Comments:	
Regular Council Meeting sharing of information for the Village of Vilna , meeting of new council	

Consultation #8

Date	Meeting Type
November 27, 2025	Meeting with Elected Officials
Topics Discussed	
Council Meeting	
Notes/Comments:	
County of Smoky Lake, sharing of information and meet new elected council	

Consultation #9

Date	Meeting Type
November 28, 2025	Community Connection
Topics Discussed	
Lunch with Cop	
Notes/Comments:	
Attended Hutterite School and had lunch with the kids	





Consultation #10

Date	Meeting Type
December 8, 2025	Meeting with Stakeholders
Topics Discussed	
Community	
Notes/Comments:	
Detachment Commander attended Interagency Meeting hosted by FCSS	

Consultation #11

Date	Meeting Type
November 20, 2025	Community Connection
Topics Discussed	
Lunch with Kids	
Notes/Comments:	
Attended HAK School had lunch with Grade 3 class	

Consultation #12

Date	Meeting Type
December 9, 2025	Community Connection
Topics Discussed	
HAK School - sports	
Notes/Comments:	
Detachment attended HAK school and played Volleyball against High school students	



Consultation #13

Date	Meeting Type
December 9, 2025	Community Connection
Topics Discussed	
Visit	
Notes/Comments:	
Members were invited to attend Lion's Christmas Party	

Consultation #14

Date	Meeting Type
December 11, 2025	Community Connection
Topics Discussed	
Lunch with Cop	
Notes/Comments:	
HAK School Lunch with Grade 4	

Consultation #15

Date	Meeting Type
December 15, 2025	Community Connection
Topics Discussed	
Christmas Feast	
Notes/Comments:	
Members attended HAK School and helped serve Christmas Feast	





Consultation #16

Date	Meeting Type
December 15, 2025	Community Connection
Topics Discussed	
Smoky Lake Lodge	
Notes/Comments:	
Members attended Smoky Lake Lodge and decorated cookies for Christmas	

Consultation #17

Date	Meeting Type
December 17, 2025	Community Connection
Topics Discussed	
Vilna School Feast	
Notes/Comments:	
Members attended Vilna School and served food for their Christmas Feast	

Consultation #18

Date	Meeting Type
December 18, 2025	Meeting with Elected Officials
Topics Discussed	
Casual Conversation	
Notes/Comments:	
Detachment Commander and Cpl attended Lunch at the Smoky Lake County with Council	





Consultation #19

Date	Meeting Type
December 23, 2025	Meeting with Stakeholders
Topics Discussed	
Casual Conversation	
Notes/Comments:	
Commander, Cpl and Cst attended Town of Smoky Lake Christmas Lunch with employees	





Provincial Service Composition

Staffing Category	Established Positions	Working	Soft Vacancies	Hard Vacancies
Regular Members	6	6	0	0
Detachment Support	2	2	0	0

Notes:

1. Data extracted on December 31, 2025 and is subject to change.
2. Soft Vacancies are positions that are filled but vacant due to maternity/paternity leave, medical leave, etc. and are still included in the overall FTE count.
3. Hard Vacancies reflect positions that do not have an employee attached and need to be filled.

Comments:

Police Officers: There are six established positions, and six officers are working. 1 Constable will be leaving at the end of Feb/March, which will create a hard vacancy at that time.

Detachment Support: There are two established positions, and both resources are currently working. Currently, there is no hard vacancy.





February 5, 2026

Sgt. Anita Doktor
Detachment Commander
Smoky Lake, Alberta

Dear Brenda Adamson

Please find attached the quarterly Community Policing Report for Q3. It outlines staffing, financial information, and crime trends for the Smoky Lake RCMP and supports our commitment to transparency and ongoing collaboration with our community partners.

Through both provincial and municipal policing contracts, the RCMP serves roughly 40% of Albertans across 95% of the province, including your community. That is why it is so important that our work is centered on people — the frontline members serving your community, the support teams behind the scenes, and the Albertans who rely on us every day.

The Government of Alberta's Police Funding Model (PFM) has strengthened our ability to meet those needs. With your contributions, we have added 279 police officers, 136 directly to detachments, along with 242 civilian staff, including 77 supporting detachment operations. These investments have also enabled the development of a Real-Time Operations Centre to support frontline officers, the expansion of our drone program, enhanced investigative capacity, and the addition of a third specialized Emergency Response Team.

These resources, along with the dedication of our employees and the support of your community, have helped bring Alberta's crime rates to their lowest point in five years — and we are committed to building on this progress together.

I welcome continued conversations about your community's policing priorities and any ideas that can help us strengthen our service. Working collaboratively is essential to maintaining this forward progress, and I encourage you to reach out at any time with questions, concerns, or suggestions.

Sincerely,

Sgt. Anita Doktor

Detachment Commander



Smoky Lake Provincial Detachment Crime Statistics (Actual) October - December: 2021 - 2025

All categories contain "Attempted" and/or "Completed"

January 13, 2026

CATEGORY	Trend	2021	2022	2023	2024	2025	% Change 2021 - 2025	% Change 2024 - 2025	Avg File +/- per Year
Offences Related to Death		1	0	0	0	0	-100%	N/A	-0.2
Robbery		2	0	5	1	1	-50%	0%	-0.1
Sexual Assaults		6	0	1	0	2	-67%	N/A	-0.8
Other Sexual Offences		2	0	0	0	0	-100%	N/A	-0.4
Assault		16	12	22	17	17	6%	0%	0.7
Kidnapping/Hostage/Abduction		0	0	0	1	0	N/A	-100%	0.1
Extortion		2	0	0	0	0	-100%	N/A	-0.4
Criminal Harassment		5	3	8	3	4	-20%	33%	-0.2
Uttering Threats		9	9	10	4	3	-67%	-25%	-1.7
TOTAL PERSONS		43	24	46	26	27	-37%	4%	-3.0
Break & Enter		20	28	27	36	16	-20%	-56%	0.0
Theft of Motor Vehicle		11	13	23	13	9	-18%	-31%	-0.4
Theft Over \$5,000		2	5	9	1	1	-50%	0%	-0.6
Theft Under \$5,000		20	19	10	21	18	-10%	-14%	-0.2
Possn Stn Goods		10	3	21	13	3	-70%	-77%	-0.4
Fraud		9	9	10	12	4	-56%	-67%	-0.7
Arson		1	6	4	1	0	-100%	-100%	-0.7
Mischief - Damage To Property		21	15	17	25	16	-24%	-36%	0.0
Mischief - Other		6	4	20	10	10	67%	0%	1.4
TOTAL PROPERTY		100	102	141	132	77	-23%	-42%	-1.6
Offensive Weapons		2	2	8	1	3	50%	200%	0.1
Disturbing the peace		5	0	3	2	0	-100%	-100%	-0.8
Fail to Comply & Breaches		17	10	13	4	8	-53%	100%	-2.4
OTHER CRIMINAL CODE		11	7	9	12	12	9%	0%	0.7
TOTAL OTHER CRIMINAL CODE		35	19	33	19	23	-34%	21%	-2.4
TOTAL CRIMINAL CODE		178	145	220	177	127	-29%	-28%	-7.0



Smoky Lake Provincial Detachment Crime Statistics (Actual) October - December: 2021 - 2025

All categories contain "Attempted" and/or "Completed"

January 13, 2026

CATEGORY	Trend	2021	2022	2023	2024	2025	% Change 2021 - 2025	% Change 2024 - 2025	Avg File +/- per Year
Drug Enforcement - Production		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Possession		0	1	0	0	3	N/A	N/A	0.5
Drug Enforcement - Trafficking		1	0	1	1	0	-100%	-100%	-0.1
Drug Enforcement - Other		0	0	0	0	0	N/A	N/A	0.0
Total Drugs		1	1	1	1	3	200%	200%	0.4
Cannabis Enforcement		0	0	0	0	0	N/A	N/A	0.0
Federal - General		1	2	0	1	1	0%	0%	-0.1
TOTAL FEDERAL		2	3	1	2	4	100%	100%	0.3
Liquor Act		0	0	0	0	2	N/A	N/A	0.4
Cannabis Act		0	0	0	0	0	N/A	N/A	0.0
Mental Health Act		10	14	11	10	19	90%	90%	1.4
Other Provincial Stats		22	27	28	46	51	132%	11%	7.7
Total Provincial Stats		32	41	39	56	72	125%	29%	9.5
Municipal By-laws Traffic		1	0	2	0	0	-100%	N/A	-0.2
Municipal By-laws		3	2	2	2	2	-33%	0%	-0.2
Total Municipal		4	2	4	2	2	-50%	0%	-0.4
Fatals		1	0	1	1	0	-100%	-100%	-0.1
Injury MVC		4	10	6	6	6	50%	0%	0.0
Property Damage MVC (Reportable)		59	53	63	31	37	-37%	19%	-6.6
Property Damage MVC (Non Reportable)		8	7	6	11	17	113%	55%	2.2
TOTAL MVC		72	70	76	49	60	-17%	22%	-4.5
Roadside Suspension - Alcohol (Prov)		1	4	5	1	1	0%	0%	-0.3
Roadside Suspension - Drugs (Prov)		0	0	0	0	0	N/A	N/A	0.0
Total Provincial Traffic		243	233	235	324	182	-25%	-44%	-3.1
Other Traffic		5	0	0	0	0	-100%	N/A	-1.0
Criminal Code Traffic		3	4	12	5	12	300%	140%	1.9
Common Police Activities									
False Alarms		6	8	15	9	16	167%	78%	2.1
False/Abandoned 911 Call and 911 Act		24	27	6	19	15	-38%	-21%	-2.6
Suspicious Person/Vehicle/Property		26	38	29	40	21	-19%	-48%	-0.8
Persons Reported Missing		3	3	2	1	0	-100%	-100%	-0.8
Search Warrants		0	1	0	0	1	N/A	N/A	0.1
Spousal Abuse - Survey Code (Reported)		18	21	6	4	12	-33%	200%	-2.9
Form 10 (MHA) (Reported)		0	1	2	0	3	N/A	N/A	0.5

[View this email in your browser](#)



Hello,

We hope this message finds you well, and we appreciate your continued engagement with RiskPro Communities. We're writing to share a recent update to the RiskPro credit eligibility requirements and to ensure you have ample time to plan for upcoming sessions.

