

3.1



**Smoky Lake County**

Meeting Agenda

Committee of The Whole Council Meeting

March 13, 2026 – 01:00 PM

In Person - Council Chambers

4612 - McDougall Drive, Smoky Lake, Alberta

Please join using this link:

<https://video.businessconnect.telus.com/join/407129597>

1. CALLED TO ORDER

2. ADOPTION OF AGENDA

3. REQUESTS FOR DISCUSSION

3.1. Bylaw 1498-26 - Planning and Development Fees

3.2. Bylaw 1432-23. Recreational Vehicles Bylaw

3.3. Policy 08-17-03 Family and Community Support Services Grants

3.4. Bylaw 1499-26 Procedural Bylaw

3.5. Policy 15-08-03 Vacation Policy

3.6. Policy 08-07-05 - Credit Card

3.7. Policy 08-16-02 - Purchasing Guidelines Policy

3.8. Policy 15-10-01 - Recruitment of Hiring Union and Non-Union  
Employees

3.9. Hazard Risk and Vulnerability Analysis Report

3.10. Priority Roads Policy 03-15-05 and Policy 03-35 Snow Clearing

3.11. Policy Statement 62 09-01: Pocket Gopher Traps

3.12. Policy Statement 62-01-03: Magpie Traps

3.13. Policy Statement AG 07-07: Beaver Management Program

3.14. Policy Statement 62-02-04: Gopher Incentive Program

4. CAO REPORT

4.1. CAO Report

4.2. Action Item List

5. IN CAMERA

6. ADJOURNMENT



# Request for Discussion (RFD)

**Meeting Date:** March 13, 2026

**Agenda Item:** # 3.1

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

**Presented By:** Jordan Ruegg, Director of County Services

## For Discussion and Review

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### Background:

Bylaw No. 1498-26, a Bylaw to replace Bylaw No. 1463-24, being the Planning and Development Fees Bylaw, was presented to Council at its February 26<sup>th</sup> meeting. Following a discussion, Council indicated that it wished to see changes made to the way that land would be valued when selling land as part of a road closure. Bylaw No. 1498-26 is attached for reference. **(Enclosure #1)**.

### Recommendations

- Decrease the application fee for a road closure from \$500.00 to \$50.00.
- Establish land valuation for the purposes a road closure equal to \$500.00 per Certificate of Title.

### Benefits:

The proposed Bylaw No. 1498-26 would reduce red tape and provide clear direction to administration and landowners who wish to apply for a road closure. Establishing a set value for land that is disposed as part of a road closure will be more efficient than determining land value for specific land.

### Disadvantages:

Establishing a set value for land that is disposed of as part of a road closure risks land being sold for less than fair market value.

### Financial Implications:

Not applicable

### Legislation:

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

### Intergovernmental:

Not applicable

### Strategic Alignment:

Not applicable

### Enclosure(s):

1. Bylaw No. 1498-26: *Planning and Development Fees Bylaw*

**Signature of the CAO:** Chyenne Shaw

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

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**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**

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**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

\_\_\_\_\_  
Chief Administrative Officer, Chyenne Shaw

**SCHEDULE A – PLANNING & DEVELOPMENT FEES**

ITEM DESCRIPTION	FEE
<b>DEVELOPMENT PERMITS</b>	
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
<b>BYLAW AMENDMENT FEES</b>	
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
<b>NEW STATUTORY PLAN FEES</b>	
New Area Structure Plan (proposed by a Developer)	\$2,000.00 + cost of advertising
<b>OTHER FEES</b>	
Compliance Certificate	\$125.00
Encroachment Agreement	\$500.00 plus any legal/surveying costs
Road Closure by Resolution for purposes of Disposal	\$50.00 application fee + surveying costs + \$500.00 per Certificate of Title for land
Road Closure by Bylaw for purposes of Disposal	\$50.0 application fee + \$500.00 for advertising costs + surveying costs + \$500.00 per Certificate of Title for land
Road Closure by Bylaw for purposes of Lease	\$50.00 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
<b>WITHDRAWAL / REFUND FEES</b>	

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 <sup>st</sup> 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
<b>APPEAL FEES</b>	
Subdivision Appeal Fee	\$250.00
Development Appeal Fee	\$250.00
<b>HARD COPY OF PLANNING DOCUMENTS FEES</b>	
Land Use Bylaw – Hard Copy	\$50.00
Municipal Development Plan — Hard Copy	\$25.00
Area Structure Plan – Hard Copy	\$25.00
<b>NOTE:</b> <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.smokylakecounty.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)
Placement of home (only)	\$325.00 (minimum fee) + SCC levy
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**

<b>Modular</b> Home (RTM's, etc)	\$351.75 + SCC levy
Basement Development	\$0.41 sq. ft. + SCC levy (min. \$157.50)
<b>Manufactured</b> 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.

Variations 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
<b>Replacement Commercial or Industrial Appliances (per unit)</b>	
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 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).

**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
<b>Add \$3.15 per fixture over 40</b>			

**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!

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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).

**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	\$553.35
20	\$199.50	54	\$383.25	88	\$556.50
21	\$204.75	55	\$388.50	89	\$559.65
22	\$210.00	56	\$393.75	90	\$561.75
23	\$215.25	57	\$399.00	91	\$563.85
24	\$220.50	58	\$404.25	92	\$567.00
25	\$225.75	59	\$409.50	93	\$570.15
26	\$231.00	60	\$414.75	94	\$572.25
27	\$236.25	61	\$420.00	95	\$577.50
28	\$241.50	62	\$425.25	96	\$588.00
29	\$246.75	63	\$430.50	97	\$593.25
30	\$257.25	64	\$435.75	98	\$598.50
31	\$262.50	65	\$441.00	99	\$603.75
32	\$267.75	66	\$446.25	100	\$609.00
33	\$273.00	67	\$451.50	<b>Add \$3.15 each fixture over 100</b>	
34	\$278.25	68	\$456.75		

**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 "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	\$1,354.50
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	\$614.25	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	\$661.50		
22,000.01 – 23,000	\$425.25	90,000.01 – 100,000	\$673.05		
				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 1 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
Made payable to: Municipal Planning Services (2009) Ltd. #206, 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.

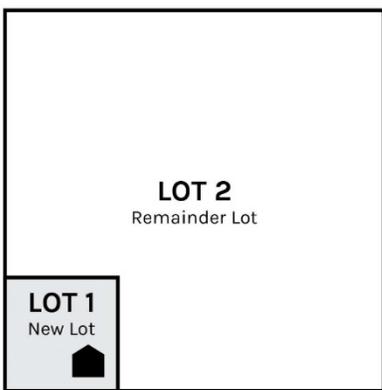
Base Application Fee	Per Lot Fee <sup>1</sup>	Per Lot Endorsement Fee <sup>2</sup>
\$750.00	\$250.00	\$200.00 Per Lot
Payable with Initial Application		Payable Prior to Endorsement <sup>3</sup>

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)
<b>Subtotal</b>	<b>\$1,250.00</b>
3. Endorsement Fee	\$400.00
1 New Lot & Remainder Lot	(\$200.00 x 2)
<b>Subtotal</b>	<b>\$400.00</b>
<b>G.S.T.</b>	<b>\$82.50</b>
<b>Total</b>	<b>\$1,732.50</b>

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

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

<sup>3</sup> 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 <b>must</b> be received before the file expires. <b>Once a file has expired, an extension request cannot be processed, and a new subdivision application will be required.</b>
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"> <li>The site or proposal has considerations that may require Federal or Provincial approvals.</li> <li>It is necessary to determine the location and area of suitable building pocket(s).</li> </ul> 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 Discussion (RFD)

**Meeting Date:** March 13, 2026

**Agenda Item:** # 3.2

**Topic:** Recreational Vehicle Bylaw & Noise Bylaw

**Presented By:** Jordan Ruegg, Director of County Services

## For Discussion and Review

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### **Background:**

Smoky Lake County Council tasked administration with conducting a jurisdictional scan of other municipalities to determine the number of recreational vehicles (RVs) that these municipalities permit on agricultural lands and whether these RVs are subject to any regulations. Currently, Smoky Lake County Bylaw No. 1432-23 (RV Bylaw) does not restrict the number of RVs that are permitted on agricultural lands. However, Bylaw No. 1432-23 prohibits RVs from being permanently connected to any utility or municipal service throughout the County. The lack of clarity surrounding the number of RVs permissible within agricultural areas has triggered this review. Bylaw No. 1432-23 is attached for reference (**Enclosure #1**).

### **Jurisdictional Scan**

#### **Smoky Lake County – Bylaw No. 1432-23**

- The year-round placement of up to 2 (two) recreational vehicles is permitted in Hamlets, Subdivisions and Lake Subdivision Areas.
- Additional recreational vehicles may be permitted for up to a maximum of 4 (four) consecutive days within Hamlets, Subdivision and Lake Subdivision Areas.
- Additional recreational vehicles must be removed from the site for a minimum of 24 (twenty-four) hours before the 4 (four) consecutive day occupation period may be removed.
- No recreational vehicle shall be permanently connected to any utility or municipal service such as power, gas, water supply or sanitary sewage disposal facilities unless the recreational vehicle is located within an approved recreational vehicle park that has been permitted under the County's Land Use Bylaw.
- Bylaw No. 1432-23 does not limit the number of recreational vehicles on agricultural land within Smoky Lake County.
- "Hamlets" are defined as places within Smoky Lake County that are zoned as Hamlet General (HG) District under the Land Use Bylaw, including Warspite, Bellis, Edward and Spedden.
- "Subdivision and Lake Subdivision Areas" are defined as places within Smoky Lake County that are zoned as Country Residential (R1) District or Residential (Cluster) Conservation (R2) District, including Hanmore Lake, Haynes Estate, Sandy Lane Park, Mons Lake Estates, Monse View Resort, Bonnie Lake Resort, Hillside Acres, Birchland Resort, Parkview, Sunset Beach and Wayetenau Lake subdivisions.

- **Permanent**
  - RVs allowed on parcels of land less than forty (40) acres in size = **three (3)**.
  - RVs allowed on parcels of land that are greater than forty (40) acres in size = **four (4)**.
  
- **Temporary (for family functions/weddings/etc.)**
  - RVs allowed on parcels of land that are less than one (1) acre in area and have a dwelling present = **five (5)**.
  - RVs allowed on parcels of land that are between one (1) acre and two (2) acres in area and have a dwelling present = **ten (10)**.
  - RVs allowed on parcels of land between two (2) acres and less than twenty (20) acres in area = **twenty (20)**.
  - RVs allowed on parcels of land that are greater than twenty (20) acres in area = **thirty (30)**.
  - **All temporary RVs are subject to Recreational Units During Family Functions Policy**
    - Maximum duration = 96 hours/ 4 days.
    - May only be allowed to have temporary RVs twice a year/property (additional requests can be allowed at the discretion of the CAO).
    - The use or function must abide by all Municipal, Provincial, and Federal legislation, including, but not limited to the County's Noise Bylaw and regulatory requirements for the disposal of wastewater.

### **Thorhild County**

- **Permanent**
  - Year-round placement of two (2) RVs on a parcel within the AG District shall be allowed without a Development Permit.
  
- **Temporary (for family functions/weddings/etc.)**
  - Additional RVs shall be permitted in the AG District for a maximum of four (4) consecutive days.
  - No Development Permit is required.
  - No maximum number of temporary RVs is specified.
  - No recreational vehicle shall be permanently connected to any utility or municipal service, such as power, gas, water supply or sanitary sewage disposal facilities unless the recreational vehicle is located in an approved recreational vehicle park.

### **Lac Ste. Anne County**

- **Permanent**
  - A maximum of six (6) Recreational Vehicles are permitted to be permanently placed on a parcel.
  - The number of Recreational Vehicles may exceed the number outlined in Section 9.1.7(b) on a temporary basis for no more than twenty-one (21) days in a monthly period.

- Recreational Vehicles shall be solely for private personal use. No fee, payment or other consideration shall be charged or collected for placement of the Recreational Vehicle(s) on the parcel and the Recreational Vehicles shall not be used for a commercial purpose.
- The placement of Recreational Vehicle(s) shall comply with the applicable site setback requirements and other regulations of the applicable district.
- The placement of the Recreational Vehicle(s) shall not, in the opinion of the Development Authority, result in any one or more of:
  - 1) Offensive or Objectionable conditions;
  - 2) Adverse impacts on the use, enjoyment or value of neighbouring parcels, or;
  - 3) Adverse impacts on the capacity, operation or condition of any Public Utility or municipal infrastructure including highways or roads.

### **Foothills County**

- **Permanent**
  - A maximum of five (5) Recreational Vehicles are permitted to be permanently placed on a parcel anywhere outside of a hamlet.

### **Westlock County**

- **Permanent**
  - A maximum of three (3) Recreational Vehicles are permitted to be permanently placed on a parcel anywhere outside of a hamlet.
  - A Development Permit may be approved, at the discretion of the Development Authority, for up to one (1) additional recreational vehicle on an annual basis.
  - Tent trailers and truck campers stored on a lot shall be allowed without a development permit and shall not be included in the maximum RV density calculation.

### **Rocky View County**

- **Permanent**
  - A maximum of three (3) Recreational Vehicles are permitted to be permanently placed on a parcel of land up to 20.01 acres in area.
  - A maximum of four (4) Recreational Vehicles are permitted to be permanently placed on a parcel of land between 20.01 acres and 39.78 acres in area.
  - A maximum of five (5) Recreational Vehicles are permitted to be permanently placed on a parcel of land greater than 39.78 acres in area.

### **Administrative Review**

During the course of the jurisdictional scan, it was brought to the attention of County administration that there were additional complaints related to the use of recreational vehicles (e.g. discharging of

firearms; stunting on County roads; noise) that are not contemplated by Bylaw No. 1432-23, and that are better addressed through alternative means (e.g. the County's Noise Bylaw; RCMP enforcement of Criminal Code violations; enforcement of the Traffic Safety Act).

### **Recommendations**

- Increase the penalties for offences under the Recreational Vehicles Bylaw No. 1432-23 as follows:
  - o 1<sup>st</sup> Offence – from \$100.00 to \$500.00
  - o 2<sup>nd</sup> Offence – from \$350.00 to \$1,000.00
  - o 3<sup>rd</sup> Offence – from \$500.00 to a fine of not less than \$2,500.00 and not more than \$10,000.00.
- Change the noise regulations for weekends under Section 3.1 of the Noise Bylaw No. 1342-19 (**Enclosure #2**) from 2:00 a.m. – 7:00 a.m. to 12:00 a.m. to 7:00 a.m.

### **Benefits:**

The proposed changes to Bylaw No. 1432-23 and Bylaw No. 1342-19 will provide the County's Peace Officer with the necessary authority to address issues that have arisen in relation to the use of RVs on both agricultural and non-agricultural lands. Specifically, noise has been raised as a significant issue and the proposed change to Bylaw No. 1342-19 will establish new quiet hours that are more reasonable. The proposed increased fine amounts under Bylaw No. 1432-23 will also provide a more robust deterrent to unauthorized RV use, ensuring that compliance with the provisions of the Bylaw is achieved. Moreover, the purposeful omission of a maximum number of RVs permissible on agricultural lands will allow for family gatherings, weddings and other events to take place without causing additional administrative burden on County staff.

### **Disadvantages:**

Omission of a limit on the number of recreational vehicles permitted on agricultural lands could lead to additional noise and other complaints, requiring more of the County's enforcement capacity to address these complaints.

**Financial Implications: N/A**

### **Legislation:**

- *Municipal Government Act*, R.S.A. 2000, c. M-26
- *Traffic Safety Act*, R.S.A. 2000, c. T-6

**Intergovernmental: N/A**

**Strategic Alignment: N/A**

### **Enclosure(s):**

1. Bylaw No. 1432-23: *Recreational Vehicles Bylaw*

2. Bylaw No. 1342-19: *Noise Bylaw*

Signature of the CAO: *Chyenne Shaw*

**Enclosure #1: Recreational Vehicle Bylaw**

**SMOKY LAKE COUNTY  
IN THE PROVINCE OF ALBERTA  
BYLAW NO. 1432-23**

A Bylaw of Smoky Lake County, in the Province of Alberta for the purpose of regulating Recreational Vehicles (RVs) in Smoky Lake County.

\*\*\*\*\*

**WHEREAS**, pursuant to the provisions of the Municipal Government Act RSA 2000 Ch. M-26.1, 7(i) with amendments thereto, a Council may pass bylaws for municipal purposes respecting the enforcement of bylaws made under this or any other enactment including the creation of offences and for each offence, imposing a penalty; and

**WHEREAS** the penalties approved by this bylaw will replace existing penalties in several bylaws.

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

**1. Title**

- a. This Bylaw may be cited as "Smoky Lake County Recreational Vehicles (RV) Bylaw".

**2. Definitions**

- a. **Agricultural, Crown Lands, and other Areas** means those places within Smoky Lake County that are Zoned Agriculture (AG) District, Victoria Agriculture (A1) District, Victoria Residential (R3) District, Victoria Commercial District (C2) District, Highway Commercial (C1) District, Industrial (M1) District, Rural Industrial District (M2), Community and Institutional (P) District.
- b. **Hamlet Area** means those places within Smoky Lake County that are Zoned Hamlet General (HG) District under the Land Use Bylaw such as Warspite, Bellis, Edwand, and Spedden.
- c. **Land Use Bylaw** means the Land Use Bylaw adopted by Smoky Lake County, as amended.
- d. **Recreational Vehicle** means a vehicle primarily designed as temporary living quarters for recreational camping or travelling, which either has its own motor power or is mounted onto or drawn by another vehicle.
- e. **Subdivision and Lake Subdivision Area** means those places within Smoky Lake County that are Zoned Country Residential (R1) District or Residential (Cluster) Conservation (R2) District such as Hanmore, Haynes Estate, Sandy Lane Park at Mons Lake, Mons Lake Estates, Mons View Resort, Bonnie Lake Resort, Hillside Acres at Whitefish Lake, Birchland at Garner Lake, Parkview at Garner Lake, Sunset Beach at Garner Lake, and Wayetenau Lake Subdivision.
- f. **Zoned** means the land use district as established by the Smoky Lake County Land Use Bylaw.

**3. Regulations**

- a. The year-round placement of up to 2 (two) Recreational Vehicles is permitted in Hamlet, Subdivision, and Lake Subdivision areas.
- b. Additional Recreational Vehicles may be permitted for up to a maximum of 4 (four) consecutive days within the Hamlet and Subdivision, and Lake Subdivision areas.
  - i. Additional Recreational Vehicles shall be removed from the site for a minimum of 24 (twenty-four) hours before the 4 (four) consecutive day occupation period may be renewed.
- c. No Recreational Vehicle shall be permanently connected to any utility or municipal service, such as power, gas, water supply, or sanitary sewage disposal facilities unless the recreational vehicle is located in an approved recreational vehicle park and has been permitted under the County's Land Use Bylaw.
- d. This Bylaw does not restrict the number of Recreational Vehicles that may be permitted on Agricultural, Crown Lands, and Other Areas.

**4. Penalty**

- a. The following penalties may be applied in the event of an offence or violation:
  - i. 1<sup>st</sup> Offence: \$100
  - ii. 2<sup>nd</sup> Offence: \$350
  - iii. 3<sup>rd</sup> Offence: \$500
- b. Each day on which an offence occurs may be considered to be an additional and separate offence.

**5. Severability**

- a. If any portion of this Bylaw is found to be invalid, the remaining portions remain in effect.

**6. Effect**

- a. This Bylaw takes effect upon Third Reading.

**7. Amendment**

- a. This Bylaw may be amended by Bylaw in accordance with the Municipal Government Act R.S.A. 2000, c. M-26, as amended.

READ a First Time this 16<sup>th</sup> day of March, AD 2023.

S E A L

\_\_\_\_\_  
REEVE

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER

**Enclosure #1: Recreational Vehicle Bylaw**

READ a Second Time this 13<sup>th</sup> day of April, AD 2023.

S E A L

\_\_\_\_\_  
REEVE

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER

READ a Third and Final Time this 27<sup>th</sup> day of April, AD 2023 and finally passed by Council.

S E A L

\_\_\_\_\_  
REEVE

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER

**SMOKY LAKE COUNTY  
IN THE PROVINCE OF ALBERTA  
BYLAW NO. 1342-19**

**BEING A BYLAW OF SMOKY LAKE COUNTY IN THE PROVINCE OF ALBERTA FOR THE  
PURPOSE TO REGULATING, ELIMINATING OR ABATING NOISE.**

\*\*\*\*\*

**WHEREAS**, pursuant to the *Municipal Government Act*, R.S.A. 2000 c. M-26 a amendments thereto, authorizes Council to pass a Bylaw for municipal purposes respecting the safety, health and welfare of people and the protection of people and property;

**AND WHEREAS**, pursuant to the *Municipal Government Act*, Council of Smoky Lake County wishes to exercise its authority in a bylaw passed for the purpose to regulate, eliminate or abate noise for a varying period of the day, in all or a designated part of location of the municipality.

**AND WHEREAS**, Council deems it expedient and in the public's interest to pass a bylaw to establish provisions of noise control.

**NOW THEREFORE**, be it resolved that the Council of Smoky Lake County in the Province of Alberta, duly assembled hereby enacts as follows:

**PART ONE: INTERPRETATION**

- 1.1 This Bylaw shall be cited as the "**Noise Bylaw**".
- 1.2 Words or phrases defined in the Alberta *Interpretation Act*, *Traffic Safety Act* or *Municipal Government Act* or any successor legislation, as amendments thereto shall have the same meaning when used in this Bylaw unless otherwise defined in this Bylaw.
- 1.3 The headings in the **Noise Bylaw** have been inserted for reference as a matter of convenience only and are not to be construed in no way as to define, limit or enlarge the scope or meaning of this Bylaw or any provisions thereof.
- 1.4 Words in the masculine gender will include the feminine gender whenever the context so requires and vice versa.

**PART TWO: DEFINITIONS**

- 2.1 "**Bylaw**": means this Noise Bylaw for Smoky Lake County.
- 2.2 "**County**": means the geographic area contained within the boundaries of the municipality of Smoky Lake County.
- 2.3 "**Event**": means any public or private event, gathering, celebration, festival, competition, contest, exposition or similar type of activity held indoors, outdoors or a combination of both, which has an expected attendance of more than 300 people, including promoters, staff personnel and entertainers, and includes but is not limited to the following events:
  - Music festivals or concerts, including live and/or pre-recorded music with professional and/or amateur performers.
  - Dances and dance parties, including live and/or pre-recorded music with professional and/or amateur performers.
  - Rodeos
  - Trade Shows
  - Expositions
  - Exhibitions
  - Athletic or sports events, meets, shows, contests, trials and other competitive events.
- 2.4 "**Municipality**": means the Municipal Corporation of Smoky Lake County.

- 2.5 “**Noise**”: means any sound which in the opinion of the Peace Officer, having regard for all circumstances, including the time of day and the nature of the activity generating the sound, is likely to and is reported to unreasonably annoy or disturb person(s) or which injures, endangers, or detracts from the comfort, repose, health, peace or safety or persons within the boundary of the County.
- 2.6 “**Peace Officer**”: has the same meaning as in the Alberta *Interpretation Act*, *Traffic Safety Act*, *Provincial Offences Procedures Act* and includes the Royal Canadian Mounted Police (RCMP); and as duly appointed or employed by Smoky Lake County as such and shall include Bylaw Enforcement Officer.
- 2.7 “**Person**”: means a natural person, a company, corporation, partnership, firm, association, society, and the personal or other legal representatives or a person to whom the context can apply according to law.
- 2.8 “**Premises**”: means any place occupied by an individual such as a residence.
- 2.9 “**Real Property**”: means land, with or without improvements so affixed to the land as to make them in fact and in law part of the real property, and includes, as the context requires, individual premises located on the real property.
- 2.10 “**Vicinity**”: means close to neighboring or near a particular place of origin.
- 2.11 “**Violation Tag**” means a municipal tag or similar document form issued by the County pursuant to the *Municipal Government Act*, R.S.A. 2000, c-M-26 as amended.
- 2.12 “**Violation Ticket**” means a ticket issued pursuant to Part II of the *Provincial Offences Procedures Act*, S.A. 2000, c-P-34, as amended and Regulations thereunder.

### **PART THREE: NOISE REGULATIONS**

- 3.1 On **weekends** or statutory holidays, no person being the owner, occupier or tenant of real property or hosting an event shall allow or permit such real property to be used so that noise which occurs thereon or emanates therefrom, disturbs or tends to disturb the quiet, peace, rest, enjoyment, comfort or convenience of any person or persons on the same property or in the vicinity of that property between the hours 2:00 a.m. to 7:00 a.m.
- 3.2 On **weekdays**, no person being the owner, occupier or tenant of real property or hosting an event shall allow or permit such real property to be used so that noise which occurs thereon or emanates therefrom, disturbs or tends to disturb the quiet, peace, rest, enjoyment, comfort or convenience of any person or persons on the same property or in the vicinity of that property between the hours 12:00 a.m. to 7:00 a.m.

### **PART FOUR: NOISE VIOLATIONS**

- 4.1 Without limiting the generality of Section 3.1 and 3.2 herein, any of the following sounds as noise are deemed by the municipality to be objectionable and disturbing the quiet, peace, rest, enjoyment, comfort or convenience of individuals or the public and are, therefore, restricted within the terms set forth in sections 3.1 and 3.2:
- 4.1.1 the use of a megaphone, microphone or other voice amplification device, or shouting, banging or making similarly disruptive sounds, whether produced outdoors or from the occupants within a premise, vehicle, such that the sound can be heard from a neighbouring lot, or from other premises in the vicinity.
- 4.1.2 sound from a radio, stereophonic equipment, television, musical instrument, computer or other instrument or other apparatus from the production or amplification of sound, whether produced outdoors or from within a premise, vehicle, such that the sound can be heard from a neighbouring lot, or from other premises in the vicinity.

- 4.1.3 no person shall construct, erect, reconstruct, alter, repair or demolish any building, structure or thing or excavate or fill in land in any manner so as to generate any noise that can be heard from a neighbouring lot, or from other premises in the vicinity.
- 4.1.4 no person shall use the signaling devices such as a horn or bell on Motor Vehicles or the use of motor vehicle noise so as to make more Noise than is reasonability necessary for the purpose of giving notice or warning other persons on highway as set out in subsection 82 and 83 under the *Traffic Safety Act - Use of Highway and Rules of the Road Regulation*, Alberta Regulation 304/2002, as amended.
- 4.1.5 Where an activity which is not specifically restricted by any legislation of Canada or Alberta or by this Bylaw, but involves making a sound that will or may become a disturbance or annoyance to other people or a danger to the comfort, health, peace or safety of others, the activity shall be carried out in a manner aimed to create as little Noise as practicable.

**PART FIVE: EXEMPTIONS**

- 5.1 This Bylaw does not apply to any existing Bylaws or regulations of Smoky Lake County relating to provisions for Noise Control, i.e. Development Permits, under the Municipal Land Use Bylaw, in which the use is being carried out.

No provisions of this bylaw shall apply to or be interpreted to prevent:

- 5.2 Operating or in charge of Fire Department, Police or Ambulance or Emergency vehicles while in the execution of their duties.
- 5.3 Performing works of an emergency nature for the preservation or protection of life, health or property.
- 5.4 Agricultural Operations including Farm implements or other activities conducted on land designated as a farm area or Agricultural Land Use.
- 5.5 Performing work carried out by the County or its agents, contractors, servants, employees, acting within the scope of their responsibilities; i.e., snow clearing or removal operations.
- 5.6 Operating a commercial delivery vehicle.
- 5.7 Community or private events (i.e., wedding ceremonies) held at a community hall, or events held by a non-profit society, Community Association, or as endorsed by the County.
- 5.8 The ringing of bells in churches, religious establishments and schools.
- 5.9 Barking dogs.

**PART SIX: ENFORCEMENT**

- 6.1 The provisions of this Bylaw may be enforced by the Peace Officer unless otherwise specified.
- 6.2 No persons shall obstruct or interfere with the Peace Officer in the exercise of their duties.
- 6.3 The Peace Officer shall have the right to enter upon the property of any owner or occupant at all reasonable times and in a reasonable manner to inspect and determine whether the requirements, restrictions and regulations of this Bylaw are being met.
- 6.4 The Peace Officer may direct any person(s) who has caused or made Noise, or any person who owns or controls real property from which the Noise has originated, to abate

or eliminate the Noise during the specified hours. Such a direction may be either verbal or written.

**PART SEVEN: PENALTY**

- 7.1 A person who contravenes any provisions of this Bylaw, or who directs, permits, suffers, or allows any act or thing to be done in contravention or violation of any of the provisions of this Bylaw, commits an offence; and each day that the offence continues constitutes a separate offence:
  - 7.1.1 For the first offence to a fine of Five Hundred Dollars (\$500.00).
  - 7.1.2 For the second offence to a fine of One Thousand Dollars (\$1,000.00).
  - 7.1.3 For a third offence or subsequent offence within one (1) year of the date of conviction of the first offence, upon summary conviction to a fine of not less than Two thousand, Five Hundred Dollars (\$2,500.00) and not more than Ten Thousand Dollars (\$10,000.00) and in default of payment, imprisonment for a term not exceeding six (6) months.

**PART EIGHT: VIOLATION TAGS AND TICKETS**

**Violation Tags:**

- 8.1 A Peace Officer is hereby authorized and empowered to issue a Violation Tag to any Person, who the Peace Officer has reasonable grounds to believe has contravened any provision of this Bylaw.
- 8.2 A Violation Tag shall be served upon such a Person personally, or by mailing a copy to such Person by registered mail.
- 8.3 The Violation Tag shall state:
  - 8.3.1 the name of the Person;
  - 8.3.2 the offence;
  - 8.3.3 the appropriate penalty for the offence as specified in this Bylaw;
  - 8.3.4 that the penalty shall be paid within thirty (30) days of the issuance of the Violation Tag to the municipality; and
  - 8.3.5 any other information as may be required by the Peace Officer.
- 8.4 If the penalty specified on the Violation Tag is not paid with the prescribed time period then a Peace Officer is hereby authorized and empowered to issue a Violation Ticket pursuant to Part II of the *Provincial Offences Procedure Act*, S.A. 2000, c.P-34 as amended from time to time.

**Violation Tickets:**

- 8.5 Notwithstanding anything in this Bylaw, a Peace Officer is hereby authorized and empowered to issue a Violation Ticket pursuant to Part II of the *Provincial Offences Procedure Act*, S.A. 2000, c.P-34 as amended from time to time, to any person who the Peace Officer has reasonable grounds to believe has contravened any provision of this Bylaw.

**PART NINE: APPLICATION**

- 9.1 The provisions of this Bylaw apply to lands located with the boundaries of the municipality situated within the geographic area of the Smoky Lake County.

**PART TEN: SEVERABILITY**

- 10.1 It is the intention of Council that each separate provision of this Bylaw shall be deemed independent of all other provisions herein and it is the further intention of

Council that if any provision of this Bylaw is declared invalid by a court of competent jurisdiction, then the invalid portion shall be severed and the remainder of the Bylaw is deemed valid and enforceable.

**PART ELEVEN: EFFECTIVE DATE**

11.1 This Bylaw shall come into force and effect on the final date of passing thereof.

**Read a First time this 23<sup>rd</sup> day of May, 2019.**

\_\_\_\_\_  
REEVE

S E A L

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER

**Read a Second time this 27<sup>th</sup> day of June, 2019.**

**Read a Third and Final time this 27<sup>th</sup> day of June, 2019 and finally passed.**

\_\_\_\_\_  
REEVE

S E A L

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER



# Request for Discussion (RFD)

**Meeting Date:** March 13, 2026,

**Agenda Item:** # 3.3

**Topic:** Policy 08-17 Family and Community Support Services Grants

**Presented By:** Brenda Adamson/Finance Manager

## For Discussion and Review

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### Background:

Policy 08-17 was first passed by Council in 2012. It provides the guidelines that need to be followed to ensure that Smoky Lake County is meeting all requirements for the Alberta Government FCSS Grant.

The FCSS Grant is provided to the County to run preventative social programs. When the grant was first established, the County set up the Family School Liaison Program. Grant funds received from the province are forwarded to the program. Smoky Lake County must contribute 20%. These funds are granted out to organizations that provide programs that qualify under the FCSS rules (volunteer events, Library programming, summer camp, etc.) through this policy.

The policy has been updated to provide more information that is required for the annual report that must be submitted to the Government of Alberta as well, it proposes a limit of \$1,500 for volunteer events as per discussions with Council.

Attached is the previous policy for reference.

### Benefits:

Ensures Smoky Lake County has a fair process for granting funds.  
Ensures the programs qualify under the provincial grant rules.

### Disadvantages:

Providing a limit for volunteer events may limit Council ability to be flexible.

### Financial Implications:

In 2026 Smoky Lake County will receive \$97,506 and must contribute \$24,377

### Legislation:

- Family and Community Support Services Act, RSA 2000
- Family and Community Support Services Regulation 218/94

### Intergovernmental:

The Town of Smoky Lake has expressed a wish to regionalize FCSS. This policy does not take that into consideration.

