



Smoky Lake County
Meeting Agenda
Regular County Council Meeting
March 26, 2026 - 09:00 AM
In Person - Council Chambers
4612 - McDougall Drive, Smoky Lake, Alberta
<https://video.businessconnect.telus.com/join/219324220>

1. CALLED TO ORDER
2. ADOPTION OF AGENDA
3. ADOPTION OF MINUTES
 - 3.1. Regular Council Meeting – Thursday February 26, 2026
 - 3.2. Committee of the Whole Meeting – Friday March 13th, 2026
4. DELEGATIONS
 - 4.1. 9:15 a.m. Smoky Lake Public Library
 - 4.2. 9:30 a.m. Austin Zacharko Director - Business Development Massif Engery
 - 4.3. 10:00 a.m. Portage College
 - 4.4. 10:45 a.m. Jerry – Riverland Recreational Society
 - 4.5. 11:00 a.m. Northern Lights Library System
 - 4.6. 1:00 p.m. JMD financial statement presentation from Barb McCarthy
5. PUBLIC HEARING - N/A
6. MUNICIPAL PLANNING COMMISSION - N/A
7. PUBLIC QUESTION & ANSWER PERIOD (11:30 A.M. – 12:00 P.M.)
8. REQUESTS FOR DECISION
 - 8.1. Recreational Vehicles Bylaw No. 1500-26
 - 8.2. Planning and Development Fees Bylaw No. 1498-26
 - 8.3. Bylaw 1502-26 Noise Bylaw

- 8.4. Employee Hiring Policy (CAO)
- 8.5. Vacation Policy (CAO)
- 8.6. Corporate Credit Card Policy (CAO)
- 8.7. Purchasing Guidelines Policy
- 8.8. HRVA Report
- 8.9. Procedural Bylaw 1499-26
- 8.10. FCSS Policy (Finance)
- 8.11. Family and Community Support Services Grant Applications
- 8.12. Bylaw 1501-26 Borrowing Bylaw
- 8.13. March Donations Requests
- 8.14. Smoky Lake County 2026 Open House Event
- 8.15. Policy Statement 62-02-04: Gopher Incentive Program (Ag)
- 8.16. Rescind Policy Statement 62 09-01: Pocket Gopher Traps and Policy Statement 62-01-03: Magpie Traps (Ag)
- 8.17. Policy Statement AG 07-07: Beaver Management Program (Ag)

9. CAO REPORT

10. COUNCIL COMMITTEE REPORTS

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

11. CORRESPONDENCE

- 11.1. RMA District 5 Golf Tournament – August 6, 2026

- 11.2. Road Access Request - Shemeluk Lake Area
- 11.3. S.T.A.R. Drone Innovation in Motion – July 15-17, 2026
- 11.4. Village of Waskatenau - Response Letter to Smoky Lake County -
Proposed Annexation - March 2026
- 11.5. 2026 Alberta Wildfire Participation
- 11.6. 2026 AFCA Conference Schedule

12. INFORMATION RELEASE

- 12.1.

13. FINANCIAL REPORTS

- 13.1. March Financial Report

14. NEXT MEETINGS

- 14.1. Wednesday, April 1, 2026, County Council Budget Meeting at 9:00
a.m.
- 14.2. Tuesday, April 6, at 1: p.m. and Wednesday, April 7, 2026, Strategic
Planning Session at 9:00 a.m.
- 14.3. Thursday, April 16th, 2026, Regular County Council Meeting at 9:00
a.m.

15. IN CAMERA

16. ADJOURNMENT



Smoky Lake County Meeting Minutes

Regular Council Meeting February 26, 2026 - 09:00 AM

Called to Order

The meeting was called to order at 9:03 a.m. by the Reeve, Craig+ Lukinuk, in the presence of the following persons:

<u>Div. No.</u>	<u>Councillor(s)</u>	ATTENDANCE <u>Thursday, February 26th, 2026</u>
Division 1	Ryan Barker	Present in Chambers
Division 2	David Kully	Present in Chambers
Division 3 / Reeve	Craig Lukinuk	Present in Chambers
Division 4/ Deputy Reeve	Lorne Halisky	Present in Chambers
Division 5	Jered Serben	Present in Chambers
CAO	Chyenne Shaw	Present in Chambers
Finance Manager	Brenda Adamson	Present in Chambers
Recording Secretary	Meaghan Andreychuk	Present in Chambers
<u>Observers in Attendance Upon Call to Order:</u>		
Enviro Ops Manager	Dave Franchuk	Virtually Present
Natural Gas Manager	Daniel Moric	Virtually Present
GIS Technician	Carole Dowhaniuk	Virtually Present
Agricultural Fieldman	Carliegh Danyluk	Virtually/Physically Present
Health and Safety Coordinator	Jasmine Schaub	Virtually Present
Planning and Development Manager	Jordan Ruegg	Physically Present
Regional Fire Chief	Scott Franchuk	Virtually Present
Other Observers	10 Members	Virtually Present

Resolution
No:
20260226-
081

Adoption of Agenda

Moved By: Jered Serben

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

- 8.20 Proof of Two-Page Regional Advertising for the County – Go East of Edmonton Regional Tourism
- 8.21 Advocacy for a Permanent Residency Pathway for Ukrainians in Canada
- 8.22 Alberta Hub: “Local to Global” Forum – Eastern Alberta Trade Corridor
- 8.23 Committee of the Whole – Departmental Updates
- 15.2 In Camera Session pursuant to the Access to Information and Protection of Privacy Act (ATIA), Section 19: Business Interests of a Third Party

CARRIED

Adoption of Minutes

Resolution
No:
20260226-
082

3.1 Minutes of the Special Council Meeting on January 23, 2026

Moved By: Lorne Halisky

That Smoky Lake County Council approve the Minutes of the Special Council Meeting of January 23rd, 2026, as presented.

CARRIED

Resolution
No:
20260226-
083

3.2 Minutes of the Regular Council Meeting, Regular Council Meeting - January 27th, 2026

Moved By: Ryan Barker

That Smoky Lake County Council approve the Minutes of the Regular Council Meeting of January 27th, 2026, with the following amendments:

- Motion No: 20260226-050 to Include Craig Lukinuk's full name

CARRIED

Resolution
No:
20260226-
084

3.3 Minutes of the Committee of the Whole Meeting on February 5th, 2026

Moved By: David Kully

That Smoky Lake County Council approve the Minutes of the Committee of the Whole Meeting of February 5th, 2026, as presented.

CARRIED

Resolution
No:
20260226-
085

3.4 Minutes of the Special Council Meeting on February 18th, 2026

Moved By: David Kully

That Smoky Lake County Council approve the Minutes of the Special Council Meeting of February 18th, 2026, as presented.

CARRIED

4.

Delegation(s)

None.

Resolution
No:
20260226-
086

Request for Decisions

8.1 RFD Annual Safety Meeting 2026

Moved By: Lorne Halisky

- That Smoky Lake County Council approve the closure of the Administration Office and Public Works Shop on Friday, April 10, 2026, to accommodate the attendance of all employees at the Annual Safety Meeting.

CARRIED

Carleigh Danyluk, Agricultural Fieldman, entered Council Chambers at 9:18 a.m.

Resolution
No:
20260226-
088

8.2 Community Hall Funding Assistance Policy No. 08-27-01

Moved by: Jered Serben

That Smoky Lake County Council approve Policy 08-27-01 Community Hall Grant Program and approve a budget of \$13,000 for 2026.

CARRIED

Resolution
No:
20260226-
089

8.3 Grazing School for Women Sponsorship

Moved by: Jered Serben

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

CARRIED

Resolution
No:
20260226-
090

8.4 ASB Extension Events 2026

Moved By: Ryan Barker

That Smoky Lake County Council approves that the following educational workshops and extension events be incorporated into the ASB Extension Program for 2026 as recommended by the Agricultural Service Board

- Bumble Bee Box Workshop (full day)
- Precision Ranching Workshop (half-day)- Landview Drones
- Welding for Producers Partner with Portage College
- Garden Planning, No Till Gardening, Weed Free/Drought Resistant Gardening
- Equine Education Workshop (full day)

CARRIED

Resolution
No:
20260226-
091

Motion 2:

Moved by David Kully

That Smoky Lake County Council direct Administration to consult with neighbouring municipalities to assess their interest in participating in or partnering on the following 2026 Extension Program events with Smoky Lake County.

- Bumble Bee Box Workshop (full day)
- Precision Ranching Workshop (half-day)- Landview Drones
- Welding for Producers Partner with Portage College
- Garden Planning, No Till Gardening, Weed Free/Drought Resistant Gardening
- Equine Education Workshop (full day)

Resolution
No:
20260226-
092

8.5 Agricultural Services Summer Student Position

Moved By: Craig Lukinuk

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.

CARRIED

Resolution
No:
20260226-
093

8.6 Smoky Lake County Community Open House & Farmers Appreciation Day

Moved By: Jered Serben

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.

CARRIED

Resolution
No:
20260226-
094

8.7 Alberta Invasive Species Council Sponsorship

Moved By: Lorne Halisky

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.

CARRIED

Resolution
No:
20260226-
095

8.8 Heartland Training & Support Hub (formerly Farm Safety Centre)

Moved by: Lorne Halisky

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.

CARRIED

Resolution
No:
20260226-
096

Motion 2

Moved by: Craig Lukinuk

The Smoky Lake County Council requests that Heartland Reach out to the Smoky Lake Hutterite Colony to gauge any interest in participating in the Heartland Training.

CARRIED

Resolution
No:
20260226-
097

Moved by Craig Lukinuk

Recess the meeting at 9:58 a.m.

CARRIED

Resumed the meeting at 10:12 a.m.

Resolution
No:
20260226-
098

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

Moved By: Lorne Halisky

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

CARRIED

Resolution
No:
20260226-
099

Motion 2

Moved By: Jered Serben

That Smoky Lake County Council direct administration to bring the following policies to the next Agricultural Service Board meeting on May 26th, 2026, for discussion.

- Pocket Gophers
- Centennial Farms

Resolution
No:
20260226-
100

8.10 Agricultural Use of Municipal Right-of Ways

Moved By: David Kully

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

CARRIED

- Resolution No: 20260226-101 **8.11 Planning and Development Fees Bylaw No. 1498-26**
Moved By: Jered Serben
That Smoky Lake County Council defer Bylaw No. 1498-26 to a future Committee of the Whole meeting.
CARRIED
- Resolution No: 20260226-102 **8.12 Policy PD-16: Road Closure Policy**
Moved By: Ryan Barker
That Smoky Lake County Council approve the amended Policy 61-16: Road Closure Policy, with the definition of consolidation being added.
CARRIED
- Resolution No: 20260226-103 **8.13 Planning and Development Fees Bylaw No. 1497-26**
Moved By: Ryan Barker
That Smoky Lake County Council gives Bylaw No. 1497-26 First Reading
CARRIED
- Resolution No: 20260226-104 **8.13 Planning and Development Fees Bylaw No. 1497-26**
Moved By: David Kully
That Smoky Lake County Council gives Bylaw No. 1497-26 Second Reading
CARRIED
- Resolution No: 20260226-105 **8.13 Planning and Development Fees Bylaw No. 1497-26**
Moved By: Lorne Halisky
That Smoky Lake County Council gives Bylaw No. 1497-26 Permission for Third Reading
UNANIMOUSLY CARRIED
- Resolution No: 20260226-106 **8.13 Planning and Development Fees Bylaw No. 1497-26**
Moved By: Craig Lukinuk
That Smoky Lake County Council gives Bylaw No. 1497-26 Third Reading and Final Reading
CARRIED
- Resolution No: 20260226-107 **8.14 Surface Lease of Municipally Owned Lands**
Moved By: Ryan Barker
That Smoky Lake County Council amend 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.
CARRIED
- Resolution No: 20260226-108 **8.15 Assessment Review Board Appointments**
Moved By: Jered Serben
That Smoky Lake County, in accordance with Bylaw No. 1417-22: Assessment Review Board, appoint members to the Assessment Review Board (ARB) for Year-2026, as follows:

- Raymond Ralph, as the ARB Chairperson,
- Gerryl 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

CARRIED

Resolution
No:
20260226-
109

8.16: Joint Municipalities meeting location**Moved By: Jered Serben**

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.

CARRIED

Resolution
No:
20260226-
110

8.17 Temporary Office Closure for Employee Retirement Recognition**Moved By: Jered Serben**

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 honouring three long-term County employees.

CARRIED

Resolution
No:
20260226-
111

8.18 February Requests for Donations/Sponsorships**Moved By: Ryan Barker**

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

CARRIED

Resolution
No:
20260226-
112

8.18.1 February Requests for Donations/Sponsorships**Moved By: Lorne Halisky**

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.

CARRIED

Resolution
No:
20260226-
113

8.18.2 February Requests for Donations/Sponsorships**Moved By: Jered Serben**

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

CARRIED

Resolution
No:
20260226-
114

8.18.3 February Requests for Donations/Sponsorships**Moved By: David Kully**

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.

CARRIED

**7. Question and Answer Period from 11:30 a.m. to 12:00 p.m.
Public Question and Answer Period 11:37 a.m. – 11:38 a.m.**

No one in attendance

Moved by: Craig Lukinuk

Resolution
No:
20260226-
115

That Smoky Lake County Council move into an In Camera session pursuant to the Access to Information and Protection of Privacy Act (ATIA), Division 2, Part 1, Section 22: Privacy Issues, at 11:39 a.m. in the physical presence of all Council and the following staff members:

- Chief Administrative Officer, Chyenne Shaw
- Director of County Services, Jordan Ruegg
- Finance Manager, Brenda Adamson
- Recording Secretary, Meaghan Andreychuk

Moved by: Jered Serben

Resolution
No:
20260226-
116

That Smoky Lake County Council go out of Executive Session at 11:57 a.m.

CARRIED

8.19 Tax agreement

Moved By: David Kully

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.

CARRIED

Moved by: Craig Lukinuk

Resolution
No:
20260226-
118

That Smoky Lake County Council recesses the Regular meeting for Lunch at 11:59 a.m.

The Reeve reconvened the Regular Council Meeting at 12:51 p.m. and acknowledged former Interim CAO Brenda Adamson for her leadership and service during the vacancy.

8.20 Proof on the 2-page Advertising for the County Region received by Go East Regional Tourism

Moved By: Ryan Barker

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.

CARRIED

**Smoky Lake County recessed the Regular County Council at 1:01 p.m.
Public hearing to order from 1:01 p.m. to 1:12 p.m.**

Public Hearing on said Bylaw No. 1496-26 for Thursday, February 26th, 2026, at 1:00 p.m., Bylaw 1496-26: A Bylaw to close all those portions of the Government Road Allowance lying south SE-14-59-16-W4M & to consolidate said closed portions with said lands

The Public Hearing was called to Order at 1:01 p.m. by the Reeve, Craig Lukinuk, in the presence of the following persons:

All members of Council, Chief Administrative Officer, Director of Planning and County Services, Finance Manager, Recording Secretary, and 5 Smoky Lake County staff members online, and 7 public guests online.

Confirmation was provided by the Chief Administrative Officer that the Public Hearing had been advertised and notice was provided in accordance with the applicable legislation.

Staff Presentation

Jordan Ruegg, Planning and Development Manager, provided the following information:

The purpose of the hearing was summarized:

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

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

Public Presentations Via Written Submissions

No written submissions

Public Presentations at the Public Hearing from the Proponent:

None

Public Presentations at the Public Hearing from those Opposed

None

Public Presentations at the Public Hearing from those In Support

None

Questions and Answers

None

Closing Remarks

There being no further presentations, the Reeve thanked everyone for attending the Public Hearing; he then declared the Public Hearing for said Bylaw No.1496-26 for Thursday, February 26th, 2026, at 1:00 p.m. and to advertise said Public Hearing in accordance with Section 606 of the Municipal Government Act, closed, time **1:12 p.m.**

The Reeve resumed the Regular Council Meeting at 1:12 p.m.

Resolution
No:
20260226-
120

8.21 Urgent need for Permanent Residency Pathway for Ukrainians in Canada

Moved By: Craig Lukinuk

That Smoky Lake County Council direct Administration to advertise the petition on County social media and 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), additionally, 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.

CARRIED

Resolution
No:
20260226-
121

8.22 Alberta Hub the Local to Global forum from Eastern Alberta Trade Corridor

Moved By: Lorne Halisky

That Smoky Lake County approved the attendance of any councillors who can attend the Alberta Hub the Local to Global forum from Eastern Alberta Trade Corridor conference, dated on April 8th-10th, 2026, located in Vegreville, Alberta.

CARRIED

Resolution
No:
20260226-
122

8.23 Committee of the Whole for the purpose of departmental updates

Moved By: Lorne Halisky

That Smoky Lake County Council direct Administration to bring Procedural Bylaw No. 1490-25 to the March 12, 2026, Committee of the Whole meeting for discussion regarding the addition of regular monthly departmental update meetings.

CARRIED

2 Public Works employees entered Council Chambers at 1:28 p.m. and exited at 2:40 p.m.

Resolution
No:
20260226-
123

Moved by: Craig Lukinuk

That Smoky Lake County Council recesses the Regular Council meeting at 1:39 p.m.

The meeting was resumed at 2:43 p.m.

CARRIED

Resolution
No:
20260226-
124

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

Moved By: Ryan Barker

That Smoky Lake County Council move into an In Camera Session pursuant to the Access to Information and Protection of Privacy Act (ATIA), Division 2, Part 1, Section 18 & 20: Personnel Matters, at 2:44 p.m. in the physical presence of all Council and the following staff members:

- CAO, Chyenne Shaw

- Brenda Adamson, Finance Manager
- Jordan Ruegg, Planning and Development Manager
- Meaghan Andreychuk, Recording Secretary

CARRIED

Meaghan Andreychuk, Recording Secretary, Brenda Adamson, Finance Manager, and Carole Dowhaniuk, GIS Manager, left chambers at 3:06 p.m.

Meaghan Andreychuk, Recording Secretary, Brenda Adamson, Finance Manager, returned to Council Chambers at 4:19 p.m.

Resolution
No:
20260226-
125

**Out of Camera
Moved By: Ryan Barker**

That Smoky Lake County Council will go out of In Camera Session at 4:20 p.m.

CARRIED

Resolution
No:
20260226-
126

**Out of Camera Motion
Moved by David Kully**

That Smoky Lake County Council approve Policy 01-03-29 Organization Chart as amended.

CARRIED

Resolution
No:
20260226-
127

**9.1 CAO Report
Moved by: Ryan Barker**

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

CARRIED

Resolution
No:
20260226-
128

**9.1 Action Item List December
Moved By: Lorne Halisky**

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

CARRIED

Council Reports

Resolution
No:
20260226-
129

**10.1 Council Committee Reports
Moved By: Jered Serben**

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

CARRIED

Correspondence

Resolution
No:
20260226-
130

**11.1 RMA District Update -February 2026
Moved By: Jered Serben**

That Smoky Lake County Council file the Rural Municipalities of Alberta District Update, February 2026, as information.

CARRIED

Resolution
No:
20260226-
131

11.2 Police Funding Model**Moved By: Lorne Halisky**

That the Smoky Lake County Council acknowledge receipt of the RMA Member Advocacy Guide - Police Funding Model Renewal dated February 2, 2026, and direct Administration to follow up on all items specified in the 'Reach Out' section.

CARRIED

Resolution
No:
20260226-
132

11.3 Fifteenth Annual Alberta Care Spring Seminar**Moved by: David Kully**

That Smoky Lake County Council acknowledge receipt of the 15th Annual Alberta CARE Spring Seminar dated March 18th to March 20th, 2026.

CARRIED

Resolution
No:
20260226-
133

11.4 K - CO - Outgoing - Letter - CO to Community Partners Supplement Q3**Moved by: Jered Serben**

That the Smoky Lake County Council acknowledge receipt of the letter from Trevor Daroux, Deputy Commissioner, dated February 4th, 2026.

CARRIED

Resolution
No:
20260226-
134

11.5 County-SM- CPP Community Leadership Invitation Letter**Moved by: Lorne Halisky**

That Smoky Lake County Council acknowledge receipt of St. Anita Doktors Smoky Lake, Alberta, quarterly report, Community Policing Report (CPP), and request that St. Anita Doktors return as a delegation to explain the CPP process.

CARRIED

Resolution
No:
20260226-
135

11.6 RiskPro Communities 2026**Moved by: Lorne Halisky**

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.

CARRIED

Resolution
No:
20260226-
136

11.7 Request- Letter of Support for Riverland Recreational Trail Society**Moved by: Lorne Halisky**

That Smoky Lake County Council acknowledge receipt of the letter requesting support for the Riverland Recreational Trail Society and request that the Muni-Corr Representatives follow up with further information.

CARRIED

Resolution
No:
20260226-
137

11.8 2026 VTAS Fair Days Sponsorship Request**Moved by: Jered Serben**

That Smoky Lake County Council acknowledge receipt of the Sponsorship request letter received from Dave Harsulla, VTAS President.

CARRIED

Resolution No: 20260226-138

11.9 Request- Invitation - Lakeland Tourism Week Open House
Moved by: Jered Serben
 That Smoky Lake County Council acknowledge receipt of the letter received from Travel Lakland regarding the Lakeland Tourism Week Open House and direct administration to reach out to Charne Roodt, Operations Coordinator, from Travel Lakeland regarding the date and time of the Open House event.

CARRIED

Resolution No: 20260226-139

11.10 43rd Annual Smoky Lake Stampede - Riding Club Donations Request - As per Motion 940-18
Moved by: Lorne Halisky
 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.

CARRIED

Resolution No: 20260226-140

11.11 Request- Request for Donation - Para Olympics Cross Country Skiing
Moved by: Lorne Halisky
 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.

CARRIED

Resolution No: 20260226-141

11.12 Smoky Lake Rural Crime Watch- Council Member to Attend Meetings
Moved by: Ryan Barker
 That Smoky Lake County Council file the letter from Smoky Lake County Rural Crime Watch Association dated February 2, 2026, and direct administration to follow up with Penny Tychkowsky, President, on further information regarding the date and time of the event.

CARRIED

Resolution No: 20260226-142

11.13 Northeast Muni-Corr LTD Minutes and Reports
Moved by: Jered Serben
 That Smoky Lake County Council file the Northeast Muni-Corr LTD Minutes from November 10th, 2025, and Report dated January 14th, 2026, as information.

CARRIED

12. Information Releases

Resolution No: 20260226-143

Moved By: David Kully
 That Smoky Lake County Council acknowledge receipt of the following information releases:

- 12.1 Letter to Buffalo Lake Metis Settlement
- 12.2 Letter to Kikino Lake Metis Settlement
- 12.3 Letter to Saddle Lake First Nation
- 12.4 Letter to Whitefish Lake First Nation

CARRIED

Resolution No:

12.5 Letter of Support to Warspite Foundation
Moved by Ryan Barker

20260226-144 That Smoky Lake County Council acknowledge receipt of the Letter of Support to Warspite Foundation letter sent on February 4th, 2026, to Ms. Charne' Roodt.

CARRIED

13. Financial Reports

Moved by: Ryan Barker

Resolution No: 20260226-145 That Smoky Lake County Council acknowledge receipt of the Budget to Actual report as presented.

CARRIED

Moved by Ryan Barker

Resolution No: 20260226-146 That Smoky Lake County Council approve the following upcoming Council meetings:

- Smoky Lake County Council Committee of the Whole Meeting on Friday, March 13th, 2026, at 10:00 a.m.
- Smoky Lake County Council Budget Meeting on Wednesday, April 1st at 9:00 a.m.

CARRIED

Moved by Ryan Barker

Resolution No: 20260226-147 That Smoky Lake County Council approve the following upcoming Council meetings:

- Smoky Lake County Strategic Planning Workshop for Council and Administration on Tuesday, April 7th, and Wednesday, April 8th at 9:00 a.m., located in Council Chambers.

CARRIED

Adjournment

Resolution No: 20260226-148 **Moved By: Craig Lukinuk**

That the Smoky Lake County Council Meeting of February 26, 2026, be adjourned at 5:29 p.m.

CARRIED

REEVE,

Craig Lukinuk

SEAL

CHIEF ADMINISTRATIVE OFFICER,

Chyenne Shaw



**Smoky Lake County
Meeting Minutes**

Committee of the Whole Meeting – Friday, March 13th, 2026 – 1:00 p.m.

Called to Order

The meeting was called to order at 1:03 p.m. by the Reeve, Craig Lukinuk, in the presence of the following persons:

		ATTENDANCE
<u>Div. No.</u>	<u>Councillor(s)</u>	<u>Friday, March 13th, 2026</u>
Division 1	Ryan Barker	Present in Chambers
Division 2	David Kully	Present in Chambers
Division 3 / Reeve	Craig Lukinuk	Present in Chambers
Division 4 / Deputy Reeve	Lorne Halisky	Present in Chambers
Division 5	Jered Serben	Present in Chambers
Chief Administrative Officer	Chyenne Shaw	Present in Chambers
<u>Observers in Attendance Upon Call to Order:</u>		
Director of County Services	Jordan Ruegg	Physically Present
Human Resources and Safety Manager	Jasmine Schaub	Physically/Virtually Present
Finance Manager	Brenda Adamson	Physically Present
Enviro Ops Manager	Dave Franchuk	Virtually Present
GIS Technician	Carole Dowhaniuk	Virtually Present
Regional Fire Chief	Scott Franchuk	Virtually Present
Communications Officer	Evonne Zukiwski	Virtually Present
Agricultural Fieldman	Carleigh Danyluk	Virtually/Physically Present
Interim Public Works Manager	Kyle Winterbottom	Present in Chambers
Road Foreman	Bob Novosiwsky	Present in Chambers
Shop Foreman	Mark Fedoretz	Present in Chambers
Public Works Coordinator (Modified Duty)	Dwight Pritchard	Present in Chambers
Public	2 Members	Virtually Present

Resolution No: 20260313-149
Adoption of Agenda
Moved By: Lorne Halisky

That Smoky Lake County Council adopt the agenda as amended:

- 5.1 In Camera Session under Section 19; Third Party Business Interests
- 5.2 In Camera Session under Section 20; Personnel Matters

CARRIED

Resolution No: 20260313-150
5.1 In Camera Session
Moved By: Craig Lukinuk

That Smoky Lake County Council move into an In Camera session pursuant to the Access to Information and Protection of Privacy Act (ATIA), Division 2, Part 1, Section 19: Third-party Business Interests at 1:06 p.m. in the physical presence of all Council and the following staff members:

- CAO, Chyenne Shaw
- Brenda Adamson, Finance Manager
- Jordan Ruegg, Director of County Services
- Bob Novosiwsky, Road Foreman

- Mark Fedorets, Shop Foreman
- Dwight Pritchard, Public Works Coordinator (Modified Duty)
- Kyle Winterbottom, Interim Public Works Manager
- Meaghan Andreychuk, Recording Secretary

Bob Novosiwsky, Road Foreman, entered Council Chambers, closed session at 1:23 p.m.