In-person attendance at RiskPro Communities is required to qualify for RiskPro credits. Session recordings will continue to be available for members to watch at their convenience; however, viewing recordings or attending virtually will no longer qualify for RiskPro credits.

To remain eligible to earn credits, we encourage you to plan for live, in-person attendance at upcoming sessions.

As a reminder, the upcoming **RiskPro Communities 2026** will be taking place **April 28 - 30, 2026** in **Calgary, AB!** For further details, please follow the link below:

[RiskPro 2026: More Info & Registration](#)

If you have any questions about this update or would like assistance with registration, please contact us at risk@rmainsurance.com. We're here to help.

Thank you for your understanding and for your ongoing participation in RiskPro Communities.

[Subscribe](#)

[Past Issues](#)

[Translate](#) ▼



Copyright © 2026 Rural Municipalities of Alberta, All rights reserved.

2510 Sparrow Drive, Nisku, Alberta T9E 8N5

Want to change how you receive these emails?

You can [update your preferences](#) or [unsubscribe](#)

Trans Canada Trail
Ryan Thom
Coordinator, Extensions and Active Transportation

February 11, 2026

Re: Trans Canada Trail Designation Extension to Waskatenau and the City of Cold Lake on Alberta's Iron Horse Trail

Dear Ryan,

Please accept this letter of support for Riverland Recreational Trail Society's request to extend the Trans Canada Trail designation on Alberta's Iron Horse Trail. The extension would go through the Village of Waskatenau and from Abilene Junction to the City of Cold Lake adding an additional 98 kilometres to the Trans Canada Trail system.

There are many valuable tourism assets that would be of interest to trail users including three major trestles, the Beaver River, Moose Lake and Waskatenau. The communities along the trail are already user friendly with access routes to get to campgrounds, accommodations, restaurants, museums and other services.

We look forward to a positive outcome and promoting the entire Alberta's Iron Horse Trail as part of the Trans Canada Trail.

Sincerely,



VTAS Fair Days in Waskatenau 2026

Sponsorship Request

The Victoria Trail Agricultural Society is proud to present VTAS Fair Days in Waskatenau from August 7 – 9, 2026, to bring our local communities together for a country style game show, slow pitch ball tournament, parade and more!

We are looking for various levels of sponsors to help make VTAS Fair Days a success. Sponsorship levels are:

- Platinum - \$1,500
- Gold - \$1,000
- Silver - \$750
- Bronze - \$500
- Supporter - \$250

In appreciation of your generosity, all sponsors will be recognized by:

1. Event signage featuring your company name
2. Company logo or name inclusion on the VTAS website and Facebook page
3. Recognition in a “thank you” advertisement in the Rewater Review (local newspaper)

To make a contribution, please complete the attached sponsorship form by Tuesday, July 28, 2026.

Thank you for your support!

Sincerely,
Dave Harsulla
VTAS President

VTAS FAIR DAYS IN WASKATENAU: SPONSORSHIP COMMITMENT FORM

Thank you for becoming a valued sponsor! Please provide the following information.

Company: _____

Primary Contact: _____

Address:

Phone: _____

Email: _____

Select your sponsorship commitment:

Platinum | \$1,500

Bronze | \$500

Gold | \$1,000

Supporter | \$250

Silver | \$750

Email the following to *plaz@telusplanet.net*:

- Completed copy of this sponsorship commitment form
- JPG or PNG file of your company logo (if applicable)

Please e-transfer your sponsorship amount to *plaz@telusplanet.net* or mail a cheque to:

Victoria Trail Agricultural Society
PO Box 159
Waskatenau, AB
T0A 3P0

Thank you for your support!



From: Travel Lakeland <office@travellakeland.ca>
Sent: Sunday, February 8, 2026 7:52:21 PM
To: Craig Lukinuk <clukinuk@smokylakecounty.ab.ca>
Subject: Invitation | Lakeland Tourism Week Open House

Hi Craig,
I hope you are doing well.

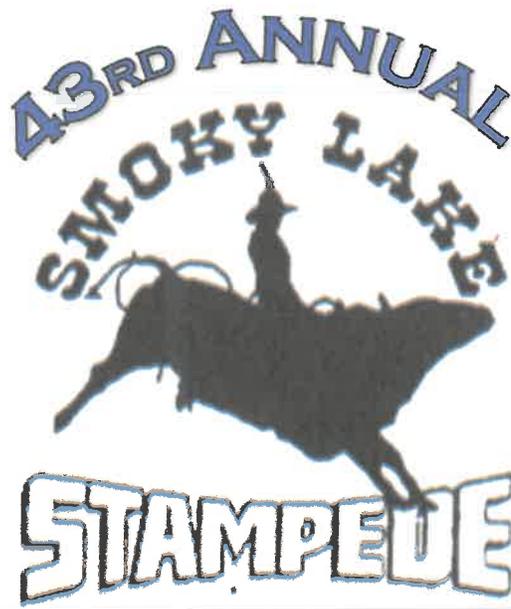
Travel Lakeland would like to invite you to attend our Lakeland Tourism Week Open House in celebration of National Tourism Week.

Tourism Week provides an opportunity to connect with partners from across the region, share priorities and initiatives for the year ahead, and recognize the collective role collaboration and shared resources play in supporting tourism in the Lakeland region. The participation and representation are especially important and having Smoky Lake present allows for local perspectives, and priorities to be shared, while also ensuring the community remains connected to regional conversations and opportunities.

This Open House is intended to foster connection, conversation, and alignment - bringing together those who support, resource, and contribute to the growth and sustainability of tourism across the Lakeland region. We welcome this as an opportunity to network, exchange ideas, and showcase banners, brochures, and other materials that highlight the programs, resources, and initiatives supporting tourism and community development across the region.

We hope you will be able to join us and look forward to connecting during Tourism Week. Should you have any questions in the meantime, please feel free to reach out.





Box 719
Smoky Lake, AB
T0A 3C0

11.10

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

Dear Town of Smoky Lake Council:

For the 43rd Annual: 2026 Smoky Lake Stampede, the Smoky Lake Riding Club is organizing an informal event entitled "**Children's Event – Local Charity Give-Away**". This is a two-day event during the August 1 and 2, 2026 Rodeo that is open to Children Organizations within our Community, i.e., 4-H, Library, etc., - winner team from each day takes a main prize of \$250.00 for their organization.

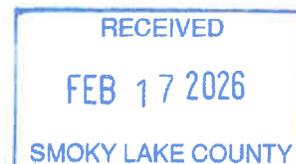
Smoky Lake Riding Club is seeking financial support of **\$300.00** – this request for sponsorship is not to say that our club already recognizes all the support and work provided by the Town of Smoky Lake towards the Riding Club, but we need assistance of increased costs for promoting this valuable Children's Event. We would like to provide an opportunity for Children Organizations in our community to participate and funding will benefit their organization.

The Town of Smoky Lake has received the same request to be a Sponsor of \$300.00 for one day. Would the Smoky Lake County be a Sponsor by donating \$300.00 as a prize for one-day "Special Event – Local Charity Give-Away" Event?

Thank You for your assistance in this matter.

Sincerely,

Marquie Bromley
Secretary

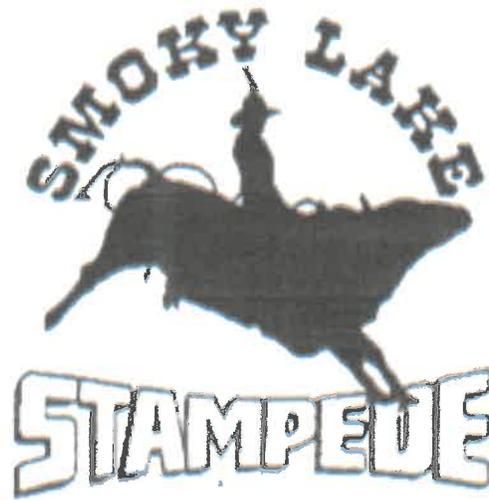




SMOKY LAKE RIDING CLUB
Statement of Revenue and Expenditures
For the Year January 1, 2025 to December 31, 2025

