



Smoky Lake County

Meeting Agenda

Regular Council meeting for the Purpose of Departmental Updates

September 10, 2026 - 09:00 AM

In Person - Council Chambers

4612 - McDougall Drive, Smoky Lake, Alberta

Please join using this link:

<https://video.businessconnect.telus.com/join/109601122>

1. CALLED TO ORDER

2. ADOPTION OF AGENDA

3. DELEGATIONS

3.1. 9:00 a.m. Philip Hicks - Government Frameworks

4. REQUESTS FOR DECISION

4.1. Appointment of the Director of Corporate Services

4.2. Bonnie Lake CFEP Grant

4.3. Mons Lake CFEP Grant

4.4. Pumpkin Growers Association Request

4.5. Strategic Plan – Departmental Update

5. CORRESPONDENCE

5.1 Town of Smoky Lake Motion Requesting a Joint Meeting

6. NEXT MEETINGS

- Thursday, September 17, 2026, Regular County Council Meeting at 9:00 a.m.
- Monday, September 28, 2026, Special Council Meeting at 1:30 p.m.
- Thursday, October 22, 2026, Organizational Meeting at 9:00 a.m.
- Thursday, November 12, 2026, County Budget Meeting at 9:00 a.m.

7. CLOSED SESSION

- 7.1 Closed Session - Access to Information Act (ATIA) Pursuant to Section 20:
Personnel Matters

8. ADJOURNMENT



Request for Decision (RFD)

Meeting Date: September 10, 2026

Agenda Item: # 4.1

Topic: Appointment of Director of Corporate Services

Presented By: Chief Administrative Officer – Chyenne Shaw

Recommendation:

That Smoky Lake County Council appoint Nicole Chernwihan to the position of Director of Corporate Services, effective September 10, 2026, and authorize her to access, administer, and act on behalf of Smoky Lake County in matters relating to financial systems, banking services, government accounts, software applications, reporting platforms, and other services necessary to fulfill the duties and responsibilities of the position.

Background:

At the June 10, 2026 Departmental Meeting, Council adopted amendments to Policy 15-09, Organizational Structure Policy, which included the establishment and recruitment of a Director of Corporate Services position.

As the senior administrative lead responsible for corporate financial management, reporting, regulatory compliance, and financial administration, the Director of Corporate Services requires the appropriate authority to access and administer various financial, governmental, and operational systems. Granting this authority will ensure the position can effectively carry out its responsibilities and maintain continuity of financial operations.

The Director of Corporate Services shall be authorized to access, administer, and manage the following systems and services on behalf of Smoky Lake County:

Financial Institutions and Banking Services

- Online banking platforms;
- Electronic Funds Transfer (EFT) services;
- Wire transfer services;
- Investment accounts;
- Merchant services;
- Corporate credit card administration services;
- Corporate Mastercard accounts and related portals; and
- Any financial institution or banking service utilized by Smoky Lake County.



Request for Decision (RFD)

Accounting and Financial Software

- Municipal accounting and financial management software;
- Payroll systems and software;
- Accounts payable and accounts receivable systems;
- Budgeting, forecasting, and financial reporting software;
- Asset management systems with financial administration functions;
- Financial records and document management systems; and
- Any software, application, or platform required for the administration of County finances.

Government and Regulatory Accounts

- Canada Revenue Agency (CRA) accounts, including payroll, GST, business, and related compliance accounts;
- Service Alberta accounts and reporting portals;
- Municipal Affairs reporting systems;
- Provincial grant administration and reporting portals;
- Federal grant administration and reporting portals; and
- Any provincial or federal account required to support the County's financial administration and reporting obligations.

Other Financial Services and Administration Platforms

- Auditor portals and audit-related systems;
- Insurance administration and reporting systems related to financial operations;
- Utility and vendor management accounts;
- Grant administration systems;
- Pension and employee benefits administration portals;
- Banking security token systems and authentication services; and
- Any other account, platform, software, service, or portal reasonably required to carry out the financial and corporate service functions of Smoky Lake County.

Benefits:

- Establishes the necessary authority for the Director of Corporate Services to perform the duties of the position effectively.
- Ensures continuity and efficiency in the administration of the County's financial operations.
- Supports compliance with financial reporting, regulatory, and legislative requirements.



Request for Decision (RFD)

- Provides clear accountability for the management of financial systems and services.