**Strategic Alignment:** N/A



# Request for Discussion (RFD)

**Enclosure(s):**

1. Policy 08-17 version 2
2. Policy 08-17 version 3

Signature of the CAO: Chyenne Shaw

## SMOKY LAKE COUNTY



<b>Title: Family and Community Support Services (FCSS) Grants</b>	<b>Policy No.: 17-02</b>
<b>Section: 08</b>	<b>Code: P-S</b>
<b>Page No.: 1 of 7 E</b>	

<b>Legislation Reference:</b>	<i>Family and Community Support Services Act</i>
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<b>Purpose:</b>	To provide a consistent method for Smoky Lake County to award Family and Community Support Services (FCSS) Grant funding to various non-profit volunteer service organizations that support preventive social initiatives within the community.
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<b>Policy Statement and Guidelines:</b>	
<b>1. STATEMENT:</b>	
1.1	Smoky Lake County will manage its FCSS program in compliance with statutory requirements and operate in accordance with the Act and regulations thereto.
1.2	The County recognizes investments made in organizations that provide preventive social initiatives under the Family and Community Social Services program will benefit the entire community.
1.3	The County will establish an annual budget to assist non-profit organizations to operate their program or services providing these are within the FCSS Act and regulations.
1.4	The County has the authority to set funding deadlines.
<b>2. DEFINITIONS:</b>	
2.1	“Act”: means the Family and Community Support Services Act (RSA 2000).
2.2	“County”: means Smoky Lake County Council or the Family and Community Services (FCSS) Committee.
2.3	“Outcomes”: means the benefits, impact or changes for individuals, families, communities, or populations during or after participating in program activities. They are influenced by a program’s outputs. Outcomes may relate to knowledge, attitudes, values, skills, behavior, condition, status or other attributes. They are what participants know, think, or can do; or how they behave; or what their condition or status is, that is different following the program.

<b>Title: Family and Community Support Services (FCSS) Grants</b>	<b>Policy No.: 17-02</b>
<b>Section: 08</b>	<b>Code: P-S</b>
	<b>Page No.: 2 of 7 E</b>

**Policy Statement and Guidelines:**

**3. GUIDELINES:**

- 3.1 Organizations must be non-profit and must operate within the Smoky Lake County region.
- 3.2 Services and programs provided by the organization must fall within the mandate of preventive social services as outlined in the Provincial FCSS Act and Regulations.
- 3.3 The applicant must demonstrate that the funds will be used to:
  - 3.3.1 help individuals develop independence and strengthen coping skills.
  - 3.3.2 develop awareness with regards to social needs.
  - 3.3.3 develop interpersonal and group skills.
  - 3.3.4 help communities assume responsibilities and actions which affect them.
  - 3.3.5 provide supports that help sustain people as active participants in the community.
- 3.4 Granted funds **must be used** prior to December 31 of the granting year or returned to Smoky Lake County.
- 3.5 Unexpended or returned FCSS program funds shall be made available to other programs or projects.

**4. PROCEDURES:**

- 4.1 Each non-profit organization must apply for funding by submitting **Schedule "A": Smoky Lake County - FCSS Grant Application.**
- 4.2 The Finance Manager shall review the application to ensure that it meets the criteria established by the FCSS Act and FCSS Regulations.
  - 4.2.1 Incomplete applications will be returned to the applicants and shall be reconsidered by County administration if funds are available and time allow before the deadline.
- 4.3 All completed application(s) shall be presented to a County Meeting.
- 4.4 County Council shall review the application(s) to determine an amount, if any to be granted.
- 4.5 The successful grant recipient shall submit a final accounting as per Schedule **"B": Smoky Lake County - FCSS Program Evaluation Report** and **Schedule "C" – Smoky Lake County - FCSS Financial Report** upon completion of the program or prior to December 31 of current year. Failure to provide a final accounting may result in future grant rejection.

<b>Title: Family and Community Support Services (FCSS) Grants</b>		<b>Policy No.: 17-02</b>
<b>Section: 08</b>	<b>Code: P-S</b>	<b>Page No.: 3 of 7 E</b>

<b>Policy Statement and Guidelines:</b>	
4.6	FCSS Funding applicants shall have the right to appeal funding decisions to Council.
4.7	At any time, the County may request non-profit organizations, who have received funding to make a presentation to Council.

	<b>Date</b>	<b>Resolution Number</b>
<b>Approved</b>	<b>August 22, 2012</b>	<b># 718-12 - Page 10122</b>
<b>Amended</b>	<b>December 16, 2021</b>	<b># 199-21 - Page 14923</b>
<b>Amended</b>		



- 6. Please select the main strategic social outcome the program will attain.
  - Individuals experience personal well being
  - Individuals are connected with others
  - Children and youth develop positively
  - Healthy functioning within families
  - Families have social supports
  - The community is connected and engaged
  - Community social issues are identified and addressed
  
- 7. Will the program be carried out by staff or volunteers? \_\_\_\_\_
  
- 8. What indicators of success will you use? How will you know the program has been successful? What is your outcome statement? \_\_\_\_\_  
\_\_\_\_\_
  
- 9. What measurement tool will you use to measure success? (survey, interview, documentation review, observation, focus group, or case studies)  
\_\_\_\_\_

I declare that

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

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_



**SCHEDULE "B"**

**SMOKY LAKE COUNTY – FCSS PROGRAM EVALUATION REPORT**

LEGAL REGISTERED NAME OF ORGANIZATION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
Box City or Town Postal Code

PHONE #: \_\_\_\_\_ FAX #: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**▶ COMPLETE THIS APPLICATION IN ITS ENTIRETY**

1. What did your program accomplish? \_\_\_\_\_  
\_\_\_\_\_

2. How many participants were involved? \_\_\_\_\_

3. How many volunteers were involved? \_\_\_\_\_

4. Outcomes:

a. Please select at least one of the social outcome statements to report on

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

b. How did you measure results? (survey, interview, documentation review, observation, focus group, or case studies)

\_\_\_\_\_

c. What is your outcome statement?

d. How many participants completed the measurement tool? \_\_\_\_\_

e. How many participants experienced a positive change? \_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_





# Smoky Lake County Policy

Title: **Family and Community Support Services Grants**

Category: Financial Services (FIN)

Policy #

**08-17**

Version

**03**

## LEGISLATIVE REFERENCE:

- Family and Community Support Services Act, RSA 2000
- Family and Community Support Services Regulation 218/94

## PURPOSE:

To promote and enhance the well-being of individuals, families, and the community by assisting organizations that provide preventative social services.

## STATEMENT:

A healthy community supports all residents, fostering a sense of community well-being. Smoky Lake County supports the physical, mental, and social well-being of residents through the provision of grants for preventative social programs. The County recognizes investments made in organizations that provide preventive social initiatives under the Family and Community Social Services program will benefit the entire community.

## OBJECTIVE:

To provide a consistent application and reporting method for Smoky Lake County to award Family and Community Support Services (FCSS) Grant funding to non-profit volunteer service organizations that support preventive social initiatives within the community.

Smoky Lake County Council shall:

1. Approve the FCSS Program budget, ensuring the minimum 20% municipal contribution (Government of Alberta contribution is 80%)
2. Approve FCSS Funding program applications in accordance with this policy.

Chief Administrative Officer or designate(s) shall:

1. Manage the FCSS grants approved by Council
2. Oversee the FCSS Grant Agreement with the Government of Alberta

## DEFINITIONS:

- 1 "Act": means the Family and Community Support Services Act (RSA 2000).
- 2 "County": means Smoky Lake County Council or the Family and Community Services (FCSS) Committee.
- 3 "Outcomes": means the benefits, impact or changes for individuals, families, communities, or populations during or after participating in program activities. They are influenced by a program's outputs. Outcomes may relate to knowledge, attitudes, values, skills, behavior, condition, status, or other attributes. They are what participants know, think, or can do; or how they behave; or what their condition or status is; that is different following the program.

	<u>Date</u>	<u>Council Resolution #</u>	<u>Version</u>
Adopted	August 22, 2012	Motion #718-12	01
Amended	December 16, 2021	Motion #199-21	02
Amended			
Reviewed			



## GUIDELINES & PROCEDURE:

### 1. Grant

- 1.1 Organizations must be non-profit and must operate within the Smoky Lake County region.
- 1.2 Services and programs provided by the organization must fall within the mandate of preventive social services as outlined in the Provincial FCSS Act and Regulations.
- 1.3 The applicant must demonstrate that the funds will be used to:
  - 1.3.1 help individuals develop independence and strengthen coping skills.
  - 1.3.2 develop awareness with regard to social needs.
  - 1.3.3 develop interpersonal and group skills.
  - 1.3.4 help communities assume responsibilities and actions which affect them.
  - 1.3.5 provide support that helps sustain people as active participants in the community.
- 1.4 Granted funds **must be used** prior to December 31 of the granting year or returned to Smoky Lake County.
- 1.5 Unexpended or returned FCSS program funds shall be made available to other programs or projects.

### 2. Program Funding

- 2.1 Funding for FCSS grants will be allocated through the annual operating budget
- 2.2 Smoky Lake County Council will award funding based on:
  - 2.2.1 Alignment with the FCSS objectives
  - 2.2.2 A maximum of \$1,500.00 towards volunteer events
  - 2.2.3 The Finance Manager shall review the application to ensure that it meets the criteria established by the FCSS Act and FCSS Regulations.

### 3. Program Funding

- 3.1 Each non-profit organization must apply for funding by submitting **Schedule "A": Smoky Lake County - FCSS Grant Application.**
- 3.2 The Finance Manager or designate shall review the application to ensure that it meets the criteria established by the FCSS Act and FCSS Regulations.
  - 3.2.1 Incomplete applications will be returned to the applicants and shall be reconsidered by County administration if funds are available and time allow before the deadline.
- 3.3 County Council shall review the application(s) to determine an amount, if any, to be granted. Council decision is considered final.
- 3.4 Funds must be spent or returned to Smoky Lake County by December 31 in the year they are granted
- 3.5 The successful grant recipient shall submit a final accounting as per Schedule **"B": Smoky Lake County - FCSS Program Evaluation Report** and **Schedule "C" – Smoky Lake County - FCSS Financial Report** upon completion of the program or prior to December 31 of current year.
- 3.6 Failure to provide final reports shall result in future grant rejection. At any time, the County may request non-profit organizations, who have received funding to make a presentation to Council.



**SCHEDULE "A"**

**SMOKY LAKE COUNTY POLICY 08-17 FCSS GRANT APPLICATION**

LEGAL REGISTERED NAME OF ORGANIZATION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

Box

City or Town

Postal Code

PHONE #: \_\_\_\_\_ CONTACT PERSON: \_\_\_\_\_

EMAIL: \_\_\_\_\_

**▶ COMPLETE THIS APPLICATION IN ITS ENTIRETY**

- 1. Is your organization registered as a not-for-profit entity?  Yes  No
- 2. Does your organization operate within Smoky Lake County region?  Yes  No
- 3. Amount requested \_\_\_\_\_
- 4. Project Description

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

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

6. Please select the prevention theme:

- Promote and encourage active engagement in the community
- Foster a sense of belonging
- Promote social inclusion
- Develop and maintain healthy relationships
- Enhance access to social support
- Develop and strengthen skills that build resilience



7. Please select the activity/category.

- Mental health promotion
- Home support
- Child Development and Caregiver Support
- School Aged camps and programs
- Skills Building Programs
- Healthy Relationship Programs
- Community Outreach/Social connection programs
- Volunteerism

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

8. How will you know the program has been successful? What is your outcome statement?  
\_\_\_\_\_

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

I declare that

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

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_



**SCHEDULE "B"**

**SMOKY LAKE COUNTY – FCSS PROGRAM EVALUATION REPORT**

LEGAL REGISTERED NAME OF ORGANIZATION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

Box

City or Town

Postal Code

PHONE #: \_\_\_\_\_ CONTACT PERSON: \_\_\_\_\_

EMAIL: \_\_\_\_\_

**▶ COMPLETE THIS REPORT IN ITS ENTIRETY**

1. What did your program accomplish? \_\_\_\_\_  
\_\_\_\_\_

2. Number of participants \_\_\_\_\_

3. Number of volunteers \_\_\_\_\_

4. Number of volunteer hours \_\_\_\_\_

5. Outcomes:

a. Please select at least one of the social outcome statements to report on

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

b. How did you measure results? (Survey, interview, documentation review, observation, focus group, or case studies? \_\_\_\_\_

c. What is your outcome statement?  
\_\_\_\_\_

d. How many participants completed the measurement tool? \_\_\_\_\_

e. How many participants experienced a positive change? \_\_\_\_\_

6. Were all funds spent this calendar year?  Yes  No



7. Financial Report:

a. Revenues

Description	Amount
<b>Total Revenues</b>	

b. Expenses

Description	Amount
<b>Total Expenses</b>	

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_



# Request for Discussion (RFD)

**Meeting Date:** March 13, 2026

**Agenda Item:** # 3.4

**Topic:** Procedural Bylaw No. 1490-25 – Departmental Update Meetings

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

## For Discussion and Review

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### Background:

On February 26, 2026, Council passed Resolution No. 20260226-122, directing Administration to bring Procedural Bylaw No. 1490-25 to the next Committee of the Whole meeting for discussion regarding the addition of regular monthly departmental update meetings.

Procedural Bylaw No. 1490-25 establishes the rules governing Council meetings and the transaction of municipal business. Administration has reviewed the bylaw and proposed updates to formally incorporate Regular Council Meetings dedicated solely to Department Updates.

The intent of these meetings is to provide Council with regular operational updates from departments, allowing Council to remain informed on departmental activities, emerging issues, and operational priorities while maintaining the administrative authority structure established under the Municipal Government Act (MGA).

The proposed amendments include the addition of provisions outlining the purpose, structure, and limitations of Department Update Meetings. These meetings would be informational in nature and would not include Requests for Decision, bylaws, policies, or resolutions unless required for procedural purposes such as adoption of the agenda or adjournment.

Bylaw 1499-26 Procedural Bylaw

This discussion will allow Council to review the proposed structure and determine if Administration should proceed with the formal bylaw amendment process.

### Benefits:

Introducing regular departmental update meetings provides Council with increased visibility into municipal operations and departmental priorities. These meetings create a structured forum for Administration to share information with Council and ensure consistent communication across all departments.

Department update meetings also support improved governance by distinguishing between operational reporting and formal decision-making meetings, allowing regular Council meetings to focus on Requests for Decision, bylaws, and strategic matters.

Additionally, this structure promotes transparency and accountability, as departmental updates occur in an open meeting environment where both Council and the public can better understand the work being undertaken by the County.

### Disadvantages:

Adding additional Council meetings may require additional administrative preparation time for both Administration and Council. Departments will need to allocate time to prepare and present updates, which may increase workload in advance of these meetings.

There may also be scheduling considerations for Council members depending on the frequency and timing of these meetings.



# Request for Discussion (RFD)

## Financial Implications:

There are no significant direct financial impacts associated with the proposed amendment to the Procedural Bylaw. Any minor costs would relate to staff time required to prepare departmental updates and Council to attend meeting.

## Legislation:

- Municipal Government Act, RSA 2000, c. M-26
- Access to Information Act, SA 2024, c A-1.4

## Intergovernmental:

There are no direct intergovernmental impacts associated with this proposed amendment. The changes relate solely to internal governance procedures for Smoky Lake County Council meetings.

**Strategic Alignment:** N/A

## Enclosure(s):

1. Proposed Amendments – Procedural Bylaw No. 1490-25

Signature of the CAO: *Chyenne Shaw*

Bylaw No. 1499-25

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

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

\*\*\*\*\*

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

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

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

**1. TITLE AND APPLICATION**

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

**2. DEFINITIONS**

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

**3. ORGANIZATION OF COUNCIL**

- 3.1. The Organizational Meeting will occur annually as required by s. 192 MGA.
- 3.2. At the Organizational Meeting Council shall
  - a) appoint the Reeve and Deputy Reeve;

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- b) Administration of Oath of Office;
  - c) adopt the meeting schedule;
  - d) appoint Council representatives to boards/committees;
  - e) confirm signing authorities;
  - f) Any other business as required by Council.
- 3.3. The Reeve is an ex-officio member of all Council committees unless otherwise provided by bylaw.

**4. MEETINGS**

**4.1. Regular Meetings**

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

**4.2. Regular Council Meeting – Department Update Session**

- 1. In addition to Regular Meetings established under Section 4.1.1, Council may schedule a Regular Council Meeting dedicated solely to Department Updates (the “Department Update Meeting”).
- 2. The purpose of a Department Update Meeting is to:
  - a) receive informational updates from County departments;
  - b) allow Council to ask questions of clarification;
  - c) enhance transparency, accountability, and strategic awareness;
  - d) provide oversight without directing operations.
- 3. No Requests for Decision, bylaws, policies, or resolutions shall be considered at a Department Update Meeting unless required for procedural purposes (e.g., adoption of agenda, confirmation of next meeting, adjournment).
- 4. Department Update Meetings are Regular Council Meetings for the purposes of the Municipal Government Act and shall:
  - a) be open to the public;
  - b) require quorum;
  - c) be recorded in the minutes;
  - d) be subject to all provisions of this Bylaw.
- 5. Department Update Meetings shall be scheduled by resolution of Council or as part of the annual meeting schedule adopted at the Organizational Meeting.

**4.3. Special Meetings**

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

**4.4. Committee Meetings**

- 1. Committees shall operate under Terms of Reference approved by Council.
- 2. Recommendations from committees must be brought to Council for final decisions.

**4.5. Electronic Participation**

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

**4.6. Closed Sessions**

- 1. Council may meet in Closed Session only as permitted under s. 197 MGA and Division 2 of Access to Information Act (ATIA).
- 2. The agenda must cite the specific FOIP section authorizing closure.
- 3. No motions may be passed while in Closed Session except for a motion to return to open session.

## 5. ATTENDANCE

- 5.1. If a councillor is unable to attend all or part of a meeting, including arriving after the start of a meeting or leaving before the meeting is adjourned, the councillor:
1. Must notify the Chief Administrative Officer and the Chair at least 24 hours in advance, or if exigent circumstances exist, as soon as reasonably possible;
  2. Must provide the general reason for the absence;
  3. May request that the Chair announce the reason and expected duration of their absence during the meeting; and
  4. May attend the meeting by Electronic Means in accordance with Section 7.

## 6. MEETING PROCEDURES

### 6.1. Quorum

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

### 6.2. Voting

1. Every Councillor, including the Reeve, must vote on each motion unless exempt under the MGA.
2. Tie vote means the motion is defeated.
3. Recorded votes must be requested before the vote is taken.

### 6.3. Motions

1. Motions must be moved before debate.
2. Only one amendment at a time is permitted.
3. A motion to reconsider a decision must be made by a member who voted in the majority and before adjournment of the next regular meeting.

### 6.4. Amending Motions

1. A councillor may only amend the councillor's own Motion for the purpose of clarifying the Motion's intent without affecting the substance of the Motion. The Chair may accept such a "friendly amendment" upon putting a request to that effect to the meeting and if no other councillor objects. A councillor may also propose such a "friendly amendment" to another councillor's Motion, which may be accepted by the Chair if the other councillor agrees and no councillor objects.
2. A proposed amendment to a Motion under debate that changes the Motion under debate in any substantive way must take the form of a Motion to amend and is debatable. A Motion to amend must be relevant to the subject matter of the Motion under debate and must not propose a direct negative of the Motion under debate.
3. Only one amendment to the main Motion under debate may be before the meeting at any time, but a Motion to amend the proposed amendment may be before the meeting at the same time.
4. When a Motion to amend is on the floor, councillors may debate only the proposed amendment, not the main Motion under debate to which the amendment pertains.
5. An amendment to an amendment, if any, shall be voted upon before the Motion to amend. If no other amendment to the Motion to amend is proposed, the Motion to amend shall then be voted upon. Only after all Motions to amend have been put to a vote shall the main Motion under debate be put to a vote.

### 6.5. Recorded Vote

1. Before a vote on a Motion, any councillor may request the vote be recorded.
2. When a vote is recorded, the minutes must indicate the names of each councillor and whether they vote for or against the Motion, abstained, or were absent.

### 6.6. Reconsideration

1. After a Motion has been voted upon, but before the meeting is adjourned, any councillor who voted with the prevailing side may move for reconsideration of a previous Motion.
2. Debate on a Motion for reconsideration of a previous Motion must be confined to reasons for or against reconsideration of the previous Motion.

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3. A Motion to reconsider must be decided by a two-thirds vote.
4. If a Motion to reconsider a previous Motion is passed, Council will immediately reconsider the original Motion.

**6.7. Rescind**

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

**6.8. Point of Order**

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

**6.9. Point of Privilege**

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

**6.10. Public Hearings**

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

**6.11. Delegations**

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

**6.12. Public Participation**

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

**6.13. Conduct During Department Update Meetings**

1. Department Update Meetings are intended for the receipt of information and clarification only. Council shall not provide operational direction to Administration during these meetings.
2. Where Council determines that additional information, analysis, or consideration is required, Council may, by resolution, direct Administration to bring forward further information or a Request for Decision to a future Regular Council Meeting.

**7. ELECTRONIC MEETINGS**

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

**Bylaw No. 1499-25**

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

**8. AGENDA AND MINUTES**

- 8.1. Preparation of Agenda
  1. The CAO shall prepare the agenda in consultation with the Reeve.
  2. Items must be submitted by 12:00 noon five business days prior to the meeting.
  3. The agenda package shall be distributed to Council and posted for the public at least 48 hours before the meeting.
- 8.2. Order of Business **Regular Council Meeting** (Agenda Template)
  1. Call to Order
  2. Adoption of Agenda
  3. Adoption of Previous Minutes
  4. Public Hearings (if scheduled)
  5. Delegations and Public Presentations
  6. Public Answer and Question Period
  7. Request for Decision
  8. Bylaws and Policies
  9. Council Committee Reports
  10. Closed Session (when required, with ATIA references)
  11. Confirmation of Next Meeting
  12. Adjournment
- 8.3. Order of Business – Department Update Meeting (Agenda Template)
  1. Call to Order
  2. Adoption of Agenda
  3. Department Updates

**Bylaw No. 1499-25**

- a) Chief Administrative Officer
  - b) Human Resources / Safety
  - c) Finance Department
  - d) Agricultural Services
  - e) Planning and Development
  - f) Fire Department
  - g) Communications
  - h) Geographic Information System.
  - i) Information Technology
  - j) Environment and Recreation
  - k) Natural Gas
  - l) Public Works
  - m) Community Peace Officer Program
- 4. Confirmation of Next Meeting
  - 5. Adjournment

**8.4. Minutes**

- 1. Minutes must be recorded without note or comment and adopted by Council at a subsequent meeting.
- 2. Audio recordings shall be maintained in accordance with the Records Retention Bylaw.
- 3. Minutes shall include attendance, motions, pecuniary interest declarations, recorded votes, and times of adjournment.

**9. GENERAL PROVISIONS**

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

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

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

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

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

\_\_\_\_\_  
REEVE,  
Craig Lukinuk

SEAL

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER,  
Chyenne Shaw

## SCHEDULE A – PUBLIC HEARING PROCEDURES

### 1. PURPOSE

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

### 2. APPLICATION

These procedures apply to:

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

### 3. NOTICE OF PUBLIC HEARING

3.1. Notice shall be provided in accordance with the County's Advertising Bylaw and the MGA.(Bylaw XXX\_XX)

3.2. The notice must:

- 3.2.1. describe the matter to be heard;
- 3.2.2. state the date, time, and location;
- 3.2.3. include where to obtain supporting documents;
- 3.2.4. provide instructions for written submissions.

### 4. CONDUCT OF THE PUBLIC HEARING

4.1. Opening the Hearing

4.2. The Chair shall:

- 4.2.1. Call the Hearing to order.
- 4.2.2. State the purpose of the Hearing.
- 4.2.3. Confirm that notice requirements under the MGA have been met.
- 4.2.4. Review the procedures for the public.

### 5. Presentation Order

The following order shall apply:

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

### 6. Closing the Public Hearing

The Chair shall:

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

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

## **7. POST-HEARING DELIBERATION**

7.1. Council deliberates in open session only.

7.2. Council may:

7.2.1. give the bylaw its next reading(s);

7.2.2. refer the matter back to Administration for further review;

7.2.3. defeat the bylaw;

7.2.4. table the matter to a specified future date.

## **8. RECORD OF THE PUBLIC HEARING**

8.1. Minutes must include:

8.1.1. Names of presenters

8.1.2. Summary of verbal submissions

8.1.3. Summary of written submissions

8.1.4. Disclosure of pecuniary interest (if any)

8.1.5. Start and end times

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

## SCHEDULE B – REQUEST FOR DECISION (RFD) TEMPLATE

### REQUEST FOR DECISION (RFD)

**Agenda Item #:**

**Meeting Date:**

**Topic:**

**Department:**

**Presented By:**

#### 1. RECOMMENDATION

A clear, actionable recommended motion for Council.

#### 2. BACKGROUND

Provide relevant context, including:

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

#### 3. BENEFITS

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

#### 4. DISADVANTAGES

#### 5. ALTERNATIVES

##### Option 1 – Recommended Option

- Description
- Pros / Cons
- Risks

##### Option 2 – Alternative

- Description
- Pros / Cons
- Risks

##### Option 3 – Status Quo

- Description
- Pros / Cons
- Implications

#### 6. FINANCIAL IMPLICATIONS

Include:

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

#### 7. LEGISLATIVE AUTHORITY

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

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

#### 8. INTERGOVERNMENTAL IMPACT

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

#### 9. STRATEGIC ALIGNMENT

How this decision aligns with:

- Strategic Plan

**Bylaw No. 1499-25**

- Council Priorities
- Long-term planning

**10. ENCLOSURES**

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

## SCHEDULE C – COUNCIL INQUIRY PROCESS

### 1. PURPOSE

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

### 2. DEFINITIONS

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

### 3. PRINCIPLES

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

### 4. FORMAL COUNCIL INQUIRIES

#### a) Submission

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

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

#### b) CAO Review

The CAO will review the inquiry and determine:

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

#### c) Response

Administration will provide a written response within a reasonable timeframe.

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

### 5. INFORMAL INQUIRIES

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

### 6. INQUIRIES AT COUNCIL MEETINGS

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

### 7. RECORDS & TRANSPARENCY

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

## SCHEDULE E – DELEGATION PROTOCOL

### 1. PURPOSE

To establish consistent rules for delegations appearing before Council.

### 2. SUBMISSION REQUIREMENTS

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

### 3. DELEGATION PROCEDURES

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

### 4. DECISION-MAKING

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

### 5. MATERIALS & RECORD

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

## SCHEDULE F – PUBLIC QUESTION PERIOD RULES

### 1. PURPOSE

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

### 2. GENERAL RULES

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

### 3. PARTICIPATION RULES

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

### 4. RESPONSES

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

### 5. TIME LIMITS

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

### 6. RECORDING

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



# Request for Discussion (RFD)

**Meeting Date:** Friday, March 13, 2026

**Agenda Item:** # 3.5

**Topic:** Policy HR-08 Vacation and Time Off Request Policy

**Presented By:** Jasmine Schaub, Manager of Human Resources and Safety

**For Discussion and Review**

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## **Background:**

The Vacation and Time Off Request Policy were originally created and adopted by Council in June 2025 through Resolution No. 602-25, which approved Policy HR08 to establish a formal and consistent process for vacation planning and time off requests. The policy was amended at the time of adoption to incorporate several changes, including adding the term “flexible” to the Objective statement, replacing “Supervisor” with “Manager and/or Director” in Section 1.b, clarifying vacation carry-over rules for both union and non-union employees, and limiting July and August bookings to one week per request.

Since its adoption, Administration identified that the original policy did not accurately reflect operational realities within Smoky Lake County and was not fully aligned with current industry best practices. As part of the County’s broader policy review process, the policy was revised to better support organizational needs, ensure consistency with applicable labour standards and collective agreements, and improve clarity for both employees and managers. Lakeland HR reviewed the updated draft and provided further edits to strengthen compliance and modernize the policy framework.

The revised policy now provides enhanced flexibility for employees, supports operational efficiency, and includes a clear conflict resolution process for situations where scheduling issues cannot be resolved at the departmental level. Attached is the final draft prepared through this collaborative review process.

## **Benefits:**

- Ensures compliance with provincial legislation and union agreements
- Improves clarity and consistency across all departments
- Supports employee wellness and work-life balance
- Provides Management with the authority to approve vacation and prevent last-minute disruptions.

**Disadvantages:** N/A

**Alternatives:** N/A

**Financial Implications:** N/A



# Request for Discussion (RFD)

## Legislation:

- Alberta Employment Standards
- International Union of Operating Engineers, Local 955 collective agreement
- Canadian Union of Public Employees Local 4575 collective agreement

**Intergovernmental:** N/A

**Strategic Alignment:** N/A

## Enclosure(s):

- Draft revised policy HR-08 Vacation and Time Off Request Policy

Signature of the CAO: *Chyenne Shaw*



# Smoky Lake County Policy

Title: **Vacation and Time Off Request Policy**

Category: Human Resources (HR)

Policy #

**HR-08**

Version

**03**

## LEGISLATIVE/COLLECTIVE AGREEMENT REFERENCE:

- In accordance with *Division 6 of the Employment Standards Code of Alberta (Section 34)*
- The International Union of Operating Engineers, Local Union No. 955 (Article 16)
- Canadian Union of Public Employees Local 4575 (Article 14)

## PURPOSE:

The purpose of this policy is to establish a transparent and flexible framework for vacation planning that balances employee well-being with the County's operational needs. It aims to ensure employees utilize their leave for regular rest and work-life balance while maintaining business continuity and the efficient delivery of services.

## STATEMENT:

It is the standard practice in Smoky Lake County that all earned vacation time be utilized annually. To facilitate this, the following procedures have been established to guide advance planning and ensure fair, consistent coverage.

## SCOPE:

This policy applies to all Smoky Lake County employees.

## GUIDELINES & PROCEDURE:

### 1. Entitlement

- Annual vacation is based on the Employee's anniversary year, and vacation entitlement is accrued prior to use.
- Unionized Employees' entitlement is covered in the applicable Collective Agreement for either *The International Union of Operating Engineers, Local Union No. 955*, or *Canadian Union of Public Employees Local 4575*
- Out-of-Scope Employees:

Years of Service	Annual Vacation Entitlement* (Full-Time) (
1-5 Years	15 working days
6-9 Years	20 working days
10-15 Years	25 working days
16-29 Years	30 working days
30+ Years	25 working days

\*Note: The above schedule serves as a general guideline and may vary based on professional experience and market conditions. In all cases, the specific vacation entitlement detailed in the Employee's individual Employment **Agreement** shall prevail.

### 2. Requesting Time Off



- a) Notice Period: Employees must submit vacation requests in writing at least two (2) weeks in advance. This notice period may be waived if mutually agreed upon by the Employee and their Manager.
- b) Submission Method: Requests should be submitted via a meeting invitation to the Manager (using "All Day" or specific hourly blocks) or via email. The manager is expected to respond to the request and advise the employee if the request is approved or denied.
- c) Timing Limitations: Requests cannot be submitted more than 12 months prior to the first day of the requested vacation.
- d) Hourly Vacation Usage: Employees are permitted to request and use vacation time in hourly increments to support flexibility and operational efficiency.

### 3. Approval and Conflicts

- a) Operational Requirements: Managers will approve or deny requests based on operational requirements, business continuity needs, and the County's ability to maintain appropriate service levels. Managers are responsible for always ensuring adequate departmental coverage, including during their own absences.
- b) Conflict Resolution: When vacation requests conflict, priority will generally follow a first-come, first-served basis. Seniority may be considered as a secondary factor; however, it will not override operational requirements or business continuity considerations. When possible, management will work with employees to find a mutually agreeable solution and reserves the right to rotate approval for popular dates to ensure fair access for all employees. In situations where no resolution can be reached or where operational impacts are significant, the Chief Administrative Officer (CAO) will have final discretion to determine which request is approved.

### 4. Scheduling Unused Vacation

- a) Mandatory Scheduling: Vacation time should be mutually agreed upon. However, if a mutual date cannot be determined, the County reserves the right to schedule the employee's vacation to ensure usage before year-end (December 31<sup>st</sup>). The Employee will be provided at least 30 days' written notice of assigned vacation dates to be used within the 4<sup>th</sup> quarter.
- b) Notification of Unused Vacation: Between September 1<sup>st</sup> and September 15<sup>th</sup> of each year, the County will provide permanent employees with a written statement of their estimated vacation leave time as of December 31<sup>st</sup> of the same year. This written notice shall also state that the remaining vacation time must be used by December 31<sup>st</sup> of the same year.

### 5. Carry Forward Procedure

- a) Union Employees should consult the applicable Collective Agreement for either The International Union of Operating Engineers, Local Union No. 955, or Canadian Union of Public Employees Local 4575 to determine the carry vacation forward procedure
- b) Out-of-Scope Employees: Vacation carry-over requires prior written approval from the CAO. Employees must submit requests in writing, and all approvals or denials will be documented in writing by the CAO.



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



# Request for Discussion (RFD)

**Meeting Date:** Friday, March 13, 2026

**Agenda Item:** # 3.6

**Topic:** Corporate Credit Card Policy

**Presented By:** Chyenne Shaw, CAO and Jasmine Schaub, Manager of Human Resources and Safety

**For Review and Discussion**

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## **Background:**

As part of the County's ongoing policy and bylaw review process, it has been identified that the existing Corporate Credit Card Policy (FIN07) is not consistently followed and no longer aligns with current operational practices.

The updated policy has been fully revised to reflect appropriate controls, clear spending authorities, modern fiscal management standards, and strengthened accountability requirements. Additionally, the revisions support business continuity, ensuring staff have the tools needed to make timely operational purchases when Purchase Orders are not feasible, while still upholding strong financial safeguards.

