



Smoky Lake County

Meeting Agenda

Regular County Council Meeting

September 17, 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/219324220>

1. CALLED TO ORDER
2. ADOPTION OF AGENDA
3. ADOPTION OF MINUTES
 - 3.1. Special County Council meeting – July 13, 2026
 - 3.2. Committee of the Whole meeting – July 13, 2026
 - 3.3. Committee of the Whole meeting – July 20, 2026
 - 3.4. Regular County Council Meeting – July 23, 2026
 - 3.5. Special Council Meeting – August 4, 2026
 - 3.6. Special Council Meeting – August 11, 2026
4. DELEGATIONS
 - 4.1. **9:15 a.m.** STARS
 - 4.2. **9:30 a.m.** Anita Doktor (Sgt) Detachment Commander and Roberta McKale, District Officer RCMP
 - 4.3. **9:45 a.m.** Austin Zacharko – Director, Sunset Ridge Estates Development
 - 4.4. **10:30 a.m.** Associated Engineering Alberta Ltd. Presenting Smoky Lake County Bridge Program Priority
5. PUBLIC HEARING - N/A
6. MUNICIPAL PLANNING COMMISSION - N/A
7. PUBLIC QUESTION PERIOD (11:30 A.M. – 12:00 P.M.)

8. REQUESTS FOR DECISION

- 8.1. Bylaw 1509-26 Redistricting of Pt. NE-4-62-13-W4M under Land Use Bylaw #1272-14, from AG District to R1 District;
- 8.2. 2026-27 Alberta Community Partnership Grant Application – Municipal Internship Stream
- 8.3. Road Construction Plan, 2186MC Block 1 Lot 4R (Handout)
- 8.4. Bylaw No. 1512-26 Emergency Infrastructure Protection
- 8.5. Hosting an Introduction to local Veterinarian Workshop
- 8.6. Policy 08-28 Work-in-Kind Policy
- 8.7. RFP – Reclamation of County Gravel Pit (Handout)
- 8.8. Policy 03-39 Dust Control
- 8.9. Policy 03-35 Snow Clearing
- 8.10. Shop Boiler Replacement
- 8.11. ACP Grant Economic Development (Handout)
- 8.12. Policy 15-14 - Temporary Duty and Absence Coverage
- 8.13. Policy No- 15-41 Adverse Weather
- 8.14. Regional Emergency Management Plan (Digital Link)
- 8.15. Policy 15-10 Responsible Use of AI Policy
- 8.16. Policy 08-18 Council Remunerations
- 8.17. Policy 01-28 Council Request for Information
- 8.18. Bylaw 1513-26 - Repeal of Bylaw 1320-18: Code of Conduct
- 8.19. Family School Liaison Worker Program
- 8.20. Smoky Lake Regional Heritage Board
- 8.21. Financial Auditor Selections

9. CAO REPORT

- 9.1. CAO Report dated September 9, 2026
- 9.2. Action Item List – As of September 9, 2026

10. COUNCIL COMMITTEE REPORTS

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

11. CORRESPONDENCE

- 11.1. Bonnie lake Golf Cart Use Request
- 11.2. Letter received from Ukrainian Canadian Congress Dated, August 10, 2026
- 11.3. Letter received from Sturgeon County, dated August 21, 2026 - Collaboration on Agricultural Disaster
- 11.4. Lakeland College Grand Opening Event – October 2, 2026
- 11.5. Smoky Lake County Acknowledgement of Application for the Hazard Assistance and Resilience Program (HARP) dated July 28, 2026
- 11.6. Tourism Economic Budget Forum Event – November 16, 2026
- 11.7. Letter to Honourable Devin Dreeshan, M.L.A, Minister of Transportation and Economic Corridors Draft Advocacy Letter – Highway 36 Passing Lanes
- 11.8. Travel Lakeland Destination Development Collaboration Request for Decision Letter dated August 7, 2026
- 11.9. Bellis Board of Trade - Thank you Letter - dated August 23, 2026

12. INFORMATION RELEASE

- 12.1. “Thank You” letter on behalf of Smoky Lake County Council - Minister Dan Williams, dated July 22, 2026
- 12.2. “Thank You” letter on behalf of Smoky Lake County Council - Mr. van Dijken, dated July 27, 2026
- 12.3. Smoky Lake County - Request for status of Intersection Improvements - Micheal Bortos, Landon Reppert, dated August 5, 2026
- 12.4. Letter from Smoky Lake County - Advocacy for sustainable Rural Healthcare Facilities - RMA District 5, dated August 13, 2026
- 12.5. Smoky Lake County letter to The Honourable Tara Sawyer, Dated September 4, 2026
- 12.6. Letter to the Town of Smoky Lake regarding temporary placement of Recreational Vehicles, dated September 10, 2026

13. FINANCIAL REPORTS

14. NEXT MEETINGS

- Monday, September 28, 2026, Special County Council Meeting at 1:30 p.m.
- Wednesday, October 21, 2026, Regular/Organizational County Council meeting at 9:00 a.m.
- Thursday, November 12, 2026, County Budget Meeting at 9:00 a.m.

15. CLOSED SESSION

- 15.1. Closed Session - Access to Information and Protection of Privacy Act (ATIA), Pursuant to Section 20: Personnel Matters – Policy 15-09 Organizational Structure

15.2. In Camera session - Access to Information and Protection of Privacy
Act (ATIA), Pursuant to Section 29: Advice from Officials

16. ADJOURNMENT



Smoky Lake County
Meeting Minutes of The Special Council Meeting, 2026 - 09:00 AM

Called to Order

The meeting was called to order at 11:00 a.m. by the Reeve, Craig Lukinuk, in the presence of the following persons:

ATTENDANCE		
<u>Div. No.</u>	<u>Councillor(s)</u>	<u>Monday, July 13, 2026</u>
Division 1	Ryan Barker	Physically Present
Division 2	David Kully	Physically Present
Division 3 / Reeve	Craig Lukinuk	Physically Present
Division 4/ Deputy Reeve	Lorne Halisky	Physically Present
Division 5	Jered Serben	Physically Present
CAO	Chyenne Shaw	Physically Present
Interim Finance Manager	Dennesha Ferguson	Physically Present
Director of County Services	Jordan Ruegg	Virtually Present
Recording	Meaghan Andreychuk	Physically Present
Secretary/Legislative Services		
<u>Observers in Attendance Upon Call to Order:</u>		
Environment and Parks Manager	Dave Franchuk	Virtually Present
Interim Finance Manager	Dennesha Ferguson	Virtually Present
Interim Public Works Manager	Kyle Winterbottom	Physically Present
Public Works Coordinator (Modified Duty)	Dwight Pritchard	Physically Present
Other Observers	3 Members	Virtually Present

Resolution No: 20260713-493
Adoption of Agenda
Moved By: Lorne Halisky

That Smoky Lake County Council adopt the Special Council meeting agenda for Monday, July 13, 2026, as presented.

CARRIED

Resolution No: 20260713-494
Request for Decisions
3.1 Weed/Pest Inspector Appointment
Moved By: Craig Lukinuk

That Smoky Lake County Council appoint Kortney Johnson and Avery Pederson as Weed and Pest Inspectors for Smoky Lake County, effective July 13th, 2026, to termination of employment.

CARRIED

Resolution No: 20260713-495
Request for Decisions
3.2 Donation of Reject Gravel – Waskatenau Minor Sports and Baseball
Moved By: David Kully

That Smoky Lake County Council approve the donation of six (6) tandem loads of reject sand to Waskatenau Minor Sports and Baseball for repairs to the baseball diamond in preparation for the Annual Ball

Tournament being held in August 2026, with delivery coordinated through Public Works as operationally feasible.

CARRIED

Resolution
No:
20260713-
496

Request for Decisions
3.3 Budget Reallocation – Gravel Crushing to Contract Gravel Hauling
Moved By: Jered Serben

That Smoky Lake County Council approve the reallocation of \$550, 800.00 from the 2026 Gravel Crushing Budget, reducing the budget from \$984,700.00 to \$433,900.00, and transfer the funds to the 2026 Contract Gravel Hauling Budget to accelerate road maintenance and gravel hauling operations.

CARRIED

Resolution
No:
20260713-
497

Adjournment
Moved By: Craig Lukinuk

That the Smoky Lake County Council Meeting of July 13, 2026, be adjourned at 11:53 a.m.

CARRIED

REEVE,
Craig Lukinuk

SEAL

CHIEF ADMINISTRATIVE OFFICER,
Chyenne Shaw



Smoky Lake County
Meeting Minutes of Monday, July 13, 2026 – 01:00 PM

Called to Order

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

		ATTENDANCE
<u>Div. No.</u>	<u>Councillor(s)</u>	<u>Monday July 13, 2026</u>
Division 1	Ryan Barker	Physically Present
Division 2	David Kully	Physically Present
Division 3 / Reeve	Craig Lukinuk	Physically Present
Division 4/ Deputy Reeve	Lorne Halisky	Physically Present
Division 5	Jered Serben	Physically Present
CAO	Chyenne Shaw	Physically Present
Interim Finance Manager	Dennesha Ferguson	Virtually Present
Director of County Services	Jordan Ruegg	Physically Present
Recording	Meaghan Andreychuk	Physically Present
Secretary/Legislative Services		
<u>Observers in Attendance Upon Call to Order:</u>		
Interim Public Works Manager	Kyle Winterbottom	Physically Present
Public Works Coordinator (Modified Duty)	Dwight Pritchard	Physically Present
Natural Gas Manager	Daniel Moric	Virtually Present
Communications Officer	Evonne Zukiwski	Virtually Present
Other Observers	2 Members	Virtually Present

Resolution No: 20260713-498

Adoption of Agenda
Moved By: Ryan Barker

That Smoky Lake County Council adopt the Monday, July 13, 2026, Committee of the Whole meeting agenda as presented.

CARRIED

Request for Discussion

4.1 Municipal Land Use Suitability Tool (MLUST)

4.5 Policy 03-56 – Equipment Storage, Availability and Compensation

4.3 Bylaw #1508-26 Speed Limit Bylaw

Resolution No: 20260713-499

Moved by: Craig Lukinuk

That Smoky Lake County Council recess the Committee of the Whole meeting at 2:01 p.m. and resume at 2:11 p.m.

CARRIED

4.3 Bylaw #1508-26 Speed Limit Bylaw

4.4 Policy 02-16. Infectious Disease Management Plan

4.2 Land Use Bylaw Amendments

Resolution No: 20260713- 500	Closed Session - Access to Information and Protection of Privacy Act (ATIA), Pursuant to Division 2, Part 1, Section 19: Third Party Business Interest Moved By: Craig Lukinuk That Smoky Lake County Council move into Closed Session pursuant to the Access to Information and Protection of Privacy Act (ATIA), Section 19; Third Party Business Interest at 3:33 p.m. in the physical presence of all Council and the following staff members: • Chief Administrative Officer, Chyenne Shaw • Director of County Services, Jordan Reugg • Recording Secretary/Legislative Services, Meaghan Andreychuk Meaghan Andreychuk, Recording Secretary/Legislative Services, left Council Chambers at 4:15 p.m.	CARRIED
Resolution No: 20260713- 501	Closed Session Moved By: Ryan Barker That Smoky Lake County Council will go out of Closed Session at 4:47 p.m.	CARRIED
Resolution No: 20260713- 502	Adjournment Moved By: Craig Lukinuk That the Smoky Lake County Council Meeting of, 2026, be adjourned at 4:47 p.m.	CARRIED
	REEVE, Craig Lukinuk S E A L CHIEF ADMINISTRATIVE OFFICER, Chyenne Shaw	



Smoky Lake County

Meeting Minutes of Monday, July 20, 2026 – 02:30 PM

Called to Order

The meeting was called to order at 2:54 p.m. by the Reeve, Craig Lukinuk, in the presence of the following persons:

ATTENDANCE		
<u>Monday July 20, 2026</u>		
<u>Div. No.</u>	<u>Councillor(s)</u>	
Division 1	Ryan Barker	Physically Present
Division 2	David Kully	Physically Present
Division 3 / Reeve	Craig Lukinuk	Physically Present
Division 4/ Deputy Reeve	Lorne Halisky	Physically Present
Division 5	Jered Serben	Physically Present
CAO	Chyenne Shaw	Physically Present
Interim Finance Manager	Dennesha Ferguson	Virtually Present
Director of County Services	Jordan Ruegg	Physically Present
Recording	Meaghan Andreychuk	Physically Present
Secretary/Legislative Services		
<u>Observers in Attendance Upon Call to Order:</u>		
Natural Gas Manager	Daniel Moric	Virtually Present
Agricultural Fieldman	Sebastien G Dutrisac	Virtually Present
HR/ Safety Manager	Jasmine Schaub	Virtually Present
Other Observers	1 Members	Physically Present
Other Observers	1 Members	Virtually Present

Resolution
No:
20260720-
503

Adoption of Agenda

Moved By: Ryan Barker

That Smoky Lake County Council adopt the Monday, July 20, 2026, Committee of the Whole meeting agenda with the following addition:

- In Camera Session - Access to Information and Protection of Privacy Act (ATIA), Pursuant to Division 2, Part 1, Section 19: Third Party Business Interests

CARRIED

Request for Discussion

4.6 Bylaw 1510-26 Procedural Bylaw

4.7 Policy 08-18 Council Remuneration and Expenses

One guest from the public left Council Chambers at 3:43 p.m.

Resolution
No:
20260720-
504

Closed Session - Access to Information and Protection of Privacy Act (ATIA), Pursuant to Division 2, Part 1, Section 19: Third Party Business Interests

Moved By: Lorne Halisky

That Smoky Lake County Council move into a Closed Session pursuant to the Access to Information and Protection of Privacy Act (ATIA), Section 19; Third Party Business Interest at 3:43 p.m. in the physical presence of all Council and the following staff members:

- Chief Administrative Officer, Chyenne Shaw
- Recording Secretary/Legislative Services, Meaghan Andreychuk

Meaghan Andreychuk, Recording Secretary/Legislative Services, left Council Chambers at 4:15 p.m. and returned at 4:41 p.m.

CARRIED

Resolution
No:
20260720-
505

Out of Closed Session
Moved By: Lorne Halisky

That Smoky Lake County Council will go out of Closed Session at 4:51 p.m.

CARRIED

Resolution
No:
20260720-
506

Moved by: Ryan Barker
That Smoky Lake County Council approve scheduling the following upcoming Council meetings:

- Tuesday, August 11, 2026, Special Council Meeting at 1:00 p.m.
- Tuesday, August 11, 2026, Committee of the Whole Meeting at 1:00 p.m.

CARRIED

Resolution
No:
20260720-
507

Adjournment
Moved By: Craig Lukinuk

That the Smoky Lake County Committee of the Whole meeting on Monday, July 20, 2026, be adjourned at 4:55 p.m.

CARRIED

REEVE,
Craig Lukinuk

SEAL

CHIEF ADMINISTRATIVE OFFICER,
Chyenne Shaw



Smoky Lake County
Meeting Minutes of July 23, 2026 - 09:00 AM

Called to Order

The meeting was called to order at 9:17 a.m. by the Reeve, Craig Lukinuk, in the presence of the following persons:

ATTENDANCE		
<u>Div. No.</u>	<u>Councillor(s)</u>	<u>Thursday, July 23, 2026</u>
Division 1	Ryan Barker	Physically Present
Division 2	David Kully	Physically Present
Division 3 / Reeve	Craig Lukinuk	Physically Present
Division 4/ Deputy Reeve	Lorne Halisky	Physically Present
Division 5	Jered Serben	Physically Present
CAO	Chyenne Shaw	Physically Present
Interim Finance Manager	Dennesha Ferguson	Physically Present
Director of County Services	Jordan Ruegg	Virtually Present
Recording	Meaghan Andreychuk	Physically Present
Secretary/Legislative Services		
<u>Observers in Attendance Upon Call to Order:</u>		
Environment and Parks Manager	Dave Franchuk	Virtually Present
Natural Gas Manager	Daniel Moric	Virtually Present
GIS Technician	Carlos Zetina	Virtually Present
Agricultural Fieldman	Sebastien G Dutrisac	Virtually/Physically Present
Communications Officer	Evonne Zukiwski	Virtually Present
HR/ Safety Manager	Jasmine Schaub	Virtually Present
Regional Fire Chief	Scott Franchuk	Virtually Present
Other Observers	3 Members	Virtually Present

Resolution No:20260723-508
Adoption of Agenda
Moved By: David Kully

That Smoky Lake County Council adopt the Regular Council Meeting Agenda for July 23, 2026, with the amendment to Division 5 Report to change “Range Road 190 to be Range Road 191”.

CARRIED

3. Adoption of Minutes

Resolution No:20260723-509
3.1 Minutes of the May 14, 2026, Regular Council for the purpose of departmental meeting

Moved By: Lorne Halisky

That Smoky Lake County Council approve the Minutes of the May 14, 2026, Regular Council for the purpose of departmental meeting, as presented.

CARRIED

Resolution No:20260723-510
3.2 Minutes of the June 10, 2026, Regular Council for the purpose of departmental meeting

Moved By: Ryan Barker

That Smoky Lake County Council approve the Minutes of the June 10, 2026, Regular Council for the purpose of departmental meeting, with the following amendments:

- *That Smoky Lake County Council appoint the Director of County Services as an authorized signing authority for administrative matters on behalf of Smoky Lake County, effective immediately.*

CARRIED

3.3 Minutes of the June 25, 2026, Regular Council Meeting

Resolution
No:20260723-
511

Moved By: Lorne Halisky

That Smoky Lake County Council approve the Minutes of the June 25, 2026, Regular Council Meeting, with the following amendments:

- Include “Interim” Finance Manager where applicable
- Corrections to Fleming throughout the minutes
- Corrections to duplicating 7.9 to 7.9.1

CARRIED

Moved by: Craig Lukinuk

Resolution
No:20260723-
512

That Smoky Lake County Council recess the regular Council meeting at 9:27 a.m. and resume at 9:32 a.m.

CARRIED

4.

Delegation(s)

Resolution
No:20260723-
513

4.1 Scott Hanrahan, Benefits Consultant, Integrated Benefits

Moved by: Lorne Halisky

That Smoky Lake County Council move to Closed Session at 9:33 a.m. pursuant to the Access to Information and Protection of Privacy Act (ATIA), Part 1, Section 29: Disclosure harmful to business interests of a third party; in the physical presence of all Council and the following staff members:

- Chief Administrative Officer, Chyenne Shaw
- Director of County Services, Jordan Ruegg
- Recording Secretary/Legislative Services, Meaghan Andreychuk

CARRIED

Resolution
No:20260723-
514

Closed Session

Moved By: David Kully

That Smoky Lake County Council go out of Closed Session at 10:16 a.m.

CARRIED

Resolution
No:20260723-
515

4.1 Scott Hanrahan, Benefits Consultant, Integrated Benefits

Moved By: Lorne Halisky

That Smoky Lake County Council direct Administration to work with Scott Hanrahan, Benefits Consultant with Integrated Benefits, to review potential changes to the County's benefit plan and provide further information and recommendations for Council's consideration at a future Council meeting.

CARRIED

Resolution
No:20260723-
516

Recess

Moved by: Craig Lukinuk

That Smoky Lake County Council recess the regular Council meeting at 10:16 a.m. and resume at 10:30 a.m.

CARRIED

Request for Decision

Resolution
No:20260723-
517

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

Moved By: Jered Serben

That Smoky Lake County Council approve Policy 15-10: Responsible Use of Artificial Intelligence (AI) with the following amendments:

- Clarify accountability and human oversight responsibilities.
- Identify the CAO as the approval authority for high-risk AI use.
- Use the defined term “User” consistently throughout the policy.
- Add “or designate” where appropriate.
- Clarify that AI is intended to support, not replace, employees.
- Prohibit the use of AI for sensitive or confidential County information.
- Clarify approval responsibilities for high-risk AI applications.
- Remove “where appropriate” from the transparency section.
- Change “Administration” to “the County” for training responsibilities.
- Update the review requirement to annually.
- Identify the IT department/personnel as the CAO’s designate for AI tool approvals.

And; that Policy 15-10: Responsible Use of Artificial Intelligence (AI) be brought back to the next Committee of The Whole Meeting scheduled on August 11, 2026, for review of amendments.

CARRIED

Kyle Winterbottom, Interim Public Works Manager and Dwight Pritchard, Public Works Coordinator (Modified Duty) entered Council Chambers at 10:44 a.m.

Resolution
No:20260723-
518

8.2 Policy 02-16 – Infectious Disease Management Plan

Moved By: Jered Serben

That Smoky Lake County Council rescind Policy No. 02-16, Infectious Disease Management Plan, and direct Administration to incorporate the relevant information, procedures, and operational planning components of the policy into the County's Emergency Response Plan.

CARRIED

Resolution
No:20260723-
519

8.3 Policy 03-13: Haul Rate Adjustment for Fuel Price

Moved By: Lorne Halisky

That Smoky Lake County Council amend-Policy 03-13 - Haul Rate Adjustment for Fuel Price, by updating the Schedule “A”; Fuel Index which reflects diesel fuel pricing ranging from \$0.70 per litre to \$2.50 per litre and simplifying the fuel index into \$0.05 per litre increments.

CARRIED

Resolution
No:20260723-
520

Moved by: Lorne Halisky

That Smoky Lake County Council move to Closed Session at 10:55 a.m. pursuant to the Access to Information and Protection of Privacy Act (ATIA), Part 1, Section 29: Disclosure to harmful to business interests of a third party in the physical presence of all Council and following staff members:

- Chief Administrative Officer, Chyenne Shaw
- Director of County Services, Jordan Ruegg
- Recording Secretary/Legislative Services, Meaghan Andreychuk

Meaghan Andreychuk, Recording Secretary/Legislative Services left Council Chambers at 11:06 a.m.

Dennesha Ferguson, Interim Finance Manager and Meaghan Andreychuk, Recording Secretary/Legislative Services entered Council Chambers at 11:07 a.m.

Chyenne Shaw, Chief Administrative Officer left Council Chambers at 11:30 and returned at 11:33 a.m.

CARRIED

Resolution
No:20260723-
521

Out of Closed Session
Moved By: David Kully

That Smoky Lake County Council go out of Closed Session at 11:42 a.m.

CARRIED

Resolution
No:20260723-
522

8.4 Reclamation of County Gravel Pit
Moved By: Lorne Halisky

That Smoky Lake County Council direct Administration to proceed and prepare a Request for Proposal (RFP) for the reclamation of the pit located at **NE 09-58-15-W4**, with funding to be allocated from the General Reserve.

CARRIED

Resolution
No:20260723-
523

8.4 Reclamation of County Gravel Pit
Moved By: Lorne Halisky

That Smoky Lake County Council direct Administration to work with qualified suppliers for future aggregate resources for reclamation of County Gravel Pit.

CARRIED

6. Question and Answer Period from 11:30 a.m. to 12:00 p.m.
Public Question and Answer Period 11:42 a.m. – 11:43 a.m.

No Guests in attendance

Resolution
No:20260723-
524

Request for Decision

8.6 Policy 03-56: Equipment Storage, Availability and Compensation
Moved By: Jered Serben

That Smoky Lake County Council approve Policy 03-56: Equipment Storage, Availability and Compensation Policy as presented.

CARRIED

Resolution
No:20260723-
525

Moved by: Craig Lukinuk

That Smoky Lake County Council recess the regular Council meeting at 11:45 a.m. and resume at 12:34 p.m.

CARRIED

Resolution
No:20260723-
526

8.5 July Requests for Donations/Sponsorships
Moved by: Ryan Barker

That Smoky Lake County Council approve a donation in the amount of \$1,500 to the Vilna Agricultural Society in support of the annual Boomtown Fair Days event scheduled for August 14–15, 2026, in response to the letter received from Mary Flondra, Vilna Ag Society, dated June 14, 2026.

CARRIED

Resolution
No:20260723-
527

8.7 Bylaw No. 1510-26 - Procedural Bylaw
Moved by: Ryan Barker

That Smoky Lake County Council give First Reading to Bylaw No. 1510-26, being the Smoky Lake County Procedural Bylaw.

CARRIED

Resolution
No:20260723-
528

8.7 Bylaw No. 1510-26 - Procedural Bylaw
Moved by: Jered Serben

That Smoky Lake County Council give Second Reading to Bylaw No. 1510-26 being the Smoky Lake County Procedural Bylaw.

CARRIED

Resolution
No:20260723-
529

8.7 Bylaw No. 1510-26 - Procedural Bylaw
Moved by: David Kully

That Smoky Lake County Council unanimously consent to proceed with Third Reading of Bylaw No. 1510-26 at this meeting pursuant to Section 187 of the Municipal Government Act.

CARRIED UNANIMOUSLY

Resolution
No:20260723-
530

8.7 Bylaw No. 1510-26 - Procedural Bylaw
Moved by: Lorne Halisky

That Smoky Lake County Council give Third and Final Reading to Bylaw No. 1510-26 being the Smoky Lake County Procedural Bylaw.

CARRIED

Resolution
No:20260723-
531

9.1 Action List
Moved by: Jered Serben

That Smoky Lake County Council approve the Action Item List for the period of March 2025 to July 2026 with the following amendments:

- Updating each action item with “Completed, in progress” with direction on actions taken
- Updating Director of County Services where applicable
- Adding the amounts of donations that were processed into the action descriptions

CARRIED

Resolution
No:20260723-
532

Moved by: Craig Lukinuk

That Smoky Lake County Council recess the regular Council meeting at 12:55 p.m.

CARRIED

That Smoky Lake County Council recess the regular Council meeting at 12:55 p.m. for the purpose of the agenda item 5. Public Hearing at 1:00 p.m.

Public Hearing on said Proposed Smoky Lake County Bylaw # 1509-26

The Public Hearing was called to order at 1:00 p.m. by the Reeve, Craig Lukinuk, in the presence of the following persons:

All members of Council, Chyenne Shaw, Chief Administrative Officer, Director of Planning and County Services, Interim Finance Manager, Recording Secretary, and four Smoky Lake County staff members online, and three public guests online.

Confirmation was provided by Jordan Ruegg, Director of County Services, that the Public Hearing had been advertised, and notice was provided in accordance with the applicable legislation.

Staff Presentation

Jordan Ruegg, Director of County Services, provided the following information:

The purpose of the hearing was summarized:

On June 12, 2026, an application was received by administration from 2803870 Alberta Ltd. represented by Austin Zacharko (the Applicant) requesting amendments to the County’s Land Use Bylaw, Municipal Development Plan & the Whitefish Lake Area Structure Plan, to allow for the development of a multi-lot, country residential subdivision to be applied for on the lands legally described as Pt. NE-4-62-13-W4M (the Subject Lands).

The Subject Lands are approximately 26.75 acres (10.82 hectares) in area and are located on the southeast shore of Whitefish Lake, west of Range Road 133. The Subject Lands are presently designated:

- Agriculture (AG) District under Land Use Bylaw #1272-14;
- Agriculture Area under Municipal Development Plan Bylaw #1249-12; and
- Agriculture Area under the Whitefish Lake Area Structure Plan Bylaw #1189-09.

The Applicant proposes to develop approximately 15 country residential lots, including both waterfront and backlot parcels. The proposed lots are to be serviced by an internal municipal roadway constructed to County standards. The proposed development would include County-owned Environmental Reserve lands adjacent to Whitefish Lake and around identified wetlands and will avoid historically significant areas that were identified during the project's technical review stage.

DEVELOPMENT PROPOSAL:

The proposed Sunset Ridge Estates (the Development) consists of a country residential subdivision designed around the natural features of the Subject Lands.

Key components of the proposed Development include:

- Approximately 15 country residential lots, including 8 waterfront lots and 7 backlots, with lot sizes ranging from approximately 0.84 acres to 1.79 acres in area;
- Construction of an internal roadway and cul-de-sac of approximately 387 meters in length;
- Individual private water (well) and sewage treatment systems (to be installed by lot owners and subject to County and Provincial regulations, where applicable);
- Preservation of environmentally sensitive areas adjacent to Whitefish Lake and identified wetlands via County-owned Environmental Reserve lands;
- Avoidance of disturbance of historically/archeological significant areas as identified by an Historic Resources Assessment; and
- Avoidance of disturbance of historically/archaeologically significant areas as identified by a Historic Resources Assessment; and

SUMMARY OF SUPPORTING TECHNICAL REPORTS:

To evaluate the suitability of the proposed redistricting and future subdivision, the Applicant has retained a number of qualified professionals to undertake a series of technical studies in support of the application. Administration has reviewed each study and summarizes its findings below.

Functional Servicing Report

The Functional Servicing Report (FSR) was prepared in support of the application and provides the engineering basis for the proposed servicing strategy for the Subject Lands, and demonstrates the conformance of said strategy with

the County's Regional Engineering Design Standards (REDS). The FSR addresses roadway design, stormwater drainage, water supply, wastewater disposal and franchise utilities. The FSR also identifies approved deviations from the REDS (approved by Council motion on April 16, 2026) and summarizes key environmental constraints that affect the proposed design of the subdivision.

The proposed internal roadway is designed in accordance with the REDS, save for a Council-approved deviation of the minimum road width from 8.5 meters to 7.5 meters, and a deviation in the minimum right-of-way width from 30.0 meters to 20.0 meters. At the time of the Applicant's request to reduce these minimum standards, the County's Public Works Department indicated its support of the proposed deviation.

Potable water is proposed to be supplied by individual private water wells located on each individual lot. Individual cisterns would also be compliant with municipal bylaws. Wastewater servicing is proposed to be provided through private on-site sewage disposal systems that are designed and approved in accordance with Provincial regulations. All Private Sewage Disposal Systems shall be required to obtain a Private Sewage Disposal System Permit prior to installation. The FSR concludes that both servicing methods are appropriate for the proposed density of development and are consistent with existing residential development surrounding Whitefish Lake. Stormwater management has been integrated into the overall servicing strategy through roadside drainage, stormwater conveyance systems (e.g. culverts) and preservation of the existing drainage patterns. Moreover, existing wetlands are proposed to be retained where practical to provide both environmental protection and natural stormwater attenuation.

Geotechnical Investigation

A geotechnical investigation was conducted to evaluate existing soil conditions, groundwater characteristics and slope stability to determine the overall suitability of the site for residential development. The investigation determined that the site is generally suitable for the proposed development provided that construction follows the recommendations contained within the investigation, including appropriate foundation design, roadway subgrade preparation, groundwater management during construction, and erosion control measures.

The report identified no significant geotechnical hazards that would preclude residential development on the proposed building areas. Areas adjacent to Whitefish Lake and other environmentally sensitive features should remain protected through Environmental Reserve dedication and appropriate development setbacks.

Administration is satisfied that the geotechnical investigation provides an appropriate technical basis for future subdivision design and detailed engineering.

Stormwater Management Report

The Stormwater Management Report evaluates how surface runoff generated by the proposed subdivision will be managed while maintaining downstream drainage characteristics and protecting the water quality of Whitefish Lake. The report incorporates existing topography, natural drainage features, wetlands, and anticipated post-development runoff into the proposed drainage design.

Key recommendations included in the report include the following:

- Maintaining natural drainage pathways wherever possible;
- Directing runoff through engineered roadside drainage systems (ditches and culverts);
- Protection of existing wetlands;
- Minimizing increases in post-development runoff; and
- Implementation of erosion and sediment control measures during construction.

Engineering analysis concludes that stormwater generated by the development can be managed without creating adverse impacts to adjacent lands or Whitefish Lake when the recommended infrastructure and best management practices are implemented. Administration considers the proposed drainage strategy to be consistent with accepted municipal engineering practices and provincial environmental objectives.

Biophysical Assessment

A comprehensive Biophysical Assessment was completed to identify environmentally significant features, wildlife habitat, wetlands, vegetation communities, and potential ecological constraints associated with the proposed development. The assessment identified several environmentally sensitive areas within the property, including wetlands, riparian areas adjacent to Whitefish Lake, and native vegetation communities that contribute to local biodiversity.

Rather than recommending avoidance of development across the entire property, the assessment informed the subdivision design by identifying those portions of the site that should remain undeveloped or protected through Environmental Reserve dedication. The proposed subdivision layout reflects the recommendations of the assessment by:

- Retaining shoreline environmental reserve;
- Avoiding identified wetlands where practical;
- Maintaining natural drainage corridors;
- Limiting disturbance within environmentally sensitive areas; and
- Concentrating residential development on lands considered most suitable for development.

Administration is satisfied that environmental considerations have been incorporated into the proposed design and that ecological impacts have been minimized through appropriate planning.

Historic Resources Assessment

A Historic Resources Assessment was undertaken in accordance with the requirements of the Ministry of Arts, Culture and Status of Women to determine whether archaeological or historical resources may be affected by the proposed development.

Field investigations identified areas containing archaeological significance together with areas suitable for future development. Administration notes that the recommendations contained within the Historic Resources Assessment have been incorporated into the proposed development concept, reducing the likelihood of impacts to provincially regulated historical resources.

Phase I Environmental Site Assessment

A Phase I Environmental Site Assessment was completed to determine whether historical land uses or existing environmental conditions present contamination concerns that could affect the proposed residential development. The assessment reviewed historical aerial photography, historical land use records, available regulatory databases, and completed a site reconnaissance.

The report concludes that the property is suitable for residential development from an environmental contamination perspective and that no Phase II Environmental Site Assessment is warranted based upon the information reviewed. Administration considers the findings of the assessment to support the suitability of the lands for future residential development.

Water Act Review

A Water Act review was completed to identify any regulatory approvals that may be required under Alberta's Water Act prior to development. The review focused on existing wetlands, drainage features, and potential alterations to water courses associated with the proposed subdivision. Where wetlands or drainage features may be affected, the report identifies the need for appropriate provincial approvals prior to construction activities.

The subdivision design has been prepared to minimize impacts to regulated water features by retaining wetlands wherever practical and incorporating them into the overall drainage design. Administration is satisfied that potential Water Act requirements have been identified early in the planning process and can be addressed during the detailed design and subdivision approval stages.

Community Engagement Report

The Applicant undertook a public engagement program to provide neighbouring landowners and interested stakeholders with information regarding the proposed development. The engagement process included notification of adjacent landowners, opportunities for questions and comments, and documentation of feedback received.

Issues raised during the engagement process generally related to:

- Traffic;
- Road maintenance;
- Lake water quality;
- Environmental protection;
- Future servicing; and
- Development density.

The applicant responded to these matters through revisions to the proposed subdivision design and by providing additional technical information through the supporting engineering and environmental reports. Administration considers the engagement process to have provided an appropriate opportunity for interested parties to understand the proposal prior to Council's statutory Public Hearing.

Overall Technical Assessment

Collectively, the supporting technical reports indicate that the subject lands are capable of accommodating the proposed residential development provided that future subdivision approval and development proceed in accordance with the recommendations contained within the various engineering, environmental, and technical studies.

The studies have informed the proposed subdivision design by identifying environmentally sensitive areas, historical resources, servicing requirements, drainage considerations, and construction recommendations. As a result, the development concept has been refined to avoid or mitigate identified constraints while providing a functional and environmentally responsible subdivision layout.

From a technical perspective, Administration has not identified any outstanding engineering, environmental, or servicing issues that would preclude Council from considering the proposed statutory planning amendments that would be made effective by Bylaw #1509-26. Any remaining technical requirements would be addressed through the subsequent subdivision and development approval processes, including applicable provincial approvals and municipal engineering requirements.

Public Presentations Via Written Submissions

Public Presentations at the Public Hearing from the Proponent:

From 1:23 p.m. to 1:30 p.m. Austin Zacharko, Director, Business Development of Massif Energy, virtually spoke in favor, including but not limited to the following summarized PowerPoint Presentation:

Public Hearing Presentation - Sunset Ridge Estates

Austin Zacharko presented information regarding the proposed Sunset Ridge Estates subdivision. The presentation highlighted the transformation of a previously abandoned property into a development intended to support sustainable community growth. Mr. Zacharko noted that more than 30 dumpsters of waste have been removed from the site and over 1,500 hours of labor have been invested in cleanup and remediation efforts. The proposed subdivision design remains conceptual at this stage. He advised that all required technical, environmental, and planning studies have been completed, including a Historical Resource Clearance Application, Phase 1 Environmental Site Assessment, Biophysical Assessment, Water Act Report, Geotechnical Investigation, Storm Water Management Plan, and Servicing and Engineering Plan. Community engagement activities included the installation of four large-scale notice boards, distribution of more than 50 hand-delivered flyers, an open house attended by approximately 15 participants, and outreach to Kikino Métis Settlement and Whitefish Lake First Nation #128. Mr. Zacharko reported that no opposition was expressed during the open house and that two letters of support and two letters of opposition were received through the written engagement process. Potential benefits discussed included growth of the municipal tax base, increased local spending, and the establishment of a Community Benefit Fund, funded through a percentage of lot sale profits, with investment returns directed toward local service improvements, tax reduction initiatives, and long-term growth of the fund. The presentation concluded with a request for Council's support of the proposed development, emphasizing the property's cleanup efforts, community engagement process, anticipated economic benefits, and commitment to reinvesting a portion of the project's success back into Smoky Lake County.

Public Presentations at the Public Hearing from those Opposed

The following Members of the Public spoke **in opposition** to the proposed **Development: Sunset Ridge Estates**

From 1:31 p.m. to 1:37 p.m. Vicki Clift, Local Resident, spoke in opposition, with her opinion including but not limited to the following points:

- Ms. Clift raised concerns regarding waste management and the capacity of the existing garbage bins serving Hillside Acres, noting that the bins are frequently full, particularly following long weekends and periods of increased occupancy. She questioned how additional waste generated by the proposed development would be managed and whether additional bins or collection services would be required.
- Ms. Clift also expressed concerns regarding increased traffic on Roads 620 and 133A, stating that the existing roads are not adequate to accommodate additional traffic. She raised concerns regarding road conditions, dust, snow removal, grading, and traffic safety.
- Ms. Clift further discussed the level of municipal services currently provided to Hillside Acres, including road maintenance, snow removal, water, sewer, and waste services. She expressed concern that existing services are already insufficient and questioned how the County would accommodate additional development.

- Ms. Clift also raised concerns regarding drainage and the condition of the roads serving the subdivision, noting deterioration of previously paved roads and ongoing maintenance concerns. She concluded by reiterating her concerns regarding garbage management, road capacity and condition, municipal servicing, and the potential impacts of additional development on existing residents.

From 1:38 p.m. to 1:44 p.m. Lori Danyluk, Local Resident, spoke in opposition, with her opinion including but not limited to the following points:

- Mrs. Danyluk questioned whether the County could accommodate additional development and raised concerns regarding roads, water treatment, wastewater management, drainage, public safety, recreation, and other municipal services.
- Mrs. Danyluk expressed concern regarding the lack of planning for future development in the area and stated that residents had previously raised concerns regarding municipal services and infrastructure.
- Mrs. Danyluk raised concerns regarding the condition and maintenance of roads serving Hillside Acres and stated that road grading and maintenance had decreased. She also expressed concern that Hillside Acres is now one of the only subdivisions in the area without a hard-surfaced road and stated that road conditions may be affecting property values.
- Additional concerns were raised regarding drainage, water and wastewater servicing, sewage disposal, and the closure of the Bellis Lagoon. Mrs. Danyluk questioned how future wastewater infrastructure would be accommodated and whether existing infrastructure could support additional development.
- Mrs. Danyluk also raised concerns regarding waste management, the frequency of garbage collection, public safety, bylaw enforcement, and the lack of recreational planning in the area.
- Mrs. Danyluk referenced the assessment generated by properties in the Hillside Acres area and questioned whether sufficient municipal revenue was being directed toward servicing the area.
- Mrs. Danyluk concluded by stating that she was opposed to the proposed development due to concerns regarding the County's ability to provide adequate services and infrastructure to the area.

From 1:44 p.m. to 1:46 p.m. Gayle Holtz, Local Resident, spoke in opposition, with her opinion including but not limited to the following points:

- Ms. Holtz stated that she has owned property in Hillside Acres for approximately 23 years and expressed concerns regarding the condition of the roads in Hillside Acres and Road 620.
- Ms. Holtz stated that residents have raised concerns regarding road conditions for many years and that the existing road infrastructure is already experiencing difficulties accommodating current traffic. She expressed concern that additional development would result in increased traffic and questioned how Public Works would be able to

maintain the existing roads while also accommodating a new subdivision.

- Ms. Holtz also referenced ongoing concerns raised by area residents and the potential formation of a ratepayers association. She expressed concern that residents' concerns had not been adequately addressed and stated that she did not believe the proposed subdivision was in the best interests of existing residents.

From 1:47 p.m. to 1:51 p.m. Thomas Gerling, Local Resident, spoke in opposition, with his opinion including but not limited to the following points:

- Mr. Gerling expressed concern that additional development would place further demands on the County's road maintenance services. He described drainage concerns in the area, stating that water has flowed onto his property due to road grading and existing culvert conditions. He noted that he had been operating a sump pump for several weeks due to water accumulation.
- Mr. Gerling also raised concerns regarding the level of municipal services received in comparison with the property tax burden. He referenced road conditions, snow removal, emergency services, and other municipal services.
- Mr. Gerling expressed concern that increased traffic associated with the proposed development would further impact existing roads and residents. He questioned why road improvements and hard-surfacing could not be provided in the area given the existing traffic and use of surrounding roads.
- Mr. Gerling concluded by reiterating his concerns regarding road conditions, drainage, municipal services, and increased traffic resulting from the proposed development.

From 1:51 p.m. to 1:56 p.m. Ryan Carter, a resident of Fort Saskatchewan and property owner at Whitefish Lake, spoke in opposition, with his opinion including but not limited to the following points:

- Mr. Carter stated that he had previously understood the property would be cleaned up and renovated for family and friends but subsequently observed rental activity and increased activity in the area.
- Mr. Carter expressed concerns regarding environmental impacts associated with work undertaken on the property, including the removal of vegetation and work within an area he understood to be wetlands. He questioned whether appropriate authorization had been obtained for the work and raised concerns regarding wetland habitat and wildlife.
- Mr. Carter also raised concerns regarding the condition and safety of the Range Road providing access to the property, particularly during winter conditions. He described the road as unsafe and raised concerns regarding groundwater and drainage conditions in the area.
- Mr. Carter referenced the area's structure plan and stated that, when he purchased his property, he understood that additional subdivision

or conversion of agricultural land to residential use was not anticipated. He expressed concern that the proposed development was inconsistent with his understanding of the area's future planning.

From 1:56 p.m. to 1:58 p.m. Brian Babiuk, Local Resident, spoke in opposition, with his opinion including but not limited to the following points:

- Mr. Babiuk expressed concern regarding the capacity of the existing boat launch and the potential for increased use resulting from additional development. He stated that the boat launch is already at or near capacity and that access is limited.
- Mr. Babiuk also expressed concern regarding increased traffic and congestion resulting from the proposed development and questioned whether improvements to the access and road infrastructure would be required.
- He raised concerns regarding the condition and safety of the hill and road near the property, particularly during winter conditions, and described difficulties travelling the hill.
- Mr. Babiuk further raised concerns regarding the capacity of the existing dumpsters serving the area and stated that they are frequently full. He indicated that he had previously inquired about an additional dumpster and was advised that additional capacity was not available.
- Mr. Babiuk concluded by stating that he was not in favour of proceeding with the proposed subdivision until adequate municipal services and infrastructure were available.

From 1:58 p.m. to 2:02 p.m. Emily Gulevich, Local Resident, spoke in opposition, with her opinion including but not limited to the following points:

- Mrs. Gulevich raised concerns regarding the approach to Sunset Ridge from both the north and south, describing the approach as narrow and located at the bottom of a hill. She expressed concern regarding the safety of vehicles travelling in either direction and stated that improvements to the approach may be required.
- Mrs. Gulevich also raised questions regarding reports of a potential Indigenous burial site and the discovery of bones on the property. She questioned whether the matter had been investigated and whether any historical Indigenous structures on the property would be preserved.
- She further raised concerns regarding campers potentially accessing Paradise Cove and using facilities in the area. Mrs. Gulevich questioned whether adequate facilities would be provided for campers associated with the proposed development.

From 2:02 p.m. to 2:07 p.m. Brenda Carter, Local Resident, spoke in opposition, with her opinion including but not limited to the following points:

- Mrs. Carter stated that she had not been contacted by the proponent regarding the proposed development. She expressed concerns regarding activity occurring on and adjacent to her property, including work undertaken in the wetland area.

- Mrs. Carter expressed concern regarding people associated with the proposed development accessing areas immediately adjacent to her property and stated that there was insufficient separation between the proposed development and existing properties.
- She further raised concerns regarding drainage and stated that a drainage route from her property currently passes through the proposed development area toward the lake. Mrs. Carter expressed concern that changes to the drainage route could result in flooding of her property.
- Mrs. Carter stated that she and her husband had previously considered purchasing the property but had not intended to develop it. She expressed concern regarding the condition of the existing roads and stated that additional development would increase traffic, and place further demands on existing infrastructure.
- Mrs. Carter concluded by expressing concern that the County was not adequately supporting existing communities while considering additional development in the area.

Public Presentations at the Public Hearing from those In Support

Nil

Questions and Answers

Nil

Closing Remarks

There being no further presentations, the Reeve thanked everyone for attending the Public Hearing; he then declared the Public Hearing closed at 2:10 p.m. for said Bylaw No. 1509-26 for Thursday, July 23, 2026, at 1:00 p.m.

Smoky Lake County Council resumed the Regular Council meeting at 2:11 p.m.

Resolution
No:20260723-
533

Moved by: Craig Lukinuk

That Smoky Lake County Council recess the regular Council meeting at 2:11 p.m. and resume at 2:27 p.m.

CARRIED

Council Reports

Resolution
No:20260723-
534

Moved By: Jered Serben

That Smoky Lake County Council direct Administration to send a letter to Michael Botros, Regional Director, North Central Region, Government of Alberta, and Landon Reppert, Construction Manager, North Central Region, Alberta Transportation and Economic Corridors, requesting a timely update on the status of the intersections at Range Roads 160, 164, 180, and 190, including those not currently identified for planned improvements.

CARRIED

Resolution
No:20260723-
535

Moved by: Lorne Halisky

That Smoky Lake County Council direct Administration to prepare and send a letter to Rural Municipalities of Alberta (RMA) District 5, with a copy forwarded to MLA Glenn van Dijken, requesting that RMA advocate to the Government of Alberta for sustainable funding, resources, and policies that support the long-term viability of rural healthcare facilities and ensure quality living conditions for residents accessing healthcare services in rural communities.

CARRIED

Resolution
No:20260723-
536

Moved By: Jered Serben

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

CARRIED

Resolution
No:20260723-
537

15.2. Closed Session - Access to Information and Protection of Privacy Act (ATIA), Pursuant to Section 35: Privileged Information

Moved by: Craig Lukinuk

That Smoky Lake County Council move to Closed Session pursuant to the Access to Information and Protection of Privacy Act (ATIA), Part 1, Section 19: Disclosure to harmful to business interests of a third party, at 3:13 p.m. in the physical presence of all Council, and the following staff members:

- Chief Administrative Officer, Chyenne Shaw
- Interim Finance Manager, Dennesha Ferguson
- Director of County Services, Jordan Ruegg
- Recording Secretary/Legislative Services, Meaghan Andreychuk

CARRIED

Resolution
No:20260723-
538

**Out of Closed Session
Moved By: Ryan Barker**

That Smoky Lake County Council go out of Closed Session at 3:42 p.m.

CARRIED

13.
Resolution
No:20260723-
539

**Financial Reports
Moved by: David Kully**

That Smoky Lake County Council accept the Statement of Financial Position as of June 30, 2026, report as presented.

CARRIED

Correspondence

Resolution
No:20260723-
540

**11.1 Oaks Tree Proclamation Request Letter
Moved By: Lorne Halisky**

That Smoky Lake County Council acknowledge receipt of the Oaks Tree Proclamation Request Letter received from Kristin Pichoskie Founder, Oak's Tree of Love and forward the requested proclamation to an interagency meeting; and that Smoky Lake County Council proclaim October 15, 2026, as Pregnancy and Infant Loss Awareness Day and October 2026 as Pregnancy and Infant Loss Awareness Month.

CARRIED

Resolution
No:20260723-
541

11.2 Honourable Dan Williams, Minister of Municipal Affairs – RMA Fall Convention 2026

Moved By: Jered Serben

That Smoky Lake County Council direct Administration to prepare and submit a request for a meeting with Honourable Dan Williams, Minister of Municipal Affairs, at the RMA Fall Convention in November 2026, and prepare a briefing package, including supporting research and data related to rural fire service funding; and that Administration bring the briefing package to a Council meeting for review prior to the August 10, 2026, submission date.

CARRIED

Resolution
No:20260723-
542

**11.3 Citizens On Patrol - Donation Letter
Moved By: Ryan Barker**

That Smoky Lake County Council approve the donation of one (1) tonne load of gravel delivered only within the boundaries of Smoky Lake County to be used as a silent auction item for the Vilna/Bellis Citizens on Patrol (COPS)

Organization BBQ fundraiser during Vilna Boomtown Days, scheduled for August 14 to 16, 2026.

CARRIED

Resolution
No:20260723-
543

11.4 Free Community Housing & Public Works Training - Pleasant Homes

Moved By: Lorne Halisky

That Smoky Lake County Council acknowledge receipt of the Free Community Housing & Public Works Training memo received from Pleasant Homes on June 30, 2026, and file as information.

CARRIED

Scott Franchuk, Regional Fire Chief, entered Council Chambers at 4:10 p.m.

Resolution
No:20260723-
544

11.5 Request for funding - Smoky Lake Fire Department Letter dated July 12, 2026

Moved By: Lorne Halisky

That Smoky Lake County Council approve a donation in the amount of \$5,000 to the Smoky Lake Fire Department in support of the 2026 Heritage Days Drone Show, scheduled for Sunday, August 2, 2026, with funding to be allocated from the Administration Budget.

CARRIED

Resolution
No:20260723-
545

11.6 Request for Municipal Advocacy on Provincial Highway Conditions received from Ian Boychuk, Highway Division Manager

Moved By: Jered Serben

That Smoky Lake County Council forward the Request for Municipal Advocacy on Provincial Highway Conditions letter received from Ian Boychuk, Highway Division Manager, to Rural Municipalities of Alberta District 5 for consideration; and filed for information.

CARRIED

Resolution
No:20260723-
546

11.7 Call to Action- Strengthening Public Safety in Alberta Polling Results

Moved By: Lorne Halisky

That Smoky Lake County Council forward the correspondence, entitled “Call to action to the Government of Alberta” 2026, as received from the National Police Federation of Alberta, to the Rural Municipalities of Alberta District 5 meeting scheduled for September 25, 2026, in Vegreville, Alberta. for discussion; and that the memo be filed for information.

CARRIED

Resolution
No:20260723-
547

11.8 Ukrainian Day Sponsorship Package - 2026 Final

Moved By: Ryan Barker

That Smoky Lake County Council approve a donation in the amount of \$500 as an Activity Sponsor for the 2026 Ukrainian Day Celebration, scheduled for August 16, 2026, and funding to be allocated from the Administration Budget.

CARRIED

Resolution
No:20260723-
548

11.9 Alberta Transportation and Economic Corridors Letter regarding Bridge Replacements

Moved By: Lorne Halisky

That Smoky Lake County Council direct Administration to coordinate a meeting with Associated Engineering and the County’s Director of Infrastructure to discuss alternate bridge concepts, funding opportunities, and strategies to improve future grant funding applications, in respect to the letter received from Honourable Devin Dreesen, Minister of Transportation and Economic Corridors, dated July 15, 2026; and provide proposed meeting dates to Council.

CARRIED

Resolution
No:20260723-549

11.10 RMA - Updates to the Code of Practice for Pits
Moved By: Lorne Halisky

That Smoky Lake County Council include for discussion the topic of “Updates to the Code of Practice for Pits” as outlined in the newsletter received from Rural Municipalities of Alberta, dated July 2026, on the agenda for the next Rural Municipalities of Alberta District 5 Meeting scheduled for September 25, 2026, in Vegreville, Alberta.

CARRIED

Resolution
No:20260723-550

11.11 Request to Smoky Lake County Council from the Town of Smoky Lake - Drone Show Donations
Moved By: David Kully

That Smoky Lake County Council acknowledge receipt of the Town of Smoky Lake Motion No: 347-2026 “*That the Town of Smoky Lake extend a challenge to Smoky Lake County to provide a minimum matching donation of \$5,000.00 in support of the 2026 Heritage Days celebration drone show.*” as received by email on July 15, 2026, from Crystal Bryks, Assistant CAO, The Town of Smoky Lake.

CARRIED

Resolution
No:20260723-551

11.12 26th Annual Alberta Care Conference - September 2-4, 2026
Moved By: Ryan Barker

That Smoky Lake County Council acknowledge receipt of the 26th Annual Alberta Care Conference scheduled for September 2-4, 2026; and file as information.

CARRIED

Resolution
No:20260723-552

11.13 Orphan Wells Association Annual Report update 2025-2026
Moved By: Lorne Halisky

That Smoky Lake County Council acknowledge receipt of the Orphan Wells Association Annual Report update 2025-2026, dated July 10, 2026, received from Lars De Pauw, President of Orphan Well Association; and file as information.

CARRIED

Resolution
No:20260723-553

11.14 The Victoria Trail Agricultural Society Parade Invitation dated Sunday, August 9, 2026
Moved By: Jered Serben

That Smoky Lake County Council acknowledge receipt of the Victoria Trail Agricultural Society Parade Invitation scheduled for Sunday, August 9, 2026, as received from Sharon Phillips, and file as information.

CARRIED

Resolution
No:20260723-554

11.15 Bellis Board of Trade Scavenger Hunt - donations
Moved By: Ryan Barker

That Smoky Lake County Council approve a donation of promotional items; to a maximum value in the amount of \$100.00, to support the Bellis Board of Trade Scavenger Hunt Event, as per letter received from Gloria Dombosky, dated July 22, 2026.

CARRIED

Resolution
No:20260723-
555

11.16 Bellis Board of Trade Community Sign Sponsorship Request
Moved By: Jered Serben

That Smoky Lake County Council acknowledge receipt of the letter received from Mark Schoppgens, dated July 18, 2026, in regard to the Bellis Board of Trade Community Sign Sponsorship Request; and direct Administration to bring the matter forward during the fourth quarter of Year 2026 for Council's consideration, and that the letter be filed for information.

CARRIED

Resolution
No:20260723-
556

11.17 Alberta Rural Connectivity Forum 2026 - Sept 17 & 18 - Red Deer
Moved By: Lorne Halisky

That Smoky Lake County Council acknowledge receipt of the Alberta Rural Connectivity Forum 2026 Invitation, scheduled for September 17 and 18, 2026, in Red Deer, Alberta, and that the invitation be received and filed for information.

CARRIED

12. Information Releases
None.

14. Next Meetings:
Moved by: Lorne Halisky

Resolution
No:20260723-
557

That Smoky Lake County Council approve the next Council meetings:

- Tuesday, August 11, 2026, Special Council meeting at 1:00 p.m. and Committee of the Whole Meeting to follow
- Thursday, September 10, 2026, Regular County Council Meeting for the purpose of Departmental at 9:00 a.m.
- Thursday, September 17, 2026, Regular County Council Meeting at 9:00 a.m.

CARRIED

Resolution
No:20260723-
558

Adjournment
Moved By: Craig Lukinuk

That the Smoky Lake County Council Meeting of July 23, 2026, be adjourned at 4:32 p.m.

CARRIED

REEVE,
Craig Lukinuk

SEAL

CHIEF ADMINISTRATIVE OFFICER,
Chyenne Shaw



Smoky Lake County
Special Council Meeting Minutes
August 4, 2026, 10:00 AM

Called to Order

The meeting was called to order at 10:01 a.m. by the Reeve, Craig Lukinuk, in the presence of the following persons:

		ATTENDANCE
		<u>Tuesday, August 6 2026</u>
<u>Div. No.</u>	<u>Councillor(s)</u>	
Division 1	Ryan Barker	Physically Present
Division 2	David Kully	Physically Present
Division 3 / Reeve	Craig Lukinuk	Physically Present
Division 4/ Deputy Reeve	Lorne Halisky	Physically Present
Division 5	Jered Serben	Physically Present
CAO	Chyenne Shaw	Physically Present
Recording	Meaghan Andreychuk	Physically Present
Secretary/Legislative Services		
<u>Observers in Attendance Upon Call to Order:</u>		
Natural Gas Manager	Daniel Moric	Physically Present
HR/ Safety Manager	Jasmine Schaub	Virtually Present
Agricultural Fieldman	Sebastien G Dutrisac	Virtually Present
Communications Officer	Evonne Zukiwski	Virtually Present
Other Observers	1 Member	Virtually Present

Resolution No:
20260804-559

Adoption of Agenda

Moved By: David Kully

That Smoky Lake County Council adopt the Tuesday, August 4, 2026, Special County Council Meeting agenda as presented.

CARRIED

3.

Request for Decisions

Resolution No:
20260804-600

3.1 Natural Gas Pipeline Replacement

Moved by: Lorne Halisky

That Smoky Lake County Council approve an unbudgeted capital expenditure from the 2026 Natural Gas Budget, in the amount of \$120,000, for the repair of the natural gas pipeline located on NW-13-60-17-W4 and SE-14-61-17-W4, and direct Administration to research any grant funding related to the incident that could provide assistance.

CARRIED

Resolution No:
20260804-601

Adjournment

Moved By: Craig Lukinuk

That the Smoky Lake County Special Council Meeting of August 4, 2026, be adjourned at 10:21 a.m.

CARRIED

16222

REEVE,

Craig Lukinuk

S E A L

CHIEF ADMINISTRATIVE OFFICER,

Chyenne Shaw



**Smoky Lake County
Special Council Meeting Minutes
August 11, 2026, 1:00 P.M.**

Called to Order

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

		ATTENDANCE
<u>Div. No.</u>	<u>Councillor(s)</u>	<u>Tuesday, August 11, 2026</u>
Division 1	Ryan Barker	Physically Present
Division 2	David Kully	Physically Present
Division 3 / Reeve	Craig Lukinuk	Physically Present
Division 4/ Deputy Reeve	Lorne Halisky	Physically Present
Division 5	Jered Serben	Physically Present
CAO	Chyenne Shaw	Physically Present
Recording	Meaghan Andreychuk	Physically Present
Secretary/Legislative Services		
<u>Observers in Attendance Upon Call to Order:</u>		
Natural Gas Manager	Daniel Moric	Physically Present
HR/ Safety Manager	Jasmine Schaub	Physically Present
Agricultural Fieldman	Sebastien G Dutrisac	Physically Present
Assistant Agricultural Fieldman	Brieann Eden	Virtually Present
Interim Finance Manager	Dennesha Ferguson	Virtually Present
Communications Officer	Evonne Zukiwski	Virtually Present
Other Observers	1 Member	Virtually Present

**Resolution
No:
20260811-
602**

**Adoption of Agenda
Moved By: Ryan Barker**

That Smoky Lake County Council adopt the Tuesday, August 11, 2026, Special County Council Meeting agenda with the following additions:

- 3.3 Resolutions from the Agricultural Service Board
- 3.4 Outstanding Natural Gas Service Installation Invoice
- 3.5 Information Hub regarding AI Data Centre Townhall info session with Minister Nate Glubish
- 4.2 Closed Session in pursuant to Division 2 of Part 1 ATIA Section 19 – Third-party Business Interests

CARRIED

**3.
Resolution
No:
20260811-
603**

**Request for Decisions
3.1 Declaration of Agricultural Disaster
Moved by: Ryan Barker**

That Smoky Lake County Council declare an agricultural disaster within Smoky Lake County, effective August 11, 2026; and further, that Administration prepares a letter for the signatures of the Reeve and the Agricultural Service Board Chair to the Honourable Tara Sawyer, Minister of Agriculture and Irrigation, advising of the declaration and providing relevant supporting information. Furthermore, that Administration utilizes the County's social media platforms to request that residents submit

photographs and other evidence of agricultural impacts to support the County's submission to the Minister.

CARRIED

Resolution
No:
20260811-
604

3.1 Declaration of Agricultural Disaster Motion 2
Moved by: David Kully

That Smoky Lake County Council direct the Agricultural Service Board to prepare and send a letter to Honourable, Tara Sawyer, Minister of Agriculture and Irrigation, regarding the agricultural disaster within Smoky Lake County, and to reach out to the surrounding municipalities that have declared an agricultural disaster to encourage and spearhead a regional collaborative approach to advocating for provincial recognition and assistance.

CARRIED

Resolution
No:
20260811-
605

3.1 Declaration of Agricultural Disaster Motion 3
Moved by: Lorne Halisky

That Smoky Lake County Council direct Administration to forward correspondence regarding the agricultural disaster, including the letter from the Reeve and the Agricultural Service Board Chair, to Honorable Danielle Smith, Premier of Alberta; Shannon Stubbs, Member of Parliament; Gene Hrabec, Rural Municipalities of Alberta District 5 Director; and Kara Westerlund, President of Rural Municipalities of Alberta, for information and to support advocacy efforts related to the agricultural disaster.

CARRIED

Resolution
No:
20260811-
606

3.3 Resolutions from the Agricultural Service Board
Moved by: Jered Serben

That Smoky Lake County Council accept the Agricultural Service Board draft resolutions, amended to include rural municipalities and municipal contractors for problem wildlife control, the use of drones and watercraft in the course of their duties, and bridges and culverts, temporary structures, accelerated STIP funding without reducing other budget lines, and an 85% provincial contribution without reducing eligible expenditures, and submit them for consideration at the RMA District 5 Conference by September 4, 2026.

CARRIED

Resolution
No:
20260811-
607

3.2 Request for Reimbursement of Vehicle Damages Resulting from Roadway Sinkhole
Moved by: Craig Lukinuk

That Smoky Lake County Council deny the request for reimbursement in the amount of \$3,140.75 for vehicle damages resulting from a roadway sinkhole located on Range Road 153, south of Township Road 584, and request that the resident pursue a claim through their own vehicle insurance provider. Further, that the resident's insurance company be directed to contact the County's insurance provider regarding the matter.

CARRIED

Resolution
No:
20260811-
608

3.5 Information Hub regarding AI Data Centre Townhall info session with Minister Nate Glubish
Moved by: Jered Serben

That Smoky Lake County Council approves the attendance of any two Council members to attend the in-person Artificial Intelligence (AI) Information Hub featuring Honourable, Nate Glubish, Minister of Technology and Innovation of Alberta scheduled for August 20, 2026, from 6:00 p.m. to 7:30 p.m. located within Sturgeon County (location to be determined).

Resolution
No:
20260811-
609

CARRIED

3.5 Information Hub regarding AI Data Centre Townhall info session with Minister Nate Glubish – Second Motion

Moved by: Jered Serben

That Smoky Lake County Council direct Administration, specifically the Chief Administrative Officer and the Director of County Services, to attend the Artificial Intelligence (AI) Information Hub virtual session featuring the Honourable Nate Glubish, Minister of Technology and Innovation, on August 27, 2026, from 6:00 p.m. to 7:30 p.m., and further authorize attendance for any interested members of Council.

Resolution
No:
20260811-
610

CARRIED

4. Closed Session

Closed Session - Access to Information and Protection of Privacy Act (ATIA), Pursuant to Section 20 Personnel Matters and Section 19 Third Party Business Interests:

Moved By: David Kully

That Smoky Lake County Council move to Closed Session pursuant to the Access to Information and Protection of Privacy Act (ATIA), Section 20: Personnel Matters, at 2:03 p.m. in the physical presence of all Council and the following staff members:

- Chief Administrative Officer, Chyenne Shaw
- Director of County Services, Jordan Ruegg
- Human Resources/ Health and Safety Coordinator, Jasmine Schaub

Record Secretary/ Legislative Services, Meaghan Andreychuk, left Council Chambers at 2:21 p.m. and returned at 3:04 p.m.

Resolution
No:
20260811-
611

CARRIED

Out of Closed Session

Moved By: Ryan Barker

That Smoky Lake County Council go out of Closed Session at 3:05 p.m.

Resolution
No:
20260812-
612

CARRIED

Adjournment

Moved By: Craig Lukinuk

That the Smoky Lake County Special Council Meeting of August 11, 2026, be adjourned at 3:06 p.m.

CARRIED

REEVE,

Craig Lukinuk

SEAL

CHIEF ADMINISTRATIVE OFFICER,

Chyenne Shaw

Smoky Lake County
2026 Maintenance Program - Maintenance Tracking Sheet



Bridge File	Structure Type	Location	Maintenance Items					Total	Execution	Maintenance Priority			
			Date Inspected	Description	Quantity	Unit	Unit Price \$			Priority	2026	2027	2028
BF 00490	Major Bridge	Bellis, White Earth Creek	2022-08-18	Refer to 2024 Assessment - Rehabilitation	1	LS	\$ 952,000.00	\$ 952,000.00					
BF 00781	Culvert	Smoky Lake, Smoky Creek	2026-04-27	Refer to 2021 Assessment - Replacement	1	LS	\$ 1,081,000.00	\$ 1,081,000.00					
				Remove Beaver Dam / Drift / Debris	1	LS	\$ 5,000.00	\$ 5,000.00	County	Medium		\$ 5,000.00	
				Remove damaged bevel section	1	LS	\$ 4,000.00	\$ 4,000.00	County	Medium		\$ 4,000.00	
BF 00849	Major Bridge	Waskatenau, Waskatenau Creek	2026-05-05	Refer to 2025 Assessment - Replacement	1	LS	\$ 2,874,000.00	\$ 2,874,000.00					
				Install missing bolts	1	LS	\$ 750.00	\$ 750.00	County	Medium		\$ 750.00	
				Remove gravel	30.7	m	\$ 100.00	\$ 3,070.00	County	Low			\$ 3,070.00
				Reset hazard marker	1	ea	\$ 300.00	\$ 300.00	County	Medium		\$ 300.00	
				Timber deck planks - replace	210	m2	\$ 300.00	\$ 63,000.00	Other	Medium		\$ 63,000.00	
				Install sheeting	2	LS	\$ 2,500.00	\$ 5,000.00	Permits/Approvals	Medium		\$ 5,000.00	
				Install Approach Rail	1	LS	\$ 35,000.00	\$ 35,000.00	Other	High	\$ 35,000.00		
				Band Piles	6	ea	\$ 900.00	\$ 5,400.00	Other	Medium		\$ 5,400.00	
				Remove Beaver Dam / Drift / Debris	1	LS	\$ 5,000.00	\$ 5,000.00	County	Medium		\$ 5,000.00	
				Repair timber piles	4	ea	\$ 2,000.00	\$ 8,000.00	Other	Medium		\$ 8,000.00	
				Install bracing	5	m	\$ 500.00	\$ 2,500.00	County	Medium		\$ 2,500.00	
				Trim brush / Clear vegetation	1	LS	\$ 1,000.00	\$ 1,000.00	County	Low			\$ 1,000.00
				Replace hazard marker	3	ea	\$ 1,500.00	\$ 4,500.00	County	Medium		\$ 4,500.00	
				Replace Timber Caps	4	ea	\$ 9,000.00	\$ 36,000.00	Other	High	\$ 36,000.00		
				Shim abutment piles	1	LS	\$ 500.00	\$ 500.00	Other	High	\$ 500.00		
				Install hubs on pier elements and monitor movement	1	LS	\$ 1,000.00	\$ 1,000.00	Other	Medium		\$ 1,000.00	
				Level 2 coring	1	ea	\$ 4,000.00	\$ 4,000.00	Engineering	Medium		\$ 4,000.00	
BF 01603	Bridge	Waskatenau, Waskatenau Creek	2026-03-26	Refer to 2024 Assessment - Replacement	1	LS	\$ 3,072,800.00	\$ 3,072,800.00					
				Remove Beaver Dam / Drift / Debris	1	LS	\$ 5,000.00	\$ 5,000.00	County	Medium		\$ 5,000.00	
				Reinstate guardrail	1	m	\$ 1,000.00	\$ 1,000.00	Other	Medium		\$ 1,000.00	
				Partial Depth Repairs	100	m2	\$ 3,500.00	\$ 350,000.00	Other	Medium		\$ 350,000.00	
				Remove gravel	40	m	\$ 100.00	\$ 4,000.00	County	Low			\$ 4,000.00
				Grind off exposed buffer angle studs	4	ea	\$ 1,000.00	\$ 4,000.00	County	Medium		\$ 4,000.00	
				Partial Depth Repairs	5	m2	\$ 3,500.00	\$ 17,500.00	Other	Medium		\$ 17,500.00	
BF 01604	Bridge	Waskatenau, Waskatenau Creek	2025-05-22	Reset hazard marker	4	ea	\$ 300.00	\$ 1,200.00	County	Medium		\$ 1,200.00	
				Install Approach Rail	1	LS	\$ 35,000.00	\$ 35,000.00	Other	High	\$ 35,000.00		
				Remove gravel	15	m	\$ 100.00	\$ 1,500.00	County	Low			\$ 1,500.00
BF 01772	Bridge	Bellis, Redclay Creek	2026-03-26	Construction 2027	1	LS	\$ 415,000.00	\$ 415,000.00					
				Install missing bolts	1	LS	\$ 750.00	\$ 750.00	County	Medium		\$ 750.00	
				Reinstall/replace rail section	6	m	\$ 500.00	\$ 3,000.00	Other	High	\$ 3,000.00		
				Replace bridgerail post	8	ea	\$ 1,000.00	\$ 8,000.00	Other	Medium		\$ 8,000.00	
				Remove Beaver Dam / Drift / Debris	1	LS	\$ 5,000.00	\$ 5,000.00	County	Medium		\$ 5,000.00	
				Install timber struts	6	m	\$ 2,000.00	\$ 12,000.00	Other	High	\$ 12,000.00		
				Reset hazard marker	4	ea	\$ 300.00	\$ 1,200.00	County	Medium		\$ 1,200.00	
				Replace abutment timber planks	33.6	m2	\$ 500.00	\$ 16,800.00	Permits/Approvals	Medium		\$ 16,800.00	
				Repair timber piles	4	ea	\$ 2,000.00	\$ 8,000.00	Other	Medium		\$ 8,000.00	
BF 01774	Culvert	Bellis, Redclay Creek	2022-06-08										
BF 06774	Bridge	Smoky Lake, Smoky Creek	2025-05-21	Reset Girders	2	ea	\$ -	\$ -	Other	High	\$ -		
				Install keeper angles	4	ea	\$ 500.00	\$ 2,000.00	County	Low			\$ 2,000.00
				Fill erosion	0.5	m3	\$ 250.00	\$ 125.00	County	Medium		\$ 125.00	
				Replace hazard marker	4	ea	\$ 1,500.00	\$ 6,000.00	County	Medium		\$ 6,000.00	
				Install tintops	1	ea	\$ 500.00	\$ 500.00	County	Low			\$ 500.00
				Replace clamp	1	ea	\$ -	\$ -	County	Medium		\$ -	
				Install cleat	1	ea	\$ -	\$ -	County	Low			\$ -
BF 06786	Culvert	Bellis, Redclay Creek	2026-04-27	Remove Beaver Dam / Drift / Debris	1	LS	\$ 5,000.00	\$ 5,000.00	County	Medium		\$ 5,000.00	
BF 06788	Culvert	Redclay Ck, Tributary To Redclay Creek	2026-04-27	Construction 2027	1	LS	\$ 668,800.00	\$ 668,800.00					
				Replace culvert section	8	m	\$ 3,000.00	\$ 24,000.00	Engineering	High	\$ 24,000.00		
BF 06872	Bridge	Smoky Lake, White Earth Creek	2026-04-28	STIP Funding Approved 2026	1	LS	\$ 1,012,000.00	\$ 1,012,000.00					
				Replace treated timber post	4	ea	\$ 1,000.00	\$ 4,000.00	County	High	\$ 4,000.00		
				Install missing bolts	1	LS	\$ 750.00	\$ 750.00	County	Medium		\$ 750.00	
				Replace pile	7	ea	\$ 11,000.00	\$ 77,000.00	Other	High	\$ 77,000.00		

				Replace Timber Caps	1	ea	\$ 9,000.00	\$ 9,000.00	Other	High	\$ 9,000.00		
				Timber deck planks - replace	2	m2	\$ 300.00	\$ 600.00	Other	Medium		\$ 600.00	
				Remove Cold Mix	51.85	m2	\$ 50.00	\$ 2,592.50	County	Low			\$ 2,592.50
				Reset hazard marker	51.85	ea	\$ 300.00	\$ 15,555.00	County	Medium		\$ 15,555.00	
				Grade road	20	m	\$ 300.00	\$ 6,000.00	County	Low			\$ 6,000.00
BF 07163	Bridge	Smoky Lake, White Earth Creek	2025-05-21	Reinstall guardrail	12	m	\$ 1,000.00	\$ 12,000.00	Other	Medium		\$ 12,000.00	
				Patch curb	0.4	m2	\$ 3,500.00	\$ 1,400.00	Other	Low			\$ 1,400.00
				Reset hazard marker	2	ea	\$ 300.00	\$ 600.00	County	Medium		\$ 600.00	
BF 07479	Bridge	Waskatenau, Waskatenau Creek	2022-06-08	Reinstall/replace rail section	1	m	\$ 500.00	\$ 500.00	Other	High	\$ 500.00		
				Clear windrows	1	LS	\$ 1,000.00	\$ 1,000.00	County	Low			\$ 1,000.00
BF 07798	Bridge	Smoky Lake, White Earth Creek	2023-03-17	Refer to 2026 Assessment	1	LS	\$ -	\$ -					
				Install missing bolts	1	LS	\$ 750.00	\$ 750.00	County	Medium		\$ 750.00	
				Tighten bolts	1	LS	\$ 100.00	\$ 100.00	County	Medium		\$ 100.00	
				Slope work	100	m2	\$ 100.00	\$ 10,000.00	County	Low			\$ 10,000.00
				Replace pile	1	ea	\$ 11,000.00	\$ 11,000.00	Other	High	\$ 11,000.00		
				Band Piles	3	ea	\$ 900.00	\$ 2,700.00	Other	Medium		\$ 2,700.00	
BF 07814	Bridge	Edwand, Edwand Creek	2026-04-27	Refer to 2022 Assessment - Rehabilitation	1	LS	\$ 182,000.00	\$ 182,000.00					
				Install Approach Rail	1	LS	\$ 35,000.00	\$ 35,000.00	Other	High	\$ 35,000.00		
				Band Piles	1	ea	\$ 900.00	\$ 900.00	Other	Medium		\$ 900.00	
				Install Signage	1	LS	\$ 1,500.00	\$ 1,500.00	County	High	\$ 1,500.00		
				Replace hazard marker	4	ea	\$ 1,500.00	\$ 6,000.00	County	Medium		\$ 6,000.00	
				Replace abutment timber planks	16	m2	\$ 500.00	\$ 8,000.00	Permits/Approvals	Medium		\$ 8,000.00	
				Replace Timber Caps	2	ea	\$ 9,000.00	\$ 18,000.00	Other	High	\$ 18,000.00		
BF 08030	Bridge	Smoky Lake, White Earth Creek	2025-05-15	Shim abutment piles	5	LS	\$ 500.00	\$ 2,500.00	Other	High	\$ 2,500.00		
				Fill erosion	0.5	m3	\$ 250.00	\$ 125.00	County	Medium		\$ 125.00	
				Replace hazard marker	4	ea	\$ 1,500.00	\$ 6,000.00	County	Medium		\$ 6,000.00	
				Replace abutment timber planks	6	m2	\$ 500.00	\$ 3,000.00	Permits/Approvals	Medium		\$ 3,000.00	
BF 08199	Bridge	Vilna, Stony Creek	2025-05-14	2025 Rehabilitation	1	LS	\$ 222,579.00	\$ 222,579.00	Complete				
				Partial Depth Repairs	0.3	m2	\$ 3,500.00	\$ 1,050.00	Other	Medium		\$ 1,050.00	
				Install tintops	1	ea	\$ 500.00	\$ 500.00	County	Low			\$ 500.00
				Trim brush / Clear vegetation	1	LS	\$ 1,000.00	\$ 1,000.00	County	Low			\$ 1,000.00
				Replace abutment timber planks	16	m2	\$ 500.00	\$ 8,000.00	Permits/Approvals	Medium		\$ 8,000.00	
BF 08200	Bridge	Vilna, Stony Creek	2025-10-29	2025 Replacement	1	LS	\$ 1,950,000.00	\$ 1,950,000.00	Complete				
BF 08201	Bridge	Vilna, Stony Creek	2025-10-29	2025 Replacement	1	LS	\$ 955,000.00	\$ 955,000.00	Complete				
BF 08237	Bridge	Waskatenau, Waskatenau Creek	2025-05-15	Replace bridgerail post	1	ea	\$ 1,000.00	\$ 1,000.00	Other	Medium		\$ 1,000.00	
				Reinstall/replace rail section	10	m	\$ 500.00	\$ 5,000.00	Other	High	\$ 5,000.00		
				Fill potholes	0.5	m3	\$ 2,000.00	\$ 1,000.00	County	Low			\$ 1,000.00
				Replace abutment timber planks	6.4	m2	\$ 500.00	\$ 3,200.00	Permits/Approvals	Medium		\$ 3,200.00	
				Fill erosion	0.5	m3	\$ 250.00	\$ 125.00	County	Medium		\$ 125.00	
BF 08557	Culvert	Warspite, Smoky Creek	2022-06-08										
BF 08744	Bridge	Smoky Lake, White Earth Creek	2024-05-09	Reinstall/replace rail section	5	m	\$ 500.00	\$ 2,500.00	Other	High	\$ 2,500.00		
				Reinstall/replace rail section	5	m	\$ 500.00	\$ 2,500.00	Other	High	\$ 2,500.00		
BF 08761	Culvert	Smoky Lake, Tributary To North Saskatchewan River	2022-06-08										
BF 08907	Culvert	Warspite, Smoky Creek	2022-06-08	Refer to 2026 Assessment	1	LS	\$ -	\$ -	0				
BF 08908	Culvert	Warspite, Smoky Creek	2022-06-08	Remove Beaver Dam / Drift / Debris	1	LS	\$ 5,000.00	\$ 5,000.00	County	Medium		\$ 5,000.00	
BF 09848	Bridge	Vilna, Stony Creek	2023-03-15	Replace treated timber post	1	ea	\$ 1,000.00	\$ 1,000.00	County	High	\$ 1,000.00		
BF 09915	Bridge	Smoky Lake, White Earth Creek	2026-04-27	Partial Depth Repairs	5	m2	\$ 3,500.00	\$ 17,500.00	Other	Medium		\$ 17,500.00	
				Install bracing	12	m	\$ 500.00	\$ 6,000.00	County	Medium		\$ 6,000.00	
				Shim abutment piles	6	LS	\$ 500.00	\$ 3,000.00	Other	High	\$ 3,000.00		
				Wash deck/curb	10	m2	\$ 40.00	\$ 400.00	County	Low			\$ 400.00
				Patch curb	0.3	m2	\$ 3,500.00	\$ 1,050.00	Other	Low			\$ 1,050.00
				Install timber struts	124	m	\$ 2,000.00	\$ 248,000.00	Other	High	\$ 248,000.00		
BF 09916	Culvert	Bellis, Tributary To White Earth Creek	2022-06-09	Replace bridgerail post	1	ea	\$ 1,000.00	\$ 1,000.00	Other	Medium		\$ 1,000.00	
				Fill potholes	1	m3	\$ 2,000.00	\$ 2,000.00	County	Low			\$ 2,000.00
BF 09975	Culvert	Waskatenau, Beaverhill Creek	2026-03-31										
BF 13160	Culvert	Spedden, Cache Creek	2022-06-08										
BF 13325	Bridge	Vilna, Stony Creek	2024-05-10	Reset hazard marker	4	ea	\$ 300.00	\$ 1,200.00	County	Medium		\$ 1,200.00	
				Remove gravel	13	m	\$ 100.00	\$ 1,300.00	County	Low			\$ 1,300.00
				Replace bridgerail post	1	ea	\$ 1,000.00	\$ 1,000.00	Other	Medium		\$ 1,000.00	
				Reinstall/replace rail section	8	m	\$ 500.00	\$ 4,000.00	Other	High	\$ 4,000.00		
				Install missing bolts	1	LS	\$ 750.00	\$ 750.00	County	Medium		\$ 750.00	
BF 13361	Bridge	Waskatenau, Waskatenau Creek	2022-06-08	Repair turnaround end	1	LS	\$ 1,000.00	\$ 1,000.00	County	Low			\$ 1,000.00

				Reset hazard marker	4	ea	\$ 300.00	\$ 1,200.00	County	Medium		\$ 1,200.00	
				Patch curb	2	m2	\$ 3,500.00	\$ 7,000.00	Other	Low			\$ 7,000.00
BF 13398	Bridge	Vitna, Cache Creek	2025-06-19	2023 Replacement	1	LS	\$ 1,103,036.00	\$ 1,103,036.00	Complete				
				Contact utility provider	1	ea	\$ -	\$ -	County	Low			\$ -
				Coat weld with zinc paint	0.1	m2	\$ 1,600.00	\$ 160.00	County	Low			\$ 160.00
BF 13499	Bridge	Smoky Lake, Tributary To White Earth Creek	2025-05-21	Fill erosion	0.5	m3	\$ 250.00	\$ 125.00	County	Medium		\$ 125.00	
				Remove Beaver Dam / Drift / Debris	1	LS	\$ 5,000.00	\$ 5,000.00	County	Medium		\$ 5,000.00	
				Replace bridgerail post	1	ea	\$ 1,000.00	\$ 1,000.00	Other	Medium		\$ 1,000.00	
BF 13745	Bridge	Smoky Lake, Edwand Creek	2026-04-28	Refer to 2026 Assessment	1	LS	\$ -	\$ -					
				Level 2 coring	1	ea	\$ 4,000.00	\$ 4,000.00	Engineering	Medium		\$ 4,000.00	
				Replace hazard marker	4	ea	\$ 1,500.00	\$ 6,000.00	County	Medium		\$ 6,000.00	
				Steel Stub Pile Repair	1	ea	\$ 2,500.00	\$ 2,500.00	Other	Medium		\$ 2,500.00	
BF 13792	Bridge	Smoky Lake, White Earth Creek	2024-05-09	Install missing bolts	1	LS	\$ 750.00	\$ 750.00	County	Medium		\$ 750.00	
				Patch curb	0.3	m2	\$ 3,500.00	\$ 1,050.00	Other	Low			\$ 1,050.00
BF 13805	Bridge	Smoky Lake, Edwand Creek	2025-05-21	Install missing bolts	1	LS	\$ 750.00	\$ 750.00	County	Medium		\$ 750.00	
				Replace bridgerail post	1	ea	\$ 1,000.00	\$ 1,000.00	Other	Medium		\$ 1,000.00	
				Reinstate guardrail	4	m	\$ 1,000.00	\$ 4,000.00	Other	Medium		\$ 4,000.00	
				Band Piles	1	ea	\$ 900.00	\$ 900.00	Other	Medium		\$ 900.00	
				Level 2 coring	1	ea	\$ 4,000.00	\$ 4,000.00	Engineering	Medium		\$ 4,000.00	
BF 13809	Culvert	Smoky Lake, Smoky Creek	2022-06-08	Remove Beaver Dam / Drift / Debris	1	LS	\$ 5,000.00	\$ 5,000.00	County	Medium		\$ 5,000.00	
				Riprap	5	m3	\$ 400.00	\$ 2,000.00	Other	Low			\$ 2,000.00
BF 13816	Culvert	Smoky Lake, Smoky Creek	2022-06-08	Remove damaged bevel section	2	LS	\$ 4,000.00	\$ 8,000.00	County	Medium		\$ 8,000.00	
BF 13867	Culvert	Bellis, Tributary To White Earth Creek	2022-06-09										
BF 70165	Culvert	Bellis, Tributary To North Saskatchewan River	2026-04-28	Refer to 2026 Assessment	1	LS	\$ -	\$ -					
				Remove Beaver Dam / Drift / Debris	1	LS	\$ 5,000.00	\$ 5,000.00	County	Medium		\$ 5,000.00	
BF 70166	Bridge	Vitna, Stony Creek	2024-05-09	Reset hazard marker	4	ea	\$ 300.00	\$ 1,200.00	County	Medium		\$ 1,200.00	
				Install tintops	1	ea	\$ 500.00	\$ 500.00	County	Low			\$ 500.00
				Replace abutment timber planks	8	m2	\$ 500.00	\$ 4,000.00	Permits/Approvals	Medium		\$ 4,000.00	
				Reinstall/replace rail section	20	m	\$ 500.00	\$ 10,000.00	Other	High	\$ 10,000.00		
				Install missing bolts	1	LS	\$ 750.00	\$ 750.00	County	Medium		\$ 750.00	
BF 70497	Bridge	Waskatenau, Tributary To Smoky Lake	2026-03-31	Refer to 2023 Assessment - Replacement	1	LS	\$ 1,135,000.00	\$ 1,135,000.00					
				Repair turndown end	1	LS	\$ 1,000.00	\$ 1,000.00	County	Low			\$ 1,000.00
				Install missing bolts	1	LS	\$ 750.00	\$ 750.00	County	Medium		\$ 750.00	
				Reinstate guardrail	5	m	\$ 1,000.00	\$ 5,000.00	Other	Medium		\$ 5,000.00	
				Replace Timber Caps	3	ea	\$ 9,000.00	\$ 27,000.00	Other	High	\$ 27,000.00		
				Steel Stub Pile Repair	1	ea	\$ 2,500.00	\$ 2,500.00	Other	Medium		\$ 2,500.00	
				Shim abutment piles	12	LS	\$ 500.00	\$ 6,000.00	Other	High	\$ 6,000.00		
BF 70734	Bridge	Smoky Lake, Edwand Creek	2025-06-04	Refer to 2025 Assessment - Rehabilitation	1	LS	\$ 555,000.00	\$ 555,000.00					
				Sister Pile	4	ea	\$ 10,000.00	\$ 40,000.00	Other	High	\$ 40,000.00		
				Reset hazard marker	4	ea	\$ 300.00	\$ 1,200.00	County	Medium		\$ 1,200.00	
				Reinstate strut	2	ea	\$ 1,000.00	\$ 2,000.00	Other	Medium		\$ 2,000.00	
BF 70918	Culvert	Smoky Lake, Tributary To White Earth Creek	2022-06-10	Jack up crown to original lines	1	LS	\$ 1,000.00	\$ 1,000.00	Other	Low			\$ 1,000.00
BF 70923	Bridge	Bellis, Tributary To White Earth Creek	2026-04-27	Refer to 2025 Assessment - Rehabilitation	1	LS	\$ 420,000.00	\$ 420,000.00					
				Install missing bolts	1	LS	\$ 750.00	\$ 750.00	County	Medium		\$ 750.00	
				Reset hazard marker	4	ea	\$ 300.00	\$ 1,200.00	County	Medium		\$ 1,200.00	
				Replace substructure	1	LS	\$ 150,000.00	\$ 150,000.00	Engineering	High	\$ 150,000.00		
				Install Signage	1	LS	\$ 1,500.00	\$ 1,500.00	County	High	\$ 1,500.00		
BF 71471	Bridge	Bellis, Redclay Creek	2026-04-28	Install missing bolts	1	LS	\$ 750.00	\$ 750.00	County	Medium		\$ 750.00	
				Shim abutment piles	1	LS	\$ 500.00	\$ 500.00	Other	High	\$ 500.00		
				Install file tag	1	ea	\$ 1,000.00	\$ 1,000.00	County	Low			\$ 1,000.00
BF 71556	Bridge	Smoky Lake, Edwand Creek	2022-06-09	Grout lifting pocket	1	LS	\$ 1,500.00	\$ 1,500.00	County	Low			\$ 1,500.00
				Reset hazard marker	4	ea	\$ 300.00	\$ 1,200.00	County	Medium		\$ 1,200.00	
				Riprap	8	m3	\$ 400.00	\$ 3,200.00	Other	Low			\$ 3,200.00
BF 71574	Bridge	Edwand, Edwand Creek	2022-06-09	Reinstate guardrail	0.5	m	\$ 1,000.00	\$ 500.00	Other	Medium		\$ 500.00	
				Install missing bolts	1	LS	\$ 750.00	\$ 750.00	County	Medium		\$ 750.00	
				Partial Depth Repairs	3	m2	\$ 3,500.00	\$ 10,500.00	Other	Medium		\$ 10,500.00	
				Steel galvanize repairs	1	LS	\$ 2,500.00	\$ 2,500.00	Other	Medium		\$ 2,500.00	
BF 71749	Culvert	Smoky Lake, Tributary To White Earth Creek	2022-06-10										
BF 71750	Culvert	Smoky Lake, Edwand Creek	2022-06-09	Remove Beaver Dam / Drift / Debris	1	LS	\$ 5,000.00	\$ 5,000.00	County	Medium		\$ 5,000.00	
				Riprap	20	m3	\$ 400.00	\$ 8,000.00	Other	Low			\$ 8,000.00
BF 71871	Culvert	Bellis, Tributary To White Earth Creek	2022-06-09										
BF 71910	Bridge	Vitna, Stony Creek	2025-05-22	Install missing bolts	1	LS	\$ 750.00	\$ 750.00	County	Medium		\$ 750.00	

				Replace bridgerail post	2	ea	\$ 1,000.00	\$ 2,000.00	Other	Medium		\$ 2,000.00	
				Fill erosion	0.5	m3	\$ 250.00	\$ 125.00	County	Medium		\$ 125.00	
				Reinstate strut	5	ea	\$ 1,000.00	\$ 5,000.00	Other	Medium		\$ 5,000.00	
BF 72828	Bridge	Vilna, Cache Creek	2026-04-27	Refer to 2025 Assessment - Rehabilitation	1	LS	\$ 383,000.00	\$ 383,000.00					
				Remove gravel	6.1	m	\$ 100.00	\$ 610.00	County	Low			\$ 610.00
				Remove Beaver Dam / Drift / Debris	1	LS	\$ 5,000.00	\$ 5,000.00	County	Medium		\$ 5,000.00	
				Install missing bolts	1	LS	\$ 750.00	\$ 750.00	County	Medium		\$ 750.00	
				Reinstall/replace rail section	13	m	\$ 500.00	\$ 6,500.00	Other	High	\$ 6,500.00		
				Replace pile	6	ea	\$ 11,000.00	\$ 66,000.00	Other	High	\$ 66,000.00		
				Install tintops	2	ea	\$ 500.00	\$ 1,000.00	County	Low			\$ 1,000.00
				Replace Timber Caps	2	ea	\$ 9,000.00	\$ 18,000.00	Other	High	\$ 18,000.00		
				Reinstate backwall	1	LS	\$ -	\$ -	Other	Medium		\$ -	
				Reset hazard marker	4	ea	\$ 300.00	\$ 1,200.00	County	Medium		\$ 1,200.00	
				Install Signage	1	LS	\$ 1,500.00	\$ 1,500.00	County	High	\$ 1,500.00		
BF 72889	Culvert	Edwand, Tributary To White Earth Creek	2025-06-09										
BF 73262	Culvert	Smoky Lake, Smoky Creek	2022-06-08	Remove Beaver Dam / Drift / Debris	1	LS	\$ 5,000.00	\$ 5,000.00	County	Medium		\$ 5,000.00	
				Remove damaged bevel section	1	LS	\$ 4,000.00	\$ 4,000.00	County	Medium		\$ 4,000.00	
BF 73303	Culvert	Bellis, 2nd Order Tributary To White Earth Creek	2022-06-09										
BF 73304	Culvert	Smoky Lake, Tributary To White Earth Creek	2022-06-09	Remove Beaver Dam / Drift / Debris	1	LS	\$ 5,000.00	\$ 5,000.00	County	Medium		\$ 5,000.00	
				Riprap	10	m3	\$ 400.00	\$ 4,000.00	Other	Low			\$ 4,000.00
				Replace bevel	1	ea	\$ 10,000.00	\$ 10,000.00	Other	Medium		\$ 10,000.00	
				Reset bevel	1	LS	\$ 2,000.00	\$ 2,000.00	Other	Medium		\$ 2,000.00	
				Slope work	50	m2	\$ 100.00	\$ 5,000.00	County	Low			\$ 5,000.00
BF 73305	Bridge	Smoky Lake, Tributary To White Earth Creek	2025-06-04	Grind off exposed buffer angle studs	1	ea	\$ 1,000.00	\$ 1,000.00	County	Medium		\$ 1,000.00	
				Replace hazard marker	1	ea	\$ 1,500.00	\$ 1,500.00	County	Medium		\$ 1,500.00	
				Reinstate strut	5	ea	\$ 1,000.00	\$ 5,000.00	Other	Medium		\$ 5,000.00	
BF 73306	Culvert	Smoky Lake, Tributary To White Earth Creek	2022-06-29	Remove silt fence	2	LS	\$ 500.00	\$ 1,000.00	County	Low			\$ 1,000.00
BF 74017	Culvert	Smoky Lake, Smoky Creek	2023-06-29	2026 Major Rehabilitation complete	1	LS	\$ 144,060.00	\$ 144,060.00	Complete				
BF 74018	Bridge	Smoky Lake, Smoky Creek	2026-03-31	Refer to 2025 Assessment - Replacement	1	LS	\$ 1,196,600.00	\$ 1,196,600.00					
				Repair wingwall	1	ea	\$ 12,000.00	\$ 12,000.00	Other	Medium		\$ 12,000.00	
				Trim brush / Clear vegetation	1	LS	\$ 1,000.00	\$ 1,000.00	County	Low			\$ 1,000.00
				Conduct Assessment	1	ea	\$ 10,000.00	\$ 10,000.00	0	High	\$ 10,000.00		
				Replace pile	6	ea	\$ 11,000.00	\$ 66,000.00	Other	High	\$ 66,000.00		
BF 74647	Culvert	Smoky Lake, Tributary To Edwand Creek	2025-05-21										
BF 74865	Culvert	Hamlin, Tributary To North Saskatchewan River	2022-06-08	Remove Beaver Dam / Drift / Debris	1	LS	\$ 5,000.00	\$ 5,000.00	County	Medium		\$ 5,000.00	
BF 75347	Bridge	Edwand, Tributary To White Earth Creek	2025-06-04	Level 2 coring	1	ea	\$ 4,000.00	\$ 4,000.00	Engineering	Medium		\$ 4,000.00	
				Reset hazard marker	4	ea	\$ 300.00	\$ 1,200.00	County	Medium		\$ 1,200.00	
BF 75352	Culvert	Stony Creek Culvert On Local Road Near Vilna, Stony Creek	2022-06-09	Remove silt fence	2	LS	\$ 500.00	\$ 1,000.00	County	Low			\$ 1,000.00
BF 75612	Bridge	Edwand, Edwand Creek	2022-06-09	Replace treated timber post	1	ea	\$ 1,000.00	\$ 1,000.00	County	High	\$ 1,000.00		
				Remove gravel	6.1	m	\$ 100.00	\$ 610.00	County	Low			\$ 610.00
				Clear windrows	1	LS	\$ 1,000.00	\$ 1,000.00	County	Low			\$ 1,000.00
				Replace treated timber post	2	ea	\$ 1,000.00	\$ 2,000.00	County	High	\$ 2,000.00		
				Reinstall/replace rail section	6	m	\$ 500.00	\$ 3,000.00	Other	High	\$ 3,000.00		
				Repair turndown end	1	LS	\$ 1,000.00	\$ 1,000.00	County	Low			\$ 1,000.00
				Level 2 coring	1	ea	\$ 4,000.00	\$ 4,000.00	Engineering	Medium		\$ 4,000.00	
BF 75613	Bridge	Spedden, Cache Creek	2026-04-27	Fill erosion	10	m3	\$ 250.00	\$ 2,500.00	County	Medium		\$ 2,500.00	
				Reset hazard marker	4	ea	\$ 300.00	\$ 1,200.00	County	Medium		\$ 1,200.00	
				Reinstall/replace rail section	5	m	\$ 500.00	\$ 2,500.00	Other	High	\$ 2,500.00		
				Install missing bolts	1	LS	\$ 750.00	\$ 750.00	County	Medium		\$ 750.00	
				Replace Timber Caps	1	ea	\$ 9,000.00	\$ 9,000.00	Other	High	\$ 9,000.00		
				Replace abutment timber planks	16	m2	\$ 500.00	\$ 8,000.00	Permits/Approvals	Medium		\$ 8,000.00	
				Remove Beaver Dam / Drift / Debris	1	LS	\$ 5,000.00	\$ 5,000.00	County	Medium		\$ 5,000.00	
BF 75780	Bridge	Vilna, Cache Creek	2025-06-19	2026 Major Rehabilitation complete	1	LS	\$ 130,903.50	\$ 130,903.50	Complete				
				Reset hazard marker	4	ea	\$ 300.00	\$ 1,200.00	County	Medium		\$ 1,200.00	
				Install missing bolts	1	LS	\$ 750.00	\$ 750.00	County	Medium		\$ 750.00	
				Install Approach Rail	1	LS	\$ 35,000.00	\$ 35,000.00	Other	High	\$ 35,000.00		
				Reinstall/replace rail section	10	m	\$ 500.00	\$ 5,000.00	Other	High	\$ 5,000.00		
BF 75968	Culvert	Smoky Lake, Tributary To White Earth Creek	2022-06-10										
BF 75970	Culvert	Vilna, Stony Creek	2025-06-19										
BF 76437	Culvert	Waskatenau, Tributary To North Saskatchewan River	2025-06-19										
BF 76438	Culvert	Smoky Lake, Tributary To White Earth Creek	2025-02-27	Refer to 2025 Assessment - Replacement	1	LS	\$ 532,000.00	\$ 532,000.00	0				
				STIP Funding Approved 2026		LS			0				