Disadvantages: N/A

Alternatives:

Delay the appointment and associated authorizations, which may impact operational efficiency and continuity of financial administration

Financial Implications:

There are no additional financial implications associated with this recommendation beyond the previously approved staffing arrangement for the Director of Corporate Services position.

Legislation:

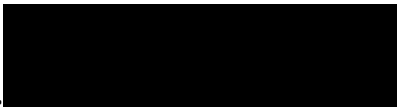
- The Municipal Government Act;
- Smoky Lake County bylaws, policies, and procedures;

Intergovernmental: N/A

Strategic Alignment:

This recommendation supports effective governance, financial stewardship, accountability, and organizational capacity within Smoky Lake County.

Enclosure(s): N/A

Signature of the CAO: _____



Request for Decision (RFD)

Meeting Date: September 10, 2026

Agenda Item: 4.2

Topic: Bonnie Lake Social Club Playground Improvement Project- CFEP grant application

Presented By: Manager of Agricultural Services, Sebastien Dutrisac

Recommendation:

That Smoky Lake County Council directs Administration to write a letter of support for the CFEP grant application and direct the Bonnie Lake Social Club Playground Improvement Project to apply for the Community Grants Fund for funding of the project.

Background:

The Bonnie Lake Social Club met with the Administration to initiate the application for the Community Facility Enhancement Program (CFEP) to propose playground and park improvements. Alberta's Community Facility Enhancement Program (CFEP) generally allows eligible community non-profit groups to apply for playground (or other public-use community facility/outdoor space) funding even if the project is on municipal land, provided specific conditions around control, agreements, and documentation are met. Playgrounds (children's play equipment), parks, natural areas, outdoor spaces, and similar public-use community facilities/green spaces are explicitly eligible. Funding supports upgrades, expansion, purchase, or new construction (matching basis; Small stream up to \$125,000. The facility must be primarily for public use and community benefit. The applicant must own and/or operate the facility or have a formal user agreement in place. A letter of support from the titleholder (the municipality, in this case) authorizing the capital project is required if the applicant is not the titleholder. A third-party agreement may also be needed if the municipality (or another party) carries out aspects of the project.

Benefits:

Community areas have multiple economic and health benefits for residents, tourism. Economic development are strategies to diversify our economy and attract new residents to live in the area. Some local businesses take the opportunity to sell their wares and products to new clientele.

Disadvantages:

Not applicable

Alternatives:

- 1- That Smoky Lake County Council directs administration to send a support letter with an amended amount of financial and labour resources that will be made available for the CFEP grant application.**
- 2- That Smoky Lake County Council accepts the request for information.**

Financial Implications:



Request for Decision (RFD)

- \$55,000 cash contribution
- 80 hours of donated county labour
- 45 hours of donated equipment/operator services

Legislation:

N/A

Intergovernmental:

N/A

Strategic Alignment:

Service Delivery and Community Wellbeing

Enclosure(s):

1. Request for the Bonnie Lake Social Club Playground Improvement Project
2. Community Grants Fund Bylaw

Signature of the CAO: _____



To Whom It May Concern:

Our Bonnie Lake Social Club will be applying for a CFEP grant and require the following from the County. We would appreciate the reply before Sept 13, 2026 for our application.

Smoky Lake County confirms that it is the owner and operator of the lands on which the Bonnie Lake Social Club playground is located at **59536 Range Road 132A, Smoky Lake County, Alberta.**

Smoky Lake County supports the **Bonnie Lake Social Club Playground Improvement Project** and authorizes Bonnie Lake Social Club to proceed with the proposed playground improvements on County-owned land, subject to any required County permits, approvals and construction requirements.

Upon completion of the project, Smoky Lake County will own and maintain the playground equipment and the improved playground area as part of the public-use community recreation facility.

Subject to County approval of the grant request, Smoky Lake County intends to provide the following support toward the project:

- **\$55,000 cash contribution**
- **\$1,600 in donated labour**, representing 80 hours at \$20.00 per hour
- **\$5,400 in donated equipment/operator services**, representing 45 hours at \$120.00 per hour

Total proposed Smoky Lake County support is **\$62,000**, consisting of \$55,000 cash and \$7,000 in-kind labour and equipment/operator services.

Smoky Lake County further confirms that any required municipal permits, approvals or authorizations will be addressed prior to construction.

We support Bonnie Lake Social Club's application to the **Community Facility Enhancement Program (CFEP) Small** for funding toward this community playground improvement project.