2025

Alberta Treasury Branch (ATB): Transit: 07389-219		2025			2024
		Riding Club 00563456300	Ag Society	Arena Events 00267089578	
Closing: Bank Balance: (ATB) December 31, 2024		\$ 65,541.97	\$ 0.00	\$ 19,362.99	\$ 46,624.99
Transfer:	Arena Events:	\$ 0.00			\$ 16,814.25 <i>Arena Events</i>
Revenue:	Grant Ag Society	\$ 5,273.87			\$ 6,212.00
	Sponsorship: Year 2025: \$ 8,800.00-T	\$ 24,200.00		\$ 7,142.00	\$ 20,050.00 \$ 6,275.00 - AE
	2025 Memberships: 610.00 -T	\$ 660.00		\$ 75.00	\$ 325.00
	Interest: Chequing Account	\$ 31.99		\$ 6.59	\$ 21.89/ 5.67 -AE
	Gate Admission: Saturday: \$9,530.00 / 6,040.00-T Sunday: \$5,555.00 / 2,390.00 -T	\$ 15,570.00 \$ 7,945.00			\$ 27,869.00
	Beer Gardens: Saturday: \$ 5,100.00 / 4,518.00-T 2448 Cans @ \$6.00 Sunday: \$ 4,064.00 / 1,008.00-T	\$ 9,618.00 \$ 5,072.00			\$ 14,022.00
	Food Booth: Saturday: \$ 4,024.75 / 1,597.25-T Sunday: \$ 2,792.75 / 196.00-T	\$ 5,622.00 \$ 2,988.75		\$ 1,000.00	\$ 9,079.30 \$ 943.43 - AE
	Breakfast: \$730.00	\$ 730.00			\$ 853.00
	Food Sales: \$150.00 / \$150.00-T	\$ 300.00			\$ 108.00
	Facility Rental \$ 100.00-T	\$ 100.00			\$ 936.21 - <i>Net Loss</i>
	Rodeo: Local Barrel Racing Fees \$ 240.00-T	\$ 240.00			\$ 160.00
	Arena Events: Family Rodeo Entry: 1,190.00 / Harvest Entry: \$15,375.78			\$ 16,565.78	\$ 16,455.00 - AE
	Rental: Vendors: 125.00 / 25.00-T / Bleachers: 0.00 / B.B.Q.: \$150.00	\$ 300.00			\$ 2,050.00
	Donations: Lonesome Pine Cattle Co.; \$10,000.00 Mistral Seed: \$100.00 / Ashton Signs: \$100.00-T / SY Equine: \$100.00-T	\$ 10,300.00		\$ 369.00	\$ 450.00 - <i>Donation</i>
	Raffle: Saturday: 1,565.00 / 400.00-T Sunday: 940.00 / 140.00-T	\$ 1,965.00 \$ 1,080.00		\$ 1,080.00	\$ 1,715.00 \$ 2,075.00 -AE
	50/50: Saturday: \$2,094.00 / Sunday: \$ 1,652.50	\$ 3,746.50			\$ 3,630.00
	Total	\$ 95,743.11	\$ 0.00	\$ 26,238.37	\$ 87,481.40 \$ 25,754.10 - AE
Expenditures					
	Rodeo Advertising: Review: 1,133.38/ CFCW: 2,551.50 / Boom 103.5: 367.50 / 97.7: 367.50 / Vermilion Voice: 267.75 AB Lakeland-Go East: \$367.50	\$ 4,687.63 \$ 2,111.09-T 1500 Programs			\$ 4,633.65 \$ 1,312.80-T Rodeo Program
	Insurance: 2025: 2,250.37 / 2026: 2,079.56	\$ 4,329.93			\$ 0.00
	Bank Charges: Deposit Book: 4.00/Cheques: 0.00	\$ 18.40		68.60	\$ 16.60 \$ 57.80 -AE
	Utilities: Power	\$ 3,600.00			\$ 1,900.00
	Office Expense: Stamps: \$195.30/Supplies: 128.12/Toner: \$429.35 Secretarial/Treasurer - Assistance Photography Services:	\$ 752.77 \$ 3,000.00 \$ 250.00-T			\$ 300.17 \$ 3,000.00 \$ 25.99
	Maintenance: 1,049.14 / Plumbing: 531.82 / Propane: 107.63/ Paint: 1,889.60 / Kitchen: 78.76 / Septic: 438.61 / Equipment: \$57.75 Aston Ss: 369.60 / Tools: 23.090 / Ties: 87.91 / Ground Work: 630.00 / Garbage Bags: 40.94 / Fuel: 0.00 / Wristbands: \$484.74	\$ 5,159.59 \$ 630.00			\$ 2,834.43 \$ 513.22 Equipment Repair \$180.00- Toilets -AE
	Membership: Chambers:	\$ 0.00			\$ 150.00
	Donations: Rugby Club: 250.00 / Highway 28 Raiders: 250.00 Bellis 4-H Beef: 500.00 / HAK Grad: 400.00 Fireworks: 500.00	\$ 500.00	1,400.00		\$ 500.00 \$ 1,000.00-AG
	Rodeo: Stock Charges: \$15,225.00 *Warma Insurance: \$210.00 Announcer: \$2,520.00 // LRA: Added Money: 8,250.00 / Buckles Total: \$4,723.01 - Rodeo \$3,225.01 -T / Arena: \$0.00 Parade Candy: 252.88 / Bouncy Castle: \$1,860.60 Contractor: Sheep: 781.20 / Wild Ponies: 1,500.00 Prizes: Events: 2,271.66 / Bikes: 537.60 / L Barrel: 440.00 / Ent: 200.00 Rodeo Raffle: Coolers: 558.79-T / Liquor: \$ 838.53	\$ 210.00 \$ 3,225.01-T \$ 2,113.48 \$ 0.00 \$ 3,649.26 \$ 838.53 \$ 558.79-T -Coolers	28,276.20	\$ 1,498.00	\$ 7,081.37 \$ 0.00 -AE \$ 29,170.00 -AG
	Arena Events: Buckles: 0.00 / Bronze: \$5.00/ Roping: 0.00 Harvest Prizes: \$7,860.26 / Family Rodeo Prizes: \$1,375.53 Event Refm: 0.00 -Fun Rodeo / HH Refm: \$195.00 / Family Rodeo Payouts: 1,229.40 / HH Payouts: 9,257.05			\$ 19,857.30	\$ 19,056.40 -AE \$ 240.00
	Rodeo: Inventory - Electrical: 600.00 / Pilons/Posts: \$1,525.24 Tables: 508.73	\$ 2,633.97		\$ 0.00	\$ 2,523.15 Pump/Mow \$ 2,545.60 Scoreboard
	Dance: Security: 0.00/ Supplies: 0.00 / Rooms: \$ 0.00 / Band: \$0.00	\$ 0.00			\$ 682.50-T Security Deposit
	Liquor: Smoky Lake Inn c/o GoFer Liquor: \$5,684.48	\$ 5,684.48			\$ 5,302.68
	50/50: License: 0.00 / Tickets: 260.70	\$ 260.70			\$ 0.00
	LRA: Membership:	\$ 0.00			\$ 0.00
	Booth: Bakery: 772.48/Anderson: \$1,715.84 / Bigway: \$1,356.75 KM: 534.21 / Serben Hamburger: \$3,850.00 / Arena Events: 0.00	\$ 8,229.28		\$ 0.00	\$ 7,781.08 \$ 480.04 -AE
	Volunteer Appreciation: Mileage: 0.00	\$ 18.00		\$ 0.00	\$ 150.00/132.30 -AE
E-Transfers	Rodeo: * G. Miller: 400.00 * Full Circle: 500.00 * Spectre: 400.00 * Kinettes: 500.00 * Pappy's: 400.00 * Trenchuk Livestock: 300.00 * Gregov Cons.: 300.00 * Green: 400.00 * AMPM: 2,000.00 * Schinkinger: 500.00 * Whiplash: 300.00 * SL Mechanical: 300.00 * Crib: 1,000.00 * Tremel: 400.00 * APEK: 400.00 * J2 Farm: 400.00 * 1900943: 300.00 * Membership: \$10.00 * Donation - Ashton Signs/ SY Equine: 200.00 * Rodeo: 16,299.25 * Local Barrel Entry: 240.00 * Facility Rental: 100.00 * Food Sales-Hamburgtr: 150.00 * Vender: 25.00	\$ 23,414.20 T			
	Arena Events Reimbursed by Rodeo Account: * Buckles for Rodeo: \$ 3,225.01 / Photography Services: \$ 250.00 * Program: 2,111.09 * Raffle: \$1,080.00 Booze Coolers: \$558.79 (7,224.89) - T				
	Smoky Lake Agricultural Society: Reimbursement	\$ 29,676.20			\$ 30,713.96
	Smoky Lake Riding Club Arena Events: 2025 Sunday Raffle	\$ 1,080.00			\$ 0.00
	TOTAL	\$ 83,217.11	\$ 29,676.20	\$ 21,423.90	\$ 98,734.42 \$ 23,205.36 - AE
Bank Statement * As of December 31, 2025	Account: 00563456300	\$ 81,647.53			
	Outstanding: Deposits: \$0.00 / Cheques: \$ 3,579.56				
	Account: 00267089578	\$ 24,177.46			
	Transfer funds: Rodeo \$ 26,414.25 Arena \$ 7,224.89				
	2025 Bank Balance: (ATB) Forward - As of December 31, 2025	\$ 78,067.97		\$ 24,177.46	
					2025: Surplus: Rodeo: \$ 12,838.00 Arena Events: \$ 4,814.47



**Box 719
Smoky Lake, AB
T0A 3C0**

We have opened more options to submit your sponsorship!

Payment options for Sponsorship of the Smoky Lake Stampede.

- 1) Cheque payable to "Smoky.Lake.Riding.Club"
 - a. Mailed via Canada Post
Box 719, Smoky Lake, AB T0A3C0

OR

- 2) E-transfer to slrc.smokylake@gmail.com
 - a. Password – Stampede
 - b. Messages – Stampede Sponsor "Your Company Name"

15th Annual Alberta CARE Spring Seminar

March 18th - March 20th
2026

Accommodations

Heritage Inn Hotel and
Convention Centre
1217 2nd Street West
Brooks, Alberta

Group Reservation: Alberta CARE



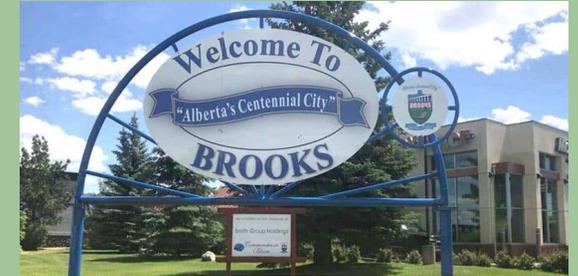
Downtown Brooks



15th Annual Alberta CARE Spring Seminar

March 18th - March 20th
2026

Heritage Inn Hotel and Convention Centre
1217 2nd Street West
Brooks, Alberta



Newell Lake



Dinosaur Provincial Park

Please forward registrations & payment to:
ALBERTA C.A.R.E.
Linda McDonald, Executive Director
5212-49 Street
Leduc, AB T9E 7H5
Cell: 780-668-6767
Email: executivedirector@albertacare.org
Web: www.albertacare.org

Who Should Attend?

