



Smoky Lake County
Meeting Agenda
Committee of The Whole Meeting
August 11, 2026 - 2:00 PM
In Person - Council Chambers
4612 - McDougall Drive, Smoky Lake, Alberta
Please join using this link:
<https://video.businessconnect.telus.com/join/924831121>

1. CALLED TO ORDER
2. ADOPTION OF AGENDA
3. REQUESTS FOR DISCUSSION
 - 3.1. Request for Drainage
 - 3.2. Policy 15-11 Responsible Use of Artificial Intelligence (AI) Policy
 - 3.3. Policy 15-12 Cell Phone
 - 3.4. Policy 08-18 Council Remuneration and Expenses
4. IN CAMERA
5. Next Meetings:
 - Thursday, September 10, 2026, Regular County Council Meeting for the purpose of Departmental updates
 - Thursday September 17, 2026, Regular County Council Meeting
6. ADJOURNMENT



Request for Discussion (RFD)

Meeting Date: August 11, 2026,

Agenda Item: # 3.1

Topic: Request for Drainage

Presented By: Manager of Agricultural Services, Sebastien Dutrisac

For Discussion and Review

Background:

After ongoing discussions with the landowner, a request was made to lower the culvert on Range Road 155 to assist in draining a wetland. Under the Water Act, wetlands (including many seasonal and temporary ones) are water bodies. Activities that alter flow, level, location, or direction of water—or that disturb the aquatic environment—generally require prior approval. Lowering a culvert specifically to drain a wetland is regulated because of the downstream and cumulative impacts listed above.

The Alberta Wetland Policy priorities:

1. Avoidance of impacts,
2. Minimization if avoidance is not feasible, and
3. Replacement (restoration or construction, or payment of a replacement fee) only as a last resort.

The provincial policy aims to conserve, restore, protect, and manage wetlands to sustain environmental, social, and economic benefits, with particular attention to high-value wetlands and areas of historic high loss. Recent refinements have adjusted rules for certain low-impact activities on short-duration temporary/seasonal wetlands on private farmland, but permanent drainage or significant alteration of longer-duration wetlands still triggers the full mitigation hierarchy and approvals.

Downstream and cumulative effects: One drained wetland may seem local, but the loss of storage and filtration accumulates, raising flood/drought risk and water-quality problems for neighbours, municipalities, and the broader watershed.

Policy and legal risk: Proceeding without required Water Act authorization can result in enforcement action. Even with approval, compensation/replacement obligations apply for permanent loss.

Benefits:

Limited private benefit vs. public costs: Any short-term operational convenience (e.g., easier field access or extra cultivable acres) is frequently offset by reduced productivity in the former wetland area, ongoing maintenance of drainage works, and the loss of on-farm benefits such as livestock water, forage during dry years, and reduced flood damage on the same property. Alberta has



Request for Discussion (RFD)

already lost most of its settled-area wetlands; further deliberate drainage via culvert modification erodes remaining capacity, increases risks and costs for society, and runs counter to the province's stated policy of avoidance and conservation. Retaining the wetland (or exploring non-drainage alternatives for any legitimate water-management concern) is the approach aligned with both ecological function and provincial direction.

Disadvantages:

Any initiative from the county would require staff time, the hiring of a qualified consultant responsible for the completion and adherence of wetland science, design and engineering work in Alberta, along with the construction cost. Lowering the culvert without touching the wetland could be seen as instigating the landowner to contravene the *Water Act*.

Financial Implications:

Unknown at this time, but early estimates for a replacement cost would be over \$200,000 for any County initiative.

Legislation:

WATER ACT R.S.A. 2000 Chapter W-3

Intergovernmental:

Not applicable

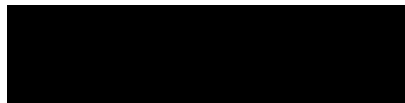
Strategic Alignment:

Not applicable

Enclosure(s):