Bob Novosiwsky, Road Foreman, left Council chambers at 1:43 p.m.

Bob Novosiwsky, Road Foreman, re-entered Council Chambers, closed session at 1:45 p.m.

CARRIED

Resolution
No:
20260313-
151

Out of Camera

Moved by: Lorne Halisky

That Smoky Lake County Council go out of Executive Session at 2:07 p.m.

The Following staff members left Council Chambers at 2:07 p.m.

- Bob Novosiwsky, Road Foreman
- Mark Fedorets, Shop Foreman
- Dwight Pritchard, Public Works Coordinator (Modified Duty)
- Kyle Winterbottom, Interim Public Works Manager

CARRIED

Request 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

Council recessed the Committee of the Whole meeting at 2:54 p.m.

Returned to the meeting at 3:04 p.m.

4. CAO Report

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

Carleigh Danyluk, Agricultural Fieldman, entered Council Chambers at 4:21 p.m.

3.11 Policy Statement 62 09-01: Pocket Gopher Traps

Rescind Policy

3.12 Policy Statement 62-01-03: Magpie Traps

Rescind the Policy

3.13 Policy Statement AG 07-07: Beaver Management Program

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

Carleigh Danyluk, Agricultural Fieldman, exited Council Chambers at 4:27 p.m.

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

4.2 Action Item List

Resolution No: 20260313-152 **5.2 In Camera Session**

Moved by: Craig Lukinuk

That Smoky Lake County Council move into an In Camera Session pursuant to the Access to Information and Protection of Privacy Act (ATIA), Division 2, Part 1, Section 20: Third-party Business Interests at 5:15 p.m. in the physical presence of all Council and the Chief Administrative Officer.

The Following staff members left Council Chambers at 5:15 a.m.

- Jordan Ruegg, Director of County Services
- Brenda Adamson, Finance Manager
- Meaghan Andreychuk, Recording Secretary

CARRIED

Resolution No: 20260313-153 **Out of Camera**

Moved by: Craig Lukinuk

That Smoky Lake County Council go out of Camera at 6:18 p.m.

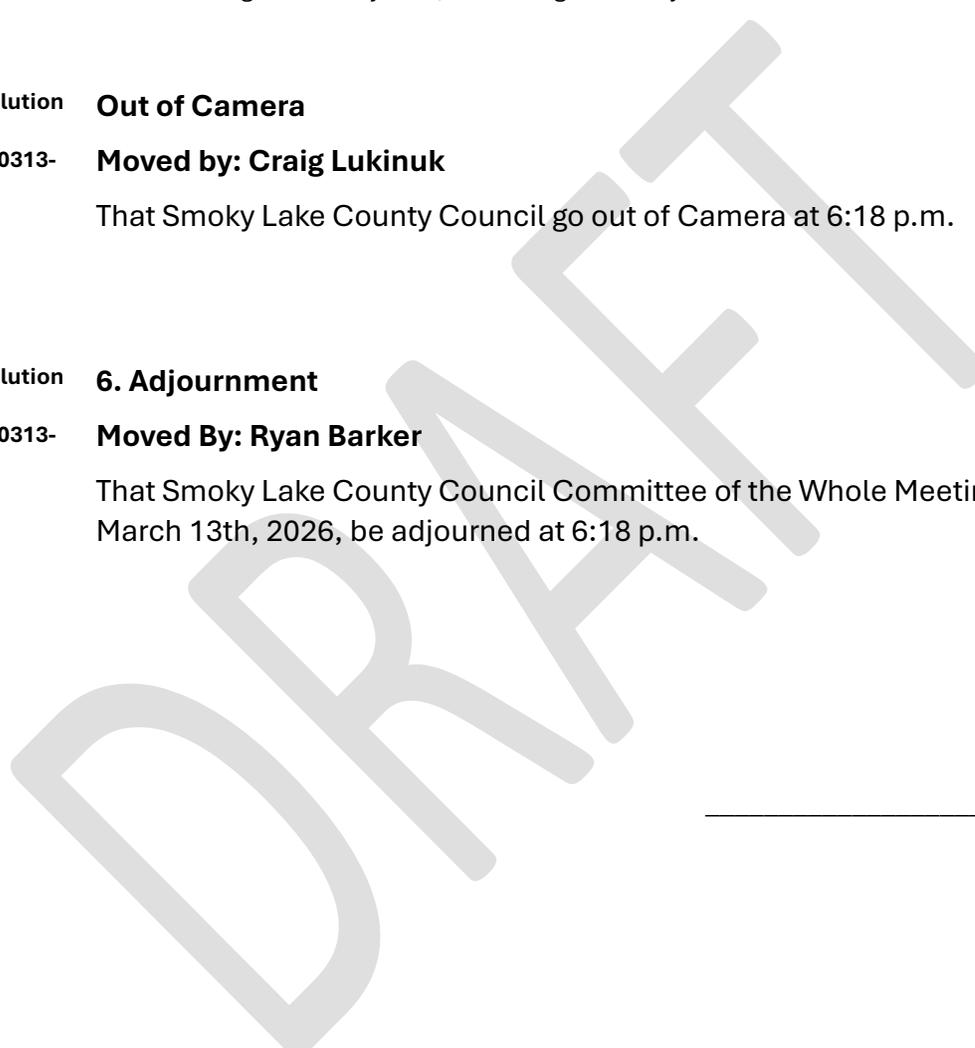
CARRIED

Resolution No: 20260313-154 **6. Adjournment**

Moved By: Ryan Barker

That Smoky Lake County Council Committee of the Whole Meeting of Friday, March 13th, 2026, be adjourned at 6:18 p.m.

CARRIED



REEVE,
Craig Lukinuk

SEAL

CHIEF ADMINISTRATIVE OFFICER,
Chyenne Shaw



Smoky Lake Municipal Library

Annual Report 2025



The library had **1,149** open hours in 2025!



253 people have a card at our library



6,324 people walked through our doors last year



In addition to **2,735** website visits



The library added **431** new items last year



Bringing the total collection to **10,234**



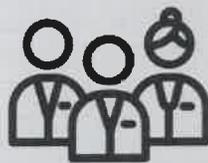
There were **0** downloads of e-Content



Contributing to a total of **9,238** checkouts!



We lent our items to libraries outside of our system **4,463** times



Our service is delivered by **3** dedicated staff



And **7** amazing volunteers



The library has **6** public computers



And brought in **3,124** items upon patron request



We answered **629** reference questions



And our meeting spaces were booked **21** times



We proctored **10** Exams



We offered **156** in-person programs



22 virtual programs



And **8** Take & Make programs



3,832 people attended in total!



And our Wi-Fi had **8,162** connections!

College Update Smoky Lake County

Nancy Broadbent
Stephen Price

Agenda

- Introduction – Dr. Stephen Price
- Portage By Numbers
- Programs and Services updates
- Applied Research
- Looking forward – Strategy 2035

Dr. Stephen Price



Steve has spent the last 25 years working in several leadership roles at Mount Royal University in Calgary including 8 years as Dean of Faculty of Health, Community and Education. Prior to MRU, Steve taught high school in Fort McMurray (1992 – 1999), his hometown since 1977.

Steve and his wife Susan have three boys, Dawson, Ethan and Harrison.

PhD from the University of Calgary
MEd from the University of Victoria
BEd from the University of Alberta

Office 780-623-5525 Cell 780-404-9483

Stephen.price@portagecollege.ca

A LOOK AT THE NUMBERS

The last 5 years in credit programs

- 14 students from Smoky Lake attended across all campuses and online
- Students were enrolled in Practical Nurse, Open Studies, College Prep, Educational Assistant, Apprenticeship Welding and University Transfer

Overall Numbers

- The College's credit and noncredit enrolment is now exceeding 1,500 students on campuses and approximately 1,700 online and off campus
- Annually we employ over 370 employees across the region
- Annually we spend over \$38M to delivery programming and services

Economic Impact

ADDED INCOME

Operations spending impact
\$30.2 million

Student spending impact
\$863,716

Alumni impact
\$79.2 million

Total impact
\$110.2million

JOBS CREATED

290

20

752

1062

Source 2015-16 Economic Impact Study- since then our spending has increased by 26% and our student enrolment has doubled

Newest and Upcoming Programs

- Addictions Counselling
- Apprenticeship Carpentry
- Apprenticeship Heavy Equipment Technician
- Bachelor of Education (B.Ed)/ Essentials of Teaching Certificate
- Kinesiology
- Pre-Health Sciences

Continuing Education is largely untapped mostly safety training, general interest and Indigenous awareness

Programs Available Anywhere or Blended

Fully Online/ Live and Self - Paced

- Academic Upgrading and College Preparation
- Early Learning Childcare Certificate & Diploma
- Educational Assistant Certificate & Diploma
- Academic Upgrading and College Preparation
- University Studies (some courses are only onsite)
- Pre Health Certificate
- Microcredentials & Continuing Education

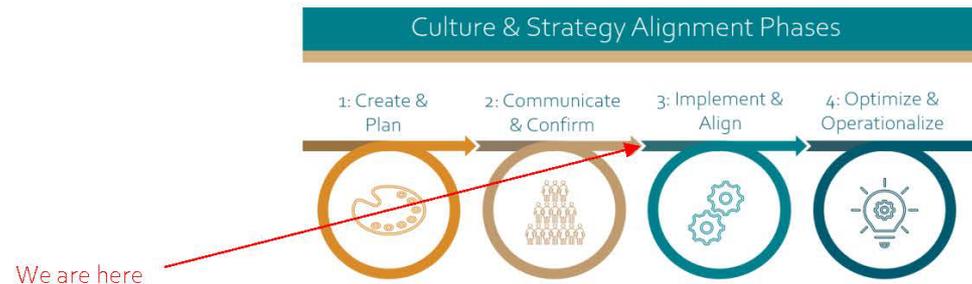
Onsite for labs & selected classes – Remainder of Program is Live, Online

- Emergency Medical Responder & Paramedicine (Basic and Advanced Care)
- Apprenticeship Electrician

Applied Research

- Applied research at Portage College **strengthens** academic programs, offers enhanced **professional opportunities** to faculty and staff, **enriches** the curriculum and ensures that the skills and knowledge imparted to students are aligned with **real-world** requirements.
- Why: Community Engagement, Skill Development, Industry Relevance, Sustainability and Resilience
- Partnering with Portage College in applied research offers Lac La Biche County new opportunities to develop creative and innovative solutions and approaches to address county needs and **can save \$1,000's in consulting costs** and potential capital grant attraction for programs.
- Current Research activities underway/ seeking funding: Caribou Habitat Restoration, Rural Health Education, Societal Support Inequities in Rural AB, Use of Mycology for Degradation of Construction Products, Lac La Biche Lake Cleanup, Use of AI to improve Community Safety, Best Practices in Foundational Learning Supports, and Best Practices in the Addictions Recovery Support System

Culture & Strategy Foundations		
Our Purpose <i>Empowering generations to grow thriving futures</i>	Our Mission <i>To partner in forging unique pathways that connect people to opportunities that enrich lives, careers, communities and futures</i>	Our (10 year) Vision <i>Leaders in creating education-fueled pathways to rural prosperity</i>
Our Core Values <ol style="list-style-type: none"> Holistic Interconnection: <i>We think and act on behalf of the whole.</i> Intentional Collaboration: <i>We build belonging to amplify impact.</i> Responsive Innovation: <i>We respond to and evolve with the needs of our partners.</i> Whole Person Development: <i>We support balanced individual growth</i> 		Our Strategic Strengths <ol style="list-style-type: none"> Organizational Agility: <i>We build an agile, resilient, and forward-thinking organization.</i> Innovative Community-Driven Approach: <i>We partner and innovate to grow synergy and success in the communities we serve.</i> Student-Focused Success: <i>We ensure every student is provided the support to succeed.</i> Extra-Mile Attitude: <i>We jump in to lend a helping hand.</i>
Strategy Focus Foundations Strategies and Goals		
1) Strengthen Organizational Agility <ol style="list-style-type: none"> 1.1. Optimize Technology, Systems & Processes 1.2. Increase Financial Security 	2) Expand Community-Driven Innovation & Impact <ol style="list-style-type: none"> 2.1. Strengthen Program Sustainability and Innovation 2.2. Expand Brand Awareness 	
3) Fortify Student-Focused Success Strategies <ol style="list-style-type: none"> 3.1. Develop a sustainable model for entire student life cycle 3.2. Build Pathways for Indigenous Learners that Support Community Impact 	4) Amplify Extra Mile Approach <ol style="list-style-type: none"> 4.1. Strengthen Culture of Innovation, Inclusion and Wellbeing 4.2. Continue Projects Beyond Core Mandate That Drive Community Development and Capacity 	



Questions / Comments

Thank you for your time.

Please reach out:

Dr. Stephen Price, President and CEO
Stephen.price@portagecollege.ca

Dr Donna Feledichuk, Vice President Academic & Research
Donna.Feledichuk@portagecollege.ca

OverView for Smoky Lake County Council presentation on March 26, 2026:

 Moving forward with Alberta's IHTrail Green-Trees Project: 

The Riverland Recreational Trail Society ("RRTS": the volunteer founding organization and continuing operator of Alberta's IronHorse Trail) has taken on the installing of 5000 trees per year each of the next 5 years (yes 25,000 trees) along its 280km trail-way and appropriate & approved siding properties.

RRTS has received confirmation of funding for 50% of Year1 planting of more than 5000 trees as per the pre-approved planting plan:

30kms linear from Waskatenau to almost Smoky Lake alongside the open trail-bed (3800) plus Warspite (695),
Ashmont (540) & immediate area linear (334),
Glendon (168) & immediate area linear (217).

The open linear areas (approx 4351) are planned for contractor planting.

The in-community areas (1403) are likely best done by municipal parties: volunteers interest groups, etc.

The remaining 25% of budget is allowed for work-in-kind (including volunteers) & 25% will be cash thru fundraising initiatives.

Jerry Bidulock has accepted the lead on the project.

A Committee has been established, we did our best to include Smoky Lake representatives, considerable study & decision-making took place, seedlings were ordered for Spring and Fall planting.

Draft poster of Activities

A view of the 2026 Planning & Planting is shown in the **material below:**
(this is planned for distribution in early April)

- - - - -
- - - - -

Join // Support Participate: Plan, Plant,

Fundraise

Dream Treem

*EnJoy *** Project: Growing Green Our Regional Legacy *** Share*

AI Overview

"Treem" A surname that may be topographic, referring to someone who lives near trees.

"Treem": A one-syllable bija mantra, believed to provide inner strength, courage, and success. Chanting it is thought to provide protection and help to overcome difficult situations.

Year 1 of 5 (X ~5000 Trees Per Year)

When a. Spring: May, 2026, 1day + 1day at each site; specifics to be updated

b. Fall: September

Where: a. Open Areas & Trailside, In & Near the Communities of:

Ashmont

Glendon

Warspite

b. Trailside, 20kms Waskatenau to near Smoky Lake

What: a. Help Out to Plan, Stake-Out and then Plant ~2000seedlings *Plus Fruit-Yielding Shrubs*

for local Park-Like Green-Space Upgrades

b. Help Out to Plan and Stake-Out ~3000 seedlings/3 sites

Long Linear for Contractor Planting

Why: Desirable enhancement to our unifying regional trail asset, and RRTS received Project Funding offer via the TCT 2BT program plus RRTS fundraising and energies initiative, with approval of landowner N.E.MuniCorr, **and some assistance and oversight by local municipalities**

Who: You.

Caring Community Members: Seniors, Youth, Families, Interest Clubs, Groups, Individuals

How With the continuing dedication & energy to our trail that So Many Lakelanders built.

Via Volunteer Energies & Local Fundraising Completions

and Of Course, YOU

 for more information 

 email: itreem25k@gmail.com 

 or call/txt/leave message with Jerry at 780-646-2499 

- - - - -
- - - - -

Presentation / Discussion items:

N.E. MuniCorr has provided written permission and expressed support for the project on it's properties related to the Trail and is being kept abreast of progress.

**Municipal rep's as able are encouraged to participate.
Previous pro-IHTrail enthusiasts are also very much welcomed.**

Please consider this as a welcoming invitation for you and your interested citizens to participate in the committee & volunteer work of the project. Reach out to those who might help.

In-Kind Resource Assistance from the Municipalities in the way of some pre-planting spot-spraying & post-planting watering and oversight assistance is encouraged.

Additional funding assistance to "fill" the \$25,000 cash requirement is encouraged.

There is substantiated hope that similar funding for Years 2 thru 5 will also remain available for areas identified for the other MuniCorr partners' areas.

The IHTrail project will proceed in manner & intent to further enhance this region's multi-municipal significant recreational asset to a higher levels of user enjoyment, intermunicipal cooperation and electorate pride & ownership.

Questions?

2025 VALUE STATEMENT

Smoky Lake County

Population: 2,461 Library Cards: 143

This value statement highlights the benefits of belonging to Northern Lights Library System. It is a snapshot of the health of your library and the value of your investment.

For questions or concerns please contact:

James MacDonald, Executive Director

P: (780)-545-5072

E: jmacdonald@nlls.ab.ca



Total Library Savings

\$353,607

Name Of Library(s):

Anne Chorney Public Library, Smoky Lake Municipal Library, Vilna Municipal Library

OPERATIONS

Levy Cost
\$27,317
Book Allotment
\$5,291

Rural Services Grant
\$13,644
Return on Investment
\$16.97



ELECTRONIC AND NON-TRADITIONAL MATERIALS

eBooks in Circulation **2,044**
Total eBook Circulation Value
\$151,864

CIRCULATION

Net Borrower **7,093**
Total Print Circulation Value
\$177,325

SERVICE DELIVERY

MLS + TSI Tickets **144**
Total Professional Value
\$12,042

Acquisition & Cataloguing:

442 items purchased with NLLS
\$3,685 saved via acquisition
\$1,326 cataloguing & processing value

How We Are Funded

LIBRARY		MUNICIPAL LEVY		PROVINCIAL GRANTS					
\$5.55	+	\$5.55	+	\$4.75	=	\$15.85	-	\$2.15	
PER CITIZEN		PER CITIZEN		PER CITIZEN		PER CITIZEN		LOCAL LIBRARY BOOK ALLOTMENT	
								\$5,291.15	



Operating Budget



Request for Decision (RFD)

Meeting Date: March 26, 2026

Agenda Item: #8.1

Topic: Recreational Vehicles Bylaw No. 1500-26

Presented By: Jordan Ruegg, Director of County Services

Recommendation:

1. That Smoky Lake County Council give Bylaw No. 1500-26 First Reading.
2. That Smoky Lake County Council give Bylaw No. 1500-26 Second Reading.
3. That Smoky Lake County Council give Bylaw No. 1500-26 Permission for Third Reading.
4. That Smoky Lake County Council give Bylaw No. 1500-26 Third Reading.

Background:

Bylaw No. 1500-26 proposes the following changes to County's existing Recreational Vehicles Bylaw No. 1432-23:

1. Increases the maximum number of Recreational Vehicles (RVs) permissible on a year-round basis in Subdivision and Lake Subdivision Areas from two (2) to three (3);
2. Establishes a maximum number of RVs permissible on a year-round basis in Agricultural, Crown Lands and Other Areas (maximum number based on parcel size); and
3. Increases the penalties for offences under the Bylaw, from \$100.00 to \$500.00 for 1st offence; from \$350.00 to \$1,000 for 2nd offence; from \$500.00 to not less than \$2,500.00 and not more than \$10,000.00 for 3rd and subsequent offences.

Benefits:

The proposed Bylaw will address many of the complaints that administration has received regarding the use of Recreational Vehicles in agricultural areas by establishing a maximum of RVs that can be placed on a parcel at once, while still allowing landowners to accommodate guests to their property.

Disadvantages:

Limiting the number of Recreational Vehicles on agricultural lands could prevent landowners from hosting large events and family gatherings.

Alternatives

1. Instruct administration to propose alternative provisions
2. Defeat the Bylaw (Bylaw No. 1432-23 would remain in effect)

Financial Implications: N/A

Legislation:

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

Intergovernmental: N/A

Strategic Alignment: N/A

Enclosure(s):



Request for Decision (RFD)

1. **Enclosure #1 – Bylaw No. 1500-26 – Recreational Vehicles Bylaw**

Signature of the CAO: 

**SMOKY LAKE COUNTY
IN THE PROVINCE OF ALBERTA
BYLAW NO. 1500-26**

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, Edward, 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 Areas.
- b. The year-round placement of up to 3 (three) Recreational Vehicles is permitted in Subdivision and Lake Subdivision Areas.
- c. 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.
- d. The year-round placement of Recreational Vehicles in Agricultural, Crown Lands and Other Areas shall conform to the following:
 - i. **Parcels less than 20.0 acres in size** = a maximum of 3 (three) Recreational Vehicles are permitted.
 - ii. **Parcels between 20.01 acres and 40.0 acres in size** = a maximum of 4 (four) Recreational Vehicles are permitted.
 - iii. **Parcels greater than 40.01 acres in size** = a maximum of 5 (five) Recreational Vehicles are permitted.
- e. 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.

4. Penalty

- a. The following penalties may be applied in the event of an offence or violation:
 - i. 1st Offence: \$500.00.
 - ii. 2nd Offence: \$1,000.00.
 - iii. 3rd Offence: Not less than \$2,500.00 and not more than \$10,000.00.
- b. Each day on which an offence occurs may be considered to be an additional and separate offence.

5. Repeal & Severability

- a. Bylaw No. 1432-23 is repealed upon adoption of this Bylaw.

Enclosure #1 - Bylaw No. 1500-26 – Recreational Vehicles Bylaw

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

6. 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 Unanimous Consent for Third Reading this __ day of _____, 2026

Received Third Reading this ____ day of _____, 2026

Craig Lukinuk, Reeve

Seal

Chyenne Shaw, Chief Administrative Officer



Request for Decision (RFD)

Meeting Date: March 26, 2026

Agenda Item: #8.2

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

Presented By: Jordan Ruegg, Director of County Services

Recommendation:

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

Background:

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

Bylaw No. 1498-26 proposes the following changes to the Planning and Development Fees Bylaw:

1. Establish a fee (\$50.00/acre/year) for the leasing of surplus municipal roads;
2. Reduce the application fee for a road closure (from \$500.00 to \$50.00) and establish land valuation for the purpose of a road closure (\$500.00/Certificate of Title);
3. Establish fees for advertising (\$500.00) and surveying costs related to the disposition of surplus municipal roads; and
4. Establish the valuation of the amount of cash-in-lieu (\$2,000.00/acre) for Municipal Reserve that is to be provided when subdivision of land occurs.

Benefits:

The proposed Bylaw will provide a clear and concise listing of all Planning and Development-related fees and charges while reducing red tape and providing clear direction to administration and applicants when processing road closure and subdivision applications.

Disadvantages:

Establishing a set value (\$500.00/Certificate of Title) for land that is disposed as part of a road closure risks land being sold at less than fair market value.

Alternatives

1. Instruct administration to propose alternative fees
2. Defeat the Bylaw (Bylaw No. 1463-24 would remain in effect)

Financial Implications: N/A

Legislation:

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

Intergovernmental: N/A

Strategic Alignment: N/A



Request for Decision (RFD)

Enclosure(s):

1. **Enclosure #1 – Bylaw No. 1498-26 – Planning and Development Fees Bylaw**

Signature of the CAO: 

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

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

WHEREAS Council has adopted Smoky Lake County Bylaw No.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 No.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 No.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 Unanimous Consent for Third Reading this ___ day of _____, 2026

Received Third Reading this _____ day of _____, 2026

Craig Lukinuk, Reeve

Seal

Chyenne Shaw, Chief Administrative Officer

SCHEDULE A – PLANNING & DEVELOPMENT FEES

ITEM DESCRIPTION	FEE
DEVELOPMENT PERMITS	
Permitted Use: Residential District	\$150.00
Permitted Use/Discretionary Use: Commercial / Industrial District / Public Institutional	\$1.00 / \$1 ,000.00 value of construction, or minimum \$250.00
Discretionary Use / Variances: Residential District	\$250.00 (20% of total payable upon application for a Development Permit; remaining 80% payable prior to issuance of an approved Development Permit)
Aggregate Resource Extraction	\$750.00 / acre (20% of total payable upon application for a Development Permit; remaining 80% payable prior to issuance of an approved Development Permit)
Aggregate Resource Extraction - Reclamation Fees <i>(Reclamation Fees are exempt when the responsibility of reclamation falls with the Province of Alberta or when the on development occurs on Crown Land.</i>	\$2,000.00/ acre (payable prior to issuance of an approved Development Permit)
Heritage Resource Intervention Permit	\$150.00
Other Landscaping, Decks, and Signs	\$150.00
Development Occurring prior to submitting Development Permit Application	\$500.00 <u>plus</u> the applicable Development Permit fee
BYLAW AMENDMENT FEES	
Application to Amend the Land Use Bylaw (Map of Text Amendment)	\$1 ,000.00 + cost of advertising
Application to Amend the Municipal Development Plan	\$1 ,000.00 + cost of advertising
Application to Amend an Area Structure Plan	\$1 ,000.00 + cost of advertising
NEW STATUTORY PLAN FEES	
New Area Structure Plan (proposed by a Developer)	\$2,000.00 + cost of advertising
OTHER FEES	
Compliance Certificate	\$125.00
Encroachment Agreement	\$500.00 plus any legal/surveying costs
Road Closure by Resolution for purposes of Disposal	\$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

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

SCHEDULE B – SAFETY CODE FEES



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

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

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

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

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

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

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

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

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

GAS PERMIT FEE SCHEDULE

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

Propane and Small Installations

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

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

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

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

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

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

Permit extensions will be 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
Add \$3.15 per fixture over 40			

PRIVATE SEWAGE PERMITS

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

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

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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	Add \$3.15 each fixture over 100	
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!

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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).

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!

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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.

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

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

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

Example Subdivision Application

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

LOT 2
Remainder Lot

LOT 1
New Lot

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

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

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

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



SUBDIVISION FEES

Effective: September 1, 2023

Additional Fees

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

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

Additional Costs Associated with the Subdivision Process

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

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

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



Request for Decision (RFD)

Meeting Date: March 26, 2026

Agenda Item: #8.3

Topic: Noise Bylaw No. 1502-26

Presented By: Jordan Ruegg, Director of County Services

Recommendation:

- 1. That Smoky Lake County Council give Bylaw No. 1502-26 First Reading.**
 - 2. That Smoky Lake County Council give Bylaw No. 1502-26 Second Reading.**
 - 3. That Smoky Lake County Council give Bylaw No. 1502-26 Permission for Third Reading.**
 - 4. That Smoky Lake County Council give Bylaw No. 1502-26 Third Reading.**
-

Background:

Bylaw No. 1501-26 proposes the following changes to County's existing Noise Bylaw No. 1342-19:

1. Increases the maximum number of Recreational Vehicles (RVs) permissible on a year-round basis in Subdivision and Lake Subdivision Areas from two (2) to three (3);
2. Establishes a maximum number of RVs permissible on a year-round basis in Agricultural, Crown Lands and Other Areas (maximum number based on parcel size); and
3. Increases the penalties for offences under the Bylaw, from \$100.00 to \$500.00 for 1st offence; from \$350.00 to \$1,000 for 2nd offence; from \$500.00 to not less than \$2,500.00 and not more than \$10,000.00 for 3rd and subsequent offences.