- Municipal Elected Officials
- Waste Commission Managers
- Landfill Operators
- Public Works Employees
- Eco Centre Employees
- Alberta Recycling Associations
- Alberta Landfill Engineers
- Waste Management Vendors
- Waste Disposal Companies
- School Boards, Education Facilitators
- Anyone interested in Reusing, Reducing, Recycling and Recovery

Silent Auction
Going once...
Going twice...

Ends March 19/26
at 8:00 p.m.

Wednesday March 18th

- 9:00 a.m.- 5:00 p.m. Registration and Exhibit Set Up
- 11:00 a.m. - NOON Lunch and Refreshments
- 1:00 p.m. TOUR #1
 - Newell Regional Waste Landfill and Pivot Spirits, Rolling Hills, AB
(Buses provided)
- 5:00 p.m. COCKTAILS (Cash Bar)
- 6:00 p.m. Welcoming Remarks from the Mayor of City of Brooks
Welcoming Remarks from the Reeve of County of Newell
- 6:30 p.m. **BUFFET BANQUET**



Newell Regional Solid Waste Authority



Thursday, March 19th

- 7:00 a.m. Exhibit Viewing & Buffet Breakfast
- 8:15 a.m. Welcome – Rob Smith, Chairman of Alberta CARE
- 8:30 a.m. Newell Landfill Disaster
Kendra Johnston , Newell Regional Waste Authority
- 9:15 a.m. Waste to Energy Project
Joint Presentations –Shawn McKay, Newell Regional Waste Authority and John Swain, Global Green
- 10:00 a.m. Tire-Derived Aggregate (TDA)
Pat Sliworsky, Alberta Recycling Management Authority
- 10:45 a.m. Beyond the Pile: Modern Composting Strategies to Overcome Contamination & Inefficiency in Rural Alberta
Roxanne Doerksen, Cyrus County
- NOON **BUFFET LUNCHEON**
- 1:00 p.m. Alberta Recycling Management Authority Update
Ed Gugenhiemer, CEO
- 1:45 p.m. Alberta CARE Delegates Round Table - Circular Materials
Chairman Rob Smith
- 3:00 p.m. Circular Materials Presentation
Blaire Gaalaas, Director of Circular Materials
- 5:00 p.m. Cocktails
- 6:30 p.m. **BUFFET BANQUET**
- 8:00 p.m. Silent Auction Ends

\$600.00 Registration Per Person
Register 3 or more Delegates
and receive a....
10% Discount!

This Seminar is Alberta Environment approved
for 'Continuing Education Units'

Friday, March 20th

- 7:00 a.m. Exhibit Viewing & Hot Buffet Breakfast
- 8:30 a.m. Landfill Waste Wood Management
Jim Donaldson, Canadian Wood Waste Recycling
- 9:15 a.m. Small Drones for Landfill Ownership
Associated Engineers (Calgary)
- 10:00 a.m. RCMP Crime Prevention Liaison for Alberta
K Division for Waste Management and Recycling Facilities
- 11:00 a.m. Closing Remarks - Rob Smith, Chairman of Alberta CARE
(Coffee Side Bar all Morning)



JBS City Centre



Brooks Aqueduct

ALBERTA Coordinated Action for
Recycling Enterprises (CARE)
1-780-980-8089 Phone

**Cancellation Deadline
March 13th 2026**

Printed on 100% Post-Consumer Recycled Paper



Registration Form

ALBERTA CARE Spring Seminar 2026

March 18 to 20th, 2026
Heritage Inn Hotel and Convention Centra
1217 2nd Street West, Brooks, AB
Block of Room under Alberta CARE

Names: _____

Organization: _____

Address: _____

Email Address: _____ Phone: _____

NO CHARGE FOR TOURS

Please indicate the number attending Wednesday Tour #1 _____

Seminar Fee \$: 600.00 p.p \$ _____
LESS 10% (if 3 or more attend) \$ _____

GST \$ _____

Spouses or Guests attending meals:

Breakfast Buffet @ \$25.00 p.p. \$ _____
Luncheon @ 30 .00 p.p. \$ _____
Buffet @ 60.00 p.p. \$ _____

TOTAL \$ _____

MAIL PAYMENT OR EFT TO: Alberta CARE, 5212 49 Street, Leduc, Alberta T9E 7H5
EMAIL: executivedirector@albertacare.org or for information call Cell : 780-668-6767

Please indicate any food allergies: _____

Derek Zaplotinsky
Box 609
Smoky Lake, AB
T0A3C0
derek_zap@hotmail.com
780 656 5311

February 2, 2026
Reeve and Council
Smoky Lake County
4612 54 Ave
Smoky Lake, Alberta
T0A3C0

Dear Reeve and Council

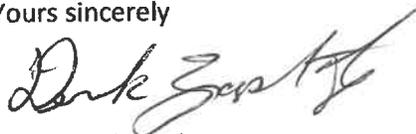
My name is Derek Zaplotinsky and I am a National high performance Para athlete in Cross Country skiing and Biathlon , proudly representing my community, Town of Smoky Lake and Canada. I am writing to respectfully request additional support to assist with disability-related costs associated with my participation in the Para Olympics, taking place in Milano Cortina, Italy on March 7-15, 2026.

Representing my community at this level is both an honour and a responsibility. My participation provides positive visibility for the community, promotes inclusion and accessibility in sport, and serves as inspiration for young people and individuals with disabilities within our local area.

The majority of my competition expenses are generously covered by Nordic Canada. However, there remain essential related costs such as accessible travel, accommodations needs, and medical or support requirements that are not fully funded and place additional financial pressure on me.

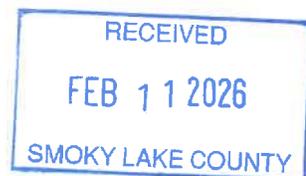
Thank you very much for your time and consideration. I would be happy to provide any additional information if required.

Yours sincerely



Derek Zaplotinsky

Para Athlete - Cross Country Skiing





Smoky Lake County 11.12 *Rural Crime Watch Association*

*Box 784
Smoky Lake, Alberta
T0A 3C0*

February 2, 2026

Smoky Lake County,
4612 McDougall Dr.
Smoky Lake, Alberta
T0A3C0

RE: Invitation to quarterly Rural Crime Watch Meetings

I am writing to you on behalf of the Smoky Lake County Rural Crime Watch Association to invite a Councilor to attend our quarterly meetings regarding crime prevention in our area.

We believe it is crucial for our local council to hear directly from the RCMP and Fish & Wildlife on these issues, to share any events and what initiatives the council is pursuing regarding rural safety and policing priorities.

Your attendance is greatly appreciated.

Penny Tychkowsky,
President
Smoky Lake County Rural Crime Watch Association

**NORTH EAST MUNI-CORR LTD.
AGM MEETING MINUTES
November 10, 2025**

DIRECTORS PRESENT

Glenn Andersen, Town of St. Paul
Shane Smith, County of St. Paul
Dwayne Yaremkevich, Town of Elk Point
Bruce Chern, Town of Smoky Lake
Brian Papirny, Village of Glendon

Vicky Lefebvre, City of Cold Lake
Kayla Blanchette, Town of Bonnyville
David Kully, Smoky Lake County
Tammy-Lynn Thompson, Village of Vilna
Ed Duchesne, M.D. Of Bonnyville

OTHERS

Marianne Janke, Executive Director
Ryan Barker, Alternate Smoky Lake County
David Fodness, Alternate County of St. Paul

Marvin Bjornstad, RRTS
Dan Kotylak, Alternate Town of Smoky Lake

1. CALL TO ORDER:

Chair Dwyane Yaremkevich called the meeting to order at 10:00am.

2. ADOPTION OF AGENDA:

Agenda item 14 was moved to the front of the meeting.

It was moved by Director Smith to approve the agenda as presented.

Carried

14. SCHEDULE OF MEETING DATES AND TIME

It was moved by Director Andersen to set the meeting date as the second Wednesday of each month at 5:30pm.

Carried

3. APPOINTMENT OF DIRECTORS

It was moved by Director Lefebvre to approve the appointment of Directors and Alternates with spelling corrections.

Carried

10:11am Chair Yaremkevich turned the meeting over to the Executive Director, Marianne Janke.

4. ELECTION OF PRESIDENT

Marianne Janke presented Dwayne Yaremkevich for the position of President and called for further nominations from the floor three times.

It was moved by Director Duchesne that nominations cease.

Carried

5. ELECTION OF VICE PRESIDENT

Marianne Janke presented Glenn Andersen for the position of Vice President and called for further nominations from the floor three times.

It was moved by Director Papirny that nominations cease.

Carried

6. ELECTION OF SECRETARY

Marianne Janke called for nominations from the floor and Vicky Lefebvre submitted her name. Nominations from the floor were called for two more times.

It was moved by Director Chern that nominations cease.

Carried

7. ELECTION OF TREASURER

Marianne Janke called for nominations from the floor and Shane Smith submitted his name. Nominations from the floor were called for two more times.

It was moved by Director Papirny that nominations cease.

Carried

10:16am Marianne Janke turned the Chair over to President, Dwayne Yaremkevich.

8. APPOINTMENT OF EXECUTIVE COMMITTEE

It was moved by Director Duchesne to appoint the President, Vice President, Secretary, Treasurer and Executive Director to the Executive Committee.

Carried

9. APPOINTMENT OF SIGNING AUTHORITIES

It was moved by Director Lefebvre to appoint any two of the President, Vice President, Secretary, Treasurer and Executive Director as the signing authorities for the Company.

Carried

It was moved by Director Chern to remove Elisa Brosseau and Maureen Miller as signing authorities for the Company.

Carried

10. APPOINTMENT OF BANKING INSTITUTION

It was moved by Director Kully to appoint the Servus Credit Union as the Company's banking institution.

Carried

11. APPOINTMENT OF COMPILATION OF ENGAGEMENT

It was moved by Director Andersen to appoint MNP LLP the Company's accounting firm.