1. Aerial Photo 2026
2. Aerial Photo 2012
3. Aerial Photo 1985

Signature of the CAO: _____

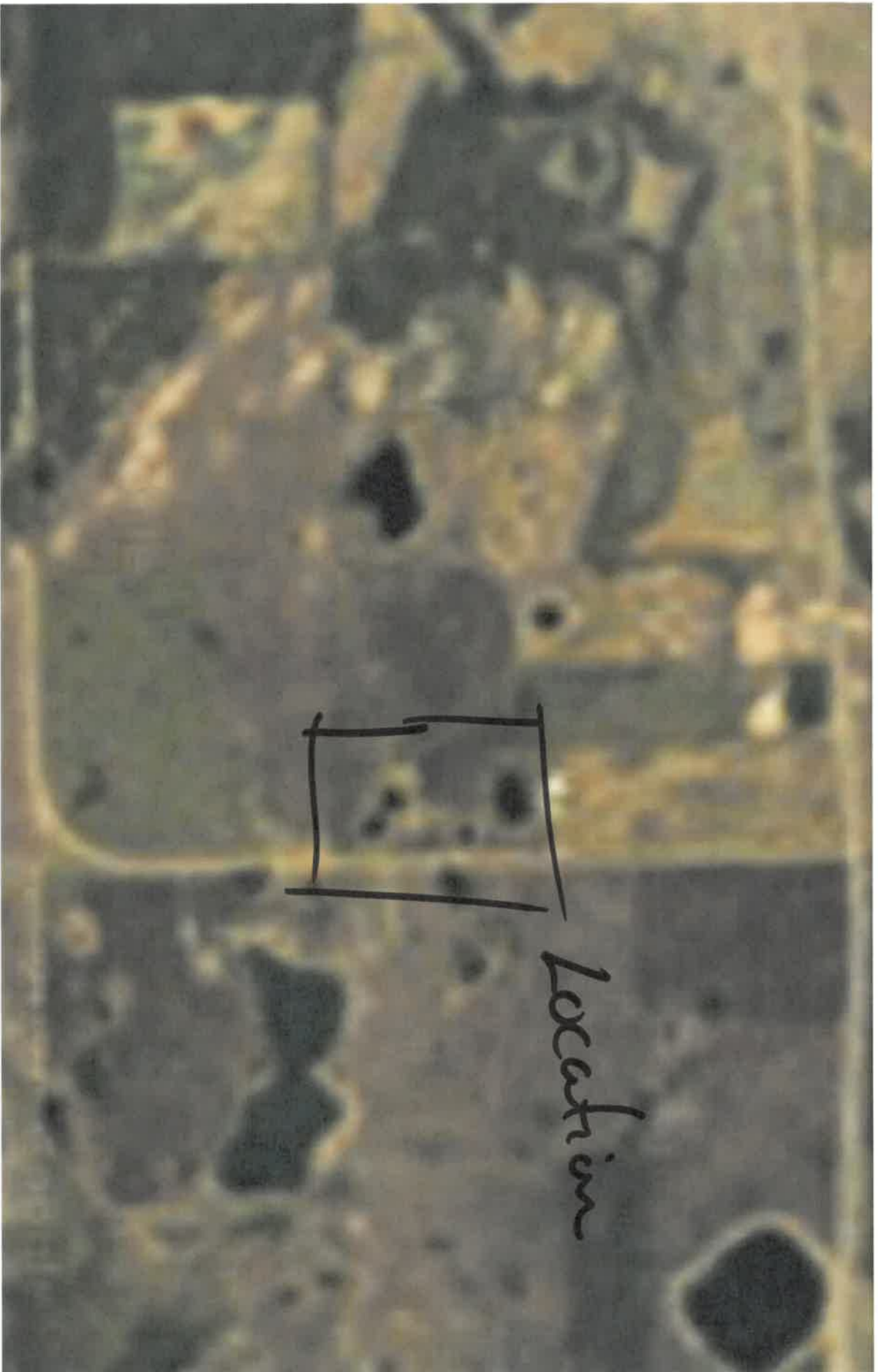


- Asset Cluster On +

Size: 0







1985



Request for Discussion

Meeting Date: August 11, 2026,

Agenda Item: #3.2

Topic: Policy 15-10 Responsible Use of Artificial Intelligence (AI) Policy

Presented By: Chief Administrative Officer, Chyenne Shaw

For Discussion and Review

Background:

At the July 23, 2026, Regular County Meeting, Council directed Administration to present Policy 15-10: Responsible Use of Artificial Intelligence (AI), with recommended amendments, to the Committee of the Whole Meeting on August 11, 2026. The proposed amendments are intended to strengthen accountability, oversight, transparency, and the responsible use of AI technologies across the County.

The amendments include:

- Clarifying accountability and human oversight responsibilities.
- Identifying the CAO as the approval authority for high-risk AI use.
- Using the defined term "User" consistently throughout the policy.
- Adding "or designate" where appropriate.
- Clarifying that AI is intended to support, not replace, employees.
- Prohibiting the use of AI for sensitive or confidential County information.
- Clarifying approval of responsibilities for high-risk AI applications.
- Removing "where appropriate" from the transparency section.
- Changing "Administration" to "the County" for training responsibilities.
- Updating the review requirement to an annual review.
- Identifying the IT department/personnel as the CAO's designate for AI tool approvals.

Benefits:



Request for Discussion

- Establishes clear governance for the responsible use of Artificial Intelligence.
- Supports innovation while maintaining accountability and public confidence.
- Protects privacy, confidential information, and County records.
- Ensures AI complements, rather than replaces, human decision-making.
- Promotes compliance with applicable legislation and best practices.
- Provides flexibility for Administration to respond to emerging technologies.
- Supports operational efficiencies and improved municipal service delivery.
- Aligns the County with leading municipal governance practices regarding Artificial Intelligence.

Disadvantages:

- Administrative resources will be required to develop procedures, training, and implementation guidelines.
- AI technologies and legislation continue to evolve, requiring periodic review and updates.
- Staff training and awareness initiatives will be necessary to ensure responsible adoption.