The proposed updated policy now includes clarified eligibility, defined documentation requirements, strengthened monitoring processes, and improved purchasing hierarchy procedures.

## **Benefits:**

- Strengthens financial controls and ensures transparent purchasing practices.
- Aligns corporate credit card use with approved purchasing authority levels.
- Improves business continuity by supporting timely operational responses.
- Reduces risk and potential misuse through clarified processes and responsibilities.
- Ensures consistency with the County's broader policy framework and MGA financial governance standards.

## **Disadvantages:**

- Staff may require retraining to transition to the updated procedures.
- Increased administrative monitoring may be required during initial implementation.

## **Alternatives:**

- Maintain the existing policy

**Financial Implications:** There are no financial implications for this recommendation.



# Request for Discussion (RFD)

## Legislation:

- Municipal Government Act (MGA), RSA 2000, c. M-26, including financial oversight and borrowing-related sections.
- Canada Revenue Agency (CRA) documentation requirements for GST Input Tax Credits.
- Smoky Lake County Purchasing Guidelines Policy (for alignment).

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

**Strategic Alignment:** N/A

## Enclosure(s):

1. *Draft revised Policy FIN-07: Corporate Credit Card*

Signature of the CAO: *Chyenne Shaw*

## SMOKY LAKE COUNTY



Title: Corporate Credit Card		Policy No.: 07-05	
Section: 08	Code: P-A	Page No.: 1 of 3 E	

Legislation Reference:	Alberta Provincial Statutes
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Purpose:	To establish procedures and controls for Smoky Lake County MasterCard Credit Card use.
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Policy Statement and Guidelines:	
<p><b>1. STATEMENT:</b></p> <p>1.1 The corporate credit card is for County business to provide a convenient method of procuring for paying vendors for service.</p> <p><b>2. OBJECTIVE:</b></p> <p>2.1 The County will issue a corporate credit card to Elected Officials and authorized employees as a means for them to pay for expenditures incurred on behalf of Smoky Lake County.</p> <p><b>3. GUIDELINES:</b></p> <p>3.1 Credit cards will be issued to each Councillor, the head department managements and department personnel:</p> <ul style="list-style-type: none"> <li>■ Chief Administrative Officer</li> <li>■ Assistant Chief Administrative Officer</li> <li>■ Finance Manager</li> <li>■ Agricultural Fieldman and Assistant Agricultural Fieldman</li> <li>■ Fire Chief</li> <li>■ GIS Supervisor</li> <li>■ Communications Director</li> <li>■ Public Works: Safety Officer, Public Works Manager, Public Works Shop Foreman and Public Works Road Foreman/Road Liaison</li> <li>■ Natural Gas Department: Natural Gas Manager and four (4) Natural Gas Technicians</li> <li>■ Planning and Communication Manager</li> <li>■ Peace Officer</li> <li>■ Environmental Operations and two (2) Water Technicians.</li> </ul> <p>3.2 Councillors and staff must sign <b>Schedule "A": Employee Acknowledgement of Responsibilities and Obligations for the Use of a Smoky Lake County Corporate Credit Card</b> before a card is ordered for them;</p>	

<b>Title: Corporate Credit Card</b>	<b>Policy No.: 07-05</b>
<b>Section: 08</b>	<b>Code: P-A</b>
	<b>Page No.: 2 of 3 E</b>

<b>Policy Statement and Guidelines:</b>	
3.3	When using the credit card, an invoice statement and credit card receipt must be handed in to the Accounts Payable Clerk to attach to the credit card statement. The County needs the invoice with the G.S.T. number of the vendor to claim the ITC back.
3.4	If a receipt is not handed into the office, it will be deemed a personal purchase and charged to the respective employee/councilor unless approved by Chief Administrative Officer, Assistant Chief Administrative Officer, or the Finance Manager.
3.5	Credit card use must only be used for County business otherwise the charge will be reimbursed by the employee/Councillor through accounts receivable and Policy Statement No. 08-07 will apply and credit card privileges will be suspended by the Chief Administrative Officer.
3.6	If a credit card is lost or stolen the Chief Administrative Officer, Assistant Chief Administrative Officer, or the Finance Manager must be notified immediately.
3.7	Upon termination of employment, the corporate credit card that is held by the terminated employee, will immediately be cancelled.

	<b>Date</b>	<b>Resolution Number</b>
<b>Approved</b>	<b>March 18, 2003</b>	<b># 353 - Page # 7498</b>
<b>Amended</b>	<b>August 16, 2007</b>	<b># 533-07 - Page # 8417</b>
<b>Amended</b>	<b>April 17, 2008</b>	<b># 439-08 - Page # 8659</b>
<b>Amended</b>	<b>March 17, 2009</b>	<b># 318-09 - Page # 8914</b>
<b>Amended</b>	<b>February 20, 2020</b>	<b># 499-20 - Page # 13993</b>

# SCHEDULE "A"



## Employee Acknowledgement of Responsibilities and Obligations for the Use of a Smoky Lake County Corporate Credit Card

I, the undersigned, hereby acknowledge receipt of a Corporate Credit Card. I acknowledge that this card has been issued to me to make purchases in the course of my regular duties in connection with Smoky Lake County. I will not use the card to make any personal purchases. I fully understand that purchases made using this card are to be authorized by the appropriate authorizing supervisor, in accordance with the usual Smoky Lake County purchasing procedures and policies.

I acknowledge that I have read and agree to the terms and conditions of the Corporate Credit Card Policy. I confirm my agreement to these terms and conditions by signing below and by retaining and using the card.

I shall undertake to protect the card and the card account number, not to be divulged to any other person, except a merchant with whom I am transacting on behalf of Smoky Lake County. Should the card be lost, stolen, suspended, or compromised in any manner, I will advise the Financial Manager immediately.

Furthermore, I understand that this card has been provided to me on behalf of Smoky Lake County and that in the event of willful or negligent default of these obligations, Smoky Lake County will take recovery action deemed appropriate and permitted by law. I agree to return this card upon request of either my authorizing supervisor, Chief Administrative Officer, or Finance Manager and upon termination of employment.

Cardholder name: \_\_\_\_\_

Cardholder Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### For Office Use Only

Card Limit \$ \_\_\_\_\_

Application Date \_\_\_\_\_

Administrator \_\_\_\_\_



# Smoky Lake County Policy

Title: **Corporate Credit Card**

Category: Financial Services (FIN)

Policy #

**FIN-07**

Version

**06**

## LEGISLATIVE REFERENCE:

- **Municipal Government Act (MGA), RSA 2000, c. M-26 (Sections 241 and 256)**
- **Canada Revenue Agency (CRA) Regulations**

**PURPOSE:** The purpose of this policy is to establish clear guidelines, controls, and responsibilities for the issuance and use of Smoky Lake County corporate credit cards, ensuring purchases are conducted responsibly, transparently, and in accordance with County financial policies and legislative requirements.

**STATEMENT:** Corporate credit cards may be issued to authorized personnel strictly for conducting official County business. Credit cards are a procurement tool and not a replacement for purchase orders (POs) or other standard purchasing processes. Misuse of a County credit card may result in reimbursement requirements, card suspension, and/or disciplinary action.

**SCOPE:** This policy applies to all Elected Officials and employees who are issued a Smoky Lake County corporate credit card or who make purchases on behalf of the County.

**OBJECTIVE:** The County will issue a corporate credit card to Elected Officials and authorized employees to pay for expenditures incurred on behalf of Smoky Lake County.

## ELIGIBILITY & ISSUANCE:

Corporate credit cards will be issued to the following positions:

- Councillors
- Chief Administrative Officer
- Director of County Services
- Finance Manager
- Agricultural Fieldman
- Fire Chief
- GIS Technician
- Communications Officer
- Public Works Manager
- Public Works Shop Foreman
- Public Works Road Foreman
- Public Works Industry Liaison
- Public Works Clerk
- Manager of Human Resources and Safety
- IT Technician
- Legislative Services
- Natural Gas Manager
- Natural Gas Technicians
- Peace Officer
- Environment and Parks Manager



- Water/Wastewater Technicians

All corporate credit card recipients must sign **Schedule "A": Employee Acknowledgement of Responsibilities and Obligations for the Use of a Smoky Lake County Corporate Credit Card** before issuance.

#### **ACCEPTABLE USE:**

Corporate credit cards **must only be used for legitimate County business purchases**, such as:

- Travel and accommodation for approved County business
- Materials or services where vendors do not accept POs
- Emergency purchases where operational continuity requires immediate payment
- Conference or training registration

#### **UNACCEPTABLE USE:**

The following are strictly prohibited:

- Personal purchases (even if the intent is to reimburse the County)
- Cash advances
- Fuel purchases for personal vehicles
- Alcohol (unless Council approved and tied to an official hospitality event)
- Splitting transactions to bypass spending limits
- Any purchase that violates County policies or legislation

#### **PURCHASING HIERARCHY:**

Credit cards are a last-resort procurement method. Employees must attempt to use the following before using a corporate card:

1. Purchase Order
2. Invoice
3. Corporate credit card

#### **DOCUMENTATION REQUIREMENTS:**

Cardholders must submit the following to the Accounts Payable Clerk for the credit card statement:

- Itemized receipt
- Vendor invoice showing GST number (for ITC claims)
- Justification or business purpose



- Coding information (GL account, department)

If receipts are missing, the charge will be classified as personal and charged to the individual unless approved by the CAO, Director of County Services, or Finance Manager.

**MONITORING AND COMPLIANCE:**

Accounts Payable will reconcile all statements monthly.

Any questionable purchases will be flagged and reviewed.

Repeated non-compliance may result in:

- Suspension or cancellation of the card
- Disciplinary action up to termination

**LOST OR STOLEN CARDS:**

Cardholders must immediately report a lost or stolen card to:

- CAO
- Director of County Services
- Finance Manager.

A replacement card will only be issued after a review of the circumstances.

**TERMINATION/ROLE CHANGE:**

Upon resignation, termination, or reassignment, the card held by the individual will be immediately cancelled, and the cardholder must:

- Return the card immediately to Finance
- Ensure all outstanding receipts and coding are submitted.

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



**SCHEDULE "A"**

**Employee Acknowledgement of Responsibilities and Obligations for the Use of a Smoky Lake County Corporate Credit Card**

I, the undersigned, hereby acknowledge receipt of a Corporate Credit Card. I acknowledge that this card has been issued to me to make purchases in the course of my regular duties in connection with Smoky Lake County. I will not use the card to make any personal purchases. I fully understand that purchases made using this card are to be authorized by the appropriate authorizing supervisor, in accordance with the usual Smoky Lake County purchasing procedures and policies.

I acknowledge that I have read and agree to the terms and conditions of the Corporate Credit Card Policy. I confirm my agreement with these terms and conditions by signing below and retaining and using the card.

I shall undertake to protect the card and the card account number, not to be divulged to any other person, except a merchant with whom I am transacting on behalf of Smoky Lake County. Should the card be lost, stolen, suspended, or compromised in any manner, I will advise the Financial Manager immediately.

Furthermore, I understand that this card has been provided to me on behalf of Smoky Lake County and that in the event of willful or negligent default of these obligations, Smoky Lake County will take recovery action deemed appropriate and permitted by law. I agree to return this card upon request of either my authorizing supervisor, Chief Administrative Officer, or Finance Manager and upon termination of employment.

Cardholder name: \_\_\_\_\_

Cardholder Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For Office Use Only

Card Limit \$ \_\_\_\_\_

Application Date \_\_\_\_\_

Administrator \_\_\_\_\_



# Request for Discussion (RFD)

**Meeting Date:** Friday, March 13, 2026

**Agenda Item:** # 3.7

**Topic:** Purchasing Guidelines Policy

**Presented By:** Chyenne Shaw, CAO and Jasmine Schaub, Manager of Human Resources and Safety

**For Review and Discussion**

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## **Background:**

Smoky Lake County's Purchasing Guidelines Policy (FIN1602) has been reviewed as part of Administration's ongoing policy modernization project. During the review, it became evident that the existing policy did not fully reflect the County's current operational processes or purchasing needs, nor did it clearly differentiate between purchasing goods and services and entering contracts.

The updated draft incorporates clearer purchasing hierarchy standards, introduces position-based spending authority limits, and strengthens requirements around quotations, tenders, documentation, and approval processes.

Additionally, the revised policy modernizes language, provides clearer thresholds for specific roles, improves the definition of exceptions to Purchase Orders, and formally incorporates current administrative practices into policy to ensure consistency across all departments. The revised framework also supports enhanced business continuity by ensuring appropriate purchasing authority levels exist across the organization.

Attached is the final draft Purchasing Guidelines Policy (FIN1602) resulting from this comprehensive review.

## **Benefits:**

- Establishes clear, consistent, and transparent spending authority levels.
- Supports business continuity by ensuring staff have appropriate delegated purchasing authority.
- Strengthens financial controls and compliance with MGA Section 248.
- Clarifies procedures for quotations, tenders, and public procurement processes.
- Reduces administrative ambiguity and ensures consistent application across departments.

## **Disadvantages:**

- May require training for employees to adjust to updated processes.
- Increased administrative oversight may be required to verify compliance during initial implementation.



# Request for Discussion (RFD)

## Alternatives:

- Maintain the current policy version

**Financial Implications:** There are no financial implications to this recommendation.

## Legislation:

- Municipal Government Act (MGA), RSA 2000, c. M-26, Section 248 (financial administration).
- County procurement-related policies and practices.

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

**Strategic Alignment:** N/A

## Enclosure(s):

1. Draft revised Policy FIN-16: Purchasing Guidelines

Signature of the CAO: Chyenne Shaw



# Smoky Lake County Policy

3.7.1

Title:	<b>Purchasing Guidelines</b>	<u>Policy #</u>	<u>Version</u>
Category:	Financial Services (FIN)	<b>FIN-16</b>	<b>02</b>

### LEGISLATIVE REFERENCE:

- **Municipal Government Act (MGA), RSA 2000, c. M-26 (Section 248)**

**PURPOSE:** The purpose of this policy is to define the levels of responsibility, accountability, and procedures **that** govern purchasing activity within Smoky Lake County.

**STATEMENT:** Management and staff of Smoky Lake County are accountable for the purchase of goods and services according to the guidelines provided in the annual operating and capital budgets. All employees will obtain appropriate authorization and use appropriate processes when purchasing goods or services.

**SCOPE:** This policy applies to all Smoky Lake County employees, managers, and elected officials involved in the acquisition of goods, services, or construction on behalf of the County.

**OBJECTIVE:** The objective of this policy is to ensure that all purchasing activities within Smoky Lake County are carried out responsibly, efficiently, and in alignment with approved budgets, while maintaining fairness, transparency, and compliance with the Municipal Government Act. It establishes clear spending authority for staff, outlines consistent procedures for acquiring goods and services, and supports effective financial management across all departments.

### GUIDELINES:

Employees are responsible for:

- Maintaining high legal, ethical, managerial, and professional standards in the management of the resources entrusted to them.
- Obtaining the best value for money by achieving fulfillment of specified needs, including quality, health and safety standards, productivity and service life.
- Using a fair and transparent purchasing process.
- Meeting legal and ethical obligations in the acquisition of goods and services.
- Securing expense authorization **before** any purchase.
- Identify and investigating a full range of potential goods or service providers before **committing**.

### PROCEDURE:

#### 1. Budget Approval:

It shall be the responsibility of the Department Managers to ensure that funds have been provided in the Budget for the proposed expenditures, and that the purchase will not result in an unapproved over-expenditure of any budget account.

#### 2. Petty Cash:

Purchases may be made **using** petty cash without the issuance of a purchase order. Such expenditures shall be kept to a minimum and shall be used in instances where other means of



purchasing are not available. All Petty Cash receipts shall be signed by the duly authorized Department Manager.

### **3. Purchase Orders:**

Purchase orders **must** be used for all purchases which exceed \$20.00. **However, certain types of transactions are exempt from this requirement due to their recurring nature or administrative necessity. These exemptions include:**

- Utility Services such as electricity, gas, water, sewage and waste collection.
- Recurring rental or lease payments supported by Council-approved contracts.
- Credit Card purchases, in accordance with **Policy Statement FIN-07: Corporate Credit Card.**
- Departmentally approved **recurring** expenses, i.e., subscriptions, etc.
- Other specific exemptions granted to a Department Manager by the Chief Administrative Officer.
- **Sponsorships and donations require approval by Council and must be authorized through a formal Council motion prior to payment being issued**

### **4. Quotations:**

- The quotation process shall be used when the goods and services **exceed** \$500.00 but **are** less than \$75,000.00, as per **Schedule "A": Quotation Record.**
- For purchases with values between \$500.00 and \$1,000.00, quotes are required. They may be obtained verbally, **and** a record of the quotes received should be maintained by each department.
- Written quotations from vendors are required for purchases over \$1,000.00.
- Goods and Services expenditures that exceed \$75,000.00 and Construction services that exceed \$200,000.00; Public Procurement Process that utilizes advertising (such as newsletter or Alberta Purchasing Connection) shall be used.
- For purchases with a value less than \$500.00, quotes are not required. They should be obtained where deemed appropriate.

### **5. Tenders / Requests for Proposals:**

Tenders or Requests for Proposals shall be called for in the following instances:

- Construction Projects with a value greater than \$200,000.00.
- Capital Purchases with a value greater than \$75,000.00.
- Contracting Services with a value greater than \$75,000.00.
- Annual Supply Contracts with a value greater than \$75,000.00.
- Equipment Leases or Rentals with a value greater than \$75,000.00.
- When the Chief Administrative Officer deems it to be in the best interest of the County.

All Tenders or Requests for Proposals will be awarded through Council resolution.

Council shall reserve the right to reject any or all Tenders or Requests for Proposals.

Council shall reserve the right to accept any Tender or Request for Proposal deemed most favourable to Smoky Lake County.



All Tenders or Requests for Proposals shall clearly state the relevant factors that will be used for evaluation.

All Tenders or Requests for Proposals shall be subject to public opening. The time, location and conditions of the public opening shall be made known in the competition documentation.

Only the name of the supplier and the total cost or price in the submission will be released at the time of opening. All details of all submissions are to remain confidential before the award.

The Tender or Request for Proposal will not necessarily be awarded at the public opening, and all submissions will be subject to further review and analysis.\

**6. Expressions of Interest**

Requests for Expressions of Interest, or other such public procurement mechanisms, such as those listed on the Alberta Purchasing Connection website, may be used as an alternative to the tender process at Council’s discretion.

These methods provide the vendor with an opportunity to bid on work or service using unique skills or innovative processes. Specifications are general in nature. The selection of the successful supplier is based on the County's evaluation of the proposal and the supplier’s ability to complete the project or provide the service.

**7. Purchasing Authority**

All purchasing authority remains subject to:

- Approved annual operating and capital budgets
- Proper documentation (PO, receipt, invoice, credit card record)
- Compliance with quote and tender thresholds

Employees have the authority to purchase goods and services within the limits and restrictions listed below:

<b>POSITION</b>	<b>AUTHORIZED AMOUNT</b>	<b>NOTES / RESTRICTIONS</b>
<b>PUBLIC WORKS CLERK</b>	<b>Up to \$500</b>	<b>Minor operational purchases.</b>
<b>LEGISLATIVE SERVICES</b>	<b>Up to \$5,000</b>	<b>Includes booking rooms, conferences, and administrative services.</b>
<b>IT TECHNICIAN</b>	<b>Up to \$5,000</b>	<b>Hardware, software, and IT-related purchases.</b>
<b>SHOP FOREMAN</b>	<b>Up to \$10,000</b>	<b>Operational equipment, tools, and parts.</b>



<b>PUBLIC WORKS MANAGER</b>	<b>Up to \$25,000</b>	<b>Includes operational and capital goods.</b>
<b>ALL OTHER MANAGERS</b>	<b>Up to \$10,000</b>	<b>Includes Fire, Ag Services, HR/Safety, GIS, Environment &amp; Parks, etc.</b>
<b>FINANCE MANAGER</b>	<b>Up to \$75,000</b>	<b>Must be within the approved budget.</b>
<b>CHIEF ADMINISTRATIVE OFFICER (CAO)</b>	<b>Up to \$75,000</b>	<b>Must be within the approved budget.</b>
<b>APPROVAL BY COUNCIL</b>	<b>Over \$75,000</b>	<b>Expenditures over \$75,000 require approval by Council. The expenditure must fall within the approved budget, and a formal motion of Council is required prior to proceeding.</b>

Employees have the authority to **contract construction** within the limits and restrictions listed below:

<b>POSITION</b>	<b>AUTHORIZED AMOUNT</b>	<b>NOTES / RESTRICTIONS</b>
<b>DEPARTMENT MANAGER</b>	<b>\$0 - \$10,000</b>	<b>Must be within the approved budget.</b>
<b>CAO OR DIRECTOR OF COUNTY SERVICES</b>	<b>\$10,001 - \$200,000</b>	<b>Must be within the approved budget.</b>
<b>COUNCIL</b>	<b>\$200,000 +</b>	<b>Must be within the approved budget, and a motion is required.</b>

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



# SCHEDULE "A"

Policy 16-02



## QUOTATION RECORD

SCHEDULE "A"

**Smoky Lake County**

Box 310 - 4612 McDougall Drive

Smoky Lake, Alberta T0A 3C0

Phone Number: 780-656-3730

Fax: 780-656-3768

E-Mail: county@smokylakecounty.ab.ca

Quotation Number: \_\_\_\_\_

**Item (s) to be Purchased:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Submissions Received (Name of Company)	Quote – Amount

**Name of Company and amount of successful submission:**

\_\_\_\_\_ Amount: \_\_\_\_\_

**Reason Submission was successful:**

\_\_\_\_\_

\_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_



# Request for Discussion (RFD)

**Meeting Date:** Friday, March 13, 2026

**Agenda Item:** # 3.8

**Topic:** Recruitment and Hiring of Union and Non-Union Employees Policy

**Presented By:** Jasmine Schaub, Manager of Human Resources and Safety

**For Review and Discussion**

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## **Background:**

Smoky Lake County has not previously had a comprehensive Recruitment and Hiring Policy. As the organization grows and evolves, the absence of a formal recruitment framework has resulted in inconsistent practices across departments.

This new policy establishes clear procedures for posting positions, screening applicants, conducting structured interviews, verifying qualifications, managing conflicts of interest, and documenting hiring decisions. It ensures fairness, transparency, and compliance with employment legislation, and provides a standardized county-wide approach that supports effective and defensible hiring practices.

## **Benefits:**

- Establishes the County's first formal hiring framework, ensuring consistency across all departments.
- Standardized interview process using Schedule "A": Interview Guide & Scoring Matrix.
- Strengthens fairness and transparency through structured interviews and documented scoring.
- Introduces a formal conflict of interest expectation, reducing risks of real or perceived bias.
- Clarifies expectations for verifying qualifications, improving the integrity of hiring decisions.
- Improves operational coordination through mandatory internal Notification of Hire to HR, Payroll, IT, and CAO.
- Supports legal compliance with employment law and FOIP record management standards.

## **Disadvantages:**

- This is a new policy, so departments will require onboarding and training to adopt the new processes.
- Some increased administrative work for managers, particularly around documentation, scoring, and verification.

## **Alternatives:**

Continue current practices

**Financial Implications:** There are no financial implications to this recommendation.



# Request for Discussion (RFD)

## Legislation:

- Employment Standards Code (Alberta)
- Labour Relations Code (Alberta)
- Alberta Human Rights Act
- Occupational Health and Safety Act
- Freedom of Information and Protection of Privacy Act
- Collective Agreements (as applicable)

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

**Strategic Alignment:** N/A

## Enclosure(s):

1. *Draft Policy HR-10 Recruitment and Hiring of Union and Non-Union Employees*

Signature of the CAO: Chyenne Shaw



# Smoky Lake County Policy

Title: **RECRUITMENT AND HIRING OF UNION AND NON-UNION EMPLOYEES**

Category: Human Resources (HR)

<u>Policy #</u>	<u>Version</u>
<b>HR-10</b>	<b>01</b>

## LEGISLATIVE REFERENCE:

Recruitment and hiring shall comply with, but are not limited to:

- Employment Standards Code (Alberta)
- Labour Relations Code (Alberta)
- Alberta Human Rights Act
- Occupational Health and Safety Act, Regulation, and Code
- Access to Information Act (ATIA)
- Applicable collective agreements in force

**PURPOSE:** The purpose of this policy is to establish a clear, transparent, and consistent framework for the recruitment and hiring of employees for Smoky Lake County. This policy ensures compliance with applicable collective agreements, Alberta employment legislation, and principles of fairness, equity, and merit-based hiring.

## STATEMENT:

This policy applies to all recruitment and hiring activities for:

- **Unionized (Bargaining Unit) Positions** governed by an applicable collective agreement; and
- **Non-Union (Out of Scope / Management / Confidential) Positions.**

Where a conflict exists between this policy and a collective agreement or legislation, the collective agreement or legislation shall prevail.

**SCOPE:** This policy applies to all recruitment, selection, and hiring activities for unionized positions, non-union positions, internal and external competitions, acting, interim, and temporary appointments where applicable, and all Smoky Lake County Departments and operational units.

**OBJECTIVE:** The objectives of this policy are to ensure compliance with all applicable Alberta employment legislation and any collective agreements in force. The policy is intended to promote transparency and fairness throughout all recruitment and hiring processes. It supports merit-based selection of decisions that are grounded in objective, job-related criteria. The policy further affirms the County's commitment to equal opportunity and non-discrimination in employment practices. Where appropriate, the policy also encourages internal career development and advancement opportunities for existing employees.

## DEFINITIONS

- a) **Union Position:** A position included in a bargaining unit and governed by a collective agreement.
- b) **Non-Union Position:** A position excluded from any bargaining unit, including management and confidential roles.
- c) **Internal Posting:** A job posting available only to current employees of Smoky Lake County.
- d) **External Posting:** A job posting available to the public.
- e) **Related Person:** Any family member, interdependent adult, close personal friend, business associate, or other relationship that may create a real, perceived, or potential conflict of interest.
- f) **Panel Interview:** A structured interview conducted by three (3) or more interviewers using interview questions specific to the role and standardized scoring.



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

**1. RECRUITMENT AND POSTING REQUIREMENTS**

All new permanent or temporary positions must be approved by Council prior to recruitment. Subject to applicable collective agreements, all newly approved positions shall be posted externally to promote transparency, public accountability, and equal access to employment opportunities. Where a position falls within a bargaining unit, posting requirements, internal competition rights, and selection criteria shall be carried out in accordance with the applicable collective agreement, and this policy shall not be interpreted in a manner that diminishes or overrides those rights.

Exceptions

Notwithstanding the above, Council may authorize exceptions to external posting requirements in the following circumstances:

- a) Emergency or urgent operational needs, where delay would pose a risk to public safety, service continuity, or regulatory compliance;
- b) Organizational restructures or reclassifications, where duties are reassigned to existing positions or employees;
- c) Temporary or grant-funded positions, where funding conditions, timelines, or program requirements necessitate expedited recruitment or limited-term appointments; or
- d) Interim or acting appointments, where continuity of operations is required pending Council direction.

Any exception shall be clearly documented, time-limited, and consistent with applicable legislation and collective agreements.

**1.1. Union (Bargaining Unit) Positions**

Recruitment for unionized positions shall be conducted in accordance with the applicable collective agreement.

- a) Posting Requirements:
  - i. Vacant permanent union positions shall be posted internally first for the minimum period required under the collective agreement.
  - ii. Internal postings shall be accessible to all bargaining unit employees.
  - iii. A copy of all job postings shall be provided to the applicable Union as required.
  - iv. If the position is not filled internally, the position may then be posted externally.
- b) Posting Content (minimum):
  - i. Job title and department
  - ii. Employment status (permanent, temporary, seasonal, casual)
  - iii. Summary of duties and responsibilities
  - iv. Required qualifications, education, certifications, and experience
  - v. Wage or salary range
  - vi. Hours of work and work location
  - vii. Posting and closing dates



- c) Selection Criteria:
  - i. Selection shall consider skills, education, training, experience, competence, and qualifications.
  - ii. Where qualifications are deemed equal, seniority shall prevail, as outlined in the collective agreement.

1.2. Non-Union Positions

Recruitment for non-union positions shall follow a merit-based process consistent with legislative requirements and organizational needs.

- a) Posting Requirements:
  - i. Non-union positions may be posted internally AND externally.
  - ii. Management or confidential positions may be recruited through targeted recruitment where appropriate.
- b) Posting Content (minimum):
  - i. Job title and department
  - ii. Employment status
  - iii. Key responsibilities and scope of authority
  - iv. Required and preferred qualifications
  - v. Salary range or pay band
  - vi. Hours of work
  - vii. Posting and closing dates
- c) Selection Criteria:
  - i. Education, experience, demonstrated competencies, leadership skills, and organizational fit.
  - ii. Consideration may be given to internal candidates as part of succession planning, where appropriate.

**2. NEPOTISM & CONFLICT OF INTEREST**

- a) Smoky Lake County recognizes that there are situations when more than one (1) related person is employed by Smoky Lake County at the same time. While allowing and supporting such situations, employees have a duty to avoid any potential, perceived, or real conflict of interest, influence, or favouritism arising from such a situation.
- b) Any employee involved in a hiring process must disclose potential conflict involving a related person to the Manager of Human Resources and the CAO.
- c) If a potential, perceived, or real conflict of interest regarding related persons arises, the respective employee shall notify the Manager of Human Resources and Safety and their Manager.
- d) To reduce the possibility of nepotism occurring, Smoky Lake County employees may not:
  - a. Participate in the interview process or hire related persons.
  - b. Conduct reference checks for a related person.
  - c. Influence hiring decisions involving a related person.

Except in limited and exceptional circumstances. In these situations, the CAO shall be consulted. Violations may result in disqualification or disciplinary action.

**3. APPLICATION AND SCREENING PROCESS**



- a) All applications shall be submitted through the method specified in the job posting.
- b) Applications shall be screened against the stated qualifications and requirements.
- c) Screening must be applied consistently to all candidates.
- d) Short-listing shall be documented and based on objective criteria.

#### 4. INTERVIEWS AND ASSESSMENT

- a) Interviews shall be conducted by a **minimum of three (3) employees**, which will typically include:
  - a. The Department Manager (the direct supervisor of the position);
  - b. The Manager of Human Resources and Safety;
  - c. A Subject Matter Expert (SME) or another appropriate Smoky Lake County employee determined by the CAO.

If a conflict of interest exists or is identified, such as a personal, familial, supervisory, or other relationship with a candidate, the affected individual shall be replaced by an alternate panel member per the CAO's discretion, to maintain fairness and impartiality.

- b) Interviews are to follow the structure identified in **Schedule "A": Interview Guide**.
- c) Interview responses are to be scored in accordance with the Matrix outlined in **Schedule "A": Interview Guide**.
- d) Interview questions shall be job-related, consistent, and non-discriminatory and consist of a variety of behavioural, situational, and knowledge-based questions.
- e) Additional assessments (skills testing, reference checks, criminal record checks, driver's abstract) may be required depending on the position.

#### 5. VERIFICATION OF QUALIFICATIONS

To ensure that hiring decisions are based on accurate, job-related information, Smoky Lake County shall verify all required qualifications prior to providing the candidate with an offer of employment.

When a candidate is identified as the successful applicant following interviews, the candidate will be requested to provide:

- a) Copies of diplomas, degrees, or certificates.
- b) Proof of valid professional licensing/registration (when applicable).
- c) Any job-specific certifications.
- d) A driver's abstract.
- e) Criminal record or vulnerable sector check.
- f) Any other qualifications outlined in the job description.

#### 6. OFFERS OF EMPLOYMENT

All offers of employment shall be conditional, subject to:

- a) Verification of qualifications and references
- b) Satisfactory criminal record and/or vulnerable sector check where required
- c) Medical or fitness-for-duty assessments where applicable
- d) Offers shall be issued in writing and include key terms and conditions of employment.

#### 7. NOTIFICATION OF HIRE

Upon acceptance of an offer of employment, the hiring manager must notify the following of the new hire's position, expected start date, and any equipment, access, or accommodation needs.



- a) Chief Administrative Officer (CAO)
- b) Manager of Human Resources and Safety
- c) Payroll Clerk
- d) IT Technician

This ensures timely preparation for payroll setup, IT systems setup, orientation scheduling, and personnel file creation.

**8. PROBATIONARY PERIODS**

All newly hired employees shall serve a probationary period in accordance with:

- a) The applicable collective agreement for union positions; or
- b) Employment Standards Code and County policy for non-union positions.

**9. HUMAN RIGHTS AND ACCOMMODATION**

- a) Smoky Lake County is committed to providing equal employment opportunities.
- b) Recruitment and hiring decisions shall not discriminate on prohibited grounds under the Alberta Human Rights Act.
- c) Reasonable accommodation will be provided throughout the recruitment process upon request.

**10. RECORDS MANAGEMENT AND PRIVACY**

- a) All recruitment records shall be managed in accordance with ATIA and County records management policies.
- b) Personal information collected during recruitment shall be used solely for hiring purposes.

