



Smoky Lake County
Meeting Agenda
Committee of the Whole Meeting
July 13, 2026 - 01:00 PM
In Person - Council Chambers
4612 - McDougall Drive, Smoky Lake, Alberta
Please join using this link:

<https://video.businessconnect.telus.com/join/302113995>

1. CALLED TO ORDER
2. ADOPTION OF AGENDA
3. DELEGATIONS – N/A
4. REQUESTS FOR DISCUSSION
 - 4.1. Municipal Land Use Suitability Tool (MLUST)
 - 4.2. Land Use Bylaw Amendments
 - 4.3. Bylaw #1508-26 Speed Limit Bylaw
 - 4.4. Policy 02-16. Infectious Disease Management Plan
 - 4.5. Policy 03-56 – Equipment Storage, Availability and Compensation
 - 4.6. Bylaw 1510 -26 Procedural Bylaw
 - 4.7. Policy 08-18 Council Remuneration and Expenses
5. CORRESPONDENCE
6. IN CAMERA
 - 6.1 In Camera session - Access to Information and Protection of Privacy Act (ATIA), Pursuant to Section 32: Privileged information
7. ADJOURNMENT



Request for Discussion (RFD)

Meeting Date: July 13, 2026

Agenda Item: #4.1

Topic: Municipal Land Use Suitability Tool (MLUST)

Presented By: Jordan Ruegg, Director of County Services

For Discussion and Review

Background:

Smoky Lake County has developed the Municipal Land Use Suitability Tool ([MLUST](#)) to support informed, consistent and evidence-based land use planning and development decision-making. The MLUST is an interactive dashboard that compiles a wide range of County datasets and presents land suitability information at a quarter section scale, allowing users to visualize and assess the relative suitability of lands for various types of development.

The MLUST evaluates each area using a combination of “pull” factors that increase the suitability for a particular land use, and “push” factors that reduce suitability. By analyzing the proximity and influence of these factors, the Tool generates a suitability score that assists administration, Council, developers, landowners and other stakeholders in understanding the opportunities and constraints associated with individual parcels of land.

The Tool recognizes that Smoky Lake County’s landscape contains significant agricultural, environmental, recreational, cultural and economic assets that collectively contribute to the County’s long-term prosperity and quality of life. Rather than focusing solely on development potential, the MLUST provides a balanced assessment that considers the existing value of the landscape alongside future development opportunities.

The MLUST incorporates assessments of ecologically valuable lands using indicators such as groundwater vulnerability, wetlands, riparian areas, biodiversity, wildlife habitat, watershed characteristics and ecological connectivity. Agriculturally valuable lands are evaluated using soil organic carbon, soil texture and existing agricultural activity to identify areas of high agricultural capability.

Building upon this foundation, the Tool evaluates land suitability for a variety of future land uses including:

- Active outdoor recreation;
- Motorized Outdoor recreation;
- Tourism-commercial development;
- Highway-commercial development;
- Industrial development;
- Agri-business development; and
- Renewable energy development.

Each suitability model considers the unique requirements of the land use while balancing environmental protection, agricultural preservation, infrastructure availability, accessibility,



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cultural resources, tourism assets and existing development patterns.

The MLUST is intended to be used as a decision-support tool and does not replace Council's statutory planning authority nor professional planning advice. Instead, it provides objective, data-driven information that can improve the quality and consistency of land use decisions throughout the County.

Benefits:

The Municipal Land Use Suitability Tool provides numerous benefits to Smoky Lake County, including:

- Supports transparent, objective and defensible land use decision-making through the use of consistent evaluation criteria;
- Provides Council and administration with readily accessible spatial data when evaluating development proposals;
- Helps identify opportunities for future economic development while protecting important agricultural and environmental resources;
- Encourages sustainable growth by balancing economic development with environmental stewardship;
- Improves long-term strategic planning by identifying areas best suited for various forms of development;
- Assists developers and landowners in identifying suitable locations for proposed projects before formal applications are submitted;
- Reduces potential land use conflicts by identifying environmental, agricultural, recreational and cultural constraints early in the planning process;
- Supports the implementation of a future Municipal Development Plan, Land Use Bylaw, economic development, agri-business and tourism initiatives.
- Promotes consistency in development recommendations and planning decisions across the municipality; and
- Recognizes the cumulative value of ecosystem services, agricultural productivity, recreation, tourism and community infrastructure when evaluating development opportunities.

Disadvantages:

While the Municipal Land Use Suitability Tool is a valuable planning resource, several limitations of the Tool should be recognized:

- The Tool is intended to support – not replace – professional planning judgement and Council's decision-making authority;
- Suitability scores are dependent on the quality, accuracy and currency of the underlying datasets;
- New infrastructure, environmental conditions or policy changes may require periodic updates to the Tool to maintain accuracy;
- Certain site-specific considerations, including geotechnical investigations, servicing availability, engineering constraints or environmental studies cannot be fully captured through the regional



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scale that the Tool is designed for; and

- Users may incorrectly interpret suitability scores as definitive approvals rather than advisory planning information if appropriate guidance is not provided.

Financial Implications:

The Municipal Land Use Suitability Tool represents an investment in modern planning practices and data-driven decision making. Ongoing financial implications are expected to be limited to data hosting, (currently \$10,000/year for external hosting – administration is looking at options for hosting/displaying data internally), software licensing, periodic updates of source datasets and future enhancements to improve functionality.

The use of the Municipal Land Use Suitability Tool has the potential to reduce long-term planning costs by improving the efficiency of development reviews, reducing conflicts, identifying suitable development locations earlier in the application process and by supporting more strategic asset management/infrastructure planning.

Legislation:

Not applicable

Intergovernmental:

The Municipal Land Use Suitability Tool provides opportunities for improved regional collaboration by promoting consistent land use analysis across municipal boundaries where appropriate. The Tool can also support discussions with neighbouring municipalities, provincial agencies, Indigenous communities, industry stakeholders and other organizations by providing a common evidence-based framework for evaluating land use opportunities and constraints.

Strategic Alignment:

The Municipal Land Use Suitability Tool directly supports the priorities identified within the County's Strategic Plan by providing a consistent, evidence-based framework for land-use planning, investment attraction, infrastructure planning and sustainable development.

Regional Collaboration and Modernization

- Supports regional planning initiatives by providing standardized geospatial information that can be shared with neighbouring municipalities and regional partners;
- Promotes consistent land-use evaluation and decision-making across municipal boundaries;
- Advances the County's modernization objectives through the use of GIS technology, interactive mapping and data-driven support tools; and
- Complements the County's broader GIS modernization and open-data initiatives by leveraging centralized spatial datasets to improve planning and collaboration.

Service Delivery and Community Wellbeing

- Provides administration and Council with timely, objective information to support efficient and transparent development decisions;



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- Improves customer service by allowing administration, developers and landowners to identify suitable development locations early on in the planning process;
- Supports balanced growth that protects environmental, agricultural, recreational and cultural assets while accommodating appropriate development opportunities; and
- Enhances public confidence in municipal planning decisions through greater transparency and consistency.

Asset Management & Infrastructure Sustainability

- Assists in identifying areas where existing infrastructure can best support future development;
- Supports long-term infrastructure planning by encouraging development in locations that maximize existing municipal investments and minimize servicing costs; and
- Provide spatial analysis that complements the County's GIS and asset management initiatives by integrating land suitability considerations into infrastructure planning.

Economic Development & Financial Sustainability

- Identifies lands that are well suited for industrial, commercial, agri-business, tourism, recreation and renewable energy development, supporting economic diversification and investment attraction;
- Assists in aligning future development within existing transportation networks, municipal infrastructure and community services, resulting in more cost-effective growth;
- Protects high-value agricultural and ecological resources while directing investment toward areas where development can occur with fewer land-use conflicts; and
- Will support implementation of a new Municipal Development Plan and Land Use Bylaw, and the development of a regional housing strategy and broader economic development initiatives by providing a defensible, evidence-based planning framework.

Workforce Development & Succession Planning

- Establishes a standardized planning resource that improves consistency in the development review process regardless of staff changes;
- Reduces reliance on institutional knowledge by documenting land suitability through a transparent and repeatable methodology; and
- Supports organizational resilience by providing an accessible decision-making tool that can be used by multiple departments (Planning, GIS, Public Works, Environmental Operations, Agriculture) in their daily operations.

Enclosure(s):

1. Link to the MLUST - <https://engage.o2design.com/SmokyLakeCountyMLUST/app/>

Signature of the CAO: _____



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Meeting Date: July 13, 2026

Agenda Item: #4.2

Topic: Land Use Bylaw Amendments – Reclassifying Certain Uses from

“Discretionary” Classification to “Permitted” Classification

Presented By: Jordan Ruegg, Director of County Services

For Discussion and Review

Background:

Smoky Lake County Land Use Bylaw #1272-14 (LUB) is the primary land-use and planning document utilized by County administration to process development and subdivision applications. The LUB is a statutorily-required document that establishes various Land Use Districts for each parcel of land within the municipality. Each of these Districts contains a list of both “Permitted” and “Discretionary” Uses and various other standards and regulations related to development (i.e. minimum setback distances, maximum height, etc.). The key practical difference is that Permitted Uses provide an applicant with the right to develop, whereas Discretionary Uses are a privilege requiring approval.

Permitted Uses

A Permitted Use is a land use that is ***automatically allowed*** in a specific District, provided that the application meets all of the applicable standards and regulations contained within the Land Use Bylaw.

The following apply to Permitted Uses:

- The Development Authority (in the case of Smoky Lake County, the Development Officer) must approve the application if it complies with the LUB.
- There is limited or no discretion to refuse the application if all requirements are met,
- Approval is generally more predictable and routine.
- Still subject to conditions (e.g. setbacks, height limits, parking requirements, etc.).
- Only appealable in limited circumstances (e.g. if a variance is granted or if the applicant believes that conditions are imposed improperly).

Discretionary Uses

A Discretionary Use is a land use that ***may be allowed*** in a specific District, but only if the Development Authority (in the case of Smoky Lake County, the Municipal Planning Commission) specifically approves of the application after evaluating its merits.

The following apply to Discretionary Uses:

- The Development Authority has broad discretion to approve or refuse an application.
- Approval is based on factors such as:
 - o Compatibility with surrounding land uses;
 - o Impact on infrastructure or services;
 - o Environmental considerations; and/or
 - o Public input or community context.
- Even if an application meets the technical standards required by the LUB, it can still be refused.



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- Approval of Discretionary Uses often includes conditions that are tailored to the specific application.
- Decisions are typically more subjective and case-by-case.

Administration has been tasked with conducting a review of both the Permitted and Discretionary Uses contained within each District of the County's Land Use Bylaw, and to provide recommendations for reclassifying some Discretionary Uses to Permitted Uses in the interest of reducing administrative burden and red tape, expediting the approvals process and providing great certainty and clarity to prospective developers. The following is a summary of this analysis and recommended changes.

Agriculture (AG) District

The Agriculture (AG) District is intended to support working agricultural landscapes and rural lifestyles, and many of the current Discretionary Uses are either low-impact, complementary to agricultural operations or can be adequately regulated through existing development standards/conditions contained within the AG District.

The following table provides a list of the Discretionary Uses in the AG District and recommendations to reclassify Uses from Discretionary to Permitted and a rationale for each recommendation:

Current Discretionary Use	Recommendation	Rationale
Alternative Energy, Commercial	No change	Requires AUC/other approvals; large footprint; potential environmental/infrastructure concerns.
Alternative Energy, Personal	Move to Permitted	Personal solar arrays, geothermal systems, small wind turbines and similar systems are increasingly standard residential and agricultural improvements. Because maximum height and setback standards are included in the LUB, discretionary review adds little value.
Animal Breeding/Boarding Facility/Kennel	No change	Excessive noise and potential public safety concerns.
Animal Clinic/Animal Hospital/Animal Hospital, Large	No change	Rigorous provincial regulatory approval process.
Boarding Facility	No change	Large number of potential occupants can lead to issues with noise, parking, sanitation, public safety, stress to municipal infrastructure.
Campground (minor, intermediate & major)	No change	Concerns related to noise, waste, human waste, fire hazard, parking, environmental degradation.



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Cemetery	No change	Incompatibility with adjacent land uses; environmental concerns (e.g. depth of water table); parking.
Child Care Facility/Day Care Facility	Move to Permitted	Small rural childcare facilities provide an important community service and generally generate minimal impacts beyond those of a minor home occupation. Appropriate parking and access standards and safety conditions can address operational concerns.
Duplex (Vertical and Side-by-Side)	Move to Permitted	A duplex does not significantly increase the residential density of agricultural lands while providing a range of housing opportunities.
Family Care Facility	Move to Permitted	These facilities are residential in nature and typically generate very little external impact. Provincially-required licensing already provides operational oversight and parking provisions exist in the LUB.
Intensive Agriculture	Move to Permitted	These facilities (greenhouses, silviculture, sod farms, etc.) are agricultural in nature. CFOs, cannabis production and industrial hemp production are not included in this definition and would remain Discretionary.
Natural Resource Extraction	No change	Noise, dust, vibrations, increased heavy truck traffic, water use, etc. are all legitimate concerns.
Place of Worship	No change	Concerns with parking and potential location of cemetery.
Public and Quasi-Public Buildings and Uses	No change	Because the definition for these facilities includes uses such as eating and drinking establishments and entertainment establishments, they should remain Discretionary as these uses can generate significant external impacts.
Public Utility	Move to Permitted	Public benefit of these uses should allow for them to be processed quickly. Regulations/provisions exist in LUB and Provincial regulations to address concerns.



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Recreational Use	Modify definition to include Passive and Active as subclasses and move Passive Recreation to Permitted	Passive Recreation (e.g. trails, picnic areas, cross-country skiing) generally have little impact on adjacent agricultural operations and should be Permitted Uses; Active Recreation should remain Discretionary.
Recreational Vehicle Park	No change	Same reasons as Campgrounds.
Relocated Building	No change	The wide variety of building types/uses could make it problematic to make this a Permitted Use.
Secondary Commercial	No change	Broad nature of Secondary Commercial means it should remain Discretionary.
Sign	Move to Permitted	Signs (size, text, type, etc.) are already regulated by the LUB so there is no need for them to be Discretionary.
Surveillance Suite	Move to Permitted	No significant difference between impacts of a Surveillance Suite and other forms of suites that are Permitted Uses.
Transfer Station	Remove from AG District	This use should only be included under the Direct Control Landfill District.
Utility Building	Move to Permitted	Same rationale as Public Utility.
Workcamp, Short-Term	No change	Use can cause significant external issues and should remain Discretionary.

Victoria Agriculture (A1) District

The Victoria Agriculture (A1) District is intended to preserve the historic character of the Victoria Trail area while allowing agricultural and compatible rural development. The purpose statement specifically requires that development be **compatible with and/or enhance the historic Value of the Victoria Trail**. This additional objective distinguishes the A1 District from the AG District and justifies retaining discretionary review for uses that may significantly alter the area's visual character or generate substantially increased activity.

Current Discretionary Use	Recommendation	Rationale
Alternative Energy, Personal	Move to Permitted	Personal solar arrays, geothermal systems, small wind turbines and similar systems are increasingly standard residential and agricultural improvements. Because maximum height and setback standards are included in the LUB, discretionary review adds little value.
Agricultural Support Servies	No change	Uses include bulk fuel plans and bulk



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		agricultural chemical distribution which may compromise the historic landscape.
Animal Breeding/Boarding Facility/Kennel	No change	Excessive noise and potential public safety concerns.
Animal Clinic/Animal Hospital/Animal Hospital, Large	No change	Rigorous provincial regulatory approval process.
Boarding Facility	No change	Large number of potential occupants can lead to issues with noise, parking, sanitation, public safety, stress to municipal infrastructure.
Campground (minor, intermediate & major)	No change	Concerns related to noise, waste, human waste, fire hazard, parking, environmental degradation.
Cemetery	No change	Incompatibility with adjacent land uses; environmental concerns (e.g. depth of water table); parking.
Child Care Facility/Day Care Facility	Move to Permitted	Small rural childcare facilities provide an important community service and generally generate minimal impacts beyond those of a minor home occupation. Appropriate parking and access standards and safety conditions can address operational concerns.
Duplex (Vertical and Side-by-Side)	Move to Permitted	A duplex does not significantly increase the residential density of agricultural lands while providing a range of housing opportunities. Architectural guidelines exist in the Victoria District Area Structure Plan to preserve historic aesthetic.
Family Care Facility	Move to Permitted	These facilities are residential in nature and typically generate very little external impact. Provincially-required licensing already provides operational oversight and parking provisions exist in the LUB.
Intensive Agriculture	No change	These facilities may negatively impact the historic aesthetic.
Natural Resource Extraction	No change	Noise, dust, vibrations, increased heavy truck traffic, water use, etc. are all legitimate concerns.
Place of Worship	No change	Concerns with parking and potential location of cemetery.



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Public and Quasi-Public Buildings and Uses	No change	Because the definition for these facilities includes uses such as eating and drinking establishments and entertainment establishments, they should remain Discretionary as these uses can generate significant external impacts.
Public Utility	Move to Permitted	Public benefit of these uses should allow for them to be processed quickly. Regulations/provisions exist in LUB and Provincial regulations to address concerns.
Recreational Use	Modify definition to include Passive and Active as subclasses and move Passive Recreation to Permitted	Passive Recreation (e.g. trails, picnic areas, cross-country skiing) generally have little impact on adjacent agricultural operations and should be Permitted Uses; Active Recreation should remain Discretionary.
Recreational Vehicle Park	No change	Same reasons as Campgrounds.
Relocated Building	No change	The wide variety of building types/uses could make it problematic to make this a Permitted Use.
Secondary Commercial	No change	Broad nature of Secondary Commercial means it should remain Discretionary.
Sign	Move to Permitted	Signs (size, text, type, etc.) are already regulated by the LUB so there is no need for them to be Discretionary.
Surveillance Suite	Move to Permitted	No significant difference between impacts of a Surveillance Suite and other forms of suites that are Permitted Uses.
Transfer Station	Remove from AG District	This use should only be included under the Direct Control Landfill District.
Utility Building	Move to Permitted	Same rationale as Public Utility.

Multi-Lot Country Residential (R1) District

The purpose of the Multi-Lot Country Residential (R1) District is to provide opportunities for multi-lot county residential subdivisions while accommodating compatible residential accessory uses. The District already identifies many common residential uses as Permitted Uses, but several relatively low-impact uses remain Discretionary that could be made Permitted without increasing the risk of land use conflicts.



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Current Discretionary Use	Recommendation	Rationale
Alternative Energy, Personal	Move to Permitted	Residential solar panels, geothermal systems and small wind energy systems are now common residential improvements. Objective regulations respecting height, setbacks, glare and noise provide sufficient control without discretionary review.
Bed & Breakfast Establishments	No change	B&Bs can increase traffic, noise, waste and other external effects.
Day Care Facility	No change	Parking and noise considerations.
Duplexes (Side-By-Side and Vertical)	No change	May cause the maximum density to exceed what is allowable under certain Area Structure Plans.
Family Care Facility	No change	Parking and noise considerations.
Garage Suite	Move to Permitted	Does not significantly increase traffic, noise, waste, etc.
Garden Suite	Move to Permitted	Does not significantly increase traffic, noise, waste, etc.
Group Care Facility	No change	Parking and noise considerations.
Guest House	Move to Permitted	Does not significantly increase traffic, noise, waste, etc.
In-Law Suite	Move to Permitted	Does not significantly increase traffic, noise, waste, etc.
Manufactured Home	Move to Permitted	Use is identical to Single Detached Dwelling/Tiny Dwelling/Cottage in terms of its impact on noise, traffic, waste, environment, etc.
Modular Home	Move to Permitted	Use is identical to Single Detached Dwelling/Tiny Dwelling/Cottage in terms of its impact on noise, traffic, waste, environment, etc.
Multi-Unit Dwelling	No change	Use = 3 or more dwelling units; substantial increase in noise, traffic, parking, waste, etc.
Natural Area	Move to Permitted	Conservation of natural features should be encouraged and is unlikely to create conflicts with adjacent residential development.
Neighbourhood Convenience Store	No change	Commercial development may conflict with adjacent residential development.
Neighbourhood Park/Public Park	Move to Permitted	Small parks serving local residents are a normal component of residential neighbourhoods and generally generate



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		minimal impacts beyond normal residential activity.
Places of Worship	No change	Concerns with parking and traffic.
Public and Quasi-Public Buildings and Uses	No change	Because the definition for these facilities includes uses such as eating and drinking establishments and entertainment establishments, they should remain Discretionary as these uses can generate significant external impacts.
Public Utilities	No change	Redistricting to Institutional District.
Recreational Buildings/Uses	Modify definition to include Passive and Active as subclasses and move Passive Recreation to Permitted	Passive Recreation (e.g. trails, picnic areas) generally have little negative impact on adjacent residential development and should be Permitted Uses; Active Recreation (e.g. commercial recreation facilities) should remain Discretionary.
Shipping Container	Move to Permitted	Adequate provisions exist in the LUB to deal with appearance/height/length/# of Shipping Containers.

Residential (Cluster) Conservation (R2) District

The purpose of the Residential (Cluster) Conservation (R2) District is to accommodate low-impact multi-lot residential and cluster conservation developments in environmentally appropriate locations while conserving environmentally significant features. This purpose indicates that the District is intended to be primarily residential, with an emphasis on environmental stewardship rather than intensive development. Accordingly, Discretionary Uses should be reserved for uses that could materially affect the environment, neighbourhood character or servicing capacity, while routine residential uses should be Permitted Uses if they comply with the LUB's development standards.

Current Discretionary Use	Recommendation	Rationale
Alternative Energy, Personal	Move to Permitted	Residential solar panels, geothermal systems and small wind energy systems are now common residential improvements. Objective regulations respecting height, setbacks, glare and noise provide sufficient control without discretionary review.
Apartment	No change	Higher density residential uses such as apartments should remain discretionary due to their impact on neighbouring residential uses.



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Bed & Breakfast Establishments	No change	B&Bs can increase traffic, noise, waste and other external effects.
Day Care Facility	No change	Parking and noise considerations.
Duplexes (Side-By-Side and Vertical)	No change	May cause the maximum density to exceed what is allowable under certain Area Structure Plans.
Family Care Facility	No change	Parking and noise considerations.
Garage Suite	Move to Permitted	Does not significantly increase traffic, noise, waste, etc.
Garden Suite	Move to Permitted	Does not significantly increase traffic, noise, waste, etc.
Group Care Facility	No change	Parking and noise considerations.
Guest House	Move to Permitted	Does not significantly increase traffic, noise, waste, etc.
In-Law Suite	Move to Permitted	Does not significantly increase traffic, noise, waste, etc.
Manufactured Home	Move to Permitted	Use is identical to Single Detached Dwelling/Tiny Dwelling/Cottage in terms of its impact on noise, traffic, waste, environment, etc.
Modular Home	Move to Permitted	Use is identical to Single Detached Dwelling/Tiny Dwelling/Cottage in terms of its impact on noise, traffic, waste, environment, etc.
Multi-Unit Dwelling	No change	Use = 3 or more dwelling units; substantial increase in noise, traffic, parking, waste, etc.
Natural Area	Move to Permitted	Conservation of natural features should be encouraged and is unlikely to create conflicts with adjacent residential development.
Neighbourhood Convenience Store	No change	Commercial development may conflict with adjacent residential development.
Neighbourhood Park/Public Park	Move to Permitted	Small parks serving local residents are a normal component of residential neighbourhoods and generally generate minimal impacts beyond normal residential activity.
Places of Worship	No change	Concerns with parking and traffic.
Public and Quasi-Public Buildings and Uses	No change	Because the definition for these facilities includes uses such as eating and drinking establishments and entertainment establishments, they should remain Discretionary as these



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		uses can generate significant external impacts.
Public Utilities	No change	Redistricting to Institutional District.
Shipping Container	Move to Permitted	Adequate provisions exist in the LUB to deal with appearance/height/length/# of Shipping Containers.