Financial Implications:

There are no immediate financial implications associated with adopting this policy.

Implementation activities, including staff training, approved software, administrative procedures, and future technology investments, will be managed within approved operating budgets or brought forward through future budget processes as required.

Legislation:

- Municipal Government Act
- Protection of Privacy Act (POPA)
- Access to Information Act (ATIA)
- Alberta Human Rights Act
- Copyright Act (Canada)

Intergovernmental:

The proposed Policy aligns with emerging guidance and best practices promoted by:

- Rural Municipalities of Alberta (RMA)
- Alberta Municipalities
- Provincial privacy and information management legislation
- Municipal governance best practices across Alberta

Strategic Alignment:

This policy supports several priorities identified within the Smoky Lake County Strategic Plan 2026–2028, including:



Request for Discussion

Priority 1 – Regional Collaboration and Modernization

- Encourages innovation and modernization through the responsible adoption of emerging technologies.

Priority 2 – Service Delivery and Community Wellbeing

- Supports efficient, accurate, and responsive municipal service delivery while maintaining public confidence.

Priority 4 – Economic Development and Financial Sustainability

- Improves organizational efficiency and supports informed decision-making through responsible technology adoption.

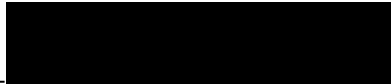
Priority 5 – Workforce Development and Succession Planning

- Promotes employee education, responsible technology use, and continuous organizational improvement.

Enclosure(s):

- **Approved Policy 15-10 Responsible Use of Artificial Intelligence Policy**

Signature of the CAO: _____





Smoky Lake County Policy

Title: **Responsible Use of Artificial Intelligence (AI) Policy**

Category: Human Resources (HR)

Policy #
15-10

Version
01

LEGISLATIVE REFERENCE:

- Municipal Government Act, RSA 2000, c. M-26
- Protection of Privacy Act (POPA)
- Access to Information Act (ATIA)
- Copyright Act (Canada)
- Alberta Human Rights Act
- Records Management Policies and Procedures

DEFINITIONS

“Artificial Intelligence (AI)” means technology that performs tasks normally requiring human intelligence, including learning, reasoning, problem-solving, language generation, image creation, data analysis, automation, prediction, pattern recognition, transcription, and decision support. Artificial Intelligence includes generative AI, machine learning, predictive analytics, natural language processing, computer vision, and other AI-enabled technologies.

“Artificial Intelligence Tool” means any software, application, platform, system, service, or feature that incorporates Artificial Intelligence capabilities to assist users in completing tasks or making recommendations.

“Approved AI Tool” means an Artificial Intelligence application or service that has been reviewed and authorized by the Chief Administrative Officer or designate for County business.

“Confidential Information” means information that is not publicly available and is protected by legislation, contract, legal privilege, or County policy, including information relating to employees, residents, legal matters, procurement, financial information, investigations, or municipal operations.

“County Information” means any information, records, documents, data, images, audio, video, or other material created, collected, received, maintained, or used by Smoky Lake County in conducting municipal business.

“Generative Artificial Intelligence (Generative AI)” means Artificial Intelligence capable of generating original content such as text, images, audio, video, computer code, presentations, reports, or other digital content in response to user prompts.

“Human Oversight” means the review, evaluation, approval, and accountability exercised by an authorized County employee (CAO or IT) before Artificial Intelligence-generated information is relied upon, published, communicated, or used to make decisions.

“Personal Information” means personal information as defined by the Protection of Privacy Act (POPA), including recorded information about an identifiable individual.



“Public-Facing Artificial Intelligence” means any Artificial Intelligence tool or service that directly interacts with residents, businesses, visitors, contractors, or members of the public, including chatbots, automated messaging systems, virtual assistants, or AI-generated public communications.

“Responsible Use” means the use of Artificial Intelligence in a lawful, ethical, transparent, secure, and accountable manner that protects privacy, maintains public trust, supports sound decision-making, and complies with legislation and County policy.

“Risk-Based Approach” means a method of evaluating Artificial Intelligence applications based on the potential impact to privacy, security, legal compliance, finances, operations, public confidence, and municipal service delivery before implementation.

“Sensitive Information” means information that, if disclosed, altered, or accessed without authorization, could result in harm to individuals, the County, or its operations. Sensitive information includes confidential, privileged, security-related, financial, legal, employment, infrastructure, emergency management, and cybersecurity information.

“User” means any employee, elected official, contractor, consultant, volunteer, or other authorized individual who accesses or uses Artificial Intelligence on behalf of Smoky Lake County.

“High-Risk Artificial Intelligence Use” means the use of Artificial Intelligence for activities that may significantly affect legal rights, employment decisions, public safety, emergency management, financial decisions, procurement, engineering, regulatory enforcement, permitting, inspections, or any decision that may materially impact an individual, business, or the County. High-risk uses require additional review by the CAO or IT and approval before implementation.