BF 76552	Culvert	Goodfish Lak, 2nd Order Tributary To Whitefish Creek	2025-06-19	2025 Replacement	1	LS	\$ 419,997.87	\$ 419,997.87	Complete				
BF 77286	Bridge	Bellis, 2nd Order Tributary To Redclay Creek	2026-04-27	Install file tag	1	ea	\$ 1,000.00	\$ 1,000.00	County	Low			\$ 1,000.00
				Remove Beaver Dam / Drift / Debris	2	LS	\$ 5,000.00	\$ 10,000.00	County	Medium		\$ 10,000.00	
				Install tintops	1	ea	\$ 500.00	\$ 500.00	County	Low			\$ 500.00
BF 77862	Culvert	Waskatenau, Tributary To North Saskatchewan River	2025-05-22	2023 Rehabilitation	1	LS	\$ -	\$ -	Complete				
BF 78004	Culvert	Waskatenau, Redwater River	2026-03-31	2023 Rehabilitation	1	LS	\$ -	\$ -	Complete				
BF 78697	Culvert	Smoky Lake, Tributary To Edwand Creek	2025-06-04										
BF 78922	Culvert	Smoky Lake, Smoky Lake	2025-05-15										
BF 78923	Culvert	Smoky Lake, Smoky Creek	2025-06-04										
BF 79073	Bridge	Vilna, Stony Creek	2022-06-08	Refer to 2021 Assessment - Replacement	1	LS	\$ 858,000.00	\$ 858,000.00					
				Install missing bolts	1	LS	\$ 750.00	\$ 750.00	County	Medium		\$ 750.00	
				Replace hazard marker	4	ea	\$ 1,500.00	\$ 6,000.00	County	Medium		\$ 6,000.00	
				Lower backwall	5	m2	\$ 2,500.00	\$ 12,500.00	Other	Medium		\$ 12,500.00	
BF 79095	Culvert	Smoky Lake, Tributary To Edwand Creek	2022-06-09	Remove Beaver Dam / Drift / Debris	1	LS	\$ 5,000.00	\$ 5,000.00	County	Medium		\$ 5,000.00	
BF 79279	Culvert	Vilna, Tributary To Whitefish Creek	2022-06-09	Remove silt fence	2	LS	\$ 500.00	\$ 1,000.00	County	Low			\$ 1,000.00
BF 79418	Culvert	Smoky Lake, Trail-Animal	2022-06-09										
BF 79429	Culvert	Vilna, Tributary To Stony Creek (3)	2026-04-27	Shim gap between struts and roof	1	LS	\$ 1,500.00	\$ 1,500.00	Other	Medium		\$ 1,500.00	
BF 79635	Culvert	Vilna, Stony Creek	2025-05-14	Remove Beaver Dam / Drift / Debris	1	LS	\$ 5,000.00	\$ 5,000.00	County	Medium		\$ 5,000.00	
BF 80532	Bridge	Waskatenau, Tributary To Smoky Lake	2025-06-04	2025 Rehabilitation	1	LS	\$ 222,568.50	\$ 222,568.50	Complete				
				Install HSS Post	1	ea	\$ 1,500.00	\$ 1,500.00	Other	Medium		\$ 1,500.00	
				Remove gravel	20	m	\$ 100.00	\$ 2,000.00	County	Low			\$ 2,000.00
BF 80908	Bridge	Vilna, Stony Creek	2025-06-19	Remove gravel	10.1	m	\$ 100.00	\$ 1,010.00	County	Low			\$ 1,010.00
				Grout lifting pocket	1	LS	\$ 1,500.00	\$ 1,500.00	County	Low			\$ 1,500.00
				Partial Depth Repairs	0.3	m2	\$ 3,500.00	\$ 1,050.00	Other	Medium		\$ 1,050.00	

Smoky Lake County Priority List

Priority	Priority Year	Bridge File #	Photo	Location Description	Low Element Rating	Description	Sufficiency Rating/ Structural Rating	Investigations/Inspections/Design Status	Rehab/Repair Strategy	Estimated Construction or Maintenance Costs	Recommended Strategy Cost
0.1	2026	74017		SE 25-58-17-W4M Township Road 584 West of Range Road 170	"3" - Downstream Scour Protection "3" - Scour/Erosion "2" - Bank Stability	2120 mm Round Structural Plate Culvert x 45.1 m invert length near Smoky Lake	41.7% / 44.4% (11-Feb-2021)	- Assessment Completed in 2023 - Self-funded - Rehabilitation completed in 2026	Rehabilitation	Construction: \$225,000 Engineering: \$50,000	\$275,000
0.2	2026	75780		NW 1-59-13-W4M Range Road 133 North of Township Rd. 590	"3" - Curbs/Median "3" - Bridgerail "3" - Bridgerail Posts Coating "2" - Girders	8.5m HC girder bridge with treated timber substructure near Vilna	58.6% / 33.3% (19-Jun-2025)	- Timber Coring completed Aug 2010 - Timber Coring completed 2022 - Assessment Completed 2023 - STIP application submitted in 2023 - STIP funding approved 2023 - Rehabilitation completed in 2026	Rehabilitation	Construction: \$163,800 Engineering: \$60,000 Costs Based on 2023 Assessment	\$223,800
0.3	2026	01772		NW 22-58-15-W4M Range Road 153 South of Township Rd. 584	"2" - Bridge Rail "2" - Bridge Rail Posts "3" - Bridge Rail/Posts Coating "2" - Piles "3" - Bracing/Struts/Sheathing	6.1 m PG girder bridge with a treated timber substructure near Bellis	39.6% / 22.2% (26-Mar-2026)	- Preliminary Design completed in April 2016 - STIP application submitted in 2018, 2020 & 2021 denied - Timber Coring completed in 2024 - Assessment completed in 2024 - STIP application submitted in 2024 - Design completed 2026 - Repair in 2027	Rehabilitation	Construction: \$1,300,000 Engineering: \$150,000 Costs based on 2024 assessment	\$1,400,000
0.4	2026	06788		SW 36-58-15 W4M Township Road 585A Range Road 151	"3" - Weir (N in 2026) "2" - Roof "2" - sidewalk "2" - circumferential seams "3" - Waterway adequacy	1600 mm MP culvert by 17 m invert length near Redclay	22.5% / 22.2% (27-Apr-2026)	- Assessment Completed 2021 - STIP application submitted in 2024 - Design completed 2026 - Replace in 2027	Replacement	Construction: \$465,096 Engineering: \$57,904 Costs based on 2022 Assessment Report (Replacement)	\$523,000
0.5	2027	06872		SE 28-59-16-W4M Range Road 163 South of Township Rd. 594	"2" - Sub Deck/Deck Underside "3" - Wearing Surface/Deck Top "3" - Deck Rideability "3" - Bearing Seats/Caps/Corbels "3" - Abutment Stability "2" - Piles	8.5m TT stringer bridge with treated substructure near Smoky Lake	52.1% / 38.9% (17-Jun-2026)	- Timber Coring completed Aug 2010 - Timber Coring completed Februrary 2020 - Assessment completed in 2025 - STIP application submitted in 2025 - STIP funding received in June 2026 - Replace 2027/2028	Replacement	Construction: \$676,500 Engineering: \$135,700 Costs based on 2025 assessment Approved STIP funding: \$759,000	\$1,012,000
0.6	2027	76438		SW 4-25-24-W4M Twp Rd 25 Range Rd 25	"2" -Roof "3" - Waterway Adequacy	1829 x 1118 mm arch pipe near Smoky Lake	35.8% / 22.2% (27-Feb-2025)	- Assessment completed in 2025 - STIP application submitted in 2025 - STIP funding received in June 2026 - Replace 2027/2028	Replacement	Construction: \$326,500 Engineering: \$205,500 Costs based on 2025 assessment Approved STIP funding: \$399,000	\$532,000

Smoky Lake County Priority List

Priority	Priority Year	Bridge File #	Photo	Location Description	Low Element Rating	Description	Sufficiency Rating/ Structural Rating	Investigations/Inspections/Design Status	Rehab/Repair Strategy	Estimated Construction or Maintenance Costs	Recommended Strategy Cost
1	2026	00849		NW 33-58-19-W4M Township Rd. 585A East of Highway 831	"3" - Approach Bump "3" - Wearing Surface/Deck Top "3" - Deck Rideability "2" - Bearing Seats/Caps/Corbels "3" - Piles "2" - Pier Stability Single Lane Closure	8.5 m - 13.7 m - 8.5 m RB girder bridge with treated timber substructure near Waskatenau	45.5% / 33.3% (5-May-2026)	- Timber Coring completed 2010 - Timber Coring completed 2019 - Assessment letter updated 2019 - Assessment updated 2025 - STIP application submitted in 2023, 2024, 2025 denied - STIP application to be submitted in 2026 - Major Bridge Replacement in 2027/2028	Replacement	Construction: \$2,204,000 Engineering: \$814,000 Costs based on 2025 updated Assessment Report with escalation	\$3,018,000
2	2026	01603		SW 22-59-19-W4M Range Road 193 North of Highway 28	"3" - Guardrail "2" - Deck Top "1" - Deck Joints "3" - Curbs/Median "3" - Bridge Rail Posts "2" - Girders Full Closure in 2026	8.5 - 8.5 - 8.5 m HC girder bridge with a treated timber substructure near Waskatenau	58.1% / 27.8% (26-Mar-2026)	- Rehabilitation Tender prepared in 2013 - Due to lack of funding, tender shelved - STIP application submitted 2017 & 2018 & 2019 denied - Emergency Repairs completed May 2018 - STIP application submitted in 2024, 2025 denied - Girder Inspection, Coring Insepction, & Assessment completed in 2024 - Assessment updated in 2024 - STIP application to be submitted in 2026 - Replacement 2027/2028	Replacement	Construction: \$2,598,000 Engineering: \$790,000 Costs based on 2024 Assessment Report with escalation	\$3,388,000
3	2026	74018		NW 30-58-16-W4M Range Road 170 North of Township Rd. 584A	"3" - Wingwalls "2" - Abut Piles "3" - Abutment Stability Single Lane Closure	6.1 m PG girder bridge with a treated timber substructure near Smoky Lake	55.6% / 38.9% (31-Mar-2026)	- Due to lack of funding, tender shelved - STIP application submitted 2017, 2018, 2019, 2021 & 2022 denied Level 2 Inspection Completed in 2022 - STIP application submitted 2023, 2024, 2025 denied - Assessment completed in 2025 - STIP application to be submitted in 2026	Replacement	Construction: \$872,000 Engineering: \$385,000 Costs based on 2025 Assessment Report with escalation	\$1,257,000
4	2026	00490		NW 6-59-15-W4M White Earth Creek Twp Rd 590A	"3" - Sway Bracings "3" - Portals Posted loading	5-span Through Truss near Bellis	28.0% / 38.9% (18-Aug-2022)	- Assessment completed in 2024 - STIP application submitted in 2024, 2025 denied - STIP application to be submitted in 2026 - Repair 2027/2028	Rehabilitation	Construction: \$709,000 Engineering: \$340,000 Costs based on 2024 Assessment Report with escalation	\$1,049,000
5	2026	07814		NW 34-59-16-W4M Range Road 163 South of Township Rd. 600	"2" - Bearing Seats/Caps/Corbels Recommended load posting	6.1m HC girder bridge with treated timber substructure near Edwand	58.1% / 33.3% (27-Apr-2026)	- Timber coring inspection completed 2020 - Assessment completed 2022 - STIP application submitted in 2022 denied - STIP application submitted in 2023 denied - STIP application submitted in 2024, 2025 denied - STIP application to be submitted 2026 - Rehabilitation 2027	Rehabilitation	Construction: \$156,000 Engineering: \$76,000 Costs based on 2022 Assessment Report with escalation	\$232,000
6	2027	70734		SW 30-60-16-W4M TWP 604 East of RR 170	"3" - Bracing/Struts/Sheating "2" - Piles (N in 2025) 2026 Washout at both approaches	6.1 m HC girder bridge with treated timber substructure near Smoky Lake	60.0% / 38.9% (04-Jun-2025)	Note: Bridge closed in 2020 for emergency approach work - Completed coring in 2024 - Assessment completed in 2025 - STIP application submitted in 2025 denied - STIP application to be submitted 2026 - Repair 2027+	Rehabilitation	Construction: \$398,000 Engineering: \$185,000 Costs based on 2025 Assessment Report with escalation	\$583,000

Smoky Lake County Priority List

Priority	Priority Year	Bridge File #	Photo	Location Description	Low Element Rating	Description	Sufficiency Rating/ Structural Rating	Investigations/Inspections/Design Status	Rehab/Repair Strategy	Estimated Construction or Maintenance Costs	Recommended Strategy Cost
7	2027	70923		NW 20-59-15-W4M Range Road 155 North of Highway 28	"3" - Bridge Rail Posts "3" - Wingwalls "2" - Piles "3" - Abutment Stability (N in 2026) Posted loading	6.1 m HC girder bridge with treated timber substructure near Bellis	58.7% / 38.9% (27-Apr-2026)	- Timber Coring completed in 2010 - Timber Coring completed in 2019 - Assessment completed 2019 - STIP application submitted 2021 & 2022 denied - STIP application submitted in 2023 denied - Assessment updated in 2025 - STIP application submitted in 2024, 2025 denied - STIP application to be submitted 2026 - Repair 2028+	Rehabilitation	Construction: \$294,000 Engineering: \$148,000 Costs based on 2025 Assessment Report with escalation	\$442,000
8	2027	09975		NE 31-58-19 W4M Township Road 585A East of Range Road 195A	Roof - "2" (N in 2026) Sidewall - "3" (N in 2026)	2 - 1220 mm DIA CSP culverts with 24m and 15.2 m invert lengths near Waskatenau	31.0% / 22.2% (31-Mar-2026)	- No Engineering Work Completed to Date - Assessment 2027 - Construction 2027+	To Be Determined	Assessment: \$11,600 Construction: TBD Engineering: TBD	
9	2027	72828		NW 13-60-13-W4M Range Road 131 North of Township Rd. 602	"2" - Abut Piles "3" - Bracing/Struts/Sheathing Posted loading	6.1 m PG girder bridge with treated timber substructure near Vilna	58.9% / 38.9% (27-Apr-2026)	- Timber Coring Completed in 2010 - Timber Coring Completed in 2019 - Assessment completed 2019 - STIP application submitted 2021, 2022, 2023, 2024, 2025 denied - Assessment updated in 2025 - STIP application to be submitted in 2026 - Repair 2027+	Rehabilitation	Construction: \$263,000 Engineering : \$140,000 Costs based on 2025 Assessment Report with escalation	\$403,000
10	2027	00781		SW 26-58-17-W4M Range Road 172 North of Township Rd. 584	"3" - Roof (N in 2026) "3" - Sidewall (N in 2026) "2" - Longitudinal Seams (N in 2026), increased by "1" because of struts	2489 x 1753 mm CSP culvert x 24.4 m invert length near Smoky Lake	45.4% / 33.3% (27-Apr-2026)	- Assessment completed 2021 - STIP application submitted in 2021, 2024, 2025 denied - STIP application to be submitted in 2026 - Replace 2027+	Replacement	Construction: \$1,070,000** Engineering: \$340,000 Costs based on 2022 Assessment Report with escalation (trenchless install)	\$1,444,000
11	2028	13745		SW 27-59-16-W4M Township Road 594 West of Range Road 163	Piles - "2" Dead End Road to field	6.1 m PG girder bridge with treated timber substructure near Smoky Lake	48.0% / 38.9% (28-Apr-2026)	- Assessment completed in 2026 - STIP to be submitted in 2026		Construction: \$ Engineering: \$	
12	2028	08908		SW 18-59-17-W4M Township Rd. 592 East of Range Road 180	"3" - Roof "3" - Sidewall (N in 2022)	1 - 1676 mm Dia CSP culvert	45.3%/ 33.3% (08-Jun-2022)	- No Engineering Work Completed to Date - Assessment 2027 - Construction 2027+	To Be Determined	Assessment: \$11,600 Construction: TBD Engineering: TBD	

Smoky Lake County Priority List

Priority	Priority Year	Bridge File #	Photo	Location Description	Low Element Rating	Description	Sufficiency Rating/ Structural Rating	Investigations/Inspections/Design Status	Rehab/Repair Strategy	Estimated Construction or Maintenance Costs	Recommended Strategy Cost
13	2028	70497		NW 24-60-19-W4M Range Road 191 North of Township Rd. 591	"3" - Backwalls "3" - Piles "3" - Abutment stability "3" - Abut Pile Cap	4.9m TT bridge with treated timber substructure	65.4% / 38.9% (31-Mar-2026)	- Assessment Completed 2023 - STIP application submitted in 2023, 2024, 2025 denied - STIP application to be submitted in 2026 - Replace 2027+	Replacement	Construction: \$913,000 Engineering: \$463,000 Costs based on 2023 Assessment Report with escalation	\$1,376,000
14	2028	08907		SW 18- 59-17-W4M Range Road 180 South of Hwy 28	"4" - Waterway Adequacy	1-1524 diam CSP Culvert near Warspite	47.1% / 33.3% (08-Jun-2022)	- Assessment completed in 2026 - STIP to be submitted in 2026		Construction: \$ Engineering: \$	
15	2028	07798		NE 29-59-17-W4M Range Road 174 North of Township Rd. 594	"3" - Bridge Rail Post "3" - Piles	6.1-6.1m PG girder bridge with a treated timber substructure near Smoky Lake	53.1% / 38.9% (17-Mar-2023)	- Cored in 2023 - Assessment completed in 2026 - STIP application to be submitted 2026		Construction: \$ Engineering: \$	
16	2029	75968		NE 25-61-18 W4M Township Rd. 61 Range Road 18	"3" - Roof Dead End Road	1 - 1829 x 1118 mm Dia CSP culvert	42.4% / 33.3% (10-Jun-2022)	- Although the roof has a 3 rating, the pipe is 40 years old and stable, no maintenance required - No Engineering Work Completed to Date - Assessment 2027 - Construction 2027+	To Be Determined	Assessment: \$11,600 Construction: TBD Engineering: TBD	
17	2029	08030		SW 5-60-17-W4M Township Rd. 600 West of Range Road 175	"3" - Backwalls/Breastwalls "3" - Piles	6.1-8.5-6.1 HC girder bridge with treated timber substructure near Smoky Lake	59.3% / 38.9% (15-May-2025)	- No Engineering Work Completed to Date - Assessment 2027+ - Construction 2028+	To Be Determined	Assessment: \$11,600 Construction: TBD Engineering: TBD	
18	2029	70165		SE 33-58-15-W4M Range Road 154 North of Township Rd. 585	"3" - Sidewall (N in 2026)	2-1200 mm CSP culverts near Bellis	47% / 33.3% (28-Apr-2026)	- Assessment completed in 2026 - STIP application to be submitted in 2026		Construction: \$ Engineering: \$	

Smoky Lake County Priority List

Priority	Priority Year	Bridge File #	Photo	Location Description	Low Element Rating	Description	Sufficiency Rating/ Structural Rating	Investigations/Inspections/Design Status	Rehab/Repair Strategy	Estimated Construction or Maintenance Costs	Recommended Strategy Cost
19	2029	76437		SE 25-58-19-W4M Victoria Trail East of Highway 831	"3" - Longitudinal Seams "3" - Sidewall	2314 x 2552 mm CSP culvert x 29.3 m invert length near Waskatenau	42.5% / 33.3% (19-Jun-2025)	- No Engineering Work Completed to Date - Assessment 2027+ - Construction 2028+	To Be Determined	Assessment: \$11,600 Construction: TBD Engineering: TBD	
20	2029	09915		SW 33-59-16-W4M Range Road 164 South of Township Road 595A	"3" - Curbs/Median "3" - Caps	6.1-8.5-6.1 HC girder bridge with treated timber substructure near Smoky Lake	52.8% / 38.9% (27-Apr-2026)	- No Engineering Work Completed to Date - Assessment 2027+ - Construction 2028+	To Be Determined	Assessment: \$11,600 Construction: TBD Engineering: TBD	
21	2030	13805		SW 17-60-16-W4M Township Road 602 East of Range Road 165	"3" - Guardrail "3" - Piles	10.1 m HC girder bridge with treated timber substructure near Smoky Lake	60.2% / 38.9% (21-May-2025)	- No Engineering Work Completed to Date -Coring 2027 - Assessment 2027+ - Construction 2028+	To Be Determined	Assessment: \$11,600 Construction: TBD Engineering: TBD	
22	2030	70918		SW 17-61-17-W4M Township Rd. 612 East of Range Road 175	"3" - Roof "3" - Sidewall	1 - 1829 mm Dia and 1 - 900 mm Dia CSP culverts near Smoky Lake	53.3%/ 44.4% (10-June-2022)	- No Engineering Work Completed to Date - Assessment 2027+ - Construction 2028+	Replacement	Assessment: \$11,600 Construction: TBD Engineering: TBD	
23	2030	79073		SW 11-59-13-W4M Range Road 132 North of Township Rd. 590	"3" - Bearing Cap "5" - Piles Dead End to field	8.5 m PA girder bridge with treated timber substructure near Vilna	58.2%/ 44.4% (08-June-2022)	- Assessment Completed in 2008 - Timber Coring completed 2020 - Assessment completed 2021 - STIP application submitted in 2024, 2025 denied - STIP application to be submitted 2026 - Repair 2027+	Replacement	Construction: \$1,031,000** Engineering: \$425,000 Costs based on 2021 Assessment Report with escalation	\$1,456,000
24	2030	80908		NW 7-59-13-W4M Stony Creek North of Township Rd. 592	"3" - Girders Dead End to field	10.1m HC girder bridge with treated timber substructure near Vilna	63.5%/ 44.4% (19-Jun-2025)	- No Engineering Work Completed to Date - Assessment 2027+ - Construction 2028+	To Be Determined	Assessment: \$11,600 Construction: TBD Engineering: TBD	

Smoky Lake County Priority List

Priority	Priority Year	Bridge File #	Photo	Location Description	Low Element Rating	Description	Sufficiency Rating/ Structural Rating	Investigations/Inspections/Design Status	Rehab/Repair Strategy	Estimated Construction or Maintenance Costs	Recommended Strategy Cost
25	2030	75613		SE 13-60-13-4 Township Rd. 602 West of Range Road 130	"3" - Piles "3" - Wingwalls "3" - Bearing Seats/Caps/Corbels	6.1 m HC girder bridge with treated timber substructure near Smoky Lake	60.7% / 50.0% (27-Apr-2026)	- Timber coring completed in 2024 - Assessment 2027+ - Construction 2028+	To Be Determined	Assessment: \$11,600 Construction: TBD Engineering: TBD	
26	2031	75612		NW 27-60-16-4 Range Road 163 South of Township Rd. 610	"3" - Bridge Guardrails	6.1m HC girder bridge	70.7% / 61.1% (09-Jun-2022)	- Complete timber coring (dewatering req.) - Assessment 2027+ - Construction 2028+	To Be Determined	Assessment: \$11,600 Construction: TBD Engineering: TBD	



Request for Decision (RFD)

Meeting Date: September 17, 2026

Agenda Item: # 8.1

Topic: Bylaw #1509-26: Redistricting of Pt. NE-4-62-13-W4M under Land Use Bylaw #1272-14, from AG District to R1 District; Reclassifying Pt. NE-4-62-13-W4M under Municipal Development Plan Bylaw #1249-12, from Agriculture Area to Residential Area; and Reclassifying Pt. NE-4-62-13-W4M under Whitefish Lake Area Structure Plan Bylaw #1189-09, from Agriculture Area to Residential Area.

Presented By: Jordan Ruegg, Director of County Services

Recommendation:

1. That Smoky Lake County Council give Bylaw #1509-26 Second Reading.
 2. That Smoky Lake County Council give Bylaw #1509-26 Third & Final Reading.
-

Background:

On June 30, 2026, an application was received by administration to amend the Land Use Bylaw (LUB), to redistrict the lands legally described as Pt. NE-4-62-13-W4M, from Agriculture (AG) District to Multi-Lot Country Residential (R1) District, and to reclassify under the Municipal Development Plan (MDP) and Whitefish Lake Area Structure Plan (ASP), from Agriculture Area to Residential Area (**Enclosure #1**).

Administration has prepared Bylaw #1509-26 (**Enclosure #2**) which received First Reading on June 25, 2026. Bylaw #1409-26 would amend the LUB, MDP & ASP, to allow the applicant to apply for a 15-lot country-residential subdivision. In support of the application, the applicant has provided a Functional Servicing Report, which includes a Geotechnical Investigation, Phase 1 Environmental Site Assessment, Stormwater Management Report, Historic Resource Assessment, Preliminary Engineering Drawings, Water Act Report, Biophysical Assessment and Community Engagement Report (**Enclosure #3**).

Subsequent to First Reading of the Bylaw, a statutory Public Hearing was held on July 23, 2026. A summary of the comments received at the Public Hearing is attached for reference (**Enclosure #4**).

Benefits:

Provide an opportunity for additional housing within the County; increased municipal assessment base.

Disadvantages:

Additional lots may place strain on local infrastructure and services; potential for increased nutrient load on Whitefish Lake.

Alternatives

Defeat Bylaw #1509-26.



Request for Decision (RFD)

Financial Implications:

Should Bylaw #1509-26 receive Third Reading and should the applicant subsequently apply for an obtain subdivision endorsement, the applicant will be required to construct internal roadways and associated infrastructure at his sole expense. Once a warranty guarantee period has expired, the County will take ownership of said roadways and be responsible for ongoing maintenance, as is typically the case with other developments of this nature.

Legislation:

Municipal Government Act, R.S.A. c. M-26, as amended – Sections 216.4, 606 & 692.

Intergovernmental:

N/A

Strategic Alignment:

Strategic Priority #5: Economic Development & Financial Sustainability

Enclosure(s):

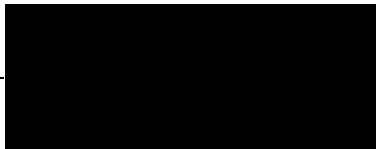
Enclosure #1: Application to Amend Land Use Bylaw, Municipal Development Plan & Whitefish Lake Area Structure Plan

Enclosure #2: Bylaw #1509-26

Enclosure #3: Functional Servicing Report

Enclosure #4: Summary of Public Hearing Responses

Signature of the CAO: _____





Date of Application: June 12 2026

APPLICATION TO AMEND

☒ LAND USE BYLAW

☒ AREA STRUCTURE PLAN

☒ MUNICIPAL DEVELOPMENT PLAN

APPLICANT INFORMATION				
NAME OF APPLICANT 2803870 ALBERTA LTD.		NAME OF REGISTERED LANDOWNER (COMPLETE IF DIFFERENT FROM APPLICANT) Austin Zacharko / 2803870 ALBERTA LTD.		
SIGNATURE		SIGNATURE		
MAILING ADDRESS		MAILING ADDRESS		
LEGAL DESCRIPTION				
QTR/LSD PT. NE	SECTION 4	TOWNSHIP 62	RANGE 13	W4M
REGISTERED PLAN		BLOCK	LOT	
PLANNING DOCUMENT				
EXISTING LAND USE DISTRICT ☒ AGRICULTURAL DISTRICT (AG) ☐ VICTORIA AGRICULTURE DISTRICT (A1) ☐ MULTI-LOT COUNTRY RESIDENTIAL DISTRICT (R1) ☐ RESIDENTIAL (CLUSTER) CONSERVATION DISTRICT (R2) ☐ VICTORIA RESIDENTIAL DISTRICT (R3) ☐ HAMLET RESIDENTIAL DISTRICT (R4) ☐ HIGHWAY COMMERCIAL DISTRICT (C1) ☐ VICTORIA COMMERCIAL DISTRICT (C2) ☐ HAMLET COMMERCIAL DISTRICT (C3) ☐ INDUSTRIAL DISTRICT (M1) ☐ RURAL INDUSTRIAL DISTRICT (M2) ☐ COMMUNITY AND INSTITUTIONAL DISTRICT (P) ☐ DIRECT CONTROL DISTRICT (DC) ☐ DIRECT CONTROL LANDFILL DISTRICT (DC1)		PROPOSED LAND USE DISTRICT ☐ AGRICULTURAL DISTRICT (AG) ☐ VICTORIA AGRICULTURE DISTRICT (A1) ☒ MULTI-LOT COUNTRY RESIDENTIAL DISTRICT (R1) ☐ RESIDENTIAL (CLUSTER) CONSERVATION DISTRICT (R2) ☐ VICTORIA RESIDENTIAL DISTRICT (R3) ☐ HAMLET RESIDENTIAL DISTRICT (R4) ☐ HIGHWAY COMMERCIAL DISTRICT (C1) ☐ VICTORIA COMMERCIAL DISTRICT (C2) ☐ HAMLET COMMERCIAL DISTRICT (C3) ☐ INDUSTRIAL DISTRICT (M1) ☐ RURAL INDUSTRIAL DISTRICT (M2) ☐ COMMUNITY AND INSTITUTIONAL DISTRICT (P) ☐ DIRECT CONTROL DISTRICT (DC) ☐ DIRECT CONTROL LANDFILL DISTRICT (DC1)		
MUNICIPAL DEVELOPMENT PLAN: Bylaw 1249-12 Smoky Lake County MDP: From Agricultural Area to Residential Area		AREA STRUCTURE PLAN: Bylaw 1189-09 White Fish Lake ASP: From Agricultural Area to Residential Area		
REASON IN SUPPORT OF APPLICATION FOR AMENDMENT: The applicant proposes to subdivide Pt. NE 4-62-13-W4 (26.75 acres) into 15 country residential lots accessed via a new internal municipal road from Range Road 133. Amendments to the MDP, Whitefish Lake ASP, and LUB are required as identified in the Municipal Planning Services preliminary review letter dated May 28, 2025.				
OFFICE USE ONLY				
REPORTS	☐ Environmental Site Assessment ☐ Biophysical Assessment ☐ Geotechnical Report ☐ Stormwater Management Plan ☐ Certificate Of Title			
APPLICATION FEE	RECEIPT #		BYLAW NO.	

**SMOKY LAKE COUNTY
IN THE PROVINCE OF ALBERTA
BYLAW NO. 1509-26**

A BYLAW OF THE MUNICIPALITY OF SMOKY LAKE COUNTY IN THE PROVINCE OF ALBERTA, TO AMEND BYLAW NO. 1272-14 BEING THE LAND USE BYLAW, TO AMEND BYLAW NO. 1249-12 BEING THE MUNICIPAL DEVELOPMENT PLAN, & TO AMEND BYLAW NO. 1189-09 BEING THE WHITEFISH LAKE AREA STRUCTURE PLAN

WHEREAS Council has adopted Smoky Lake County Bylaw No. 1189-09, being the Whitefish Lake Area Structure Plan;

AND WHEREAS Council has adopted Smoky Lake County Bylaw No. 1249-12, being the Municipal Development Plan;

AND WHEREAS Council has adopted Smoky Lake County Bylaw No. 1272-14, being the Land Use Bylaw;

AND WHEREAS Council has deemed it expedient to amend Bylaw No. 1189-09, Bylaw No. 1249-12 and Bylaw No. 1272-14, as set out in section 692 of the *Municipal Government Act*, R.S.A., 2000, c. M-26, as amended;

AND WHEREAS a Public Hearing has been held pursuant to section 216.4 of the *Municipal Government Act*, R.S.A., 2000, c. M-26, as amended;

AND WHEREAS said Public Hearing has been advertised pursuant to section 606 of the *Municipal Government Act*, R.S.A., 2000, c. M-26, as amended;

NOW THEREFORE under the authority and subject to the provisions of the *Municipal Government Act*, and by virtue of all other enabling powers, the Council of Smoky Lake County, duly assembled, enacts as follows:

1. Appendix "B" of the Smoky Lake County Land Use Bylaw No. 1272-14 be amended such that the lands legally described as:

"MERIDIAN 4, RANGE 13, TOWNSHIP 62, SECTION 4, ALL THAT PORTION OF THE NORTH EAST QUARTER DESCRIBED AS FOLLOWS: COMMENCING AT THE NORTH EAST CORNER OF THE SAID QUARTER SECTION, THENCE SOUTHERLY ALONG THE EAST BOUNDARY THEREOF ELEVEN HUNDRED AND FIFTY (1150) FEET THENCE WESTERLY AND AT RIGHT ANGLES TO THE SAID EAST BOUNDARY SEVEN HUNDRED (700) FEET THENCE NORTHERLY AND PARALLEL TO THE SAID EAST BOUNDARY TWO HUNDRED AND TWENTY FIVE FEET (225) THENCE WESTERLY AND AT RIGHT ANGLES TO THE SAID EAST BOUNDARY TO INTERSECTION WITH THE EAST SHORE OF WHITEFISH LAKE AS SHOWN ON A PLAN OF SURVEY OF THE SAID TOWNSHIP SIGNED AT OTTAWA ON THE 26TH DAY OF JUNE A.D. 1926. THENCE NORTHERLY ALONG THE SINUOSITIES OF THE SAID LAKE TO THE NORTH BOUNDARY OF THE SAID QUARTER SECTION, THENCE EASTERLY ALONG THE SAID BOUNDARY TO THE POINT OF COMMENCEMENT. CONTAINING 10.80

Bylaw 1509-26

HECTARES (26.75 ACRES) MORE OR LESS. EXCEPTING THEREOUT ALL MINES AND MINERALS AND THE RIGHT TO WORK THE SAME”,

as shown on Schedule ‘A’, be redistricted from Agriculture District (AG) to Multi-Lot Country Residential (R1) District.

2. That Section 7.2 of Smoky Lake County Municipal Development Plan Bylaw No. 1249-12 is hereby amended such that the lands legally described as:

“MERIDIAN 4, RANGE 13, TOWNSHIP 62, SECTION 4, ALL THAT PORTION OF THE NORTH EAST QUARTER DESCRIBED AS FOLLOWS: COMMENCING AT THE NORTH EAST CORNER OF THE SAID QUARTER SECTION, THENCE SOUTHERLY ALONG THE EAST BOUNDARY THEREOF ELEVEN HUNDRED AND FIFTY (1150) FEET THENCE WESTERLY AND AT RIGHT ANGLES TO THE SAID EAST BOUNDARY SEVEN HUNDRED (700) FEET THENCE NORTHERLY AND PARALLEL TO THE SAID EAST BOUNDARY TWO HUNDRED AND TWENTY FIVE FEET (225) THENCE WESTERLY AND AT RIGHT ANGLES TO THE SAID EAST BOUNDARY TO INTERSECTION WITH THE EAST SHORE OF WHITEFISH LAKE AS SHOWN ON A PLAN OF SURVEY OF THE SAID TOWNSHIP SIGNED AT OTTAWA ON THE 26TH DAY OF JUNE A.D. 1926. THENCE NORTHERLY ALONG THE SINUOSITIES OF THE SAID LAKE TO THE NORTH BOUNDARY OF THE SAID QUARTER SECTION, THENCE EASTERLY ALONG THE SAID BOUNDARY TO THE POINT OF COMMENCEMENT. CONTAINING 10.80 HECTARES (26.75 ACRES) MORE OR LESS. EXCEPTING THEREOUT ALL MINES AND MINERALS AND THE RIGHT TO WORK THE SAME”,

as shown on Schedule ‘B’, be reclassified from Agriculture Area to Residential Area.

3. That Bylaw No. 1189-09: Whitefish Lake Area Structure Plan is hereby amended such that all portions of the lands legally described as:

“MERIDIAN 4, RANGE 13, TOWNSHIP 62, SECTION 4, ALL THAT PORTION OF THE NORTH EAST QUARTER DESCRIBED AS FOLLOWS: COMMENCING AT THE NORTH EAST CORNER OF THE SAID QUARTER SECTION, THENCE SOUTHERLY ALONG THE EAST BOUNDARY THEREOF ELEVEN HUNDRED AND FIFTY (1150) FEET THENCE WESTERLY AND AT RIGHT ANGLES TO THE SAID EAST BOUNDARY SEVEN HUNDRED (700) FEET THENCE NORTHERLY AND PARALLEL TO THE SAID EAST BOUNDARY TWO HUNDRED AND TWENTY FIVE FEET (225) THENCE WESTERLY AND AT RIGHT ANGLES TO THE SAID EAST BOUNDARY TO INTERSECTION WITH THE EAST SHORE OF WHITEFISH LAKE AS SHOWN ON A PLAN OF SURVEY OF THE SAID TOWNSHIP SIGNED AT OTTAWA ON THE 26TH DAY OF JUNE A.D. 1926. THENCE NORTHERLY ALONG THE SINUOSITIES OF THE SAID LAKE TO THE NORTH BOUNDARY OF THE SAID QUARTER SECTION, THENCE EASTERLY ALONG THE SAID BOUNDARY TO THE POINT OF COMMENCEMENT. CONTAINING 10.80 HECTARES (26.75 ACRES) MORE OR LESS. EXCEPTING THEREOUT ALL MINES AND MINERALS AND THE RIGHT TO WORK THE SAME”,

as shown on Schedule ‘C’, be reclassified from Agriculture Area to Residential Area.

4. This Bylaw shall come into effect after Third Reading.

READ A FIRST TIME IN COUNCIL THIS 25TH DAY OF JUNE, AD 2026.

Craig Lukinuk
Reeve

S E A L

Chyenne Shaw
Chief Administrative Officer

READ A SECOND TIME IN COUNCIL THIS ____ DAY OF ____, AD 20__.

READ A THIRD AND FINAL TIME IN COUNCIL THIS ____ DAY OF ____, AD 20__.

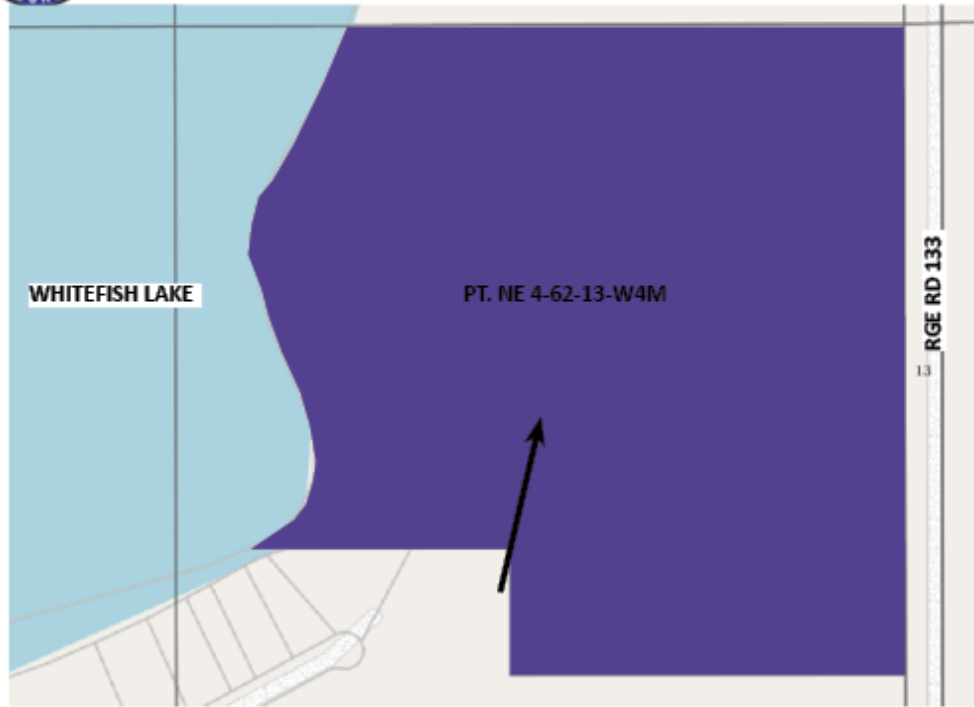
Craig Lukinuk
Reeve

S E A L

Chyenne Shaw
Chief Administrative Officer



SCHEDULE "A" BYLAW NO. 1509-26



REDISTRIBUTE FROM AGRICULTURE (AG) DISTRICT
TO MULTI-LOT COUNTRY RESIDENTIAL (R1) DISTRICT
UNDER LAND USE BYLAW #1272-14;





SCHEDULE "B" BYLAW NO. 1509-26

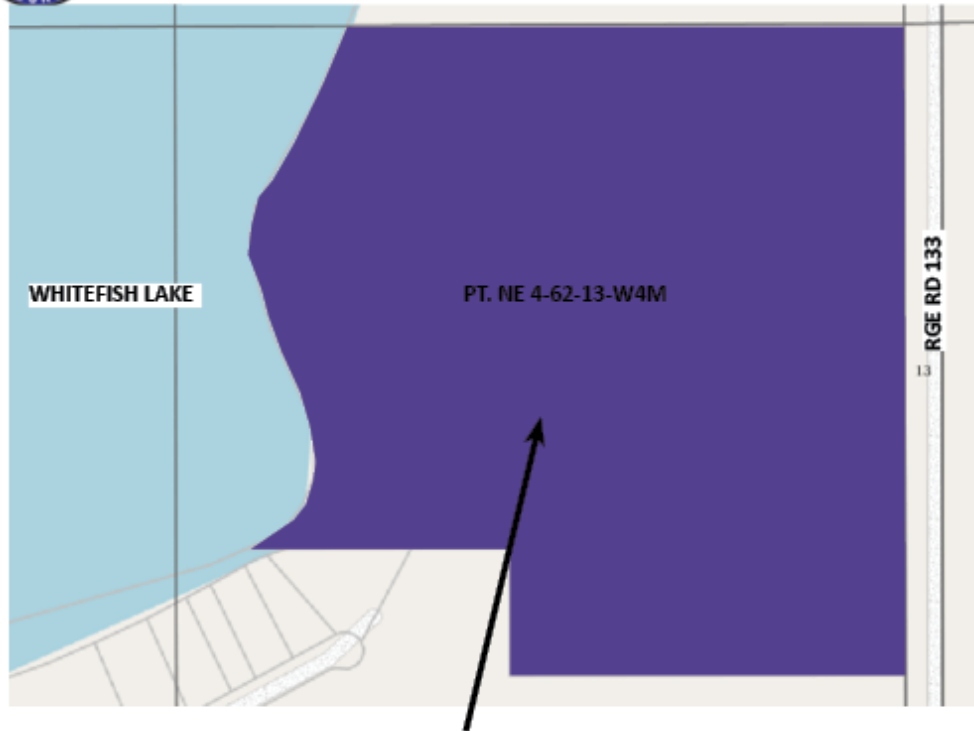


RECLASSIFY FROM AGRICULTURE AREA
TO RESIDENTIAL AREA UNDER
MUNICIPAL DEVELOPMENT PLAN BYLAW #1249-12





SCHEDULE "C" BYLAW NO. 1509-26



RECLASSIFY FROM AGRICULTURE AREA TO
RESIDENTIAL AREA UNDER WHITEFISH LAKE AREA STRUCTURE PLAN BYLAW #1189-09





Functional Servicing Report Sunset Ridge Estates at Whitefish Lake

Pt. NE-4-62-13-W4M Smoky Lake County, Alberta

Prepared for 2803870 Alberta Ltd.
303 – 19 Ave SW – Unit 104, Calgary, AB T2S 0E1



Project Name	Sunset Ridge Estates at Whitefish Lake
Legal Description	Pt. NE-4-62-13-W4M, Smoky Lake County, Alberta
Proponent	2803870 Alberta Ltd. / Austin Zacharko
Subdivision Authority	Municipal Planning Services
Authority Having Jurisdiction	Smoky Lake County
Project Number	2500600
Drawing Set	260605-2500600-C1.0 to C6.0
Report Date	June 2026
Governing Standard	Smoky Lake Region REDS (July 2023)

Prepared for:

2803870 Alberta Ltd.

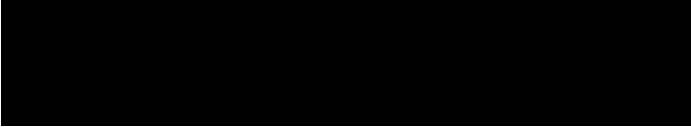
303 19 Ave SW, Unit 104 Calgary, AB T2S 0E1 Canada

June 2026



Presented To:

Austin Zacharko

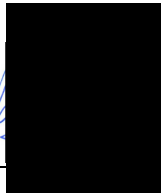


Reviewed & approved by:



Paul Kundzins
Senior Civil Engineer

Paul.Kundzins@priengineering.com



June 11, 2026

Version Control and Revision History

Version	Date	Prepared By	Reviewed By	Approved By	Notes/Revisions
A	2026-06-05	JZ	PK	PK	ISSUED FOR REVIEW
B	2026-06-11	JZ	PK	PK	ISSUED FOR APPROVAL



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1. Introduction

1.1 Purpose and Scope

This Functional Servicing Report (FSR) has been prepared in support of the proposed subdivision of Pt. NE-4-62-13-W4M, Smoky Lake County, Alberta, to be developed as Sunset Ridge Estates at Whitefish Lake. The FSR documents the engineering basis for the proposed servicing strategy and demonstrates conformance with the Smoky Lake Region Regional Engineering Design Standards (REDS, July 2023) and all applicable municipal requirements.

The report addresses roadway design, stormwater drainage, water supply, wastewater disposal, and franchise utilities. It also identifies approved deviations from REDS standards and summarizes key environmental constraints that affect the design. Detailed stormwater calculations are provided under separate cover as a standalone Stormwater Management Report (Appendix C).

1.2 Project Description

The proposed development consists of a 15-lot rural residential subdivision on the western shore of Whitefish Lake, Smoky Lake County, Alberta. The project is titled Sunset Ridge Estates at Whitefish Lake and is being developed by 2803870 Alberta Ltd. (Austin Zacharko, proponent). All 15 lots are proposed to be sold as vacant land for future residential development by individual lot owners.

The subdivision is accessed via a new internal gravel road connecting to Range Road 133 on the east boundary of the property. The road terminates in a cul-de-sac at the north end of the development. Lot sizes range from approximately 0.87 to 1.65 acres. Lakefront lots are subject to a 30-metre Environmental Reserve (ER) setback from the high-water mark of Whitefish Lake.

1.3 Location and Legal Description

The subject lands are legally described as Pt. NE-4-62-13-W4M, Smoky Lake County, Alberta. The property is situated on the western shoreline of Whitefish Lake, east of the existing Whitefish Resort community and south of Hillside Acres. The eastern boundary of the property fronts Range Road 133. The development area is approximately 28.6 acres (11.6 ha) in total, with the active development footprint (road ROW and lots) considerably smaller due to environmental reserves, wetland setbacks, and archaeological avoidance areas.



1.4 Proponent

Land Owner / Proponent	Austin Zacharko
Development Entity	2803870 Alberta Ltd.
Address	[REDACTED]
Subdivision Authority	Municipal Planning Services, 17511 107 Ave NW #206, Edmonton, AB T5S 1E5

1.5 Engineer of Record

The engineering design drawings (drawing set 260605-2500600-C1.0 to C6.0) were prepared by PRI Engineering with review by Paul Kundzins, P.Eng.

1.6 Governing Standards and References

This report and the associated design drawings have been prepared in accordance with the following standards and documents:

- Smoky Lake Region Regional Engineering Design Standards (REDS), July 2023 — Part C (Rural Development) governs this project
- Smoky Lake County Land Use Bylaw
- Smoky Lake County Council Resolution, April 16, 2026 — approved reduction of road width and ROW width for this subdivision (Council letter dated April 21, 2026)
- Transportation Association of Canada (TAC) — Geometric Design Guide for Canadian Roads
- Alberta Environment and Parks — Stormwater Management Guidelines for the Province of Alberta
- EPCOR Drainage — IDF Curves for the Edmonton Region (1984–2020), April 2025
- Canadian Standards Association and applicable provincial regulations



2. Site Context

2.1 Existing Conditions

The subject property is a treed parcel on the western shoreline of Whitefish Lake. The terrain is gently to moderately sloping, generally draining toward the lake in a westerly direction. The eastern portion of the property (adjacent to Range Road 133) is relatively flat and is where the proposed access road and eastern lots are situated.

A portion of the western area of the property contains an existing disturbed area associated with a current site housing structure. This disturbance is identified on drawing C2.0 (Previously Disturbed Area). The remainder of the property is predominantly forested with natural vegetation.

The property is currently accessed via a temporary or informal access from Range Road 133. The proposed development will formalize this access with a new engineered gravel road as shown on drawings C2.0 and C3.0.

2.2 Environmental Constraints

The following environmental constraints have been identified through supporting technical studies and are reflected in the subdivision layout and servicing design:

2.2.1 Environmental Reserve — Whitefish Lake

All waterfront lots are subject to a 30-metre Environmental Reserve (ER) setback measured from the high-water mark of Whitefish Lake. No development or vegetation clearing is permitted within the ER. Lakefront landowners may create a natural walking path within the ER to allow direct pedestrian access to the lake. The ER is shown on all layout drawings.

2.2.2 Wetland Reserves

Two wetland features have been identified within and adjacent to the development area, classified as follows:

- WL01 — S-S-II Classification (Temporary Shrubby Swamp)
- WL02 — M-G-II Classification (Temporary Graminoid Marsh)

A 10-metre setback has been applied to both wetland features, resulting in Environmental Reserve designations with 10m offsets as shown on drawing C2.0. No grading, clearing, or construction is proposed within these setback areas. Reference: Biophysical Assessment (Appendix G).



2.2.3 Archaeological Sites

Two precontact archaeological artifact scatter sites have been identified within the property boundary:

- GcOx-3 — Precontact Artifact Scatter (Appendix D, pg. 8)
- GcOx-4 — Precontact Artifact Scatter (Appendix D, pg. 15)

Archaeological site avoidance areas have been established around both sites and are shown on drawing C2.0. No construction activities are proposed within these avoidance areas. Reference: Historic Resource Assessment (Appendix D).

2.3 Adjacent Land Uses

- East: Range Road 133 (municipal road allowance); agricultural and rural residential lands
- South: Whitefish Resort (existing rural residential community)
- Southwest: Hillside Acres (existing rural residential community)
- West/Northwest: Whitefish Lake shoreline and environmental reserve
- North: Undeveloped rural land

2.4 Proposed Zoning

The subject lands are proposed to be rezoned to Multi-Lot Country Residential (R1) District under the Smoky Lake County Land Use Bylaw. All proposed development must comply with the applicable setback requirements, building height and lot coverage limits, and land use designations under this district.



2.5 Referenced Studies and Supporting Documents

The following technical studies and supporting documents have been prepared in support of this subdivision application and are referenced throughout this FSR. Copies are included as appendices to this report or provided under separate cover:

Appendix	Title
A	Geotechnical Investigation
B	Phase 1 Environmental Site Assessment
C	Stormwater Management Report
D	Historic Resource Assessment
E	Preliminary Engineering Drawings
F	Water Act Report
G	Biophysical Assessment
H	Community Engagement Report
I	Council Motion – Road Width and ROW Reduction (April 21, 2026)



3. Roadway Design

3.1 Road Classification

The proposed internal access road is classified as a Rural Residential Local Roadway in accordance with REDS Section C1.3.4 and Table C1-1. Local roadways are intended solely to provide access to individual properties and are designed for interrupted flow at a 30 km/h design speed. The road serves 15 residential lots and terminates in a cul-de-sac; its total length of approximately 387 m is within the REDS maximum length of 600 m for local roadways.

3.2 Road Width and Right-of-Way

The REDS default geometric standards for a Rural Residential Local Roadway specify a road width of 8.5 m (EOG to EOG) and a right-of-way width of 30.0 m (REDS Table C1-1). Following a formal request by the proponent, Smoky Lake County Council approved reductions to both standards at its April 16, 2026 meeting, as confirmed by the Director of County Services letter dated April 21, 2026 (Appendix I):

Parameter	REDS Default	Approved Value	Authority
Road Width (EOG to EOG)	8.5 m	7.5 m	Council Resolution, April 16, 2026
Right-of-Way Width	30.0 m	20.0 m	Council Resolution, April 16, 2026

The approved 20.0 m ROW accommodates the 7.5 m travel surface, roadside ditches, utility corridors, and necessary working widths within the constrained site geometry. The reduction is justified by the low traffic volume of the road (15 residential lots), the site topography, and the presence of environmental and archaeological constraints that limit available ROW width.



3.3 Geometric Design Standards

The road has been designed in accordance with the geometric standards for a Rural Residential Local Roadway as set out in REDS Table C1-1 and the TAC Geometric Design Guide for Canadian Roads. Key design parameters are summarized in Table 3-1 below.

Table 3-1 — Road Geometric Design Summary

Design Criteria	Value	Reference
Road Classification	Rural Residential Local	REDS Table C1-1
Road Width (EOG to EOG)	7.5 m (approved reduction)	Council Resolution, April 16, 2026
Right-of-Way Width	20.0 m (approved reduction)	Council Resolution, April 16, 2026
Travel Lanes	2 × 3.75 m	Council Resolution, April 16, 2026
Design Speed	30 km/h	Council Resolution, April 16, 2026
Maximum Gradient	8%	REDS Table C1-1
Road Length	~387 m (STA -0+005 to 0+387)	Drawing C2.0
Cul-de-Sac Radius (EOG)	R14.0 m	REDS Table C1-1; Drawing C2.0
Cul-de-Sac Radius (P/L)	R24.75 m	Drawing C2.0
Min. Stop Sight Distance	65 m (35 m @ 30km/h)	REDS Table C1-1 Council Resolution, April 16, 2026
Max. Superelevation	0.06 m/m	REDS Table C1-1
Pavement Surface	Compacted gravel	REDS C1.4.2



3.4 Road Structure

In accordance with REDS Section C1.4, all roadways within the subdivision shall be surfaced with compacted gravel. A geotechnical investigation (Appendix A) is required to establish the road structure design for a 20-year design life based on in situ conditions and projected traffic volumes. The road structure shall be designed and constructed in accordance with the geotechnical recommendations.

Subgrade preparation shall include scarification to a minimum depth of 300 mm, compaction to 97% SPMDD, and proof rolling witnessed by the Developer's Representative and the Municipality per REDS C1.6.3. Granular base and surface course materials shall be compacted to 100% SPMDD.

3.5 Access and Tie-In to Range Road 133

The proposed internal road connects to Range Road 133 at the east property boundary. The tie-in is shown on drawings C2.0 and C3.0. A typical driveway apron of 15.0 m length is provided at the access point, with a corner radius of R2.0 m at the property line. The access road approach is designed to facilitate safe turning movements for residential vehicles.

Any work within the Range Road 133 road allowance requires prior acceptance from Smoky Lake County per REDS Section A2.12. If the access intersects or is within 800 m of a Provincial Highway right-of-way, authorization from Alberta Transportation is also required per REDS Section C1.5.

3.6 Typical Cross Section

The typical cross section for the access road within the approved 20.0 m ROW is shown on drawing C5.0 and references Smoky Lake Region Standard Detail C1-100 (Rural Residential Local Roadway), included in drawing C5.0. The cross section includes:

- 7.5 m gravel travel surface (2 × 3.75 m lanes) with 3% crown
- 1m gravel shoulder each side from EOG
- Roadside ditches with minimum longitudinal slope of 0.6%
- 4:1 side slopes (maximum) within the 20.0 m ROW
- Culverts at driveway crossings per Standard Detail C1-100

The cul-de-sac design references Smoky Lake Region Standard Detail C1-110 with a minimum crown slope of 3% within the turning circle. Additional cross-sectional elements are as shown on drawing C5.0.

3.7 Construction Requirements

Road construction shall be in accordance with REDS Section C1.5 and the detailed design drawings. Key requirements include:

- Clearing and grubbing to remove all vegetation, stumps, and organic material within the construction limits; roots and stumps to be removed to a minimum depth of 0.6 m below rough grade



- Topsoil to be stripped to full depth and stockpiled for reuse on non-road areas
- Positive drainage to be maintained throughout all stages of construction
- Subgrade proof roll to be witnessed by the Developer's Representative and the Municipality; Municipality to be notified at least one week prior
- All construction materials to be from sources acceptable to the Municipality
- ESC measures to be in place throughout construction; ESC plan required prior to construction commencement per REDS A2.20

4. Stormwater Management

4.1 Overview

Stormwater management for the Sunset Ridge Estates subdivision is achieved through a conventional rural drainage system consisting of roadside ditches and a culvert crossing conveying runoff to the downstream receiving area. No piped storm sewer system, stormwater management pond, or detention facility is proposed. The drainage design philosophy is to maintain pre-development drainage patterns and flow rates to the maximum extent practicable, consistent with REDS Section C3.2.

Detailed hydrological and hydraulic calculations supporting the drainage design are provided in the Stormwater Management Report (Appendix C — separate report).

4.2 Design Criteria

The drainage system has been designed in accordance with REDS Section C3 (Rural Storm Drainage Systems). The applicable design criteria are:

- Minor system (roadside ditches): designed to convey the 1:5-year return period storm event without surcharging — REDS C3.3
- Major system (culvert and overland flow routes): designed to convey the 1:100-year return period storm event — REDS C3.3 and C3.16. The 1:10-year return period storm event is considered as a conservative approach given the small drainage area.
- Design flow method: Rational Method, $Q = CIA/360$, applicable for catchment areas less than 65 ha — REDS C3.4.1
- IDF curves: EPCOR Drainage, Edmonton Region (1984–2020) — REDS C3.6
- Runoff coefficient: $C = 0.30$ (Rural/Agricultural) for the 5- and 10-year events; adjusted upward by 25% for the 100-year event per REDS Table C3-1
- Minimum ditch grade: 0.6% — REDS C3.16.3
- Minimum culvert diameter for road crossings: 600 mm — REDS C3.14
- Minimum depth of cover over culvert: greater of half the culvert diameter or 500 mm — REDS C3.13



4.3 Catchment Delineation

Culvert catchment area has been delineated and shown on drawing C6.0 (Stormwater Management Plan):

- Catchment Area: 2.9 ha — drains the eastern lots and portions of the Range Road 133 frontage area

The catchment discharges to the culvert, with flow ultimately directed toward the downstream receiving area and Whitefish Lake watershed via proposed ditch. Overland flow directions are shown on drawing C6.0.

4.4 Drainage System

4.4.1 Roadside Ditches

Roadside ditches are provided on the west side of the access road within the 20.0 m ROW, connecting into the ditch proposed at the downstream end of the culvert, directing flow to Whitefish Lake watershed as shown on drawings C2.0, C3.0, and C4.0. The ditches are designed as trapezoidal sections to convey the 1:100-year flow without overtopping or causing flooding of the road surface or adjacent properties, per REDS C3.16. The 1:10-year return period storm event is considered as a conservative approach given the small drainage area. Design parameters include:

- Minimum longitudinal ditch grade: 0.6%
- Minimum ditch bottom width: 1.5 m at minimum 5.0% slope away from roadway
- Manning's roughness: $n = 0.033$ (gravel-lined channels) per REDS C3.12
- Ditch grades exceeding 2.0% to be protected with rock ditch checks, silt fences, or erosion control blankets per REDS C3.16.4
- Minimum finished floor elevation of lots adjacent to ditches: 0.3 m above the 1:100-year water elevation per REDS C3.16.2

4.4.2 Culvert

A single culvert crossing is proposed to convey roadside ditch flows beneath the access road. The culvert is shown on drawings C4.0 and C5.0 with the following design parameters:

- Size: 600 mm diameter — minimum required for road crossings per REDS C3.14
- Material: Corrugated steel pipe (CSP) — per REDS C3.20
- Length: 26.1 m
- Slope: 3.45%
- Minimum cover: 500 mm or half the culvert diameter, whichever is greater, measured from finished grade to top of culvert per REDS C3.13
- Riprap to be placed at both the inlet and outlet of the culvert to prevent erosion per REDS C3.19
- Marker posts to be installed at culvert ends, extending to 1 m above road grade per REDS C3.19



Hydraulic capacity analysis confirming the adequacy of the 600 mm culvert for the design discharge is provided in the Stormwater Management Report (Appendix C).

4.4.3 Outfall

Culvert outflow discharges toward the proposed downstream ditch and ultimately to the Whitefish Lake watershed. Appropriate outlet protection including riprap energy dissipation is to be provided at the culvert outlet. The outfall location and protection are shown on drawing C4.0. The outfall shall be designed with consideration of erosion protection and shall not cause adverse impacts to downstream properties or the Whitefish Lake Environmental Reserve.

4.5 Lot Grading

Individual lot grading shall comply with REDS Section C3.8. Lots 1-9 shall be graded to drain toward the roadway ditch system or to follow overland flow to the west of the site, and lots 10-15 will shall be graded to drain toward the proposed culvert. Key requirements applicable to this development:

- Positive drainage to be maintained from all structures toward the roadway ditch or culvert
- Minimum finished floor elevation: 0.3 m above the 1:100-year hydraulic grade line per REDS C3.8.13
- Roof drainage to be discharged to grade via splash pads, with discharge point a minimum of 1.2 m from the building — REDS C3.11
- Foundation drains to be pumped to surface and drain overland to the roadway ditch — REDS C3.10
- Areas around buildings to be graded away from foundations at minimum 5% for 1.2 m
- Lot grading plans to be submitted at the time of building permit application for each lot

4.6 Stormwater Management Report

A separate Stormwater Management Report has been prepared for this development and is included as Appendix C. That report provides the full hydrological analysis (Rational Method, IDF data, time of concentration, catchment parameters) and hydraulic capacity assessment of the ditch and culvert system for the design storm events. The drainage design shown on drawing C6.0 is supported by the calculations in Appendix C.



5. Water Supply

5.1 Servicing Approach

No communal water distribution system is proposed for the Sunset Ridge Estates subdivision. In accordance with the development notes on drawing C1.0, future landowners will be responsible for the installation of individual on-site potable water systems on their respective lots. Cistern-based or drilled or dug wells will provide water supply systems will be the anticipated approach for this rural lakeside development.

5.2 Responsibility

Future landowners will be solely responsible for the installation, operation, and maintenance of their on-site potable water supply systems. The Developer has no obligation to provide communal water infrastructure. All lots will be sold as vacant land, and water supply is a future development responsibility of each individual lot owner.

5.3 Regulatory Compliance

All on-site water supply systems installed within the subdivision must comply with applicable Alberta regulations and any requirements imposed by Smoky Lake County. Lot owners are responsible for obtaining all necessary permits and inspections for their individual water systems.

5.4 Water Act Considerations

A Water Act Report has been prepared in support of this development and is included as Appendix F. That report addresses any licensing requirements and approvals required under the Alberta Water Act for works related to the development, including any potential impacts to Whitefish Lake and its associated shoreline.



6. Wastewater

6.1 Servicing Approach

No communal sanitary collection or treatment system is proposed for this subdivision. In accordance with the development notes on drawing C1.0, individual on-site septic tank systems will be used for wastewater disposal on each lot. Only septic tanks are permitted for wastewater disposal; no alternative systems are proposed at this time.

6.2 Responsibility

Future landowners are solely responsible for the installation, operation, maintenance, and decommissioning of their individual on-site wastewater disposal systems. The Developer has no obligation to provide communal sanitary infrastructure.

6.3 Regulatory Compliance

All septic systems within the subdivision must comply with applicable provincial regulations (including the Alberta Private Sewage Systems Standard of Practice) and any requirements imposed by Smoky Lake County. Lot owners are responsible for obtaining all necessary development and building permits, as well as any inspections required by the relevant authority having jurisdiction.



7. Franchise Utilities

7.1 Natural Gas

Natural gas service will be provided to the property line of each lot via underground distribution infrastructure. As noted on drawing C1.0, the natural gas infrastructure within the development will be owned and maintained by Smoky Lake County. Installation shall be in accordance with REDS Section C5 and applicable requirements of the gas franchise utility provider. The existing underground natural gas pipeline along Range Road 133 is shown on drawings C2.0 and C3.0; tie-in and distribution details are to be confirmed with the gas utility prior to construction.

7.2 Electrical Power

Each lot will be serviced with an individual power pole and meter. All electrical infrastructure within the development will be owned and maintained by ATCO Electric. Electrical installation shall be coordinated with ATCO Electric and shall comply with REDS Section C5 and all applicable codes and standards.

7.3 Other Franchise Utilities

Other franchise utilities (telecommunications, cable, internet) are not anticipated to be installed as part of the initial development. Individual lot owners will be responsible for arranging service connections to their lots following completion of the subdivision, in coordination with the applicable service providers.

7.4 Installation Requirements

All franchise utilities shall be installed within the 20.0 m ROW and/or designated utility corridors in accordance with REDS Section C5. Utility placement shall be coordinated to avoid conflicts with roadway drainage infrastructure, culverts, and environmental reserves. All disturbed areas within the ROW are to be restored to existing or better condition following utility installation per REDS Section A2.12.



8. Environmental and Regulatory Considerations

8.1 Environmental Reserve — Whitefish Lake

A 30-metre Environmental Reserve has been established along the full length of the Whitefish Lake shoreline, measured from the high-water mark. This reserve is shown on all subdivision layout drawings. In accordance with the development notes on drawing C1.0 (and mirrored in the Outline Plan general notes), no development or vegetation clearing is permitted within the ER. Lakefront lot owners may create a natural walking path to allow direct pedestrian access to the lake.

The ER functions as a natural buffer protecting water quality, riparian habitat, and the aesthetic character of the Whitefish Lake shoreline. No grading, filling, or construction activities associated with the subdivision infrastructure encroach within the 30-metre ER setback.

8.2 Wetland Avoidance

Two wetland features (WL01 and WL02) have been identified within the subject property through the Biophysical Assessment (Appendix G). Environmental Reserve designations with 10-metre setback offsets have been applied to both wetlands and are reflected in the subdivision layout. No clearing, grading, or construction activities are proposed within these setback areas. The wetland boundaries and avoidance areas are shown on drawing C2.0 (Wetland and Archaeological Reserves).

8.3 Archaeological Site Avoidance

Two precontact archaeological artifact scatter sites (GcOx-3 and GcOx-4) have been identified within the property through the Historic Resource Assessment (Appendix D). Avoidance areas have been established around both sites and are incorporated into the subdivision layout. No construction activities are proposed within these avoidance areas. The site boundaries and avoidance extents are shown on drawing C2.0.

Proponents and contractors must be aware of the avoidance area requirements prior to any ground disturbance. If previously unidentified archaeological or historical resources are encountered during construction, work in the affected area must stop immediately and the Alberta Culture, Multiculturalism and Status of Women (or successor authority) must be notified.

8.4 Lake Access and Municipal Reserve

A Whitefish Lake public access path has been designated within the subdivision to provide all lot owners with access to Whitefish Lake. A Municipal Reserve parcel for public beach access has been included in the subdivision layout as shown on drawing C2.0. An off-lake recreational area is also provided for use by all lot owners. These amenities are shown on drawings C2.0.



8.5 Wildfire Risk and FireSmart

In accordance with the development notes on drawing C1.0, all property owners are encouraged to implement FireSmart practices, including the creation of defensible space around structures and safe vegetation management. Given the treed character of the site and its rural location, wildfire risk management is an important consideration for future lot development. A Wildfire Risk Assessment may be required at the time of individual lot development permit applications, at the discretion of the Municipality.

8.6 Erosion and Sediment Control

An Erosion and Sediment Control (ESC) Plan shall be prepared and submitted to Smoky Lake County for acceptance prior to commencement of any construction activities, in accordance with REDS Section A2.20. The ESC Plan shall address protection of Whitefish Lake and the designated wetland features from construction-related runoff and sediment. Key ESC measures will include:

- Silt fencing and sediment barriers along the perimeter of all disturbed areas
- Stabilized construction access at the Range Road 133 entry point
- Ditch checks and temporary erosion protection in steep ditch sections
- Preservation of natural vegetation buffers around the ER and wetland setback areas
- Regular inspection and maintenance of ESC measures throughout construction
- Post-construction restoration of all disturbed areas



9. Deviations from REDS Standards

9.1 Approved Deviations

The following deviations from the REDS geometric standards for Rural Residential Local Roadways have been approved by Smoky Lake County Council:

Parameter	REDS Default	Approved Value	Authority
Road Width (EOG to EOG)	8.5 m	7.5 m	Council Resolution, April 16, 2026
Right-of-Way Width	30.0 m	20.0 m	Council Resolution, April 16, 2026

These approvals are documented in the letter from Jordan Ruegg, Director of County Services, Smoky Lake County, dated April 21, 2026, confirming Council resolutions passed at the April 16, 2026 Council meeting (Appendix I).



9.2 Justification

The requested reductions are justified by the following site-specific factors:

- **Traffic volume:** The road serves only 15 rural residential lots. Traffic volumes are minimal and well within the operational capacity of a 7.5 m gravel road at 30 km/h design speed.
- **Site constraints:** The combination of the 30 m Whitefish Lake ER setback, wetland setback areas, and archaeological avoidance zones significantly constrains the usable land area within the development, making full REDS ROW widths difficult to achieve without impacting these protected features.
- **Road function:** The road functions as a low-volume private access road consistent with the rural residential character of the development. The reduced road width does not compromise safety, sight lines, or emergency vehicle access.
- **Precedent:** The Council approval confirms Smoky Lake County's acceptance of the reduced standard for this specific location and development.

9.3 No Other Deviations

No other deviations from REDS standards are proposed. All remaining aspects of the roadway design, drainage design, construction requirements, and servicing approach comply with the applicable REDS standards for Rural development (Part C).



10. Summary and Conclusions

10.1 Summary

This Functional Servicing Report has been prepared in support of the proposed Sunset Ridge Estates at Whitefish Lake subdivision (Pt. NE-4-62-13-W4M, Smoky Lake County, Alberta), consisting of 15 rural residential lots accessed by a new internal gravel road connecting to Range Road 133.

The proposed servicing strategy is appropriate for the rural character of the development and consistent with similar rural lakefront subdivisions in the Smoky Lake Region. The following table summarizes the key servicing components:

Service	Proposed Approach
Road	Rural residential local gravel road, 7.5 m width, 20.0 m ROW (Council-approved deviation); ~387 m length; cul-de-sac terminus
Stormwater	Roadside ditch and 600Ø CSP culvert system; overland drainage to Whitefish Lake watershed; detailed calculations in Appendix C (separate report)
Water Supply	Individual on-site cistern systems (future lot owner responsibility)
Wastewater	Individual on-site septic tanks (future lot owner responsibility)
Natural Gas	Underground ATCO distribution to each lot property line; owned by Smoky Lake County
Electrical	Individual power pole and meter per lot; ATCO Electric

10.2 REDS Compliance

The proposed design complies with the Smoky Lake Region REDS (July 2023), Part C — Rural Development, with the exception of the two geometric deviations (road width and ROW width) that have been formally approved by Smoky Lake County Council as documented in Appendix I.



Appendices

Appendix	Title
A	Geotechnical Investigation
B	Phase 1 Environmental Site Assessment
C	Stormwater Management Report
D	Historic Resource Assessment
E	Preliminary Engineering Drawings
F	Water Act Report
G	Biophysical Assessment
H	Community Engagement Report
I	Council Motion – Road Width and ROW Reduction (April 21, 2026)

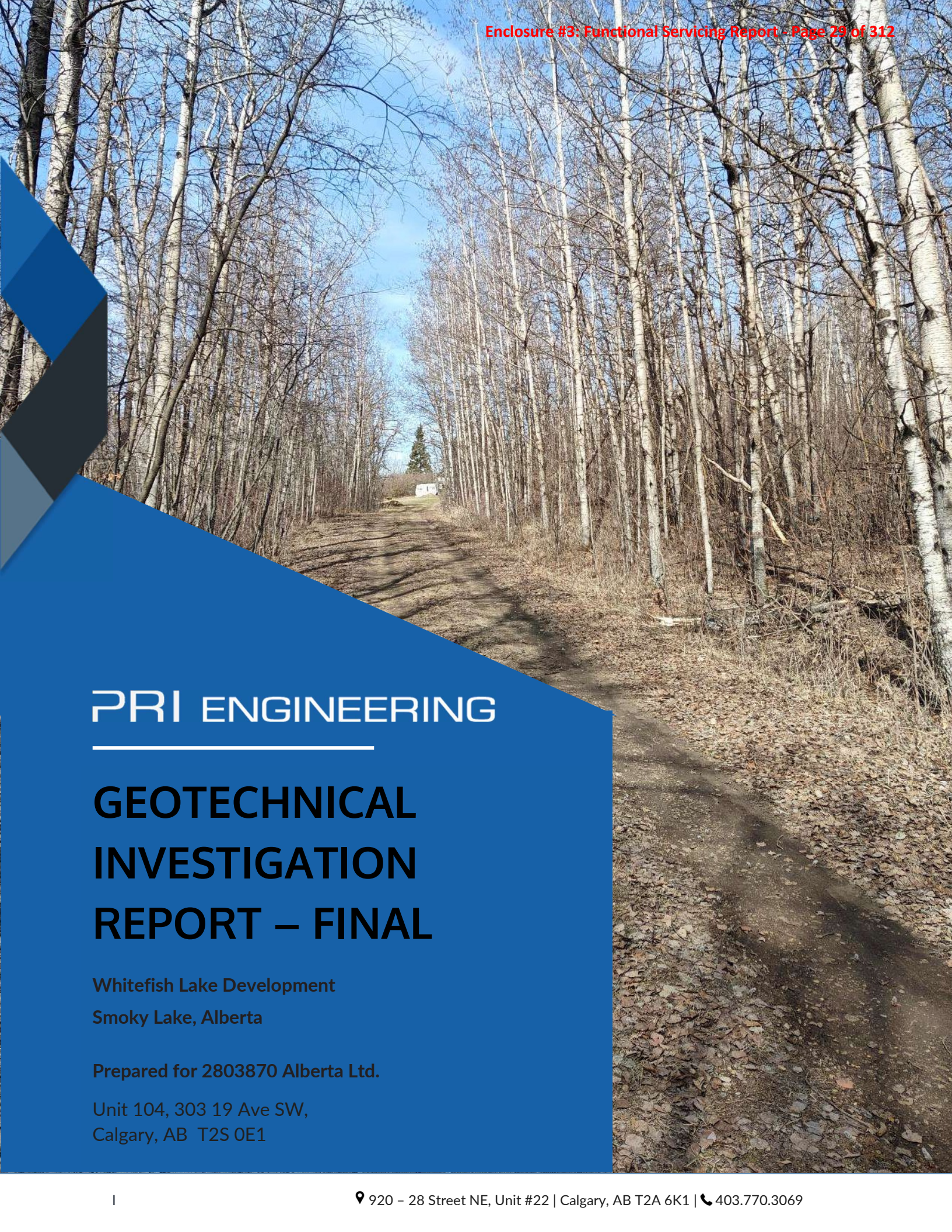


Appendix A: Geotechnical Investigation

APPENDIX A:

Geotechnical Investigation

Date Report Completed	June 9, 2026
Consultant	PRI Engineering



PRI ENGINEERING

GEOTECHNICAL INVESTIGATION REPORT – FINAL

**Whitefish Lake Development
Smoky Lake, Alberta**

Prepared for 2803870 Alberta Ltd.

**Unit 104, 303 19 Ave SW,
Calgary, AB T2S 0E1**

June 8, 2026

Austin Zacharko
Homeowner
2803870 Alberta Ltd.

Emailed to: austin@massifenergy.ca

**Subject: Geotechnical Investigation Report - FINAL
Proposed Access Road Development – Smoky Lake, Alberta
PRI Project No. 25-319**

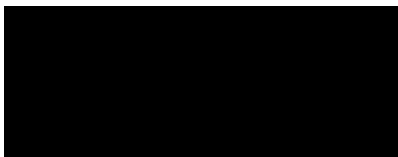
To Mr. Zacharko,

PRI Engineering Corp. (PRI) is pleased to submit the following geotechnical investigation report, describing subsurface conditions and recommendations for the access road construction for a proposed Whitefish Lake Development. It is understood that the development will consist of fifteen (15) individual lots, with an approximate project size of 26.6 acres (107,659 m²), with the proposed access road located along Range Road 133 in Smoky Lake County, Alberta.

This report presents the results of the subsurface investigation for the Site, which was completed on May 6, 2026, and includes PRI's comments and recommendations as they relate to the proposed access road design and earthworks. Attached is a site layout plan noting auger hole locations, auger hole logs, and laboratory test results.

We trust that the information is straightforward and meets your preset requirements. Please contact us if you have any questions.

Yours truly,
PRI Engineering Corp.



**Greg Kuepfer, P.Eng.
Sr. Geotechnical Engineering**

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Appendices

Figure 1: Augerhole Location Plan

Appendix A: Borehole Explanation Form, Borehole Logs

Appendix B: Geotechnical Laboratory Results

Appendix B-1: Particle Size Distribution Results

Appendix B-2: Atterberg Limit Results

List of Acronyms and Abbreviations

ASTM	American Society for Testing and Materials
ANSI	American National Standards Institute
AWWA	American Water Works Association
CCIL	Canadian Council of Independent Laboratories
CFEM	Canadian Foundation Engineering Manual
CPT	Cone Penetration Test
CSA	Canadian Standards Association
mBGS	Metres Below Ground Surface
mbeg	Metres Below Existing Grade
OBC	Ontario Building Code
OHS	Occupational Health and Safety
PRI	PRI Engineering Corp.
SPMDD	Standard Proctor Maximum Dry Density
SPT	Standard Penetration Test
USCS	Unified Soil Classification System

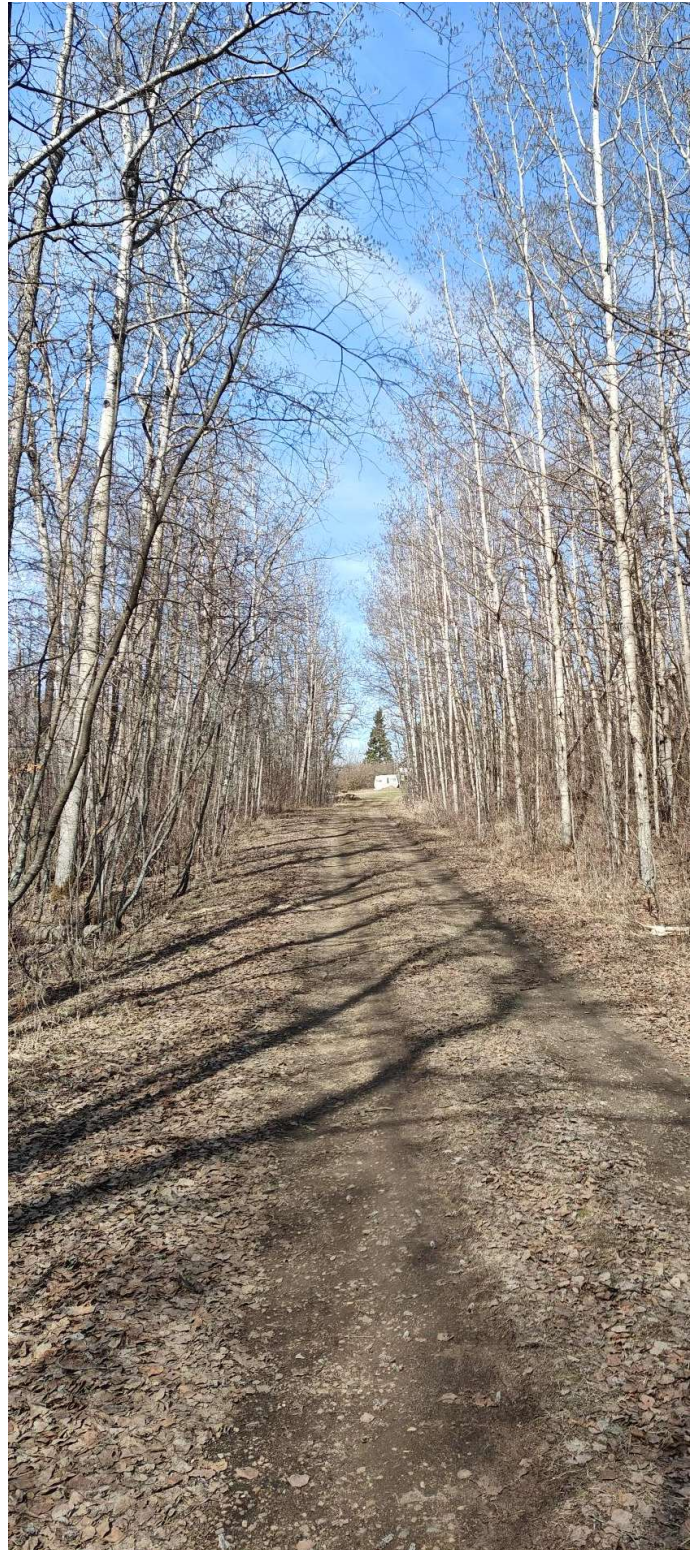
1 Introduction

As requested by 2803870 Alberta Ltd. (the Client), PRI Engineering Corp. (PRI) is pleased to submit the following Geotechnical Investigation Report for the proposed access road at an undeveloped property in Smoky Lake County, Alberta. The subject access road is located along Range Road 133, on the south and east side of Whitefish Lake (the Site).

Prior to completion of the geotechnical investigation, PRI reviewed the drawing package provided by the Client titled *Outline Plan: Sunset Ridge Estates at Whitefish Lake, Smoky Lake County, Alberta, Canada, REV03*, dated 04-01-2026, prepared by *Massif Energy Ltd.* Based on these documents and discussions with the Client, it is understood that the site is currently undeveloped with heavy tree cover, with a partial access road extending west from Range Road 133 through a gated entrance. The Site contains areas of dried-out and fallen trees. A CSP drainage culvert is currently in place to facilitate water flow crossing under the access road.

The purpose of this investigation is to provide geotechnical recommendations and considerations related to the proposed access road design and earthworks. It is understood that further investigations and development of other elements at the Site, including but not limited to dwelling foundations, buried utilities on individual lots, and other environmental considerations, are to be completed at a later stage in the overall development of this Site.

A summary of the field program procedures and associated laboratory program is provided in **Section 2**. The subsurface profile and auger hole conditions are outlined in **Section 3**, with geotechnical recommendations and considerations related to the access road for the proposed development are summarized in **Section 4**.



2 Geotechnical Investigation Procedures

Prior to initiating the field investigation, underground utility locates, including water, electrical, sewer, gas, telephone, cable, etc., were completed using Alberta One-call services. Augerhole locations were finalized in the field based on utility clearances and other obstructions (i.e., trees, overhead lines, etc.) observed at the time of the investigation.

2.1 Field Investigation Program

An augerhole program was carried out on May 6, 2026, where five (5) augerholes, designated at AH25-01 through AH25-05, were advanced in accessible areas to sampling termination depths of up to 1.5 metres below ground surface (mBGS), within overburden or practical refusal. The augerholes were advanced using a 40 millimetre (mm) outer diameter hand auger. Lightweight Dynamic Cone Penetration Tests (LDCPs) were conducted adjacent to the augerhole locations, to a target depth of 3.0 mBGS or practical refusal, using a Scala Penetrometer within the overburden, to assess relative density or consistency of the encountered soils. LDCPs measure the number of blows required to drive a 16 mm diameter steel bar into the soil in 150 mm increments using a 9-kilogram hammer falling 510 mm. LDCPs values in shallow soils can be utilized to evaluate and estimate California Bearing Ratio (CBR) values for pavement design, while deeper LDCPs values were utilized to evaluate subsurface conditions at greater depths. Subsurface conditions, including termination depth, groundwater seepage, and overall augerhole stability, were logged and sampled.

Recovered soil samples were inspected and logged in the field using visual and tactile methods, with soil samples being placed in moisture-proof containers for transportation to the laboratory for review and selected testing.

An Augerhole Location Plan is provided in **Figure 1**. Augerhole logs are provided as **Appendix A**. Augerhole location and sampling depth details are summarized in **Table 1**.

Table 1: Augerhole GPS Coordinates and Termination Depths

Augerhole ID	GPS Coordinates		Sampling Termination Depth (mBGS)*
	Latitude	Longitude	
AH26-01	54.340388	-111.880120	1.2
AH26-02	54.338796	-111.880072	1.5
AH26-03	54.338035	-111.880046	1.5
AH26-04	54.337748	-111.878962	0.8
AH26-05	54.337618	-111.878243	1.5

*mBGS = metres below ground surface

2.2 Elevation Survey

Approximate augerhole latitude and longitude coordinates were obtained using a handheld GPS unit. A detailed topographic survey was beyond the current scope of this investigation. Augerhole coordinates are summarized in **Table 1** (above) and are included on augerhole logs attached in **Appendix A**.

2.3 Laboratory Testing Program

Soil samples obtained from the field investigation program were recovered and retained in moisture-proof containers for further review, selected testing, and storage. Selected samples submitted to Canadian Certified Independent Laboratories (CCIL) at our in-house laboratory for geotechnical tests are summarized in **Table 2**.

Table 2: Laboratory Test Quantities and Reference Standards

LABORATORY TEST	REFERENCE STANDARD	NUMBER OF TESTS
Natural Moisture Content	ASTM D2216-98	14
Particle Size Distribution Analysis	ASTM D422	2
Atterberg Limits	ASTM D4318	1

Results from the Natural Moisture Content Analysis and Particle Size Distribution Analysis are summarized on the augerhole logs with Particle Size Distribution Curves and Atterberg Limits test results provided as **Appendix B-1** and **Appendix B-2**, respectively.

3 Subsurface Conditions

The inferred subsurface profiles are based on the augerhole logs from the field investigation program. While we believe conditions are representative of actual site conditions, if findings during construction deviate from those encountered at the completed augerholes, we should be consulted to revise our recommendations based on actual conditions at the time of construction.

The following are the specific subsurface conditions encountered at augerhole locations. Based on the completed augerhole logs (attached as **Appendix A**) and laboratory particle size analyses (attached as **Appendix B**).

3.1 Topsoil

A layer of topsoil material was encountered at grade at all augerhole locations. The topsoil ranged in thickness from approximately 300 mm to 400 mm. Assessment of organic matter was not part of the scope of work.

3.2 Clayey Silt

Layers of light brown to brown clayey silt material were encountered in four (4) augerholes, AH26-01 through AH26-04, below the surficial topsoil material, extending to augerhole termination depths of approximately 0.8 mBGS to 1.5 mBGS. The material contains trace amounts of gravel, sandy to some amount of sand, trace rootlets, trace organics and was described as drier than the plastic limit (DTPL) to wetter than the plastic limit (WTPL) at the time of the investigation, based on laboratory moisture contents of 11% to 21%. Pocket penetrometer readings performed on obtained cohesive soil samples ranged from approximately 0.5 kilogram per square centimetre (kg/cm²) to 2.5 kg/cm², indicating shear strengths ranging from approximately 25 kPa to 125 kPa for the sampled soils. Based on pocket penetrometer readings and LDCPs' resistance values, the clayey silt material has a firm stiff to very stiff consistency, with firm stiff to stiff soils generally encountered at shallow depths. Based on LDCPs' resistance values, it is estimated that CBR values range from 1 to 5 from the existing grade to 0.5 mBGS, with CBR of 2 to 3 considered for preliminary access road design.

One (1) laboratory particle size distribution analysis was completed on a selected clayey silt sample. The test result is attached in **Appendix B** and is summarized in **Table 3** as follows, as per Unified Soils Classification System (USCS).

Table 3: Summary of Laboratory Particle Size Analysis – Clayey Silt

Augerhole ID	Sample No.	Depth (mBGS)	Gravel*	Sand**	Silt***	Clay****
AH26-03	AS3	0.8 - 0.9	0%	33%	43%	24%

*Material passing a 3-inch sieve opening and retained by the No. 4 sieve.

**Material passing No. 4 sieve and retained by No. 200 sieve.

***Material passing No. 200 sieve and greater than 0.002 mm (based on hydrometer results).

****Material smaller than 0.002 mm (based on hydrometer results).

3.3 Silt and Sand

A layer of brown clayey silt and sand material was encountered in one (1) augerhole, AH26-05, below the surficial topsoil material, extending to a depth of approximately 1.5 mBGS (augerhole termination depth). The material contains trace amounts of gravel, trace rootlets and was described as about plastic limit (APL) to WTPL at the time of the investigation, based on laboratory moisture contents of 15% to 17%. Pocket penetrometer readings performed on obtained cohesive soil samples ranged from approximately 2.0 kg/cm² to 2.5 kg/cm², indicating shear strengths ranging from approximately 100 kPa to 125 kPa for the sampled soils. Based on pocket penetrometer readings and LDCPs' resistance values, the clayey silt and sand material has a firm, stiff to stiff consistency. Based on LDCPs' resistance values, it is estimated that CBR values range from 3 to 7 from the existing grade to 0.5 mBGS, with CBR of 3 considered for preliminary access road design.

One (1) laboratory particle size distribution analysis was completed on selected silt and sand samples. The test result is attached in **Appendix B** and is summarized in **Table 4** as follows, as per USCS.

Table 4: Summary of Laboratory Particle Size Analysis – Silt and Sand

Augerhole ID	Sample No.	Depth (mBGS)	Gravel*	Sand**	Silt***	Clay****
AH26-05	AS2	0.5 - 0.8	1%	45%	33%	21%

*Material passing a 3-inch sieve opening and retained by the No. 4 sieve.

**Material passing No. 4 sieve and retained by No. 200 sieve.

***Material passing No. 200 sieve and greater than 0.002 mm (based on hydrometer results).

****Material smaller than 0.002 mm (based on hydrometer results).

One (1) selected sample was submitted for Atterberg limit testing. The test result is attached in **Appendix B**, and a summary of the results is displayed in **Table 5**.

Table 5: Summary of Atterberg Limit Tests – Silt and Sand

Augerhole ID	Sample No.	Depth (mBGS)	Liquid Limit	Plastic Limit	Plasticity Index	USCS Classification
AH26-05	AS2	0.5 - 0.8	37%	12%	25	CL

3.4 Bedrock and Other Obstructions

Bedrock was not encountered at any augerhole locations during the investigation. Although no cobbles and boulders were encountered at the augerhole locations, there is a possibility of encountering buried obstructions in this overburden material, and this should be considered for access road design and construction.

Verification of bedrock depth below the investigation depths and its overall quality, involving coring and laboratory analysis, was beyond the scope of this investigation.

3.5 Groundwater and Augerhole Stability Observations

Groundwater was not encountered at any of the augerhole locations at the time of the investigation. It should be noted that groundwater levels may fluctuate seasonally, in response to major precipitation events, and based on fluctuations of the adjacent lake water levels.

All auger holes remained open and dry upon completion of augering except one (1), AH26-04, which caved at 0.7 mBGS, upon completion.

4 Geotechnical Recommendations

The following recommendations are intended for the design and construction of the proposed access road. Recommendations are based on the augerhole information described in **Section 3**. While we believe the findings are representative, conditions may vary beyond the investigated locations. If significant differences in the subsurface conditions described above are subsequently encountered, particularly during construction or as more information becomes available, PRI should be contacted immediately to revise our findings and recommendations, as necessary.

Recommendations are intended for Designers and are not intended as instructions to Contractors, who should perform their own investigations to confirm any conditions that may affect construction schedules, costs and selected methodologies. Recommendations in this report must not be used by third parties without the express written consent of PRI.

4.1 General

Access road development and construction should be in accordance with the specifications and considerations as outlined in the *Regional Engineering Design Standards* (REDS), dated July 2023, as amended, and other applicable local and provincial standards. If deficiencies or contradictions exist between these standards and the recommendations outlined below, it is recommended that the more conservative and higher standard or specification should be considered.

4.1.1 Site Preparation

Prior to grading and earthworks operations, any organic and otherwise deleterious material should be stripped from beneath the proposed access road. In accordance with REDS, subgrade preparation typically includes scarification to a minimum depth of 300 mm, windrow material to the side, compaction of exposed surface to 97% Standard Proctor Maximum Dry Density (SPMDD), replacement of windrowed material to line/grade and compacted to 100% SPMDD. Alternatively, the subgrade should be proof-rolled using a sheepfoot roller with a minimum static weight of 8 tons, passed a minimum of six times, or an approved equivalent. Proof-rolling should be completed in the presence of the Geotechnical Engineer or qualified personnel working under the direct supervision of the Geotechnical Engineer. Loose or soft subsoils, which have not been adequately densified during proof-rolling, if any, should be removed and replaced with approved fill that is texturally consistent with the existing subgrade and shall be placed and compacted as per **Section 4.1.4** (below). If excessive rutting, loose areas or unexpected quantities of organic materials are identified during the proof rolling, a geotextile separator (e.g., US 205NW or approved equivalent) may be an option to limit the depth of any sub-excavation. Approval for the specific use of geotextiles shall be obtained from the Geotechnical Engineer.

4.1.2 Excavations

Excavations should be constructed in accordance with the most recent version of the Alberta Occupational Health and Safety Act (OHSA). The existing firm stiff to stiff clayey silt to silt and sand material above the groundwater table can be classified as “likely to crack and crumble” soil type as per Section 442(2) in accordance with OHS. Thus, the walls of the excavation must be sloped within 1.5 m of the bottom of the excavation at an angle of not less than 45 degrees measured from vertical. Excavations in the soil could be achieved using standard excavation equipment such as a backhoe or an excavator. Based on anticipated excavation depths, excavation below the groundwater table is not anticipated. Open-cut excavations may be possible; however, the temporary excavations should be sloped, benched, or braced to maintain stability.

Excavations should be protected from exposure to precipitation and associated ground surface runoff and should be inspected regularly for signs of instability. If localized instability is noted during excavation or if wet conditions are encountered, side slopes should be flattened or supported, as required by regulations, to maintain safe working conditions. All excavations should comply with applicable local, state and federal safety regulations, including the current OHSA Excavation and Trench Safety Standards.

4.1.3 Groundwater Control

No groundwater was encountered at any augerhole location; significant groundwater seepage is not expected, and seepage should be controllable with sumps and filtered pumps within the excavations. A permit is not expected to be required as per the requirements of the Water Act (Government of Alberta, 2000). However, water levels should be verified at the time of construction, and PRI should be contacted to review all final designs, anticipated date of construction, dewatering methods, and permitting requirements once the final construction and design details are available.

4.1.4 Materials Reuse, Backfill and Compaction

Materials containing deleterious material (e.g., topsoil, rootlets, etc.) are not considered suitable for reuse as backfill or for supporting foundations, nor should they be used for any of the pavement base or sub-base materials.