Carried

12. APPOINTMENT OF SOLICITOR

It was moved by Director Papirny to appoint Reynolds Mirth Richards & Farmer LLP as legal advice for past issues and Trevor R. Lee Law Office for land sales and transfers.

Carried

13. APPOINTMENT OF RIVERLAND RECREATIONAL TRAIL SOCIETY LIAISON

It was moved by Director Lefebvre to appoint Riverland Recreational Trail Society President, Marvin Bjornstad as the organization's liaison.

Carried

15. SCHEDULE NORTH EAST MUNI=CORR LTD. BOARD ORIENTATION

It was moved by Director Papirny to schedule the Board Orientation on Wednesday, January 14th from 10:00am to 2:30pm with a half hour lunch break.

Carried

16. SCHEDULE RIVERLAND RECREATIONAL TRAIL SOCIETY AND ALBERTA'S LAKELAND DMO DELEGATIONS

It was moved by Director Duchesne to schedule the delegations to the February meeting.

Carried

17. SCHEDULE LAND REVIEW

This will be part of the Board Orientation.

18. SCHEDULE INSURANCE REVIEW

It was moved by Director Papirny to schedule the insurance review to the March meeting.

Carried

19. SCHEDULE FEE REVIEW

It was moved by Director Papirny to have the Executive Committee review the fee schedule and present options at the February board meeting.

Carried

20. OTHER APPOINTMENTS

None

21. ADJOURNMENT

It was moved by Director Duchesne to adjourn this meeting at 10:39am.

Carried



Dwayne Yaremkevich, President



Marianne Janke, Executive Director

**NORTH EAST MUNI-CORR LTD.
BOARD MEETING MINUTES
November 10, 2025**

DIRECTORS PRESENT

Glenn Andersen, Town of St. Paul
Shane Smith, County of St. Paul
Dwayne Yaremkevich, Town of Elk Point
Bruce Chern, Town of Smoky Lake
Brian Papirny, Village of Glendon

Vicky Lefebvre, City of Cold Lake
Kayla Blanchette, Town of Bonnyville
David Kully, Smoky Lake County
Tammy-Lynn Thompson, Village of Vilna
Ed Duchesne, M.D. Of Bonnyville

OTHERS

Marianne Janke, Executive Director
Ryan Barker, Alternate Smoky Lake County
David Fodness, Alternate County of St. Paul

Marvin Bjornstad, RRTS
Dan Kotylak, Alternate Town of Smoky Lake

1. CALL TO ORDER:

Chair Yaremkevich called the meeting to order at 10:45am.

2. ADOPTION OF AGENDA:

It was moved by Director Bruce to approve the agenda with the following addition:

6.5 County of St. Paul Brushing

Carried

3. ADOPTION OF MINUTES:

It was moved by Director Thompson to accept the September 8, 2025 minutes with spelling corrections.

Carried

4. BUSINESS FROM MINUTES

4.1 Windsor Salt Plant land Acquisition

Administration reported receiving correspondence from the landowners letting us know they have no interest in selling off pieces of the property. They are focussed on a potential buyer who would purchase the property in its entirety.

It was moved by Director Duchesne to accept as information only.

Carried

5. REPORTS

5.1 Riverland Recreational Trail Society

Marvin Bjornstad reminded each municipally elected official they are invited to attend the Riverland Recreational Trail Society meetings each month.

The fall trail work is done with most of the gates locked open.

The County of St. Paul made a double mowing pass which cleared up a lot of encroaching trees on the Heinsburg section of the trail.

The tree planting project is underway for year one. With the new federal budget, we are not sure if the program will continue or not. We received \$50,000.00 and we have to match it with 25% cash and 25% work in kind. We are looking for volunteers and municipalities to do some work in kind. A committee will be formed for the project.

R.F. Binnie is our contractor working on the nine staging area designs, a project funded through a Summer Village of Horseshow Bay ACP grant. Consultation with municipalities, user groups and stakeholders will be held through the winter.

Last year, the Trans Canada Trail, in partnership with Propulso, provided us with some trail user data on the section from Waskatenau to Heinsburg. We've been trying to get the user data from Abilene Junction to Cold Lake but have not had any luck. In discussions with RC Strategies, we learned they have a contract with Propulso and can get that data for us as well as numbers for 2025 across the entire trail.

We are working with the Cold Lake Snowmobile Club under an agreement with them to manage the Husky Trail. Just like the Iron Horse Trail, it is difficult to find funding for maintenance through the province as it is not a public trail.

Director Lefebvre asked if some municipal letters of support would help.

Director Duchesne noted the M.D. of Bonnyville is working on their Fire Smart Program and might be considering the Husky Trail as an alternate emergency route. He suggested RRTS talk further with the M.D.

Marvin also noted he is a Director on the Alberta TrailNet (ATN) Board and the Iron Horse Trail is also represented on the Alberta Snowmobile Association (ASA) Board, our two provincial organizations. ATN just hired Gerald Aalbers as their new Executive Director and Chris Brookes is the ED for the ASA.

Director Andersen inquired about the tree species being selected for the tree planting project. Some discussion took place about spacing and we'll send out the tree planting plan to the Board.

It was moved by Director Papirny to accept the report as presented.

Carried

5.2 Executive Director

A written report was circulated.

Directors Andersen and Yaremkevich may know of someone we can approach to be the project manager on the Glendon waterline once it starts up and Director Thompson suggested we post it on the Iron Horse Trail website.

It was moved by Director Lefebvre to approve the report as presented.

Carried

5.2 Action Items

Administration presented the Action Items Report

It was moved by Director Papirny to approve the report as presented.

Carried

6. NEW BUSINESS

6.1, 6.3 & 6.4 Access Requests

It was moved by Director Duchesne to approve the requests as presented as per our standard agreement

Carried

6.2 Support Letter

It was moved by Director Lefebvre to approve the support letter for Riverland Recreational Trail Society's CFEP grant application.

Carried

6.5 County of St. Paul Brushing

It was moved by Director Andersen to approve the County of St. Paul's brushing request as presented.

Carried

12:00pm Director Blanchette left the meeting.

8. Financial Report

8.1 Year To Date

It was moved by Director Chern to approve the September and October Year to Date reports as presented.

Carried

8.2 Accounts Payable

It was moved by Director Duchesne to approve the Accounts Payable as presented.

Carried

8.3 GIC Renewal

It was moved by Director Andersen to invest \$500,000.00 into a 90 day GIC at 2.73%.

Carried

7. Closed Session

It was moved by Director Papirny to move into a closed session with the Executive Director, Alternates and Marvin Bjornstad in attendance at 12:06pm.

Carried

It was moved by Director Papirny to come out of the closed session at 12:35pm.

Carried

9. Next Meeting

The next meeting of the Board will be the Orientation Session scheduled for Wednesday, January 14th from 10:00am to 2:30pm with a half hour break.

10. ADJOURNMENT

It was moved by Director Lefebvre this meeting adjourn at 12:36pm.

Carried



Dwayne Yaremkevich, President



Marianne Janke, Executive Director

N.E. Muni-Corr Ltd. Report
January 14, 2026

- Meeting packages and notices for N.E. Muni-Corr Ltd. and Riverland Recreational Trail Society
- Bookkeeping for N.E. Muni-Corr Ltd. and Riverland Recreational Trail Society
- N.E. Muni-Corr Ltd. monthly report and approved minutes sent to CAO's, Executive Assistant's and Public Works.

- **Riverland Recreational Trail Society:**
 - Submitted a TCT grant application which included geotechnical work, signage and amenities at the Beaver River Trestle, trestle repairs, sign replacement and restocking and work on the boiler at Abilene Junction.
 - Submitted another grant application to the Trans Canada Trail for Organizational Capacity Building. This will be to work on RRTS structure, trail steward program, roles, recruitment, sustainability and succession planning.
 - The Iron Horse Trail Groomer Foundation has been busy grooming with the trail in great snowmobiling shape.
 - Applied for summer student.
 - Did not apply for NRED funding as we would not have had the matching dollars to commit to the project.
 - Some damage at Mallaig cabin with holes poked in ceiling and the stove rusting quite badly. Discussions needed on replacing amenities and where the funds come from to do so when community clubs are no longer active.

- **Alberta's Lakeland Destination Marketing Organization (Travel Lakeland):**
 - Continued work with the Travel Lakeland destination long term strategy.
 - Looking for additional funding to support the project(s).

- **N.E. Muni-Corr Ltd.**
 - Continued contact with past due accounts receivable.
 - Continued work with the Bonnyville/Glendon water line project.
 - Continued work with R.F. Binnie & Associates on the nine staging area design plans
 - Worked on a number of access requests.
 - Started entering the books into accounting program.
 - Met with Executive Committee and followed up on work identified.
 - November 26th there was a water line leak in Smoky Lake County which was repaired swiftly and efficiently.
 - Power pole downed at City of Cold Lake staging area.



Damage at Mallaig rest stop.



Ashmont



Ashmont



Abilene Junction



Mallaig



Smoky Lake County

P.O. Box 310 12.1
4612 McDougall Drive
Smoky Lake, Alberta T0A 3C0
Phone: 780-656-3730
1-888-656-3730
Fax: 780-656-3768
www.smokylakecounty.ab.ca

February 5th, 2026

Buffalo Lake Métis Settlement

Sent Via Email to: administration@blmetis.ca

Dear Chairman Blyan and Council,

I am writing to formally reintroduce the Northeast Alberta Alliance for Growth and Opportunity (NAAGO) who have come together to speak with a unified voice on shared regional priorities.

Our group was established to advocate for projects that support the economic vitality of Northeast Alberta. One of our primary focus areas at this time is Highway 28. Traffic volumes along this corridor continue to rise, infrastructure conditions are deteriorating, and safety concerns are increasing for residents, commuters, and commercial users alike. We believe improvements to Highway 28 are critical to the well-being and growth of the broader region.