PURPOSE:

The purpose of this Policy is to establish Council's governance direction for the responsible, ethical, secure, and transparent use of Artificial Intelligence (AI) within Smoky Lake County for users.

This Policy supports the responsible adoption of Artificial Intelligence to improve municipal service delivery, administrative efficiency, research, communication, accessibility, innovation, and informed decision-making while ensuring human accountability, privacy protection, legislative compliance, and public trust.

Council authorizes the Chief Administrative Officer or Information Technology Employee to develop and maintain the administrative procedures, standards, and controls necessary to support the responsible implementation and ongoing governance of Artificial Intelligence across the organization.

STATEMENT:

Smoky Lake County supports the responsible use of Artificial Intelligence where it enhances municipal operations and provides value to residents while maintaining the County's commitment to transparency, accountability, ethical governance, and legislative compliance.



Artificial Intelligence is intended to support, rather than replace, employees in performing their duties and shall not supplant human judgment, professional expertise, statutory responsibilities, or Council's governance role.

The County shall ensure Artificial Intelligence is used in a manner that:

- protects personal, confidential, privileged, and sensitive information;
- complies with all applicable legislation, regulations, and County policies;
- maintains appropriate human oversight and accountability;
- supports fairness, transparency, and ethical decision-making;
- protects public confidence in municipal government; and
- manages risks associated with privacy, cybersecurity, records management, procurement, and public communications.

Artificial Intelligence shall only be implemented where the benefits outweigh the associated risks and where appropriate safeguards have been established.

OBJECTIVE:

The objectives of this Policy are to:

1. Provide Council's governance direction regarding the responsible use of Artificial Intelligence.
2. Promote innovation while ensuring appropriate safeguards are in place.
3. Promote the responsible use of Artificial Intelligence by ensuring that critical decisions remain under human control, that individuals retain accountability for decisions, recommendations, and actions supported by AI, and that AI serves as a tool to support, rather than replace, employee judgment, expertise, and responsibilities.
4. Protect personal information, confidential information, County records, and information security.
5. Promote transparency where Artificial Intelligence is used in municipal operations or public-facing services.
6. Ensure compliance with applicable legislation, ethical standards, and County policies.
7. Establish a risk-based approach for evaluating Artificial Intelligence tools and applications.
8. Authorize the Chief Administrative Officer to develop and maintain administrative procedures, approved AI tools, staff training, procurement requirements, and governance processes necessary to implement this Policy.
9. Encourage continuous improvement as Artificial Intelligence technologies, legislation, and industry best practices evolve.

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





GUIDELINES & PROCEDURE:

1. General Principles

Artificial Intelligence shall be used to:

- improve operational efficiency;
- support research and analysis;
- enhance communications;
- improve accessibility;
- assist service delivery; and
- encourage innovation while maintaining accountability.

2. Human Accountability

Artificial Intelligence may assist employees but shall not make final decisions.

Employees remain responsible for:

- recommendations;
- reports;
- correspondence;
- approvals;
- records;
- public communications; and
- decisions made on behalf of the County.

3. Privacy and Information Protection

Artificial Intelligence shall not be used in a manner that compromises:

- personal information;
- confidential information;
- privileged information;
- sensitive County information;
- cybersecurity; or
- legislative compliance.

4. Risk Management

Artificial Intelligence applications shall be evaluated using a risk-based approach considering:

- privacy impacts;
- cybersecurity;
- legal compliance;
- financial risk;
- operational risk;
- public trust;



- vendor security; and
- records management requirements.

Higher-risk applications shall require additional review before implementation by the CAO or IT Employee

5. Transparency

The County shall be transparent regarding the use of Artificial Intelligence, particularly where residents interact directly with AI-supported services or communications.

6. Procurement

AI software, subscriptions, platforms, and vendor solutions shall be approved by the Chief Administrative Officer before implementation to ensure compliance with County procurement requirements, privacy obligations, cybersecurity standards, and contractual requirements.

7. Training

The County shall provide appropriate education and training for employees authorized to use Artificial Intelligence in County business.

8. Administration

The Chief Administrative Officer is authorized to:

- develop administrative procedures;
- approve AI tools;
- establish standards and guidelines;
- implement staff training;
- develop risk assessment processes;
- establish monitoring and reporting processes; and
- update administrative practices as technology evolves.

9. Policy Review

This Policy shall be reviewed annually, or sooner where legislative changes, technological advancements, organizational needs, or operational risks warrant earlier review.



Request for Decision (RFD)

Meeting Date: August 11, 2026,

Topic: Policy 15-12-01 Cell Phone

Presented By: Chyen Shaw, Chief Administrative Officer

Agenda Item: # 3.3

For Discussion and Review

Background:

At the July 20, 2026, Committee of the Whole meeting, Policy 08-18-14, *Council Remuneration and Expenses*, was reviewed. As part of this review, Council discussed provisions related to cell phone reimbursement and requested that Policy 15-12-01 be brought forward to a future Committee of the Whole meeting for additional consideration and discussion.