Benefits:

The proposed Bylaw will address many of the complaints that administration has received regarding the use of Recreational Vehicles in agricultural areas by establishing a maximum of RVs that can be placed on a parcel at once, while still allowing landowners to accommodate guests to their property.

Disadvantages:

Limiting the number of Recreational Vehicles on agricultural lands could prevent landowners from hosting large events and family gatherings.

Alternatives

1. **Instruct administration to propose alternative provisions**
2. **Defeat the Bylaw (Bylaw No. 1432-23 would remain in effect)**

Financial Implications: N/A

Legislation:

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

Intergovernmental: N/A

Strategic Alignment: N/A

Enclosure(s):

1. **Enclosure #1 – Bylaw No. 1500-26 – Recreational Vehicles Bylaw**

SMOKY LAKE COUNTY
IN THE PROVINCE OF ALBERTA
BYLAW NO. 1502-26

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 "**Municipality**": means the Municipal Corporation of Smoky Lake County.
- 2.4 "**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.
- 2.5 "**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.
- 2.6 "**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.
- 2.7 "**Premises**": means any place occupied by an individual such as a residence.

Enclosure #1 - Bylaw No. 1502-26 – Noise Bylaw

- 2.8 “**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.
- 2.9 “**Special Event**”: means a private or public event expected to have an attendance of 20 people or more, and due to the size of the event, may have a potential for a higher degree of impact on neighbouring properties by way of noise, traffic and/or light pollution.
- 2.10 “**Special Event Permit**”: means a permit issued for a Special Event in accordance with this Bylaw.
- 2.11 “**Vicinity**”: means close to neighboring or near a particular place of origin.
- 2.12 “**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.
- 2.13 “**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 12:00 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.
- 3.3 Notwithstanding clauses 3.1 and 3.2 above, a landowner may apply for a Special Event Permit to allow for the reduction of the times listed under clauses 3.1 and 3.2 2:00 a.m. to 7:00 a.m.
- 3.4 The issuance of a Special Event Permit is at the sole discretion of the CAO, or their designate, and shall contain any conditions that the CAO deems appropriate.
- 3.5 Non-compliance with the conditions of a Special Event Permit or failure to obtain a Special Event Permit, where applicable, shall constitute a contravention of this Bylaw.

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

Enclosure #1 - Bylaw No. 1502-26 – Noise Bylaw

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: REPEAL & 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.
- 10.2 Bylaw No. 1342-19 is repealed upon adoption of this Bylaw.

PART ELEVEN: EFFECTIVE DATE

11.1 This Bylaw shall come into force and effect upon it receiving Third Reading.

Received First Reading this ____ day of _____, 2026

Received Second Reading this ____ day of _____, 2026

Received Unanimous Consent for Third Reading this ___ day of _____, 2026

Received Third Reading this ____ day of _____, 2026

Craig Lukinuk, Reeve

Seal

Chyenne Shaw, Chief Administrative Officer



Request for Decision (RFD)

Meeting Date: Thursday, March 26, 2026

Agenda Item: # 8.4

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

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

Recommendation(s):

That Smoky Lake County Council approve Policy HR-10 as presented.

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:



Request for Decision (RFD)

Continue current practices

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

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: _____

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



Smoky Lake County Policy

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

Category: Human Resources (HR)

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

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

- Union Position:** A position included in a bargaining unit and governed by a collective agreement.
- Non-Union Position:** A position excluded from any bargaining unit, including management and confidential roles.
- Internal Posting:** A job posting available only to current employees of Smoky Lake County.
- External Posting:** A job posting available to the general public.
- 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.
- Panel Interview:** A structured interview conducted by three (3) or more interviewers using interview questions specific to the role and standardized scoring.



g) **Department Manager:** The direct supervisor of the position for which recruitment is being conducted.

	<u>Date</u>	<u>Council Resolution #</u>	<u>Version</u>
Adopted	Month, day, year	Motion #	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 **shall** 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 Safety** 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 **the CAO**.
- 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 **check**
- c) **A** vulnerable sector check where required
- d) Medical or fitness-for-duty assessments where applicable
- e) 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 **department** 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 **the Access to Information Act (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 needs.



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		
Introduction		
<ul style="list-style-type: none"> Introduce the panel, invite the candidate to a chair and offer them a water (if available). Engage in casual conversation. Example: How is the weather outside today? Did you find the location easily? 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. Let them know it is okay to be nervous and that you/we understand and appreciate how initial interviews feel. Advise the candidate how the interview will be conducted: <ul style="list-style-type: none"> Questions will come from panel members. Other panel members may interject for clarification. You may/can ask for question clarification at any time. You will have an opportunity to ask questions at the conclusion of the interview. The panel will be taking notes will be taken throughout the interview to accurately record your responses. 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. The interview should take around _____ minutes. 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. 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. Read the responsibilities/duties to help the candidate understand the role they are being interviewed for. 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. Ask the candidate if they are ready to proceed. 		



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 Decision (RFD)

Meeting Date: Thursday, March 26, 2026

Agenda Item: #8.5

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

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

Recommendation(s):

That Smoky Lake County Council adopt Policy HR-08 as presented.

Background:

The Vacation and Time Off Request Policy was 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:

1. Ensures compliance with provincial legislation and union agreements
2. Improves clarity and consistency across all departments
3. Supports employee wellness and work-life balance
4. 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 Decision (RFD)

Legislation:

1. Alberta Employment Standards
2. International Union of Operating Engineers, Local 955 collective agreement
3. Canadian Union of Public Employees Local 4575 collective agreement

Intergovernmental: N/A

Strategic Alignment: N/A

Enclosure(s):

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

Signature of the CAO: _____

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



Smoky Lake County Policy

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

Category: Human Resources (HR)

Policy # Version
HR-08 **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 at 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	35 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 ensuring adequate departmental coverage at all times, 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 31st). The Employee will be provided at least 30 days' written notice of assigned vacation dates to be used within the 4th quarter.
- b) Notification of Unused Vacation: Between September 1st and September 15th of each year, the County will provide permanent employees with a written statement of their estimated vacation leave time as of December 31st of the same year. This written notice shall also state that the remaining vacation time must be used by December 31st 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 Decision (RFD)

Meeting Date: Thursday, March 26, 2026

Agenda Item: # 8.6

Topic: Corporate Credit Card Policy

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

Recommendation(s):

That Smoky Lake County Council approve Policy FIN-07 as presented.

Background:

As part of the County's ongoing policy and bylaw review process, it has been identified that the existing Corporate Credit Card Policy (FIN-07) 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 financial 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 to this recommendation.



Request for Decision (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: _____

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



Smoky Lake County Policy

Title: **Corporate Credit Card**

Category: Financial Services (FIN)

<u>Policy</u>	<u>Version</u>
<u>#</u>	
FIN-07	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
- Assistant Agricultural Fieldman
- **Regional** 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/Waste Water 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

CREDIT CARD LIMITS

All County credit cards have a limit of \$5,000 per card, with the exception of the credit cards issued to the Finance Manager and the CAO, which each have a limit of \$50,000.

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 **the Finance Manager or their designate.**
- Ensure all outstanding receipts and coding are submitted.



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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 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 _____



Request for Decision (RFD)

Meeting Date: Thursday, March 26, 2026

Agenda Item: # 8.7

Topic: Purchasing Guidelines Policy

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

Recommendation(s):

That Smoky Lake County Council approve Policy FIN-16 as presented.

Background:

Smoky Lake County's Purchasing Guidelines Policy (FIN-16-02) 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 into 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 (FIN-16-02) 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 Decision (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: _____

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



Smoky Lake County Policy

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

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 staff 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 invest in a full range of potential goods or service providers before **committing**.

PROCEDURE:

1. **Budget Approval:**

It shall be the responsibility of the Department Management 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 head of management by the Chief Administrative Officer.
- **Sponsorships and donations require approval by Council and must be authorized through Council resolution 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 of 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:

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



PUBLIC WORKS MANAGEMENT	Up to \$25,000	Includes operational and capital goods.
ALL OTHER MANAGEMENT	Up to \$10,000	Includes Fire, Ag Services, HR/Safety, GIS, Environment & Parks, etc.
FINANCE MANAGER	Up to \$75,000	Must be within the approved budget.
CHIEF ADMINISTRATIVE OFFICER (CAO)	Up to \$75,000	Must be within the approved budget.
APPROVAL BY COUNCIL	Over \$75,000	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.

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

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

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:

1. _____
2. _____
3. _____

Submissions Received (Name of Company)	Quote – Amount

Name of Company and amount of successful submission:

_____ Amount: _____

Reason Submission was successful:

SIGNATURE: _____

DATE: _____

PRINT NAME: _____



Request for Decision (RFD)

Meeting Date: Thursday, March 26, 2026

Agenda Item: # 8.8

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

Recommendation(s):

That Smoky Lake County Council accept the Hazard, Risk and Vulnerability Assessment (HRVA) 2025 Report as information.

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.



Request for Decision (RFD)

- 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.
- 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 to this recommendation.

Legislation:

- Alberta Emergency Management Act

Intergovernmental: Alberta Emergency Management Agency (AEMA)

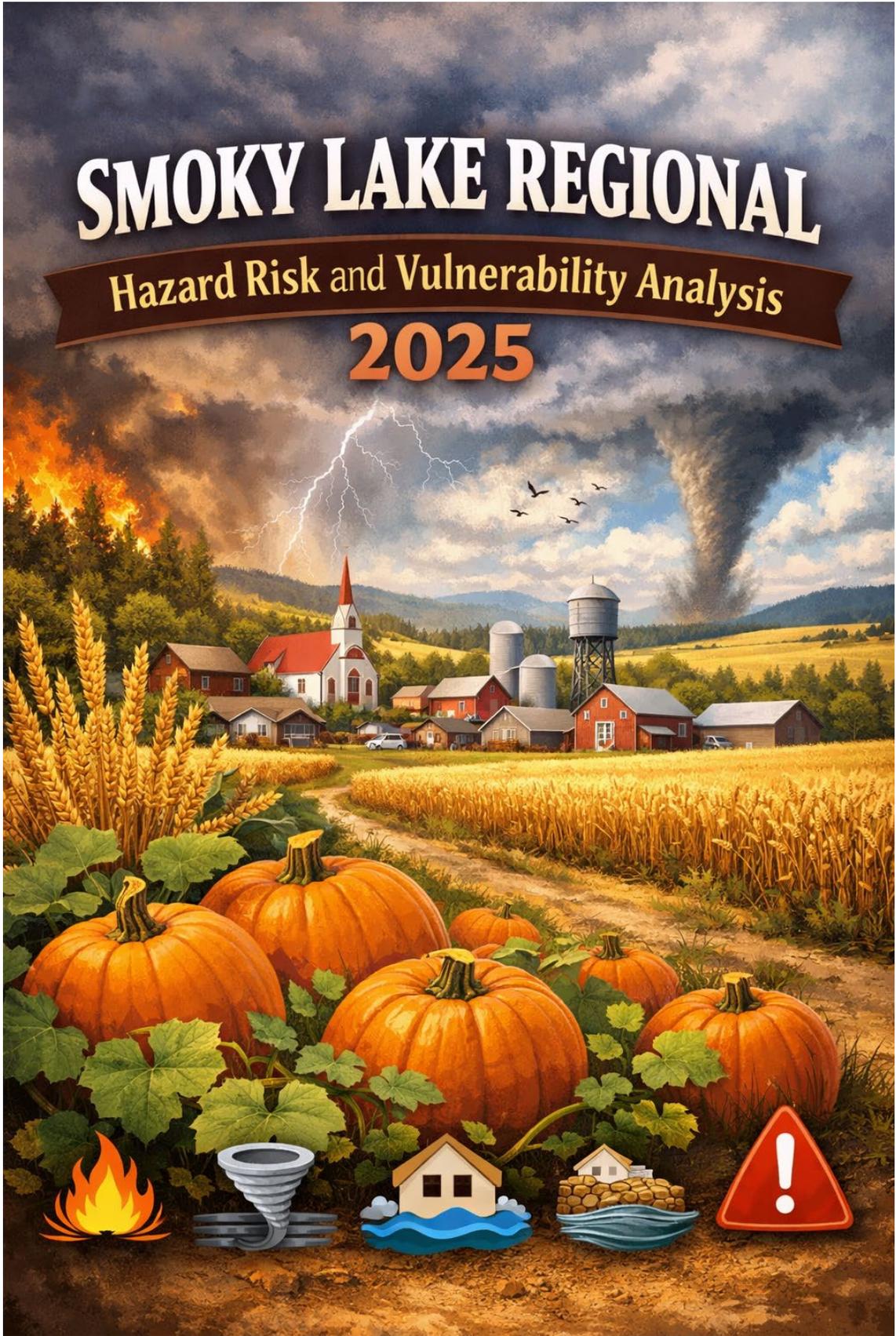
Strategic Alignment: N/A

Enclosure(s):

1. **Draft HRVA Report 2025**

Signature of the CAO: _____

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



<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"> • Community Peace Officer • Deputy Fire Chief • Communications • Director of Emergency Management • Natural Gas • Parks and Recreation • Public Works • IT • Finance • Administration 	Town of Smoky Lake <ul style="list-style-type: none"> • CAO • F.C.S.S. • Fire Chief Village of Waskatenau <ul style="list-style-type: none"> • CAO Village of Vilna <ul style="list-style-type: none"> • CAO Thorhild County <ul style="list-style-type: none"> • Fire Chief • Community Peace Officer Lamont County <ul style="list-style-type: none"> • Emergency Management Assistant
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

Hazard	Blizzard	Speed of Onset:	Hours
Mitigation/ Preparedness ideas (provided by Bolt from The Blue)		Key Elements in Place (participants)	
<ul style="list-style-type: none"> Rescue equipment available. Alerts used to notify residents. Highway closure or request for closure trigger points identified. 		<ul style="list-style-type: none"> Rescue equipment and trained personnel are available. 	
History (brief description)		A	B
		Our Rating	Weighting Factor
One or more blizzards and/or snowfall warnings occur on average each year.		10	X2
History Score		A x B =	History Score
			20
Vulnerability (brief description)		Our Rating	Weighting Factor
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
Vulnerability Score			20
Maximum Impact (brief description)		Our Rating	Weighting Factor
A worst-case scenario could cause highway/road closures, stranded travelers, and accessibility issues for first responders (Fire, Ambulance, RCMP).		8	X10
Maximum Impact Score			80
Probability (brief description)		Our Rating	Weighting Factor
Anticipated occur at least annually.		10	X7
Probability Score			70
TOTAL SCORE			190

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
Animal Diseases, Epidemics & Pandemics	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.
Blizzard	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.
Extreme Snowfall	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.
Environmental Land-Based Contamination	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.
Ice Storm	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.
Power Outage	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.
Sewer / Water Supply Failure	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
Telecommunications Failure	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.
Cyber Attack	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.
Drought	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.
Extreme Cold	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
Lightning / Hail	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.
Wildfire & Wildland Urban Interface Fire	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
Natural Gas Disruption	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.
Hazardous Materials Incident (Dangerous Goods – Road Transport)	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.
Human Diseases, Epidemics & Pandemics	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.
Supply Chain Disruption	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.
Tornado / Plow Wind	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.
Snow Squall	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.
High Intensity Structural Fire	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.
Active Threat	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
Extreme Heat	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.
Water Supply Contamination	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.
Pipeline Leaks	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.
Plant Diseases & Pest Infestations	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.
Aircraft Crash	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.
Vehicular Mass Casualty Vehicle Incident	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.
Overland Flooding	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
Terrorism	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.
Missing Person(s) Search & Rescue	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.
Structural Collapse	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.
Marine Accident (Rivers / Lakes)	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.
Flooding (Floodplain)	No significant historic floodplain events recorded. Geographic conditions limit floodplain size.	Very limited population exposure. Low probability and low overall impact.
Hazardous Materials Emission <i>In Situ</i> (At Facility)	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.
Landslides / Land Subsidence / Washouts / Erosion	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.
Civil Disturbance (Protests, Riots)	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.
Rail Accident	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

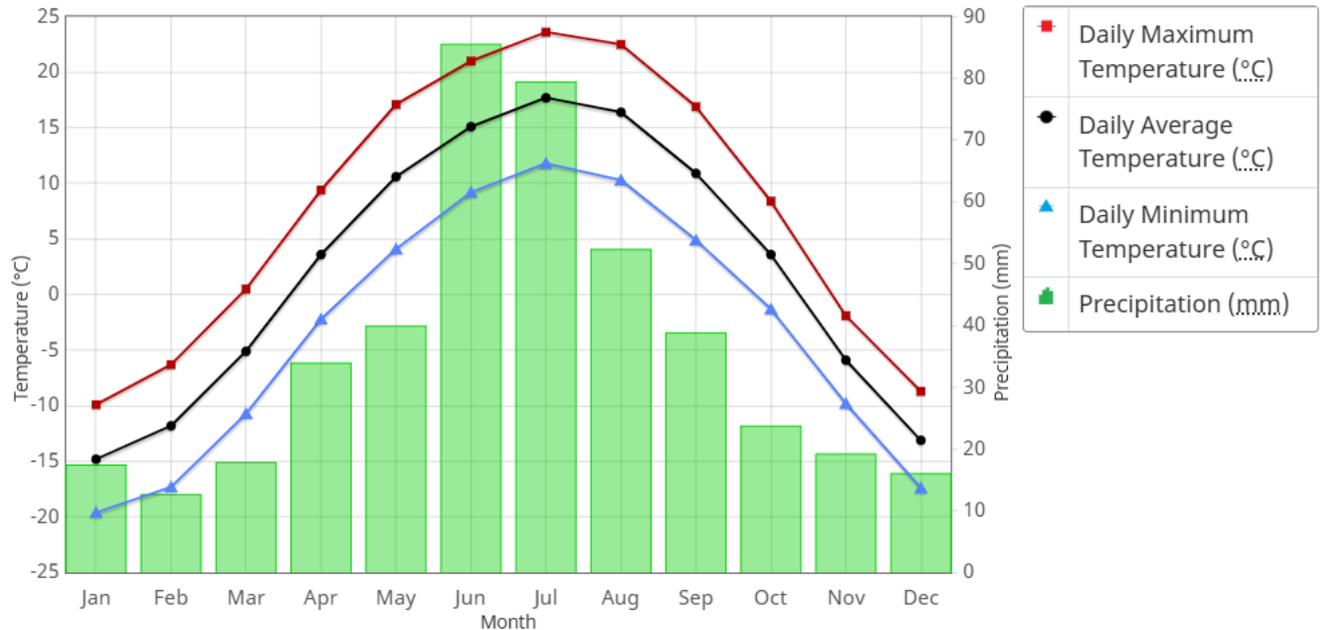
A brief profile is included in this report to provide a snapshot of the partnership area and the jurisdictions within which is helpful in identifying the unique needs and capacities of the region while further enhancing the emergency management program.

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
Total Population	3880	1130	270	250
Average Age	42.0	56.1	41.3	51.5
0-14	810	105	45	30
15-19	205	40	10	15
20-34	555	110	35	60
35-49	595	150	35	15
50-64	900	220	55	85
65+	815	505	99	30
Occupied Dwellings	1500	445	142	118
Total Families	1100	70	60	-
English Only	3720	970	260	250
French Only	75	0	5	0
English & French	0	30	0	0
Neither English nor French	0	10	5	0
Land Area	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

Municipality	Hamlets	Hutterite Colonies	Lake / Resort Areas
Smoky Lake County	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
Town of Smoky Lake	0	0	0
Village of Vilna	0	0	0
Village of Waskatenau	0	0	0

4.4 Utilities

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

4.5 Educational Facilities

Facility Name	Location	Grades / Notes	Provider / School Division
H A Kostash School	<i>Town of Smoky Lake</i>	<i>K-12 (includes daycare & preschool programming)</i>	<i>Aspen View Public Schools (AVPS)</i>
Hutterite Colony School	<i>Smoky Lake (colony)</i>	<i>Elementary (colony school)</i>	<i>Aspen View Public Schools (AVPS)</i>
Vilna School	<i>Village of Vilna</i>	<i>K-12</i>	<i>Aspen View Public Schools (AVPS)</i>
Holy Family Catholic School	<i>Village of Waskatenau</i>	<i>Catholic K-12</i>	<i>Lakeland Catholic School Division</i>
Smoky Lake Community Daycare	<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
Super 8 by Wyndham Smoky Lake	Hotel	Smoky Lake – mid-range hotel with free Wi-Fi and breakfast
Smoky Lake RV Park	Campground / RV	Smoky Lake – RV parking & sites behind the Smoky Lake Agricultural Complex
Smoky Lake Inn	Inn / Hotel	Smoky Lake – hotel with dining and guest rooms
Country Garden Inn & Restaurant	Inn / Hotel	Smoky Lake – rooms plus restaurant on site
Bonne Nuit Bed & Breakfast	Bed & Breakfast	Smoky Lake – small B&B with comfortable rooms and amenities
Métis Crossing	Lodge & Cultural Resort	Smoky Lake County – boutique lodge, dining, cultural experience
The Lodge at Métis Crossing	Lodge (part of Métis Crossing)	Smoky Lake County – lodging at Métis Crossing cultural site
Mons Lake Campground	Campground / RV	Smoky Lake County – lakeside
Hanmore Lake Campground	Campground / RV	Smoky Lake County – lakeside camping
Hanmore Lake West Campground	Campground / RV	Smoky Lake County – additional lake camping sites
Bonnie Lake Campground	Campground	Smoky Lake County – small scenic campground
Kaduk Lake Campground	Campground / RV	Smoky Lake County – lakeside camping
Island Lake Campground	Campground / RV	Smoky Lake County – lakeside camping
Cache Lake Campground	Campground / RV	Smoky Lake County – lakeside camping
Bellis Beach Campground	Campground / RV	Smoky Lake County – lakeside camping
Garner Lake Campground	Campground / RV	Smoky Lake County – lakeside camping
Paradise Cove Resort	Campground / RV	Smoky Lake County – lakeside camping
Smoky Lake Golf Course & RV Park	RV Park / Seasonal Sites	Smoky Lake County – RV parking and sites near the golf course
Northern Lights RV Resort	RV Park / Year-Round Sites	Smoky Lake County – RV parking/storage in a treed campsite
Pine Creek Motel	Inn / Hotel	Waskatenau – small motel with guest rooms
Pine Creek Campground	Campground	Waskatenau – small campground with sites near the ball diamonds
Pine Creek Retreat	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
Smoky Lake County	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 th 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

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

4.9 Generators

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

4.10 Healthcare & Senior Living Facilities

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

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

4.15 Other Community Organizations:

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

Bordering Municipality	Municipality Type	Direction from Smoky Lake Region	Contact Information
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
School Bus Transportation	Daily student transportation services	Aspen View Public Schools	May be used for emergency evacuation only with School Division authorization
Catholic School Transportation	Student transportation for Catholic education	Lakeland Catholic School Division	Use subject to Division approval
Charter Bus Services	Large-capacity passenger buses for group travel	Red Arrow / Ebus (Charter Division)	Commercial charter; advance notice and contracts required
Charter Bus Services	Charter and coach bus transportation	Pacific Western Transportation (PWT / PW Transit Charter)	Often used by municipalities and school divisions
Charter Bus Services	Charter buses and group transportation	Thompson Valley Charters	Advertises emergency and group transport
Small Bus / Passenger Van Charter	10–24 passenger buses and vans	Alberta Coach / private charter operators	Suitable for seniors, staff transport, small evacuations
Non-Emergency Medical Transport	Patient transport to and from medical facilities	Private medical transport companies (contracted)	Priority medical use; not mass evacuation
Taxi / Small Passenger Transport	Local point-to-point transport (limited availability)	Local taxi / ride services (if operating)	Limited capacity; supplemental use only
Lions Bus	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
Trenchuk Livestock Hauling LTD (Smoky Lake, AB)	Livestock hauling (listed in auction market trucker directory)	780-656-0053
Tercan Livestock Hauling (Smoky Lake, AB)	Local livestock hauling; advertises cattle hauling and pasture moves	Teagan: 780-650-0291 • Terry: 780-656-0456
Tychkowsky Farms – Custom Cattle Hauling (Smoky Lake, AB)	Custom cattle hauling; advertises “stress free” hauling	Facebook page (message through page)
Cattle-X Cattleliners (Smoky Lake, AB)	Livestock trucking (cattle liners)	780-656-2261
Steil’s Livestock Transport Ltd (Edmonton, AB)	Commercial livestock hauling company	780-476-2434
Raamsdonk Trucking Ltd (Rolly View, AB)	Livestock transport (advertises cattle/hogs and other livestock)	780-986-1927
Vanee Livestock Trucking	Livestock transportation; animal handling-focused service	Contact via website
Kuester Trucking Ltd	Animal transportation (cattle, horses, bison, etc.)	Contact via website
Roberge Transport Inc	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
Red Chimney Restaurant	32 Wheatland Ave, Smoky Lake, AB T0A 3C0	(780) 656-2210	Full-service restaurant (Canadian/Chinese)
Betsy's Burger Shack	179 Wheatland Ave, Smoky Lake, AB T0A 3C0	(780) 656-4088	Burgers, pizza, drive-thru / dine-in
The Great Bear Cafe	5504 44 Ave, Smoky Lake, AB T0A 3C0	(780) 656-3738	Café at Esso; light meals & coffee
The Blackbeary Eatery	154 White Earth St, Smoky Lake, AB T0A 3C0	(780) 358-2277	Local eatery & café service
Maple Garden Restaurant	181 White Earth St, Smoky Lake, AB T0A 3C0	(780) 656-4355	Chinese cuisine
Skyway on 28 Family Restaurant	4203 56 St, Smoky Lake, AB T0A 3C0	(780) 656-4224	Family restaurant in Country Garden area
Smoky Lake Inn	4 Wheatland Ave, Smoky Lake, AB T0A 3C0	(780) 656-3615	Inn with restaurant/lounge
Old Fashioned Bread Bakery Co Ltd	114 White Earth St, Smoky Lake, AB T0A 3C0	(780) 656-3780	Bakery & light meals
Pub 28 & Offsales	4329 56 St, Smoky Lake, AB T0A 3C0	(780) 656-4042	Pub with food service
Porky's Sidestreet Cafe	5019 51 Ave, Vilna, AB T0A 3L0	(780) 636-2506	Café / casual dining (Vilna)
T&T Iron Horse Cafe	AB-28, Waskatenau, AB T0A 3P0	(780) 358-2333	Highway café / family dining
Métis Crossing	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:

Store Name	Address	Phone	Notes
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 Decision (RFD)

Meeting Date: March 26, 2026

Agenda Item: #8.9

Topic: Procedural Bylaw No. 1499-26

Presented By: Chyenne Shaw, Chief Administrative Officer

Recommendation:

1. That Smoky Lake County Council give Bylaw No. 1499-26 First Reading.
 2. That Smoky Lake County Council give Bylaw No. 1499-26 Second Reading.
 3. That Smoky Lake County Council give Bylaw No. 1499-26 Permission for Third Reading.
 4. That Smoky Lake County Council give Bylaw No. 1499-26 Third Reading.
-

Background:

Bylaw No. 1499-26 proposes the following changes to County’s Procedural Bylaw No. 1490-25:

1. Establishes a “Regular Council Meeting – Department Update Session” for the purposes of receiving informational updates from County departments and allowing Council to ask questions for clarification, enhancing transparency and accountability and providing oversight without directing operations (Section 4.2.); and
2. Provides the Chief Administrative Officer the discretion and flexibility to forward emergent items to the “Department Update Session” on an as-needed basis (Section 4.2.6).