Victoria Residential (R3) District

The purpose of the Victoria Residential (R3) District is to accommodate residential development within the historic Victoria District area while preserving its rural and historic character. Compared to the County's other residential Districts, the R3 District places a greater emphasis on the compatibility with the Victoria District, and as a result, some Discretionary Uses remain appropriate for developments that could affect the visual character or intensity of development in the area.

Current Discretionary Use	Recommendation	Rationale
Alternative Energy, Personal	Move to Permitted	Residential solar panels, geothermal systems and small wind energy systems are now common residential improvements. Objective regulations respecting height, setbacks, glare and noise provide sufficient control without discretionary review.
Apartment	No change	Higher density residential uses such as apartments should remain discretionary due to their impact on neighbouring residential uses.
Bed & Breakfast Establishments	No change	B&Bs can increase traffic, noise, waste and other external effects.
Day Care Facility	No change	Parking and noise considerations.
Duplexes (Side-By-Side and Vertical)	No change	May cause the maximum density to exceed what is allowable under certain Area Structure Plans.
Family Care Facility	No change	Parking and noise considerations.
Garage Suite	Move to Permitted	Does not significantly increase traffic, noise, waste, etc.
Garden Suite	Move to Permitted	Does not significantly increase traffic, noise, waste, etc.
Group Care Facility	No change	Parking and noise considerations.
Guest House	Move to Permitted	Does not significantly increase traffic, noise, waste, etc.
In-Law Suite	Move to Permitted	Does not significantly increase traffic, noise, waste, etc.
Manufactured Home	No change	Architectural guidelines in the Victoria District Area Structure Plan require a



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		discretionary review.
Modular Home	No change	Architectural guidelines in the Victoria District Area Structure Plan require a discretionary review.
Multi-Unit Dwelling	No change	Use = 3 or more dwelling units; substantial increase in noise, traffic, parking, waste, etc.
Natural Area	Move to Permitted	Conservation of natural features should be encouraged and is unlikely to create conflicts with adjacent residential development.
Neighbourhood Convenience Store	No change	Commercial development may conflict with adjacent residential development.
Neighbourhood Park/Public Park	Move to Permitted	Small parks serving local residents are a normal component of residential neighbourhoods and generally generate minimal impacts beyond normal residential activity.
Places of Worship	No change	Concerns with parking and traffic.
Public and Quasi-Public Buildings and Uses	No change	Because the definition for these facilities includes uses such as eating and drinking establishments and entertainment establishments, they should remain Discretionary as these uses can generate significant external impacts.
Public Utilities	No change	Redistricting to Institutional District.
Sign	Not currently allowed within the District; add as a Permitted Use	Signs (size, text, type, etc.) are already regulated by the LUB so there is no need for them to be Discretionary.
Shipping Container	Move to Permitted	Adequate provisions exist in the LUB to deal with appearance/height/length/# of Shipping Containers.

Hamlet General (HG) District

The purpose of the Hamlet General (HG) District is to accommodate a broad mix of residential, commercial, institutional and community-oriented uses within the County's hamlets. Unlike the County's rural residential Districts, the HG District is intended to encourage mixed-use development and support the long-term viability of the County's hamlets. Consequently, the threshold for requiring discretionary approval should be relatively high, with discretionary review reserved for developments that have the potential to create significantly measurable impacts on surrounding properties or municipal infrastructure.



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Current Discretionary Use	Recommendation	Rationale
Alternative Energy, Personal	Move to Permitted	Residential solar panels, geothermal systems and small wind energy systems are now common residential improvements. Objective regulations respecting height, setbacks, glare and noise provide sufficient control without discretionary review.
Amusement Establishment, Indoor/Outdoor	No change	Noise and parking issues.
Animal Clinic/Animal Hospital/Animal Hospital, Large	No change	Rigorous provincial regulatory approval process.
Apartment	No change	Higher density residential uses such as apartments should remain discretionary due to their impact on neighbouring residential uses.
Auctioneering Facility	No change	Noise, traffic and parking issues.
Bakery, Large	No change	Noise and parking issues.
Bed & Breakfast Establishments/Boutique Accommodation	No change	B&Bs can increase traffic, noise, waste and other external effects.
Building Supply and Lumber Outlet	No change	Noise, traffic and parking issues.
Bulk Fuel Storage and Sales	No change	Noise, traffic and parking issues could affect adjacent residential uses.
Day Care Facility	No change	Parking and noise considerations.
Campground, Minor	Remove from HG District	Not compatible with hamlet development.
Cannabis Retail Sales/Accessory Retail Sales	No change	Rigorous provincial regulatory approval process.
Car Wash Establishment	No change	Noise, traffic, water use issues.
Cemetery	No change	
Drinking Establishment	No change	Noise, traffic and parking issues could affect adjacent residential uses.
Drive-In-Business Establishment	No change	Noise, traffic and parking issues could affect adjacent residential uses.
Dwellings within buildings in which the predominant use is one or more of the listed permitted or discretionary uses, provided, however, that the dwellings have direct access to the outside of the building	Change definition to "Accessory Dwelling" and add to list of definitions; make a Permitted Use.	Does not significantly increase traffic, noise, waste, etc.
Duplexes (Side-By-Side and	Move to Permitted	Does not significantly increase traffic,



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Vertical)		noise, waste, etc.
Entertainment Establishment	No change	Noise, traffic, public safety and parking issues could affect adjacent residential uses.
Family Care Facility	Move to Permitted	Family care facilities operate much like a residential dwelling and are already subject to provincial licensing. They generate little additional traffic or neighbourhood impact.
Garage Suite	Move to Permitted	Does not significantly increase traffic, noise, waste, etc.
Garden Suite	Move to Permitted	Does not significantly increase traffic, noise, waste, etc.
Group Care Facility	No change	Parking and noise considerations.
Guest House	Move to Permitted	Does not significantly increase traffic, noise, waste, etc.
Hotel/Motel	No change	Noise, traffic and parking issues could affect adjacent residential uses.
Liquor Sales/Distribution Service	No change	Commercial use that might have negative impacts on adjacent residential uses.
Manufactured Home	Move to Permitted	Does not significantly increase traffic, noise, waste, etc.
Modular Home	Move to Permitted	Does not significantly increase traffic, noise, waste, etc.
Multi-Unit Dwelling	No change	Use = 3 or more dwelling units; substantial increase in noise, traffic, parking, waste, etc.
Multi-Use Development	No change	Broad nature of this type of use means it should remain Discretionary.
Natural Area	Move to Permitted	Conservation of natural features should be encouraged and is unlikely to create conflicts with adjacent residential development.
Neighbourhood Convenience Store	No change	Commercial development may conflict with adjacent residential development.
Outdoor Eating Establishment	No change	Noise, traffic and parking issues could affect adjacent residential uses.
Places of Worship	No change	Concerns with parking and traffic.
Private Club/Lodge		Noise, traffic and parking issues could affect adjacent residential uses.
Public Utilities/Public Utility Building	No change	Suggest Redistricting to Institutional District.
Recreational Vehicle Park	Remove from HG	Not compatible with hamlet



Request for Discussion (RFD)

	District	development.
Rural Commercial	Remove from HG	Other uses incorporate the general uses contained under this use. This use would also potentially allow for bulk fuel/fertilizer sales which is incompatible with hamlet development.
Servicing Establishment	No change	Noise, smell, aesthetic and parking issues could affect adjacent residential uses.
Sign	Not currently allowed within the District; add as a Permitted Use	Signs (size, text, type, etc.) are already regulated by the LUB so there is no need for them to be Discretionary.
Shipping Container	Move to Permitted	Adequate provisions exist in the LUB to deal with appearance/height/length/# of Shipping Containers.
Shopping Centre	No change	Noise, traffic and parking issues could affect adjacent residential uses.
Surveillance Suite	Move to Permitted	No significant difference between impacts of a Surveillance Suite and other forms of suites that are Permitted Uses.
Transfer Station	No change	Smell and visual aesthetics issues may be incompatible with adjacent residential uses.

Highway Commercial (C1) District

The purpose of the Highway Commercial (C1) District is to accommodate commercial development that serves the travelling public, local residents and the surrounding rural area, while providing appropriate access to the provincial highway network. Because the C1 District is intended to accommodate a broad range of commercial activities, many low-impact commercial uses can be regulated effectively through objective development standards rather than discretionary review. Discretionary approvals should be reserved for developments that have the potential to significantly affect traffic, adjacent land uses, municipal servicing or public safety.

Current Discretionary Use	Recommendation	Rationale
Alternative Energy, Personal	Move to Permitted	Personal renewable energy systems serving a commercial building are now standard building improvements. Height, setbacks and glare can be addressed through development regulations.



Request for Discussion (RFD)

Amusement Establishment, Indoor/Outdoor	No change	Noise and parking issues.
Auctioneering Facility	No change	Noise, traffic and parking issues.
Boutique Accommodation	Move to Permitted	Similar impacts to a Bed & Breakfast which is a Permitted Use.
Bulk Fuel Storage and Sales	No change	Noise, traffic and parking issues could affect adjacent residential uses.
Campground, Minor/Intermediate/Major	No change	Concerns related to noise, waste, human waste, fire hazard, parking, environmental degradation.
Cannabis Retail Sales/Cannabis Accessory Retail Sales	No change	Rigorous provincial regulatory approval process.
Car Wash Establishment	No change	Noise, traffic, water use issues.
Cemetery	No change	
Commercial Use	Move to Permitted	Similar use type to Highway Commercial which is a Permitted Use.
Dwelling, Single Detached/Single Detached Tiny	No change	Residential uses may not be compatible with adjacent commercial uses.
Duplexes (Vertical and Side-By-Side)	No change	Residential uses may not be compatible with adjacent commercial uses.
Highway Commercial	Remove from Discretionary Uses	Already listed as a "Permitted Use" in the C1 District.
Hotel/Motel	No change	Noise, traffic and parking issues could affect adjacent uses.
Liquor Sales/Distribution Service	No change	Commercial use that might have negative impacts on adjacent residential uses.
Manufactured Home	No change	Residential uses may not be compatible with adjacent commercial uses.
Modular Home	No change	Residential uses may not be compatible with adjacent commercial uses.
Natural Resource Extraction	No change	Noise, dust, vibrations, increased heavy truck traffic, water use, etc. are all legitimate concerns.
Outdoor Eating Establishment	No change	Noise, traffic and parking issues could affect adjacent residential uses.
Places of Worship	No change	Concerns with parking and traffic.
Public Utilities/Public Utility Building	No change	Suggest Redistricting to Institutional District.
Recreational Vehicle Park	No change	Concerns related to noise, waste, human waste, fire hazard, parking, environmental degradation.
Rural Commercial	Move to Permitted	Similar use type to Highway Commercial which is a Permitted Use.



Request for Discussion (RFD)

Rural Industries	Remove from C1 District	There is no definition for this use in the Land Use Bylaw.
Secondary Suite	No change	Residential uses may not be compatible with adjacent commercial uses.
Sign	Not currently allowed within the District; add as a Permitted Use	Signs (size, text, type, etc.) are already regulated by the LUB so there is no need for them to be Discretionary.
Shipping Container	Move to Permitted	Adequate provisions exist in the LUB to deal with appearance/height/length/# of Shipping Containers.
Surveillance Suite	Move to Permitted	Would allow for an individual to live on site of a commercial operation for security purposes.
Transfer Station	No change	Smell and visual aesthetics issues may be incompatible with adjacent residential uses.
Workcamp/Workcamp, Short Term	No change	Use can cause significant external issues and should remain Discretionary.

Victoria Commercial (C2) District

The purpose of the Victoria Commercial (C2) District is to accommodate commercial development that serves the Victoria Settlement area while respecting its rural and historic character. Unlike the Highway Commercial (C1) District, the C2 District is intended to support small-scale commercial and tourism-related development that complements the historic Victoria Trail corridor. Consequently, discretionary review remains appropriate for uses that could significantly alter the heritage setting or generate substantial traffic, noise or visual impacts. However, many low-impact commercial uses can be regulated through objective design standards, allowing them to become Permitted Uses without compromising the intent of the District.

Current Discretionary Use	Recommendation	Rationale
Alternative Energy, Personal	Move to Permitted	Personal renewable energy systems serving a commercial building are now standard building improvements. Height, setbacks and glare can be addressed through development regulations.
Amusement Establishment, Indoor/Outdoor	No change	Noise and parking issues.
Campground, Minor/Intermediate/Major	No change	Concerns related to noise, waste, human waste, fire hazard, parking, environmental degradation.
Cemetery	No change	
Commercial Use	No change	Broad range of uses which may be



Request for Discussion (RFD)

		incompatible with the purpose of the District.
Dwelling, Single Detached/Single Detached Tiny	No change	Residential uses may not be compatible with adjacent commercial uses.
Duplexes (Vertical and Side-By-Side)	No change	Residential uses may not be compatible with adjacent commercial uses.
Hotel/Motel	No change	Noise, traffic and parking issues could affect adjacent uses.
Manufactured Home	No change	Residential uses may not be compatible with adjacent commercial uses.
Modular Home	No change	Residential uses may not be compatible with adjacent commercial uses.
Natural Resource Extraction	No change	Noise, dust, vibrations, increased heavy truck traffic, water use, etc. are all legitimate concerns.
Outdoor Eating Establishment	No change	Noise, traffic and parking issues could affect adjacent residential uses.
Places of Worship	No change	Concerns with parking and traffic.
Public Utilities/Public Utility Building	No change	Suggest Redistricting to Institutional District.
Recreational Vehicle Park	No change	Concerns related to noise, waste, human waste, fire hazard, parking, environmental degradation.
Sign	Not currently allowed within the District; add as a Permitted Use	Signs (size, text, type, etc.) are already regulated by the LUB so there is no need for them to be Discretionary.
Shipping Container	Move to Permitted	Adequate provisions exist in the LUB to deal with appearance/height/length/# of Shipping Containers.
Surveillance Suite	Move to Permitted	Would allow for an individual to live on site of a commercial operation for security purposes.
Transfer Station	No change	Smell and visual aesthetics issues may be incompatible with adjacent residential uses.

Industrial (M1) District

The purpose of the Industrial (M1) District is to accommodate a broad range of light and general industrial development, industrial services, manufacturing, warehousing and businesses that support the regional economy while minimizing land use conflicts through appropriate siting and development regulations. Because the M1 District is specifically intended for industrial activity, the threshold for requiring discretionary approval should be higher than in residential or agricultural districts. Many industrial and commercial uses have predictable impacts that can be effectively



Request for Discussion (RFD)

managed through objective regulations relating to setbacks, landscaping, screening, parking, access, noise and environmental standards.

Current Discretionary Use	Recommendation	Rationale
Alternative Energy, Personal	Move to Permitted	Personal renewable energy systems serving industrial buildings (solar, geothermal, etc.) are now standard building improvements and can be regulated through objective development standards.
Auctioneering Facility	No change	Noise, traffic and parking issues.
Cannabis Production and Distribution	No change	Rigorous provincial regulatory approval process.
Heavy Equipment Sales, Service and Repair	Remove from Discretionary Uses	Already listed as a "Permitted Use" in the C1 District.
Heavy Industrial	No change	Significant environmental concerns and potential storage of toxic/flammable/dangerous goods and materials requires discretionary review.
Industrial Hemp Production and Distribution	No change	Rigorous provincial regulatory approval process.
Landfill	No change	Odour and potential for groundwater/soil contamination requires discretionary review; Rigorous provincial regulatory approval process.
Medium Industrial	No change	Significant environmental concerns and potential storage of toxic/flammable/dangerous goods and materials requires discretionary review.
Natural Resource Extraction/Processing Facility	Move to Permitted	LUB contains provisions for addressing the issues related to this use (e.g. noise, dust, odour, etc.).
Public Park	Remove from Discretionary Uses	Not a compatible use with the M1 District.
Recreational Uses	Remove from Discretionary Uses	Not a compatible use with the M1 District.
Rural Industrial	No change	Potential for a high level of noise, dust, odour, vibration makes discretionary review necessary.
Sign	Not currently allowed within the District; add as a Permitted Use	Signs (size, text, type, etc.) are already regulated by the LUB so there is no need for them to be Discretionary.
Surveillance Suite	Move to Permitted	Would allow for an individual to live on



Request for Discussion (RFD)

		site of an industrial operation for security purposes.
Workcamp/Workcamp, Short Term	No change	Use can cause significant external issues and should remain Discretionary.

Rural Industrial (M2) District

The purpose of the Rural Industrial (M2) District is to accommodate industrial and resource-based development in rural areas where larger parcels, outdoor operations and separation from residential development are appropriate. Compared to the Industrial (M1) District, the M2 District is intended to support uses that require greater land area, outdoor storage or proximity to natural resources and transportation corridors. As a result, the district should place greater emphasis on regulating performance and environmental impacts rather than requiring discretionary approval for routine industrial development. Because the M2 District is specifically intended to accommodate rural industrial activities, many low- to moderate-impact industrial uses can be approved through objective development standards. Discretionary review should be reserved for developments that present significant environmental, traffic, safety or compatibility concerns.

Current Discretionary Use	Recommendation	Rationale
Alternative Energy, Personal	Move to Permitted	Personal renewable energy systems serving industrial buildings (solar, geothermal, etc.) are now standard building improvements and can be regulated through objective development standards.
Auctioneering Facility	No change	Noise, traffic and parking issues.
Bulk Fuel Storage and Sales	No change	Noise, traffic and parking issues could affect adjacent residential uses.
Heavy Equipment Sales, Service and Repair	Remove from Discretionary Uses	Already listed as a "Permitted Use" in the C1 District.
Heavy Industrial	No change	Significant environmental concerns and potential storage of toxic/flammable/dangerous goods and materials requires discretionary review.
Industrial Hemp Production and Distribution	No change	Rigorous provincial regulatory approval process.
Medium Industrial	No change	Significant environmental concerns and potential storage of toxic/flammable/dangerous goods and materials requires discretionary review.
Natural Resource Extraction/Processing Facility	Move to Permitted	LUB contains provisions for addressing the issues related to this use (e.g. noise, dust, odour, etc.).
Public Park	Remove from Discretionary Uses	Not a compatible use with the M1 District.



Request for Discussion (RFD)

Recreational Uses	Remove from Discretionary Uses	Not a compatible use with the M1 District.
Rural Industrial	No change	Potential for a high level of noise, dust, odour, vibration makes discretionary review necessary.
Sign	Not currently allowed within the District; add as a Permitted Use	Signs (size, text, type, etc.) are already regulated by the LUB so there is no need for them to be Discretionary.
Surveillance Suite	Move to Permitted	Would allow for an individual to live on site of an industrial operation for security purposes.

Benefits:

The proposed changes to the County's Land Use Bylaw would help reduce the amount of administrative red tape by reducing unnecessary discretionary approvals. The proposed changes would also improve customer service by creating a more transparent, consistent and fair approach to processing Development Permit applications. Moreover, the reduction in the number of Discretionary Uses would also reduce the processing time for Development Permit applications. Increased investor confidence is also a potential benefit of the proposed changes as prospective developers will be able to reduce risk. Furthermore, the proposed changes will help encourage economic development and support housing diversity.

Disadvantages:

The proposed changes may lead to fewer opportunities for the County to impose unique conditions on different types of development. In order to mitigate this risk, the County will need to devise more robust conditions for various developments (e.g. parking, landscaping, lighting, noise, etc.). This will take staff time/resources. Another potential disadvantage is the increase in development in areas of the County that the public wishes to see left undeveloped.

Financial Implications:

Some staff time/resources will be required to make the proposed changes, including any additional changes to the regulations mentioned above that may require alteration in conjunction with proposed changes to the Discretionary/Permitted Uses within each District. Over the long-term, staff time/resources are expected to be reduced as there will be fewer MPC meetings/circulations and fewer potential appeals.

Legislation:

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

Intergovernmental:

Not applicable



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Strategic Alignment:

Regional Collaboration and Modernization

- Modernization of the County's Land Use Bylaw by reflecting changing market trends and encouraging alternative forms of housing development and mixing of uses where appropriate.

Service Delivery and Community Wellbeing

- Streamlined approvals reduce application processing times, improve customer service and free up staff to focus on higher-value work.

Economic Development & Financial Sustainability

- Reducing the regulatory burden for applicants encourages all types of development and investment, making the County more competitive.

Enclosure(s):

1. Smoky Lake County Land Use Bylaw Land Use Districts (AG, A1, R1, R2, R3, HG, C1, C2, M1 & M2)

Signature of the CAO: _____

8.2 AGRICULTURE (AG) DISTRICT

1. Purpose

The general purpose of this District is to allow a range of activities associated with working landscapes including agricultural uses and resource extraction uses that support the rural economy, rural lifestyle and discourage the fragmentation of the County's land base.

2. Permitted Uses

- A. Art, Craft and Photographic Studios
- B. Agricultural Support Service
- C. Basement Suite
- D. Bed and Breakfast Establishment
- E. Buildings and Uses Accessory to Permitted Uses
- F. Community Hall
- G. Day Home
- H. Dwelling, Single Detached
- I. Dwelling, single detached, tiny
- J. Extensive Agriculture
- K. Garage Suite
- L. Garden Suite
- M. Guest House
- N. Home Occupation, Major
- O. Home Occupation, Minor
- P. In-law Suite
- Q. Manufactured Home
- R. Modular Home
- S. Natural Area
- T. Public Utility
- U. Secondary Suite
- V. Shipping Container

3. Discretionary Uses

- A. Alternative Energy, Commercial; and
- B. Alternative Energy, Personal.
- C. Animal Breeding and/or Boarding Facility
- D. Animal Clinic
- E. Animal Hospital
- F. Animal Hospital, Large
- G. Boarding Facility
- H. Buildings and Uses Accessory to Discretionary Uses
- I. Campground, minor
- J. Campground, intermediate
- K. Campground, major
- L. Cemetery
- M. Child Care Facility
- N. Day Care Facility

- O. Duplex (Vertical and Side-by-Side)
- P. Family Care Facility
- Q. Intensive Agriculture
- R. Kennel
- S. Natural Resource Extraction Industry
- T. Place of Worship
- U. Public and Quasi-Public Building and Use
- V. Public Utility
- W. Recreational Use
- X. Recreational vehicle park
- Y. Relocated Building
- Z. Secondary Commercial
- AA. Sign
- BB. Surveillance Suite
- CC. Transfer Station
- DD. Utility Building
- EE. Workcamp, Short-Term
- FF. Other Uses which, in the opinion of the Development Authority, are similar to the above mentioned Permitted and Discretionary Uses

4. Subdivision Regulations

A maximum of five (5) parcels per quarter section may be subdivided for agricultural, or residential uses including the subdivision of fragments. The following chart presents information by use type regarding the maximum number of parcels allowed per quarter section.