In addition if the County could supply temporary fencing around the playground during construction.

Sincerely,

Ed Basaraba



Request for Decision (RFD)

Meeting Date: September 10, 2026

Agenda Item: 4.3

Topic: Mons Lake Community Association (MLCA) Request

Presented By: Manager of Agricultural Services, Sebastien Dutrisac

Recommendation:

That Smoky Lake County Council direct Administration to prepare a letter of support for the Mons Lake Community Association for the Reeve's signature and include all or part of the Association's request for consideration during the 2027 budget deliberations, with the understanding that budget deliberations constitutes a commitment or guarantee of County funding.

Background:

The MLCA met with the administration to discuss the possibility of the improvement of the Mons Lake park area. Though not implicit to the discussion, there would also be an opportunity to engage the group and explore if this organization would want to enter into an agreement and apply the Community Facility Enhancement Program (CFEP) to propose playground and park improvements as similar to the previous RFD. Alberta's Community Facility Enhancement Program (CFEP) generally allows eligible community non-profit groups to apply for playground (or other public-use community facility/outdoor space) funding even if the project is on municipal land, provided specific conditions around control, agreements, and documentation are met. Playgrounds (children's play equipment), parks, natural areas, outdoor spaces, and similar public-use community facilities/green spaces are explicitly eligible. Funding supports upgrades, expansion, purchase, or new construction (matching basis); Small stream up to \$125,000 The facility must be primarily for public use and community benefit. The applicant must own and/or operate the facility or have a formal user agreement in place. A letter of support from the titleholder (the municipality, in this case) authorizing the capital project is required if the applicant is not the titleholder. A third-party agreement may also be needed if the municipality (or another party) carries out aspects of the project.

Benefits:

Community areas have multiple economic and health benefits for residents and tourism. Economic development are strategies to diversify our economy and attract new residents to live in the area. Some local businesses take the opportunity to sell their wares and products to new clientele.

Disadvantages: N/A

Alternatives:

- 1- That Smoky Lake County Council directs administration to engage with the MLCA to work towards a support letter with an amount of financial and labour resources that will be made available for a CFEP grant application.**
- 2- That Smoky Lake County Council accepts the request for decision as information.**



Request for Decision (RFD)

Financial Implications:

- Up to \$25,000 cash contribution as per policy
- Donated county labour
- Donated equipment/operator services

Legislation:

N/A

Intergovernmental:

N/A

Strategic Alignment:

Service Delivery and Community Wellbeing

Enclosure(s):

1. Request for the MLCA & Smoky Lake County List
2. Community Grants Fund Bylaw

Signature of the CAO: _____

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

MCLA & Smoky Lake County

Playground & Parks Planning Meeting

Date: August 19, 2026

Purpose: Discuss the current playground project and future improvements to Mons Lake parks and recreational areas.

1. Playground, Ground Work & Shoreline

- County plans for ground work and site preparation
- Shore bank retention and stabilization plans
- Restoration of sand in beach areas
- Project timeline and next steps

2. Project Phasing

- Phasing of playground and park improvements
- County priorities and construction timeline
- Coordination of other desired park and recreational improvements

3. Funding & Grants

- County funding commitments and responsibilities
- MCLA grant opportunities once non-profit status is restored
- Community fundraising priorities for future improvements

4. Other Park and Recreational Amenities

- Bear-proof garbage cans
- Fish cleaning station
- Picnic and gathering areas
- Rubber/modular boat docks similar to those at Garner Lake

5. Horseshoe Pit Area

- Options to revamp and improve the existing area
- Potential upgrades and future use as a community gathering space with shelter

6. Bottle Collection Site

- Permanent bottle collection shed/drop-off bin site for residents
- Potential location, approvals and maintenance
- Use of proceeds to support MCLA and community initiatives
- Collection to be organized by the MCLA with the Smoky Lake Bottle Depot.

7. Next Steps

- Confirm priorities and action items
- Determine and assign responsibilities
- Establish timelines
- Schedule follow-up meeting

Prepared by:

Carolyn Vankleek

Mons Lake Community Association (MCLA)



Smoky Lake County Policy

Title: **Community Capital Grant Program**

Category: Financial Services (FIN)

Policy #

08-26

Version

01

LEGISLATIVE REFERENCE:

PURPOSE:

This policy establishes the Community Capital Grant Funding Program by outlining the funding sources, eligibility criteria application requirements and processes as well as the evaluation guidelines.