If consideration is given to the reuse of excavated soils at the time of construction, it is recommended that all materials designated for reuse be inspected by the Geotechnical Engineer prior to and/or during construction, to confirm that no deleterious material is present. Cobbles and boulders content within reused material should be less than 5% by mass. If cobble and boulder content exceeds this limit, the material should be screened to remove all material greater than 60 mm, or an approved equivalent must be used.

Prior to placing any fill, all subgrade surfaces must be approved by the Geotechnical Engineer as noted in **Section 4.1.1** (above). Materials used for fill should be placed in maximum 200 mm loose lifts and compacted to 100% of the SPMDD below foundations and structural components, 98% of the SPMDD beneath roads, and 95% of the SPMDD in general fill areas. Compaction operations

should be completed using a self-propelled vibratory compactor or jumping-jack plate tamper where access is limited. Backfill loose lift thicknesses may need to be reduced to achieve the above-noted compaction values based on compaction equipment utilized (i.e., small tampers or jumping-jack).

4.1.5 Frost Considerations

Based on Section 13.4.2 of the CFEM 5th Edition, the frost penetration depth for the site can be calculated based on the modified Berggren Equation shown in **Equation 1** below:

$$X = \lambda \sqrt{\frac{2 k_f I_s}{L_s}} \quad [1]$$

Where,

- X = depth of frost penetration (m)
- λ = a dimensionless coefficient based on dry density and water content as per Figure 13.8 of the CFEM 5th Edition
- I_s = surface freezing index (°C-days)
- k_f = thermal conductivity of the frozen soil as per Figures 13.6 (coarse-grained) and 13.7 (fine-grained) of the CFEM 5th Ed.
- L_s = volumetric latent heat of the soil = 334 kJ/kg

According to **Equation 1**, the frost penetration depth is directly proportional to the square root of the thermal conductivity of the frozen soil and surface freezing index, and inversely proportional to the square root of the volumetric latent heat of soil. The thermal conductivity of frozen soil is a function of the type of soil (coarse-grained or fine-grained), moisture content and dry density. The volumetric latent heat of soils depends on the dry density, moisture content of soil, and latent heat of fusion of water to ice, which is a constant taken as 334 kJ / kg.

The surface freezing index was then calculated based on the following **Equation 2**:

$$I_s = n I_d \quad [2]$$

Where,

- n = empirical surface interface factor as per Table 13.2 of CFEM 5th Edition
- I_d = design freezing index (°C-days)

The following assumptions have been made to estimate the frost penetration depth:

- Mean annual air temperature (MAAT) of 2.2°C from the 1991-2020 Climate Normals data (Government of Canada) for Lac La Biche, AB;
- Mean and maximum frost days of 205 days and 215 days, respectively, for Goodfish Lake, AB, for the period 1984 to 2013 (Climate Atlas website);

- Mean and maximum freezing index (I_m) of 1607 °C-days and 2098 °C-days for Goodfish Lake, AB, for the period 1984 to 2013 (Climate Atlas website);
- Surface interface factor (n) of 0.9, as per Table 13.2 of the CFEM 5th Edition for gravel surface (most probable range);
- Assumed dry density of approximately 1,700 kg/m³; and
- Water content of approximately 17.0 %, based on average laboratory results.

Based on the above-noted assumptions, the design freezing index values for the different historic time periods and the calculated frost penetration depths are given below in **Table 6**:

Table 6: Design Freezing Index and Calculated Preliminary Frost Depths

Historic Time Period	Design Freezing Index (°C-Days)	Frost Penetration Depth (m)
Mean (1984-2013)	1,607	2.0
Max (1984-2013)	2,098	2.6

According to the above freezing indices, the preliminary frost penetration depths for the site range from 2.0 m to 2.6 m below final exterior grades. It should be noted that these frost penetration depths are based on a shallow subsurface investigation and sampling program for this scope of work and should be considered preliminary. Consideration should be made for additional analysis for a site-specific frost penetration depth, for detailed design, as needed. High-density Styrofoam insulation, or an approved equivalent, should be considered to provide equivalent frost protection where enough soil cover does not exist for foundation elements or adequate resistance to frost heave is not anticipated.

4.2 Seismic Site Class

Table 4.1.8.4-B of the Alberta Building Code (The National Building Code – 2023 Alberta Edition, 2023) summarizes site classifications with respect to seismic site response based on the average properties of the top 30 m of soil. Based on the encountered augerhole conditions and average LDCPs values compared to SPT 'N' values, a seismic Site Class "D" (stiff soil) may be considered for site designs. MASW testing or Refraction-Microtremor Survey is required to justify higher classifications and is beyond the scope of the current program.

4.3 Access Road Design

Provided that preparation of the site is completed in accordance with geotechnical recommendations, the following granular road structure is proposed for the rural residential local access road in accordance with REDS and the County of Smoky Lake No. 13 Development Guidelines & Minimum Servicing Standards.

The granular road structure should consist of a granular base course material with a minimum thickness of 150 mm, underlined by a granular subbase course material with a minimum thickness of 200 mm. The base course and subbase course material shall meet Alberta Transportation Designations 2 and 6, respectively, compacted to a minimum of 98% SPMDD. Total granular thickness shall be confirmed by the Engineer based on subgrade conditions at the time of construction. Consideration to place a geotextile separator (e.g., US 205NW or approved equivalent) upon the subgrade is recommended to increase the overall longevity of the pavement structure and reduce overall maintenance requirements, if desired.

The thickness of the granular base material could be increased at the discretion of the Engineer, or additional granular subbase material could be added, to accommodate site conditions at the time of the construction.

The existing overburden material on site is not suitable for the proposed surface or base construction and should be disposed of appropriately or placed beneath an approved granular material as outlined above. If possible, it is recommended that within the area of the roadway, excavation be performed to remove any encountered organics and loose soils, and the grade be restored using properly compacted engineered fill. If the buried organics or loose soils are left in place, it is recommended that a long-term maintenance and inspection schedule for the pavements be considered for the construction schedule, in order to repair or remediate any pavement undulations or cracks developing throughout the course of the life of the pavements.

The road structure is not sufficiently thick to protect the subgrade from frost heave. The potential for developing ice lenses in the subgrade, which can cause frost heave, can be lessened by providing good surface and subsurface drainage and using a thick road structure. Good drainage is key to the longevity of a pavement structure, and considerations outlined in REDS should be considered. Regular maintenance inspections should be done, and ruts and potholes should be regraded regularly. Ditch slopes should be typical 4V:1H and back slopes of 3V:1H, with a minimum ditch longitudinal slope of 0.6% and a minimum depth of 0.75 m below the pavement structure. The surface of the road should be sloped at 3% or greater to promote runoff to designated surface drainage features.

5 Construction Supervision and Limitations

The data, conclusions and recommendations which are presented in this geotechnical report, and the quality thereof, are based on a scope of work authorized by the Client. While we believe the augerhole information to be representative of Site conditions in the investigated areas, subsurface conditions between and beyond sampled locations may vary. If significant differences in any of the subsurface conditions described in this report are found, PRI should be contacted immediately to revise our findings and recommendations, if necessary.

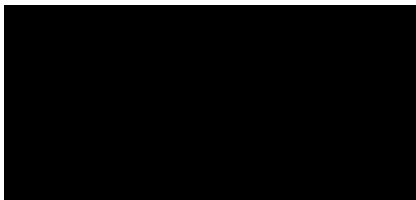
Our comments on construction considerations are provided, but are not intended as instructions to Contractors, nor shall they be interpreted as specifications for construction. Contractor's bidding shall make their own interpretations of factual information to determine how subsurface conditions may affect their methods, costs and schedules.

Any use which a third party makes of this report, or any reliance on or decisions to be made based on it, is the responsibility of such third parties. PRI accepts no responsibility for damages, if any, suffered by any third party as a result of decisions made or actions based on this report.

We trust this meets your current requirements. Please do not hesitate to contact the undersigned if you have any questions.

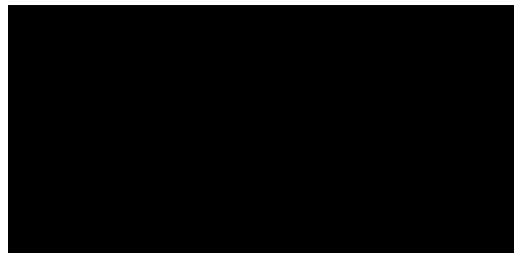
Yours truly,

PRI Engineering Corp.



Deep Patel, M.Eng., E.I.T
Project Lead

Reviewed by:



Greg Kuepfer, P.Eng.
Sr. Geotechnical Engineering



PRI ENGINEERING

Figures

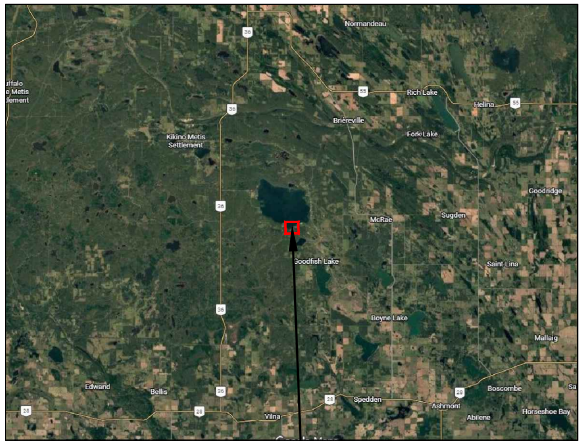
NOTES:

1. KEY MAP FROM GOOGLE MAPS AND SUBDIVISION OUTLINE FOR SUNSET RIDGE ESTATES AT WHITEFISH LAKE, DRAWING NO. C-PLAN-01, REV. 3, DATED 17-12-2025. PROVIDED BY CLIENT USED FOR REFERENCE PURPOSES ONLY.
2. APPROXIMATE AUGERHOLE LOCATION OBTAINED FROM HANDHELD GPS UNIT.
3. CONTRACTOR TO VERIFY LOCATIONS OF ANY UNDERGROUND UTILITIES PRIOR TO ANY GROUND DISTURBANCE.

LEGEND

-  **AH26-##** APPROXIMATE AUGERHOLE ID AND LOCATION
-  APPROXIMATE SITE BOUNDARY

KEY MAP



APPROXIMATE SITE LOCATION

APPROXIMATE AUGERHOLE ID AND LOCATION

ID	LATITUDE	LONGITUDE
AH26-01	54.340388	-111.880120
AH26-02	54.338796	-111.880072
AH26-03	54.338035	-111.880046
AH26-04	54.337748	-111.878962
AH26-05	54.337618	-111.878243



0	ISSUED FOR REPORT	06MAY26
REV NO.	ISSUANCE	DATE
PROJECT NAME:		
WHITEFISH LAKE DEVELOPMENT SMOKY LAKE, AB		
DRAWING NAME:		
AUGERHOLE LOCATION PLAN		
PROJ. NO.: 25-319	DWG. BY: DRK	CHKD. BY: DP
DRAWING NUMBER:		APPR. BY: GK
		FIGURE 1



PRI ENGINEERING

Appendix A

Borehole Explanation Form, Borehole Logs

BOREHOLE LOG EXPLANATION FORM

This explanatory section provides the background to assist in the use of the borehole logs. Each of the headings used on the borehole log, is briefly explained.

DEPTH

This column gives the depth of interpreted geologic contacts in metres below ground surface.

STRATIGRAPHIC DESCRIPTION

This column gives a description of the soil based on a tactile examination of the samples and/or laboratory test results. Each stratum is described according to the following classification and terminology.

<u>Soil Classification*</u>		<u>Terminology</u>	<u>Proportion</u>
Silt & Clay	< 0.075 mm	"trace" (e.g. trace sand)	<10%
Sand	0.075 to 4.75 mm	"some" (e.g. some sand)	10% - 20%
Gravel	4.75 to 75 mm	adjective (e.g. sandy)	20% - 35%
Cobbles	75 to 300 mm	"and" (e.g. and sand)	35% - 50%
Boulders	>300 mm	noun (e.g. sand)	>50%

* Extension of USCS Classification system unless otherwise noted.

The use of the geologic term "till" implies that both disseminated coarser grained (sand, gravel, cobbles or boulders) particles and finer grained (silt and clay) particles may occur within the described matrix.

The moisture conditions of cohesionless and cohesive soils are defined as follows.

COHESIONLESS SOILS

Dry
Moist
Wet
Saturated

COHESIVE SOILS

DTPL	-	Drier Than Plastic Limit
APL	-	About Plastic Limit
WTPL	-	Wetter Than Plastic Limit
MWTPL	-	Much Wetter Than Plastic Limit

BORING NUMBER AH26-01

PAGE 1 OF 1

PRI ENGINEERING

CLIENT 2803870 Alberta Ltd.

PROJECT NAME Whitefish Lake Development

PROJECT NUMBER 25-319

PROJECT LOCATION Smoky Lake, Alberta

DATE STARTED 5/6/26

COMPLETED 5/6/26

GROUND ELEVATION Not Determined

DRILLING CONTRACTOR N/A

GROUND WATER LEVELS:

DRILLING METHOD 40 mm O.D. Hand Auger and 9 kg Scala Penetrometer

LOGGED BY DP

CHECKED BY GK

AT END OF DRILLING ---

NOTES Lat: 54.340388, Long: -111.880120

AFTER DRILLING ---

DEPTH (m)	ELEVATION (mASL)	GRAPHIC LOG	MATERIAL DESCRIPTION	MONITOR WELL DETAILS	SAMPLE TYPE NUMBER	RECOVERY % (RQD)	LDCP RESISTANCE VALUES (BLOWS/150 mm)	POCKET PEN. (kPa)	MOISTURE CONTENT (%)	SPT N VALUE		REMARKS AND TESTS
										20 40 60 80	20 40 60 80	
0.3			TOPSOIL:		AS 1		1		29			Augerhole was open and dry upon completion of drilling.
0.5			CLAYEY SILT: Dark brown with black mottled CLAYEY SILT, sandy to some sand, trace gravel, organic odour, WTPL, firm stiff to stiff		AS 2		1					
							2	25	21			
							3					
							4					
1.0							5					
							5					
1.2							7					
							15					
1.5			Augerhole terminated at 1.2 m below ground surface in CLAYEY SILT. LDCP terminated at 1.95 m below ground surface.				19					
							19					
							30					

BORING NUMBER AH26-02

PAGE 1 OF 1

PRI ENGINEERING

CLIENT 2803870 Alberta Ltd.

PROJECT NAME Whitefish Lake Development

PROJECT NUMBER 25-319

PROJECT LOCATION Smoky Lake, Alberta

DATE STARTED 5/6/26

COMPLETED 5/6/26

GROUND ELEVATION Not Determined

DRILLING CONTRACTOR N/A

GROUND WATER LEVELS:

DRILLING METHOD 40 mm O.D. Hand Auger and 9 kg Scala Penetrometer

LOGGED BY DP

CHECKED BY GK

AT END OF DRILLING ---

NOTES Lat: 54.338796, Long: -111.880072

AFTER DRILLING ---

DEPTH (m)	ELEVATION (mASL)	GRAPHIC LOG	MATERIAL DESCRIPTION	MONITOR WELL DETAILS	SAMPLE TYPE NUMBER	RECOVERY % (RQD)	LDCP RESISTANCE VALUES (BLOWS/150 mm)	POCKET PEN. (kPa)	MOISTURE CONTENT (%)	SPT N VALUE				REMARKS AND TESTS
										20	40	60	80	
										PL	MC	LL		
										20	40	60	80	
										FINES CONTENT (%)				
										20	40	60	80	
0.4			TOPSOIL:		AS 1		1		19					Augerhole was open and dry upon completion of drilling.
							4							
							4							
0.5			CLAYEY SILT: Brown CLAYEY SILT, sandy to some sand, trace gravel, trace organics, APL to WTPL, firm stiff to stiff		AS 2		4	75	17					
							5							
							4		17					
							4							
1.0			- Light brown, trace rootlets		AS 3		5							
							9							
							14							
1.5							15							
			Augerhole terminated at 1.5 m below ground surface in CLAYEY SILT. LDCP terminated at 2.7 m below ground surface.				16							
							16							
2.0							27							
							35							
							35							
2.5							35							
							36							

BORING NUMBER AH26-03

PAGE 1 OF 1

PRI ENGINEERING

CLIENT 2803870 Alberta Ltd.

PROJECT NAME Whitefish Lake Development

PROJECT NUMBER 25-319

PROJECT LOCATION Smoky Lake, Alberta

DATE STARTED 5/6/26

COMPLETED 5/6/26

GROUND ELEVATION Not Determined

DRILLING CONTRACTOR N/A

GROUND WATER LEVELS:

DRILLING METHOD 40 mm O.D. Hand Auger and 9 kg Scala Penetrometer

LOGGED BY DP

CHECKED BY GK

AT END OF DRILLING ---

NOTES Lat: 54.338035, Long: -111.880046

AFTER DRILLING ---

DEPTH (m)	ELEVATION (mASL)	GRAPHIC LOG	MATERIAL DESCRIPTION	MONITOR WELL DETAILS	SAMPLE TYPE NUMBER	RECOVERY % (RQD)	LDCP RESISTANCE VALUES (BLOWS/150 mm)	POCKET PEN. (kPa)	MOISTURE CONTENT (%)	SPT N VALUE				REMARKS AND TESTS
										20	40	60	80	
										PL	MC	LL		
										20	40	60	80	
										FINES CONTENT (%)				
										20	40	60	80	
0.4			TOPSOIL:		AS 1		3	100	14	●				Augerhole was open and dry upon completion of drilling.
0.5			CLAYEY SILT: Light brown CLAYEY SILT, sandy to some sand, trace gravel, DTPL to WTPL, firm stiff to stiff		AS 2		4	125	16	●				
1.0			- Orangey brown mottling, sand pockets		AS 3		7	100	19	●				
1.5			Augerhole terminated at 1.5 m below ground surface in CLAYEY SILT. LDCP terminated at 3.1 m below ground surface.				5							GSA AS3: Gravel: 0% Sand: 33% Silt: 43% Clay: 24%
							6							
							7							
							8							
							9							
							11							
							11							
							11							
							13							
							15							
2.0							15							
							14							
2.5							18							
							18							
3.0														

GENERAL BH - PRI WITH MW (METRIC) 25-319-BH-LOGS.GPJ GINT STD CANADA LAB.GDT 5/22/26

BORING NUMBER AH26-04

PAGE 1 OF 1

PRI ENGINEERING

CLIENT 2803870 Alberta Ltd.

PROJECT NAME Whitefish Lake Development

PROJECT NUMBER 25-319

PROJECT LOCATION Smoky Lake, Alberta

DATE STARTED 5/6/26

COMPLETED 5/6/26

GROUND ELEVATION Not Determined

DRILLING CONTRACTOR N/A

GROUND WATER LEVELS:

DRILLING METHOD 40 mm O.D. Hand Auger and 9 kg Scala Penetrometer

LOGGED BY DP

CHECKED BY GK

AT END OF DRILLING ---

NOTES Lat: 54.337748, Long: -111.878962

AFTER DRILLING ---

DEPTH (m)	ELEVATION (mASL)	GRAPHIC LOG	MATERIAL DESCRIPTION	MONITOR WELL DETAILS	SAMPLE TYPE NUMBER	RECOVERY % (RQD)	LDCP RESISTANCE VALUES (BLOWS/150 mm)	POCKET PEN. (kPa)	MOISTURE CONTENT (%)	SPT N VALUE				REMARKS AND TESTS
										20	40	60	80	
										PL MC LL				
										20 40 60 80				
										FINES CONTENT (%)				
										20	40	60	80	
0.3			TOPSOIL:		AS 1		3	100	14	●				Augerhole was dry upon completion of drilling. Augerhole caved at 0.7 m below ground surface upon completion of drilling.
0.5			CLAYEY SILT: Brown to dark brown CLAYEY SILT, sandy to some sand, trace gravel, trace rootlets, APL to WTPL, firm stiff to very stiff		AS 2		3	100						
0.8					AS 3		6	25	19	●				
					AS 4		17		11	●				
			Augerhole terminated at 0.8 m below ground surface in CLAYEY SILT. LDCP terminated at 3.1 m below ground surface.				21							
1.0							35							
							27							
							19							
1.5							16							
							19							
							23							
							19							
2.0							20							
							15							
							15							
2.5							15							
							25							
							21							
3.0							18							

PRI ENGINEERING

CLIENT 2803870 Alberta Ltd.

PROJECT NAME Whitefish Lake Development

PROJECT NUMBER 25-319

PROJECT LOCATION Smoky Lake, Alberta

DATE STARTED 5/6/26

COMPLETED 5/6/26

GROUND ELEVATION Not Determined

DRILLING CONTRACTOR N/A

GROUND WATER LEVELS:

DRILLING METHOD 40 mm O.D. Hand Auger and 9 kg Scala Penetrometer

LOGGED BY DP

CHECKED BY GK

AT END OF DRILLING

NOTES Lat: 54.337618, Long: -111.878243

AFTER DRILLING ---

[illegible]



PRI ENGINEERING

Appendix B

Geotechnical Laboratory Results



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Appendix B-1

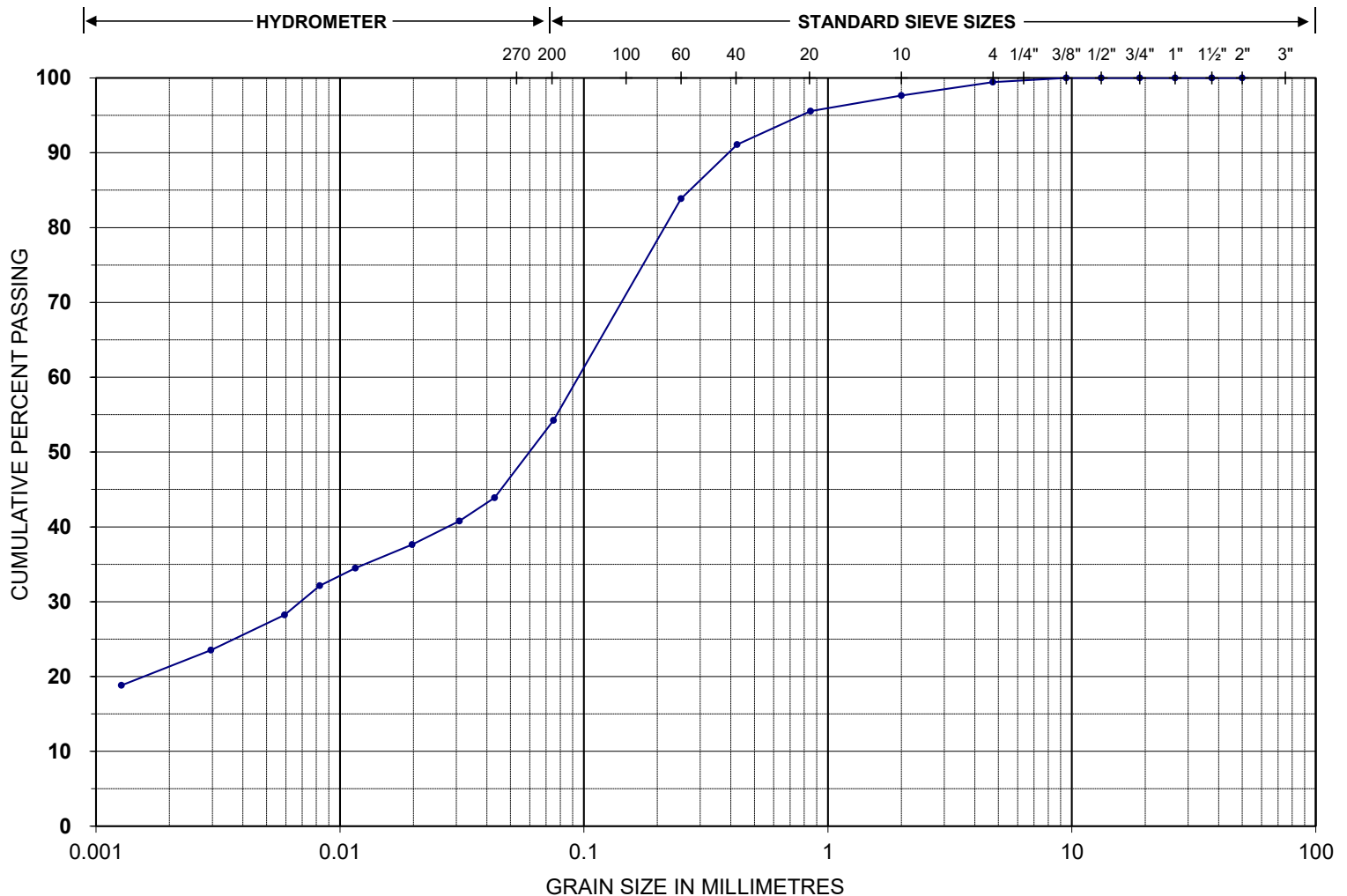
Particle Size Distribution Results

PRI ENGINEERING

2161 Whittington Drive, Unit A, Cavan-Monaghan, ON K9J 0G5
 (705) 702-3921
 info@priengineering.com
 www.priengineering.com

PARTICLE SIZE DISTRIBUTION

LS - 702

Project Name: Whitefish Lake StudiesProject No.: 25-319Sample Date: 6-May-26Borehole/Test Pit ID.: AH26-05Sample No./Depth: AS2 / 0.5 - 0.8 mLAB ID: 26HYD-310

Silt or Clay

Sand

Gravel

Sieve Size (mm)	% Passing
37.5	100.0
26.5	100.0
19.0	100.0
13.2	100.0
9.5	100.0
4.750	99.5
2.000	97.7
0.850	95.6
0.425	91.1
0.250	83.9
0.075	54.2

Hydrometer (mm)	% Passing
0.043	43.9
0.031	40.8
0.020	37.6
0.012	34.5
0.008	32.1
0.006	28.2
0.003	23.5
0.001	18.8



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Appendix B-2

Atterberg Limit Results

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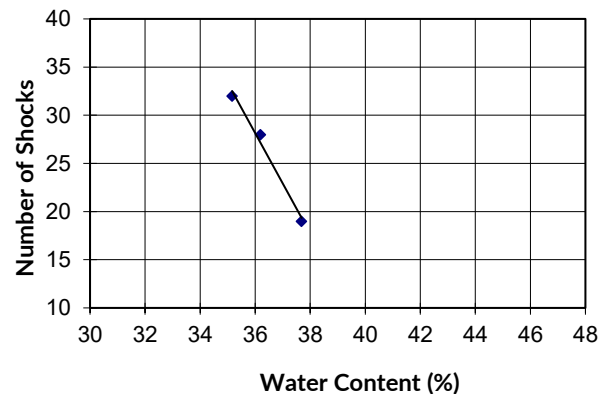
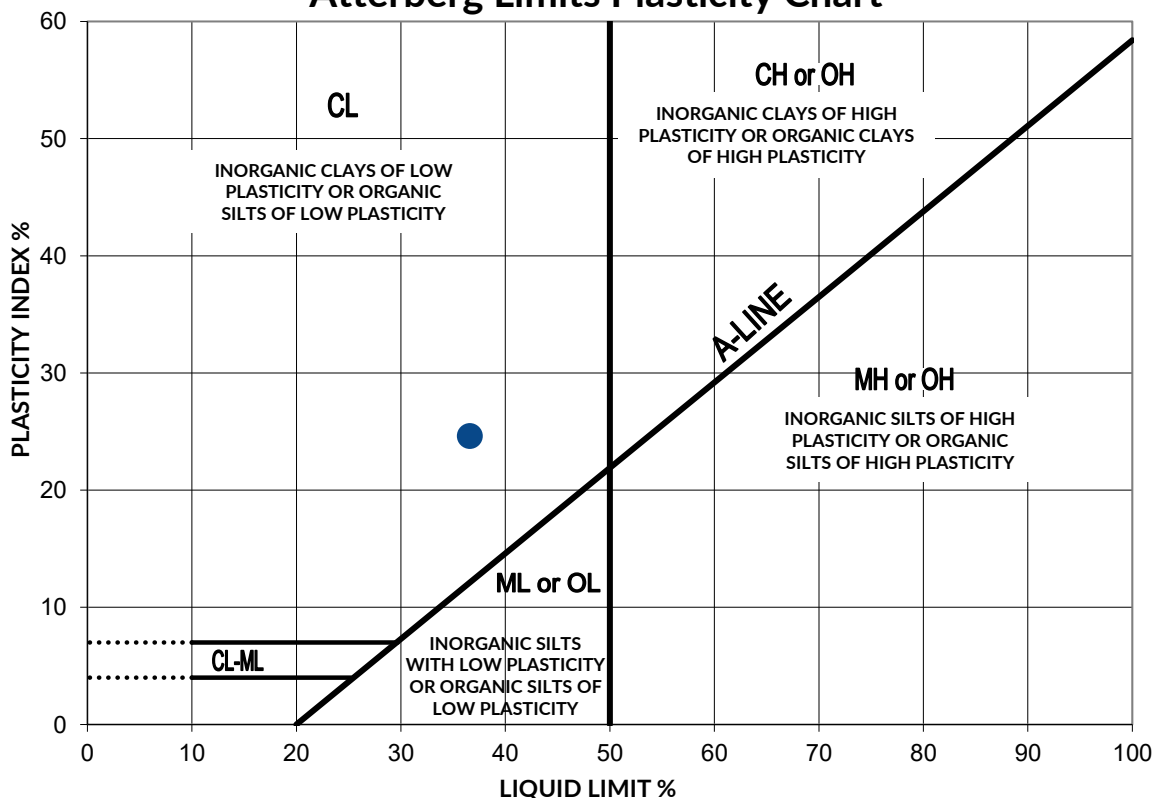
ATTERBERG LIMITS ASTM D4318

Project Name: Whitefish Lake StudiesProject No.: 25-319Sample Date: 6-May-26Borehole/Test Pit ID.: AH26-05Sample No./Depth: AS2 / 0.5 - 0.8 mLAB ID: 26ALT-175**SAMPLE RESULTS**

Liquid Limit, (W_L)	37
Plastic Limit, (W_P)	12
Plasticity Index ($I_P = W_L - W_P$)	25
Natural Water Content, W	16
Liquidity Index ($I_L = W - W_P / W_L - W_P$)	0

CONTROL RESULTS

Liquid Limit, (W_L)	34
Plastic Limit, (W_P)	18
Plasticity Index ($I_P = W_L - W_P$)	16

Liquid Limit**Atterberg Limits Plasticity Chart**



Appendix B: Phase 1 Environmental Site Assessment

APPENDIX B:

Phase 1 ESA

Date Report Completed	July 9, 2025
Consultant	Bolson Engineering & Environmental Services

BOLSON

ENGINEERING
AND
ENVIRONMENTAL SERVICES

PHASE I ENVIRONMENTAL SITE ASSESSMENT

Prepared For:
Massif Energy
Property Description:
NE ¼ Sec. 4 62-13-W4M, Smoky Lake County, AB
Project Number:
110-2560.PHI

Prepared By:
#73158

JULY 9, 2025
PERMIT TO PRACTICE

Bolson Engineering and Environmental Services

 Signature *Trent Thompson*

 Date JULY 9, 2025

PERMIT NUMBER: P11382

 The Association of Professional Engineers,
Geologists and Geophysicists of Alberta

0	July 9 th , 2025	Issued for Client Use
A	July 9 th , 2025	Issued for Internal Review
Rev.	Date	Description



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APPENDIX C – ACIMS SEARCH DATA

APPENDIX D – WATER WELL SURVEY

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APPENDIX G – ASCA SEARCH

APPENDIX H – ESAR SEARCH

APPENDIX I – LAND TITLE SURVEY



1. EXECUTIVE SUMMARY

Bolson Engineering and Environmental Services (Bolson) was retained by Massif Energy to complete a Phase I Environmental Site Assessment (ESA) of the property located at NE ¼ Sec. 4 62-13-W4M in Smoky Lake County, AB. The total area of the subject site is approximately 26.75 Acres in size and the site is currently developed with some single family residential homes and miscellaneous structures.

Information from historical land titles, air photo reviews, on-site inspections, inspections of neighboring properties and hydrogeological conditions were supplemented with searches for Environmental Protection Orders, Water Well Searches, and an ASCA Search to complete this Phase I Environmental Site Assessment.

Upon review of the available information and a site review, it was deemed that the property does not pose any significant environmental liability at this time. Bolson had access to the entire property and there were no indications that further environmental investigation is required.

The opinions outlined in this report are solely those of Bolson Engineering and Environmental Services and do not necessarily reflect the viewpoint of the Client (Massif Energy). This report is written for the benefit and use of the Client and his/her financial institution(s). All information is valid to the date of the report and limited by the information that was shared by the 3rd parties involved. While every effort is made to confirm that the data collected is factual, complete, and accurate; Bolson Engineering and Environmental Services make no guarantees or warranties whatsoever with respect to such data.



2. INTRODUCTION

Massif Energy has engaged Bolson Engineering and Environmental Services to perform a Phase I Environmental Site Assessment of the property located at NE ¼ Sec. 4 62-13-W4M in Smoky Lake County, AB, hereby known as “the subject property” in this report. A site reconnaissance took place on July 2nd, 2025, and the findings of this assessment and reconnaissance are enclosed.

2.1 Purpose and Scope of Services

The purpose of this Phase I ESA is to reduce environmental risk/liability by identifying sources or potential sources of contamination within the subject site. The scope of work of this ESA was in general accordance with CSA Standard Z768-01: Phase I Environmental Site Assessments. The methodologies described in this standard outline a recognized practice for conducting an ESA of a subject property in order to identify and document potential and recognized environmental conditions.

2.2 Assumptions, Exceptions and Limitations

While this report provides a summary of both potential and recognized environmental conditions as described above, the assessment is limited by the availability of information in relation to the site at the time this report was compiled. The conclusions and recommendations derived in this report are based in part on information provided by third parties with specific knowledge of the property.

However, the possibility exists that information relevant to the environmental condition of the site was not available or was not provided during the creation of this report. Also, it may be possible that unreported environmentally harmful activities, such as undocumented disposal of waste, may have taken place and would not be identified in this report, as no pertinent documentation for such activities would exist. In the event of either of these scenarios, Bolson Engineering and Environmental must be informed if any new information is made available so it can be determined if modifications to the conclusions and recommendations provided in this document are required.

In the interests of completing this report in a timely fashion suitable to the client, certain limitations exist and are generally the result of inaccessible areas, visual impairments due to weather and/or timing of 3rd party requests for information. Where such limitations were encountered, they are discussed in greater detail within the relevant sections throughout the report.



2.3 Deviations and Limitations from the CSA Standard

Items that were not included in Bolson's scope of work or were limited included the following:

- Data obtained from government and private databases was limited to information reported through registration or supplied by the owner.
- A survey of hazardous building materials was not conducted as part of the Site Visit.
- Interviews with neighbouring and adjoining properties were not conducted during the Site Visit.
- A designated substance survey (polychlorinated biphenyls (PBCs), asbestos-containing materials (ACMs), lead, ozone depleting substances (ODS), mercury and urea foam formaldehyde insulation (UFFIs) was not conducted as part of the Site Visit.
- Depending on the record, the locations of water wells in the AEP database are accurate to within the Legal Subdivision (LSD) or quarter section listed. The water wells are limited to those for which a drilling report has been received and registered with AEP. Requirements to submit water well records were voluntary prior to 1970. A water well record indicates that a water well might currently exist at the referenced location. AEP records are not routinely edited to discard obsolete information (i.e. well abandonment) or to record ownership changes. Formal confirmation of a water well existence usually requires field verification. The Groundwater Centre (TGWC) provides field verified locations of water wells where available. A field verified survey of water wells was not part of the scope of work, and as such with the exception of any locations field verified by TGWC, the water well information has not been confirmed.
- Limitations in aerial photography interpretation were largely a function of the scale of the individual photographs. Where possible, aerial photographs with scales of 1:20,000 or smaller were utilized to determine historical land use at the Site. Aerial photographs with scales outside of this range were utilized to document general changes in land use.

2.4 User Reliance

This report has been created for the sole use of Massif Energy and its financial institution(s). Unless given written permission by Bolson Engineering and Environmental Services, reliance and use of the information provided in this report by others is strictly prohibited.



3. SITE DESCRIPTION

The subject property is zoned Agriculture District and is located near Whitefish Lake within Smoky Lake County. The site is currently partially developed with some single family residential homes and miscellaneous structures while a majority of the property is treed natural land.

The topography of the property and surrounding area slopes in a generally northwesterly direction. Whitefish Lake is located adjacent to the property and the current natural drainage is towards the lake in general.

The geology of the overall area consists primarily of sand and clay till deposits overlying the bedrock of the Wapiti Formation (Edmonton Geological Society, 1993). The soil itself falls into the Dark Gray Chernozemics and Dark Gray Luvisols which are black-colored soil containing a high percentage of humus, phosphorus and ammonia. This soil is typical of the Prairie and Mountain Regions. See Appendix B: *Soil Classification of Canada* for further information.

The near surface geology of the Smoky Lake area is characterized by glacial deposits which include, but are not limited to, tills and lacustrine deposits that vary in thickness across the area. Intermixed with these glacial deposits are sands, silts, and gravels that may be of fluvial origin. Below the surficial deposits within the Smoky Lake area is the Horseshoe Canyon Formation. The Horseshoe Canyon Formation is the lower part of the Edmonton Group. The Horseshoe Canyon consists of sandstone, siltstone and shale with interbedded coal seams.

With regards to the hydrogeological information of the area the subject property seems to have a downward direction of groundwater flow towards the northwest as per information found in the Hydrogeological Map of Alberta.

The average temperature for the area was found to be 14.7°C for the May-September period. The average total precipitation for this period is 351 mm and the average annual total precipitation is 496mm (Citystats.ca, 2024).

A search was conducted using the Alberta Conservation Information Management System (Alberta Tourism, Parks and Recreation, 2025) to identify any sensitive or protected environmental areas. No sensitive or protected environmental areas were noted within the vicinity of the subject property. See Appendix C: *ACIMS Search Data* for further information.



4. SITE ASSESSMENT

Information from historical land titles, air photo reviews, on-site inspections, and inspections of neighboring properties was supplemented with searches for Environmental Protection Orders, Water Well Searches, ASCA Search and an ESAR Search to complete this Phase I Environmental Site Assessment.

4.1 Site Visit Findings

A site visit was completed on July 3rd, to inspect the subject property. Select photographs of the site visit can be found in Appendix A: *Maps/Sketches/Figures*. The findings of the site reconnaissance are outlined below:

- Above Ground Storage Tanks (AST's)
No above ground storage tanks were noted on the subject property.
- Underground Storage Tanks (UST's)
During the site visit no underground storage tanks were noted on the subject property. This was confirmed through research of the ASCA database.
- On-site Buildings and Structures
There are some existing residential homes and miscellaneous structures existing on the site.
- Discolored Soils/Stressed Vegetation
During the site visit no discolored soils or stressed vegetation were noted, except for a small area where some burning had recently taken place.
- Stained Surfaces
No stained surfaces on the subject property that would pose a potential environmental concern were noted.
- Drums and Other Containers
No unsealed drums or containers were present on the property.
- Dumping or Fill
No recent dumping or fill material was observed on the property.
- Odors
No strong, pungent or noxious odors were noted during the site visit to the subject properties. These observations are general in nature and do not reflect a formal odor assessment.
- Pits, Ponds or Lagoons
No pits, ponds or lagoons were noted on the subject property.



- Pesticides

During the site visit, storage or use of pesticides was not observed at the site.

PCB's

Polychlorinated Biphenyls (PCB's) were commonly used lubricants and coolants for electrical equipment, including transformers, from the 1930's until the 1970's. The use of PCB's was banned from use in electrical equipment installed after September 1, 1977, and in transformers installed after July 1, 1980. It is not necessary to remove any functioning PCB containing equipment from the site. If any electrical equipment is removed from the site, the manufacturing date should be determined prior to disposal. Any equipment determined to have been manufactured before 1977 should be assessed for the potential of containing PCB's. Equipment containing PCB's must be disposed of at a licensed facility.

There was no evidence of PCB's at the subject property.

- Petroleum Products

No petroleum products were noted on the property other than typical vehicles on the nearby roadways.

- Potable Water Supply

There are no municipal water services available to the subject site. The site is currently serviced through a well system.

- Sewage Disposal System

There are no municipal sewer services available to the subject site. The site is currently serviced with a septic holding system.

- Solid Waste

All solid waste generated at the property is placed into bins and hauled away as required.

- Waste Air Emissions

There are no potential sources of waste air emissions other than typical vehicle exhaust release.

- Wastewater

Drainage on the subject property is overland generally towards Whitefish Lake.

- Wells

Eight water wells were noted near the property and are discussed in greater detail in Section 5.5: Water Well Search.



- Radon Gas

Radon Gas is a by-product of the natural decay of radium. A significant amount of naturally occurring radon gas can come from specific types of geological formations. There is no evidence of Radon Gas on the site.

- Urea Formaldehyde Insulation

Urea Formaldehyde Foam Insulation (UFFI) was commonly used during the 1970's in both residential and commercial buildings as a means to fill wall cavities for energy conservation. This practice was banned in Canada in 1980 due to the potential for formaldehyde emissions.

As some of the structures at the site appear to have been constructed prior to 1980, it is possible that there may be UFFI's within the buildings. It is recommended that prior to any planned demolition a formal assessment for UFFI's be conducted and the appropriate disposal measures be taken if required.

- Chlorofluorocarbons

Chlorofluorocarbons (CFC's) are one of the more widely used and common ozone depleting substances. Typical examples of CFC's include coolants in refrigerators, freezers, air conditioners, and propellers in aerosol sprays.

There is no evidence of CFC releases present on the subject property.

- Asbestos Containing Materials

Asbestos Containing Materials (ACM's) were commonly used in construction for insulation, sound/fire proofing and in various other construction materials. The use of (ACM's) generally ceased voluntarily in the mid 1970's due to health concerns associated with it, but was not banned through legislation until the mid-1980's.

As some of the structures at the site appear to have been constructed prior to 1980, it is possible that there may be ACM's within the buildings. It is recommended that prior to any planned demolition a formal assessment for ACM's be conducted and the appropriate disposal measures be taken if required.

- Lead Based Materials

Lead in buildings is generally found in buildings in lead based paint or lead solders the plumbing. During the mid-1970's the government reduced the allowable amount of lead to 0.5% by weight for interior paint and the use of lead solders was generally phased out in the mid-1980's.

As some of the structures at the site appear to have been constructed prior to 1980, it is possible that there may be Lead Based Material's within the buildings. It is recommended that prior to any planned demolition a formal assessment for ACM's be conducted and the appropriate disposal measures be taken if required.



4.2 Property

The subject site is located at NE ¼ Sec. 4 62-13-W4M in Smoky Lake County, AB. The total area of the subject site is approximately 26.75 Acres in size. The site is accessed directly from Range Road 133 to the east. The site has a gravel driveway access, cleared area for the existing structures, and the remainder is treed and natural land.

4.3 On-Site Buildings and Structures

The existing buildings at the site consist of a detached residence, outbuildings, and storage structures. The buildings all appear to be well constructed and maintained and did not exhibit any evidence of potential environmental contamination.

4.4 Past Uses of the Site

It appears the site has always been used as a residential development and/or undeveloped land.

4.5 Adjacent Properties

The following properties and land uses were observed adjacent to the subject property:

North – Whitefish Lake/Undeveloped Land
South – Whitefish Resort/Undeveloped Land
East – Range Road 133
West – Whitefish Lake/Whitefish Resort

All of the neighbouring properties appeared to be well maintained or natural (lake/undeveloped) with no evidence of potential environmental contamination.



5. RECORDS REVIEW

The following records were researched, and the findings noted below:

5.1 Development History and Land Title Search of the Property

A search of historical land titles to 1985 was conducted for the subject property.

Based on the results of the land title historical review, it appears that the property is currently owned by Rodney Allen Rosychuk (since 2022). Prior to then, Rose B Rosychuk (2014) and William and Rose Rosychuk (1985) have owned the subject site. No liens or other encumbrances indicating potential environmental concern are registered on Title. See Appendix I: *Land Title Survey* for a copy of the recent land title documents.

5.2 Air Photo Review

An air photograph analysis was completed for the subject property with air photos from 1974 – 2025 being observed. Select aerial photographs are included in Appendix A: *Maps/Sketches/Figures* for reference.

Based on the air photo review, the site has remained relatively unchanged over all these years. The access and structures at the site are visible in all the air photos and no major new developments can be observed within the vicinity of the subject site. No potential environmental concerns were noted during the air photo review.

5.3 Environmental Protection Orders

A Historical Environmental Enforcement search was conducted and found no records of any prior compliance issues with regards to Alberta Environment and Parks' current and past legislation for the current property owner. See Appendix E: *Environmental Protection Orders* for further information.

A request was made to the Alberta Environment and Water's Freedom of Information and Protection of Privacy (FOIPP) Office both under the FOIPP Act and for information routinely available under the Environmental Protection and Enhancement (EPEA) Legislation for any information related to any contamination within the subject property. A search of Alberta Environment and Sustainable Resource Development record holdings did not find any information pertinent to this request, although we were directed to follow up with the Environmental Site Assessment Repository which is discussed in greater detail in Section 5.6: ESAR Search.



5.4 ASCA Search

A search of the Alberta Safety Codes Association Tank Database was conducted to determine if there are any above or below ground tanks located at the subject site. No records were found. See Appendix G: *ASCA Search* for the results of the tank database search.

5.5 Water Well Search

A review of the Water Well Drilling Report from the Government of Alberta listed eight wells located in the vicinity of the subject property. The wells were all drilled for domestic, industrial, or investigative purposes. Nothing of note was identified in the well logs. See Appendix D: *Well Survey* for further information on the summary of the well logs.

5.6 ESAR Search

A search was completed of Alberta Environment's Environmental Site Assessment Repository (ESAR) for scientific and technical information pertaining to the Property and/or assessed sites within the vicinity of the subject property. The following information was found:

- Reclamation Certificate for a former Bow Valley Industries Ltd. well site located at NE ¼ Sec. 4 62-13-W4M

Nothing was found regarding the subject property. The reclamation certificate was issued in 1979 was nothing identified in the certificate that would warrant any potential environmental concern to the subject property.

Please refer to <http://www.esar.alberta.ca/esarmain.aspx> for a copy of all technical information and data that is available for these properties. See Appendix H: *ESAR Search* for a summary of some of the results of the search.

5.7 Abadata Search

AbaData (from Abacus Datagraphics Ltd.) is an oil and gas mapping software tool that provides datasets from AER and AENV which includes well sites, pipelines, facility information, spill data and other data which is routinely updated. The AbaData search identified a Canadian Natural Resources Ltd. well site located southwest of the subject property. The well site was listed as abandoned since 2010 and there were no records of any spills or leaks with regards to the well site. The well site was located several hundred metres away from the subject site and therefore does not pose any potential environmental concern. The results of the AbaData Search are included in Appendix F: *AbaData Search*.



5.8 Fire Insurance Map

Fire Insurance maps were prepared by underwriters and can provide details on building uses and construction, minor property features, and USTs. A search of the Smoky Lake County Underwriters Survey did not identify any information for the subject site.

5.9 Previous Phase I ESA

No previous environmental site assessments were made available as part of this review.



6. FINDINGS AND RECOMMENDATIONS

Based on the results of our assessment, the following conclusions and recommendations would appear to be warranted:

1. We observed no evidence of surface staining or contamination of the site area that would warrant further assessment and/or testing of the sub base soils at this property.
2. The site has not had any activities or development on it that would be considered posing any environmental concern.
3. Due to the age of the original structures at the site, it is recommended that prior to any planned demolition a formal assessment for ACM's and Lead Based Material's be conducted.
4. Due to the proximity to Whitefish Lake, any new development at the site must satisfy Water Act and Environmental Regulations for the area.
5. Based on the information made available at the time of this Phase I Environmental Site Assessment there is no evidence of environmental contamination in connection with the subject property and no further environmental investigation is required.

Overall, there is no evidence of current environmental contamination in connection with the subject property based on the available information and the site review. Therefore, it is the opinion of Bolson Engineering and Environmental Services that no further environmental investigation is required for this parcel at this time.



7. STANDARD LIMITATIONS

This Phase I Environmental Site Assessment report has been prepared exclusively for Massif Energy and its agents. The purpose of this report is to provide the Client with an assessment of the potential for the presence of contamination of the portion of the property located at NE ¼ Sec. 4 62-13-W4M in Smoky Lake County, AB. This report is neither an endorsement nor a condemnation of the Site.

The findings and conclusions documented in this report have been prepared in a manner consistent with that level of care and skill normally exercised by qualified professionals currently practicing in the area of environmental assessment. No other warranty, expressed or implied, is made.

The findings presented in this report are based upon the conditions of the Site during the site review by Bolson Engineering personnel. As we conducted no subsurface explorations or testing on this site, a potential remains for the presence of unknown, unidentified, or unforeseen surface or subsurface contamination. Further evidence of such potential site contamination would require appropriate exploration and testing.

If new information is developed in future work (which may include excavations, boreholes, or other studies), Bolson should be contacted to re-evaluate the conclusions of this report, and to provide amendments as required.

No warranty, expressed or implied, is given concerning contamination at this site. Any use which a third party makes of this report, or reliance on or decisions to be based on it, are the responsibility of such third parties. Bolson will accept no damages, if any, suffered by any third party as a result of decisions made or actions based on this report.



8. SITE ASSESSOR QUALIFICATIONS

Company Background:

- Founded in 2007
- Provides Municipal, Industrial and Commercial Engineering and Environmental Services for the North/Central Alberta Region
- Completed several ESA's in Edmonton and North Central Alberta Region
- \$5,000,000 Commercial General Liability Insurance
- \$2,000,000 Certificate of Professional Liability Errors & Omissions
- Phase I ESA's as per CSA Standard Z768-01
- Phase II ESA's as per CSA Standard Z769-00

Principal Engineers:

Trent Thompson, P. Eng.

Education:

Bachelor of Science from Department of Civil and Environmental Engineering; School of Mining and Petroleum Engineering, University of Alberta, 2002

Relevant Continuing Education:

Environmental Assessment and Remediation presented by Dr. Nasrat Hijazi (EPIC-Education)
Understanding Environmental Regulations presented by Dr. Stephen Lamming and Ms. Teresa Meadows (EPIC-Education)

Contact Information:

E-mail: tthompson@bolson.ca

Phone: 780-668-8571



9. REFERENCES

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www.agr.gc.ca, 2020

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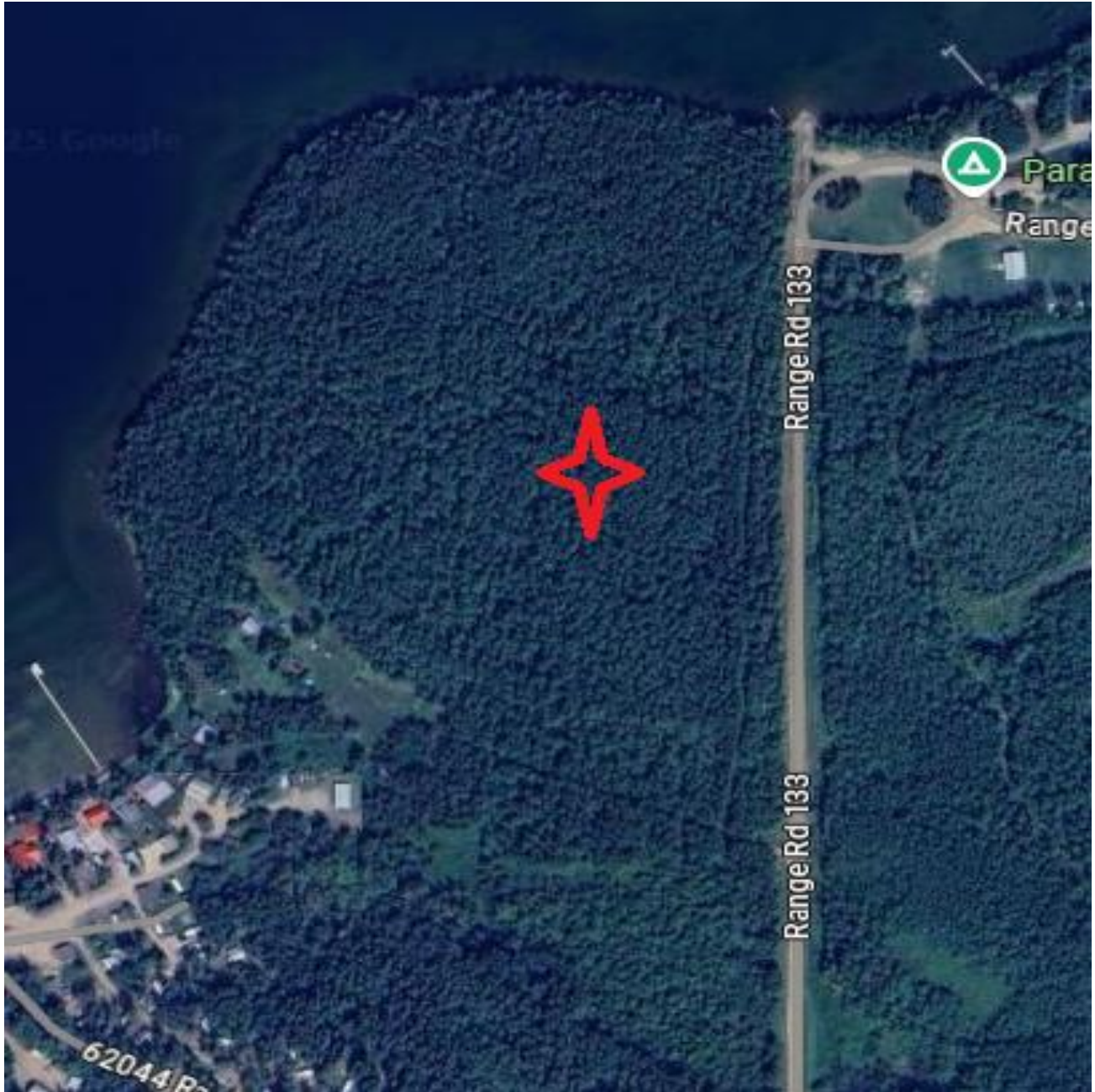


APPENDIX A – MAPS/SKETCHES/FIGURES

BOLSONENGINEERING
AND
ENVIRONMENTAL SERVICES**BOLSON**
ENGINEERING
AND
ENVIRONMENTAL SERVICES**Client:**
Massif Energy**Project No.**
110-2560**Date:**
2025-07-03**Title:**
Phase I Environmental Site Assessment
NE ¼ Sec. 4 62-13-W4M
Smoky Lake County, AB
(Location Map)**Figure:**
1

BOLSON

ENGINEERING
AND
ENVIRONMENTAL SERVICES



BOLSON
ENGINEERING
AND
ENVIRONMENTAL SERVICES

Client:
Massif Energy

Project No.
110-2560

Date:
2025-07-03

Title:
Phase I Environmental Site Assessment
NE ¼ Sec. 4 62-13-W4M
Smoky Lake County, AB
(2025 Aerial Photograph)

Figure:
2

BOLSON

ENGINEERING
AND
ENVIRONMENTAL SERVICES



BOLSON
ENGINEERING
AND
ENVIRONMENTAL SERVICES

Client:
Massif Energy

Project No.
110-2560

Date:
2025-07-03

Title:
Phase I Environmental Site Assessment
NE ¼ Sec. 4 62-13-W4M
Smoky Lake County, AB
(2019 Aerial Photograph)

Figure:
3

BOLSONENGINEERING
AND
ENVIRONMENTAL SERVICES**BOLSON**ENGINEERING
AND
ENVIRONMENTAL SERVICES**Client:**
Massif Energy**Project No.**
110-2560**Date:**
2025-07-03**Title:**
Phase I Environmental Site Assessment
NE ¼ Sec. 4 62-13-W4M
Smoky Lake County, AB
(2012 Aerial Photograph)**Figure:**
4

BOLSON

ENGINEERING
AND
ENVIRONMENTAL SERVICES



FIGURE 5



FIGURE 6

BOLSON

ENGINEERING
AND
ENVIRONMENTAL SERVICES



FIGURE 7



FIGURE 8

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AND
ENVIRONMENTAL SERVICES



FIGURE 9



FIGURE 10

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AND
ENVIRONMENTAL SERVICES



FIGURE 11



FIGURE 12

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FIGURE 13



FIGURE 14



APPENDIX B: *SOIL CLASSIFICATION OF CANADA*



APPENDIX C: *ACIMS SEARCH DATA*

Date: 2/7/2025**Requestor:** Consultant**Reason for Request:** Site Assessment**SEC:** 04 **TWP:** 062 **RGE:** 13 **MER:** 4

■ Non-sensitive EOs (updated: June 2022)

M_RR_TTT_SS	EO_ID	ECODE	S_RANK	SNAME	SCOMNAME	LAST_OBS_D
-------------	-------	-------	--------	-------	----------	------------

No Non-sensitive EOs Found: Next Steps - See FAQ (<https://www.albertaparks.ca/albertaparksca/management-land-use/alberta-conservation-information-management-system-acims/faqs.aspx#2> - Process).

■ Sensitive EOs (updated: June 2022)

M-RR-TTT	EO_ID	ECODE	S_RANK	SNAME	SCOMNAME	LAST_OBS_D
----------	-------	-------	--------	-------	----------	------------

No Sensitive EOs Found: Next Steps - See FAQ (<https://www.albertaparks.ca/albertaparksca/management-land-use/alberta-conservation-information-management-system-acims/faqs.aspx#2> - Process).



APPENDIX D: *WATER WELL SURVEY*



Reconnaissance Report

[View in Metric](#)
[Export to Excel](#)

Groundwater Wells

Please click the water Well ID to generate the Water Well Drilling Report.

GIC Well ID	LSD	SEC	TWP	RGE	M	DRILLING COMPANY	DATE COMPLETED	DEPTH (ft)	TYPE OF WORK	USE	CHM	LT	PT	WELL OWNER	STATIC LEVEL (ft)	TEST RATE (igpm)	SC_DIA (in)
167605	NE	4	62	13	4	UNKNOWN DRILLER		170.00	Chemistry	Domestic				ROSYCHUK, ROSE			0.00
210897	15	4	62	13	4	UNKNOWN DRILLER		15.00	Chemistry	Domestic	2			WITSCHEN, EDWARD	10.00		0.00
210903	NE	4	62	13	4	UNKNOWN DRILLER		25.00	Chemistry	Domestic				HOFFMAN, JOE			0.00
210906	10	4	62	13	4	UNKNOWN DRILLER	1970-11-02	1,755.00	Structure Test Hole	Industrial				SYRACUSE OILS LTD			0.00
274421	NE	4	62	13	4	MCALLISTER HOLDINGS LTD.	1979-11-01	180.00	New Well- Decommissioned	Investigation		8		CICON ENGINEERING #WHITEFISH			0.00
274427	NE	4	62	13	4	MCALLISTER DRILLING LTD.	1979-11-05	260.00	New Well- Decommissioned	Investigation		6		CICON ENGINEERING #WHITEFISH			0.00
274429	NE	4	62	13	4	MCALLISTER DRILLING LTD.	1979-11-05	120.00	New Well- Decommissioned	Investigation		4		CICON ENGINEERING #WHITEFISH			0.00
274432	NE	4	62	13	4	MCALLISTER DRILLING LTD.	1979-11-06	140.00	New Well- Decommissioned	Investigation		5		CICON ENGINEERING #WHITEFISH			0.00

[View in Metric](#)
[Export to Excel](#)

GIC Well ID	167605
GoA Well Tag No.	
Drilling Company Well ID	
Date Report Received	1992/07/31

GOWN ID

The driller supplies the data contained in this report. The Province disclaims responsibility for its accuracy. The information on this report will be retained in a public database.

Well Identification and Location										Measurement in Imperial	
Owner Name		Address			Town		Province		Country	Postal Code	
ROSYCHUK, ROSE											
Location	1/4 or LSD	SEC	TWP	RGE	W of MER	Lot	Block	Plan	Additional Description		
	NE	4	62	13	4						
Measured from Boundary of					GPS Coordinates in Decimal Degrees (NAD 83)						
ft from					Latitude 54.336897		Longitude -111.883929		Elevation		ft
ft from					How Location Obtained		How Elevation Obtained				
					Map		Not Obtained				

Drilling Information	
Method of Drilling Unknown	Type of Work Chemistry
Proposed Well Use Domestic	

Formation Log		Measurement in Imperial	
Depth from ground level (ft)	Water Bearing	Lithology Description	

Well Test Summary		Measurement in Imperial	
Recommended Pump Rate _____ igpm			
Test Date	Water Removal Rate (igpm)	Static Water Level (ft)	

Well Completion		Measurement in Imperial	
Total Depth Drilled	Finished Well Depth	Start Date	End Date
170.00 ft			
Borehole			
Diameter (in)	From (ft)	To (ft)	
0.00	0.00	170.00	
Surface Casing (if applicable)		Well Casing/Liner	
Size OD : _____	0.00 in	Size OD : _____	0.00 in
Wall Thickness : _____	0.000 in	Wall Thickness : _____	0.000 in
Bottom at : _____	0.00 ft	Top at : _____	0.00 ft
		Bottom at : _____	0.00 ft
Perforations			
From (ft)	To (ft)	Diameter or Slot Width(in)	Slot Length (in)
Perforated by _____			
Annular Seal			
Placed from _____ 0.00 ft to _____ 0.00 ft			
Amount _____			
Other Seals			
Type		At (ft)	
Screen Type			
Size OD : _____ 0.00 in			
From (ft)	To (ft)	Slot Size (in)	
Attachment _____			
Top Fittings _____		Bottom Fittings _____	
Pack			
Type _____		Grain Size _____	
Amount _____			

Contractor Certification <i>Name of Journeyman responsible for drilling/construction of well</i> UNKNOWN NA DRILLER <i>Company Name</i> UNKNOWN DRILLER		<i>Certification No</i> 1 <i>Copy of Well report provided to owner</i> <i>Date approval holder signed</i>
--	--	--



Water Well Drilling Report

[View in Metric](#) [Export to Excel](#)

GIC Well ID 167605
 GoA Well Tag No.
 Drilling Company Well ID
 Date Report Received 1992/07/31

GOWN ID

The driller supplies the data contained in this report. The Province disclaims responsibility for its accuracy. The information on this report will be retained in a public database.

Well Identification and Location										Measurement in Imperial	
Owner Name		Address		Town		Province		Country	Postal Code		
ROSYCHUK, ROSE											
Location	1/4 or LSD	SEC	TWP	RGE	W of MER	Lot	Block	Plan	Additional Description		
	NE	4	62	13	4						
Measured from Boundary of					GPS Coordinates in Decimal Degrees (NAD 83)						
ft from					Latitude 54.336897 Longitude -111.883929					Elevation ft	
ft from					How Location Obtained					How Elevation Obtained	
					Map					Not Obtained	

Additional Information										Measurement in Imperial
Distance From Top of Casing to Ground Level in										
Is Artesian Flow										
Rate igpm										
Is Flow Control Installed										
Describe										
Recommended Pump Rate										ft
Recommended Pump Intake Depth (From TOC)										ft
Pump Installed										ft
Type										H.P.
Make										Model (Output Rating)
Did you Encounter Saline Water (>4000 ppm TDS)										ft
Depth										ft
Well Disinfected Upon Completion										
Remedial Action Taken										ft
Gas										ft
Geophysical Log Taken										
Submitted to ESRD										
Sample Collected for Potability										ft
Submitted to ESRD										
Additional Comments on Well										

Yield Test			Taken From Ground Level	Measurement in Imperial
Test Date	Start Time	Static Water Level		
		ft		
Method of Water Removal				
Type				
Removal Rate igpm				
Depth Withdrawn From ft				
If water removal period was < 2 hours, explain why				

Water Diverted for Drilling		
Water Source	Amount Taken	Diversion Date & Time
	ig	

Contractor Certification	
Name of Journeyman responsible for drilling/construction of well	Certification No
UNKNOWN NA DRILLER	1
Company Name	Copy of Well report provided to owner Date approval holder signed
UNKNOWN DRILLER	

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[Export to Excel](#)

GIC Well ID	210903
GoA Well Tag No.	
Drilling Company Well ID	
Date Report Received	1987/09/14

GOWN ID

Well Identification and Location											Measurement in Imperial		
Owner Name		Address			Town		Province		Country		Postal Code		
HOFFMAN, JOE													
Location	1/4 or LSD	SEC	TWP	RGE	W of MER	Lot	Block	Plan	Additional Description				
	NE	4	62	13	4								
Measured from Boundary of						GPS Coordinates in Decimal Degrees (NAD 83)							
ft from						Latitude 54.336897		Longitude -111.883929		Elevation		ft	
ft from						How Location Obtained		How Elevation Obtained					
						Not Verified				Not Obtained			

Drilling Information	
Method of Drilling Unknown	Type of Work Chemistry
Proposed Well Use Domestic	

Formation Log		Measurement in Imperial	
Depth from ground level (ft)	Water Bearing	Lithology Description	

Yield Test Summary		Measurement in Imperial	
<i>Recommended Pump Rate</i> _____ igpm			
Test Date	Water Removal Rate (igpm)	Static Water Level (ft)	

Well Completion		Measurement in Imperial	
<i>Total Depth Drilled</i> 25.00 ft	<i>Finished Well Depth</i>	<i>Start Date</i>	<i>End Date</i>
Borehole			
Diameter (in) 0.00	From (ft) 0.00	To (ft) 25.00	
Surface Casing (if applicable)		Well Casing/Liner	
<i>Size OD :</i> _____ 0.00 in	<i>Size OD :</i> _____ 0.00 in		
<i>Wall Thickness :</i> _____ 0.000 in	<i>Wall Thickness :</i> _____ 0.000 in		
<i>Bottom at :</i> _____ 0.00 ft	<i>Top at :</i> _____ 0.00 ft		
<i>Bottom at :</i> _____ 0.00 ft			
Perforations			
From (ft)	To (ft)	Diameter or Slot Width(in)	Slot Length (in)
			Hole or Slot Interval(in)
<i>Performed by</i>			
Annular Seal			
<i>Placed from</i> _____ 0.00 ft <i>to</i> _____ 0.00 ft			
<i>Amount</i> _____			
<i>Other Seals</i>			
Type		At (ft)	
Screen Type			
<i>Size OD :</i> _____ 0.00 in			
From (ft)	To (ft)	Slot Size (in)	
<i>Attachment</i> _____			
<i>Top Fittings</i> _____		<i>Bottom Fittings</i> _____	
Pack			
<i>Type</i> _____		<i>Grain Size</i> _____	
<i>Amount</i> _____			

Contractor Certification <i>Name of Journeyman responsible for drilling/construction of well</i> UNKNOWN NA DRILLER <i>Company Name</i> UNKNOWN DRILLER		<i>Certification No</i> 1 <i>Copy of Well report provided to owner</i> <i>Date approval holder signed</i>
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Water Well Drilling Report

[View in Metric](#) [Export to Excel](#)

GIC Well ID 210903
 GoA Well Tag No.
 Drilling Company Well ID
 Date Report Received 1987/09/14

GOWN ID

The driller supplies the data contained in this report. The Province disclaims responsibility for its accuracy. The information on this report will be retained in a public database.

Well Identification and Location										Measurement in Imperial	
Owner Name		Address		Town		Province		Country	Postal Code		
HOFFMAN, JOE											
Location	1/4 or LSD	SEC	TWP	RGE	W of MER	Lot	Block	Plan	Additional Description		
	NE	4	62	13	4						
Measured from Boundary of					GPS Coordinates in Decimal Degrees (NAD 83)						
ft from					Latitude 54.336897 Longitude -111.883929					Elevation ft	
ft from					How Location Obtained					How Elevation Obtained	
					Not Verified					Not Obtained	

Additional Information										Measurement in Imperial
Distance From Top of Casing to Ground Level in										
Is Artesian Flow										
Rate igpm										
Is Flow Control Installed										
Describe										
Recommended Pump Rate										ft
Recommended Pump Intake Depth (From TOC)										ft
Pump Installed										ft
Type										H.P.
Make										Model (Output Rating)
Did you Encounter Saline Water (>4000 ppm TDS)										ft
Depth										ft
Well Disinfected Upon Completion										
Gas										ft
Depth										ft
Geophysical Log Taken										
Submitted to ESRD										
Remedial Action Taken										
Sample Collected for Potability										Submitted to ESRD
Additional Comments on Well										
SEE VG CHEMISTRY SAMPLE #9947										

Yield Test			Taken From Ground Level	Measurement in Imperial
Test Date	Start Time	Static Water Level		
		ft		
Method of Water Removal				
Type				
Removal Rate igpm				
Depth Withdrawn From ft				
If water removal period was < 2 hours, explain why				

Water Diverted for Drilling		
Water Source	Amount Taken	Diversion Date & Time
	ig	

Contractor Certification	
Name of Journeyman responsible for drilling/construction of well	Certification No
UNKNOWN NA DRILLER	1
Company Name	Copy of Well report provided to owner Date approval holder signed
UNKNOWN DRILLER	

[View in Metric](#)
[Export to Excel](#)

GIC Well ID	210897
GoA Well Tag No.	
Drilling Company Well ID	
Date Report Received	1964/06/04

GOWN ID

Well Identification and Location											Measurement in Imperial	
<i>Owner Name</i>		<i>Address</i>			<i>Town</i>		<i>Province</i>		<i>Country</i>		<i>Postal Code</i>	
WITSCHEN, EDWARD		[REDACTED]										
<i>Location</i>	<i>1/4 or LSD</i>	<i>SEC</i>	<i>TWP</i>	<i>RGE</i>	<i>W of MER</i>	<i>Lot</i>	<i>Block</i>	<i>Plan</i>	<i>Additional Description</i>			
15		4	62	13	4							
<i>Measured from Boundary of</i>					<i>GPS Coordinates in Decimal Degrees (NAD 83)</i>							
<u>ft from</u>					<i>Latitude</i>		<u>54.338705</u>		<i>Longitude</i>		<u>-111.887023</u>	
<u>ft from</u>					<i>How Location Obtained</i>					<i>How Elevation Obtained</i>		
					<i>Map</i>					<i>Not Obtained</i>		

Drilling Information	
Method of Drilling Hand Dug	Type of Work Chemistry
Proposed Well Use Domestic	

Formation Log		Measurement in Imperial	
Depth from ground level (ft)	Water Bearing	Lithology Description	

Yield Test Summary		Measurement in Imperial	
Recommended Pump Rate		0.00 igpm	
Test Date	Water Removal Rate (igpm)	Static Water Level (ft)	
1971/10/01		10.00	

Well Completion		Measurement in Imperial	
Total Depth Drilled	Finished Well Depth	Start Date	End Date
15.00 ft			

Borehole

Diameter (in)	From (ft)	To (ft)
0.00	0.00	15.00

Surface Casing (if applicable)

Size OD : 0.00 in

Wall Thickness : 0.000 in

Bottom at : 0.00 ft

Well Casing/Liner

Size OD : 0.00 in

Wall Thickness : 0.000 in

Top at : 0.00 ft

Bottom at : 0.00 ft

Perforations

From (ft)	To (ft)	Diameter or Slot Width(in)	Slot Length (in)	Hole or Slot Interval(in)

Performed by

Annular Seal

Placed from 0.00 ft to 0.00 ft

Amount

Other Seals

Type	At (ft)

Screen Type

Size OD : 0.00 in

From (ft)	To (ft)	Slot Size (in)

Attachment

Top Fittings

Bottom Fittings

Pack

Type

Grain Size

Amount

Contractor Certification <i>Name of Journeyman responsible for drilling/construction of well</i> UNKNOWN NA DRILLER <i>Company Name</i> UNKNOWN DRILLER		<i>Certification No</i> 1 <i>Copy of Well report provided to owner</i> <i>Date approval holder signed</i>
--	--	--



Water Well Drilling Report

[View in Metric](#) [Export to Excel](#)

GIC Well ID 210897
 GoA Well Tag No.
 Drilling Company Well ID
 Date Report Received 1964/06/04

GOWN ID

The driller supplies the data contained in this report. The Province disclaims responsibility for its accuracy. The information on this report will be retained in a public database.

Well Identification and Location										Measurement in Imperial	
Owner Name		Address		Town		Province		Country		Postal Code	
WITSCHEN, EDWARD											
Location	1/4 or LSD	SEC	TWP	RGE	W of MER	Lot	Block	Plan	Additional Description		
	15	4	62	13	4						
Measured from Boundary of					GPS Coordinates in Decimal Degrees (NAD 83)						
ft from					Latitude 54.338705 Longitude -111.887023					Elevation ft	
ft from					How Location Obtained					How Elevation Obtained	
					Map					Not Obtained	

Additional Information										Measurement in Imperial
Distance From Top of Casing to Ground Level in										
Is Artesian Flow										
Rate igpm										
Is Flow Control Installed										
Describe										
Recommended Pump Rate 0.00 igpm										
Pump Installed										
Depth ft										
Recommended Pump Intake Depth (From TOC) 0.00 ft										
Type										
Make										
H.P.										
Model (Output Rating)										
Did you Encounter Saline Water (>4000 ppm TDS)										
Depth ft										
Well Disinfected Upon Completion										
Gas										
Depth ft										
Geophysical Log Taken										
Submitted to ESRD										
Remedial Action Taken										
Sample Collected for Potability										
Submitted to ESRD Yes										
Additional Comments on Well										

Yield Test			Taken From Ground Level	Measurement in Imperial
			Depth to water level	
Test Date	Start Time	Static Water Level		
1971/10/01	12:00 AM	10.00 ft		
Method of Water Removal			Pumping (ft)	Elapsed Time
				Minutes:Sec
Type				
Removal Rate igpm				
Depth Withdrawn From 0.00 ft				
If water removal period was < 2 hours, explain why				

Water Diverted for Drilling		
Water Source	Amount Taken	Diversion Date & Time
	ig	

Contractor Certification	
Name of Journeyman responsible for drilling/construction of well	Certification No
UNKNOWN NA DRILLER	1
Company Name	Copy of Well report provided to owner
UNKNOWN DRILLER	Date approval holder signed

[View in Metric](#)
[Export to Excel](#)

GIC Well ID	210906
GoA Well Tag No.	
Drilling Company Well ID	
Date Report Received	

GOWN ID

The driller supplies the data contained in this report. The Province disclaims responsibility for its accuracy. The information on this report will be retained in a public database.

Well Identification and Location										Measurement in Imperial
Owner Name	Address				Town	Province	Country	Postal Code		
SYRACUSE OILS LTD										
Location	1/4 or LSD	SEC	TWP	RGE	W of MER	Lot	Block	Plan	Additional Description	
10	4	62	13	4						
Measured from Boundary of					GPS Coordinates in Decimal Degrees (NAD 83)					
ft from					Latitude	54.335089	Longitude	-111.887022	Elevation 1972.00 ft	
ft from					How Location Obtained			How Elevation Obtained		
					Field			Survey-Transit		

Drilling Information	
Method of Drilling Drilled	Type of Work Structure Test Hole
Proposed Well Use Industrial	

Formation Log		Measurement in Imperial
Depth from ground level (ft)	Water Bearing	Lithology Description

Yield Test Summary		Measurement in Imperial
Recommended Pump Rate _____ igpm		
Test Date	Water Removal Rate (igpm)	Static Water Level (ft)

Well Completion		Measurement in Imperial
Total Depth Drilled	Finished Well Depth	Start Date
1755.00 ft		End Date
		1970/11/02

Borehole

Diameter (in)	From (ft)	To (ft)
0.00	0.00	1755.00

Surface Casing (if applicable)

Size OD : _____ 0.00 in

Wall Thickness : _____ 0.000 in

Bottom at : _____ 0.00 ft

Well Casing/Liner

Size OD : _____ 0.00 in

Wall Thickness : _____ 0.000 in

Top at : _____ 0.00 ft

Bottom at : _____ 0.00 ft

Perforations

From (ft)	To (ft)	Diameter or Slot Width(in)	Slot Length (in)	Hole or Slot Interval(in)

Perforated by _____

Annular Seal

Placed from _____ 0.00 ft to _____ 0.00 ft

Amount _____

Other Seals

Type	At (ft)

Screen Type

Size OD : _____ 0.00 in

From (ft)	To (ft)	Slot Size (in)

Attachment _____

Top Fittings _____ Bottom Fittings _____

Pack

Type _____ Grain Size _____

Amount _____

Contractor Certification <i>Name of Journeyman responsible for drilling/construction of well</i> UNKNOWN NA DRILLER <i>Company Name</i> UNKNOWN DRILLER		<i>Certification No</i> 1 <i>Copy of Well report provided to owner</i> <i>Date approval holder signed</i>
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Water Well Drilling Report

[View in Metric](#) [Export to Excel](#)

GIC Well ID 210906
 GoA Well Tag No.
 Drilling Company Well ID
 Date Report Received

GOWN ID

The driller supplies the data contained in this report. The Province disclaims responsibility for its accuracy. The information on this report will be retained in a public database.

Well Identification and Location										Measurement in Imperial	
Owner Name SYRACUSE OILS LTD		Address			Town		Province		Country	Postal Code	
Location	1/4 or LSD	SEC	TWP	RGE	W of MER	Lot	Block	Plan	Additional Description		
	10	4	62	13	4						
Measured from Boundary of					GPS Coordinates in Decimal Degrees (NAD 83)						
ft from					Latitude 54.335089 Longitude -111.887022					Elevation 1972.00 ft	
ft from					How Location Obtained					How Elevation Obtained	
					Field					Survey-Transit	

Additional Information										Measurement in Imperial		
Distance From Top of Casing to Ground Level										in		
Is Artesian Flow												
Rate										igpm		
Is Flow Control Installed												
Describe												
Recommended Pump Rate					igpm					Pump Installed	Depth	ft
Recommended Pump Intake Depth (From TOC)					ft					Type	Make	H.P.
										Model (Output Rating)		
Did you Encounter Saline Water (>4000 ppm TDS)					Depth					ft	Well Disinfected Upon Completion	
Gas					Depth					ft	Geophysical Log Taken Electric	
Remedial Action Taken										Submitted to ESRD Electric		
										Sample Collected for Potability		Submitted to ESRD
Additional Comments on Well												

Yield Test			Taken From Ground Level	Measurement in Imperial
Test Date	Start Time	Static Water Level		
		ft		
Method of Water Removal				
Type				
Removal Rate				
igpm				
Depth Withdrawn From				
ft				
If water removal period was < 2 hours, explain why				

Water Diverted for Drilling		
Water Source	Amount Taken	Diversion Date & Time
	ig	

Contractor Certification	
Name of Journeyman responsible for drilling/construction of well	Certification No
UNKNOWN NA DRILLER	1
Company Name	Copy of Well report provided to owner Date approval holder signed
UNKNOWN DRILLER	



Water Well Drilling Report

[View in Metric](#) [Export to Excel](#)

GIC Well ID 274421
 GoA Well Tag No.
 Drilling Company Well ID
 Date Report Received 1980/08/13

GOWN ID

The driller supplies the data contained in this report. The Province disclaims responsibility for its accuracy. The information on this report will be retained in a public database.

Well Identification and Location										Measurement in Imperial
Owner Name CICON ENGINEERING #WHITEFISH		Address EDMONTON		Town		Province		Country	Postal Code	
Location	1/4 or LSD	SEC	TWP	RGE	W of MER	Lot	Block	Plan	Additional Description	
	NE	4	62	13	4					
Measured from Boundary of					GPS Coordinates in Decimal Degrees (NAD 83)					
_____ ft from _____					Latitude <u>54.336897</u> Longitude <u>-111.883929</u>					Elevation _____ ft
_____ ft from _____					How Location Obtained					How Elevation Obtained
					Not Verified					Not Obtained

Drilling Information	
Method of Drilling Rotary	Type of Work New Well-Decommissioned View Decommissioning Report
Proposed Well Use Investigation	

Formation Log			Measurement in Imperial
Depth from ground level (ft)	Water Bearing	Lithology Description	
2.00		Topsoil	
28.00		Brown Clay	
36.00		Dry Sand	
56.00		Brown Till	
114.00		Gray Till	
120.00		Dirty Sand	
140.00		Gray Till	
180.00		Gray Shale	

Yield Test Summary			Measurement in Imperial
Recommended Pump Rate _____ igpm			
Test Date	Water Removal Rate (igpm)	Static Water Level (ft)	

Well Completion				Measurement in Imperial
Total Depth Drilled	Finished Well Depth	Start Date	End Date	
180.00 ft		1979/11/01	1979/11/01	
Borehole				
Diameter (in)	From (ft)	To (ft)		
0.00	0.00	180.00		
Surface Casing (if applicable)		Well Casing/Liner		
Size OD : _____ 0.00 in		Size OD : _____ 0.00 in		
Wall Thickness : _____ 0.000 in		Wall Thickness : _____ 0.000 in		
Bottom at : _____ 0.00 ft		Top at : _____ 0.00 ft		
		Bottom at : _____ 0.00 ft		
Perforations				
From (ft)	To (ft)	Diameter or Slot Width(in)	Slot Length (in)	Hole or Slot Interval(in)
Perforated by _____				
Annular Seal				
Placed from _____ 0.00 ft to _____ 0.00 ft				
Amount _____				
Other Seals				
Type		At (ft)		
Screen Type				
Size OD : _____ 0.00 in				
From (ft)	To (ft)	Slot Size (in)		
Attachment _____				
Top Fittings _____		Bottom Fittings _____		
Pack				
Type _____		Grain Size _____		
Amount _____				

Contractor Certification	
Name of Journeyman responsible for drilling/construction of well UNKNOWN NA DRILLER	Certification No 1
Company Name MCALLISTER HOLDINGS LTD.	Copy of Well report provided to owner Date approval holder signed



Water Well Drilling Report

[View in Metric](#) [Export to Excel](#)

GIC Well ID 274421
 GoA Well Tag No.
 Drilling Company Well ID
 Date Report Received 1980/08/13

GOWN ID

The driller supplies the data contained in this report. The Province disclaims responsibility for its accuracy. The information on this report will be retained in a public database.

Well Identification and Location										Measurement in Imperial	
Owner Name CICON ENGINEERING #WHITEFISH		Address EDMONTON		Town		Province		Country	Postal Code		
Location	1/4 or LSD NE	SEC 4	TWP 62	RGE 13	W of MER 4	Lot	Block	Plan	Additional Description		
Measured from Boundary of _____ ft from _____ ft from					GPS Coordinates in Decimal Degrees (NAD 83) Latitude <u>54.336897</u> Longitude <u>-111.883929</u> Elevation _____ ft How Location Obtained Not Verified					How Elevation Obtained Not Obtained	
Additional Information										Measurement in Imperial	
Distance From Top of Casing to Ground Level _____ in											
Is Artesian Flow _____											
Rate _____ igpm											
Is Flow Control Installed _____											
Describe _____											
Recommended Pump Rate _____ igpm											
Pump Installed _____											
Depth _____ ft											
Recommended Pump Intake Depth (From TOC) _____ ft											
Type _____											
Make _____											
H.P. _____											
Model (Output Rating) _____											
Did you Encounter Saline Water (>4000 ppm TDS) _____											
Depth _____ ft											
Well Disinfected Upon Completion _____											
Gas _____											
Depth _____ ft											
Geophysical Log Taken _____											
Submitted to ESRD _____											
Remedial Action Taken _____											
Sample Collected for Potability _____											
Submitted to ESRD _____											
Additional Comments on Well ORIGINAL LOC = NE-4-52-13-4.											

Yield Test			Taken From Ground Level	Measurement in Imperial
Test Date	Start Time	Static Water Level		
		ft		
Method of Water Removal				
Type _____				
Removal Rate _____ igpm				
Depth Withdrawn From _____ ft				
If water removal period was < 2 hours, explain why				

Water Diverted for Drilling		
Water Source	Amount Taken	Diversion Date & Time
	ig	

Contractor Certification	
Name of Journeyman responsible for drilling/construction of well UNKNOWN NA DRILLER	Certification No 1
Company Name MCALLISTER HOLDINGS LTD.	Copy of Well report provided to owner Date approval holder signed



Water Well Drilling Report

[View in Metric](#) [Export to Excel](#)

GIC Well ID 274427
 GoA Well Tag No.
 Drilling Company Well ID
 Date Report Received 1980/08/13

GOWN ID

The driller supplies the data contained in this report. The Province disclaims responsibility for its accuracy. The information on this report will be retained in a public database.

Well Identification and Location										Measurement in Imperial	
Owner Name CICON ENGINEERING #WHITEFISH		Address EDMONTON		Town		Province		Country	Postal Code		
Location	1/4 or LSD	SEC	TWP	RGE	W of MER	Lot	Block	Plan	Additional Description		
	NE	4	62	13	4						
Measured from Boundary of					GPS Coordinates in Decimal Degrees (NAD 83)						
_____ ft from _____					Latitude <u>54.336897</u> Longitude <u>-111.883929</u>					Elevation _____ ft	
_____ ft from _____					How Location Obtained					How Elevation Obtained	
					Not Verified					Not Obtained	

Drilling Information	
Method of Drilling Rotary	Type of Work New Well-Decommissioned View Decommissioning Report
Proposed Well Use Investigation	

Formation Log			Measurement in Imperial
Depth from ground level (ft)	Water Bearing	Lithology Description	
2.00		Topsoil	
30.00		Brown Clay	
60.00		Gray Till	
62.00		Sand	
168.00		Gray Till	
260.00		Gray Shale	

Yield Test Summary			Measurement in Imperial
Recommended Pump Rate _____ igpm			
Test Date	Water Removal Rate (igpm)	Static Water Level (ft)	

Well Completion				Measurement in Imperial
Total Depth Drilled	Finished Well Depth	Start Date	End Date	
260.00 ft		1979/11/01	1979/11/05	
Borehole				
Diameter (in)	From (ft)	To (ft)		
0.00	0.00	260.00		
Surface Casing (if applicable)		Well Casing/Liner		
Size OD : _____ 0.00 in		Size OD : _____ 0.00 in		
Wall Thickness : _____ 0.000 in		Wall Thickness : _____ 0.000 in		
Bottom at : _____ 0.00 ft		Top at : _____ 0.00 ft		
		Bottom at : _____ 0.00 ft		
Perforations				
From (ft)	To (ft)	Diameter or Slot Width(in)	Slot Length (in)	Hole or Slot Interval(in)
Perforated by _____				
Annular Seal				
Placed from _____ 0.00 ft to _____ 0.00 ft				
Amount _____				
Other Seals				
Type		At (ft)		
Screen Type				
Size OD : _____ 0.00 in				
From (ft)	To (ft)	Slot Size (in)		
Attachment _____				
Top Fittings _____		Bottom Fittings _____		
Pack				
Type _____		Grain Size _____		
Amount _____				

Contractor Certification	
Name of Journeyman responsible for drilling/construction of well UNKNOWN NA DRILLER	Certification No 1
Company Name MCALLISTER DRILLING LTD.	Copy of Well report provided to owner Date approval holder signed



Water Well Drilling Report

[View in Metric](#) [Export to Excel](#)

GIC Well ID 274427
 GoA Well Tag No.
 Drilling Company Well ID
 Date Report Received 1980/08/13

GOWN ID

The driller supplies the data contained in this report. The Province disclaims responsibility for its accuracy. The information on this report will be retained in a public database.

Well Identification and Location										Measurement in Imperial	
Owner Name CICON ENGINEERING #WHITEFISH		Address EDMONTON		Town		Province		Country	Postal Code		
Location	1/4 or LSD NE	SEC 4	TWP 62	RGE 13	W of MER 4	Lot	Block	Plan	Additional Description		
Measured from Boundary of _____ ft from _____ ft from					GPS Coordinates in Decimal Degrees (NAD 83) Latitude <u>54.336897</u> Longitude <u>-111.883929</u> Elevation _____ ft How Location Obtained Not Verified					How Elevation Obtained Not Obtained	
Additional Information										Measurement in Imperial	
Distance From Top of Casing to Ground Level _____ in											
Is Artesian Flow _____											
Rate _____ igpm											
Is Flow Control Installed _____											
Describe _____											
Recommended Pump Rate _____ igpm											
Pump Installed _____											
Depth _____ ft											
Recommended Pump Intake Depth (From TOC) _____ ft											
Type _____											
Make _____											
H.P. _____											
Model (Output Rating) _____											
Did you Encounter Saline Water (>4000 ppm TDS) _____											
Depth _____ ft											
Well Disinfected Upon Completion _____											
Gas _____											
Depth _____ ft											
Geophysical Log Taken _____											
Submitted to ESRD _____											
Remedial Action Taken _____											
Sample Collected for Potability _____											
Submitted to ESRD _____											
Additional Comments on Well ORIGINAL LOC = NE-4-52-13-4.											

Yield Test			Taken From Ground Level	Measurement in Imperial
Test Date	Start Time	Static Water Level		
		ft		
Method of Water Removal				
Type _____				
Removal Rate _____ igpm				
Depth Withdrawn From _____ ft				
If water removal period was < 2 hours, explain why _____				

Water Diverted for Drilling		
Water Source	Amount Taken	Diversion Date & Time
	ig	

Contractor Certification	
Name of Journeyman responsible for drilling/construction of well UNKNOWN NA DRILLER	Certification No 1
Company Name MCALLISTER DRILLING LTD.	Copy of Well report provided to owner Date approval holder signed



Water Well Drilling Report

[View in Metric](#) [Export to Excel](#)

GIC Well ID 274429
 GoA Well Tag No.
 Drilling Company Well ID
 Date Report Received 1980/08/13

GOWN ID

The driller supplies the data contained in this report. The Province disclaims responsibility for its accuracy. The information on this report will be retained in a public database.

Well Identification and Location										Measurement in Imperial	
Owner Name CICON ENGINEERING #WHITEFISH		Address EDMONTON		Town		Province		Country	Postal Code		
Location	1/4 or LSD	SEC	TWP	RGE	W of MER	Lot	Block	Plan	Additional Description		
	NE	4	62	13	4						
Measured from Boundary of					GPS Coordinates in Decimal Degrees (NAD 83)						
_____ ft from _____					Latitude <u>54.336897</u> Longitude <u>-111.883929</u>					Elevation _____ ft	
_____ ft from _____					How Location Obtained					How Elevation Obtained	
					Not Verified					Not Obtained	

Drilling Information	
Method of Drilling Rotary	Type of Work New Well-Decommissioned View Decommissioning Report
Proposed Well Use Investigation	

Formation Log			Measurement in Imperial
Depth from ground level (ft)	Water Bearing	Lithology Description	
2.00		Topsoil	
30.00		Brown Till	
80.00		Gray Till	
120.00		Gray Shale	

Yield Test Summary			Measurement in Imperial
Recommended Pump Rate _____ igpm			
Test Date	Water Removal Rate (igpm)	Static Water Level (ft)	

Well Completion				Measurement in Imperial
Total Depth Drilled	Finished Well Depth	Start Date	End Date	
120.00 ft		1979/11/05	1979/11/05	
Borehole				
Diameter (in)	From (ft)	To (ft)		
0.00	0.00	120.00		
Surface Casing (if applicable)		Well Casing/Liner		
Size OD : _____ 0.00 in		Size OD : _____ 0.00 in		
Wall Thickness : _____ 0.000 in		Wall Thickness : _____ 0.000 in		
Bottom at : _____ 0.00 ft		Top at : _____ 0.00 ft		
		Bottom at : _____ 0.00 ft		
Perforations				
From (ft)	To (ft)	Diameter or Slot Width(in)	Slot Length (in)	Hole or Slot Interval(in)
Perforated by _____				
Annular Seal				
Placed from _____ 0.00 ft to _____ 0.00 ft				
Amount _____				
Other Seals				
Type		At (ft)		
Screen Type				
Size OD : _____ 0.00 in				
From (ft)	To (ft)	Slot Size (in)		
Attachment _____				
Top Fittings _____		Bottom Fittings _____		
Pack				
Type _____		Grain Size _____		
Amount _____				

Contractor Certification	
Name of Journeyman responsible for drilling/construction of well UNKNOWN NA DRILLER	Certification No 1
Company Name MCALLISTER DRILLING LTD.	Copy of Well report provided to owner Date approval holder signed



Water Well Drilling Report

[View in Metric](#) [Export to Excel](#)

GIC Well ID 274429
 GoA Well Tag No.
 Drilling Company Well ID
 Date Report Received 1980/08/13

GOWN ID

The driller supplies the data contained in this report. The Province disclaims responsibility for its accuracy. The information on this report will be retained in a public database.

Well Identification and Location										Measurement in Imperial
Owner Name CICON ENGINEERING #WHITEFISH		Address EDMONTON		Town		Province		Country	Postal Code	
Location	1/4 or LSD NE	SEC 4	TWP 62	RGE 13	W of MER 4	Lot	Block	Plan	Additional Description	
Measured from Boundary of _____ ft from _____ ft from					GPS Coordinates in Decimal Degrees (NAD 83) Latitude <u>54.336897</u> Longitude <u>-111.883929</u>			Elevation _____ ft How Elevation Obtained Not Obtained		
Additional Information										Measurement in Imperial
Distance From Top of Casing to Ground Level _____ in					Is Flow Control Installed _____					
Is Artesian Flow _____					Describe _____					
Rate _____ igpm										
Recommended Pump Rate _____ igpm					Pump Installed _____		Depth _____ ft			
Recommended Pump Intake Depth (From TOC) _____ ft					Type _____		Make _____ H.P. _____		Model (Output Rating) _____	
Did you Encounter Saline Water (>4000 ppm TDS) _____					Depth _____ ft		Well Disinfected Upon Completion _____			
Remedial Action Taken _____					Gas _____		Depth _____ ft		Geophysical Log Taken _____	
							Submitted to ESRD _____			
Additional Comments on Well ORIGINAL LOC = NE-4-52-13-4.					Sample Collected for Potability _____		Submitted to ESRD _____			

Yield Test			Taken From Ground Level	Measurement in Imperial
Test Date	Start Time	Static Water Level ft		
Method of Water Removal				
Type _____				
Removal Rate _____ igpm				
Depth Withdrawn From _____ ft				
If water removal period was < 2 hours, explain why				

Water Diverted for Drilling		
Water Source	Amount Taken ig	Diversion Date & Time

Contractor Certification	
Name of Journeyman responsible for drilling/construction of well UNKNOWN NA DRILLER	Certification No 1
Company Name MCALLISTER DRILLING LTD.	Copy of Well report provided to owner Date approval holder signed



Water Well Drilling Report

The driller supplies the data contained in this report. The Province disclaims responsibility for its accuracy. The information on this report will be retained in a public database.

[View in Metric](#) [Export to Excel](#)

GIC Well ID 274432
GoA Well Tag No.
Drilling Company Well ID
Date Report Received 1980/08/13

GOWN ID

Well Identification and Location										Measurement in Imperial	
Owner Name CICON ENGINEERING #WHITEFISH		Address EDMONTON		Town		Province		Country	Postal Code		
Location	1/4 or LSD	SEC	TWP	RGE	W of MER	Lot	Block	Plan	Additional Description		
	NE	4	62	13	4						
Measured from Boundary of					GPS Coordinates in Decimal Degrees (NAD 83)						
_____ ft from _____					Latitude <u>54.336897</u> Longitude <u>-111.883929</u>					Elevation _____ ft	
_____ ft from _____					How Location Obtained					How Elevation Obtained	
					Not Verified					Not Obtained	

Drilling Information	
Method of Drilling Rotary	Type of Work New Well-Decommissioned
Proposed Well Use Investigation	View Decommissioning Report

Formation Log			Measurement in Imperial
Depth from ground level (ft)	Water Bearing	Lithology Description	
2.00		Topsoil	
41.00		Gray Till	
44.00		Sand	
91.00		Gray Till	
140.00		Gray Shale	

Yield Test Summary			Measurement in Imperial
Recommended Pump Rate _____ igpm			
Test Date	Water Removal Rate (igpm)	Static Water Level (ft)	

Well Completion				Measurement in Imperial
Total Depth Drilled	Finished Well Depth	Start Date	End Date	
140.00 ft		1979/11/06	1979/11/06	
Borehole				
Diameter (in)	From (ft)	To (ft)		
0.00	0.00	140.00		
Surface Casing (if applicable)		Well Casing/Liner		
Size OD : _____ 0.00 in		Size OD : _____ 0.00 in		
Wall Thickness : _____ 0.000 in		Wall Thickness : _____ 0.000 in		
Bottom at : _____ 0.00 ft		Top at : _____ 0.00 ft		
		Bottom at : _____ 0.00 ft		
Perforations				
From (ft)	To (ft)	Diameter or Slot Width(in)	Slot Length (in)	Hole or Slot Interval(in)
Perforated by _____				
Annular Seal				
Placed from _____ 0.00 ft to _____ 0.00 ft				
Amount _____				
Other Seals				
Type		At (ft)		
Screen Type				
Size OD : _____ 0.00 in				
From (ft)	To (ft)	Slot Size (in)		
Attachment _____				
Top Fittings _____		Bottom Fittings _____		
Pack				
Type _____		Grain Size _____		
Amount _____				

Contractor Certification	
Name of Journeyman responsible for drilling/construction of well UNKNOWN NA DRILLER	Certification No 1
Company Name MCALLISTER DRILLING LTD.	Copy of Well report provided to owner Date approval holder signed



Water Well Drilling Report

[View in Metric](#) [Export to Excel](#)

GIC Well ID 274432
 GoA Well Tag No.
 Drilling Company Well ID
 Date Report Received 1980/08/13

GOWN ID

The driller supplies the data contained in this report. The Province disclaims responsibility for its accuracy. The information on this report will be retained in a public database.