	Maximum Parcel Density Per Quarter Section By Use Type	Minimum Parcel Size	Maximum Parcel Size
Agricultural Use	2 parcels per quarter section	Normally 32.0 ha (80.0 ac.) however a single 16.0 ha (40.0 ac.) parcel may be subdivided if the proposed parcel conforms to 4(A)(ii)	At the Discretion of the Subdivision Authority
Residential Use	4 parcels per quarter section	0.8 ha (2.0 ac.)	8.0 ha (20.0 ac.)
Commercial Use	At the Discretion of the Subdivision Authority	At the Discretion of the Subdivision Authority	At the Discretion of the Subdivision Authority
Community/ Institutional Use	At the Discretion of the Subdivision Authority	At the Discretion of the Subdivision Authority	At the Discretion of the Subdivision Authority
Industrial Use	At the Discretion of the Subdivision Authority	At the Discretion of the Subdivision Authority	At the Discretion of the Subdivision Authority

A. Lot Area – Agricultural Use

- i. The **minimum** parcel size for extensive agricultural uses shall normally be 32.0 ha (80.0 ac.) less any approved subdivisions.
- ii. Notwithstanding (A)(i) above, the subdivision of a single 16.0 ha (40.0 ac.) parcel for agricultural use may be permitted out of an **un-subdivided** quarter section if the following criteria are met to the satisfaction of the County:
 - a. Legal and year round physical access to the proposed parcel and the remainder are developed to County standards;
 - b. The proposed use of the parcel will not adversely impact adjacent agricultural uses;
 - c. The parcel is should normally be located:
 - I. adjacent to or near quarter section boundaries;
 - II. in close proximity to existing residential parcels or farmsteads on adjacent quarter sections;
 - III. along a designated rural residential collector road;
 - d. The applicant demonstrates that the parcel can be serviced on-site as per provincial regulations;
 - e. If the parcel is to be used for an intensive agricultural operation or a value added agricultural industry¹, the use and size of the parcel is supported by a business plan that may include:
 - I. a financial plan to the satisfaction of the County;
 - II. a detailed site plan of the proposed operation including the required land area, expansion possibilities and possible effects on adjacent landowners, uses and municipal infrastructure;
 - III. information regarding potential traffic generation which may include a Traffic Impact Assessment;
 - IV. potential nuisance factors and any mitigation measures necessary to reduce nuisance factors; and
 - V. where necessary, a detailed site assessment which indicates the location, character and parcel coverage percentages of the

¹ Value added industry in this context means: an industry which economically adds value to a product by changing it from its current state to a more valuable state.

environmentally sensitive areas and/or heritage features on the site.

B. Lot Area – Residential Use

- i. Normally, a **maximum** of 8.0 ha (20.0 ac.) per quarter section will be allowed for residential subdivisions.
- ii. Normally, the minimum lot area allowed for vacant residential parcels or for farmstead separations will be 0.8 ha (2.0 ac.) and the maximum lot area will be 8.0 ha (20.0 ac.).

C. Lot Area - Other Uses

The minimum parcel size for other uses shall be as provided for elsewhere in this Bylaw, in the County's Municipal Development Plan, in any relevant Area Structure Plan, or as required by the Subdivision Authority.

5. Development Regulations

A. Minimum Yard Dimensions

It should be noted that adjacent to Provincial Highways, Alberta Transportation may require greater setbacks for development. Contact Alberta Transportation regarding their requirements in this regard.

i. Minimum Front Yards

From Municipal Road Allowances	23.1 m (92.0 ft.) from the property line
From Highways	40.8 m (134.0 ft.) from the boundary of the right-of-way or as required by Alberta Transportation
Internal Subdivision Road	7.6 m (25.0 ft.) from the property line

ii. Minimum Side Yards

From Municipal Road Allowances	18.3 m (60.0 ft.) from the property line
From Highways	40.8 m (134.0 ft.) from the boundary of the right-of-way or as required by Alberta Transportation
Internal Subdivision Road	7.6 m (25.0 ft.) from the property line

Adjacent to Another Parcel	18.3 m (60.0 ft.) from the property line
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iii. Minimum Rear Yards

From Municipal Road Allowances	18.3 m (60.0 ft.) from the property line
From Highways	40.8 m (134.0 ft.) from the boundary of the right-of-way or as required by Alberta Transportation
Internal Subdivision Road	7.6 m (25.0 ft.) from the property line
Adjacent to Another Parcel	18.3 m (60.0 ft.) from the property line

- iv. Notwithstanding **subsections (A), (B), and (C)** above, where there is an intersection or sharp curve, the minimum yard requirements shown on **Figures 20 and 21** of this Bylaw shall apply.

B. Minimum Floor Area

- i. Single detached dwellings – 69.7 sq. m (750.0 sq. ft.)
- ii. Manufactured and modular home units – 65.0 sq. m (700.0 sq. ft.)
- iii. All others uses at the discretion of the Development Authority

C. Maximum Site Coverage - 45%

Of the 45% site coverage, a maximum of 15% of the total site may be covered by accessory buildings

D. Maximum Height

- i. 11.0 m (36.1 ft.)
- ii. In the case of buildings which are accessory to extensive agriculture and for discretionary uses, the maximum height shall be at the discretion of the Development Authority.

6. Other Regulations

A. Residential parcels in the Agriculture District will not be allowed:

- i. within required setbacks from a sewage treatment plant or lagoon or solid waste

- disposal site as specified by the appropriate guidelines or authority;
 - ii. within required setbacks from sour gas wells, pipelines and ancillary facilities;
 - iii. within an area likely to be subject to high levels of noise or emissions from industry, transportation facilities, or other sources; or
 - iv. within a 1 in 100 year flood plain.
- B. A development permit for a dwelling shall be issued only on condition that approval of the proposed sewage disposal system is received in accordance with provincial regulations.
- C. Development proposals adjacent to a primary highway shall comply with any relevant provincial regulations.
- D. Fences shall be developed in accordance with **Section 7.7** of this Bylaw.
- E. Landscaping shall be provided in accordance with **Section 6.11** of this Bylaw.
- G. Shipping containers shall be developed in accordance with **Section 7.31** of this Bylaw
- H. Accessory buildings shall be developed in accordance with **Section 6.1** of this Bylaw.

8.3 VICTORIA AGRICULTURE (A1) DISTRICT

1. Purpose

The general purpose of this District is to recognize the historic value of the area near the Victoria Trail within the County. Subdivision and development proposals within this use area must be compatible with and/or increase the historic value of the Victoria Trail.

2. Permitted Uses

- A. Art, Craft and Photography Studios
- B. Basement Suite
- C. Bed and Breakfast Establishment
- D. Buildings and Uses Accessory to Permitted Uses
- E. Community Hall
- F. Day Home
- G. Dwelling, Single Detached
- H. Dwelling, single detached, tiny
- I. Extensive Agriculture
- J. Garage Suite
- K. Garden Suite
- L. Guest House
- M. Home Occupation, Major
- N. Home Occupation, Minor
- O. In-law Suite
- P. Manufactured Home
- Q. Modular Home
- R. Natural Area
- S. Public Utility
- T. Secondary Suite
- U. Shipping Container

3. Discretionary Uses

- A. Alternative Energy, Personal.
- B. Agricultural Support Services
- C. Animal Breeding and/or Boarding Facility
- D. Animal Clinic
- E. Animal Hospital
- F. Animal Hospital, Large
- G. Boarding Facility
- H. Buildings and Uses Accessory to Discretionary Uses
- I. Campground, minor
- J. Campground, intermediate
- K. Campground, major
- L. Cemetery
- M. Child Care Facility
- N. Day Care Facility
- O. Duplex (Vertical and Side-by-Side)

- P. Family Care Facility
- Q. Intensive Agriculture
- R. Kennel
- S. Natural Resource Extraction Industry
- T. Place of Worship
- U. Public and Quasi-Public Building and Uses
- V. Public Utility
- W. Recreational Uses
- X. Recreational vehicle park
- Y. Relocated Building
- Z. Secondary Commercial
- AA. Sign
- BB. Surveillance Suite
- CC. Transfer Station
- DD. Utility building
- EE. Other Uses which, in the opinion of the Development Authority, are similar to the above mentioned Permitted and Discretionary Uses

4. Subdivision Regulations

A. General

- i. All residential subdivisions in environmentally sensitive areas and significant cultural landscapes, including but not limited to the Victoria District, must be designed to retain historically significant patterns of spatial organization and significant environmental features.
- ii. The County considers river lots to be historically significant patterns of spatial organization. Therefore multi-lot country residential subdivisions within existing river lots must be designed in such a manner that the original river lot pattern is retained.
- iii. The County will normally require that new developments in areas identified as containing significant cultural landscapes preserve a minimum of 50% of the existing vegetation on each site.
- iv. New developments within the Victoria Agriculture District should also be required to maintain, as much as possible, the current land form and to be sited in such a manner as to ensure that the current viewsapes of the area from the Trail are maintained within the nationally recognized Victoria Trail Heritage Site.

- B. A maximum of four (4) parcels per quarter section may be subdivided for agricultural or residential uses including the subdivision of fragments. The following chart presents information by use type regarding the maximum number of parcels allowed per quarter section.

	Maximum Parcel Density Per Quarter Section By Use Type	Minimum Parcel Size	Maximum Parcel Size
Agricultural Use	2 parcels per quarter section	Normally 32.0 ha (80.0 ac.) however a single 16.0 ha (40.0 ac.) parcel may be subdivided if the proposed parcel conforms to 4(A)(ii)	At the Discretion of the Subdivision Authority
Residential Use	3 parcels per quarter section	0.8 ha (2.0 ac.)	8.0 ha (20.0 ac.)
Commercial Use	At the Discretion of the Subdivision Authority	At the Discretion of the Subdivision Authority	At the Discretion of the Subdivision Authority
Community/ Institutional Use	At the Discretion of the Subdivision Authority	At the Discretion of the Subdivision Authority	At the Discretion of the Subdivision Authority
Industrial Use	At the Discretion of the Subdivision Authority	At the Discretion of the Subdivision Authority	At the Discretion of the Subdivision Authority

C. Lot Area – Agricultural Use

- i. The **minimum** parcel size for extensive agricultural uses shall normally be 32.0 ha (80.0 ac.) less any approved subdivisions.
- ii. Notwithstanding (C)(i) above, the subdivision of a single 16.0 ha (40.0 ac.) parcel for agricultural use may be permitted out of an **un-subdivided** quarter section or river lot if the following criteria are met to the satisfaction of the County:
 - a. Legal and year round physical access to the proposed parcel and the remainder are developed to County standards;
 - b. The proposed use of the parcel will not adversely impact adjacent agricultural uses;
 - c. The parcel should normally be located:
 - I. adjacent to or near quarter section boundaries;
 - II. in close proximity to existing residential parcels or farmsteads on adjacent quarter sections;
 - III. along a designated rural residential collector road;

- d. The applicant demonstrates that the parcel can be serviced on-site as per provincial regulations;
- e. If the parcel is to be used for an intensive agricultural operation or a value added agricultural industry², the use and size of the parcel is supported by a business plan that may include:
 - I. a financial plan to the satisfaction of the County;
 - II. a detailed site plan of the proposed operation including the required land area, expansion possibilities and possible effects on adjacent landowners, uses and municipal infrastructure;
 - III. information regarding potential traffic generation which may include a Traffic Impact Assessment;
 - IV. potential nuisance factors and any mitigation measures necessary to reduce nuisance factors; and
 - V. where necessary, a detailed site assessment which indicates the location, character and parcel coverage percentages of the environmentally sensitive areas and/or heritage features on the site.

D. Lot Area – Residential Use

- i. Normally, a **maximum** of 8.0 ha (20.0 ac.) per quarter section will be allowed for residential subdivisions.
- ii. Normally, the minimum lot area allowed for vacant residential parcels or for farmstead separations will be 0.8 (2.0 ac.) and the maximum lot area will be 8.0 ha (20.0 ac.).

E. Lot Area - Other Uses

The minimum parcel size for other uses shall be as provided for elsewhere in this Bylaw, in the County's Municipal Development Plan, in any relevant Area Structure Plan, or as required by the Subdivision Authority.

² Value added industry in this context means: an industry which economically adds value to a product by changing it from its current state to a more valuable state.

5. Development Regulations

A. Minimum Yard Dimensions

It should be noted that adjacent to Provincial Highways, Alberta Transportation may require greater setbacks for development. Contact Alberta Transportation regarding their requirements in this regard.

i. Minimum Front Yards

From Municipal Road Allowances	23.1 m (92.0 ft.) from the property line
From Highways	40.8 m (134.0 ft.) from the boundary of the right-of-way or as required by Alberta Transportation
Internal Subdivision Road	7.6 m (25.0 ft.) from the property line

ii. Minimum Side Yards

From Municipal Road Allowances	18.3 m (60.0 ft.) from the property line
From Highways	40.8 m (134.0 ft.) from the boundary of the right-of-way or as required by Alberta Transportation
Internal Subdivision Road	7.6 m (25.0 ft.) from the property line
Adjacent to Another Parcel	18.3 m (60.0 ft.) from the property line

iii. Minimum Rear Yards

From Municipal Road Allowances	18.3 m (60.0 ft.) from the property line
From Highways	40.8 m (134.0 ft.) from the boundary of the right-of-way or as required by Alberta Transportation
Internal Subdivision Road	7.6 m (25.0 ft.) from the property line
Adjacent to Another Parcel	18.3 m (60.0 ft.) from the property line

- iv. Notwithstanding **subsections (i), (ii), and (iii) above**, where there is an intersection or sharp curve, the minimum yard requirements shown on **Figures 20 and 21** of this Bylaw shall apply.

- B. Minimum Floor Area
 - i. Single detached dwellings – 69.7 sq. m (750.0 sq. ft.)
 - ii. Manufactured and modular home units – 65.0 sq. m (700.0 sq. ft.)
 - iii. All others uses at the discretion of the Development Authority
 - C. Maximum Site Coverage - 45%

Of the 45% site coverage a maximum of 15% of the total site may be covered by accessory buildings.
 - D. Maximum Height
 - i. 11.0 m (36.1 ft.)
 - ii. In the case of buildings which are accessory to extensive agriculture and for discretionary uses, the maximum height shall be at the discretion of the Development Authority.
6. Other Regulations
- A. Residential parcels in the Victoria Agriculture District will not be allowed:
 - i. within required setbacks from a sewage treatment plant or lagoon or solid waste disposal site as specified by the appropriate guidelines or authority;
 - ii. within required setbacks from sour gas wells, pipelines and ancillary facilities;
 - iii. within an area likely to be subject to high levels of noise or emissions from industry, transportation facilities, or other sources; or
 - iv. within a 1 in 100 year flood plain.
 - B. A development permit for a dwelling shall be issued only on condition that approval of the proposed sewage disposal system is received in accordance with provincial regulations.
 - C. Development proposals adjacent to a primary highway shall comply with any relevant provincial regulations.
 - D. Fences shall be developed in accordance with **Section 7.7** of this Bylaw.
 - E. Landscaping shall be provided in accordance with **Section 6.11** of this Bylaw.
 - G. Shipping containers shall be developed in accordance with **Section 7.31** of this Bylaw
 - H. Accessory buildings shall be developed in accordance with **Section 6.1** of this Bylaw.

A1

8.4 MULTI-LOT COUNTRY RESIDENTIAL (R1) DISTRICT**1. Purpose**

The general purpose of this District is to provide opportunities for the development of a variety of multi-lot country residential subdivisions and bareland condominiums.

2. Permitted Uses

- A. Accessory Buildings and Uses
- B. Basement Suite
- C. Buildings and Uses Accessory to Permitted Uses
- D. Cottage
- E. Day Home
- F. Dwelling - Single Detached
- G. Dwelling, single detached, tiny
- H. Extensive Agriculture
- I. Home Occupation, Minor
- J. Home Occupation, Major
- K. Secondary Suite

3. Discretionary Uses

- A. Alternative Energy, Personal.
- B. Bed & Breakfast Establishments
- C. Buildings and Uses Accessory to Discretionary Uses
- D. Day Care Facility
- E. Duplexes (Side-By-Side and Vertical)
- F. Family Care Facility
- G. Garage Suite
- H. Garden Suite
- I. Group Care Facility
- J. Guest House
- K. In law Suite
- L. Manufactured Home
- M. Modular Home
- N. Multi-Unit Dwelling
- O. Natural Area
- P. Neighbourhood Convenience Store
- Q. Neighbourhood Park
- R. Places of Worship
- S. Public Park
- T. Public and Quasi-Public Services
- U. Public Utilities
- V. Recreational Buildings and use
- W. Shipping Container
- X. Other Uses which, in the opinion of the Development Authority, are similar to the above mentioned Permitted and Discretionary Uses

4. Subdivision Regulations

A. Minimum & Maximum Lot Area for Residential Uses

Unless otherwise stated in an approved Development Concept Plan or Area Structure Plan the minimum and maximum lot dimensions for residential uses shall be as follows:

	Minimum Lot Area	Maximum Lot Area
Within 304.8 m (1,000 ft.) of a lake	1860.0 sq. m (20,000.0 sq. ft.)	1.21 ha (3.0 ac.)
All other parcels (excluding fragments)	0.4 ha (1.0 ac.)	1.21 ha (3.0 ac.)
Fragmented parcels	0.4 ha (1.0 ac.)	At the Discretion of the Subdivision Authority

B. Minimum & Maximum Lot Dimensions for Other Uses – As required by the Subdivision Authority

C. Minimum Frontage Requirement – 30.5 m (100.0 ft) or as required by the Development and Subdivision Authority

5. Development Regulations

A. Minimum Ground Floor Area for Residential Uses

Unless otherwise stated in an approved Development Concept Plan or Area Structure Plan the minimum ground floor area for residential developments shall be as follows:

	Minimum Ground Floor Area
Within 304.8 m (1000 ft.) of a lake	55.7 sq. m (600.0 sq. ft.)
All other parcels – for single detached dwellings	69.7 sq. m (750.0 sq. ft.)
All other parcels – for manufactured and modular home units	65.0 sq. m (700.0 sq. ft.)

B. Minimum Floor Area for Other Uses – At the discretion of the Development Authority.

C. Minimum Yard Setback Requirements

It should be noted that adjacent to Provincial Highways, Alberta Transportation may require greater setbacks for development. Contact Alberta Transportation regarding their requirements in this regard.

i. Minimum Front Yard Setback

From Municipal Road Allowances	23.1 m (92.0 ft.) from the property line
From Highways	40.8 m (134.0 ft.) from the boundary of the right-of-way or as required by Alberta Transportation
Internal Subdivision Road	7.6 m (25.0 ft.) from the property line

ii. Minimum Side Yard Setback

From municipal road allowances	18.3 m (60.0 ft.) from the property line
From Highways	40.8 m (134.0 ft.) from the boundary of the right-of-way or as required by Alberta Transportation
When adjacent to an Internal subdivision road	7.6 m (25.0 ft.) from the property line
When adjacent to another Parcel	1.5 m (5.0 ft.) from the property line

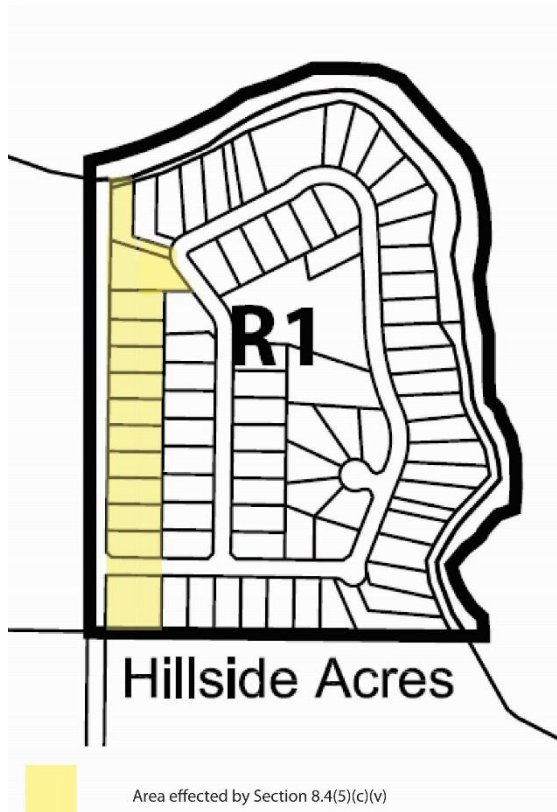
iii. Minimum Rear Yard Setback

From Municipal Road Allowances	18.3 m (60.0 ft.) from the property line
From Highways	40.8 m (134.0 ft.) from the boundary of the right-of-way or as required by Alberta Transportation
When adjacent to an internal subdivision road	7.6 m (25.0 ft.) from the property line
When adjacent to another parcel	7.6 m (25.0 ft.) from the property line

iv. Notwithstanding **subsections (i), (ii), and (iii) above**, where there is an intersection or sharp curve, the minimum yard requirements shown on **Figures 20 and 21** of this

Bylaw shall apply.

- v. Notwithstanding any other provision in **subsection (C)**, within the Hillside Acres subdivision, located within SW 9-62-13-W4 on the following lots:



Lot 1, Blk 1, Plan 0120707	Lot 44, Blk 1, Plan 0421556
Lot 45, Blk 1, Plan 0421556	Lot 46, Blk 1, Plan 0421556
Lot 47, Blk 1, Plan 0421556	Lot 48, Blk 1, Plan 0421556
Lot 49, Blk 1, Plan 0421556	Lot 50, Blk 1, Plan 0421556
Lot 51, Blk 1, Plan 0421556	Lot 52, Blk 1, Plan 0421556
Lot 53, Blk 1, Plan 0421556	Lot 54, Blk 1, Plan 0421556
Lot 1, Blk 1, 0222047	

Figure 24: side and Rear Yard Setbacks in Hillside Acres

the following front and rear yard setbacks shall apply:

From Municipal Road Allowances	7.6 m (25.0 ft.) from the property line
Internal Subdivision Road	7.6 m (25.0 ft.) from the property line

- D. Maximum Site Coverage – 45%.

Of the 45% site coverage, a maximum of 15% of the total site may be covered by accessory buildings.

- E. Maximum Height
 - i. 10.0 m (33.0 ft.)
 - ii. In the case of buildings which are accessory to discretionary uses, the maximum height shall be at the discretion of the Development Authority.
- 6. Other Regulations
 - A. Residential parcels will not be allowed:
 - i. within required setbacks from a sewage treatment plant or lagoon or solid waste disposal site as specified by the appropriate guidelines or authority;
 - ii. within required setbacks from sour gas wells, pipelines and ancillary facilities;
 - iii. within an area likely to be subject to high levels of noise or emissions from industry, transportation facilities, or other sources; or
 - iv. within a 1 in 100 year flood plain;
 - B. A development permit for a dwelling shall be issued only on condition that approval of the proposed sewage disposal system is received in accordance with provincial regulations.
 - C. Development proposals adjacent to a primary highway shall comply with any relevant provincial regulations.
 - D. Fences shall be developed in accordance with **Section 7.7** of this Bylaw.
 - E. Landscaping shall be provided in accordance with **Section 6.11** of this Bylaw.
 - G. Shipping containers shall be developed in accordance with **Section 7.31** of this Bylaw
 - H. Accessory buildings shall be developed in accordance with **Section 6.1** of this Bylaw.

8.5 RESIDENTIAL (CLUSTER) CONSERVATION (R2) DISTRICT

1. Purpose

The general purpose of this District is to regulate the development of low-impact multi-lot residential subdivision and development or bareland condominiums in environmentally appropriate locations. Two styles of residential subdivision and development are permitted in this District. They are: low density multi-lot residential developments and residential (cluster) conservation developments.