STATEMENT:

Smoky Lake County is committed to supporting registered not-for-profit community organizations with capital projects that aim to improve the quality of life for residents. The County prioritizes initiatives that enhance community well-being through avenues like recreation and culture development.

DEFINITIONS:

For the purposes of this policy:

- 1 "Applicant" means an association, organization or society that meets the criteria outlined within this policy.
- 2 "Constitutional Documents" means the documents by which an applicant is incorporated or created and includes a Certificate of Incorporation, Articles of incorporation, Memorandum of Association, Articles of Association, bylaws, and annual minutes annual return.
- 3 "Financial Need" means the difference between the community organization operating costs and their current financial status before receiving County funding.
- 4 "Honorarium" means a payment given for services that are rendered normally without charge.
- 5 "Public-use Community Facilities" means facilities with public access. For example; halls, parks, playgrounds, natural areas, outdoor spaces, etc.
- 6 "Smoky Lake County Region" means Smoky Lake County as well as the urban centers within county boundaries. Town of Smoky Lake, Village of Vilna, and Village of Waskatenau.



GUIDELINES & PROCEDURE:

1. Grant

- 1.1. Subject to annual budget availability, Smoky Lake County may provide funds or in-kind work to stack with other grants for qualifying capital projects in these categories:
 - 1.1.1 Up to \$5,000 for minor capital projects.
 - 1.1.2 Up to \$10,000 for moderate Capital Projects with a minimum of 50% matching funding from the applicant.
 - 1.1.3 Up to \$25,000 for major Capital Projects with a minimum of 50% matching funding from the applicant.

2. Program Funding

- 2.1 Funding from the County's tax levy will be allocated to the Grant Program by Council through the annual operation budget.
- 2.2 Unused funds allocated to the program will be transferred to the Community Capital Grant Program Reserve to be used in future years.
- 2.3 Council may allocate funds from the Community Capital Grant Program Reserve to qualifying projects when the annual budget is not sufficient.
- 2.4 Council may authorize in kind support instead of or along with cash funding.

3. Grant Guidelines

3.1 Eligible Organizations

- 3.1.1 Registered or incorporated non-for-profit community organization under the Alberta Societies Act based within the Smoky Lake County Region.

3.2 Non-Eligible Organizations

- 3.2.1 Individuals, for-profit organizations, and private corporations.
 - 3.2.2 Organizations or facilities that are not open to the public and/or do not allow reasonable access to the public.
 - 3.2.3 Organizations that have overdue or incomplete accounting/reporting relating to any other program with the County.
 - 3.2.4 Religious societies registered under the Religious Societies Land Act.
 - 3.2.5 School boards, schools, and school-organized activities or teams.

3.3 Eligible Projects

- 3.3.1. Capital projects that improve or enhance existing public-use community facilities.
- 3.3.2. New construction, facility retrofitting, renovations, and equipment purchases.



3.4 Ineligible Projects

- 3.4.1. Private or Commercial facilities.
- 3.4.2. Facilities with restricted or limited public use.
- 3.4.3. Places of worship or church sanctuaries.
- 3.4.4. Purchase of land.
- 3.4.5. Projects constructed on land outside of the Smoky Lake Region.
- 3.4.6. Projects that are fully funded through other external funding sources.
- 3.4.7. Projects that have previously been deliberated at a meeting of Council through either a delegation presentation or written request.
- 3.4.8. Retroactive expenses incurred prior to application funding approval.
- 3.4.9. Operational and staffing costs.
- 3.4.10. Costs associated with corporate signage or sponsorship.
- 3.4.11. Honoraria volunteers or board members involved in the project.
- 3.4.12. Donations or grants to other organizations or individuals.
- 3.4.13. Goods and Services Tax (GST).