**11. POLICY REVIEW**

This policy shall be reviewed periodically and updated as required to reflect legislative changes, collective agreement amendments, or organizational need



## Schedule "A": Interview Guide

Date (yyyy-Mon-dd)	First Name of Candidate	Last Name of Candidate
Position Title		Union Status ( <i>Union or Non-Union</i> )
Names of Panel Members		
<b>Introduction</b>		
<ul style="list-style-type: none"> <li>• Introduce the panel, invite the candidate to a chair and offer them a water (if available).</li> <li>• Engage in casual conversation. Example: How is the weather outside today? Did you find the location easily?</li> <li>• Thank the candidate for coming to the interview. Advise the candidate that confidentiality is assured regarding their participation in the recruitment process and the interview content.</li> <li>• Let them know it is okay to be nervous and that you/we understand and appreciate how initial interviews feel.</li> <li>• Advise the candidate how the interview will be conducted: <ul style="list-style-type: none"> <li>• Questions will come from panel members.</li> <li>• Other panel members may interject for clarification.</li> <li>• You may/can ask for question clarification at any time.</li> <li>• You will have an opportunity to ask questions at the conclusion of the interview.</li> <li>• The panel will be taking notes will be taken throughout the interview to accurately record your responses.</li> <li>• As we will be taking notes, please bear with us as there might be pauses or moments of silence. We are just trying to capture what you are telling us.</li> <li>• The interview should take around _____ minutes.</li> <li>• The panel has had an opportunity to review your background information and appreciates the chance to get to know you better in your responses. Please feel free to illustrate your answers with examples.</li> </ul> </li> <li>• Explain to the candidate that the interview will typically consist of a combination of behavioural, situational, and knowledge-based interview style questions and that all candidates will be asked the same questions.</li> <li>• Read the responsibilities/duties to help the candidate understand the role they are being interviewed for.</li> <li>• Provide the candidate with a brief overview of position details, such as Full-time/Part-Time/Casual, shift schedule, regular working hours, out of scope vs. unionized, travel, etc.</li> <li>• Ask the candidate if they are ready to proceed.</li> </ul>		



## Scoring Matrix

Scoring Matrix		
Determine and record the rating at the bottom of each question utilizing the following system		
Numerical Rating	Rating	Description
1	Poor	<p>Failed to meet the criterion and did not demonstrate evidence of the criterion.</p> <p>The candidate's qualifications on this factor do not meet the minimum requirement in certain areas, and the candidate is likely to be unable to perform the duties in this aspect of the position. The example (s) provided failed to show evidence of the competency, answer was unclear.</p>
2	Below Expectation	<p>Minimally met the criterion, and has provided an insufficient answer.</p> <p>The candidate's qualifications on this factor minimally met the requirement in some areas for sufficient performance on the aspect of the position. The example (s) provided did not indicate clear evidence of this competency.</p>
3	Meets Expectation	<p>Partially meets criterion; has included some information and provided an average answer.</p> <p>The candidate's qualifications on this factor are adequate in most areas and should ensure average performance on this aspect of the position. Examples provided were partially related to the question. The candidate provided basic evidence of the competency.</p>
4	Above Expectation	<p>Meets criterion; has included a majority of information and provided a detailed answer.</p> <p>The candidate's qualifications on this factor are more than sufficient in all areas and should ensure above average performance on this aspect of the position. The candidate provided examples that were clear and concise. The candidate provided genuine evidence of the required competency.</p>
5	Exceeds Expectation	<p>Exceeds the criterion; has included all relevant information and provided a clear, concise and comprehensive answer.</p> <p>The candidate's qualifications on this factor are exceptional and should ensure extremely effective performance in the position. The candidate provided specific instances of experience with confidence and demonstrated knowledge of competency.</p>



## Interview Question Template

Date (yyyy-Mon-dd)	First Name of Candidate	Last Name of Candidate
Position Title		Union Status ( <i>Union or Non-Union</i> )
Names of Panel Members		
1.	<input type="checkbox"/> 1 - Poor <input type="checkbox"/> 2 - Below <input type="checkbox"/> 3 - Meets <input type="checkbox"/> 4 - Above <input type="checkbox"/> 5 - Exceeds Score	
2.	<input type="checkbox"/> 1 - Poor <input type="checkbox"/> 2 - Below <input type="checkbox"/> 3 - Meets <input type="checkbox"/> 4 - Above <input type="checkbox"/> 5 - Exceeds Score	
3.	<input type="checkbox"/> 1 - Poor <input type="checkbox"/> 2 - Below <input type="checkbox"/> 3 - Meets <input type="checkbox"/> 4 - Above <input type="checkbox"/> 5 - Exceeds Score	



4.	<input type="checkbox"/> 1 - Poor <input type="checkbox"/> 2 - Below <input type="checkbox"/> 3 - Meets <input type="checkbox"/> 4 - Above <input type="checkbox"/> 5 - Exceeds Score
5.	<input type="checkbox"/> 1 - Poor <input type="checkbox"/> 2 - Below <input type="checkbox"/> 3 - Meets <input type="checkbox"/> 4 - Above <input type="checkbox"/> 5 - Exceeds Score
6.	<input type="checkbox"/> 1 - Poor <input type="checkbox"/> 2 - Below <input type="checkbox"/> 3 - Meets <input type="checkbox"/> 4 - Above <input type="checkbox"/> 5 - Exceeds Score

**DUPLICATE THIS PAGE AS NECESSARY**



Closing

Do you have any questions for us?

Horizontal lines for writing answers to the question above.

Other comments

You are required to provide a minimum of two references. Do you have them with you, or can you send them to us?

Should you be the successful candidate, when would you be available to start?

What are your salary expectations? (Refer to collective agreement/salary guidelines).

Should you be the successful candidate, you will be required to provide a criminal record check, and where applicable a Vulnerable Sector Search, prior to your first day of work.

The anticipated conclusion of the interview and decision process will be [insert Date (yyyy-Mon-dd)].

We will notify all the candidates by [insert Date (yyyy-Mon-dd)].

We would like to thank you for taking the time to come in and meet with us today.

\*Shake hands with the candidate, offer them a business card and ensure they know the way out.

Scoring

Overall Total	00
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# Request for Discussion (RFD)

**Meeting Date:** Friday, March 13, 2026

**Agenda Item:** # 3.9

**Topic:** Hazard, Risk and Vulnerability Assessment (HRVA) 2025 Report

**Presented By:** Chyenne Shaw, CAO, DEM, and Jasmine Schaub, Manager of Human Resources and Safety, DDEM

**For Review and Discussion**

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## **Background:**

The Smoky Lake Regional Hazard Risk & Vulnerability Analysis (HRVA) 2025 was developed following the Regional Emergency Management Agency Meeting held in September 2025. The assessment was completed using the established hazard scoring methodology outlined in the HRVA, which applies weighted factors for:

- History (WF = 2)
- Vulnerability (WF = 5)
- Maximum Impact (WF = 10)
- Probability (WF = 7)

The HRVA compiles participant input, historical data, hazard records, and subject-matter expertise from regional partners, including Smoky Lake County, Town of Smoky Lake, Villages of Vilna and Waskatenau, RCMP, AHS/EMS, utilities, school divisions, and others who attended the session.

The finalized report includes a hazard ranking summary, identification of high and extreme-risk hazards, regional profiles, infrastructure considerations, demographics, and operational capacity. It is being presented for information to support planning, emergency preparedness, and future implementation activities.

## **Benefits:**

- Supports an evidence-based, all-hazards foundation for the Regional Emergency Management Plan and Business Continuity work.
- Identifies extreme and high-risk hazards such as power outages, extreme cold, extreme heat, drought, cyber-attacks, animal disease, blizzards, and water/sewer failures, enabling targeted readiness and mitigation.
- Prioritizes future training, exercises, resource allocation, and mitigation investments.
- Provides consistent messaging and a basis for public education and seasonal preparedness campaigns.
- Establishes a baseline for annual HRVA reviews and a full refresh every four years.

## **Disadvantages:**

- Implementation of mitigation strategies identified in the HRVA may require additional staff time, coordination, and interdepartmental effort.



# Request for Discussion (RFD)

- Some recommendations may require future operating or capital budget allocations or external grant funding.
- Hazard scores can change as regional conditions evolve, requiring ongoing updates and monitoring to ensure accuracy.

**Alternatives:** N/A

**Financial Implications:** There are no financial implications for this recommendation.

**Legislation:**

- Alberta Emergency Management Act

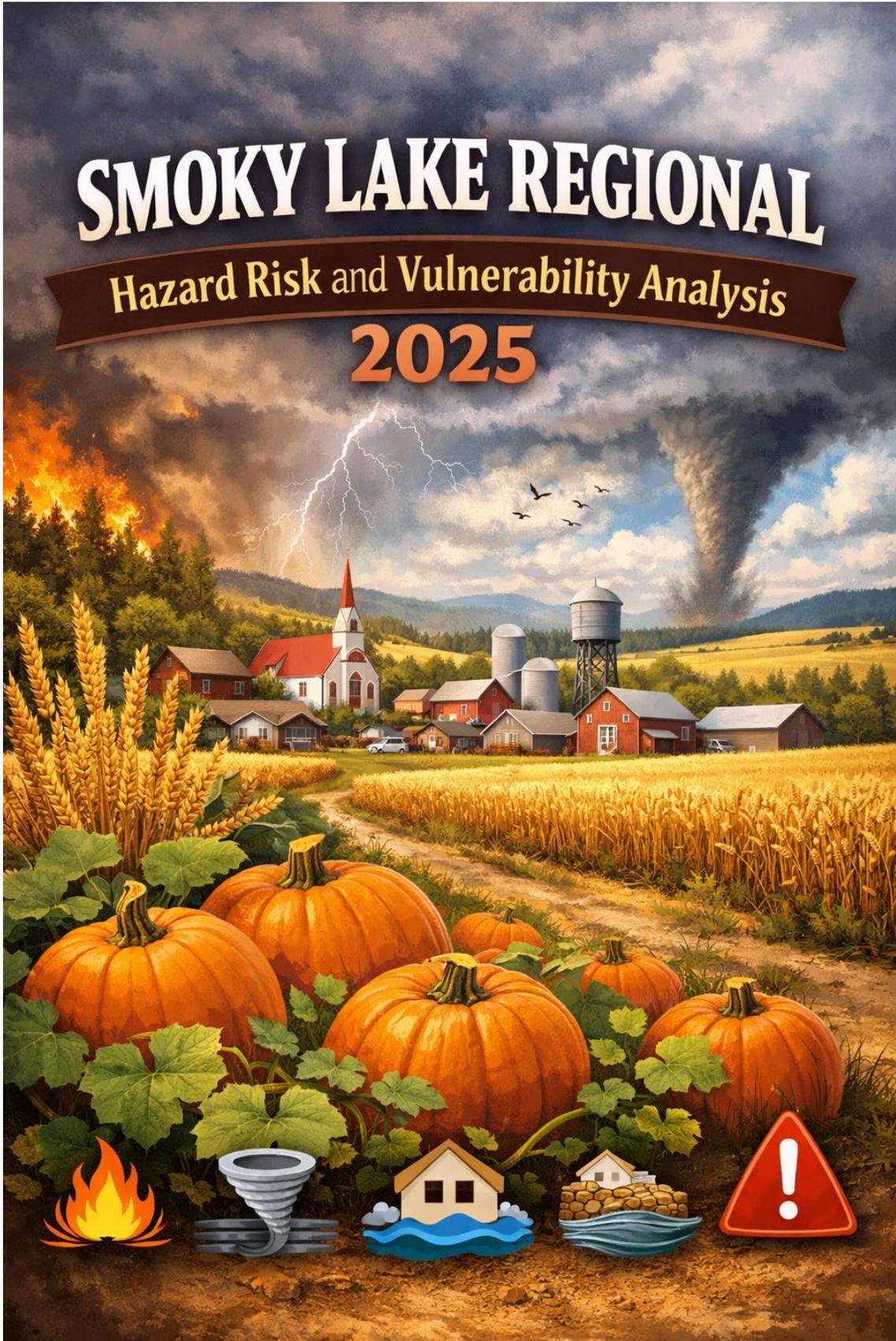
**Intergovernmental:** Alberta Emergency Management Agency (AEMA)

**Strategic Alignment:** N/A

**Enclosure(s):**

1. Draft HRVA Report 2025

Signature of the CAO: Chyenne Shaw



<u>Version</u>	<u>Date</u>	<u>Description</u>	<u>Author</u>
<u>1.0</u>	<u>2025-MM-DD</u>	<u>Final HRVA</u>	Chyenne Shaw and Jasmine Schaub

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# 1. Executive Summary

The Smoky Lake Regional Hazard Risk and Vulnerability Analysis (HRVA) 2025 provides a comprehensive, evidence-based assessment of hazards that may affect the Smoky Lake region and surrounding municipalities. The HRVA was completed through a structured, facilitated process using a recognized hazard assessment framework that evaluates history, vulnerability, maximum impact, and probability for a broad range of natural, technological, and human-caused hazards.

The results of this HRVA are intended to guide emergency planning, mitigation priorities, training and exercises, resource allocation, and public awareness initiatives. Hazards with the highest scores represent those most likely to occur and/or those with the greatest potential consequences to life safety, critical infrastructure, economic stability, environmental protection, and continuity of municipal operations.

The assessment identified several extreme-risk hazards, including power outages, extreme cold, extreme heat, drought, cyber-attacks, animal disease outbreaks, blizzards/extreme snowfall, and sewer or water supply failures. These hazards are either recurring events or represent system-wide threats with the potential to affect the entire region simultaneously.

This HRVA supports an all-hazards approach to emergency management and will be integrated into regional and municipal Emergency Management Plans, business continuity planning, training programs, and future mitigation initiatives.

## 1.1 Attendees

Smoky Lake County <ul style="list-style-type: none"> <li>• Community Peace Officer</li> <li>• Deputy Fire Chief</li> <li>• Communications</li> <li>• Director of Emergency Management</li> <li>• Natural Gas</li> <li>• Parks and Recreation</li> <li>• Public Works</li> <li>• IT</li> <li>• Finance</li> <li>• Administration</li> </ul>	Town of Smoky Lake <ul style="list-style-type: none"> <li>• CAO</li> <li>• F.C.S.S.</li> <li>• Fire Chief</li> </ul> Village of Waskatenau <ul style="list-style-type: none"> <li>• CAO</li> </ul> Village of Vilna <ul style="list-style-type: none"> <li>• CAO</li> </ul> Thorhild County <ul style="list-style-type: none"> <li>• Fire Chief</li> <li>• Community Peace Officer</li> </ul> Lamont County <ul style="list-style-type: none"> <li>• Emergency Management Assistant</li> </ul>
R.C.M.P	ATCO
F.C.S.S.	Buffalo Lake Métis Settlement
Métis Crossing	Aspenview School
TELUS	NE AEMA Field Officer

## 1.2 HRVA Overview

**The Hazard Risk & Vulnerability Analysis (HRVA) serves as an opportunity to build awareness and provide direction for the region’s emergency management program.** Identified hazards along with their assessments are useful in determining emergency plans, exercises, mitigation strategies, and public awareness objectives. It is important to consider all hazards, not just those with the highest probability or the highest impact on property and people, as no two disaster occurrences are the same.

**HRVAs should be reviewed annually and/or after any significant disaster occurrence.** It is

recommended that a complete HRVA process is completed at least once every 4 years to keep up with changes in the environment, society, property, and hazards.

### 1.3 HRVA Objectives

1. Identify all hazards facing the region.
2. Identify the most probable hazards.
3. Identify maximum threat hazards and vulnerabilities.
4. Identify current mitigation strategies in place and discuss future strategy and capacity opportunities.
5. Identify current regional capacity for responding to hazards.
6. Incorporate HRVA findings into the Regional Emergency Management Plan.

Objectives #1-5 were accomplished during the workshop, as evident in the participant notes captured in Section 4.2, "Explanation of Weightings by Hazard."

Objective #6, *Incorporate HRVA findings into the Regional Emergency Management Plan*, will be included as part of the Regional Emergency Management Plan development to be completed in the spring of 2025.

## 2. HRVA Process

### 2.1 Methodology

Hazards were assessed using a weighted scoring system based on:

- History (weight factor 2)
- Vulnerability (average scenario) (weight factor 5)
- Maximum Impact (worst-case scenario) (weight factor 10)
- Probability of occurrence (weight factor 7)

Participants reviewed available data, lived experience, and professional judgment to assign scores, resulting in a total hazard score that allows comparison and prioritization.

### 2.2 Process: HRVA Weight & Severity Rating Guide

*Courtesy of Oregon Emergency Management*

**HISTORY** (weight factor for category = 2)

History is the record of previous occurrences. Events to include in assessing history of a hazard in your jurisdiction are events for which the following types of activities were required:

- The ECC or alternate ECC was activated; or should have been activated.
- Three or more ECC functions were implemented, e.g., alert & warning, evacuation, shelter, etc.
- An extraordinary multi-jurisdictional response was required; and/or
- A "Local Emergency" was declared.

LOW – score at 1 to 3 points based on... 0 - 1 event past 100 years

MEDIUM – score at 4 to 7 points based on... 2 - 3 events past 100 years

HIGH – score at 8 to 10 points based on... 4 + events past 100 years

**VULNERABILITY** (weight factor for category = 5)

Vulnerability is the percentage of the population and property likely to be affected under an “average” occurrence of the hazard.

- LOW – score at 1 to 3 points based on... < 1% affected
- MEDIUM – score at 4 to 7 points based on... 1 - 10% affected
- HIGH – score at 8 to 10 points based on... > 10% affected

**MAXIMUM IMPACT** (weight factor for category = 10)

Maximum threat is the highest percentage of population and property that could be impacted under a worst-case scenario.

- LOW – score at 1 to 3 points based on... < 5% affected
- MEDIUM – score at 4 to 7 points based on... 5 - 25% affected
- HIGH – score at 8 to 10 points based on... > 25% affected

**PROBABILITY** (weight factor for category = 7)

Probability is the likelihood of future occurrence within a specified period of time.

- LOW – score at 1 to 3 points based on... one incident likely within 75 to 100 years
- MEDIUM – score at 4 to 7 points based on... one incident likely within 35 to 75 years
- HIGH – score at 8 to 10 points based on... one incident likely within 10 to 35 years

**WF=Weight Factor**

**SR= Severity Rating**

## 2.3 Example Worksheet

As Completed by Participants

<b>Hazard</b>	<b>Blizzard</b>	<b>Speed of Onset:</b>	<b>Hours</b>
<b>Mitigation/ Preparedness ideas (provided by Bolt from The Blue)</b>		<b>Key Elements in Place (participants)</b>	
<ul style="list-style-type: none"> <li>Rescue equipment available.</li> <li>Alerts used to notify residents.</li> <li>Highway closure or request for closure trigger points identified.</li> </ul>		<ul style="list-style-type: none"> <li>Rescue equipment and trained personnel are available.</li> </ul>	
<b>History (brief description)</b>		<b>A</b>	<b>B</b>
		<b>Our Rating</b>	<b>Weighting Factor</b>
One or more blizzards and/or snowfall warnings occur on average each year.		10	X2
<b>A x B =</b>		<b>History Score</b>	
			20
<b>Vulnerability (brief description)</b>		<b>Our Rating</b>	<b>Weighting Factor</b>
During an average occurrence, blizzard conditions are likely to occur throughout the region. Typically, conditions are not prolonged, and most residents are prepared and capable of dealing with these winter conditions as part of the annual climate.		4	X5
<b>Maximum Impact (brief description)</b>		<b>Our Rating</b>	<b>Weighting Factor</b>
A worst-case scenario could cause highway/road closures, stranded travelers, and accessibility issues for first responders (Fire, Ambulance, RCMP).		8	X10
<b>Probability (brief description)</b>		<b>Our Rating</b>	<b>Weighting Factor</b>
Anticipated occur at least annually.		10	X7
<b>Probability Score</b>		<b>Impact Score</b>	
			70
<b>TOTAL SCORE</b>			<b>190</b>

### 3. Hazard Risk & Vulnerability Summary

#### 3.1 Summary of Results

Hazard	Weighting
Animal Diseases, Epidemics & Pandemics	240
Blizzard	240
Extreme Snowfall	240
Environmental Land Based Contamination	240
Ice Storm	240
Power Outage	240
Sewer / Water Supply Failure	240
Telecommunications Failure	240
Cyber Attack	228
Drought	226
Extreme Cold	204
Lightning / Hail	195
Wildfire & Wildland Urban Interface Fire	191
Natural Gas Disruption	187
Hazardous Materials Incident (Dangerous Goods Transport via Road)	179
Human Diseases, Epidemics & Pandemics	175
Supply Chain Disruption	175
Tornado / Plow Wind	173
Snow Squall	173
High Intensity Structural Fire	170
Active Threat	162
Extreme Heat	159
Water Supply Contamination	153
Pipeline Leaks	143
Plant Diseases & Pest Infestations	131
Aircraft Crash	125
Vehicular Mass Casualty Vehicle Incident	112
Overland Flooding	103
Terrorism	94
Missing Person(s) Search & Rescue	87
Structural Collapse	73
Marine Accident (River/Lakes)	66
Flooding (Floodplain)	24
Hazardous Materials Emission <i>In Situ</i> (At Facility)	24
Landslides / Land Subsidence / Washouts / Erosion	24
Civil Disturbance (Protests, Riots)	24
Rail Accident	0

### 3.2 Explanation of Weightings by Hazard

#### High

Hazard	History & Mitigating Factors	Probability & Impact
<b>Animal Diseases, Epidemics &amp; Pandemics</b>	1993: First Canadian case of Mad Cow Disease (BSE) from imported cattle. 2003: BSE had a major economic impact on Canadian farmers. 2007: Avian influenza near Regina infected approximately 50,000 broiler breeder birds. 2021–2022: Chronic Wasting Disease affecting caribou, deer, moose, and elk in Saskatchewan. Mitigation includes federal and provincial biosecurity measures and industry response protocols.	Historically occurs at least once per decade in some form. If isolation is missed at the point of origin, disease can spread rapidly through livestock movement, equipment, clothing, and people. Potential impacts include agricultural shutdowns, economic losses, food supply disruptions, and public health consequences.
<b>Blizzard</b>	One or more blizzard and/or snowfall warnings occur on average each year. Winter response plans, snow removal programs, and public advisories are in place.	Worst-case scenarios include highway and road closures, stranded travelers, and limited access for first responders (Fire, Ambulance, RCMP). Anticipated to occur at least annually.
<b>Extreme Snowfall</b>	One or more snowfall warnings occur on average each year. Snow clearing equipment, staffing plans, and winter maintenance programs are in place.	Heavy snowfall can cause road closures, vehicle collisions, power disruptions, and access issues for emergency services. Anticipated to occur at least annually.
<b>Environmental Land-Based Contamination</b>	Minor oil and gas releases have occurred in the region, including condensate spills. Spill response protocols and regulated containment requirements are in place.	Road closures may affect pockets of the population. Urban risk increases during late winter and early spring as chemicals arrive at and leave chemical storage sheds. Potential impacts include public health concerns, financial loss, livestock illness or death, and long-term environmental damage.
<b>Ice Storm</b>	Power outages have occurred historically due to ice accumulation. Auto-call and notification systems are in place to alert residents.	Ice storms can create widespread outages and secondary hazards, particularly during prolonged cold weather. Impacts may be region-wide if power restoration is delayed.
<b>Power Outage</b>	Multiple power outages occur annually due to weather events and infrastructure issues. Utility providers maintain response, monitoring, and vegetation management programs.	Without major infrastructure improvements, outages are expected to continue regularly. Impacts include loss of heat, water system disruptions, business closures, and risks to vulnerable populations across towns, villages, and rural areas.
<b>Sewer / Water Supply Failure</b>	Past sewer and water supply disruptions have occurred in urban centres. Aging infrastructure increases long-term risk. Emergency water delivery and operational protocols exist.	Most likely to impact urban populations, particularly larger centres within the region. Potential impacts include boil water advisories, business closures, healthcare disruptions, firefighting limitations, and public health risks.

Hazard	History & Mitigating Factors	Probability & Impact
<b>Telecommunications Failure</b>	Limited historic large-scale outages, though localized cell service disruptions have occurred. Aging infrastructure and reliance on cellular communications increase vulnerability.	Potential to affect emergency calling (911), public alerts, and business continuity. Could impact the entire region simultaneously if major infrastructure fails High dependency on telecommunications amplifies consequences during emergencies.
<b>Cyber Attack</b>	Increasing incidents of cybercrime, data breaches, and service outages nationally. Cybersecurity policies, training, and IT controls are in place.	High probability due to reliance on digital systems and online services. Potential impacts include disruption to municipal operations, financial loss, service outages, data theft, and loss of public trust.
<b>Drought</b>	Drought conditions have occurred repeatedly over the past century and in recent years. Water conservation measures, agricultural insurance, and emergency planning are in place.	Climate change is increasing drought frequency and severity. Major impacts include agricultural losses, water shortages, increased wildfire risk, economic stress, and mental health impacts.
<b>Extreme Cold</b>	Extreme cold events occur regularly during winter months. Cold weather policies and public advisories are in place.	Affects the entire population and infrastructure. Impacts include increased energy demand, heating failures, waterline breaks, health emergencies, and service disruptions. High likelihood of occurrence within each winter season.

## Medium

Hazard	History & Mitigating Factors	Probability & Impact
<b>Lightning / Hail</b>	Lightning and hail events occur annually. Lightning has been a contributing factor to grass fires and localized power outages. Crop insurance, public safety messaging, and fire response capabilities are in place.	Likely to occur at least once per year. Impacts include crop destruction, localized power outages, fires, and damage to property and equipment. Typically affects limited geographic areas but can cause significant economic losses.
<b>Wildfire &amp; Wildland Urban Interface Fire</b>	Increasing wildfire activity province-wide due to hot, dry summers, wind, and lightning Fire Smart initiatives, mutual aid agreements, and provincial wildfire resources are in place.	High potential for rapid spread, particularly in wildland urban interface areas. Impacts include evacuations, property loss, infrastructure damage, air quality issues, and long-term environmental effects.

Hazard	History & Mitigating Factors	Probability & Impact
<b>Natural Gas Disruption</b>	No significant recorded regional outages; however, infrastructure is aging. Maintenance programs and utility response plans are in place.	A disruption during winter could affect over 10% of residents Loss of heat would create serious health and safety risks and could require evacuations or emergency sheltering.
<b>Hazardous Materials Incident (Dangerous Goods – Road Transport)</b>	Highway transport of dangerous goods occurs regularly through the region. Past collisions involving transport trucks carrying hazardous materials have been reported.	Potential impacts include environmental contamination, fire, evacuations, infrastructure damage, and human or livestock casualties. Probability is moderate due to ongoing transport activity.
<b>Human Diseases, Epidemics &amp; Pandemics</b>	SARS (2002–2003), H1N1 (2009), and COVID-19 (2020) impacted Canada. Public health systems, vaccination programs, and emergency health protocols exist.	Potential for widespread social, economic, and health impacts. Disruptions to healthcare services, workforce availability, education, and supply chains. Probability is influenced by global travel and emerging diseases.
<b>Supply Chain Disruption</b>	Milk route disruptions and fuel shortages have occurred in recent years. Saskatchewan’s agricultural role increases sensitivity to transportation disruptions.	Long-term disruptions could result in food, fuel, and essential goods shortages Economic impacts to producers, retailers, and residents if alternatives are limited.
<b>Tornado / Plow Wind</b>	Tornado activity has been recorded provincially in recent years with some regional impacts. Public alert systems and shelter guidance are in place.	Can cause significant localized damage, road closures, injuries, and utility disruptions. Greater impact if events occur in urban or populated areas.
<b>Snow Squall</b>	Snow squall activity has been recorded provincially and in the region in recent years Public alert systems and shelter guidance are in place.	Can cause significant localized impacts to travel, including road closures, utility disruptions, and injuries. Greater impact if events occur in urban or populated areas.
<b>High Intensity Structural Fire</b>	Structural fires occur annually in both urban and rural settings. Fire departments, mutual aid agreements, and modern equipment are in place.	High impact in dense urban areas or critical facilities. Potential for loss of life, displacement, and major property damage.
<b>Active Threat</b>	Previous lockdowns and armed incidents have occurred locally. RCMP response protocols, public alerts, and lockdown procedures are in place.	Typically involves a small number of individuals but can affect large populations. Impacts include injury or loss of life, psychological trauma, and community disruption.

Hazard	History & Mitigating Factors	Probability & Impact
<b>Extreme Heat</b>	Extreme heat warnings issued periodically. Public education, cooling options, and alert systems are in place.	Affects all residents, particularly seniors and vulnerable individuals. Increased risk of heat-related illness and strain on health services.
<b>Water Supply Contamination</b>	Past waterline breaks and boil water advisories have occurred Regular water testing and emergency response protocols exist.	Potential to affect the entire population. Impacts include public health risks, service disruptions, and reliance on alternate water sources.
<b>Pipeline Leaks</b>	Minor leaks have occurred historically. Monitoring, inspections, and emergency response plans are in place.	Could result in environmental contamination, loss of infrastructure, and potential fatalities. Typically localized but high consequence depending on location.
<b>Plant Diseases &amp; Pest Infestations</b>	Grasshoppers, invasive weeds, ticks, and crop pests have occurred historically. Agricultural inspection and education programs exist.	Agriculture is the primary regional industry, increasing vulnerability. Severe infestations can cause economic losses and long-term land impacts.
<b>Aircraft Crash</b>	Limited history, primarily involving small aircraft or crop-dusting operations. Transport Canada and Nav Canada regulations apply.	Impact varies based on aircraft size and crash location. Generally low probability with localized consequences.
<b>Vehicular Mass Casualty Vehicle Incident</b>	Regular collisions occur; mass casualty events are rare. RCMP, EMS, and fire response protocols are in place.	Potential strain on ambulance transport and hospital capacity. Higher risk on major highways and near school bus routes.
<b>Overland Flooding</b>	Has occurred several times in recent decades, including impacts to schools and care facilities. Drainage and flood response measures are in place.	Likely to recur within 35–75 years. Generally, affects limited populated areas but can damage roads and property.

## Low

Hazard	History & Mitigating Factors	Probability & Impact
<b>Terrorism</b>	No known historic incidents in the region. RCMP intelligence, federal monitoring, and emergency response frameworks exist.	Low probability but high potential impact. A targeted incident could affect up to 25% of the population depending on location and nature of the event.
<b>Missing Person(s) Search &amp; Rescue</b>	Occurs occasionally, approximately once every decade. RCMP, fire departments, and volunteer resources are available.	High emotional and resource impact on families and responders. Typically localized with limited regional impact.
<b>Structural Collapse</b>	No known historic collapses. Aging buildings and heavy snow loads increase risk.	Generally, affects a small portion of the population. Higher impact if collapse occurs in an occupied or critical facility.
<b>Marine Accident (Rivers / Lakes)</b>	Minor boating incidents occur annually, often involving alcohol. Water rescue and safety awareness programs exist.	Impacts are typically localized with limited population exposure. Risk increases during peak tourism seasons.
<b>Flooding (Floodplain)</b>	No significant historic floodplain events recorded. Geographic conditions limit floodplain size.	Very limited population exposure. Low probability and low overall impact.
<b>Hazardous Materials Emission <i>In Situ</i> (At Facility)</b>	No known historic events. Facilities are generally remote with safety controls in place.	Potential for fatalities or environmental damage at the site. Minimal regional population impact.
<b>Landslides / Land Subsidence / Washouts / Erosion</b>	Ice jams and spring runoff have caused erosion and washouts in the past. Monitoring and land-use controls exist.	Impacts typically limited to pastureland, roads, or isolated structures. Low probability and limited population exposure.
<b>Civil Disturbance (Protests, Riots)</b>	No historic civil disturbances recorded in the region. RCMP and community engagement practices are in place.	Very low probability. Impacts expected to be limited if events occur.
<b>Rail Accident</b>	One derailment in recent history due to track washout, however, no functioning railways are currently present in the region. Emergency response and evacuation protocols exist.	Potential impacts include road closures, evacuations, and environmental contamination. Probability remains low.

## 4. Regional Profile

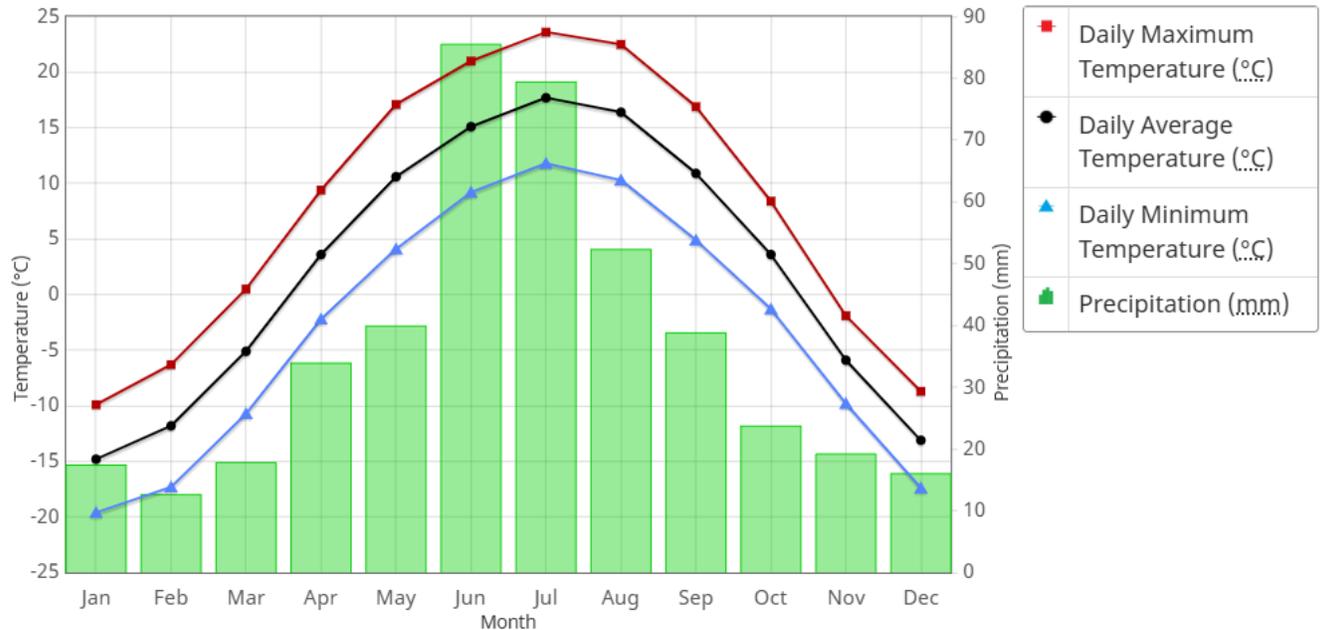
A brief profile is included in this report to provide a snapshot of the partnership area and the jurisdictions within which is helpful in identifying the unique needs and capacities of the region while further enhancing the emergency management program.