2. Permitted Uses

- A. Accessory Buildings and Uses
- B. Basement Suite
- C. Buildings and Uses Accessory to Permitted Uses
- D. Cottage
- E. Day Home
- F. Dwelling - Single Detached
- G. Dwelling, single detached, tiny
- H. Extensive Agriculture
- I. Home Occupation, Minor
- J. Home Occupation, Major
- K. Secondary Suite

3. Discretionary Uses

- A. Alternative Energy, Personal.
- B. Apartment
- C. Bed & Breakfast Establishments
- D. Buildings and Uses Accessory to Discretionary Uses
- E. Day Care Facility
- F. Duplexes (Side-By-Side and Vertical)
- G. Family Care Facility
- H. Garage Suite
- I. Garden Suite
- J. Group Care Facility
- K. Guest House
- L. In law Suite
- M. Manufactured Home
- N. Modular Home
- O. Multi-Unit Dwelling
- P. Natural Area
- Q. Neighbourhood Convenience Store
- R. Neighbourhood Park
- S. Places of Worship
- T. Public Park
- U. Public and Quasi-Public Services

- V. Public Utilities
- W. Shipping Container
- X. Other Uses which, in the opinion of the Development Authority, are similar to the above mentioned Permitted and Discretionary Uses

4. Subdivision Regulations

A. Minimum & Maximum Lot Area for Residential Uses

Unless otherwise stated in an approved Development Concept Plan or Area Structure Plan the minimum and maximum lot dimensions for residential uses shall be as follows:

	Maximum Density	Minimum Lot Area	Maximum Lot Area
Single Detached Residential	1.54 dwellings per net ha (0.6 dwellings per net ac)	0.303 ha (0.75 ac.)	4.04 ha (10.0 ac.)
Single Detached Cluster Residential Development	2.47 dwellings per net ha (1.0 dwelling per net ac.)	At the discretion of the Subdivision Authority	0.2 ha (0.5 ac.)
For Other Uses	At the discretion of the Subdivision Authority	At the discretion of the Subdivision Authority	At the discretion of the Subdivision Authority

- B. Minimum Frontage Requirement – 30.5 m (100.0 ft.) or as required by the Development and Subdivision Authority.

5. Development Regulations

A. Minimum Ground Floor Area for Residential Uses

Unless otherwise stated in an approved Development Concept Plan or Area Structure Plan the minimum ground floor area for residential developments shall be as follows:

	Minimum Ground Floor Area
--	----------------------------------

Within 304.8 m (1,000.0 ft.) of a lake	55.7 sq. m (600.0 sq. ft.)
All other parcels – for single detached dwellings	69.7 sq. m (750.0 sq. ft.)
All other parcels – for manufactured and modular home units	65.0 sq. m (700.0 sq. ft.)

B. Minimum Floor Area for Other Uses - At the discretion of the Development Authority

C. Minimum Yard Dimensions

It should be noted that adjacent to Provincial Highways, Alberta Transportation may require greater setbacks for development. Contact Alberta Transportation regarding their requirements in this regard.

i. Minimum Front Yards

From Municipal Road Allowances	23.1 m (92.0 ft.) from the property line
From Highways	40.8 m (134.0 ft.) from the boundary of the right-of-way or as required by Alberta Transportation
Internal Subdivision Road	7.6 (25.0 ft.) from the property line

ii. Minimum Side Yards

From Municipal Road Allowances	18.3 m (60.0 ft.) from the property line
From Highways	40.8 m (134.0 ft.) from the boundary of the right-of-way or as required by Alberta Transportation
When adjacent to an Internal subdivision road	7.6 m (25.0 ft.) from the property line
When adjacent to another Parcel	1.5 m (5.0 ft.) from the property line

iii. Minimum Rear Yards

From Municipal Road Allowances	18.3 m (60.0 ft.) from the property line
From Highways	40.8 m (134.0 ft.) from the boundary of the right-of-way or as required by Alberta Transportation
When adjacent to an internal subdivision road	7.6 m (25.0 ft.) from the property line
When adjacent to another parcel	7.6 m (25.0 ft.) from the property line

- iv. Notwithstanding **subsections (i), (ii), and (iii)** above, where there is an intersection or sharp curve, the minimum yard requirements shown on **Figures 20 and 21** of this Bylaw shall apply.

D. Maximum Site Coverage - 45%

Of the 45% site coverage, a maximum of 15% of the total site may be covered by accessory buildings.

E. Maximum Height

- i. 10.0 m (33.0 ft.)
- ii. In the case of buildings which are accessory to discretionary uses, the maximum height shall be at the discretion of the Development Authority.

6. Other Regulations

A Residential parcels will not be allowed:

- i. within required setbacks from a sewage treatment plant or lagoon or solid waste disposal site as specified by the appropriate guidelines or authority;
- ii. within required setbacks from sour gas wells, pipelines and ancillary facilities;
- iii. within an area likely to be subject to high levels of noise or emissions from industry, transportation facilities, or other sources; or
- iv. within a 1 in 100 year flood plain.

B. A development permit for a dwelling shall be issued only on condition that approval of the proposed sewage disposal system is received in accordance with provincial regulations.

C. Development proposals adjacent to a primary highway shall comply with any relevant provincial regulations.

- D. Fences shall be developed in accordance with **Section 7.7** of this Bylaw.
- E. Landscaping shall be provided in accordance with **Section 6.11** of this Bylaw.
- F. Grading and drainage of the site shall be provided in accordance with **Section 6.11** of this Bylaw.
- G. Accessory buildings shall be developed in accordance with **Section 6.1** of this Bylaw.
- H. Private swimming pools and hot tubs shall be developed in accordance with **Section 2.2** of this Bylaw.

8.6 VICTORIA RESIDENTIAL (R3) DISTRICT

1. Purpose

The general purpose of this district is to regulate residential development within Victoria Trail area which is a special area within the County that includes significant cultural landscapes and environmentally significant areas.

The Victoria Residential District may only apply to land located near or adjacent to the Victoria Trail.

2. Permitted Uses

- A. Accessory Buildings and Uses
- B. Basement Suite
- C. Buildings and Uses Accessory to Permitted Uses
- D. Cottage
- E. Day Home
- F. Dwelling - Single Detached
- G. Dwelling, single detached, tiny
- H. Extensive Agriculture
- I. Home Occupation, Minor
- J. Home Occupation, Major
- K. Secondary Suite

3. Discretionary Uses

- A. Alternative Energy, Personal.
- B. Apartment
- C. Bed & Breakfast Establishments
- D. Buildings and Uses Accessory to Discretionary Uses
- E. Day Care Facility
- F. Duplexes (Side-By-Side and Vertical)
- G. Family Care Facility
- H. Garage Suite
- I. Garden Suite
- J. Group Care Facility
- K. Guest House
- L. In law Suite
- M. Manufactured Home
- N. Modular Home
- O. Multi-Unit Dwelling
- P. Natural Area
- Q. Neighbourhood Convenience Store
- R. Neighbourhood Park
- S. Places of Worship
- T. Public Park
- U. Public and Quasi-Public Services
- V. Public Utilities

- W. Shipping Container
- X. Other Uses which, in the opinion of the Development Authority, are similar to the above mentioned Permitted and Discretionary Uses

4. Subdivision Regulations

A. General

- i. All residential subdivisions in environmentally sensitive areas and significant cultural landscapes, including but not limited to the Victoria District, must be designed to retain historically significant patterns of spatial organization and significant environmental features.
- ii. The County considers river lots to be historically significant patterns of spatial organization. Therefore multi-lot country residential subdivisions within existing river lots must be designed in such a manner that the original river lot pattern is retained.
- iii. The County will normally require that new developments in areas identified as containing significant cultural landscapes preserve a minimum of 50% of the existing vegetation on each site.
- iv. New developments within the Victoria Residential District should will also be required to maintain, as much as possible, the current land form and to be sited in such as manner as to ensure that the current viewscape of the area from the trail is not negatively impacted.
- v. Two types of residential subdivision are permitted within the Victoria Residential District. They are: low density multi-lot residential developments and cluster residential developments.

B. Minimum & Maximum Lot Area for Residential Uses

Unless otherwise stated in an approved Development Concept Plan or Area Structure Plan the minimum and maximum lot dimensions for residential uses shall be as follows:

	Maximum Density	Minimum Lot Area	Maximum Lot Area
Single Detached Residential	1.54 dwellings per net ha (0.6 dwellings per net ac.)	0.303 ha (0.75 ac.)	4.04 ha (10.0 ac.)

Single Detached Cluster Residential Development	2.47 dwellings per net ha (1.0 dwelling per net ac.)	At the discretion of the Subdivision Authority	0.2 ha (0.5 ac.)
For Other Uses	At the discretion of the Subdivision Authority	At the discretion of the Subdivision Authority	At the discretion of the Subdivision Authority

- C. Minimum Frontage Requirement – 30.5 m (100.0 ft) or as required by the Development and Subdivision Authority
5. Development Regulations
- A. Minimum Ground Floor Area for Residential Uses

Unless otherwise stated in an approved Development Concept Plan or Area Structure Plan the minimum ground floor area for residential developments shall be as follows:

	Minimum Ground Floor Area
Within 304.8 m (1000.0 ft.) of a lake	55.7 sq. m (600.0 sq. ft.)
All other parcels – for single detached dwellings	69.7 sq. m (750.0 sq. ft.)
All other parcels – for manufactured and modular home units	65.0 sq. m (700.0 sq. ft.)

- B. Minimum Floor Area for Other Uses - At the discretion of the Development Authority.

- C. Minimum Yard Dimensions

It should be noted that adjacent to Provincial Highways, Alberta Transportation may require greater setbacks for development. Contact Alberta Transportation regarding their requirements in this regard.

- i. Minimum Front Yards

From Municipal Road Allowances	23.1 m (92.0 ft.) from the property line
From Highways	40.8 m (134.0 ft.) from the boundary of the right-of-way or as required by Alberta Transportation
Internal Subdivision Road	7.6 m (25.0 ft.) from the property line

ii. Minimum Side Yards

From Municipal Road Allowances	18.3 m (60.0 ft.) from the property line
From Highways	40.8 m (134.0 ft.) from the boundary of the right-of-way or as required by Alberta Transportation
When adjacent to an Internal subdivision road	7.6 m (25.0 ft.) from the property line
When adjacent to another Parcel	1.5 m (5.0 ft.) from the property line

iii. Minimum Rear Yards

From Municipal Road Allowances	18.3 m (60.0 ft.) from the property line
From Highways	40.8 m (134.0 ft.) from the boundary of the right-of-way or as required by Alberta Transportation
When adjacent to an internal subdivision road	7.6 m (25.0 ft.) from the property line
When adjacent to another parcel	7.6 m (25.0 ft.) from the property line

- iv. Notwithstanding **subsections (i), (ii) and (iii)** above, where there is an intersection or sharp curve, the minimum yard requirements shown on **Figures 20 and 214** of this Bylaw shall apply.

D. Maximum Site Coverage – 45%

Of the 45% site coverage, a maximum of 15% of the total site may be covered by accessory buildings.

- E. Maximum Height
 - i.. 10.0 m (33.0 ft.)
 - ii. In the case of buildings which are accessory to discretionary uses, the maximum height shall be at the discretion of the Development Authority.
- 6. Other Regulations
 - A. Residential parcels will not be allowed:
 - i. within required setbacks from a sewage treatment plant or lagoon or solid waste disposal site as specified by the appropriate guidelines or authority;
 - ii. within required setbacks from sour gas wells, pipelines and ancillary facilities;
 - iii. within an area likely to be subject to high levels of noise or emissions from industry, transportation facilities, or other sources; or
 - iv. within a 1 in 100 year flood plain.
 - B. A development permit for a dwelling shall be issued only on condition that approval of the proposed sewage disposal system is received in accordance with provincial regulations.
 - C. Development proposals adjacent to a primary highway shall comply with any relevant provincial regulations.
 - D. Fences shall be developed in accordance with **Section 7.7** of this Bylaw.
 - E. Landscaping shall be provided in accordance with **Section 6.11** of this Bylaw.
 - F. Grading and drainage of the site shall be provided in accordance with **Section 6.11** of this Bylaw.
 - G. Accessory buildings shall be developed in accordance with **Section 6.1** of this Bylaw.
 - H. Private swimming pools and hot tubs shall be developed in accordance with **Section 2.2** of this Bylaw.

8.7 HAMLET GENERAL (HG) DISTRICT**1. Purpose**

The general purpose of this district is to permit and regulate development within the Hamlets of Bellis, Edwand, Spedden and Warspite.

2. Permitted Uses

- A. Agricultural Support Service
- B. Automobile Repair Shop, Major
- C. Automobile Repair Shop, Minor
- D. Automobile Sales
- E. Bakery
- F. Bank
- G. Basement Suites
- H. Bed and Breakfast Establishment
- I. Buildings and Uses Accessory to Permitted Uses
- J. Business Office
- K. Child Care Facility
- L. Clinic
- M. Club or Lodge
- N. Community Hall
- O. Commercial Uses
- P. Convenience Retail Service
- Q. Day Care Facility
- R. Day Home
- S. Dwelling, Single Detached
- T. Dwelling, single detached, tiny
- U. Drive-in Business
- V. Eating and Drinking Establishment
- W. Extensive Agriculture
- X. Home Occupation, Minor
- Y. Home Occupation, Major
- Z. In-law Suite
- AA. Neighbourhood Park
- BB. Protective or Emergency Services
- CC. Public or Quasi-Public Services
- DD. Public Park
- EE. Retail Store
- FF. Secondary Suite

3. Discretionary Uses

- A. Alternative Energy, Personal.
- B. Amusement Establishment, Indoor
- C. Amusement Establishment, Outdoor
- D. Animal Clinic
- E. Animal Hospital

- F. Animal Hospital, Large
- G. Apartment
- H. Auctioneering Facility
- I. Bakery, Large
- J. Bed and Breakfast Establishments
- K. Boutique Accommodation
- L. Buildings and Uses Accessory to Discretionary Uses
- M. Building Supply and Lumber Outlet
- N. Bulk Fuel Storage and Sales
- O. Day Care Facility
- P. Duplex (Side-by-side and vertical)
- Q. Campground, minor
- R. Recreational vehicle park
- S. Cannabis accessory retail sales
- T. Cannabis retail sales
- U. Car wash Establishment
- V. Cemetery
- W. Drinking Establishment
- X. Drive-in Business
- Y. Dwellings within buildings in which the predominant use is one or more of the listed permitted or discretionary uses, provided, however, that the dwellings have direct access to the outside of the building
- Z. Entertainment Establishment
- AA. Family Care Facility
- BB. Garage Suite
- CC. Garden Suite
- DD. Group Care Facility
- EE. Guest House
- FF. Hotel
- GG. Liquor sales/distribution Service
- HH. Manufactured Home
- II. Modular Home
- JJ. Motel
- KK. Multi-Unit Dwelling
- LL. Multi-Use Development
- MM. Natural Area
- NN. Neighborhood Convenience (or retail) Store
- OO. Outdoor Eating Establishment
- PP. Places of Worship
- QQ. Private Club or Lodge
- RR. Public Utilities
- SS. Public Utility building
- TT. Rural Commercial
- UU. Servicing Establishment
- VV. Shipping Container
- WW. Shopping Centre
- XX. Surveillance Suite
- YY. Transfer Station

- ZZ. Other Uses which, in the opinion of the Development Authority, are similar to the above mentioned Permitted and Discretionary Uses

4. Subdivision Regulations

- A. Minimum Lot Area for Low Density Residential Uses (Single Detached Dwellings, Manufactured and Modular Homes)

Unless otherwise stated in an approved Development Concept Plan or Area Structure Plan the minimum and maximum lot dimensions for residential uses shall be as follows:

		Minimum Lot Frontage	Minimum Lot Area
i.	Un-serviced	30.5 m (100.0 ft.)	1858.0 sq. m (20,000 sq. ft.)
ii.	Serviced (Municipal Sewer & Water)	15.2 m (50.0 ft.)	557.4 sq. m (6,000 sq. ft.)
iii.	Municipal Sewer Only	30. m (100.0 ft.)	929.0 sq. m (10,000 sq. ft.)
iv.	Municipal Water Only	30.5 m (100.0 ft.)	1393.5 sq. m.(15,000 sq. ft.)

- B. Minimum Site Area for Medium Density Residential Uses and High Density Residential Uses – as required by the Subdivision Authority
- C. Minimum Site Area for all other uses – as required by the Development Authority
- i. Where shopping centres or groups of shops are to be built on a site, developers shall provide a Development Concept Plan identifying the proposed parcel boundaries, location(s) of building(s), access, parking and specific commercial uses, and any other matter required by the Development Authority, to the satisfaction of the Development Authority.

5. Development Regulations

- A. Minimum Ground Floor Area

Unless otherwise stated in an approved Development Concept Plan or Area Structure Plan the minimum ground floor area for residential and non-residential developments shall be as follows:

Minimum Ground Floor Area		
i.	Single Detached Residential	69.7 sq. m (750.0 sq. ft.)
ii.	Duplexes (side-by-side and vertical)	55.7 sq. m (600.0 sq. ft.) for each dwelling unit
iii.	Manufactured Home	55.7 sq. m (600.0 sq. ft.)
iv.	Modular Home	65.0 sq. m (700.0 sq. ft.)
v.	All other residential uses	As required by the Development Authority
vi.	All other non-residential uses	As required by the Development Authority

B. Minimum Yard Requirements

i. Minimum Yards – Single Detached Dwellings, Manufactured and Modular Homes

Minimum Yard Requirements - Single Detached Dwellings, Manufactured and Modular Homes	
Front	7.6 m (25.0 ft.)
Rear	7.6 m (25.0 ft.)
Side	10% of the lot width but not less than 1.5 m (5.0 ft.)

- ii. Minimum Yards - All other residential uses – as required by the development authority
- iii. Notwithstanding **subsections (i), and (ii)** above, where there is an intersection or sharp curve, the minimum yard requirements shown on **Figures 20 and 21** of this Bylaw shall apply.

iv. Minimum Yards – Commercial Uses

Minimum Yard Requirements – Commercial Uses	
Front	No front yard setback is required except where the Development Authority may deem it necessary to conform to existing development setbacks.
Rear	Minimum 7.6 m (25.0 ft.) or as required by the Development Authority.
Side	10% of the lot width but not less than 1.5 m (5.0 ft.)
When bounded by Commercial Lots and a lane	No setback is required
When bounded by Commercial Lots and no lane	4.5 m (15.0 ft.)
When adjacent to a residential lot	1.5 m (5.0 ft.)

v. Minimum Yard Requirements - All Other Non-Residential Uses – As required by the Development Authority

C. Maximum Site Coverage –

Maximum Site Coverage		
i.	Residential Uses	45% Of the 45% site coverage, a maximum of 15% of the total site may be covered by accessory buildings.
ii.	Commercial Uses	80% provided that provisions have been made for on-site parking, loading, storage and waste disposal to the satisfaction of the Development Authority.
iii.	All other uses	At the discretion of the Development Authority

D. Maximum Height

Maximum Height		
i.	Single Detached Dwellings and Modular Homes	Maximum 10.0 m (33.0 ft.)
ii.	Manufactured Homes	Maximum 10.0 m (33.0 ft.)
iii.	Buildings Which are Accessory to Single Family Dwellings, Modular Homes and Manufactured Homes	Maximum 10.0 m (33.0 ft.)
iv.	Uses All Other Uses	At the discretion of the Development Authority
v.	Buildings Which are Accessory to Discretionary	At the discretion of the Development Authority

6. Other Regulations

A. Residential parcels will not be allowed:

- i. within required setbacks from a sewage treatment plant or lagoon or solid waste disposal site as specified by the appropriate guidelines or authority;
- ii. within required setbacks from sour gas wells, pipelines and ancillary facilities;
- iii. within an area likely to be subject to high levels of noise or emissions from industry, transportation facilities, or other sources; or
- iv. within a 1 in 100 year flood plain.

B. A development permit for a dwelling shall be issued only on condition that approval of the proposed sewage disposal system is received in accordance with provincial regulations.

C. Development proposals adjacent to a primary highway shall comply with any relevant provincial regulations.

- D. Fences shall be developed in accordance with **Section 7.7** of this Bylaw.
- E. Landscaping shall be provided in accordance with **Section 6.11** of this Bylaw.
- F. Grading and drainage of the site shall be provided in accordance with **Section 6.11** of this Bylaw.
- G. Accessory buildings shall be developed in accordance with **Section 6.1** of this Bylaw.
- H. Motels shall be developed in accordance with **Section 6.22** of this Bylaw.
- I. Vehicle Washing Establishments (carwashes) shall be developed in accordance with **Section 7.35** of this Bylaw.
- J. Places of Worship shall be developed in accordance with **Section 6.29** of this Bylaw.
- K. Private Liquor Stores and Storage Facilities shall be developed in accordance with **Section 7.19** of this Bylaw.
- L. Private swimming pools and hot tubs shall be developed in accordance with **Section 2.2** of this Bylaw.
- M. Service Stations and Gas Stations shall be developed in accordance with **Section 7.30** of this Bylaw.
- N. Shipping Containers shall be developed in accordance with **Section 7.31** of this Bylaw.
- P. Solar Energy Conversion Systems shall be developed in accordance with **Section 7.33** of this Bylaw.
- Q. Wind Energy Conversion Systems shall be developed in accordance with **Section 2.9** of this Bylaw.

8.8 HIGHWAY COMMERCIAL (C1) DISTRICT

1. Purpose

The general purpose of this District is to control development in the vicinity of Provincial Highways. Development should be restricted to that which is generally required to serve the motoring public.

2. Permitted Uses

- A. Agricultural Support Service
- B. Automobile Repair Shop, Major
- C. Automobile Repair Shop Minor
- D. Automobile Sales
- E. Bed and Breakfast Establishment
- F. Buildings and Uses Accessory to Permitted Uses
- G. Community Hall
- H. Convenience Retail Service
- I. Drive-in Business
- J. Eating and Drinking Establishment
- K. Extensive Agriculture
- L. Highway Commercial Use
- M. Home Occupation, Minor
- N. Home Occupation, Major
- O. Natural Area
- P. Protective or Emergency Services
- Q. Public or Quasi-Public Services
- R. Public Park

3. Discretionary Uses

- A. Alternative Energy, Personal.
- B. Amusement Establishment, Indoor
- C. Amusement Establishment, Outdoor
- D. Auctioneering Facility
- E. Campground, minor
- F. Campground, intermediate
- G. Campground, major
- H. Boutique Accommodation
- I. Buildings and Uses Accessory to Discretionary Uses
- J. Bulk Fuel Storage and Sales
- K. Cannabis accessory retail sales
- L. Cannabis retail sales

- M. Car wash Establishment
- N. Cemetery
- O. Commercial Use
- P. Dwelling, Single Detached
- Q. Dwelling, single detached, tiny
- R. Duplexes (Vertical and Side-By-Side)
- S. Highway Commercial
- T. Hotel
- U. Liquor Sales/Distribution Service
- V. Manufactured Home
- W. Modular Home
- X. Motel
- Y. Natural Resource Extraction
- Z. Outdoor Eating Establishment
- AA. Places of worship
- BB. Public Utilities
- CC. Recreational vehicle park
- DD. Rural Commercial
- EE. Rural Industries
- FF. Secondary Suite
- GG. Shipping Container
- HH. Surveillance Suite
- II. Transfer Station
- JJ. Workcamp
- KK. Workcamp, Short Term
- LL. Other Uses which, in the opinion of the Development Authority, are similar to the above mentioned Permitted and Discretionary Uses

4. Subdivision Regulations

- A. Minimum Lot Area – As determined by the Subdivision Authority

5. Development Regulations

- A. Minimum Yard Setback Requirements

It should be noted that adjacent to Provincial Highways, Alberta Transportation may require greater setbacks for development. Contact Alberta Transportation regarding their requirements in this regard.

i. Minimum Front Yards

From Municipal Road Allowances	23.1 m (92.0 ft.) from the property line
From Highways	40.8 m (134.0 ft.) from the boundary of the right-of-way or as required by Alberta Transportation
Internal Subdivision Roads	7.6 m (25.0 ft.) from the property line

ii. Minimum Side Yards

From Municipal Road Allowances	18.3 m (60.0 ft.) from the property line
From Highways	40.8 m (134.0 ft.) from the boundary of the right-of-way or as required by Alberta Transportation
When adjacent to an Internal subdivision road	7.6 m (25.0 ft.) from the property line
When adjacent to Another Parcel	7.6 m (25.0 ft.) from the property line

iii. Minimum Rear Yards

From Municipal Road Allowances	18.3 m (60.0 ft.) from the property line
From Highways	40.8 m (134.0 ft.) from the boundary of the right-of-way or as required by Alberta Transportation
When adjacent to an internal subdivision road	7.6 m (25.0 ft.) from the property line
When adjacent to another parcel	7.6 m (25.0 ft.) from the property line

iv. Notwithstanding **subsections (i), (ii), and (iii)** above, where there is an intersection or sharp curve, the minimum yard requirements shown on **Figures 20 and 21** of this Bylaw shall apply.