Benefits:

Policy 15-12-01 - Cell Phone provides a clear reimbursement structure for employees by establishing compensation amounts, outlining eligible expenses, and defining the procedures for submitting and receiving reimbursement claims.

Financial Implications:

Reimbursement capped at \$40/month for eligible staff

Intergovernmental:

Please use paragraphs

Strategic Alignment:

Promotes compliance and internal efficiency

Enclosure(s):

1. Policy 15-12-01 Cell Phone
2. Policy 15-12-01 Cell Phone use Agreement

Signature of the CAO:

A black rectangular box redacting the signature of the Chief Administrative Officer.



Smoky Lake County Policy

Title: **Cell Phone Use**

Category: **Human Resources**

Policy #
HR-12

Version
01

LEGISLATIVE REFERENCE:

In accordance with Section 201 of the *Municipal Government Act*.

PURPOSE:

To establish clear and consistent guidelines for the use and reimbursement of personal or County-issued cell phones by designated employees.

STATEMENT:

Smoky Lake County acknowledges the operational need for certain staff to have access to mobile communication. This policy outlines who is eligible for cell phone reimbursement or County-issued devices, the responsibilities of users, and the acceptable use of personal phones during work hours.

OBJECTIVE:

To ensure County resources are allocated appropriately while enabling effective communication for specific staff roles. To define expectations for cell phone use in the workplace, ensuring productivity and compliance with County policies.

GUIDELINES & PROCEDURE:

1. Eligibility:
 - a. Only the Chief Administrative Officer (CAO), Manager, Fire Chief, Community Peace Officer and designated employees are eligible for reimbursement or County-issued cell phones.
 - b. An agreement must be signed by the CAO prior to issuance or reimbursement.
2. Reimbursement:
 - a. The maximum monthly reimbursement amount is \$40.
 - b. A reimbursement agreement must be completed and signed by the employee and CAO.
3. Use of Cell Phones at Work:
 - a. Cell phone use during work hours must be limited to County business.
 - b. Personal use of cell phones is only permitted during designated breaks and lunch periods.
 - c. Emergency situations are exempt from this restriction.
4. Policy Compliance:
 - a. Non-compliance may result in revocation of privileges or disciplinary action.

	<u>Date</u>	<u>Council Resolution #</u>		<u>Version</u>
Adopted	September 11, 2025	# 763-25	# 16080	01
Amended				
Reviewed				



Smoky Lake County

Cell Phone Reimbursement Agreement

This agreement outlines the terms and conditions under which the employee will be reimbursed for the work-related use of their personal cell phone.

Employee Name: _____

Department: _____

Job Title: _____

Phone Number Used for Work: _____

1. Eligibility:

The employee holds the position of _____, As per Policy _____.

2. Reimbursement Terms:

- a. The County will reimburse the employee up to a maximum of \$40 per month.
- b. The reimbursement is provided for work-related usage only.
- c. Claims must be submitted with sufficient documentation (e.g., copy of bill if requested).

3. General Conditions:

- a. This agreement is subject to review and can be revoked at the discretion of the CAO.
- b. Any personal use of the phone must comply with County policies.

Employee Signature: _____ Date: _____

CAO Signature: _____ Date: _____



Smoky Lake County

Cell Phone Use Agreement

This agreement outlines the terms and conditions for employee use of a personal or County-issued cell phone during work hours.

Employee Name: _____

Department: _____

Job Title: _____

1. Acceptable Use:
 - a. Cell phone use during work hours must be for work-related purposes only.
 - b. Personal use is only permitted during designated breaks and lunch periods.
 - c. Emergency situations are exempt from these restrictions.
2. Compliance:
 - a. The employee must comply with all County policies related to professional conduct, privacy, and information security.
3. Agreement:
 - a. Breach of this agreement may result in disciplinary action or revocation of phone privileges.

Employee Signature: _____ Date: _____

Manager/Supervisor Signature: _____ Date: _____

CAO Signature: _____ Date: _____



Request for Discussion (RFD)

Meeting Date: August 11, 2026

Agenda Item: **3.4**

Topic: Policy 08-18 - Council Remuneration and Expenses

Presented By: Chief Administrative Officer

For Discussion / Review

Background:

The Council Remuneration and Expenses Policy has undergone several amendments to modernize its content and strengthen transparency, accountability, and administrative consistency.

The revised policy was presented at the July 13, 2026, Committee of the Whole Meeting. During its review, Council determined that the County's Cell Phone Policy should be brought forward to a future Committee of the Whole Meeting for further discussion before any amendments related to cellular telephone allowances or reimbursements are incorporated into the Council Remuneration and Expenses Policy.

While the policy continues to provide guidance regarding Council remuneration and expense reimbursement, Council directed Administration to return the policy to the Committee of the Whole for further review and discussion.