Benefits:

Introducing regular departmental update meetings provides Council with increased insight 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 setting where both Council and the public can better understand the work being undertaken by administration.

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.

Alternatives

1. Instruct administration to propose alternative provisions
2. Defeat the Bylaw (Bylaw No. 1490-25 would remain in effect)

Financial Implications: N/A



Request for Decision (RFD)

Legislation:

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

Intergovernmental: N/A

Strategic Alignment: N/A

Enclosure(s):

1. **Enclosure #1 – Bylaw No. 1499-26 – Procedural Bylaw**

Signature of the CAO: _____

A handwritten signature in blue ink, appearing to read "C. Howard", is written over a horizontal line.

**SMOKY LAKE COUNTY
IN THE PROVINCE OF ALBERTA
BYLAW NO. 1499-26**

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;
- 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;
 - b) Administration of Oath of Office;
 - c) adopt the meeting schedule;

Enclosure #1 - Bylaw No. 1499-26 – Procedural Bylaw

- 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.
- 6. Notwithstanding Section 4.2.1 and Section 4.2.3, emergent items may be brought to the Department Update Meeting for consideration by Council, at the discretion of the CAO.

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

Enclosure #1 - Bylaw No. 1499-26 – Procedural Bylaw

- 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.
 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.
- 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

Enclosure #1 - Bylaw No. 1499-26 – Procedural Bylaw

8.3. Order of Business – Department Update Meeting (Agenda Template)

1. Call to Order
2. Adoption of Agenda
3. Department Updates
 - 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 2026.

READ A SECOND TIME IN COUNCIL THIS _____ DAY OF _____, AD 2026.

READ A THIRD AND FINAL TIME IN COUNCIL THIS _____ DAY OF _____, AD 2026.

REEVE,
Craig Lukinuk

Enclosure #1 - Bylaw No. 1499-26 – Procedural Bylaw

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.

Enclosure #1 - Bylaw No. 1499-26 – Procedural Bylaw

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

Enclosure #1 - Bylaw No. 1499-26 – Procedural Bylaw

- 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 Decision (RFD)

Meeting Date: March 26, 2026

Agenda Item: # 8.10

Topic: Family and Community Support Services Grant Policy #08-17-03

Presented By: Brenda Adamson, Finance Manager

Recommendation:

That Smoky Lake County approve the Family and Community Support Services Grant Policy #08-17-03

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.

On March 13, Administration met with Provincial representatives to conduct a program review. Further changes will be made with regards to the reporting requirements. The proposed policy includes some small changes to the information requested for the final report. As well, it proposes a limit of \$1,500 for volunteer events as per discussions with Council.

Benefits:

Provides funding for local volunteer organizations that provide preventative social programs at a local level.

Disadvantages:

As the program is attached to a grant there are no disadvantages to report.

Alternatives

1. Change the program
2. Make changes to the policy

Financial Implications:

The FCSS grant program requires a county contribution to the program based on the value of the grant. It will be reviewed annually through the budget process.

Legislation:

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



Request for Decision (RFD)

Intergovernmental:

The grant application and reporting requirements allow the County to meet Alberta Provincial Grant reporting requirements

Strategic Alignment: N/A

Enclosure(s):

1. **Policy 08-17-03**

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

Signature of the CAO: _____



Smoky Lake County Policy

Title:	Family and Community Support Services Grants	<u>Policy #</u>	<u>Version</u>
Category:	Financial Services (FIN)	08-17	03

LEGISLATIVE REFERENCE:

1. Family and Community Support Services Act, RSA 2000
2. 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
Amended
Reviewed

December 16, 2021

Motion #199-21

02

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 regards 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 supports that help 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.



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
Total Revenues	

b. Expenses

Description	Amount
Total Expenses	

Name: _____

Signature: _____

Position: _____

Date: _____



Request for Decision (RFD)

Meeting Date: March 26, 2026,

Agenda Item: # 8.11

Topic: Family and Community Support Services Grant Applications

Presented By: Brenda Adamson, Finance Manager

Recommendation:

That Smoky Lake County approve to allocate funding from the 2026 Family and Community Support Services (FCSS) Grant budget in accordance with Policy no 08-17-03: Family and Community Support Services (FCSS) grant as follows:

- 1. \$6,500 to Town of Smoky Lake Library Board for 2025 family programming.**
- 2. \$1,500 to Stry 75th Anniversary Hall for the purpose of volunteer appreciation.**
- 3. \$1,500 to Bellis Board of Trade for the purpose of volunteer appreciation.**
- 4. \$1,500 to Warspite Community Hall Association for the purpose of a volunteer recruitment event.**

Background:

There are four FCSS applications this month.

- Town of Smoky Lake Library Board requests \$6,500 towards the Storytime, after school, family and adult programs. The county has been providing \$6,500 to these programs since 2024.
- Stry 75th Anniversary Hall has requested \$2,500.00 to provide a volunteer thankyou event. We have not provided this organization with FCSS funds before.
- Bellis Board of Trade has requested \$1,500 to assist with the funding of a volunteer appreciation event. \$2,500 was provided for an event in 2025.
- Warspite Community Hall Association has requested \$1,500-2,000 for a volunteer recruitment event. In 2025, the County granted \$687 and in 2024 \$2,000

Benefits:

Provides funding for local volunteer organizations that provide preventative social programs at a local level.

Disadvantages:

No disadvantages

Alternatives

- Change the amount of funds approved for one or all applicants.
- Grant no funds.

Financial Implications:

The budget includes a total of \$24,377 to grant to FCSS programs outside of the FSLW program. Grants contributed thus far are:

Smoky Lake Holubka Dancers	\$2,100
Smoky Lake Minor Sports	\$2,500



Request for Decision (RFD)

Vilna & District Agricultural Society \$2,000 totalling \$6,600
Funds remaining are \$17,777 (note funds have not been allocated to the Fire camp)

Legislation:

- Policy 08-17-03
- Family and Community Support Services Act, RSA 2000
- Family and Community Support Services Regulation 218/94

Intergovernmental: N/A

Strategic Alignment: N/A

Enclosure(s):

Attached are the following FCSS applications

1. Town of Smoky Lake Library Board
2. Stry 75th Anniversary Hall
3. Bellis Board of Trade
4. Warspite Community Hall Association

Signature of the CAO: _____

A handwritten signature in blue ink, appearing to read "C. H. ...", is written over a horizontal line.

A

SCHEDULE "A"

SMOKY LAKE COUNTY – FCSS GRANT APPLICATION

LEGAL REGISTERED NAME OF ORGANIZATION: Town of Smoky Lake Library Board

ADDRESS: 490 Smoky Lake T0A 3C0
Box City or Town Postal Code

PHONE #: 780-656-4212 FAX #: 780-656-4212

CONTACT PERSON: Lise van der Vaart EMAIL: lvandervaart@smokylakelibrary.ab.ca

▶ COMPLETE THIS APPLICATION IN ITS ENTIRETY

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

We kindly request \$6500.00 towards our regional social library programs. This includes weekly storytime & after school program, monthly adult programs, a week long summer day camp and a few family events throughout the year.

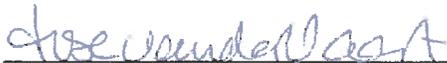
- 4. What is the target group or population you wish to reach with this program?
 - Infants/Toddlers – 0-3 years
 - Preschoolers – 3-5 years
 - Children 5-12 years
 - Youth 12-18 years
 - Adults
 - Seniors
 - Families
 - Community
- 5. Please select the main strategic social direction of the program.
 - Help people develop independence, strengthen coping skills, and become more resistance to crisis
 - Help people develop an awareness of social needs.
 - Help people develop interpersonal and group skills which enhance constructive relationships among people.
 - Help people and communities assume responsibility for decisions and actions which affect them.
 - Provide support that helps sustain people as active members of the community.

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

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: Lise van der Vaart

Signature: 

Position: Library Manager

Date: February 3, 2026

B

SCHEDULE "A"

SMOKY LAKE COUNTY – FCSS GRANT APPLICATION

LEGAL REGISTERED NAME OF ORGANIZATION: Stuy 75th Anniversary Hall

ADDRESS: Box 245 Ulna TOA 3LO
Box City or Town Postal Code

PHONE #: 780-646-0447 FAX #: _____

CONTACT PERSON: Sandy Podloski EMAIL: sandy.podloski@gmail.com

▶ **COMPLETE THIS APPLICATION IN ITS ENTIRETY**

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

Have a catered meal for the volunteers who give endless hours of their time to keep the hall operational would need \$2500 for 40 adults + 8 kids

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

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

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

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

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

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: Sandy Podlaski

Signature: S Podlaski

Position: Treasurer

Date: March 5/26

Section 08 Policy 17-02

SCHEDULE "A"

SMOKY LAKE COUNTY – FCSS GRANT APPLICATION

LEGAL REGISTERED NAME OF ORGANIZATION: Bellis Board of Trade

ADDRESS: PO Box 53, Bellis Alberta

TOA OJO

PHONE #: 780-656-5830 FAX #: 780-636-3938

CONTACT PERSON: Mark Schoepgens EMAIL: Lschoepgens@mcsnet.ca ; bellisboft636@outlook.com

COMPLETE THIS APPLICATION IN ITS ENTIRETY

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

This event will bring volunteers and Bellis Board of Trade members together to recognize their important contributions and efforts in the society and community. The event will aim to encourage further participation/membership, creativity, investment, commitment and professionalism in the Bellis Board of Trade organization. Request is for \$1,500 to cover partial expenses in 2026 that are directly related to the implementation and execution of the appreciation event – an event that will engage volunteers planned for late summer/early fall 2026.

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

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

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

- Help people develop independence, strengthen coping skills, and become

more resistance to crisis

- Help people develop an awareness of social needs.
- Help people develop interpersonal and group skills which enhance constructive relationships among people.
- Help people and communities assume responsibility for decisions and actions which affect them.
- Provide support that helps sustain people as active members of the community. (Note: This event will support all social directions identified above with the main direction to: provide support that helps sustain people as active members in the community.)

Page 4 of 7

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? **100% volunteers**

8. What indicators of success will you use? How will you know the program has been successful? What is your outcome statement?

Outcome Statement: All residents that live, work and play in the hamlet and surrounding rural community are eligible to be board members, helping them feel connected and engaged in decisions that affect their families and their community. This is enhanced given their positive interactions with the Bellis Board of Trade contributors (volunteers/board members) who work to support the community's advancement.

Success: Community members come out to discuss topics, share ideas, provide information and resources within the Smoky Lake County, network and learn about the work underway by the Bellis Board of Trade to further advance their community's goals. Contributors (volunteers/board members) are passionate about their roles, are team players, are interested in personal growth, and are committed and reliable.

Program to be measured against the following indicators:

Bellis Board of Trade Contributors: *Volunteers/Board Members:*

- Contributors are engaged and passionate
- Contributors are satisfied with their work/efforts
- Contributors see the value of the Bellis Board of Trade organization
- Contributors are able to identify priorities that are most important to the organization
- Contributors see the Bellis Board of Trade priorities and concerns actioned in a positive way which strengthens the community
- Contributors receive the training/supports/direction they need to do the roles within the organization
- **Contributor efforts are celebrated!**

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

Measurement tools:

Membership review and Survey to measure success against the above indicators:

- 1: Review of membership list for retention (Membership at 2025 AGM, 2026 AGM, post event)
- 2: Survey of Contributors (volunteers and board members)

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: Mark Schoepgens

Signature: _____



Position: President, Bellis Board of Trade

Date: January 24, 2025

Schedule "A" : SMOKY LAKE COUNTY - FCSS GRANT APPLICATION Page 5 of 7

Section 08 Policy 17-02

D

SCHEDULE "A"

SMOKY LAKE COUNTY – FCSS GRANT APPLICATION

LEGAL REGISTERED NAME OF ORGANIZATION: Warspite Community Hall Association

ADDRESS: Box 43 Warspite TOA 3N0
Box City or Town Postal Code

PHONE #: 780-951-4794 FAX #: _____

CONTACT PERSON: Jackie Mason EMAIL: families@hotmail.com
(vice president.)

▶ COMPLETE THIS APPLICATION IN ITS ENTIRETY

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

Community engagement and volunteer
recruitment event @ \$1500.00 - \$2000.00

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

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

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

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

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

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

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

8. What indicators of success will you use? How will you know the program has been successful? What is your outcome statement? To have the community come together to talk, have a good time + EAT. So everyone knows the hall is open for availability of different activities + to get

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

I declare that

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

Name:

Jackie Mason

Signature:

Jackie Mason

Position:

Vice President



Request for Decision (RFD)

Meeting Date: March 26, 2026,

Topic: Borrowing Bylaw 1501-26

Presented By: Brenda Adamson, Finance Manager

Agenda Item: #8.12

Recommendation:

That Smoky Lake County give First Reading, Second Reading, Permission for Third, and Third Reading to Bylaw 1501-26 Borrowing Bylaw

Background:

A borrowing bylaw is required to have a line of credit and credit cards. The bylaw gives the County authorization to borrow up to \$5,000,000 on the operating line of credit. The line of credit only costs when we use it but is available in the case of emergency. The CAO has asked to have apply for a separate Credit Card account for the Natural Gas Department. The borrowing bylaw for 2026 has been modified to list two credit card accounts. The one we have for \$50,000 and then a second for the Natural Gas department for \$20,000. Once the bylaw is passed, we will apply for a second credit card account.

Benefits:

Because taxes are due October 31, there is a risk that we will not have enough operating cash and will need to use an overdraft. The risk has been low because we have been borrowing from our savings account (reserves) instead of borrowing from ATB. For the past several years, we have been managing the cash flow by transferring to and from higher interest savings accounts. This saves some money because the cost of borrowing is slightly higher than the revenue earned from interest.

The credit card facilitates registrations, travel, and the ability to pay for subscriptions, and purchases from companies that do not offer credit.

Disadvantages:

No disadvantages to the line of credit

Disadvantages to separating the Credit Card to separate accounts:

- Two accounts increase the opportunities for error.
- The risk of the bank applying payment to the incorrect account are high.
- The financial system will recognize only one vendor, therefore reviewing the account and creating reports will require manual intervention which increases the opportunity for error.

Alternatives

1. Close the line of credit.
2. Stay with only one credit card account.
3. Increase the credit card limit overall.



Request for Decision (RFD)

Financial Implications:

Unless the County has an emergency that requires quick access to funds, there are no financial implications. If we need to use the line of credit, the cost of borrowing is prime +1%. Credit card transactions are paid monthly therefore we do not usually incur interest charges.

Legislation:

MGA:

- Borrowing bylaw
251
(1) A municipality may only make a borrowing if the borrowing is authorized by a borrowing bylaw.
(2) A borrowing bylaw must set out(a) the amount of money to be borrowed and, in general terms, the purpose for which the money is borrowed;(b) the maximum rate of interest, expressed as a percentage, the term and the terms of repayment of the borrowing;(c) the source or sources of money to be used to pay the principal and interest owing under the borrowing.
(3) A borrowing bylaw must be advertised.
- Operating expenditures
256
(1) This section applies to a borrowing made for the purpose of financing operating expenditures
(2) The amount to be borrowed, together with the unpaid principal of other borrowings made for the purpose of financing operating expenditures, must not exceed the amount the municipality estimates will be raised in taxes in the year the borrowing is made.
(3) A borrowing bylaw that authorizes the borrowing does not have to be advertised if the term of the borrowing does not exceed 3 years.

Intergovernmental: N/A

Strategic Alignment: N/A

Enclosure(s):

1. Borrowing Bylaw 1501-26

Signature of the CAO: _____

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

**SMOKY LAKE COUNTY
IN THE PROVINCE OF ALBERTA
BYLAW NO. 1501-26**

Being a Bylaw to authorize the Municipal Council of the Smoky Lake County, in the Province of Alberta to provide **operating expenditure borrowing** and short-term **capital property borrowing**.

WHEREAS, Sections 256 and 257 of the *Municipal Government Act*, being Chapter M-26 R.S.A. 2000 and amendments thereto, deal with short-term borrowing.

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

1. The Corporation is hereby authorized to borrow from ATB Financial, ("ATB") **Operating Line of Credit not to exceed \$5,000,000.00 (Five Million Dollars and zero cents)**

Corporate Mastercard Account with a credit limit of \$50,000.00 (Fifty Thousand Dollars and zero cents) for the purpose of municipal expenses

Corporate Mastercard Account #2 with a credit limit of \$20,000 (Twenty Thousand Dollars and zero cents) for the purpose of Natural Gas expenses

repayable upon demand at a rate of interest per annum from time to time established by ATB, not to exceed 10% (ten percent) and such interest will be calculated daily and due and payable monthly on the last day of each and every month.

2. **The borrowing is a line of credit** payable on demand, and the Corporation is required to pay accrued interest monthly.
3. The Reeve and Chief Administrative Officer are authorized for and on behalf of the Corporation:
 - a. To apply to ATB for the aforesaid loan to the Corporation and to arrange with ATB the amount, terms, and conditions of the loan and security or securities to be given to ATB;
 - i. To execute promissory notes and other negotiable instruments or evidence of debt for such loans and renewals of all such promissory notes and other negotiable instruments or evidence of debts;
 - ii. To give or furnish to ATB all such securities and promises as ATB may require securing repayment of such loans and interest thereon; and
 - iii. To execute all security agreements, hypothecations, debentures, charges, pledges, conveyances, assignments, and transfers to and in favour of ATB of all or any property, real or personal, moveable or immovable, now or hereafter owned by the Corporation or in which the Corporation may have any interest, and any other documents or contracts necessary to give or to furnish to ATB the security or securities required by it.
4. The source or sources of money used to repay the principal and interest owing under the borrowing from ATB are: unpaid taxes and penalties on taxes assessed and/or levied by Smoky Lake County in previous years together with penalties there on, and the whole of the taxes assessed or to be assessed and/or levied for the current year.
5. The amount to be borrowed and the term of the loan will not exceed any restrictions set forth in the Municipal Government Act.
6. In the event that the Municipal Government Act permits extension of the term of the loan and in the event the Council of the Corporation decides to extend the loan and

Bylaw No. 1501-26

ATB is prepared to extend the loan, any renewal or extension, bill, debenture, promissory note, or other obligation executed by the officers designated in paragraph 3 hereof and delivered to ATB will be valid and conclusive proof as against the Corporation of the decision of the Council to extend the loan in accordance with the terms of such renewal or extension, bill, debenture, promissory note, or other obligation, and ATB will not be bound to inquire into the authority of such officers to execute and deliver any such renewal, extension document or security.

7. This Bylaw comes into force on the final passing thereof.

8. That Bylaw No. 1476-25 is hereby repealed.

READ a First Time this th day of March, AD 2026.

READ a Second Time this th day of March, AD 2026

READ a Third and Final Time this th day of March, AD 2026 and finally passed by Council.

REEVE

SEAL

CHIEF ADMINISTRATIVE OFFICER



Request for Decision (RFD)

Meeting Date: March 26, 2026,

Agenda Item: # 8.13

Topic: March requests for donations/sponsorships

Presented By: Brenda Adamson, Finance Manager

Recommendation:

That Smoky Lake County approve a donation for \$350.00 to the Smoky Lake Holubka Dancers, in response to the March 9, 2026, letter requesting contributions towards Highway Cleanup taking place May 2, 2026.

Background:

The Smoky Lake Holubka Dancers are requesting \$350 to cover lunch costs for highway cleanup. The County has provided \$350.00 for highway clean-up since 2023.

Benefits:

Provides funds to cover the costs of highway cleanup. This allows the club to use the funds raised for their programming and costumes

Disadvantages:

Funds spent decrease funds available.

Alternatives

1. Provide no funds the Smoky Lake Holubka Dancers
2. Provide a different amount to the Smoky Lake Holubka Dancers

Financial Implications:

\$30,000 has been budgeted for requests for grants to organizations. The following has been spent leaving \$8,100 available.

\$2,500.00	WARSPITE REVITALIZATION FOUNDATION
\$1,500.00	ANNE CHORNEY PUBLIC LIBRARY
\$1,000.00	KALYNA COUNTRY PERFORMING ARTS
\$1,500.00	SMOKY LAKE & DISTRICT CULTURAL & HERITAGE SOCIETY
\$500.00	SMOKY LAKE RIDING CLUB
\$1,500.00	SMOKY LAKE PUBLIC LIBRARY
\$6,000.00	STARS FOUNDATION
\$1,500.00	VILNA & DISTRICT MUNICIPAL LIBRARY
\$500.00	SPEDDEN FISH & GAME
\$2,000.00	VICTORIA TRAIL AG SOCIETY
\$400.00	SMOKY LAKE COUNTY RURAL CRIME WATCH ASSOC
\$3,000.00	ZAPLOTINSKY, DEREK
<u>\$21,900.00</u>	



Request for Decision (RFD)

Legislation: N/A

Intergovernmental: N/A

Strategic Alignment: N/A

Enclosure(s):

1. Letter from Smoky Lake Holubka Dancers

Signature of the CAO:  _____

To: Whomever this may concern,

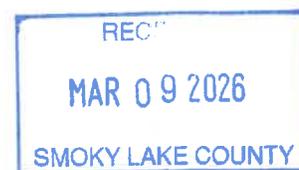
The Smoky Lake Holublka Dancers will be participating in the Annual Highway Clean Up on Saturday May 2nd, 2026. We will be cleaning the ditches between Warspite to Highway 855 North of Smoky Lake. There will be about 35 of us participating. If you would be willing to donate \$350 for a lunch for the participants after we completed highway clean up that would be greatly appreciated. If you have any questions please don't hesitate to call me any time. My phone number is 780-656-8866.

Sincerely:



Lisa Shires

Coordinator for Highway clean-up for the
Smoky Lake Holubka Dancers





Request for Decision (RFD)

Meeting Date: March 26th, 2026

Agenda Item: # 8.14

Topic: Community Open House

Presented By: Carleigh Danyluk, Agricultural Fieldman

Recommendation:

That Smoky Lake County Council approve hosting the combined Smoky Lake Community Open House, Farmers Appreciation BBQ, and Gas Department 50th Anniversary Event at the Public Works Shop on June 11, 2026; and

Further, that Smoky Lake County Council approve closing the Public Works Shop to the public for the day on June 11, 2026, for the purpose of hosting the Community Open House; and

Further, that Smoky Lake County Council approve closing the Smoky Lake County Main Office to the public from 12:00 p.m. to 1:00 p.m. on June 11, 2026, to allow staff to attend the Community Open House.

Background:

The Open House Planning Committee brought forward a Request for Decision (RFD) at the February 26, 2026, Council meeting seeking approval to host a Community Open House in Spring 2026.

Council passed the following motion:

“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 7, 2026, within the approved budget.”

The original intent of selecting an early spring date was to avoid the busy season for certain departments, such as Public Works, and to reduce the need to pull employees away from essential operational work to assist with the Open House.

However, following the February 26 meeting, discussion occurred at the March 13 Committee of the Whole meeting regarding the proposed date. It was noted that May 7 may not align well with the farming community, as it falls during the seeding season.

In response to this concern, the Open House Planning Committee met on March 16 to discuss an alternative date. The committee is proposing that the event be moved to June 11, 2026. This date would better align with Farmer’s Day and may allow for greater participation from the agricultural community. However, hosting the event at this later date may present additional logistical challenges for Public Works as it falls closer to their peak operational period.

Benefits:

Potentially greater participation from the agricultural community.

Disadvantages:

Potentially creates additional logistical challenges for Public Works.



Request for Decision (RFD)

Alternatives

1. Keep the original date of May 7th, 2026
2. Consider a different date in June 2026

Financial Implications:

Financial implications were discussed at the original presentation of the Open House

Legislation: N/A

Intergovernmental: N/A

Strategic Alignment: N/A

Enclosure(s): N/A

Signature of the CAO: _____

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



Request for Decision (RFD)

Meeting Date: March 26th, 2026

Agenda Item: #8.15

Topic: Policy Statement AG-02-04: Gopher Incentive Program

Presented By: Carleigh Danyluk, Agricultural Fieldman

Recommendation:

That Smoky Lake County Council amend Policy Statement AG-02-05: Gopher Incentive Program as presented.

Background:

On October 7th, 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 31st, 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 \$600.

Legislation: N/A



Request for Decision (RFD)

Intergovernmental: N/A

Strategic Alignment: N/A

Enclosure(s):

1. Policy Statement AG:02-05

Signature of the CAO: _____

A handwritten signature in blue ink, appearing to read "Whana", is written over a solid black horizontal line.



Smoky Lake County Policy

Title: **Pocket Gopher Incentive Program**

Category: Agricultural Services (AG)

Policy # Version
AG-02 **05**

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			



Schedule "A" Pocket Gopher Control Claim Form

Applicant Name:	
Address:	
Phone Number:	

Legal Land Location(s):

$\frac{1}{4}$	Section	Township	Range	W4M
$\frac{1}{4}$	Section	Township	Range	W4M
$\frac{1}{4}$	Section	Township	Range	W4M

Declare:

I (We), do hereby declare to SMOKY LAKE COUNTY that only pocket gopher tails from the above approved locations will be brought in for a DOLLARS (\$3.00) per pocket gopher.

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

Program is subject to available funds. Coyotes will not be paid for when funds have been depleted. If abuse of the program is conducted, the applicant will be banned from participating.

I, the undersigned, have read this application and am aware of its contents and agree to the conditions

Number of pocket gopher tails: _____ GL 1-62-00-7258.