3.5 Grant Criteria

- 3.5.1. Community organization must demonstrate that the project is in alignment with the current Smoky Lake County Strategic Plan.
- 3.5.2. Community organization must demonstrate that other possible funding sources were sought and applied for prior to the submission of their application.
- 3.5.3. Community organization must demonstrate that the organization is in financial need and does not have funds or resources available to carry out the project on their own.
- 3.5.4. Community organization must demonstrate that the organization will be capable of funding all operating costs arising from the project.
- 3.5.5. Eligible applicants receiving financial support through the Community Capital Grant Program may be required to provide signage in recognition of the support from Smoky Lake County.
- 3.5.6. Community organization must submit a complete grant application with **all required supporting documentation listed in 3.6**
- 3.5.7. Projects must be completed within 18 months from the date the grant is provided unless an extension is approved.
- 3.5.8. If an approved project did not start and/or end or occur in the timeframe presented in the approved application funds are to be promptly returned to the County.
- 3.5.9. Any unspent funds upon project completion are to be returned to the County.
- 3.5.10. All project applicants will be required to present their requests as a delegation to Council in accordance with the Delegation to County Council Policy #01-49 prior to final approval.
- 3.5.11. Applications **must** include the following supporting documentation:
 - i. A cover letter outlining the project scope, cost, other partnering organizations and the amount of the request.
 - ii. Constitutional documents.
 - iii. Most recent annual general meeting minutes.



- iv. Previous years annual financial statement including a list of any investments, guaranteed investment certificates, savings account(s) balances, and all grants received within the last 12 months.
- v. A current list of the Board of Directors with names, positions, and contact information.
- vi. A detailed project budget.
- vii. A detailed project description.
- viii. A detailed project timeline.
- ix. Copies of at least one quote.

3.6 Deadlines

- 3.6.1. Applications will be dealt with on a first come first-served basis until all funds are allocated.
- 3.6.2. Applications deadlines will be January 15, May 15 and September 15 as long as funds are still available.
- 3.6.3. Applications that are submitted after the deadline will be forwarded to the next deadline.

3.7 Application Evaluation and Funding

- 3.7.1. A Committee consisting of at a minimum the CAO or designate will review and score the applications.
- 3.7.2. If the application meets eligibility criteria, the organization will be asked to present the project as a delegation at a Council meeting.
- 3.7.3. Council will deliberate and may allocate either funding or assistance in kind based on:
 - i. Budget available.
 - ii. Alignment with County strategic priorities.
 - iii. Project timeline.

3.8 Reporting Requirements

- 3.8.1. All Community Capital Grant recipients must submit a report within 60 days of the project completion dated with the following information:
 - i. A summary of the project outcomes and the impact on the Smoky Lake Region.
 - ii. A financial statement including a listing of receipts and expenditures relating to the project.
- 3.8.2. The County reserves the right to deny future funding request by any applicant should the final report be considered inadequate.

4. Application for Extension

- 4.1 If a project can not be completed within the 18-month deadline (section 3.5.7), applicants can request an extension. The extension must be submitted at least 14 Days before the original deadline.

4.2 Extension request requirements

To request for an extension, applicants must provide the following:



- A reason for the delay
- A new completion date
- Any other supporting documents for the delay

4.3 Review and Approval

Smoky Lake County Finance department will review the request and notify the applicant if approved based on:

- A valid reason for the delay
- A reasonable timeframe for the new timeline

4.4 Extension Limit

Extensions can only be granted up to 12 Months. Any additional delays will require a new funding application.

	<u>Date</u>	<u>Council Resolution #</u>	<u>Version</u>
Adopted	August 28, 2025	Motion # 694-25	01
Amended			
Reviewed			



Community Capital Grant Assessment Tool

Scoring Criteria	Score
Project Description and Details	___/9
a. Clear purpose of project?	1 2 3
b. Are the project details outlined and explained clearly?	1 2 3
c. Is this project new or unique?	1 2 3

Project Costs	___/15
a. Does the application include a detailed itemized budget?	1 2 3
b. Does the project maximize availability of other grant sources?	1 2 3
c. Does the applicant list other sources of funding or revenue?	1 2 3
d. Does the budget demonstrate a financial need?	1 2 3
e. Does the applicant demonstrate the ability to cover future operating and maintenance costs without additional funding?	1 2 3

Benefits, Measurables, and Outcomes	___/15
a. Does the project benefit the residents of Smoky Lake County?	1 2 3
b. Are the measurables clear and concise?	1 2 3
c. Are the outcomes attainable and realistic?	1 2 3
d. Does the project support and align with the Smoky Lake County Strategic Plan?	1 2 3
e. Does the project include an operating plan that ensures sustainability?	1 2 3

General	___/6
a. Does the project make use of volunteers and in-kind support?	1 2 3
b. How many County residents will the project support? _____	1 2 3
c. Are there Outstanding reports from this organization?	__Y__N

Rating Guide 1 = poor 2 = good 3 = excellent	Total
	_____/45



Request for Decision (RFD)

Meeting Date: September 10, 2026

Agenda Item: 4.4

Topic: Resource request from the 2026 Smoky Lake Pumpkin Fair

Presented By: Manager of Agricultural Services, Sebastien Dutrisac

Recommendation:

That Smoky Lake County Council direct administration to respond to the 2026 Smoky Lake Pumpkin Fair request with the details of available resources that the County would commit to.