Well Identification and Location										Measurement in Imperial
Owner Name CICON ENGINEERING #WHITEFISH		Address EDMONTON		Town		Province		Country	Postal Code	
Location	1/4 or LSD NE	SEC 4	TWP 62	RGE 13	W of MER 4	Lot	Block	Plan	Additional Description	
Measured from Boundary of _____ ft from _____ ft from					GPS Coordinates in Decimal Degrees (NAD 83) Latitude <u>54.336897</u> Longitude <u>-111.883929</u>			Elevation _____ ft How Elevation Obtained Not Obtained		
Additional Information										Measurement in Imperial
Distance From Top of Casing to Ground Level _____ in Is Artesian Flow _____ Rate _____ igpm										Is Flow Control Installed _____ Describe _____
Recommended Pump Rate _____ igpm		Pump Installed _____		Depth _____ ft		Recommended Pump Intake Depth (From TOC) _____ ft Type _____ Make _____ H.P. _____ Model (Output Rating) _____				
Did you Encounter Saline Water (>4000 ppm TDS) _____		Depth _____ ft		Well Disinfected Upon Completion _____		Remedial Action Taken _____ Gas _____ Depth _____ ft Geophysical Log Taken _____ Submitted to ESRD _____				
Additional Comments on Well ORIGINAL LOC = NE-4-52-13-4.		Sample Collected for Potability _____		Submitted to ESRD _____						

Yield Test			Taken From Ground Level	Measurement in Imperial
Test Date	Start Time	Static Water Level ft		
Method of Water Removal Type _____ Removal Rate _____ igpm Depth Withdrawn From _____ ft				
If water removal period was < 2 hours, explain why _____				

Water Diverted for Drilling		
Water Source	Amount Taken ig	Diversion Date & Time

Contractor Certification	
Name of Journeyman responsible for drilling/construction of well UNKNOWN NA DRILLER	Certification No 1
Company Name MCALLISTER DRILLING LTD.	Copy of Well report provided to owner Date approval holder signed



APPENDIX E: *ENVIRONMENTAL PROTECTION ORDERS*

[Home](#)

Historical environmental enforcement search

Find historical enforcement records taken against a company or individual related to Alberta Environment and Protected Areas legislation.

On this page:

- [Suggestions for searching](#)
- [Search enforcements](#)
- [Search Results](#)
- [Legend: Act codes and names](#)

Search historical compliance enforcement records taken against a company or individual related to Alberta Environment and Protected Areas current and past legislation.

Alberta Energy Regulator (AER) enforcement actions are not included in this database. To access AER enforcement records, visit the AER website at:

- [Compliance Dashboard](#)

Suggestions for searching

The Accountable Party field in the lookup tool is not case specific.

To improve search results on Accountable Party(s), note the following tips:

- When searching for corporations ending in Limited, Ltd, Incorporated and/or Inc, type only the first portion of the corporate name to capture possible variations. (Example: ABC Company)
- If you are unsure of the exact title of a company, type partial spellings to improve search results. (Example: ABC Company type only ABC)
- When searching for an individual, type the last name first and use only partial spellings (Example: for John Smith type Smith, J or just Smith to capture any/all variations).
- Use the name when a Municipality is the accountable party:
(Example: City of Lethbridge type Lethbridge, City or Municipal District of Opportunity type Opportunity No. 17, Municipal District)

The enforcement search tool summarizes data collected at different points in time and does not necessarily represent the most current information available. This information is provided without warranty of any kind, and the department disclaims any liability for losses or damages resulting from the use of or reliance on this information.

Search Results

We found 0 matches using the following search criteria:

Accountable Party: "██████████"

Action: All

Date range: From 1/1/1950 To 7/2/2025

Search completed on 7/2/2025

Legend: Act codes and names

Act code	Act name
ACA	Agricultural Chemicals Act
AEPEA, AEPEA(R)	Environmental Protection and Enhancement
BCA	Beverage Container Act
CAA	Clean Air Act
CC	Criminal Code of Canada
CCEMA	Climate Change and Emissions Management Act
CEPA	Canadian Environmental Protection Act
CWA	Clean Water Act

DEA	Department of the Environment Act
DGTHA	Dangerous Goods Transportation and Handling Act
EMCRA	Emissions Management and Climate Resilience Act
FA, FEDFISH, FFA	Fisheries Act (Canada)
FRSTA	Forests Act
HCA	Hazardous Chemicals Act
LA	Litter Act
MBCA	Migratory Birds Convention Act, 1994
OH&S	Occupational Health and Safety Act
PCPA	Pest Control Products Act
PLA	Public Lands Act
TDGA	Transportation of Dangerous Goods Act
TDGCA	Transport of Dangerous Goods Control Act
WA	Water Act
WRA	Water Resources Act

Contact

If you have questions about the enforcement actions records search, or require assistance with a search, contact the Environmental Investigations Section at:

Email: EPA.RAD-EnvironmentalInvestigations@gov.ab.ca



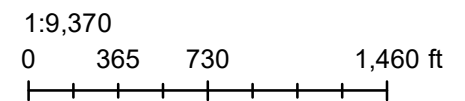


APPENDIX F: *ABADATA SEARCH*

110-2560



Wednesday, July 2, 2025





Well Information

100 / 10-04-062-13 W4 / 2

CANADIAN NATURAL RESOURCES LIMITED | 100 / 10-04-062-13 W4 / 2

Government Well Data Current To May 30, 2025

License #:	0037629	License Date:	January 20, 1970
Well Name:	CNRL CRAIGND 10-4-62-13		
License Status:	Abandoned	License Status Date:	December 3, 2010
Within:	10-04-062-13 W4M	H2S (%):	
Spud Date:	February 8, 1970	Final Drill Date:	February 11, 1970
Status:	ABD	Abandoned Date:	December 3, 2010
Surface:		Downhole:	
Offsets:	S 583.7 W 426.7	Offsets:	S 583.7 W 426.7
Latitude:	54.335251	Latitude:	54.335251
Longitude:	-111.884280	Longitude:	-111.884280
Ground Elevation:	601.1 m 1972 '	Total Depth:	534.90 m 1755 '
Operator:		Pool:	



APPENDIX G: *ASCA SEARCH*



July 3, 2025

Trent Thompson
Bolson Engineering
21707 80 Ave NW
Edmonton, AB T5T 4S2

Email: tthompson@bolson.ca

Re: ASCA Storage Tank Search – File# 110-2560 Order ID#: 18298

Dear Trent,

As per your search request submitted on July 3, 2025, Alberta Safety Codes Authority (ASCA) has searched for the storage tank database for existing and former installations of storage tank systems, as defined by the Fire Code, including those known to be inside structures at the following address:

NE 4 62 13 W4

The search of the storage tank database determined **no records** were available for all requested locations.

The Freedom of Information and Protection of Privacy Act governs the information provided. Please note that the database is not complete. The main limitation of the database is that it only includes, information reported through registration and permitting, or a survey of abandoned sites completed in 1992 and should not be considered a comprehensive inventory of all past or present storage tank sites. ASCA's storage tank systems database is solely maintained based on information provided by owners, and or operators of storage tank systems; therefore, the database may not reflect information related to all existing or former storage tank systems in Alberta. Further information on storage tank systems or investigations involving a spill/release or contamination may be filed with the local fire service or Alberta Environment.

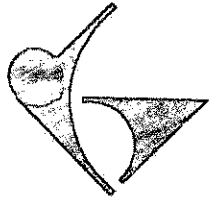
Regards,

Fredwatson Desroches
Program Advisor, Client Support Services
Safety Codes Service Delivery & Accreditation
Safety Codes Council | safetycodes.ab.ca
(587) 415-4082 | toll-free 1-888-413-0099

.....



APPENDIX H: *ESAR SEARCH*



Bow Valley Exploration

Box 6610, Postal Station "D"
300, 630 Sixth Avenue S.W.
Calgary, Alberta, Canada T2P 2V8

Our Ref. 213629
Your Ref.

Telephone 403/231-1211
Telex 038-24692
Cable Bow Valley

Date Searched August 16/79
Date Recorded August 16/79

July 27, 1979

Surface Reclamation Council
1100, 9820 - 106th Street
Edmonton, Alberta T5K 2J6

Dear Sir:

✓ Re: BVX ET AL CRAIGEND 7-7-62-13 W4M
Craigend Area, Alberta

Further to our recent discussions with Carrie Corbiell of the Department of Energy and Natural Resources, we are enclosing a copy of a survey plan for the captioned well which was drilled dry and abandoned.

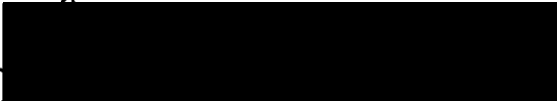
The wellsite and access roadway as shown outlined in red on the survey plan are ready for inspection, and if satisfactory, we would appreciate receiving a Reclamation Certificate prior to the November 17 rental date.

Yours very truly,

BOW VALLEY EXPLORATION


J.L. Lambert (Mrs.)
Land Secretary

/jll
Encl.

Copy Sent To 

Date August 16/79

*Phoned Co.
& certif issued
for SE 7
M.O.*

Division of Bow Valley Industries Ltd.

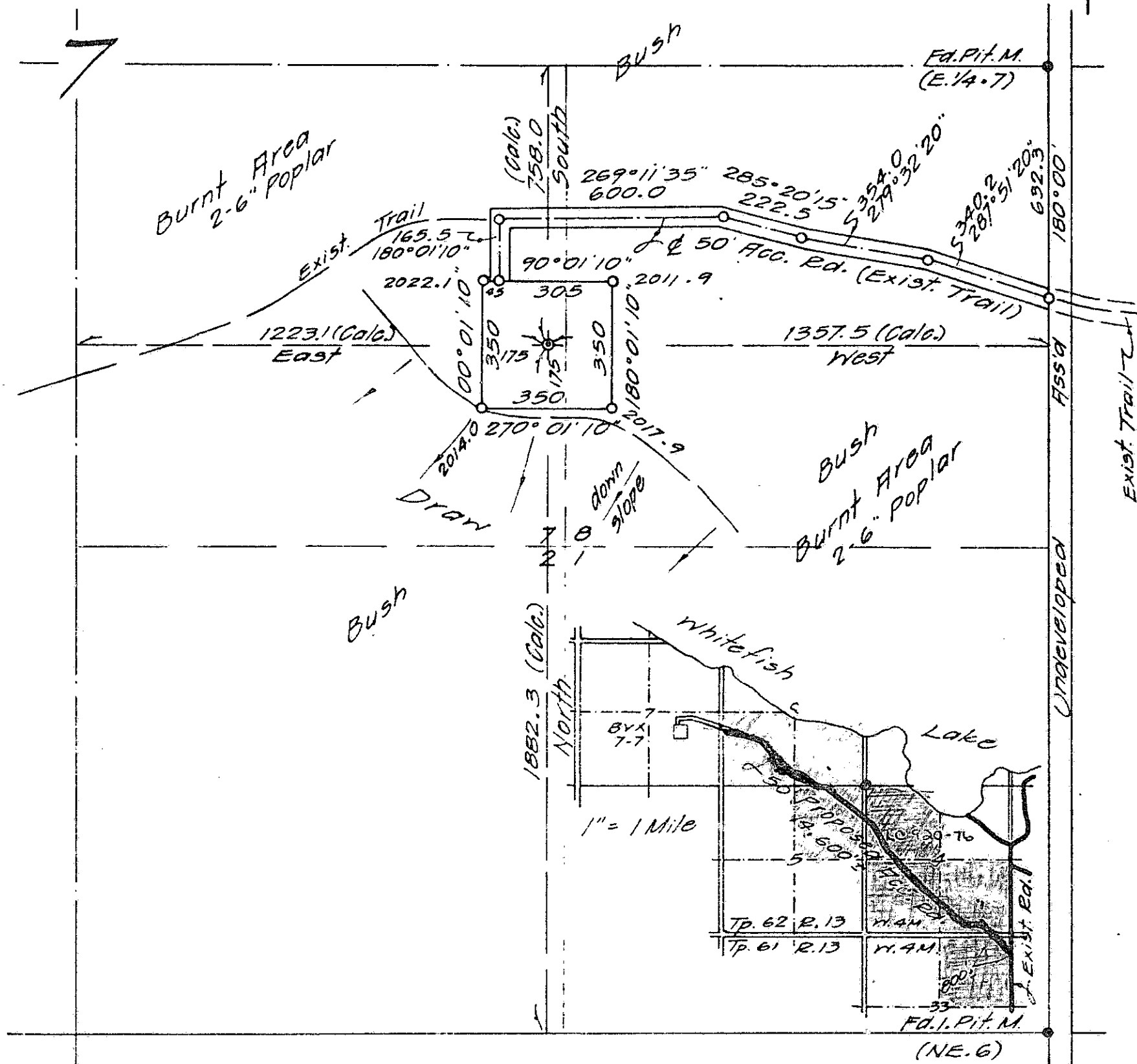
Plan Showing Survey Of

3VX et al Craigend 7-7-62-13**Well Site and Access Road (Proposed)**

IN

L.S. 7 Sec. 7 Tp. 62 Rge. 13 W. 4 M.

SCALE: 400' = 1"



I certify that the survey represented by this plan is correct and true to the best of my knowledge and was completed on the 16th day of November, 1976.

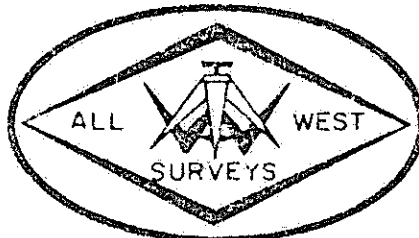
ELEVATION: 2021 Ground

CO-ORDINATES:

1882.3 ft. N. of S. Bdy.
1357.5 ft. W. of E. Bdy. Sec. 7

AREAS:

	ACRES
Well Site =	2.81
Access Road =	1.93
Total =	4.74

EDMONTON
CALGARY

OPERATOR:

Bow Valley Industries Ltd.

Survey marks found shown thus: ●
Survey marks placed shown thus: ○
Portions referred to outlined in red.
Distances are in feet and decimals.

DATUM: HI-Can 3M # 3742
Elev: 1985.35

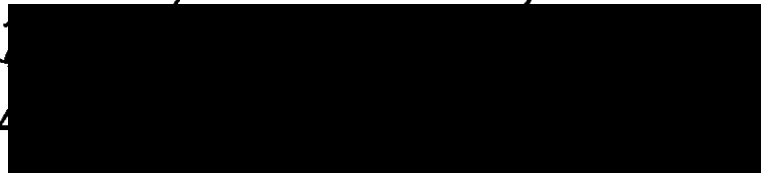
JOB NO E-650-76

**DEINES MICRO-FILM
SERVICES LTD.**

Page 2

NE 1/4 - 33 - 61 - 13 - 4 continued

SE 1/4 of LLD # 16:
Miscellaneous Permit # 9011 -
Henry Pruden,





ENVIRONMENT

MEMORANDUM

FROM S. Tracy, Secretary
Land Conservation and
Reclamation Council

OUR FILE REFERENCE

YOUR FILE REFERENCE

TO Edmonton Searches

DATE

August 16/79

TELEPHONE

427-6894

SUBJECT

NE 1/4 - 33 - 61 - 13 - 4

Kindly advise this office of the name of the surface owner of the above land.

for [Redacted]
Records Officer

The above land is non-patented and administered by the Department of Energy and Natural Resources.

*Application for Grazing Lease/Ranch # 790198 -
Roy Russell Shupenia,
[Redacted]*

*Application for Grazing Lease/Ranch # 790177 -
Walter Whittford*

*Part of LLD # 16;
Application for Grazing Lease/Ranch # 780694 -
[Redacted]*

... 2.

FLU 203/78



ENERGY AND
NATURAL RESOURCES
Land Conservation
and Reclamation Council

RECOMMENDATION FOR ISSUANCE OF RECLAMATION CERTIFICATE

DISPOSITION L0 App 920-76

DATE Aug 30, 1979

COMPANY NAME Bow Valley Industries Ltd.

LEGAL DESCRIPTION NE 33-61-13-W4
NE 5, W $\frac{1}{2}$ 4-62-13-W4

This is to certify that the land surface utilized in relation to the subject disposition has been reclaimed in accordance with the conditions as specified in the Letter of Authority dated Dec 10, 1976. It is therefore my recommendation that a Reclamation Certificate can be issued at this time.

Alvin Loane
Reclamation Council Member



Copy Sent To

Ross Pituka

Date

Sept. 24/79

NE $\frac{1}{4}$ -5 OCCUPANT - GRAZING LEASE

MORRIS P. LUTZ

UNABLE TO LOCATE MOVED FROM CITY TO VILNA.
NEW RESIDENCE UNOCCUPIED.

NW $\frac{1}{4}$ -4 APPLICATION FOR GRAZING PERMIT
ROY RUSSELL SHUPENIA.

NO CONTACT - NO ANSWER AT CITY RESIDENCE

SE $\frac{1}{4}$ -4 DIRECTOR - VETERAN'S LAND ACT
473 FEDERAL PUBLIC BLDG.
EDMONTON, ALTA.

NO CONTACT

MRS. ANNIE PRUDEN - AGREEMENT FOR SALE
VILNA ALTA
~~CLOUTISH KARE ALTA~~
- NO COMMENT - 636-2048
SATISFIED.

NE $\frac{1}{4}$ -33

HENRY PRUDEN

NO ANSWER.

NE $\frac{1}{4}$ -33 WALTER WHITFORD

Unable to locate nor reach by phone.

N-4 33-61-13-4
S 1/4 NW 1/4 4-62-13-4
NE 1/4 5-62-13-4

LAND CONSERVATION AND RECLAMATION COUNCIL

Enclosure #3: Functional Servicing Report - Page 127 of 312

INSPECTION REPORT

LS. SEC. TP. RGE. W. MER.

1. OWNER'S NAME E & NR (ALLAN LOOSE) ADDRESS [REDACTED]

IF NOT CONTACTED, INDICATE WHY

OWNER'S COMMENTS SATISFACTORY.

2. ^{OWNER}~~OCCUPANT'S~~ NAME COUNTY #13 ADDRESS SMOXY LAKE, ALTA

IF NOT CONTACTED, INDICATE WHY

^{OWNER}~~OCCUPANT'S~~ COMMENTS SATISFACTORY.

3. RELEASE OBTAINED FROM OWNER/OCCUPANT TO RETAIN N/A

4. COMPANY REPRESENTATIVE CONTACTED: YES NO ☒

COMMENTS

5. ORDER ISSUED YES NO ☒ DATE TIME

WORK REQUIRED

6. TOPOGRAPHY OF ADJACENT AREA AND CURRENT USAGE ROLLING, BUSH PASTURE

7. INSPECTORS COMMENTS Access road outlined on survey sketch is an existing trail. County has built new roads in the area to service new residence and for the construction of a camp ground near the lake.

8. CONDITION OF LEASE ON FINAL INSPECTION DATE SEPT 25/79 TIME 1:40 P.M.

BRUSH TOTAL DEBRIS NIL ROCKS COMMON TO AREA SUMP NIL

PITS NIL SOIL GREY WOODED CULTIVATION N/A CONTOUR ROLLING

SEEDING YES FENCES NIL POWER LINES NIL OTHER

COMMENTS New construction takes in portions of the access road utilized by the company.

Ken K. Pituka
MEMBER

John J. J. J.
OVER. MEMBER

DEINES MICRO-FILM
SERVICES LTD.

NE $\frac{1}{4}$ -5 OCCUPANT - GRAZING LEASE

MORRIS P. LUTZ

UNABLE TO LOCATE MOVED FROM CITY TO VILNA
NEW RESIDENCE UNOCCUPIED.

NW $\frac{1}{4}$ -4 APPLICATION FOR GRAZING PERMIT
ROY RUSSELL SHUPENIA.

NO CONTACT - NO ANSWER AT CITY RESIDENCE

SE $\frac{1}{4}$ -4 DIRECTOR - VETERAN'S LAND ACT
473. FEDERAL PUBLIC BLDG.
EDMONTON, ALTA.
NO CONTACT

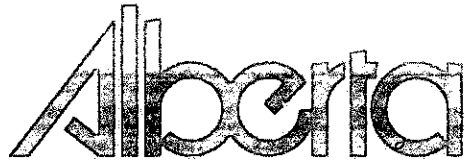
MRS. ANNIE PRUDEN - AGREEMENT FOR SALE
VILNA ALTA
~~GOODTISH KARE ALTA~~
- NO COMMENT -
SATISFIED.

NE $\frac{1}{4}$ -33 HENRY PRUDEN

NO ANSWER.

NE $\frac{1}{4}$ -33 WALTER WHITFORD

Unable to locate nor reach by phone.



ENVIRONMENT

Environmental Coordination Services

403/427-6212

Land Conservation and

Telex 037-2006, TWX 610-831-2636

Reclamation Council

11th Floor, Oxbridge Place

9820 - 106 Street

Edmonton, Alberta, Canada

T5K 2J6

County No. 13

Reclamation Certificate No. 18590

Pursuant to Section 51 subsection (1) of The Land Surface Conservation and Reclamation Act this is to certify that the surface of the land held by Bow Valley Exploration

within NE $\frac{1}{4}$ Sec. 33 Tp. 61 Rge. 13 W. 4th Mer.
S $\frac{1}{2}$ & NW $\frac{1}{4}$ Sec. 4, NE $\frac{1}{4}$ Sec. 5, S $\frac{1}{2}$ Sec. 8 in
Tp. 62 Rge. 13 W. 4th Mer.

in connection with or incidental to an access road, as shown outlined in yellow on the plan attached hereto, was found to be in a satisfactory condition.

Dated at *Vilna*, Alberta

this *25* day of *Sept.*, 1979

Land Conservation and
Reclamation Council

Member

Bow Valley Exploration
Box 6610
Postal Station "D"
CALGARY, Alberta

Member

Copy sent by REGISTERED MAIL to:

SEE ATTACHED SCHEDULE

Date:

October 9, 1979

S. Tracy
Secretary

SCHEDULE TO RECLAMATION CERTIFICATE NO. 18590

Department of Energy &
Natural Resources
11th Floor, Petroleum Plaza
South Tower
9915 - 108 Street
EDMONTON, Alberta

County of Smoky Lake No. 13
SMOKY LAKE, Alberta

Department of Municipal
Affairs, Room 505
9925 - 107 Street
EDMONTON, Alberta

Morris P. Lutz
[REDACTED]

Roy Russell Shupenia
[REDACTED]

The Director
The Veteran's Land Act
473 Federal Public Bldg.
EDMONTON, Alberta

Mrs. Annie Pruden
[REDACTED]

Plan Showing Survey Of

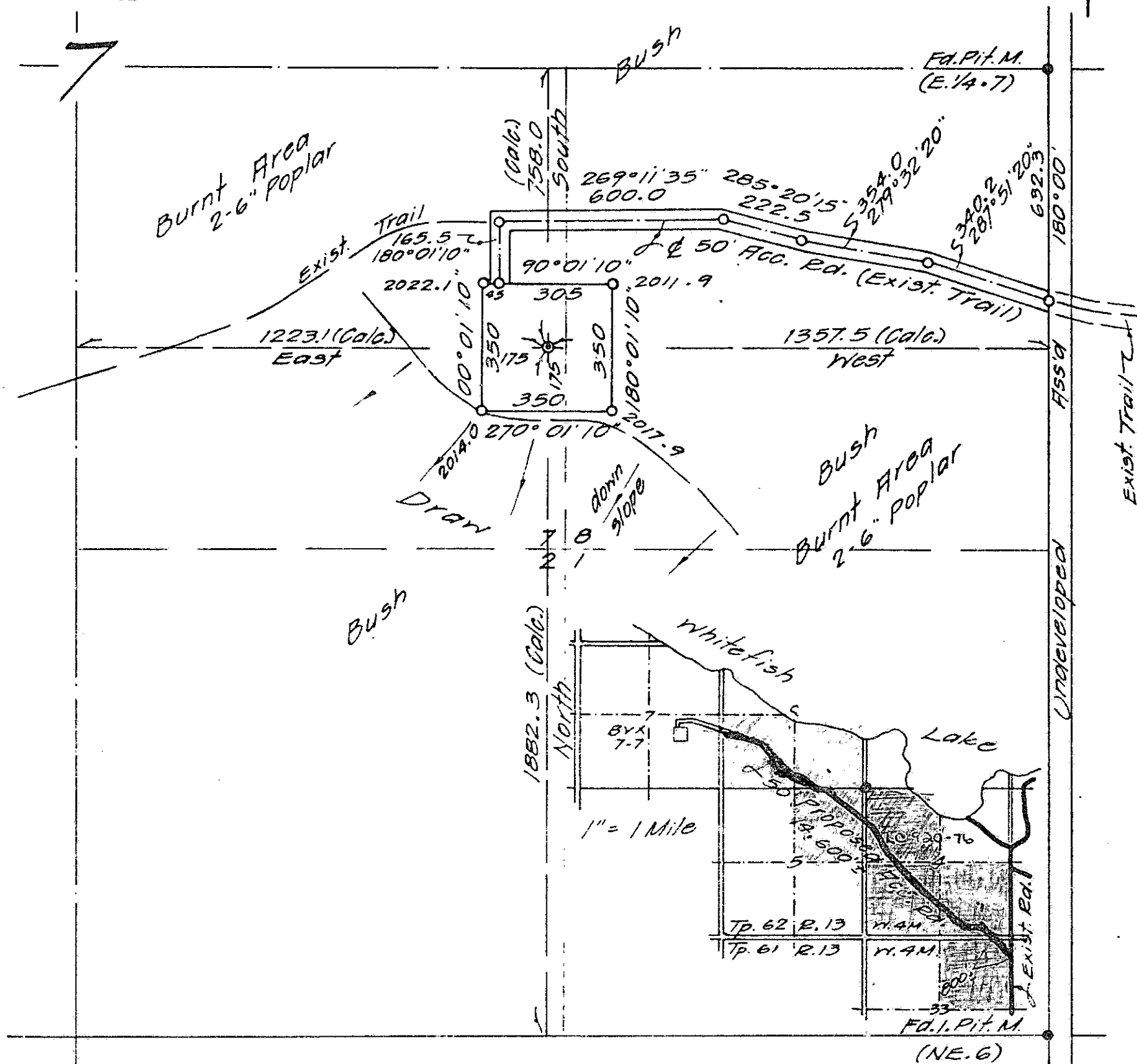
3VX et al Craigend 7-7-62-13

Well Site and Access Road (Proposed)

IN

L.S. 7 Sec. 7 Tp. 62 Rge. 13 W. 4 M.

SCALE: 400' = 1"



I certify that the survey represented by this plan is correct and true to the best of my knowledge and was completed on the 16th day of November, 1976.

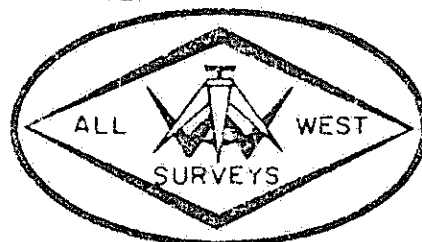
ELEVATION: 2021 Ground

CO-ORDINATES:

1882.3 ft. N. of S. Bdy.
1357.5 ft. W. of E. Bdy. Sec. 7

AREAS:

	ACRES
Well Site =	2.81
Access Road =	1.93
Total =	4.74

EDMONTON
CALGARY

OPERATOR:

Bow Valley Industries Ltd.

Survey marks found shown thus: ●
Survey marks placed shown thus: ○
Portions referred to outlined in red.
Distances are in feet and decimals.

DATUM: H-Can 3M #3742
Elev: 1985.35

JOB NO E-650-76

**DEINES MICRO-FILM
SERVICES LTD.**



APPENDIX I: *LAND TITLE SURVEY*



LAND TITLE CERTIFICATE

S

LINC

0023 217 763

SHORT LEGAL

4;13;62;4;NE

TITLE NUMBER

222 133 088 +1

LEGAL DESCRIPTION

MERIDIAN 4 RANGE 13 TOWNSHIP 62

SECTION 4

ALL THAT PORTION OF THE NORTH EAST QUARTER DESCRIBED AS FOLLOWS: COMMENCING AT THE NORTH EAST CORNER OF THE SAID QUARTER SECTION, THENCE SOUTHERLY ALONG THE EAST BOUNDARY THEREOF ELEVEN HUNDRED AND FIFTY (1150) FEET THENCE WESTERLY AND AT RIGHT ANGLES TO THE SAID EAST BOUNDARY SEVEN HUNDRED (700) FEET THENCE NORTHERLY AND PARALLEL TO THE SAID EAST BOUNDARY TWO HUNDRED AND TWENTY FIVE (225) FEET THENCE WESTERLY AND AT RIGHT ANGLES TO THE SAID EAST BOUNDARY TO INTERSECTION WITH THE EAST SHORE OF WHITEFISH LAKE AS SHOWN ON A PLAN OF SURVEY OF THE SAID TOWNSHIP SIGNED AT OTTAWA ON THE 26TH DAY OF JUNE A.D. 1926. THENCE NORTHERLY ALONG THE SINUOSITIES OF THE SAID LAKE TO THE NORTH BOUNDARY OF THE SAID QUARTER SECTION, THENCE EASTERLY ALONG THE SAID NORTH BOUNDARY TO THE POINT OF COMMENCEMENT.

CONTAINING 10.80 HECTARES (26.75 ACRES) MORE OR LESS EXCEPTING THEREOUT ALL MINES AND MINERALS AND THE RIGHT TO WORK THE SAME

ESTATE: FEE SIMPLE

MUNICIPALITY: SMOKY LAKE COUNTY

REFERENCE NUMBER: 142 017 682

REGISTERED OWNER(S)				
REGISTRATION	DATE (DMY)	DOCUMENT TYPE	VALUE	CONSIDERATION
222 133 088	11/06/2022	TRANSMISSION OF LAND		

OWNERS

RODNEY ALLEN ROSYCHUK



(CONTINUED)

AND

BRYAN ROSYCHUK



ENCUMBRANCES, LIENS & INTERESTS

REGISTRATION

NUMBER	DATE (D/M/Y)	PARTICULARS
5378PC	25/05/1967	CAVEAT RE : EASEMENT CAVEATOR - CANADIAN UTILITIES LIMITED.
1083VG	12/11/1974	CAVEAT CAVEATOR - WILLIAM ROYSCHUK
752 054 100	15/05/1975	UTILITY RIGHT OF WAY GRANTEE - THE COUNTY OF SMOKY LAKE NO. 13.

TOTAL INSTRUMENTS: 003

PENDING REGISTRATION QUEUE

DRR NUMBER	RECEIVED DATE (D/M/Y)	SUBMITTER	LAND ID
G005Z3U	30/05/2025	KYLE C. MCKINNEY PROFESSIONAL CORPORATION [REDACTED] [REDACTED] [REDACTED]	
001		TRANSFER OF LAND	0023 217 763
002		MORTGAGE AMOUNT: \$525,000	0023 217 763
G0060KX	04/06/2025	GAFFNEY & MCGREER [REDACTED] [REDACTED] R: [REDACTED]	
001		DISCHARGE	0023 217 763

TOTAL PENDING REGISTRATIONS: 002

DISCLAIMER: THE DOCUMENT INFORMATION REFLECTED IN THE PENDING
REGISTRATION QUEUE HAS NOT BEEN VERIFIED BY LAND TITLES AND MAY BE
SUBJECT TO CHANGE UPON REVIEW AND REGISTRATION.

(CONTINUED)

THE REGISTRAR OF TITLES CERTIFIES THIS TO BE AN
ACCURATE REPRODUCTION OF THE CERTIFICATE OF
TITLE REPRESENTED HEREIN THIS 2 DAY OF JULY,
2025 AT 07:50 P.M.

ORDER NUMBER: 54181060

CUSTOMER FILE NUMBER:



END OF CERTIFICATE

THIS ELECTRONICALLY TRANSMITTED LAND TITLES PRODUCT IS INTENDED
FOR THE SOLE USE OF THE ORIGINAL PURCHASER, AND NONE OTHER,
SUBJECT TO WHAT IS SET OUT IN THE PARAGRAPH BELOW.

THE ABOVE PROVISIONS DO NOT PROHIBIT THE ORIGINAL PURCHASER FROM
INCLUDING THIS UNMODIFIED PRODUCT IN ANY REPORT, OPINION,
APPRAISAL OR OTHER ADVICE PREPARED BY THE ORIGINAL PURCHASER AS
PART OF THE ORIGINAL PURCHASER APPLYING PROFESSIONAL, CONSULTING
OR TECHNICAL EXPERTISE FOR THE BENEFIT OF CLIENT(S).



HISTORICAL LAND TITLE CERTIFICATE

TITLE CANCELLED ON JUNE 11, 2022

S		
LINC	SHORT LEGAL	TITLE NUMBER
0023 217 763	4;13;62;4;NE	142 017 682

LEGAL DESCRIPTION

MERIDIAN 4 RANGE 13 TOWNSHIP 62
SECTION 4

ALL THAT PORTION OF THE NORTH EAST QUARTER
DESCRIBED AS FOLLOWS: COMMENCING AT THE NORTH EAST CORNER
OF THE SAID QUARTER SECTION, THENCE SOUTHERLY ALONG THE
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BOUNDARY SEVEN HUNDRED (700) FEET THENCE NORTHERLY AND
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THE NORTH BOUNDARY OF THE SAID QUARTER SECTION, THENCE
EASTERLY ALONG THE SAID NORTH BOUNDARY TO THE POINT OF
COMMENCEMENT.

CONTAINING 10.80 HECTARES (26.75 ACRES) MORE OR LESS
EXCEPTING THEREOUT ALL MINES AND MINERALS
AND THE RIGHT TO WORK THE SAME

ESTATE: FEE SIMPLE

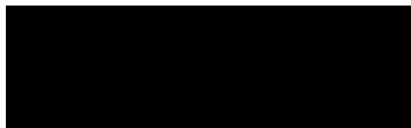
MUNICIPALITY: SMOKY LAKE COUNTY

REFERENCE NUMBER: 142 017 681

REGISTERED OWNER(S)				
REGISTRATION	DATE (DMY)	DOCUMENT TYPE	VALUE	CONSIDERATION
142 017 682	15/01/2014	TRANSFER OF LAND	\$530,000	ESTATE

OWNERS

ROSE B ROSYCHUK



(CONTINUED)

ENCUMBRANCES, LIENS & INTERESTS

PAGE 2

142 017 682

REGISTRATION

NUMBER	DATE (D/M/Y)	PARTICULARS
5378PC	25/05/1967	CAVEAT RE : EASEMENT CAVEATOR - CANADIAN UTILITIES LIMITED.
1083VG	12/11/1974	CAVEAT CAVEATOR - WILLIAM ROYSCHUK
752 054 100	15/05/1975	UTILITY RIGHT OF WAY GRANTEE - THE COUNTY OF SMOKY LAKE NO. 13.
222 133 088	11/06/2022	TRANSMISSION OF LAND OWNERS - RODNEY ALLEN ROSYCHUK [REDACTED] [REDACTED] USA 80525 OWNERS - BRYAN ROSYCHUK EXECUTORS FOR ROSE B ROSYCHUK [REDACTED] [REDACTED] ALBERTA T6E2L4 NEW TITLE ISSUED

TOTAL INSTRUMENTS: 004

THE REGISTRAR OF TITLES CERTIFIES THIS TO BE AN
ACCURATE REPRODUCTION OF THE CERTIFICATE OF
TITLE REPRESENTED HEREIN THIS 2 DAY OF JULY,
2025 AT 07:50 P.M.

ORDER NUMBER: 54181060

CUSTOMER FILE NUMBER:



END OF CERTIFICATE

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FOR THE SOLE USE OF THE ORIGINAL PURCHASER, AND NONE OTHER,
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PART OF THE ORIGINAL PURCHASER APPLYING PROFESSIONAL, CONSULTING
OR TECHNICAL EXPERTISE FOR THE BENEFIT OF CLIENT(S).



HISTORICAL LAND TITLE CERTIFICATE
TITLE CANCELLED ON JANUARY 15, 2014

S		
LINC	SHORT LEGAL	TITLE NUMBER
0023 217 763	4;13;62;4;NE	142 017 681

LEGAL DESCRIPTION

MERIDIAN 4 RANGE 13 TOWNSHIP 62
SECTION 4

ALL THAT PORTION OF THE NORTH EAST QUARTER
DESCRIBED AS FOLLOWS: COMMENCING AT THE NORTH EAST CORNER
OF THE SAID QUARTER SECTION, THENCE SOUTHERLY ALONG THE
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TOWNSHIP SIGNED AT OTTAWA ON THE 26TH DAY OF JUNE A.D. 1926.
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EASTERLY ALONG THE SAID NORTH BOUNDARY TO THE POINT OF
COMMENCEMENT.

CONTAINING 10.80 HECTARES (26.75 ACRES) MORE OR LESS
EXCEPTING THEREOUT ALL MINES AND MINERALS
AND THE RIGHT TO WORK THE SAME

ESTATE: FEE SIMPLE

MUNICIPALITY: SMOKY LAKE COUNTY

REFERENCE NUMBER: 852 037 574

REGISTERED OWNER(S)				
REGISTRATION	DATE (DMY)	DOCUMENT TYPE	VALUE	CONSIDERATION
142 017 681	15/01/2014	TRANSMISSION OF LAND		

OWNERS

ROSE B ROSYCHUK



(CONTINUED)

ENCUMBRANCES, LIENS & INTERESTS

REGISTRATION

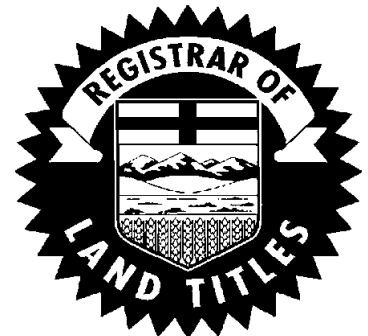
NUMBER	DATE (D/M/Y)	PARTICULARS
5378PC	25/05/1967	CAVEAT RE : EASEMENT CAVEATOR - CANADIAN UTILITIES LIMITED.
1083VG	12/11/1974	CAVEAT CAVEATOR - WILLIAM ROYSCHUK
752 054 100	15/05/1975	UTILITY RIGHT OF WAY GRANTEE - THE COUNTY OF SMOKY LAKE NO. 13.
142 017 682	15/01/2014	TRANSFER OF LAND OWNERS - ROSE B ROSYCHUK [REDACTED] EDMONTON ALBERTA T5B2M5 NEW TITLE ISSUED

TOTAL INSTRUMENTS: 004

THE REGISTRAR OF TITLES CERTIFIES THIS TO BE AN
ACCURATE REPRODUCTION OF THE CERTIFICATE OF
TITLE REPRESENTED HEREIN THIS 2 DAY OF JULY,
2025 AT 07:50 P.M.

ORDER NUMBER: 54181060

CUSTOMER FILE NUMBER:



END OF CERTIFICATE

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OR TECHNICAL EXPERTISE FOR THE BENEFIT OF CLIENT(S).



HISTORICAL LAND TITLE CERTIFICATE

TITLE CANCELLED ON JANUARY 15, 2014

S

LINC

SHORT LEGAL

TITLE NUMBER

0023 217 763

4;13;62;4;NE

852 037 574

LEGAL DESCRIPTION

MERIDIAN 4 RANGE 13 TOWNSHIP 62

SECTION 4

ALL THAT PORTION OF THE NORTH EAST QUARTER DESCRIBED AS FOLLOWS: COMMENCING AT THE NORTH EAST CORNER OF THE SAID QUARTER SECTION, THENCE SOUTHERLY ALONG THE EAST BOUNDARY THEREOF ELEVEN HUNDRED AND FIFTY (1150) FEET THENCE WESTERLY AND AT RIGHT ANGLES TO THE SAID EAST BOUNDARY SEVEN HUNDRED (700) FEET THENCE NORTHERLY AND PARALLEL TO THE SAID EAST BOUNDARY TWO HUNDRED AND TWENTY FIVE (225) FEET THENCE WESTERLY AND AT RIGHT ANGLES TO THE SAID EAST BOUNDARY TO INTERSECTION WITH THE EAST SHORE OF WHITEFISH LAKE AS SHOWN ON A PLAN OF SURVEY OF THE SAID TOWNSHIP SIGNED AT OTTAWA ON THE 26TH DAY OF JUNE A.D. 1926. THENCE NORTHERLY ALONG THE SINUOSITIES OF THE SAID LAKE TO THE NORTH BOUNDARY OF THE SAID QUARTER SECTION, THENCE EASTERLY ALONG THE SAID NORTH BOUNDARY TO THE POINT OF COMMENCEMENT.

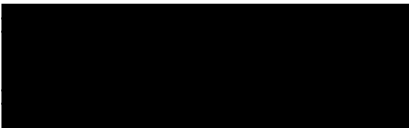
CONTAINING 10.80 HECTARES (26.75 ACRES) MORE OR LESS EXCEPTING THEREOUT ALL MINES AND MINERALS AND THE RIGHT TO WORK THE SAME

ESTATE: FEE SIMPLE

MUNICIPALITY: SMOKY LAKE COUNTY

REGISTERED OWNER(S)				
REGISTRATION	DATE (DMY)	DOCUMENT TYPE	VALUE	CONSIDERATION
852 037 574	26/02/1985			\$70,000

OWNERS


 ROSE ROSYCHUK


(CONTINUED)

ALBERTA T5B 2M5

ENCUMBRANCES, LIENS & INTERESTS

REGISTRATION

NUMBER	DATE (D/M/Y)	PARTICULARS
5378PC	25/05/1967	CAVEAT RE : EASEMENT CAVEATOR - CANADIAN UTILITIES LIMITED.
1083VG	12/11/1974	CAVEAT CAVEATOR - WILLIAM ROYSCHUK
752 054 100	15/05/1975	UTILITY RIGHT OF WAY GRANTEE - THE COUNTY OF SMOKY LAKE NO. 13.
762 135 232	30/07/1976	CAVEAT CAVEATOR - ANDREW MOCHULSKI
042 389 337	10/09/2004	DISCHARGE OF CAVEAT 762135232
142 017 681	15/01/2014	TRANSMISSION OF LAND OWNERS - ROSE B ROSYCHUK EXECUTRIX FOR WILLIAM ROSYCHUK [REDACTED] [REDACTED] [REDACTED] NE [REDACTED]

TOTAL INSTRUMENTS: 006

THE REGISTRAR OF TITLES CERTIFIES THIS TO BE AN
ACCURATE REPRODUCTION OF THE CERTIFICATE OF
TITLE REPRESENTED HEREIN THIS 2 DAY OF JULY,
2025 AT 07:50 P.M.

ORDER NUMBER: 54181060

CUSTOMER FILE NUMBER:



END OF CERTIFICATE

(CONTINUED)

THIS ELECTRONICALLY TRANSMITTED LAND TITLES PRODUCT IS INTENDED FOR THE SOLE USE OF THE ORIGINAL PURCHASER, AND NONE OTHER, SUBJECT TO WHAT IS SET OUT IN THE PARAGRAPH BELOW.

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Appendix C: Stormwater Management Report



STORMWATER MANAGEMENT AND HYDRAULIC ASSESSMENT REPORT

Sunset Ridge Estates at Whitefish Lake

Smoky Lake County, Alberta

Project Name	Sunset Ridge Estates at Whitefish Lake
Legal Description	Pt. NE-4-62-13-W4M, Smoky Lake County, Alberta
Proponent	2803870 Alberta Ltd.
Authority	Smoky Lake County
Project Number	2500600
Report Date	June 2026
Governing Standard	Smoky Lake Region REDS (July 2023)

Prepared for:

2803870 Alberta Ltd.



Prepared by:

PRI Engineering Corp.

Mohammad (Mo) Pirestani, EIT Hydrotechnical Engineer mo.pirestani@priengineering.com	Kamran Qavami, M.Sc., P.Eng. Principal, Senior Hydrotechnical Engineer kamran.qavami@priengineering.com	Paul Kundzins, P.Eng. Sr. Civil Engineer paul.kundzins@priengineering.com
--	--	--



Version Control and Revision History

Version	Date	Prepared By	Reviewed By	Approved By	Notes / Revisions
A	2026-06-09	M. Pirestani	K. Qavami	P. Kundzins	Issued for Review
B	2026-06-11	M. Pirestani	K. Qavami	P. Kundzins	Issued for Approval

Confidentiality Statement

This report has been prepared by PRI Engineering Corp. exclusively for 2803870 Alberta Ltd. in support of the proposed Sunset Ridge Estates at Whitefish Lake (Project No. 2500600) in Smoky Lake County, Alberta. This document contains commercial, technical, and professional information developed specifically for the intended project and client. The contents of this report are considered confidential and are provided solely for the use of the Client, their agents, and applicable regulatory authorities for the purposes described herein. No part of this report may be reproduced, distributed, or disclosed, in whole or in part, to any third party without the prior written consent of PRI Engineering Corp., except as required for regulatory review or approval processes.

Limitations of Report

This report has been prepared by PRI Engineering Corp. for the exclusive use of 2803870 Alberta Ltd., their representatives, and applicable regulatory authorities in support of the proposed Sunset Ridge Estates at Whitefish Lake (Project No. 2500600). The report is intended solely for the purpose described herein and should not be used or relied upon for any other project or purpose without the express written consent of PRI Engineering Corp.

The analyses, findings, and recommendations presented in this report are based on available data, assumptions, and conditions at the time of preparation. PRI Engineering Corp. does not accept responsibility for the accuracy, completeness, or reliability of information provided by others and has not independently verified such information unless specifically noted. Changes in site conditions, design parameters, or available data may affect the conclusions presented in this report.

Site Investigation Waiver Statement

No intrusive field investigation activities were undertaken as part of this assignment. The analyses presented in this report are based on available background information, design drawings, and assumed site conditions representative of the project area. Where applicable, information regarding underground utilities and site constraints has been obtained from available records and/or provided by others. PRI Engineering Corp. has not independently verified the accuracy or completeness of this information and assumes no responsibility for errors or omissions associated with third-party data.



Executive Summary

2803870 Alberta Ltd. engaged PRI Engineering Corp. to complete a Stormwater Management and Hydraulic Assessment for the proposed Sunset Ridge Estates at Whitefish Lake (Project No. 2500600), located in Smoky Lake County, Alberta. The project consists of a 15-lot rural residential subdivision with lot sizes ranging from approximately 0.34 ha to 0.73 ha, accessed by an internal roadway connecting to Range Road 133.

The objective of this assessment is to characterize the site hydrology, estimate runoff under existing conditions, and evaluate the hydraulic capacity of the proposed ditch and culvert drainage system to safely convey stormwater without adversely impacting downstream lands or the receiving environment.

Given the rural nature of the development and the absence of municipal storm sewer infrastructure, the stormwater management strategy relies on natural drainage patterns, overland flow routing, roadside ditches, and a culvert crossing. The design approach emphasizes maintaining existing drainage conditions and minimizing increases in runoff.

The analysis was carried out in accordance with the Smoky Lake Region Engineering Design Standards (REDS) and standard engineering practices. The scope of work included:

- Assessment of existing site conditions (topography, land use, and drainage patterns);
- Determination of hydrologic parameters (including time of concentration, rainfall intensity, and runoff coefficient);
- Estimation of peak runoff using the Rational Method;
- Evaluation of climate change impacts through increased rainfall intensity scenarios;
- Hydraulic analysis of the proposed culvert and trapezoidal ditch system; and
- Verification of system capacity under design conditions.

The hydrologic analysis was based on a contributing drainage area of approximately 2.9 hectares, representing the portion of the site draining to the proposed conveyance system. Peak runoff was estimated using the Rational Method with a runoff coefficient of 0.30, a time of concentration of approximately 20 minutes, and rainfall intensities derived from EPCOR IDF data. The resulting peak discharge for the design event is approximately 0.146 m³/s. Applying a 15% climate change adjustment yields an adjusted peak discharge of approximately 0.167 m³/s.

The hydraulic assessment demonstrates that the proposed drainage infrastructure provides adequate capacity to convey the design flows. A 600 mm diameter culvert, consistent with REDS requirements, is sufficient to convey the design discharge under partial flow conditions (supercritical). The proposed trapezoidal ditch conveys flow under subcritical conditions with stable velocities and adequate freeboard, minimizing the risk of erosion and overtopping.

Overall, the results indicate that the stormwater management system is appropriate for the site conditions and rural development context. The design maintains natural drainage patterns, supports infiltration, and ensures that runoff is conveyed safely to the downstream receiving area within the Whitefish Lake watershed. The proposed stormwater management approach meets applicable REDS criteria and demonstrates that the development can proceed without causing adverse impacts to downstream properties or the surrounding environment.



Summary of Key Hydrologic and Hydraulic Parameters

Table I — Summary of Stormwater Management Parameters – Sunset Ridge Estates at Whitefish Lake

Parameter	Description	Value
Project Name	Sunset Ridge Estates at Whitefish Lake	File No. 2500600
Location	Smoky Lake County, Alberta	—
Development Type	Rural residential subdivision	15 lots
Contributing Drainage Area	Area draining to ditch/culvert system	2.9 ha
Land Use	Agricultural / Rural Residential	—
Time of Concentration (T _c)	Including inlet time	~20 minutes
Design Storm Event	Basis for runoff estimation	1:10-year
Rainfall Intensity (I)	EPCOR IDF (10-year)	60.23 mm/hr
Climate-Adjusted Intensity	+15% increase	69.26 mm/hr
Runoff Coefficient (C)	Rural/Agricultural	0.30
Base Case Peak Flow (Q)	Rational Method result	0.146 m ³ /s
Climate-Adjusted Peak Flow	With 15% increase	0.167 m ³ /s
Culvert Diameter	Minimum per REDS	600 mm
Culvert Design Flow	Hydraulic assessment basis	0.20 m ³ /s
Culvert Flow Condition	Hydraulic regime	Partial flow / Supercritical
Culvert Velocity	Under design flow	2.98 m/s
Channel Type	Drainage ditch geometry	Trapezoidal
Channel Bottom Width	Design parameter	1.5 m
Channel Side Slopes	H:V	1.5:1
Channel Flow Depth	Under design flow	0.13 m
Channel Velocity	Mean flow velocity	0.92 m/s
Channel Freeboard	Safety allowance	0.30 m



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1. Introduction

The proposed development, known as the Sunset Ridge Estates at Whitefish Lake, is located within Smoky Lake County, Alberta. The project involves the subdivision of the existing parcel into 15 country residential lots, with individual lot sizes ranging from approximately 0.34 ha to 0.73 ha. The development is intended to support low-density rural residential use, consistent with the surrounding land use context, and will be accessed via a proposed internal municipal roadway connecting to Range Road 133. Municipal servicing, including storm sewer infrastructure, is not currently available at the site. As a result, stormwater management will rely primarily on natural drainage patterns, overland flow routes, culvert, and roadside ditch. The site's existing conditions, including topography, vegetation, and drainage characteristics, play a critical role in defining the overall stormwater management approach and ensuring that runoff is safely conveyed without adversely affecting downstream lands or receiving systems.

2. Design Criteria

2.1 Basis of Design and Methodology

The purpose of this stormwater analysis is to evaluate the hydrologic conditions of the proposed Sunset Ridge Estates at Whitefish Lake and to establish baseline runoff characteristics for comparison with post-development conditions and future stormwater management planning. The analysis was conducted in accordance with the Smoky Lake Region Engineering Design Standards (REDS), Section B3 – Storm Drainage Systems, which define the governing criteria for drainage design within the region. Although the development is rural in nature and does not include a municipal storm sewer system, the hydrologic principles outlined in REDS were applied to ensure consistency with municipal expectations at the subdivision approval stage. The methodology follows standard engineering practices, including use of the Rational Method, selection of appropriate design storms, and application of EPCOR IDF rainfall data. Existing site conditions, including land use, topography, and drainage patterns, were considered in determining key parameters such as time of concentration and runoff coefficients.

This analysis supports the subdivision application process by ensuring that the proposed development will not adversely impact downstream drainage systems and will comply with regional stormwater management requirements. While climate change adjustments are not explicitly required by REDS, they have been incorporated in accordance with provincial and municipal guidance to provide a more forward-looking assessment, consistent with accepted engineering practices in Alberta.

2.2 Design Storm Selection

Design storm selection for the proposed development is based on the requirements outlined in the Smoky Lake Region REDS, which establish criteria for drainage system design. For the minor system, including roadside ditches and local drainage pathways, REDS requires a 1:5-year return period storm (Q5). For consistency with hydrologic analysis and to maintain alignment with municipal standards, all runoff calculations presented in this study are based on the 1:10-year (Q10) event for the minor system, which provides a conservative design basis.

2.3 Rainfall Data (IDF Curves)

Rainfall intensities used in the analysis were obtained from the EPCOR IDF curves for the Edmonton Region (1984–2020), in accordance with REDS requirements. The IDF curves relate rainfall intensity to storm duration and return period and are used together with the time of concentration T_c to select appropriate design values. Once T_c is determined, representing the time for runoff to travel across the site, the corresponding duration is selected from the IDF Table 1 and the rainfall intensity is obtained for the required return period.

Table 1 — IDF Curve-Intensity, Edmonton 11 Rain Gauges Upper Bound, IDF Period 1984–2020 (EPCOR, April 2025)

Time		Return Frequency						
Minutes	Hours	2-yr	5-yr	10-yr	25-yr	50-yr	100-yr	200-yr
5	0.083	67.77	91.63	109.91	134.89	154.95	178.71	204.47
10	0.167	49.93	69.74	85.11	105.76	121.96	141.46	164.04
15	0.250	40.23	57.08	70.24	87.87	101.65	118.37	138.35
20	0.333	34.04	48.72	60.23	75.66	87.75	102.50	120.42
25	0.417	29.71	42.74	52.97	66.73	77.57	90.83	107.10
30	0.500	26.47	38.23	47.45	59.89	69.76	81.84	96.77
35	0.583	23.96	34.68	43.08	54.46	63.55	74.69	88.50
40	0.667	21.95	31.82	39.54	50.04	58.48	68.84	81.70
45	0.750	20.29	29.45	36.60	46.35	54.26	63.95	76.01
50	0.833	18.90	27.45	34.12	43.24	50.68	59.81	71.16
55	0.917	17.71	25.74	31.99	40.56	47.60	56.23	66.97
60	1	16.69	24.26	30.14	38.23	44.92	53.12	63.32
120	2	10.26	14.90	18.42	23.40	27.76	33.10	39.65
180	3	7.66	11.10	13.66	17.35	20.70	24.81	29.77
240	4	6.22	8.98	11.01	13.98	16.76	20.15	24.20
360	6	4.62	6.64	8.10	10.28	12.39	14.97	18.00
720	12	2.78	3.95	4.77	6.03	7.35	8.96	10.78
1440	24	1.66	2.34	2.79	3.52	4.34	5.34	6.43

2.4 Time of Concentration

The time of concentration (T_c) was estimated using the Hathaway formula, which is suitable for natural watersheds and accounts for flow length, slope, and surface roughness. The Hathaway equation is:

$$t_c = \frac{(rL)^{0.467}}{1.65 S^{0.234}}$$

Where L is the total stream length (km), S is the average slope (m/m), and r is the roughness coefficient representing surface conditions. Based on site characteristics, a flow length of 0.220 km, an average slope of 0.067, and a roughness coefficient of 0.10 (smooth, bare packed soil) were adopted, yielding a travel time of approximately 11.4 minutes (0.19 hours). Including the REDS inlet time allowance (Table 2), the total time of concentration is approximately 20 minutes.

Table 2 — Inlet Time

Catchment Area	Imperviousness (%)		
	30	50	>70
8 ha or less	8 mins	8 mins	5 mins
Between 8 ha and 40 ha	9.2 mins	9.2 mins	6 mins
40 ha or greater	10.4 mins	10.4 mins	7.25 mins

2.5 Rainfall Intensity Selection

Based on the total time of concentration of approximately 20 minutes and the 1:10-year return period, the corresponding rainfall intensity was selected from the EPCOR IDF curves. A conservative design T_c of 20 minutes was adopted, consistent with standard design practice (Table 3).

Table 3 — Rainfall Intensity Selection

Parameter	Value
Duration	20 minutes (based on T_c)
Return period	10-year
Rainfall Intensity	60.23 mm/hr

2.6 Runoff Coefficient

The runoff coefficient (C) represents the fraction of rainfall that becomes surface runoff and is a key parameter in the Rational Method. The site is characterized by predominantly agricultural and rural land use. Based on the EPCOR stormwater design guidelines, the recommended coefficient for Agricultural/Rural Residential areas is approximately 0.30, reflecting relatively high infiltration capacity and lower imperviousness compared to urban development (Table 4).

Table 4 — Runoff Coefficients Based on the EPCOR Stormwater Design Guidelines

Zoning or Classification Designation Per Bylaw # 20001 ¹	Zoning Category/Description Per Bylaw # 20001	Runoff ² Coefficient "C"
RVSA, NA	River Valley	0.2
PS, PSN	Open Spaces/Civic Services	0.3 ³
AG, FD, RR	Agricultural/Rural Residential	0.3
UF	Urban Facilities	0.6
RS, RSF	Residential (Low Density)	0.65 or 0.7 ⁴
RSM, RM, RL	Residential (High Density)	0.7 or 0.75 ⁴
CN, MUN	Neighbourhood Commercial/Mixed Use	0.8 to 0.9 ⁵
CB, CG, MU	Commercial/Mixed Use	0.85 to 0.95 ⁵
BE, IH, IM	Industrial	0.85 to 0.95 ⁵

¹ For zonings not shown in this table, the runoff coefficient "C" and the percentage of imperviousness area shall be estimated by the designer and runoff coefficient determined in consultation with EPCOR.

² Minimum design values to be used without specific area analysis. To be used only for calculation of peak runoff rates by the rational method.

³ Runoff coefficient is valid for Open Spaces with minimal hard surfacing. Open Spaces that will have plaza areas or significant allocations for hard-surfaced sports fields must have a runoff coefficient assigned based on a percentage of impervious area estimated by the designer.

⁴ Lower value may be used when the catchment area considers the lot only. Higher value must be used when the calculation includes the road ROW frontage and backage.

⁵ Lower value may be used for developments incorporating landscaped areas (boulevards, islands, etc.) into the parking lot design.

2.7 Climate Change Consideration

Although the Smoky Lake Region REDS does not explicitly require incorporation of climate change in stormwater design, its potential impact was considered in this analysis in accordance with provincial and national engineering guidance. To account for possible increases in rainfall intensity, the EPCOR IDF intensities were conservatively increased by 15%, consistent with Alberta guidelines and accepted engineering practice:

$$I_{cc} = 1.15 \times 60.23 = 69.26 \text{ mm/hr}$$

3. Runoff Calculation

The runoff calculation was undertaken to quantify the hydrologic response of the site under natural conditions prior to any proposed development. This analysis establishes a baseline for comparison with post-development conditions and is essential for determining allowable discharge rates in accordance with Smoky Lake Region requirements.

3.1 Site Characteristics

The runoff analysis focused on the portion of the site that contributes drainage to the ditch and culvert system. Runoff from the northern portion flows outside the project boundary and the western portion naturally drains toward Whitefish Lake. Accordingly, a reduced contributing drainage area of approximately 2.9 hectares (Figure 1) was used for the runoff calculation. This area is characterized by predominantly agricultural and rural land use with a moderate slope of approximately 5%, draining generally from the northeast toward the southwest. These conditions indicate relatively permeable soils with limited impervious surfaces and a moderate runoff response.

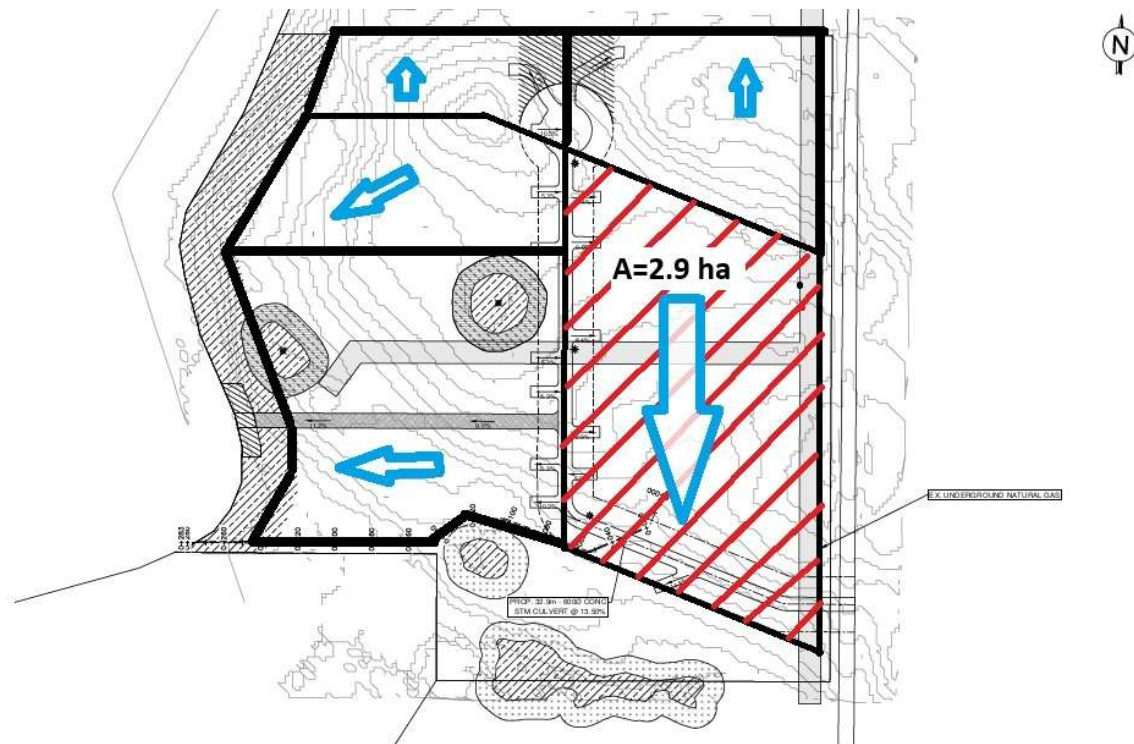


Figure 1 — Contributing Drainage Area for Runoff Analysis

3.2 Methodology

Runoff was estimated using the Rational Method, which is recommended under REDS for catchment areas less than 65 hectares:

$$Q = \frac{CIA}{360}$$

Where Q = peak flow (m³/s), C = runoff coefficient, I = rainfall intensity (mm/hr), and A = drainage area (ha).

3.3 Base Case (REDS Compliance)

The base case runoff was calculated using the Rational Method with the design parameters described above, representing the 1:10-year storm event. The calculation summary is presented in Table 5.

Table 5 — Runoff Calculation (Base Case)

Parameter	Description	Value
Tc	Time of Concentration	20 min
I	Rainfall Intensity (10-year, 20-min)	60.23 mm/hr
C	Runoff Coefficient (Rural/Agricultural)	0.30
A	Drainage Area	2.9 ha
Q	Peak Runoff	0.146 m³/s

3.4 Climate Change Scenarios

Two supplementary scenarios were evaluated to provide a forward-looking estimate of peak runoff: (1) a 15% increase in rainfall intensity and (2) application of the 1:10-year storm as a conservative alternative. These scenarios support a robust comparison against the base case to ensure the drainage system design remains resilient under future climate conditions (Table 6).

Table 6 — Runoff Calculation (Climate Change Scenario)

Scenario	Rainfall Intensity (mm/hr)	Runoff Coefficient (C)	Area (ha)	Peak Flow Q (m³/s)
Base Case (Q10)	60.23	0.30	2.9	0.146
+15% Climate Increase	69.26	0.30	2.9	0.167

3.5 Summary of Results

Based on a contributing drainage area of 2.9 hectares, a Tc of 20 minutes, and EPCOR IDF rainfall intensities, the Rational Method yields a base case peak flow of approximately 0.146 m³/s. Applying a 15% climate change adjustment increases this to 0.167 m³/s. These results confirm that drainage is governed by natural overland flow and ditch conveyance, and provide the basis for designing appropriate stormwater management infrastructure.

4. Hydraulic Capacity Assessment of Ditch and Culvert System

4.1 Introduction

The hydraulic assessment evaluates the ability of the proposed conveyance infrastructure to safely accommodate calculated runoff flows. The analysis focuses on determining whether the ditch and culvert can effectively convey peak flows without overtopping, erosion, or adverse impacts on upstream or downstream conditions, and verifies that the system meets applicable REDS criteria.

4.2 Assessment Criteria

Hydraulic capacity was assessed in accordance with REDS criteria and standard engineering practices using Manning's equation for open channels and standard culvert design methods. The assessment ensures flows remain within channel capacity without overtopping, erosion, or adverse upstream impacts, while maintaining adequate freeboard. The following land development considerations were also evaluated:

- **Land Development:**

Each lot has an area of approximately 0.7–0.9 ha with an estimated building footprint of about 0.04 ha (approximately 5%). Roof drainage will be directed to on-site infiltration systems (e.g., underground gravel pits) to minimize any increase in runoff and promote infiltration.

- **Slope:**

The overall drainage direction will remain unchanged. Site grading may reduce steeper slopes to more moderate gradients, potentially resulting in a slight reduction in runoff velocity and peak flow.

- **Access Road:**

The proposed access road will be unpaved and is not expected to significantly increase runoff given its relatively permeable surface characteristics.

4.3 Culvert Design

A culvert is required to convey runoff beneath the proposed access roadway and safely discharge flows toward the downstream receiving area (Whitefish Lake). In accordance with REDS requirements, a minimum culvert diameter of 600 mm was adopted to satisfy roadway crossing standards and ensure adequate hydraulic capacity. The culvert design is based on a design discharge of 0.20 m³/s and a longitudinal slope of 0.0345%, representing site grading conditions.

Hydraulic analysis indicates that the culvert operates under partially full (open channel) flow conditions, with a calculated flow depth of approximately 0.18 m, which is significantly lower than the full pipe diameter. This confirms that the culvert has substantial available capacity and is not operating under pressurized (full flow) conditions. The corresponding flow area of 0.07 m² and wetted perimeter of 0.69 m define the hydraulic section, supporting efficient flow conveyance. The calculated flow velocity of approximately 2.98 m/s indicates that water moves efficiently through the culvert without causing excessive upstream backwater effects.

The calculated Froude number of 1.48 classifies the flow as supercritical, meaning the flow is rapid and primarily controlled by upstream conditions. While supercritical flow can lead to higher energy levels, the relatively shallow flow depth and short culvert length limit potential adverse effects. Nonetheless, appropriate inlet and outlet protection (e.g., riprap aprons) may be considered to dissipate energy and prevent localized erosion at discharge points (Table 7).

Overall, the analysis demonstrates that the 600 mm culvert provides more than adequate hydraulic capacity, operating well within acceptable limits under the design flow conditions. The combination of partial flow depth, high conveyance efficiency, and stable hydraulic parameters confirms that the culvert will safely pass the design runoff without risk of overtopping, surcharging, or upstream flooding.

Table 7 — Culvert Hydraulic Calculation Summary

Parameter	Description	Value
Culvert Diameter	Minimum size (REDS requirement)	600 mm
Discharge (Q)	Design flow rate	0.20 m ³ /s
Slope (S)	Channel slope	0.0345%
Flow Depth (d)	Depth of flow in culvert	0.18 m
Velocity (V)	Flow velocity	2.98 m/s
Flow Area (A)	Cross-sectional flow area	0.07 m ²
Wetted Perimeter	Flow contact length	0.69 m
Froude Number		1.48
Flow Condition	Hydraulic regime	Supercritical flow

4.4 Channel Design

The proposed drainage channel is designed as a trapezoidal ditch to safely convey runoff while maintaining hydraulic stability and minimizing erosion potential. This type of channel is well suited for rural drainage systems due to its structural simplicity, ease of construction, and ability to accommodate variable flow conditions. The channel may consist of compacted granular material lining for slopes up to approximately 4%, which provides adequate resistance to erosion under moderate flow velocities. For steeper sections exceeding 5%, additional protection such as 10–25 kg riprap is recommended to ensure channel stability and prevent bed and side slope erosion. A minimum longitudinal slope of 2% was adopted to maintain positive drainage and avoid ponding or sediment deposition within the channel.

The hydraulic design is based on a design discharge of 0.20 m³/s and incorporates a channel geometry consisting of a bottom width of 1.50 m, side slopes of 1.5H:1V, and a Manning's roughness coefficient of 0.033, representative of a natural or granular-lined channel. Hydraulic calculations indicate a flow depth of approximately 0.13 m and a flow velocity of 0.92 m/s, which falls within acceptable limits for erosion control in mild to moderately resistant soils. The calculated flow area of 0.22 m², top width of 1.88 m, and wetted perimeter of 1.96 m confirm that the selected geometry provides sufficient capacity for the design flow. The resulting Froude number of 0.88 indicates subcritical flow conditions, meaning the flow is stable, controlled by downstream conditions, and not susceptible to rapid changes in depth or velocity.

To ensure operational safety, a freeboard of 0.30 m was incorporated above the design water level, resulting in a total channel depth of 0.50 m. This additional capacity provides a margin of safety for flow variability, potential sediment accumulation, and extreme storm events. Overall, the hydraulic analysis confirms that the proposed trapezoidal ditch geometry offers adequate conveyance capacity, stable flow conditions, and sufficient freeboard, making it suitable for reliably managing runoff under the design conditions (Table 8).

The calculated flow velocity of 0.92 m/s was compared with typical permissible velocities for channel materials to assess erosion risk. This velocity falls within the acceptable range for compacted granular or lightly vegetated channels, indicating a low potential for erosion under design conditions. For sections with steeper slopes or where higher velocities may occur, additional protection using 10–25 kg riprap is recommended to ensure long-term channel stability. Overall, the channel design is considered hydraulically stable with adequate resistance to erosion.

Table 8 — Ditch-Channel Hydraulic Calculation Summary

Parameter	Description	Value
Channel Type	Geometry	Trapezoidal
Discharge (Q)	Design flow	0.20 m ³ /s
Channel Slope (S)	Longitudinal slope	0.02 m/m (2%)
Manning's n	Roughness coefficient	0.033
Bottom Width (B)	Channel base width	1.50 m
Side Slopes (z)	Horizontal to vertical ratio	1.5:1
Flow Depth (d)	Water depth	0.13 m
Velocity (V)	Flow velocity	0.92 m/s
Flow Area (A)	Cross-sectional area	0.22 m ²
Top Width (T)	Surface width	1.88 m
Wetted Perimeter	Contact length	1.96 m
Freeboard	Safety allowance	0.30 m
Total Depth (H)	Channel depth	0.50 m
Froude Number		0.88
Flow Condition	Hydraulic regime	Subcritical flow

5. Conclusions

The runoff analysis and hydraulic assessment demonstrate that the proposed drainage system is capable of safely conveying the design flows under the selected conditions. Based on a contributing drainage area of approximately 2.9 hectares, the calculated peak runoff is approximately 0.146 m³/s, with a climate-adjusted value of 0.167 m³/s reflecting a 15% increase in rainfall intensity. These results indicate a moderate runoff response consistent with the site's agricultural land use, relatively permeable soils, and natural drainage patterns.

The hydraulic assessment confirms that both the proposed ditch and culvert systems have adequate capacity to convey the design flows without overtopping or causing adverse impacts. The 600 mm diameter culvert operates under partial flow / supercritical conditions at the design discharge and provides sufficient hydraulic capacity. The proposed trapezoidal channel geometry provides stable subcritical flow conditions, acceptable velocities, and adequate freeboard to prevent overtopping.

Overall, the drainage system is appropriately designed to maintain existing drainage patterns and ensure safe, controlled runoff conveyance toward the downstream receiving area. The proposed stormwater management approach meets applicable Smoky Lake Region Engineering Design

Standards (REDS) criteria and reflects standard engineering practices suitable for rural developments.

References

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Appendix D: Historic Resource Assessment

APPENDIX D:

Historic Resource Assessment

Date Report Completed	Feb 4, 2026
Consultant	Lifeways of Canada



HRA Number: 4835-25-0072-002

February 04, 2026

Historical Resources Act Approval with Conditions

Proponent: Massif Energy Ltd.
 2 Cavan Road, Sherwood Park, AB T8H 2K7

Contact: Austin Zacharko

Agent: Lifeways of Canada Limited

Contact: Brian Vivian

Project Name: Sunset Ridge Estates at Whitefish Lake

Project Components: Country Residential Subdivision

Application Purpose: Requesting HRA Approval / Requirements

Historical Resources Act approval is granted for the activities described in this application and its attached plan(s)/sketch(es) subject to the following conditions.



 David Link
 Assistant Deputy Minister
 Heritage Division
 Alberta Arts, Culture and Status
 of Women

SCHEDULE OF CONDITIONS

ARCHAEOLOGICAL RESOURCES

Historical Resources Act approval is granted in relation to archaeological resources, subject to the conditions outlined below.

1. The following *Historical Resources Act* conditions are based on the results of Historic Resources Impact Assessment studies carried out by Lifeways of Canada Limited under Archaeological Research Permit no. 25-153.
2. Avoidance or additional studies are required at the following sites: GcOx-3 and GcOx-4. A map and shapefile are attached to facilitate avoidance of the site areas.
3. Development activities may proceed in all other area of the footprint.
4. Site-specific conditions and approvals are as follows:

SITE	HRV	SITE DESCRIPTION	CONDITIONS/APPROVAL
GcOx-3	4	scatter >10	This archaeological site requires avoidance or additional studies. If avoidance is not feasible, then the Stage 1

SCHEDULE OF CONDITIONS (continued)

investigation requirements are as follows:

(a) systematic shovel testing at 5 m intervals across the site area, and in each cardinal direction from positive shovel tests on the edge of the site boundary, to inform the placement of excavation blocks.

(b) excavation of a Stage 1 sample of 15 square metres, divided into no more than three excavation blocks.

(c) excavation depth must proceed to at least 40 cm below ground surface, or the depth at which it can be confidently demonstrated that all buried cultural deposits within the excavation block have been exposed, recorded and collected.

(d) a single site datum must be established for the duration of the excavation. The horizontal and vertical elevation of the site datum must be recorded, while the southwestern corner of every excavation block opened on the site must be recorded horizontally and vertically in relation to the site datum. This information must be provided in a table that appears in all Interim and Final Reports that are submitted for this project, and the location of the site datum must be illustrated on all site planview maps.

(e) if suitable organic samples in intact buried contexts are identified, collection and processing of at least one radiocarbon dating sample must be undertaken. The results of the dating must be reported in the Stage 1 investigation final report.

(f) should the excavation in the Stage 1 block provide results that are significantly less than what was anticipated, consultation must be undertaken with the Alberta Arts, Culture and Status of Women staff archaeologist to determine whether there is sufficient reason to continue excavation in that block.

Depending on the results of the Stage 1 investigation, Stage 2 investigation may be required.

GcOx-4	4	campsite	This archaeological site requires avoidance or additional studies. If avoidance is not feasible, then the Stage 1 investigation requirements are as follows: (a) systematic shovel testing at 5 m intervals across the site area to inform the placement of excavation blocks. (b) excavation of a Stage 1 sample of 20 square metres, divided into no more than three excavation blocks. (c) excavation depth must proceed to at least 40 cm below ground surface, or the depth at which it can be confidently demonstrated that all buried cultural deposits within the excavation block have been exposed,
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SCHEDULE OF CONDITIONS (continued)

recorded and collected.

(d) a single site datum must be established for the duration of the excavation. The horizontal and vertical elevation of the site datum must be recorded, while the southwestern corner of every excavation block opened on the site must be recorded horizontally and vertically in relation to the site datum. This information must be provided in a table that appears in all Interim and Final Reports that are submitted for this project, and the location of the site datum must be illustrated on all site planview maps.

(e) if suitable organic samples in intact buried contexts are identified, collection and processing of at least one radiocarbon dating sample must be undertaken. The results of the dating must be reported in the Stage 1 investigation final report.

(f) should the excavation in the Stage 1 block provide results that are significantly less than what was anticipated, consultation must be undertaken with the Alberta Arts, Culture and Status of Women staff archaeologist to determine whether there is sufficient reason to continue excavation in that block.

Depending on the results of the Stage 1 investigation, Stage 2 investigation may be required.

PALAEONTOLOGICAL RESOURCES

There are no *Historical Resources Act* requirements associated with palaeontological resources; however, the proponent must comply with [Standard Requirements under the Historical Resources Act: Reporting the Discovery of Historic Resources](#), which are applicable to all land surface disturbance activities in the Province.

INDIGENOUS TRADITIONAL USE SITES

There are no *Historical Resources Act* requirements associated with Indigenous traditional use sites of a historic resource nature; however, the proponent must comply with [Standard Requirements under the Historical Resources Act: Reporting the Discovery of Historic Resources](#), which are applicable to all land surface disturbance activities in the Province.

HISTORIC STRUCTURES

There are no *Historical Resources Act* requirements associated with historic structures; however, the proponent must comply with [Standard Requirements under the Historical Resources Act: Reporting the Discovery of Historic Resources](#), which are applicable to all land surface disturbance activities in the Province.

SCHEDULE OF CONDITIONS (continued)**PROVINCIALY DESIGNATED HISTORIC RESOURCES**

There are no *Historical Resources Act* requirements associated with Provincially Designated Historic Resources; however, the proponent must comply with [Standard Requirements under the *Historical Resources Act: Reporting the Discovery of Historic Resources*](#), which are applicable to all land surface disturbance activities in the Province.

ADDITIONAL COMMENTS

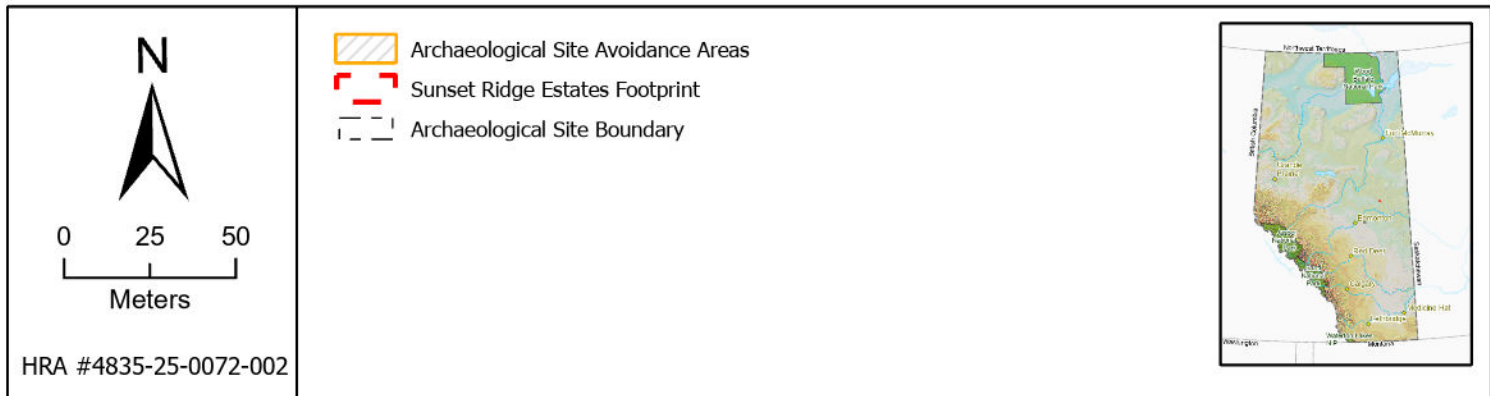
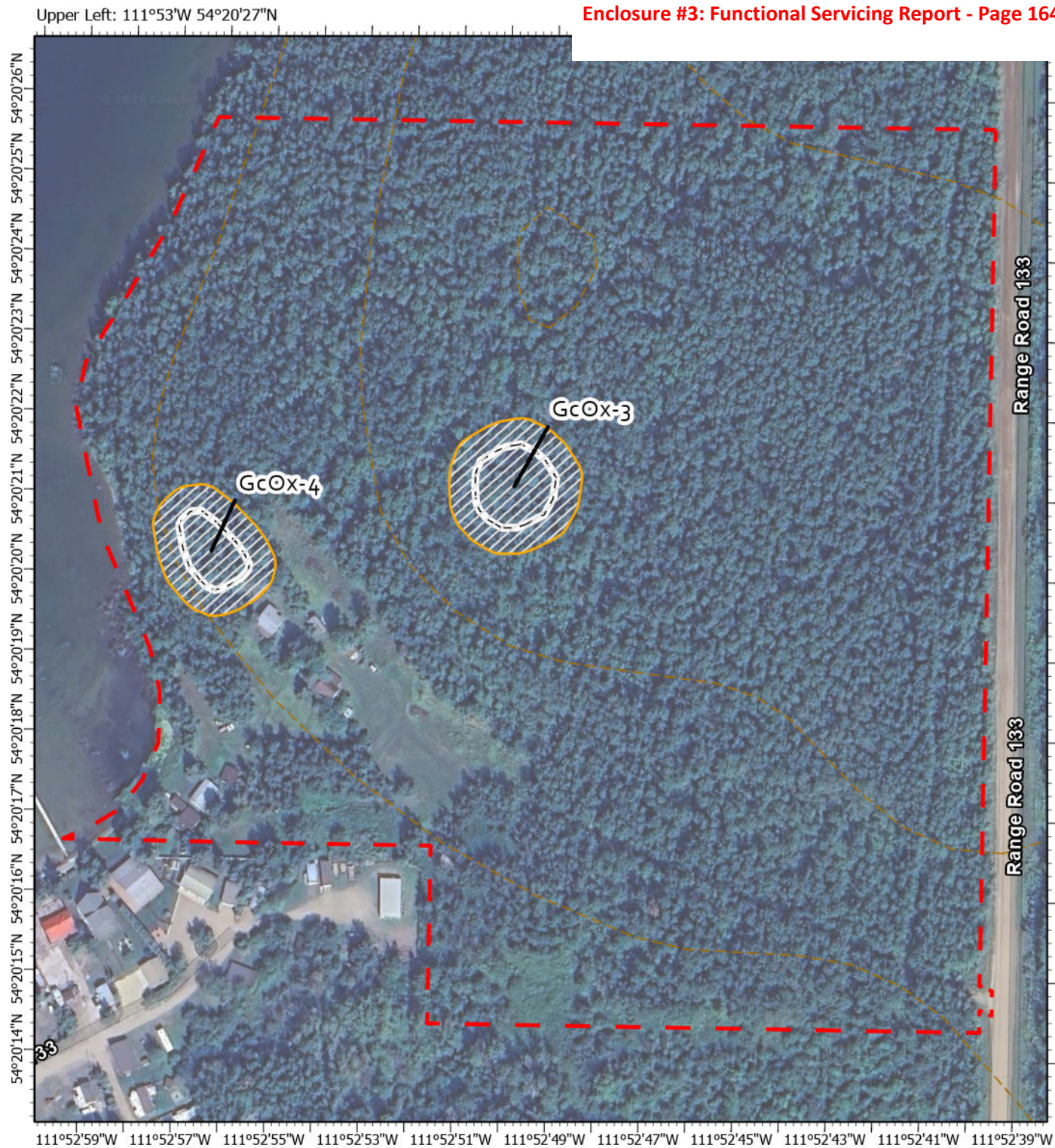
1. To obtain contact information for consultants qualified to undertake the assessment work specified above, please consult the list of [Alberta Historic Resource Consultants](#).
2. In addition to any specific conditions detailed above, the proponent must abide by all [Standard Conditions under the *Historical Resources Act*](#).

Proposed Development Location:

MER	RGE	TWP	SEC	LSD List
4	13	62	4	16

Documents Attached:

Document Name	Document Type
Map of archaeological site areas requiring further work or avoidance avoided	Review
Project development footprint	Illustrative Material
Shapefile of archaeological site areas requiring further work or avoidance avoided	GIS Data File



This map is intended for information purposes only. The producers of this map make no claims or guarantees as to the accuracy of the data. Not intended for navigational purposes. Produced by the Historic Resources Management Branch (HRMB), 28 Jan 2026. This document contains sensitive information about Historic Resources and is to be used in planning the proposed project only. It is not to be shared for any other purpose.



STANDARD REQUIREMENTS UNDER THE *HISTORICAL RESOURCES ACT*: REPORTING THE DISCOVERY OF HISTORIC RESOURCES

If development proponents and/or their agents become aware of historic resources during the course of development activities, they are required, under Section 31 of the *Historical Resources Act*, to report these discoveries to the Heritage Division of Alberta Arts, Culture and Status of Women. This requirement applies to all activities in the Province of Alberta.

1.0 REPORTING THE DISCOVERY OF ARCHAEOLOGICAL RESOURCES

The discovery of archaeological resources is to be reported to Darryl Bereziuk, Director, Archaeological Survey, at 780-431-2316 (toll-free by first dialing 310-0000) or darryl.bereziuk@gov.ab.ca.

2.0 REPORTING THE DISCOVERY OF PALAEOONTOLOGICAL RESOURCES

The discovery of palaeontological resources is to be reported to Dan Spivak, Head, Resource Management, Royal Tyrrell Museum of Palaeontology, at 403-820-6210 (toll-free by first dialing 310-0000) or dan.spivak@gov.ab.ca.

3.0 REPORTING THE DISCOVERY OF HISTORIC PERIOD SITES

The discovery of historic structures to be reported to Michael Dougherty, Manager, Historic Places Research and Designation Program, at 403-297-4076 (toll-free by first dialing 310-0000) or michael.dougherty@gov.ab.ca. Please note that some historic structure sites may also be considered Aboriginal traditional use sites.

4.0 REPORTING THE DISCOVERY OF ABORIGINAL TRADITIONAL USE SITES

The discovery of any Aboriginal traditional use site that is of a type listed below is to be reported to Valerie Knaga, Director, Aboriginal Heritage Section, at 780-431-2371 (toll-free by first dialing 310-0000) or valerie.k.knaga@gov.ab.ca.

Aboriginal Traditional Use sites considered by Alberta Arts, Culture and Status of Women to be historic resources under the *Historical Resources Act* include:

- Historic cabin remains;
- Historic cabins (unoccupied);
- Cultural or historical community camp sites;



STANDARD REQUIREMENTS UNDER THE *HISTORICAL RESOURCES ACT*: REPORTING THE DISCOVERY OF HISTORIC RESOURCES

Ceremonial sites/Spiritual sites;
Gravesites;
Historic settlements/Homesteads;
Historic sites;
Oral history sites;
Ceremonial plant or mineral gathering sites;
Historical Trail Features; and,
Sweat/Thirst/Fasting Lodge sites

5.0 FURTHER SALVAGE, PRESERVATIVE OR PROTECTIVE MEASURES

If previously unrecorded historic resources are discovered, proponents may be ordered to undertake further salvage, preservative or protective measures or take any other actions that the Minister of Alberta Arts, Culture and Status of Women considers necessary.

**HISTORICAL RESOURCES IMPACT ASSESSMENT
FOR SUNSET RIDGE ESTATES AT WHITEFISH LAKE
FINAL REPORT
(PERMIT 25-153)**

PREPARED FOR:

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October 2025

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ACKNOWLEDGEMENTS

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EXECUTIVE SUMMARY

This Final Report summarizes the results of the Historical Resources Impact Assessment (HRIA) completed by Lifeways of Canada Limited (Lifeways) on behalf of Massif Energy Ltd. toward gaining Historic Resources approvals for their proposed residential Sunset Ridge Estates at Whitefish Lake Project (the Project). The Project is located along the southern shore of Whitefish Lake, Alberta. The HRIA was conducted under Permit 25-153 to meet Historical Resources Schedule of Requirements (HRA # 4835-25-0072-001) issued by Alberta Arts, Culture and the Status of Women on August 19, 2025 (Appendix A) (Figures 1 and 2).

Following review of Project plans and the proposed footprint, the Historic Resources Management Branch (HRMB) issued Historical Resources Act Requirements calling for an HRIA to address all areas of high archaeological potential within the Project area. The HRIA consisted of a pedestrian survey and shovel testing program in October 2025 to fulfill the above requirements. A total of 45 shovel tests were excavated, nine of which were positive for cultural materials. This testing program resulted in the recording of two newly documented sites, GcOx-3 and GcOx-4.

GcOx-3 is a newly recorded Precontact artifact scatter (> 10 artefacts) located on the edge of a high bench overlooking Whitefish Lake; approximately 30 m above the lake. The ground surface here is generally flat with a gentle 1°–2° slope trending westward and a slightly steeper (~5°) slope to the south. GcOx-3 was identified from 11 pieces of lithic debitage and one core recovered from four positive shovel tests. All materials came from various depths between 7-20 cm below surface (cmbs). Some of the flakes were found particularly deeply buried (~20 cmbs) within this stratigraphic profile, suggesting that GcOx-3 may be associated with an Early Precontact occupation. Overall, the site area measures 32 x 30 m (NS/EW) covering an area of approximately 960 m².

In summary GcOx-3 is represented by a significant lithic assemblage indicative of multiple reduction events, likely associated with basecamp activities, and is considered to be of **High Local Significance (Appendices C and D)**. **If the GcOx-3 site area cannot be avoided by proposed developments, it is recommended that additional field studies be undertaken to mitigate any impacts to the site area. It is recommended that Stage 1 mitigative studies should include additional systematic shovel test on a 5 m interval and 15 m² of block excavation. Pending initial Stage 1 results, additional Stage 2 mitigations may be required.**

GcOx-4 is a newly recorded Precontact artifact scatter (> 10 artefacts) located on a well-defined but narrow ridgelike bench overlooking Whitefish Lake to the west. This site was identified from 19 pieces of lithic debitage and one calcined bone fragment recovered from five positive shovel tests excavated within the site area. The lithic assemblage represents all stages of reduction from at least three different material types including chert, quartz, and quartzite. The elevated position and proximity to the lake suggests that GcOx-4 is in a strategic location for short-term tool production or maintenance activities, likely associated with resource

procurement or habitation along the lakeshore. Overall, the GcOx-4 site area measures to be 31 x 20 m (NS/EW) covering an area of approximately 620 m².

In summary GcOx-4 is a significant assemblage of stone and bone artifacts associated with resource procurement or basecamp activities and is considered to be of **High Local Significance** (see Appendices C and D). The artifact diversity and density indicate potential for additional buried cultural materials to be present here. **If the GcOx-4 site area cannot be avoided by proposed developments, it is recommended that additional field studies be undertaken to mitigate any impacts to the site area. Additional field studies should include a systematic shovel test program at 5 m intervals and 20 m² of mitigative block excavations aimed at recovering a more complete artifact assemblage and temporally diagnostic artifacts. Pending initial Stage 1 results, additional Stage 2 mitigations may be required.**

Archaeological sites **GcOx-3** and **GcOx-4** are the first of this sort to be found on the margins of Whitefish Lake and hold the potential to contribute significantly to our understanding of Precontact adaptations along the lakeshore and how this location was integrated into the documented subsistence strategies and interactions spheres established throughout the Lakeland Region of east-central Alberta and beyond (McCullough 1982). For this reason, both sites are recommended for further study if the site areas cannot be avoided by the proposed Sunset Ridge Estates Development.

With the acceptance of this report under the Alberta Historical Resources Act, Massif Energy Ltd. has met all of the Historical Resources Requirements outlined under the response issued under file HRA # 4835-25-0072-001. Historic Resource Approval is recommended for all lands within the Project area beyond the limits of newly recorded sites GcOx-3 and GcOx-4.

All recommendations are subject to review by staff of the Historic Resource Management Branch of the Ministry of Alberta Arts, Culture and Status of Women

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1. INTRODUCTION

This Final Report summarizes the results of a Historical Resources Impact Assessment (HRIA) completed by Lifeways of Canada Limited (Lifeways) on behalf of Massif Energy Ltd. toward gaining Historic Resources approvals for their proposed Sunset Ridge Estates country residential subdivision at Whitefish Lake (the Project). The Project is located along the southern shore of Whitefish Lake, Alberta (Figures 1 and 2). This HRIA was undertaken under Permit 25-153 to meet Historical Resources Requirements (HRA # 4835-25-0072-001) issued by Alberta Arts, Culture and the Status of Women on August 19, 2025 (Appendix A).

The Historic Resources Management Branch (HRMB) issued Historical Resources Act Requirements for this Project following review of Project plans and proposed footprint calling for an HRIA to address all areas of high archaeological potential within the Project area (Appendix A).

To meet these Historic Resource Requirements, Lifeways completed the HRIA in October 2025. The archaeological field studies involved a combination of shovel tests and surface observations. This final report provides a descriptive summary of the historic resource investigations along with a detailed descriptions of two newly recorded archaeological sites, **GcOx-3** and **GcOx-4**. These results are used to inform on the Historical Resources Act recommendations for the proposed Project.