**Note that for the purposes of the profile, only those businesses, groups, and facilities local to the area have been included. This is intended as a brief overview of the region and does not necessarily contain all-inclusive listings.**

### 4.1 Weather

Temperature and Precipitation Graph for 1991 to 2020 Canadian Climate Normals  
COLD LAKE \*

\* This station meets [WMO standards](#) for temperature and precipitation.



\*Cold Lake weather monitoring station is the closest to the region. Courtesy of Environment & Climate Change Canada

### 4.2 Population & Demographics

All statistics pulled from Census Profile 2021 Statistics Canada

	County of Smoky Lake	Town Of Smoky Lake	Village of Vilna	Village of Waskatenau
<b>Total Population</b>	3880	1130	270	250
<b>Average Age</b>	42.0	56.1	41.3	51.5
<b>0-14</b>	810	105	45	30
<b>15-19</b>	205	40	10	15
<b>20-34</b>	555	110	35	60
<b>35-49</b>	595	150	35	15
<b>50-64</b>	900	220	55	85
<b>65+</b>	815	505	99	30
<b>Occupied Dwellings</b>	1500	445	142	118
<b>Total Families</b>	1100	70	60	-
<b>English Only</b>	3720	970	260	250
<b>French Only</b>	75	0	5	0
<b>English &amp; French</b>	0	30	0	0
<b>Neither English nor French</b>	0	10	5	0
<b>Land Area</b>	3,396.29 sq.km	4.26 sq.km.	.96 sq.km.	.59 sq.km.

\*A family is considered to be 2 or more people.

\*\* rounded to the nearest 5th

\*\*\* Please note that these numbers are based on the Census Profile data and may not reflect the current numbers or changes since the 2021 census.

\*\*\*\*Please note that these demographics include portions of the Saddle Lake Cree Nation and Whitefish (Goodfish) Lake First Nation

## 4.3 Hutterite Colonies, Hamlets & Subdivisions

<b>Municipality</b>	<b>Hamlets</b>	<b>Hutterite Colonies</b>	<b>Lake / Resort Areas</b>
<b>Smoky Lake County</b>	Bellis; Edward; Spedden; Warspite	Smoky Lake Colony	Birchland Resort; Bonnie Lake Resort; Garner Lake Resort; Sunrise Beach Resort; Hanmore Lake Holdings; Hillside Acres; Mons Lake Estates; Mons View Resort; Paradise Cove; Parkview Beach Resort; Sandy Lane Park; Whitefish Properties Ltd., Haynes Estates, Wayeteneau Lake Subdivision
<b>Town of Smoky Lake</b>	0	0	0
<b>Village of Vilna</b>	0	0	0
<b>Village of Waskatenau</b>	0	0	0

## 4.4 Utilities

Service	Primary Provider(s)	Notes / Coverage Considerations
<b>Electricity</b>	<b>ATCO</b>	Primary electricity distribution provider for Smoky Lake County, Town of Smoky Lake, Village of Vilna, and Village of Waskatenau
<b>Natural Gas</b>	<b>ATCO Gas, Smoky Lake County, APEX Utilities</b>	Natural gas distribution throughout the region (urban and rural, where service exists)
<b>Water Treatment</b>	<b>HWY 28-63 Regional Water Commission</b>	HWY 28/63 Includes Smoky Lake County, Town of Smoky Lake, Village of Vilna, Village of Waskatenau and County of Thorhild. Managing Entity is Smoky Lake County.
<b>Wastewater Treatment</b>	<b>Smoky Lake County, Town of Smoky Lake, Village of Vilna, Village of Waskatenau</b>	Each regional partner conducts their own wastewater treatment.
<b>Phone / Cell Phone</b>	<b>Bell, TELUS, Rogers, ETC.</b>	Some rural and lake areas experience limited or inconsistent cellular coverage
<b>Internet</b>	<b>TELUS, Rogers (Shaw), Xplore, Starlink, MCSNet, ECT.</b>	Rural and lake areas often rely on fixed wireless, satellite, or Starlink services

## 4.5 Educational Facilities

<b>Facility Name</b>	<b>Location</b>	<b>Grades / Notes</b>	<b>Provider / School Division</b>
<b>H A Kostash School</b>	<i>Town of Smoky Lake</i>	<i>K-12 (includes daycare &amp; preschool programming)</i>	<i>Aspen View Public Schools (AVPS)</i>
<b>Hutterite Colony School</b>	<i>Smoky Lake (colony)</i>	<i>Elementary (colony school)</i>	<i>Aspen View Public Schools (AVPS)</i>
<b>Vilna School</b>	<i>Village of Vilna</i>	<i>K-12</i>	<i>Aspen View Public Schools (AVPS)</i>
<b>Holy Family Catholic School</b>	<i>Village of Waskatenau</i>	<i>Catholic K-12</i>	<i>Lakeland Catholic School Division</i>
<b>Smoky Lake Community Daycare</b>	<i>Town of Smoky Lake</i>	<i>Daycare</i>	<i>Private</i>

## 4.6 Commercial Lodging

Other hotel facilities available in Redwater or St. Paul, and neighbouring municipalities have campsites available. Community Facilities

Lodging / Accommodation	Type	Location / Notes
<b>Super 8 by Wyndham Smoky Lake</b>	Hotel	Smoky Lake – mid-range hotel with free Wi-Fi and breakfast
<b>Smoky Lake RV Park</b>	Campground / RV	Smoky Lake – RV parking & sites behind the Smoky Lake Agricultural Complex
<b>Smoky Lake Inn</b>	Inn / Hotel	Smoky Lake – hotel with dining and guest rooms
<b>Country Garden Inn &amp; Restaurant</b>	Inn / Hotel	Smoky Lake – rooms plus restaurant on site
<b>Bonne Nuit Bed &amp; Breakfast</b>	Bed & Breakfast	Smoky Lake – small B&B with comfortable rooms and amenities
<b>Métis Crossing</b>	Lodge & Cultural Resort	Smoky Lake County – boutique lodge, dining, cultural experience
<b>The Lodge at Métis Crossing</b>	Lodge (part of Métis Crossing)	Smoky Lake County – lodging at Métis Crossing cultural site
<b>Mons Lake Campground</b>	Campground / RV	Smoky Lake County – lakeside
<b>Hanmore Lake Campground</b>	Campground / RV	Smoky Lake County – lakeside camping
<b>Hanmore Lake West Campground</b>	Campground / RV	Smoky Lake County – additional lake camping sites
<b>Bonnie Lake Campground</b>	Campground	Smoky Lake County – small scenic campground
<b>Kaduk Lake Campground</b>	Campground / RV	Smoky Lake County – lakeside camping
<b>Island Lake Campground</b>	Campground / RV	Smoky Lake County – lakeside camping
<b>Cache Lake Campground</b>	Campground / RV	Smoky Lake County – lakeside camping
<b>Bellis Beach Campground</b>	Campground / RV	Smoky Lake County – lakeside camping
<b>Garner Lake Campground</b>	Campground / RV	Smoky Lake County – lakeside camping
<b>Paradise Cove Resort</b>	Campground / RV	Smoky Lake County – lakeside camping
<b>Smoky Lake Golf Course &amp; RV Park</b>	RV Park / Seasonal Sites	Smoky Lake County – RV parking and sites near the golf course
<b>Northern Lights RV Resort</b>	RV Park / Year-Round Sites	Smoky Lake County – RV parking/storage in a treed campsite
<b>Pine Creek Motel</b>	Inn / Hotel	Waskatenau – small motel with guest rooms
<b>Pine Creek Campground</b>	Campground	Waskatenau – small campground with sites near the ball diamonds
<b>Pine Creek Retreat</b>	Cabin Rentals	Waskatenau – small retreat with cabin rentals

## 4.7 Community Facilities

Municipality	Facility Name	Address / Location	Primary Use	Kitchen	Meeting Rooms / Hall Space	Showers	Notes / Planning Considerations
Town of Smoky Lake	Smoky Lake Agricultural Society Complex & Arena	4612 54 Ave, Smoky Lake	Arena / Ag Society / Events	✓ Yes	✓ Yes	✓ Yes	Best large-scale reception or evacuation centre
Town of Smoky Lake	Smoky Lake Arena (within Ag Complex)	4612 54 Ave, Smoky Lake	Ice rink	✗ / Limited	✓ Limited	✓ Yes	Seasonal ice; showers via change rooms
Town of Smoky Lake	Ukrainian National Hall	107 Willow Creek St, Smoky Lake	Community Hall	✓ Yes	✓ Yes	✗	Suitable for feeding & meetings
Town of Smoky Lake	Smoky Lake Public Library	5010 50 St, Smoky Lake	Library / Programs	✗	✓ Yes	✗	Information / coordination centre only
Town of Smoky Lake	Smoky Lake Museum	5622 49 St, Smoky Lake	Museum	✗	✓ Limited	✗	Not suitable for sheltering
Town of Smoky Lake	Smoky Lake Golf Course Clubhouse	Smoky Lake	Recreation / Events	✓ Yes	✓ Yes	✓ Limited	Seasonal availability
Town of Smoky Lake	Smoky Lake Curling Club	57 White Earth St, Smoky Lake	Recreation / Events	✓ Yes	✓ Yes	✗	Seasonal ice, suitable for feeding / mid-size meetings
Village of Vilna	Vilna Arena	5016 52 Ave, Vilna	Arena / Community Hall	✓ Limited	✓ Yes	✓ Yes	Primary Vilna evacuation / reception site
Village of Vilna	Vilna Community Hall	5016 52 Ave, Vilna	Arena / Community Hall	✓ Yes	✓ Yes	✗	Primary Vilna evacuation / reception site
Village of Vilna	Vilna Senior Citizens Centre	5123 50 St, Vilna	Seniors / Programs	✓ Limited	✓ Yes	✗	Day-use only
Village of Vilna	Bonnie Lake Campground	Range Rd 133, near Vilna	Campground	✗	✗	✗	Seasonal
Village of Vilna	Iron Horse Trail Staging Area	Vilna	Outdoor trail	✗	✗	✗	Assembly only
Village of Vilna	Vilna Fire Station	4919 51 Ave, Vilna, AB	Fire Hall	✗	✓ Limited	✓ Yes	
Village of Waskatenau	Waskatenau Community Hall	5104 50 St, Waskatenau	Community Hall	✓ Yes	✓ Yes	✗	Primary indoor gathering space
Village of Waskatenau	Waskatenau Curling Club	Waskatenau	Curling rink	✓ Yes	✓ Yes	✗	Seasonal showers in change rooms

Municipality	Facility Name	Address / Location	Primary Use	Kitchen	Meeting Rooms / Hall Space	Showers	Notes / Planning Considerations
Village of Waskatenau	VTAS Indoor Arena	Waskatenau	Equestrian / Events	X / Limited	✓ Yes	X	Large open space; limited services
Village of Waskatenau	VTAS Fitness Centre	5004 52 Ave, Waskatenau	Fitness Centre	X	X	✓ Yes	Showers only; not shelter-appropriate
Village of Waskatenau	Senior Citizens Centre	5152 50 St, Waskatenau	Seniors	✓ Limited	✓ Yes	X	Day-use support
Village of Waskatenau	Pine Creek Campground	Waskatenau	Campground	✓ Seasonal	✓ Shelter	X	Seasonal campground
<b>Smoky Lake County</b>	Bellis Beach & Campground	Bellis area	Campground / Park	✓ Seasonal	✓ Shelter	X	Seasonal facility
Smoky Lake County	Hanmore Lake Campgrounds (East & West)	Hwy 855 N of Smoky Lake	Campgrounds	✓ Seasonal	✓ Shelter	X	Seasonal campground
Smoky Lake County	Mons Lake Campground	East of Smoky Lake	Campground	✓ Seasonal	✓ Shelter	X	Seasonal
Smoky Lake County	Island Lake Campground	North of Smoky Lake	Campground	✓ Seasonal	✓ Shelter	X	Seasonal
Smoky Lake County	Iron Horse Trail (regional)	County-wide	Trail system	X	X	X	Transportation / recreation corridor only
Smoky Lake County (Hamlet of Bellis)	Bellis Community Hall	Bellis, AB (central hamlet location)	Community Hall	✓ Yes	✓ Yes	X	Suitable for meetings, feeding, short-term reception
Smoky Lake County (Hamlet of Bellis)	Bellis Seniors Hall	Bellis, AB	Seniors / Programs	✓ Limited	✓ Yes	X	Smaller capacity; daytime use
Smoky Lake County (Hamlet of Spedden)	Spedden Community Hall	Spedden, AB	Community Hall	✓ Yes	✓ Yes	X	Good local reception or meeting site
Smoky Lake County (Hamlet of Warspite)	Warspite Community Hall	Warspite, AB	Community Hall	✓ Yes	✓ Yes	X	Central hamlet gathering facility
Smoky Lake County (Hamlet of Warspite)	Barich Highland Hall	Warspite, AB	Community Hall	Unsure	✓ Yes	X	Small historical hall
Smoky Lake County (Hamlet of Edwand)	Edwand Community Hall	Edwand, AB	Community Hall	✓ Yes	✓ Yes	X	Small but functional rural hall

Municipality	Facility Name	Address / Location	Primary Use	Kitchen	Meeting Rooms / Hall Space	Showers	Notes / Planning Considerations
Edward)							
Smoky Lake County	Stry 75 <sup>th</sup> Anniversary Hall	13304 TWP 584	Community Hall	✓ Yes	✓ Yes	✗	
Smoky Lake County	Old Stry Hall	13249 TWP 584	Community Hall	✓ Yes	✓ Yes	✗	
Smoky Lake County	White Earth Hall	North of Smoky Lake	Community Hall	✓ Yes	✓ Yes	✗	Small historic hall

## 4.8 Churches

Municipality	Community	Church Name	Denomination	Notes
Town of Smoky Lake	Smoky Lake	Smoky Lake United Church	United Church of Canada	Historic community church
Town of Smoky Lake	Smoky Lake	Smoky Lake United Pentecostal Church	Pentecostal	Active congregation
Town of Smoky Lake	Smoky Lake	St. Anthony's Roman Catholic Church	Roman Catholic	Serves Smoky Lake and area
Town of Smoky Lake	Smoky Lake	St. Mary's Ukrainian Catholic Church (Smoky Lake)	Ukrainian Catholic	Cultural and faith centre
Town of Smoky Lake	Smoky Lake	St. Michael's Ukrainian Orthodox Church (Smoky Lake)	Ukrainian Orthodox	Historic parish
Town of Smoky Lake	Smoky Lake	Smoky Lake Evangelical Church	Evangelical	Community-based congregation
Village of Vilna	Vilna	St. Mary's Ukrainian Catholic Church (Vilna)	Ukrainian Catholic	Major community church
Village of Vilna	Vilna	St. Michael's Ukrainian Orthodox Church (Vilna)	Ukrainian Orthodox	Historic rural parish
Village of Vilna	Vilna	New Hope Pentecostal Church	Baptist	Active congregation
Village of Waskatenau	Waskatenau	Waskatenau United Church	United Church of Canada	Long-standing parish
Village of Waskatenau	Waskatenau	Descent of the Holy Spirit Ukrainian Catholic Church	Ukrainian Catholic	Long-standing parish
Village of Waskatenau	Waskatenau	St. Volodymyr Ukrainian Orthodox Church	Ukrainian Orthodox	Historic church
Smoky Lake County – Hamlet of Bellis	Bellis	St. Mary's Ukrainian Catholic Church (Bellis)	Ukrainian Catholic	Rural parish
Smoky Lake County – Hamlet of Bellis	Bellis	Bellis United Church	United Church of Canada	Community church
Smoky Lake County – Hamlet of Spedden	Spedden	St. Mary's Ukrainian Catholic Church (Spedden)	Ukrainian Catholic	Historic rural church
Smoky Lake County – Hamlet of Spedden	Spedden	Spedden United Church	United Church of Canada	Community-based
Smoky Lake County – Hamlet of Warspite	Warspite	St. Mary's Ukrainian Catholic Church (Warspite)	Ukrainian Catholic	Rural parish
Smoky Lake County –	Warspite	Warspite United Church	United Church of Canada	Historic hall-style church

<b>Municipality</b>	<b>Community</b>	<b>Church Name</b>	<b>Denomination</b>	<b>Notes</b>
<b>Hamlet of Warspite</b>				
<b>Smoky Lake County – Hamlet of Edwand</b>	Edwand	St. Mary's Ukrainian Catholic Church (Edwand)	Ukrainian Catholic	Small rural parish
<b>Smoky Lake County</b>	Stry	Holy Eucharist Ukrainian Catholic Parish	Ukrainian Catholic	Small rural parish
<b>Smoky Lake County</b>	Stry	Stry Ukrainian Greek Orthodox Church and Hall	Ukrainian Greek Orthodox	Small rural parish

## 4.9 Generators

<b>Municipally Owned</b>	Smoky Lake County – 4 generators <ul style="list-style-type: none"><li>• 1 permanently installed at the Public Works Shop</li><li>• 3 Mobile Units to be transported to locations within the region</li></ul>
<b>Privately Owned</b>	

## 4.10 Healthcare & Senior Living Facilities

Municipality	Facility Name	Facility Type	Address / Location	Key Services / Notes
<b>Town of Smoky Lake</b>	Smoky Lake Healthcare Centre	Acute Care Hospital	Smoky Lake, AB	24-hour emergency department; However Doctor is not always available.
Town of Smoky Lake	Smoky Lake Primary Care Network / Medical Clinic	Primary Care / Clinic	Smoky Lake, AB	Physicians, primary care services
Town of Smoky Lake	Smoky Lake Ambulance Station	EMS	Smoky Lake, AB	Alberta Health Services EMS response
Town of Smoky Lake	Smoky Lake Continuing Care / Long-Term Care	Long-Term Care (LTC)	Smoky Lake, AB	Seniors care, nursing support
Town of Smoky Lake	Smoky Lake Home Care Office	Home Care Services	Smoky Lake, AB	Home care, supportive living services
<b>Village of Vilna</b>	Vilna Lodge	Seniors Lodge / Supportive Living	Vilna, AB	Independent & supportive living for seniors
Village of Vilna	Vilna Medical Clinic	Primary Care / Clinic	Vilna, AB	Family physician services (limited hours)
Village of Vilna	Vilna Home Care Services	Home Care	Vilna, AB	Home and community care
<b>Smoky Lake County/ Village of Vilna/ Village of Waskateneau (Rural)</b>	Alberta Health Services – Home Care (Smoky Lake Zone)	Home Care	County-wide	Serves rural residents and hamlets

## 4.11 Emergency Management & Response

Level	Municipality	Name	Role	Contact	Notes / Planning Considerations
Regional	County of Smoky Lake	Chyenne Shaw	Regional Director of Emergency Management (DEM)	780-656-1592	Responsible authority under Alberta Emergency Management Act for County, Town, and Villages
Regional	Smoky Lake Region	Scott Franchuk	Regional Fire Chief	780-650-5410	Strategic leadership and coordination across municipal fire departments
Regional	Smoky Lake Region	Spencer Kotylak	Regional Deputy Fire Chief	780-656-5575	Supports Regional Fire Chief; continuity and coordination
Municipal	Town of Smoky Lake	Juanita Cozicar	Fire Chief	780-650-1234	Leads municipal fire operations; reports within regional fire structure
Municipal	Town of Smoky Lake	Molly Fyten	Chief Administrative Officer (CAO)	780-656-3674	Municipal executive authority; supports emergency declarations and coordination
Municipal	Town of Smoky Lake		Deputy Director of Emergency Management (Deputy DEM)		Supports Regional DEM; local coordination and ECC support
Municipal	Village of Vilna	Ray Soch	Fire Chief	780-656-0104	Leads municipal fire operations; integrated into regional fire services
Municipal	Village of Vilna	Lonnie Leslie	Chief Administrative Officer (CAO)	780-636-3620	Municipal executive authority during emergencies
Municipal	Village of Vilna	Jasmine Schaub	Deputy Director of Emergency Management (Deputy DEM)	780-656-1593	Supports Regional DEM; municipal-level emergency coordination
Municipal	Village of Waskatenau	Casey Caron	Fire Chief	780-656-0153	Leads municipal fire operations; regional coordination
Municipal	Village of Waskatenau	Bernice Macyk	Chief Administrative Officer (CAO)	(780) 358-2208	Municipal executive authority during emergencies
Municipal	Village of Waskatenau	Bernice Macyk	Deputy Director of Emergency Management (Deputy DEM)	(780) 358-2208	Supports Regional DEM; local ECC and coordination
Municipal	Smoky Lake County	Warren Young	Community Peace Officer	780-650-5006	
Municipal	Smoky Lake County	Chyenne Shaw	Chief Administrative Officer (CAO)	780-504-7500	Executive authority; appoints DEM and Deputy DEM(s)
Municipal	Smoky Lake County	Jasmine Schaub	Deputy Director of Emergency Management (Deputy DEM)	780-656-1593	Continuity, ECC staffing, and planning support

## 4.12 Industry

The Smoky Lake region's economy is primarily rural and resource-based, with agriculture serving as the dominant industry across the County, Town, and Villages. Grain, oilseed, and livestock production underpin local employment and economic activity, supported by grain handling facilities, agricultural retailers, trucking and transportation services, and equipment and input suppliers. Energy infrastructure, including oil and gas production and pipelines, also plays a significant role in the regional economy and represents critical infrastructure with interdependencies related to transportation, utilities, and emergency response. Complementing these sectors are waste management services, small-scale manufacturing, retail and local services, and public sector employment through municipal operations, health care, education, and emergency services. Tourism and cultural attractions, particularly Métis Crossing, lake recreation areas, and seasonal events, contribute to economic diversification and result in seasonal population increases. Overall, the region's industries are closely interconnected, highly reliant on transportation corridors and utilities, and sensitive to weather-related disruptions, making coordinated emergency planning and infrastructure resilience essential.

The following is *not* an all-inclusive list.

Industry	Description	Stakeholders
Agriculture	Primary economic driver; includes grain, oilseed, livestock production, and agricultural support services such as crop input supply, agronomy, and equipment services.	Local farmers and producers, agricultural retailers and suppliers (e.g., Nutrien Ag Solutions, independent ag retailers), Agricultural Service Board, County of Smoky Lake
Grain Elevators & Handling	Grain storage, handling, and transportation supporting regional agricultural production and export supply chains.	Private elevator operators (e.g., Viterra, Richardson International), producers, rail transportation providers
Livestock Operations	Cattle and mixed livestock operations supporting local and regional food supply chains.	Local ranchers and producers, livestock transporters, veterinary services
Oil & Gas / Energy Infrastructure	Oil and gas production, pipelines, and related energy infrastructure within and near the County.	Canadian Natural Resources Limited (CNRL), Baytex / Bayhurst, Plains Midstream Canada, pipeline operators
Forestry & Aggregate Extraction	Timber harvesting, gravel pits, and aggregate extraction supporting construction, road maintenance, and industry.	Private operators, contractors, Smoky Lake County Public Works
Trucking & Transportation	Agricultural, industrial, and commercial hauling including grain, livestock, fuel, equipment, and goods.	Local and regional trucking companies, farm operators, private haulers
Waste Management & Recycling	Solid waste disposal, transfer stations, and recycling services across urban and rural areas.	Smoky Lake County, regional landfill and transfer station operators, private waste contractors
Manufacturing & Processing	Small-scale manufacturing, food processing, fabrication, and value-added agricultural services.	Local manufacturers, private businesses, regional suppliers

Industry	Description	Stakeholders
Retail & Local Services	Retail trade, vehicle sales and service, equipment repair, professional services, and personal services.	Local businesses, Chambers of Commerce, residents and visitors
Tourism & Cultural Attractions	Cultural tourism, recreation, and seasonal events including heritage sites and lake-based recreation.	Métis Crossing, local campgrounds, community organizations, municipalities
Public Sector & Municipal Services	Local government operations, emergency services, utilities, and public administration.	Smoky Lake County, Town of Smoky Lake, Village of Vilna, Village of Waskatenau, Alberta Health Services, school divisions

## 4.13 Communications

System	Description	Methods of Notification
Alberta Emergency Alert (AEA)	Province-wide emergency alert system administered by the Government of Alberta	Wireless Public Alerting (cell phones), TV broadcasts, radio broadcasts, Alberta Emergency Alert website
Mass Notification System Local Emergency Alerting (Municipal)	Local emergency notifications issued by the County, Town, or Villages	Phone calls, SMS text messaging to registered users local media releases, door-to-door notifications when required
Radio Stations	Primary local radio station for Smoky Lake County, Town of Smoky Lake, Vilna, Waskatenau, and surrounding rural areas; critical for emergency messaging	98.5 FM (St. Paul) 910 AM CKLM 860 CFW
Emergency Social Media Communications	Public information and updates during emergencies	Municipal and County Facebook pages, websites, shared posts
RCMP / Emergency Services Public Messaging	Public safety messaging during incidents	Media releases, social media, door-to-door notifications
Public Meetings / Community Outreach	In-person notification and information sharing	Community halls, public meetings, posted notices
Redwater Review	Local newspaper for Redwater and surrounding area	Print Media

## 4.14 Non-Profits & Community Clubs

This is *not* an all-inclusive list, but a listing of organizations that may be able to provide resources for emergency purposes.

Organization / Club	Community / Area Served	Description	Primary Contact
<b>Smoky Lake Agricultural Society</b>	Smoky Lake / County	Operates agricultural complex, arena, and hosts fairs, events, and community activities	Ag Society Board (via Town/County)
<b>Smoky Lake &amp; District FCSS</b>	County-wide	Preventive social services, family support, seniors' programs, youth and community wellness	FCSS Office
<b>Citizens on Patrol (COPS)</b>	Smoky Lake County	Volunteer-driven, community-based crime prevention groups that work alongside law enforcement to improve safety	Leroy Kunyk <a href="mailto:kunyk@yahoo.ca">kunyk@yahoo.ca</a>
<b>Smoky Lake &amp; District Museum Society</b>	Smoky Lake / Region	Preserves and promotes local history and heritage	Museum Society
<b>Smoky Lake Lions Club</b>	Smoky Lake / Region	Service club supporting community projects, fundraising, and volunteer initiatives	Lions Club Executive
<b>Smoky Lake Royal Canadian Legion (Branch)</b>	Smoky Lake	Veterans support, remembrance services, community hall activities	Legion Executive
<b>Smoky Lake Pumpkin Growers Association</b>	Smoky Lake	Pumpkin Growers Association	Michelle Wright <a href="mailto:Smokylakepumpkingrowers@gmail.com">Smokylakepumpkingrowers@gmail.com</a>
<b>Smoky Lake Minor Hockey Association</b>	Smoky Lake / Region	Youth hockey programming and development	Association Board
<b>Smoky Lake Curling Club</b>	Smoky Lake	Recreational and competitive curling	Curling Club Executive
<b>Smoky Lake Golf Club</b>	Smoky Lake	Community golf course and recreational programming	Club Board
<b>Vilna Agricultural Society</b>	Vilna / Area	Community events, hall and grounds management	Ag Society Board
<b>Vilna Seniors Club</b>	Vilna	Social, recreational, and wellness activities for seniors	Seniors Centre
<b>Vilna Curling Club</b>	Vilna	Recreational and competitive curling	Curling Club Executive
<b>Vilna Friends of the Pool Hall Society</b>	Vilna		

<b>Organization / Club</b>	<b>Community / Area Served</b>	<b>Description</b>	<b>Primary Contact</b>
<b>Waskatenau &amp; District Agricultural Society (VTAS)</b>	Waskatenau / County	Operates agricultural grounds, indoor arena, community events	VTAS Board (780) 233-3380
<b>Waskatenau Minor Sports Association</b>	Waskatenau	Youth baseball programming and development	Association Board (780) 999-1055
<b>Waskatenau Community Centre Association</b>	Waskatenau	Community programs and facility rentals	Association Board (780) 446-5077
<b>Waskatenau Curling Club</b>	Waskatenau	Curling and community recreation	Curling Club Executive (780) 656-5410
<b>Waskatenau Seniors Association</b>	Waskatenau	Seniors' social programs and support	Seniors Centre (780) 656-5850
<b>Waskatenau Legion</b>	Waskatenau	Veterans support and community activities	Legion Executive (780) 656-5410
<b>4-H Clubs (Smoky Lake Region)</b>	County-wide	Youth leadership, agriculture, and life skills development	Local 4-H Leaders
<b>Church-Based Community Groups</b>	All communities	Volunteer support, outreach, emergency assistance, food programs	Local churches
<b>Community Event &amp; Festival Committees</b>	All municipalities	Organize festivals, parades, and seasonal events	Municipal offices

#### 4.15 Other Community Organizations:

Organization	Description	Contact
<b>Smoky Lake Family &amp; Community Support Services (FCSS)</b>	Community support for families, children, youth, and seniors; programs, workshops, resources	56 Wheatland Ave, Smoky Lake, AB T0A 3C0 • Ph: 780-656-3674 • Email: <a href="mailto:fcss@smokylake.ca">fcss@smokylake.ca</a>
<b>Smoky Lake Youth Council (SLYC)</b>	Youth-led volunteer organization empowering youth to plan events, volunteerism, and leadership	Ph: 780-656-3674 (via FCSS)
<b>Smoky Lake Senior Citizen's Drop-In Centre</b>	Social & recreational centre for seniors; community activities and support	124 White Earth St, Smoky Lake, AB • Ph: 780-456-5103
<b>Smoky Lake Trail Twisters Snowmobile Club</b>	Recreational snowmobile club organizing trail rides and events in the region	Ph: 780-656-4142
<b>Smoky Lake Soccer Club</b>	Community soccer club offering youth and adult recreational soccer	Ph: 780-233-2531
<b>Smoky Lake/Waskatenau 4-H Club</b>	Youth agricultural and leadership club under 4-H Alberta	Ph: 780-682-2153
<b>Holubka Dancers (Ukrainian Dance Club)</b>	Cultural dance club preserving Ukrainian folk dance and community arts	Contact via Smoky Lake directories
<b>Kinette Club (Smoky Lake)</b>	Service and volunteer club supporting community initiatives	Box 1204, Smoky Lake, AB • Ph: 780-656-1066
<b>Kinsmen Club (Smoky Lake)</b>	Community volunteer organization supporting local events and causes	Box 45, Smoky Lake, AB • Ph: 780-656-2162
<b>Smoky Lake Curling Club</b>	Local curling club offering recreational and league curling	57 White Earth St, Smoky Lake, AB • Ph: 780-656-0386
<b>Smoky Lake Riding Club</b>	Local riding club	Secretary: Marquie Bromley 780-690-2483
<b>Smoky Lake Figure Skating Club</b>	Recreational figure skating club for youth and community	Contact via Facebook
<b>Smoky Lake Golf Club &amp; RV Park</b>	Community golf course with social activities, leagues, and tournaments	17340 Township Rd 594, Smoky Lake, AB • Ph: 780-656-2121
<b>Smoky Lake Gun Club</b>	Local shooting and hunting club	Contact: Dennis Holowaychuk • Ph: 780-656-0101
<b>Smoky Lake Minor Hockey Association</b>	Youth hockey programming and community team support	Ph: 780-656-3948
<b>Waskatenau Lion's Club</b>	Service & volunteer club supporting community initiatives	Ph: 780-358-2679
<b>Waskatenau Ukrainian Pryveet Dance Club</b>	Cultural dance club	Ph: 780-910-1738
<b>Waskatenau Community Dance Collective for Youth</b>	Youth dance club	Ph: 780-358-2208

Please note that this list may not be exhaustive, and there may be other non-profits and community clubs in the area that are not listed here.