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



Request for Decision (RFD)

Meeting Date: March 26th, 2026

Agenda Item: #8.16

Topic: Magpie Traps and Gopher Traps

Presented By: Carleigh Danyluk, Agricultural Fieldman

Recommendation:

That Smoky Lake County rescinds the following policies:

- **Policy Statement AG-01-03: Magpie Traps**
- **Policy Statement AG-09-01: Pocket Gopher Traps**

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.

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:

Rescinding the policy eliminates the need to maintain, review, or update a program that has not



Request for Decision (RFD)

been utilized since 2020. This reduces unnecessary administrative oversight.

Magpie traps are available through private retailers (e.g., Halfords), meaning residents can still access 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.

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:

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.
3. 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: NA

Legislation:

- *Agricultural Pests Act*

Intergovernmental: NA

Strategic Alignment: NA

Enclosure(s):

1. **Policy Statement AG-01-03: Magpie Traps**
2. **Policy Statement AG-09-01: Pocket Gopher Traps**

Signature of the CAO:  _____

SMOKY LAKE COUNTY



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

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

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



Request for Decision (RFD)

Meeting Date: March 26th, 2026

Agenda Item: #8.17

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

Presented By: Carleigh Danyluk, Agricultural Fieldman

Recommendation:

That Smoky Lake County Council amend Policy Statement AG-07-07: Beaver Management Program as presented.

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.

Financial Implications:

Raising the service fee from \$15.00 to \$20.00 will not increase overall program expenditures if



Request for Decision (RFD)

participation levels remain the same.

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: _____

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



Reeves Report

Division: 3

Reporting Period: (February 19th – March 22nd 2026)

**1. February 19th, 2026 - Evergreen Regional Waste Management SC (Craig, Lorne)
St. Paul County No 19**

As per Deputy Reeve Lorne Halisky Report

2. February 19th, 2026 - Northeast Alberta Major Projects Exchange (Craig, Lorne)

As per Deputy Reeve Lorne Halisky Report

3. February 20th, 2026 - Smoky Lake Foundation (Craig, Jared)

Smoky Lake Bar-V-Nook

As per Councilor Jered Serben Report

**4. February 23rd, 2026 - Smoky Lake Region Intermunicipal Collaboration Council
Workshop (All Council)**

- Regional Fire Department we started this process in 2021
- Transitional Solution provided 4 governance options
- Regional Commission was chosen by 3 of the 4 municipalities
- Contract fee for service was presented with a funding formula for a regional budget
- A 3-year budget was presented
- Staffing 2 full-time firefighter and 1 part-time administrative clerk positions were created
- Rapid Response Program was created to fund 2 members to be on call for 10 weeks to assist with peak respond times
- Funding for capital replacement of fire apparatus and equipment was created
- ICC negotiated to rent the 3 halls from the municipalities
- ICC agreed to a 3% yearly increase for the overall budget
- Organizational Structure was created
- Advisory Committee was created
- 5-Year Master Fire Plan Recommendations was presented
- Intermunicipal Collaboration Framework (ICC) was presented by Jordan this discussion was based on when the Government of Alberta implemented this process and why

**5. February 24th, 2026 MCC for Smoky Lake Development Corp Organizational Meeting
(Craig, Lorne)**

Smoky Lake Inn

- Craig Lukinuk was acclaimed as the Chairperson



- Dan Kotylak was acclaimed as the Vice Chairperson
- The Following Appointments were made:
 - Lydia Cielin - secretary/treasurer
 - JMD Group LLP - Accountant
- reviewed the Regular meeting minutes of June 23rd, 2025
- Reviewed the 2025 Financial Statement of operations for 2025

6. February 24th, 2026 (Craig) - Warspite Community Hall Association Annual General Meeting (Craig)

- The Following Appointments were made:
 - Appointment of the Chair (Gene Sobolewski)
 - President (Melinda Kaminsky)
 - Vice Chair (Jackie Mason)
- The minutes of the February 24, 2025 AGM were reviewed.
- Hall rental rates were confirmed at \$250 for a full day and \$150 for a half day.
- Membership fees were set at \$10.
- The Treasurer's Report was reviewed.
- The Snowmobile Rally was discussed, noting a good turnout.
- The Pumpkin Growers' Visionary Workshop is scheduled for April 25 at the Curling Rink.
- Chair and table rental options were discussed.
- The \$8,000 carry-over from Smoky Lake County was discussed.
- The gas invoice was reviewed and discussed.
- The Warspite County Fair's rental of the hall was discussed.

7. February 26th, 2026 Regular Council Meeting (All Council)

- Council Approved the following sponsorships and donations to the following groups:
 - 2026 Grazing School for Women sponsorship contribution of \$500
 - Alberta Invasive Species in the amount of \$1,000.00 (Bronze Membership)
 - Heartland Training and Support Hub towards their 2026 farm safety program initiatives in the amount of \$1,129.50
 - 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
 - Smoky Lake County Rural Crime Watch Association in the amount of \$400.00
 - Vicotria Trail Agricultural Society in the amount of \$2,000
 - Spedden Fish and Game Association in the amount of \$500.00
 - Smoky Lake County Rural Crime Watch Association in the amount of \$400.00



- Vicotria Trail Agricultural Society in the amount of \$2,000
- Spedden Fish and Game Association in the amount of \$500.00
- The annual donation of \$500.00 to the Smoky Lake Riding Club
- Council approved a donation in the amount of \$3,000.00 to Mr. Derek Zaplotinsky for his journey to compete in the 2026 Milano Cortina Olympic Games and furthermore requested that Mr. Zaplotinsky come as a delegation to Council to share his experiences
- Council recommended the following educational workshops and extension events be incorporated into the Agricultural Service Board Extension Program for 2026 furthermore connect with other municipalities to seek partnerships with the events:
 - Bumble Bee Box Workshop (full day)
 - Precision Ranching Workshop (half-day)- Landview Drones
 - Welding for Producers Partner with Portage College
 - Garden Planning, No Till Gardening, Weed Free/Drought Resistant Gardening
 - Equine Education Workshop (full-day)
- Council approved and amended the following Policies:
 - Policy 61-16: Road Closure Policy
 - Policy Statement No. 62-10-11 Agricultural Service Board Business Plan 2026
 - Policy Statement 62-08: Agricultural Use of Municipal Right-of-ways
 - Policy No. 62-13: Surface Lease of Municipally-Owned Lands
 - approved Policy 08-27-01 Community Hall Grant Program and a budget of \$13, 000
- Council approved Agricultural Services Departmental summer student recruitment through the approved 2026 operating budget.
- Council approved the date and location for the Smoky Lake County 2026 open House and Farmers Appreciation Day.
- Council appointed members to the Assessment Review Board (ARB) for Year-2026
- Council gave feedback on the 2-page advertisement received from Go East Regional Tourism
- Reviewed the Financial Report 2025 Budget to Actual
- Council directed Administration to promote the petition supporting a Permanent Residency Pathway for Ukrainians in Canada and to draft a letter to MP Shannon Stubbs to help raise regional awareness



- Council reviewed the information regarding Community Priorities Plan (CPP) from Maryanne King and St. Anita Doktor and requested that Anita Doktor come to a Regular Council meeting as a delegation and discuss the CPP further

8. February 27th, 2026 (Craig, Lorne, Dave)

As per the Deputy Reeve's Lorne Halisky Report

9. March 1-3rd, 2026 - Education Symposium

Edmonton, Alberta

As per Deputy Reeve's Report

10. March 5th, 2026 (Craig) RhPAP Zoom Meeting

- Knowledge Now Series Community Success Stories

11. March 6th, 2026 (all Council) - Municipal Law Seminar Reynold Mirth Richards & Farmer LLP

Virtual in Council Chambers

- Topic # 1
 - Mind the Gap: Limit on Municipal Powers
 - These powers are limited by the MGA and other Legislation
 - Examples are Contract Law Procurement
 - Trade Agreement
 - Use and Disposal of Land
- Topic # 2
 - Down to Brass Tax: Managing Municipal Sale Tax
 - The tax sale process
 - Sections of the MGA that are relevant to this
 - Timing and Process for tax arrears recovery steps
 - Public Auctions for Tax forfeiture Properties
 - Non sale of Tax Properties
- Topic #3
 - Approaches for the use and application of Surveillance Technologies in the Workplace
 - Appropriate boundaries and best practices for implementing these tools
 - Use of these tools in employee discipline
 - Performance management



- Managing difficult employees or contractors
- Safety, Security
- Topic #4
 - Pay to Play: Off-Site Levy Requirements and Challenges
 - Legislative requirements
 - Potential and actual challenges to off-site levy bylaws

12. March 6th 2026 (All Council) Retirement recognition Luncheon

Smoky Lake Curling Rink

- Council participated in recognizing Smoky Lake County's retirees. Council recognized the following employees:
 - Carol Dohaniuk 25 Years
 - Loni Shulko 23 Years
 - Deb Hackman 5 Years
 - Dwayne Jasinsky

13. March 12th 2026 (Craig, Lorne) Regional Water & Wastewater Assessment Initiative (In Person Forum)

Queen Elizabeth II Building Edmonton

- As per Deputy Reeve's Report

14. March 13th, 2026 (All Council) County Council Committee of the Whole Council Chambers

- Council reviewed and had discussion regarding the following Polies and Bylaws:
 - Bylaw 1498-26 - Planning and Development Fees
 - Bylaw 1432-23. Recreational Vehicles Bylaw
 - Policy 08-17-03 Family and Community Support Services Grants
 - Bylaw 1499-26 Procedural Bylaw
 - Policy 15-08-03 Vacation Policy
 - Policy 08-07-05 - Credit Card
 - Policy 08-16-02 - Purchasing Guidelines Policy
 - Policy 15-10-01 - Recruitment of Hiring Union and Non-Union Employees
 - Hazard Risk and Vulnerability Analysis Report
 - Priority Roads Policy 03-15-05 & Policy 03-35 Snow Clearing
 - Policy Statement 62 09-01: Pocket Gopher Traps
 - Policy Statement 62-01-03: Magpie Traps
 - Policy Statement AG 07-07: Beaver Management Program



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

15. March 16th- 18th 2026 (All Council) Rural Municipalities of Alberta (Spring Conference)

Edmonton, Alberta

Meeting with Municipal Affairs Minister Dan Williams

Topics Discussed:

- Shortage of Rural Physicians and Hospital Emergency Coverage
- Ambulance Availability and Response time
- Impacts on Community Safety, Patient outcomes, and Municipal Capacity

Workshops Attended:

- An Exploration of Industry Wildfire Mitigation Strategies
- Strong Foundations Building Community Connections
- Who's Driving the Grader

Mayors' & Reeves' Liaison Meeting

- Discussion on 5 Topics:
- Rural Gaming & Liquor Licensing
- Data Centers (Specifically Water Use)
- Small Urban Viability & Impact on Rural Municipalities
- Policy changes and potential impacts of ANI's
- Police Funding Model

Attended meeting with RCMP K Division

Topics Discussed:

- Budget for Training PPSA Detachment which we got funding for
- Staffing Shortage asking for a 5th constable position
- Crime Prevention property crime and other crimes in our area and around the province
- Opening Ceremonies & Welcome
- FCM Update

Hon. Danielle Smith, Premier of Alberta Address

- Keynote Speaker David Coletto
- Alberta Veterinary Medical Association

- Advocacy Training for Municipal Elected Officials
- Taking care of Business, The Resolution Session
- Board of Directors Forum



Hon. Eleanor Olszewski Minister of Emergency Management and Community Resilience
and Minister responsible for Prairies Economic Development Canada address

- The Future of Nuclear Power in Alberta
- Ministerial Forum Resolution Session

16. March 19th-22nd, 2026 (Craig, Lorne, Dave) Edmonton Boat & Sportsman Show

- Attend the event to promote Smoky Lake Region
- Smoky Lake County created a raffle to win a smoky lake County prize pack

Upcoming engagements and meetings:

- March 23rd - Ukrainian Twinning Organizational Meeting
- March 26th – Smoky Lake County Regular County Council Meeting
- March 27th – Fedgas Spring Zone Meeting in Lac La Biche
- April 1st – Smoky Lake County Budget Meeting



Councillor Report

Division: 4

Councillor: Lorne Halisky

Reporting Period: February 18 to March 20, 2026

Regular Council Meeting Date: March 26, 2026

1. Meetings, Events & Engagements Attended

February 18, 2026 – Highway 28/63 Regional Water Services Commission Meeting (Craig, Ryan and Lorne attended in-person)

Commission Manager reported on: Activity regarding the Whitefish Reservoir need to amend the CRNWSC agreement to recognize the White Fish First Nation is a customer (like St Paul County). Legal is tasked with working on this agreement as part of the Whitefish project. Amend our bylaws to add Whitefish Lake First Nation as a member. The Committee met January 16, 2026, to review a draft membership agreement. Revisions are complete. During membership agreement discussions, Legal Counsel recommended that the Board rescind the organizational bylaw and replace with three bylaws to address each area of the organization: • A Governance Bylaw • Operations Bylaw • Terms of Service Bylaw The agreement refers to these three bylaws and will ensure that the organization is governed consistently through all membership agreements. A motion was carried that the Highway 28/63 Regional Water Services Commission board direct the working committee to collaborate with legal counsel to review the proposed Governance, Operations, and Terms of Service Bylaws. The Whitefish Lake First Nation Utility Corporation. Legal has been working on the asset transfer agreement. A public celebration to formally announce the completion of this project was previously discussed by the board but may have been overlooked during recent staffing changes. Administration recommends that the board consider an event this year.

Regional Water/Wastewater Assessment Initiative (RWWAI) consists of a group of Commissions coming together to gather data and to provide a review of operational, financial, and governance models in regional Water/Wastewater entities. An in-person forum is scheduled for March 12, 2026, at the Queen Elizabeth II Building, Edmonton and was attended by some board members.

Administration will focus on the three recommended bylaws for the next board meeting, as well as providing data to the RWWAI.

The existing Business Plan review process may involve grant funding with hiring a third party.

Commission Operations reported at Whitefish Lake they are continuing the chloramine boost and have had no issues of low chloramine residual downstream, keeping their reservoir levels relatively full as they are in process of commissioning new Distribution lines within the settlement, request them to hold off on the flushing from Feb 9 to Feb 13 as the Capital Region North East Commission upstream will be undergoing line repairs that will reduce our flow to 50 cubic meters an hour. Warspite Generator has arrived on November 13, 2025, and there has been no progress at this time but anticipated for the Spring. SCADA system upgrade. Scope A, the installation of radios and antennas is complete and has been commissioned prior to the Christmas holidays. Scope B which is the PLC upgrades and control panels is anticipated to start mid-February.



Finance Manager presented the Financial Statement with all in good standing.

Appointment of the new Commission Manager Chyenne Shaw.

February 18, 2026 - Special Council Meeting RCMP Updates, CAO Appointment, Units for auction etc. (attended in-person)

As per Reeves Report.

February 19, 2026 – Evergreen Regional Waste Management Services Commission Meeting (Craig and Lorne attended in-person)

Sold the ERWMSC repaired (old) Compacter for \$100k.

Sonnevera (contractor to carry out ACP Grant on ERWMSC Current State of Waste Management Study) second Workshop set up for April 02, 2026 in the Town of Smoky Lake.

Treasurer Report was delivered with all in good standing also presenting a current list of all Equipment showing hours etc. for budgeting purposes.

The Manager reported that they are getting quotes for above ground fuel tanks. Ambipar letter of intent was presented with questions on per ton processed soil used for cell cover, also the contractor can come to other commission member sites as Smoky Lake Landfill can use cell cover. 7000 mattresses got shredded. Concrete crushing is being looked into finding one contractor charging \$235 per/hr. plus mob/demob.

Motion carried to purchase a 25 horsepower Kabota tractor for yard work etc.

SWANA Conference April 22 to 24 in Calgary.

Commission Manager announced his retirement of September 1, 2026.

February 19, 2026 – Northeast Alberta Major Projects Exchange (Craig and Lorne attended in-person)

This was a gathering of some of the regions contractors, service providers etc. conducting presentations, building relationships/partnerships/collaborating. Alberta HUB and Community Futures played a major role in setting this event up. It appeared to be well attended.

February 23, 2026 – Smoky Lake Region Intermunicipal Collaboration Workshop (attended in-person)

As per Reeves Report.

February 24, 2026 – Municipal Controlled Corporation – MCC Meeting (Craig and Lorne attended in-person)

As per Reeves Report.



February 26, 2026 – Regular Council Meeting (attended in-person)

As per Reeves Report.

February 27, 2026 – Buffalo Lake Industry Engagement Luncheon (David, Craig and Lorne attended in-person)

This was a well attended gathering of some of the regions contractors, service providers etc. building relationships/partnerships/collaborating.

Minister Loewen gave a presentation speaking on the importance of building relations, partnerships and collaborating because funding, resources etc. are limited and working together can achieve so much more. Domestic travel is expected to increase even more in 2026. He also mentioned that some of the province has low snowpack which is concerning for fires and moisture levels. The GOA has 4-night vision helicopters with hoisting of firefighter capabilities etc. and purchased 5-new water bombers.

Minister Jean also gave a presentation reiterating the importance of building relations, partnerships and collaborating. Announced the approval of building a new school for Buffalo Lake in 2026. Stated that he will continue to do what he can to support his constituency to promote sustainability, growth and essential services etc. including oil & gas, forestry, agriculture, and tourism etc.

Video and verbal presentations took place on Buffalo Lake Consultation, Buffalo Lake Sand & Gravel, Buffalo Lake Limited Partnership and Buffalo Development Corporation. They also own their own aggregate crusher, and animal rescue shelter.

March 1, 2026 – Alberta Rural Education Symposium (Craig, David and Lorne attended in-person)

Presentations took place on Education that Matters for the Students We Teach, Mini-Panel on Truth & Reconciliation Place Based Learning/Sharing Discussion, Setting the Stage – System Pressures/Shared Responsibility & Opportunities for Rural Schools, Addressing Complex Needs & Challenges through Community Partnerships, Dual Credits/Collegiate Programing, and System Wellness from a Division Point of View with Rural Context.

Aspen View School Division Trustee Donna Cherniwchan publicly thanked Smoky Lake County Council Members for attending the Symposium showing our support, partnerships and collaboration etc. when the Board Chair was talking about the importance School Boards/Divisions and Municipalities working together.

March 6, 2026 – Municipal Law Seminar Reynold Mirth Richards & Farmer LLP Virtual Session (attended in-person)

As per Reeves Report.



March 12, 2026 – Regional Water & Wastewater Assessment Initiative Forum (Craig and Lorne attended in-person)

As per Reeves Report.

March 13, 2026 – Regional Fire and Rescue Services Committee (Jered, Ryan, David and Lorne attended in-person)

Nominations were held for Chairperson and Vice Chairperson with Jered Serben as Chair and myself as Vice Chair.

Bylaw 1488 Smoky Lake County Regional Fire Rescue Services was discussed and reviewed for all newly elected official members and other members involved. All municipalities need to sign the bylaw including rental agreements

Fire Chief presented the Smoky Lake County Region 2025 Statistics showing an increase of calls, type of calls etc. i.e. close to 100 motor vehicle accidents/calls.

Draft Full Time Firefighter Job Description was presented and approved and will be posted asap in the hopes to fill the positions early second quarter.

Discussion on the importance of minimum qualifications for fire fighters, GOA fire fighter training funding needs to be increased, importance of the GOA Fire Commissioner position and role they play.

March 13, 2026 – Committee of the Whole Meeting (attended in-person)

As per Reeves Report.

March 16 to 18, 2026 – Rural Municipalities of Alberta – RMA Spring Convention (attended in-person)

As per Reeves Report.

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

Thank you,

Lorne



Councillor Report

Division: 1

Councillor: Ryan Barker

Reporting Period: February 19, 2026 – March 19, 2026

Council Meeting Date: March 26, 2026

1. Meetings, Events & Engagements Attended

- February 23, 2026 – Smoky Lake Region Intermunicipal Collaboration Meeting – Nutrien Ag Complex (All Council)
- February 26, 2026 – Regular County Council Meeting (All Council)
- February 27, 2026 – Northern Lights Library System Meeting (Virtual – attended as Alternate)
- March 6, 2026 – Municipal Law Seminar (Virtual – Council Chambers)
- March 13, 2026 – Regional Fire and Rescue Services Committee Meeting
- March 13, 2026 – Committee of the Whole Meeting (All Council)
- March 16–18, 2026 – Rural Municipalities of Alberta (RMA) Spring Convention – Edmonton

2. Key Highlights, Issues & Updates

Northern Lights Library System Meeting – February 27, 2026

Attended virtually as Alternate for Councillor Craig.

Key updates included:

- Comparative “open hours” information was presented for all libraries in the system.
- Kikino Métis Settlement signed on as a new member.
- New library managers were announced for Myrnam, Tofield, and Lac La Biche, with the Lac La Biche manager transferring from St. Paul.
- A decision was made to combine the fall Library Managers Conference with the Stronger Together Conference in October. This is intended to increase attendance and reduce expenses and participation barriers.
- One conference registration per library will be provided, and mileage support will remain in place.
- The Board formalized the practice of waiving levies for new Indigenous members for three years. The rationale provided was that it typically takes three years for a new member to become fully established, this aligns with grant funding timelines, and it reduces financial risk during the start-up period. This applies only to new Indigenous



members, as they are eligible for applicable provincial grants. The policy will be reviewed annually.

- The next Board Meeting is scheduled for the last Friday in May and is anticipated to be held in person at the Northern Lights building in Elk Point.
- The Plan of Service Committee will meet two to three times, primarily virtually, prior to the May in-person focus group.
- The Policy Committee is scheduled to meet in April by virtual format.
- The annual audit is scheduled for May.

Regional Fire and Rescue Services Committee – March 13, 2026

Attendance included Jered Serben, Lorne Halisky, and Alternate Ryan Barker, with Dave Kully also attending for information.

- The meeting was held in Smoky Lake Council Chambers.
- For detailed discussion and committee-specific matters, reference was made to the reports of Councillor Jered Serben and Councillor Lorne Halisky.

RMA Spring Convention – March 16–18, 2026

Attended with all Council members and the CAO in Edmonton.

Meeting with Municipal Affairs

Council and Administration met with Municipal Affairs upon arrival.

Topics discussed included:

- Shortage of rural physicians
- Ambulance availability and emergency response times
- Critical rural infrastructure, including bridge deficits and funding shortfalls
- Insurance-related challenges affecting fire apparatus replacement, particularly where trucks may have low hours and still be operational, but replacement pressures arise due to insurance and lifecycle standards

Workshop: Collaborative Utility Strategies for Wildfire Resilience

Key takeaways included:

- CN Rail outlined technological developments to combat fires along rail corridors, including track inspection technology and repurposing older rail cars as water tankers.
- Fortis, AltaLink, and ATCO discussed that approximately 10% of wildfires are attributed to electrical utility infrastructure.



- Best practices for Wildfire Mitigation Plans (WMPs) were discussed, including:
 - Vegetation management around utility infrastructure
 - Replacing aging infrastructure through asset management
 - Innovation pilots such as smoke detectors mounted on power poles
 - AI-enabled wildfire detection cameras on provincial lookout towers
- Discussion also included Public Safety Power Shutoff (PSPS) measures to de-energize power lines in wildfire conditions, both proactively and reactively.
- Residents were encouraged to **maintain a 72-hour emergency preparedness kit**.
- Emphasis was placed on tabletop exercises and future collaboration to support faster, more integrated emergency response and business continuity.

Workshop: Who's Driving the Grader – Ian McCormack

Key takeaways included:

- Clarity of roles is critical for effective governance, particularly in defining the responsibilities of elected officials versus administration.
- Accountability is necessary for performance, and decisions should have clear ownership and purpose.
- Leadership requires competence, not simply position; being elected does not automatically ensure effective leadership.
- Politics and ego can undermine governance when personal agendas, optics, or groupthink override practical solutions.
- Common sense must remain central to decision-making, with strong governance focused on results rather than unnecessary red tape.

Tuesday, March 17 Sessions

Additional sessions and speakers attended included:

- FCM Updates
- David Coletto, who spoke on the Canadian societal mindset, impacts of global and national events, federal and provincial political trends, Alberta-specific issues, and the role of leadership during uncertainty and perception of predictability
- Hon. Danielle Smith, who discussed Alberta's economic performance, rapid population growth, healthcare and emergency services pressures, rural infrastructure investment, agriculture and rural economic development, oil and gas property taxes, orphan wells, education investments, policing cost concerns, nuclear energy, and innovation
- Closing the Gap – Josh Bishop, focused on rural Alberta's infrastructure deficit, growing maintenance costs, and the need for innovative collaboration to address funding gaps
- Alberta Veterinary Medical Association, which provided information on legislative responsibilities, member education, credentials, inspections, complaints and discipline



processes, continuing education, wellness programming, and the goal of graduating 100 students annually

- Beyond the Buzz: AI Applications in Municipal Government, which explored opportunities for municipalities to use AI as well as the legal risks and implementation considerations
- **Meeting with Alberta RCMP – K Division**, where discussion included training budgets, especially fingerprint training, staffing levels, the possibility of an additional member, crime prevention, restorative justice, and the need for more public education on crime reporting so the RCMP can better identify hotspots and improve prevention strategies

Wednesday, March 18 Sessions

Sessions attended included:

- Hon. Eleanor Olszewski addressing Prairies economic development
- The Future of Nuclear Power in Alberta, emphasizing Alberta’s growing need for reliable power as demand rises due to electrification, population growth, and emerging technologies
- Hon. Tim Uppal, Member of Parliament for Edmonton Gateway, delivering greetings on behalf of Pierre Poilievre
- Minister of Municipal Affairs Dan Williams – Ministerial Forum and Q&A

Key takeaways from the Ministerial Forum included:

- Significant projected growth of the Heritage Fund
- Recognition that Alberta may face a deficit of approximately \$9.4 billion
- Resource industry and rural taxation measures intended to ensure taxes are treated as a condition of operation
- Continued concern and focus on:
 - Rural infrastructure, roads, bridges, and capital budgeting
 - Policing and public safety
 - Water, agriculture, and food security
 - Rural workforce, immigration, and youth employment
 - Municipal administration and governance
 - Technology, tourism, and economic development
- Highway 28 was also discussed, with design phase work noted as ongoing

3. Community & Stakeholder Engagement

- Participation in the Smoky Lake Region Intermunicipal Collaboration Meeting supported regional dialogue and cooperation among municipal partners.



- Attendance at the Northern Lights Library System Meeting supported continued engagement in regional service delivery and collaboration with municipal and Indigenous partners.
- Participation in the Regional Fire and Rescue Services Committee supported intermunicipal emergency service coordination and awareness of shared fire service matters.
- Attendance at the RMA Spring Convention maintained and strengthened intergovernmental relationships with provincial representatives, municipal leaders, policing partners, and sector organizations.
- Discussions throughout the convention reinforced the importance of collaborative advocacy on rural healthcare, infrastructure, emergency management, taxation, policing, and economic development.