6. Other Regulations

- A. Development proposals adjacent to a primary highway shall comply with any relevant provincial regulations.

- B. Fences shall be developed in accordance with **Section 7.7** of this Bylaw.
- C. Landscaping shall be provided in accordance with **Section 6.11** of this Bylaw.
- D. Grading and drainage of the site shall be provided in accordance with **Section 6.11** of this Bylaw.
- E. Accessory buildings shall be developed in accordance with **Section 6.1** of this Bylaw.
- F. Motels shall be developed in accordance with **Section 7.4** of this Bylaw.
- G. Vehicle Washing Establishments (carwashes) shall be developed in accordance with **Section 6.24** of this Bylaw.
- H. Places of Worship shall be developed in accordance with **Section 6.29** of this Bylaw.
- I. Private Liquor Stores and Storage Facilities shall be developed in accordance with **Section 7.19** of this Bylaw.
- J. Natural Resource Extraction Industries shall be developed in accordance with **Section 6.22** of this Bylaw.
- K. Service Stations and Gas Stations shall be developed in accordance with **Section 6.22** of this Bylaw.
- L. Shipping Containers shall be developed in accordance with **Section 7.31** of this Bylaw.
- N. Solar Energy Conversion Systems shall be developed in accordance with **Section 7.33** of this Bylaw.
- O. Wind Energy Conversion Systems shall be developed in accordance with **Section 2.9** of this Bylaw.

8.9 VICTORIA COMMERCIAL (C2) DISTRICT

1. Purpose

The general purpose of this District is to control development in the vicinity of the Victoria Trail in order to ensure that future commercial development in this area is compatible with significant cultural landscapes in the Victoria Trail area.

2. Permitted Uses

- A. Art, Craft, and Photography Studios
- B. Bed and Breakfast Establishment
- C. Boutique Accommodation
- D. Buildings and Uses Accessory to Permitted Uses
- E. Campground, basic,
- F. Community Hall
- G. Convenience Retail Service
- H. Cultural Facility
- I. Drive-in Business
- J. Eating and Drinking Establishment
- K. Eco-Cabin/Star-gazing Units
- L. Extensive Agriculture
- M. Home Occupation, Minor
- N. Home Occupation, Major
- O. Natural Area
- P. Protective or Emergency Services
- Q. Public or Quasi-Public Services
- R. Public Park
- S. Secondary Suite

3. Discretionary Uses

- A. Alternative Energy, Personal.
- B. Amusement Establishment, Indoor
- C. Amusement Establishment, Outdoor
- D. Buildings and Uses Accessory to Discretionary Uses
- E. Campground, minor
- F. Campground, intermediate
- G. Campground, major
- H. Cemetery
- I. Commercial Uses
- J. Dwelling, Single Detached

- K. Dwelling, single detached, tiny
- L. Duplexes (Vertical and Side-By-Side)
- M. Hotel
- N. Manufactured Home
- O. Modular Home
- P. Motel
- Q. Natural Resource Extraction
- R. Outdoor Eating Establishment
- S. Places of Worship
- T. Public Utilities
- U. Recreational vehicle park
- V. Shipping Container
- W. Surveillance Suite
- X. Transfer Station
- Y. Other Uses which, in the opinion of the Development Authority, are similar to the above mentioned Permitted and Discretionary Uses

4. Subdivision Regulations

A. General

- i. All subdivisions in environmentally sensitive areas and significant cultural landscapes, including but not limited to the Victoria Commercial District, must be designed to retain historically significant patterns of spatial organization and significant environmental features.
- ii. The County considers river lots to be historically significant patterns of spatial organization. Therefore subdivisions within existing river lots must be designed in such a manner that the original river lot pattern is still retained.
- iii. The County will normally require new developments in areas identified as containing significant cultural landscapes, preserve a minimum of 50% of the existing vegetation on each site.
- iv. New developments will also be required to maintain, as much as possible, the current land form and to be sited in such a manner as to ensure that the current viewscape of the areas from the Trail is maintained within the nationally recognized Victoria Trail Heritage Site.

B. Minimum Lot Area – As determined by the Subdivision Authority

5. Development Regulations

A. Minimum Yard Setback Requirements

It should be noted that adjacent to Provincial Highways, Alberta Transportation may require greater setbacks for development. Contact Alberta Transportation regarding their requirements in this regard.

i. Minimum Front Yards

From Municipal Road Allowances	23.1 m (92.0 ft.) from the property line
From Highways	40.8 m (134.0 ft.) from the boundary of the right-of-way or as required by Alberta Transportation
Internal Subdivision Roads	7.6 m (25.0 ft.) from the property line

ii. Minimum Side Yards

From Municipal Road Allowances	18.3 m (60.0 ft.) from the property line
From Highways	40.8 m (134.0 ft.) from the boundary of the right-of-way or as required by Alberta Transportation
When adjacent to an Internal subdivision road	7.6 m (25.0 ft.) from the property line
When adjacent to Another Parcel	7.6 m (25.0 ft.) from the property line

iii. Minimum Rear Yards

From Municipal Road Allowances	18.3 m (60.0 ft.) from the property line
From Highways	40.8 m (134.0 ft.) from the boundary of the right-of-way or as required by Alberta Transportation
When adjacent to an internal subdivision road	7.6 m (25.0 ft.) from the property line
When adjacent to another parcel	7.6 m (25.0 ft.) from the property line

iv. Notwithstanding **subsections (i), (ii), and (iii)** above, where there is an intersection or sharp curve, the minimum yard requirements shown on **Figures 20 and 21** of this Bylaw shall apply.

6. Other Regulations

- A. Development proposals adjacent to a primary highway shall comply with any relevant provincial regulations.
- B. Fences shall be developed in accordance with **Section 7.7** of this Bylaw.
- C. Landscaping shall be provided in accordance with **Section 6.11** of this Bylaw. Additionally the Development Authority may require the submission of additional information regarding the appearance or the proposed development with any application for development permits in this District in order to ensure that:
 - i. That the development is similar in character in appearance to development on adjacent sites; and
 - ii. That the development will be buffered, to the satisfaction of the Development Authority from the Victoria Trail and adjacent properties.
- D. Grading and drainage of the site shall be provided in accordance with **Section 7.17** of this Bylaw.
- E. Accessory buildings shall be developed in accordance with **Section 8.2** of this Bylaw.
- F. Motels shall be developed in accordance with **Section 6.22** of this Bylaw.
- G. Places of Worship shall be developed in accordance with **Section 6.29** of this Bylaw.
- H. Natural Resource Extraction Industries shall be developed in accordance with **Section 7.16** of this Bylaw.
- I. Shipping Containers shall be developed in accordance with **Section 7.31** of this Bylaw.
- K. Solar Energy Conversion Systems shall be developed in accordance with **Section 7.33** of this Bylaw.
- L. Wind Energy Conversion Systems shall be developed in accordance with **Section 2.9** of this Bylaw.

8.10 INDUSTRIAL (M1) DISTRICT**1. Purpose**

The general purpose of this district is to provide opportunities for light industrial and manufacturing uses, with heavier industry permitted in approved locations at the discretion of the Development Authority.

2. Permitted Uses

- A. Agricultural Support Services
- B. Buildings and Uses Accessory to Permitted Uses
- C. Animal Breeding and/or Boarding Facility
- D. Animal Clinic
- E. Animal Hospital, Large
- F. Assembly Plant
- G. Automobile Repair Shops, Major and Minor
- H. Building Supply and Lumber Outlet
- I. Bulk Fuel Storage and Sales
- J. Business Office
- K. Car Wash Establishment
- L. Extensive Agriculture
- M. Greenhouse
- N. Heavy Equipment Sales and Service, Repair or Storage
- O. Light Industrial
- P. Manufacturing
- Q. Public or Quasi-Public Services
- R. Public Utility
- S. Shipping Container
- T. Transfer Station
- U. Warehouse
- V. Wind Energy Conversion System, Micro

3. Discretionary Uses

- A. Alternative Energy, Commercial
- B. Alternative Energy, Personal
- C. Auctioneering Facility
- D. Buildings and Uses Accessory to Discretionary Uses
- E. Cannabis production and distribution; and
- F. Heavy Equipment Sales, Service and Repair
- G. Heavy Industrial
- H. Industrial hemp production and distribution

- I. Landfill
- J. Medium Industrial
- K. Natural Resource Extraction/Processing Facility
- L. Public Park
- M. Recreational Uses
- N. Rural Industrial
- O. Surveillance Suite
- P. Workcamps
- Q. Workcamps, Short Term
- R. Other Uses which, in the opinion of the Development Authority, are similar to the above mentioned Permitted and Discretionary Uses

4. Subdivision Regulations

- A. Minimum Site Area – at the discretion of the Subdivision Authority

5. Development Regulations

- A. Minimum Yard Dimensions

It should be noted that adjacent to Provincial Highways, Alberta Transportation may require greater setbacks for development. Contact Alberta Transportation regarding their requirements in this regard.

- i. Minimum Front Yards

From Municipal Road Allowances	23.1 m (92.0 ft.) from the property line
From Highways	40.8 m (134.0 ft.) from the boundary of the right-of-way or as required by Alberta Transportation
Internal Subdivision Road	7.6 m (25.0 ft.) from the property boundary

- ii. Minimum Side Yards

From Municipal Road Allowances	18.3 m (60.0 ft.) from the property line
From Highways	40.8 m (134.0 ft.) from the boundary of the right-of-way or as required by Alberta Transportation
Internal Subdivision Road	7.6 m (25.0 ft.) from the property boundary

- iii. Minimum Rear Yards

From Municipal Road Allowances	18.3 m (60.0 ft.) from the property line
From Highways	40.8 m (134.0 ft.) from the boundary of the right-of-way or as required by Alberta Transportation
Internal Subdivision Road	7.6 m (25.0 ft.) from the property boundary

- iv. Notwithstanding **subsections (i), (ii), and (iii)** above, where there is an intersection or sharp curve, the minimum yard requirements shown on **Figures 20 and 21** of this Bylaw shall apply.

B. Maximum Site Coverage - 45%.

Of the 45% site coverage, a maximum of 15% of the total site may be covered by accessory buildings.

C. Maximum Height – At the Discretion of the Development Authority

D. Landscaping

The Development Authority may require landscaping, to his satisfaction, in the form of fences, berms, vegetation, or any other material at their sole discretion that they deem reasonable, between any development in this District and any adjacent development.

6. Other Regulations

- A. Development proposals adjacent to a primary highway shall comply with any relevant provincial regulations.
- B. Fences shall be developed in accordance with **Section 7.7** of this Bylaw.
- C. Landscaping shall be provided in accordance with **Section 6.11** of this Bylaw.
- D. Grading and drainage of the site shall be provided in accordance with **Section 6.11** of this Bylaw.
- E. Accessory buildings shall be developed in accordance with **Section 6.1** of this Bylaw.
- F. Vehicle Washing Establishments (carwashes) shall be developed in accordance with **Section 7.35** of this Bylaw.
- G. Service Stations and Gas Stations shall be developed in accordance with **Section 7.30** of this Bylaw.
- H. Shipping Containers shall be developed in accordance with **Section 7.31** of this Bylaw.

- J. Solar Energy Conversion Systems shall be developed in accordance with **Section 7.33** of this Bylaw
- K. Wind Energy Conversion Systems shall be developed in accordance with **Section 2.9** of this Bylaw.

8.11 RURAL INDUSTRIAL (M2) DISTRICT**1. Purpose**

The purpose of the Rural Industrial District is to provide land for rural industries in locations which can be serviced efficiently and which will not conflict with agriculture or residential land uses.

2. Permitted Uses

- A. Agricultural Support Services
- B. Buildings and Uses Accessory to Permitted Uses
- C. Animal Breeding and/or Boarding Facility
- D. Animal Clinic
- E. Animal Hospital, Large
- F. Automobile Repair Shops, Major and Minor
- G. Business Office
- H. Extensive Agriculture
- I. Greenhouse
- J. Heavy Equipment Sales and Service, Repair or Storage
- K. Light Industrial
- L. Public or Quasi-Public Services
- M. Public Utility
- N. Shipping Container
- O. Transfer Station
- P. Warehouse

3. Discretionary Uses

- A. Alternative Energy, Commercial
- B. Alternative Energy, Personal
- C. Auctioneering Facility
- D. Buildings and Uses Accessory to Discretionary Uses
- E. Bulk Fuel Storage and Sales
- F. Heavy Equipment Sales, Service and Repair
- G. Industrial hemp production and distribution;
- H. Medium Industrial
- I. Natural Resource Extraction/Processing Facility
- J. Public Park
- K. Recreational Uses
- L. Rural Industrial
- M. Surveillance Suite
- N. Other Uses which, in the opinion of the Development Authority, are similar to the above mentioned Permitted and Discretionary Uses

4. Subdivision Regulations

- A. Minimum Site Area – at the discretion of the Subdivision Authority

5. Development Regulations

- A. Minimum Yard Dimensions

It should be noted that adjacent to Provincial Highways, Alberta Transportation may require greater setbacks for development. Contact Alberta Transportation regarding their requirements in this regard.

i. Minimum Front Yards

From Municipal Road Allowances	23.1 m (92.0 ft.) from the property line
From Highways	40.8 m (134.0 ft.) from the boundary of the right-of-way or as required by Alberta Transportation
Internal Subdivision Road	7.6 m (25.0 ft.) from the property boundary

ii. Minimum Side Yards

From Municipal Road Allowances	18.3 m (60.0 ft.) from the property line
From Highways	40.8 m (134.0 ft.) from the boundary of the right-of-way or as required by Alberta Transportation
Internal Subdivision Road	7.6 m (25.0 ft.) from the property boundary

iii. Minimum Rear Yards

From Municipal Road Allowances	18.3 m (60.0 ft.) from the property line
From Highways	40.8 m (134.0 ft.) from the boundary of the right-of-way or as required by Alberta Transportation
Internal Subdivision Road	7.6 m (25.0 ft.) from the property boundary

- iv. Notwithstanding **subsections (i), (ii), and (iii)** above, where there is an intersection or sharp curve, the minimum yard requirements shown on **Figures**

20 and 21 of this Bylaw shall apply.

B. Maximum Site Coverage – 45%

Of the 45% site coverage, a maximum of 15% of the total site may be covered by accessory buildings.

C. Maximum Height – At the Discretion of the Development Authority

D. Landscaping

The Development Authority may require landscaping, to their satisfaction, in the form of fences, berms, vegetation, or any other material at their sole discretion that they deem reasonable, between any development in this District and any adjacent development.

6. Other Regulations

A. Development proposals adjacent to a primary highway shall comply with any relevant provincial regulations.

B. Fences shall be developed in accordance with **Section 7.7** of this Bylaw.

C. Landscaping shall be provided in accordance with **Section 6.11** of this Bylaw. The Development Authority may require landscaping, to their satisfaction, in the form of fences, berms, vegetation, or any other material, at their discretion, between any development in this District and any adjacent development.

D. Grading and drainage of the site shall be provided in accordance with **Section 6.11** of this Bylaw.

E. Accessory buildings shall be developed in accordance with **Section 6.1** of this Bylaw.

F. Vehicle Washing Establishments (carwashes) shall be developed in accordance with **Section 7.35** of this Bylaw.

G. Service Stations and Gas Stations shall be developed in accordance with **Section 7.30** of this Bylaw.

H. Shipping Containers shall be developed in accordance with **Section 7.31** of this Bylaw.

J. Solar Energy Conversion Systems shall be developed in accordance with **Section 7.33** of this Bylaw.

K. Wind Energy Conversion Systems shall be developed in accordance with **Section 2.9** of this Bylaw.



Request for Discussion (RFD)

Meeting Date: July 13, 2026

Agenda Item: #4.3

Topic: Bylaw #1508-26: Speed Limit Bylaw

Presented By: Jordan Ruegg, Director of County Services

For Discussion and Review

Background:

Smoky Lake County currently regulates the maximum allowable speed on roads under its direction, control and management through various Bylaws (**Enclosure #1 & Enclosure #2**), however, most of the roads with speed limits of less than 80km/hr are not enshrined in bylaw.

Bylaw No. 1508-26 (**Enclosure #3**) has been prepared to consolidate all existing speed limit regulations into a single comprehensive bylaw. The proposed Bylaw establishes a default maximum speed limit of 80 kilometres per hour on all highways (roads) under the direction, control, and management of Smoky Lake County, and identifies roads where reduced speed limits of 70 km/hr, 60 km/hr, 50 km/hr, 40 km/hr, 30 km/hr, 25 km/hr, and 20 km/hr are warranted. These reduced speed limits generally apply within hamlets, residential subdivisions, resort developments, lake communities, areas with increased pedestrian activity, and locations where road geometry, traffic volumes, or safety considerations support lower operating speeds.

Benefits:

Bylaw #1508-26 will create a single, comprehensive inventory of all municipally-regulated speed limits within Smoky Lake County. The Bylaw will improve public safety by clearly identifying locations where lower speed limits are appropriate due to residential development, recreational uses, pedestrian activity, reduced sightlines, or other operational considerations. Lower speed limits can reduce stopping distances, improve driver reaction times, and lessen the severity of collisions when they occur. Moreover, the Bylaw will provide greater consistency and transparency in the County's approach to traffic management. Residents and visitors will benefit from clearly established speed zones that reflect existing land uses and road conditions.

The Bylaw will also provide a stronger legislative foundation for enforcement activities undertaken by law enforcement agencies by clearly documenting all municipally established speed limits within a single bylaw. For reduced speed limits to be enforceable, municipalities must ensure that the speed limits are established by bylaw and that appropriate traffic control devices and regulatory signage are installed in accordance with the Traffic Safety Act and applicable provincial standards.

Disadvantages:

The implementation of the Bylaw may require the installation, replacement, or maintenance of regulatory speed limit signage to ensure that all reduced speed zones are properly identified and enforceable. As future development occurs within the municipality, amendments to the Bylaw may be required to establish additional speed zones or modify existing speed limits to reflect changing traffic conditions and land use patterns.



Request for Discussion (RFD)

Financial Implications:

The direct financial implications associated with the proposed bylaw are expected to be relatively minor. Existing speed limit signs are already installed throughout most affected areas. However, some costs may be incurred for the replacement of damaged signage, installation of additional signs where required, and future maintenance activities. Over the long term, improved traffic safety may reduce the potential costs associated with collisions, infrastructure damage, and liability exposure.

Legislation:

Traffic Safety Act, R.S.A., c. T-6, as amended

Section 106 – establishes the default maximum speed limit of 80 kilometers per hour on highways that are outside of an urban area.

Section 108 – authorizes municipalities to establish maximum speed limits that differ from the default 80km/hr maximum where a council deems that lower speed limits are necessary or desirable.

Intergovernmental:

Not applicable

Strategic Alignment:

Not applicable

Enclosure(s):

1. Enclosure #1: Bylaw #622: Bonnie Lake Resort Speed Control Bylaw
2. Enclosure #2: Bylaw #748-86 – Imposing Speed Limits Within the County Bylaw
3. Enclosure #3: Bylaw #1508-26 – Speed Limit Bylaw

Signature of the CAO: _____

A solid black rectangular box used to redact the signature of the CAO.

THE COUNTY OF SMOKY LAKE NO. 13

BY-LAW NO. 622

(A Bylaw to establish speed control in the Bonnie Lake Resort Sub-division.)

WHEREAS, the Council of the County of Smoky Lake No. 13 has received concerns of persons regarding the speed of vehicles within the Bonnie Lake Resort Sub-division.

AND WHEREAS, the Council deem it advisable enlight of public safety to control the speed of vehicles within the said Resort Sub-division.

NOW THEREFORE BE IT RESOLVED; subject to Section 169 of the Municipal Government Act, Chapter 246, R.S.A., 1970,

1. That a speed limit of forty (40) kilometres per hour be maintained within the Bonnie Lake Resort Sub-division, north half of Section Thirty Four (34), Township Fifty Nine (59), Range Thirteen (13), West of the Fourth (4th) Meridian.

Read a First Time this 16th day of July, 1981.

Read a Second Time this 16th day of July, 1981.

Read a Third Time and finally passed in Council this 16th day of July, 1981.


REEVE

S E A L


COUNTY MANAGER

THE COUNTY OF SMOKY LAKE NO. 13
IN THE PROVINCE OF ALBERTA
BYLAW NO. 748-86

A Bylaw to impose and regulate the speed limits on roadways within the County.

WHEREAS, the Council of the County of Smoky Lake No. 13 deems it necessary and advisable to set a maximum speed limit on all vehicles travelling on roadways within the said County and;

WHEREAS, the District Engineer, Alberta Transportation, Lac La Biche, has recommended that the maximum speed limit on two recently paved Secondary Highways be increased;

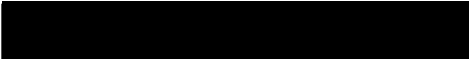
THEREFORE BY VIRTUE AND POWERS VESTED IN IT, pursuant to Sections 14, 15 and 16 of the Highway Traffic Act, Chapter 14-7 R.S.A., 1980 and amendments thereto, authorize the following:

1. Secondary Road 857 from the North Saskatchewan River to Junction Highway 28 - the maximum speed limit be 100 kilometers per hour.
2. Secondary Road 831 from the North Saskatchewan River to the north boundary of the County of Smoky Lake - the maximum speed limit be 100 kilometers per hour.
3. Secondary Road 855 from the North Saskatchewan River to the boundary limits of the Town of Smoky Lake - the maximum speed limit be 100 kilometres per hour.

READ a first time this 25th day of November, 1986.

READ a second time this 25th day of November, 1986

READ a third time this 25th day of November, 1986 and finally passed by Council.


REEVE

S E A L


COUNTY MANAGER

**SMOKY LAKE COUNTY
IN THE PROVINCE OF ALBERTA
BYLAW NO. 1508-26**

**A BYLAW OF THE MUNICIPALITY OF SMOKY LAKE COUNTY IN THE PROVINCE OF ALBERTA,
FOR THE PURPOSES OF ESTABLISHING MAXIMUM SPEED LIMITS ON HIGHWAYS THAT ARE
SUBJECT TO THE DIRECTION, CONTROL & MANAGEMENT OF SMOKY LAKE COUNTY**

WHEREAS pursuant to sections 106, 107 & 108 of the *Traffic Safety Act*, R.S.A. 2000, c. T-6, as amended, the Council of a municipal district is authorized to establish maximum speed limits for highways that are subject to its direction, control and management;

AND WHEREAS the Council of Smoky Lake County deems it necessary and prudent to establish maximum speed limits for highways subject to its direction, control and management;

NOW THEREFORE under the authority and subject to the provisions of the *Municipal Government Act*, R.S.A. 2000, c. M-26, as amended, and by virtue of all other enabling powers, the Council of Smoky Lake County, duly assembled, enacts as follows:

1. TITLE

This Bylaw may be cited for all purposes as the "Speed Limit Bylaw".