We recognize that meaningful progress on regional infrastructure is strongest when it reflects shared interests and collaborative relationships. With that in mind, we would value the opportunity to engage with your community. Specifically, we are seeking either a letter of support for improvements to Highway 28 or, ideally, your participation in future meetings as we continue discussions with the Minister of Transportation and Economic Corridors regarding the corridor's long-term needs.

We see this as an opportunity not only to align advocacy efforts, but also to begin or strengthen ongoing dialogue about future areas of collaboration that may be of mutual interest. We would be honoured to explore how our communities can work together in a respectful and constructive way.

Thank you for your time and consideration. We would welcome the opportunity to discuss this further at your convenience and are happy to accommodate a meeting format that works best for you.

With respect,


Lorne Halisky,
Deputy Reeve



Smoky Lake County

12.2

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

February 5th, 2026

Kikino Métis Settlement

Sent Via Email to: kadmin@telus.net

Dear Chairman Cardinal and Council,

I am writing to formally reintroduce the Northeast Alberta Alliance for Growth and Opportunity (NAAGO) who have come together to speak with a unified voice on shared regional priorities.

Our group was established to advocate for projects that support the economic vitality of Northeast Alberta. One of our primary focus areas at this time is Highway 28. Traffic volumes along this corridor continue to rise, infrastructure conditions are deteriorating, and safety concerns are increasing for residents, commuters, and commercial users alike. We believe improvements to Highway 28 are critical to the well-being and growth of the broader region.

We recognize that meaningful progress on regional infrastructure is strongest when it reflects shared interests and collaborative relationships. With that in mind, we would value the opportunity to engage with your community. Specifically, we are seeking either a letter of support for improvements to Highway 28 or, ideally, your participation in future meetings as we continue discussions with the Minister of Transportation and Economic Corridors regarding the corridor's long-term needs.

We see this as an opportunity not only to align advocacy efforts, but also to begin or strengthen ongoing dialogue about future areas of collaboration that may be of mutual interest. We would be honoured to explore how our communities can work together in a respectful and constructive way.

Thank you for your time and consideration. We would welcome the opportunity to discuss this further at your convenience and are happy to accommodate a meeting format that works best for you.

With respect,

A handwritten signature in blue ink, appearing to read "Lorne Halisky", is written over the "With respect," text.

Lorne Halisky,
Deputy Reeve



Smoky Lake County

12.3

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

February 5th, 2026

Saddle Lake Cree Nation

Sent Via Email to: inquiries@saddlelake.ca

Dear Chief Steinhauer and Council,

I am writing to formally reintroduce the Northeast Alberta Alliance for Growth and Opportunity (NAAGO) who have come together to speak with a unified voice on shared regional priorities.

Our group was established to advocate for projects that support the economic vitality of Northeast Alberta. One of our primary focus areas at this time is Highway 28. Traffic volumes along this corridor continue to rise, infrastructure conditions are deteriorating, and safety concerns are increasing for residents, commuters, and commercial users alike. We believe improvements to Highway 28 are critical to the well-being and growth of the broader region.

We recognize that meaningful progress on regional infrastructure is strongest when it reflects shared interests and collaborative relationships. With that in mind, we would value the opportunity to engage with your community. Specifically, we are seeking either a letter of support for improvements to Highway 28 or, ideally, your participation in future meetings as we continue discussions with the Minister of Transportation and Economic Corridors regarding the corridor's long-term needs.

We see this as an opportunity not only to align advocacy efforts, but also to begin or strengthen ongoing dialogue about future areas of collaboration that may be of mutual interest. We would be honoured to explore how our communities can work together in a respectful and constructive way.

Thank you for your time and consideration. We would welcome the opportunity to discuss this further at your convenience and are happy to accommodate a meeting format that works best for you.

With respect,

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

Lorne Halisky,
Deputy Reeve



Smoky Lake County

P.O. Box 310 12.4
4612 McDougall Drive
Smoky Lake, Alberta T0A 3C0
Phone: 780-656-3730
1-888-656-3730
Fax: 780-656-3768
www.smokylakecounty.ab.ca

February 5th, 2026

Whitefish Lake First Nation #128
Box 271
Goodfish Lake Alberta, T0A 1R0

Sent Via Email to: herb.jackson@wfl128.ca

Dear Chief Jackson and Council,

I am writing to formally reintroduce the Northeast Alberta Alliance for Growth and Opportunity (NAAGO) who have come together to speak with a unified voice on shared regional priorities.

Our group was established to advocate for projects that support the economic vitality of Northeast Alberta. One of our primary focus areas at this time is Highway 28. Traffic volumes along this corridor continue to rise, infrastructure conditions are deteriorating, and safety concerns are increasing for residents, commuters, and commercial users alike. We believe improvements to Highway 28 are critical to the well-being and growth of the broader region.

We recognize that meaningful progress on regional infrastructure is strongest when it reflects shared interests and collaborative relationships. With that in mind, we would value the opportunity to engage with your community. Specifically, we are seeking either a letter of support for improvements to Highway 28 or, ideally, your participation in future meetings as we continue discussions with the Minister of Transportation and Economic Corridors regarding the corridor's long-term needs.

We see this as an opportunity not only to align advocacy efforts, but also to begin or strengthen ongoing dialogue about future areas of collaboration that may be of mutual interest. We would be honoured to explore how our communities can work together in a respectful and constructive way.

Thank you for your time and consideration. We would welcome the opportunity to discuss this further at your convenience and are happy to accommodate a meeting format that works best for you.

With respect,

A blue ink signature of Lorne Halisky, consisting of a large, stylized loop that starts under the 'L' and ends under the 'y'.

Lorne Halisky,
Deputy Reeve



phone 780-656-3730
toll free 1-888-656-3730
fax 780-656-3768
4612 - McDougall Drive, PO Box 310
Smoky Lake, Alberta, T0A 3C0

February 4, 2026

Warspite Revitalization Foundation

Re: Letter of Support – Warspite’s Baseball Diamond Renewal Project

Dear Ms. Charne’ Roodt,

Smoky Lake County Council acknowledges receipt of your correspondence regarding the Warspite Revitalization Foundation of the Baseball Diamond Renewal Project. Smoky Lake County appreciates the community’s ongoing efforts to enhance local amenities and quality of life for residents and visitors.

In accordance with Smoky Lake County Council direction, this letter serves as formal support for your upcoming grant application(s) to secure funding for the Baseball Diamond Project. Smoky Lake County Council also encourages the Warspite Revitalization Foundation to also apply to the County’s **Community Capital Grants Program**, as outlined in policy 08-26, to further support this initiative. The County remains committed to collaborating with your community organizations and looks forward to reviewing your application.

Should you require any additional documentation or assistance, please do not hesitate to contact our office.

Sincerely,

A handwritten signature in black ink that reads "B. Adamson". The signature is written in a cursive, flowing style.