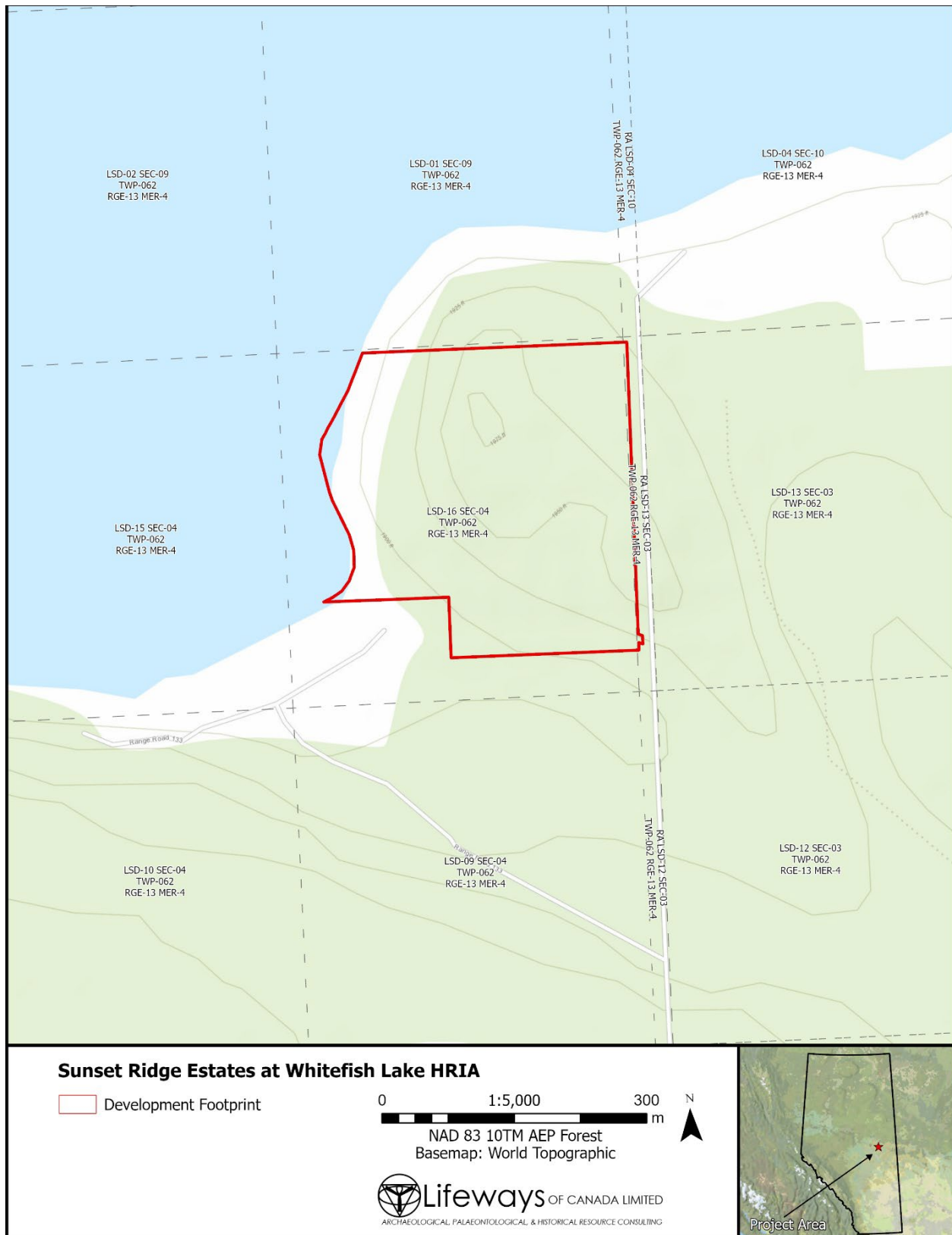


Figure 1. 1:5,000 NTS Map of Project Area



Figure 2. Orthophoto of Project Area Location.

2. PROJECT LOCATION AND BACKGROUND

2.1 Environmental Setting

The Project is located along the southern shore of Whitefish Lake, approximately 25 km north of the community of Vilna, Alberta (Figures 1 and 2). These lands are adjacent to Paradise Cove Resort, bounded by this community to the southwest, the lakeshore to the west, and Range Road 133 on the east. The Project lands are largely undisturbed and remain heavily vegetated with a thick deciduous forest cover (Plates 1 and 2).

Whitefish Lake is located in the Boreal Forest Natural Region, and within the Central Mixedwoods Subregion (Natural Regions Committee 2006). This subregion is characterized by primarily aspen and white spruce in uplands with jack pine forests in coarse sediments and low-lying areas, with black spruce fens and bogs in poorly drained areas.

2.2 Cultural Setting

Figure 3 presents the Cultural Historical sequence cited for east central Alberta. While this framework is commonly accepted in archaeological research, it is biased toward the occurrence of projectile points and equally biased toward a reliance on research in southern Alberta, where more well stratified and datable sites have been found. Archaeological investigations in the oilsands has also informed some on the sequence, but in large the complexity of cultural history within the parklands in the region of Whitefish Lake is not well understood. This is in part due to the fact fewer sites have been excavated and wider conclusions are hindered by the lack of deeply stratified sites and paucity of datable finds.

2.3 Previous Historical Resources Studies

The lands immediately northeast of the current Project area, where the Paradise Cove Resort Development is located, were assessed under ASA Permit 94-072 (Kowal 1994). No sites were identified in that area, although in comparison to the current Project area, the Paradise Cove development area is lower and lacks defined, high landforms typically favourable for finding archaeological sites.

Previous archaeological investigations in close proximity to the Project area have been limited to date. Within the GcOx Borden Block, only one site had been recorded prior to the current HRIA (no site records nor location could be found for GcOx-1) (Table 1, Figure 4). **GcOx-2** is a Precontact artifact scatter consisting of three quartzite flakes. This site was recorded on a ridge overlooking marsh and nearby Whitefish Creek to its west (McCullough 1985). Similar to the sites found during the current HRIA, GcOx-2 was shallowly buried at around 15 cmbs. No other sites are recorded within 10 km of the Project area.

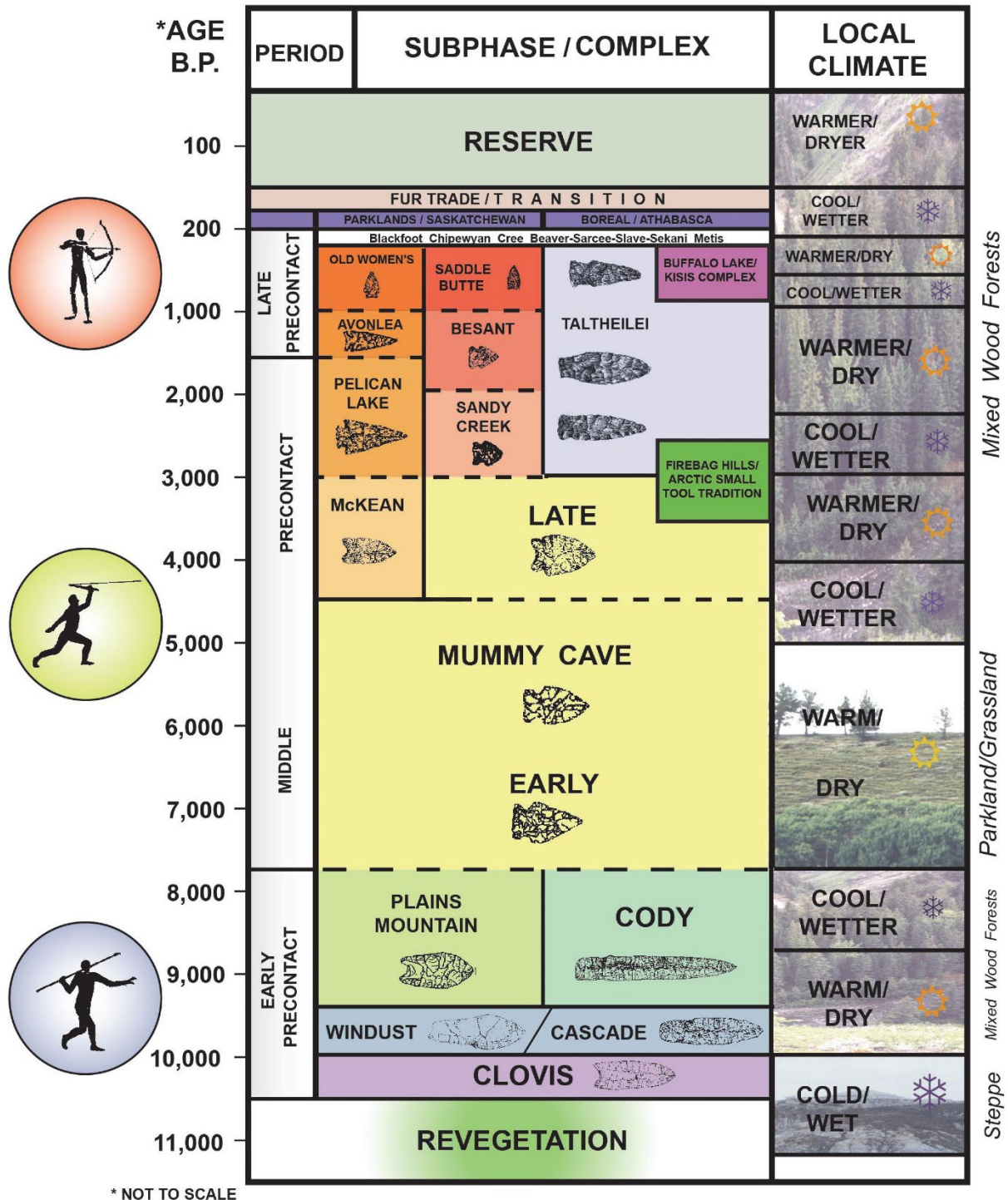


Figure 3. Cultural History for the Project Area

Within a 20 km radius of the Project area, five sites have been recorded in Borden Blocks GbOw and GcOw (Table 1, Figure 4). These include small Precontact artifact scatters (< 10 artefacts)

and small Precontact campsites. In the general Project region, archeological sites frequently occur along lakeshores such as those recorded along Lac la Biche which has been subject to more investigation than has Whitefish Lake (e.g., Balcom 1986; Meyer and Blakey 2022; de Mille et al. 2023). To date, more than 270 sites have been recorded along the margins of Lac La Biche.

Site	HRV	ASA Permit No./ Publication	Description	Distance to Project Area	Direction to Project Area
GcOx-2	0	85-096	Precontact scatter with <10 artifacts	8.2	N
GbOw-1	4	U of A 1965	Precontact campsite	15.5	SE
GbOw-2	0	81-034	Precontact scatter with <10 artifacts	15	SE
GbOw-3	0	81-034	Precontact scatter with <10 artifacts	17.4	SE
GcOw-1	4	17-205; 19-184	Precontact campsite	16.4	NE
GcOw-2	0	17-205; 19-184	Precontact campsite	17	NE

Table 1. Nearby Previously Recorded Archaeological Sites

McCullough (1982) emphasises the importance of lakes in this region to adaptation and livelihood throughout occupation by Indigenous peoples. Perhaps most significantly, lakes provide a reliable staple food source of fish that can be accessed year-round and can support large groups of people, supplemented by ungulates (e.g., moose, wood bison, deer), other mammals caught by trapping, and plant food sources (e.g., berries). Fish could be accessed year-round; in winter, ice fishing techniques were known ethnographically practiced by the Denesuline (Chipewyan) (Clarke 1970; McCullough 1982). McCullough (1982) suggests site locations were likely influenced by seasonal fish biological patterns. For example, camps for large group cooperatively fishing near spawning grounds around the mouths of rivers or creeks.

In addition to providing food, lakes were key to boreal forest livelihood (McCullough et al. 1981; McCullough 1982). Lakes may be important locations for collecting lithic materials eroding or exposed along the shoreline where cobblestones were accessible, easy to collect and quarry. Lakes and rivers also provide essential means of transportation in the boreal forest, more efficient than pedestrian travel. Larger-sized waterbodies also have localized, moderating effects on the weather, where absorption of heat provides microclimates with less severe temperature extremes.

Notably, it has been demonstrated that lakes have been long utilized by Indigenous people in this region. The Duckett Site (GdOo-16) exemplifies this long history through the presence of Early Holocene projectile points (Clovis, Plainview/Frederick, and Alberta/Scottsbluff) along with Mid and Late Holocene point types (e.g., Oxbow, McKean, Taltheilei, and small corner and side notched) and ceramics (McCullough et al. 1981; Fedirchuk and McCullough 1986) (Figure 3). Located on the shores of Ethel Lake, ~100 km east of Whitefish Lake, the Duckett Site location was used, with some of these occupations represented by intensive floors.



Figure 4. Map of Whitefish Lake Region showing known Site Locations

3. SURVEY METHODS AND RESULTS

Following the issuance of an HRIA permit by the HRMB, the Historical Resources Impact Assessment of the Project area was undertaken in early October 2025. Investigations consisted of a pedestrian survey of the entire study area and the excavation of 45 shovel tests within the defined project area polygon (Figure 6).

Prior to the initiation of the HRIA, four Target Areas (TAs) were identified within the Project area, and were the focus of subsurface testing during field studies (Figure 6). These target areas (TA01, TA02, TA03, and TA04) were selected as being of high archaeological potential based on the suitability and likelihood for these well-defined landforms to house historic resources, especially those with level terrain. Subsurface tests consisted of judgmental shovel tests measuring horizontally approximately 40 x 40 cm, excavated to sterile substrate with all sediment screened through ¼-inch mesh. The shovel tests completed approximated survey transects across each target area with tests spaced at 20-30 m intervals. Where positive shovel tests were identified, this interval was reduced to a 5-10 m distance with tests excavated in all directions on the landform extending out from the one positive test.

TA01, the furthest north of the Target Areas, consists of a sharply defined ridgeline and was subject to 13 shovel tests; none of which were positive for cultural materials (Plate 1). Twenty-two shovel tests were excavated at TA02, a lower ridge and wider bench running along the west side of the higher landform identified as TA01. Four of the shovel tests completed in TA02 were positive for cultural materials and **GcOx-3** was newly recorded. TA03 represents a lower bench on the south side of the Project area. Field reconnaissance found this landform to be truncated to the east and west so only three shovel tests were excavated on this landform (Plate 2). Finally, just above the lakeshore TA04 is a sharply defined bench extending northwest from the house and yard area. A total of seven shovel tests were excavated to assess this landform, five of which were positive and resulted in the recording of **GcOx-4**.

Below we provide detailed summaries of these two newly recorded sites and provide management recommendations for these within the context of this Project.

3.1 GcOx-3 (LSD 16-4-62-14-W4M)

Location/Description

GcOx-3 is a newly recorded Precontact Artifact scatter (> 10 artefacts) located on the edge of a high bench overlooking Whitefish Lake; approximately 30 m above the lake. The site area surface is generally flat with a gentle 1°–2° slope trending westward and a slightly steeper (~5°) slope to the south. The southern to southwestern edge of the landform is well defined, descending roughly 40 m to lower benches overlooking the lake. To the east, the landform edge is less well defined and gradually transitions into low-lying terrain. Vegetation consists of an

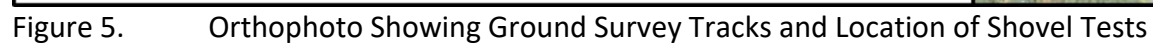




Plate 1. View of Target Area TA01 Looking West



Plate 2. View of Target Area TA03 Looking West

overstory of aspen, birch, and poplar, with a subcanopy of trembling aspen (Plate 3). Ground cover includes prickly rose and leaf litter.

Archaeological Studies and Site Archaeological Characteristics

GcOx-3 was recorded when several quartzite flakes were found in Shovel Test GS4 (STGS4) (Figures 6 and 7, Plates 3 and 4). Three additional shovel tests excavated in the near vicinity (STBV5, STBV6, STBV10) also produced positive results, indicating the site to be spatially widespread and characterized by a larger lithic assemblage with a moderate diversity in material types and flake morphologies, indicative of multiple reduction events. In total one quartzite core and eleven pieces of lithic debitage were recovered (Tables 2 and 3). All materials came from various depths between 7-20 cmbs. Some of the flakes were found particularly deeply buried (~20 cmbs) within this stratigraphic profile, suggesting GcOx-3 may be associated with an Early Precontact occupation (Figure 3). No cultural features were identified. Overall, the GcOx-3 site area measures 32 x 30 m (NS/EW) covering an area of approximately 960 m² (Figure 5).

Provenience	Depth (cmbs)	Debitage Count	Stone Tools Count
STBV10	8-20	4	
STBV5	0-20	3	
STBV6	8	1	
STGS4P	0-15	3	1
Total		11	1

Table 2. GcOx-3 Artefact Summary by Provenience

Flake Type	Materials		Total
	quartzite	siltstone	
primary decortication	2		2
secondary decortication	1		1
secondary	2	1	3
flake fragment	2		2
shatter	3		3
Total	10	1	11

Table 3. GcOx-3 Debitage Type Summary

The lithic material types from GcOx-3 are primarily quartzite (10 flakes and one core), with an additional single siltstone flake, suggesting some diversity in the assemblage (Table 3). Most of the debitage recovered were classified as primary and early secondary flakes or shatter, indicative of the earliest stages of lithic reduction and tool production (Table 3).



Plate 3. GcOx-3 Site Area Looking South



Plate 4. Stratigraphic Profile of Shovel Test STGS4P

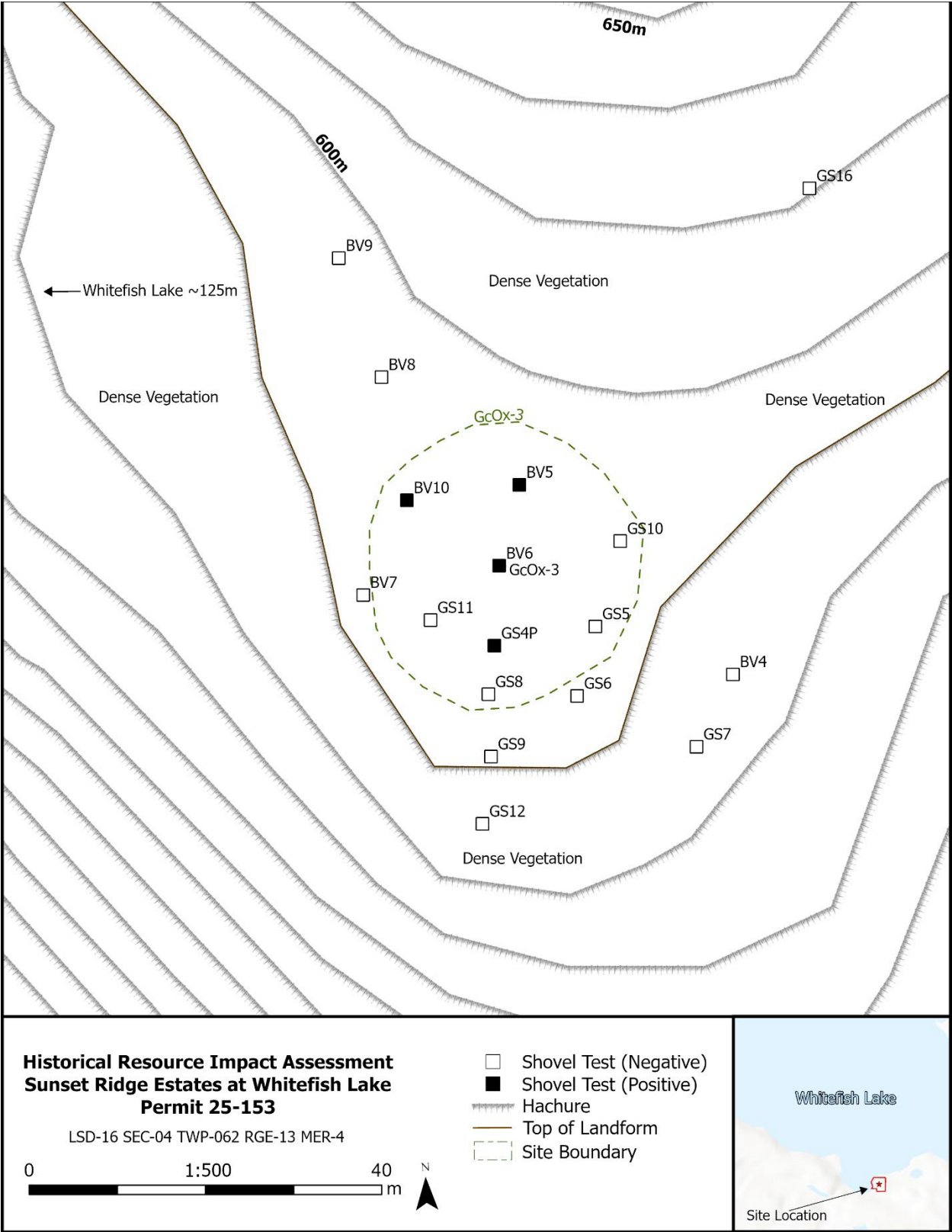


Figure 6. Sketch Map of GcOx-3

Tool Descriptions

GcOx-3:12 – Core

A grey quartzite ‘tortoise back’ cobble core was recovered from STGS4P from a depth of about 15 cmbs (Plate 5). This core is characterized by an asymmetric pear-shaped outline and a steep biconvex profile, with the ventral surface exhibiting extensive unidirectional flake scarring across its entirety. Conversely the dorsal side displays a smooth unmodified surface entirely covered with cortex. No other modifications are apparent.



Plate 5. Core, GcOx-3:12.

Significance and Recommendation

In summary, GcOx-3 represents by a significant lithic assemblage indicative of multiple reduction events likely associated with basecamp activities in a largely undisturbed area. As a result, it is considered to be of **High Local Significance (Appendices C and D)**. **If the GcOx-3 site area cannot be avoided by proposed developments, it is recommended that additional field studies be undertaken to mitigate any impacts to the site area. It is recommended that Stage 1 mitigative studies should include additional systematic shovel test on a 5 m interval and 15 m² of block excavation aimed at recovering a more complete artifact assemblage and temporally diagnostic artifacts. Pending initial Stage 1 results, additional Stage 2 mitigations may be required.**

3.2 GcOx-4 (LSD 16-4-62-14-W4M)

Location and Description

GcOx-4 is a Precontact artifact scatter (> 10 artefacts) newly recorded on a narrow, ridgelike bench overlooking Whitefish Lake to the west. The landform consists of a terrace edge trending northeast to southwest with a well-defined, western margin descending 45°–50° toward Whitefish Lake (Plate 6). The southern portion of the landform is relatively flat, while the northern margin gradually declines at approximately 20°. To the east the landform transitions into a poorly defined edge sloping about 10° into a low-lying area. The land surface is well drained, with generally thin and poorly developed soils, consisting of light grey silts classified as a gray luvisol overlying till deposits (Plate 7). Vegetation is consistent with surrounding areas, consisting of an overstory of aspen, birch, and poplar with an understory of trembling aspen. Groundcover includes prickly rose and leaf litter.



Plate 6. Looking West to Whitefish Lake from GcOx-4 Site Area

Archaeological Studies and Site Archaeological Characteristics

GcOx-4 was initially identified when a quartzite flake was recovered in STGS20 (Figures 4 and 6). Four additional adjacent shovel tests (STBV21, STBV22, STBV23 and STBGS22) also yielded positive results indicating an extensive lithic debitage scatter extending across the treed and heavily vegetated bench running north from the open yard where a house sits. In total 19 pieces of debitage and one small, calcined bone fragment were recovered from the five positive

shovel tests (Tables 4 and 5). The debitage present represents all stages of reduction from at least three different material types including chert, quartz, and quartzite (Table 5).



Plate 7. Stratigraphic Profile of GS20P

Provenience	Depth (cmbs)	Debitage Count	Fauna Count
STBC23	8-20	8	
STBV21	15	1	
STBV22	8-20	8	1
STGS20P	10-15	1	
STGS22P	15-20	1	
Total		19	1

Table 4. GcOx-4 Artefact Summary by Provenience

Flake Type	Materials			Total
	quartzite	quartz	chert	
primary decortication	2		1	3
secondary decortication	2		1	3
secondary	2			2
flake fragment	4	2		6
shatter	3	2		5
Total	13	4	2	19

Table 5. GcOx-4 Debitage Type Summary

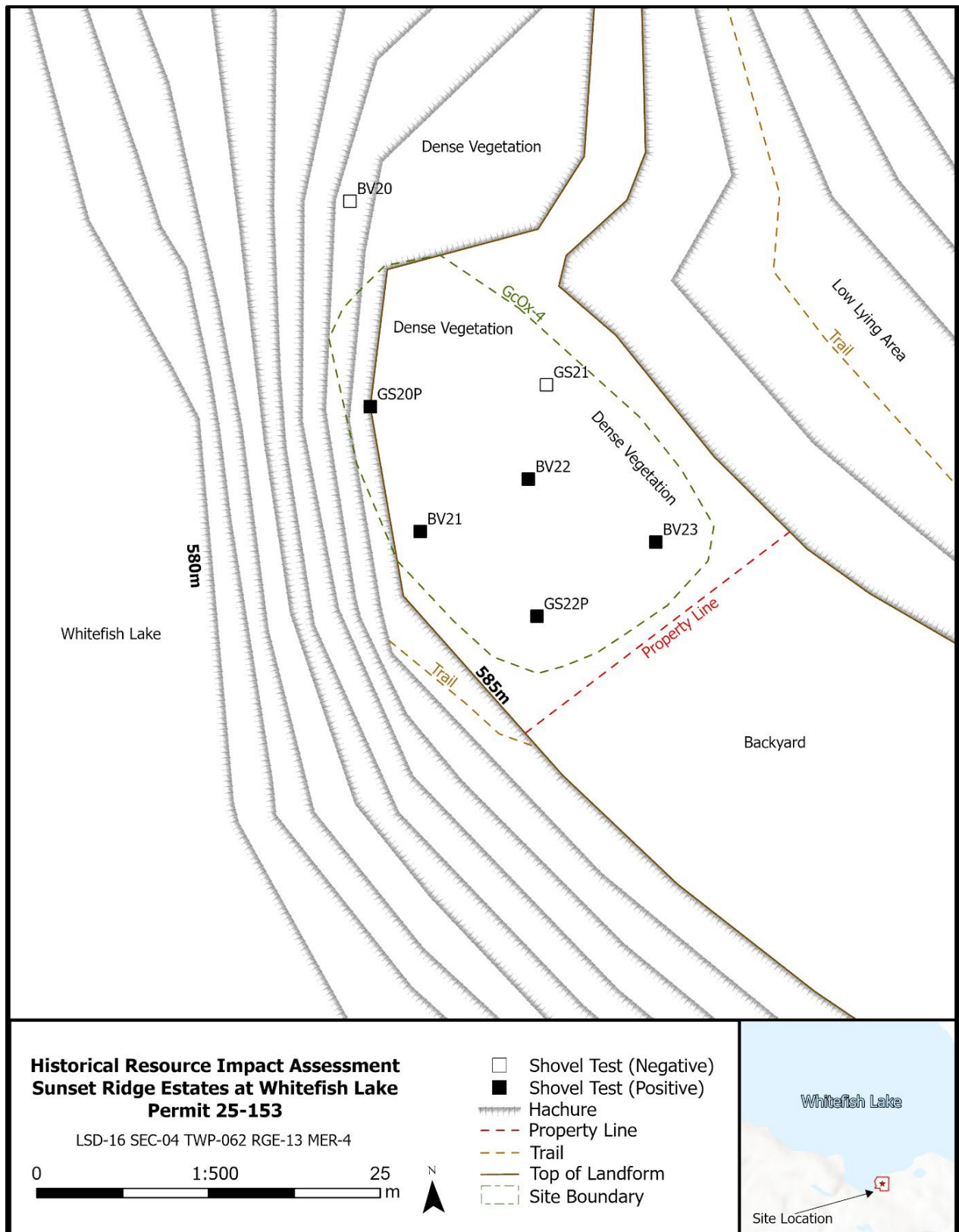


Figure 7. Sketch Map of GcOx-4

A single small (0.3 g) bone was recovered from STBV22. It was burned to the point of partial calcination (grey and white colouration). This fragment could not be identified taxonomically but is assigned as medium-large mammal. Similarly, the skeletal element could not be identified. Its presence, alongside the above-mentioned lithic artefacts, suggests animals were used in the activities at this site. It is possible that additional faunal remains have succumbed to acidic soils.

GcOx-4's elevated position and proximity to the lake suggest this to be a strategic location for short-term tool production or maintenance activities. These were likely associated with resource procurement or habitation along the lakeshore. No cultural features were identified. Overall, the GcOx-4 site area measures to be 31 x 20 m (NS/EW) covering an area of approximately 620 m².

Significance and Recommendation

In summary GcOx-4 represents a significant assemblage of stone and bone artifacts associated with resource procurement or basecamp activities, in an areas which appears to be largely undisturbed. As such, it is considered to be of **High Local Significance** (Appendix C). The artifact diversity and density indicate potential for additional buried cultural material to be present here. **If the GcOx-4 site area cannot be avoided by proposed developments, it is recommended that additional field studies be undertaken to mitigate any impacts to the site area. Additional field studies should include a systematic shovel test program at 5 m intervals and 20 m² of mitigative block excavations aimed at recovering a more complete artifact assemblage and temporally diagnostic artifacts. Pending initial Stage 1 results, additional Stage 2 mitigations may be required.**

4. SUMMARY AND RECOMMENDATIONS

This Final Report has summarized the results of a Historical Resources Impact Assessment completed by Lifeways on behalf of Massif Energy Ltd. toward gaining Historic Resources approvals for their proposed residential Sunset Ridge Estates at Whitefish Lake Project (the Project). The Project is located along the southern shore of Whitefish Lake, Alberta. The HRIA was conducted under Permit 25-153 to meet Historical Resources Schedule of Requirements (HRA # 4835-25-0072-001) issued by Alberta Arts, Culture and the Status of Women on August 19, 2025 (Appendix A) (Figures 1 and 2).

The archaeological field studies were completed in October 2025 and consisted of a pedestrian survey and shovel testing program within the Project area. A total of 45 shovel tests were excavated, nine of which were positive for cultural materials. This testing program resulted in the recording of two previously unrecorded sites, GcOx-3 and GcOx-4.

GcOx-3 is a newly recorded Precontact artifact scatter (> 10 artefacts) located on the edge of a high bench overlooking Whitefish Lake; approximately 30 m above the lake. The ground surface here is generally flat with a gentle 1°–2° slope trending westward and a slightly steeper (~5°) slope to the south. GcOx-3 was identified from 11 pieces of lithic debitage and one core recovered from four positive shovel tests. All materials came from various depths between 7-20 cm below surface (cmbs). Some of the flakes were found particularly deeply buried (~20 cmbs) within this stratigraphic profile, suggesting that GcOx-3 may be associated with an Early Precontact occupation. Overall, the site area measures 32 x 30 m (NS/EW) covering an area of approximately 960 m².

In summary GcOx-3 is represented by a significant lithic assemblage indicative of multiple reduction events, likely associated with basecamp activities, and is considered to be of **High Local Significance (Appendices C and D)**. **If the GcOx-3 site area cannot be avoided by proposed developments, it is recommended that additional field studies be undertaken to mitigate any impacts to the site area. It is recommended that Stage 1 mitigative studies should include additional systematic shovel test on a 5 m interval and 15 m² of block excavation. Pending initial Stage 1 results, additional Stage 2 mitigations may be required.**

GcOx-4 is a newly recorded Precontact artifact scatter (> 10 artefacts) located on a well-defined but narrow ridgelike bench overlooking Whitefish Lake to the west. This site was identified from 19 pieces of lithic debitage and one calcined bone fragment recovered from five positive shovel tests excavated within the site area. The lithic assemblage represents all stages of reduction from at least three different material types including chert, quartz, and quartzite. The elevated position and proximity to the lake suggests that GcOx-4 is in a strategic location for short-term tool production or maintenance activities, likely associated with resource procurement or habitation along the lakeshore. Overall, the GcOx-4 site area measures to be 31 x 20 m (NS/EW) covering an area of approximately 620 m².

In summary GcOx-4 is a significant assemblage of stone and bone artifacts associated with resource procurement or basecamp activities and is considered to be of **High Local Significance** (see Appendices C and D). The artifact diversity and density indicate potential for additional buried cultural materials to be present here. **If the GcOx-4 site area cannot be avoided by proposed developments, it is recommended that additional field studies be undertaken to mitigate any impacts to the site area. Additional field studies should include a systematic shovel test program at 5 m intervals and 20 m² of mitigative block excavations aimed at recovering a more complete artifact assemblage and temporally diagnostic artifacts. Pending initial Stage 1 results, additional Stage 2 mitigations may be required.**

Archaeological sites **GcOx-3** and **GcOx-4** are the first of this sort to be found on the margins of Whitefish Lake and hold the potential to contribute significantly to our understanding of Precontact adaptations along the lakeshore and how this location was integrated into the documented subsistence strategies and interactions spheres established throughout the Lakeland Region of east-central Alberta and beyond (McCullough 1982). For this reason, both sites are recommended for further study if the site areas cannot be avoided by the proposed Sunset Ridge Estates Development.

With the acceptance of this report under the Alberta Historical Resources Act, Massif Energy Ltd. has met all of the Historical Resources Requirements outlined under the response issued under file HRA # 4835-25-0072-001. Historic Resource Approval is recommended for all lands within the Project area beyond the limits of newly recorded sites GcOx-3 and GcOx-4.

All recommendations are subject to review by staff of the Historic Resource Management Branch of the Ministry of Alberta Arts, Culture and Status of Women

REFERENCES

Balcom, R.J.

- 1986 Historical Resources Assessment Program Sir Winston Churchill Provincial Park Lac La Biche Final Report Permit 86-61c. Consultants Report on file, Archaeological Survey of Alberta, Edmonton, Alberta

Curtis, E.S.

- 1970 The North American Indian, being a series of volumes picturing and describing the Indians of the United States, the Dominion of Canada, and Alaska. Johnson Reprint Corp., New York, NY.

de Mille, C., Blakey, J. and Lepka, C.

- 2023 Historical Resources Mitigation Alberta Environment and Parks Sir Winston Churchill Provincial Park GfOx-44 and GfOx-60 Mitigative Excavation Final Report (Permit 2022-141). Lifeways of Canada Limited. Report on file, Archaeological Survey of Alberta, Edmonton, Alberta

Fedirchuk, G.J., McCullough, E.J.

- 1986 The Duckett Site: 10,000 Years of Prehistory on the Shores of Ethel Lake, Alberta (Permit 86-034). Consultants Report on file, Archaeological Survey of Alberta, Edmonton, Alberta

Kowal, W.

- 1994 Historical Resources Impact Assessment Paradise Cove Resort Development SW 10-62-13-W4M Final Report Permit 94-072. Consultants Report on file, Archaeological Survey of Alberta, Edmonton, Alberta

McCullough, E.J., Fedirchuk, G., Wilson, M.

- 1981 The Duckett Site (GdOo-16): An Evaluative Study, ASA Permit 80-155. McCullough Consulting Ltd. Report on file, Archaeological Survey of Alberta, Edmonton, Alberta

McCullough, E.J.

- 1982 Prehistoric Cultural Dynamics of the Lac La Biche Region, Occasional Paper No. 18. Archaeological Survey of Alberta, Edmonton, AB.

- 1985 Historical Resources Impact Assessment Alberta Power Limited 7L41 Marguerite Lake Substation 240K/144Kv to White Lake Substation 240Kv to Mildred Lake Transmission Project R (Permit 85-96). Consultants Report on file, Archaeological Survey of Alberta, Edmonton, Alberta

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- 1981 The Duckett Site (GdOo-16): An Evaluative Study, ASA Permit 80-155. Consultants Report on file, Archaeological Survey of Alberta, Edmonton, Alberta

Meyer, D. and Blakey, J.

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Natural Regions Committee

2006 *Natural Regions and Subregions of Alberta*. Government of Alberta.

**APPENDIX A: SCHEDULE OF REQUIREMENTS ISSUED BY THE HISTORICAL RESOURCES
MANAGEMENT BRANCH**



HRA Number: 4835-25-0072-001

August 19, 2025

Historical Resources Act Requirements

Proponent: Massif Energy Ltd.
2 Cavan Road, Sherwood Park, AB T8H 2K7

Contact: Austin Zacharko

Agent: Massif Energy Ltd.

Contact: Austin Zacharko

Project Name: Sunset Ridge Estates at Whitefish Lake

Project Components: Country Residential Subdivision
Area Structure Plan / Outline Plan
Land Use Amendment
Redesignation / Rezoning
Access Road
Electrical / Utility

Application Purpose: Requesting HRA Approval / Requirements

Pursuant to Section 37(2) of the *Historical Resources Act*, a Historic Resources Impact Assessment is required for all or portions of those activities described in this application and its attached plan(s)/sketch(es). The Historic Resources Impact Assessment is to be conducted in accordance with the instructions outlined in the following schedule.


David Link
Assistant Deputy Minister
Heritage Division
Alberta Arts, Culture and Status
of Women

SCHEDULE OF REQUIREMENTS

ARCHAEOLOGICAL RESOURCES

Pursuant to Section 37(2) of the *Historical Resources Act*, a Historic Resources Impact Assessment for archaeological resources is to be conducted on behalf of the proponent by an archaeologist qualified to hold an archaeological research permit within the Province of Alberta. A permit must be issued by Alberta Arts, Culture and Status of Women prior to the initiation of any archaeological field investigations. Please allow ten working days for the permit application to be processed.

1. The Historic Resources Impact Assessment must address all areas of high archaeological potential within the project area.

SCHEDULE OF REQUIREMENTS (continued)

2. The Historic Resources Impact Assessment is to be carried out prior to the initiation of any land surface disturbance activities under snow-free, unfrozen ground conditions. Should the project require field studies under winter conditions, directions in the [Archaeological Survey Information Bulletin: Winter Conditions](#) must be followed.
3. Results of the Historic Resources Impact Assessment must be reported to Alberta Arts, Culture and Status of Women and subsequent *Historical Resources Act* approval must be granted before development proceeds.

PALAEONTOLOGICAL RESOURCES

There are no *Historical Resources Act* requirements associated with palaeontological resources; however, the proponent must comply with [Standard Requirements under the Historical Resources Act: Reporting the Discovery of Historic Resources](#), which are applicable to all land surface disturbance activities in the Province.

INDIGENOUS TRADITIONAL USE SITES

There are no *Historical Resources Act* requirements associated with Indigenous traditional use sites of a historic resource nature; however, the proponent must comply with [Standard Requirements under the Historical Resources Act: Reporting the Discovery of Historic Resources](#), which are applicable to all land surface disturbance activities in the Province.

HISTORIC STRUCTURES

There are no *Historical Resources Act* requirements associated with historic structures; however, the proponent must comply with [Standard Requirements under the Historical Resources Act: Reporting the Discovery of Historic Resources](#), which are applicable to all land surface disturbance activities in the Province.

PROVINCIALY DESIGNATED HISTORIC RESOURCES

There are no *Historical Resources Act* requirements associated with Provincially Designated Historic Resources; however, the proponent must comply with [Standard Requirements under the Historical Resources Act: Reporting the Discovery of Historic Resources](#), which are applicable to all land surface disturbance activities in the Province.

ADDITIONAL COMMENTS

1. To obtain contact information for consultants qualified to undertake the assessment work specified above, please consult the list of [Alberta Historic Resource Consultants](#).
2. In addition to any specific conditions detailed above, the proponent must abide by all [Standard Conditions under the Historical Resources Act](#).

Proposed Development Location:

MER	RGE	TWP	SEC	LSD List
4	13	62	4	16

SCHEDULE OF REQUIREMENTS (continued)

Documents Attached:

Document Name	Document Type
Subdivision Outline Plan	Illustrative Material

APPENDIX B: STRATIGRAPHIC AND SEDIMENT LOGS FOR SUBSURFACE TESTS

B.1 Target Area 01: Shovel Test: BV17

Total Depth: 18 cmbs	
Location: 10TM E 702859.14 N 6023382.85	
Sediment:	
0-4 cmbs	dark litter mat
4-8 cmbs	dark organic silt (Ah)
8-15 cmbs	light grey silt (Bh)
15-18 cm	clay (C)
<i>Cultural Material Summary: No cultural material observed or collected</i>	



Plate B.1. Stratigraphic Profile of BV17 in TA01.

B.2 Target Area 02: Shovel Test: GS4P (GcOx-3)

Total Depth: 30 cmbs	
Location: 10TM E 702701.18 N 6023328.95	
Sediment:	
0-4 cmbs	dark litter mat
4-10 cmbs	dark organic silt (Ah)
10-22 cmbs	light grey silt (Bh)
22-30 cm	clay (C)
<i>Cultural Material Summary: 3 lithic flakes (GcOx-3:9, 10, 11) and core (GcOx-3:12)</i>	



Plate B.2. Stratigraphic Profile of GS4P in TA02.

B.3 Target Area 03: Shovel Test: BV19

Total Depth: 20 cmbs	
Location: 10TM E 702742.22 N 6023227.85	
Sediment:	
0-4 cmbs	dark litter mat
4-11 cmbs	dark organic silt (Ah)
11-17 cmbs	light grey silt (Bh)
17-20 cm	clay (C)
<i>Cultural Material Summary: No cultural material observed or collected</i>	



Plate B.3. Stratigraphic Profile of BV01 in TA03.

B.4 Target Area 04: Shovel Test: GS20P (GcOx-4)

Total Depth: 25 cmbs	
Location: 10TM E 702576.8 N 6023310.66	
Sediment:	
0-6 cmbs	dark litter mat
6-12 cmbs	dark organic silt (Ah)
12-22 cmbs	light grey silt (Bh)
22-25 cm	clay (C)
<i>Cultural Material Summary: 1 lithic flake (GcOx-4:1)</i>	



Plate B.4. Stratigraphic Profile of GS20P in TA04.

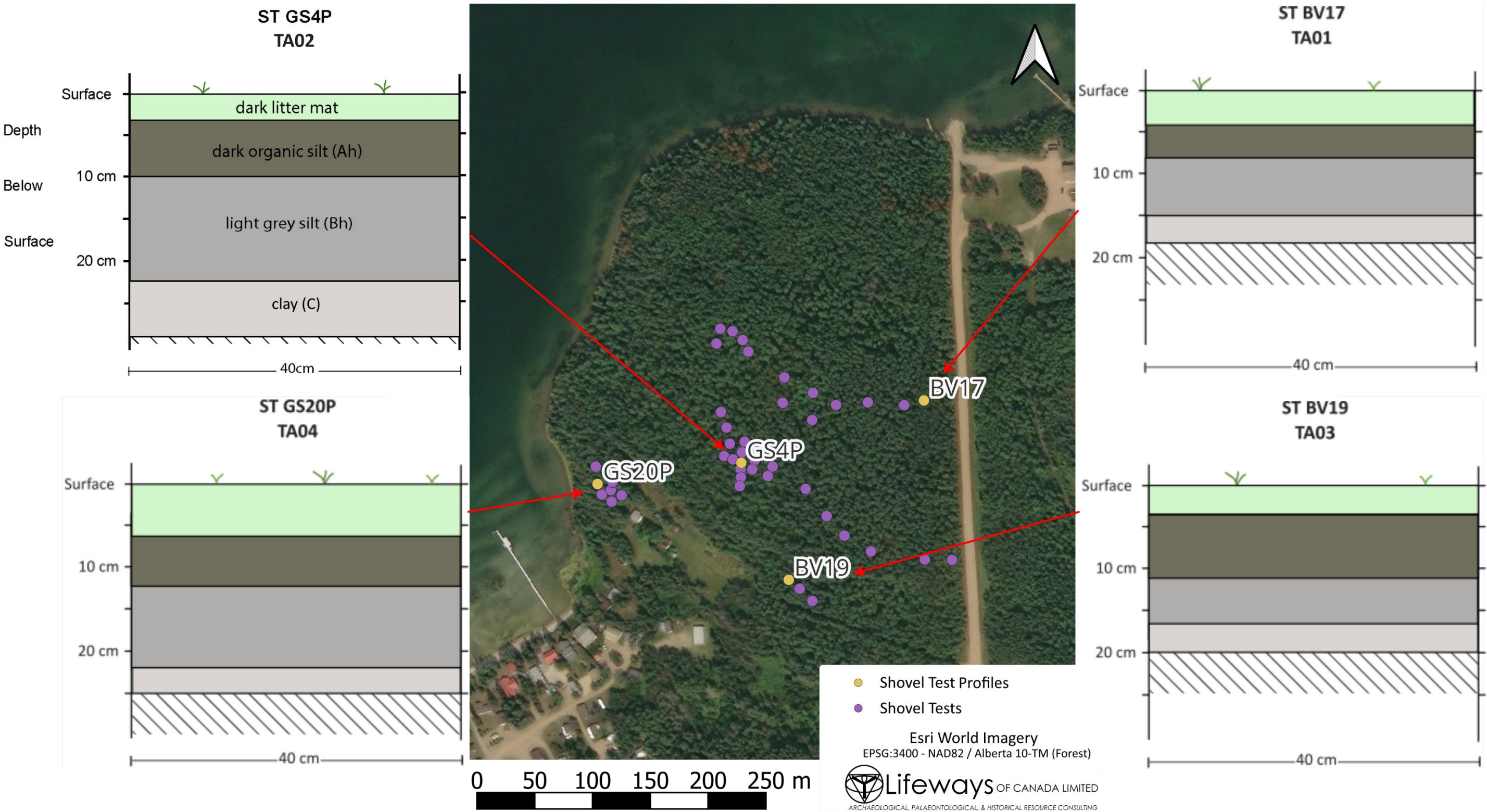


Figure B.1. Summary of Locations and Stratigraphy of Shovel Tests Excavated Under Permit 23-099

APPENDIX C: ASSESSMENT OF SITE SIGNIFICANCE

C.1 Assigning Significance

Precontact and Historic archaeological sites vary widely in size, content, complexity, condition, and age, and therefore in significance. Assignment of site significance is based on an archaeologist's assessment of the potential of a site to enhance the collective understanding of the archaeological or historical resources of a region. The information of interest includes: the cultures that were once present, their occupancy patterns, and resource harvesting patterns. An important part of the assessment of site significance revolves around potential for data collection. A site on which additional investigation is recommended prior to disturbance must have preserved information that is recoverable in an efficient and effective manner that will significantly aid our understanding of the past.

Sites vary greatly in their ability to inform on these subjects. Isolated finds with one or two expediently made, used, and discarded artifacts lying on the surface provide very little information in contrast to an isolated find of a projectile point. A projectile point generally informs us on culture, as point styles change through time and space and can usually be associated with specific archaeological cultures. In addition, a projectile point may inform us about the kinds of toolstone preferred for point manufacture and on trade patterns when non-local varieties of stones are used. That being said, isolated finds even of projectile points have little *in situ* value. That is, these small sites have only very limited amounts of recoverable information associated with them. They are of local significance. They are the most common kind of site, but unless exposed by disturbances or erosion they are the least likely to be discovered.

Large complex campsites or Historic townsites are at the other end of the spectrum. They contain large numbers of artifacts, features, and patterns of association representing complex activity areas, tasks, and social groups. Often these sites contain more than one vertically separated occupation (termed a stratified site) and represent repeated use of a favoured locale over many generations. These sites contain a great deal of information and are of high regional value. If very rare and an outstanding example of their kind they may be of Provincial significance.

Lying between the extremes of an isolated find and a campsite of high regional significance are the majority of discoverable archaeological sites. The following describes the categories of site significance utilized to evaluate the Precontact and Historic archaeological sites in this study.

C.2 Sites of Local Significance

Examples of sites of local significance are isolated finds or small artifact scatters and small camps in disturbed or eroded contexts, including small scatters of Historic materials. Most lack cultural or temporal diagnostic artifacts or dateable organics (charcoal/bone). Sites of local significance are recorded and mapped, and artifacts collected. Rarely are they recommended for avoidance or further study by a consulting archaeologist and Alberta Culture and Tourism rarely requires avoidance or further mitigative studies of sites of local significance.

C.3 Sites of High Local Significance

Examples of sites of high local significance include small artifact scatters (small camps) with temporal/cultural diagnostic artifacts, isolated hearth features with datable charcoal/bone, small but high-density workshops, or isolated Historic cabins. Non-local toolstone may be present at Precontact sites. These sites generally represent one-time occupations by individual, task, or small family groups at that locale. Mapping and archaeological excavation of these sites/features may recover information that will assist in understanding the archaeology within that locality and its role in the larger region. Sites of high local significance may be recommended for avoidance or further archaeological study by a consulting archaeologist. Alberta Culture and Tourism may require further mitigative studies of these sites if they cannot be avoided in a proposed development.

C.4 Sites of Regional Significance

Sites that fall into this category include moderate to large campsites, workshop/quarries, rock art sites, or larger Historic sites such as large logging camps. In campsites, time/culturally diagnostic artifacts, non-local tool stone, features, and datable charcoal or bone are present. These camps represent repeated occupations of a locale by a group (multiple family). A number of stratified occupations may be present. Mapping and archaeological excavation of regionally significant sites will recover information which not only greatly assists in understanding the archaeology of that locality but also of the region. Test excavations are sometimes required to verify that a site is of regional significance. These sites are almost always recommended for avoidance or further archaeological study by a professional archaeologist and Alberta Culture and Tourism generally requires further mitigative studies at sites of regional significance if to be disturbed by development.

C.5 Sites of High Regional Significance

The difference between sites of regional and high regional significance reflects differences in size, complexity, number of occupations, activities, density, and diversity of contents, age, and preservation. For example, a moderately-sized Precontact campsite with two occupations may be of regional significance, whereas a larger campsite with stratified remains of four occupations may be of high regional significance. A logging camp may be of regional significance, but a well-preserved Historic townsite may be of high regional significance.

C.6 Sites of Provincial Significance

Sites of Provincial significance are sites which, because of their outstanding values (size, complexity, rarity, condition, etc.) in comparison to other sites of the same class in the Province of Alberta, would qualify for designation under the *Alberta Historical Resources Act*. Sites of Provincial significance are the least common, and overall rather rare.

APPENDIX D: ALBERTA ARCHAEOLOGICAL SITE FORM



ARCHAEOLOGICAL SITE INVENTORY FORM

Borden No. GcOx-3Permit No. 25-153

Revist Date: _____

FINAL 2025 OCT 10

Site Name: _____

Field No: GS4PRelated Heritage
Survey Key No.(s): _____

Location

1. Elevation (m): 597 2. NTS 1:50,000 Map No.: 73L053. Legal Description: LSD 16 Section 4 Township 62 Range 13 W of 4 M4. Point Coordinates: 10-TM (Forest) (EPSG: 3400) Easting 702702.000 Northing 6023337.0005. Landowner: ☐ Government of Canada ☐ Government of Alberta ☐ Municipal Government ☒ FreeholdLandowner
Name/Address:Austin Zacharko, _____6. Dimensions: Length (m) 32 Width (m) 30 Long Axis Orientation N-S Depth Below Surface (m) 0.15

7. Access (tips for access, nearest named place, highway/road numbers, cardinal directions, landmarks, distances)

From Smoky Lake, Alberta, travel east along Highway 28 and turn north onto Highway 36. Continue north for approximately 13.7 km, then turn east onto Township Road 620 and proceed for roughly 9.7 km. Turn north onto Range Road 133 and continue for about 1.3 km before turning west into a private driveway. Park approximately 150 m down the driveway. From this point, enter the forest and proceed north up a steep slope for approximately 50 m to reach the pointed terrace where the site is located atop the landform.

8. Site Environment/Setting (describe water source, landform, aspect, slope, sediment, stratigraphy, vegetation)

Water Source: ☒ Permanent ☐ SeasonalWater Source Type: ☒ Lake ☐ River ☐ Stream ☐ Pond ☐ Wetland ☐ Spring other, specify: _____Distance to Water (m): 125 Direction to Water: West Name: Whitefish LakeLandform: Pointed Terrace Slope (degrees): 2 Aspect: SouthSediment: ☐ Boulders ☐ Cobbles ☒ Gravel ☐ Sand ☒ Silt ☒ Clay ☐ Loam ☐ Bedrock

Stratigraphy, vegetation, other comments

Profile: 0–15 cm duff; 1 cm of dark brown organic soil; 15–28 cm light grey compact silt with abundant small subangular gravels; at approximately 30 cm, a mix of reddish-brown clay and compact silt. A positive shovel test was identified at ~15 cm depth. The landform consists of a pointed terrace or V-shaped bench overlooking Whitefish Lake, situated approximately 30 m above the lake to the east. The surface is generally flat with a gentle 1–2° slope trending westward and a slightly steeper (~5°) slope to the south. The southern to southwestern edge of the landform is well defined, descending roughly 40 m to lower benches overlooking the lake. To the east, the landform edge is less defined and gradually transitions into low-lying terrain. Vegetation consists of an overstory of aspen, birch, and poplar, with a subcanopy of trembling aspen. Ground cover includes prickly rose and leaf litter.

Borden No. GcOx-3Permit No. 25-153**Site Typology**

9. Site Class ☒ prehistoric ☐ Indigenous historic ☐ historic ☐ contemporary
10. Site Context ☐ surface ☒ subsurface ☐ stratified ☐ underwater ☐ undetermined
11. Component ☒ single ☐ multi ☐ undetermined
1 # components
12. Site Type ☐ isolated find ☐ workshop ☐ farm ☐ trail ☐ transportation
☐ scatter ≤10 ☐ quarry ☐ ranch ☐ mission ☐ historic feature
☒ scatter >10 ☐ rock art ☐ dwelling ☐ school ☐ forestry
☐ campsite ☐ burial ☐ trading post ☐ urban ☐ military
☐ stone feature ☐ settlement ☐ police post ☐ ceremonial/religious ☐ collection
☐ killsite ☐ homestead ☐ mine ☐ industrial
13. Culture ☒ Prehistoric, undetermined ☐ Middle Prehistoric ☐ Fur Trade/Contact/Protohistoric
☐ Early Prehistoric ☐ Late Prehistoric ☐ Historic

Cultural Affiliation (complexes, phases, traditions, projectile point types, ethnographic & ethnic groups)

Culture Remarks (describe the basis for your inferences concerning the age and/or cultural affiliation of the site)

Current Observations

14. Site description (spatial extent, patterning, features, density and variety of remains, diagnostics and exotic material, interpretation of the site including origins, functions, and context, summary of pertinent historic ownership for historic sites)

The site consists of a subsurface scatter of over ten lithic artifacts, which include a single core. Artifacts were recovered primarily from shovel testing at approximately 15cm depth within compact silt. The assemblage exhibits moderate diversity in material type and flake morphology, indicating multiple reduction events. No cultural features were identified. The site is situated on a pointed terrace overlooking Whitefish Lake to the west. Its elevated position and proximity to the lake suggest a strategic location for short-term tool production or maintenance activities, likely associated with resource procurement or habitation along the lakeshore.

15. Features (frequencies)
- | | | | | |
|---------------------------------------|---|-------------------------------------|-------------------------------------|-------------------------------------|
| ☐ stone circle | ☐ medicine wheel | ☐ pit | ☐ structure | ☐ trail |
| ☐ cairn | ☐ effigy | ☐ mound | ☐ foundation | ☐ well |
| ☐ stone arc | ☐ pictograph | ☐ depression | ☐ cellar | ☐ privy |
| ☐ stone line | ☐ petroglyph | ☐ cabin | ☐ dump | ☐ outhouse |
| ☐ drive lane | ☐ hearth | ☐ house | ☐ fence | ☐ burial |
| | | | | other, specify <input type="text"/> |

Borden No. GcOx-3Permit No. 25-153**Current Observations, continued**16. Materials Observed: ☒ yes ☐ no Materials Collected: ☒ yes ☐ no

Materials observed/collected (frequencies)

observed	collected	observed	collected	observed	collected
_____	_____ projectile points	_____	_____ charcoal	_____	_____ wood
_____	_____ lithic tools	_____	_____ faunal remains	_____	_____ shell
<u>1</u>	<u>1</u> lithic cores	_____	_____ metal points	_____	_____ metal
<u>11</u>	<u>11</u> lithic debitage	_____	_____ floral remains	_____	_____ glass
_____	_____ bone tools	_____	_____ tephra	_____	_____ beads
_____	_____ pottery	_____	_____ macrofossils	_____	_____ ceramics (historic)
_____	_____ fire cracked rock	_____	_____ soil samples	_____	_____ other, specify

Total # materials observed: 12Total # materials collected: 12

17. Collection Remarks (formed tools, raw materials, identifiable faunal, etc. collected)

11 quartzite flakes, and 1 quartzite core collected. Early and late stage reduction sequence, predominately late stage.

18. Collection Repository: ☒ Royal Alberta Museum ☐ private collection19. Photo/Images: ☒ yes ☐ no Repository: ☒ Royal Alberta Museum other, specify 20. Calendar Date (A.D.):

21. Radiocarbon Dates (conventional C14 date(s) and standard deviation (+/-), lab number and material dated)

22. Estimated Portion Intact: ☒ 80-100% ☐ 50-80% ☐ <50% ☐ 0% ☐ undetermined

23. Disturbance Factors:

Type of Existing Disturbance

☐ agriculture	☐ road/highway	☐ coal mine	☐ transmission line	☐ industrial area	☐ cutline	other, specify
☐ pipeline	☐ gravel/sand pit	☐ oil sands	☐ recreation area	☐ vandalism	☐ OHV trail	
☐ wellsite	☐ residential area	☐ forestry	☐ reservoir	☐ erosion	☐ flooding	

Will proposed development impact site? ☐ yes ☒ no ☐ unknown ☐ N/A

Type of Anticipated / Potential Disturbance

☐ agriculture	☐ road/highway	☐ coal mine	☐ transmission line	☐ industrial area	☐ cutline	other, specify
☐ pipeline	☐ gravel/sand pit	☐ oil sands	☐ reservoir	☐ vandalism	☐ OHV trail	
☐ wellsite	☐ residential area	☐ forestry	☐ recreation area	☐ erosion	☐ flooding	

Disturbance Factor Details (both existing and anticipated)

Site is to be recommended for avoidance/further study. No disturbance anticipated.

Borden No. GcOx-3

Permit No. 25-153

Investigation

24. Investigation Methods	# on landform (includes area within site)			Location # within site boundary			# of positives		
	screened	not screened	total	screened	not screened	total	screened	not screened	total
	☐ exposure inspection								
☒ shovel tests	17		17	8		8	4		4
☐ backhoe tests									
☐ deep evaluative test									
☐ auger tests									
☐ test unit									
☐ monitoring									
☐ surface inspection									
☐ excavation unit	# excavated square meters:					screen mesh size (mm): 6.25			
☐ detailed mapping	map description:								
other, specify:									

25. Permit Holder/Researcher: Grant Smith26. Researcher Affiliation: Lifeways of Canada Limited27. Observed by: Smith, G. and Vivian, B. Date (YYYYMMDD): 2025/09/2428. Collected by: Smith, G. and Vivian, B. Date (YYYYMMDD): 2025/09/2429. Tested by: Smith, G. and Vivian, B. Date (YYYYMMDD): 2025/09/2430. Excavated by: _____ Date (YYYYMMDD): 2025/09/2431. Form completed by: Smith, G. Date (YYYYMMDD): 2025/10/0632. Report Title/Project Name Sunset Ridge Estates at Whitefish Lake**Site Significance and Recommendations**

33. Site Significance/Recommendations Remarks

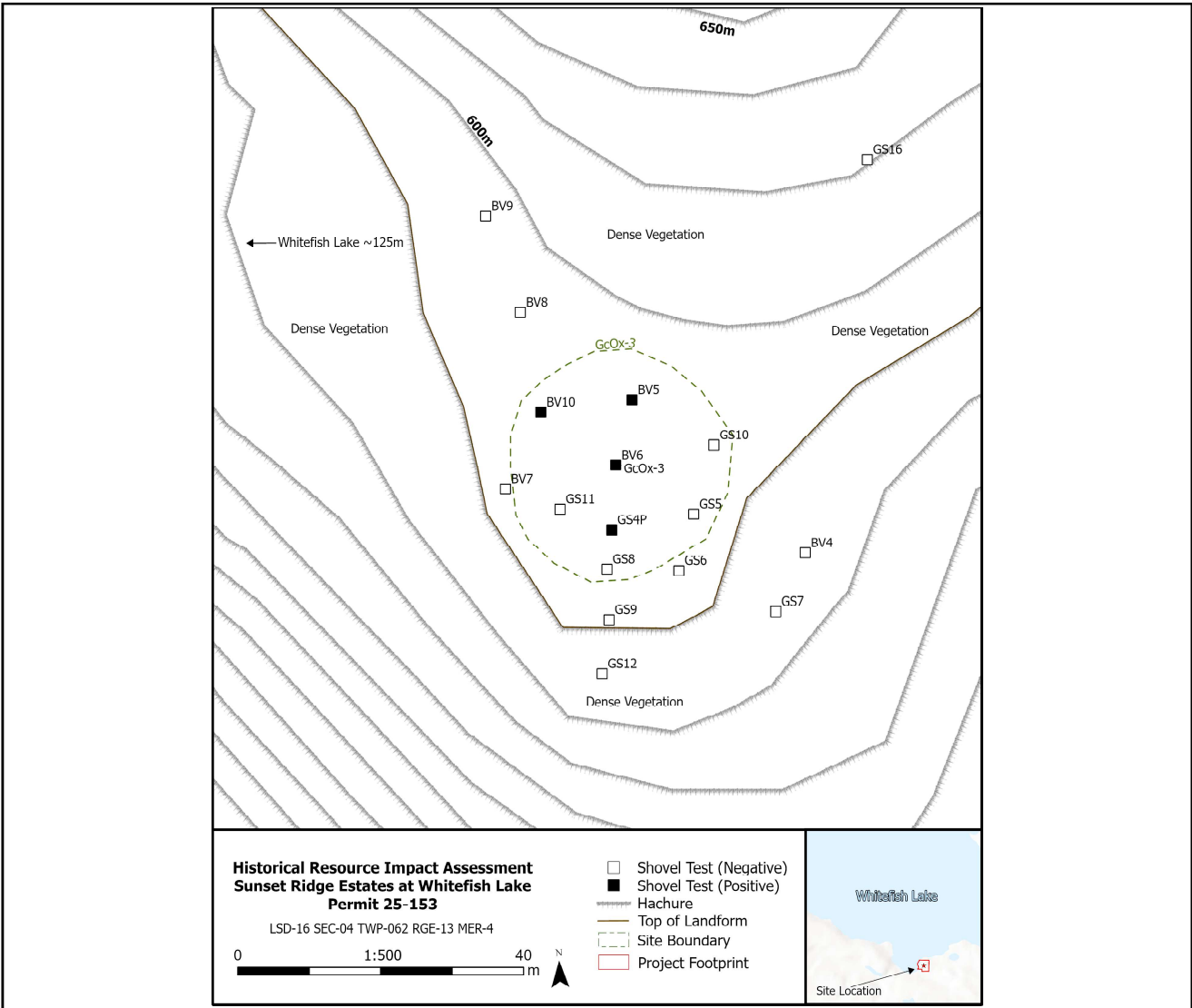
The site is considered to have moderate archaeological significance based on the recovery of more than ten lithic artifacts, including a core and flakes of varying material types. The artifact density indicate potential for additional buried cultural material. It is recommended that further investigation be undertaken to better define the site's extent, integrity, and cultural context. Additional subsurface testing is advised prior to any ground-disturbing activities to ensure adequate assessment and mitigation of archaeological resources.

34. Additional Remarks

Photo facing south over first positive shovel test (GS4P) on landform.

35. Site Map

Borden No. GcOx-3
Permit No. 25-153



NTS 1:50,000 Map Inset

Map No.: 73L05

Optional (map legend, site or artifact photo, other)





ARCHAEOLOGICAL SITE INVENTORY FORM

Borden No. GcOx-4Permit No. 25-153

Revist Date: _____

FINAL 2025 OCT 10

Site Name: _____

Field No: GS20PRelated Heritage
Survey Key No.(s): _____

Location

1. Elevation (m): 586 2. NTS 1:50,000 Map No.: 73L053. Legal Description: LSD 16 Section 4 Township 62 Range 13 W of 4 M4. Point Coordinates: 10-TM (Forest) (EPSG: 3400) Easting 702586.000 Northing 6023306.0005. Landowner: ☐ Government of Canada ☐ Government of Alberta ☐ Municipal Government ☒ FreeholdLandowner
Name/Address:Austin Zacharko, 2 _____6. Dimensions: Length (m) 31 Width (m) 20 Long Axis Orientation NW-SE Depth Below Surface (m) 0.15

7. Access (tips for access, nearest named place, highway/road numbers, cardinal directions, landmarks, distances)

From Smoky Lake, Alberta, travel east along Highway 28 and turn north onto Highway 36. Continue north for approximately 13.7 km, then turn east onto Township Road 620 and proceed for roughly 9.7 km. Turn north onto Range Road 133 and continue for about 1.3 km before turning west into a private driveway. Park approximately 150 m down the driveway. From this point, proceed north past the main home for roughly 150m until the backyard transitions into the dense forest. At this transition point the site can be accessed on the terrace overlooking Whitefish Lake.

8. Site Environment/Setting (describe water source, landform, aspect, slope, sediment, stratigraphy, vegetation)

Water Source: ☒ Permanent ☐ SeasonalWater Source Type: ☒ Lake ☐ River ☐ Stream ☐ Pond ☐ Wetland ☐ Spring other, specify: _____Distance to Water (m): 15 Direction to Water: West Name: Whitefish LakeLandform: Terrace Slope (degrees): 2 Aspect: WestSediment: ☐ Boulders ☐ Cobbles ☐ Gravel ☐ Sand ☒ Silt ☒ Clay ☐ Loam ☐ Bedrock

Stratigraphy, vegetation, other comments

Profile: 0–9 cm duff; 10–11 cm dark brown organic soil; 11–22 cm light grey silt; 22–25 cm clayey silt composed of mixed reddish-brown clay and light grey silt. Shovel testing was conducted along the terrace edge at 10–20 m intervals, beginning at the edge of a disturbed area to the south. The landform consists of a terrace edge trending northeast to southwest with a well-defined western margin descending 45–50° toward Whitefish Lake. The southern portion of the landform is relatively flat, while the northern margin gradually declines at approximately 20°. To the east, the landform transitions into a poorly defined edge sloping about 10° into a low-lying area. Vegetation is consistent with surrounding areas, consisting of an overstory of aspen, birch, and poplar, with an understory of trembling aspen. Ground cover includes prickly rose and leaf litter.

Borden No. GcOx-4Permit No. 25-153**Site Typology**

9. Site Class ☒ prehistoric ☐ Indigenous historic ☐ historic ☐ contemporary
10. Site Context ☐ surface ☒ subsurface ☐ stratified ☐ underwater ☐ undetermined
11. Component ☒ single ☐ multi ☐ undetermined
1 # components
12. Site Type ☐ isolated find ☐ workshop ☐ farm ☐ trail ☐ transportation
☐ scatter ≤10 ☐ quarry ☐ ranch ☐ mission ☐ historic feature
☐ scatter >10 ☐ rock art ☐ dwelling ☐ school ☐ forestry
☒ campsite ☐ burial ☐ trading post ☐ urban ☐ military
☐ stone feature ☐ settlement ☐ police post ☐ ceremonial/religious ☐ collection
☐ killsite ☐ homestead ☐ mine ☐ industrial
13. Culture ☒ Prehistoric, undetermined ☐ Middle Prehistoric ☐ Fur Trade/Contact/Protohistoric
☐ Early Prehistoric ☐ Late Prehistoric ☐ Historic

Cultural Affiliation (complexes, phases, traditions, projectile point types, ethnographic & ethnic groups)

Culture Remarks (describe the basis for your inferences concerning the age and/or cultural affiliation of the site)

Current Observations

14. Site description (spatial extent, patterning, features, density and variety of remains, diagnostics and exotic material, interpretation of the site including origins, functions, and context, summary of pertinent historic ownership for historic sites)

The site consists of a subsurface scatter of over ten lithic artifacts a varying material types, in addition to a single calcine bone fragment. Artifacts were recovered primarily from shovel testing at approximately 15cm depth within compact silt. No cultural features were identified. The site is situated on a terrace edge or bench, immediately overlooking Whitefish Lake to the west and south. Its elevated position and proximity to the lake suggest a strategic location for short-term tool production or maintenance activities, likely associated with resource procurement or habitation along the lakeshore.

15. Features (frequencies)
- | | | | | |
|---------------------------------------|---|-------------------------------------|-------------------------------------|-------------------------------------|
| ☐ stone circle | ☐ medicine wheel | ☐ pit | ☐ structure | ☐ trail |
| ☐ cairn | ☐ effigy | ☐ mound | ☐ foundation | ☐ well |
| ☐ stone arc | ☐ pictograph | ☐ depression | ☐ cellar | ☐ privy |
| ☐ stone line | ☐ petroglyph | ☐ cabin | ☐ dump | ☐ outhouse |
| ☐ drive lane | ☐ hearth | ☐ house | ☐ fence | ☐ burial |
| | | | | other, specify <input type="text"/> |

Borden No. GcOx-4Permit No. 25-153**Current Observations, continued**16. Materials Observed: ☒ yes ☐ no Materials Collected: ☒ yes ☐ no

Materials observed/collected (frequencies)

observed	collected	observed	collected	observed	collected
_____	_____ projectile points	_____	_____ charcoal	_____	_____ wood
_____	_____ lithic tools	<u>1</u>	<u>1</u> faunal remains	_____	_____ shell
_____	_____ lithic cores	_____	_____ metal points	_____	_____ metal
<u>20</u>	<u>20</u> lithic debitage	_____	_____ floral remains	_____	_____ glass
_____	_____ bone tools	_____	_____ tephra	_____	_____ beads
_____	_____ pottery	_____	_____ macrofossils	_____	_____ ceramics (historic)
_____	_____ fire cracked rock	_____	_____ soil samples	_____	_____ other, specify

Total # materials observed: 21Total # materials collected: 21

17. Collection Remarks (formed tools, raw materials, identifiable faunal, etc. collected)

12 quartzite flakes, 2 chert flakes, 5 quartz flakes, 1 petrified wood flake, and 1 calcine bone fragment. All flakes were in the late stages of lithic reduction. No single bone fragment is unidentifiable.

18. Collection Repository: ☒ Royal Alberta Museum ☐ private collection19. Photo/Images: ☒ yes ☐ no Repository: ☒ Royal Alberta Museum other, specify _____

20. Calendar Date (A.D.): _____

21. Radiocarbon Dates (conventional C14 date(s) and standard deviation (+/-), lab number and material dated)

22. Estimated Portion Intact: ☒ 80-100% ☐ 50-80% ☐ <50% ☐ 0% ☐ undetermined

23. Disturbance Factors:

Type of Existing Disturbance

☐ agriculture	☐ road/highway	☐ coal mine	☐ transmission line	☐ industrial area	☐ cutline	other, specify _____
☐ pipeline	☐ gravel/sand pit	☐ oil sands	☐ recreation area	☐ vandalism	☐ OHV trail	
☐ wellsite	☐ residential area	☐ forestry	☐ reservoir	☐ erosion	☐ flooding	

Will proposed development impact site? ☐ yes ☒ no ☐ unknown ☐ N/A

Type of Anticipated / Potential Disturbance

☐ agriculture	☐ road/highway	☐ coal mine	☐ transmission line	☐ industrial area	☐ cutline	other, specify _____
☐ pipeline	☐ gravel/sand pit	☐ oil sands	☐ reservoir	☐ vandalism	☐ OHV trail	
☐ wellsite	☐ residential area	☐ forestry	☐ recreation area	☐ erosion	☐ flooding	

Disturbance Factor Details (both existing and anticipated)

Site is to be recommended for avoidance/further study. No disturbance anticipated.

Borden No. GcOx-4

Permit No. 25-153

Investigation

24. Investigation Methods	Location						# of positives		
	# on landform (includes area within site)			# within site boundary					
	screened	not screened	total	screened	not screened	total	screened	not screened	total
☐ exposure inspection									
☒ shovel tests	7		7	6		6	5		5
☐ backhoe tests									
☐ deep evaluative test									
☐ auger tests									
☐ test unit									
☐ monitoring									
☐ surface inspection									
☐ excavation unit	# excavated square meters:					screen mesh size (mm): 6.25			
☐ detailed mapping	map description:								
other, specify:									

25. Permit Holder/Researcher: Grant Smith26. Researcher Affiliation: Lifeways of Canada Limited27. Observed by: Smith, G. and Vivian, B. Date (YYYYMMDD): 2025/09/2528. Collected by: Smith, G. and Vivian, B. Date (YYYYMMDD): 2025/09/2529. Tested by: Smith, G. and Vivian, B. Date (YYYYMMDD): 2025/09/2530. Excavated by: _____ Date (YYYYMMDD): 2025/09/2531. Form completed by: Smith, G. Date (YYYYMMDD): 2025/10/0632. Report Title/Project Name Sunset Ridge Estates at Whitefish Lake**Site Significance and Recommendations**

33. Site Significance/Recommendations Remarks

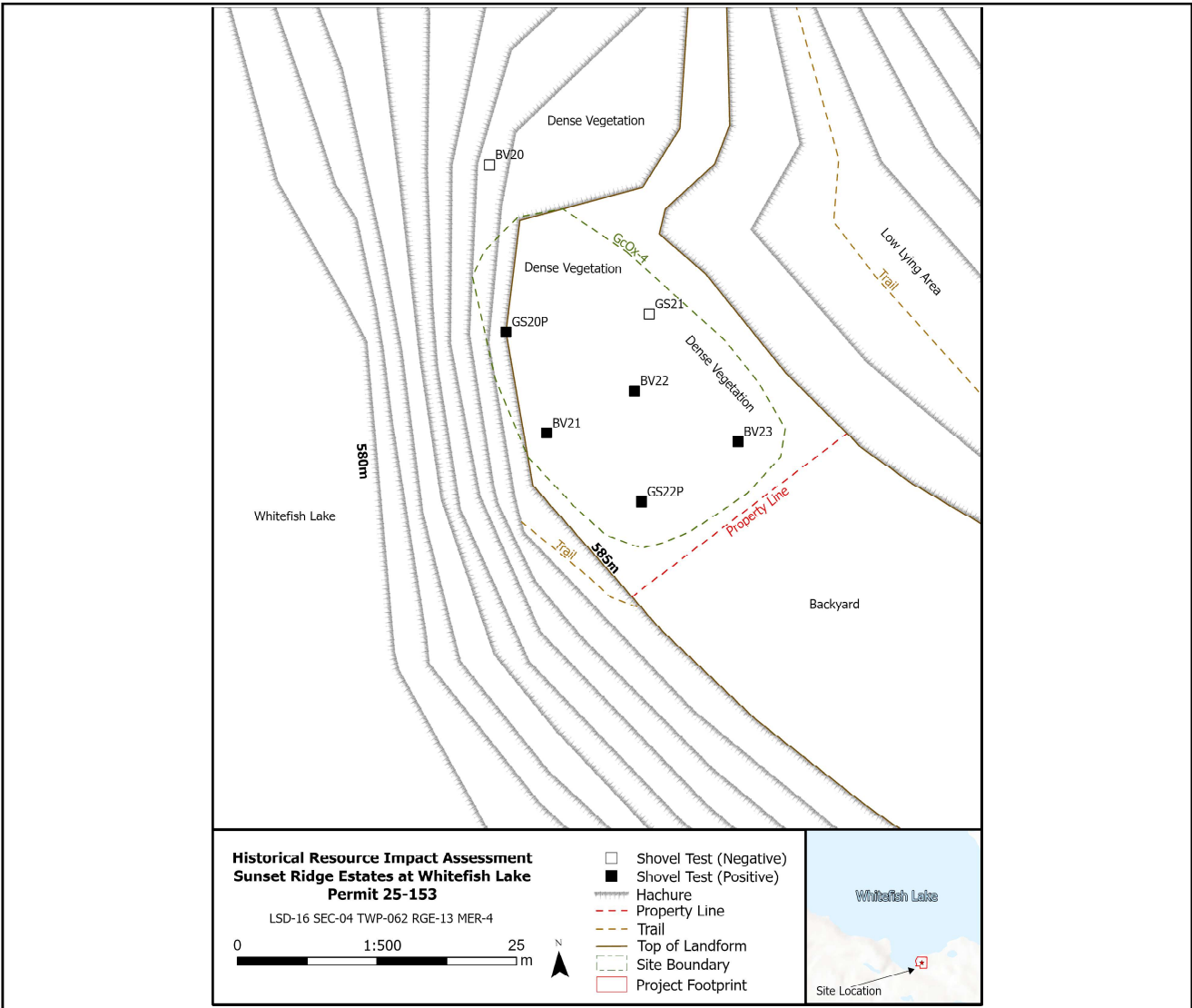
The site is considered to have moderate archaeological significance based on the recovery of more than ten lithic artifacts of varying material types. The artifact diversity and density indicate potential for additional buried cultural material. It is recommended that further investigation be undertaken to better define the site's extent, integrity, and cultural context. Additional subsurface testing is advised prior to any ground-disturbing activities to ensure adequate assessment and mitigation of archaeological resources.

34. Additional Remarks

Photo facing west over first positive shovel test (GS20P) on landform.

35. Site Map

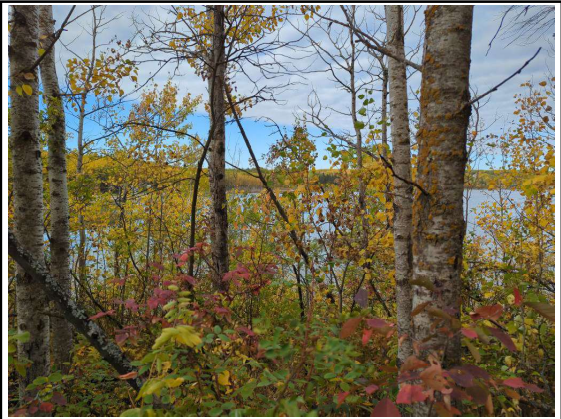
Borden No. GcOx-4
Permit No. 25-153



NTS 1:50,000 Map Inset

Map No.: 73L05

Optional (map legend, site or artifact photo, other)



APPENDIX F: SPATIAL DATA

Shape_Leng	Shape_Area	Permit	Bndy_Type	Subtype
3526.444	60336.13	25-153	Ground Survey	2
1397.622	107375.5	25-153	Development Footprint	1

Permit	SI_Name	Type	Subtype	Result	Num_Arts	Borden_No	sq_m	Depth	Screen	Screen_mm
25-153	BV11	Shovel Test	1	Negative	0		0	0.2	Screened	6.25
25-153	BV12	Shovel Test	1	Negative	0		0	0.15	Screened	6.25
25-153	BV13	Shovel Test	1	Negative	0		0	0.18	Screened	6.25
25-153	BV14	Shovel Test	1	Negative	0		0	0.12	Screened	6.25
25-153	BV15	Shovel Test	1	Negative	0		0	0.18	Screened	6.25
25-153	BV16	Shovel Test	1	Negative	0		0	0.2	Screened	6.25
25-153	BV17	Shovel Test	1	Negative	0		0	0.18	Screened	6.25
25-153	BV18	Shovel Test	1	Negative	0		0	0.2	Screened	6.25
25-153	BV19	Shovel Test	1	Negative	0		0	0.2	Screened	6.25
25-153	BV20	Shovel Test	1	Negative	0		0	0.2	Screened	6.25
25-153	BV21	Shovel Test	1	Positive	1	GcOx-4	0	0.24	Screened	6.25
25-153	BV22	Shovel Test	1	Positive	9	GcOx-4	0	0.25	Screened	6.25
25-153	BV23	Shovel Test	1	Positive	9	GcOx-4	0	0.2	Screened	6.25
25-153	BV1	Shovel Test	1	Negative	0		0	0.35	Screened	6.25
25-153	BV2	Shovel Test	1	Negative	0		0	0.25	Screened	6.25
25-153	BV3	Shovel Test	1	Negative	0		0	0.2	Screened	6.25
25-153	BV4	Shovel Test	1	Negative	0		0	0.23	Screened	6.25
25-153	BV5	Shovel Test	1	Positive	3	GcOx-3	0	0.2	Screened	6.25
25-153	BV6	Shovel Test	1	Positive	1	GcOx-3	0	0.2	Screened	6.25
25-153	BV7	Shovel Test	1	Negative	0		0	0.2	Screened	6.25
25-153	BV8	Shovel Test	1	Negative	0		0	0.2	Screened	6.25
25-153	BV9	Shovel Test	1	Negative	0		0	0.2	Screened	6.25
25-153	BV10	Shovel Test	1	Positive	4	GcOx-3	0	0.3	Screened	6.25
25-153	GS13	Shovel Test	1	Negative	0		0	0.25	Screened	6.25
25-153	GS14	Shovel Test	1	Negative	0		0	0.22	Screened	6.25
25-153	GS15	Shovel Test	1	Negative	0		0	0.22	Screened	6.25
25-153	GS16	Shovel Test	1	Negative	0		0	0.25	Screened	6.25
25-153	GS17	Shovel Test	1	Negative	0		0	0.23	Screened	6.25
25-153	GS18	Shovel Test	1	Negative	0		0	0.22	Screened	6.25
25-153	GS19	Shovel Test	1	Negative	0		0	0.28	Screened	6.25
25-153	GS20P	Shovel Test	1	Positive	1	GcOx-4	0	0.25	Screened	6.25
25-153	GS21	Shovel Test	1	Negative	0	GcOx-4	0	0.25	Screened	6.25
25-153	GS22P	Shovel Test	1	Positive	1	GcOx-4	0	0.22	Screened	6.25
25-153	GS1	Shovel Test	1	Negative	0		0	0.25	Screened	6.25
25-153	GS2	Shovel Test	1	Negative	0		0	0.25	Screened	6.25
25-153	GS3	Shovel Test	1	Negative	0		0	0.23	Screened	6.25
25-153	GS4P	Shovel Test	1	Positive	4	GcOx-3	0	0.3	Screened	6.25

Permit	SI_Name	Type	Subtype	Result	Num_Arts	Borden_No	sq_m	Depth	Screen	Screen_mm
25-153	GS5	Shovel Test	1	Negative	0	GcOx-3	0	0.22	Screened	6.25
25-153	GS6	Shovel Test	1	Negative	0		0	0.22	Screened	6.25
25-153	GS7	Shovel Test	1	Negative	0		0	0.25	Screened	6.25
25-153	GS8	Shovel Test	1	Negative	0	GcOx-3	0	0.22	Screened	6.25
25-153	GS9	Shovel Test	1	Negative	0		0	0.2	Screened	6.25
25-153	GS10	Shovel Test	1	Negative	0	GcOx-3	0	0.2	Screened	6.25
25-153	GS11	Shovel Test	1	Negative	0	GcOx-3	0	0.2	Screened	6.25
25-153	GS12	Shovel Test	1	Negative	0		0	0.23	Screened	6.25

APPENDIX G: ARTIFACT CATALOGUE

Borden Number	Catalogue Number	Count	Weight (g)	Length (mm)	Width (mm)	Thickness (mm)	Gross/Category Class	Description	Portion/Integrity	Raw Material	Colour	Cortex	Gross Taxon/ Family	Depth (cm BS)	10-TM Easting	10-TM Northing	SI_Name	Comments
GcOx-3	1	1	150.5	109.58			Lithic	primary decortication flake	incomplete	quartzite	grey, light	10%		0-20	702704.02	6023347.18	STBV5	
GcOx-3	2	1	1.2	19.4			Lithic	shatter	incomplete	quartzite	pink	0%		0-20	702704.02	6023347.18	STBV5	
GcOx-3	3	1	0.8	17.3			Lithic	shatter	incomplete	quartzite	orange	0%		0-20	702704.02	6023347.18	STBV5	
GcOx-3	4	1	4.4	31.05			Lithic	secondary flake	incomplete	quartzite	grey, light/ grey, dark	0%		8	702701.73	6023338.01	STBV6	dark grey part is more fine-grained; distal margin broken off
GcOx-3	5	1	13.1	40.64			Lithic	secondary decortication flake	incomplete	quartzite	pink/ white	25%		8-20	702691.25	6023345.43	STBV10	distal margin broken off
GcOx-3	6	1	4.8	27.96			Lithic	primary decortication flake	incomplete	quartzite	grey	50%		8-20	702691.25	6023345.43	STBV10	distal margin broken off
GcOx-3	7	1	3.2	22.45			Lithic	secondary flake	complete	quartzite	brown, light	0%		8-20	702691.25	6023345.43	STBV10	
GcOx-3	8	1	2.7	17.94			Lithic	secondary flake	incomplete	siltstone	red	0%		8-20	702691.25	6023345.43	STBV10	
GcOx-3	9	1	6.9	36.87			Lithic	flake fragment	incomplete	quartzite	white	0%		0-15	702701.18	6023328.95	STGS4P	
GcOx-3	10	1	11.8	44.02			Lithic	flake fragment	incomplete	quartzite	white	0%		0-15	702701.18	6023328.95	STGS4P	consists of distal margin portion
GcOx-3	11	1	0.7	18.82			Lithic	shatter	incomplete	quartzite	red	0%		0-15	702701.18	6023328.95	STGS4P	
GcOx-3	12	1	324.8	109.55	93.31	35.84	Lithic	core	complete	quartzite	grey/ orange			0-15	702701.18	6023328.95	STGS4P	seems heated - red/orange colouration at and around cortex (but not crazed); cortex covering ~80% of dorsal surface
GcOx-4	1	1	50.4	58.22			Lithic	primary decortication	incomplete	quartzite	red	0%		10-15	702576.80	6023310.66	STGS20P	distal portion broken off; 75% of dorsal surface is not cortex but weathered exterior
GcOx-4	2	1	0.3	14.28			Lithic	secondary decortication	incomplete	chert	grey, dark	10%		15-20	702588.93	6023295.41	STGS22P	small amount of exterior (cortex?) at platform
GcOx-4	3	1	8.0	36.66			Lithic	flake fragment	incomplete	quartzite	brown, light/ brown	0%		15	702580.43	6023301.58	STBV21	portion of distal margin
GcOx-4	4	1	9.7	28.55			Lithic	secondary decortication	incomplete	quartzite	red	0%		8-20	702588.30	6023305.39	STBV22	distal portion broken off;
GcOx-4	5	1	2.8	26.14			Lithic	flake fragment	incomplete	quartzite	red/ grey	0%		8-20	702588.30	6023305.39	STBV22	
GcOx-4	6	1	0.5	16.03			Lithic	flake fragment	incomplete	quartzite	red	0%		8-20	702588.30	6023305.39	STBV22	
GcOx-4	7	1	1.4	20.4			Lithic	flake fragment	incomplete	quartzite	pink, light	0%		8-20	702588.30	6023305.39	STBV22	distal edge of flake
GcOx-4	8	1	0.8	18.85			Lithic	secondary	complete	quartzite	pink, light	0%		8-20	702588.30	6023305.39	STBV22	
GcOx-4	9	1	0.3	12.53			Lithic	shatter	incomplete	quartzite	brown	50%		8-20	702588.30	6023305.39	STBV22	
GcOx-4	10	1	1.6	22.04			Lithic	primary decortication	incomplete	quartzite	orange	50%		8-20	702588.30	6023305.39	STBV22	fine-grained
GcOx-4	11	1	0.9	20.88			Lithic	flake fragment	incomplete	quartz	white	0%		8-20	702588.30	6023305.39	STBV22	lateral or distal edge flake fragment
GcOx-4	12	1	0.5	13.82			Lithic	shatter	incomplete	quartz	white	0%		8-20	702597.58	6023300.81	STBC23	
GcOx-4	13	1	0.4	12.91			Lithic	shatter	incomplete	quartz	white	0%		8-20	702597.58	6023300.81	STBC23	
GcOx-4	14	1	3.1	25.58			Lithic	flake fragment	incomplete	quartz	white with orange flecks	0%		8-20	702597.58	6023300.81	STBC23	
GcOx-4	15	1	0.8	16.69			Lithic	shatter	incomplete	quartzite	tan	0%		8-20	702597.58	6023300.81	STBC23	
GcOx-4	16	1	2.7	22.54			Lithic	shatter	incomplete	quartzite	white/ grey	0%		8-20	702597.58	6023300.81	STBC23	
GcOx-4	17	1	2.2	15.29			Lithic	secondary decortication	incomplete	quartzite	brown	25%		8-20	702597.58	6023300.81	STBC23	distal portion broken off
GcOx-4	18	1	1.0	18.88			Lithic	secondary	complete	quartzite	orange, light	0%		8-20	702597.58	6023300.81	STBC23	
GcOx-4	19	1	2.0	25.12			Lithic	primary decortication	incomplete	chert	brown	100%		8-20	702597.58	6023300.81	STBC23	some of lateral margin broken off, possibly heated
GcOx-4	20	1	0.3				Fauna	bone frag	incomplete				mammal, medium/large	8-20	702588.30	6023305.39	STBV22	calcined



Appendix E: Preliminary Engineering Drawings

OTES

l to the property line of each lot. The natural
d maintained by Smoky Lake County.

dividual power pole and meter. All electrical
nt will be owned and maintained by ATCO

ble for the installation of an on-site potable
ptic tanks will be permitted for wastewater
with applicable regulations.

Responsibility

sponsible for all aspects of development on

other structures

and inspections
l and provincial regulations

via internal gravel roads and individual
y locations may be adjusted based on

the Smoky Lake County Land Use Bylaw,

ts
s
ge limits

ADDITIONAL CONSIDERATIONS

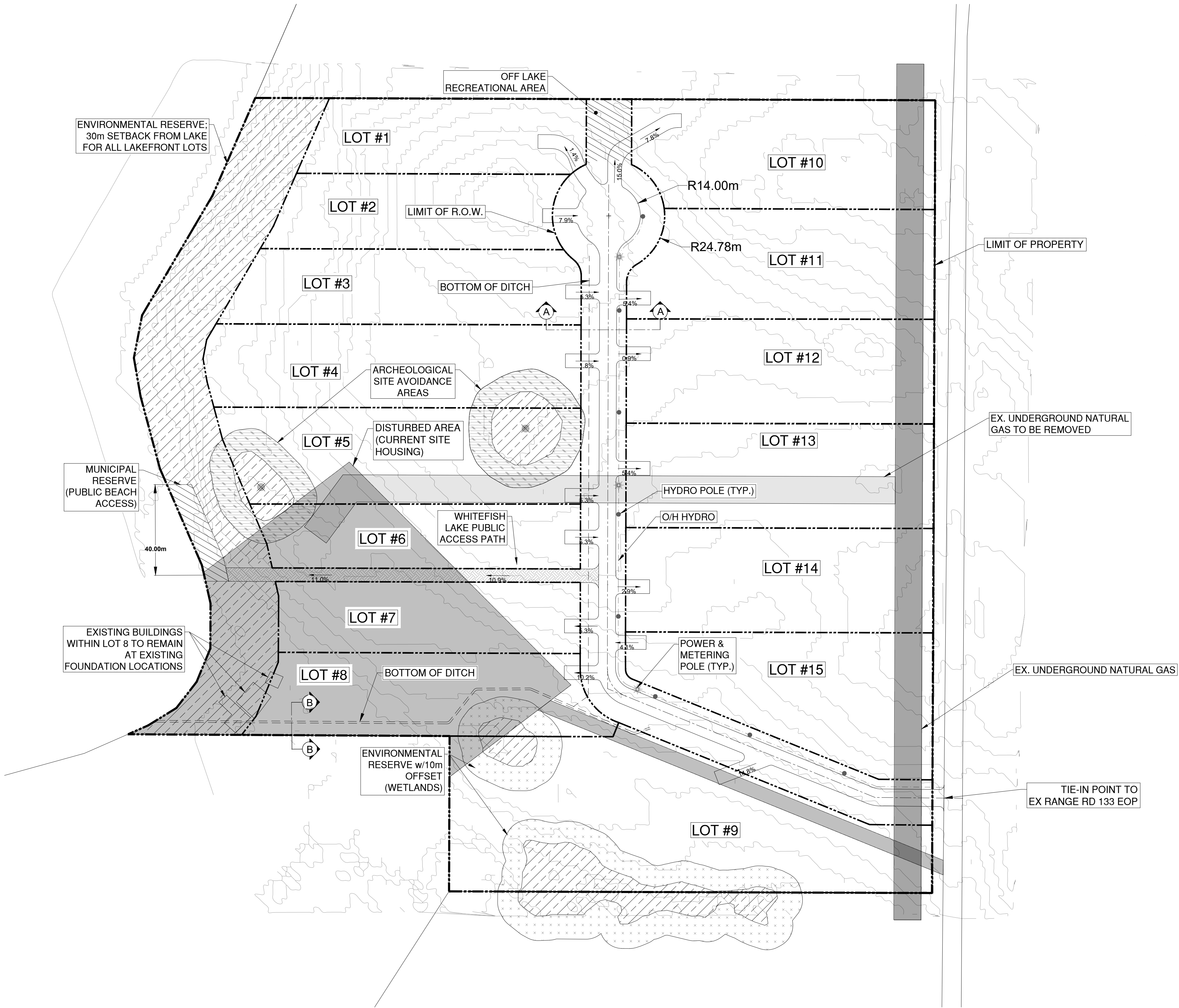
- Environmental Reserve Buffer**
All waterfront lots are subject to a 30-meter Environmental Reserve (ER) setback from the high-water mark of Whitefish Lake. While no development or vegetation clearing is permitted within the ER, lakefront landowners may create a natural walking path to allow for direct pedestrian access to the lake.
- Lake Access & Recreation Area**
All lot owners will have access to Whitefish Lake via the public access path and municipal reserve area. An off-lake recreational area is located on the development and will be open for all lot owners to use.
- Environmental Preservation**
Landowners are encouraged to preserve mature trees and natural vegetation where possible. No clearing is permitted within environmental reserve areas.
- Wildfire Protection**
All property owners are encouraged to implement FireSmart practices, including the creation of defensible space around structures and safe vegetation management.
- Construction Impact**
Lot owners are responsible for ensuring that construction activity does not damage subdivision roads or shared infrastructure. Any such damage will be the responsibility of the property owner.
- Additional Considerations**
 - This Outline Plan is not an engineering document and is for planning purposes only. It may not be used for construction purposes. It is intended for illustrative and conceptual reference only and is subject to change. Final engineering design, surveying, and municipal approvals will determine actual lot boundaries,infrastructure details, and development conditions.