2. DEFINITIONS

The following words and phrases have the following meanings while used in this Bylaw:

- 2.1 **"Highway"** for the purposes of this Bylaw shall have the same meaning as in the *Traffic Safety Act*, R.S.A. 2000, c. T-6, as amended.

3. MAXIMUM SPEED LIMITS

- 3.1 Unless otherwise identified in this Bylaw, the maximum speed limit for a Highway within the municipal boundaries of Smoky Lake County shall be eighty (80) kilometers per hour in both directions.
- 3.2 The following Highways shall have a maximum speed limit of seventy (70) kilometers per hour in both directions:
- a. Range Road 180, commencing at the intersection with Township Road 614, thence southerly, terminating at the intersection with Township Road 612A;
 - b. Range Road 181, commencing at the intersection with Township Road 604, thence northerly, terminating at the intersection with Township Road 610;
 - c. Township Road 604, commencing at the intersection with Range Road 193, thence easterly, terminating at the intersection with Range Road 181;

- d. Township Road 610, commencing at the intersection with Range Road 181, thence easterly, terminating at the intersection with Highway 855;
- e. Township Road 612, commencing at the intersection with Highway 855, thence westerly for approximately 1,780 meters; and
- f. Township Road 612A, commencing at the intersection with Range Road 180, thence easterly and southerly for approximately 1,500 meters.

3.3 The following Highways shall have a maximum speed limit of sixty (60) kilometers per hour in both directions:

- a. Range Road 131, commencing approximately 685 meters south of the intersection with Township Road 590, thence southerly for approximately 1,800 meters;
- b. Range Road 152, commencing at the intersection with Highway 28, thence southerly, terminating at the intersection with Township Road 592A; and
- c. Township Road 592A, commencing at the intersection with Range Road 152, thence westerly, terminating at the intersection with Range Road 153.

3.4 The following Highways shall have a maximum speed limit of fifty (50) kilometers per hour in both directions:

- a. Township Road 592A, commencing at the intersection with Township Road 592, thence southerly, terminating at the municipal boundary with the Village of Waskatenau;
- b. Range Road 183, commencing at the intersection with Township Road 592, thence southerly for approximately 800.0 meters;
- c. 50th Avenue, located within the Hamlet of Warspite, commencing at the intersection with 52nd Street, located within the Hamlet of Warspite, thence easterly, terminating at the intersection with 49th Street, located within the Hamlet of Warspite;
- d. 51st Avenue, located within the Hamlet of Warspite, commencing at the intersection with Range Road 183, thence easterly, terminating at the intersection with 49th Street, located within the Hamlet of Warspite;
- e. 49th Street, located within the Hamlet of Warspite, commencing at the intersection with Township Road 592, thence southerly, terminating with the intersection of 50th Avenue;
- f. 50th Street, located within the Hamlet of Warspite, commencing at the intersection

with 51st Avenue, located within the Hamlet of Warspite, thence southerly, terminating at the intersection with 50th Avenue, located within the Hamlet of Warspite;

- g. 51st Street, located within the Hamlet of Warspite, commencing at the intersection with 51st Avenue, located within the Hamlet of Warspite, thence southerly, terminating at the intersection with 50th Avenue, located within the Hamlet of Warspite;
- h. 52nd Street, located within the Hamlet of Warspite, commencing at the intersection with 51st Avenue, located within the Hamlet of Warspite, thence southerly for approximately 260.0 meters;
- i. Township Road 595, commencing at the intersection with Range Road 174, thence easterly for approximately 717.0 meters;
- j. Haynes Drive, commencing at its southernmost intersection with Highway 855, thence westerly and northerly, terminating at its northernmost intersection with Highway 855;
- k. Range Road 174, commencing approximately 1,920.0 meters north of the intersection with Township Road 612, thence northerly for approximately 150.0 meters;
- l. Lake Drive, commencing at the intersection with Range Road 174, thence westerly, for approximately 525.0 meters;
- m. Victoria Trail, commencing at the intersection with Highway 855, thence easterly for approximately 1,630.0 meters;
- n. Township Road 584, commencing at the intersection with Highway 855, thence easterly, terminating at the intersection with Range Road 170;
- o. Range Road 165, commencing at the intersection with Highway 28, thence southerly, terminating at the intersection with Township Road 584A;
- p. Range Road 170, commencing at the intersection with Township Road 584, thence northerly, terminating at the intersection with Township Road 584A;
- q. Township Road 584A, commencing at the intersection with Range Road 170, thence easterly, terminating at the intersection with Range Road 165;
- r. Township Road 592, commencing approximately 962.0 meters west of the intersection with Range Road 155, thence westerly for approximately 660.0 meters;
- s. Township Road 602, commencing approximately 813.0 meters west of the

intersection with Range Road 165, thence easterly, terminating at the intersection with Mons Lake Drive;

- t. Township Road 602, commencing at the intersection with Range Road 164, thence easterly for approximately 475.0 meters;
- u. Range Road 164, commencing at the intersection with Township Road 602, thence northerly for approximately 1,710 meters;
- v. Willow Road, commencing at the intersection with Range Road 164, thence easterly for approximately 255.0 meters;
- w. Aspen Drive, commencing at the intersection with Range Road 164, thence easterly for approximately 260.0 meters;
- x. Lakeview Crescent, commencing at the southernmost intersection with Range Road 164, thence easterly and northerly, terminating at the northernmost intersection with Range Road 164;
- y. Mons Lake Drive, commencing at the southernmost intersection with Range Road 164, thence easterly and northerly, terminating at the northernmost intersection with Range Road 164;
- z. Mons View Way, commencing at the southernmost intersection with Mons Lake Drive, thence northerly and westerly, terminating at the northernmost intersection with Mons Lake Drive;
- aa. Bear Crescent, commencing at the intersection with Mons Lake Drive, thence northerly for approximately 195.0 meters;
- bb. Range Road 161, commencing approximately 45.0 meters north of the intersection with Township Road 595A, thence southerly for approximately 400.0 meters;
- cc. Township Road 595A, commencing approximately 190.0 meters east of the intersection with Range Road 161, thence westerly for approximately 190.0 meters;
- dd. Range Road 150, commencing approximately 2,000.0 meters north of the intersection with Highway 28, thence northerly, terminating at the intersection with Township Road 600;
- ee. Township Road 594, commencing approximately 1,100.0 meters west of the intersection with Range Road 134, thence westerly, terminating at the intersection with Range Road 135;
- ff. Bayda Drive, commencing at the intersection with Township Road 615, thence

southerly for approximately 410.0 meters;

- gg. Range Road 133, commencing at the intersection with Township Road 620A, thence northerly for approximately 1,050.0 meters;
- hh. Township Road 602, commencing at the intersection with Range Road 125, thence easterly for approximately 3,700.0 meters, terminating at the intersection with Birchland Drive;
- ii. Birchland Drive, located within Birchland Resort, commencing at the intersection with Township Road 602, thence northerly and easterly, for approximately 1,960.0 meters, terminating at the intersection with 10th Street;
- jj. 1st Street located within Birchland Resort, commencing at the intersection with Birchland Drive, thence northerly and westerly for approximately 225.0 meters;
- kk. 2nd Street located within Birchland Resort, commencing at the intersection with Birchland Drive, thence northwesterly for approximately 79.0 meters;
- ll. 3rd Street located within Birchland Resort, commencing at the intersection with Birchland Drive, thence northwesterly for approximately 95.0 meters;
- mm. 4th Street located within Birchland Resort, commencing at the intersection with 4th Street West, thence northeasterly for approximately 125.0 meters, terminating at the intersection with 4th Street East;
- nn. 4th Street West located within Birchland Resort, commencing at the intersection with Birchland Drive, thence northwesterly for approximately 110.0 meters, terminating at the intersection with 4th Street;
- oo. 4th Street East located within Birchland Resort, commencing at the intersection with Birchland Drive, thence northwesterly for approximately 110.0 meters, terminating at the intersection with 4th Street;
- pp. 5th Street located within Birchland Resort, commencing at the intersection with Birchland Drive, thence northwesterly and thence northeasterly; for approximately 182.0 meters;
- qq. 6th Street located within Birchland Resort, commencing at the intersection with Birchland Drive, thence northwesterly for approximately 60.0 meters;
- rr. 7th Street located within Birchland Resort, commencing approximately 100.0 meters southwesterly of the intersection with 7th Street West, thence northeasterly for approximately 270.0 meters;
- ss. 7th Street West located within Birchland Resort, commencing at the intersection with Birchland Drive, thence northwesterly for approximately 110.0 meters,

terminating at the intersection with 7th Street;

- tt. 7th Street East located within Birchland Resort, commencing at the intersection with Birchland Drive, thence northwesterly for approximately 110.0 meters, terminating at the intersection with 7th Street;
- uu. 8th Street located within Birchland Resort, commencing at the intersection with Birchland Drive, thence northerly for approximately 165.0 meters;
- vv. 9th Street located within Birchland Resort, commencing at the intersection with Birchland Drive, thence northwesterly for approximately 195.0 meters;
- ww. 10th Street located within Birchland Resort, commencing at the intersection with Birchland Drive, thence northwesterly for approximately 115.0 meters;
- xx. Range Road 123 (50th Street within the Hamlet of Spedden), commencing at the intersection with Highway 28, thence northerly for approximately 500.0 meters, terminating at the intersection with Township Road 595A;
- yy. 49th Avenue, located within the Hamlet of Spedden, commencing at the intersection with 50th Street, thence easterly for approximately 155.0 meters, terminating at the intersection with 49th Street, located within the Hamlet of Spedden;
- zz. 50th Avenue, located within the Hamlet of Spedden, commencing at the intersection with 50th Street, thence easterly for approximately 218.0 meters;
- aaa. 51st Avenue, located within the Hamlet of Spedden, commencing at the intersection with 50th Street, thence easterly for approximately 225.0 meters; and
- bbb. 49th Street, located within the Hamlet of Spedden, commencing at the intersection with 49th Avenue, located within the Hamlet of Spedden, thence northerly for approximately 205.0 meters, terminating at the intersection with 51st Avenue, located within the Hamlet of Spedden.

3.5 The following Highways shall have a maximum speed limit of forty (40) kilometers per hour in both directions:

- a. Range Road 181, commencing at the intersection with Township Road 610, thence northerly for approximately 805.0 meters, terminating at the intersection with Township Road 610A;
- b. Township Road 610A, commencing at the intersection with Range Road 181, thence westerly for approximately 955.0 meters;
- c. Township Road 595, commencing at the intersection with Range Road 133, thence easterly for approximately 420.0 meters, terminating at the intersection

with Range Road 132A;

- d. Township Road 595A, commencing at the intersection with 51st Street, located within the Hamlet of Bellis, thence northwesterly for approximately 320.0 meters;
- e. Township Road 595A, commencing at the intersection with 49th Street, located within the Hamlet of Bellis, thence northeasterly for approximately 130.0 meters
- f. Range Road 152, commencing at the intersection with Township Road 600, thence southerly for approximately 635.0 meters, terminating at the intersection with 50th Street and 50th Avenue, located within the Hamlet of Bellis;
- g. 49th Street, located within the Hamlet of Bellis, commencing at the intersection with 49th Avenue, thence northerly for approximately 365.0 meters, terminating at the intersection with 51st Avenue, located within the Hamlet of Bellis;
- h. 50th Street, located within the Hamlet of Bellis, commencing at the intersection with 49th Avenue, located within the Hamlet of Bellis, thence northerly for approximately 350.0 meters, terminating at the intersection with 49th Avenue, located within the Hamlet of Bellis;
- i. 51st Street, located within the Hamlet of Bellis, commencing at the intersection with 49th Avenue, located within the Hamlet of Bellis, thence northerly for approximately 190.0 meters;
- j. 49th Avenue, located within the Hamlet of Bellis, commencing at the intersection with 49th Street, located within the Hamlet of Bellis, thence northwesterly for approximately 216.0 meters, terminating at the intersection with 51st Street, located within the Hamlet of Bellis;
- k. 50th Avenue, located within the Hamlet of Bellis, commencing at the intersection with 49th Street, located within the Hamlet of Bellis, thence westerly for approximately 275.0 meters;
- l. 51st Avenue, located within the Hamlet of Bellis, commencing at the intersection with 49th Street, located within the Hamlet of Bellis, thence westerly for approximately 105.0 meters, terminating at the intersection with 50th Street, located within the Hamlet of Bellis;
- m. Range Road 132A, commencing at the intersection with Township Road 595, thence northeasterly for approximately 850.0 meters, terminating at the intersection with Bonnie View Drive and Wild Rose Crescent;
- n. Bonnie View Drive, commencing at the intersection with Range Road 132A and Wild Rose Crescent, thence northeasterly for approximately 865.0 meters;
- o. Aspen Crescent, commencing at the southernmost intersection with Bonnie View

Drive, thence northwesterly for approximately 194.0 meters, thence northeasterly for approximately 150.0 meters, thence southeasterly for approximately 160.0 meters, terminating at the northernmost intersection with Bonnie View Drive;

- p. Perch Crescent, commencing at the northernmost intersection with Bonnie View Drive, thence westerly and southwesterly, for approximately 375.0 meters, thence both southeasterly for approximately 170.0 meters, terminating at the southernmost intersection with Bonnie View Drive, & southwesterly, for approximately 245.0 meters, terminating at the intersection with Aspen Crescent;
- q. Wild Rose Crescent, commencing at the intersection with Range Road 132A and the southernmost intersection with Bonnie View Drive, thence northeasterly for approximately 545.0 meters, terminating at the northernmost intersection with Bonnie View Drive;
- r. Fairway Boulevard, commencing at the intersection with Range Road 132A, thence northwesterly for approximately 110.0 meters;
- s. Stony Creek Drive, commencing at the intersection with Range Road 132A, thence southeasterly for approximately 390.0 meters;
- t. Stony Creek Close, commencing at the intersection with Stony Creek Drive, thence southerly for approximately 110.0 meters; and
- u. Range Road 130, commencing at the intersection with Township Road 600, thence northerly for approximately 3,250.0 meters, terminating at the intersection with Township Road 602.

3.6 The following Highways shall have a maximum speed limit of thirty (30) kilometers per hour in both directions:

- a. Mons Lake Drive, commencing at the intersection with Township Road 602, thence southerly and easterly, terminating at the intersection with Range Road 165;
- b. Sandy Crescent, commencing at the westernmost intersection with Mons Lake Drive, thence southerly and easterly, terminating with the easternmost intersection with Mons Lake Drive;
- c. Sandy Place, commencing at the intersection with Sandy Crescent, thence southerly for approximately 160.0 meters;
- d. Jackfish Place, commencing at the intersection with Mons Lake Drive, thence northerly for approximately 125.0 meters;
- e. Jackfish Court, commencing at the intersection with Mons Lake Drive, thence southerly for approximately 125.0 meters;

- f. Syroid Drive, located within Sunrise Beach Resort, commencing at the intersection with Range Road 124, thence southeasterly for approximately 650.0 meters, terminating at the intersection with Poplar Drive, located within Sunrise Beach Resort;
- g. Range Road 123, commencing at the intersection with Township Road 602, thence southerly for approximately 465.0 meters;
- h. Range Road 124, located within Sunrise Beach Resort, commencing with the westernmost intersection with Syroid Drive, thence northeasterly for approximately 145.0 meters;
- i. Range Road 124, located within Sunrise Beach Resort, commencing with the intersection with Syroid Drive, thence northerly for approximately 90.0 meters, terminating with the intersection with Spruce Hill Drive;
- j. Range Road 124, located within Sunrise Beach Resort, commencing with the intersection of Syroid Drive, thence northerly for approximately 135.0 meters;
- k. Spruce Hill Drive, located within Sunrise Beach Resort, commencing at the intersection with Syroid Drive, thence northerly for approximately 95.0 meters, thence easterly for approximately 200.0 meters;
- l. Poplar Drive, located within Sunrise Beach Resort, commencing at the intersection with 124, thence southeasterly for approximately 700.0 meters;
- m. Garner Drive, located in Parkview Beach, commencing at the intersection with Township Road 602, thence southeasterly for approximately 495.0 meters;
- n. Township Road 604, commencing at the intersection with Highway 36, thence easterly, for approximately 520.0 meters;
- o. All those portions of Range Road 133A located within the Hillside Aces Resort, within the lands legally described as SW-9-62-13-W4M;
- p. Range Road 173A, commencing at the intersection with Range Road 174, thence northeasterly for approximately 475.0 meters;
- q. Township Road 592, commencing at the intersection with Range Road 185, westerly approximately 1,605.0 meters, terminating at the intersection with Range Road 190; and
- r. Range Road 190, commencing at the intersection with Highway 28, thence southerly for approximately 815.0 meters, terminating at the intersection with Township Road 592.

Bylaw 1507-26

3.7 The following Highways shall have a maximum speed limit of twenty-five (25) kilometers per hour in both directions:

- a. Range Road 171A, commencing at the intersection with Township Road 581A, thence northeasterly for approximately 200.0 meters; and
- b. Victoria Trail, commencing at the intersection with Range Road 172, thence northeasterly for approximately 2,120.0 meters, terminating at the intersection with Range Road 171A.

3.1 The following Highways shall have a maximum speed limit of twenty (20) kilometers per hour in both directions:

- a. Range Road 152, commencing at the intersection with Township Road 592A, thence southerly for approximately 650.0 meters.

4.1 This Bylaw shall come into full force and effect upon receiving Third Reading.

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

Craig Lukinuk
Reeve

S E A L

Chyenne Shaw
Chief Administrative Officer

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

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

Criag Lukinuk
Reeve

S E A L

Chyenne Shaw
Chief Administrative Officer



Request for Discussion (RFD)

Meeting Date: July 13, 2026

Agenda Item: #4.4

Topic: Rescission of Policy 02-16 – Infectious Disease Management Plan

Presented By: Chyenne Shaw, Chief Administrative Officer

For Discussion and Review

Background:

Administration has completed a comprehensive review of Policy 02-16 – Infectious Disease Management Plan. The review determined that the majority of the document is operational in nature and is more appropriately incorporated into the Regional Emergency Response Plan rather than maintained as a standalone Council policy.

The updated Regional Emergency Response Plan now includes an Infectious Disease/Pandemic Response section that addresses the municipality's preparedness, response, recovery, and business continuity requirements. Consolidating this information into the Emergency Response Plan aligns with current emergency management practices and provides a single source for emergency response procedures.

Administration also removed Policy 02-16 from the County website as it contained the names of employees and organizational information that is no longer current. The removal was undertaken to protect employee privacy and ensure outdated information was not publicly available.

The updated Regional Emergency Response Plan is being presented to Council for approval at the July 23, 2026, Regular Council Meeting. Subject to Council's approval of the Emergency Response Plan, Administration will also request that Policy 02-16 be formally rescinded as its contents will have been incorporated into the new Emergency Response Plan on July 23rd Regular Council Meeting.

Benefits:

Eliminates duplication between Council policies and the Regional Emergency Response Plan. Ensures all emergency response procedures are maintained within a single comprehensive document.

Aligns with current emergency management and business continuity best practices.

Removes outdated information, including employee names and organizational structures, from publicly available documents.

Simplifies future updates, as operational procedures can be maintained within the Emergency Response Plan without requiring separate policy amendments.

Disadvantages: N/A

Financial Implications: N/A

Legislation:

- Municipal Government Act



Request for Discussion (RFD)

- Emergency Management Act
- Local Authority Emergency Management Regulation
- Public Health Act
- Alberta Occupational Health and Safety Act

Intergovernmental:

The Regional Emergency Response Plan has been developed to support coordination with Alberta Emergency Management Agency (AEMA), Alberta Health Services (AHS), emergency responders, and regional municipal partners during public health emergencies.

Strategic Alignment:

Priority 1 – Regional Collaboration & Modernization

Consolidating the Infectious Disease Management Policy into the Regional Emergency Response Plan modernizes the County's emergency management framework by eliminating duplication, improving governance, and maintaining a single, comprehensive emergency management document that reflects current legislation and best practices.

Priority 2 – Service Delivery & Community Wellbeing

Maintaining an up-to-date Regional Emergency Response Plan enhances the County's ability to effectively prepare for, respond to, and recover from public health emergencies, ensuring the continued delivery of essential municipal services while protecting the health and safety of residents, staff, and responders.

Priority 5 – Workforce Development & Succession Planning

Removing outdated employee-specific information and consolidating operational procedures into the Regional Emergency Response Plan ensures emergency response responsibilities remain current, supports organizational resilience, and allows for easier updates as staffing and organizational structures change.

This wording ties directly to your Strategic Plan rather than using generic governance language, which is more consistent with the RFDs you've been preparing for Council.

Enclosure(s):

1. Current Policy 02-16



Signature of the CAO: _____

Title: Infectious Disease Management Plan	Policy No.: 16-01
Section: 02	Code: Page No.: 1 of 17 E

Legislation Reference:	Municipal Government Act and Alberta Occupational Health and Safety
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Purpose:	The infectious Disease Management Plan provides for coordination of activities involving various Departments of the Smoky Lake County during a "Public Health Emergency" affecting all or part(s) of the municipality.
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Policy Statement and Guidelines:

1. INTRODUCTION

1.1 Objective:

The primary focus of this plan is to provide a guide for all departments within the Smoky Lake County as they work together during a public health emergency.

1.2 Situation:

Local officials with Alberta Health Services will be the lead agency in directing the appropriate public health response following a public health emergency within the Area of Smoky Lake County. (AEMA) will help with this coordination of this response for the Government Operation Center.

1.3 Act & Regulation:

Public Health Act: Section 1 (hh.1) defines a Public Health Emergency as:

"an occurrence or threat of an illness, a health condition, an epidemic or pandemic disease, a novel or highly infectious agent or biological toxin, or the presence of a chemical agent or radioactive material that poses a significant risk to the public health."

1.4 Public Health Agency of Canada:

Public Health Agency of Canada's role is to promote health, prevent and control chronic and infectious diseases, prepare for and respond to public health emergencies. The Public Health Agency of Canada is governed by Bill C-5: of the *Public Health Agency of Canada Act*. The act shares the jurisdiction over public health between Canada and all the provinces. In the province of Alberta this falls to Alberta Health.

Title: Infectious Disease Management Plan		Policy No.: 16-01	
Section: 02	Code:	Page No.: 2 of 17	E

Policy Statement and Guidelines:

1.5 Assumptions:

In developing the **Infectious Disease Management Plan**, the following assumptions were made:

- 1.5.1 There may be little to no advance notice that a public health emergency exists in the municipality.
- 1.5.2 A coordinated, interagency approach will be essential to the management and mitigation of an infectious disease.
- 1.5.3 Should an infectious disease lead to a public health emergency, it can place a severe strain on the region of the Smoky Lake County and financial resources.
- 1.5.4 The ability of the Smoky Lake County to maintain all services will be challenged, with a significant percentage of its employees being absent, either due to the illness or death, having to care for others, or failing to report to work out of fear.
- 1.5.5 All Smoky Lake County departments providing critical or vital services will develop a plan that can be activated in the event of a public health emergency.
- 1.5.6 If impacted, the Smoky Lake County will set priorities as to the level of services that will be provided based on the needs of the County.