4. Conferences, Training & Professional Development

RMA Spring Convention – March 16–18, 2026

- Provided professional development in governance, emergency management, infrastructure, public safety, utility resilience, emerging technology, and provincial policy direction.
- Sessions offered information relevant to municipal decision-making, long-term planning, and Council's advocacy role.

Municipal Law Seminar – March 6, 2026

- Supported Council's understanding of municipal legislation, governance obligations, and legal considerations in decision-making.

Northern Lights Library System Meeting – February 27, 2026

- Provided broader awareness of regional library governance, policy development, member relations, and service planning.

5. Requests, Follow-Up Items & Emerging Issues

- Continued monitoring of rural physician shortages, ambulance response capacity, and healthcare access challenges.
- Ongoing concern regarding bridge deficits, infrastructure shortfalls, and long-term capital funding needs for rural municipalities.
- Fire apparatus replacement and insurance-related lifecycle issues remain an emerging concern for rural fire services.
- Continued awareness is needed regarding provincial taxation, infrastructure funding, policing, and Highway 28 design progress.



- Follow-up may be required as discussions continue on AI use in municipalities, wildfire mitigation strategies, and regional public safety coordination.

6. Summary

- Participated in regional meetings, governance training, and intermunicipal collaboration activities during the reporting period.
- Attended the Northern Lights Library System Meeting as Alternate and received updates on governance, service planning, and Indigenous membership policy.
- Participated in the Regional Fire and Rescue Services Committee and maintained awareness of shared emergency service matters.
- Attended the RMA Spring Convention, where key issues included healthcare access, infrastructure deficits, wildfire resilience, public safety, governance, and provincial policy direction.
- Continued to strengthen intergovernmental relationships and advocacy awareness on issues affecting Smoky Lake County and rural municipalities.



Councillor Report

Division: 2

Councillor: Dave Kully

Reporting Period: February 18, 2026 – March 19, 2026

Council Meeting Date: March 26, 2026

1. Meetings, Events & Engagements Attended

- February 18, 2026 – Collaboration Meeting with RCMP (Sgt. Anita Doktor & Supt. Mark Hancock)
- February 18, 2026 – Community Futures Board Meeting (Virtual)
- February 23, 2026 – Intermunicipal Collaboration Meeting (County, Town of Smoky Lake, Village of Vilna, Village of Waskatenau)
- February 26, 2026 – Regular County Council Meeting
- February 27, 2026 – Buffalo Lake Industry Engagement Meetings with Minister Todd Loewen, Minister Brian Jean, neighbouring municipalities, and service providers
- March 1–3, 2026 – Education Symposium (Provincial School Boards & Guest Speakers)
- March 4, 2026 – Community Futures Board and Staff Training (Virtual)
- March 6, 2026 – Municipal Law Seminar (Virtual – RMRF Law Firm)
- March 10, 2026 – Community Futures Training – Lending Practices (Virtual)
- March 12, 2026 – Community Futures Training – Strategic Loan Fund Management (Virtual)
- March 13, 2026 – Committee of the Whole Meeting
- March 16–18, 2026 – Rural Municipalities of Alberta (RMA) Spring Convention
- March 18, 2026 – Community Futures Monthly Board Meeting: Presentation by David Filipic (PrairiesCan) on operational updates

2. Key Highlights, Issues & Updates

RCMP Collaboration Meeting – February 18, 2026

- Met with RCMP leadership to discuss regional policing priorities, crime trends, and community safety.
- Reinforced the importance of continued collaboration between municipalities and RCMP to address rural crime and improve response coordination.

Buffalo Lake Industry Engagement – February 27, 2026



- Met with provincial representatives including Minister Todd Loewen and Minister Brian Jean, alongside neighbouring municipalities and service providers.
- Discussions focused on regional economic development, industry engagement, and opportunities to strengthen partnerships across municipalities and the Province.

Community Futures – Governance & Training

- Participated in board meeting and training sessions focused on:
 - Lending practices
 - Strategic loan fund management
 - Board governance and staff training
- Ongoing engagement supports strong financial oversight and informed decision-making in regional economic development initiatives.
- Received operational updates from PrairiesCan during the March 18 meeting.

Education Symposium – March 1–3, 2026

- Attended sessions with school boards and provincial stakeholders.
- Presentations provided insight into current education trends, challenges, and opportunities across Alberta.
- Information gained supports awareness of regional education impacts on communities and future workforce development.

RMA Spring Convention – March 16–18, 2026

- Attended sessions focused on municipal governance, infrastructure, emergency management, and economic development.
- Key themes included rural infrastructure funding challenges, healthcare pressures, public safety, and provincial policy direction impacting municipalities.

3. Community & Stakeholder Engagement

- Participation in the Intermunicipal Collaboration Meeting supported ongoing dialogue and coordination between Smoky Lake County and neighbouring municipalities.
- Engagement with RCMP leadership strengthened partnerships related to rural crime prevention and public safety.
- Participation in Buffalo Lake Industry Engagement supported collaboration with provincial ministers, municipalities, and industry stakeholders.
- Continued involvement with Community Futures supports regional economic development and business support initiatives.



4. Conferences, Training & Professional Development

RMA Spring Convention – March 16–18, 2026

- Provided updates on governance, infrastructure, emergency management, and provincial priorities.

Education Symposium – March 1–3, 2026

- Offered insight into provincial education trends, system challenges, and future opportunities.

Community Futures Training Sessions

- Focused on lending practices, strategic loan fund management, and board governance.

Municipal Law Seminar – March 6, 2026

- Enhanced understanding of legal responsibilities, governance practices, and legislative requirements.

5. Requests, Follow-Up Items & Emerging Issues

- Continued monitoring of rural crime trends and coordination with RCMP.
- Ongoing awareness of regional economic development opportunities through Community Futures and provincial partnerships.

6. Summary

- Active participation in regional governance, economic development, and intermunicipal collaboration.
- Continued engagement with Community Futures through board meetings and training.
- Strengthened relationships with RCMP, provincial ministers, and regional stakeholders.
- Attended RMA Convention and Education Symposium, gaining insight into key issues affecting municipalities.



Councillor Report

Division: Five

Councillor: Jered Serben

Reporting Period: February 18th – March 25th

Council Meeting Date: March 26th, 2026

Meetings, Events & Engagements Attended

- Council Chambers, meeting with RCMP February 18th
- Smoky Lake Bar V Nook, Foundation meeting, February 20th
- Smoky Lake Nutrien Ag. Center, ICF workshop, February 23rd
- Smoky Lake Chambers, Regular council meeting, February 26th
- Council Chambers, RMRF law seminar, virtually through Teams, March 6th
- Smoky Lake Chambers, Regional Fire Advisory Committee, March 13th
- Edmonton, RMA conference, March 16th – 18th

Smoky Lake Foundation

Jered and Craig

February 20, 2026

Key Updates:

Operations

- Ongoing staff development through infection control and leadership training programs.
- Facility maintenance includes sprinkler system repairs and replacement of a hot water tank at Bar-V-Nook.
- Resident activity: Vilna Lodge: 3 new admissions, Bar-V-Nook: 4 vacancies, with 2 moving in end of March
- Resident feedback remains positive, particularly regarding meal services.



Financial

- Financial statements were reviewed and accepted.
- The Province eliminated LAP grant funding and required repayment of unused

COVID-related funding.

- The Foundation addressed previously deferred maintenance and capital needs (including appliances, furniture, paint, and general restoration), bringing facilities up to an appropriate standard.
- These planned investments reflect a catch-up on infrastructure and asset condition.
- Current reserves are fully invested; Administration is implementing a strategy to rebalance funds into short, medium, and long-term investments to ensure both returns and accessible liquidity.
- An ATB line of credit application has been submitted to support operational flexibility if required.

Strategic / Governance

CARF Accreditation

- Required for Type B Continuing Care programs by December 31, 2026.
- Administration directed to obtain pricing and proceed with next steps.

Master Services Agreement

- Board approved renewal of the 5-year agreement with Assisted Living Alberta to March 31, 2031.

Resident & Family Experience Survey (Health Quality Alberta)

- Both facilities will participate in the Province's Resident and Family Experience Survey for continuing care homes.
- This survey measures quality of care, resident satisfaction, and overall facility



performance, with results shared publicly and with operators.

Regional Fire Rescue Services Advisory Committee

Jered and Lorne: Primary members

Ryan Barker: Alternate

David Kully: Observer

March 13, 2026

Overview:

Representatives from Smoky Lake County, the Town of Smoky Lake, the Village of Vilna, and the Village of Waskatenau were in attendance.

Key Decisions & Actions

Committee Leadership

- Councillor Jered Serben was elected Chair by acclamation.
- Deputy Reeve Lorne Halisky was elected Vice-Chair by acclamation.

Bylaw & Regional Fire Services Model

- Committee accepted the presentation on Bylaw No. 1488 (Regional Fire Rescue Services).
- Recommendation to bring the bylaw, agreements, and hall rental agreements to each municipality's next regular council meeting.



- Target signature deadline: April 30, 2026.

Appeal Process Review

- Administration directed to research:
- Appeal processes used by comparable municipalities
- Associated fees
- Regional collaboration approaches
- Findings to be brought back to a future meeting.

Regional Statistics

- 2025 regional fire service statistics were received and acknowledged for all partner municipalities.
- Administration to compile five years of traffic data on major highways to evaluate safety trends and outcomes.

Staffing

- Draft job description for a Full-Time Firefighter was presented and accepted for information.

Next Meeting

- Scheduled for June 12, 2026 at 9:00 a.m.

RMA Report

March 16th – 18th

Collaborative Strategies for Wildfire Mitigation Resilience

Workshop

March 16.



Hosted by the Wildfire Resilience Consortium of Canada and moderated by Matt Kristoff (WRCC), included presentations from Monty Armstrong (CN Rail), Dennis Andre (Fortis Alberta), Alex Bolkoski (ATCO Energy Systems), and Colin Harvey (Altalink).

The session focused on improving coordination between industry, utilities, municipalities, and emergency services. The core message was a “whole-of-society” approach—breaking down silos and aligning efforts across sectors to better prevent, respond to, and recover from wildfires. Presentations highlighted the increasing severity of wildfire events in Alberta and the need for proactive planning, data sharing, and joint training.

CN Rail outlined its large-scale operations and investments in wildfire prevention, including automated inspection systems, real-time monitoring, and deployment of fire trains capable of delivering approximately 70,000 gallons of water to support suppression efforts. Alberta utility providers (Fortis, ATCO, Altalink) emphasized coordinated wildfire mitigation through vegetation management, infrastructure upgrades, and new technologies such as LiDAR and AI monitoring. They also introduced Public Safety Power Shutoff (PSPS) protocols, which may proactively

cut power during extreme fire conditions to reduce ignition risk, with rollout beginning in high-risk areas in 2026.

Key actions for municipalities include strengthening relationships with utilities, participating in joint emergency exercises, maintaining updated contact information, and preparing for extended outages through 72-hour readiness and identification of critical infrastructure and vulnerable populations. Ongoing collaboration, regular updates to wildfire mitigation plans, and improved continuity planning—especially for rural communities—were identified as essential next steps.



Strengthening Municipal Leadership Role Clarity

March 17th

Workshop

Ian McCormick, President of Strategic Steps, as presenter. McCormick **focused on the need for stronger role clarity between council and administration, stressing that elected officials are responsible for governance, policy, advocacy, and setting direction—not managing day-to-day operations.** Using practical municipal examples, he emphasized that when council steps into administration’s lane, or administration fills governance gaps, confusion, mistrust, and inefficiency follow.

A central theme of the session was that **council’s job is to decide what the municipality is trying to achieve, while administration determines how to achieve it. McCormick used the phrase “who’s driving the grader” to illustrate this point: council should set service levels and priorities, but should not be choosing equipment, directing staff, or involving itself in operational details.** He reminded attendees that council has only **one employee—the CAO—and that accountability should flow through that role, rather than through direct interference with other staff or operations.**

McCormick also spoke at length about the importance of planning and discipline in local government. He noted that councils inherit ongoing work, must respond to issues downloaded from other orders of government, and regularly face crises such as wildfire, drought, flooding, or other emergencies. As a result, only a limited share of time and resources is truly available for new council-led priorities. Strategic planning, regular review of priorities, and alignment between council direction and administrative execution were presented as essential tools for staying focused and effective over the term.



The presentation closed on an optimistic message about local government. McCormick described municipalities as the closest order of government to the people and argued that local leaders are uniquely positioned to create visible, meaningful change in their communities. He encouraged councils to work as a team, respect their distinct roles, support professional administration, and focus on building communities that future generations will want to return to.

Strategic and Ethical AI Adoption in Municipalities

March 17th

Workshop

Presentations from Brian Bengé, Managing Director at CIEA Partners; Bob Jesse, Director of Consulting Services at CIEA Partners; and Mr. Miranda of Brownlee LLP, speaking from a municipal, privacy, and administrative law perspective. The session was designed to move past the hype around artificial intelligence and focus on what practical, responsible, and realistic adoption could look like in a municipal setting. Speakers emphasized that municipalities do not need to become technical experts, but they do need to understand where AI may create value, where it introduces risk, and how council should govern its adoption.

The workshop highlighted that AI is already being used in ways relevant to municipal operations, including meeting summarization, document analysis,

internal workflow support, infrastructure monitoring, waste sorting, road inspections, permitting, and citizen service chatbots. Jason noted that the real opportunity for municipalities may not be job replacement, but improving staff effectiveness and freeing up limited resources. Brian Bengé and Bob Jesse reinforced that point, describing AI as a tool that can improve service delivery, operational efficiency, and access to information if applied strategically.



Examples from Canadian municipalities included AI-assisted permit application systems, digital assistants for residents, compost contamination detection, and road condition monitoring. Presenters noted that many of these are commercially available tools and do not necessarily require municipalities to build custom systems from scratch.

A key theme throughout the session was that municipalities should not adopt AI without a clear strategy. Bob Jesse outlined a practical framework that begins with improving data and AI literacy within the administration, identifying and prioritizing use cases, and then building an implementation roadmap. He stressed that every municipality should maintain an inventory of potential AI use cases and revisit it regularly as the technology changes quickly. The presenters also cautioned that AI will not fix poor processes or poor-quality information. For AI to be effective, municipalities must first understand the problem they are trying to solve, ensure the underlying data and processes are sound, and be prepared to manage organizational change as AI becomes part of municipal workflows.

Mr. Miranda focused on the legal and ethical risks. He warned that municipalities can be held responsible for the actions and outputs of AI systems just as they are for staff actions, particularly where inaccurate information, privacy breaches, or inappropriate automated decisions are involved. He highlighted risks related to confidentiality, personal information under Alberta's privacy laws, solicitor-client privilege, and reputational harm, and stressed that human oversight is essential. He recommended that municipalities approach AI as they would any other significant operational tool: through clear policy direction, risk assessment, and

privacy impact assessments where personal information is involved. Overall, the session concluded that AI presents meaningful opportunities for municipalities, but only where implementation is deliberate, governed, and supported by strong



oversight.

RMA keynote speakers

March 17th

Navigating Precarity Mindset in Alberta Leadership

Keynote was delivered by an Ottawa-based pollster.

The presentation examined how recent years of pandemic disruption, inflation, population growth, housing pressure, geopolitical conflict, and political instability have shifted public attitudes in Canada and Alberta. The speaker described this shift as a move from a scarcity mindset focused on affordability and access to basic needs to a broader precarity mindset, where people feel ongoing uncertainty, instability, and concern about whether life will remain manageable.

The presenter noted that while cost of living remains the top issue for most Albertans, broader anxieties are now shaping public opinion and behaviour. Polling data presented showed that many people are delaying major life decisions, taking fewer financial or personal risks, and focusing primarily on basic security such as food, shelter, affordability, and dependable public systems. The speaker emphasized that public perception is highly influential: even where conditions may vary, people's belief that the future is unstable is affecting how they respond to governments, institutions, and leadership.

For Alberta specifically, the keynote reported that rural and urban residents share many of the same core concerns, especially around cost of living, health care, the economy, and housing. The presentation also noted that uncertainty in Alberta is

being influenced not only by global pressures, but also by domestic political debate, including discussions about Alberta sovereignty and the province's



relationship with Canada. While the polling presented suggested most Albertans do not support separation, the issue still contributes to a wider sense of unease and unpredictability.

The main takeaway for municipal leaders was that residents are increasingly asking not just whether services and resources will be available, but whether their families and communities will be okay. In that environment, local leadership has an important role in providing reassurance, predictability, and confidence. Municipal government, as the level of government closest to residents, can help reduce anxiety by delivering reliable services, communicating clearly, and reinforcing local stability. The keynote closed on a cautiously optimistic note, stressing that although many people are anxious, there remains a strong belief that Alberta and Canada have the assets and capacity to succeed if leaders provide clear direction and practical reassurance.

Alberta 2026 Budget Priorities: Economic Growth

March 17th

Premier Danielle Smith

Premier Smith outlined Alberta's strong economic position, noting leading national performance in labour productivity, GDP per capita, investment, housing starts, and job creation. She stated that Alberta added 85,000 jobs from February 2025 to February 2026 while the rest of Canada lost jobs overall, and said provincial efforts remain focused on long-term growth, infrastructure, and restoring investment confidence, including through the province's evolving relationship with Ottawa on energy and major project approvals.



A major portion of the presentation focused on Budget 2026 investments to address rapid population growth and pressure on public services. Premier Smith highlighted investments in rural and remote healthcare, including recruitment initiatives, nurse practitioner funding, and \$350 million over three years for rural and remote health facilities. She also emphasized the largest-ever education operating budget at \$10.8 billion, along with new and existing school projects in smaller cities and rural communities. On infrastructure, she pointed to \$5 billion over three years for rural Alberta projects, including STIP funding, highway work, bridges, and water and wastewater grants. Agriculture and agri-food processing were also identified as priorities, with continued use of the Agri-Food Processing Investment Tax Credit and policies intended to protect productive farmland while still allowing compatible development.

During the question period, rural healthcare and EMS were dominant concerns. Members raised issues with ambulance shortages, rural hospital capacity, and uncertainty around the province's new EMS contracting approach. Premier Smith responded that Alberta is restructuring health services delivery, separating EMS from AHS hospital operations and exploring more locally responsive models, including private, municipal, and hybrid service providers. Questions also covered pipeline development, nuclear power, strategic highways, data centres, agriculture, unpaid oil and gas property taxes, policing costs, and hospital expansion needs. The Premier indicated that the province is pursuing a faster major project approval model, is open to mechanisms to de-risk nuclear generation without direct subsidy, and is working with RMA on stronger enforcement tools for unpaid oil and gas municipal taxes.

For municipalities, the main takeaways were that the province is continuing to prioritize economic growth while trying to respond to rural infrastructure and service pressures. Premier Smith reaffirmed the Local Government Fiscal Framework as the province's predictable municipal funding model and noted an expected increase in future funding based on the formula. She also referenced



upcoming work on a councillor accountability framework and clarified that the province wants to improve access to municipal information for elected officials while increasing transparency and consistency. Overall, the session signalled continued provincial emphasis on rural infrastructure, economic diversification, health system restructuring, energy development, and municipal-provincial collaboration, while also confirming that fiscal pressures and provincial deficit risk may limit the province's ability to immediately expand all requested supports.

Addressing Veterinary Workforce Shortages and Solutions

March 17th

Alberta Veterinary Medical Association (ABVMA)

The speaker explained that the ABVMA serves as the professional regulatory body for veterinarians and veterinary technologists in Alberta, with responsibilities that include public protection, licensing, continuing competency, complaints and discipline, and inspection of veterinary practices. The presentation also highlighted the association's broader work in professional development, member wellness, and collaboration with industry, educational institutions, municipalities, and government to address growing workforce and service pressures.

A major focus of the presentation was the veterinary workforce shortage, particularly in rural Alberta. The speaker shared findings from a 2025 workforce study showing that shortages remain significant and are expected to worsen over the next decade due to retirements, attrition, and growing demand. The presentation noted that by 2035, 41% of veterinarians and 50% of veterinary technologists are expected to leave the profession, while rural and mixed animal practices will continue to feel the greatest impact. These shortages were described as affecting not only animal care, but also food safety, animal welfare,



trade, and public health.

The presentation outlined the main barriers to rural recruitment and retention, including difficulty attracting graduates to rural communities, challenges with after-hours call, community integration, access to mentorship, housing, and the cost of entering or buying into a veterinary practice. The speaker stressed that financial incentives can help attract professionals, but long-term retention depends more on whether veterinarians and technologists feel connected and supported in the community. Municipalities were encouraged to consider how local recruitment approaches used for physicians and nurses might also be adapted to support veterinary professionals.

The session also highlighted several solutions already underway. These include the University of Calgary Faculty of Veterinary Medicine's expanded class size, admissions changes to better support rural, Indigenous, and diverse applicants, and curriculum updates that increase early and practical rural exposure. The ABVMA is also working to improve international recruitment, pilot limited licensure for experienced foreign-trained veterinarians, advocate for bridging programs, and address growing pharmaceutical access issues affecting both livestock and companion animal practice. The speaker emphasized that solving the shortage will require coordinated action between regulators, post-secondary institutions, municipalities, producers, and government, with a particular need for stronger rural mentorship, housing support, and community integration efforts.



Overcoming Insurance Barriers for Agri Tourism Growth

*Not a presentation, rather a resolution. I thought this to be interesting and relevant.

March 17th

The speaker emphasized that agritourism has strong potential to diversify farm income and support both local and provincial economies, but that insurance remains a major barrier for producers who want to safely welcome the public onto their farms.

The presentation explained that standard farm liability insurance often does not extend to agritourism activities, and that coverage specifically for agritourism is either unavailable, highly restrictive, or only offered at prohibitively high premiums. The speaker noted that farmers want to be part of the solution for rural economic development, but need access to reasonable liability protection that reflects the inherent risks of hosting visitors. Ontario's recent Growing Agri tourism Act was cited as an example of another jurisdiction taking steps to respond to similar challenges.

The resolution called for the issue of agritourism liability insurance to be added to the existing RMA agritourism strategy working group so that the barriers can be better understood and practical solutions explored. The stated goal was to allow



producers to expand agritourism opportunities safely, responsibly, and without placing the viability of their core farm operations at risk.

Ministerial Forum

March 18th

Opening message from Minister Williams:

Framed rural Alberta as the cultural and economic foundation of the province, emphasizing the theme that “rural is home.” Thanked municipal leaders for continuing to serve their communities and stressed the province’s intent to work in partnership with rural municipalities.

Noted ongoing provincial fiscal pressures, but pointed to the LGFF as a predictable funding model, including reference to a future 12% increase based on the formula cycle.

Minister Williams highlighted recent provincial action on unpaid oil and gas taxes, stating that companies should be required to pay taxes as a condition of operating and that stronger information-sharing and enforcement tools are being implemented.

Referred to continuation of the fire services training grant.

A forthcoming councillor accountability framework intended to address serious misconduct while avoiding misuse for political disputes.

Also noted upcoming transparency changes so municipalities can show the federal policing requisition on tax notices.



Key issues during question and answer period

Rural policing, EMS contracting/RFP concerns, post-secondary access in Fairview, rural connectivity and cell dead zones, Highway 28 and other corridor upgrades, water access for agriculture, data centre development, and economic competitiveness were all raised by municipal representatives.

Ministers generally responded that they would continue direct follow-up with affected municipalities, and several files were described as active or under review, including EMS reform, telecom dead zones, water infrastructure, and major highway planning/design.

Minister Horner provided an update on the Heritage Fund, stating the fund is projected to reach approximately \$32.1 billion by fiscal year-end and that the long-term objective of \$250 billion by 2050 is viewed as achievable through compounded growth.

Minister Sigurdson addressed concern over the Lacombe research station and other ag-related issues, stressing that closures were tied to federal decisions and that Alberta continues to press Ottawa on the importance of agricultural research capacity.

On water, he acknowledged that short-term supports such as well drilling and emergency programs are not substitutes for long-term rural water distribution infrastructure, and said conversations are underway about improving grant structures to better support economic and agricultural growth.

Forestry/Parks comments noted a wildfire approach including stronger collaboration with municipalities, better visibility of wildfire activity, and funding support so municipalities are not deterred from calling for help due to cost concerns.

Tourism/public land use discussion suggested the province is developing regulations and funding approaches to address increased local service pressures from rising visitation.



Overall takeaway

The session reinforced that the province sees rural Alberta as central to long-term economic growth and intends to continue working with municipalities on taxation, infrastructure, public safety, energy, agriculture, and service delivery.

At the same time, many municipal questions reflected ongoing concern about whether provincial responses are keeping pace with growth, industrial expansion, public safety needs, and infrastructure pressures in rural regions.

Ministerial Forum, Round Two

March 18th

The forum focused on key governance, legislative, and service delivery challenges affecting Alberta municipalities, with significant discussion on workforce policy, policing costs, healthcare delivery, and municipal sustainability. Provincial representatives acknowledged growing concerns around labour market imbalances tied to federal immigration programs and indicated that new provincial legislation is expected to prioritize employment opportunities for Albertans while still supporting industries reliant on external labour. Municipal leaders emphasized the importance of youth employment pathways and local job access, particularly in rural communities.

Policing costs and service levels were a major concern, with municipalities highlighting rising RCMP expenses without corresponding increases in service. Minister Ellis confirmed that costs are driven federally and flow directly to the RCMP, noting the province has provided approximately \$85 million in subsidies over five years to offset increases. Municipalities were encouraged to explore



alternative policing models, with the province open to hybrid or regional approaches. Additional legislative changes will allow municipalities to clearly identify federal policing requisitions on tax notices, improving transparency for ratepayers.

Healthcare governance and rural service delivery were also discussed, with ministers confirming a shift toward site-based leadership models in hospitals to improve local responsiveness. Efforts are underway to reduce overlap between

acute care and continuing care staffing in rural facilities through more flexible operational models. The province also signaled continued investment in seniors housing and continuing care spaces, while acknowledging challenges related to rural access, patient placement, and workforce shortages.

Municipal governance, funding pressures, and red tape were recurring themes throughout the session. Concerns were raised about increasing administrative burden in grant applications, lack of predictability in funding programs, and the need for improved oversight tools such as reporting mechanisms for fraud or governance issues. The province committed to reviewing these concerns, improving collaboration, and avoiding one-size-fits-all approaches to municipal viability or restructuring. Overall, the session emphasized ongoing provincial-municipal collaboration, with recognition that rising costs, service expectations, and regulatory complexity continue to challenge rural municipalities.

SAVE THE DATE!

**RMA DISTRICT 5
ANNUAL GOLF
TOURNAMENT**

LAC LA BICHE GOLF CLUB - 10 PROVINCIAL PARK RD.