Background:

As described by the Camrose Regional Exhibition podcast of September 29, 2022 :

"The Smoky Lake Pumpkin Fair has a rich history that began with a small group of residents who started the weigh off in 1989. The event quickly grew in popularity, attracting visitors from British Columbia, Alberta, and Saskatchewan. The fair has since become a significant event in Alberta, with over 5,000 people attending the weigh-off each year. The fair's growth and popularity have led to it being known as the "Pumpkin Capital of Alberta," and it continues to be a vibrant community event that showcases the town's charm and flavors."

On August 25, 2026, a request sent by the President of the Pumpkin Fair was received. The request entailed continued support and some additional items and tasks as follows:

1. Bleachers from Rodeo grounds to the Pumpkin Drop site (south of car wash)
2. Riding Club garbage cans/recycle cans to complex parking area
3. Picnic tables to various locations across the community.
4. Setup and tear down in the Arena for weigh off - chairs, tables, etc - setup on Friday afternoon, tear down Saturday starting about 4:30pm
5. Barricades - we could use an additional 10-20 to support Town Public works with road closures - do you have those available?

Additionally, the request contained a request for supplemental assistance with

- A crew of 10 for Saturday to man the barricades, 1 person at each barricade 7am to 6pm, in shifts at the following locations:
 - Betsy's,
 - 4 way,
 - Firehall,
 - east on 54ave (complex street)
 - and at school turnaround.

Meals would be provided.

Benefits:

Tourism and economic development are strategies to diversify our economy and attract new residents to live in the area. Some local businesses take the opportunity to sell their wares and products to new clientele.



Request for Decision (RFD)

Disadvantages:

The County would incur additional expenditures such as wages being paid at an overtime rate. The number of staff that would be willing or available may not meet the needs of the request.

Alternatives:

- 1- That Council directs administration to respond that the County would attempt to provide the previous level of support with the staff willing to assist for the 2026 Pumpkin Fair.

Financial Implications:

Expenditures incurred for the event would approximate \$7,500 including wages, equipment, materials, and fuel required prior, during, and after the event.

Legislation:

N/A

Intergovernmental:

N/A

Strategic Alignment:

- Regionalization and Collaboration
- Service Delivery and Community Wellbeing
- Economic Development

Enclosure(s):

1. Event Schedule

Signature of the CAO: _____

A black rectangular box redacting the signature of the CAO.

Event Schedule

🔍 Search events...

Friday

Saturday

All

Family

Music

Weigh-off

Food

🕒 10:00 AM **family** ⚡ Now



Corn Maze

📍 Corn Maze Area

🕒 9:00 AM **family** ⚡ Now



Farmers Market - SATURDAY ONLY - School and Pavilion

🕒 7:00 AM **other** ⚡ Now



Busses Stop Running at 6pm

🕒 5:00 PM **family**



The Pumpkin Drop

📍 Pumpkin Drop Area

🕒 10:00 AM **other** ⚡ Now

Souvenir Booth - Saturday

📍 Souvenir Booth at Complex

Hi, I'm Jack! 🍌 Tap me to ask anything about the fair.



🕒 8:00 AM weigh-off



Giant Pumpkin Weigh-Off Registration

📍 Nutrien Ag Centre Arena

🕒 8:00 AM other



Car Show Registration

📍 Car Show Area

🕒 1:00 PM other



Car Show Judging

📍 Car Show Area

🕒 10:00 AM family ⚡ Now



Midway Open

📍 Midway Area

🕒 10:00 AM food ⚡ Now



Beer Gardens & Food Truck Court

📍 Beer Gardens Area

🕒 10:00 AM family



Kids Pumpkin Painting

📍 Kids Zone

🕒 12:00 PM weigh-off

Giant Pumpkin Weigh-off

📍 Weigh-off Station

Hi, I'm Jack! 🗣️ Tap me to ask anything about the fair.