Key Changes Included in the Revised Policy

Policy Modernization

- Reformats the policy to align with the County's current policy template.
- Updates the language for clarity, consistency, and ease of interpretation.
- Consolidates procedural requirements into the policy, eliminating the need for a separate procedure document.
- Identifies the need to coordinate provisions relating to cellular telephones with the County's Cell Phone Policy.
- Adds definitions into the policy to support clearer interpretation and consistent application.

Transparency and Accountability Enhancements

- Establishes a requirement for the 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 before publication.
- Continues to require supporting documentation and administrative review of all expense claims.

Administrative Improvements



Request for Discussion (RFD)

- 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 expense claim submission and reimbursement processes.
- Supports consistent interpretation of hospitality-related expenses.
- Separates the review of cellular telephone provisions from the broader Council remuneration and expense policy review.

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.
- Ensures related policies are reviewed and aligned before amendments are finalized.

Benefits:

1. Increased Transparency

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



Request for Discussion (RFD)

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.

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



Request for Discussion (RFD)

and expense claims.

Enclosure(s):

- 1) **Draft Policy No. 08-18 Council Remuneration and Expenses**

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	15

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.

DEFINITIONS:

- a) **Administration** means the Chief Administrative Officer and County staff responsible for administering this Policy.
- b) **Authorized County Business** means meetings, events, conferences, training, advocacy activities, travel, or other duties approved or reasonably required in the Council member's role as an elected official.
- c) **Council** means the elected Council of Smoky Lake County.



- d) **Council Member** means the Reeve, Deputy Reeve, or Councillor of Smoky Lake County.
- e) **Expense Claim** means the prescribed form and supporting documentation submitted by a Council member to request reimbursement for eligible expenses.
- f) **Hospitality** means the provision of meals, refreshments, or modest hosting expenses to external parties where the expense supports County business, intergovernmental relations, economic development, advocacy, or another strategic interest of the County.
- g) **Meal Allowance** means the approved amount payable for meals incurred while a Council member is travelling or attending authorized County business during normal meal periods.
- h) **Mileage** means the distance travelled by a Council member using a personal vehicle for authorized County business.
- i) **Remuneration** means annual compensation paid to members of Council for carrying out their duties as elected officials.
- j) **Supporting Documentation** means receipts, agendas, meeting details, attendee information, business purpose, or other records required to confirm that an expense is eligible under this Policy.

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. Hospitality may be provided to government officials, representatives of other municipalities, Indigenous communities, community organizations, prospective investors, business representatives, and other external stakeholders where doing so supports:

7.1.1. Intergovernmental or regional relations;

7.1.2. Economic development and investment attraction;

7.1.3. Community or stakeholder partnerships;

7.1.4. Advocacy on behalf of Smoky Lake County; or

7.1.5. Another strategic or operational interest of the County.

7.2. Hospitality expenses must be supported by an itemized receipt and documentation identifying:



- 7.2.1. The date and location;
- 7.2.2. The names or organizations of the individuals attending;
- 7.2.3. The business purpose of the hospitality; and
- 7.2.4. The relationship of the expense to County interests.

- 7.3. Hospitality expenses shall be modest, reasonable, and defensible to the public. Expenses that are personal, primarily social, excessive, or unrelated to County business shall not be reimbursed.
- 7.4. Hospitality provided exclusively to members of Council or County employees during routine County business is not considered hospitality under this Policy and shall be administered in accordance with the applicable meal allowance or expense provisions.
- 7.5. Expenses incurred for spouses, family members, guests, or companions are not eligible unless specifically authorized by Council resolution.

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 **quarterly** 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

TO: Smoky Lake County Council
FROM: Jered Serben
DATE: June 17, 2026
SUBJECT: New Policy, Council Expenses

SMOKY LAKE COUNTY

MUNICIPAL POLICY MANUAL

POLICY NUMBER: POLICY TITLE:

A-18-2026 Council Expense Transparency and Submission Timelines

DEPARTMENT: AUTHORITY: EFFECTIVE DATE:

Legislative Services County Council Resolution June 16, 2026

1. PURPOSE

The purpose of this Policy is to establish strict parameters, deadlines, and transparency frameworks for the submission, processing, and public reporting of all eligible expenses incurred by members of Municipal Council while conducting official municipal business.

2. DEFINITIONS

In this Policy:

- **"CAO"** means the Chief Administrative Officer or their designated representative for Smoky Lake County.
- **"County Website"** means the official digital public portal located at www.smokylakecounty.ab.ca.
- **"Council"** means the duly elected officials representing Smoky Lake County.
- **"Direct County Expense"** means any financial obligation paid directly by Smoky Lake County corporate accounts on behalf of an individual Councillor, including but not limited to hotel room allocations, conference registration fees, course tuitions, and travel bookings.
- **"Eligible Expense"** means any authorized cost, mileage, or out-of-pocket transaction incurred by a Councillor during official municipal business.
- **"Itemized Receipt"** means an original document showing the payee, date, exact individual items purchased, and individual costs paid.
- **"Missing Receipt Declaration Form"** means the approved municipal document executed by a claimant in the event an original itemized receipt cannot be recovered.