Brenda Adamson

Interim Chief Administration Officer

**Budget to Actual 2025
Notes for Year End**

13.1

Taxes (net)	<i>Total taxes levied were \$14,458,141. This is \$48,182 lower than expected (as a result of assessment changes). Total penalties levied were \$249,627, however this was offset by \$321,390 increase in uncollectable oil and gas taxes</i>																																				
Legislative	<i>Council spent \$486,606 of the \$523,751 budgeted resulting in a surplus of \$37,000.</i>																																				
Administration	<i>Interest revenue is under budget by \$264,00 resulting from lower rates, lower cash position, and the write off of interest from the MCCCCAO. Payout and unbudgeted consulting fees are offset by savings throughout the department. Overall, Administration will show a deficit of \$180,000</i>																																				
Communications	<i>Communications has a surplus of \$14,000 from small savings in all areas</i>																																				
GIS	<i>GIS has a surplus of under \$5,000</i>																																				
Other Government Services	<p><i>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</i></p> <table border="0"> <tr> <td>500.00 Vilna Curling</td> <td>3,000.00 Vilna COPS</td> </tr> <tr> <td>500.00 Spedden Fish and Game</td> <td>1,500.00 SL Public Library annual donation</td> </tr> <tr> <td>1,500.00 Ann Chorney Library annual donation</td> <td>1,500.00 Vilna Library annual donation</td> </tr> <tr> <td>1,000.00 Kalyna annual donation</td> <td>85,000.00 gym (funded from reserves from prev year)</td> </tr> <tr> <td>500.00 SL Riding Club annual donation</td> <td>500.00 Quiet Nook</td> </tr> <tr> <td>200.00 Delta Waterfowl</td> <td>500.00 Archery</td> </tr> <tr> <td>350.00 SL Holubka Dancers</td> <td>250.00 Faud Baymarov</td> </tr> <tr> <td>1,000.00 Victoria Trail Ag Society</td> <td>2,500.00 SL Legion</td> </tr> <tr> <td>1,500.00 Warspite Foundation</td> <td>1,500.00 Vilna Boomtown</td> </tr> <tr> <td>1,500.00 SL Pumpkin Growers</td> <td>500.00 Law & Wild Boar BBQ</td> </tr> <tr> <td>1,000.00 Jr Golf</td> <td>1,000.00 SL Fireworks</td> </tr> <tr> <td>6,000.00 Stars Annual Donation</td> <td>700.00 Remembrance Day Ceremonies</td> </tr> <tr> <td>11,000.00 SL Golf Club</td> <td>400.00 Endurance Riders</td> </tr> <tr> <td><u>125,400.00</u></td> <td></td> </tr> </table> <p align="center">OVER BUDGET -10,400.00</p>	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>									
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>																																					
Fire Services	<i>Total revenue for 2025 (includes billings that have not been sent yet) is \$248,429. This additional revenue combined with additional training grants and small savings will result in a surplus of \$197,000</i>																																				
Bylaw	<i>the department providing a \$40,000 surplus</i>																																				
Transportation	<i>There are still reserve transfers to be recorded for public works projects. We expect a final surplus of \$100,000.</i>																																				
Environmental Services	<i>Water sales were higher than budgeted by \$35,000. This along with small savings in the department will result in a surplus of \$100,000. Sewer has a savings of \$20,000. Waste operations is over budget by \$139,000. We moved to contracting garbage hauling and incurred some additional charges to have paint removed. These overages are offset by the funds received from the sale of equipment. If we transfer the sale funds from the truck to reserves, Waste will end the year with a \$180,000 deficit</i>																																				
FCSS	<p><i>2025 FCSS funds granted out are:</i></p> <table border="0"> <tr> <td>2500 Town family day</td> <td>6500 SL Library</td> </tr> <tr> <td>2100 SL Holubka Dancers volunteer</td> <td>2500 Bellis Board of Trade</td> </tr> <tr> <td>1500 Vilna Veselka Dancers volunteer</td> <td>1590 Vilna Pool Hall</td> </tr> <tr> <td>7000 Fire Camp</td> <td>687 Warspite Hall</td> </tr> <tr> <td><u>97506.86 Aspenview FSLW</u></td> <td></td> </tr> </table> <p>\$ 121,883.86</p>	2500 Town family day	6500 SL Library	2100 SL Holubka Dancers volunteer	2500 Bellis Board of Trade	1500 Vilna Veselka Dancers volunteer	1590 Vilna Pool Hall	7000 Fire Camp	687 Warspite Hall	<u>97506.86 Aspenview FSLW</u>																											
2500 Town family day	6500 SL Library																																				
2100 SL Holubka Dancers volunteer	2500 Bellis Board of Trade																																				
1500 Vilna Veselka Dancers volunteer	1590 Vilna Pool Hall																																				
7000 Fire Camp	687 Warspite Hall																																				
<u>97506.86 Aspenview FSLW</u>																																					
Planning & Communication	<i>Overall savings throughout the department will provide a surplus of \$60,000</i>																																				
Agriculture Service Board	<i>Mowing and Beaver Control ended the year right on budget. Overall, the Ag department will see a surplus of \$190,000. The Ag Fieldman position was vacant for 4 months, the contract spraying did not take place and chemicals purchased were less than budgeted</i>																																				
Economic Development	<i>\$9,992 was spent on economic development advertising (includes \$6,000 for a video commercial). The \$14,640 for Dr Recruitment has been spent.</i>																																				
Recreation & Cultural Services	<i>Parks and Recreation will end with a surplus of \$70,000. Savings throughout the department covered the cost of the trailer as well as provided this surplus</i>																																				
Gas	<p><i>The overall loss for the Natural Gas Department is \$42,000. This is a combination of loss from leaks</i></p> <p><i>The odorant contributed \$182,276 profit</i></p> <p><i>Gross Margin</i></p> <table border="1"> <thead> <tr> <th></th> <th>Total Gas Rev</th> <th>Purchase</th> <th>Capital</th> <th>Gross Marg</th> <th>Profit Marg</th> </tr> </thead> <tbody> <tr> <td>2025</td> <td>\$ 1,591,373.53</td> <td>-\$ 1,064,300.45</td> <td>-\$ 96,196.58</td> <td>\$ 527,073.08</td> <td>50%</td> </tr> <tr> <td>2024</td> <td>\$ 1,572,102.27</td> <td>-\$ 875,593.98</td> <td>-\$ 133,441.85</td> <td>\$ 565,090.44</td> <td>64%</td> </tr> <tr> <td>2023</td> <td>\$ 1,863,967.45</td> <td>-\$ 1,275,933.53</td> <td>-\$ 118,689.19</td> <td>\$ 469,344.73</td> <td>37%</td> </tr> <tr> <td>2022</td> <td>\$ 3,224,440.00</td> <td>-\$ 2,692,763.00</td> <td>-\$ 144,974.00</td> <td>\$ 386,703.00</td> <td>14%</td> </tr> <tr> <td>2021</td> <td>\$ 2,703,448.00</td> <td>-\$ 1,942,250.00</td> <td>-\$ 147,212.00</td> <td>\$ 613,986.00</td> <td>32%</td> </tr> </tbody> </table>		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%
	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	Total	Current	Over 30 days	Old Receivables under review
----------------------------	--------------	----------------	---------------------	-----------------------------------------

Legislative

Council spent \$486,606 of the \$523,751 budgeted resulting in a surplus of \$37,000.

Administration

Interest revenue is under budget by \$264,00 resulting from lower rates, lower cash position, and the write off of interest from the MCCCCAO. Payout and unbudgeted consulting fees are offset by savings throughout the department. Overall, Administration will show a deficit of \$180000

\$ 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

Municipal
Budget to Actual Report

	YTD ACTUAL Period 12	YTD BUDGET 2025 BUDGET	VARIANCE	VAR %	Notes
OPERATING REVENUE					
Taxes					
Farmland & Residential	\$4,473,884	\$4,623,323	\$149,439	3.23%	
Machinery & Equipment	1,313,885	1,435,878	121,993	8.50%	
Non - Residential	1,535,314	1,296,877	-238,437	(18.39%)	<i>Actual taxes levied is \$14,467,416 (\$38,532 less than budget)</i>
Linear	7,122,579	7,040,655	-81,924	(1.16%)	
Provincial Government	12,479	99,590	87,111	87.47%	
Sewer Levy	9,275	9,625	350	3.64%	
Other Income					
Well Drilling/Drill Rigs	100	1,000	900	90.00%	
Penalties	255,529	88,300	-167,229	(189.39%)	<i>most penalties are oil and gas, therefore uncollectable</i>
User Fees and Sales of Goods	714,068	624,250	-89,818	(14.39%)	<i>lower cash balance & rates = lower interest</i>
Investment Income	428,833	693,498	264,665	38.16%	
Development Levies	83,273	84,500	1,227	1.45%	
Licenses and Permits	230,797	210,500	-20,297	(9.64%)	
Sales to Other Governments	429,622	305,600	-124,022	(40.58%)	
Grants					
Provincial Conditional - Operating	662,302	594,257	-68,045	(11.45%)	
CLC	129,300	130,000	700	0.54%	
Transfer from Operating Reserve	606,500	521,500	-85,000	(16.30%)	
TOTAL OPERATING REVENUE	18,007,740	17,759,353	-248,387	(1.40%)	
OPERATING EXPENSES					
Salaries, Wages, and Benefits					
Salaries & Wages	6,359,924	5,937,790	-422,134	(7.11%)	
Benefits	544,326	1,259,793	715,467	56.79%	<i>Salaries and benefits under budget by \$305,000</i>
WCB	90,533	85,000	-5,533	(6.51%)	
Other Wages	14,969	32,500	17,531	53.94%	
Contracted and General Services					
Mileage	24,648	49,968	25,320	50.67%	
Meals and Lodgings	58,900	88,280	29,380	33.28%	
Membership & Conference Fees	45,642	61,435	15,793	25.71%	
Freight, Express, Postage	32,760	44,900	12,140	27.04%	
Telephone & Communication	73,282	90,900	17,618	19.38%	
Training	139,270	125,300	-13,970	(11.15%)	<i>Additional training in PW and Fire (granted)</i>
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	175,679	90,143	-85,536	(94.89%)	
Other Consulting	65,663	67,000	1,337	2.00%	
Computer Programing	135,492	159,575	24,083	15.09%	
Insurance	256,882	272,950	16,068	5.89%	
Consulting	289,730	247,400	-42,330	(17.11%)	<i>Includes unbudgeted HR Support & CAO recruitment</i>
Contractor	211,757	58,000	-153,757	(265.10%)	<i>Includes unbudgeted Waste Hauling contract</i>
Fire Protection	106,386	116,500	10,114	8.68%	
Gravel Hauling	178,682	180,000	1,318	0.73%	
Repairs & Maintenance	191,767	236,850	45,083	19.03%	
Rent & Lease	91,354	125,700	34,346	27.32%	
Tipping Fees	66,821	51,600	-15,221	(29.50%)	

	YTD ACTUAL Period 12	YTD BUDGET 2025 BUDGET	VARIANCE	VAR %	Notes
Water Commission Fees	70,817	50,330	-20,487	(40.71%)	<i>Purchase of water is offset by increased sales</i>
Other Services	286,254	402,050	115,796	28.80%	<i>contribution to policing \$180,000, damage claims \$21,000</i>
Materials, Goods, and Utilities					
Office/Food/Janitorial Supplies	101,314	98,080	-3,234	(3.30%)	
Fuel/Parts/ Etc	1,245,744	1,650,050	404,306	449.83%	
Reallocation to Road Program	-22,244	-1,999,794	-1,977,550	98.89%	<i>gravel inventory used is a non cash expense for 2025</i>
Gravel	591,267	490,000	-101,267	(20.67%)	
Chemicals	56,765	75,000	18,235	24.31%	
Computer Supplies	41,512	52,650	11,138	21.16%	
Utilities	171,340	223,749	52,409	23.42%	
Employee Recognition	24,520	29,500	4,980	16.88%	
Ashphalt/Oil/Calcium/Salt	410,838	635,000	224,162	35.30%	
Culverts	59,209	70,000	10,791	15.42%	
Equipment & Vehicle Supplies	20,827	20,000	-827	(4.13%)	
Materials & Supplies	33,003	39,350	6,347	16.13%	
Signs	31,613	25,700	-5,913	(23.01%)	
Other General Supplies	116,432	120,550	4,118	3.42%	
Transfers to Local Boards & Agencies	456,398	370,963	-85,435	(23.03%)	<i>Includes contribution to HAK gymn oil and gas allowance for tax write off</i>
Write Offs	349,936	3,000	-346,936	(11564.55%)	
Bank Charges & Interest	5,996	5,900	-96	(1.62%)	
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>16,432,832</u>	<u>17,055,418</u>	<u>622,586</u>	<u>3.65%</u>	
Total Operations	1,574,908	703,935	-870,973	(123.73%)	
Capital Funding					
Sale of Capital Assets	970,001	456,000	-514,001	(112.72%)	<i>additional equipment sold through council approved equipment right sizing plan expcted bridge grants were not approved</i>
Provincial Capital Grants	4,286,232	5,960,495	1,674,263	28.09%	<i>purchased 2026 grader \$731,600 Reserves will be replaced in 2026</i>
Transfer from Reserve	1,975,738	1,771,791	-203,947	(11.51%)	
Capital Funding	7,231,971	8,188,286	956,314	11.68%	
Capital Expenses					
Buildings & Land	11,424	40,000	28,576	71.44%	<i>includes outstanding 2025 projects carried over</i>
Transfer to Reserve	1,045,272	326,000	-719,272	(220.64%)	<i>includes Gladdin pit reclamation which was included in engineering structiures budget</i>
Land Improvements	196,008	12,000	-184,008	(1533.40%)	<i>expcted bridge grants were not approved. Road projects still to be allocated</i>
Engineering Structures	3,996,038	8,253,521	4,257,483	51.58%	
Equipment	2,365,302	1,801,000	-564,302	(31.33%)	<i>additional equipment council approved equipment right sizing</i>
Vehicles	883,037	504,000	-379,037	(75.21%)	
	<u>8,497,081</u>	<u>10,936,521</u>	<u>2,439,440</u>	<u>22.31%</u>	
Total Capital	-1,265,110	-2,748,235	-1,483,126	53.97%	
Net Profit/Loss	309,798	-2,044,300	-2,354,099	115.15%	
Remove Amortization		2,044,300	2,044,300	100.00%	
Adjusted Surplus (Deficit)	309,798		-309,799	0.00%	