## 4.16 Communities & Bordering Municipalities

<b>Bordering Municipality</b>	<b>Municipality Type</b>	<b>Direction from Smoky Lake Region</b>	<b>Contact Information</b>
St. Paul County No. 19	County	North / Northeast	CAO: Jason Wallsmith Phone: 780-645-3301
Lac La Biche County	County	North	CAO: Manny Deol Phone: 780-623-6802
Thorhild County	County	West / Southwest	CAO: Ryan Maier Phone: 780-398-3741 ext. 2800
Lamont County	County	South / Southeast	CAO: Peter Tarnawsky Phone: 780-895-2233 ext. 220
Two Hills County No. 21	County	South / East	CAO: Sally Dary Phone: 780-657-3358
Town of St. Paul	Town (adjacent region)	Northeast	CAO: Steven Jeffery Phone: 780-645-4481

## 4.17 Transportation

Service Type	Description	Provider / Operator	Planning / Emergency Use Notes
<b>School Bus Transportation</b>	Daily student transportation services	Aspen View Public Schools	May be used for emergency evacuation <b>only with School Division authorization</b>
<b>Catholic School Transportation</b>	Student transportation for Catholic education	Lakeland Catholic School Division	Use subject to Division approval
<b>Charter Bus Services</b>	Large-capacity passenger buses for group travel	Red Arrow / Ebus (Charter Division)	Commercial charter; advance notice and contracts required
<b>Charter Bus Services</b>	Charter and coach bus transportation	Pacific Western Transportation (PWT / PW Transit Charter)	Often used by municipalities and school divisions
<b>Charter Bus Services</b>	Charter buses and group transportation	Thompson Valley Charters	Advertises emergency and group transport
<b>Small Bus / Passenger Van Charter</b>	10–24 passenger buses and vans	Alberta Coach / private charter operators	Suitable for seniors, staff transport, small evacuations
<b>Non-Emergency Medical Transport</b>	Patient transport to and from medical facilities	Private medical transport companies (contracted)	Priority medical use; not mass evacuation
<b>Taxi / Small Passenger Transport</b>	Local point-to-point transport (limited availability)	Local taxi / ride services (if operating)	Limited capacity; supplemental use only
<b>Lions Bus</b>	16 Passenger Bus	Lions Club	Suitable for seniors, staff transport, small evacuations

### Key Planning Notes (Important for EOP)

- **There is no public transit or scheduled intercity bus service** operating in the Smoky Lake Region.
- **Aspen View buses represent the largest local transport capacity**, but:
  - Require Superintendent approval
  - Driver availability must be confirmed
  - May be unavailable during evenings, weekends, or summers
- **All charter bus services must be sourced externally** (Edmonton / regional hubs).
- **Accessible transportation is limited** and should be pre-planned for seniors and persons with disabilities.
- Transportation agreements should be **pre-negotiated where possible** for emergency use.

## 4.18 Livestock Transportation:

Company	Description	Contact
<b>Trenchuk Livestock Hauling LTD (Smoky Lake, AB)</b>	Livestock hauling (listed in auction market trucker directory)	<b>780-656-0053</b>
<b>Tercan Livestock Hauling (Smoky Lake, AB)</b>	Local livestock hauling; advertises cattle hauling and pasture moves	<b>Teagan: 780-650-0291 • Terry: 780-656-0456</b>
<b>Tychkowsky Farms – Custom Cattle Hauling (Smoky Lake, AB)</b>	Custom cattle hauling; advertises “stress free” hauling	Facebook page (message through page)
<b>Cattle-X Cattleliners (Smoky Lake, AB)</b>	Livestock trucking (cattle liners)	<b>780-656-2261</b>
<b>Steil’s Livestock Transport Ltd (Edmonton, AB)</b>	Commercial livestock hauling company	<b>780-476-2434</b>
<b>Raamsdonk Trucking Ltd (Rolly View, AB)</b>	Livestock transport (advertises cattle/hogs and other livestock)	<b>780-986-1927</b>
<b>Vanee Livestock Trucking</b>	Livestock transportation; animal handling-focused service	Contact via website
<b>Kuester Trucking Ltd</b>	Animal transportation (cattle, horses, bison, etc.)	Contact via website
<b>Roberge Transport Inc</b>	Professional livestock transportation (large carrier)	Contact via website

### Important Planning Notes (for EOP / Livestock Annex)

- **There is no centralized livestock transportation service** operated by the County or municipalities.
- **Most livestock movement relies on private producers and local haulers.**
- During emergencies:
  - Hauler availability may be **extremely limited**
  - Fuel, road access, and driver hours are constraints
- Effective livestock evacuation planning should include:
  - Pre-identified haulers
  - Temporary holding / pasture locations
  - Coordination with **Agricultural Service Board (ASB)**
  - Animal welfare and biosecurity considerations

## 4.19 Food Services

Business Name	Address	Phone	Notes
<b>Red Chimney Restaurant</b>	32 Wheatland Ave, Smoky Lake, AB T0A 3C0	(780) 656-2210	Full-service restaurant (Canadian/Chinese)
<b>Betsy's Burger Shack</b>	179 Wheatland Ave, Smoky Lake, AB T0A 3C0	(780) 656-4088	Burgers, pizza, drive-thru / dine-in
<b>The Great Bear Cafe</b>	5504 44 Ave, Smoky Lake, AB T0A 3C0	(780) 656-3738	Café at Esso; light meals & coffee
<b>The Blackbeary Eatery</b>	154 White Earth St, Smoky Lake, AB T0A 3C0	(780) 358-2277	Local eatery & café service
<b>Maple Garden Restaurant</b>	181 White Earth St, Smoky Lake, AB T0A 3C0	(780) 656-4355	Chinese cuisine
<b>Skyway on 28 Family Restaurant</b>	4203 56 St, Smoky Lake, AB T0A 3C0	(780) 656-4224	Family restaurant in Country Garden area
<b>Smoky Lake Inn</b>	4 Wheatland Ave, Smoky Lake, AB T0A 3C0	(780) 656-3615	Inn with restaurant/lounge
<b>Old Fashioned Bread Bakery Co Ltd</b>	114 White Earth St, Smoky Lake, AB T0A 3C0	(780) 656-3780	Bakery & light meals
<b>Pub 28 &amp; Offsales</b>	4329 56 St, Smoky Lake, AB T0A 3C0	(780) 656-4042	Pub with food service
<b>Porky's Sidestreet Cafe</b>	5019 51 Ave, Vilna, AB T0A 3L0	(780) 636-2506	Café / casual dining (Vilna)
<b>T&amp;T Iron Horse Cafe</b>	AB-28, Waskatenau, AB T0A 3P0	(780) 358-2333	Highway café / family dining
<b>Métis Crossing</b>	17339 Victoria Trail, Smoky Lake, AB T0A 3C0	780-656-2229	Family dine-in restaurant

## 4.20 Convenience Stores:

Store Name	Address	Phone	Notes
Esso / Great Bear Café & Convenience	5504 44 Ave, Smoky Lake, AB T0A 3C0	(780) 656-3738	Gas station with convenience store and light food service
Centex	4503 56 St, Smoky Lake, AB T0A 3C0	(780) 656-3839	Variety store with fuel and convenience goods
Shell	4919 Harvest Gold Dr, Smoky Lake, AB T0A 3C0	(780) 656-4116	Variety store with fuel and convenience goods
Spedden Esso	5504 44 Ave, Smoky Lake, AB T0A 3C0	(780) 656-3738	Variety store with fuel and convenience goods
Waskatenau Peppers Gas Bar & Convenience	5003 52 Ave, Waskatenau, AB T0A 3P0	(780) 358-2266	Gas bar with snacks and basic groceries
Vilna Variety / Convenience (local)	Vilna, AB	—	Local corner convenience items (confirm via business directory)
Mehta Fuels	15073 AB-28, Vilna, AB T0A 3L0	(780) 636-2256	Variety store with fuel and convenience goods

#### 4.21 Grocery Store:

<b>Store Name</b>	<b>Address</b>	<b>Phone</b>	<b>Notes</b>
Smoky Lake Co-op Hardware	5019 50 St, Smoky Lake, AB T0A 3C0	(780) 656-4208	Selected items
Vilna Co-op Grocery & Hardware	5019 50 St, Vilna, AB T0A 3L0	(780) 656-3939	Groceries, dairy, produce and basic household supplies
Andersen's Grocery (Smoky Lake)	71 Wheatland Ave, Smoky Lake, AB T0A 3C0	(780) 656-2189	Additional small market / specialty items (verify local signage)
Bigway	4505 Harvest Gold Dr, Smoky Lake, AB T0A 3C0	(780) 656-2599	Full grocery offerings

## 5. History of Hazards

The following list is only a sample of significant incidents that have occurred and is *not* all-inclusive.

### Waskatenau:

- Grain Elevator Fire
- Low-Level Flooding

### Smoky Lake County:

- Tornadoes (in town too) late 1980's
- Hanmore Lake tornado 3 yrs ago
- Bellis fire 2002
- RR 170 Fire 2013
- Garner Lake 602 & 124 Fire 2025
- Fires in the late 80's

### Village of Vilna

- Flash flooding 2018

### Regional

- Flooding 2020
- COVID-19 Pandemic
- BSE Cattle Disease

Please note that this list is not exhaustive and may not include all historical hazards for the area. Additionally, the affected numbers and impact may vary depending on sources and definitions used.



# Request for Discussion (RFD)

**Meeting Date: March 13, 2026**

**Agenda Item: # 3.10**

**Topic: Snow Clearing Policy 03-35 and Priority Roads Policy 03-15**

**Presented By: Dwight Pritchard, Public Works and Chief Administrative Officer, Chyenne Shaw**

## For Discussion and Review

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### Background:

Administration has completed a review of the County's winter road maintenance policies to ensure they accurately reflect current operational practices and service delivery standards.

The Snow Clearing Policy (03-35) establishes the operational protocols for winter maintenance on County roads, including priorities for public roads, hamlets, subdivisions, and private residential driveway services.

Because winter maintenance priorities are closely connected to roadway classification and service levels, this policy directly relates to Policy 03-15 – Priority Roads Policy, which outlines the standards and classifications used to manage and maintain the County's roadway network.

Administration is presenting both policies to the Committee of the Whole for discussion and review to ensure they are aligned and clearly support the delivery of winter maintenance services to residents.

As part of this review, Policy 03-15 has been updated to include ice control operations, such as sanding, salting, and other traction control measures required during winter conditions to maintain safe roadway conditions.

Presenting both policies together allows Council to review the overall winter maintenance framework and provide feedback prior to any policy amendments being brought forward for approval.

### Benefits:

Reviewing both policies together provides Council with a comprehensive understanding of how winter road maintenance services are prioritized and delivered throughout Smoky Lake County currently.

The review also ensures that County policies accurately reflect current operational practices and provide clear direction to Administration and the Public Works Department.

### Disadvantages:

Updating and aligning policies may require minor operational adjustments or additional communication with residents to ensure expectations regarding winter maintenance service levels are clearly understood.

### Financial Implications:

Any future operational adjustments resulting from Council direction may have potential budget considerations related to equipment, materials, or staffing required for winter maintenance operations.

### Legislation:



# Request for Discussion (RFD)

- Municipal Government Act, RSA 2000, c. M-26
- Smoky Lake County Policy 03-35 – Snow Clearing Policy
- Smoky Lake County Policy 03-15 – Priority Roads Policy

## **Intergovernmental:**

There are no intergovernmental impacts associated with these policies. The policies relate solely to the management and maintenance of roads under the jurisdiction of Smoky Lake County.

## **Strategic Alignment: N/A**

## **Enclosure(s):**

1. Policy 03-35 – Snow Clearing Policy
2. Draft Policy 03-15 – Priority Roads Policy

Signature of the CAO: *Chyenne Shaw*



# Smoky Lake County Policy

Title:	<b>Road Policy</b>	<u>Policy #</u>	<u>Version</u>
Category:	Public Works Services (PW)	<b>PW-15</b>	<b>05</b>

## LEGISLATIVE REFERENCE:

In accordance with Section 530 & 532 of the *Municipal Government Act*, Traffic Safety Act; Environmental Protection and Enhancement Act.

### 1. PURPOSE:

To establish standards for the planning, inspection, and maintenance of municipally controlled roads to ensure safety, efficiency, and long-term sustainability of the County’s roadway system.

### 2. RESPONSIBILITIES

- I. **Council** – Approves policy, budgets, and three-year plans.
- II. **Chief Administrative Officer** – May suspend any roadway activity deemed unsafe or damaging.
- III. **Public Works Manager** – Oversees inspections, maintenance programs, and documentation.
- IV. **Public Works Staff** – Conduct maintenance, inspections, and hazard reporting.
- V. **Residents** – May report concerns or hazards to Public Works.

### 3. DEFINITIONS

- I. **Condition Assessment:** A formal evaluation of a roadway segment to determine its Condition Grade and Estimated Service Life (ESL) remaining.
- II. **Crown (Road Surface):** The cross-slope of the road surface designed to shed water to the ditches, typically 4–6% on gravel roads.
- III. **Estimated Service Life (ESL):** The projected lifespan of a roadway segment, expressed as a percentage of usable life remaining before major rehabilitation or reconstruction is required. ESL is determined through condition assessments and guides maintenance and capital planning.
- IV. **Frost Boil:** A weak, unstable section of road caused by thawing subgrade material during spring breakup
- V. **Pass (Grading):** A single traverse of the grader blade along the length of a road, typically involving two directions (down and back).
- VI. **Public Safety:** The protection of residents, road users, and County staff by ensuring that roadways are designed, maintained, and operated in a manner that minimizes risk of collisions, injuries, property damage, and delays to emergency response.
- VII. **Round (Grading Cycle):** A complete maintenance cycle where all roads in a designated area receive three passes of grading within a four-week timeframe.



- VIII. **Right-of-Way (ROW):** The strip of land controlled by the County for roadway construction and maintenance, including ditches, backslopes, and utilities.
- IX. **Shoulder Pull:** A maintenance activity where gravel and material from the road shoulder are pulled back onto the roadway to restore cross-section and improve drainage.

#### 4. OBJECTIVE:

- I. Maintain every County roadway in a reasonable state of repair, considering its character, use, and location.
- II. Provide uniform standards for road service condition, maintenance, and inspection across all roadway categories.
- III. Govern road construction, extension, maintenance, and upgrading to lengthen roadway life and improve safety.
- IV. Establish a transparent process for identifying projects, assigning priorities, and allocating funding.
- V. Provide a basis for annual and long-term budgeting, project scheduling, and financing.
- VI. Ensure regular inspection, documentation, and hazard reporting for all County roads.
- VII. Maximize cost-effectiveness and efficient use of County resources.

#### 5. ROADWAY CATEGORIES

The County roadway system is classified as follows:

- I. **Exceptional Roads** – Paved/oiled/base stabilized collector roads; serve as connectors between highways, communities, or high-use areas; typically, 50–75+ vehicles/day.
- II. **Category #1: Primary Roads** – Heavy truck/oversize loads (e.g., Aggregate, oil and gas industry); typically, 30–75+ vehicles/day.
- III. **Category #2: Secondary Roads** – High usage arterial and feeder gravel roads; <50 vehicles/day.
- IV. **Category #3: Local Roads** – Moderate usage collector gravel roads serving residents and farms; <30 vehicles/day.
- V. **Category #4: Access Roads** – Low-use or dead-end gravel roads; serve limited residents, farmland, or oilfield access; maintained periodically as conditions warrant.
- VI. **Category #5: Seasonal Roads** – Roads that provide access to farmland, recreational areas, or seasonal residences, typically used during spring/summer/fall and with limited or no winter maintenance. These roads are considered Primary Roads when in season.



## 1. PLANNING & PRIORITIES

Projects and priorities will be outlined in a five-year rolling road plan, reviewed annually in August/September.

- I. Projects will be evaluated using the following factors:
  - a) Public safety
  - b) Traffic volumes and types
  - c) Condition Assessments:
    - Road condition and remaining life
    - Land use and development patterns
    - Environmental integrity and drainage
  - d) Unit costs, availability of equipment, manpower, and funding \*
  - e) Resident and Council concerns
- II. Criteria for setting project priorities:
  - a) Carryover of incomplete projects
  - b) Deficiencies relative to standards
  - c) Qualification for provincial/federal grants
  - d) Integrity of the road network
- III. Annual project schedules will be assigned to areas according to priority and need.
- IV. Additions or deletions to the plan require an amendment to the Road Plan Policy No.

## 2. MAINTENANCE STANDARDS

Road maintenance will be carried out according to roadway category and levels of service. Activities include:

- I. **Cold Mix & Asphalt Surfaces** – Annual crack sealing, patching, and emergency repairs.
- II. **Grading (Blading):**
  - a) **Exceptional, Primary, and Seasonal Roads** will be graded on continuous four-week cycles, with each road receiving a minimum of three passes per round. The actual cycle length may vary based on bridge weight restrictions and prevailing weather conditions, which can impact access and grading efficiency.
  - b) **Secondary, Local, and Access Roads** will be graded on an as-needed basis, based on condition and traffic use.
  - c) The goal is to maintain a **4–6%** crown, minimize rutting, and provide safe driving conditions.



- III. **Gravelling** – Roads will be gravelled according to the rate specified by their category. Gravelling shall be completed by October 1 of each year.
  - a) **Category 1 Roads:** annually (approx. **187 tonnes/mile**).
  - b) **Category 2:** every 2 years (approx. **187 tonnes/mile**).
  - c) **Category 3:** Local Roads: every 3 years (approx. **156 tonnes/mile**).
  - d) **Category 4:** Access Roads: every 4 years (approx. **125 tonnes/mile**).
  - e) **Category 5:** Seasonal Roads; annually (approx. **187 tonnes/mile**).

Application rates are subject to adjustments based on road, weather and traffic conditions.

- IV. **Snow Control** – Removal begins after **6"** of snow, with priority to Exceptional and Primary Roads; sanding as required.
- V. **Ice Control** – ~~Removal begins after 6" of ice, with priority to Exceptional and Primary Roads; sanding as required.~~ – *Operations commence immediately upon detection of slippery conditions or freezing rain, with priority given to Exceptional and Primary Roads. Sanding, salting, or de-icing will be applied as required to maintain traction."*
- VI. **Culverts & County Right of Way Drainage** – Inspected seasonally; blockages or frozen culverts addressed to protect roadbeds.
- VII. **Road Signage** – Installed and maintained under County authority per the Traffic Safety Act, compliant with Alberta Transportation Manual.

### 3. **CONDITION ASSESSMENTS**

#### I. **Purpose**

Condition Assessments replace traditional roadway inspections as the County's method of monitoring and managing road condition. Assessments are integrated into the County's GIS mobile application and Infrastructure Management software to support evidence-based decision-making.

#### II. **Assessment Process**

- a) Each roadway segment is assessed and assigned a Condition Grade based on the percentage of Estimated Service Life (ESL) remaining.
- b) Results are stored in the County's Infrastructure Management system for tracking, reporting, and planning.
- c) At least one formal annual inspection of all County roads will be conducted. As additional inspections as required. All inspections will be documented in the assets management program
- d) Staff and Council will monitor conditions during travel and report hazards.
- e) Hazardous conditions may be identified using the assessment process and reported immediately to the Public Works Manager for corrective action.
- f) Citizens are encouraged to report road hazards using the online request management portal this information can be used to conduct a formal condition assessment.



### III. Condition Grades:

- a) 5 – Very Good: 80–100% of ESL remaining
- b) 4 – Good: 60–80% of ESL remaining
- c) 3 – Fair: 40–60% of ESL remaining
- d) 2 – Poor: 20–40% of ESL remaining
- e) 1 – Very Poor: <20% of ESL remaining

### IV. Roadway Assessment Criteria

Condition Assessments evaluate the following factors:

- a) **Back Slope** – Assessed for erosion, stability, and drainage; stable, grassy backslopes improve roadway safety and durability.
- b) **Crown and Cross Slope** – Ensures proper drainage; for unpaved roads, recommended crown is 4–6% to prevent pooling and roadbed failure.
- c) **Ditches and Right of Way Drainage** – Checked for blockages, erosion, and vegetation issues; goal is to direct water away from the roadbed.
- d) **Frost Boil Development** – Identifies areas of trapped water that create unstable, muddy conditions during thaw; informs priority repairs.
- e) **Potholes** – Rated by depth, frequency, and surface impact; moderate potholes (2–4 inches over 10–25% of surface) indicate significant distress.
- f) **Rutting** – Assessed for depth, width, and frequency of wheel-path depressions; impacts road stability and informs grading needs.
- g) **Shoulder Condition** – Inspected for vegetation or buildup preventing drainage; oiled shoulders also checked for cracking or edge breakage.
- h) **Signs of Erosion** – Assessed through material loss (gravel, ruts, dust), inadequate drainage, or poor road cross-section.
- i) **Soft Spots** – Identified by irregularities, poor drainage, or subgrade failure; often require excavation and replacement with stable material.
- j) **Sufficient Gravel** – Ensures adequate material is present to withstand traffic demands.
- k) **Washboard** – Rated by depth and frequency of surface corrugations; severe washboarding affects ride quality and vehicle control.

### V. Use of Results

- a) Condition Grades guide **maintenance priorities, capital planning, and budgeting**.
- b) Segments with Poor (2) or Very Poor (1) grades are flagged for near-term action.
- c) Data supports the County's **Five-year rolling road plan** and long-term infrastructure strategies.



## 3.11.2

### GUIDELINES & PROCEDURE:

- I. This policy shall be reviewed every three years, or sooner if required by legislative changes, operational needs, or Council resolution.
- II. Road category designations and maps will be reviewed annually by the Public Works Manager.

	<u>Date</u>	<u>Council Resolution #</u>	<u>Version</u>
Adopted	October 9, 2025	856-25	05
Amended			
Reviewed			

## SMOKY LAKE COUNTY



<b>Title: Snow Clearing - Public &amp; Private Services</b>		<b>Policy No.: 35-14</b>	
<b>Section: 03</b>	<b>Code: P-R</b>	<b>Page No.: 1 of 5</b>	<b>E</b>

<b>Legislation Reference:</b>	Municipal Government Act
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<b>Purpose:</b>	Provides protocol for public and private snow clearing within Smoky Lake County.
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<b>Policy Statement and Guidelines:</b>	
<p><b>1. STATEMENT:</b></p> <p>1.1 Smoky Lake County recognizes its obligation to provide an acceptable level of snow clearing service within its available resources for winter maintenance on municipal roads. All reasonable efforts will be made to provide roadways that are in a safe, passable condition.</p> <p>1.2 The County may also provide snow clearing services for private residential driveways within the County, at a cost to the resident.</p> <p><b>2. OBJECTIVE:</b></p> <p>2.1 That County roads be in a condition where traffic can move freely within five (5) days following any winter weather event.</p> <p><b>3. PUBLIC SNOW CLEARING SERVICES GUIDELINES:</b></p> <p>3.1 Grader operators will start snow clearing operations at a different point in their grader beat for each event where practical, to ensure that the same citizens are not always last to be served.</p> <p>3.2 Grader operators will proceed to clear the roads in a systematic manner as directed by the Public Works Manager, Public Works Road Foreman or designate.</p> <p>3.3 Truck plow(s) and/or tractor(s) will be deployed to public roads, hamlets, subdivisions, and private residential driveways in that order of priority.</p> <p>3.4 Equipment operators will minimize snow berms across private driveways and around parked vehicles where practicable.</p> <p>3.5 Roads may initially be opened one way if required to meet the five (5) day objective of getting traffic moving freely after a severe winter weather event, which is any combination of snow and wind that obstructs traffic flow.</p> <p>3.6 Snow clearing equipment may be moved into areas of the County where conditions are more severe, once traffic is moving within a grader beat.</p> <p><b>4. PUBLIC SNOW CLEARING COMMUNICATIONS GUIDELINES:</b></p> <p>4.1 The Chief Administrative Officer or designate, will communicate to the Council, the general Public and/or emergency service providers through the Communications Officer when necessary, during major winter weather events to report on emergent conditions and departmental priorities during the event.</p>	

<b>Title:</b> Snow Clearing - Public & Private Services	<b>Policy No.:</b> 35-14
<b>Section:</b> 03	<b>Code:</b> P-R
<b>Page No.:</b> 2 of 5	<b>E</b>

**Policy Statement and Guidelines:**

- 4.2 Inquiries from Councillors and residents should be directed through the Chief Administrative Officer or designate, to the Public Works Manager or designate, to aid them in identifying emergent issues requiring attention. The Public Works Manager or designate will use this information to prioritize County snow clearing activities.

**5. PUBLIC / COMMUNITY FACILITIES GUIDELINES:**

- 5.1 Community halls, church yards, and cemeteries may receive snow clearing services by request at no cost to the organization, subject to availability of equipment and operators.
- 5.2 Snow clearing for funeral and burial services will be provided at no cost and highly prioritized, subject to reasonable notification.

**6. PRIVATE RESIDENTIAL DRIVEWAY SNOW CLEARING FLAGS TERMS & CONDITIONS:**

- 6.1 For the purpose of this policy, a "Private Residential Driveway" is defined as the most direct route travelled between the nearest public road and the residential dwelling and **must** be located within Smoky Lake County.
- 6.2 The Private Residential Driveway distance to be cleared shall be up to 200 linear meters and anything exceeding 200 linear metres will require the purchase of an additional snow clearing flag for each increment up to 200 linear metres. The maximum width to be cleared shall be up to 4 linear meters.
- 6.3 Snow clearing flags are **non-transferable** and are valid only for the specific location indicated on the hold harmless agreement.
- 6.4 Snow clearing on Private Residential Driveways shall be considered as a secondary priority to all public snow clearing operations, and landowners or tenants that require more immediate services are encouraged to hire a private contactor at their own cost.
- 6.5 County landowners or tenants may purchase County snow clearing flags for their Private Residential Driveway under the following conditions:
- 6.5.1 The landowner, tenant, or anyone known to reside at the residence, must not have any outstanding accounts receivable over 30 days due to Smoky Lake County.
- 6.5.2 The Landowner or tenant agree to place their County issued snow clearing flag in a conspicuous location at the entrance of their driveway beside their municipal rural address sign and ensure it is visible to County snow clearing operators.

Title: <b>Snow Clearing - Public &amp; Private Services</b>	Policy No.: <b>35-14</b>
Section: <b>03</b>	Code: <b>P-R</b>
Page No.: <b>3 of 5</b>	<b>E</b>

**Policy Statement and Guidelines:**

- 6.5.3 The landowner or tenant shall complete the site plan attached to and forming part of **Schedule "A"** to accurately identify all hazards and obstacles the operator and equipment are likely to encounter prior to any snow clearing activities. The County reserves the unfettered right to refuse to undertake snow clearing activities on a Private Residential Driveway until all obstacles and/or hazards have been removed by the landowner or tenant. The County also reserves the unfettered right to refuse to undertake any snow clearing activities on a Private Residential Driveway if the County equipment operator deems it to be too narrow or too close in proximity to existing buildings or gates.
- 6.5.4 In the event that the landowner or tenant has pre-purchased a snow clearing flag(s) and the County later determines that the work cannot be undertaken by reasons of 6.5.3 above, then the County will refund the monies paid for the snow clearing flag(s) to landowner or tenant.
- 6.5.5 Snow clearing on Private Residential Driveways may only occur after an accumulation of a minimum of six (6) inches of snow, including drifted snow as measured at the centreline along the clearing route.
- 6.6 The **Application Form and Hold Harmless Agreement for Private Snow Clearing**, as per **Schedule "A"**, are located at the County Public Works Shop Office as well as online on the County's website [www.smokylakecounty.ab.ca](http://www.smokylakecounty.ab.ca).
- 6.7 Snow clearing flags can be purchased prior to, and/or during, snow covered ground with the snow clearing services season beginning on November 1<sup>st</sup> to April 30<sup>th</sup> the following year. There shall be no discount or proration to the stated price below for any reason whatsoever if purchased within the service season. The price per snow clearing flag for a Private Residential Driveway is:
- \$250.00** for **seniors and/or persons with disability** who can provide proof of their age or disability through a birth certificate, valid driver's license, other government issued identification, or valid parking placard, or
- \$700.00** for all other **landowners and tenants**.

	Date	Resolution Number
Approved	<b>October 24, 1991</b>	# 99 - Page # 5377
Amended	<b>February 14, 1994</b>	# 218 - Page # 5647
Amended	<b>May 23, 1996</b>	# 467 - Page # 6018
Amended	<b>February 17, 2005</b>	# 228 - Page # 7884
Amended	<b>February 20, 2007</b>	# 225-07 - Page # 8294
Amended	<b>March 10, 2008</b>	# 348-08 - Page # 8621
Amended	<b>May 26, 2011</b>	# 557-11 - Page # 9733
Amended	<b>December 4, 2014</b>	# 175-14 - Page # 11498
Amended	<b>June 15, 2017</b>	# 805-17 - Page # 12711
Amended	<b>February 14, 2018</b>	# 306-18 - Page # 12958
Amended	<b>February 20, 2020</b>	# 505-20 - Page # 13996
Amended	<b>June 23, 2022</b>	# 864-22 - Page # 15239
Amended	<b>June 1, 2023</b>	# 628-23 - Page # 15664
Amended	<b>June 29, 2023</b>	#711-23 - Page # 15697
Reviewed	<b>September 26, 2024</b>	#854-24 - Page # 15750

**Schedule "A"**  
**APPLICATION FORM AND HOLD HARMLESS AGREEMENT FOR PRIVATE SNOW CLEARING**

THIS AGREEMENT made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.



**BETWEEN:**

**SMOKY LAKE COUNTY**  
(hereinafter called "the County")

**OF THE FIRST PART**

\_\_\_\_\_ (hereinafter called "the Landowner or Tenant")

**OF THE SECOND PART**

**Landowner or Tenant Name (Print)** \_\_\_\_\_

**Landowners or Tenant Legal Land Description:** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ W4  
Quarter Section Township Range

**Municipal Address:** \_\_\_\_\_ **Sub-division Name** *(If Applicable)*: \_\_\_\_\_

**Flag Number(s) Issued:** \_\_\_\_\_ **Cost per Flag: \$** \_\_\_\_\_

**Total Amount Paid: \$** \_\_\_\_\_

**WHEREAS** the Landowner or tenant has requested that the County be allowed to enter the property legally described above, to clear snow on the private residential driveway in accordance with the terms and conditions of **Policy Statement No. 03-35: Snow Clearing**.

**NOW THEREFORE**, the Landowner or tenant hereby agrees that the purchased snow clearing flag will entitle them to have snow cleared along the most direct route commonly used to access the residence, including the turn-around in the yard where safe to do so, as depicted on the **site plan** conditional upon accumulation of a minimum of **6 inches** of snow.

1. The Landowner or tenant agrees that the maximum length of the driveway to be serviced through the purchase of a flag is 200 lineal meters. Additional flags will have to be purchased for lengths of exceeding 200m.
2. The Landowner or tenant agrees that the flag(s) purchased are to be posted at the entrance of his/her driveway beside the municipal rural address sign, well before County snow clearing equipment is expected and agrees that the County is not responsible for flags that are blown away or stolen.
3. The Landowner or tenant, hereby covenants and agrees that they will at all times indemnify and save harmless the County, its servants, agents, employees, executors, administrators, and assigns, from and against any claim for loss, damage or injury, however caused to the property aforementioned by reason of the performance of the said work of snow clearing, whether such loss or damage is the result of the negligence of any servant, agent, or employee of the said municipality, or otherwise.

Site Plan:



**AT A MINIMUM INCLUDE THE FOLLOWING INFORMATION IN YOUR SITE PLAN:**

- ✓ Location of driveway.
- ✓ Location of existing buildings.
- ✓ Location of existing access (es).
- ✓ Location of any abandoned or active water wells.
- ✓ Location of shelterbelts, dugouts and water bodies.
- ✓ All developed/undeveloped road allowances and right-of-way and/or easements.
- ✓ Location of Private Sewage Disposal System (existing and/or proposed)
- ✓ Location of power generation facilities (if applicable).

**IN WITNESS WHEREOF** has hereunto set their hand and the day and year first above written.

**SIGNED**

}  
}  
}

**SMOKY LAKE COUNTY**

\_\_\_\_\_  
Landowner or Tenant (*Print Name & Title*)

\_\_\_\_\_  
Per (*Print Name & Title*):



# Request for Discussion

**Meeting Date:** Thursday, March 12, 2026

**Agenda Item: #** 3.11

**Topic:** Policy Statement AG 09-01: Pocket Gopher Traps

**Presented By:** Agricultural Service Board

## For Discussion and Review

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### Background:

Smoky Lake County currently maintains a Pocket Gopher Trap Policy that provides for the sale of traps to residents for pest control purposes.

At present, the Agricultural Services Department does not own any pocket gopher traps for rental. As a result, the policy cannot be operationally implemented, and no rental services are being provided under its authority.

In addition, pocket gopher traps are readily available for purchase through local retailers, including Home Hardware and other agricultural supply businesses within the region.

Continuing to maintain a municipal rental program in this area would place the County in direct competition with local businesses that already supply these products.

Given that the County does not currently possess inventory, the program is inactive, and private market options are accessible to residents, maintaining the policy no longer appears necessary or aligned with the County's core service delivery responsibilities.

### Benefits:

Removing outdated or unused policies improves policy governance, reduces administrative oversight requirements, and ensures County documentation reflects actual services provided.

Pocket gopher traps are readily available through local retailers such as Home Hardware and other agricultural suppliers. Rescinding the policy avoids direct competition with local businesses and supports the private sector.

### Disadvantages:

Some residents may perceive the rescinding of the policy as a reduction in agricultural services, even though the program is not currently active.

### Alternatives:

1. Keep the policy and purchase traps to sell. The black box style traps we reference in the policy are \$37.50. Other styles can be purchased from UFA for \$19.99.

### Financial Implications:

There are currently no revenues generated under this policy, as the County does not own or rent pocket gopher traps.