LIST OF SHEETS

GENERAL NOTES	C1.0
SITE PLAN	C2.0
PLAN & PROFILE	C3.0
SITE SERVICING PLAN	C4.0
CROSS SECTIONS	C5.0
STORMWATER MANAGEMENT PLAN	C6.0

CAD FILENAME PLOT DATE				2500600-PR-BASE1 2026-06-11		LAND OWNER		SUBDIVISION AUTHORITY		AUTHORITY HAVING JURISDICTION		CONSULTANT		SUNSET RIDGE ESTATES AT WHITEFISH LAKE GENERAL NOTES											
AUSTIN ZACHARAKO 20202 ALBERTA LTD. 303 18 AVE SW #104, CALGARY, AB T2S 1E1		MUNICIPAL PLANNING SERVICES 1751 1ST AVE NW S208, EDMONTON, AB T5S 1E1 municipal.ab.ca		SMOKY LAKE COUNTY 4612 MCCOYDALE DRIVE, SMOKY LAKE, AB T5A 3C3 smoky.lake.county.ab.ca		PRI ENGINEERING CORP. 2642 ENTERPRISE WAY #200, SKELETON, BC V1Y 0T5 priengineering.com																			
																									
REV	DATE	REVISIONS		NAME		PAUL J. KUNDZINS SENIOR DESIGNER DATE 2026-06-11				DESIGNED JZ DATE 2026-06-11		QUALITY CONTROL QUALITY ASSURANCE DRAWN		PK DATE 2026-06-11		PK DATE 2026-06-11		FILE NUMBER 2500600		PROJECT NUMBER 2500600		REG 1	DRAWING NUMBER 2500600-C1.0		REV
1	2026-06-05	ISSUED FOR REVIEW		PK						PK DATE 2026-06-11		PK DATE 2026-06-11													
2	2026-06-11	ISSUED FOR APPROVAL		PK						PK DATE 2026-06-11		PK DATE 2026-06-11													
																		</							

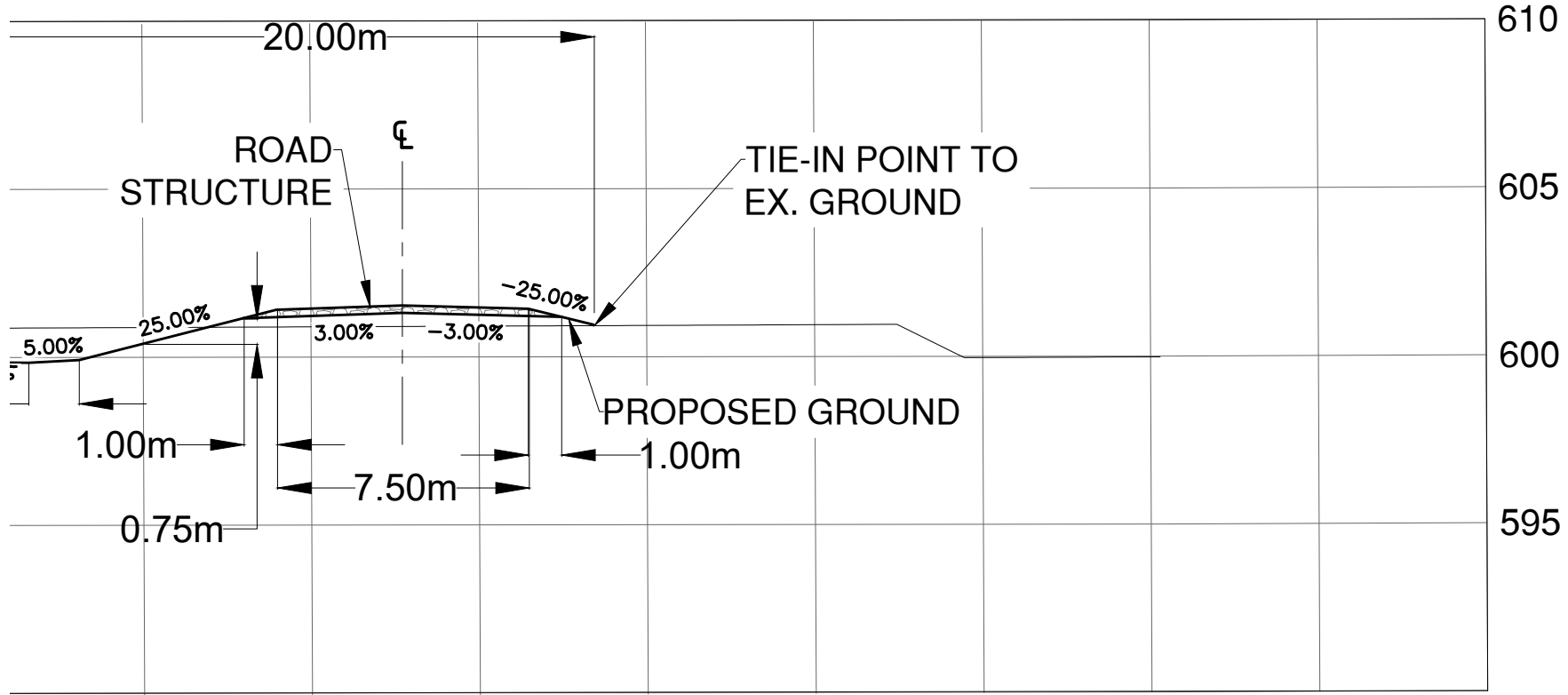
AILS



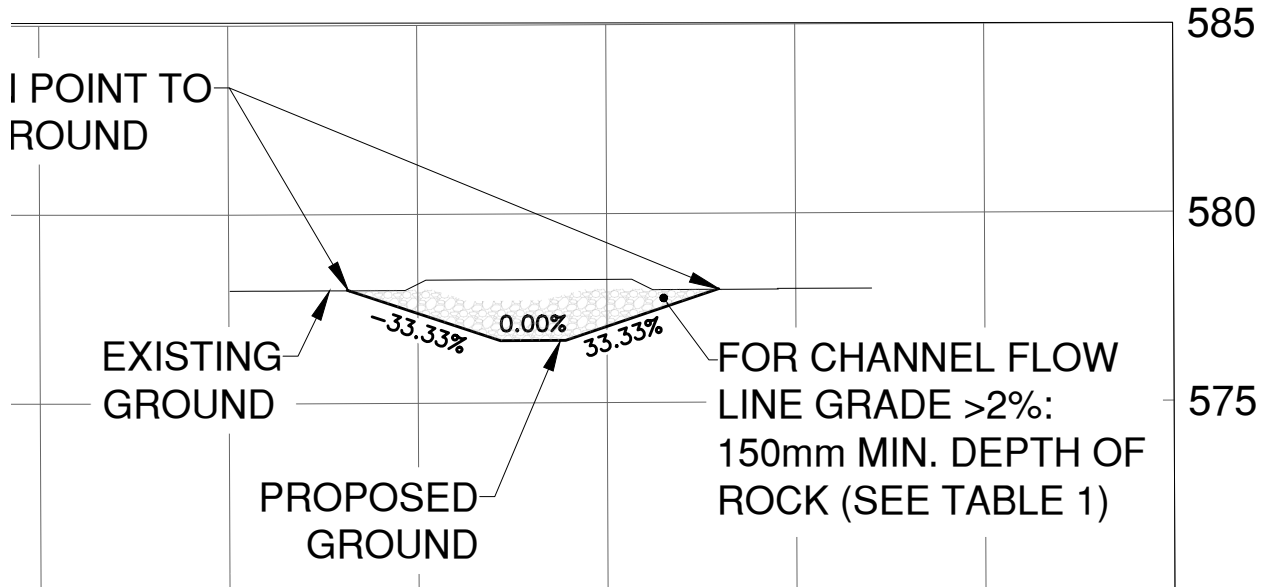
LOT DETAILS

LOT NO.	AREA (m ²)
1	3,986
2	4,067
3	4,990
4	6,042
5	6,567
6	3,981
7	4,170
8	5,300
9	11,747
10	6,253
11	6,253
12	6,253
13	6,253
14	6,250
15	6,250

SCALE 1:000		CAD FILENAME 2500600-PR-BASE1	LAND OWNER AUSTIN ZACHARAKO 2805TH AVE. S.E. 1751 1ST AVE. W. S.E. EDMONTON, AB T5S 1E1	SUBDIVISION AUTHORITY MUNICIPAL PLANNING SERVICES 4812 MCCOY GALL DRIVE, SMOYER LAKE, AB T5A 3C3 smoyerslakecounty.ab.ca	AUTHORITY HAVING JURISDICTION SMOYER LAKE COUNTY 4812 MCCOY GALL DRIVE, SMOYER LAKE, AB T5A 3C3 smoyerslakecounty.ab.ca	CONSULTANT PRI ENGINEERING CORP. 2642 ENTERPRISE WAY #200, SHELTON, BC V1Y 8T8 priengineering.com	SUNSET RIDGE ESTATES AT WHITEFISH LAKE SITE PLAN					
REV	DATE	REVISIONS	NAME	DESIGNED JZ DATE 2026-06-11				FILE NUMBER 2500600	PROJECT NUMBER 2500600	REG 1	DRAWING NUMBER 2500600-C2.0	REV
1	2026-06-05	ISSUED FOR REVIEW	PK	QUALITY CONTROL PK DATE 2026-06-11								
2	2026-06-11	ISSUED FOR APPROVAL	PK	QUALITY ASSURANCE PK DATE 2026-06-11								
STAMP 2026-06-11				PAUL J. KUNDZINS SENIOR DESIGNER DATE 2026-06-11								



CROSS SECTION A-A
SCALE H 1:200
V 1:200

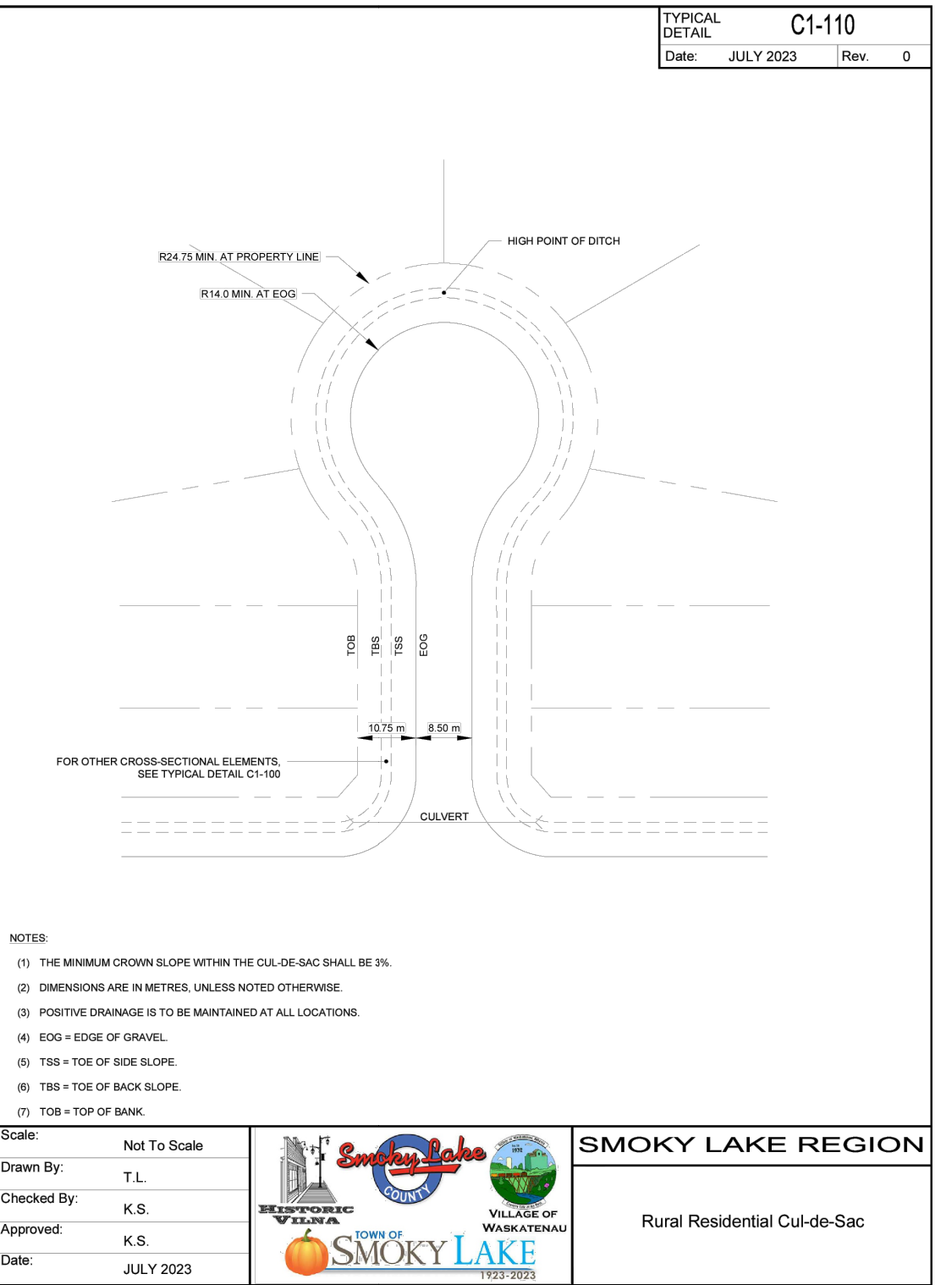
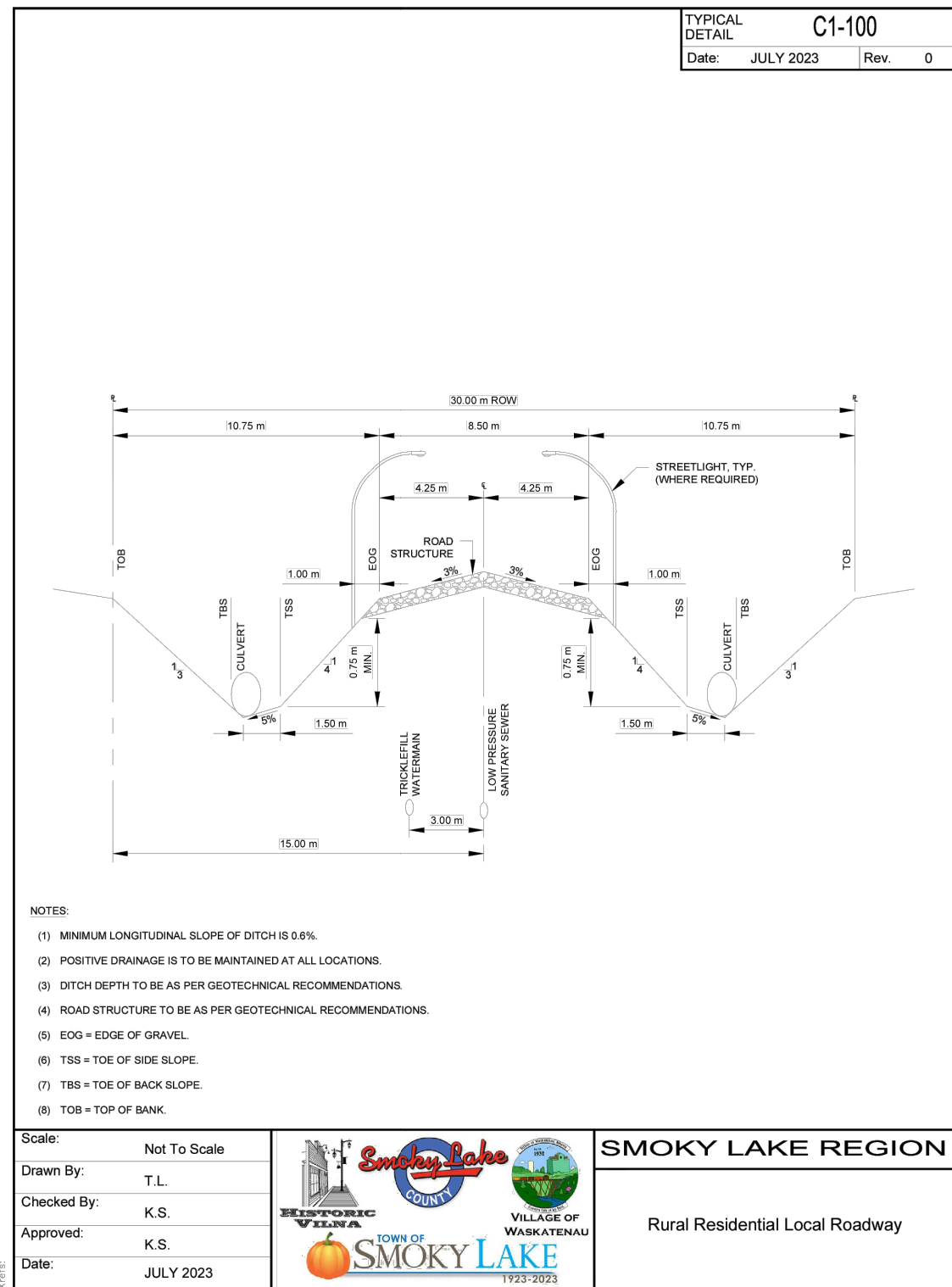


CROSS SECTION B-B
SCALE H 1:200
V 1:200

REFER TO DETAIL C1-100 FOR DITCH ON WEST SIDE OF ROW. EAST SIDE TO FOLLOW 1:4 SLOPING FOR 1m THEN MATCH TO EX. GRADE

TABLE 1

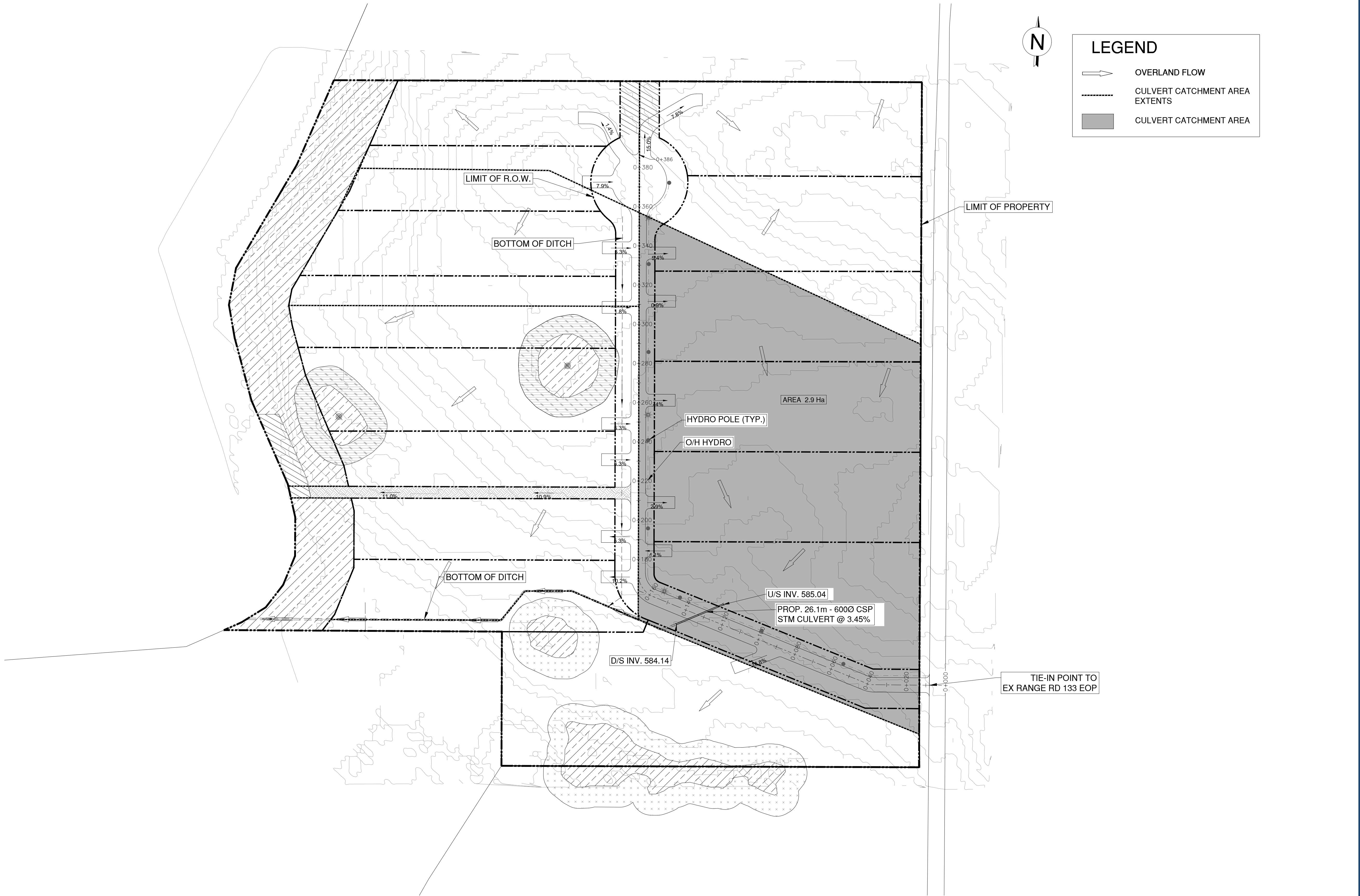
D ₅₀ OF ROCK (mm)	MAXIMUM FLOW DEPTH OVER ROCK (mm)
75	50
150	100



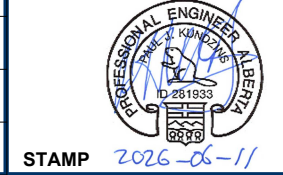
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REV	DATE	REVISIONS	NAME
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2	2026-06-11	ISSUED FOR APPROVAL	PK

LAND OWNER AUSTIN ZACHARAKO 26055 ALBERTA LTD. 303 16 AVE SW #104 CALGARY, AB T2S 0E1		SUBDIVISION AUTHORITY MUNICIPAL PLANNING SERVICES 1751 107 AVE NW S05 EDMONTON, AB T5S 1E5 municipal.ab.ca		AUTHORITY HAVING JURISDICTION SMOKY LAKE COUNTY 4815 MCCOY GALL DRIVE, SMOKY LAKE, AB T5A 3C3 smokylakecounty.ab.ca		CONSULTANT PRI ENGINEERING CORP. 2645 ENTERPRISE WAY #200, REDFORD, BC V1Y 0T5 priengineering.com	
DESIGNED JZ DATE 2026-06-11		QUALITY CONTROL QUALITY ASSURANCE DRAWN PK DATE 2026-06-11		DATE 2026-06-11		DATE 2026-06-11	

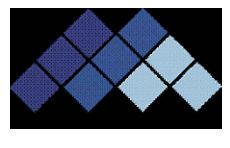
SUNSET RIDGE ESTATES AT WHITEFISH LAKE CROSS SECTIONS			
FILE NUMBER 2500600	PROJECT NUMBER 2500600	REG 1	DRAWING NUMBER 2500600-C5.0



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				PLOT DATE 2026-06-11	SUBDIVISION AUTHORITY MUNICIPAL PLANNING SERVICES 1751 1ST AVE NW 500 EDMONTON, AB T5S 1E1 municipal.ab.ca
REV	DATE	REVISIONS	NAME		
1	2026-06-05	ISSUED FOR REVIEW	PK		
2	2026-06-11	ISSUED FOR APPROVAL	PK		



PAUL J. KUNDZINS
SENIOR DESIGNER
DATE 2026-06-11



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REXDALE, ON L7T 1T5
priengineering.com

DESIGNED JZ DATE 2026-06-11

QUALITY CONTROL PK DATE 2026-06-11

QUALITY ASSURANCE PK DATE 2026-06-11

DRAWN PK DATE 2026-06-11

SUNSET RIDGE ESTATES AT WHITEFISH LAKE STORMWATER MANAGEMENT PLAN				
FILE NUMBER 2500600	PROJECT NUMBER 2500600	REG 1	DRAWING NUMBER 2500600-C6.0	REV

Appendix F: Water Act Report

APPENDIX F:

Water Act Report

Date Report Completed	Feb 2, 2026
Consultant	Groundwater Resources Information Technologies

Phase I Groundwater Supply Assessment for Subdivision

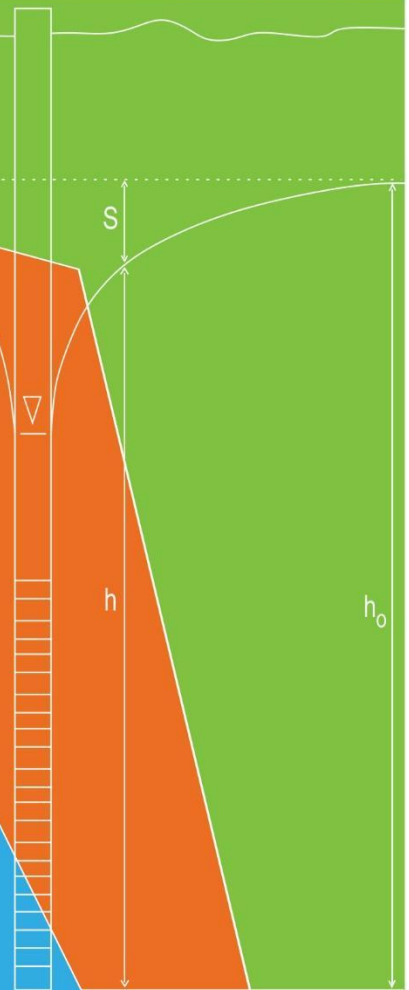
Sunset Ridge Estates
NE – 04 – 62 – 13W4
Smoky Lake County

Prepared for:

Massif Energy

February 2, 2026

File No: 2026-2519



#44 2110 – 41 Avenue NE, Calgary, AB, Canada T2E 8Z7

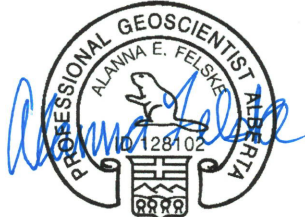


Groundwater Resources
Information Technologies Ltd.

Phase I Groundwater Supply – 2026-2519
NE – 04 – 62 – 13W4

Signatures

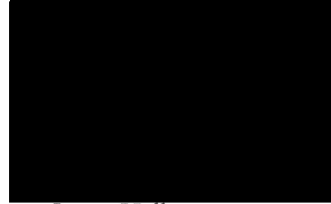
Reviewed by:



02/02/26

Alanna Felske, P.Ge
Hydrogeologist

Prepared by:



Jenna Hall
Hydrologist

APEGA Permit to Practice: 16866

Disclaimer

This report has been prepared by Groundwater Resources Information Technologies 3.0 (the consultant) for the exclusive use and benefit of the addressee (the client) and may not be relied upon by any other person or third party, for any other purpose without the prior written consent of the consultant. The consultant is not responsible for any damages that may be suffered as the result of any unauthorized use of, or reliance on, this report. Groundwater Resources Information Technologies 3.0 (GRIT3) has performed the work as described below and made the findings and conclusions set out in the report in a manner consistent with the level of care and skill normally exercised by members of the geological science profession practicing under similar conditions at the time the work was performed. This report presents a reasonable review of information available to GRIT Ltd. Within the established scope, work schedule and budgetary constraints. GRIT3 Ltd. accepts no responsibility for any deficiency, misstatement or inaccuracy in this report resulting from misinformation from any individuals or parties that provided information as part of this report. GRIT Ltd. appreciates the opportunity to present these findings on behalf of the Client. If you have any questions regarding the above report, please do not hesitate to contact the above signed.

Executive Summary

A Phase I Groundwater Supply Assessment was undertaken for a proposed 21-lot subdivision located within NE – 04 – 62 – 13W4 to better understand the distribution and quality of aquifer resources in the area as they relate to the development of the property and its water requirements. To meet the water requirements of the Site, either 21 individual wells are required to supply at domestic rates of 1,250 m³/year (3.4 m³/day) or one licensed supply well to produce at a rate of at least 17.3 m³/day.

Bedrock in the area consists of fine-grained mudstone and siltstone sequences, with limited aquifer potential. Existing wells in the area are completed within coarse-grained surficial aquifers consisting of sand and gravel. Future wells on the subdivision can target the surficial aquifer found 20 – 60 metres below the Site, with depth varying due to topographic variation across the Site. Based on available pumping test data, the surficial sand aquifer produces yields sufficient to meet the minimum domestic rate of 3.4 m³/day and the potential for a well to produce at community licensed rates.

A low volume of the groundwater supply is currently being utilized by existing domestic, licensed, or traditional groundwater users in the area. There are no existing water licenses near the subdivision site, with licensed water use in the area coming from surface water.

Accounting for the aquifers likely connection to Whitefish Lake, drawdown interference calculations do not show detrimental effects to nearby existing wells due to production from new wells producing at domestic rates or community supply rates.

Available groundwater chemistry reports were evaluated to determine baseline water quality. Aesthetic objective guidelines for iron and Total Dissolved Solids (TDS) appear elevated above drinking water guidelines. As available water chemistry reports were only available from over 45 years ago, it is recommended that any future supply wells be sampled and analyzed for routine potability parameters prior to long term human consumption.

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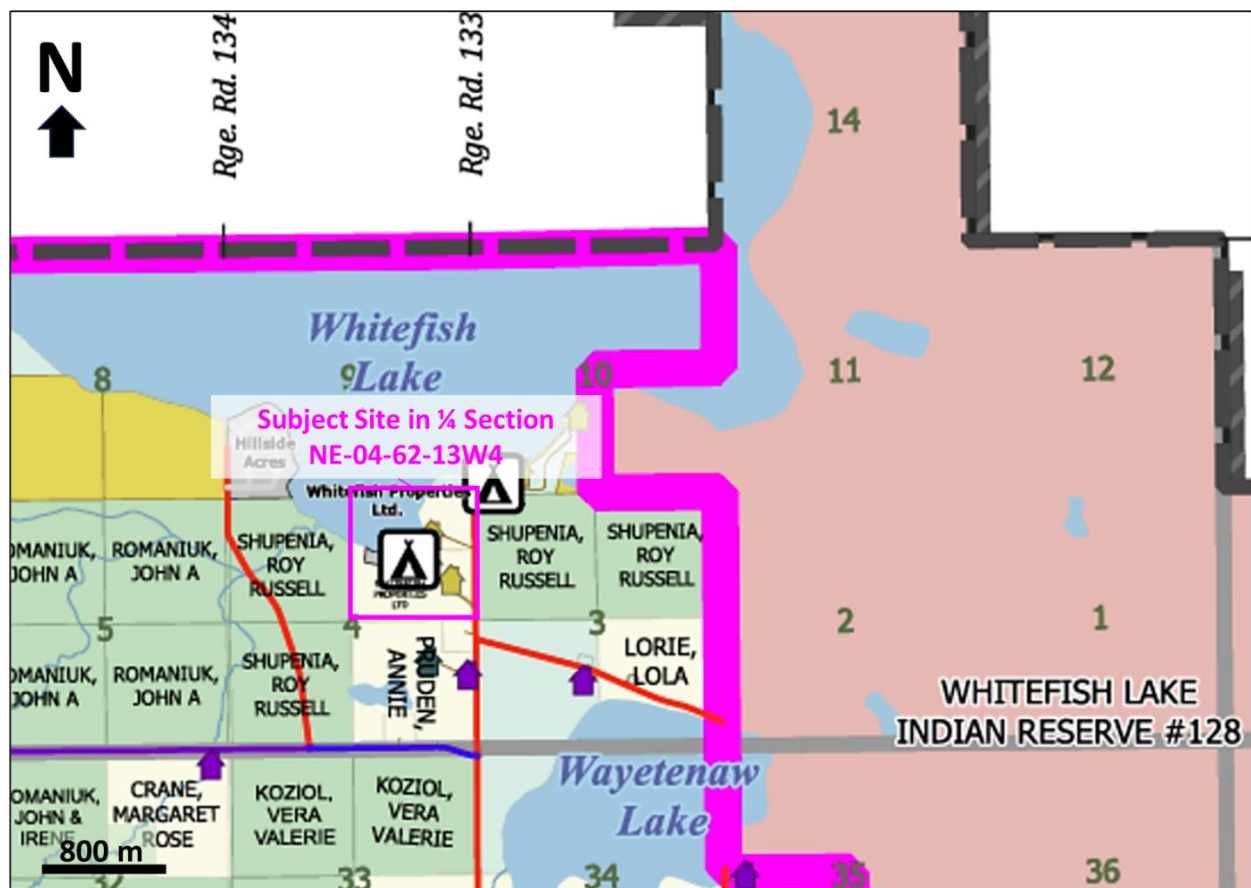
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[1.0] Introduction

Groundwater Resources Information Technologies 3.0 Ltd. (GRIT3) was retained by Massif Energy to undertake a Phase I Groundwater Supply Assessment for a proposed 21-lot residential subdivision located within NE – 04 – 62 – 13W4, to better understand the distribution and quality of aquifer resources in the area as the relate to the development of the property and its water requirements.

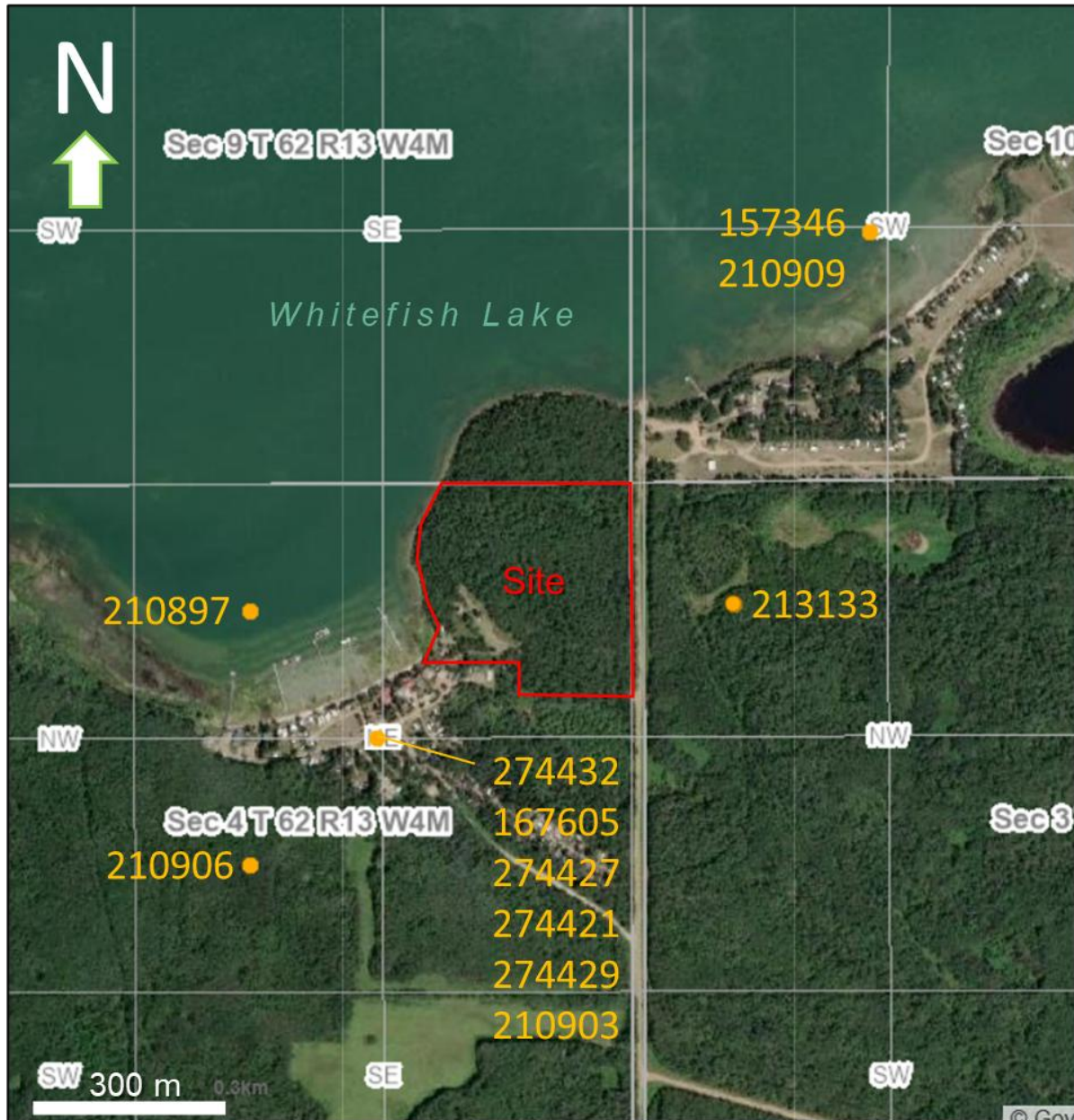
The Site is located on the far south side of Whitefish Lake, within Smoky Lake County. The Site area consists primarily of dense residential subdivisions interspersed with forested, undeveloped land. A portion of the Smoky Lake County landownership map with the location of the Site quarter section is shown in Figure 1.

Figure 1. Portion of Smoky County landownership map with subject site ¼ section location



An aerial photo of the Site relative to existing water supply well locations (orange circles) as listed on the Alberta Government water well database, is shown in Figure 2.

Figure 2. Air photo of the Site relative to existing well locations



Wells placed in the middle of quarter sections do not have accurate GPS coordinates so are placed in the middle of their respective quarter sections on the Alberta water well database. Of the 11 listed records, five are for chemistry records with no well or lithology information, four are for decommissioned test holes with no well information, and one is for a 535 metre deep structure test hole with no well or lithology information. There is limited well and lithology data available near the Site.

[2.0] Water Well Supply Needs

According to the *Water Act* each residential lot is entitled to water at a rate of 1,250 m³/year (3.4 m³/day).

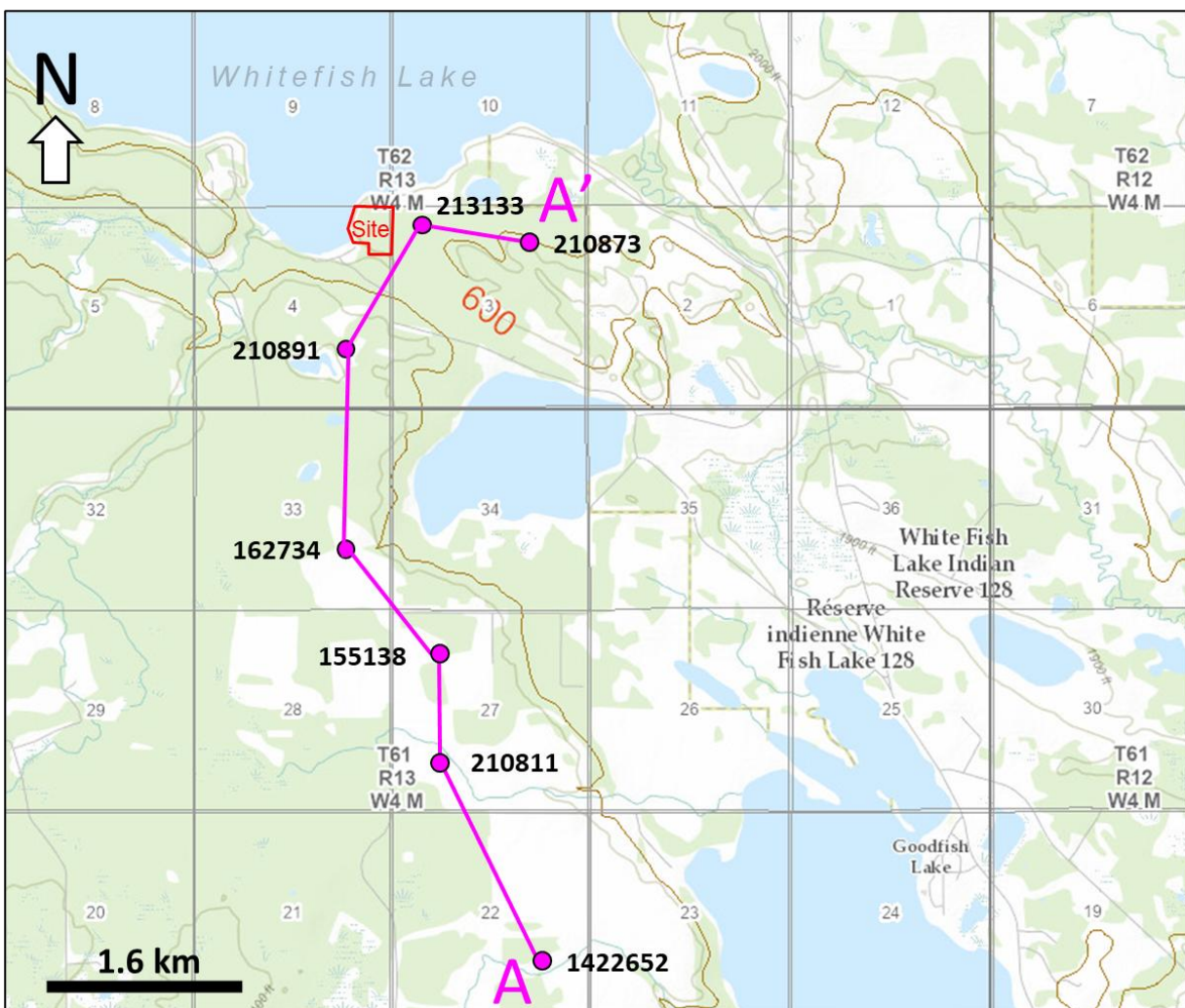
The subdivision would require 21 individual wells to produce at domestic rates (3.4 m³/day) or a licensed community supply well that would supply the entire subdivision and produce at a minimum rate of 17.3 m³/day. A community supply well would have to go through the licensing process governed by Alberta Environment and Protected Areas and would require an on-Site centralized water treatment system.

[3.0] Topography

The Site area is located at an elevation of 600 metres above sea level (masl) near the north of the Site and elevation dropping to 580 masl near the south and west of the Site. Whitefish Lake is located immediately west of the Site boundaries, with the lake at an elevation of approximately 578 masl.

A topographic map of the Site area with surface elevation contours is shown in Figure 3.

Figure 3. Topographic map of Site area with location of wells in cross section line A-A'



[4.0] Nature of Regional Aquifers

[4.1] Surficial Geology

The surficial strata in the area are mapped in *Surficial Geology Sand River Area, Alberta* (Fenton and Andriashek, 1983). Surficial deposits in the area have undergone reworking during deposition, with deposits under the Site consisting of thrust moraine which was subsequently fluted during the same glacial advance. The moraine deposits consist of unstratified, unsorted glacially deposited sand, silt, clay and minor pebbles, cobbles and boulders.

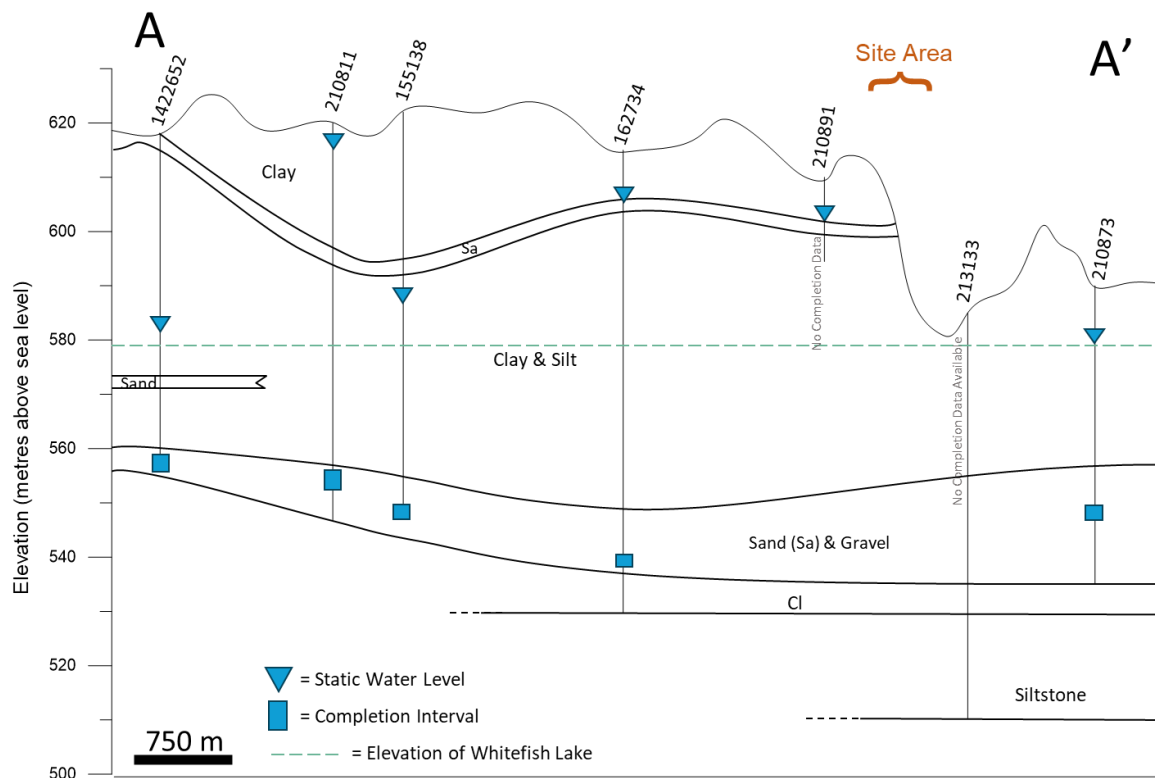
According to Water Well Drilling Reports for wells in the area, surficial sediments consist of 30 – 60 metres of mixed or layered clay, silt and sand deposits.

[4.2] Bedrock Geology

The underlying bedrock consists of the Upper Cretaceous aged Lea Park Formation. The Lea Park Formation is a marine deposit consisting of mudstones, siltstones and fine-grained sandstones, often containing calcite veins. The prominence of low permeability mudstone within the formation limits the potential of bedrock aquifers in the areas.

Using existing Water Well Drilling Reports in the area, a cross section (A – A') showing the relationship between topography, target aquifers and static water levels is presented in Figure 4.

Figure 4. Geologic cross section A – A'



Surficial deposits near the Site consist of layers of clay, silt, sand and gravel. Existing wells target the mixed sand and gravel deposits found from 540 – 560 metres above sea level (masl), around 20 – 60 metres below the Site (depending on topographic position). Wells completed within this aquifer show

varying static water levels, indicating there may be stratification within the aquifer. Some wells have water levels that correlate with the surface water elevation of Whitefish Lake, suggesting the wells are hydraulically connected to the lake.

Future supply wells on the Site will target the same surficial sand-gravel aquifer as existing wells. Available pumping test data from wells completed within surficial aquifers near the Site indicate a safe yield of 9.4 – 24.8 m³/day (Section 6). Aquifer yields appear sufficient to meet the minimum domestic use requirement of 3.4 m³/day for individual supply wells and have potential to produce at rates required for a licensed community well of at least 17.3 m³/day.

[5.0] Area Groundwater Users

A search of the Government of Alberta water well database was done to determine the number of water wells and their associated use in the area within 1.6 km (1-mile) of the Site. The search shows a total of four well records, with one well used for stock watering, two for a combination of domestic and stock use, and the remaining well with an unknown purpose. There are also records for four decommissioned wells. Wells were completed between 1971 and 1986 to depths of 15.5 – 74.7 metres below ground. A summary of the available well details is included in Appendix I.

[5.1] Licensed Groundwater Users

A search of the Alberta Environmental Records Viewer was undertaken to determine if any groundwater licenses are present in the area. A search of licenses for the subject site and adjoining eight sections was undertaken. No licenses for groundwater use were found. All the licensed water use within the search area is from surface water sources.

[6.0] Area Aquifer Properties

Two wells in the area with available pumping test data were used to evaluate aquifer yields around the Site. The pumping tests were analyzed with the aid of AQTESOLV software developed by Hydrosoft Inc. to estimate aquifer transmissivity and safe yield rates (Q_{20}) (Appendix II). A summary of well yield and associated aquifer properties produced from the analysis is below.

Table 1. Summary of area aquifer properties

Well ID	Distance (m)/ Direction from Site	Depth to Aquifer Top (m)	Aquifer Thickness (m)	Aquifer Type	Transmissivity (m ² /day)	Safe Well Yield (Q_{20}) (m ³ /day)
210916	5,900 N	10.1	5.2	Unconfined Sand	75.1	24.8
1422652*	6,000 S	57.9	4.3	Confined Sand	0.7	9.4
*Well does not have accurate GPS coordinates and is listed on the Alberta water well database in the middle of the respective quarter section						

The twenty-year safe yield of the supply wells (Q_{20}) was calculated using the modified Moell method as suggested in Alberta Environments *Guide to Groundwater Authorization* (February 2023) as follows:

$$Q_{20} = \frac{(0.7 \times Q \times H_a)}{s_{100min} + (s_{20yrs} - s_{100th})}$$

Where:

- Q - Pump test flow rate (m³/day)
- H_a - Available Head (m) = (Top of Aquifer - (Static Water Level - Well Stickup)
Or $\frac{2}{3} \times$ Saturated Aquifer Thickness (for unconfined aquifers)
- S_{100 min} - Observed drawdown at 100 minutes (m)
- (S_{20yrs} - S_{100 th}) - Difference between theoretical drawdown at 20 years and 100 min (m)
- 0.7 - Safety factor

Analysis of pumping test data from Well 210916, completed in an unconfined sand aquifer, produced a safe yield of 24.8 m³/day. Pumping test data from Well 1422652, completed in a confined sand aquifer, produced a safe yield of 9.4 m³/day.

Based on available pumping test data and bedrock geology mapping, the coarse-grained surficial aquifers underlying the Site produce yields sufficient to meet the minimum domestic rate of 3.4 m³/day for individual supply wells and have potential to produce at rates required for a licensed community well. A conservative yield of 6 m³/day is estimated for coarse-grained aquifers located 20 – 60 metres below the Site.

[7.0] Effect on Existing Groundwater Users

Using the Cooper-Jacob equation below, the expected drawdown through time can be calculated at various radial distances from the future development. Radial distances are measured from the centre of the Site.

[7.1] Individual Supply Wells

The pumping rate is equal to 21 new wells pumping continuously at domestic rates.

$$s = \frac{(0.183 \times Q)}{T} \times \text{Log} \left(\frac{2.25 \times T \times t}{r^2 \times S} \right)$$

Where:

s	-	Drawdown (m)
S	-	Storativity (5.0×10^{-3})
Q	-	Pump rate ($3.4 \text{ m}^3/\text{day} \times 21 \text{ wells} = 71.4 \text{ m}^3/\text{day}$)
T	-	Transmissivity ($0.7 \text{ m}^2/\text{day}$) – (from Table 1)
t	-	Time (days)
r	-	Radial distance from pumping well (m)

Water level drawdown at various distances from the centre of the Site are tabulated as a function of time in Table 2.

Table 2. Cooper-Jacob distance drawdown calculations for individual supply wells

Distance (m)/ Time (days)	250	300	500	800	1250	1700	3000
1	--	--	--	--	--	--	--
7	--	--	--	--	--	--	--
30	--	--	--	--	--	--	--
365	4.94	1.99	--	--	--	--	--
1826	17.99	15.04	6.75	--	--	--	--
3652	23.61	20.66	12.37	4.75	--	--	--
7305	29.23	26.28	17.99	10.37	3.14	--	--

The following assumptions were included in the above calculation: A conservative storativity value of 5.0×10^{-3} for a confined surficial aquifer, a continuous consumption rate of $71.4 \text{ m}^3/\text{day}$ from 21 new domestic supply wells, aquifer transmissivity from Table 1 ($0.7 \text{ m}^2/\text{day}$), **no recharge is occurring**, and all wells are screened over the same aquifer.

The closest well to the Site completed in a confined surficial aquifer with available pumping test data (Well ID 1422652) has an available drawdown of 23.3 metres. This value can be used as a proxy for the available head in the confined surficial sand aquifer. The above calculation shows a potential additional drawdown of up to 29.23 metres due to pumping from 21 new supply wells at domestic rates over 20 years, exceeding the aquifers available head/drawdown. When recharge from the aquifers connection to Whitefish Lake is considered the actual drawdown in the aquifer would be reduced, helping to maintain aquifer levels with time.

[7.2] Licensed Community Supply Well

The pumping rate is equal to a community supply well producing at 17.3 m³/day.

$$s = \frac{(0.183 \times Q)}{T} \times \text{Log} \left(\frac{2.25 \times T \times t}{r^2 \times S} \right)$$

Where:

s	-	Drawdown (m)
S	-	Storativity (5.0 x 10 ⁻³)
Q	-	Pump rate (17.3 m ³ /day)
T	-	Transmissivity (0.7 m ² /day) – (from Table 1)
t	-	Time (days)
r	-	Radial distance from pumping well (m)

Water level drawdown at various distances from the centre of the Site are tabulated as a function of time in Table 3.

Table 3. Cooper-Jacob distance drawdown calculations for individual supply wells

Distance (m)/ Time (days)	250	300	500	800	1250	1700	3000
1	--	--	--	--	--	--	--
7	--	--	--	--	--	--	--
30	--	--	--	--	--	--	--
365	1.20	0.48	--	--	--	--	--
1826	4.36	3.64	1.64	--	--	--	--
3652	5.72	5.00	3.00	1.15	--	--	--
7305	7.08	6.37	4.36	2.51	0.76	--	--

The following assumptions were included in the above calculation: A conservative storativity value of 5.0 x 10⁻³ for a confined surficial aquifer, a continuous consumption rate of 17.3 m³/day from a licensed community supply well, aquifer transmissivity from Table 1 (0.7 m²/day), **no recharge is occurring**, and all wells are screened over the same aquifer.

The closest well to the Site completed in a confined surficial aquifer with available pumping test data (Well ID 1422652) has an available drawdown of 23.3 metres. This value can be used as a proxy for the available head in the confined surficial sand aquifer. The above calculation shows a potential additional drawdown of up to 7.08 metres due to pumping from a licensed community well over 20 years. This potential additional drawdown is 30% of the aquifers available drawdown. When recharge from the aquifers connection to Whitefish Lake is considered the actual drawdown in the aquifer would be reduced, helping to maintain aquifer levels with time.

[8.0] Area Aquifer Water Quality

A water chemistry report was available from an existing well in the area completed to a depth of 6.1 metres below ground (Well ID 210909). Future wells completed to a similar depth will likely have similar water chemistry. The water analysis report for the well is attached in Appendix III and a summary of the results, with a comparison to the *Guidelines for Canadian Drinking Water Quality* (2025) is as follows:

Table 4. Water chemistry summary

Parameter	Units	Well ID 210909	CDWQ MAC/AO
Well Depth	metres	6.1	
Date Sampled	mm/dd/yyyy	11/16/1979	
pH	pH	7.80	7.0 – 10.5
EC (@ 25°C)	µS/cm	1,651	--
Calcium	mg/L	53	--
Magnesium	mg/L	107	--
Sodium	mg/L	146	200
Potassium	mg/L	5.52	--
Chloride	mg/L	46.1	250
Nitrate	mg/L	Not Reported	10
Nitrite	mg/L	0.249	1
Sulfate	mg/L	72.1	500
Manganese	mg/L	Not Reported	0.12/0.02
Bicarbonate	mg/L	949	--
Iron	mg/L	0.87	0.3
Total Dissolved Solids	mg/L	959	500
Fluoride	mg/L	0.46	1.5
T-Alkalinity	mg/L	779	--
AO – Aesthetic Objective			
MAC – Maximum Allowable Concentration			

The well water quality sample exceeded the aesthetic objective guidelines for iron and Total Dissolved Solids (TDS). Wells completed to similar depths may have similar water chemistry, and would be suitable for domestic use, with the potential for treatment to reduce TDS so the water is more palatable. As available water chemistry reports were only available from over 45 years ago, it is recommended that any future supply wells be sampled and analyzed for routine potability parameters prior to long term human consumption.



[9.0] References

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Appendix I: Water Well Reconnaissance Report



Reconnaissance Report

[View in Imperial](#)
[Export to Excel](#)

Groundwater Wells

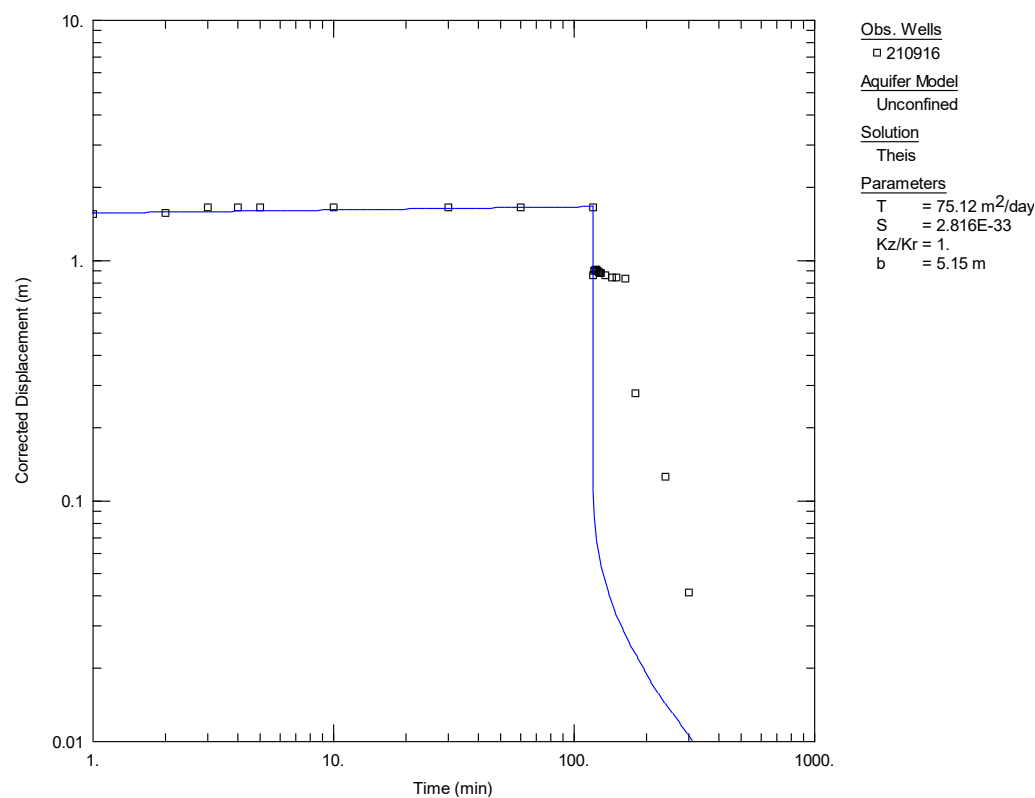
Please click the water Well ID to generate the Water Well Drilling Report.

GIC Well ID	LSD	SEC	TWP	RGE	M	DRILLING COMPANY	DATE COMPLETED	DEPTH (m)	TYPE OF WORK	USE	CHM	LT	PT	WELL OWNER	STATIC LEVEL (m)	TEST RATE (L/min)	SC_DIA (cm)
157346	SW	10	62	13	4	UNKNOWN DRILLER		0.00	Chemistry	Domestic				GULEVICH, RON			0.00
160962	SW	9	62	13	4	UNKNOWN DRILLER		4.88	Chemistry	Domestic				SHUPENIA, JUDY			0.00
167605	NE	4	62	13	4	UNKNOWN DRILLER		51.82	Chemistry	Domestic				ROSYCHUK, ROSE			0.00
210871	SW	3	62	13	4	UNKNOWN DRILLER		3.05	Chemistry	Domestic	1			WHITFORD, VIOLET	1.22		0.00
210873	NE	3	62	13	4	PANKY'S CONSOLIDATED LTD.	1974-07-28	54.86	New Well	Domestic		4		TREMBLAY, G.	10.67	4.55	11.43
210891	SE	4	62	13	4	TOWN & COUNTRY WATER WELL BORING LTD.	1986-09-25	15.54	New Well	Stock		3		WURN, ALBERT	7.92	4.55	55.88
210895	SW	4	62	13	4	UNKNOWN DRILLER		6.10	Chemistry	Domestic				BABIUK, BRIAN			0.00
210897	15	4	62	13	4	UNKNOWN DRILLER		4.57	Chemistry	Domestic	2			WITSCHEN, EDWARD	3.05		0.00
210903	NE	4	62	13	4	UNKNOWN DRILLER		7.62	Chemistry	Domestic				HOFFMAN, JOE			0.00
210906	10	4	62	13	4	UNKNOWN DRILLER	1970-11-02	534.92	Structure Test Hole	Industrial				SYRACUSE OILS LTD			0.00
210909	SW	10	62	13	4	UNKNOWN DRILLER		6.10	Chemistry	Domestic	1			ANDERSON, ANN	3.05		0.00
213133	13	3	62	13	4	ALBERTA ENVIRONMENT/EARTH SCIENCES DIVISION	1971-06-24	74.68	Unknown			9		ALTA ENV #0721E			0.00
274421	NE	4	62	13	4	MCALLISTER HOLDINGS LTD.	1979-11-01	54.86	New Well- Decommissioned	Investigation		8		CICON ENGINEERING #WHITEFISH			0.00
274427	NE	4	62	13	4	MCALLISTER DRILLING LTD.	1979-11-05	79.25	New Well- Decommissioned	Investigation		6		CICON ENGINEERING #WHITEFISH			0.00
274429	NE	4	62	13	4	MCALLISTER DRILLING LTD.	1979-11-05	36.58	New Well- Decommissioned	Investigation		4		CICON ENGINEERING #WHITEFISH			0.00
274432	NE	4	62	13	4	MCALLISTER DRILLING LTD.	1979-11-06	42.67	New Well- Decommissioned	Investigation		5		CICON ENGINEERING #WHITEFISH			0.00
2094987	SE	4	62	13	4	UNKNOWNDRILLINGCOMP11	1979-06-15	17.98	Well Inventory	Domestic & Stock		1		PRUDEN, MRS. ANNIE			

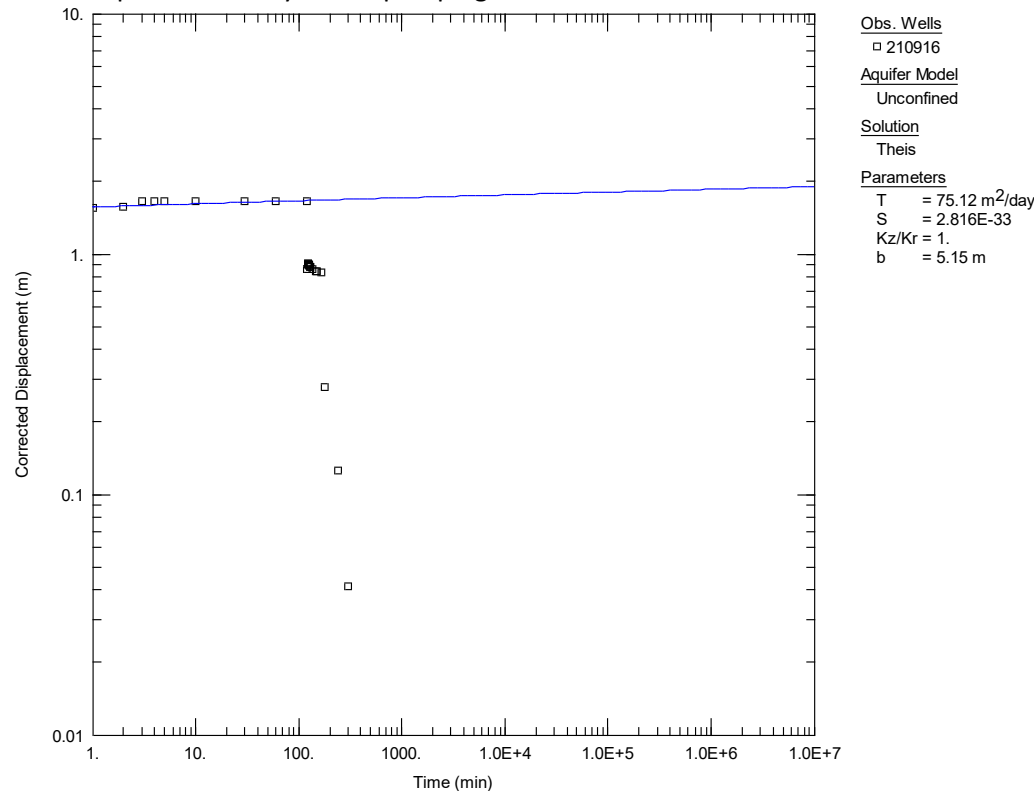


Appendix II: AQTESOLV Plots

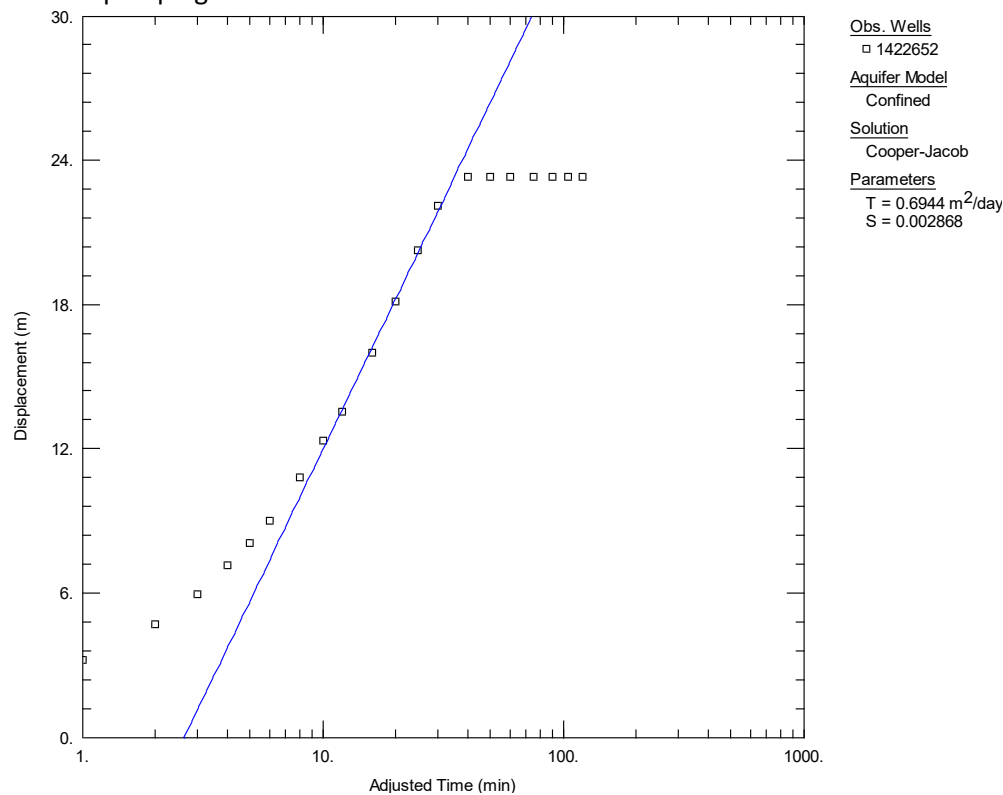
II.A. Solution fit to pumping test data for GIC Well ID 210916



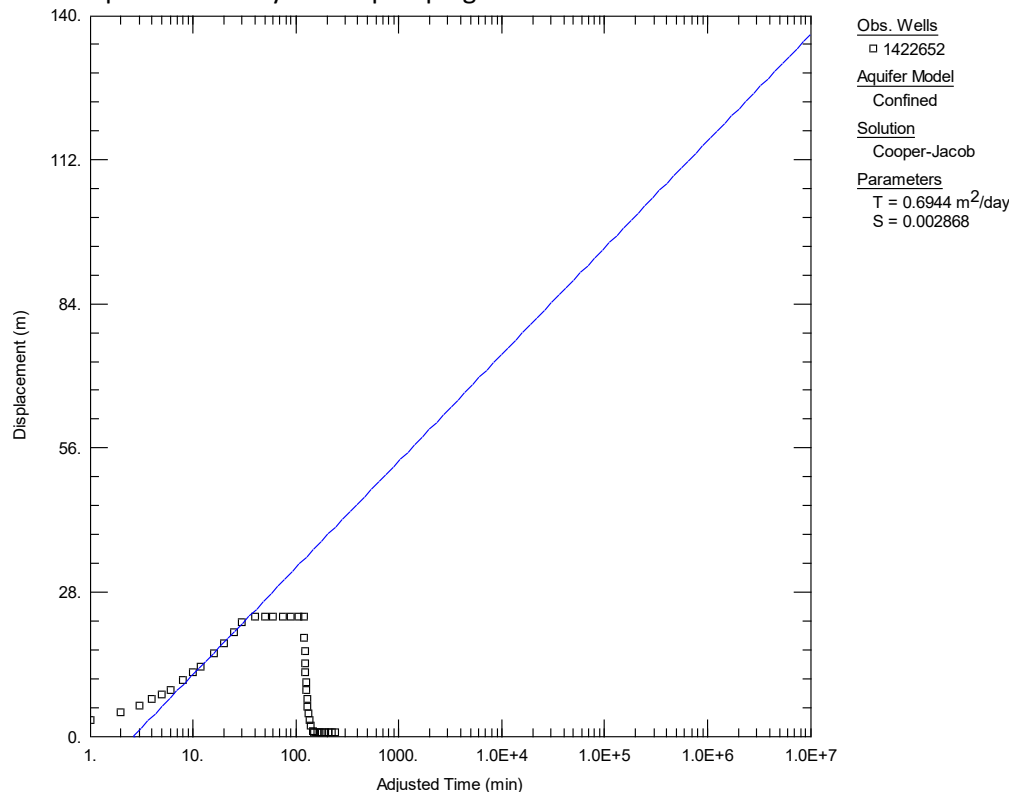
II.B. Solution extrapolated to 20 years of pumping



II.C. Solution fit to pumping test data for GIC Well ID 1422652



II.D. Solution extrapolated to 20 years of pumping





Appendix III: Water Chemistry Report



CHEMICAL ANALYSIS REPORT

WELL NAME	ANDERSON, ANN	GIC WELL ID	210909
LOCATION	LSD SW SEC 10 TWP 62 RG 13 M 4	SAMPLE NO.	12942-W
WELL DEPTH	20.00 ft	WATER LEVEL	10.00 ft
AQUIFER		LABORATORY	AE
SAMPLING DATE	1979-11-16		

FIELD	MG/L	FIELD	MG/L
BICARBONATE		CARBONATE	
CHLORIDE		CONDUCTIVITY	
DISSOLVED OXYGEN		EH	
IRON		MANGANESE	
PH		SULPHATE	
S2		TEMPERATURE(C)	0
TOTAL ALKALINITY		TOTAL HARDNESS	
LABORATORY		Analysis Date	1979-11-28
COD		CONDUCTIVITY	1,651
DIC		FLUORIDE	0.4600
ION BALANCE	0.9200	PH	7.80
SAR		SIO2	10.4000
TOTAL ALKALINITY	779.0000	TC	
TDS	959	TN	
DOC		BICARBONATE	949.0947
AMMONIUM-N		CARBONATE	
CALCIUM	52.9998	MAGNESIUM	107.0883
CHLORIDE	46.0648	NITRITE-N	0.2492
NITRATE-N		POTASSIUM	5.5240
PHOSPHATE		SULPHATE	72.1067
SODIUM	145.9994	TOTAL HARDNESS	571.0000
NO2 + NO3	14.0406	ARSENIC	
ALUMINUM		BERYLLIUM	
BARIUM		CHROMIUM	
CADMIUM		COPPER	
COBALT		LEAD	
IRON	0.8700	MERCURY	
MANGANESE		NICKEL	
MOLYBDENUM		STRONTIUM	
SELENIUM		ZINC	
VANADIUM		PESTICIDES	
HYDROCARBONS			
PHENOLICS			

Remarks:

Temperature reported in Degree Centigrade. Conductivity reported in microsiemens/cm, pH in pH units. Alkalinity and Hardness expressed as Calcium Carbonate. FE, VA, PB, AL, AG expressed as extractable. FE in field measurements and all remaining metals expressed as total. '-' indicates concentrations less than.

EH	- Oxidation-Reduction Potential	SAR	- Sodium Adsorption Ratio	DIC	- Dissolved Inorganic Carbon
COD	- Chemical Oxygen Demand	DOC	- Dissolved Organic Carbon	TN	- Total Particulate Nitrogen
TDS	- Total Dissolved Solids	TC	- Total Particulate Carbon		

Note: this data may not be fully checked. The Province disclaims all responsibility for its accuracy



Appendix G: Biophysical Assessment

APPENDIX G:

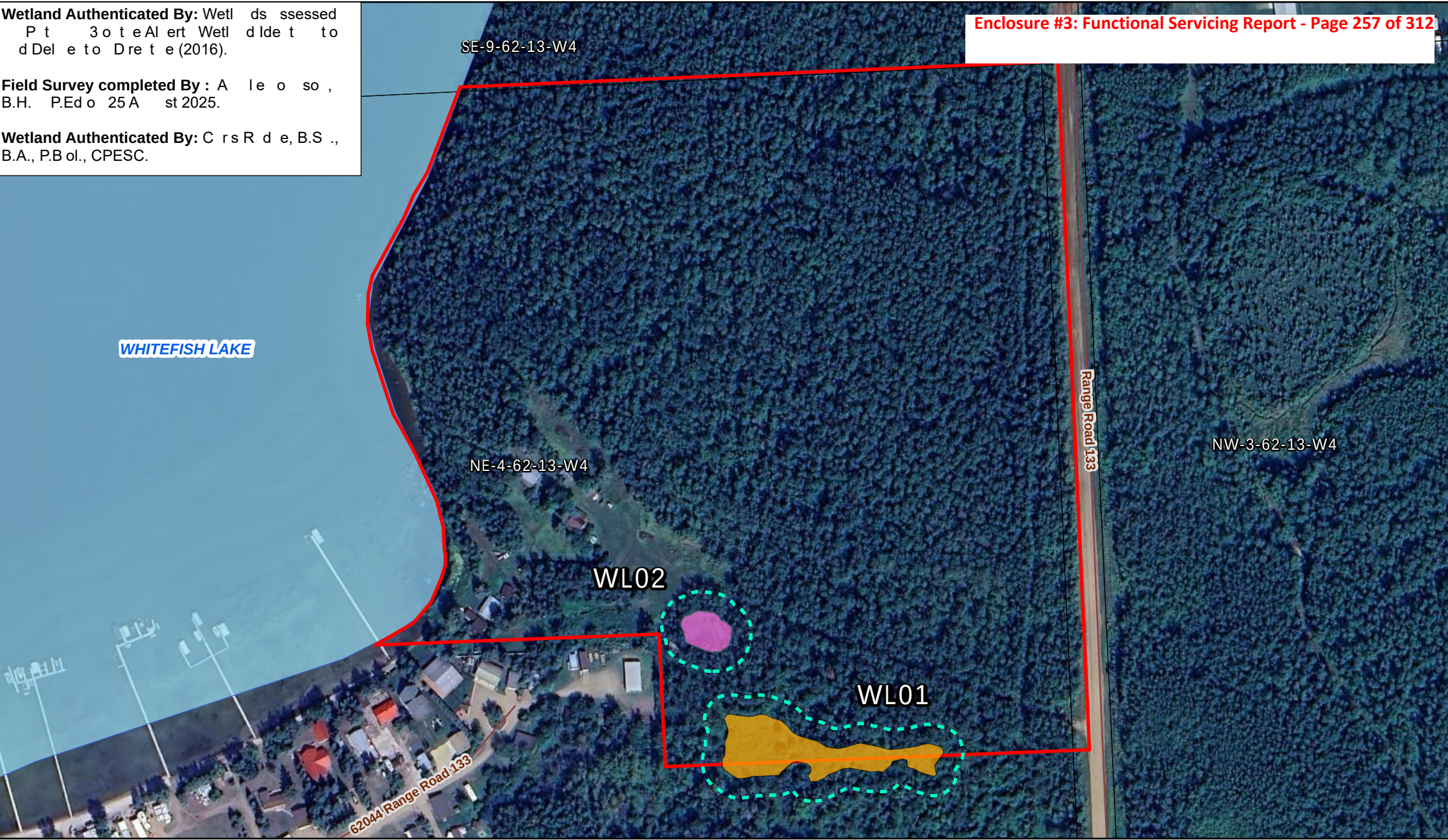
Biophysical Assessment

Date Report Completed	Sept 10, 2025
Consultant	Basin Environmental

Wetland Authenticated By: Wetlands assessed
Project 30 to the Alberta Wetland Inventory
deleted to the Database (2016).

Field Survey completed By : Alexio, B.H. P. Ed. 25 August 2025.

Wetland Authenticated By: Chris R. D. e, B.S., B.A., P.B. ol., CPESC.

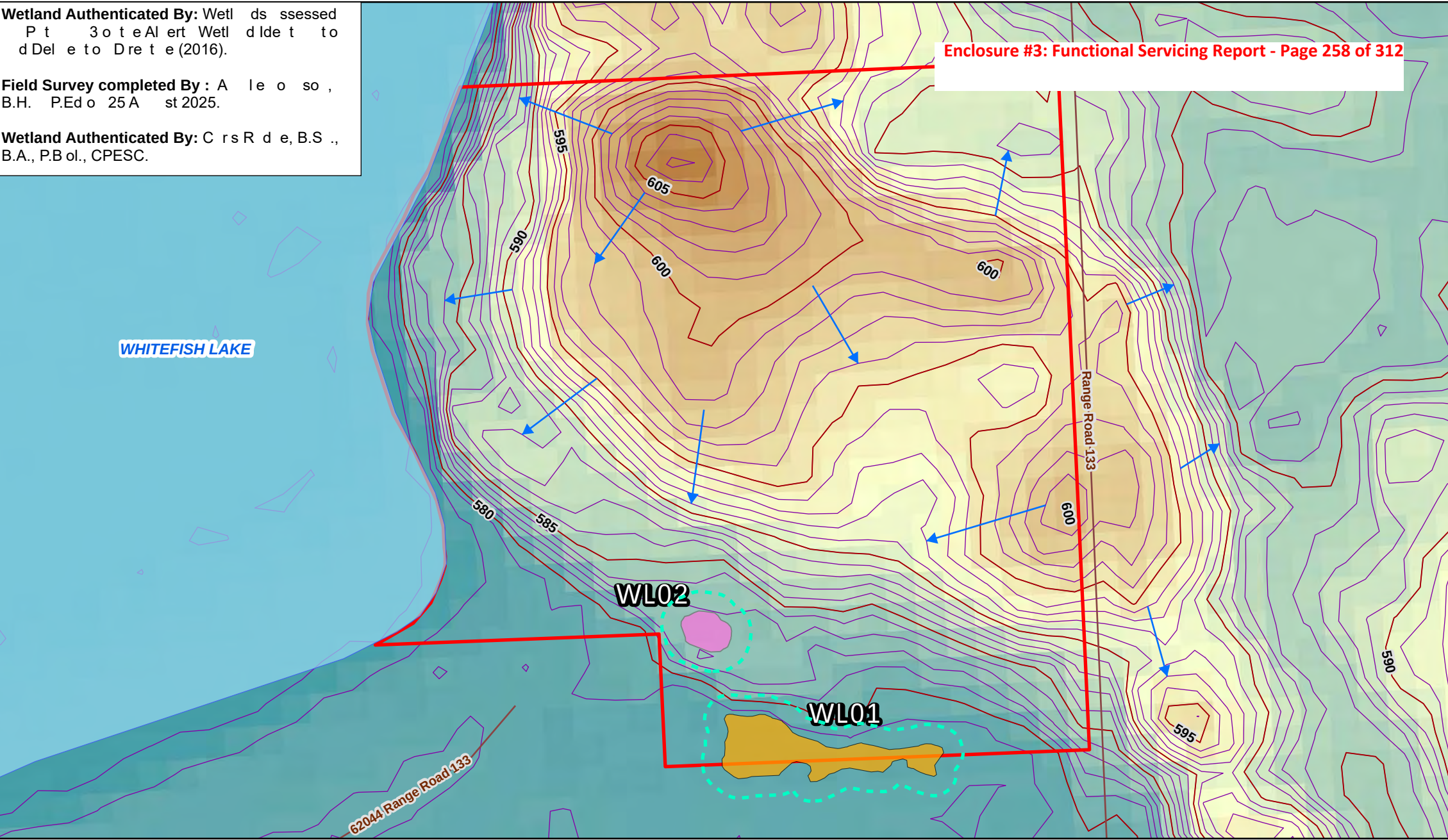


Legend Project Area 10 m Wetland Buffer Road Network Waterbodies (GOA, FWMIS) Wetland Classification WL02 - M-G-II WL01 - S-S-II		Date Saved: 10 Sep 2025 Drawn by: S r R Prepared by: Prepared for: Austin Z	Coord te S ste : NAD 1983 10TM AEP Forest Pro e to : Tr s erse Mer tor So r e: ESRI W l er 1:2,500 0 15 30 60 Meters	Figure 1: Wetlands Pro e t No.: B-0508-25 Le l L d: NE-4-62-13-W4M
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Wetland Authenticated By: Wetlands assessed
Project 301eA1ert Wetland to
Delete to Delete (2016).

Field Survey completed By : A. Ileso, B.H. P. Ed. 25 August 2025.

Wetland Authenticated By: Chris R. de, B.S., B.A., P.Bol., CPESC.



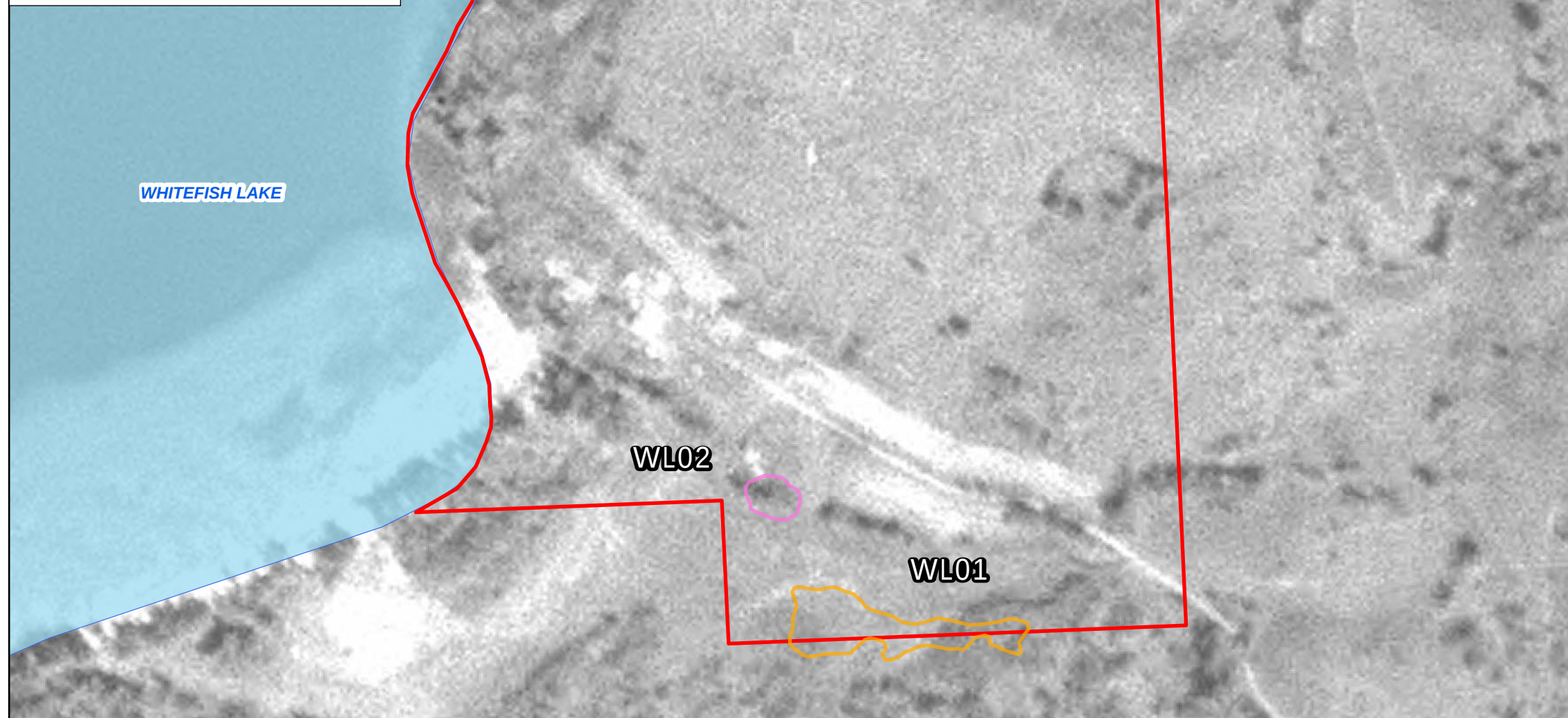
Legend Project Area 10 m Wetland Buffer Drainage Direction 1m Contour (2009) 5m Contour (2009) Road Network Waterbodies (GOA, FWMIS) Wetland Classification WL02 - M-G-II WL01 - S-S-II		Date Saved: 02 Sep 2025 Drawn by: S. R. R. Prepared by: Prepared for: Austin Z	Coord. to S. S. : NAD 1983 10TM AEP Forest Pro. to : Tr. s. erse Mer. tor 1:2,500 0 15 30 60 Meters	Figure 2: Topography and Surface Water Drainage Pro. e. t. No.: B-0508-25 Le. I. L. d.: NE-4-62-13-W4M
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Wetland Authenticated By: Wetlands assessed
 Potentially Affecting Wetland Identified to
 Delaware Department of the Environment (2016).

Field Survey completed By : A le o so ,
B.H. P.Ed o 25 A st 2025.

Wetland Authenticated By: C r s R d e, B.S .,
B.A., P.B ol., CPESC.

Enclosure #3: Functional Servicing Report - Page 259 of 312



Legend

 Project Area

 Waterbodies (GOA, FWMIS)

Wetland Classification

 WL02 - M-G-II
 WL01 - S-S-II



Date Saved: 10 Se 2025
 Drawn by: S r R
 Prepared by:



Prepared for:

Austin Z

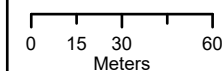


Coord te S ste : NAD 1983
10TM AEP Forest
Pro e to : Tr s erse Mer tor

1950-Aug-26
1:40,000
AS121 32
APRS

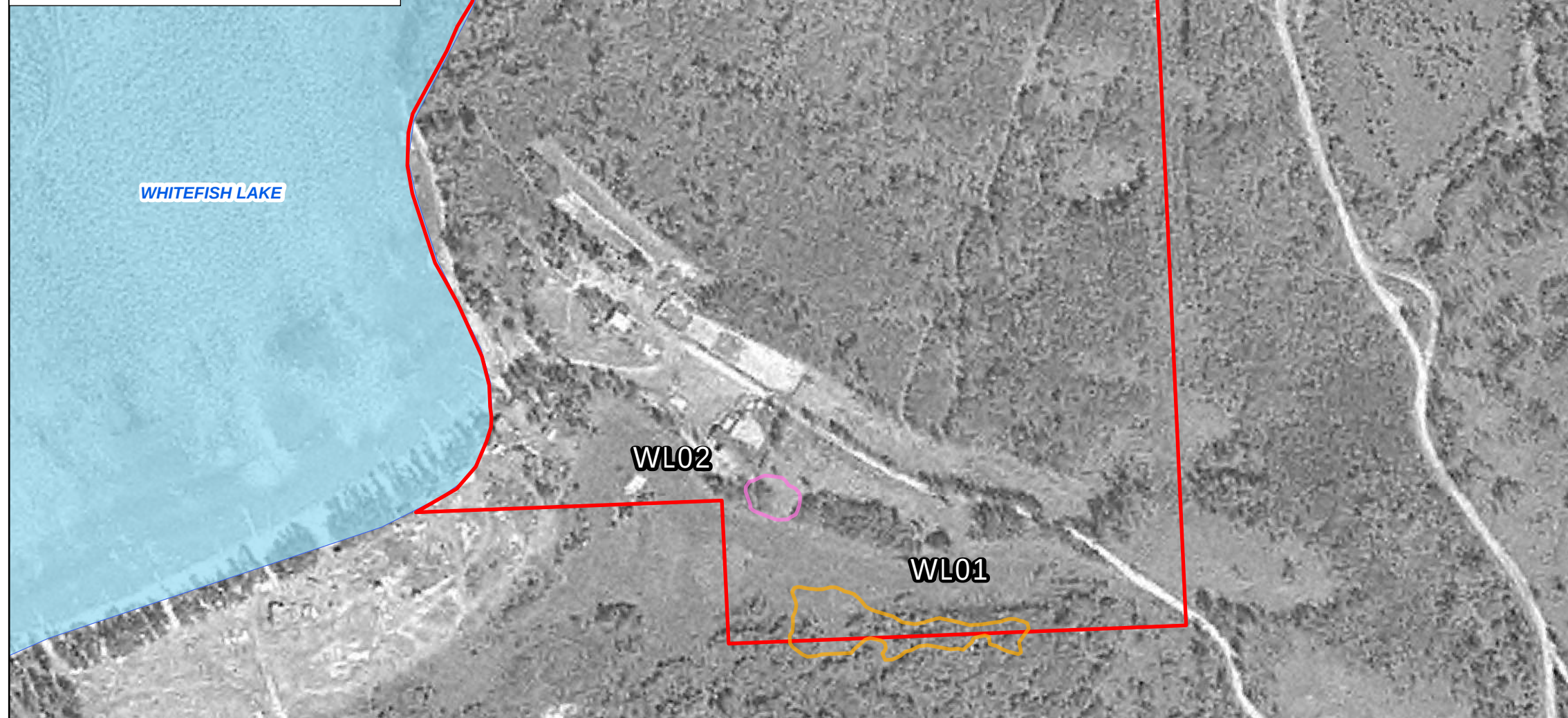
Project No.: B-0508-25
 Leaded: NE-4-62-13-W4M

1:2,500



Enclosure #3: Functional Servicing Report - Page 260 of 312

Wetland Authenticated By: C r s R d e, B.S .,
B.A., P.B ol., CPESC.



 Project Area
 Waterbodies (GOA, FWMIS)
 WL02 - M-G-II
 WL01 - S-S-II



BASIN
[Logo with stylized green hills and a blue river]

Coord te S ste : NAD 1983
10TM AEP Forest
Pro e to : Tr s erse Mer to

1:2,500

0 15 30 60
Meters

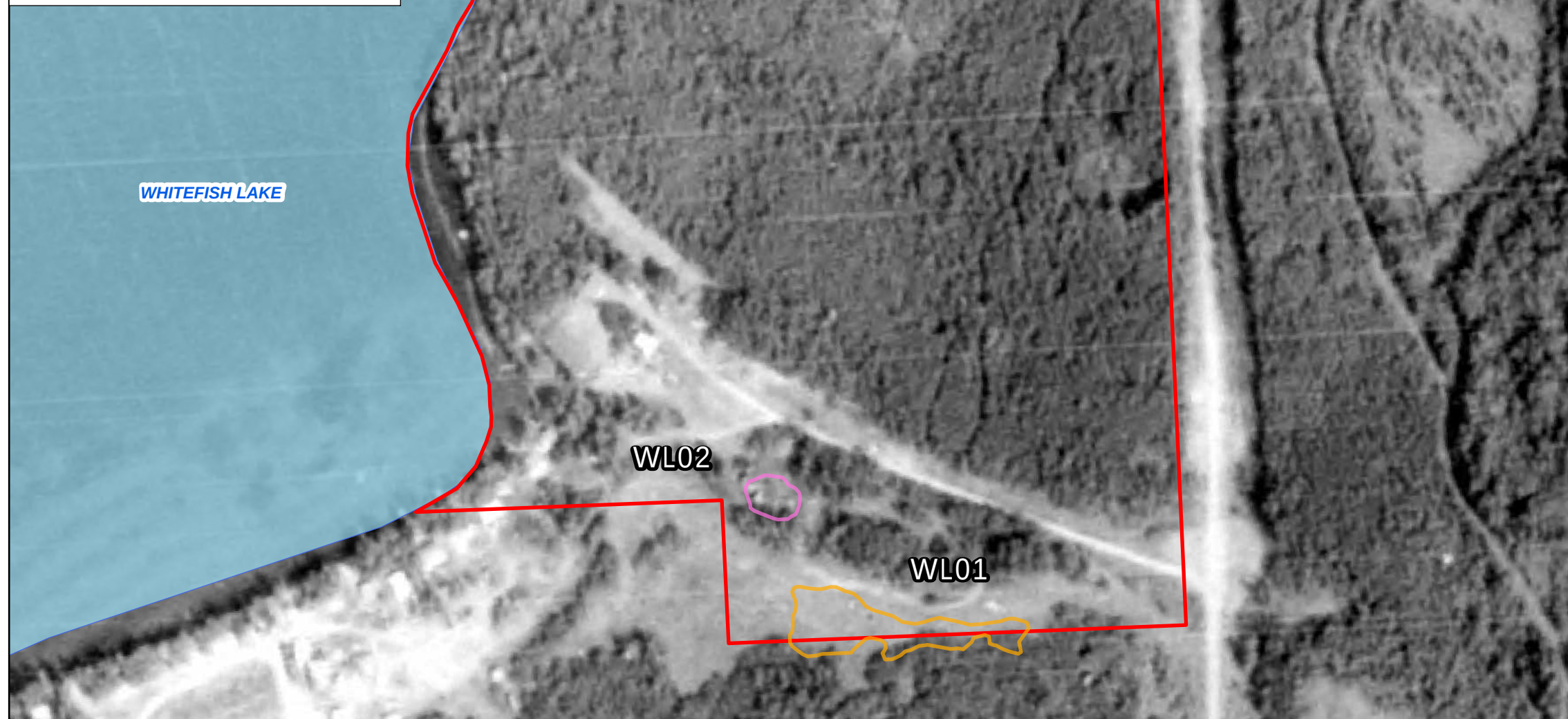
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Leads: NE-4-62-13-W4M

Wetland Authenticated By: Wetlands assessed
 Potentially Affecting Wetland Identified to
 Delaware Department of the Environment (2016).

Field Survey completed By : A le o so ,
B.H. P.Ed o 25 A st 2025.

Wetland Authenticated By: C r s R d e, B.S .,
B.A., P.B ol., CPESC.

Enclosure #3: Functional Servicing Report - Page 261 of 312



Legend

- Project Area
-  Waterbodies (GOA, FWMIS)

Wetland Classification

- WL02 - M-G-II
WL01 - S-S-II



Date Saved: 10 Se 2025
 Drawn by: S r R
 Prepared by:



Prepared for:

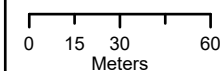
Austin Z



Coord te S ste : NAD 1983
10TM AEP Forest
Pro e to : Tr s erse Mer tor

1974-Aug-30
1:31,680
AS1356 321
APRS

1:2,500



Project No.: B-0508-25
 Leasing ID: NE-4-62-13-W4M

Wetland Authenticated By: Wetlands assessed
 Potentially Affecting Wetland identified to
 Delaware Department of the Environment (2016).

Field Survey completed By : A le o so ,
B.H. P.Ed o 25 A st 2025.

Wetland Authenticated By: C r s R d e, B.S .,
B.A., P.B ol., CPESC.

Enclosure #3: Functional Servicing Report - Page 262 of 312

WHITEFISH LAKE

WL02

WL01

Legend

 Project Area

 Waterbodies (GOA, FWMIS)

Wetland Classification

 WL02 - M-G-II
 WL01 - S-S-II



Date Saved: 10 Se 2025
 Drawn by: S r R
 Prepared by:



Prepared for:

Austin Z

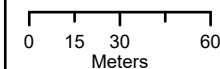


Coord te S ste : NAD 1983
10TM AEP Forest
Pro e to : Tr s erse Mer tor

1988-Apr-14
1:20,000
AS3688 16
APRS

Project No.: B-0508-25
Lead: NE-4-62-13-W4M

1:2,500



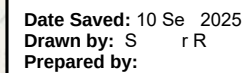
Enclosure #3: Functional Servicing Report - Page 263 of 312

WHITEFISH LAKE

WL02**WL01**

 Project Area
 Waterbodies (GOA, FWMIS)

 WL02 - M-G-II
 WL01 - S-S-II



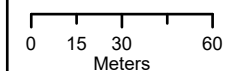
Austin Z



Coord te S ste : NAD 1983
10TM AEP Forest
Pro e to : Tr s erse Mer tor

1993-May-14
1:30,000
AS4422 21
APRS

1:2,500



Project No.: B-0508-25
Leads: NE-4-62-13-W4M

Enclosure #3: Functional Servicing Report - Page 264 of 312

WHITEFISH LAKE

WL02

WL01

 Project Area

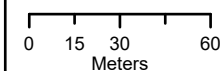
 Waterbodies (GOA, FWMIS)

 WL02 - M-G-II
 WL01 - S-S-II



BASIN
СЕВЕРНОГО МОРЕЯ

1:2,500



2007-Aug-13
1:40,000;
TR5 G0702 482
APRS

Project No.: B-0508-25
Lead: NE-4-62-13-W4M

Wetland Authenticated By: Wetlands assessed
Point to the Alert Wetland to
Delete to Delete (2016).

Field Survey completed By : Alexio, B.H. P. Ed. 25 August 2025.

Wetland Authenticated By: Chris R. de, B.S., B.A., P.Bol., CPESC.



Legend Project Area Waterbodies (GOA, FWMIS) Wetland Classification WL02 - M-G-II WL01 - S-S-II		Date Saved: 10 Sep 2025 Drawn by: S. R. Prepared by: Prepared for: Austin Z	Coord. System: NAD 1983 10TM AEP Forest Projection: Transverse Mercator 1:2,500	2016-Nov-12 ESRI Wayback Imagery Project No.: B-0508-25 Leads: NE-4-62-13-W4M
---	--	---	--	--

Wetland Authenticated By: Wetlands assessed
 Potentially Affecting Wetland Identified to
 Delaware Department of the Environment (2016).

Field Survey completed By : A le o so ,
B.H. P.Ed o 25 A st 2025.

Wetland Authenticated By: C r s R d e, B.S .,
B.A., P.B ol., CPESC.

Enclosure #3: Functional Servicing Report - Page 266 of 312

WHITEFISH LAKE

WL02

WL01

Legend

 Project Area

 Waterbodies (GOA, FWMIS)

Wetland Classification

 WL02 - M-G-II
 WL01 - S-S-II



Date Saved: 10 Se 2025
Drawn by: S r R
Prepared by:



Prepared for:

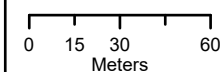
Austin Z



Coord te S ste : NAD 1983
10TM AEP Forest
Pro e to : Tr s erse Mer tor

2024-Aug-14
ESRI Wayback
Imagery

1:2,500



Project No.: B-0508-25
Lead: NE-4-62-13-W4M



Appendix H: Community Engagement Report

APPENDIX H:

Community Engagement

Date Report Completed	March 2026
Consultant	Massif Energy

PUBLIC ENGAGEMENT SUMMARY

Sunset Ridge Estates at Whitefish Lake

Outline Plan – R03A | Pt. NE 4-62-13-W4M, Smoky Lake County, Alberta

Prepared by: Austin Zacharko, Director – Business Development, Massif Energy | March 2026

1. Purpose

This summary documents the public engagement programme completed for the proposed Sunset Ridge Estates at Whitefish Lake development (Outline Plan – R03A) in accordance with Step 3 – Public Engagement Programme as required by Smoky Lake County. The programme was designed to inform adjacent and affected landowners, the broader community, and Indigenous communities of the proposed rezoning and country residential subdivision, and to invite feedback prior to submission of the Outline Plan to Council.