YTD	YTD		
ACTUAL	BUDGET	VARIANCE	VAR %
Period 12	2025 BUDGET		

Notes

2/12/2026

&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 %
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	16,728	34,968	18,240	52.16%
Meals and Lodgings	18,269	23,770	5,501	23.14%
Membership & Conference Fees	16,275	15,185	-1,090	(7.18%)
Telephone & Communication	6,127	6,100	-27	(0.44%)
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%
	<u>486,606</u>	<u>523,751</u>	<u>37,145</u>	<u>7.09%</u>
Total Operations	-486,606	-523,751	-37,145	7.09%
Capital Funding				
Capital Expenses				
Net Profit/Loss	-486,606	-523,751	-37,145	7.09%
Adjusted Surplus (Deficit)	-486,606	-523,751	-37,145	7.09%

Expense Breakdown by Division	Actual	Budget	Budget
			Remaining
1	\$13,819	\$14,209	\$390
2	\$11,886	\$16,040	\$4,154
3	\$11,255	\$14,085	\$2,830
4	\$12,183	\$21,260	\$9,077
5	\$8,257	\$14,785	\$6,528
	<u>\$57,400</u>	<u>\$80,379</u>	<u>\$22,979</u>

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%)	
User Fees and Sales of Goods	2,596,478	3,061,900	465,422	15.20%	<i>price and volumen lower than budgeted</i>
Investment Income	82,506	50,000	-32,506	(65.01%)	
Grants					
TOTAL OPERATING REVENUE	2,704,184	3,121,900	417,716	13.38%	
OPERATING EXPENSES					
Salaries, Wages, and Benefits					
Salaries & Wages	857,640	873,114	15,474	1.77%	
Benefits	175,453	165,000	-10,453	(6.34%)	
Contracted and General Services					
Mileage	477	3,000	2,523	84.12%	
Meals and Lodgings	11,186	10,000	-1,186	(11.86%)	
Membership & Conference Fees	27,507	38,000	10,493	27.61%	
Freight, Express, Postage	8,407	13,300	4,893	36.79%	
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	727	1,000	273	27.28%	
Computer Programing	16,126	30,000	13,874	46.25%	
Insurance	36,698	36,000	-698	(1.94%)	
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	16,673	2,750	-13,923	(506.28%)	
Materials, Goods, and Utilities					
Office/Food/Janitorial Supplies	12,991	17,400	4,409	25.34%	
Fuel/Parts/ Etc	69,666	92,000	22,334	24.28%	
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	228,007	113,900	-114,107	(100.18%)	<i>supplies for Healing Waters/offset by \$70,000 billing, meter replacments price and volumen lower than budgeted</i>
Natural Gas Purchased	1,064,500	1,471,191	406,691	27.64%	
Other General Supplies	105	1,000	895	89.49%	
Amortization		245,000	245,000	100.00%	
	<u>2,612,706</u>	<u>3,246,900</u>	<u>634,194</u>	<u>19.53%</u>	
Total Operations	91,478	-125,000	-216,479	173.18%	
Capital Funding					
Transfer from Reserve	19,000	169,000	150,000	88.76%	
Capital Funding	19,000	169,000	150,000	88.76%	
Capital Expenses					
Transfer to Reserve	133,825	120,000	-13,825	(11.52%)	
Equipment		129,000	129,000	100.00%	
Vehicles	19,000	40,000	21,000	52.50%	
	<u>152,825</u>	<u>289,000</u>	<u>136,175</u>	<u>47.12%</u>	

1,033,093 1,038,114 5,021

	YTD ACTUAL Period 12	YTD BUDGET 2025 BUDGET	VARIANCE	VAR %	Notes
Total Capital	-133,825	-120,000	13,825	(11.52%)	
Net Profit/Loss	-42,347	-245,000	-202,654	82.72%	
Remove Amortization		245,000	245,000	100.00%	
Adjusted Surplus (Deficit)	-42,347		42,346	0.00%	Total loss for gas department

2/12/2026
5:41 PM

&P of &N

	Budget 2025					Actual 2025		
	COST	FUNDING				COST	Carry to 2026	SALE OF CA
		SALE OF CA	GRANT	RESERVE	OPERATIONS			
AGGREGATE LICENSE REV TO RESERVE	200,000				200,000			
DEPARTMENT TOTAL	200,000	-	-	-	200,000	-		-
UPDATE EMERGENCY LIGHTS - 222B	4,000				4,000	4,549		
DEPARTMENT TOTAL	4,000	-	-	-	4,000	4,549		-
ENBRIDGE GRANT					-			
CAPITAL REPAIR					-	28,663		
DEPARTMENT TOTAL	-	-	-	-	-	28,663		-
GRADER (REPLACE 525)	956,000	156,000	400,000	284,756	115,244	956,000		161,178
2026 Grader						731,600		
REPLACE SHOP LIGHTS	40,000				40,000	11,424	28,576	
REPLACE SANDING TRUCK 195	500,000	15,000	-	200,000	285,000	465,620		42,960
REPLACE RESERVE FOR WHEEL LOADER	39,000				39,000	39,000		
REPLACE HYDRO AX 615	450,000	200,000			250,000			260,920
Tack Hoe \$351,000						351,000		
Mulching Attachment \$49,000						42,421		
SIGN TRAILER	18,000				18,000	10,000		10,000
2011 Ram Boom Truck								27,745
1997 Ford Water Truck								30,430
1991 Kenworth Oil Truck								5,442
2007 GMC Plow Tuck								19,690
2013 John Deer tractor								5,370
2006 Cat Excabator Attachment								7,160
2006 Cat Compactor								72,495
2000 Rototiller								1,522
1998 Cat Compactor								34,010
2007 Cat Roller								51,015
2018 GMC Sierra								9,210
2009 GMC Sierra								3,475
2008 GMC Sierra								11,615
Equipment Trailer \$20,000						20,010		
Skid Steer& Mulcher 162,500						120,000		
Mulcher						48,997		
Sander/Plow \$50,000						30,319		
Dump/Sander Truck 488,755						365,399		
Water Truck \$310,000								
GRAVEL SALES TO RESERVE	27,000				27,000	5,566		
DEPARTMENT TOTAL	2,030,000	371,000	400,000	484,756	774,244	3,197,356	28,576	754,237
CREDIT CARD TERMINAL	20,000				20,000	18,670		
WARSPITE STATION ROOF	15,000				15,000	13,803		
RESERVE FOR SEWER	5,000				5,000	5,000		
SL Truckfill water pump 5,700						5,460		
GARBAGE BINS	20,000				20,000	4,488		
Sale of Garbage truck								213,705
MOWER X 2	42,000				42,000	41,153		
Motion 1195-25 Trailer	-				-	18,806		
GARBAGE TRUCK RESERVE	50,000				50,000	50,000		
MATRESS SHREDDER RESERVE	5,000				5,000	5,000		
DEPARTMENT TOTAL	157,000	-	-	-	157,000	162,380		213,705
HISTORIC DESIGNATION PLAQUE	12,000				12,000	8,359		

DEPARTMENT TOTAL	12,000	-	-	-	12,000	8,359		-
REPLACE 2016 TRACTOR 471	300,000	85,000			215,000		215,000	
RESERVE FOR EQUIPMENT					-			
DEPARTMENT TOTAL	300,000	85,000	-	-	215,000	-	215,000	-
CAPITAL TOTAL	2,503,000	456,000	400,000	484,756	1,162,244	3,401,306		967,942
BRIDGE TOTAL	6,233,727	-	4,754,495	1,052,035	427,197	4,111,679		
ROAD TOTAL	1,999,794	-	806,000	235,000	958,794	1,350,781		
MUNICIPAL TOTAL	10,736,521	456,000	5,960,495	1,771,791	2,548,235	8,863,766	-	967,942
INFRASTRUCTURE LINE REPLACEMENT	50,000				50,000			
METER READING EQUIPMENT	48,000			48,000	-			
REPLACE PRESSURE RELIEF IN RMO's	45,000			45,000	-			
RMO REPLACEMENT RESERVE	70,000				70,000			
RMO MODEM REPLACEMENT	16,000			16,000	-			
REPLACE UNIT 232 1995 CHEV 3500	40,000			40,000	-			
562-25 replace 208						19,000		
PURCHASE GAS DETECTOR	20,000			20,000	-			
DEPARTMENT TOTAL	289,000	-	-	169,000	120,000	19,000		-
	11,025,521	456,000	5,960,495	1,940,791	2,668,235	8,882,766		967,942