📍 Main Street

🕒 9:00 AM **other** ⚡ Now



Car & Shine Show

📍 Car Show Area

🕒 9:00 AM **other** ⚡ Now



Artisan & Craft Market

📍 Arena

🕒 10:00 AM **family**



Pumpkin Carving Contest

📍 Kids Zone

🕒 9:00 AM **other** ⚡ Now



Smoky Lake Ag Society 50-50 Draw

📍 Main Street

📞 Call Us: 825-390-0022

💬 Text Us



Hi, I'm Jack! 🗨️ Tap me to ask anything about the fair.

Celebrating community, agriculture, and giant pumpkins in Smoky Lake, Alberta.

Quick Links



Support the Fair

FAQ

Updates

Map

Volunteer

Souvenir Shop

Safety & Help

Scam Warning

Contact & Help

smokyakepumpkingrowers@gmail.com

 875-390-0022

 Text Us for Help

© 2021 Pumpkins are everywhere and everyone is welcome

PHOTO BY



Hi, I'm Jack! 🎃 Tap me
to ask anything about
the fair.



Event Schedule

🔍 Search events...

Friday

Saturday

All

Family

Music

Weigh-off

Food

🕒 4:00 PM other

Souvenir Booth - Friday

📍 Souvenir Booth at Complex



🕒 4:00 PM family

Midway - Wristband Night

📍 Midway Area



🕒 4:00 PM other

Artisan Market Opens

📍 Nutrien Ag Centre Arena



🕒 4:00 PM other

Gates Open & Welcome

📍 Main Street



🕒 6:00 PM music

Live Music - Opening Night

📍 Outside Arena



Hi, I'm Jack! 🙋 Tap me to ask anything about the fair.



Map



Updates



FAQ



More

📍 Arena Area

📞 Call Us: 825-390-0022

💬 Text Us



Celebrating community, agriculture, and giant pumpkins in Smoky Lake, Alberta

Quick Links

[Guide / Schedule](#)

[Support the Fair](#)

[FAQ](#)

[Updates](#)

[Map](#)

[Volunteer](#)

[Souvenir Shop](#)

[Safety & Help](#)

[Scam Warning](#)

Hi, I'm Jack! 🎃 Tap me to ask anything about the fair.

[View on the App Store](#)

Contact & Help

smokylakepumpkingrowers@gmail.com



 Text Us for Help

© 2026 Smoky Lake Pumpkin Fair. All rights reserved.

Powered by 

Hi, I'm Jack! 🍂 Tap me
to ask anything about
the fair.


Guide


Map


Updates


FAQ



Request for Decision (RFD)

Meeting Date: September 10, 2026

Agenda Item: #4.5

Topic: Smoky Lake County Departmental Workplans

Presented By: Chief Administrative Officer

Recommendation:

That Smoky Lake County Council approve the updated Smoky Lake County 2026–2029 Strategic departmental workplans dated September 10, 2026, as presented.

Background:

With collaboration from Council and Administration, Smoky Lake County developed a Strategic Plan to establish Council's long-term vision, priorities, objectives, and organizational direction.

Council subsequently extended the planning period to 2029. All references have therefore been updated to reflect the **2026–2029 Strategic Plan**.

It has now been approximately four months since the departmental workplans were first presented to Council. During this period, departments have had an opportunity to implement the workplans, assess their operational priorities, and better understand the direction of their respective service areas.

This implementation period has allowed departments to:

- Identify operational challenges and emerging priorities;
- Better forecast staffing, financial, equipment, and resource requirements;
- Evaluate the timelines and feasibility of planned initiatives;
- Align departmental activities more closely with Council's strategic priorities; and
- Identify areas where targets, timelines, and approaches required adjustment.

Several factors have affected the original departmental workplans, including changes within the organization arising from the recruitment of new employees, the retirement or departure of existing employees, position vacancies, and the transition of responsibilities between staff members.

Weather conditions have also created significant operational challenges for several departments, particularly those responsible for roads, infrastructure, drainage, agriculture, emergency response, and other outdoor services. These circumstances affected departmental workloads, priorities, available resources, and the anticipated timing of certain projects.

The departmental workplans have been updated to reflect these organizational and operational realities while maintaining alignment with Council's overall strategic direction.

Administration has also completed a more detailed review of the County's financial services and related workplan priorities. This review has provided a clearer understanding of the department's current needs, capacity, processes, risks, and challenges. As a result, changes have been made to



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the financial services workplan to support operational stability, improved processes, legislative compliance, long-term financial planning, and the effective delivery of financial services.