AUGUST 6,
2026

LAC LA BICHE,
AB





Delivered via email

**RE: RMA District 5 Annual Golf Tournament – August 6, 2026, Lac La Biche Golf Club
10 Provincial Park Rd.**

Dear Elected Official,

Lac La Biche County, on behalf of Rural Municipalities of Alberta (RMA) District 5, is excited to invite you to the annual RMA District 5 Golf Tournament. The tournament is scheduled for Thursday, August 6, 2026, at the Lac La Biche Golf Club, 10 Provincial Park Road.

Enclosed with this letter is a **Save The Date** that can be held in your calendars until specific details of the event are finalized. County Administration is working on finalizing all the necessary registration information including costs associated with the event.

Lac La Biche County has recently undertaken a great number of infrastructure improvements at our golf course, and we are grateful for the opportunity to host everyone. As you know, we will be seeking sponsorships for the event, if municipalities have any recommendations on contacts that we can connect with.

Please keep an eye out for further details on the event as we work towards sharing them with you all. Should you have any questions at this time, please reach out to Mackenzie Zilinski, Communications and Partnership Officer, via email mackenzie.zilinski@laclabichecounty.com or (780) 623-6809.

We look forward to hosting you!

Sincerely,

Mike Wildeboer
Reeve, MD of Wainwright
Chair, RMA District 5

Paul Reutov
Mayor, Lac La Biche County
Host Community

March 11, 2026

Good day Council members,

We are writing to request assistance in acquiring access to land we own near Shemeluk Lake in the County of Smoky Lake.

The lands in discussion are 2 full quarter deeded lands of:

NW 25-60-17-4 and NE-25-60-17-4

We have no access to either of these 2 parcels and cannot reach them by vehicle or farm equipment.

Please see the attached document showing an existing road plan that can be amended and utilized to form an adequate access road to solve this issue.

In reviewing the surrounding area this appears to be the best and most cost effective option due to land topography.

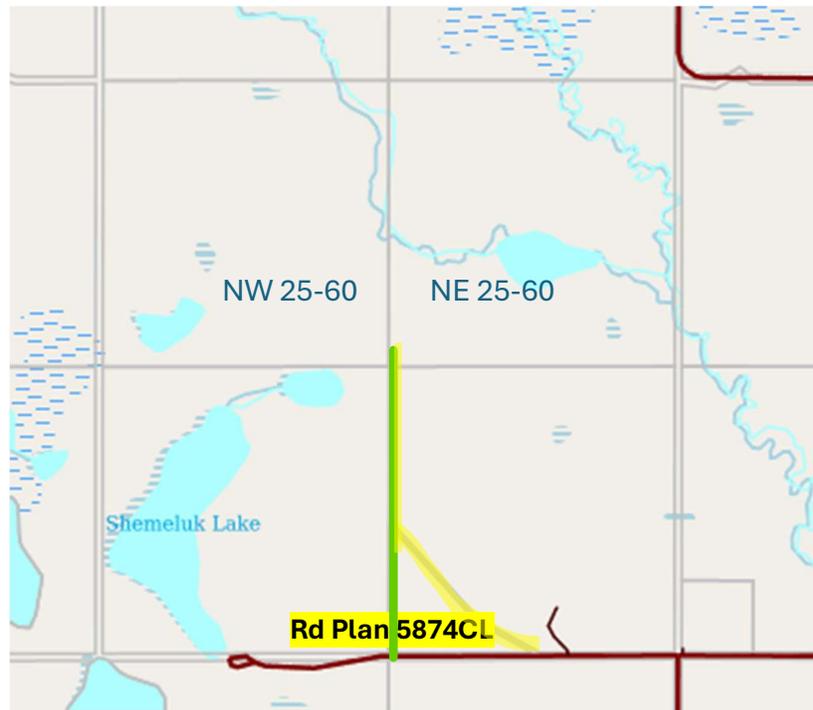
We would really appreciate your assistance soonest to resolve this issue and create a plan moving forward.

Best regards,

Stephanie Jarema

Leonard Jarema

Road access request



See Rd Plan 5874CL, shown in yellow.

Proposing 5874CL to commence at Twp Rd 604 (Shemeluk lake road), shown in green.

Factors at play:

No access through first part (angled area) of current 5874CL, as this part is on private property. There is currently zero access for any vehicles or farm equipment to these 2 quarters of land, NW 25-60-17-4, and NE-25-60-17-4

Other access option from NE – starting at church cemetery site SW-30-60-16-4 does not appear cost effective with the hindrance of creek, wet land, steep hill/valley, pipeline, and only gives access to NE 25-60-17-4.

An amendment to existing Road Plan 5874CL would also favor future development if NW 25 and NE 25 are owned separately, and with this access road being in closer proximity to Shemeluk lake.

Topography of the land proposed in green is more favorable as dry, flat, sandy, easier to brush. Note some of the land is already brushed and there is an open field on the NE side.

Request:

County to brush and gravel forming stable access road for light vehicles to farm equipment. (Similar example is current access road near Brodyk lake between SE23 and SW24.)

SCHEDULE

WED. JULY 15, 2026

- > Registration
- > Trade Show
- > Networking
- > Opening Ceremony & Keynote

THURS. JULY 16, 2026

- > Breakfast
- > Keynote
- > Hangar Huddles
- > Lunch & Trade Show
- > Gala Dinner

FRI. JULY 17, 2026

- > Breakfast
- > Trade Show
- > Demonstrations
- > Keynote
- > Door Prizes
- > Closing Ceremony

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Phone: 780-594-4494 Ext. 7983

Email: star2026@coldlake.com

www.coldlake.com/star2026

Registration
Opens
Jan. 30, 2026





March 13, 2026

Jordan Ruegg
Planning and Development Manager
Smoky Lake County

Re: Village Response to Proposed County Conditions and Negotiated Items for the Proposed Village of Waskatenau Annexation

Village Council and Administration has reviewed the County's response letter dated January 14, 2026. The Village of Waskatenau has authorized Municipal Planning Services (MPS) to prepare the following response to the Council on the Village's behalf, as follow up to our phone conversation in January 2026.

Regarding item 4 of the County's letter (re: costs associated with natural gas infrastructure), the Village is reviewing provincial requirements for the transition of natural gas infrastructure and will have a more detailed response at a later date (and will share findings with the County).

Regarding item 5 of the County letter (re: compensation for costs associated with the reclamation of the former nuisance site), the Village acknowledges that the municipalities are not in agreement with this negotiated item. At this time, the Village is prepared to proceed with the annexation process with this item yet unresolved and to present the record of negotiation between the municipalities to the Land and Property Rights Tribunal for their consideration.

Regarding the County's request for studies completed to date demonstrating the need for the proposed annexation, the Village notes that no studies have been prepared to date aside from the acknowledgement that this proposed annexation is generally consistent with the Future Annexation Area Overlay in the Village and County's Intermunicipal Development Plan.

At this time, the Village wishes to inform the County the Village will be undertaking additional engagement with affected landowners in the proposed annexation area and wider community.

The Village appreciates the County's cooperative efforts in this endeavor.

Thank you,



Brad MacDonald RPP, MCIP

Senior Planner
Municipal Planning Services
780.486.1991
b.macdonald@munplan.ab.ca

scott franchuk

From: Ian Fox <ian.fox@gov.ab.ca>
Sent: February 6, 2026 10:53 AM
To: Anton Krys; Bill Heesing; Bo Moore; Chris Newhook ; Darren Hill; Denis Poulin; Fire Coordinator; Gary White; Jason Sturrock; Jeff Fallow; John Biro; John Kokotilo; Kirk Hughes ; Rob Saloway; Rob Van Hecke; scott franchuk; Stuart Koflick; Travis Krahn; Travis Shalapay; Trevor Kotowich; Wayne Anderson
Subject: 2026 season
Attachments: Letter of participation.docx

Good morning all.

In readiness for the upcoming fire season, please find attached the “Letter of Participation”. If you are interested in being on the list of preapproved municipal/settlement/First Nations WUI entities, please complete and send back to me. In addition to the letter, I need you to send me what units you would consider sending to a call for resources and what firefighters you would most likely be sending with/without apparatus. With respect to those firefighters you identify, I will need to vet their qualifications. I will call and set up an appointment to review those qualifications and I will update the respective apparatus to “available” status in our SPARTA system.

Thank you for your cooperation and if you have any questions, please don’t hesitate to reach out.

Ian Fox

Provincial WUI Officer, North East Alberta
Alberta Emergency Management Agency
Ministry of Public Safety and Emergency Services
407, 5025 – 49th Ave.
St. Paul, AB T0A-3A4
Cell (780) 646-0180
Email ian.fox@gov.ab.ca

Classification: Protected A



SMOKY LAKE COUNTY REGIONAL FIRE RESCUE SERVICES

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

Phone: 1-780-656-3730
Fax: 1-780-656-3768

March 26, 2026

Re: Participation in the 2026 Alberta wildfire season

Smoky Lake County has reviewed the 2026 Alberta Wildland Urban Interface Guidelines and by way of this letter, grants formal permission for the deployment of apparatus and personnel resources of the Smoky Lake County Regional Fire Rescue Services to participate in the 2026 Alberta wildfire season. All Smoky Lake County Regional Fire Rescue Service personnel are aware of the *Occupational Health and Safety Act* with its regulations and code and all other applicable legislation and industry best practices as specified in the Alberta Wildland Urban Interface Guidelines, which they will adhere to on any provincial wildfire deployment. Further, the Smoky Lake County Regional Fire Rescue Services has liability insurance, Worker's Compensation Board coverage for our equipment and personnel and will provide for preview their Certificate of Recognition (COR) or Small Employer Certificate of Recognition (SECOR). Should the Smoky Lake County Regional Fire Rescue Services be under a threat or other local requirement of its own at the time of a request from the province, we retain the right to withhold resources until the threat has diminished. Should you require any further information, please do not hesitate to contact me.

Sincerely,

Chyenne Shaw
Chief Administrative Officer
Smoky Lake County



2026 AFCA CONFERENCE SCHEDULE

May 24-27 | Red Deer, AB

Saturday – May 23, 2026	
9:30 am	Golf Shuttle Departs Shuttle departs the hotels for Sylvan Lake Golf and Country Club Sandman Hotel & Red Deer Resort and Casino
10:00 am	<u>Golf Registration</u> Sylvan Lake Golf and Country Club 
11:00 am	<u>AFCA Golf Tournament</u> Join us for the AFCA Golf Tournament, a fun and relaxing way to kick off the conference while networking with colleagues and industry partners. This friendly tournament is open to all skill levels and offers a chance to enjoy Alberta's beautiful scenery while fostering connections within the fire service community. Whether you're aiming for the [...] Sylvan Lake Golf and Country Club
5:00 pm	Golf Tournament BBQ Wrap up a fantastic day on the course with the Post-Golf Tournament BBQ at the clubhouse! Enjoy great food, good company, and the excitement of the golf prize awards. It's the perfect way to relax, celebrate, and connect with fellow participants after the tournament. Sylvan Lake Golf and Country Club

6:45 pm	<p><u>Golf Shuttle Departs The Sylvan Lake Golf & Country Club</u></p> <p>The shuttle will return delegates to Red Deer Resort & Casino and the Sandman Hotel departing the golf course at 7pm.</p> <p>Sandman Hotel & Red Deer Resort and Casino</p>
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Sunday – May 24, 2026

7:45 am	<p><u>AFCA Shuttles to the Westerner Grounds Start</u></p> <p>Departing at 7:45 from Sandman Hotel, Red Deer and from Red Deer Resort and Casino at 7:58. Please reference the shuttle schedules in the conference app. Thank you to our sponsor.</p> <p>Sandman Hotel & Red Deer Resort and Casino</p>
8:00 am	<p>Registration</p> <p>Check in at registration, obtain your event badge, and be sure to download the conference app.</p> <p>Foyer of the Prairie Pavillion, Westerner Park</p>
8:45 am	<p>Delegate Coffee Break</p> <p>Foyer of the Prairie Pavillion, Westerner Park</p>
9:00 am	<p>AFCA Trade Show Refreshment Stand</p> <p>AFCA Trades, coffee will be available for Trades loading into Neeralta Pavilion and Exhibition Hall during set-up. Thank you to our sponsor.</p> <hr/> <p>Opening Keynote -Leading in High Risk Organizations</p> <p>Justin Yaassoub - Leading in High Risk Organizations, All Around Performance</p> <p>Keynote Speaker – Justin Yaassoub In high-risk environments, leadership isn't theoretical-it's tested in real time, under real pressure. Drawing from his experience as a Canadian Special Forces Operator, Justin Yaassoub delivers an unfiltered look at what it takes to lead when every decision counts. Leading in High-Risk Organizations explores how elite teams maintain performance and [...]</p> <p>Prairie Pavilion- Westerner Park</p>

<p>9:00 am <i>Continued</i></p>	<p><u>Trade Show Set-up</u> Trades can commence loading into Neeralta Pavilion and Exhibition Hall from 9:00 a.m. to 3:00 p.m. Apparatus will commence parking at 08:00 am in the trade halls. Apparatus parking in Neeralta Pavilion will enter through Loading Dock #1 Overhead Door and apparatus parking in Exhibition Hall will enter through Loading Dock #2 Overhead door. [...] Neeralta Pavilion and Exhibition Hall, Westerner Park</p>
<p>10:15 am</p>	<p><u>Workshop #1 – Unionization and Working With A Union</u> Chief Trevor Brice, Okotoks Fire & Rescue / Fire Chief Shawn Polley, Canmore Fire Rescue / Fire Chief Bryan Singleton, Leduc / Chief Mike Pirie, Airdrie Fire Department This session explores the relationship between fire service leadership and firefighters’ unions, focusing on practical strategies for building collaborative and professional labour-management relationships. Participants will hear insights on understanding collective agreements, navigating collective bargaining, resolving grievances, and balancing operational leadership with contractual obligations. The discussion will also highlight the importance of communication, transparency, and partnership [...] Marseille, Red Deer Resort & Casino, Salon A, Westerner Park</p> <p><u>Workshop #2 – Recruitment and Retention</u> Sean Cunningham, Deputy Fire Chief, Parkland County Fire Services / Jon Evans, Deputy Fire Chief, Rockyview County Fire Services / Drayton Bussiere, Fire Chief, Deputy Director of Emergency Management, Red Deer County Salon A, Westerner Park</p>
<p>11:15 am</p>	<p><u>Rural Membership Round Table</u> Engage in meaningful discussions at the Rural Membership Round Table Session, where fire chiefs and leaders from rural communities come together to share experiences, challenges, and solutions unique to rural fire services. This interactive session fosters collaboration and provides a platform to exchange ideas, address pressing issues, and explore opportunities for growth and support within [...] Prairie Pavilion- Westerner Park</p> <p><u>Urban Membership Round Table</u> Chief T. Brice Join the Urban Membership Round Table Session to connect with fire service leaders from Alberta’s urban centers. This collaborative forum provides an opportunity to discuss challenges, share strategies, and explore innovative solutions tailored to the</p>

<p>11:15 am <i>Continued</i></p>	<p>complexities of urban fire services. Engage in open dialogue, build valuable connections, and contribute to shaping the future of fire [...] Salon A, Westerner Park</p>
<p>5:00 pm</p>	<p><u>Opening Ceremonies & Memorial Service</u> Join the AFCA along with Government representatives for the Opening Ceremonies and Memorial Service. Prairie Pavilion- Westerner Park</p>
<p>6:00 pm</p>	<p><u>Trade Show & Welcome Reception</u> Join your fellow members and trades for the welcome reception. Thank you to our Sponsor. Neeralta Pavilion, Westerner Park, Prairie Pavilion- Westerner Park Presented by: </p>

<p style="text-align: center;">Monday – May 25, 2026</p>	
<p>7:15 am</p>	<p><u>AFCA Shuttles to the Westerner Park start</u> Departing at 7:15, Sandman Hotel Red Deer 7:21 AND Red Deer Resort and Casino at 7:24. Please reference the Shuttle Schedules in the Conference Info button in the Conference App. Thank you to our Sponsor. Sandman Hotel & Red Deer Resort and Casino</p>
<p>7:30 am</p>	<p><u>Delegate Breakfast</u></p>
<p>8:00 am</p>	<p><u>Breakfast Keynote – Alberta Emergency Management Agency</u> Joe Zatylny - Assistant Deputy Minister/Deputy Managing Director, Alberta Emergency Management Agency Ministry of Public Safety and Emergency Services Speaker: Joe Zatylny, Assistant Deputy Minister/ Deputy Managing Director, Alberta Emergency Management Agency Prairie Pavilion- Westerner Park</p> <p><u>Registration</u> Check in at registration, obtain your event badge, and be sure to download the conference app. Foyer of the Prairie Pavillion, Westerner Park</p>

<p>8:00 am <i>Continued</i></p>	<p><u>Trade Members Breakfast Meeting</u> Join your trade members for breakfast in the Exhibition Hall, Westerner Park. Exhibition Hall, Westerner Park</p>
<p>9:00 am</p>	<p><u>AFCA Proudly Presents: 2026 TRADE SHOW</u> The AFCA Trade Show is the premier showcase of innovative products, services, and technologies tailored to the needs of fire services across Alberta. Bringing together industry-leading vendors, fire chiefs, and decision-makers, the trade show offers a unique opportunity to explore cutting-edge equipment, network with suppliers, and discover solutions that enhance fire service operations. From apparatus [...] Neeralta Pavilion and Exhibition Hall, Westerner Park</p>
<p>10:15 am</p>	<p>Coffee Break in the Trade Show Hall Neeralta Pavilion and Exhibition Hall, Westerner Park</p>
<p>12:00 pm</p>	<p>Lunch in the Trade Show Hall Enjoy a delicious lunch while exploring the Trade Show Hall and engaging with industry-leading vendors. This is a perfect opportunity to network with exhibitors, discover new products and services, and connect with fellow delegates in a relaxed, interactive environment. Neeralta Pavilion and Exhibition Hall, Westerner Park</p>
<p>1:00 pm</p>	<p><u>Trade Show Access with Station Wear</u> In the latter half of the afternoon, fire personnel wearing their station wear are invited to attend the Trade Show with the purchase of a wristband. This special access offers an excellent opportunity to explore the latest fire service products, connect with vendors, and discover innovative solutions for your department. Don't miss this chance to [...] Neeralta Pavilion and Exhibition Hall, Westerner Park</p>
<p>1:15 pm</p>	<p><u>Trade Show Draws</u> Did you enter a prize draw? Announcements of lucky winners to take place during the afternoon of the trade show. Neeralta Pavilion and Exhibition Hall, Westerner Park</p>
<p>2:00 pm</p>	<p>Coffee Break in the Trade Show Hall Neeralta Pavilion and Exhibition Hall, Westerner Park</p>
<p>4:00 pm</p>	<p>Trade Show Closes Thank you for joining the 2025 AFCA Trade Show. See you in Red Deer in 2026. Neeralta Pavilion and Exhibition Hall, Westerner Park</p>

7:00 pm	<p><u>Free Night in Red Deer</u> Check out the THINGS TO DO IN RED DEER on the app and enjoy the many amenities Red Deer has to offer.</p>
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Tuesday – May 26, 2026

7:15 am	<p><u>Breakfast Room will Open at 7:15am Tuscany Room</u></p>
7:30 am	<p><u>Breakfast</u> Breakfast will be served from 7:30 AM to 9:00 AM in the Tuscany, Red Deer Resort & Casino</p> <p><u>Registration</u> Check in at registration, obtain your event badge, and be sure to download the conference app. Lobby of Convention Centre, Red Deer Resort & Casino Hotel</p>
7:45 am	<p>Breakfast Keynote: Office of the Fire Commissioner Update Fire Commissioner, and Phil Rowe, Assistant Fire Commissioner, Office of the Fire Commissioner Speakers: Fire Commissioner, Office of the Fire Commissioner Phil Rowe, Assistant Fire Commissioner, Office of the Fire Commissioner Tuscany, Red Deer Resort & Casino</p>
8:30 am	<p><u>Alberta Fire Chiefs Association Members Business Session</u> Tuscany, Red Deer Resort & Casino</p>
10:30 am	<p>Coffee Break Tuscany, Red Deer Resort & Casino</p>
11:00 am	<p><u>Concurrent Stream #1</u> <u>SPEAKER SESSION: Walking Through Loss & Embracing Resilience</u> Jeremy Allen - Funeral Director, Gregory's Funeral Home, deathEd.ca The central focus of this presentation is a reflection on my 20 years of walking alongside families and, in turn, first responders during the immediate moments of loss. Over the course of my career, I have come to understand the importance of an “inward before outward” approach, a valuable lesson in learning how to care [...] Tuscany, Red Deer Resort & Casino</p>

<p>11:00 am <i>Continued</i></p>	<p><u>Concurrent Stream # 2</u> <u>SPEAKER SESSION- You got a uniform, So now what</u> Fire Chief Retired Mac de Beudrap / Fire Chief Brad Milton / Fire Chief Marcel Maure You Got a Uniform, So Now What? Fire Chief Retired Mac de Beudrap, Fire Chief Brad Milton and Fire Chief Marcel Maure present a practical, head-to-toe guide on fire department uniform standards. This session covers proper wear, badge and medal placement, service bars, forage caps, footwear, when to wear each uniform, avoiding the mixing of [...] Savona, Red Deer Resort & Casino</p> <p><u>Concurrent Stream # 3</u> <u>SPEAKER SESSION – Safety Third</u> Derek Engh - Fire Protection Advisor, F11Fire and Life Safety The greatest variable in a fire is not the system; it’s unpredictable human behaviour. Derek has witnessed people panic, freeze, and even reach around an active fire to retrieve items. The common “Safety Third” compliance mindset fails to account for this reality, creating fatal gaps in a building’s emergency response. We need to fight against [...] Marseille, Red Deer Resort & Casino</p>
<p>12:00 pm</p>	<p><u>Lunch and Keynote Presentation-Codes, Collaboration, and Community: Shaping Alberta’s Fire-Safety Future</u> Rob McAdam - Associate Vice President, Accreditation and Compliance , Accreditation Safety Codes Council Alberta’s fire service leaders are navigating a rapidly evolving landscape—where innovative building designs, shifting urban densities, and performance-based code solutions are redefining how we protect our communities. In this keynote, we’ll explore how fire services can play a pivotal role in shaping safe outcomes through meaningful consultation and collaboration. The Alberta Fire Code, administered under [...] Tuscany, Red Deer Resort & Casino Presented by: ATCO™</p>

<p style="text-align: center;">1:15 pm</p>	<p>Concurrent Stream #1 <u>SPEAKER SESSION- Building Safer Communities: Sturgeon County’s Approach to Brush Pile Management</u> Spencer Zee - Fire Fighter, Sturgeon Country Emergency Services Nicholas Lozinski - Captain, Emergency Services, Sturgeon County, Sturgeon County This presentation will explore the key components of Sturgeon County Emergency Services’ Large Brush Pile Inspection Program, share valuable data on its impact, and discuss best practices for implementation. The program now integrates GIS technology for accurate tracking and analysis, along with a recently updated Standard Operating Guideline that streamlines inspection and reporting processes. Through [...] Tuscany, Red Deer Resort & Casino</p> <p>Concurrent Stream #2 <u>SPEAKER SESSION- So you want to be a Chief</u> Sean Cunningham, Deputy Fire Chief Parkland County Fire Services / Garnet Decker, BappBus:ES, Assistant Deputy Chief, Fire & Emergency Services, City of Medicine Hat / Stewart Luchies, DEM, Regional Fire Chief, County of Newell / Brad Milton, Fire Chief, Protective Services Edson / Mac de Beaudrap, Fire Chief (ret.) (Moderator) Savona, Red Deer Resort & Casino</p> <p>Concurrent Stream #3 <u>SPEAKER SESSION- Leadership Accountability: Leading With Trust, Not Micromanagement</u> Alex Zielinski - Deputy Chief/Division Chief of Training, Eli Lilly Fire Department based in Fishers, Indiana This course equips current and aspiring company officers with the tools to lead effectively without falling into the trap of micromanagement. Participants will explore the balance between oversight and autonomy, learning how to foster trust, accountability, and high performance within their teams. Through real-world examples and practical strategies, officers will gain confidence and managing personnel [...] Marseille, Red Deer Resort & Casino</p>
<p style="text-align: center;">2:30 pm</p>	<p>Coffee Break Tuscany, Red Deer Resort & Casino</p>

<p style="text-align: center;">2:45 pm</p>	<p><i>Concurrent Stream # 1</i> <u>SPEAKER SESSION- Learning about lithium-ion: research, testing and results</u> Laura King – Regional Director, Canada, National Fire Protection Association How much water do you really need to put on an electric vehicle fire? Are there other extinguishing agents that can be used? What happens to your gear after an incident involving lithium-ion batteries? Is there a greater risk of car fires in parking garages when Evs are present? NFPA's Fire Protection Research Foundation is [...] Tuscany, Red Deer Resort & Casino</p>
	<p><i>Concurrent Stream # 2</i> <u>SPEAKER SESSION- Beyond Coverage: Strengthening interoperability and operational confidence with AFRRCS</u> Tracy Price – Manager of Business Services, Alberta First Responders Radio Communications System (AFRRCS) Interoperability is a cornerstone of effective emergency response, yet achieving and sustaining it requires more than shared infrastructure—it demands coordinated planning, training, and trust. This workshop explores how the Alberta First Responders Radio Communications System (AFRRCS) is advancing beyond coverage metrics to foster operational confidence and seamless interagency collaboration. Participants will gain insight into AFRRCS's [...] Savona, Red Deer Resort & Casino</p>
	<p><i>Concurrent Stream # 3</i> <u>SPEAKER SESSION – Core Competency Framework</u> Steve Munshaw, Fire Chief, Taber Fire Department / Jason Linton, Fire Chief, Cypress County / Stewart Luchies, DEM, Regional Fire Chief, County of Newell / Phil Tufford, Chief Training Officer, City of Grande Prairie This session will provide AFCA members with an update on the ongoing development of the Core Competency Framework and the latest enhancements to the tool. Presenters will walk participants through the platform, demonstrating new features designed to support fire departments in training, professional development, and operational readiness. Attendees will gain a practical overview of how [...] Marseille, Red Deer Resort & Casino, Prairie Pavilion-Westerner Park</p>
<p style="text-align: center;">6:00 pm</p>	<p><u>Annual Banquet Reception</u> Tuscany, Red Deer Resort & Casino</p>

6:30 pm	<p><u>Annual Banquet Dinner and Entertainment –</u> Musical entertainment by RUN THE PLANK Tuscany, Red Deer Resort & Casino</p>
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Wednesday – May 27, 2026