2. **CONCEPT OF OPERATIONS**

2.1 General Intent:

Smoky Lake County will provide overall coordination of activities related to public health emergency and the potential impact on residents. This will also include any activities that take place in the Emergency Operations Center.

Title: Infectious Disease Management Plan	Policy No.: 16-01
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Policy Statement and Guidelines:

Based on a worst-case scenario, the objectives of managing and coordinating the Smoky Lake County following a public health emergency are to:

2.1.1 Continue and Maintain:

- Emergency Services.
- Municipal Government and critical administrative support functions.
- Smoky Lake County Public Works Services.
- Water, Wastewater and Waste Management Services.
- Natural Gas Services

2.1.2 Provide information to the Smoky Lake County employees in a timely manner.

2.1.3 Provide support to Alberta Health Services in the Smoky Lake County region should they activate their Public Emergency Response Plans:

- As ordered by the medical officer of health, close public buildings and facilities to minimize the spread of the infection.
- When requested, provide assistance in identifying alternative care facilities, triage centers, immunization sites, and temporary morgue facilities.
- As required, arrange for patient transportation services.
- Assist with emergency volunteer recruiting and registration.
- When needed, identify sources of specialty supply.

Title: Infectious Disease Management Plan	Policy No.: 16-01
Section: 02	Code: Page No.: 4 of 17 E

Policy Statement and Guidelines:

2.2 Emergency Declarations:

Should a public emergency in all or parts of the health region that includes the region of the Smoky Lake County occur, the appropriate authorities within Alberta health services shall be responsible for declaring Local States of Public Emergency pursuant to the *Alberta Public Health Act* - chapter P-37.

Should an emergency exist in all or parts of the Smoky Lake County, the local authority for the municipality shall be responsible for the declaring a State of Local Emergency pursuant to the *Alberta Emergency Management Act* - chapter E-6.8;

Both acts are equal in authority. These emphasizes the need for a collaborative approach to offset the potential for conflict that may arise between the two authorities, such as attempting to access the same limited resources for separate purposes of functions. Any declarations should be made in unison.

3. PHASES OF EMERGENCY MANAGEMENT

Smoky Lake County will, along with its Regional Disaster Plan, have four phases in relation to public health:

- ▶ Preparedness
- ▶ Mitigation
- ▶ Response
- ▶ Recovery

3.1 Preparedness:

- 3.1.1 In order to prepare for a public health emergency the Smoky Lake County will identify essential services as well as what can be minimized or deferred. Each department will develop contingency plans for operating at reduced staffing levels (worst case scenario could be up to 30% reduction in the available work force).

Title: Infectious Disease Management Plan		Policy No.: 16-01	
Section: 02	Code:	Page No.: 5 of 17	E

Policy Statement and Guidelines:

- 3.1.2 All Smoky Lake County Departments will maintain updated resource inventories of supplies, equipment and personnel, including possible sources of replacements. Departments will prepare or produce additional supplies, as required. Mapping and demographic information will be reviewed and updated, as required.
- 3.1.3 Although cross-training of staff is an on-going practice, an emphasis on cross-training will continue to be pursued as part of the preparedness requirements of this policy.

3.2 Mitigation:

- 3.2.1 In order to prepare for a public health emergency all Smoky Lake County personnel will be encouraged to voluntarily participate in immunization programs.
- 3.2.2 In addition, information will be provided on personal hygiene techniques. Staff will be educated as to when to stay away from the work place.

3.3 Response:

- 3.3.1 The Emergency Operations Centre is only activated on the request of local area health Services agencies to assist in the coordinated response of public health emergency.
- 3.3.2 During the response phase departments will ensure that the delivery of emergency and essential services is maintained, implement their respective Business Continuity Plans for operating at reduced levels and be prepared to close and/or secure all Smoky Lake County facilities in affected area(s) of the Municipality.

3.4 Recovery:

- 3.4.1 The recovery phase can include various activities including determining the need for continued support for families and victims, developing priorities for the recovery of essential services, make available post incident mental health counseling and continue providing updated messages to the public.
- 3.4.2 Departments will maintain accurate records of the use of personnel, equipment and supplies used in the response and recovery for possible recovery from the responsible party or from any available reimbursement programs.

Title: Infectious Disease Management Plan	Policy No.: 16-01
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Policy Statement and Guidelines:

4. ROLES AND RESPONSIBILITIES

- 4.1 The Smoky Lake County will carry out their assigned roles and responsibilities within the Emergency Operation Centre.
- 4.2 **Business Continuity Plans – Schedule “A”** address Municipal Operations on the following departments:

PLAN A: Senior Administration

▶ Office Administration

PLAN B: Finance Department

PLAN C: Peace Officer

▶ Parks and Recreation

PLAN D: Planning and Communication Department

PLAN E: Water, Wastewater & Waste Management

PLAN F: Natural Gas Department

PLAN G: Public Works Department

▶ Public Works Shop

▶ Public Works Administration

PLAN H: Safety / Disaster Services Department

PLAN I: Agricultural Service Board

PLAN J: Fire Services Department

Title: Infectious Disease Management Plan		Policy No.: 16-01
Section: 02	Code:	Page No.: 7 of 17 E

Policy Statement and Guidelines:

4.3 The Business Continuity Plans identify the essential services for all Hazards.

The functions of services were determined in harmonization of efforts and communication mechanisms and clarifications of roles and responsibilities based on four components:

4.3.1 **Critical:** are services that must be provided immediately; without which, loss of life, infrastructure destruction, loss of confidence in government and significant loss of revenue will result.

These services normally require resumption within 24 hours, but for the purposes of all hazard planning they are core services of the municipality.

4.3.2 **Vital:** are services that must be provided within 72 hours, the absence of which would likely result in loss of life, infrastructure destruction, loss of confidence in government and significant loss of revenue or disproportionate recovery costs.

For the purpose of all hazards planning, these are vital and necessary services that would normally need to be performed or completed within a two to four week business cycle to avoid significant damage or loss. These are services that may be performed on a rotating schedule.

4.3.3 **Necessary:** are services that must be resumed within two weeks, or could result in considerable loss, further destruction, or disproportionate recovery costs. For the purpose of all hazards planning these are services that staff will be allocated to either last or on a need to do priority.

4.3.4 **Desired:** are services that could be delayed for two weeks or longer, but are required in order to return to normal operating conditions, or alleviate further disruption. For the purpose of all risk planning, these are services that will be deemed as non-essential until such time as either staff levels are back to normal and/or priority necessitates.

	Date	Resolution Number
Approved	December 8, 2009	# 174-09 - Page # 9177
Amended		
Amended		



DEPARTMENT: Senior Administration

PLAN A

Services	Function	How is the Service Provided? (i.e. staff)	Critical	Vital	Necessary	Desired
Legislative	Declaration: if required	Require 3 Elected or Reeve	✓			
	Communication	Have 3 and Back-up retired Personnel	✓			
	Bylaw / Policies				✓	
	Meetings				✓	
Overview of Departments	Structure-chain of Command	1(have 2) Can notify Reeve	✓			
	Communication		✓			
Administration	Telephone – Government	1 (have 2)	✓			
	Meetings					✓
	Signature Authorization	1 (have 2)	✓		Obtain Signatures stamp	
	Insurance	1 (have 2)				✓
	Minutes	Any staff			✓	
	CAO and Assistant CAO	Can operate from home	✓			
Office Administration						
Front Counter		1 (have 4)		✓		
Telephone and Central Communication		1 + all staff	✓			
Payroll	Payroll Clerk can operate from home. Back-up: Angela	1		✓		
Accounts Payable	Brenda and Tracy training in November	1			✓	
Utilities Billing		1			✓	



DEPARTMENT: Finance

PLAN B

Services	Function	How is the Service Provided? (i.e. staff)	Critical	Vital	Necessary	Desired
Budget		1			✓	
Tax Services	Searches and Requests	1			✓	
Coding		1 (have 3)			✓	
Grants	Monitor Report Applications	1			✓	
	Brenda is set-up to work from home and can cover job from there.					
	Angela Semeniuk Can be back-up					



PLAN C

DEPARTMENT: Peace Officer

Services	Function	How is the Service Provided? (i.e. staff)	Critical	Vital	Necessary	Desired
Bylaw Enforcement	Enforce County Bylaws	1				✓
Animal Control	Pick-up Stray and Problem Animals	1 (have 20)				✓
Education	Educate people of Bylaws, Provincial Law, and Policies.	1				✓
Provincial Statute Enforcement	Issue fines for certain Provincial Statutes	1				✓
Peace Officer Role	Maintaining local peace and order.	1 Alternates: RCMP, Canadian Forces Sheriff's Dept.	✓			
Parks and Recreation						
Maintain Park Areas	Grass cutting Building cleaning Garbage Pick-up	1 (have 2)				✓



DEPARTMENT: Planning and Communications

PLAN D

Services	Function	How is the Service Provided? (i.e. staff)	Critical	Vital	Necessary	Desired
Planning		1 (have 3)				✓
Communication: Web-site	External: To provide TIMELY communications to Staff, Council and Public. Both can update web-site from Home.	1 (have 2)		✓		
Communication: Public and Council	As required and Necessary.	1 (have 3)	✓			
Communication: Newspaper	External: Can be used to provide WEEKLY updates to public in regards to County Operations and how it may affect the public.	1 (have 3)				
	Twila can work at home, If necessary, via Fax or Email					



DEPARTMENT: Water, Wastewater and Waste Management

PLAN E

Services	Function	How is the Service Provided? (i.e. staff)	Critical	Vital	Necessary	Desired
Potable Water	Daily maintenance and checks on water plants, adding appropriate dosage of chemical required.	1 (3 alternates)	✓			
Sewage System	Daily checks on automatic system low maintenance required unless disruption or line break occurs.	1 (3 alternates)	✓		✓	
Repair Line Breaks	Have the break dug-up and repair clamp installed on the line.	3 (3 alternates)		✓		
Waste Pick-up	Waste truck driver to unload waste bins throughout the County.	1 (2 alternates)			✓	
Transfer Site Operation	Five transfer sites have One operator each to provide direction for the public, invoice when required, and general maintenance of the site.	These sites are not opened on same days, operators can be shuffled from each site. 5 operators (2 alternates)			✓	
Truck Fill Water Testing	A water sample is collected and sent off to the lab for Bacterial Analysis.	1 (3 alternates)			✓	



DEPARTMENT: Natural Gas

PLAN F

Services	Function	How is the Service Provided? (i.e. staff)	Critical	Vital	Necessary	Desired
Meter Reading	Drive to customer Locations to read Meters.	1 (have 4)				✓
Gas Odor Calls	Physically Inspect and repair gas leaks.	1 (have 4)	✓			
Line Locating	Physically locating lines.	1 (have 4)		✓		
Tap Maintenance	Make sure system is operating properly and safely.	1 (have 4)			✓	
Gas Balancing	Check computer daily for any irregularities in gas consumption	1 (have 4)	✓			
Odor Intensity Check	Making sure there is sufficient odor in gas for customer to detect leaks. Driving to various locations and sampling for odor intensity.	1 (have 4)			✓	
PFM	Check and Meter recall.	1 (have 4)				✓
Emergency Calls	Responding to emergency calls at customer locations	1 (have 4)	✓			



PLAN G

DEPARTMENT: Public Works

Services	Function	How is the Service Provided? (i.e. staff)	Critical	Vital	Necessary	Desired
Road Maintenance	Clearing roads	5 (have 7)	✓			
Brushing / Hydro Axe	Cleaning roads	All Staff				✓
Sanding Roads	Truck Operators	2 (have 3)		✓		
Road Inspections	Management Duties	1 (have 2)				✓
Driveway Clearing	Tractor Operations	2 (have 3)			✓	
Sign Replacement	Stop Signs Address on Road signs	2 (have 3)		✓		
Management	Signing time sheets Monitor Road Plans	1 (have 2)	✓		✓	
Industry	Industry Checks Road Use Agreements	1			✓	
Public Works: Shop						
Repairs	Fixing equipment and emergency equipment	1 (have 3)	✓			
Service	Regular Maintenance on Equipment	1 (have 3)				✓
Inspections	Large Equipment	1 (have 3)				✓
Welding	Fixing Equipment Working on Winter Projects and Requests	1	✓			✓
Building Maintenance	Plumbing Needs Cleaning Shop	1 1 + (All staff)	✓	✓		
Computer Entries	Bills – Accounts Payable Time Sheets	1 (have 2) 1 (have 2)		✓ ✓		
Parts	Inventory of Parts Ordering of Parts	1 (have 2)			✓	✓
Public Works: Administration						
Parts	Put away stock	1 (have 2)				✓
Management	Coding: Projects/Bills Signing Bills/Timesheets	1 (have 2)		✓		
Front Desk	Answering Phones Dealing with Public	1+ (All staff)	✓	✓		



DEPARTMENT: Safety / Disaster Services

PLAN H

Services	Function	How is the Service Provided? (i.e. staff)	Critical	Vital	Necessary	Desired
Safety	Investigations of Incidents	1	✓			
	Inspections	1 + (Management)			✓	
	Fill out paper work and Tool box meetings.	1 + (Management)		✓		
	Updating Safety Manual	1				✓
	Teaching Courses	1				✓
	Safety Audits	1				✓
	Safety Committee	1 + (Committee)			✓	
Disaster Services	Working and starting up Emergency Operation Centre	1 + (3 extra)	✓			
	Preparing for Emergencies	1 + (3 extra)		✓		
	Updating Manuals	1 + (3 extra)				✓
	Filling out Grants	1 + (3 extra)				✓
	Follow-up on Grants	1 + (3 extra)			✓	



DEPARTMENT: Agricultural Service Board

PLAN I

Services	Function	How is the Service Provided? (i.e. staff)	Critical	Vital	Necessary	Desired
Administration	Coding Filing Grants	1			✓	
Spraying Program	Weed Control on County roads.	1 (have 2)				✓
Mowing Program	Grass Control on County roads.	2 (have Staff at Public Works)				✓
Water Control Program	Blasting and Trapping	2 (have 3)			✓	



DEPARTMENT: Fire Services

PLAN J

Services	Function	How is the Service Provided? (i.e. staff)	Critical	Vital	Necessary	Desired
Fire Calls	Answering 9-1-1 Calls	1 (have 3)	✓			
Administration	Coding Invoicing	1			✓	



Request for Discussion (RFD)

Meeting Date: July 13, 2025

Agenda Item: #4.5

Topic: Policy 03-56 – Equipment Storage, Availability and Compensation

Presented By: Interim Public Works Manager – Kyle Winterbottom

For Discussion

Background

At the June 25, 2026, Regular Council Meeting, Council reviewed the proposed Policy 03-56 – Equipment Storage, Availability and Compensation. Following the discussion, Council directed Administration to bring the policy back to the July 13, 2026, Committee of the Whole meeting for further discussion prior to final consideration.

The purpose of Policy 03-56 is to establish clear expectations regarding the storage, security, maintenance, operational availability, and compensation associated with County-owned equipment that is authorized to be stored at or near an employee's residence. The policy also ensures that County-owned equipment remains available to support municipal operations, emergency response, and business continuity while protecting the County's assets.

Administration has reviewed the policy and incorporated Council's previous comments. The draft before the Committee includes the proposed revisions shown in red for ease of reference.

Proposed Changes (Shown in Red)

The following revisions have been incorporated into the draft policy:

- Expanded the definition of County-owned equipment to include graders, tractors, vehicles, implements, attachments, machinery, tools, and other County-owned assets.
- Updated terminology throughout the policy to consistently reference County-owned equipment rather than only graders.
- Clarified authorization responsibilities by identifying the Director of Infrastructure or a designate as the approving authority for equipment storage locations.
- Added a provision prohibiting the personal use of County-owned equipment while allowing limited mobilization activities necessary to safely enter or exit an approved storage location.
- Expanded operator responsibilities to ensure equipment remains accessible, properly maintained, and protected from damage or misuse.
- Added detailed business continuity requirements requiring employees to provide access information before planned absences and outlining procedures during unplanned absences.
- Clarified the County's authority to retrieve, relocate, reassign, or operate County-owned equipment when operationally required.
- Expanded emergency operations provisions to recognize additional emergency response situations requiring immediate deployment of equipment.



Request for Discussion (RFD)

- Updated the electrical compensation section to apply to all County-owned equipment stored at approved locations while maintaining the existing compensation rate of \$130.00 per month from November 1 through March 31.
- Added an Insurance and Liability section clarifying ownership, responsibility, reporting requirements, and limitations of County liability.
- Added a County Access section confirming the County's authority to inspect, relocate, retrieve, service, and reassign County-owned equipment at any time and outlining employee responsibilities to provide access.

Benefits

The revised policy provides greater clarity regarding employee responsibilities and the County's expectations for equipment storage and availability. It modernizes the existing policy, improves consistency with the County's current policy format, protects municipal assets, supports operational readiness, and ensures equipment remains available for emergency response and service delivery.

Disadvantages

The revised policy introduces additional administrative requirements for employees who store County-owned equipment at their residences. However, these requirements improve accountability, reduce operational risk, and ensure equipment remains available when required.

Financial Implications

There are no additional financial implications associated with the proposed revisions. The policy continues the existing electrical power compensation of \$130.00 per month for approved equipment storage locations from November 1 through March 31.

Legislation

- Municipal Government Act, RSA 2000, c. M-26
- Occupational Health and Safety Act, RSA 2000, c. O-2.1
- Smoky Lake County Human Resources Policies

Intergovernmental

Not Applicable.

Strategic Alignment

This policy supports the County's 2026–2028 Strategic Plan by advancing:

- Priority 2 – Service Delivery and Community Wellbeing through ensuring County equipment is readily available to provide reliable municipal services.
- Priority 3 – Asset Management and Infrastructure Sustainability by protecting County-owned assets and establishing consistent standards for equipment storage, maintenance, and operational readiness.
- Priority 5 – Workforce Development and Succession Planning by providing clear operational expectations and accountability for employees entrusted with County equipment.



Request for Discussion (RFD)

Enclosures

1. Policy 03-56 – Equipment Storage, Availability and Compensation

Signature of the CAO: _____

A solid black rectangular box used to redact the signature of the CAO.



Smoky Lake County Policy

Title: **Equipment Storage, Availability and Compensation**

Category: Public Works Services (PW)

<u>Policy #</u>	<u>Version</u>
03-56	01

LEGISLATIVE REFERENCE:

- Municipal Government Act, RSA 2000, c. M-26
- Occupational Health and Safety Act, RSA 2000, c. O-2.1
- Smoky Lake County Human Resources Policies

PURPOSE:

To establish requirements for the storage, security, maintenance, operational availability, and compensation associated with County-owned equipment that are authorized to be stored at or near an employee's residence.

OBJECTIVE:

To ensure County-owned graders are properly secured, maintained, and readily available to support operational requirements and business continuity during employee absences.

DEFINITION:

"County Owned Equipment" means any grader, tractor, vehicle, implement, attachment, machinery, tool, or asset owned, leased, or operated by Smoky Lake County.

"Equipment Operator" means an employee authorized by Smoky Lake County to operate and care for County-owned equipment.

"Authorized Employee" means an employee approved by the **Director of Infrastructure**, Public Works Manager, or designated to access and operate County equipment.

"Approved Storage Location" means a location authorized by the County for the storage of County-owned equipment.

STATEMENT:

Smoky Lake County recognizes that the strategic placement of **County-owned equipment** throughout the municipality supports efficient service delivery, emergency response, snow removal operations, and overall operational effectiveness.

Where approved by the County, designated operators may store County-owned equipment at or near their residence. All equipment remains the property of Smoky Lake County and must remain available for County operations at all times.

STORAGE REQUIREMENTS

1. The County may authorize an operator to store **County-owned equipment** at or near their residence for operational purposes.
2. The storage location must:
 - a. Provide reasonable protection from theft, vandalism, misuse, and damage;



- b. Allow safe and unobstructed access to the equipment;
 - c. Comply with applicable legislation and safety requirements;
 - d. Be approved by the **Director of Infrastructure** or designate.
3. Any change to an approved storage location must receive prior approval from the County.
4. Employees shall take reasonable precautions to secure **County-owned** equipment when not in use.
5. **County-owned equipment shall not be used for personal purposes. Equipment may only be operated for mobilization-related purposes, including, but not limited to, clearing or maintaining the driveway or access route necessary to safely enter or exit the premises where the County-owned equipment is stored.**

OPERATOR RESPONSIBILITIES

Operators assigned County equipment shall:

1. Conduct required inspections and maintenance checks.
2. Promptly report:
 - a. Mechanical concerns;
 - b. Damage;
 - c. Theft;
 - d. Vandalism;
 - e. Safety issues.
3. Maintain equipment in a clean and serviceable condition.
4. Ensure **County-owned** equipment remains accessible to the County at all times.
5. Protect **County-owned** equipment from avoidable damage, neglect, or misuse.

BUSINESS CONTINUITY AND AVAILABILITY

1. **County-owned** equipment stored at an employee's residence shall remain available for County operations at all times.
2. Prior to any planned absence, including vacation, leave of absence, training, or other approved leave, the operator shall:
 - a. Notify their supervisor of the equipment location;
 - b. Provide any keys, access devices, or information required to operate the equipment;
 - c. Advise of any maintenance issues or operational concerns;
 - d. Ensure the equipment is available for reassignment to another authorized employee if required.
3. During an unplanned absence, the employee shall make reasonable efforts to notify their supervisor of the equipment location and access requirements as soon as practicable.
4. Where operational requirements necessitate, the County may retrieve, relocate, reassign, or operate **County-owned** equipment without notice.

EMERGENCY OPERATIONS

1. **County-owned** equipment may be required for emergency response operations including:
 - a. Snow and ice control;
 - b. Flood response;
 - c. Wildfire response;



- d. Emergency access restoration;
 - e. Infrastructure emergencies;
 - f. Other emergency situations.
2. Operators shall ensure **county-owned** equipment remains accessible for emergency deployment.
 3. The County reserves the right to immediately reassign **county-owned** equipment during emergency operations.

ELECTRICAL POWER COMPENSATION

1. Where County-owned equipment is stored at an approved residence and connected to electrical power for operational readiness, eligible operators shall receive compensation for electrical costs.
2. Compensation shall be paid at a rate of \$130.00 per month for the period of November 1 through March 31.
3. Compensation shall only be provided while:
 - a. The **County-owned** equipment is assigned to the employee;
 - b. The **County-owned** equipment remains stored at the approved location;
 - c. The employee remains actively employed by the County.
4. Compensation shall not be payable during extended periods where the **County-owned** equipment has been reassigned or relocated by the County.
5. The compensation rate may be reviewed periodically by Administration and amended by Council resolution.

INSURANCE AND LIABILITY

1. All County-owned equipment shall remain insured under the County's insurance program.
2. Storage of **County-owned equipment** at a private residence does not transfer ownership, responsibility, or liability for the equipment to the employee except where negligence or misconduct is determined.
3. Employees shall immediately report any incident that may result in an insurance claim.
4. Employees shall cooperate fully in any investigation involving loss, damage, theft, vandalism, or insurance claims.
5. The County shall not be responsible for:
 - a. Damage to personal property resulting from the storage of **County-owned equipment**;
 - b. Utility costs beyond the compensation provided within this policy;
 - c. Personal property stored within or on **County-owned equipment**.

COUNTY ACCESS

1. Smoky Lake County retains full ownership and control of all **County-owned equipment**.
2. The County may access, retrieve, relocate, inspect, service, or reassign **County-owned equipment** at any time.
3. Employees shall not withhold access to County-owned equipment.
4. Failure to provide access to **County-owned equipment** may result in disciplinary action in accordance with County policies.