### Legislation:

*Agricultural Pests Act*



# Request for Discussion

**Intergovernmental:** N/A

**Strategic Alignment:** N/A

**Enclosure(s):**

1. Policy Statement AG 09-01: Pocket Gopher Traps

**Signature of the CAO:** Chyenne Shaw

## SMOKY LAKE COUNTY



<b>Title:</b> Pocket Gopher Traps		<b>Policy No.:</b> 09-02
<b>Section:</b> 62	<b>Code:</b> P-R	<b>Page No.:</b> 1 of 1

<b>Legislation Reference:</b>	Alberta Provincial Statutes.
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<b>Purpose:</b>	To provide to the public Pocket Gopher Traps.
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<b>Policy Statement and Guidelines:</b>
<p>That Smoky Lake County will sell:</p> <p><b>Victor Black Box Mole/Gopher Traps</b></p> <p>To County residents at</p> <p><b>Cost + 5% per trap</b></p> <p>To compensate for freight and handling.</p>

	<b>Date</b>	<b>Resolution Number</b>
<b>Approved</b>	<b>June 11, 2009</b>	# 557-09 - Page # 9002
<b>Amended</b>	<b>May 5, 2015</b>	# 630-15 - Page #11766
<b>Amended</b>		



# Request for Discussion

**Meeting Date:** Thursday, March 12, 2026

**Agenda Item: #** 3.12

**Topic:** Policy Statement 62-01-03: Magpie Traps

**Presented By:** Agricultural Service Board

**For Review and Discussion**

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## **Background:**

Smoky Lake County currently maintains a Magpie Trap Policy that establishes pricing and procedures for the sale of County-fabricated magpie traps to the public.

Since 2020, the County has received no inquiries or requests from residents seeking to purchase magpie traps under this policy. The absence of demand indicates that the program is not being utilized and does not serve an active operational need within the municipality.

In addition, the cost of producing magpie traps internally has increased. The material cost to construct a single trap is approximately \$111.68, excluding labour. Fabrication requires approximately one-half hour of welding, in addition to assembly time. When labour and indirect costs are considered, the total production cost approaches or exceeds the current policy price of \$165.00 per trap, resulting in little to no cost recovery for the County.

Commercially manufactured magpie traps are readily available through private retailers. For example, Halfords offers:

- A single-bird trap for \$116.95; and
- A large-capacity trap (up to 40 birds) for \$297.95.

Given the availability of competitively priced commercial alternatives, the absence of public demand, and the limited financial benefit to the County, maintaining a formal magpie trap policy no longer appears operationally necessary.

## **Benefits:**

Rescinding the policy eliminates the need to maintain, review, or update a program that has not been utilized since 2020. This reduces unnecessary administrative oversight.

Magpie traps are readily available through private retailers (e.g., Halfords), meaning residents still have access to options without County involvement.

Manufacturing and selling traps may carry potential liability risk if a trap fails or causes injury. Removing the program reduces exposure.

## **Disadvantages:**

Residents who prefer to purchase locally from the County would no longer have that option. Some people may perceive the rescinding of the policy as a reduction in agricultural or pest-control support, even if the program has not been used

## **Alternatives:**

1. Keep the policy and update the cost to reflect current material costs.
2. Purchase traps from Halfords and do a rental program instead.



# Request for Discussion

**Financial Implications:** N/A

**Legislation:**

*Agricultural Pests Act*

**Intergovernmental:** N/A

**Strategic Alignment:** N/A

**Enclosure(s):**

1. Policy Statement AG 01-03: Magpie Traps

**Signature of the CAO:** *Chyenne Shaw*

## SMOKY LAKE COUNTY



<b>Title:</b> Magpie Traps	<b>Policy No.:</b> 01-03
<b>Section:</b> 62	<b>Code:</b> P-R
<b>Page No.:</b> 1 of 1	

<b>Legislation Reference:</b>	Alberta Provincial Statutes.
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<b>Purpose:</b>	To provide to the public Magpie Traps.
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<b>Policy Statement and Guidelines:</b>
<p>The Agricultural Service Board Committee will sell:</p> <p style="text-align: center;"><b>Magpie Traps</b></p> <p style="text-align: center;">to County residents at a cost of</p> <p style="text-align: center;"><b><u>\$165.00</u> per trap.</b></p> <p>Traps will only be sold as time permits the building of these traps; therefore regular inventory of traps is not guaranteed.</p>

	<b>Date</b>	<b>Resolution Number</b>
Approved	<b>April 12, 2001</b>	# 373 - Page # 7067
Amended	<b>September 21, 2010</b>	# 862-10 - Page # 9438
Amended	<b>May 5, 2015</b>	# 631-15 - Page #11767



# Request for Discussion

**Meeting Date:** Thursday, March 12, 2026

**Agenda Item:** # 3.13

**Topic:** Policy Statement AG 07-07: Beaver Management Program

**Presented By:** Agricultural Service Board

**For Review and Discussion**

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## **Background:**

Smoky Lake County currently maintains Policy 07-06 – Beaver Management Program, the existing policy establishes guidelines for beaver removal where flooding impacts County infrastructure and qualifying agricultural lands and provides for a service fee of \$15.00 per verified beaver tail submitted under the program.

Administration of the program has remained consistent in practice; however, the language and structure of the existing policy reflect older formatting standards and terminology. The proposed updated policy modernizes the document to align with the County's current policy format, improves clarity and organization, strengthens verification procedures, and clarifies participant responsibilities and liability provisions.

In addition to structural updates, the proposed amendment increases the service fee from \$15.00 to \$20.00 per verified beaver tail. This adjustment is intended to better align Smoky Lake County's incentive with neighbouring municipalities and reflect increased costs associated with trapping and wildlife control activities. The program remains subject to available funding.

Overall, the intent of the updated policy is not to change the core function of the Beaver Management Program, but to modernize its language, improve administrative clarity, and ensure the incentive remains competitive and effective in supporting infrastructure protection and agricultural land management.

## **Benefits:**

The updated policy improves clarity, organization, and consistency with the County's current policy formatting standards.

Maintaining an effective beaver management program helps mitigate flooding risks to County Road allowances, bridges, culverts, and agricultural lands, potentially reducing long-term repair costs.

**Disadvantages:** N/A

## **Alternatives:**

1. Leave the service fee amount as \$15



# Request for Discussion

## Financial Implications:

Raising the service fee from \$15.00 to \$20.00 will increase overall program expenditures if participation levels remain the same or increase.

**Legislation:** N/A

**Intergovernmental:** N/A

**Strategic Alignment:** N/A

## Enclosure(s):

1. Policy Statement AG 07-07: Beaver Management Program

Signature of the CAO: Chyenne Shaw



# Smoky Lake County Policy

Title: **Beaver Management Program**

Category: Agricultural Services (AG)

Policy #

**AG-07**

Version

**07**

## LEGISLATIVE REFERENCE:

Agricultural Pests Act

## PURPOSE:

To establish clear guidelines for the management of beavers within Smoky Lake County to:

- Protect County Road infrastructure and public safety;
- Reduce municipal liability.
- Mitigate flooding impacts to agricultural land adjacent to major waterways; and
- Minimize non-target animal capture.

## STATEMENT:

Smoky Lake County recognizes that unmanaged beaver activity can result in flooding, damage to municipal infrastructure, impacts to agricultural land, and increased public safety risks.

It is the policy of Smoky Lake County to implement a structured Beaver Management Program that:

- Protects County Road allowances, bridges, culverts, and other infrastructure.
- Mitigates verified flooding impacts to qualifying agricultural lands
- Ensures activities are conducted in a safe, lawful, and environmentally responsible manner; and
- Provides fair and consistent administration of service fees, subject to available funding.

All program activities shall be verified, authorized, and administered in accordance with Alberta legislation and County procedures. Participants are responsible for conducting trapping activities safely and assume all associated risks and liabilities.

## OBJECTIVE:

- Protect Smoky Lake County Road allowances, bridges, culverts, and County-owned lands from flooding caused by beaver activity.
- Mitigate verified beaver-related flooding issues on seeded agricultural lands adjacent to major waterways within Smoky Lake County.

## GUIDELINES & PROCEDURE:

- Beaver tails will not be accepted from outside Smoky Lake County boundaries.
- Beaver tails from dugouts, man-made ponds, or other artificial water bodies will not be accepted.
- The program is subject to available funds. Once program funds are depleted, no further service fees will be paid.
- Only whole, clearly identifiable beaver tails will be accepted. Tails not meeting this standard will be rejected and no payment will be issued.

## VERIFICATION:

- All flooding concerns must be reported to the Agricultural Fieldman prior to any trapping activity.
- The Agricultural Fieldman must verify that:
  - A beaver-related flooding problem exists; and
  - The location qualifies under this policy.



- Upon verification, the Agricultural Fieldman may provide the landowner or lessee with a list of approved trappers.
- The landowner or lessee must notify the Agricultural Fieldman of:
  - The name of the trapper performing the work; and
  - The date trapping will occur.
- No service fee will be paid for trapping conducted without prior notification and verification by the Agricultural Fieldman, unless approved by the Agricultural Service Board.

**INCENTIVE:**

- A service fee of TWENTY DOLLARS (\$20.00) per verified beaver removed from an approved problem area will be paid to the landowner, lessee, or trapper, as applicable.
- The County may designate a person to manage beaver control on County Road allowances, bridges, culverts, County-owned lands, or privately owned lands that pose a threat to County infrastructure.
- Beaver tails obtained by the designated person are not eligible for service fees.
- Trappers working in these areas must be authorized by the Agricultural Fieldman.
- In the absence of the Agricultural Fieldman, the Public Works Foreman may authorize such work.

**PROGRAM REQUIREMENTS**

- Schedule “A” – Beaver Management Form must be completed and retained for all verified claims.
- Beaver carcasses must be removed and disposed of appropriately by the program participant.
- Program participants are responsible for:
  - Assessing site conditions
  - Considering consequences of control work; and
  - Ensuring compliance with applicable legislation.

The program participant, and any person acting on their behalf:

- Assumes all risks associated with beaver hunting or trapping activities.
- Is solely liable for any damages, injury, or loss arising from their activities; and
- Agrees to indemnify and hold harmless Smoky Lake County, its Councillors, officers, employees, and agents from any claims resulting from the performance of beaver removal activities.

Any abuse of the program will result in the applicant being banned from participation.

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

**Schedule “A” -Beaver Management Form**

**1. Applicant Information**

Applicant Name(s): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_



Cell Number: \_\_\_\_\_

## 2. Approved Legal Land Description (Location of Beaver Removal)

¼ \_\_\_\_\_ Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_ W4M

¼ \_\_\_\_\_ Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_ W4M

¼ \_\_\_\_\_ Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_ W4M

## 3. Declaration and Agreement

I/We hereby declare that only whole beaver tails obtained from the approved location(s) listed above will be submitted for payment under the Smoky Lake County Beaver Management Program.

I/We acknowledge that the current service fee is TWENTY DOLLARS (\$20.00) per verified tail, subject to available program funding.

I/We understand that all trapping activities must be verified and authorized by the Agricultural Fieldman prior to commencement.

I/We accept full responsibility for all actions taken in connection with beaver removal activities. I/We agree to indemnify and hold harmless Smoky Lake County, its Councillors, officers, employees, and agents from any claims, damages, liabilities, costs, or expenses arising directly or indirectly from such activities.

I/We understand that abuse of the program will result in disqualification from future participation.

## 4. Signatures

Signature of Owner/Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Agricultural Fieldman: \_\_\_\_\_ Date: \_\_\_\_\_

Note: Program participation is subject to available funds. Payment will not be issued once funds are depleted.



# Request for Discussion

**Meeting Date:** Wednesday, March 12, 2025

**Agenda Item:** # 3.14

**Topic:** Policy Statement 62-02-04: Gopher Incentive Program

**Presented By:** Agriculture Services

## For Discussion and Review

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### Background:

On October 7<sup>th</sup>, 2025, the Smoky Lake County Agricultural Service Board made the motion 'That the Smoky Lake County Agricultural Service Board amend Policy No. 62.02, "Bounty for Pocket Gophers," to reflect a price increase to \$3.00 per tail, effective January 2026.'

Following this motion the Agricultural Services Department has updated the old policy to reflect the following changes:

- 1) Rename from 'Bounty for Pocket Gophers' to 'Pocket Gopher Incentive Program'
- 2) To include a policy Purpose, and Statement to be cohesive with the rest of the County policies.
- 3) To include subheadings: eligibility, verification requirements, funding availability, program integrity, disposal requirements, Incentive, Claim Submission to be cohesive with the rest of the County policies, and to improve the policy readability.
- 4) To change the incentive from \$1.00 to \$3.00 as per the ASB motion above.

As of December 31<sup>st</sup>, 2025, we had 360 tails brought in. This number is a good representation of what the past 5 years have been for the number of tails brought in, however it does fluctuate. The current budget allocated to this program is \$500.

### Benefits:

This would provide a little bit more incentive for people to participate in the program and control these pests.

### Disadvantages:

Budget increase.

### Alternatives:

1. Do not increase and leave the incentive program at \$1.00

### Financial Implications:

Current budget is \$500; the budget would need to increase to at least \$1000.

### Legislation:

*Agricultural Pest Act*



# Request for Discussion

**Intergovernmental: N/A**

**Strategic Alignment: N/A**

**Enclosure(s):**

1. DRAFT New Policy Statement 62-02-04
2. OLD Policy Statement 62-02-04

Signature of the CAO: Chyenne Shaw



# Smoky Lake County Policy

Title: **Pocket Gopher Incentive Program**

Category: Agricultural Services (AG)

<u>Policy #</u>	<u>Version</u>
<b>AG-02</b>	<b>05</b>

**LEGISLATIVE REFERENCE:** Agricultural Pests Act

**PURPOSE:** The purpose of this policy is to support the responsible management of the Northern Pocket Gopher population within Smoky Lake County to reduce agricultural damage, maintain land productivity, and promote safe and humane pest control practices.

**STATEMENT:** Smoky Lake County may provide a financial incentive to eligible residents for the verified control of Northern Pocket Gophers within County boundaries, subject to annual budget approval, program guidelines, and administrative controls.

Participation in the program is voluntary and conditional upon compliance with all applicable laws, County requirements, and ethical pest control standards.

## **DEFINITIONS:**

**Northern Pocket Gopher (*Thomomys talpoides*):** A burrowing rodent species commonly known as the pocket gopher or mole, recognized as an agricultural pest within the region.

**Participant:** An eligible Smoky Lake County resident submitting a claim under this program.

**OBJECTIVE:** To encourage and support the responsible control of Northern Pocket Gophers within Smoky Lake County to reduce agricultural damage and protect land productivity.

## **GUIDELINES & PROCEDURE:**

### **Eligibility**

- Pocket gophers must be harvested within Smoky Lake County boundaries.
- Only Smoky Lake County residents are eligible to participate.

### **Verification Requirements**

- Only whole, intact, and clearly identifiable pocket gopher tails will be accepted as proof of control.
- The County reserves the right to refuse submissions that cannot be reasonably verified.

### **Funding Availability**

- The program is subject to annual budget approval.
- Smoky Lake County reserves the right to suspend, modify, or terminate the program at any time based on funding availability or operational considerations.

### **Program Integrity**

- Any misuse, or abuse of the program may result in immediate disqualification and ineligibility for future participation.



### Disposal Requirements

- Participants are responsible for the safe, sanitary, and environmentally responsible disposal of carcasses in accordance with provincial regulations and best practices.

### Incentive

- Smoky Lake County will provide an incentive payment of **Three Dollar (\$3.00 CAD)** per verified pocket gopher tail.

### Claim Submission

- Participants must complete and submit the current **Schedule “A” Pocket Gopher Control Claim Form**
- All required information must be complete and accurate to be eligible for payment.

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

## SMOKY LAKE COUNTY



<b>Title: Bounty for Pocket Gopher Tails</b>		<b>Policy No.: 02-04</b>
<b>Section: 62</b>	<b>Code:</b>	<b>Page No.: 1 of 2</b>

<b>Legislation Reference:</b>	Alberta Provincial Statutes.
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<b>Purpose:</b>	To establish control of the Pocket Gopher population within Smoky Lake County
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<b>Policy Statement and Guidelines:</b>	
<b>1. DEFINITIONS:</b>	
1.1 “ <b>Northern Pocket Gopher (Thomomys talpoides)</b> ” or known by its common name Pocket Gopher or Mole.	
<b>2. GUIDELINES:</b>	
2.1 Pocket Gophers will only be accepted from within Smoky Lake County and only by Smoky Lake County residents.	
2.2 Only whole and easily identifiable tails will be accepted by Smoky Lake County.	
2.3 The Program will only be carried out subject to available funds and abuse of the program will result in participant being banned from program.	
2.4 Carcasses will be removed and disposed of in a responsible manner by program participant.	
<b>3. PROCEDURE</b>	
3.1 Smoky Lake County will pay a bounty <b>One Dollar (\$1.00) per tail</b> for Pocket Gophers upon completion of <b><i>Schedule “A” Pocket Gopher Control Form.</i></b>	

	<b>Date</b>	<b>Resolution Number</b>
<b>Approved</b>	<b>January 28, 1994</b>	# 192 - Page # 5638
<b>Amended</b>	<b>April 12, 2002</b>	# 301 - Page # 7270
<b>Amended</b>	<b>April 21, 2004</b>	# 454 - Page # 7745
<b>Amended</b>		

**SCHEDULE "A" POCKET GOPHER CONTROL FORM**

**SMOKY LAKE COUNTY**

**POCKET GOPHER CONTROL PROGRAM**

Date: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Land Owners Name if not same as above: \_\_\_\_\_

Mailing Address:  
\_\_\_\_\_

**LAND LOCATION OF TRAPPED AREA:**

NW	NE
SW	SE

SEC \_\_\_\_ TWP \_\_\_\_ RGE \_\_\_\_

**PAYMENT: \$ 1.00**

Number of Tails: \_\_\_\_ × \$ 1.00 = \_\_\_\_\_ Total Payment

1-2-599-62-03-24-03  
1-62-00-7258

**Cheque to be mailed out:**

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Signature of Purchaser**



## **FEBRUARY CAO REPORT**

**Department:** Chief Administrative Officer

## **1. Key Accomplishments**

### **A. Leadership & Organizational Direction**

Beginning the workday at Public Works at 7:00 a.m. has provided an opportunity to improve communication, provide early operational direction, and foster a positive working atmosphere within the department. The Shop Foreman has been working diligently to ensure equipment is repaired and operational to support ongoing road maintenance and service delivery.

A meeting with Finning representatives was also held during the reporting period, which resulted in the development of a positive working relationship moving forward regarding equipment servicing and support.

Administration continues to focus on implementing the newly approved organizational structure. The Human Resources/Safety Manager and the Director of County Services have both accepted their roles within the updated structure, supporting improved operational oversight and organizational alignment.

### **B. Meetings, Engagement & External Collaboration**

In addition to regular Council and Committee of the Whole meetings, the CAO attended several key meetings and engagements during the reporting period, including:

- Intermunicipal Collaboration Committee (ICC) Orientation
- Highway 28/63 Regional Water Services Commission Meeting
- Review of the RV Bylaw with the Community Peace Officer and Director of County Services
- Meeting with Associated Engineering regarding the County's bridge and culvert program
- Meeting with the engineering consultant for the Highway 28/63 Regional Water Services Commission

On February 20, the CAO spent the day at the Public Works facility addressing human resource matters and meeting directly with Public Works employees to gather feedback regarding departmental needs and operational improvements.

## **2. Operational Challenges & Solutions**

Management meetings have been restructured to improve efficiency and communication. Managers now meet monthly for a comprehensive management meeting, while a short Monday morning virtual huddle has been introduced to provide updates on current work priorities and identify areas where assistance or collaboration may be required.

### **3. Staffing & Resources**

Recruitment efforts were a priority during the reporting period to address current and anticipated operational needs. Job advertisements were posted for the following positions:

- Agricultural Fieldman
- Assistant Agricultural Fieldman
- Grader Operator
- Equipment Operator
- Parts Person

Interviews for these positions will be scheduled during the first and second weeks of March

### **4. Interdepartmental Collaboration**

Management meetings have been restructured to improve efficiency and communication. Managers now meet monthly for a comprehensive management meeting, while a short Monday morning virtual huddle has been introduced to provide updates on current work priorities and identify areas where assistance or collaboration may be required.

### **5. Next Steps & Outlook**

Several priorities have been identified for the upcoming reporting period, including:

- Updating the Procedural Bylaw to incorporate departmental meetings and improve Council governance processes.
- Updating the Municipal Office Policy.
- Launching strategic planning surveys for the public, Council, and staff to gather input for future municipal priorities.
- Advancing work on the Regional Emergency Response Plan and assisting with the application for a regional training grant.
- Conducting a comprehensive review of departmental budgets during the first part of March.

- Continuing the review and modernization of bylaws and policies across all departments.

These initiatives are intended to strengthen governance, improve operational efficiency, and ensure the County continues to deliver responsive and effective services to residents.

- Development of an Onboarding Procedure to ensure that all new employees complete the required documentation and mandatory training prior to commencing their duties. This includes, but is not limited to, Occupational Health and Safety orientation, payroll and administrative documentation, cybersecurity training, and familiarization with the GIS system.
- Development of an Offboarding Procedure to ensure a consistent and secure process when an employee leaves the organization. This procedure will include the completion of all required administrative tasks such as final payroll processing, return of municipal equipment and access credentials, revocation of system access, records management, and completion of any necessary exit documentation to support organizational accountability and business continuity.

**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 1 Development Permits and close a total of 1 subdivision file, bringing the total number of Development Permits issued for 2026 to **3** and the total number of subdivision files closed to **2**. The Planning and Development Manager has also processed **1** Dock Permit application and **1** Compliance Certificate application and issued **8** 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 8<sup>th</sup>, the Planning and Development Manager provided the County's counterproposal to the Village on January 13<sup>th</sup>, 2026, which included a request that the Village provide all reports pertaining to the proposed annexation by January 31<sup>st</sup>. The County has yet to receive a formal response from the Village. However, the Planning and Development Manager spoke with Municipal Planning Services on February 3<sup>rd</sup> and were informed that there are currently no studies and that the Village plans to forward its annexation proposal to the Land and Property Rights Tribunal once the Village has conducted another round of public engagement.

The development of the Municipal Land Use Suitability Tool (MLUST), a geospatial tool which will provide useful data that will help inform land use decision-making and potential investment and economic development opportunities within the County, is now 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 will also be providing a demonstration to Council as part of the Planning and Development orientation.

The Planning and Development Manager held meetings with a prospective developer with respect to a proposed development near Whitefish Lake. The Planning and Development Manager outlined the necessary steps to bring these potential developments to fruition and will continue to work with this prospective developer. The developer intends to attend the March Council meeting as a delegation to introduce Council to their proposed subdivision and also intends to host a public open house in March.

The Planning and Development Department proposed a number of changes to various Policies in the past month, including the Road Closure Policy, the Surface Lease of Municipally-Owned Lands Policy and the Roadway Licensing Policy. The Planning and Development Department also

proposed two new Bylaws (Bylaw No. 1497-26: *Roadway License Agreement Bylaw* and Bylaw No. 1498-26: *Planning and Development Fees Bylaw*). Bylaw No. 1497-26 received all three readings at the February 26<sup>th</sup> Council meeting. Bylaw No. 1498-26 was deferred to a future meeting to allow for further changes to be made respecting the fees charged for Road Closure applications.

The Planning and Development Manager has sent the necessary documentation to the Land Titles Office to have Municipal Historic Resource Designation Bylaws registered on the Certificate of Title for both the Wynnyk House and the Pakan (St. Elias) Church. At the time of writing this report, the documents are still awaiting processing by the Land Titles Office.

The Planning and Development Manager sent a letter and a Hold Harmless Agreement to Canada Post, dated March 4, 2026, informing Canada Post that the County has provided its authorization to Canada Post to locate a Community Mailbox (CMB) on the lands legally described as Plan 2957MC, Lot B, and located at 59508 RGE RD 123, within the Hamlet of Spedden.

## **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. 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 has made an offer to a prospective candidate for the GIS Technician position. The successful candidate will be starting work on March 17<sup>th</sup>.

## **4. Interdepartmental Collaboration**

The Planning and Development Department has worked in collaboration with other Departments in the following ways:

- Worked with Executive Services to prepare agenda items for the February 26<sup>th</sup> Council 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.
- Continued to work with the Communications Officer on a new Communications Policy/Plan.

## **5. Next Steps & Outlook**

The Department's primary focus during the next reporting period will be to work with the Communications Officer to produce a draft Communications Policy and Communications Plan for Council review and input. The Department will also prepare a Council orientation presentation for Planning and Development & GIS services for a future Committee of the Whole meeting. 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:** Health & Safety

## **1. Key Accomplishments**

During February, the Health and Safety Department achieved several significant accomplishments.

- Created an Action Plan based on the results of the COR Audit to ensure continuous improvement of the Health and Safety Management System.
- Completed the Adverse Weather Policy and updated both the Cold Weather Mobilization and Hot Weather Mobilization Safe Work
- Began planning the Annual Safety Meeting and presented an RFD to Council to determine a date for the meeting.
- Development of the Confined Space Entry Safe Work Practice and required Entry Permit.

Operationally, conducted worksite audits to verify that Job Safety Analyses (JSAs) and Driver Vehicle Inspection Reports were completed. Action items were assigned based on incident investigations or health and safety committee items to the responsible employees using the internal request management software as they arose.

In Emergency Management, assisted the County's DEM by revising the HRVA Report based on feedback from the Regional Partners to ensure accuracy.

Completed the Planning Section Chief Training by participating in the City of Fort Saskatchewan's Annual Emergency Management Training Academy.

## **2. Operational Challenges & Solutions**

There were no operational challenges during the reporting period.

## **3. Staffing & Resources**

There were no staffing changes within the department during this reporting period.

## **4. Interdepartmental Collaboration**

Interdepartmental collaboration continued to be a cornerstone of the department's success. By incorporating input from Operations staff into the updated Safe Work Practices, this ensured they remain effective, practical, and fully applicable to the work conducted throughout County operations.

## **5. Next Steps & Outlook**

For the next reporting period, Safety 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. Unannounced periodic site visits will continue to verify completion of required health and safety documentation. For Emergency Management, the Coordinator will assist in updating the Emergency Response Plan and participate in Block 2 Training and the Safety Officer Training offered by the AEMA. Cross training with Legislative Services will be conducted to ensure coverage for the position.



## February 2026 Summary of Incidents

**Date:** February 9, 2026

**Type:** Minor Injury Incident

**Description:** While walking towards their vehicle during lunch, the employee slipped and fell on ice located on the driver's side of the vehicle and used their wrist to stop their fall. The employee did not require medical treatment or miss time from work.

**Cause:** Ice in the parking lot, improper footwear

**Short-term action:** The employee was reminded of penguin walking techniques and provided with ice cleats

**Long-term action:** Educational posters regarding penguin walking were posted at the Main Office and Public Works

**Date:** February 19, 2026

**Type:** Minor Injury Incident

**Description:** While walking back to their shop after filling their grader up with DEF, the employee slipped on the ice, landing on their left knee. The employee did not require medical treatment or miss time from work.

**Cause:** Slippery conditions

**Short-term action:** The employee was reminded of penguin walking techniques and provided with ice cleats

**Long-term action:** Educational posters regarding penguin walking were posted at the Main Office and Public Works

**Department:** Legislative Services

## **1. Key Accomplishments**

February was an upbeat and productive month for Legislative Services, highlighted by the big move into the new office space. The new environment is already making a positive difference, offering more privacy and a better setup for focused work while the department keeps pace with a full schedule.

Legislative Services spent much of the month preparing agenda packages and completing minutes for several meetings, including:

- Agricultural Service Board
- 2026 Open House Committee
- Committee of the Whole
- Smoky Lake Regional Intermunicipal Collaboration Committee
- Highway 28/63 Water Commission
- Special Council Meeting
- the Intermunicipal Collaboration Framework (Bylaw 1439-23) Council Orientation
- Regular Council Meeting

With so many meetings on the calendar, staying organized and timely remained a key focus.

Alongside meeting support, Legislative Services completed a Request for Decision related to booking meals and accommodations for upcoming meetings, coordinated conference registrations and travel arrangements for Council and other departments, gathered quotes for Council promotional items, and kept the Action List updated with Council's latest direction.

Legislative Services also created a new fillable Delegation to County Council Form to support a more modern, accessible, and user-friendly delegation request process.

The department also stayed on top of office organization and office supplies. In addition, Legislative Services assisted with planning and booking accommodations for the upcoming retirement recognition lunch.

## **2. Operational Challenges & Solutions**

An ongoing challenge this month has been the difficulty in sourcing a few items that Legislative Service's needs, such as name plates, promotional materials, and some office supplies. Many of these products have been backordered, which has made it harder to find the usual options when they are required.

To work around this, Legislative Services has been checking out alternative suppliers and looking at different product options so that upcoming requests and projects can still move ahead smoothly.

### **3. Staffing & Resources**

There were no staffing changes during this reporting period. Legislative Services did, however, support a few after-hours commitments, including a Regular County Council Meeting and the Intermunicipal Subdivision and Development Appeal Board (SDAB) Hearing. The SDAB session was especially valuable to sit in on, offering a great opportunity to learn more about the appeal process.

### **4. Interdepartmental Collaboration**

Legislative Services worked closely with several County departments throughout the month. The department collaborated with the newly appointed CAO on preparing agenda packages and supporting materials, ensuring everything was organized and ready for upcoming meetings. Legislative Services also partnered with Planning and Development to help host the ICF Bylaw 1439-23 orientation, bringing all Councils together for a joint session. In addition, the department worked alongside multiple other teams to help plan the County Open House and the retirement recognition lunch, contributing to the coordination and smooth preparation of both events.

### **5. Next Steps & Outlook**

In the upcoming months, Legislative Services will be taking on several new responsibilities. This includes stepping in as the recording secretary for the Highway 28/63 Water Commission meetings and beginning to write policies and bylaws as part of the department's expanded duties. Legislative Services will also be participating in courses and forums focused on policy and bylaw drafting to build the knowledge needed for this work. In addition, the department will be cross training with the Joint Health and Safety Coordinator to ensure consistent coverage and support across both areas. Legislative Services is excited to take this next step within the County and looks forward to gaining new knowledge and education along the way.

**Department:** Finance

### **1. Key Accomplishments**

Considerable time in February went toward year end, audit and property tax activities.

With the aid of a contractor, the account reconciliations and audit working papers for both Smoky Lake County and the Highway 28/63 Regional Water Services Commission were compiled for audit. The Auditors were present February 23 to 27. Ongoing follow up will take place in March. The audited statements will be presented at an upcoming meeting.

The Finance Department has been working with the County and Provincial Assessors to ensure the roll is up to date. It was exported and provided to Assessors to be updated. The 2025 assessment was sent February 27. We will review the assessment and budget to compile a final 2026 budget.

A grant policy for community halls was presented to council and has been approved. Finance looks forward to sending the published policy to the halls.

The Finance Manager took part in a Bridge Update Meeting with Associated Engineering. Construction will begin this month on BF 74017 followed with construction on BF75780. Currently engineers are working on design and approvals for BF01772 and BF06788. We are submitting grant claims for the work done in 2025.

### **2. Operational Challenges & Solutions**

The Finance Department is currently in a state of transition and uncertainty. There are several firm deadlines that must be met, such as Grant reporting, Payroll related payments, Finance Reporting and Property Tax Deadlines legislated in the MGA, as well as reports to be filed with Canda Revenue Agency. Current capacity shortfall and uncertainty is affecting our ability to meet these deadlines, prevent penalty charges, and provide the strong financial oversight of County operations that Smoky Lake County is known for.

### **3. Staffing & Resources**

The Finance Department welcomes Carleigh Danyluk. She will be transitioning to the Finance Clerk position over the next two months. The accounts payable position will be vacant early in March.

### **4. Interdepartmental Collaboration**

Finance thanks all departments for collaborating to ensure that all information is recorded accurately on the 2025 Financial Statements.

## **5. Next Steps & Outlook**

Along with regular monthly tasks within the department, the key priorities for March include:

- Assessment upload and analysis.
- Bylaw and policies for Council (Bellis Special Tax Bylaw, FCSS Policy).
- Property tax penalties and notifications.
- Communicating Grant programs.
- Submit 2025 grant results.
- 2025 Property tax sale follow up.
- Review and update the 2026 budget for presentation to Council in April.

**Department:** Public Works

### **1. Key Accomplishments**

Throughout February, the Public Works Department focused on snow removal operations, road maintenance, and equipment repairs to maintain safe transportation routes across Smoky Lake County.

Multiple snow events during the reporting period required ongoing road clearing, sanding, and snow removal operations. Public Works crews operated graders, sanding trucks, and tractors to maintain priority routes, oil roads, and resort areas. Crews also worked to reopen roads that had become plugged due to drifting snow.

In addition to road maintenance, staff assisted with snow clearing in municipal areas, including County facilities and other key locations requiring access during winter conditions.

The Public Works Shop Foreman has been actively working to ensure equipment is repaired and operational to support ongoing winter maintenance activities. Several pieces of equipment required repairs during the reporting period, and efforts have been focused on minimizing downtime and returning equipment to service as quickly as possible.

The department also supported special operational requests during the month, including clearing access to cemeteries in preparation for scheduled services and ensuring critical access routes remained open.

### **2. Operational Challenges & Solutions**

Winter weather conditions and drifting snow created operational challenges throughout the month, resulting in several roads becoming plugged and requiring repeated clearing.

Equipment availability also posed challenges, as some units required repairs or maintenance during peak operational periods. The Shop Foreman and mechanics worked diligently to prioritize repairs and return equipment to service.

To address operational pressures, staff coordinated equipment usage and prioritized road maintenance based on safety and accessibility needs.

### **3. Staffing & Resources**

The department continues to operate with existing staff resources while managing the demands of winter maintenance operations.

Recruitment efforts are currently underway to strengthen operational capacity. Job postings have been issued for Grader Operator, Equipment Operator, and Parts Person positions. Interviews are scheduled to take place during the first and second weeks of March.