The updated Strategic Plan continues to include the following five strategic priorities:

- 1. Regional Collaboration and Modernization**
- 2. Service Delivery and Community Wellbeing**
- 3. Asset Management and Infrastructure Sustainability**
- 4. Economic Development and Financial Sustainability**
- 5. Workforce Development and Succession Planning**

The Strategic Plan and departmental workplans also incorporate:

- Departmental initiatives aligned with Council's strategic priorities;
- Key performance indicators and measurable outcomes;
- Asset management and infrastructure-planning objectives;
- Financial sustainability and long-term forecasting;
- Workforce development and succession-planning initiatives;
- Risk-management and mitigation strategies;
- Community engagement and accountability measures; and
- Reporting and implementation frameworks for ongoing monitoring and evaluation.

The updated 2026–2029 Strategic Plan and departmental workplans will continue to serve as the organizational framework guiding Council's decision-making, budget development, operational priorities, resource allocation, and service-delivery improvements.

Benefits:

1. Provides Council with updated departmental workplans based on four months of implementation and operational experience.
2. Establishes clear organizational direction through 2029.
3. Aligns departmental priorities, budgets, and resources with Council's strategic objectives.
4. Reflects current staffing changes, organizational capacity, and operational realities.
5. Incorporates the effects of weather-related challenges on departmental priorities and timelines.
6. Strengthens financial oversight, planning, processes, and departmental stability.
7. Improves accountability through measurable performance indicators and regular reporting.
8. Supports long-term infrastructure sustainability, asset management, and lifecycle planning.
9. Enhances regional collaboration and service-delivery opportunities.
10. Supports workforce development, recruitment, retention, and succession planning.
11. Provides greater transparency and consistency for Council, Administration, and the public.

Disadvantages:

- Implementation will require ongoing staff time, monitoring, reporting, and coordination.
- Some initiatives may require future operational or capital budget allocations.



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- Staffing transitions and organizational changes may affect the timing of certain initiatives.
- Weather conditions and other unforeseen operational demands may require further adjustments.
- Process improvements may require transition periods, training, or additional resources.

Alternatives

1. Recommended Option

That Council adopt the Smoky Lake County 2026–2029 Departmental Workplans as presented.

2. Alternative Option

That Council direct Administration to make revisions to the Smoky Lake County 2026–2029 Departmental Workplans prior to adoption.

3. Status Quo

That Council not adopt a Smoky Lake County 2026–2029 Departmental Workplans .

Financial Implications:

The Strategic Plan itself does not create an immediate direct financial obligation; however, individual initiatives identified within departmental workplans may require future operational or capital budget allocations. Financial impacts will be brought forward through annual budget deliberations and Requests for Decision as required.

The Strategic Plan will also support improved long-term financial sustainability through asset management planning, lifecycle costing, grant opportunities, operational efficiencies, and workforce planning initiatives.

Legislation:

- Municipal Government Act (MGA)
- Occupational Health and Safety Act
- Emergency Management Act
- Protection of Privacy Act
- Access to Information Act

Intergovernmental:

The Strategic Plan supports continued collaboration with:

- Regional municipalities
- Provincial ministries and agencies
- Alberta Emergency Management Agency (AEMA)
- Healthcare and housing stakeholders
- Regional service providers and commissions



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The Plan also promotes regional service delivery reviews, shared service opportunities, and collaborative planning initiatives.

Strategic Alignment:

The adoption of the Strategic Plan directly supports all five Council Strategic Priorities:

- Priority 1: Regional Collaboration & Modernization
- Priority 2: Service Delivery & Community Wellbeing
- Priority 3: Asset Management & Infrastructure Sustainability
- Priority 4: Economic Development & Financial Sustainability
- Priority 5: Workforce Development & Succession Planning

Enclosure(s):

1. Smoky Lake County 2026–2029 Strategic Plan

Signature of the CAO: _____



Good morning,

Council would like to schedule a joint T&C Council meeting on September 16 or 29 at 9:00 a.m. Here is the motion from Sept 1:

That the Town of Smoky Lake schedule a joint Town and County Council meeting with two suggested dates: September 16 at 9:00 a.m. or September 29 at 9:00 a.m. to be held at the County Council Chambers to review next steps arising from the Minister of Municipal Affairs round table session, including the Dangerous Goods route on Highway 855, and the Municipally Controlled Corporation Business Plan.

Let me know what day works best for your council.

Thank you,



Crystal Bryks

Assistant CAO

"Pumpkin Capital of Alberta"