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Draft

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

Twila Bauman, Planning and Communications Manager left the Council Chambers, time 1:40 p.m.

5. Issues for Information:

Chief Administrative Officer's Report

The Chief Administrative Officer gave an updated report to Council for the period of January 17, 2009 to February 18, 2009.

- Electrical power consumption: Compensation for grader operators.
- Peace Officer and Public Works Manager responded to Brad Bykewich, President, Mons Lake Community Association, Letter dated November 20, 2008.
- Discussion with AAMD&C: Concerning the Natural Gas Right-of-Ways and Easements, as per Correspondence received from Jim Ness, Alberta Association of Pipeline Landowners and Dave Core, Canadian Association of Energy, Producing Landowner Association, entitled "For Thousands of Alberta Farmers and Ranchers – There is a Regulatory Disaster on the Horizon".
- January 29, 2009 Meeting with Kyle Lester, Fish and Wildlife Officer: The County in cooperation with Smoky Lake Rural Crime Watch and Smoky Lake Fish and Wildlife are working together on Fishery Enforcement Project with the County, in erection of educational signs.
- Leo Federkiewicz: Correspondence received for Council only.
- Resolution: To appoint Bob Daudelin and Ray Fortin as Smoky Lake County Assessors with Accurate Assessment Group Ltd.
- Request by Dan Kotylak to exchange the \$.25 cent tax per tonne on gravel in exchange for credit towards Alberta Transportation – spec. 420 ¾" @ \$15.24 tonne.

Electrical Power Compensation: Grader Operators

261-09: Cholak

That Smoky Lake County increase the electrical power compensation for the Grader Operators from \$70.00 per month to \$130.00 per month, for the months of November to March, effective November 1, 2008.

Carried.

Appointment of Assessors

262-09: Bobocel

That Smoky Lake County appoint as the designated officers, Mr. Bob Daudelin, AMAA, Residential Assessment Coordinator and Ray Fortin, AMAA, Industrial Assessment with Accurate Assessment Group Ltd. as the Smoky Lake County Assessors.

Carried.

Dan Kotylak: Request

263-09: Cholak

That Smoky Lake County take no action to the verbal request received from Dan Kotylak for credit of the \$.25 cent tax per tonne on gravel in exchange for crushed gravel, as per practice to existing Bylaw.

Carried.

Financial Update:

As annexed to the minutes:

- ↳ Financial Statement for the Month of November 2008 and December 2008.

Action List:

- ↳ **County Council:** January 16, 2009.



Request for Discussion

Meeting Date: July 13, 2026,

Agenda Item: #4.6

Topic: Procedural Bylaw

Presented By: Chief Administrative Officer – Chyenne Shaw

For Discussion:

Background:

At the June 25, 2026 Regular County Council Meeting, Council considered Procedural Bylaw No. 1510-26. Following discussion, Council passed the following motion:

That Smoky Lake County Council defer Bylaw No. 1510-26 Procedural Bylaw to the Committee of the Whole meeting scheduled for July 13, 2026, with the following proposed amendments:

- That the delegation request submission deadline be revised from fourteen (14) days to ten (10) business days;
- That a maximum of four (4) delegations be permitted per Regular County Council Agenda, unless the matter is deemed emergent; and
- That a definition of "Council" be added to the bylaw.

In addition, Council discussed retaining the existing Question and Answer Period on Regular Council agendas, while renaming it to Public Question Period to better reflect the intent of the agenda item and eliminate the expectation that Council provide an immediate response to questions raised during the meeting.

The proposed amendments include:

1. Delegation Request Submission Deadline

The current draft of Procedural Bylaw No. 1510-26 requires delegation requests to be submitted for a minimum of Ten Days (10) days in advance of the meeting at which the delegation wishes to appear.

The proposed amendment recognizes administrative requirements for agenda preparation while providing additional clarity regarding the submission timeline.

Discussion considerations may include:

- Impacts on agenda preparation and distribution timelines;
- The accessibility of Council meetings for residents, organizations, and stakeholders;
- The ability to accommodate urgent or time-sensitive matters; and
- Consistency with municipal best practices.

2. Limitation on Number of Delegations

Council requested consideration of a maximum of four (4) delegations per Regular County Council meeting agenda, except where matters are considered emergent.

Discussion considerations may include:

- Meeting length and efficiency;
- Ensuring adequate time for Council consideration of each delegation;



Request for Discussion

- Defining or interpreting "emergent" matters; and
- Potential impacts on public participation.

3. Definition of Council

Council requested the addition of a definition for "Council" within the definitions of section of the bylaw.

Discussion considerations may include:

- Alignment with terminology used throughout the bylaw;
- Consistency with the Municipal Government Act; and
- Clarification of the distinction between Council as the governing body and individual members of Council.

4. Public Question Period

Council requested that the existing "Question and Answer Period" be retained as an agenda item but renamed to Public Question Period.

The proposed change is intended to clarify the purpose of the agenda item and manage public expectations regarding responses from Council. While members of the public may ask questions during this portion of the meeting, Council may not always be in a position to provide an immediate response. Questions may require further review, consultation with Administration, or additional information before a response can be provided.

Discussion considerations may include:

- Clarifying the intent and purpose of the agenda item;
- Managing public expectations regarding immediate responses from Council;
- Allowing Administration adequate time to research and provide accurate information when required; and
- Supporting consistency and efficiency during Council meetings.

Benefits:

- Changing the delegation submission deadline from 14 days to 10 business days gives ratepayers and organizations more flexibility when requesting to appear before Council, while still allowing Administration enough time to prepare meeting materials.
- Limiting Regular Council meetings to four delegations per meeting helps keep agendas manageable and ensures adequate time is available for each presentation and discussion.
- Adding a definition of "Council" provides greater clarity throughout the bylaw and helps avoid misunderstandings when interpreting procedural requirements.
- Renaming the "Question and Answer Period" to "Public Question Period" better reflects the intent of the agenda item and helps remove the expectation that Council must provide an immediate answer to every question raised. This allows administration time to research



Request for Discussion

questions when necessary and provide accurate information.

- Overall, the proposed amendments improve meeting flow, provide clearer expectations for the public, and support effective Council decision-making.

Disadvantages:

- Limiting delegations to four per Regular Council meeting could result in longer wait times for individuals or groups wishing to appear before Council, particularly during periods of high interest or activity.
- Requiring delegation requests to be submitted 10 business days in advance may still pose challenges for residents with urgent matters that arise after the submission deadline.
- Renaming the "Question and Answer Period" to "Public Question Period" may create frustration for some members of the public if they expect immediate answers and are required to wait for a response at a later date.
- Administration may need to exercise discretion when determining whether a delegation request qualifies as emergent, which could lead to differing interpretations.

Alternatives

1. Make no changes.

Pros

- No changes are required.
- The existing process remains familiar.

Cons

- Limited preparation time for delegations.
- Potential for lengthy meetings.
- Continued administrative challenges associated with public question periods.

Financial Implications:

There are no direct financial implications associated with the proposed amendments. Potential indirect savings may occur through improved meeting efficiency and reduced administrative time responding to matters raised during public question periods.

Legislation:

- Municipal Government Act, RSA 2000, c. M-26
 - Section 145 – Bylaw - Council and Council Committee
 - Section 193 – Council Meetings
 - Section 216.1 – Public Participation
- Smoky Lake County Procedural Bylaw No. 1510-26

The MGA does not require municipalities to provide a Public Question and Answer Period at regular Council meetings.



Request for Discussion

Intergovernmental: N/A

Strategic Alignment:

Priority 1 – Regional Collaboration & Modernization

- Modernizes governance processes and Council procedures.

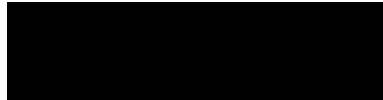
Priority 2 – Service Delivery & Community Wellbeing

- Provides structured, transparent opportunities for public participation.

Enclosure(s):

- **Draft Bylaw 1510-26 – Procedural Bylaw**

Signature of the CAO: _____



**SMOKY LAKE COUNTY
IN THE PROVINCE OF ALBERTA
BYLAW NO. 1510-26**

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”** – means the duly elected governing body of Smoky Lake County consisting of the Reeve, Deputy Reeve, and Councillors.
- 2.7. **“Council Inquiry”** – A request for information submitted through the approved process.
- 2.8. **“Delegation”** – A person or group approved to speak to Council.
- 2.9. **“Electronic Participation”** – Attendance via audio or video technology in accordance with s. 199 MGA.
- 2.10. **“Minutes”** – The official public record of Council decisions, without note or comment.
- 2.11. **“Public Hearing”** – A meeting held under ss. 230–232 MGA.
- 2.12. **“Quorum”** means a quorum of council as defined in section 167 of the Municipal Government Act;
- 2.13. **“Reeve”** means the chief elected official of the Municipality;
- 2.14. **“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;
 - 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 Access to Information Act (ATIA) section authorizing closure.
3. No motions may be passed while in Closed Session except for a motion to return

to open session.

4. 4. Electronic use during closed session refer to section 7.4

5. ATTENDANCE

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

6. MEETING PROCEDURES

6.1. Quorum

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

6.2. Voting

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

6.3. Motions

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

6.4. Amending Motions

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

6.5. Recorded Vote

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

6.6. Reconsideration

1. After a Motion has been voted upon, but before the meeting is adjourned, any councillor who voted with the prevailing side may move for reconsideration of a previous Motion.

2. Debate on a Motion for reconsideration of a previous Motion must be confined to reasons for or against reconsideration of the previous Motion.
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 ten (10) 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.
4. **Council shall hear no more than four (4) delegations at a Regular Council meeting.** The Reeve and CAO may jointly authorize an additional delegation where they determine the matter is emergent and should be considered prior to the next Regular Council meeting.

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. Request for Decision
 7. Public Question Period
 8. CAO and Council Committee Reports
 9. Correspondence
 10. Information Release
 11. Financial Reports
 12. Closed Session (when required, with ATIA references)
 13. Confirmation of Next Meeting

14. Adjournment

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
 - I. Legislative Services
 - b) Human Resources / Safety
 - c) Community Peace Officer Program
 - d) Director of Corporate Services
 - e) Director of Infrastructure:
 - I. Public Works Manager
 - II. Shop Foreman
 - f) Director of County Services:
 - I. Fire Department
 - II. Communications
 - III. Geographic Information System (GIS).
 - IV. Information Technology (IT).
 - g) Director of Community Services and Utilities:
 - I. Natural Gas Manager
 - II. Environment and Parks Manager
 - III. Agricultural Fieldman
4. Request for Decision
5. Confirmation of Next Meeting
6. 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 1499-26 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

SEAL

CHIEF ADMINISTRATIVE OFFICER,
Chyenne Shaw

SCHEDULE A – PUBLIC HEARING PROCEDURES

1. PURPOSE

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

2. APPLICATION

These procedures apply to:

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

3. NOTICE OF PUBLIC HEARING

- 3.1. Notice shall be provided in accordance with the County's Advertising Bylaw and the MGA.(Bylaw XXX_XX)
- 3.2. The notice must:
 - 3.2.1. describe the matter to be heard;
 - 3.2.2. state the date, time, and location;
 - 3.2.3. include where to obtain supporting documents;
 - 3.2.4. provide instructions for written submissions.

4. CONDUCT OF THE PUBLIC HEARING

- 4.1. Opening the Hearing
- 4.2. The Chair shall:
 - 4.2.1. Call the Hearing to order.
 - 4.2.2. State the purpose of the Hearing.
 - 4.2.3. Confirm that notice requirements under the MGA have been met.
 - 4.2.4. Review the procedures for the public.

5. Presentation Order

The following order shall apply:

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

6. Closing the Public Hearing

The Chair shall:

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

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

7. POST-HEARING DELIBERATION

7.1. Council deliberates in open session only.

7.2. Council may:

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

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

7.2.3. defeat the bylaw;

7.2.4. table the matter to a specified future date.

8. RECORD OF THE PUBLIC HEARING

8.1. Minutes must include:

8.1.1. Names of presenters

8.1.2. Summary of verbal submissions

8.1.3. Summary of written submissions

8.1.4. Disclosure of pecuniary interest (if any)

8.1.5. Start and end times

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

SCHEDULE B – REQUEST FOR DECISION (RFD) TEMPLATE

REQUEST FOR DECISION (RFD)

Agenda Item #:

Meeting Date:

Topic:

Department:

Presented By:

1. RECOMMENDATION

A clear, actionable recommended motion for Council.

2. BACKGROUND

Provide relevant context, including:

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

3. BENEFITS

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

4. DISADVANTAGES

5. ALTERNATIVES

Option 1 – Recommended Option

- Description
- Pros / Cons
- Risks

Option 2 – Alternative

- Description
- Pros / Cons
- Risks

Option 3 – Status Quo

- Description
- Pros / Cons
- Implications

6. FINANCIAL IMPLICATIONS

Include:

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

7. LEGISLATIVE AUTHORITY

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

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

8. INTERGOVERNMENTAL IMPACT

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

9. STRATEGIC ALIGNMENT

How this decision aligns with:

- Strategic Plan
- 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~~ **TEN (10)** **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.



Request for Decision (RFD)

Meeting Date: June 25, 2026

Agenda Item: #4.7

Topic: Policy 08-18 - Council Remuneration and Expenses

Presented By: Chief Administrative Officer, Chyen Shaw

For Discussion / Review

Background:

The current Council Remuneration and Expenses Policy was approved on June 25th, 2026, which at that time undergone several amendments. While the policy continues to provide guidance regarding Council remuneration and expense reimbursement, Council directed Administration to bring the policy to the Committee of the Whole for further discussion.

Key changes included within the revised policy are as follows:

Policy Modernization

- Reformatted the policy to align with the County's current policy template.
- Updated language for clarity, consistency, and ease of interpretation.
- Consolidated procedural requirements into the policy document, eliminating the separate procedure section.

Transparency and Accountability Enhancements

- Establishes a requirement for monthly public disclosure of Council expense claims on the County website.
- Requires Administration to provide each Council Member with their monthly expense statement for review and confirmation of accuracy prior to publication.
- Continues to require supporting documentation and administrative review of all expense claims.

Administrative Improvements

- Removes references to County credit cards that are no longer applicable to Council expense administration.
- Clarifies expense approval authorities for the Reeve, Deputy Reeve, and Councillors.
- Streamlines claim submission and reimbursement processes.

Governance Improvements

- Reinforces responsible stewardship of taxpayer funds.
- Provides clearer guidance regarding eligible and ineligible expenses.
- Enhances public confidence through proactive disclosure of Council expenses.

Benefits:

1. Increased Transparency

- Monthly publication of Council expenses on the County website demonstrates accountability to taxpayers.
- Provides residents with easy access to information regarding Council expenditures.



Request for Decision (RFD)

- Aligns with municipal best practices and public expectations for openness.

2. Improved Accountability

- Requires Council members to review and confirm the accuracy of their expense reports before publication.
- Establishes clear approval and oversight processes.
- Reinforces responsible stewardship of public funds.

3. Modernized Policy Structure

- Aligns the policy with the County's current policy template.
- Eliminates outdated references and improves readability.

4. Administrative Consistency

- Clarifies eligible expenses, approval authorities, and reimbursement requirements.
- Creates a consistent process for expense claims and public reporting.
- Reduces ambiguity and potential disputes regarding expense eligibility.

5. Enhanced Public Trust

- Proactive disclosure helps build confidence in Council's decision-making and spending practices.
- Demonstrates the County's commitment to transparency and good governance.

Disadvantages:

1. Increased Administrative Workload

- Administration will be required to prepare, review, verify, and publish monthly expense reports. Additional time may be needed to respond to public inquiries regarding expenses.

2. Potential Public Misinterpretation

- Expense reports may be viewed without context, resulting in misunderstandings regarding legitimate Council business expenses.
- Council members may face criticism for necessary expenditures related to conferences, training, or regional meetings.

3. Delays in Publication

- Requiring Council members to review and confirm their expenses before publication may occasionally delay posting if responses are not received in a timely manner.

4. Privacy Considerations

- Care must be taken to ensure personal information is removed from receipts and reports before publication.
- Administration must ensure compliance with privacy legislation.

5. Additional Scrutiny

- Council members may experience increased public scrutiny regarding travel, meals, and other business-related expenses, even when those expenses are authorized and reasonable.



Request for Decision (RFD)

Financial Implications:

The proposed policy does not create any significant new financial obligations.

Administration may incur minor administrative costs associated with preparing and publishing monthly Council expense reports; however, these activities can be accommodated within existing resources.

Legislation:

- Municipal Government Act
 - Section 153 – General duties of councillors.
 - Section 201 – Council’s principal role in municipal organization.

Intergovernmental: N/A

Strategic Alignment:

- Regional Collaboration and Modernization
Supports modern governance practices through standardized policies and improved transparency.
- Service Delivery and Community Wellbeing
Enhances public trust and accountability by proactively disclosing Council expenses.
- Workforce Development and Organizational Excellence
Provides clear administrative processes and responsibilities for managing Council remuneration and expense claims.

Enclosure(s):

1) Current Policy No. 08-18

Signature of the CAO

A solid black rectangular box used to redact the signature of the CAO.



Smoky Lake County Policy

Title: **Council Remuneration and Expenses**

Category: Elected Officials (EO)

<u>Policy #</u>	<u>Version</u>
08-18	14

LEGISLATIVE REFERENCE:

- Municipal Government Act, RSA 2000, c. M-26
- Local Authorities Election Act, RSA 2000, c. L-21
- Alberta Employment Standards Code (where applicable)
- County Annual Budget and Council Resolutions

PURPOSE:

To establish a fair, transparent, and accountable framework for Council remuneration, reimbursement of expenses, and the public disclosure of Council expenditures incurred while conducting County business.

STATEMENT:

Smoky Lake County recognizes that members of Council dedicate significant time and effort to fulfilling their responsibilities as elected officials. Council members are required to attend meetings, conferences, training opportunities, community events, and other activities that support the interests of the County. Reasonable remuneration and reimbursement of authorized expenses shall be provided in accordance with this Policy

OBJECTIVE:

The objectives of this Policy are to:

- Ensure Council remuneration and expenses are administered fairly and consistently.
- Promote transparency and accountability in the use of public funds.
- Establish clear expectations regarding eligible expenses and reimbursement procedures.
- Provide public access to Council remuneration and expense information.
- Ensure compliance with applicable legislation and County policies.

1. General Principles

- 1.1. Public funds shall be used responsibly and prudently.
- 1.2. Council remuneration and expense reimbursement shall be transparent, accountable, and defensible to taxpayers.
- 1.3. Only legitimate expenses incurred while conducting authorized County business shall be reimbursed.
- 1.4. Council members are expected to exercise sound judgment and reasonable discretion when incurring expenses.



2. Council Remuneration

- 2.1. Council shall review remuneration annually as part of the budget process.
- 2.2. Annual remuneration shall be established by Council resolution and included within the County budget.
 - 2.2.1. The Council annual remuneration is:
 - 2.2.1.1. Reeve: \$ 73,075.20
 - 2.2.1.2. Deputy Reeve: \$ 66,434.40
 - 2.2.1.3. Councillor: \$ 63,112.80
- 2.3. Council remuneration shall be adjusted by Council resolution.

3. Meal Allowances

- 3.1. Meal allowances may be claimed when travel for County business requires a Council member to be away from home or the County office during normal meal periods.
- 3.2. Meal allowances shall be paid at the following rates without receipts:
 - 3.2.1. Breakfast: \$20.00
 - 3.2.2. Lunch: \$30.00
 - 3.2.3. Dinner: \$35.00
- 3.3. Meal allowances shall not be claimed where meals are provided as part of a conference, event registration, meeting, or accommodation package.

4. Mileage

- 4.1. Council members using personal vehicles for County business shall be reimbursed at the approved County mileage rate.
 - 4.1.1. Mileage will be reimbursed when required to drive a personal vehicle for County business purposes and the current mileage rate per kilometer shall be **\$0.68** per kilometer for the first 5,000 kilometers driven per year, and **\$0.64** cents for each extra kilometer accumulated over 5,000 kilometers, within the same year.
- 4.2. Mileage shall be calculated from and back to the Council member's residence.
- 4.3. Mileage rates shall be reviewed annually by Administration and recommended to Council as required.

5. Transportation

- 5.1. Ground transportation expenses including parking, taxi, rideshare, shuttle, and public transit may be reimbursed when incurred for County business.
- 5.2. Air travel shall be booked at economy rates using the most practical and cost-effective route.
- 5.3. Supporting receipts shall be submitted for all transportation expenses other than mileage claims.

6. Accommodation

- 6.1. Reasonable accommodation expenses incurred while conducting County business shall be reimbursed.



- 6.2. Original receipts must accompany all accommodation claims.
- 6.3. Council members are responsible for cancelling accommodations within the required timelines. Costs resulting from failure to cancel may be deemed ineligible for reimbursement.

7. Hospitality Expenses

- 7.1. Authorized hospitality expenses incurred while representing Smoky Lake County may be reimbursed.
- 7.2. Hospitality expenses shall be reasonable and directly related to advancing County interests, partnerships, economic development, or government relations activities.

8. Technology and Communications

- 8.1. Council members shall be provided with technology resources necessary to fulfill their duties, including cellular devices, laptops, software, and related support services.
 - 8.1.1. Should a councillor choose to not to be provided with a county phone, council members shall not be reimbursed for use of personal cell phones.
- 8.2. Council shall receive a monthly internet allowance of \$50.00 per month.
- 8.3. Administration shall establish standards for the management, replacement, and return of County-owned technology assets.

9. Benefits and Retirement Contributions

- 9.1. Members of Council may participate in the County's benefit program where eligible.
- 9.2. Smoky Lake County shall contribute nine percent (9%) of gross remuneration to a Registered Retirement Savings Plan (RRSP) on behalf of participating Council members.
- 9.3. Council members may elect to waive RRSP contributions by providing written notice to the Chief Administrative Officer.

10. Non-Standard Expenses

- 10.1. Expenses not specifically addressed by this Policy may be considered by Council on a case-by-case basis.
- 10.2. Traffic fines, parking violations, penalties, or other personal fines shall not be reimbursed.
- 10.3. Expenses incurred on behalf of spouses, family members, guests, or companions are not eligible for reimbursement unless specifically authorized by Council.

11. Expense Claims and Approval Process

- 11.1. Council members shall submit expense claims monthly using the prescribed County form.



- 11.2. All expense claims shall include supporting documentation and receipts where required.
- 11.3. Expense claims shall be reviewed by Administration to ensure compliance with this Policy.
- 11.4. The Reeve or Deputy Reeve shall approve expense claims submitted by Councillors.
- 11.5. The Deputy Reeve shall approve expense claims submitted by the Reeve.
- 11.6. Any dispute regarding the eligibility of an expense shall be referred to Council for determination.
- 11.7. By submitting an expense claim, a member of Council certifies that all expenses were incurred for legitimate County business purposes.

12. Public Disclosure

- 12.1. Council remuneration shall be publicly disclosed annually.
- 12.2. Council expense claims shall be published on the Smoky Lake County website on a monthly basis.
 - 12.2.1. Administration shall circulate the monthly expense report to the applicable Council Member for review and confirmation of accuracy prior to posting the information on the County website.
- 12.3. Published information shall include expense categories and reimbursement amounts in a format determined by Administration.

13. Policy Review

- 13.1. This Policy shall be reviewed annually during the budget process or sooner if required by legislative or operational changes.
- 13.2. Expenses related to partisan political activities shall not be reimbursed except where expressly permitted by legislation.

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