3. SUBMISSION DEADLINES & REQUIREMENTS

- **Monthly Deadline:** Members of Council must submit all eligible expense claims **no later than the 20th day of each month** for expenses incurred during the previous calendar month.
- **Itemization Mandatory:** Expense claims will not be processed unless they are fully itemized. General summaries or credit card signature slips without line-by-line verification are explicitly rejected.
- **Clear Description:** Each itemized expense line must contain a clear notation defining exactly what the expense item is, why it was purchased, and its specific relation to municipal business.
- **Missing Receipt Protocol:** In the event an original receipt is lost, stolen, or irrecoverable, the claimant must complete and attach a formal **Missing Receipt Declaration Form**.
- **Mandatory Reconciliation Parameters:** The declaration form must list the **exact dollar amount** and provide a detailed, itemized list of every item purchased. This documentation must **match perfectly with the corresponding entry** on the claimant's bank or corporate credit card statement. Unreconciled variances will invalidate the claim.

4. MANDATORY CLAIMS ATTESTATION

- **Required Attestation Sign-Off:** Every monthly expense claim submitted by a member of Council must be accompanied by a signed, formal attestation statement.
- **Pre-Written Template Structure:** The attestation statement is pre-printed directly onto the municipal expense submission form and **only requires the physical or verified electronic signature** of the submitting Councillor.
- **Standardized Text:** The required text on the submission form shall read as follows:

"I hereby attest that all expenses, mileage, and disbursements claimed on this form are accurate, fully documented, and were incurred strictly in the performance of official municipal duties on behalf of Smoky Lake County in compliance with Municipal Policy A-18-2026."

- **Processing Restriction:** Administration is strictly prohibited from processing, reviewing, or reimbursing any monthly expense claim that lacks the completed and signed attestation text.

5. DIRECT COUNTY INVOICE INTEGRATION

- **Mandatory Pre-Population:** All Direct County Expenses incurred by the municipal corporation in a Councillor's name must be provided to and presented on that Councillor's monthly ledger sheet **prior to the execution of the monthly attestation signature**.
- **Corporate Reconciliation:** Administration must provide itemized statements for all direct corporate payments (e.g., booked hotel rooms, advance conference fees) to the respective Councillor before the 20th day of the month.
- **Transparency Matching:** No Councillor shall sign an attestation form until all direct corporate expenses incurred in their name for that period are listed, verified, and compiled.

6. PUBLIC DISCLOSURE & WEBSITE POSTING

- **Publication Target:** To maintain municipal transparency, all approved Council expense disclosures must be posted publicly **by the 30th day of each month**.
- **Homepage Placement:** All compiled monthly expenses—encompassing both individual reimbursement claims and Direct County Expenses—must be directly accessible from the main **home page** of the Smoky Lake County website.
- **Archival Practice:** Posted expenses must be presented in a scannable, standardized format and remain accessible within the public domain for accountability purposes.

7. REGULATORY IMPLICATIONS & NON-COMPLIANCE

- **Late Submissions:** Any expense claims submitted past the 20th day of the month will be flagged as non-compliant and held for review by the CAO.
 - **Withholding Payment:** Council reserves the right to withhold reimbursement for any claim failing to meet itemization, clear description, verified missing-receipt reconciliation, direct invoice integration, or signed attestation standards.
-
-

TO: Smoky Lake County Council

FROM: Jered Serben, Councillor, Division Five

DATE: June 17, 2026

SUBJECT: Policy Review: Universal Time Boundaries and Adjournment Limits for All Municipal and Joint Meetings

SMOKY LAKE COUNTY

MUNICIPAL POLICY MANUAL

**POLICY
NUMBER:**

POLICY TITLE:

A-19-2026

Universal Time Boundaries and Adjournment Limits for All Municipal and Joint Meetings

DEPARTMENT:

AUTHORITY:

EFFECTIVE DATE:

Legislative Services County Council Resolution June 16, 2026

1. PURPOSE

The purpose of this Policy is to establish universal daily adjournment ceilings and strict scheduling constraints across all municipal assemblies, internal sessions, and multi-jurisdictional partner meetings to optimize governance efficiency, reduce administrative overhead, and safeguard municipal resources.

2. DEFINITIONS

In this Policy:

- **"Joint Municipality Meeting"** means any formal assembly, committee, task force, or working group convened between Smoky Lake County and any external municipal partner, town, village, city, or regional district.
- **"Intermunicipal Collaboration Framework (ICF) Meeting"** means any formal meeting between Smoky Lake County and neighboring municipalities regarding shared service delivery agreements. [[1](#)]
- **"Intermunicipal Committee (ICC) Meeting"** means a joint regional meeting consisting of elected representatives from multiple municipal boards.
- **"Universal Meeting"** means every single formal or informal gathering organized, hosted, cost-shared, or attended by Smoky Lake County officials and staff. This includes but is not limited to: Regular Council, Budget, Departmental, Committee of the Whole, ICC, ICF, and Joint Municipality meetings. [[1](#), [2](#), [3](#)]
- **"Procedural Bylaw"** means the active Smoky Lake County Bylaw governing the structure and proceedings of Council, its standing committees, and its external representative bodies.