7:30 am	<p>Breakfast Tuscany, Red Deer Resort & Casino</p>
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8:00 am	<p><u>Breakfast Keynote Speaker –Northern Trek & the CFFF – How we Remember, Honour, and Support</u> Julien Bergeron - Deputy Fire Chief, Northern Sunrise County Sometimes, despite all efforts to bring firefighters home after a shift or a call, tragedy strikes. Line Of Duty Deaths bring devastation to families, departments, and communities. The Canadian Fallen Firefighters Foundation (CFFF) focuses on making sure that our Fallen are never to be forgotten. They shall be honoured and remembered, and their families supported. [...] Tuscany, Red Deer Resort & Casino</p>
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9:15 am	<p><i>Concurrent Stream # 1</i> <u>SPEAKER SESSION- Beyond the Call: A Family’s Journey in Fire Service Mental Health</u> Stephanie Evans - Arrow & Spitfire Enterprises Ltd. The physical demands of firefighting are well-known, but what happens when an injury on the job follows a member home? In this powerful and candid session Stephanie shares her personal journey of navigating a life-altering on-duty fire injury of her husband. Attendees will gain a unique dual perspective on how a single traumatic event impacts [...] Tuscany, Red Deer Resort & Casino</p> <p><i>Concurrent Stream # 2</i> <u>SPEAKER SESSION- Accreditation and Certification Update</u> Myles Tabin, Manager, Alberta Firefighter Certification Program, Office of the Fire Commissioner, Government of Alberta, Alberta certification process – Overview the relationship and partnership needed to align training, evaluation, certification and accreditation in Alberta. Update on current and upcoming NFPA standards available for certification in Alberta. The importance of Validators and Evaluators in the Alberta certification partnership.</p> <p><i>Concurrent Stream # 3</i> <u>Alberta FireSmart & Wildfire Mitigation Strategy</u> Michael Coutu - FireSmart Specialist, Wildfire Risk Mitigation and FireSmart, Forestry and Parks Government of Alberta</p>
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<p>9:15 am <i>Continued</i></p>	<p>Presenters from Wildfire Risk Mitigation and FireSmart, Forestry and Parks will present on the Alberta Wildfire Mitigation Strategy, and the launch the FireSmart Alberta Community Scorecard. Red Deer Resort and Casino</p>
<p>10:30 am</p>	<p>Coffee Break</p>
<p>10:45 am</p>	<p><u>Closing Bear Pit Session – Fleet Management & Apparatus Planning</u> Randy Schroeder, County Fire Chief, Director of Emergency Management, Lac Ste. Anne County Fire Services, President, Alberta Fire Chiefs Association / Michael Currie P.L.(Eng), PMSFPE, VP, Fire Underwriters Survey / Dave Dextraze, RMA, Canoe Procurement / Laura King, Regional Director, Canada, National Fire Protection Association / Carey Feduniw, General Manager, Commercial Emergency and AFCA Trade Representative / Jon Evans, Deputy Fire Chief, Rockyview County Fire Services / Jim Smith, Moderator Fleet Management & Apparatus Planning The 2026 AFCA Conference will conclude with our highly anticipated Interactive Bear Pit Session, bringing together leading voices from across Alberta’s fire service sector. This year’s discussion will focus on the rapidly evolving landscape of fire apparatus procurement, fleet management, and lifecycle planning. Panelists will explore key topics including: This [...]</p>

END CONFERENCE

Budget to Actual Notes

The final 2025 report was presented to Council at the February 26, 2026 Council meeting. We finished the year with a surplus of just over \$400,000. **A motion is needed from Council to confirm the transfer of \$400,000 to the Carry over reserve to be used for 2026 operating expenses.**

The final budget will be reviewed by Council in April. Once it has been approved, budget numbers will be updated and administration will provide analysis reports for each department

Gas

The odorant profit is currently \$22,381

Accounts Receivable	Total	Current	Over 30 days	Old Receivables under review
Alberta transportation was billed \$145115	\$ 326,784.84	\$ 254,841.44	\$ 26,599.75	\$ 45,343.65
<i>Large invoice billed - Alberta Transportation \$145,000 and Healing Centre \$75,000.</i>				
Taxes Receivable	Total	current	Arrears	Allowance for write off
	\$ 3,437,240.46	-\$ 121,349.73	\$ 3,558,590.19	\$ 2,671,089.09
Natural Gas Receivable	Total	Current	Over 90 days	
The budget plan started June 1	\$328,571.54	\$289,515.83	\$68,197.23	<i>Natural gas levied a week ago</i>
Warspite Water Receivable	Total	Current	Over 90 days	
	\$ 7,054.76	\$ 3,226.92	\$ 3,607.86	

SMOKY LAKE COUNTY
For the Three Months Ending Tuesday, March

Municipal
Budget to Actual Report

	YTD ACTUAL Period 3	YTD BUDGET 2026 BUDGET	VARIANCE	Notes
OPERATING REVENUE				
Taxes				
Farmland & Residential	(\$40,093)	4,681,079	\$4,721,172	
Machinery & Equipment		1,353,302	\$1,353,302	
Non - Residential	18,288	1,581,373	1,563,085	
Linear		7,336,256	7,336,256	
Provincial Government		12,853	12,853	
Sewer Levy		9,275	9,275	
Other Income			0	
Penalties	298,321	89,980	-208,341	
User Fees and Sales of Goods	30,352	669,825	639,473	
Investment Income		600,000	600,000	
Development Levies	369,168	90,500	-278,668	
Licenses and Permits	59,700	213,500	153,800	
Sales to Other Governments	91,575	519,896	428,321	
Grants			0	
Provincial Conditional - Operating	22382	638,207	615825	
Transfer from Reserve		500,000	500,000	
TOTAL OPERATING REVENUE	849,693	18,296,045	17,446,352	
OPERATING EXPENSES				
Salaries, Wages, and Benefits				
Salaries & Wages	898,972	6,376,414	5,477,442	
Benefits	103,800	1,342,473	1,238,673	
WCB		86,700	86,700	
Other Wages		7,500	7,500	
Contracted and General Services				
Mileage	3,536	51,284	47,748	
Meals and Lodgings	5,716	85,643	79,927	
Membership & Conference Fees	17,889	69,840	51,951	
Freight, Express, Postage	6,366	45,485	39,119	
Telephone & Communication	10,496	93,847	83,351	
Training	3,334	194,706	191,372	
Advertising, Printing, Subscriptions	9,158	65,690	56,532	
Accounting & Auditing		35,000	35,000	
Legal Fees		20,500	20,500	
Assessor Fees	35,505	155,000	119,495	
Engineering Fees	60,601	112,740	52,139	
Other Consulting		71,000	71,000	
Computer Programing	71,284	163,131	91,847	
Insurance	2,919	296,072	293,153	
Consulting	36,460	236,800	200,340	
Contractor	121,661	274,100	152,439	
Fire Protection	3,607	104,297	100,690	
Gravel Hauling		183,600	183,600	
Repairs & Maintenance	83,115	241,966	158,851	
Rent & Lease	6,628	158,222	151,594	
Tipping Fees	3,652	49,048	45,396	
Water Commission Fees	-11,730	65,800	77,530	
Policing		193,000	193,000	
Other Services	72,855	204,699	131,844	
Materials, Goods, and Utilities				
Office/Food/Janitorial Supplies	21,516	98,488	76,972	
Fuel/Parts/ Etc	283,618	1,605,096	1,321,478	
Reallocate Road Projects To Capital		-2,381,361	-2,381,361	
Gravel	13,784	499,800	486,016	

	YTD ACTUAL Period 3	YTD BUDGET 2026 BUDGET	VARIANCE	Notes
Chemicals		76,500	76,500	
Computer Supplies	4,607	46,600	41,993	
Utilities	43,717	211,663	167,946	
Employee Recognition	79	51,000	50,921	
Ashphalt/Oil/Calcium/Salt	6,845	647,700	640,855	
Culverts		71,400	71,400	
Equipment & Vehicle Supplies	3,728	18,500	14,772	
Materials & Supplies	2,933	41,700	38,767	
Signs	471	26,500	26,029	
Other General Supplies	20,396	154,750	134,354	
Transfers to Local Boards & Agencies	55,817	381,503	325,686	
Write Offs	93,267	3,060	-90,207	
Bank Charges & Interest	408	6,000	5,592	
Requisitions		3,026,834	3,026,834	
Contingency		0	0	
Amortization		1,998,432	1,998,432	
	<u>2,097,010</u>	<u>17,568,722</u>	<u>15,471,712</u>	
Total Operations	-1,247,317	727,323	1,974,640	
Capital Funding				
Sale of Capital Assets	-400	435,672	436,072	
Provincial Capital Grants	766,144	2,774,005	2,007,861	
Transfer from Reserve		636,478	636,478	
Capital Funding	765,744	3,846,155	3,080,411	
Capital Expenses				
Buildings & Land	22,405	0	-22,405	
Transfer to Reserve		1,156,150	1,156,150	
Land Improvements		238,400	238,400	
Engineering Structures		4,354,361	4,354,361	
Equipment		68,001	68,001	
Vehicles	475,488	755,000	279,512	
	<u>497,893</u>	<u>6,571,912</u>	<u>6,074,019</u>	
Total Capital	267,851	-2,725,757	-2,993,608	
Net Profit/Loss	-979,466	-1,998,434	-1,018,968	
Remove Amortization		1,998,434	1998434	
Adjusted Surplus (Deficit)	-979,466	0	979,466	

3/16/2026

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SMOKY LAKE COUNTY
For the Three Months Ending Tuesday, March

Council
Budget to Actual Report

	YTD ACTUAL Period 3	YTD BUDGET 2026 BUDGET	VARIANCE	Notes
OPERATING REVENUE				
Taxes				
Other Income				
Grants				
<hr/>				
OPERATING EXPENSES				
Salaries, Wages, and Benefits				
Salaries & Wages	56,928	340,339	283,411	
Benefits	16,329	85,085	68,756	
Contracted and General Services				
Mileage	2,832	34,968	32,136	
Meals and Lodgings	4,306	23,770	19,464	
Membership & Conference Fees	6,608	15,185	8,577	
Telephone & Communication	491	7,400	6,909	
Other Services		1,500	1,500	
Materials, Goods, and Utilities				
Office/Food/Janitorial Supplies	124	1,000	876	
Computer Supplies	0	1,000	1,000	
	<u>87,618</u>	<u>510,247</u>	<u>-87,618</u>	
Total Operations	-87,618	-510,247	87,618	
<hr/>				
Capital Funding				
<hr/>				
Capital Expenses				
<hr/>				
<hr/>				
Net Profit/Loss	-87,618		87,618	
Adjusted Surplus (Deficit)	-87,618		87,618	
Division 1	1,726	16,336	14,610	
Division 2	3,852	16,336	12,484	
Division 3	3,323	16,336	13,013	
Division 4	3,587	16,336	12,749	
Division 5	1,750	16,336	14,586	
	<u>101,856</u>	<u>81,680</u>	<u>-20,176</u>	

SMOKY LAKE COUNTY
For the Three Months Ending Tuesday, March

Natural Gas
Budget to Actual Report

	YTD ACTUAL Period 3	YTD BUDGET 2026 BUDGET	VARIANCE	Notes
OPERATING REVENUE				
Taxes				
Other Income				
Penalties	\$5,258	\$20,000	\$14,742	
User Fees and Sales of Goods	758,270	2,946,700	2,188,430	
Investment Income		50,000	50,000	
Licenses and Permits		0	0	
Grants				
TOTAL OPERATING REVENUE	763,528	3,016,700	2,253,172	
OPERATING EXPENSES				
Salaries, Wages, and Benefits				
Salaries & Wages	94,574	903,488	808,914	
Benefits	32,046	184,482	152,436	
Contracted and General Services				
Mileage		3000	3,000	
Meals and Lodgings	1,229	15,000	13,771	
Membership & Conference Fees	12,622	38,700	26,078	
Freight, Express, Postage	2,038	13,500	11,462	
Telephone & Communication	3,780	17,000	13,220	
Training	3,900	6,300	2,400	
Advertising, Printing, Subscriptions		2,500	2,500	
Accounting & Auditing		16,000	16,000	
Legal Fees		1,000	1,000	
Engineering Fees		9,000	9,000	
Other Consulting		1,000	1,000	
Computer Programing	1,468	30,600	29,132	
Insurance	201	36,720	36,519	
Contractor	36,000	35,700	-300	
Repairs & Maintenance	2,325	1,500	-825	
Rent & Lease	2,619	13,000	10,381	
Other Services	776	0	-776	
Materials, Goods, and Utilities				
Office/Food/Janitorial Supplies	757	17,970	17,213	
Fuel/Parts/ Etc	9,757	84,000	74,243	
Gravel		0	0	
Computer Supplies		274	274	
Utilities	2,093	11,171	9,078	
Employee Recognition		2,000	2,000	
Materials & Supplies	6,480	112,700	106,220	
Natural Gas Purchased	250,114	1,249,094	998,980	
Other General Supplies		1,000	1,000	
Write Offs		0	0	
Amortization		241,000	241,000	
	<u>462,779</u>	<u>3,047,700</u>	<u>2,584,921</u>	
Total Operations	300,749	-31,000	-331,749	
Capital Funding				
Sale of Capital Assets			0	
Provincial Capital Grants			0	
Transfer from Reserve		196,000	196,000	
Capital Funding		196,000	196,000	
Capital Expenses				
Buildings & Land		150,000	150,000	
Transfer to Reserve	0	130,000	130,000	
Equipment		86,000	86,000	

	YTD ACTUAL Period 3	YTD BUDGET 2026 BUDGET	VARIANCE	<i>Notes</i>
		406,000	406,000	
Total Capital		-210,000	-210,000	
Net Profit/Loss	300,749	-241,000	-541,749	
Remove Amortization	0	241,000	241,000	
Adjusted Surplus (Deficit)	300,749	0	-300,749	

Municipality of SMOKY LAKE COUNTY

	CIBC GENERAL ACCOUNT	GENERAL ACCOUNT	ATB PAYROLL ACCOUNT	NOTICE ACCOUNT	SAVINGS ACCOUNT
NET BALANCE AT June 30, 2025	376,246.24	354,573.72	253,551.69	10,522,602.36	2,423,054.20
Receipts for the month of July					
Interest	599.62	2,691.78	778.38	28,692.38	5,669.08
Taxes & Penalties		275,518.92			
Utility	3,871.88	124,025.94			
Miscellaneous Services & Sales		57,399.21			
Town Gas/Fed Gas					
GST		39,891.37			
FCSS Grant		24,376.71			
Fire Grant		28,681.00			
Equipment/Vehicles Sold		193,537.30			
CCBF grant		196,633.00			
ASB Grant		184,997.00			
LGFF Operating Grant		215,604.00			
transfer from savings		2,400,000.00			750,000.00
Total Receipts	4,471.50	3,743,356.23	778.38	28,692.38	755,669.08
SUB-TOTAL	380,717.74	4,097,929.95	254,330.07	10,551,294.74	3,178,723.28
LESS					
Disbursements for the month of July					
Transfer funds to ATB Payroll	-	409,108.95	409,108.95		
Bills and Accounts	-	2,949,968.96	410,490.33		
Transfer to other accounts				- 1,750,000.00	- 1,400,000.00
Bank Charges	- 13.00	- 203.57			
Total Disbursements	- 13.00	- 3,359,281.48	- 1,381.38	- 1,750,000.00	- 1,400,000.00
NET BALANCE AT July 31, 2025	380,704.74	738,648.47	252,948.69	8,801,294.74	1,778,723.28
NET BALANCE AT July 31, 2025	380,704.74	1,608,031.03	252,948.69	8,801,294.74	1,778,723.28
Outstanding Deposits		23,881.78			
Less Outstanding Cheques		- 893,264.34			
NET BALANCE AT July 31, 2025	380,704.74	738,648.47	252,948.69	8,801,294.74	1,778,723.28
REVOLVING LINE OF CREDIT					
NET BALANCE AT June 30, 2025		-			
Disbursements		175,600.21			
Payments		- 175,600.21			
NET BALANCE AT July 31, 2025		-			

THIS STATEMENT SUBMITTED TO COUNCIL, THIS

Municipality of SMOKY LAKE COUNTY

	<u>CIBC GENERAL ACCOUNT</u>	<u>GENERAL ACCOUNT</u>	<u>ATB PAYROLL ACCOUNT</u>	<u>NOTICE ACCOUNT</u>	<u>SAVINGS ACCOUNT</u>
NET BALANCE AT July 31, 2025	380,704.74	738,648.47	252,948.69	8,801,294.74	1,778,723.28
Receipts for the month of Aug					
Aggregate Levy					
Interest	627.16	2,730.73	727.93	25,524.42	4,894.66
Taxes & Penalties		236,706.03			
Utility	2,351.24	99,469.10			
Town Gas/Fed Gas		47,446.76			
GST rebate		69,681.59			
Miscellaneous Services & Sales		88,493.20			
Metis Nation Dev Permit					
Road Haul repair oil/gas					
Transfer From Savings		750,000.00			
Water Commission Admin Fee		26,000.00			
MSI Operating					
Total Receipts	2,978.40	1,320,527.41	727.93	25,524.42	4,894.66
SUB-TOTAL	383,683.14	2,059,175.88	253,676.62	8,826,819.16	1,783,617.94
LESS					
Disbursements for the month of Aug					
Transfer funds to ATB Payroll		-431,465.39	431,465.39		
Bills and Accounts		-879,898.51	-432,353.40		
Transfer to other accounts				-750,000.00	
Bank Fees		-223.30			
Total Disbursements	0.00	-1,311,587.20	-888.01	-750,000.00	0.00
NET BALANCE AT August 31, 2025	383,683.14	747,588.68	252,788.61	8,076,819.16	1,783,617.94
NET BALANCE AT August 31, 2025	383,499.08	849,106.19	252,788.61	8,076,819.16	1,783,617.94
Outstanding Deposits	197.06	41,339.94			
Less Outstanding Cheques		-142,857.45			
NET BALANCE AT August 31, 2025	383,696.14	747,588.68	252,788.61	8,076,819.16	1,783,617.94
REVOLVING LINE OF CREDIT					
NET BALANCE AT July 31, 2025		<u>0.00</u>			
Disbursements		0.00			
Payments		0.00			
NET BALANCE AT August 31, 2025		<u>0.00</u>			

THIS STATEMENT SUBMITTED TO COUNCIL,

Reeve

Secretary-Treasurer

Municipality of SMOKY LAKE COUNTY

	<u>CIBC GENERAL ACCOUNT</u>	<u>GENERAL ACCOUNT</u>	<u>ATB PAYROLL ACCOUNT</u>	<u>NOTICE ACCOUNT</u>	<u>SAVINGS ACCOUNT</u>
NET BALANCE AT August 31, 2025	383,683.14	747,588.68	252,788.61	8,076,819.16	1,783,617.94
Receipts for the month of September					
Interest	633.91	2,066.76	705.14	22643.92	3,925.37
Taxes & Penalties		409,996.31			
Utility	559.40	112,930.36			
Miscellaneous Services & Sales		75,311.57			
Town Gas/Fed Gas		45,167.66			
GST refund					
Gas Alberta Rebate					
Transfer From Savings		500,000.00			
Development Permit					
Total Receipts	1,193.31	1,145,472.66	705.14	22,643.92	3,925.37
SUB-TOTAL	384,876.45	1,893,061.34	253,493.75	8,099,463.08	1,787,543.31
LESS					
Disbursements for the month of September					
Transfer funds to ATB Payroll		-450,321.53	450,321.53		
Bills and Accounts		-1,259,958.71	-450,687.29		
Transfer to other accounts					-500,000.00
Bank Charges	-13.00	-420.11			
Total Disbursements	-13.00	-1,710,700.35	-365.76	0.00	-500,000.00
NET BALANCE AT September 30, 2025	384,863.45	182,360.99	253,127.99	8,099,463.08	1,287,543.31
NET BALANCE AT September 30, 2025	384,653.39	227,092.37	253,127.99	8,099,463.08	1,287,543.31
Outstanding Deposits	197.06	41,184.47			
Less Outstanding Cheques		-85,915.85			
NET BALANCE AT September 30, 2025	384,850.45	182,360.99	253,127.99	8,099,463.08	1,287,543.31
REVOLVING LINE OF CREDIT					
NET BALANCE AT August 31, 2025		<u>0.00</u>			
Disbursements					
Payments					
NET BALANCE AT September 30, 2025		<u>0.00</u>			

THIS STATEMENT SUBMITTED TO COUNCIL,

Reeve

Secretary-Treasurer

Municipality of SMOKY LAKE COUNTY

	CIBC GENERAL ACCOUNT	GENERAL ACCOUNT	ATB PAYROLL ACCOUNT	NOTICE ACCOUNT
NET BALANCE AT September 30, 2025	384,863.45	182,360.99	253,127.99	8,099,463.08
Receipts for the month of Oct				
Interest	615.27	4,560.22	691.58	23,930.90
Taxes & Penalties		12,390,797.38		
Utility	240.19	112,267.05		
Miscellaneous Services & Sales		95,068.94		
Alberta Transportation MVA		43,213.45		
Town Gas/Fed Gas		9,584.19		
FCSS Grant		24,376.71		
Transfer		600,000.00		3,000,000.00
Total Receipts	855.46	13,279,867.94	691.58	3,023,930.90
SUB-TOTAL	385,718.91	13,462,228.93	253,819.57	11,123,393.98
LESS				
Disbursements for the month of Oct				
Transfer funds to ATB Payroll		-374,515.16	374,515.16	
Transfer from/To Savings		-8,000,000.00		
Bills and Accounts		-3,862,160.87	-376,543.44	
Bank Charges	-39.00	-588.29		
Total Disbursements	-39.00	-12,237,264.32	-2,028.28	0.00
NET BALANCE AT October 31, 2025	385,679.91	1,224,964.61	251,791.29	11,123,393.98
NET BALANCE AT October 31, 2025	385,679.91	1,624,045.38	251,791.29	11,123,393.98
Outstanding Deposits		199,053.41		
Less Outstanding Cheques		-598,134.18		
NET BALANCE AT October 31, 2025	385,679.91	1,224,964.61	251,791.29	11,123,393.98
REVOLVING LINE OF CREDIT				
NET BALANCE AT September 30, 2025		<u>0.00</u>		
Disbursements		0.00		
Payments		0.00		
NET BALANCE AT October 31, 2025		<u>0.00</u>		

THIS STATEMENT SUBMITTED TO COUNCIL,

Reeve

Secretary-Treasurer

Municipality of SMOKY LAKE COUNTY

	<u>CIBC GENERAL ACCOUNT</u>	<u>GENERAL ACCOUNT</u>	<u>ATB PAYROLL ACCOUNT</u>	<u>NOTICE ACCOUNT</u>	<u>SAVINGS ACCOUNT</u>
NET BALANCE AT October 31, 2025	385,679.91	1,224,964.61	251,791.29	11,123,393.98	5,694,558.35
Receipts for the month of Nov					
Interest	536.84		590.91	28,525.11	12,499.92
Taxes & Penalties		136,605.07			
Utility		136,672.38			
Miscellaneous Services & Sales		77,013.79			
Town Gas/Fed Gas		24,046.15			
Alberta Transportation MVA		12,043.75			
Transfers to/from Savings		1,250,000.00		500,000.00	
Total Receipts	536.84	1,636,381.14	590.91	528,525.11	12,499.92
SUB-TOTAL	386,216.75	2,861,345.75	252,382.20	11,651,919.09	5,707,058.27
LESS					
Disbursements for the month of Nov					
Transfer funds to ATB Payroll		-379,168.46	379,168.46		
Transfer funds to Savings		-500,000.00			-1,250,000.00
Bills and Accounts		-1,403,790.52	-380,063.71		
Bank Charges		-314.75			
Total Disbursements	0.00	-2,283,273.73	-895.25	0.00	-1,250,000.00
NET BALANCE AT November 30, 2025	386,216.75	578,072.02	251,486.95	11,651,919.09	4,457,058.27
NET BALANCE AT November 30, 2025	386,216.75	988,400.77	251,486.95	11,651,919.09	4,457,058.27
Outstanding Deposits		9,013.81			
Less Outstanding Cheques		-419,342.56			
NET BALANCE AT November 30, 2025	386,216.75	578,072.02	251,486.95	11,651,919.09	4,457,058.27
REVOLVING LINE OF CREDIT					
NET BALANCE AT October 31, 2025		<u>0.00</u>			
Disbursements		0.00			
Payments		0.00			
NET BALANCE AT November 30, 2025		<u>0.00</u>			

THIS STATEMENT SUBMITTED TO COUNCIL, THIS

Reeve

Secretary-Treasurer

Municipality of SMOKY LAKE COUNTY

	CIBC <u>GENERAL ACCOUNT</u>	GENERAL <u>ACCOUNT</u>	ATB <u>PAYROLL ACCOUNT</u>	NOTICE <u>ACCOUNT</u>	SAVINGS <u>ACCOUNT</u>
NET BALANCE AT November 30, 2025	386,216.75	578,072.02	251,486.95	11,651,919.09	4,457,058.27
Receipts for the month of Dec					
Interest	459.98	2,103.48	638.11	29,715.75	9,109.76
Taxes & Penalties		159,493.04			
Utility	-86.41	205,754.03			
Miscellaneous Services & Sales		113,124.73			
ANI Insurance receivable		43,125.45			
Odorant/CNG/Infill/Town Gas		52,642.75			
Canada Summer Jobs Grant		10,500.00			
GST refund		101,111.34			
Sale of capital assets		213,705.00			
Transfer funds to/fr savings		1,500,000.00			
Total Receipts	373.57	2,401,559.82	638.11	29,715.75	9,109.76
SUB-TOTAL	386,590.32	2,979,631.84	252,125.06	11,681,634.84	4,466,168.03
LESS					
Disbursements for the month of Dec					
Transfer funds to ATB Payroll		-372,238.55	372,238.55		
Transfer funds to/fr savings					-1,500,000.00
Bills and Accounts		-2,301,051.10	-378,680.18		
Bank Charges	-13.00	-303.02			
Total Disbursements	-13.00	-2,673,592.67	-6,441.63	0.00	-1,500,000.00
NET BALANCE AT December 31, 2025	386,577.32	306,039.17	245,683.43	11,681,634.84	2,966,168.03
NET BALANCE AT December 31, 2025	386,577.32	420,303.76	245,683.43	11,681,634.84	2,966,168.03
Outstanding Deposits		35,945.42			
Less Outstanding Cheques		-150,210.01			
NET BALANCE AT December 31, 2025	386,577.32	306,039.17	245,683.43	11,681,634.84	2,966,168.03
REVOLVING LINE OF CREDIT					
NET BALANCE AT November 30, 2025		<u>0.00</u>			
Disbursements		22,303.72			
Payments		-22,303.72			
NET BALANCE AT December 31, 2025		<u>0.00</u>			

THIS STATEMENT SUBMITTED TO COUNCIL,

Reeve

Secretary-Treasurer