2. Project Overview

Project Name	Sunset Ridge Estates at Whitefish Lake – Outline Plan R01A
Location	Pt. NE 4-62-13-W4M, Smoky Lake County, Alberta (southern shore of Whitefish Lake)
Parcel Size	26.75 acres
Proposed Use	Rezoning from Agricultural (AG) to Country Residential (R1)
Proponent	Massif Energy – Austin Zacharko, Director of Business Development
Subdivision Authority	Municipal Planning Services (2009) Ltd., on behalf of Smoky Lake County

3. Engagement Overview

The engagement programme was conducted between January and March 2026 and consisted of five primary components:

#	Component	Description
1	Email Notices to Neighbouring Landowners	Formal notices distributed to adjacent and nearby landowners via email with the assistance of the Development Manager at Smoky Lake County.
2	Public Notice Boards	Physical notice boards posted on the development property and at high-traffic roadway locations near the site.
3	Door-to-Door Flyer Distribution	Over 50 flyers hand-delivered to local landowners. Where residents were unavailable, flyers were left at the door.
4	Community Open House	Formal open house held March 23, 2026 at Métis Crossing, Smoky Lake. 9 attendees signed in; approximately 15 total attended.
5	Indigenous Community Engagement	Separate dedicated engagement with Whitefish Lake First Nation #128 and Kikino Métis Settlement. See attached Indigenous Engagement Summary for full details.

4. Detailed Engagement Activities

4.1 Email Notices to Neighbouring Landowners

Formal public engagement notices were distributed by Smoky Lake County's Development Manager to adjacent and nearby landowners via email. Notices included information on the proposed outline plan, the public comment period (March 7–28, 2026), and open house details.

4.2 Public Notice Boards

Notice boards were constructed and installed at multiple high-visibility locations. Posting locations included:

- On the development property itself (Pt. NE 4-62-13-W4M), visible from Range Road 133;
- At the intersection of 62064 Range Road 133, adjacent to the property access road;
- Near the Whitefish Resorts entrance Gate;
- At the entrance to Hillside Acres (62103 Range Road 133A), a neighbouring residential area.

Each notice board displayed full project details, bylaw amendment descriptions, the lot layout, open house date and location, and proponent contact information. Photographs of all posted notice boards are included in Appendix A.

4.3 Door-to-Door Flyer Distribution

Over 50 flyers were distributed directly to local landowners and residents during a door-to-door canvassing effort. Where residents were not home, flyers were left at their doorstep. This direct outreach ensured awareness reached landowners who may not have received the email notice. Photographs of door-drop flyers are included in Appendix A.

4.4 Community Open House

Date: March 23, 2026 @ 7:00 p.m.

Location: Métis Crossing, 17339 Victoria Trail, Smoky Lake, AB T0A 3C0 – Classroom.

A community open house was held on March 23, 2026. Approximately 15 community members attended; 10 signed the official sign-in sheet. Not all attendees chose to sign in. The proponent presented the proposed Sunset Ridge Estates outline plan and was available to answer questions throughout the evening.

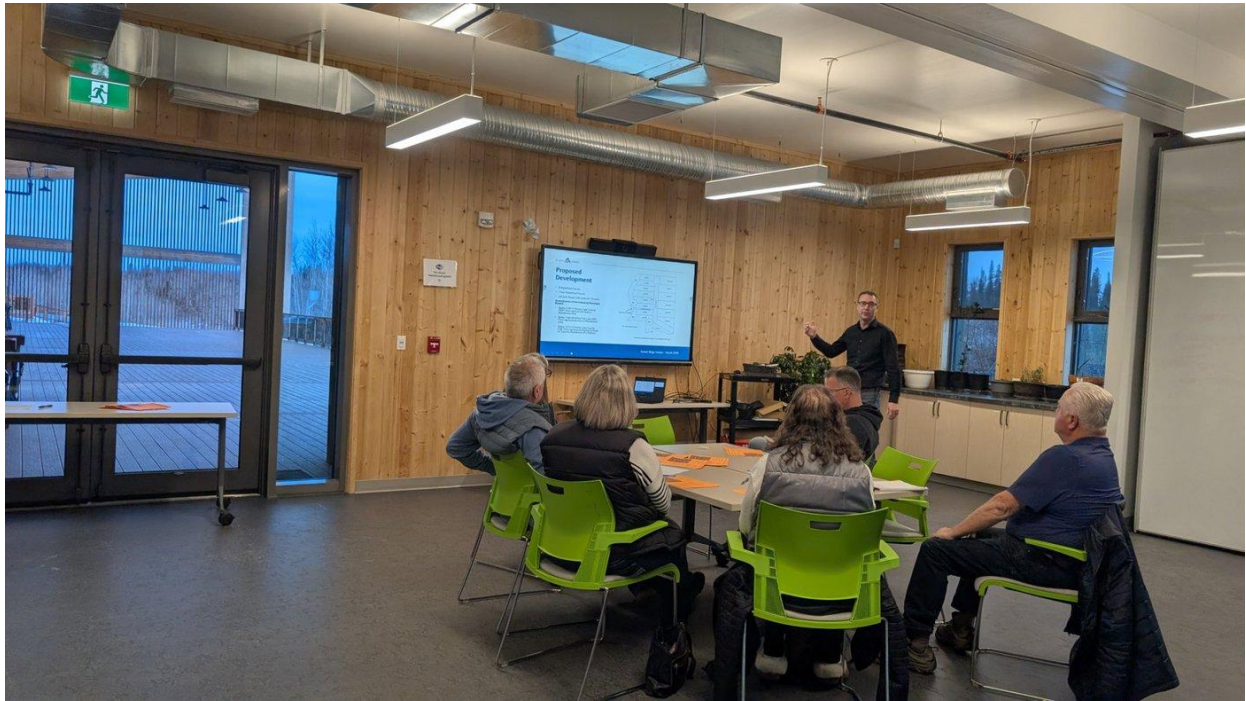
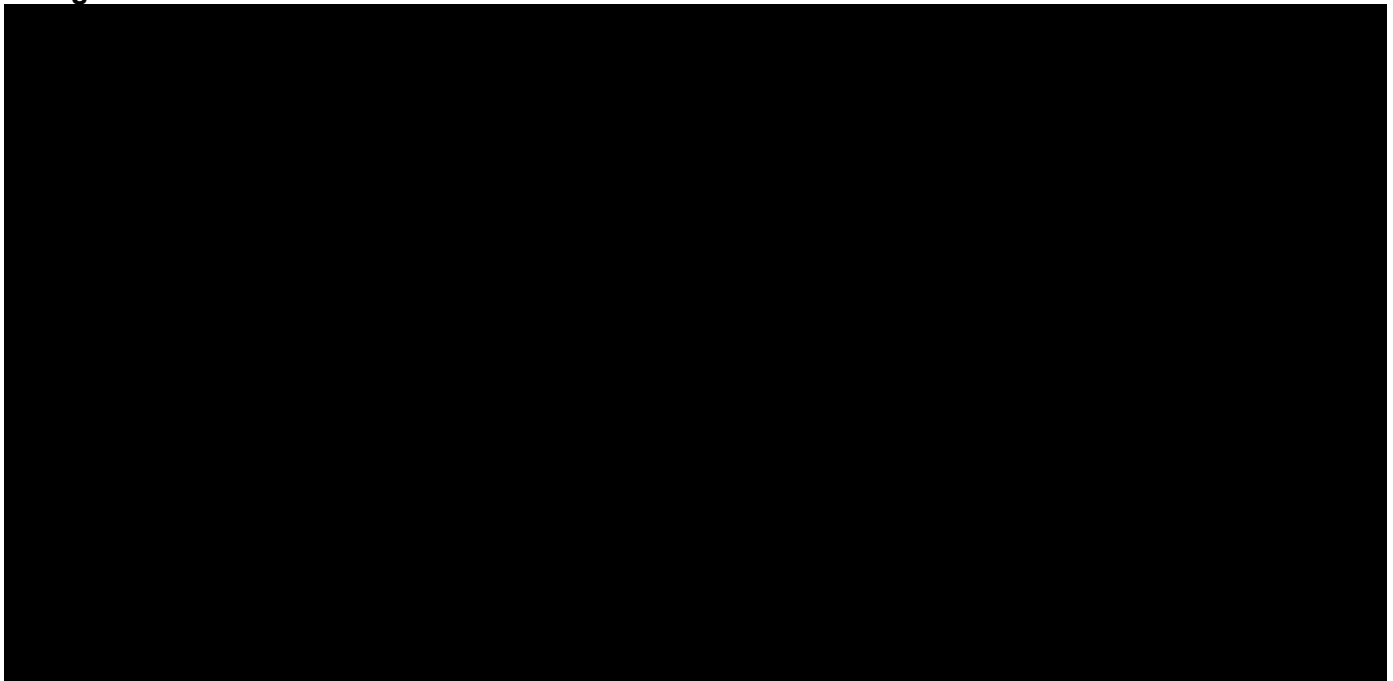


Photo: Jordan Reugg (Planning and Development Manager – Smoky Lake County) answering questions related to Smoky Lake county regarding the Sunset Ridge Estates Proposed Outline Plan at the Community Open House, Métis Crossing, March 23, 2026.

Sign-In Sheet – Attendees:



Open House – Sign-In Sheet

	Name	Email	Nearby Landowner? (Y/N)
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			

Photo: Open House Sign-In Sheet – March 23, 2026.

Topics raised and addressed at the open house:

- Wetlands – wetland investigations have been completed by qualified professional biologists.
- Archaeology – artifact studies have been completed by qualified archaeologists.
- Stormwater management – a stormwater management study is planned for completion in June 2026, by professional engineers; ensuring drainage does not negatively impact the lake or neighbouring properties.
- Road and infrastructure impacts – concerns regarding construction traffic on surrounding roads were raised. Smoky Lake County confirmed that they would coordinate with the internal teams to ensure it is properly managed.
- Boat launch – questions regarding the existing nearby public boat launch and its continued accessibility were raised and discussed. The fact that the current parking lot becomes full in the peak of summer months was noted. The proposed development is not in a meaningful place to provide additional parking, and due to its low density provides marginal increase in use. Massif Energy and the Smoky Lake County Development Manager discussed working collaboratively into the future to look into new parking options at the existing Boat Launch.

Item Taken Under Advisement – Municipal Utility Lot / Natural Buffer Zone

One suggestion raised at the open house was the creation of a municipal utility lot (MUL) or natural buffer zone between the southern edge of Sunset Ridge Estates and the northern edge of Whitefish Properties. The proponent indicated this would be taken under consideration.

Upon further review, the proponent has determined that a MUL or formal buffer zone is not practical or necessary for the following reasons:

1. Identical zoning on both sides – the existing zoning of Whitefish Properties and the proposed zoning for Sunset Ridge Estates are the same (Country Residential / R1). A buffer between two identically zoned properties is not a standard requirement.

2. Inaccessibility of a MUL – a municipal utility lot in this location would only be accessible through the adjacent Sunset Ridge Estates lot, making it functionally inaccessible to the municipality and therefore without practical public purpose.
3. Existing fence provides separation – the landowner at Whitefish Properties has already installed a large fence along the shared boundary, creating a meaningful physical separation between the two developments.
4. Inherent low density as a natural buffer – the low-density, large-lot design of Sunset Ridge Estates means there will inherently be more open space and tree retention on the property, providing a natural buffer without the need for a designated MUL.

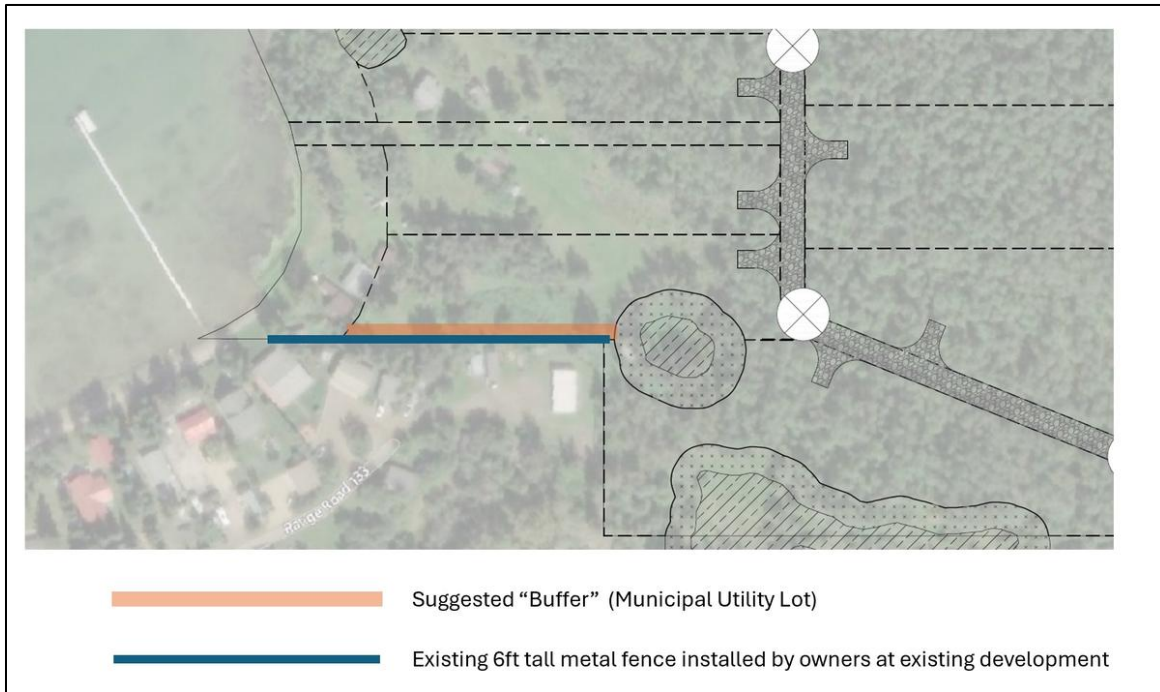


Figure: Aerial diagram illustrating the location of the suggested Municipal Utility Lot (orange) relative to the existing 6ft metal fence installed by Whitefish Properties owners (blue). The fence already provides a meaningful physical separation, rendering a formal MUL redundant.

4.5 Indigenous Community Engagement

Dedicated engagement was conducted with Whitefish Lake First Nation #128 and Kikino Métis Settlement throughout the development process, beginning in June 2025. This included formal written correspondence, telephone follow-up, and open house notification.

5. Feedback Received

Community members were invited to provide feedback by attending the open house or submitting written comments by email to austin@massifenergy.ca. The public feedback period ran March 7–28, 2026. Four written responses were received.

Date	Respondent	Position	Summary of Feedback
March 21, 2026	[REDACTED]	Support	Supports the low-density design as appropriate for the area; notes positive contribution to the local tax base.
March 22, 2026	[REDACTED]	Support	Consider the plan reasonable and environmentally responsible given the declared Environmental Reserves.
March 13/17, 2026	[REDACTED]	Opposition	Concerns: increased lake activity, noise, boating behaviour, wildlife, and safety. Proponent responded in detail March 17, 2026.
March 25/29, 2026	[REDACTED]	Opposition	Concerns: over-development, environmental damage, natural drainage impact on adjacent property. Proponent responded March 29, 2026.

Proponent Response: Both letters of opposition received direct written responses from the proponent addressing each concern raised. All four written submissions are included in the supporting materials.

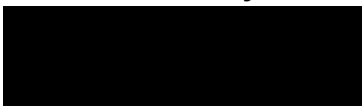
6. Conclusion

The public engagement programme for Sunset Ridge Estates at Whitefish Lake was conducted in good faith and in compliance with Smoky Lake County's Step 3 – Public Engagement Programme requirements. Outreach was multi-channel and broad, providing multiple opportunities for community input through email notices, physical notice boards, door-to-door canvassing, open house attendance, and written submission.

All feedback received was considered and, where applicable, addressed by the proponent. Concerns raised at the open house were responded to in person. Written concerns were responded to in writing. The suggestion of a municipal utility lot has been reviewed and the rationale for its impracticality is documented in Section 4.4 above.

This summary, together with the attached supporting materials, is submitted as part of the Outline Plan package to Smoky Lake County Council and Municipal Planning Services (2009) Ltd.

Submitted by:



Austin Zacharko | Director – Business Development, Massif Energy
(780) 245-6646 | Austin@MassifEnergy.ca | www.massifenergy.ca

APPENDIX A

Public Notice Board & Door-to-Door Flyer Distribution – Photographs

Notice Boards – Posted March 7, 2026



Notice board at intersection of Range Road 133 and Township Road 620.



Notice board near Whitefish Resort Entrance Gate



Notice board at Hillside Acres entrance – 62103 Range Road 133A

Door-to-Door Flyer Distribution – March 7, 2026



Flyers left at door of unattended residence. Over 50 Flyers were handed out in person at attended and unattended residences.

Additional Posting Location – Development Property Entrance



Notice Posted at the entrance to the property being Developed (62064 Rge RD 133)

Sunset Ridge Estates Proposed Outline Plan in Smoky Lake County

Amendments of the following Municipal Bylaws:

- Bylaw 1249-12 Smoky Lake County MDP: From Agricultural Area to Residential Area
- Bylaw 1189-09 White Fish Lake ASP: From Agricultural Area to Residential Area
- Bylaw 1272-14 Smoky Lake County LUB: From Agriculture District to Multi-lot Country Residential (R1) District.

Highlights of Proposed Outline Plan

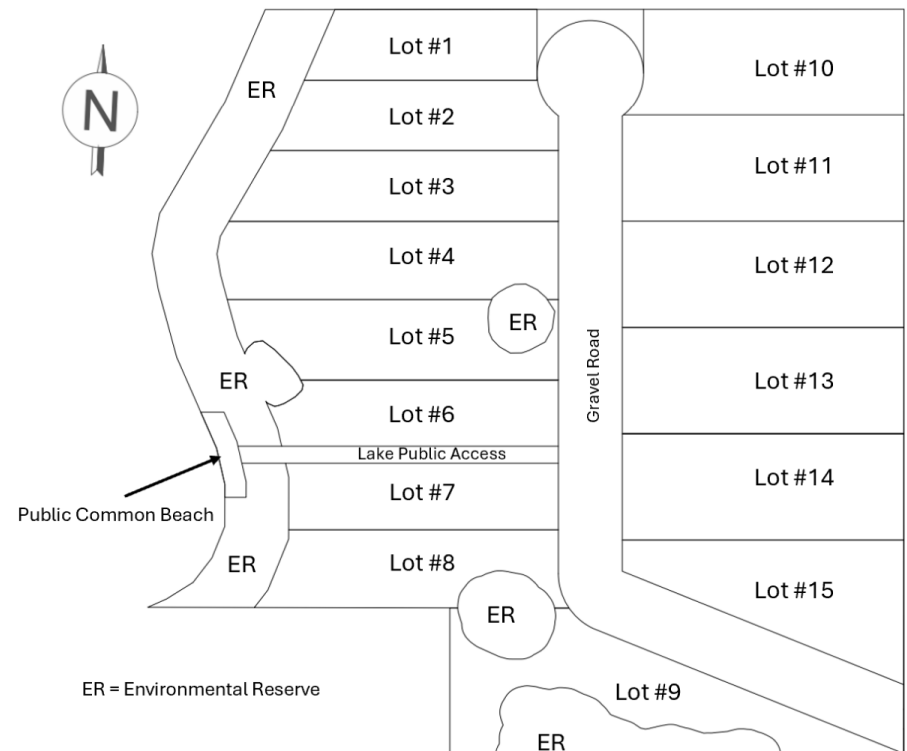
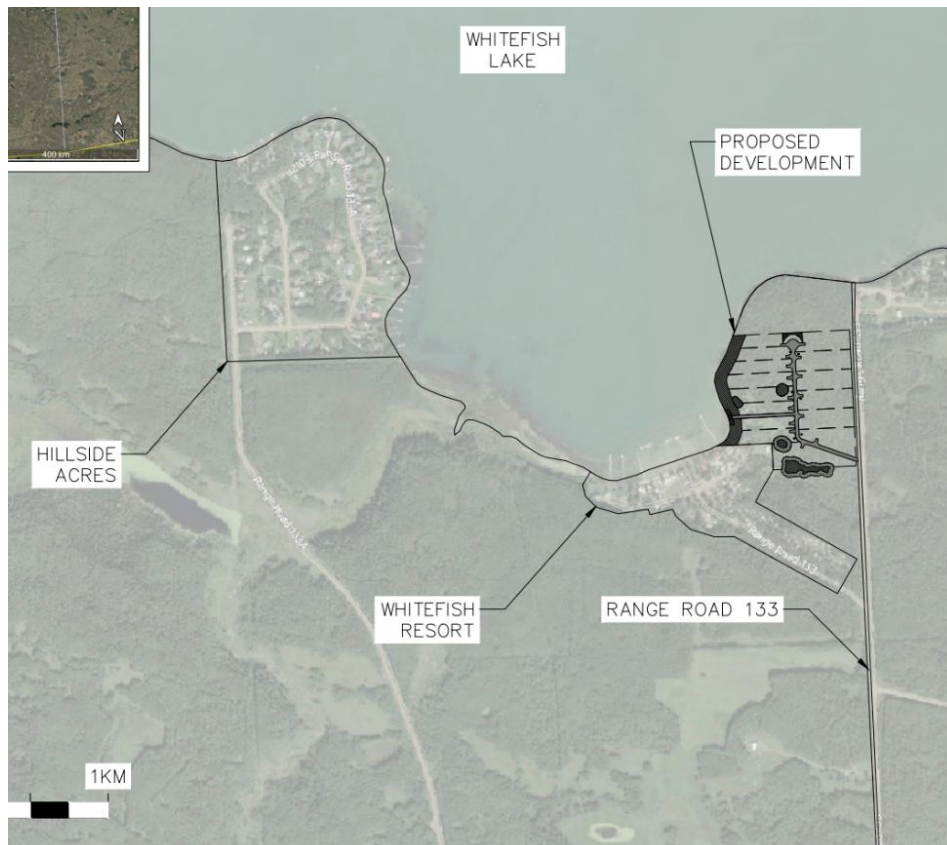
- 15 Lot Country Residential Subdivision Located on the Southern Shore of Whitefish Lake.
- 8 Waterfront Parcels, & 7 Non-Waterfront Parcels. Lot Sizes Range 0.84 acres to 1.79 acres.
- Legal Description: Pt. NE 4-62-13-W4M (Smoky Lake County)
- Lot Area: 26.75 acres

OPEN HOUSE Details

- March 23rd 2026 @ 7pm
- Location: Metis Crossing (17339 Victoria Trail, Smoky Lake, AB T0A 3C0) – Classroom.

Questions or Comments? Email: austin@massifenergy.ca

This notice is part of the public engagement process for the proposed Outline Plan, and the proposed Municipal Development Plan, Area Structure Plan, and Land Use Bylaw amendments. Community members may provide feedback via email or through attending the open house. Feedback will be taken for 21 days from March 7 – 28th 2026.



Proposed subdivision design is a conceptual draft plan



Public Consultation - Sunset Ridge Estates Proposed Outline Plan in Smoky Lake County - White Fish Lake

From Jordan Ruegg <jruegg@smokylakecounty.ab.ca>
Date Fri 3/6/2026 10:44 AM
To Austin Zacharko <Austin@massifenergy.ca>

1 attachment (310 KB)
Public Engagement Notice - SRE - Jan 15 2026.pdf;

Good morning.

Please see the attached notice of an Open House, being held by Massif Energy, a locally-based development company, regarding its proposed project, Sunset Ridge Estates, near Whitefish Lake, Smoky Lake County.

As a potentially affected landowner, Massif would like to welcome you to participate in an Open House and share your thoughts on the proposed development.

Open House Details:

Date: March 23, 2026 @ 7:00 p.m.
Location: Metis Crossing (17339 Victoria Trail, Smoky Lake, AB T0A 3C0) – Classroom.

For more information on the proposed project, please contact Austin Zacharko at austin@massifenergy.ca.

Thank you,



Jordan Ruegg, B.A., MPlan

Director of County Services

p:780-656-1588 or toll free 1-888-656-3730

4612 - McDougall Drive, PO Box 310

Smoky Lake, Alberta, T0A 3C0

ᑭᓴᑭᓱᓱᓱ ᓱᓴᓱᓱᓱᓱᓱ (kaskapatau sakahigan) / Димних Озеро (Dymnykh Ozero) / Lac qui Fume / Smoky Lake
Located on Treaty 6 Territory and Homeland of the Métis Nation

This communication is for use by the intended recipient and contains information that may be privileged, confidential or copyrighted under applicable law. If you are not the intended recipient, you are hereby formally notified that any use, copying or distribution of this e-mail, in whole or in part, is strictly prohibited. Please notify the sender by return e-mail and delete this e-mail from your system. *Studies show that trees live longer when they are not cut down. Please do not print this email*



Sunset Ridge Estates

Whitefish Lake,
Smoky Lake County, AB

Community Open House
March 23, 2026





About Massif

Our mission is to develop projects in partnership with communities that are aligned with local values and structured to create lasting regional benefits.

Development Firm Experienced with

- Community Engagement
- Financing
- Consulting
- Energy, Infrastructure, Real Estate



The Project



The Land

- Southern Shore of Whitefish Lake
- Legal Description: Pt. NE 4-62-13-W4M (Smoky Lake County)
- Lot Area: 26.75 acres
- Current Zoning: Agriculture

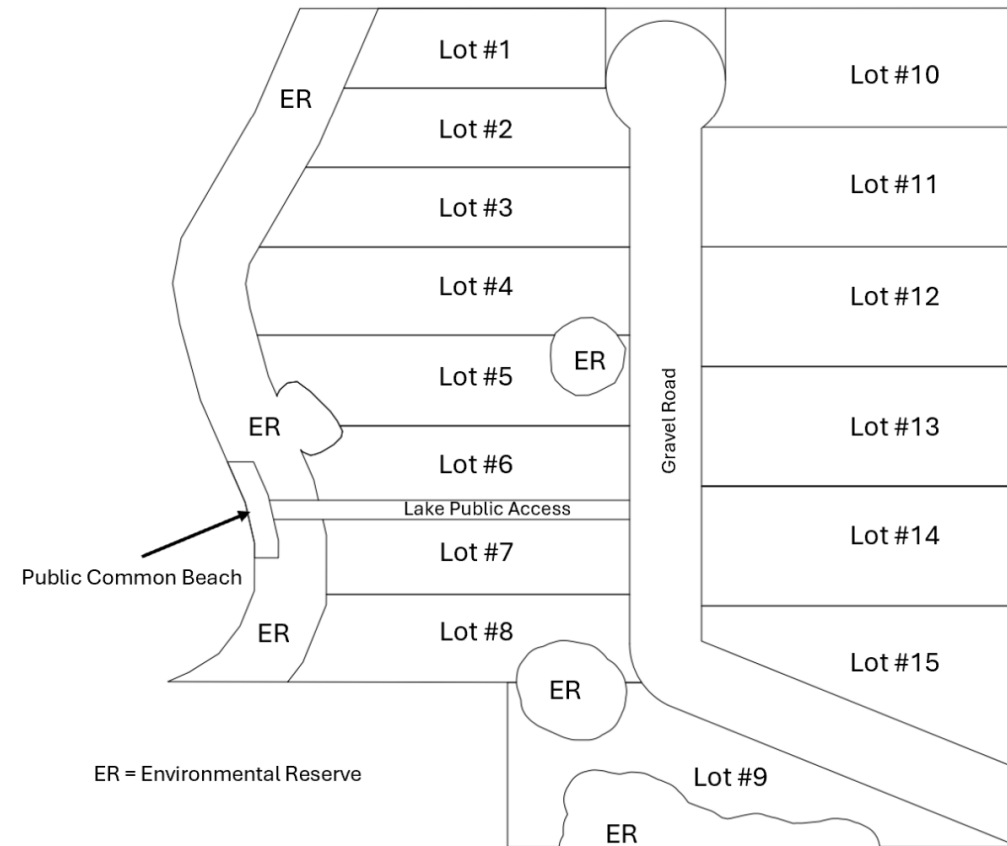


Proposed Development

- 8 Waterfront Parcels
- 7 Non-Waterfront Parcels
- Lot Sizes Range 0.84 acres to 1.79 acres.

Amendments of the following Municipal Bylaws:

- Bylaw 1249-12 Smoky Lake County MDP: From Agricultural Area to Residential Area
- Bylaw 1189-09 White Fish Lake ASP: From Agricultural Area to Residential Area
- Bylaw 1272-14 Smoky Lake County LUB: From Agriculture District to Multi-lot Country Residential (R1) District.



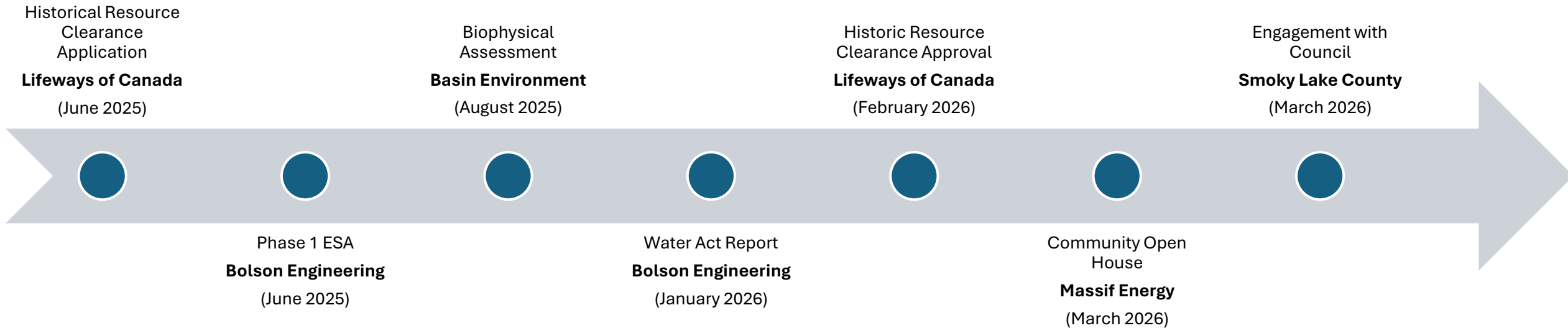
Proposed subdivision design is a conceptual draft plan



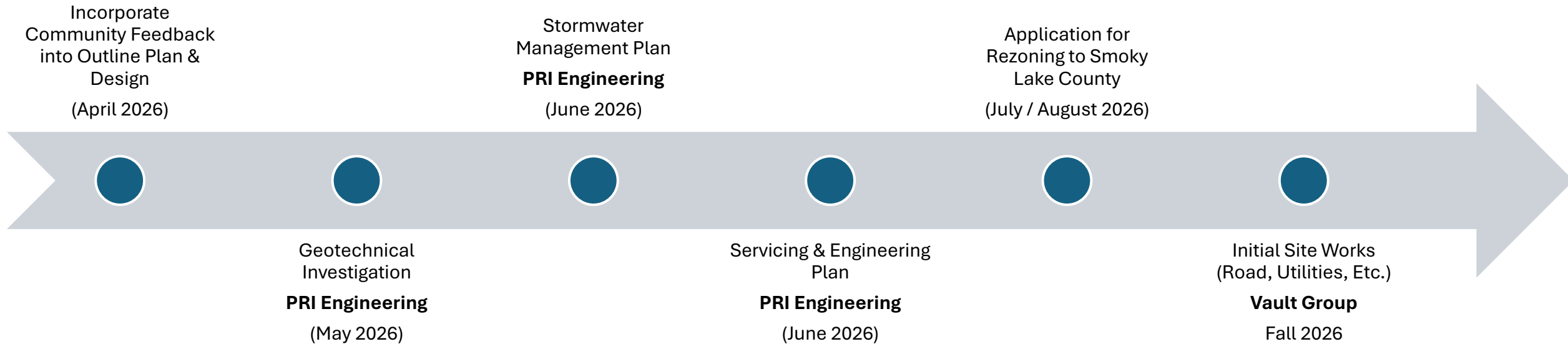
Partners



Progress to Date



Upcoming Plans





Summary of Work

Name of Study	Status
Historical Resource Clearance Application	Complete Submitted to MPS & Smoky Lake County
Phase 1 ESA	Complete Submitted to MPS & Smoky Lake County
Biophysical Assessment	Complete Submitted to MPS & Smoky Lake County
Water Act Report	Complete Submitted to MPS & Smoky Lake County
Community Engagement	In Progress

Name of Study	Status
Geotechnical Investigation	Planned - 2026
Storm Water Management Plan	Planned - 2026
Servicing & Engineering Plan	Planned - 2026
Application for Rezoning & Subdivision	Planned - 2026
Construction / Site Works	Planned - 2026



Re: Sunset Ridge Estates Proposed Outline Plan in Smoky Lake County

From Austin Zacharko [REDACTED]
Date Tue 3/17/2026 9:22 PM
To MKS PARADIS <[REDACTED]>

Dear [REDACTED]

Thank you for taking the time to share your thoughts and for your long history at Whitefish Lake. A family connection spanning over 60 years is meaningful, and I appreciate you contributing to the process even if you are unable to attend the open house.

I hear your concerns regarding increased activity at the lake over time, including noise, boating behaviour, wildlife impacts, and safety. As someone who has also spent over 25 years at Whitefish Lake, I understand the value of preserving what makes this area special.

I would like to clarify a few points specific to Sunset Ridge Estates:

- **Low-density design:** The proposed development currently consists of 15 lots across approximately 26 acres, with each lot averaging over one acre in size. This is significantly less dense than other developments around the lake.
 - Importantly, earlier concepts for this land considered a density more comparable to nearby developments such as Hillside Acres, Paradise Cove, and other resort-style areas. Through the planning process, we made a deliberate decision to reduce the density and move toward a larger-lot, low-impact design specifically to better align with the character of the area and address concerns like those you’ve raised.
- **Not a resort or campground:** This is not a high-traffic development. It is intended for private ownership, which typically results in more stable and respectful use.
- **Environmental considerations:** The design process includes environmental review, setbacks, and regulatory requirements to minimize impact on surrounding land and water. All applicable regulations and studies are being completed as part of the development process.
- **Broader lake activity:** Concerns such as noise, boating behavior, and security reflect broader patterns that have developed over time around the lake and are not unique to this project, particularly given its low density.

I understand and respect that not all local landowners and residents will support additional development in the area. Where possible, we are committed to incorporating reasonable feedback into the project as we continue working through the application process with Smoky Lake County. If you have specific suggestions on how this development could move forward in a way that addresses your concerns, we are open to further input.

Thank you again for your input and for being part of the conversation.

Best,

Austin Zacharko
Director - Business Development



From: MKS PARADIS <merissa360@hotmail.ca>
Sent: Friday, March 13, 2026 8:59 AM

To: Austin Zacharko <Austin@massifenergy.ca>

Subject: Sunset Ridge Estates Proposed Outline Plan in Smoky Lake County

To Whom it may concern;

I am writing this email in regards to :

Sunset Ridge Estates Proposed Outline Plan in Smoky Lake County

-Bylaw 1249-12

-Bylaw 1189-09

-Bylaw 1272-14

My name is [REDACTED] My sister [REDACTED] and I have a generational family cabin in the cove next to this proposed development. My address is as follows:

- Municipal 16, 62044 RGE RD 133, lot 10, Plan 9523091

We have been in the Whitefish lake cove since the cabin was built in 1965. (61yrs)

We have seen many new developments in the time we have been at Whitefish lake such as:

Paradise Cove

Hillside Acres

Kikino Beach/Campground Resort

Whitefish Lake Cove back area expansion for trailer lot rental.

In these past years we have witnessed an increase in:

Loss of wildlife

Extreme increase in water crafts being operated carelessly

Extreme increase in loud, lewd behaviour well in to the early morning hours (booming music and intoxicated voices travel fast over the water at 3 am)

And an obscene high-volume increase in theft. (Paradise Cove trailers broken into almost monthly)

We feel if this development is approved it will have detrimental environmental impact as well as increase noise pollution and bring forth more unexperienced boaters/campers causing negative impact to the Whitefish Lake Cove.

We come to our little piece of heaven to decompress and remove stress from the loud and busy hustle and bustle of the big city life.

With all the development already at the lake, on warmer weekends it is as if we are in the city still as it becomes even noisier with a surplus of boaters and loud late night/early morning parties attracting unwanted persons and behaviors.

Therefore, the above being said, we as a whole do NOT feel this development will make a positive impact for our Whitefish lake cove resort.

We are AGAINST any and all new development.

I am sending this email as our objection to this development as we are unable to attend the public engagement open house discussion on March 23@ 7:00 pm due to working and being out of the country.

Once again, we do NOT feel this will bring any positive impact to the already established cabin communities.

Thank you for your attention to this matter.

Sincerely,

[REDACTED]



Re: RESPONCE TO THE PROPOSED SUNSET RIDGE ESTATES, WHITEFISH LAKE, AB

From Austin Zacharko [REDACTED]
Date Sun 3/29/2026 9:56 PM
To [REDACTED]; jruegg@smokylakecounty.ab.ca
<jruegg@smokylakecounty.ab.ca>

Hi Joe & Jane,

Thank you for taking the time to participate in our community engagement process. We appreciate all the feedback we receive.

I wanted to take the time to provide some supplementary information regarding the proposed development that specifically relates to some of the points you have brought up.

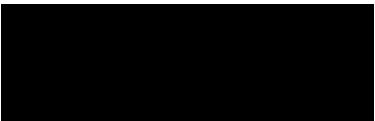
- Environmental Damage
 - All applicable provincial and local laws/bylaws are being followed during the development process. This includes but is not limited to Wetland investigations completed by Professional Biologists, Artifact Studies completed by qualified Archeologists, and Water resource studies completed by applicable professionals.
- Natural Drainage
 - A storm water management study is planned to be completed in June 2026. This study will ensure the drainage of the development does not negatively impact the lake or nearby landowners.
- Indigenous Engagement
 - We have engaged and requested feedback from both Whitefish Lake First Nation #128 and Kikino Metis Settlement during our design and development process.

If you have any other questions or concerns about the proposed development, feel free to reach out to me at any time. Have a great week.

Best,

Austin Zacharko
Director - Business Development

MASSIF ENERGY



From [REDACTED]
Sent: Wednesday, March 25, 2026 11:50 AM
To: Austin Zacharko <[REDACTED]jruegg@smokylakecounty.ab.ca>
<jruegg@smokylakecounty.ab.ca>
Subject: RESPONCE TO THE PROPOSED SUNSET RIDGE ESTATES, WHITEFISH LAKE, AB

To Whom It May Concern,

In regard to your proposed residential development on Whitefish Lake, I would like to voice my opposition to your plans. I am one of the owners of Whitefish Lake Properties Ltd., which is adjacent to your property you wish to develop. It is my opinion that there is already more than enough development on our end of the lake and in our bay. Any more would likely have a negative affect on the lake itself and create environmental damage to the general area.

Because much of the property you wish to develop is on a hill, I would presume that you would have to do much excavation, changing the natural drainage into the lake and surrounding areas. This could negatively affect not only the lake itself, but my adjacent property which is at lake level. There certainly

should be an environmental study done by the provincial government. Also, the indigenous communities surrounding the lake should be consulted.

In regard to your proposed beach area, this is an area of reeds and natural shoreline that should not be disrupted, as per provincial environmental laws.

Thank you for giving me the chance to voice my opinion.





Sunset Ridge development plan

From [redacted]
Date Sun 3/22/2026 11:24 AM
To Austin Zacharko <Austin@massifenergy.ca>

To whom it may concern

Having viewed the proposal for this development we are in agreement with the plan, and find it to be reasonable and responsible to environmental concerns, it having studied and declared appropriate Environmental Reserves.

Signed
[redacted]



Support for Sunset Ridge Estates

From [Redacted]
Date Sat 3/21/2026 12:03 PM
To Austin Zacharko <Austin@massifenergy.ca>

To Whom It May Concern,

I am writing to express my support for the proposed Sunset Ridge Estates development at Whitefish Lake.

My Land Ownership Information is as follows:

- Municipal Address: Lot 124 Hillside Acres, 62103 RANGE ROAD 133A, Smoky Lake County, Alberta T0A3C0
- Relationship to Area: 25+ yr Landowner n Hillside Acres

I believe this project represents a reasonable and well-planned approach to development in the area. The proposed low-density design is appropriate for Whitefish Lake and aligns better with the character of the area than higher-density developments nearby.

Additionally, responsible development like this contributes positively to the local area by supporting the tax base and long-term sustainability of services. I am supportive of increasing the tax base in the area to help better support local services.

Overall, I support this project moving forward.

Sincerely,
[Redacted]

INDIGENOUS ENGAGEMENT SUMMARY

Sunset Ridge Estates at Whitefish Lake

Outline Plan – R01A | Pt. NE 4-62-13-W4M, Smoky Lake County, Alberta

Prepared by: Austin Zacharko, Director – Business Development, Massif Energy | March 2026

1. Purpose

This summary has been prepared to document Indigenous community engagement undertaken in connection with the proposed rezoning and country residential subdivision known as *Sunset Ridge Estates at Whitefish Lake (Outline Plan – R01A)*. The engagement was conducted to satisfy **Step 3 – Public Engagement Programme** as required by Smoky Lake County, which requires notices to adjacent and affected landowners and communities as part of the Outline Plan submission to Council.

2. Project Overview

Project Name	Sunset Ridge Estates at Whitefish Lake – Outline Plan R01A
Location	Pt. NE 4-62-13-W4M, Smoky Lake County, Alberta (south-east of Whitefish Lake)
Parcel Size	26.75 acres
Proposed Use	Rezoning from Agricultural (AG) to Country Residential (R1)
Proponent	Massif Energy – Austin Zacharko, Director of Business Development
Municipal Authority	Smoky Lake County; Subdivision Authority: Municipal Planning Services (2009) Ltd.

3. Indigenous Communities Contacted

Two Indigenous communities with proximity to the project area were identified and contacted as part of the engagement process:

Community	Location / Relationship to Project	Contact Method
Whitefish Lake First Nation #128	Located adjacent to Whitefish Lake; nearest First Nation community to the project parcel	Formal introduction letter (June 23, 2025) with enclosed draft Outline Plan; followed up by telephone
Kikino Métis Settlement	Located near the project area within Smoky Lake County; proximity warranted early engagement	Formal introduction letter (June 23, 2025) with enclosed draft Outline Plan; followed up by telephone

4. Engagement Activities

4.1 Written Correspondence

On June 23, 2025, formal introduction letters were sent directly to both communities. Each letter:

- Introduced Austin Zacharko and Massif Energy as the project proponent;
- Described the proposed rezoning and subdivision of the 26.75-acre parcel into 11 country residential lots;
- Provided a copy of the draft Outline Plan – Sunset Ridge Estates at Whitefish Lake – R01A as an enclosure;
- Invited leadership to share feedback, concerns, or requests for further discussion;
- Offered to arrange an in-person or virtual meeting at the community's convenience;
- Copied Municipal Planning Services (2009) Ltd. (Subdivision Authority) and Smoky Lake County for transparency.

4.2 Telephone Follow-Up

Following the written correspondence, Austin Zacharko conducted telephone follow-up calls with representatives at both Whitefish Lake First Nation #128 and Kikino Métis Settlement. The purpose of these calls was to:

- Confirm receipt of the introduction letter and enclosed draft Outline Plan;
- Confirm receipt of any email correspondence related to the project;
- Verbally introduce the project and reiterate the invitation for feedback or a meeting;
- Provide an opportunity for community representatives to raise any immediate questions or concerns.

Telephone contact was successfully made with representatives at each community (admin staff). Both communities confirmed receipt of the correspondence materials.

5. Engagement Log

Date	Community	Activity	Method	Response Received
June 23, 2025	Whitefish Lake First Nation #128	Introduction letter + draft Outline Plan sent	Formal written letter & Call	No written response received
June 23, 2025	Kikino Métis Settlement	Introduction letter + draft Outline Plan sent	Formal written letter & Call	No written response received
Aug 6, 2025	Whitefish Lake First Nation #128	Follow Up from June	Formal written letter	No response Provided.
Aug 6, 2025	Kikino Métis Settlement	Follow Up from June	Formal written letter	No response Provided.
Nov 18, 2025	Whitefish Lake First Nation #128	Follow Up from June	Formal written letter & Call	Confirmed contact with representative from the community and verbally confirmed that documents had been received

Nov 18, 2025	Kikino Métis Settlement	Follow Up from June	Formal written letter & Call	Confirmed contact with representative from the community and verbally confirmed that documents had been received
March 2026	Whitefish Lake First Nation #128	Provided Notice of Community Open House	Email & Notice Boards at property and at Nearby Highways.	No response or attendance.
March 2026	Kikino Métis Settlement	Provided Notice of Community Open House	Email & Notice Boards at property and at Nearby Highways.	No response or attendance.

6. Community Responses and Feedback

Despite meaningful and documented outreach efforts, neither Whitefish Lake First Nation #128 nor Kikino Métis Settlement provided written formal feedback, concerns, or requests regarding the proposed Sunset Ridge Estates development.

The proponent acknowledges the importance of Indigenous community engagement and made genuine efforts to facilitate early, transparent, and respectful communication. Both communities were given adequate opportunity to:

- Review the draft Outline Plan materials.
- Raise any concerns or questions regarding the development.
- Request an in-person or virtual meetings with the proponent.

In the absence of formal feedback, the proponent interprets the lack of response as an absence of identified concerns at this time. The proponent remains open to ongoing engagement throughout the municipal review and approval process.

7. Conclusion

The Indigenous engagement undertaken for Sunset Ridge Estates at Whitefish Lake was apart of the broader community notification and engagement requirements of Smoky Lake County's Public Engagement Programme as outlined in Step 3 of the Outline Plan process. Outreach was conducted in good faith, with transparency and respect, and in a manner consistent with the duty to inform affected Indigenous communities of proposed nearby land use changes.

This summary, along with copies of the engagement letters sent to each community, is submitted as part of the Outline Plan package to Smoky Lake County Council & MPS.

Submitted by:



Austin Zacharko | Director – Business Development, Massif Energy
(780) 245-6646 | Austin@MassifEnergy.ca | www.massifenergy.ca

Austin Zacharko

From: Austin Zacharko
Sent: June 23, 2025 3:40 PM
To: kiadmin@telus.net
Cc: Jane Dauphinee; Marina Guintchitskaia; Jordan Ruegg
Subject: Introduction on Proposed Rezoning and Country Residential Subdivision on South East Side of Whitefish Lake
Attachments: Introduction Letter - Kikino + Sunset Ridge Estates.pdf; Sunset Ridge Estates at Whitefish Lake-R01A.pdf

Hello,

Please see attached and reach out with any questions. Have a great day.

Best,

Austin Zacharko
Director - Business Development

MASSIF ENERGY

C: (780) 245-6646

E: Austin@MassifEnergy.ca

W: www.massifenergy.ca/

Austin Zacharko

From: Marina Guintchitskaia <m.guintchitskaia@munplan.ab.ca>
Sent: June 24, 2025 8:00 AM
To: Austin Zacharko
Cc: Jane Dauphinee; Jordan Ruegg
Subject: Re: Indigenous Engagement - Whitefish Lake FN #128 - Sunset Ridge Estates.

Hi Austin,

Thanks for keeping us in the loop!

Best,

MARINA GUINTCHITSKAIA

Planner



p: 780.486.1991
e: m.guintchitskaia@munplan.ab.ca
a: #206, 17511 – 107 Ave NW
Edmonton, AB T5S 1E5
www.munplan.ab.ca

Confidentiality Warning: This message and any attachments are intended only for the use of the intended recipient(s), are confidential, and may be privileged. If you are not the intended recipient, you are hereby notified that any review, retransmission, conversion to hard copy, copying, circulation or other use of this message and any attachments is unauthorized. If you are not the intended recipient, please notify the sender immediately by return e-mail, and delete this message and any attachments. Thank you.

From: Austin Zacharko <Austin@massifenergy.ca>
Sent: Monday, June 23, 2025 3:46 PM
To: Marina Guintchitskaia <m.guintchitskaia@munplan.ab.ca>
Cc: Jane Dauphinee <j.dauphinee@munplan.ab.ca>; Jordan Ruegg <jruegg@smokylakecounty.ab.ca>
Subject: Indigenous Engagement - Whitefish Lake FN #128 - Sunset Ridge Estates.

Hi Marina,

This email's purpose is to serve as a transparent record of engagement with the Whitefish Lake FN #128.

This afternoon I attempted to reach out to Whitefish Lake FN #128 without success. The following actions were taken:

1. Called the posted Phone number (780) 636-7000
 - a. No Answer & Left a message
2. Was unable to find an email address online.
3. Completed a contact form on the community's website and submitted it with the following Content

I hope this letter finds you well. My name is Austin Zacharko, and I am reaching out to respectfully introduce myself and share information regarding a proposed rezoning and country residential subdivision project located within Smoky Lake County, on Pt. NE 4-62-13-W4M—just south-east of Whitefish Lake and near your community.

As a proud indigenous Albertan and Director of Business Development at Massif Energy, I believe in the importance of meaningful and early engagement with Indigenous communities. Given the proximity of Whitefish Lake First Nation #128 to the development area, I wanted to ensure your Nation is informed and invited into the feedback process from the beginning.

The project envisions the rezoning and subdivision of a 26.75-acre parcel into 11 country residential lots. The land is currently designated for agricultural use and is undergoing the necessary municipal approvals to support responsible rural residential development.

We are still in the early stages of planning and welcome the opportunity to engage with your leadership to share details, gather your feedback, and discuss any considerations or concerns. I would appreciate the opportunity to meet at your convenience and ensure that the project proceeds in a way that is inclusive, transparent, and respectful.

Please feel free to contact me directly to set up a meeting or direct me to the appropriate representative from your Nation. Thank you for your time and consideration. I look forward to the opportunity to connect.

Best,
Austin Zacharko
Director – Business Development
Massif Energy
C: (780) 245-6646
E: Austin@MassifEnergy.ca
W: www.massifenergy.ca/

Our team will continue to attempt to reach out in the coming weeks and months including in person, phone, and email attempts.
Best,

Austin Zacharko
Director - Business Development

MASSIF ENERGY
C: (780) 245-6646
E: Austin@MassifEnergy.ca
W: www.massifenergy.ca/



Austin Zacharko

Director – Business Development

Massif Energy

(780) 245-6646

Austin@MassifEnergy.ca

www.massifenergy.ca/

June 23, 2025

Whitefish Lake First Nation #128 Council

Email:

Box 271, Goodfish Lake, AB T0A 1R0

Dear Whitefish Lake First Nation #128 Leadership,

Re: Introduction on Proposed Rezoning and Country Residential Subdivision on South-East Side of Whitefish Lake

I hope this letter finds you well. My name is Austin Zacharko, and I am reaching out to respectfully introduce myself and share information regarding a proposed rezoning and country residential subdivision project located within Smoky Lake County, on Pt. NE 4-62-13-W4M—just south-east of Whitefish Lake and near your community.

As a proud indigenous Albertan and Director of Business Development at Massif Energy, I believe in the importance of meaningful and early engagement with Indigenous communities. Given the proximity of Whitefish Lake First Nation #128 to the development area, I wanted to ensure your Nation is informed and invited into the feedback process from the beginning.

The project envisions the rezoning and subdivision of a 26.75-acre parcel into 11 country residential lots. The land is currently designated for agricultural use and is undergoing the necessary municipal approvals to support responsible rural residential development.

We are still in the early stages of planning and welcome the opportunity to engage with your leadership to share details, gather your feedback, and discuss any considerations or concerns. I would appreciate the opportunity to meet at your convenience and ensure that the project proceeds in a way that is inclusive, transparent, and respectful.

Enclosed with this letter is a draft version of our proposed outline plan titled *Sunset Ridge Estates at Whitefish Lake – R01A* for your review. We look forward to receiving your feedback on this high-level concept. For transparency and collaboration, I have also copied Municipal Planning Services (the Subdivision Authority) and Smoky Lake County on this correspondence.



Please feel free to contact me directly to set up a meeting or direct me to the appropriate representative from your Nation.

Thank you for your time and consideration. I look forward to the opportunity to connect.

Best,

Austin Zacharko

Director – Business Development

Massif Energy



CC: Municipal Planning Services (2009) Ltd.
Smoky Lake County

Encl: Draft Outline Plan – *Sunset Ridge Estates at Whitefish Lake – R01A*



Austin Zacharko

Director – Business Development

Massif Energy

(780) 245-6646

Austin@MassifEnergy.ca

www.massifenergy.ca/

June 23, 2025

Kikino Métis Settlement Council

kiadmin@telus.net

Kikino, AB

Dear Kikino Métis Settlement Council,

Re: Introduction on Proposed Rezoning and Country Residential Subdivision on South East Side of Whitefish Lake

I hope this letter finds you well. My name is Austin Zacharko, and I am reaching out to respectfully introduce myself and share information regarding a proposed rezoning and country residential subdivision project located within Smoky Lake County, on Pt. NE 4-62-13-W4M—just south-west of Whitefish Lake and near the Kikino Métis Settlement.

As a proud Métis Albertan and Director of Business Development at Massif Energy, I believe in the importance of meaningful and early engagement with Indigenous communities. Given your community's proximity, I felt it was important to reach out directly.

The project envisions the rezoning and subdivision of a 26.75-acre parcel into 11 country residential lots. The land is currently designated for agricultural use and is undergoing the necessary municipal processes to enable responsible rural residential development. Our aim is to design a community that respects the natural environment.

We are still in the early planning stages and welcome the opportunity to connect with Kikino leadership to discuss the project, and gather your feedback, and explore any opportunities for further discussions. I'd be grateful for the chance to meet at your convenience and ensure that this development moves forward in a way that is inclusive and respectful.

Enclosed with this letter is a draft version of our proposed outline plan titled *Sunset Ridge Estates at Whitefish Lake – R01A* for your review. We look forward to receiving your feedback on this high-level concept. For transparency and collaboration, I have also copied Municipal Planning Services (the Subdivision Authority) and Smoky Lake County on this correspondence.



Please feel free to contact me directly to set up a meeting or to direct me to the appropriate member of your team.

Thank you for your time and consideration. I look forward to the opportunity to connect.

Best,

Austin Zacharko

Director – Business Development
Massif Energy



CC: Municipal Planning Services (2009) Ltd.
Smoky Lake County

Encl: Draft Outline Plan – *Sunset Ridge Estates at Whitefish Lake – R01A*

Austin Zacharko

From: Austin Zacharko
Sent: August 6, 2025 5:14 PM
To: [REDACTED]
Cc: Jane Dauphinee; Marina Guintchitskaia; Jordan Ruegg
Subject: RE: Introduction on Proposed Rezoning and Country Residential Subdivision on South East Side of Whitefish Lake

Hello,

I am following up on our plan to rezone and subdivide a parcel of land on the southeast shore of Whitefish Lake. We are continuing our process and would value your thoughts and feedback on the development.

Could we arrange a 30 minute call or meeting next week?

Best,

Austin Zacharko
Director - Business Development

MASSIF ENERGY

C: (780) 245-6646

E: Austin@MassifEnergy.ca

W: www.massifenergy.ca/

From: Austin Zacharko
Sent: June 23, 2025 3:40 PM
To: [REDACTED]
Cc: Jane Dauphinee <j.dauphinee@munplan.ab.ca>; Marina Guintchitskaia <m.guintchitskaia@munplan.ab.ca>; Jordan Ruegg <jruegg@smokylakecounty.ab.ca>
Subject: Introduction on Proposed Rezoning and Country Residential Subdivision on South East Side of Whitefish Lake

Hello,

Please see attached and reach out with any questions. Have a great day.

Best,

Austin Zacharko
Director - Business Development

MASSIF ENERGY

C: (780) 245-6646

E: Austin@MassifEnergy.ca

W: www.massifenergy.ca/

Austin Zacharko

From: Austin Zacharko
Sent: November 18, 2025 10:43 AM
To: [REDACTED]
Cc: Marina Guintchitskaia; Jane Dauphinee; Jordan Ruegg
Subject: Community Engagement - Sunset Ridge Estates Property Development - Kikino MS

Hi Karen,

I spoke with Brittany Cardinal on the phone this morning at the Admin Office and she passed along your email address.

My name is Austin Zacharko, and I am reaching out to introduce myself and hopefully share information regarding a proposed rezoning and subdivision project located within Smoky Lake County, on Pt. NE 4-62-13-W4M—just south-east of Whitefish Lake and near your community. (A link to the parcel of land can be found here -> <https://maps.app.goo.gl/Fdu15ceUx7SrCHCe8>)

Given the proximity of Kikino Metis Settlement to the development area, I wanted to ensure your community is informed and invited into the feedback process.

The project envisions the rezoning and subdivision of a 26.75-acre parcel into 10-15 country residential lots. The land is currently designated for agricultural use and is undergoing the necessary studies to apply for approvals to support responsible rural residential development.

We are still in the early stages of planning and welcome the opportunity to engage with your leadership and/or community to share details, gather your feedback, and discuss any considerations or concerns. I would appreciate the opportunity to meet at your convenience and ensure that the project proceeds in a way that is respectful.

Please feel free to contact me directly to set up a meeting or direct me to the appropriate representative from your community.

Thank you for your time and consideration. I look forward to the opportunity to connect.

Best,

Austin Zacharko
Director - Business Development

MASSIF ENERGY

C: [REDACTED]
E: [REDACTED]
W: www.massifenergy.ca/



[HOME](#) [CHIEF PAKAN](#) [DEPARTMENTS](#) [MINOR BASEBALL](#) [JOB POSTINGS](#) [SURVEYS](#)
[CONTACT](#)

[Webmail](#)

CONTACT

Name (required)

First Name

Austin

Last Name

Zacharko

Email (required)

Austin@MassifEnergy.ca



Subject (required)

Introduction on Proposed Rezoning and Country Residential Subdivision on South East Side

Message (required)

Hello,

I am following up on our plan to rezone and subdivide a parcel of land on the southeast shore of Whitefish Lake. We are continuing our process and would value your thoughts and feedback on the development.

Could we arrange a 30 minute call or meeting next week?

Best,

Austin Zacharko
Director - Business Development

MASSIF ENERGY



W: www.massifenergy.ca/

[Submit](#)

Info



Whitefish Lake First Nation #128

Box 271

Goodfish Lake, AB T0A 1R0

Austin Zacharko

From: Austin Zacharko
Sent: November 18, 2025 10:33 AM
To: [REDACTED]
Cc: Marina Guintchitskaia; Jane Dauphinee; Jordan Ruegg
Subject: Community Engagement - Sunset Ridge Estates Property Development - WFL FN 128

Hi Shauna,

I spoke with Reena on the phone this morning at the Band Office and she passed along your email address.

My name is Austin Zacharko, and I am reaching out to introduce myself and hopefully share information regarding a proposed rezoning and subdivision project located within Smoky Lake County, on Pt. NE 4-62-13-W4M—just south-east of Whitefish Lake and near your community. (A link to the parcel of land can be found here -> <https://maps.app.goo.gl/Fdu15ceUx7SrCHCe8>)

Given the proximity of Whitefish Lake First Nation #128 to the development area, I wanted to ensure your Nation is informed and invited into the feedback process from the beginning.

The project envisions the rezoning and subdivision of a 26.75-acre parcel into 10-15 country residential lots. The land is currently designated for agricultural use and is undergoing the necessary studies to apply for approvals to support responsible rural residential development.

We are still in the early stages of planning and welcome the opportunity to engage with your leadership and/or community to share details, gather your feedback, and discuss any considerations or concerns. I would appreciate the opportunity to meet at your convenience and ensure that the project proceeds in a way that is respectful.

Please feel free to contact me directly to set up a meeting or direct me to the appropriate representative from your community.

Thank you for your time and consideration. I look forward to the opportunity to connect.

Best,

Austin Zacharko
Director - Business Development

MASSIF ENERGY

C: (780) 245-6646

E: Austin@MassifEnergy.ca

W: www.massifenergy.ca/



Appendix I: Council Motion – Road Width and ROW Reduction (April 21, 2026)

APPENDIX I:

Council ROW Motion

Date Report Completed	2026
Consultant	Smoky Lake County

P.O. Box 310
4612 McDougall Drive
Smoky Lake, Alberta T0A 3C0
Phone: 780-656-3730
1-888-656-3730
Fax: 780-656-3768
www.smokylakecounty.ab.ca

MASSIF ENERGY
ATTN: AUSTIN ZACHARKO
DIRECTOR BUSINESS DEVELOPMENT
Austin@MassifEnergy.ca

cc. Shelly Barrett, Office Manager/Subdivision Clerk, Municipal Planning Services, s.barrett@munplan.ab.ca

SUMMARY OF PUBLIC HEARING ON BYLAW #1509-26

Jordan Ruegg, Director of County Services, provided the following information:

The purpose of the hearing was summarized as follows:

On June 12, 2026, an application was received by administration from 2803870 Alberta Ltd. represented by Austin Zacharko (the Applicant) requesting amendments to the County's Land Use Bylaw, Municipal Development Plan & the Whitefish Lake Area Structure Plan, to allow for the development of a multi-lot, country residential subdivision to be applied for on the lands legally described as Pt. NE-4-62-13-W4M (the Subject Lands).

The Subject Lands are approximately 26.75 acres (10.82 hectares) in area and are located on the southeast shore of Whitefish Lake, west of Range Road 133. The Subject Lands are presently designated:

- Agriculture (AG) District under Land Use Bylaw #1272-14;
- Agriculture Area under Municipal Development Plan Bylaw #1249-12; and
- Agriculture Area under the Whitefish Lake Area Structure Plan Bylaw #1189-09.

The Applicant proposes to develop approximately 15 country residential lots, including both waterfront and backlot parcels. The proposed lots are to be serviced by an internal municipal roadway constructed to County standards. The proposed development would include County-owned Environmental Reserve lands adjacent to Whitefish Lake and around identified wetlands and will avoid historically significant areas that were identified during the project's technical review stage.

DEVELOPMENT PROPOSAL:

The proposed Sunset Ridge Estates (the Development) consists of a country residential subdivision designed around the natural features of the Subject Lands.

Key components of the proposed Development include:

- Approximately 15 country residential lots, including 8 waterfront lots and 7 backlots, with lot sizes ranging from approximately 0.84 acres to 1.79 acres in area;
- Construction of an internal roadway and cul-de-sac of approximately 387 meters in length;
- Individual private water (well) and sewage treatment systems (to be installed by lot owners and subject to County and Provincial regulations, where applicable);
- Preservation of environmentally sensitive areas adjacent to Whitefish Lake and identified wetlands via County-owned Environmental Reserve lands;

- Avoidance of disturbance of historically/archeological significant areas as identified by an Historic Resources Assessment; and
- Avoidance of disturbance of historically/archaeologically significant areas as identified by a Historic Resources Assessment; and

SUMMARY OF SUPPORTING TECHNICAL REPORTS:

To evaluate the suitability of the proposed redistricting and future subdivision, the Applicant has retained a number of qualified professionals to undertake a series of technical studies in support of the application. Administration has reviewed each study and summarizes its findings below.

Functional Servicing Report

The Functional Servicing Report (FSR) was prepared in support of the application and provides the engineering basis for the proposed servicing strategy for the Subject Lands, and demonstrates the conformance of said strategy with

the County's Regional Engineering Design Standards (REDS). The FSR addresses roadway design, stormwater drainage, water supply, wastewater disposal and franchise utilities. The FSR also identifies approved deviations from the REDS (approved by Council motion on April 16, 2026) and summarizes key environmental constraints that affect the proposed design of the subdivision.

The proposed internal roadway is designed in accordance with the REDS, save for a Council-approved deviation of the minimum road width from 8.5 meters to 7.5 meters, and a deviation in the minimum right-of-way width from 30.0 meters to 20.0 meters. At the time of the Applicant's request to reduce these minimum standards, the County's Public Works Department indicated its support of the proposed deviation.

Potable water is proposed to be supplied by individual private water wells located on each individual lot. Individual cisterns would also be compliant with municipal bylaws. Wastewater servicing is proposed to be provided through private on-site sewage disposal systems that are designed and approved in accordance with Provincial regulations. All Private Sewage Disposal Systems shall be required to obtain a Private Sewage Disposal System Permit prior to installation. The FSR concludes that both servicing methods are appropriate for the proposed density of development and are consistent with existing residential development surrounding Whitefish Lake. Stormwater management has been integrated into the overall servicing strategy through roadside drainage, stormwater conveyance systems (e.g. culverts) and preservation of the existing drainage patterns. Moreover, existing wetlands are proposed to be retained where practical to provide both environmental protection and natural stormwater attenuation.

Geotechnical Investigation

A geotechnical investigation was conducted to evaluate existing soil conditions, groundwater characteristics and slope stability to determine the overall suitability of the site for residential

development. The investigation determined that the site is generally suitable for the proposed development provided that construction follows the recommendations contained within the investigation, including appropriate foundation design, roadway subgrade preparation, groundwater management during construction, and erosion control measures.

The report identified no significant geotechnical hazards that would preclude residential development on the proposed building areas. Areas adjacent to Whitefish Lake and other environmentally sensitive features should remain protected through Environmental Reserve dedication and appropriate development setbacks.

Administration is satisfied that the geotechnical investigation provides an appropriate technical basis for future subdivision design and detailed engineering.

Stormwater Management Report

The Stormwater Management Report evaluates how surface runoff generated by the proposed subdivision will be managed while maintaining downstream drainage characteristics and protecting the water quality of Whitefish Lake. The report incorporates existing topography, natural drainage features, wetlands, and anticipated post-development runoff into the proposed drainage design.

Key recommendations included in the report include the following:

- Maintaining natural drainage pathways wherever possible;
- Directing runoff through engineered roadside drainage systems (ditches and culverts);
- Protection of existing wetlands;
- Minimizing increases in post-development runoff; and
- Implementation of erosion and sediment control measures during construction.

Engineering analysis concludes that stormwater generated by the development can be managed without creating adverse impacts to adjacent lands or Whitefish Lake when the recommended infrastructure and best management practices are implemented. Administration considers the proposed drainage strategy to be consistent with accepted municipal engineering practices and provincial environmental objectives.

Biophysical Assessment

A comprehensive Biophysical Assessment was completed to identify environmentally significant features, wildlife habitat, wetlands, vegetation communities, and potential ecological constraints associated with the proposed development. The assessment identified several environmentally sensitive areas within the property, including wetlands, riparian areas adjacent to Whitefish Lake, and native vegetation communities that contribute to local biodiversity.

Rather than recommending avoidance of development across the entire property, the assessment informed the subdivision design by identifying those portions of the site that should remain undeveloped or protected through Environmental Reserve dedication. The proposed subdivision layout reflects the recommendations of the assessment by:

- Retaining shoreline environmental reserve;
- Avoiding identified wetlands where practical;
- Maintaining natural drainage corridors;
- Limiting disturbance within environmentally sensitive areas; and
- Concentrating residential development on lands considered most suitable for development.

Administration is satisfied that environmental considerations have been incorporated into the proposed design and that ecological impacts have been minimized through appropriate planning.

Historic Resources Assessment

A Historic Resources Assessment was undertaken in accordance with the requirements of the Ministry of Arts, Culture and Status of Women to determine whether archaeological or historical resources may be affected by the proposed development.

Field investigations identified areas containing archaeological significance together with areas suitable for future development. Administration notes that the recommendations contained within the Historic Resources Assessment have been incorporated into the proposed development concept, reducing the likelihood of impacts to provincially regulated historical resources.

Phase I Environmental Site Assessment

A Phase I Environmental Site Assessment was completed to determine whether historical land uses or existing environmental conditions present contamination concerns that could affect the proposed residential development. The assessment reviewed historical aerial photography, historical land use records, available regulatory databases, and completed a site reconnaissance.

The report concludes that the property is suitable for residential development from an environmental contamination perspective and that no Phase II Environmental Site Assessment is warranted based upon the information reviewed. Administration considers the findings of the assessment to support the suitability of the lands for future residential development.

Water Act Review

A Water Act review was completed to identify any regulatory approvals that may be required under Alberta's Water Act prior to development. The review focused on existing wetlands, drainage features, and potential alterations to water courses associated with the proposed subdivision. Where wetlands or drainage features may be affected, the report identifies the need for appropriate provincial approvals prior to construction activities.

The subdivision design has been prepared to minimize impacts to regulated water features by retaining wetlands wherever practical and incorporating them into the overall drainage design. Administration is satisfied that potential Water Act requirements have been identified early in the planning process and can be addressed during the detailed design and subdivision approval stages.

Community Engagement Report

The Applicant undertook a public engagement program to provide neighbouring landowners and interested stakeholders with information regarding the proposed development. The engagement process included notification of adjacent landowners, opportunities for questions and comments, and documentation of feedback received.

Issues raised during the engagement process generally related to:

- Traffic;
- Road maintenance;
- Lake water quality;
- Environmental protection;
- Future servicing; and
- Development density.

The applicant responded to these matters through revisions to the proposed subdivision design and by providing additional technical information through the supporting engineering and environmental reports. Administration considers the engagement process to have provided an appropriate opportunity for interested parties to understand the proposal prior to Council's statutory Public Hearing.

Overall Technical Assessment

Collectively, the supporting technical reports indicate that the subject lands are capable of accommodating the proposed residential development provided that future subdivision approval and development proceed in accordance with the recommendations contained within the various engineering, environmental, and technical studies.

The studies have informed the proposed subdivision design by identifying environmentally sensitive areas, historical resources, servicing requirements, drainage considerations, and construction recommendations. As a result, the development concept has been refined to avoid or mitigate identified constraints while providing a functional and environmentally responsible subdivision layout.

From a technical perspective, Administration has not identified any outstanding engineering, environmental, or servicing issues that would preclude Council from considering the proposed statutory planning amendments that would be made effective by Bylaw #1509-26. Any remaining technical requirements would be addressed through the subsequent subdivision and development approval processes, including applicable provincial approvals and municipal engineering requirements.

Public Presentations Via Written Submissions

Public Presentations at the Public Hearing from the Proponent

Austin Zacharko presented information regarding the proposed Sunset Ridge Estates subdivision. The presentation highlighted the transformation of a previously abandoned property into a development intended to support sustainable community growth. Mr. Zacharko noted that more than 30 dumpsters of waste have been removed from the site and over 1,500 hours of labor have been invested in cleanup and remediation efforts. The proposed subdivision design remains conceptual at this stage. He advised that all required technical, environmental, and planning studies have been completed, including a Historical Resource Clearance Application, Phase 1 Environmental Site Assessment, Biophysical Assessment, Water Act Report, Geotechnical Investigation, Storm Water Management Plan, and Servicing and Engineering Plan. Community engagement activities included the installation of four large-scale notice boards, distribution of more than 50 hand-delivered flyers, an open house attended by approximately 15 participants, and outreach to Kikino Métis Settlement and Whitefish Lake First Nation #128. Mr. Zacharko reported that no opposition was expressed during the open house and that two letters of support and two letters of opposition were received through the written engagement process. Potential benefits discussed included growth of the municipal tax base, increased local spending, and the establishment of a Community Benefit Fund, funded through a percentage of lot sale profits, with investment returns directed toward local service improvements, tax reduction initiatives, and long-term growth of the fund. The presentation concluded with a request for Council's support of the proposed development, emphasizing the property's cleanup efforts, community engagement process, anticipated economic benefits, and commitment to reinvesting a portion of the project's success back into Smoky Lake County.

Public Presentations at the Public Hearing from those Opposed to the Bylaw

The following Members of the Public spoke in opposition to the proposed Development: Sunset Ridge Estates

From 1:31 p.m. to 1:37 p.m. Vicki Clift, Local Resident, spoke in opposition, with her opinion including but not limited to the following points:

- Ms. Clift raised concerns regarding waste management and the capacity of the existing garbage bins serving Hillside Acres, noting that the bins are frequently full, particularly following long weekends and periods of increased occupancy. She questioned how

additional waste generated by the proposed development would be managed and whether additional bins or collection services would be required.

- Ms. Clift also expressed concerns regarding increased traffic on Roads 620 and 133A, stating that the existing roads are not adequate to accommodate additional traffic. She raised concerns regarding road conditions, dust, snow removal, grading, and traffic safety.
- Ms. Clift further discussed the level of municipal services currently provided to Hillside Acres, including road maintenance, snow removal, water, sewer, and waste services. She expressed concern that existing services are already insufficient and questioned how the County would accommodate additional development.
- Ms. Clift also raised concerns regarding drainage and the condition of the roads serving the subdivision, noting deterioration of previously paved roads and ongoing maintenance concerns. She concluded by reiterating her concerns regarding garbage management, road capacity and condition, municipal servicing, and the potential impacts of additional development on existing residents.

From 1:38 p.m. to 1:44 p.m. Lori Danyluk, Local Resident, spoke in opposition, with her opinion including but not limited to the following points:

- Mrs. Danyluk questioned whether the County could accommodate additional development and raised concerns regarding roads, water treatment, wastewater management, drainage, public safety, recreation, and other municipal services.
- Mrs. Danyluk expressed concern regarding the lack of planning for future development in the area and stated that residents had previously raised concerns regarding municipal services and infrastructure.
- Mrs. Danyluk raised concerns regarding the condition and maintenance of roads serving Hillside Acres and stated that road grading and maintenance had decreased. She also expressed concern that Hillside Acres is now one of the only subdivisions in the area without a hard-surfaced road and stated that road conditions may be affecting property values.
- Additional concerns were raised regarding drainage, water and wastewater servicing, sewage disposal, and the closure of the Bellis Lagoon. Mrs. Danyluk questioned how future wastewater infrastructure would be accommodated and whether existing infrastructure could support additional development.
- Mrs. Danyluk also raised concerns regarding waste management, the frequency of garbage collection, public safety, bylaw enforcement, and the lack of recreational planning in the area.
- Mrs. Danyluk referenced the assessment generated by properties in the Hillside Acres area and questioned whether sufficient municipal revenue was being directed toward servicing the area.

- Mrs. Danyluk concluded by stating that she was opposed to the proposed development due to concerns regarding the County's ability to provide adequate services and infrastructure to the area.

From 1:44 p.m. to 1:46 p.m. Gayle Holtz, Local Resident, spoke in opposition, with her opinion including but not limited to the following points:

- Ms. Holtz stated that she has owned property in Hillside Acres for approximately 23 years and expressed concerns regarding the condition of the roads in Hillside Acres and Road 620.
- Ms. Holtz stated that residents have raised concerns regarding road conditions for many years and that the existing road infrastructure is already experiencing difficulties accommodating current traffic. She expressed concern that additional development would result in increased traffic and questioned how Public Works would be able to maintain the existing roads while also accommodating a new subdivision.
- Ms. Holtz also referenced ongoing concerns raised by area residents and the potential formation of a ratepayers association. She expressed concern that residents' concerns had not been adequately addressed and stated that she did not believe the proposed subdivision was in the best interests of existing residents.

From 1:47 p.m. to 1:51 p.m. Thomas Gerling, Local Resident, spoke in opposition, with his opinion including but not limited to the following points:

- Mr. Gerling expressed concern that additional development would place further demands on the County's road maintenance services. He described drainage concerns in the area, stating that water has flowed onto his property due to road grading and existing culvert conditions. He noted that he had been operating a sump pump for several weeks due to water accumulation.
- Mr. Gerling also raised concerns regarding the level of municipal services received in comparison with the property tax burden. He referenced road conditions, snow removal, emergency services, and other municipal services.
- Mr. Gerling expressed concern that increased traffic associated with the proposed development would further impact existing roads and residents. He questioned why road improvements and hard-surfacing could not be provided in the area given the existing traffic and use of surrounding roads.
- Mr. Gerling concluded by reiterating his concerns regarding road conditions, drainage, municipal services, and increased traffic resulting from the proposed development.

From 1:51 p.m. to 1:56 p.m. Ryan Carter, a resident of Fort Saskatchewan and property owner at Whitefish Lake, spoke in opposition, with his opinion including but not limited to the following points:

- Mr. Carter stated that he had previously understood the property would be cleaned up and renovated for family and friends but subsequently observed rental activity and increased activity in the area.
- Mr. Carter expressed concerns regarding environmental impacts associated with work undertaken on the property, including the removal of vegetation and work within an area he understood to be wetlands. He questioned whether appropriate authorization had been obtained for the work and raised concerns regarding wetland habitat and wildlife.
- Mr. Carter also raised concerns regarding the condition and safety of the Range Road providing access to the property, particularly during winter conditions. He described the road as unsafe and raised concerns regarding groundwater and drainage conditions in the area.
- Mr. Carter referenced the area's structure plan and stated that, when he purchased his property, he understood that additional subdivision or conversion of agricultural land to residential use was not anticipated. He expressed concern that the proposed development was inconsistent with his understanding of the area's future planning.

From 1:56 p.m. to 1:58 p.m. Brian Babiuk, Local Resident, spoke in opposition, with his opinion including but not limited to the following points:

- Mr. Babiuk expressed concern regarding the capacity of the existing boat launch and the potential for increased use resulting from additional development. He stated that the boat launch is already at or near capacity and that access is limited.
- Mr. Babiuk also expressed concern regarding increased traffic and congestion resulting from the proposed development and questioned whether improvements to the access and road infrastructure would be required.
- He raised concerns regarding the condition and safety of the hill and road near the property, particularly during winter conditions, and described difficulties travelling the hill.
- Mr. Babiuk further raised concerns regarding the capacity of the existing dumpsters serving the area and stated that they are frequently full. He indicated that he had previously inquired about an additional dumpster and was advised that additional capacity was not available.
- Mr. Babiuk concluded by stating that he was not in favour of proceeding with the proposed subdivision until adequate municipal services and infrastructure were available.

From 1:58 p.m. to 2:02 p.m. Emily Gulevich, Local Resident, spoke in opposition, with her opinion including but not limited to the following points:

- Mrs. Gulevich raised concerns regarding the approach to Sunset Ridge from both the north and south, describing the approach as narrow and located at the bottom of a hill. She expressed concern regarding the safety of vehicles travelling in either direction and stated that improvements to the approach may be required.
- Mrs. Gulevich also raised questions regarding reports of a potential Indigenous burial site and the discovery of bones on the property. She questioned whether the matter had been investigated and whether any historical Indigenous structures on the property would be preserved.
- She further raised concerns regarding campers potentially accessing Paradise Cove and using facilities in the area. Mrs. Gulevich questioned whether adequate facilities would be provided for campers associated with the proposed development.

From 2:02 p.m. to 2:07 p.m. Brenda Carter, Local Resident, spoke in opposition, with her opinion including but not limited to the following points:

- Mrs. Carter stated that she had not been contacted by the proponent regarding the proposed development. She expressed concerns regarding activity occurring on and adjacent to her property, including work undertaken in the wetland area.
- Mrs. Carter expressed concern regarding people associated with the proposed development accessing areas immediately adjacent to her property and stated that there was insufficient separation between the proposed development and existing properties.
- She further raised concerns regarding drainage and stated that a drainage route from her property currently passes through the proposed development area toward the lake. Mrs. Carter expressed concern that changes to the drainage route could result in flooding of her property.
- Mrs. Carter stated that she and her husband had previously considered purchasing the property but had not intended to develop it. She expressed concern regarding the condition of the existing roads and stated that additional development would increase traffic, and place further demands on existing infrastructure.
- Mrs. Carter concluded by expressing concern that the County was not adequately supporting existing communities while considering additional development in the area.



Request for Decision (RFD)

Meeting Date: September 17, 2026

Agenda Item: # 8.2

Topic: 2026-27 Alberta Community Partnership Grant Application – Municipal Internship Stream
Presented By: Jordan Ruegg, Director of County Services

Recommendation:

That Smoky Lake County Council instruct administration to submit an application for the 2026-27 Alberta Community Partnership (ACP) Grant under the Municipal Internship Administrator Stream for an 18-month municipal internship, and, if approved, enter into the required Conditional Grant Agreement, subject to the approved municipal budget and the terms and conditions of the Conditional Grant Agreement.

Background:

The Alberta Community Partnership (ACP) Municipal Internship Administrator Stream is intended to assist municipalities with the recruitment, training and retention of employees who perform administrative duties in a municipal setting. Specifically, the program provides recent post-secondary graduates in related fields with practical municipal government experience while supporting municipal sector capacity-building.

For the 2026-27 funding year, the Municipal Internship Stream has three (3) separate categories: Administrator, Finance Officer and Land-Use Planner. Each category has its own eligibility requirements based on the population of a municipality. Smoky Lake County's population of 2,517 makes it ineligible for the Land-Use Planner category, while the County is eligible for the other two categories. Administration is recommending that an application be submitted under the Administrator category as it will allow administration to build capacity in a number of operational areas in which the County is deficient.

The Administrator category provides for an 18-month internship, under which the intern will be supervised by a senior member of the organization and be provided with experience in policy development, project management, governance, municipal management and operations.

The terms of the grant require the County to adhere to a Municipal Internship Workplan consisting of six (6) core learning areas:

1. Municipal Government in Alberta (history, structure and legislation);
2. Governance (council);
3. Management (administration);
4. Financial Services;
5. Human Resources; and
6. Land-Use Planning.

While an intern *must* receive experience in these core areas, the municipality *may* include additional areas of focus, including:



Request for Decision (RFD)

- Agricultural Services/Agricultural Services Boards;
- Assessment and Taxation;
- Communications;
- Community Services;
- Economic Development;
- Emergency/Protective Services;
- Infrastructure/Public Works;
- Intergovernmental Relations; and
- Legislative Services.

Administration considers the Administrator category to be a strong fit for the County because it provides a cost-effective opportunity to strengthen the County's internal service-delivery capacity and succession planning over the medium term. If selected, the County would receive a total of \$62,500 split between compensation for the intern (\$55,000) and expenses (\$7,000). If successful, the internship must commence between April 27th and June 5th, 2027, and must be completed within 18-months of the start date.

Benefits:

Provides partial-funding for internal organizational capacity-building through work delivered through the internship. The broad scope and flexibility of the Internship Workplan will allow the County to tailor the Workplan to address Council's strategic priorities and the County's current projects.

Disadvantages:

The County would be responsible for a portion of the intern's compensation, employer costs and expenses not covered by the grant. The County would need to ensure that proper supervision, mentorship and oversight is provided to the intern which places additional burden on existing management/staff.

Alternatives

1. Do not apply for the 2026-27 ACP Grant
2. Instruct administration to apply for the ACP Grant of a different project

Financial Implications:

The maximum amount of ACP funding for the Municipal Internship Stream is \$62,500, of which, \$55,500 is allocated to intern compensation and the remaining \$7,000 for eligible expenses (recruitment, relocation, professional development, safety equipment, association membership fees and electronic equipment).

The program guidelines recommend a salary of between \$48,000 - \$58,000 annually, equivalent to \$70,500 - \$85,500 over the 18-month term. Accordingly, the County's expenses related to salary contributions would be approximately \$15,000 - \$30,000 over the 18-month term. Employer-paid benefits, payroll deductions and additional expenses in excess of the \$7,000 allocation would create additional costs for the County.



Request for Decision (RFD)

Legislation:

N/A

Intergovernmental:

N/A

Strategic Alignment:

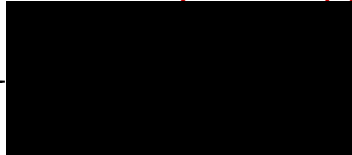
Strategic Priority #2: Service Delivery and Community Wellbeing

Strategic Priority #5: Workforce Development and Succession Planning

Enclosure(s):

Enclosure #1: 2026-27 Alberta Community Partnership (ACP) Program Guidelines

Signature of the CAO: _____





2026-27 Alberta Community Partnership

Program Guidelines



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2026/27 Alberta Community Partnership Program Guidelines | Municipal Affairs

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2026/27 Alberta Community Partnership

Program Guidelines

1. Introduction

These guidelines are intended to assist applicants in completing Alberta Community Partnership (ACP) applications and financial reporting requirements for the current program year. Before applying, applicants should consider both the general program information in the main part of the guidelines and the component-specific information in the schedule(s).

Contact information for each component is provided in its respective schedule. After reviewing the guidelines, applicants are encouraged to reach out to the appropriate program area for further information or clarification, if needed.

2. 2026-27 Program Updates

The 2026-27 ACP program updates focus on refining funding parameters, strengthening alignment with core municipal priorities, and improving program accessibility and delivery. In particular, changes to the ACP Intermunicipal Collaboration (IC) component support continued alignment with government priorities and evolving municipal needs. A summary of these changes are outlined below, with further details included in Schedules 1A and 1B:

- **Intermunicipal Collaboration component**

- Maximum provincial support per IC project reduced to \$150,000 (from \$200,000) to enable extended program reach.
- A cost-share requirement introducing a 10 per cent municipal contribution toward total project costs.
- Elimination of the 25 per cent grant holdback requirement, with full funding provided upon execution of the Conditional Grant Agreement (CGA).
- Priority project areas include water, wastewater and stormwater, infrastructure/asset management with a focus on core infrastructure*, and emergency services, to align with core municipal responsibilities.
- The cities of Calgary and Edmonton remain eligible project participants; however, managing partner roles are reserved for small and mid-sized local governments to support broader access to funding and project leadership.

*Core infrastructure asset management projects include roads and bridges, water, wastewater and storm water systems, emergency management, and disaster mitigation.

3. Key Dates and Contacts

Activity	Timeline	Questions? Contact:
Project Application Submission	Municipal Internship October 1, 2026. Intermunicipal Collaboration October 1, 2026. Municipal Restructuring January 15, 2027. Mediation and Cooperative Processes, Asset Management Support & Strategic Initiatives February 3, 2027.	Call a Grant Advisor at 780-422-7125 (toll-free 310-0000), or email acp.grants@gov.ab.ca
Statement of Expenditures and Project Outcomes (SEPO)	Due within 60 days of project completion date identified in the conditional grant agreement.	Call a Grant Advisor at 780-422-7125 (toll-free 310-0000), or email acp.grants@gov.ab.ca
Communication and Project Recognition	Please contact the Minister's Office at least 15 working days prior to an event or communication related to an ACP funded project.	Please refer to Section 15, Communications and Project Recognition Requirements, for additional information.

Contact Information

Alberta Municipal Affairs

Grants and Education Property Tax Branch
Alberta Community Partnership Program
15th Floor, Commerce Place
10155 - 102 Street
Edmonton AB T5J 4L4
Phone: 780-422-7125 (toll-free: 310-0000)
Email: acp.grants@gov.ab.ca

4. Submission Method

4.1) Alberta Community Partnership Online (ACPO)

ACPO is available through MAConnect. ACPO gives local governments the ability to:

- create, edit, and submit ACP applications online;
- view and track the status of ACP applications;
- view agreement, payment, and reporting summary information for projects funded under ACP;
- create, edit and submit ACP amendment requests; and
- create, edit, submit and track the status of ACP SEPOs.

Local governments that already use MAConnect can request staff access to ACPO through the local government's MAConnect Stakeholder Administrator. The Stakeholder Administrator is the person delegated to manage access to applications in MAConnect on behalf of the local government through the MAConnect Stakeholder Agreement.

All current Stakeholder Administrators can submit an electronic request through their MAConnect dashboard to grant a staff member access to ACPO. If the local government needs to assign another Stakeholder Administrator, a request can be emailed to ACPOaccess@gov.ab.ca.

Local governments that do not have access to MAConnect will need to enter into a Stakeholder Agreement before requesting access to ACPO. The Stakeholder Agreement can be requested by emailing ACPOaccess@gov.ab.ca or contacting 780-644-2413 (toll-free in Alberta by first dialing 310-0000). Once the Stakeholder Agreement has been signed and returned to Municipal Affairs, the local government will be able to request access to ACPO through their designated Stakeholder Administrator.

An ACPO User Guide is available on the ACP program website at: www.alberta.ca/alberta-community-partnership.aspx.

Local governments are encouraged to confirm MAConnect and ACPO access in advance of all application deadlines to ensure there are no technical issues preventing a project submission.

5. Program Objective

The objective of the ACP program is to improve the viability and long-term sustainability of local governments by providing support for regional collaboration and capacity building initiatives.

The ACP program is designed to support local governments in attaining the following key program outcomes:

- new or enhanced regional municipal services;
- improved municipal capacity to respond to municipal and regional priorities; and
- effective intermunicipal relations through joint and collaborative activities.

6. Funding Components

Project funding is administered under six distinct funding components. Information regarding specific objectives, eligibility criteria, and other conditions for each component are found in Schedules 1-6.

Intermunicipal Collaboration (IC) (Schedules 1A and 1B)	• Develop regional plans, service delivery frameworks, and establish regional service delivery efficiencies.
Municipal Restructuring (MR) (Schedule 2)	• Explore regional governance and minimize costs associated with municipal restructuring processes such as amalgamation, dissolution, or viability reviews.
Mediation and Cooperative Processes (MCP) (Schedule 3)	• Resolve intermunicipal conflict through dispute resolution alternatives and/or develop processes and protocols to enhance municipal collaboration.
Municipal Internship (MI) (Schedule 4)	• Provide recent post-secondary graduates with the opportunity to develop knowledge, skills, and experience so they may pursue careers in municipal administration, finance, or land-use planning and help build the capacity of Alberta's municipal sector.
Asset Management Support (AMS) (Schedule 5)	• Strengthen asset management practices through funding for infrastructure audits, regional asset management plans, policies and frameworks. (AMS application is by invitation—see Eligible Entities for details)
Strategic Initiatives (SI) (Schedule 6)	• Undertake unique or exceptional projects that have outcomes of strategic importance to the ministry or province, which typically have a regional focus.

7. Eligibility Requirements

7.1) Eligible Applicants

Applicant Type	Funding Components
Municipalities (cities, towns, villages, summer villages, municipal districts, specialized municipalities, Special Areas)	All*
Improvement Districts	IC, MCP, AMS and SI
Metis Settlements	IC, MCP, AMS and SI
Townsite of Redwood Meadows Administration Society	IC, MCP, AMS and SI
Municipally-controlled planning service agencies	MI Land-Use Planner

* Eligibility under the MI and AMS streams is dependent on municipal population (see Schedules 4 and 5).

First Nations are eligible to participate under the IC component as non-managing, formal project partners on IC project applications. A band council resolution is required to confirm project participation.

The Minister may vary any program criteria, such as eligibility and application requirements, to respond to the Government of Alberta and Municipal Affairs' priorities.

7.2) Contributions to Other Entities

Ineligible entities under the ACP include individuals, for-profit corporations, not-for-profit organizations, regional service commissions (excluding planning commissions), intermunicipal entities, and municipal subsidiary corporations (for-profit and not-for-profit).

Successful applicants may contract these entities to conduct project activities. In these instances, the contracted entity is not considered a project partner, and the applicant remains responsible for the use of the funds, achieving project outcomes, and reporting on activities related to the approved project.

7.3) Eligible Projects

Eligible project information is provided in the component schedules.

7.4) Ineligible Expenses

The following expenses are ineligible for all components:

- existing and ongoing operational costs;
- floodway mapping costs;
- government advocacy activities;
- costs already funded under other grant programs; and
- Goods and Services Tax (GST).

8. Application Process

8.1) Project Application

A separate application form is required for each project submission.

An application to one component in a program year does not preclude a local government from applying to any other component in the same program year. Having an ongoing project from a previous program year does not disqualify a local government from submitting a new application in the current program year.

Project applications can be submitted any time prior to the deadlines specified in Section 3.

Applications submitted through ACPO contain a certification statement to be completed by the authorized user and do not require the submission of a signed hard copy application.

8.2) Review and Approval Process

Each project application submitted to Municipal Affairs will be reviewed to ensure it meets the requirements outlined in these guidelines. Once a project is assessed, a recommendation is forwarded to the Minister of Municipal Affairs.

All decisions by the Minister are final.

Applicants will be advised in writing of the status of their submission, and a list of successful projects will be posted annually to the program website.

Project applications submitted under the IC component will be evaluated based on criteria outlined in Schedule 1B, with scores assigned based solely on the information provided in the application. Applicants should ensure all relevant sections of the form are completed, as incomplete applications may result in a lower score relative to other submitted applications. Funding decisions will be made by March 31 of the program year.

It is anticipated that local governments will be notified in writing of project funding decisions by the end of the program year, March 31, 2027.

9. Funding Agreement and Amendment Process

9.1) Conditional Grant Agreement (CGA)

Following the Minister's approval of a project, successful applicants must enter into a CGA with Municipal Affairs. The CGA sets out the terms and conditions for the grant funding. This includes project start and end dates, project scope, grant payment conditions, and reporting requirements.

9.2) Amending an Agreement

If the project scope or time period changes after project approval, a formal amendment request must be made to consider any changes to the existing agreement. An Amendment Request Form is available through ACPO. The amendment request should be submitted prior to the CGA project completion date and must provide detailed rationale to support the amendment request. Amendments are granted at the discretion of Municipal Affairs based on an assessment of the rationale for the request. Questions regarding project scope and time period changes can be directed to a Grant Advisor.

Municipal partners are strongly encouraged to complete partnership projects by the project completion date identified in the CGA, since the established project scope and time parameters align with the original municipal commitment to the project. Timely completion should help move the project forward from planning to implementation.

Program staff work with local governments to establish reasonable project timelines, and applicants are expected to honour the completion timelines set out in the application.

10. Time Period to Use Grant Funds

The ACP program year is based on the provincial fiscal year, which commences April 1. Grant funds can be retroactively applied to approved projects beginning April 1, 2026, unless otherwise stipulated in the executed CGA. Project costs will only be considered eligible up to the project completion date established in the CGA.

See component schedules for specific details regarding time periods to use grant funds.

11. Use of Other Grant Funds

ACP grants may be used in combination with funds from other provincial-municipal or federal-municipal grant programs, unless doing so is prohibited by the other program. Other grant program funding may also be used toward the minimum municipal contribution for ACP components that require a cost-share commitment. Using ACP grant funds for costs covered by other programs, as per Section 7.4, is an ineligible use of ACP funds.

If a grant recipient chooses to use multiple grant funding sources for a project, it is their responsibility to understand each grant program's specific funding requirements. ACP funding does not signify broader provincial support for any recommendation or outcome that might result from a project.

More information about specific requirements of provincial-municipal grant programs can be found on the respective program websites, accessible through the Municipal Grants Web Portal at <http://municipalaffairs.alberta.ca/municipal-grants-web-portal>.

12. Requirement for Award of Contract

All calls for proposals or tenders for projects funded under the ACP shall be carried out in accordance with the rules, regulations, and laws governing such activities and in accordance with the best current procurement practices. They must also be advertised in accordance with the guidelines of the New West Partnership Trade Agreement (www.newwestpartnershiptrade.ca), and the Canadian Free Trade Agreement (www.cfta-alec.ca/agreement-on-internal-trade). It is the managing partner's* responsibility to determine if the project's procurement approach aligns with best practices and obligations under trade agreements.

* The managing partner is the partnership member that submits the grant application on behalf of the partnership, enters into the grant agreement, receives and manages the grant funds on behalf of the partnership, and reports to the ministry on project expenditures and outcomes.

13. Payment Process and Reporting Requirements

13.1) Payments

ACP payments will be made following legislative approval of the provincial budget, and Ministerial authorization of the component budgets. Payments for approved projects will be made based on the conditions of the CGA. Typically, the grant payment is made within four to six weeks following the execution of the CGA, unless stated otherwise.

13.2) Statement of Expenditures and Project Outcomes (SEPO)

The grant recipient must submit a SEPO for each project. Submission of the SEPO is through ACPO and is due 60 days following the project completion date established in the CGA. The SEPO includes the grant amount received, the actual project costs, grant funding applied, portion of funding provided by other sources, and income earned and applied to the project. Income earned on the ACP grant funding becomes part of the funding available to apply to project expenditures, and any unspent income must be refunded.