3. UNIVERSAL APPLICATION

- **Global Scope:** This Policy applies globally, without exception, to every single meeting type conducted under the authority of Smoky Lake County or attended by its representatives.
- **Comprehensive Inclusion:** This mandate explicitly governs all **Regular Council, Budget, Departmental, Committee of the Whole, Intermunicipal Committee (ICC), Intermunicipal Collaboration Framework (ICF), and Joint Municipality meetings** with external local government bodies.

4. DAILY MEETING ADJOURNMENT CEILING

- **Hard Adjournment Cutoff:** No Universal Meeting governed by this Policy shall extend or continue **past 4:00 pm** on the scheduled day of assembly.
- **Bylaw Precedence:** Any operational extensions or procedural adjustments regarding this absolute daily limit must strictly **refer to the Procedural Bylaw** of Smoky Lake County.
- **Automatic Tabling:** Any agenda topics left unresolved at the 4:00 pm threshold must table to the next scheduled assembly date unless a formal extension is explicitly triggered via mechanisms detailed in the Procedural Bylaw.

5. TIME BLOCK COMPLIANCE & PROHIBITION OF BLOCK PADDING

- **Targeted Schedule Enforcement:** All meetings must conclude immediately upon reaching the specific expiration time listed on the approved meeting agenda.
- **Prohibition of Arbitrary Schedule Padding:** Administrative scheduling across all internal and joint agendas must reflect precise, content-driven time estimates aligned directly with the complexity of listed items.
- **Restriction on Default Time Allocations:** Agenda formatting will **not automatically default to the 4:00 pm ceiling** as a fallback mechanism for unexpected overages.
- **Example Scenario:** If a Committee of the Whole, Budget, or Joint Municipality meeting's target topics only require a 1:00 pm adjournment, Administration is explicitly restricted from scheduling that block through to 4:00 pm for the purpose of creating a non-specific operational buffer.
- **Extension Restriction:** No extensions are permitted beyond a meeting's pre-set targeted adjournment block without a formal suspension of rules under the mechanisms provided in the Procedural Bylaw.

6. ADMINISTRATIVE EXECUTION

- **Agenda Formulation:** Legislative Services, Department Heads, and joint committee administrators must design all agendas to match realistic, uninflated timelines that fit tightly within these strict boundaries.

Time Tracking: The recording secretary will log precise call-to-order and adjournment times within the official minutes of all sessions to verify ongoing

Primary and Alternates for committees

TO: Smoky Lake County Council

FROM: Jered Serben, Councillor, Division Five

DATE: June 17, 2026

SUBJECT: Policy Review: Committee Alternate Compensation Framework

1. The Active Attendance Rule

- **No Double Compensation:** According to Section 7.6 of the County's compensation framework, when a primary representative *or* an alternate attends an approved committee meeting, expenses are only authorized for the individual actively acting as the voting/sitting member. [1]
- **The "In Absence Of" Clause:** Across all Smoky Lake County committee bylaws (such as the *Regional Fire Rescue Services Advisory Committee* and the *Regional Emergency Management Committee*), alternates are explicitly designated to attend and vote **only in the absence of, or in place of, the primary member**. [1, 2, 3]
- **Consequence of Dual Attendance:** If an alternate chooses to attend a meeting alongside the primary member anyway, they do so as an observer rather than an active representative. Consequently, any claims submitted by the alternate for per diems, meals, or mileage for that specific date will be disallowed by the finance department. [1]

2. Standard Compensation Rates (When Legitimately Filling In)

When the primary member is absent and the alternate is required to attend, the alternate assumes full eligibility for expense claims at standard County rates: [1]

- **Mileage:** Reimbursed at **\$0.68 per kilometer** for the first 5,000 km in a year, and **\$0.64 per kilometer** for any travel exceeding that threshold. (*Note: The County eliminated its flat \$400/month divisional travel allowances in late 2024 to curb spending, shifting strictly to per-kilometer logging*). [1]
- **Meals:** Reimbursed at flat daily subsistence caps of **\$20 for breakfast, \$30 for lunch, and \$35 for dinner**. [1]
- **Per Diem / Honorariums:** Paid at a flat rate of **\$150.00 per meeting** held within County boundaries, or **\$175.00 per meeting** if the committee requires travel outside of Smoky Lake County limits. []

3. Public-at-Large Alternates

If the alternate is a civic volunteer (Public-at-Large) rather than an elected councillor, they are bound by the exact same restrictions. Their baseline per diem is set by Council at **\$175.00 per day**, but they will similarly **receive zero mileage or meal pay if the primary public member is in attendance**. [1]