#### **4. Interdepartmental Collaboration**

Public Works continues to work closely with other County departments to support operations and service delivery. Collaboration with administration and other departments occurs regularly to address operational needs, equipment issues, and service requests.

Public Works staff also coordinate with other departments regarding facility access, emergency response support, and operational updates during significant weather events.

#### **5. Next Steps & Outlook**

The department will continue winter maintenance operations as weather conditions require, including road clearing, sanding, and equipment maintenance.

As spring approaches, planning will begin for seasonal operations including road maintenance scheduling, equipment preparation, and staffing adjustments for upcoming construction and maintenance projects.

Recruitment efforts for operational positions will continue, and equipment maintenance will remain a priority to ensure readiness for spring and summer operations.

**Department:** Natural Gas

## **1. Key Accomplishments**

Completed 15 line locates. 1 of which was an emergency locate.

Responded to 9 service calls, which included;

- 1 gas smell call at a backup generator, no leaks present.
- 1 call was for no gas, which was an internal failure of the gas meter.
- 3 service calls where there was an appliance issue.
- 3 service calls stemming from the blowing snow blocking the appliance exhausts (posted on social media reminding the public to check their exhausts).
- 1 service call for possible carbon monoxide determined to be a failed detector, within the house (end of life is 10 years for household CO detectors)

The odorant truck is continually busy. For the month of February, they accumulated 48.5 hours total for 2 staff completing deliveries to Coronado Gas Co-op, Lac La Biche District Gas Co-op, County of Thorhild Gas Utility, and Lamco Gas Co-op, as well as attending odorant meetings.

Assisted financial auditors with providing information for the Annual Financial Audit.

## **2. Operational Challenges & Solutions**

Completed 42-meter recalls to send away for recertification. 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. The difficulty is arranging for the homeowners to be around in the winter for relighting appliances after completing the meter change.

Monitoring the operating pressures during the winter is a top priority, as the department needs 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, the engineers will be involved in determining the next steps to eliminate any low-pressure situations.

Found and repaired an underground gas leak on a low-pressure PE pipeline. The leak was caused by a lightning strike that damaged the tracer wire and the PE pipe, resulting in pinholes. Staff immediately repaired the damaged section, and the department will be exposing additional areas affected by the lightning strike to inspect for further damage. As per PE pipe code requirements, if more than 10% of the pipe wall thickness is compromised, the section must be cut out and replaced. Approximately 80 feet of PE pipe were replaced where the tracer wire had melted into the pipe

### **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 2<sup>nd</sup> year of Gas Utility Operator training, with the online portion starting in February and in-class portion starting mid-April. Natural Gas Manager will be receiving training from FedGas in Health and Safety Management Systems in March, to assist in the 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 the Natural Gas 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. A local contractor has replaced all the Poly-B plastic water lines within the office, to eliminate the potential of water leaks.

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.

The Department 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:** Fire Protective Services

### **1. Key Accomplishments**

During February, thirty-four invoices were submitted to Alberta Transportation for cost recovery, and the second half of Smoky Lake Fire Department operating expenses was invoiced to the Town of Smoky Lake. The department is actively managing three open insurance claims in collaboration with insurance companies, adjusters, and fire investigators. With accumulating snow and winter conditions, 46 fire permits were issued, of which 29 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. Application for the 2026 Enbridge Fire Training grant was submitted and received confirmation of approval in the amount of ten thousand dollars. Attended the Zone 3 Fire Chiefs meeting and learnt the 2026 Fire Service Training Grant decisions will be emailed out by mid-March, the Office of the Fire Commissioner wants all fire department incidents to be reported through the new reporting software rolling out in March as well complete the medical first responders training/patient care reporting to increase funding for the departments.

### **2. Operational Challenges & Solutions.**

Regional Fire Chief attended the ICC meeting in February. With new members appointed to the Smoky Lake County Regional Fire Rescue Services Committee, there was some confusion and misunderstanding regarding the proposed concept. The Regional Fire Chief provided a presentation on the concept at the ICC Orientation. The first meeting for the Smoky Lake Regional Fire Rescue Services Committee is scheduled for March.

### **3. Staffing & Resources**

Fire Protective Services continues to experience challenges related to resource availability for emergency response. In February, mutual aid was requested on six occasions due to limited personnel and equipment resources. In two of these instances, the initially dispatched fire department had no members available to respond.

- Incident Responses:
  - Smoky Lake Fire: 2 collisions, 2 fires, 1 medical call, 5 fire alarms.
  - Vilna Fire: 1 collision, 1 fire, 1 medical call, 2 fire alarms.
  - Waskatenau Fire: 2 medical calls and 1 fire alarm

Members completed medical training with the assistance of EMS as they received new equipment for cardiac arrests, along with stretcher handling and equipment familiarity. 1 member is working on the NFPA 1021 Officer 1 training part 3 of 4 – Safety Regulations and Basic Investigations.

#### **4. Interdepartmental Collaboration**

The Fire Chief collaborated with the CAO and the Legislative Department to complete the job descriptions and post job advertisements for the two full-time firefighter positions and conducted a review the Fire Clerk duties.

#### **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. First Aid Training and Flag Training is scheduled for March.

**Department:** GIS

### **1. Key Accomplishments**

Software administration tasks completed for the month of February. Which included ensuring connection issues to our server and hosted data are working as expected.

The GIS Technician worked on improving the activity reports for winter grader maintenance and meet with the Titan rep to discuss a new game plan for cable and new GPS devices installations, as well as future training in March for staff change over.

The GIS Technician compiled GIS data regarding grader operations for divisions 3 and 5.

The GIS Technician attended a webinar focused on GIS APIs and webmap exports, and finalized the remaining layers required for both the County and regional API systems.

### **2. Operational Challenges & Solutions.**

The GIS Technician did not experience any operational challenges during this reporting period. Communication improved with the change in Shop Management regarding GPS devices.

**3. Staffing & Resources:** No staffing challenges.

### **4. Interdepartmental Collaboration**

The GIS Technician engaged with administration, managers, and staff in the following:

- The beginning of February a review was completed of the Road Category updates in webmap with the PW Manager and Public works clerk. Follow up was executed to see if there were any maps completed with the operators of identified priority road segments to assist with data updates in webmap and to provide council with an update for February's council meeting. The GIS Technician as well worked with PW shop staff on new GPS installations, reporting and resolving reporting issues.
- Worked with the Planning and Development Manager to develop a job description and job advertisement to fill the GIS Technician position.
- The GIS Technician provided assistance to certain staff and managers in QALERT regarding printing service requests and professional response time to the public.
- The GIS Technician reviewed Policy's and Bylaws pertaining to GIS with the Planning and Development Manager, minor changes were documented.
- The GIS technician worked with the Interim CAO, CAO, and HR, providing numerous asset activity reports within the Titan Platform.
- The GIS technician has been collaborating with the CAO providing assistance regarding identifying priority road segments, bus routes, and level of service.

## **5. Next Steps & Outlook**

The Department's primary focus during the next reporting period will be getting PW on track through our Titan platform and to assure a smooth transition for the new GIS technician.

Prepare GIS services presentation for Council orientation presentation for Planning and Development & GIS services for a future Committee of the Whole meeting.

## **Department:** Environmental Operations Reporting

### **1. Key Accomplishments**

During this reporting period, the County completed routine maintenance, station checks, and documentation for all water, wastewater, and Regional Water line facilities. Several repairs were completed at water stations, including replacing check valves, cleaning pressure-reducing valves at Warspite, replacing the sump pump at Spedden, replacing heat tape at the Bellis truck fill, and lifting both sewage lift station pumps at Warspite to remove debris and service the pumps.

All annual water, wastewater, and landfill reports were completed and submitted to Alberta Environment and Protected Areas.

Significant snow accumulation occurred during the month, resulting in ongoing snow removal and sanding of icy surfaces at water sites, transfer stations, and the administration office. Due to increased snow removal activities, limited time was available to continue cutting unsafe trees at the Hanmore Lake campsites; however, this project will continue through the spring.

Christmas lights were removed at Spedden and Warspite, and seasonal maintenance has commenced on mowers and grass trimmers. Waste site maintenance included clearing snow behind bins to ensure safe and accessible service for waste removal contractors. Recycling oil sites were also cleaned and maintained.

### **2. Operational Challenges & Solutions**

The County's skid steer experienced several mechanical issues during the reporting period, including hydraulic hose replacement, welding repairs to lifting arm brackets, and thermostat replacement. Operators have been instructed to exercise caution when operating the equipment. Given the age and increasing maintenance requirements of the unit, consideration may be given to replacing it with a reliable used model in the 2028 budget. While the skid steer has been a valuable asset, it is showing signs of wear.

A social media advertisement was posted reminding residents to be mindful of what is flushed. An additional advertisement will be issued this month, as lift station pumps continue to become plugged with wipes and towels.

### **3. Staffing & Resources**

The department is operating at full staffing capacity, with only occasional absences due to medical appointments or vacation.

#### **4. Interdepartmental Collaboration**

Public Works has assisted by providing a skid steer and operator while the County's unit was out of service. The department will continue working with Communications to post advertisements addressing sewage lift station concerns. Bylaw Enforcement also provided assistance in addressing a landfill scavenging issue.

#### **5. Next Steps & Outlook**

Prior to the busy season, water and wastewater staff are being enrolled in courses that provide continuing education units required for recertification. Parks and recreation equipment—including mowers, trimmers, chainsaws, and pressure washers—is being inspected and serviced to ensure readiness for the summer season.

**Department:** Communications

## **1. Key Accomplishments**

Over this reporting period, the Communications Department focused on improving public awareness, transparency, and timely access to municipal information. Regular updates were maintained on the County website and social media, including the monthly Council calendar and meeting information, ensuring residents could easily access agendas and participate in local decision-making. Public safety messaging was a priority, with social media ads promoting safe driving around emergency responders, reminders to keep home exhaust pipes clear during extreme cold, “Do Not Flush” campaign, and road condition updates to support safe travel.

Several initiatives helped improve public engagement and information sharing. A dedicated webpage and social media ads were launched for the Coyote Reduction Program, giving residents clear information about the program and how to participate. The department also promoted the Public Hearing for Bylaw 1496-26 using the website, social media, and mass notifications to help ensure residents knew about the opportunity to provide input. In addition, Communications supported broader awareness by sharing updates from the RCMP, Canada’s Agriculture Day, and census employment opportunities.

Internal and organizational communications were also strengthened. The department supported recruitment efforts by promoting employment opportunities across multiple platforms and completed an Access to Information request. A formal press release announcing the appointment of the County’s new Chief Administrative Officer was created and distributed, ensuring consistent messaging and public awareness during the leadership transition. Communications also collaborated with other departments to plan the 2026 Open House and retirement party.

Community engagement was strengthened by organizing and hosting the Grade 6 class visit to the Council Chamber, where students participated in a mock bylaw process to learn about local government.

Finally, departmental capacity and emergency readiness were strengthened through participation in the Alberta Emergency Alert practice alert and completion of All-Hazards Information Officer training and a tabletop exercise. These activities enhanced the County’s ability to communicate effectively during emergencies and ensure accurate, coordinated information reaches residents when it matters most.

## **2. Operational Challenges & Solutions**

Operational challenges in February included balancing and prioritizing multiple advertising and communication requests, particularly when high-priority items like media releases or employment ads needed to be posted as soon as possible. This was addressed by prioritizing requests based on urgency and impact, ensuring time-sensitive ads and critical service information were shared promptly while other communications were scheduled accordingly.

### **3. Staffing & Resources**

In February, the Communications Officer completed four days of the All-Hazard ICS Information Officer course as part of the Emergency Management Academy hosted by the City of Fort Saskatchewan. This training strengthens the County's emergency management capacity by ensuring communications during incidents are clear, coordinated, and accurate.

The week concluded with a tabletop exercise that brought together all roles within the Incident Command System. Participants worked through a mock incident, applying their training in a collaborative environment to practice coordination, decision-making, and sharing information under simulated emergency conditions.

### **4. Interdepartmental Collaboration**

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 worked with the Fire Chief to complete the Access to Information Request. Communications worked closely with Public Works to advertise road conditions, the Planning and Development Manager was supported in advertising the upcoming Public Hearing. The Agriculture and Administration departments were also supported by advertising employment opportunities.

### **5. Next Steps & Outlook**

The department's main priorities for the next reporting period will focus on communications planning, public engagement, and policy review. Key priorities include:

- **Open House Advertising:** Developing and distributing promotional materials to inform residents about upcoming public open houses and encourage community participation.
- **Public Notices for Closures:** Preparing and issuing communications regarding County office closures for the Annual Safety Meeting and the Easter holiday to ensure residents are aware of service interruptions.
- **Review of Communications Bylaws and Policies:** Conducting a review of the Communications Policy and Communications Plan to ensure they remain current, effective, and aligned with best practices and organizational needs.

In addition, Communications will continue with day-to-day responsibilities, including social media engagement, website updates, and promotion of County programs and services.

**Department:** Community Peace Officer

### **1. Key Accomplishments**

Throughout the reporting period, the Community Peace Officer conducted proactive traffic enforcement across Smoky Lake County. Enforcement efforts focused on speeding, unsafe driving behaviours, and failure to slow down for emergency vehicles in order to improve road safety and increase driver compliance with provincial traffic regulations.

Traffic patrols were conducted in various locations throughout the County, with particular attention given to areas with higher traffic volumes and locations where safety concerns had previously been identified.

### **2. Operational Challenges & Solutions**

Operational challenges during the reporting period included ongoing technical issues with the in-vehicle camera system and radar equipment. These issues have impacted the reliability of the video recording system within the enforcement vehicle and the functionality of the radar unit used for speed enforcement.

The County will continue working to troubleshoot and resolve these equipment issues to ensure enforcement tools remain reliable and effective.

### **3. Staffing & Resources**

There were no staffing changes during the reporting period. The department continues to operate with existing resources.

### **4. Interdepartmental Collaboration**

The Community Peace Officer continues to work collaboratively with the County Public Works Department and other departments when enforcement or public safety concerns arise.

### **5. Next Steps & Outlook**

To support ongoing professional development and enhance enforcement capabilities, the Community Peace Officer has registered to participate in a Transportation of Dangerous Goods (TDG) course being offered in partnership with Peace Officers from the Municipal District of Bonnyville. The course is being provided at no cost and will enhance knowledge related to the transportation and enforcement of dangerous goods regulations.

The Community Peace Officer will also be exploring additional training opportunities related to Weights and Dimensions enforcement. As part of this initiative, pricing and options for portable vehicle scales will be researched to determine whether this enforcement capability could be implemented within Smoky Lake County.

Enforcement activities will continue to focus on proactive traffic patrols throughout Smoky Lake County, with particular attention to speeding, unsafe driving behaviours, and compliance with emergency vehicle safety requirements.

The department will also continue evaluating training opportunities and equipment options that may enhance enforcement capabilities and improve road safety within the County.

## **Department: Agricultural Services**

### **1. Key Accomplishments to Date:**

The Agricultural Services Department maintained steady operations throughout the month of February, with a strong focus on planning, policy development, and program coordination.

The Agricultural Service Board (ASB) met on February 3rd for its regular department meeting. Requests for Decision (RFDs) presented for discussion included the ASB Business Plan, the Extension Program proposal, and a proposal to partner with Toso Bozic for tree services as part of the Extension Program.

On the same day, the Agricultural Fieldman attended the Open House Planning Committee meeting to review options for a potential open house event. Following that discussion, an RFD was prepared for presentation to Council at the February 26th meeting.

The remainder of that week included conducting one Assistant Fieldman interview, completing an Environmental Farm Plan (EFP) with a producer, and extensive outreach to potential speakers for the upcoming Extension Program. Time was also spent coordinating with Legislative and Executive Services to schedule a meeting regarding the Mature Asset Strategy, in response to a motion passed at the December ASB meeting.

Preparation for the February 26th Council meeting required significant administrative time, as the Agricultural Fieldman prepared a total of eight RFDs for consideration.

Additional responsibilities during the month included organizing a Social Committee meeting to begin planning the retirement celebration for four retiring staff members, as well as attending a GSFW meeting. With Smoky Lake County hosting GSFW this year, coordination efforts have increased. Responsibilities include identifying and securing producers willing to participate and speak, coordinating the venue and catering services, and securing additional sponsorships beyond municipal contributions.

On February 24th, the Agricultural Fieldman attended an information session hosted by Alberta Agriculture & Irrigation regarding new regulations and licensing requirements for Compound 1080.

The coyote bounty program saw several participants throughout the month and continues to operate smoothly. The annual Pesticide Registration Renewal was submitted to the province for approval as part of routine compliance.

On February 27th, the Agricultural Fieldman completed an additional EFP with a producer and conducted a joint site visit with the Gas Department to assess concerns regarding potential impacts to an alfalfa field due to snow being pushed during operations.

Policy development was also a priority in February, with work beginning on five policy updates to be presented at the March 13th Committee of the Whole (CoW) meeting.

In total, two Environmental Farm Plans were completed for producers during the month of February.

## **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. The focus for this has been going over minutes to ensure no actions from motions made at the ASB meetings have been missed.

## **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 Assistant Agricultural Fieldman position will not be filled until the new Agricultural Fieldman is in place, allowing the incoming manager to hire their own assistant. The Agricultural Fieldman position was posted on February 25<sup>th</sup> on the County website, RMA, University of Alberta, Lakeland College, Olds College, and social media channels.

The Agricultural Services Department will begin advertising for summer staff.

## **4. Interdepartmental Collaboration**

The department worked with Communications to ensure job postings were distributed in a timely manner.

## **5. Next Steps & Outlook**

- ASB Grant Reporting
- Spring Planning- herbicide, staffing, training.
- Hiring for an Agricultural Fieldman and Assistant Agricultural Fieldman
- Continue with policy updates

## ACTION ITEM LIST

2025

Legend			Meeting Date			
			Completed			
			In Progress			
			Assigned to	Due Date	Status	Comments
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.	
<b>8-May-25</b>						
<b>12-Jun-25</b>						
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 Council Meeting.	
<b>28-Aug-25</b>						
<b>4-Sep-25</b>						
<b>11-Sep-25</b>						
<b>25-Sep-25</b>						
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	
<b>9-Oct-25</b>						
9-Oct-25	That Smoky Lake County Council accept the offer to lease the lands legally described as SW-1-61-18- W4M, SW-2-61-18-W4M, NW-2-61-18-W4M, NE-3-61-18-W4M, SW-11-61-18-W4M & SE-10-61-18-W4M, in the amount of \$200.00/year for each parcel (cumulative total of \$1,200.00), dated October 1, 2025, received from Mr. Kevin Wawrynchuk (U Over 4 Ranching Ltd.), for a term of five (5) years, in response to the Limited Invitation to Tender extended by Smoky Lake County.	Public works/ Planning and Development/ Executive Services		In Progress	Will be brought to the Feb 5, 2026, Committee of the Whole Meeting	

856-25: Halisky	That Smoky Lake County Council adopt the Road Policy No. 03-15-05, as presented, and rescind the previous Road Maintenance Policy No. 03-51-02 and Road Inspection Policy No.14-01-02 to establish a comprehensive framework for roadway inspection, maintenance, and long-term planning. Further, that Administration be directed to categorize all County roads in accordance with the new policy, identify required projects for inclusion in the 2026 Capital Budget and Five-Year Road Plan, and bring forward a separate policy regarding the Road Brushing Program for Council's future consideration.	Public Works		In Progress	GIS has updated web map 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.)
<b>30-Oct-25</b>					
<b>10-Nov-25</b>					
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.	Legislative Services		Completed	Council is registered and accommodations have been booked
<b>14-Nov-25</b>					
<b>27-Nov-25</b>					
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.	Public Works/Finance		In Progress	Finance has sent an email with the information requests from Council PW needs to inspect the location to determine the extent of and the cost of the work requested.
<b>1-Dec-25</b>					
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 during the Budget Meeting
1028-25 Serben	That Smoky Lake County direct administration for the estimated repair costs associated with Township Road 604 between 181 and 182 and bring back to the February County Council meeting.	Public Works		In Progress	Will be brought to the Feb 5, 2026, Committee of the Whole Meeting Road Plan Policy will be updated and brought to council during the Budget Meeting
1029-25 Halisky	That Smoky Lake County direct administration for the estimated repair costs and focusing on dust suppression associated with Township Road 610 and Range Road 160 and Range Road 155 and bring back to the February County Council meeting.	Public works		In Progress	Will be brought to the Feb 5, 2026, Committee of the Whole Meeting Road Plan Policy will be updated and brought to council during the Budget Meeting
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 during the Budget Meeting
1031-25 Serben	That Smoky Lake County direct administration to prepare cost estimates for the costs of dust suppression and oil repairs associated with Highway 28 up to Range Road 191 and bring back information to the February County Council meeting.	Public Works		In Progress	Will be brought to the Feb 5, 2026, Committee of the Whole Meeting Road Plan Policy will be updated and brought to council during the Budget Meeting
1032-25 Barker	That Smoky Lake County direct administration to send out an inquiry to Kortex to see what options they can provide pertaining road repair costs on Range 133 between Township Road 620 and Township Road 621 including Paradise Cove.	Public Works		In Progress	Will be brought to the Feb 5, 2026, Committee of the Whole Meeting Road Plan Policy will be updated and brought to council during the Budget Meeting

1033-25 Barker	That Smoky Lake County direct administration for the estimated paving repair associated with Range Road 122 and bring back to the February County Council meeting.	Public Works		In Progress	Will be brought to the Feb 5, 2026, Committee of the Whole Meeting Road Plan Policy will be updated and brought to council during the Budget Meeting
1037-25 Serben	That Smoky Lake County Council direct administration to research information regarding cost analysis on the box replacement of unit 191 and bring the information back to the December 18, 2025 Regular County Council incorporated into the budget.	Public Works		In Progress	This will be on the Budget Meeting Agenda
<b>18-Dec-25</b>					
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		Completed	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	Interviews will be conducted after the Ag Fieldman is hired
1212-25	That Smoky Lake County Council enter into an agreement with Travel Lakeland to participate in the Boat and Sportsman Show at the Edmonton EXPO Centre from March 19–22, 2026, and that the matter of cost sharing for the event be brought forward to the Joint Municipalities meeting scheduled for January 19, 2025.	Executive Services		Completed	
1217-25 Serben	That Smoky Lake County Council rescind Resolution No. 855-25 regarding the approval of the Organizational Chart due to a procedural error and bring the matter back for further discussion at the next Regular Council Meeting.	Legislative Services/Communications		Complete	Rescind Policy No. and Remove from the website

## ACTION ITEM LIST

# 2026

<b>Legend</b>		Meeting Date
		Completed
		2027 Budget Consideration
		In Progress

MOTION NO.	RESOLUTION	Assigned to	Status	Comments
<b>8-Jan-26</b>				
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	Policy #03-44 Roadway License Agreement was rescinded at the February 26, 2026 Council meeting as it is redundant with Policy AG-08: Agricultural Use of Municipal Right-of-Ways. The AG Fieldman will be processing the request for a Roadway License as per Policy AG-08.
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	Policy #13-01 was amended at the February 26, 2026 Council meeting. The Planning and Development Manager is working with the Lessee to sign the Lease Agreement.
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.	Finance	In Progress	Administration is waiting for a response from deputy Minister - forwarded to Council. Response was received and has been provided to the CAO to be added to a future meeting
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	February 26th Regular Council Meeting the GIS Technician presented GIS data of grader operations in Divisions 3 & 5. CAO to meet with grader operators and contact Mrs. Feniak with Findings

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 March 13, 2026
20260108-026 Kully	That Smoky Lake County Council direct Administration to request all studies completed on the annexation from the Village of Waskatenau and to provide a response by January 31, 2026.	Planning and Development	In Progress	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.	Finance	In Progress	To be presented to Council at the COW March 13, 2026
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	
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	Completed	A letter of support was sent, and a hold harmless agreement will be had also been sent. Parks and Rec Department will provide services requested prior to the June 20, 2026 event.
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	Completed	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	Awaiting further Information and will be brought to council at a future 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 has sent a letter and a Hold Harmless Agreement, dated March 4, 2026, to Ron Cooper, regarding Canada Post's request to located a Community Mailbox (CMB) on the lands legally described as Plan 2957MC, Block B. The Planning and Development Manager will provide a further update once the Hold Harmless Agreement has been signed by both parties.
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 Accepted
<b>26-Feb-26</b>				
Resolution No: 20260226-087	That Smoky Lake County Council approve to close the Admin Office and Public Works Shop on Friday April 10, 2026, to accommodate the attendance of all employees at the Annual Safety Meeting.	Health and Safety	In Progress	
Resolution No: 20260226-088	That Smoky Lake County Council approve Policy 08-27-01 Community Hall Grant Program and approve a budget of \$13,000 for 2026.	Legislative Services/CAO/Finance	In Progress	Policy Posted to the website on March 5th, notice is being drafted and will be sent out to all Halls.
Resolution No: 20260226-089	That Smoky Lake County council approve a sponsorship contribution of \$500 to the 2026 Grazing School for Women.	Agricultural Fieldman	Completed	Motion provided to Accounts payable March 6th, 2026

<p>Resolution No: 20260226-090</p>	<p>That Smoky Lake County Council recommends that the following educational workshops and extension events be incorporated into the ASB Extension Program for 2026 as recommended by the Agricultural Service Board</p> <ul style="list-style-type: none"> <li>•Bumble Bee Box Workshop (full day)</li> <li>•Precision Ranching Workshop (half-day)- Land view Drones</li> <li>•Welding for Producers Partner with Portage College</li> <li>•Garden Planning, No Till Gardening, Weed Free/Drought Resistant Gardening</li> <li>•Equine Education Workshop (full-day)</li> </ul>	<p>Agricultural Fieldman</p>	<p>Completed</p>	<p>The 2026 Business Plan has been updated March 2nd, 2026 to reflect these events</p>
<p>Resolution No: 20260226-091</p>	<p>That Smoky Lake County Council directs administration to connect with other municipalities in regards to see if they would like to participate/partnership in any of the following 2026 extension program events with Smoky Lake County</p> <ul style="list-style-type: none"> <li>•Bumble Bee Box Workshop (full day)</li> <li>•Precision Ranching Workshop (half-day)- Land view Drones</li> <li>•Welding for Producers Partner with Portage College</li> <li>•Garden Planning, No Till Gardening, Weed Free/Drought Resistant Gardening</li> <li>•Equine Education Workshop (full-day)</li> </ul>	<p>Agricultural Fieldman</p>	<p>In Progress</p>	
<p>Resolution No: 20260226-092</p>	<p>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.</p>	<p>Agricultural Fieldman</p>	<p>Completed</p>	<p>Job ads provided to Communications on March 6th, 2026 for posting on social media, website, university/college websites</p>
<p>Resolution No: 20260226-093</p>	<p>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 May 7th, 2026, within the approved budget.</p>	<p>County Open House Committee</p>	<p>In Progress</p>	<p>The next Open House Committee Meeting will be in March</p>

Resolution No: 20260226-094	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, 2025.	Agricultural Fieldman	Completed	Motion provided to Accounts payable March 6th, 2026
Resolution No: 20260226-095	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.	Agricultural Fieldman	Completed	Motion provided to Accounts payable March 6th, 2026
Resolution No: 20260226-096	That Heartland Reach out to Smoky Lake Hutterite Colony to seek any interest in participating in the Heartland Training.	Agricultural Fieldman	Completed	E-mail sent to Jordan Jensen on March 6th, 2026 asking him to include the colony in all future visits to Smoky Lake County.
Resolution No: 20260226-098	That Smoky Lake County Council approve Policy Statement No. 62-10-11 Agricultural Service Board Business Plan 2026 with the amendments.	Agricultural Fieldman	Completed	Policy provided to Legislative Services and Communications department on March 6th for posting on the website.
Resolution No: 20260226-099	That Smoky Lake County direct administration to bring the following policies to the next Agricultural Service Board meeting on May 26th, 2026 for discussion.  •Pocket Gophers •Centennial Farms	Agricultural Fieldman	In Progress	In progress
Resolution No: 20260226-100	That Smoky Lake County adopt the revised Policy Statement 62-08: Agricultural Use of Municipal Right-of-ways as presented.	Agricultural Fieldman / Communications / Legislative Services	Completed	Policy Posted to the website on March 5th
Resolution No: 20260226-101	That Smoky Lake County Council defer Bylaw No. 1498-26 to a future Committee of the Whole meeting.	Planning and Development	In Progress	Will be on the March 13, 2026 Committee of the Whole Meeting
Resolution No: 20260226-102	That Smoky Lake County Council approve the amended Policy 61-16: Road Closure Policy, as presented.	Planning and Development / Communications	In Progress	

Resolution No: 20260226-106	That Smoky Lake County Council gives Bylaw No. 1497-26 Third Reading and Final Reading	Planning and Development / Communications	Completed	Bylaw has been posted to the Website on March 6th
Resolution No: 20260226-107	That Smoky Lake County Council approved the amended Policy No. 62-13: Surface Lease of Municipally-Owned Lands, to change the due date for annual surface-lease payments to on or before January 1 of each year.	Planning and Development / Communications	In Progress	
Resolution No: 20260226-108	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, - Gerry Amorin, as the Certified ARB Clerk, - Darlene Chartrand, Sheryl Exley, Tina Groszko, Richard Knowles, Marcel LeBlanc, Roland Merkosky, and Raymond Ralph, as the ARB Certified Panelists	Finance	Complete	The appointments are documented should an Assessment Review Board Hearing be required in 2026
Resolution No: 20260226-109	That Smoky Lake County Council direct Administration to contact the Warspite Hall to obtain pricing and should the costs be comparable to or less than those outlined in Option One previously presented, proceed with securing the booking. Further, that Warspite Hall be required to provide confirmation no later than March 6, 2026.	Legislative Services	Completed	Contacted Warspite Hall and received a revised quote that is lower than the original Option One. Warspite Hall will be booked as the venue for the JMM.
Resolution No: 20260226-110	That Smoky Lake County Council approve the temporary closure of the County Offices from 12:00 pm to 1:30 pm on Friday, March 6, 2026, to allow staff to attend a retirement recognition event honoring three long-term County employees.	Communications	Completed	Finance Staff have been notified to ensure doors are locked and notice has been made to the public via Social Media
Resolution No: 20260226-111	That Smoky Lake 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	Finance/Accounts Payable	Completed	Paid by cheque 56824 on February 12, 2026
Resolution No: 20260226-112	That Smoky Lake County Council approve a donation in the amount of \$400.00 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.	Finance/Accounts Payable	Completed	Paid by cheque 56875 on March 4, 2026

Resolution No: 20260226-113	That Smoky Lake County Council approve a donation in the amount of \$2,000 to the Vicotria Trail Agricultural Society, in response to the 2026 letter requesting sponsorship for VTAS Fair Days to be held August 7-9, 2026	Finance/Accounts Payable	Completed	Paid by EFT March 4, 2026
Resolution No: 20260226-114	That Smoky Lake County Council approve a donation in the amount of \$500.00 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.	Finance/Accounts Payable	Completed	Paid by cheque 56876 March 4, 2026
Resolution No: 20260226-117	That Smoky Lake County Council decline 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.	Finance	Completed	The owner of Property tax role 14573540 has been contacted
Resolution No: 20260226-119	That Smoky Lake County Council direct Administration to provide a written response to Kevin D. Kisilevich of Go East of Edmonton, conveying Council's feedback and recommendations discussed at today's meeting regarding the draft advertisement poster.	Planning and Development	In Progress	
Resolution No: 20260226-120	That Smoky Lake County Council direct Administration to forward the letter provided by Reeve Lukinuk regarding Ukrainian Immigrants and Permanent Residency to the Smoky Lake Region, the Ukrainian Twinning Committee, and the Rural Renewal Stream (RRS), and to draft a letter for the Reeve's signature, addressed to MP Shannon Stubbs, expressing Smoky Lake County's support for establishing a Permanent Residency Pathway for Ukrainians in Canada.	Legislative Services	In Progress	Letter will be drafted and prepared for signature at the Committee of the Whole meeting.
Resolution No: 20260226-122	That Smoky Lake County Council direct Administration to bring Procedural Bylaw No. 1490-25 to the next Committee of the Whole meeting for discussion regarding the addition of regular monthly departmental update meetings.	CAO	In Progress	Will be presented at the March 13, 2026 Committee of the Whole Meeting
Resolution No: 20260226-126	That Smoky Lake County Council approve Policy 01-03-29 Organization Chart as amended	CAO / Communications	In Progress	Will be Public on March 9, 2026

Resolution No: 20260226-135	That Smoky Lake County Council approve the attendance of any Council Member or staff member able to attend the 2026 Rural Municipalities of Alberta RiskPro Communities Conference, to be held in Calgary, Alberta, from April 28–30, 2026.	Finance/Health and Safety/ Legislative Services	Completed	Conference tickets/accommodations Booked on Friday February 27th
Resolution No: 20260226-139	That Smoky Lake County Council confirm and approve the annual donation of \$500.00 to the Smoky Lake Riding Club issued under “Grants to Individuals and Organizations,” in accordance with Standing Motion 940-18.	Finance/Accounts Payable	In Progress	
Resolution No: 20260226-140	That Smoky Lake County Council approve a donation in the amount of \$3,000.00 and that Mr. Zaplotinsky be invited to appear before Council as a delegation upon his return to share his experience at the 2026 Milano Cortina Olympic Games.	Finance/Accounts Payable/Legislative Services	Completed	The letter was signed and sent by email on Friday February 27th . Paid by cheque 56879 March 4, 2026