The outcomes reporting portion of the SEPO collects information on whether the project was carried to completion, the outcomes achieved, plans for implementation, and includes a narrative on the project's impact on intermunicipal relations and/or municipal capacity to deliver regional services and address regional priorities.

The SEPO must be completed by the chief administrative officer or delegate, who certifies that the grant recipient complies with the terms of the CGA, program guidelines, and administrative procedures. All supporting documentation such as reports, drawings, and invoices for project costs must be retained by the local governments for a minimum of three years following completion of the project.

The SEPO may be subject to review by the Provincial Auditor General.

Additional reporting is required for the MI component (see Schedule 4) and may be required under other components.

13.3) Credit Items

Income earned on deposited or invested ACP grant funds must be reported under Credit Items on the SEPO.

Any income earned on the funds becomes part of the total grant funding available for the project; however, any unspent income must be refunded.

13.4) Calculation of Income Earned

The local government must maintain separate accounting records for the grant funds.

The local government is encouraged to invest and earn income on all unexpended grant funds, subject to the provisions of Section 250 of the *Municipal Government Act*.

The amount of income earned on grant funds may be calculated by one of two methods:

- the actual income earned on the funds being held; or
- the estimated (notional) income earned on the funds. For example, multiply the average grant funding balance over one or more months that the grant funds were held in an account, by the average interest rate over those months.

14. Site Visits

Municipal Affairs may engage with local governments (virtually or in person) to gather feedback to inform continuous improvement, and, where appropriate, review completed ACP-funded projects.

15. Communications and Project Recognition Requirements

Local governments may choose to recognize a project milestone through advertising, public information campaigns, or ceremonies and events. If a local government initiates a communications event related to an ACP-funded project (e.g., news conference, advertisement in local or national newspaper, news release, celebratory event etc.), they are asked to advise Municipal Affairs of the proposed event a minimum of 20 working days prior to the celebration/launch/event.

News releases should acknowledge the province's contribution and must include a quote from the Minister or other GoA representative as determined by the province. Any advertising of ACP-funded projects should include a reference to the ACP program and the province's contribution.

The local government should email an invitation, including event details and proposed timelines, as well as project information (name of project, grant funding sources) to the Minister's Office general mailbox at minister.municipalaffairs@gov.ab.ca and copy the grant program area at: acp.grants@gov.ab.ca.

Schedule 1A – Intermunicipal Collaboration

1. Objective

The objective of the Intermunicipal Collaboration (IC) component is to promote municipal sustainability and collaboration by providing support to partnerships of two or more local governments to develop or enhance regional municipal service delivery plans and frameworks, including establishing regional service delivery efficiencies.

By having regional service delivery plans and frameworks in place, local governments lay the foundation to move from concept to implementation. The plans and frameworks will ensure that:

- roles and responsibilities have been defined;
- participating local governments are formally committed; and
- the partnership understands the time and shared resources needed to get their project off the ground.

2. Eligible Entities

The following entities are eligible grant recipients (managing partners) under the IC component:

- municipalities (cities, towns, villages, summer villages, municipal districts, specialized municipalities, improvement districts, and Special Areas);
- Metis Settlements; and
- Townsite of Redwood Meadows Administration Society.

First Nations are eligible to participate as non-managing, formal project partners on IC project applications.

3. Eligible Projects

Projects that directly support new or enhanced regional approaches to municipal service delivery are eligible under the IC component. Municipal partnerships are in the best position to consider projects that will provide regional benefits to their residents, businesses, and communities. Partnerships should consider how proposed projects align with broader regional or municipal initiatives, provincial priorities, and/or legislative regulatory requirements.

Regional initiatives may include:

- regional planning and governance projects – these focus on shared decision-making, coordination, and long-term alignment between municipal partners;
- shared service delivery projects – these focus on reducing costs, increasing efficiency, or improving service quality through collaboration (e.g., joint fire, emergency, or protective services, regional waste management or recycling programs, shared public works, etc.);
- regional infrastructure and capital planning projects – these focus on coordinated planning or feasibility for infrastructure that serves multiple municipalities (e.g., regional transportation and transit planning, shared water, wastewater, and stormwater systems, regional facilities planning, etc.); and
- community resilience projects – these focus on emergency management and disaster preparedness priorities that naturally cross municipal boundaries.

Provincial priorities include projects that focus on:

- water, wastewater, and storm water;
- infrastructure and asset management focused on core infrastructure*; and
- emergency services.

*Core infrastructure asset management projects include roads and bridges, water, wastewater and storm water systems, emergency management, and disaster mitigation. NOTE: Asset management projects should focus on one or more core infrastructure categories but may also include other asset management areas.

In addition, provincial priorities include innovative projects with the potential to be scaled, replicated, or adapted beyond the regional partnership, allowing for the broader application of effective service delivery approaches and enhanced knowledge sharing across municipalities.

These IC projects must produce plans, agreements, studies, or frameworks that the partnership can use to determine, establish, or govern integrated or cooperative approaches to municipal service delivery. A municipal service is defined as any activity or work undertaken by, provided for, or on behalf of, a local government for the purpose of providing good government, facilities or other items that are necessary to develop and maintain safe and viable communities. Planning is considered a municipal service for the purpose of this component.

A partnership may undertake a regional service planning project to determine such factors as the costs, benefits, governance model options, revenue or cost-sharing arrangements, infrastructure priorities, or operational requirements for intermunicipal service delivery.

Applicant Guidance:

What kind of projects are eligible for the IC component?

- Projects that are eligible under this component result in regional municipal service delivery foundations or frameworks that align with broader regional or municipal priorities and initiatives.
- These include new or enhanced regional emergency management frameworks, regional plans for emergency preparedness or disaster mitigation, and regional growth plans (see Schedules 1A and 1B)

Certain regional projects may be a better fit under other ACP components or grant programs, as outlined in the table below:

Regional Municipal Service Delivery – Development Phases

Phase	Examples Of Eligible IC Projects ¹	Eligible Under Other Funding Sources
Explore Opportunity To determine if a regional approach to municipal service delivery makes sense.	- Regional emergency preparedness, response, and risk mitigation e.g., regional storm water management plan. - Review and establish streamlined regional operational standards. - Asset management. - Evaluate and establish regional development and planning approvals. - Regional service needs or gaps assessment. - Regional service-specific feasibility study.	- Broad exploration of regional governance options (See MR component, Schedule 2). - Facilitator or dispute resolution specialist to prepare regional parties for regional service negotiations (See MCP component, Schedule 3).
Establish Scope Decision tools and guidance documents to determine the best approach to regional service delivery.	- Service-specific delivery options. - Regional service delivery expansion studies and needs assessments. - Regional service cost-sharing models. - Regional service-specific business plan or strategy, e.g., regional water engineering business plan or regional transit strategy. - Develop a regional growth plan. - Develop an approach or conduct a review of existing regional services to create operational efficiencies.	Regional governance study and/or business case (See MR component, Schedule 2).
Lay Groundwork Establish formal frameworks and agreements to prepare for implementation of cooperative and integrated services among partners.	- Establish or update regional emergency management frameworks. - Establish or update regional business continuity plans. - Legal framework for a regional service delivery authority. - Intermunicipal service sharing agreements (for instance, regional solid waste and recycling governance model and management system). - Develop a regional municipal service delivery business plan. - Conduct a cost and site location analysis. - Establish or update regional municipal service bylaws and service sharing agreements. - Develop cost- and revenue-sharing models.	- Cost and site location analysis (Local Government Fiscal Framework – Capital²). - Development of regional frameworks, land-use and other municipal, regional, and statutory plans, service sharing agreements and cost models, communication strategies, and cost and site location analysis (Local Government Fiscal Framework – Operating²).
Deliver Service Implementation and direct delivery of the regional service.	Capital projects and operating pilots are not eligible.	- Facility construction; equipment purchases (Local Government Fiscal Framework - Capital², Canada Community-Building Fund²). - Set up and ongoing regional service delivery costs (Local Government Fiscal Framework - Operating²).

¹Projects previously approved under the Alberta Community Partnership can be found at: <https://open.alberta.ca/publications/alberta-community-partnership-approved-projects>

² Information about these programs is available at <https://www.alberta.ca/municipal-affairs-funding-programs>

Applications will be reviewed to ensure that the project supports or creates arrangements for cooperative approaches to delivering services within the partnership, and that the project genuinely produces a regional result. If a project appears to benefit only the participants individually or if it is unclear how the project relates to supporting intermunicipal service delivery, the project may be deemed ineligible.

A) Itemized Expenditure Breakdown

Expenditures should be directly attributable to the project outcomes and may include contract and project management costs.

An itemized breakdown of all expenditure items and estimated project costs must be provided under the Budget section of the application form. The list of estimated project costs should specifically identify the types of consultant activities (e.g., development of specific plans, facilitation of stakeholder consultations, conducting a service inventory, consultant travel expenses, project management), and vendor costs (e.g., advertising, public consultation venue rental, and offsite printing).

If the budget expense item is general or vague, or if it is unclear how an expenditure item relates to the proposed regional service planning or development activities, the expenditure may be deemed ineligible.

B) Ineligible Project Costs

Capital expenditures, such as project costs associated with the construction, purchase, or betterment of capital assets or equipment.

Costs associated with direct implementation and ongoing operational costs to deliver regional or municipal services, including:

- hardware or software purchases, installation, or upgrades;
- hosting;
- municipal reimbursements (e.g., travel, meals, per diem);
- office set-up;
- ongoing or regular salaries;
- operational service pilots;
- overhead expenses;
- routine or regularly occurring data gathering;
- system updates or maintenance; and
- training.

4. Application Process

Applications under the IC component are due October 1 of the current program year. Late applications will not be accepted.

Only one application per managing partner per program year will be considered. If an applicant submits more than one grant application as a managing partner, the first submitted application will be evaluated for funding.

The evaluation of your grant application will be based only on the information submitted on the application form.

Supplementary documentation will not be reviewed and will not impact the application evaluation and ranking. Please ensure that all relevant sections of the application form are completed prior to submission; incomplete applications may result in a lower score relative to other submitted grant applications.

Applicant Guidance:

What kind of questions are on the IC application form?	- The questions in the IC application are intended to allow the partnership to explain project details, benefits to the region, and how the project addresses the needs and circumstances of the partnership. - Answer the questions with details specific to your project and partnering local governments— tell us about your communities and why this work is important to your region.
How are IC applications evaluated?	- IC evaluation criteria reflect a strong focus on project outcomes and regional benefits. - For additional information to assist in completing a high-quality IC application, carefully review the evaluation criteria outlined in Schedule 1B, which includes specific information to consider when drafting your responses.

5. Grant Amounts

The maximum grant available per project is \$150,000.

6. Component Conditions

Applications under the IC component must involve a partnership of two or more eligible entities, as defined in the Eligible Entities section.

Eligible entities may participate in multiple project partnerships but may only be the managing partner* on one IC project per program year.

The IC component requires municipal partners to contribute a minimum 10 per cent of total project costs.

Examples:

- A project with \$150,000 in total eligible costs would receive up to \$135,000 in provincial funding, with a minimum municipal contribution of \$15,000.
- A project with \$166,667 in total eligible costs could receive up to \$150,000 in provincial funding (the maximum), with a minimum municipal contribution of \$16,667.
- A project with total eligible costs of \$175,000 could receive up to \$150,000 in provincial funding (the maximum), with a minimum \$25,000 municipal contribution.

Projects exceeding maximum grant amounts are expected to be funded through partner cost-sharing or other funding sources, including grants, for the remaining project costs.

The managing partner and project participants must confirm their project involvement through council resolutions or motions. The resolutions or motions should confirm support for their involvement in the project and designate a managing partner.

In the event of a change in project participants after the submission deadline, the managing partner must immediately notify Municipal Affairs. The removal of a primary project participant** will render the project ineligible. Any change to other project participants is considered a material change to the application and may impact eligibility.

If all council resolutions or motions are in place, the managing partner **must** indicate this on the application form. If council resolutions or motions are underway but will be passed after the application is submitted, the managing partner must confirm to Municipal Affairs that they have been passed by December 23, 2026. If council resolutions are not confirmed by December 23, 2026, the project will be removed from consideration. While a copy of the resolution or motion is to be retained for records, it does not need to be submitted unless requested by Municipal Affairs.

Projects that have all resolutions in place at the time of submission may be considered more project ready than applicants obtaining resolutions after the application deadline.

*The managing partner is the partnership member that submits the grant application on behalf of the partnership, enters into the grant agreement, receives and manages the grant funds on behalf of the partnership, and reports to the ministry on project expenditures and outcomes. All other formal partners are referred to as project participants. Note: In 2026–27, the cities of Calgary and Edmonton remain eligible as project participants but are not eligible to act as managing partners, reserving that role for small and mid-sized local governments.

**A project participant is deemed “primary” when the partnership only has two participating local governments, the managing partner and primary participant.

Applicant Guidance:

How much should each municipal partner contribute to project matching costs?

- Municipal partners must determine how much each will contribute to project matching costs, and are encouraged to use a formula/model to ensure equity. For example:
 - Population-Based – Each partner contributes in proportion to its population.
 - Fiscal capacity/Assessment-Based – Contributions are weighted by tax base indicators (e.g. equalized assessment etc.)
 - Benefits Received – Each partner pays based on the direct benefit they will receive from the project.

7. Payment of Funds

ACP funds will be paid following legislative approval of the provincial budget and is contingent on a conditional grant agreement (CGA) being duly executed.

8. Time Period to Use Grant Funds

Grant recipients can retroactively apply grant funds towards approved projects effective April 1 of the program year unless otherwise stipulated in the CGA. No costs incurred prior to April 1 of the program year may be attributed to the grant.

When completing the application, select a reasonable project completion date that will allow sufficient time for the partnership to complete the project. This is the date by which all eligible project costs must be incurred and the use of grant funds expire. If the partnership experiences unforeseen delays that will impact the timely completion of the project, a time extension request from the CGA may be considered.

Municipal partnerships are strongly encouraged to complete projects by the completion date specified in the CGA, as delays can affect the project's scope, timeline, and intended outcomes.

Funding that is not expended by the project completion date in the CGA must be returned to the Government of Alberta.

9. Reporting Requirements

The grant recipient must submit a SEPO (see main guidelines Sections 13.2).

SEPOs must be submitted within 60 days of the project completion date, or sooner if the project is completed prior to the project completion date.

Reporting questions should be directed to ACP staff at 780-422-7125 (toll-free in Alberta by first dialing 310-0000), or at acp.grants@gov.ab.ca.

Applicant Guidance:

What are the managing partner's final reporting responsibilities for the IC component?

- The managing partner is responsible for monitoring reporting due dates and ensuring the timely submission of required reporting.
- The managing partner will submit the SEPO through the ACPO platform within 60 days of the project completion date.
- A grant advisor will contact the managing partner regarding SEPO corrections and/or questions.

Schedule 1B – Evaluation of IC Applications

IC grant applications will be evaluated using the criteria outlined below to establish an initial ranking of projects based on demonstrated merit and alignment with current program priorities.

The supplementary information provided is intended to support applicant understanding of the high-level criteria but is not exhaustive and should not be interpreted as guarantees of scoring outcomes.

Applications must clearly demonstrate how the proposed project addresses the specific circumstances and priorities of the regional partnership. Responses are expected to be tailored to the individual project and partnering communities; generic or insufficiently customized responses may negatively affect scoring.

Funding recommendations are made by a panel of program staff. In addition to application scores, recommendations may consider other relevant factors, including but not limited to geographic distribution of funding, prior funding history, and the overall distribution of funds across service areas.

Assessment Considerations

Integrated Service Delivery Impacts

Applications are assessed on the extent to which their project improves integrated municipal service delivery at a regional level. Strong applications clearly describe what will change, who benefits, and how the project supports regional collaboration.

Maximum points: 25

Assessment Scale

Score Range	What This Means	Assessment Considerations
High	The project results in clear, measurable improvements to how services are delivered regionally.	• A clear regional service outcome • Strong collaboration across partners • Outputs that will directly change or improve service delivery
Moderate	The project supports planning or analysis that informs future regional service delivery decisions.	• Clear regional relevance • Explanation of how findings will be used to advance collaboration
Low	The project has little connection to improving regional service delivery.	• Benefits are primarily local or informational • No clear pathway to regional service integration

Tips for Applicants - When drafting your response, clearly describe:

- How services will improve for the region, not just for individual municipalities.
- Specific outputs in detail (plans, frameworks, agreements, tools) and how they will be used.
- Shared benefits, collaboration, and readiness to move forward.

Regional Benefits

Applications are assessed on the extent to which the project delivers meaningful, shared benefits across the partnership and the wider region. Strong applications clearly explain who benefits, how benefits are shared, and why the project matters to this region and partnering communities. **Maximum points: 20**

Assessment Scale

Score Range	What This Means	Assessment Considerations
High	The project leverages regional strengths and opportunities and delivers significant benefits across the partnership and the broader region.	• Clear short-term and long-term benefits for the region • Benefits extend beyond participating municipalities • Outcomes contribute to regional efficiencies or economic development and growth
Moderate	The project offers regional benefits, but impacts are limited or not fully demonstrated.	• Some regional value is identified • Benefits are primarily focused on participating municipalities • Broader impacts are implied rather than clearly articulated
Low	The project primarily benefits individual municipalities, with little or no broader regional value.	• Outcomes are largely local in nature • Limited shared benefits

Tips for Applicants - When drafting your response, clearly describe:

- Short-term and long-term benefits for regional residents, businesses, and communities.
- How benefits will be shared among partners and, where relevant, other organizations.
- Outcomes that support efficiencies through shared services, or economic development and growth within the region.

Regional Project Priority

Applications are assessed on whether the proposed project has been clearly established as a priority for the region. Strong applications demonstrate alignment with formal regional, municipal, or provincial priorities and clearly explain why the project is important at this time. **Maximum points: 15**

Assessment Scale

Score Range	What This Means	Assessment Considerations
High	The project is clearly identified as a critical regional priority under a formal initiative.	• Explicit alignment with an adopted regional or municipal plan • Clear rationale for urgency or importance • Strong linkage to regional or provincial priorities
Moderate	The project has some alignment with regional priorities, but the connection is general or not well developed.	• Priority is implied rather than clearly demonstrated • Limited reference to formal plans or initiatives
Low	The project has not been clearly established as a regional priority.	• No evident link to formal plans, strategies, or priorities • Project appears to be of primarily local interest

Tips for Applicants - When drafting your response, clearly describe:

- How the project aligns with a regional, municipal, or provincial priority.
- Whether the project supports legislative or regulatory requirements, where applicable.
- Why the project is a priority for the region at this time, not just desirable.

Capacity-Related Need for Funding

Applications are assessed on the extent to which grant funding is needed to overcome capacity-related barriers and enable the partnership to undertake the project. Strong applications clearly explain why funding is required, what barriers exist, and what would happen without grant support. **Maximum points: 10**

Assessment Scale

Score Range	What This Means	Assessment Considerations
High	Grant funding supports timely and effective project delivery; without it, the project may face time or scale constraints.	• Clear explanation of capacity gaps (financial, expertise, and/or resources) • Evidence the project exceeds existing municipal capacity • Clear regional impact if the project does not proceed
Moderate	Grant funding provides added value but is not critical to project delivery.	• Some capacity constraints are identified • The project could reasonably proceed with adjustments or delays
Low	Grant funding is not needed to undertake the project.	• The partnership appears adequately resourced • Limited justification for financial support

Tips for Applicants - When drafting your response, clearly describe:

- The complexity and scope of the project and why it exceeds current capacity.
- Any financial, staffing, or expertise constraints faced by the partnership.
- The regional impact if the project cannot proceed or is significantly delayed without funding.

Partnership Engagement and Readiness

Applications are assessed on how effectively regional partners are engaged in project delivery and whether foundational partnership arrangements are in place to support project success. Strong applications demonstrate meaningful collaboration, shared decision-making, and clear approaches to managing conflict. **Maximum points: 15**

Assessment Scale

Score Range	What This Means	Assessment Considerations
High	The project is fully collaborative, with strong partnership foundations in place to support successful delivery.	• All participating municipalities can influence project outcomes (e.g., through an established steering committee and through use of established voting models) • Clear protocols or agreements support collaboration (e.g., Intermunicipal Collaboration Framework (ICF) or similar arrangements) • Defined processes for decision-making and conflict resolution (e.g. dispute resolution through an ICF structure).
Moderate	The project involves multiple partners, but engagement or governance arrangements are not well defined.	• Partner involvement is mentioned but not fully described. • Limited detail on how decisions will be made or disputes resolved

Low	It is unclear how municipal partners are meaningfully engaged in the project.	• Project delivery is primarily driven by a third party, or by one participating partner. • No clear partnership protocols or conflict-resolution processes are described
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Tips for Applicants - When drafting your response, clearly describe:

- How partners are engaged throughout project delivery.
- Protocols or agreements that support collaboration and clarify roles.
- Decision-making tools or structures used by the partnership.
- Dispute-resolution processes to manage potential conflict.

Project Planning and Readiness

Applications are assessed on how well the project has been planned and structured for successful delivery. Strong applications demonstrate readiness to proceed, with clear milestones, reasonable timelines, and careful consideration of risks.

Maximum points: 5

Assessment Scale

Score Range	What This Means	Assessment Considerations
High	The project is well planned and ready to be delivered successfully.	• Clear, detailed project milestones or phases • Realistic timelines that supports on-time completion • Key risks identified (e.g., unclear objectives, scope creep, unclear roles and governance, procurement delays, etc.) • Practical mitigation strategies in place. (e.g., confirm intended outcomes with all key partners, develop detailed scope and out-of-scope definitions, document roles, responsibilities, and decision authorities, establish clear governance and escalation structures, etc.)
Moderate	Some planning information is provided, but project readiness is not fully demonstrated.	• High-level outline of activities or timing • Limited detail on risks or mitigation strategies
Low	Insufficient information is provided to assess project planning or readiness.	• No clear work plan or schedule • Risks and mitigation strategies are not addressed

Tips for Applicants - When drafting your response, clearly describe:

- Key project milestones or phases and when they will be completed. The number of milestones should be appropriate for the complexity and length of the project.
- Potential risks at each phase of the project.
- Strategies to mitigate risks that could affect timing, scope, or project outcomes.

Project Budget and Cost Support

Applications are assessed on whether project budget estimates are reasonable, well supported, and clearly linked to the proposed scope of work. Strong applications clearly explain what the funds will be used for, how costs were estimated, and why the requested grant amount is appropriate. **Maximum points: 10**

Assessment Scale

Score Range	What This Means	Assessment Considerations
High	Budget estimates are well supported and clearly justified.	• Detailed, itemized costs linked to project phases • Clear rationale for budget estimates (e.g., vendor quotes or comparable projects) • Requested funding aligns closely with the proposed scope of work
Moderate	Some budget information is provided, but support is limited.	• High-level cost estimates are included • Limited detail on how figures were developed or how costs link to activities
Low	Insufficient information is provided to assess the budget.	• Little or no explanation of cost estimates • Weak or missing link between costs and project scope

Tips for Applicants - When drafting your response, clearly describe:

- How budget estimates were developed, including vendor quotes or comparable project costs.
- Itemized project costs, organized by phase or activity.
- How proposed costs align with the project scope and work plan described elsewhere in the application.

Schedule 2 – Municipal Restructuring

1. Objective

The Municipal Restructuring (MR) component provides financial support to municipalities for projects associated with regional governance and municipal restructuring processes such as amalgamation, dissolution, or viability reviews.

The objectives of MR funding are to assist municipalities with the cost of:

- completing studies that may result in municipal restructuring or regional governance;
- infrastructure audits for municipalities undergoing a viability review or following a dissolution;
- transition following a dissolution or amalgamation; and
- critical infrastructure repairs and upgrades following a dissolution or amalgamation.

2. Eligible Entities

The following entities are eligible for funding under the MR component:

- municipalities (cities, towns, villages, summer villages, municipal districts, specialized municipalities, and Special Areas).

3. Eligible Projects

Restructuring Study Stream

The Restructuring Study Stream provides funding towards one of the following types of studies associated with municipal restructuring:

- regional governance study involving two or more municipalities which must include the exploration of options that may lead to some form of municipal restructuring; and
- infrastructure audit (during viability reviews).

Transitional Stream (Post-Restructuring)

The Transitional Stream supports eligible projects following the effective date of dissolution or amalgamation related to integrating the administration, governance, and legislation of the restructured municipality.

Examples of eligible projects include:

- financial audit of pre-restructured municipality/municipalities;
- community engagement activities including, but not limited to, advertising, public notices, and signage to communicate with residents, ratepayers and other stakeholders following restructuring;
- infrastructure audit or asset management plan following dissolution;
- integration or migration of administrative systems including, but not limited to, accounting and financial, assessment, communications, geographic information systems, information technology, and records management and taxation systems;
- legal and legislative costs including, but not limited to, contracts review, land title fees, electoral boundaries review, conducting by-elections, and bylaw and policy reviews;
- library costs including, but not limited to, establishment of new municipal library boards in the receiving municipality or amalgamated municipality;
- organizational review to optimize the structure and processes of the municipality;
- personnel costs including, but not limited to, additional staff time associated with the post-restructuring transition, staff training, and severance for staff employed in the former municipality or municipalities; and
- relocation of municipal operations in the dissolved or amalgamated municipality.

Infrastructure Stream (Post-Restructuring)

The Infrastructure Stream supports repairs and upgrades to existing, municipally owned capital infrastructure assets. The receiving municipality or amalgamated municipality may apply for funds once needs are known and prioritized.

Examples of eligible projects include:

- repairs and upgrades for existing, municipally owned infrastructure based on an infrastructure audit, asset management plan, or supporting documentation from the past five years that identify the priority project(s) that needs to be addressed; and
- work needed to meet infrastructure and environmental standards that directly affects the dissolved municipality.

4. Application Process

Applicants are encouraged to contact a municipal viability advisor prior to completing an application for regional governance and amalgamation studies. Please note, municipalities are no longer required to submit an application for infrastructure audits when the Minister has approved that a viability review be undertaken for transitional or infrastructure repairs and upgrades, where the Lieutenant Governor in Council has approved an Order-in-Council amalgamating or dissolving one or more municipalities.

For all MR funding streams, applications must be supported by council resolutions or appropriate motions from all project participants. In the absence of council resolutions, an application may be submitted with a letter from the municipality as managing partner (with a copy to partnering municipalities) that demonstrates support and includes a commitment to submit resolutions with anticipated timelines for submission.

All MR component applications are considered throughout the year until January 15 of the current program year.

Municipal viability advisors can be reached by telephone at 780-427-2225 (toll-free in Alberta by first dialing 310-0000), or by email at viabilityreview@gov.ab.ca.

5. Grant Amounts

A) Restructuring Study Stream

The maximum amount available under the Restructuring Study Stream for infrastructure audits as part of a viability review is \$150,000.

The maximum amount available under the Restructuring Study Stream for a regional governance study and/or amalgamation study project is \$200,000, available in two phases: up to \$100,000 for a preliminary study (Phase 1), and the remainder to prepare a report on negotiations after one or more participating municipalities initiate amalgamation proceedings pursuant to the *Municipal Government Act* (Phase 2).

In the case of an amalgamation study where an application is submitted by a municipality as managing partner, in cooperation with all municipalities jointly exploring amalgamation, the managing partner will be eligible for up to 100 per cent of the maximum grant.

In the case of a regional governance study and/or amalgamation study where an application is submitted by a municipality that wishes to initiate amalgamation proceedings with one or more other municipalities without unanimous agreement with the proposed partners, the initiating municipality will be eligible to apply for up to 10 per cent of the maximum grant to use towards the project. If all the municipalities party to the project agree to request the remaining funding, then up to the remaining 90 per cent may be approved and the initiating municipality would continue as the managing partner for the grant.

B) Transitional Stream (Post-Restructuring)

The total amount available under the Transitional Stream following the effective date of the restructuring is a base amount of \$200,000 plus \$500 per capita (to a maximum of 500 persons per municipality) for each dissolving municipality, or for each amalgamating municipality excluding base and per capita funding for the municipality with the largest population (based on the 2025 Municipal Affairs Population List), not to exceed a maximum of \$450,000 in total funding.

C) Infrastructure Stream (Post-Restructuring)

The total amount available under the Infrastructure Stream, following the effective date of the restructuring, is a base amount of \$750,000 plus \$1,500 per capita (to a maximum of 500 persons per municipality) for each dissolving municipality, or for each amalgamating municipality excluding base and per capita funding for the municipality with the largest population (based on the 2025 Municipal Affairs Population List), not to exceed a maximum of \$1.5 million in total funding.

6. Component Conditions

General Conditions for all MR Component Grants:

- A council resolution from the applicant must be submitted with the application for all MR streams. Council resolutions from other municipalities that are participating in the project (e.g., regional governance study or amalgamation study) or from municipalities that may be directly affected by the municipal restructuring (e.g., receiving municipality) should be in place and a copy of the council resolution submitted with the application.
 - In the absence of council resolutions, an application may be submitted with a letter from the applicant as managing partner (with a copy to partnering municipalities) that demonstrates support and includes a commitment to submit resolutions with anticipated timelines for submission.
- Municipalities involved in the projects may not separately apply under the MR component for the same study or restructuring process.
- Unused transitional grant funds cannot be applied to infrastructure projects, and vice versa.

If the cost of a project exceeds the maximum grant amounts, the municipality or municipalities involved are expected to cost-share or use other grant sources for the remainder of the project costs.

Conditions Specific to the Restructuring Study Stream (Infrastructure Audit):

- Applicants that receive funding are required to use the Viability Review Infrastructure Terms of Reference template as part of their procurement documentation. The template can be obtained by contacting a municipal viability advisor at 780-427-2225 (toll-free in Alberta by first dialing 310-0000), or by email at viabilityreview@gov.ab.ca.

Conditions Specific to the Transitional Stream (Post-Restructuring):

- All grant funding applied for under this stream must be accounted for separately by the receiving municipality (dissolution) or newly formed municipality (amalgamation) in accordance with the Conditional Grant Agreement (CGA).

Conditions Specific to the Infrastructure Stream (Post-Restructuring):

- Funding to be used for existing, municipally owned infrastructure projects is conditional upon the completion of an infrastructure audit/asset management plan in the past five years, which assists with identifying and prioritizing critical infrastructure and municipal needs. If a recent infrastructure audit, asset management plan, engineering study or related documentation does not already exist, eligible entities may apply for funds through the Transitional Stream to support an infrastructure audit or an asset management plan.
- Infrastructure projects must be located within the geographic boundaries of the dissolved municipality, or if the infrastructure project is located outside the dissolved municipality, the project must directly benefit the residents and property owners of the dissolved municipality.
- All grant funding applied for under this stream must be accounted for separately by the receiving municipality (dissolution) or newly formed municipality (amalgamation) in accordance with the CGA.

7. Payment of Funds

ACP funding will be paid following legislative approval of the provincial budget and is conditional on a Conditional Grant Agreement (CGA) being duly executed.

When approved applications exceed the current year's budget allocation for the Municipal Restructuring Component, the ministry reserves the right to provide an initial payment and, if budget permits, provide the remaining funding in the next fiscal year, at the discretion of the ministry and as described in the CGA.

8. Time Period to Use Grant Funds

Successful applicants can apply grant funds towards approved projects effective April 1 of the current program year unless otherwise stipulated in the CGA. Infrastructure audits funded through the Restructuring Study stream must be completed within 12 months, while regional governance studies and post-restructuring projects must be completed within two years.

Funding that is not expended within the project completion date in the CGA must be returned to the Government of Alberta.

9. Reporting Conditions

The grant recipient must submit a SEPO (see main guidelines Sections 13.2).

Upon completion, a copy of the infrastructure audit report or regional governance study funded under the Restructuring Study Stream must be submitted to the Municipal Capacity and Sustainability Branch of Municipal Affairs at viabilityreview@gov.ab.ca.

Schedule 3 – Mediation and Cooperative Processes

1. Objective

The Mediation and Cooperative Processes (MCP) component provides support to local governments to develop collaborative protocols and processes to proactively manage conflict, assist in the negotiation of service agreements, land-use disputes, annexations, Intermunicipal Collaboration Frameworks (ICF) or intermunicipal planning tools, such as an Intermunicipal Development Plan (IDP) or Joint-Use Planning Agreements (JUPA).

This enables local governments to rely on an agreed-upon process for collaboration. This component also supports local governments in using mediation, facilitation, or other dispute resolution alternatives to resolve intermunicipal conflict, as local solutions create options in the best interests of residents. This component is comprised of a Mediation stream and Cooperative Processes stream.

2. Eligible Entities

The following entities are eligible for funding under the MCP component:

- municipalities (cities, towns, villages, summer villages, municipal districts, specialized municipalities, and Special Areas);
- Improvement Districts;
- Metis Settlements; and
- Townsite of Redwood Meadows Administration Society.

3. Eligible Projects

A) Mediation Stream

The Mediation stream funds a mediator or third-party facilitator's fees and travel costs to support mediation or facilitative services to develop solutions to conflicts local governments are having with their municipal neighbours, regional services commissions, or other boards or agencies.

Eligible projects include:

- mediating conflict or facilitated negotiations between two or more local governments, including ICF implementation or interpretation; and
- mediating conflict or facilitated negotiations between a local government and another entity. (e.g., regional services commissions, school boards, library boards, First Nations, or Metis Settlements etc.)

B) Cooperative Processes Stream

The Cooperative Processes stream provides proactive support to local governments for building relations and cooperative processes within and between local governments through the Collaborative Governance Initiative (CGI). There are three types of cooperative processes within this stream.

- **Protocol Development** funds a consultant or an appropriate expert's fees and travel costs to assist in creating collaborative principles, processes, and protocols using consensus. This may involve an internal process within one local government or an external process between multiple municipal entities.
 - **Internal process example for a single local government:** A local government has a lack of consensus, so a consultant is hired to help with development of council and staff protocols and procedures regarding meeting management, roles and responsibilities, and strategic direction.
 - **External or multi-party example for groups struggling to work collaboratively:** A consultant is hired to facilitate discussions between multiple municipal entities to assist with the development of cooperation protocols.
- **Protocol Implementation** funds the implementation of principles, processes, and protocols already created. This may include use of supports provided through the Protocol Development Stream. This includes piloting, testing, and adjusting the protocols to achieve the desired objective.

- **Intermunicipal Collaboration Framework Negotiation** funds a mediator or third-party facilitator's fees and travel costs to assist in the negotiation of ICFs, IDPs or other intermunicipal planning or service agreements (e.g., neighbouring local governments with contentious or complex negotiations that require a third party to renegotiate an eligible agreement).
 - The objective of this IDP and ICF funding support is to help local governments access third-party facilitators or mediators when they have a demonstrated need for such services during the implementation or interpretation of their agreements.

4. Application Process

Applications are typically completed after discussion with the ministry's Municipal Collaboration area. Staff can be reached at 780-427-2225 (toll-free in Alberta by first dialing 310-0000), or at municipalcollaboration@gov.ab.ca

For all MCP funding streams, applications must be supported by council resolutions or appropriate motions from all project participants. In the absence of council resolutions, an application may be submitted with a letter from the requesting local government (with a copy to partnering local governments), that demonstrates support and is signed by the chief elected official.

All MCP component applications are considered throughout the year until February 3 of the current program year.

Decisions are based on information provided in the ACP application form regarding the project's complexity and the immediacy of need. The degree of complexity considers the number of issues, services, or factors to be negotiated and the number of local governments involved. The immediacy of need for facilitation or mediation assistance is based upon the following factors but not limited to:

- degree of conflict or disagreement;
- history of conflict between the local governments;
- capacity to facilitate or resolve the issues or to collaborate; and
- likelihood of conflict escalation.

5. Grant Amounts

The MCP component has funding maximums as follows:

- Mediation Stream: \$20,000
- Cooperative Processes Stream:
 - Protocol Development: \$50,000
 - Protocol Implementation: \$30,000
 - Intermunicipal Collaboration Framework (ICF) Negotiation: \$50,000

The Minister may vary these maximum amounts and cost-share contributions in extraordinary or highly contentious projects (see Section 6 below).

6. Component Conditions

For projects involving cost-share or matching municipal contributions, the following verifiable in-kind expenses are eligible:

- costs to rent space for project-related meetings or stakeholder consultations;
- overtime hours for municipal staff dedicated to the project;
- additional costs for project-related meetings or stakeholder consultations, including the rental of specialized equipment;
- purchase of materials for meetings or stakeholder consultations;
- preparing reports, photocopying/preparation and distribution;
- travel/participation costs for specific groups (e.g., non-profits, community groups, marginalized communities); and
- travel costs for municipal staff to support meetings.

Additional verifiable in-kind expenses may be considered eligible. Applicants are encouraged to discuss in-kind expense options with a program advisor.

Conditions Specific to the Mediation Stream:

The Mediation stream grant of up to \$20,000 provides one-third of mediation costs and is conditional on the municipal partners contributing two-thirds of the total cost. For example, to receive a maximum mediation grant of \$20,000, the municipal partners would need to contribute an additional \$40,000, reflecting a total project cost of \$60,000.

Conditions Specific to the Cooperative Processes Stream:

Cooperative Processes stream grants are conditional upon the local governments matching the grant funding and can include verifiable in-kind contributions. For example, to receive a maximum ICF Negotiation grant amount of \$50,000, the municipal partners must contribute an additional \$50,000, reflecting a total project cost of \$100,000.

Local governments must complete all reporting requirements under Protocol Development prior to submitting an application for Protocol Implementation funding. The project reporting must demonstrate progress and reflect that grant funds have been fully expended, prior to submitting a Protocol Implementation application.

7. Payment of Funds

Funding will be paid following legislative approval of the provincial budget and is conditional on the following:

- a conditional grant agreement (CGA) being duly executed; and
- for the Mediation stream, by way of instalment upon receipt of a copy of the mediator's invoices submitted that demonstrates project costs; or
- for the Cooperative Processes stream, by way of lump-sum payment.

8. Time Period to Use Grant Funds

Successful applicants can apply grant funds towards approved projects retroactive to April 1 of the current program year unless otherwise stipulated in the CGA. The project completion date will be determined in consultation with ministry staff and should ensure that it allows sufficient time for all reporting activities to be completed (typically one to two years). If the funding will not be expended by the project completion date reflected in the CGA, a time extension request must be submitted (see main guidelines section 9.2). Any grant funds unexpended upon completion or termination of the project shall be returned to the Government of Alberta.

9. Reporting Conditions

The grant recipient must submit a SEPO (see main guidelines Sections 13.2).

Upon completion, a copy of the report or study funded under the Cooperative Processes stream must be submitted to the Municipal Capacity Services Unit of Municipal Affairs at municipalcollaboration@gov.ab.ca.

Schedule 4 – Municipal Internship

1. Objective

The Municipal Internship (MI) component provides support to municipalities and planning service agencies to recruit, train, and retain municipal employees who can progress into leadership positions in Alberta municipalities. The intent of this program is to provide recent post-secondary graduates with the opportunity to develop knowledge, skills, and experience so that they may pursue careers in municipal administration, finance, or land-use planning and help build the capacity of Alberta's municipal sector.

Host organizations provide hands-on work experience, coaching, mentoring, and learning opportunities to their interns. To support hosts, the ministry provides a workplan template (see Section 2 below) customized to the organization's priorities and projects and grant funding to help cover the costs of hosting an intern. Both interns and hosts are supported by the ministry's program team, which provides learning resources, professional development opportunities, coaching, and program guidance.

Interns bring knowledge, energy, and desire to learn to their host organizations. Through their experience in the program, interns gain a broad understanding of municipal government and administration and develop technical skills and competencies in one of three program streams:

- **Administrator:** for post-secondary graduates from selected academic disciplines. An administrator intern is supervised by a senior member of the organization, participating in a wide variety of tasks and projects, and exploring potential career paths in their areas of interest. Interns in this stream will focus on building skills and knowledge in policy, management, and operations.
- **Finance Officer:** for post-secondary graduates from an accounting or finance discipline. A finance officer intern is supervised by a senior finance officer who supports them in their work in the finance department and ensures the intern has an opportunity to supplement that learning with experiences in other departments. Interns in this stream may choose to pursue their Chartered Professional Accountant designation.
- **Land-Use Planner:** for post-secondary graduates from a land-use planning or related program. Host organizations must undertake most land-use planning activities in-house. A land-use planner intern is supervised by a senior planner (on staff) who supports the intern in their work in the planning department, and ensures the intern has an opportunity to supplement that learning with experiences in other departments. Interns in this stream may choose to pursue their Registered Professional Planner (RPP) certification.

2. Internship Workplan

The Municipal Internship Workplan is designed to ensure a broad variety of experience for interns so they may start building a well-rounded understanding of municipal operations and management during their term. The workplan provides both a common structure and flexibility for customization so each host can create a plan that will best support its priorities and current activities and support the host's intern in their area of interest and education.

The workplan consists of six "core" learning areas in which **all** interns will gain work experience, skills, and knowledge, regardless of program stream:

- municipal government in Alberta (history, structure, and legislation);
- governance (council);
- management (administration);
- financial services;
- human resources; and
- land-use planning.

Finance officer and land-use planner interns will explore their respective department areas in more depth during their term.

The workplan provides further recommended activities and learning opportunities in other municipal functions to supplement the core areas. Host municipalities will determine which of these areas will be part of their intern's experience based on municipal priorities and projects, and their intern's skills, interests, education, and career goals.

These additional areas include (but are not limited to):

- agricultural services and agricultural services boards;
- assessment and taxation;
- communications;
- community services;
- economic development;
- emergency and protective services;
- infrastructure, public works, and transit;
- intergovernmental relations;
- legislative services; and
- public library services.

3. Eligible Entities

The following entities are eligible under the MI component:

- municipalities (cities, towns, villages, municipal districts, and specialized municipalities); and
- intermunicipal planning service agencies (Land-use Planner stream only).

Applicants must also meet specific population thresholds to be eligible (based on the 2025 Municipal Affairs Population List):

Program Stream	Population Range
Administrator	Between 700 and 75,000
Finance Officer	Between 2,500 and 125,000
Land-use Planner	Between 5,000 and 125,000

Required Host Characteristics:

To be considered as a host for an intern, the organization must demonstrate:

- a strong council-administration or board-administration relationship exists, and there is a strong commitment from both to have an intern;
- an organizational commitment to the Internship program's goals and requirements of the workplan;
- a dedicated supervisor is appointed for the intern and an additional staff member is available as an alternate. The supervisor is to be the chief administrative officer or a senior manager (Administrator stream), a senior financial officer (Finance Officer stream), or a senior planner (Land-use Planner stream);
- the organization undertakes the majority of their planning in-house and has a senior planner on staff (preferably with a Registered Professional Planner (RPP) designation) (Land-use Planner stream only);
- Land-use Planner and Finance Officer interns are supported to pursue their professional designations (RPP and Chartered Professional Accountant, respectively) should they wish to achieve these credentials;
- A sufficient commitment of resources, both financial and staff, can be made; and
- An ability to provide learning opportunities and hands-on experiences in a wide range of municipal management and operational tasks, and an interest in providing coaching, mentoring, and sharing of knowledge with an intern.

4. Eligible Projects

The MI component has three streams. An eligible municipality or organization can apply under any or all of the streams of this program component in a program term; however, the applicant must complete separate applications as each stream is evaluated separately.

Host municipalities are expected to dedicate sufficient time, support, and financial resources to the project, and demonstrate an organizational commitment to the vision and purpose of the Internship Program.

A) Administrator

The Administrator stream allows for the hosting of an intern for an 18-month term. An administrator intern is supervised by a senior member of the organization who supports the intern with developing competency in policy development and project management, as well as transferring knowledge about governance, management, and operations of municipalities. The supervisor is also expected to support the intern with the coordination of rotations through departments across the organization, assignment of tasks, projects and other work that develops the intern's skills, and provides opportunities for the intern to explore career paths within municipal government.

B) Finance Officer

The Finance Officer stream allows for the hosting of an intern for an 18-month term. A finance officer intern is supervised by a senior finance officer who supports the intern with developing competency in public sector accounting, budgeting, financial analysis, and financial reporting. The supervisor is also expected to support the intern with the coordination of rotations through departments across the organization, assignment of tasks, projects, and other work that develops the intern's skills, and provides opportunities for the intern to explore career paths within municipal government. Host municipalities are expected to support their intern in pursuing their Chartered Professional Accountant designation should the intern wish to do so.

C) Land-Use Planner

The Land-use Planner stream allows for the hosting of an intern for an 18-month term. Host organizations must undertake most land-use planning activities in-house. A land-use planner intern is supervised by a senior planner (on-staff) who supports the intern in their work in developing competency in the development and maintenance of statutory and non-statutory plans, development processes, and project management. The supervisor is also expected to support the intern with the coordination of rotations through departments across the organization, assignment of tasks, projects, and other work that develops the intern's skills, and provides opportunities for the intern to explore career paths within municipal government. Host organizations are expected to support their intern in pursuing their Registered Professional Planner accreditation should the intern wish to do so.

For all streams, host organizations are expected to provide their intern with experience across the key functional areas of municipal operations and management. Municipalities that cannot offer an intern experience in all functional areas are encouraged to partner with another municipality, a regional services commission, or an intermunicipal planning services agency to provide their intern with the relevant experience in that area. The lead, or 'managing partner' must be a municipality that meets the eligibility requirements in Section 3. This municipality submits the application, receives the grant funding, is responsible for ensuring the intern Workplan is implemented, and submits grant reporting.

Generally, the partnering municipalities share the intern's time (e.g., two or three months on a rotating basis) or the term may be split into two nine-month blocks. The partners also split the costs associated with hosting an intern. The name of the partnering municipalities and details of how the partnership is to be implemented are required in the Grant Application Form. Program staff can provide recommendations on partnership hosting arrangements.

5. Application Process

An eligible municipality or organization can apply under any or all of the streams of this program component in a program year; however, a separate application is required for each stream. If selected, an applicant may only host one intern in one stream per program year.

Each project application submitted to Municipal Affairs will be reviewed to ensure it meets the requirements outlined in these guidelines. Once a project is assessed, a recommendation is forwarded to the Minister of Municipal Affairs. All decisions by the Minister are final. Applicants will be advised in writing of the status of their submission.

Applications are due by October 1 of the current program year and are evaluated after the deadline. Host organizations are selected, and funding is awarded based on information provided in the application form up to the maximum number of internship positions available in the program year.

Applicant Guidance:

What is the program length for the MI component?	- The MI component has a standard 18-month term for all three internship streams (Administrator, Finance Officer, and Land-use Planner). - Although the length of the internship is 18 months, the program intake occurs annually, typically with a deadline for submissions in the fall (see Key Dates and Contacts, above).
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6. Grant Amounts

Grant funding of \$62,500 per host municipality is provided, and allocated as follows:

Compensation	Host municipalities are recommended to pay their intern in the range of \$48,000 to \$58,000 in salary per year (\$70,500 to \$85,500 for 18 months).
\$55,500	The grant will provide \$55,500 to each host municipality to cover some of the intern's salary, benefits, and other payroll deductions. As interns may not qualify for some benefit plans due to their temporary or contract status, the host municipality may consider offering a health spending or wellness account to their intern.

Expenses	Includes: recruitment, relocation, professional development, safety equipment, association membership fees, and electronic equipment. Costs for supervisors to attend in-person Internship workshops can also be allocated to this category.
\$7,000	

7. Payment of Funds

Funding will be paid following legislative approval of the provincial budget and is subject to a conditional grant agreement (CGA) being duly executed.

8. Time Period to Use Grant Funds

Successful applicants can apply grant funds to eligible project expenditures as per project timelines stipulated in the CGA. Interns may start their employment between April 27 – June 5, 2027. Internships are to be completed 18 months from the intern's start date.

9. Reporting Conditions

The grant recipient must submit a SEPO (see main guidelines Sections 13.2) through ACPO. Additionally, supporting documentation is required and includes a Workplan, an Intern Interim Report, a Supervisor Interim Report, an Intern Final Report, and a Supervisor Final Report, as per the CGA. These documents are submitted to municipal.internship@gov.ab.ca.

Schedule 5 – Asset Management Support

1. Objective

The Asset Management Support (AMS) component helps enhance municipal viability by assisting eligible local governments to improve their asset management practices. By investing in asset management, local governments can make informed decisions to deliver sustainable services, manage risk effectively, and maximize the value of their infrastructure investments.

AMS includes two streams: the Infrastructure Audit Stream and the Asset Management Planning Stream*.

The objective of AMS funding is to support local governments with limited capacity in addressing infrastructure management challenges by helping to offset the costs of:

- infrastructure audits for eligible local governments not currently under a viability review;
- asset management plans and policies; and
- frameworks that guide asset management practices.

*The Asset Management Planning Stream is currently being offered as a pilot; its effectiveness will be assessed to determine future availability and to ensure the best use of available funding.

2. Eligible Entities

The AMS component is available (by invitation) to local governments with populations under 5,000*, without an asset management plan.

In addition, the Infrastructure Audit Stream is intended for eligible municipalities that have triggered the Infrastructure Age and Investment in Infrastructure** sustainability indicators over multiple years. These indicators are calculated using data submitted to Municipal Affairs annually through audited Financial Statements and/or Financial Information Returns. More information on these indicators can be found on Alberta's municipal indicators webpage (<https://www.alberta.ca/municipal-indicators>). Special consideration will also be given to eligible Metis Settlements. The Minister may also consider unique needs, special circumstances, and/or inviting local governments beyond these criteria, if program budget allows.

The following local governments that meet the above criteria** are eligible managing partners and project participants:

- municipalities (towns, villages, summer villages, municipal districts, specialized municipalities, improvement districts, and Special Areas);
- Metis Settlements; and
- Townsite of Redwood Meadows Administration Society.

*Population thresholds are based on the 2025 Municipal Affairs Population List.

**See Applicant Guidance box below.

Applicant Guidance:

What are the Infrastructure Age and Investment in Infrastructure sustainability indicators, and how are they triggered?

- Infrastructure Age sustainability indicator is defined as the depreciated (amortized) value of tangible capital assets as a percentage of original cost. It is triggered when the net book value of the tangible capital assets is less than 40 per cent of the original cost.
- Investment in Infrastructure sustainability indicator is defined as the ratio of new investment in capital assets compared to the depreciation (amortization of existing assets over 5 years). It is triggered if a municipality's capital spending is less than the depreciation of its assets, indicated by results less than 1.

3. Eligible Projects

A) Infrastructure Audit Stream

The Infrastructure Audit Stream provides funding for infrastructure audits to eligible local governments that are not currently under a viability review.

B) Asset Management Planning Stream

The Asset Management Planning Stream provides funding for eligible local governments for projects that strengthen municipal asset management practices and capacity. Examples of eligible projects and expenditures include:

- needs assessments and gap analyses (e.g., software requirements);
- asset risk assessments;
- development of asset management policies, and/or upgrades to existing policies (e.g., financial policies, debt and reserve policies, service level policies, user fee policies);
- core infrastructure data collection and analyses;
- core infrastructure condition and site assessments, and energy efficiency analyses;
- core infrastructure upgrade and improvement cost models;
- updated 10-year capital plans;
- development of communications plans; and
- asset management training.

C) Ineligible Project Costs

Capital expenditures, such as project expenditures associated with the construction, purchase, or betterment of capital assets or equipment are ineligible.

Costs associated with the direct implementation or existing and ongoing operational costs related to the delivery of regional or municipal services are ineligible, including costs associated with:

- hardware or software purchases, installation, or upgrades;
- hosting;
- municipal reimbursements (e.g., travel, meals, per diem);
- office set-up;
- ongoing or regular salaries;
- operational service pilots;
- overhead expenses;
- routine or regularly occurring data gathering; and
- system updates or maintenance.

4. Application Process

AMS component applications will be made by invitation from the Minister based on identified need. The Minister will initiate the application process by inviting the local government or local governments within a region to apply. After receiving the application invitation, the local government will be provided with the Asset Management Application Form and instructions regarding the next steps for funding consideration. An invitation to apply does not guarantee that the project will be funded.

Eligible local governments will need to ensure that all applicable sections of the application form are completed prior to submission.

Eligible local governments not invited to apply under the AMS component may use annual allocations from Local Government Fiscal Framework (LGFF) Capital, LGFF Operating, and Build Communities Strong Fund – Community Stream (formerly the Canada Community-Building Fund), to support asset management costs. In addition, municipalities may pursue competitive funding through the Alberta Community Partnership Intermunicipal Collaboration (ACP-IC) component for eligible regional asset management initiatives undertaken in partnership with other municipalities.

5. Grant Amounts

A) Infrastructure Audit Stream

The maximum amount available within the Infrastructure Audit stream (for eligible local governments that are not currently under a viability review) is \$150,000.

B) Asset Management Planning Stream

The maximum amount available under the Asset Management Planning stream will be determined and evaluated for each participating local government or region.

The Minister may vary maximum amounts and cost-share contributions (see Section 6 below).

6. Component Conditions and Recommendations

General Conditions for all AMS component grants:

A council resolution or motion from the applicant is required to be in place and **must** be indicated on the application form. If a council resolution or motion is underway but will be passed after the application is submitted, the applicant must notify Municipal Affairs as soon as possible. While a copy of the resolution or motion is to be retained for records, it does not need to be submitted unless requested by Municipal Affairs.

Unused Infrastructure Audit grant funds cannot be applied to Asset Management Planning projects, and vice versa.

If the cost of a project exceeds the maximum grant amounts, the local government(s) involved are expected to cost-share or use other grant sources for the remainder of the project costs.

Recommendations Specific to the Infrastructure Audit Stream:

While not required, applicants that receive funding are encouraged to use the Municipal Affairs Infrastructure Terms of Reference template as a resource as part of their procurement documentation. The template can be obtained by contacting a grant advisor by telephone at 780-422-7125 (toll-free in Alberta by first dialing 310-0000), or by email at acp.grants@gov.ab.ca.

Conditions Specific to the Asset Management Planning Stream:

Applications under this stream must involve a regional partnership of two or more eligible entities, as defined in the Eligible Entities section.

Asset Management Planning stream grants require municipal partners to contribute at least one-quarter of total project costs. The maximum grant amount available will be determined and evaluated for each participating local government or region.

Project participants must choose a managing partner to submit the grant application on behalf of the participants. The managing partner enters into the grant agreement, receives and manages the grant funds on behalf of the participants, coordinates cost-sharing contributions, and reports to the ministry on project expenditures, cost-sharing contributions, and outcomes. All other partners are referred to as project participants.

Program staff will establish regular check-ins with participating local governments and facilitate connections with relevant asset management-related industry associations. A working group may be formed to support collaboration, knowledge sharing, and alignment with best practices.

The managing partner and project participants must confirm their project involvement through council resolutions or motions, and the managing partner **must** indicate this on the application form. The resolutions or motions should confirm support for their involvement in the project and designate the managing partner. If council resolutions or motions are underway but will be passed after the application is submitted, the managing partner must notify Municipal Affairs as soon as possible. Copies of the resolutions or motions are to be retained but do not need to be submitted unless requested by Municipal Affairs.

7. Payment of Funds

Funding will be paid following legislative approval of the provincial budget and is subject to a conditional grant agreement (CGA) being duly executed.

8. Time Period to Use the Grant Funds

Grant recipients can retroactively apply grant funds towards approved projects effective April 1 of the program year unless otherwise stipulated in the CGA. No costs incurred prior to April 1 of the program year may be attributed to the grant.

When completing the application, select a reasonable project completion date that will allow sufficient time for project completion. This is the date by which all eligible project costs must be incurred and the use of grant funds expire. If the project or partnership experiences unforeseen delays that will impact the timely completion of the project, a time extension request for the CGA may be considered.

Funding that is not expended by the project completion date in the CGA must be returned to the Government of Alberta.

9. Reporting Conditions

The grant recipient must submit a SEPO (see main guidelines Sections 13.2).

The SEPO must be submitted within 60 days of the project completion date, or sooner if the project is completed prior to the Project Completion date.

Schedule 6 – Strategic Initiatives

1. Objective

The Strategic Initiatives (SI) component provides grants for unique or exceptional projects that have outcomes of strategic importance to the ministry or province, often with a regional focus.

2. Eligible Entities

The following entities are eligible for grants under the SI component:

- municipalities (cities, towns, villages, summer villages, municipal districts, specialized municipalities, improvement districts, and Special Areas);
- Metis Settlements;
- Townsite of Redwood Meadows Administration Society; and
- municipal professional administrative organizations.

3. Eligible Projects

Eligible projects include:

- support for training and development for municipal professional administrative organization members and staff; and
- projects of provincial strategic significance that are deemed a ministry priority.

4. Application Process

Eligibility for the SI component is needs-based, and applicants should contact a grant advisor to discuss proposed SI projects. Grant advisors can be reached at 780-422-7125 (toll-free in Alberta by first dialing 310-0000) or at acp.grants@gov.ab.ca.

5. Grant Amounts

The maximum amount of funding available under the SI component is a ministry determination.

6. Component Conditions

All projects funded through the SI component must demonstrate the unique or exceptional nature of the project, its strategic significance, and how it aligns with ministry or provincial priorities.

The Minister may modify program criteria such as eligibility and application requirements to respond to Government of Alberta and Municipal Affairs' priorities.

7. Payment of Funds

Funding will be paid following legislative approval of the provincial budget and is subject to a conditional grant agreement (CGA) being duly executed.

8. Time Period to Use Grant Funds

Successful applicants can apply grant funds towards approved projects effective April 1 of the program year unless otherwise stipulated in the CGA. Applicants determine the appropriate project completion date to be specified in the CGA and should ensure that the project completion date allows sufficient time for all reporting activities to be completed. If the funds will not be expended by the project completion date in the CGA, a time extension request should be submitted (see main guidelines section 9.2). Any grant funds unexpended upon completion or termination of the project shall be returned to the Government of Alberta.

9. Reporting Conditions

The grant recipient must submit a SEPO (see main guidelines Sections 13.2).



Request for Discussion(RFD)

Meeting Date: August 11, 2026,

Agenda Item: # 8.4

Topic: Emergency Infrastructure Protection Bylaw No. 1512-26

Presented By: Sebastien Dutrisac, Manager of Agricultural Services

For Discussion and Review

Background:

Bylaw No. 1512-26: Emergency Infrastructure Protection Bylaw is proposed to give access during an emergency event or incident. The bylaw directly supports the services delivery and protection of county infrastructure, may or may not appear in the County's separate Bylaws such as Fire Protective Services Bylaw. Examples of emergency events or incidents, but not limited to:

- Flooding (by weather event and/or compounded by the surrounding wildlife activities)
- Wind Sheer or windstorm
- Tornado
- Earthquake,
- Landslides
- Sinkholes

Benefits:

The new bylaw would encompass all other disasters not listed under our other bylaws while simultaneously avoiding declaring a nonessential state of local emergency for localized incidents. In addition, clarifying and defining the officer's duties and powers would minimize potential misunderstandings and challenges.

Disadvantages:

N/A.

Alternatives

1. That Smoky Lake County Council accepts the RFD as information.
2. Motion #3 -That Smoky Lake County gives permission for Third Reading to Bylaw No: 1512-26 Emergency Infrastructure Protection Bylaw.
3. Motion #4 - That Smoky Lake County gives Third Reading to Bylaw No: 1526-26 Emergency Infrastructure Protection Bylaw.
4. That Smoky Lake County Council directs administration to draft an amended the Agricultural Fees and Charges Bylaw that includes a land use and crop loss compensation standardize rate and bring it to a future Council meeting

Financial Implications:

Reduces the litigation as well as the cost due to delayed response in requesting access to land.

Legislation:

Soil Conservation Act

Municipal Government Act



Request for Discussion(RFD)

Intergovernmental:

Not applicable

Strategic Alignment:

Asset Management and Infrastructure

Enclosure(s):

1. Draft Emergency Infrastructure Protection Bylaw

Signature of the CAO: _____



SMOKY LAKE COUNTY
IN THE PROVINCE OF ALBERTA
BYLAW NO, 1512-26

A BYLAW OF THE MUNICIPALITY OF SMOKY LAKE COUNTY IN THE PROVINCE OF ALBERTA, OR THE PROTECTION OF MUNICIPAL INFRASTRUCTURE DURING ENVIRONMENTAL HAZARDS AND EMERGENCIES.

WHEREAS the Municipal Government Act authorizes Council to pass bylaws respecting the safety, health and welfare of people and the protection of people and property;

AND WHEREAS the Municipal Government Act authorizes Council to appoint Designated Officers to administer and enforce municipal bylaws;

AND WHEREAS the Soil Conservation Act provides authority respecting soil conservation and erosion control;

AND WHEREAS Council considers it necessary to establish procedures to protect municipal infrastructure from environmental hazards and emergencies.

NOW THEREFORE the Council of Smoky Lake County enacts as follows:

1. NAME:

- 1.1 This Bylaw may be referred to as the "Smoky Lake County Emergency Infrastructure Protection Bylaw."

2. PURPOSE

- 2.1 To protect municipal infrastructure from environmental hazards.
2.2 To establish procedures for inspections, emergency protective measures, remediation and enforcement.
2.3 To authorize designated officers to administer this Bylaw in accordance with provincial legislation.

3. DEFINITIONS

For this Bylaw, the following definitions will apply:

- 2.1. **“Apparatus”** - means any vehicle provided with machinery, devices, Equipment or materials for the emergency, as well as any vehicles used for transporting staff or supplies.
- 2.2. **“Chief Administrative Officer”** - means the person appointed by Council to the position of Chief Administrative Officer (hereinafter may be referred to as “CAO”) for the Municipality, under the Municipal Government Act
- 2.3. **“Council”** – means the Reeve and Councilors duly elected in Smoky Lake County and who are eligible to continue to hold office.
- 2.4. **“Equipment”** - means any tools, contrivances, devices or materials used by the County to combat an Incident or other Emergency.
- 2.5. **Emergency** - means a sudden and temporary event that requires prompt co-ordination of action or special regulation of persons or property to protect the safety, health or welfare of people or to limit damage to property or the environment;
- 2.6. **Incident** - includes erosion or potential erosion of infrastructure, flooding or potential of flooding, wind shears, windstorms, tornadoes, earthquake, landslides, sinkholes, or other emergency presenting danger or possible danger to life, municipal infrastructure, or property
- 2.7. **Municipal Officer** – means CAO, Fire Chief, Deputy Fire, Agricultural Fieldman,

4. RIGHT OF ENTRY

4.1 As described under Section 19 of the *Soil Conservation Act* an officer or a member of a Soil conservation appeal committee or any person authorized by one of them may, at any reasonable time, enter onto land for the purposes of

- a) determining, in respect of that land,
 - i. whether appropriate measures are being taken
 - A. to prevent soil loss or deterioration from taking place, or
 - B. in the case where soil loss or deterioration is taking place, to stop the loss or deterioration from continuing,
 - or
 - ii. whether remedial measures set out in a notice are being properly carried out, or
- b) carrying out remedial measures set out in a notice.

4.2 As described under Section 542 of the Municipal Government Act,

(1) If this or any other enactment or a bylaw authorizes or requires anything to be inspected, remedied, enforced or done by a municipality, a designated officer of the municipality may, after giving reasonable notice to the owner or occupier of land or the structure to be entered to carry out the inspection, remedy, enforcement or action,

- a) enter on that land or structure at any reasonable time, and carry out the inspection, enforcement or action authorized or required by the enactment of this bylaw,
- b) request anything to be produced to assist in the inspection, remedy, enforcement or action,
- c) enter on that land or structure with the apparatus and/or equipment required to address the incident/ emergency, and
- d) make copies of anything related to the inspection, remedy, enforcement or action.

4. NOTICE

4.1. Any notice provided for in this Bylaw shall be in writing.

4.2. Service of any notice provided for in this Bylaw may be made as follows:

- i. personally, upon the person to be served;
- ii. by posting on the property and mailing the copy to the person to be served by registered mail or certified mail to the last known post office address of the person to be served, and service shall be deemed to be effected at the time the copy is delivered by an official of the post office to the person to be served or to any person receiving it on their behalf;
- iii. where the property is not occupied, by posting on the property and mailing the notice by registered mail or certified mail to the mailing address noted on the Municipality's tax roll for that property;
- iv. by phone call and/or email accompanied with option a), b), or c) where imminent actions are required, or
- v. as directed by the Court

5. REVIEW

- 5.1. This Bylaw should be reviewed at least every two years from its adoption, or as deemed necessary from time to time.

6. PREVAILANCE

- 6.1. To the extent that a provision of this bylaw is found to conflict with another bylaw or policy of Smoky Lake County, this bylaw shall prevail.

7. REPEAL & SEVERABILITY:

- 7.1. Previous Bylaw is repealed upon adoption of this bylaw.
- 7.2. If any part of this Bylaw is found to be invalid, it is the intention of Council that the remaining sections remain in force until repealed or otherwise amended.

8. EFFECTIVE DATE:

- 8.1. This Bylaw comes into force and effect upon receiving Third Reading.

READ A FIRST TIME IN COUNCIL THIS DAY OF , AD .202

READ A SECOND TIME IN COUNCIL THIS DAY OF , AD 202.

READ A THIRD AND FINAL TIME WITH THE CONSENT OF COUNCIL THIS DAY OF , AD 202.

Reeve

Chief Administrative Officer



Request for Decision (RFD)

Meeting Date: September 17, 2026

Agenda Item: 8.5

Topic: Hosting an Introduction to local Veterinarian Workshop

Presented By: Assistant Agricultural Fieldman, Brieann Eden

Recommendation:

That Smoky Lake County Council directs administration to coordinate an introduction workshop between the county producers and both veterinary clinics independently

Background:

On August 29, 2026, Dr. Melissa Hittinger, from Stone Ridge Veterinary services in Westlock, inquired if the county would be willing to host a seminar this fall to discuss veterinary care in the area due to the recent retirement of Dr. Russ. The proposed seminar would discuss ways to access care, planning, establishing a veterinary-client-patient-relationship, and a conversation about people's concerns and how they can help. Additionally, this will be an opportunity to clarify expectations and limitations of both the client and the veterinarian to allow for timely care. This would be a day event that would consist of a presentation introducing the veterinarians, explaining how services work within the vet industry, dispel some myths regarding care and other general topics of discussion. The group would be then broken down to smaller group with each of the vets facilitating discussions about client perspectives. Stone Ridge vets would have a list of questions to direct the client conversations resulting in a place they can be heard and questions answered by professional in the industry.

Currently the closest vet office is the Stone Ridge Veterinary services located east of Clyde, roughly 45-minute drive from the Town of Smoky Lake. Stone Ridge offers a mixed animal service including small animal, equine, small ruminant and limited cattle services. They are currently in the process of expanding to a new bigger facility in the same area and hiring more veterinarians in the future. They serve the Westlock, Sturgeon and Thorhild area. They offer services that include equine, bovine, small animal, other species (goat) and veterinary spinal manipulative therapy.

Alternatively, St. Paul Veterinary Clinic is just over an hour away from the Town of Smoky Lake and they serve the St. Paul County and Lakeland area. The top three services are small animal care, farm calls, and surgeries.

Benefits:

Bring the ratepayers more information about options for veterinarian care, dispel myths and general topics. This would be an opportunity for the County to gather information from the producers on the topics of interest so future workshops could focus on the needs of our producers.

Disadvantages:

If only one session is held with Stone Ridge Veterinary Services Ltd. and their office being closer to



Request for Decision (RFD)

the west portion of the county, it might not the needs of the producers on the east side of the county as they may prefer the proximity of the St. Paul Veterinary Clinic.

Alternatives:

1- The Smoky Lake County Council accepts this RFD for information.

Financial Implications:

Cost of the hall, lunch and snacks.

- Warspite Community Hall= \$250 for a day without kitchen use
- Stry Hall= \$300 for the day without kitchen use

Lunch

- Soup and sandwich= \$15
- Ukrainian meal = \$30/person

Legislation:

Animal Health Act

Intergovernmental:

Agricultural Service Board Agreement

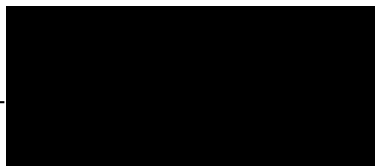
Strategic Alignment:

Service Delivery and Community Wellbeing

Enclosure(s):

1. NA

Signature of the CAO: _____





Request for Discussion (RFD)

Meeting Date: September 17, 2026.

Agenda Item: #8.6

Topic: Policy 08-28 Work-in-Kind and Community Support

Presented By: Chyen Shaw, CAO

Recommendation:

That Smoky Lake County Council adopt Policy 08-28, Work-in-Kind and Community Support, and approve the accompanying Work-in-Kind Support Application and Agreement, including Schedules A and B, as presented.

Background:

Administration has prepared Policy 08-28, Work-in-Kind and Community Support, to establish a consistent process for considering requests from eligible community organizations, public bodies and regional partners for County labour, equipment, materials, facilities or technical services provided without charge or at a reduced charge.

The policy is intended to ensure that work-in-kind support is authorized, evaluated against clear criteria, assigned a maximum value, recorded as a County contribution and delivered without negatively affecting municipal operations, budgets, service levels, emergency response or legislated responsibilities.

Policy Overview:

- Defines eligible applicants, eligible support and requests that are normally ineligible.
- Requires a completed application, normally at least 30 days before the requested work date.
- Requires Council approval by motion before County resources are committed or work begins.
- Requires Council's motion to identify the applicant, project, general scope, estimated or maximum value, funding source where applicable, and approval conditions.
- Requires a written agreement signed by the CAO and applicant following Council approval and before work begins.
- Establishes operational priority, safety, insurance, indemnity, site-readiness and applicant-responsibility requirements.
- Requires Administration to calculate and record the full value of labour, equipment, fuel, materials, transportation, technical services and other resources used.
- Requires further approval for material scope changes or anticipated cost overruns beyond the approved maximum value.

Application and Agreement:

The accompanying Work-in-Kind Support Application and Agreement provides a standardized process from request through completion. It records applicant eligibility, public benefit, requested resources, applicant contributions, permits, insurance, hazards, estimated value, approval conditions, the approved scope of work and the actual contribution provided.

Schedules A and B document the approved work and the final quantity, rate and value of County resources used. This supports consistent administration, budget reporting and an auditable record



Request for Discussion (RFD)

of each contribution.

Benefits:

Provides a fair and transparent process, protects regular County operations, improves cost tracking and budget accountability, establishes clear responsibilities, and reduces financial, safety, legal and operational risks. Reviewing anticipated work-in-kind commitments in advance also supports proper annual budgeting and departmental work planning, helping the County maintain business continuity and sufficient operational capacity.

Disadvantages:

Applicants will be required to submit additional documentation and allow time for Council consideration. Administration will also be responsible for estimating, tracking and reporting the value of approved contributions.

Financial Implications:

Adopting the policy does not approve a specific expenditure or contribution. Each request must identify an estimated or maximum value and funding source for Council approval. Administration must record the full value of County labour, equipment, materials and services against the applicable departmental, regional or community-support budget. Council may establish annual or per-applicant limits by resolution.

Legislation:

Municipal Government Act, RSA 2000, c. M-26; and applicable County policies, procedures and Council resolutions.

Intergovernmental:

The policy allows support for regional partner municipalities, First Nations, Métis organizations and other public bodies. Recurring or substantial regional support may require an intermunicipal agreement, memorandum of understanding or cost-sharing agreement.

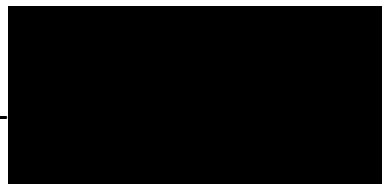
Strategic Alignment:

Supports accountable governance, responsible stewardship of public resources, safe service delivery and partnerships that provide a clear public or regional benefit. Advance planning for work-in-kind requests supports realistic annual budgets and work plans while protecting business continuity and organizational capacity.

Enclosure(s):

- 1. Policy 08-28 Work-in-Kind and Community Support; Work-in-Kind Support Application and Agreement, including Schedules A and B.**

Signature of the CAO: _____





Smoky Lake County Policy

Title: **Work-in-Kind and Community Support Policy**

Category: Financial Services (FIN)

Policy #
08-28

Version
01

LEGISLATIVE REFERENCE:

- Municipal Government Act, RSA 2000, c. M-26
- Occupational Health and Safety Act, SA 2020, c. O-2.2 and applicable regulations
- Smoky Lake County Fees and Charges Bylaw
- Smoky Lake County Annual Operating and Capital Budgets
- Applicable Smoky Lake County policies, procedures and Council resolutions

PURPOSE:

To establish a fair, transparent and accountable process for Smoky Lake County to provide work-in-kind support to eligible community organizations, public bodies and regional partners. This Policy ensures that work completed without charge, or at a reduced charge, is authorized, valued, recorded and provided without negatively affecting County operations, budgets, service levels or legislated responsibilities.

STATEMENT:

Smoky Lake County recognizes that community organizations, public bodies and regional partners contribute to the social, cultural, recreational and economic wellbeing of the region. Subject to available resources, approved budgets and operational priorities, the County may provide work-in-kind support for eligible projects, facilities, programs and events that demonstrate a public benefit.

Work-in-kind support is discretionary and is not an entitlement. Approval of a request does not create an obligation or expectation that the same or similar support will be provided in the future.

OBJECTIVE:

1. Provide consistent eligibility and approval requirements for work-in-kind support.
2. Ensure County labour, equipment, materials and services are used responsibly.
3. Support projects and activities that provide a clear benefit to County residents or the region.
4. Ensure the full value of each contribution is calculated and recorded.
5. Protect the County from unreasonable financial, operational, legal, environmental and safety risks.
6. Ensure work-in-kind requests do not interfere with regular County operations or emergency response.



GUIDELINES & PROCEDURE:

1. DEFINITIONS

- a) **Applicant:** an eligible organization, public body or regional partner that submits a request under this Policy.
- b) **CAO:** the Chief Administrative Officer of Smoky Lake County or their authorized designate.
- c) **Community Organization:** a registered nonprofit, charitable, agricultural, recreation, cultural, historical, cemetery, community hall, service club or other volunteer-based organization that provides a public benefit.
- d) **Council:** the elected Council of Smoky Lake County.
- e) **County Resources:** County employees, equipment, vehicles, materials, supplies, facilities, professional services and other municipal resources.
- f) **In-Kind Support:** a non-cash contribution provided by the County, including labour, equipment use, materials, technical assistance, facility use or other municipal services.
- g) **Public Body:** a municipality, school authority, health authority, First Nation, Métis organization, provincial or federal agency, or another body established for a public purpose.
- h) **Regional Partner:** the Town of Smoky Lake, Village of Vilna, Village of Waskatenau or another organization participating in a regional service, agreement or initiative with the County.
- i) **Work-in-Kind:** work, services, labour, equipment, materials or technical assistance provided by the County without charging the recipient the full applicable rate.

2. ELIGIBLE APPLICANTS

1. Registered nonprofit or charitable organizations.
2. Agricultural societies, community hall associations and cemetery organizations.
3. Recreation, cultural, historical, tourism, service club and volunteer organizations.
4. School authorities or recognized school-support organizations.
5. Regional partner municipalities, First Nations, Métis organizations and other public bodies.
6. Unincorporated community groups where Council determines that the project provides a significant public benefit and an eligible organization accepts responsibility for the request.

3. INELIGIBLE APPLICANTS AND REQUESTS

- Individuals or private property owners, except where Council specifically approves work that provides a substantial public benefit.
- For-profit businesses or commercial enterprises.
- Political parties, candidates or organizations primarily engaged in political advocacy.
- Organizations with outstanding debts, unresolved compliance matters or overdue reporting requirements with the County.
- Activities that primarily benefit members rather than the public.
- Work already completed or costs already incurred before approval.
- Work that would unreasonably compete with services readily available from private-sector contractors.
- Work that creates an unacceptable safety, environmental, legal, financial or operational risk.

4. ELIGIBLE WORK-IN-KIND SUPPORT

- County labour and the use of County equipment with an authorized operator.
- Grading, levelling, minor site preparation, mowing, brushing, snow clearing or minor drainage work.
- Gravel, sand, soil or other approved materials, including loading, hauling or placement.
- Garbage containers, barricades, signs or traffic-control equipment for approved community events.
- Technical, mapping, planning, communications, printing or administrative assistance.
- Use of County-owned facilities or equipment where permitted.
- Emergency or disaster-recovery assistance.
- Other municipal services approved by the CAO or Council.



5. GENERAL CONDITIONS

- a) County operations, road maintenance, capital projects and emergency response take priority over work-in-kind requests.
- b) Support is subject to available employees, equipment, materials, budget, weather, site conditions, permits and safety requirements.
- c) The County may postpone, modify or cancel approved work when resources are required for municipal operations or emergency response.
- d) The County will determine the employees, equipment, materials, timing and method used to complete the work.
- e) Applicants must not direct County employees or equipment operators. Direction will be provided by the appropriate County supervisor.
- f) County equipment will only be operated by authorized County employees unless otherwise approved in writing.
- g) Approved support may not be transferred, sold or used for a purpose other than the approved project.
- h) Approval does not guarantee completion by a specific date unless confirmed in writing.
- i) The applicant is responsible for ongoing maintenance of the completed work unless Council approves otherwise.

6. APPLICATION REQUIREMENTS

Applicants must submit a completed Work-in-Kind Support Application before work begins. Applications should normally be submitted at least thirty (30) days before the requested work date. Larger projects should be submitted before the County's annual budget process.

- a) Applicant name, contact information and proof of eligible status, where applicable.
- b) A description of the project, event or program and the requested completion date.
- c) The location of the work and written property-owner authorization where required.
- d) A clear description of the public or regional benefit.
- e) The labour, equipment, materials or services requested.
- f) The applicant's financial, volunteer or material contribution.
- g) Details of other funding or support received or requested.
- h) Confirmation that required permits, utility locates, insurance and approvals will be obtained.
- i) Any other information requested by the County.

7. EVALUATION CRITERIA

- a) Demonstrated public or regional benefit and the number of County residents benefiting.
- b) Alignment with County strategic priorities and approved plans.
- c) The applicant's financial, volunteer, labour or material contribution.
- d) Availability of County resources and the estimated value and duration of the work.
- e) Urgency, timing and impact on regular County operations.
- f) Previous support received from the County and compliance with past conditions.
- g) Availability of other funding sources or private-sector service providers.
- h) Financial need and the applicant's ability to maintain the completed project.
- i) Financial, legal, environmental, safety and operational risk to the County.

8. APPROVAL AUTHORITY

- a) All work-in-kind requests must be approved by Council by motion before any County resources are committed or work begins.
- b) Council's motion must identify the approved applicant, project or event, general scope of support, estimated value or maximum contribution, funding source where applicable, and any conditions of approval.
- c) Following Council approval, a written agreement must be signed by the CAO and the applicant before the approved work begins. The agreement must provide clear direction and expectations,



including the approved scope of work, roles and responsibilities, timing, conditions, safety requirements, insurance or indemnity requirements, cost limits, reporting requirements and any applicant contribution.

9. CALCULATION AND RECORDING OF CONTRIBUTION

The County will calculate and record the full value of approved work-in-kind support whether or not the applicant is invoiced. The value may include:

- a) Employee wages and applicable payroll costs.
- b) Equipment hours based on the Fees and Charges Bylaw or approved internal equipment rates.
- c) Fuel, maintenance, mobilization and transportation.
- d) Materials, supplies and aggregate.
- e) Engineering, planning, mapping, professional or administrative services.
- f) Contracted services and any other direct cost incurred by the County.

The contribution will be recorded against the applicable departmental, regional or community-support budget. Council may establish annual or per-applicant limits by resolution.

10. COST OVERRUNS OR CHANGES

- a) Approval applies only to the work and maximum value identified in the approval.
- b) Material changes to the scope, location or estimated value require further approval.
- c) Where the actual value is expected to exceed the approved amount, Administration may reduce or stop the work, require the applicant to pay the additional cost with written agreement, or refer the matter to Council.

11. APPLICANT RESPONSIBILITIES

- a) Provide accurate and complete information.
- b) Obtain all permits, approvals, property-owner permissions and utility locates.
- c) Provide safe and unobstructed access and ensure the site is ready before County resources arrive.
- d) Provide required volunteers, site supervision and appropriate insurance.
- e) Sign a waiver, indemnity or work agreement where required by the County.
- f) Disclose known hazards and comply with all safety directions.
- g) Recognize the County's contribution in project communications when requested.
- h) Submit a completion report or other documentation when required.

12. SAFETY, INSURANCE AND RISK MANAGEMENT

- a) All work must comply with applicable occupational health and safety legislation and County safety requirements.
- b) The County may require a site inspection, hazard assessment, traffic-control plan, environmental approval, engineering review or other documentation before work begins.
- c) County employees may stop work where unsafe or unsuitable conditions exist.
- d) The County may require proof of liability insurance naming Smoky Lake County as an additional insured and may require an indemnity agreement.

13. PRIVATE PROPERTY

Work-in-kind support will not normally be provided on private property. Council may approve work where the property or facility is primarily used for a public or community purpose, the project provides a clear and substantial public benefit, public access is reasonably assured, the property owner provides written authorization, and the applicant accepts responsibility for future maintenance.



14. REGIONAL AND INTERMUNICIPAL SUPPORT

The County may provide work-in-kind support to regional partner municipalities and public bodies for projects that support shared services or infrastructure, public safety, economic or community development, emergency response, disaster recovery or another approved regional initiative. Recurring or substantial support may require an intermunicipal agreement, memorandum of understanding or cost-sharing agreement.

15. REPORTING AND RECORDS

Administration will maintain records of applications, decisions, the support provided, estimated and actual values, responsible departments and outstanding conditions. A summary of work-in-kind contributions may be presented to Council annually or through regular budget reporting.

16. DENIAL OF REQUESTS

A request may be denied where the applicant or project is ineligible, the application is incomplete, resources or funding are unavailable, the work would interfere with County operations, the project presents unacceptable risk, sufficient public benefit is not demonstrated, or the request is inconsistent with County policies, plans or strategic priorities. Decisions made under this Policy are final.

17. RESPONSIBILITIES

Council: approves this Policy and budget allocations and considers requests outside the CAO's delegated authority.

CAO: administers this Policy, establishes procedures, ensures contributions are valued and recorded, and signs approved work-in-kind agreements with applicants following Council approval by motion.

Department Directors and Managers: assess feasibility, estimate costs, coordinate safe completion and record actual resources used.

Applicants: comply with this Policy and all conditions attached to an approval.

18. POLICY REVIEW

This Policy will be reviewed every four (4) years or sooner if required due to legislative, operational or organizational changes.

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



SMOKY LAKE COUNTY

WORK-IN-KIND SUPPORT APPLICATION

Submission of an application does not guarantee approval. County operations, emergencies, available budget, staffing, equipment, weather and site conditions take priority.

1. APPLICANT INFORMATION

Organization / Public Body:

Mailing Address:

Primary Contact and Title:

Telephone:

Email:

**Legal Status / Registration
No.:**

Applicant Type:

- | | |
|---|---|
| ☐ Registered nonprofit society

☐ Agricultural society

☐ Recreation, cultural or heritage organization

☐ School or parent organization

☐ Other: _____ | ☐ Registered charity

☐ Community hall association

☐ Municipality or public body

☐ First Nation or Métis organization

☐ |
|---|---|

2. PROJECT OR EVENT INFORMATION

Project / Event Name:

Work Location:

**Legal Land Description, if
applicable:**

Property Owner:

Requested Start Date:

Requested Completion Date:

Describe the project, event or activity and the work requested from the County:

Describe the public or community benefit, including who will benefit:

Estimated Number of People Benefiting:

Is the facility or site open to the public?

☐ Yes ☐ No If limited, explain: _____

3. WORK-IN-KIND REQUESTED

- | | |
|---|--|
| ☐ County labour | ☐ County equipment with operator |
| ☐ Gravel or aggregate | ☐ Transportation or hauling |
| ☐ Grading, levelling or site preparation | ☐ Snow clearing or removal |
| ☐ Mowing, brushing or vegetation management | ☐ Minor drainage or landscaping |
| ☐ Signs, barricades or traffic-control equipment | ☐ Waste or event-support equipment |
| ☐ Mapping, planning or technical assistance | ☐ Printing or communications assistance |
| ☐ Facility or equipment use | ☐ Other: _____ |

Detailed description and estimated quantities or hours requested:

4. APPLICANT CONTRIBUTION AND OTHER SUPPORT

Applicant Cash Contribution: \$

Estimated Volunteer Hours:

**Applicant-Provided
Equipment / Materials:**

**Other Grants or Funding
Requested / Received:**

Contractors Involved, if any:

5. SITE READINESS, PERMITS AND INSURANCE

- ☐ Written property-owner authorization is attached, if required.
- ☐ Required permits and approvals have been obtained or identified.
- ☐ Underground and overhead utility locations will be confirmed before work begins.
- ☐ The worksite will be accessible and ready for County equipment and employees.
- ☐ Known hazards have been disclosed to the County.
- ☐ Proof of insurance is attached or will be provided before work begins.
- ☐ The applicant accepts responsibility for ongoing maintenance after completion.

List all known site hazards, access restrictions or special conditions:

6. SUPPORTING DOCUMENTS

- ☐ Proof of legal status or registration
- ☐ Project budget
- ☐ Site plan, drawing or map
- ☐ Property-owner authorization
- ☐ Proof of insurance
- ☐ Permits or regulatory approvals
- ☐ Utility-locate information
- ☐ Other: _____

7. APPLICANT DECLARATION

I certify that the information in this application is complete and accurate. I understand that work-in-kind support is discretionary, is not an entitlement, and may be postponed, changed or cancelled due to County operations, emergencies, safety concerns, budget limitations, weather, equipment availability or site conditions. I agree that the support, if approved, will be used only for the approved purpose and that the applicant will comply with the Work-in-Kind and Community Support Policy and all conditions imposed by Smoky Lake County.

Authorized Representative:

Position / Title:

Signature:

Date:

FOR COUNTY USE ONLY

Contribution	Estimated Quantity	Rate	Estimated Value
Employee labour			
Equipment and operator			
Fuel / maintenance			
Materials / aggregate			
Transportation / mobilization			
Technical or administrative support			
Contracted services			
Other			

TOTAL ESTIMATED VALUE			
----------------------------------	--	--	--

Department Review:	☐ Recommended ☐ Not Recommended ☐ Additional Information Required
Operational Capacity:	☐ Available ☐ Not Available ☐ Subject to Scheduling
Safety / Risk Review:	☐ Complete ☐ Required Before Work
Approval Authority:	☐ CAO ☐ Council Resolution No.: _____
Decision:	☐ Approved ☐ Approved with Conditions ☐ Denied ☐ Deferred
Maximum Approved Value:	\$ _____
Conditions / Comments:	
Authorized Signature:	
Date:	



SMOKY LAKE COUNTY

WORK-IN-KIND SUPPORT AGREEMENT

To be completed after conditional or final approval

This Agreement is made between Smoky Lake County (the "County") and the organization or public body identified below (the "Recipient") for the approved provision of work-in-kind support.

1. PARTIES AND PROJECT

Recipient Legal Name:

Recipient Address:

Authorized Representative:

Project / Event:

Work Location:

County Approval Reference:

Maximum Approved Value: \$

Anticipated Work Period: From _____ to _____

2. APPROVED WORK-IN-KIND SUPPORT

The County may provide only the labour, equipment, materials or services described in Schedule A. Any change in scope, location, quantities, timing or estimated value requires prior written approval from the County.

3. NO CHARGE AND RECORDED VALUE

The approved work-in-kind support will be provided without charge unless Schedule A states that the Recipient must pay a portion of the costs. The County will calculate and record the full value of labour, equipment, fuel, materials, transportation, technical services and other resources used. The recorded value does not create a cash payment obligation unless additional costs have been approved in writing by the Recipient.

4. COUNTY DISCRETION AND OPERATIONAL PRIORITY

- County operations, emergency response, road maintenance, weather, staffing, equipment availability and public safety take priority.
- The County may postpone, reduce, modify, suspend or cancel the work where reasonably required.
- Approval does not guarantee completion by a specific date unless the date is expressly confirmed in Schedule A.
- The County will determine the employees, equipment, materials, work methods and sequence used.

5. RECIPIENT RESPONSIBILITIES

- Provide accurate information and promptly disclose changes affecting the project or site.
- Obtain and maintain all permits, approvals, licences and property-owner permissions required for the work.
- Ensure utility locates are completed and clearly marked before County work begins.

- Provide safe, suitable and unobstructed access for County employees, vehicles and equipment.
- Identify known hazards, buried structures, unstable ground, overhead lines, environmental concerns and access limitations.
- Provide any agreed volunteers, materials, site preparation, traffic control or supervision.
- Ensure volunteers and contractors under the Recipient's control comply with applicable safety requirements.
- Maintain insurance required by the County and provide proof upon request.
- Use the work-in-kind support only for the approved public or community purpose.
- Assume responsibility for future operation, inspection, repair and maintenance of the completed work unless Council expressly agrees otherwise.

6. DIRECTION OF COUNTY EMPLOYEES

The Recipient will not direct County employees or equipment operators. All operational direction will be provided by the County supervisor responsible for the work. County equipment may only be operated by authorized County personnel.

7. SAFETY AND RIGHT TO STOP WORK

All work is subject to applicable occupational health and safety legislation, County safety procedures and site-specific requirements. County employees may refuse to begin or may stop work where unsafe conditions exist, required information is unavailable, permits or utility locates are incomplete, or the work differs materially from the approved scope.

8. SITE CONDITIONS AND DAMAGE

The Recipient acknowledges that heavy equipment and construction-related activity may cause rutting, compaction, dust, noise, vibration, surface disturbance or incidental damage consistent with the approved work. The Recipient is responsible for identifying fragile surfaces, irrigation systems, private utilities, landscaping and other features not reasonably visible to the County. The County is not responsible for damage arising from undisclosed or incorrectly identified site conditions, except to the extent caused by the negligence of the County.

9. INSURANCE AND INDEMNITY

The Recipient will maintain insurance reasonably required by the County for the duration of the project. Where requested, the Recipient will provide a certificate of insurance naming Smoky Lake County as an additional insured.

To the extent permitted by law, the Recipient will indemnify and hold harmless the County, its elected officials, employees and agents from claims, losses, damages, costs and liabilities arising from the Recipient's acts or omissions, breach of this Agreement, inaccurate information, undisclosed hazards, volunteer or contractor activities, or the Recipient's use and maintenance of the completed work. This clause does not require the Recipient to indemnify the County for the County's own negligence.

10. NO WARRANTY AND ONGOING MAINTENANCE

Unless expressly stated in Schedule A, the County does not provide a warranty or guarantee respecting the lifespan, suitability or future performance of the completed work. The Recipient accepts the work upon completion and is responsible for ongoing maintenance, inspections and repairs.

11. OWNERSHIP OF MATERIALS AND IMPROVEMENTS

Unless Schedule A states otherwise, materials placed and improvements completed become the responsibility of the property owner or Recipient upon completion. This Agreement does not transfer ownership of County equipment, tools or unused materials.

12. PUBLIC RECOGNITION AND RECORDS

The Recipient will acknowledge the County's contribution when reasonably requested. The Recipient understands that this Agreement, the application, approval decision and recorded contribution value may form part of the County's public records and reporting, subject to applicable access-to-information and privacy legislation.

13. TERMINATION

Either party may terminate this Agreement by written notice before the work begins. The County may immediately suspend or terminate the Agreement for safety concerns, misrepresentation, non-compliance, loss of required approvals or

insurance, material changes in scope, or operational necessity. The Recipient remains responsible for obligations that reasonably survive termination, including site restoration, indemnity and payment of any costs expressly accepted in writing.

14. GENERAL

- This Agreement and its schedules constitute the entire agreement for the approved work-in-kind support.
- Amendments must be in writing and authorized by both parties.
- The Recipient may not transfer or assign the approved support without the County's written consent.
- Nothing in this Agreement creates an employment, agency, partnership or joint-venture relationship.
- This Agreement is governed by the laws of Alberta.
- If a provision is unenforceable, the remaining provisions continue in effect.

15. SIGNATURES

SMOKY LAKE COUNTY	RECIPIENT
Authorized Signature:	Authorized Signature:
Name and Title:	Name and Title:
Date:	Date:



SMOKY LAKE COUNTY

SCHEDULE A – APPROVED SCOPE OF WORK

Recipient:

Project / Event:

Work Location:

County Department:

County Project Lead:

Approved Work Period:

APPROVED COUNTY CONTRIBUTION

Item	Description	Quantity / Hours	Rate	Estimated Value	Responsible Party

Maximum approved value: \$ _____

RECIPIENT-PROVIDED CONTRIBUTIONS

REQUIRED CONDITIONS BEFORE WORK BEGINS

- ☐ Agreement signed
- ☐ Property-owner authorization received
- ☐ Insurance certificate received
- ☐ Permits / approvals received
- ☐ Utility locates completed
- ☐ Site inspection completed
- ☐ Hazard assessment completed
- ☐ Other: _____

SPECIAL CONDITIONS, EXCLUSIONS OR COST-SHARING REQUIREMENTS

**Approved by Smoky Lake
County:**

Signature:

Date:

Accepted by Recipient:

Signature:

Date:



SMOKY LAKE COUNTY

SCHEDULE B – COMPLETION AND CONTRIBUTION RECORD

Recipient:

Project / Event:

Work Location:

Work Start Date:

Work Completion Date:

Contribution	Actual Quantity / Hours	Rate	Actual Value	Notes
Employee labour				
Equipment and operator				
Fuel / maintenance				
Materials / aggregate				
Transportation / mobilization				
Technical / administrative support				
Contracted services				
Other				
TOTAL ACTUAL VALUE				

COMPLETION REVIEW

Work Completed as Approved: ☐ Yes ☐ No ☐ Partially

Recipient Accepted Work: ☐ Yes ☐ No ☐ Subject to Comments Below

Changes from Approved Scope:

Outstanding Items:

County Project Lead:

Signature / Date:

Recipient Representative:

Signature / Date:



Request for Decision (RFD)

Meeting Date: September 17, 2026

Agenda Item: #8.8

Topic: Policy 03-38 – Dust Control

Presented By: Kyle Winterbottom, Director of Infrastructure

Recommendation:

That Smoky Lake County Council approve amended Policy 03-39: Dust Control, as presented.

Background:

Administration reviewed Policy 03-39 after identifying that the County was sustaining a financial loss when delivering dust control services. The existing resident fees did not recover the material, equipment, labour, hauling, mobilization and administrative costs required to complete the work.

Under the previous policy, the County charged \$850 for MG-30 on a 100-metre section, including two applications. The policy's own cost calculation estimated a total County cost of \$2,844.86 for the two applications, resulting in an estimated loss of \$1,994.86 for each standard MG-30 treatment. Blade Mix Oil was charged at \$2,700 for 100 metres, while the policy identified an estimated County cost of \$8,196.84, resulting in an estimated loss of \$5,496.84 for each standard treatment. These figures did not account for subsequent increases in product, aggregate, fuel, equipment and labour costs.

The proposed policy establishes one application rather than two, consolidates the process into one application form and updates the fees to improve cost recovery. The proposed 2026 fees are \$2,300 plus GST for one 100-metre MG-30 application and \$9,500 plus GST for one 100-metre Blade Mix Oil application. Additional length will be charged in 10-metre increments at the County's estimated full cost.

The revised policy also requires Administration to review fees annually. Equipment costs will be based on the current Alberta Roadbuilders and Heavy Construction Association Equipment Rental Rates Guide, or the County's documented internal rate where it better reflects actual cost. Product and aggregate costs will be based on current supplier pricing, with fully burdened labour, hauling, mobilization and administration included.

Comparison of Old and New Policy



Request for Decision (RFD)

Area	Previous Policy	Proposed Policy
MG-30 service	Two applications for 100 metres	One application for a minimum of 100 metres
MG-30 fee	\$850	\$2,300 plus GST
Blade Mix Oil fee	\$2,700	\$9,500 plus GST
Additional length	Full cost, without a defined increment or calculation method	10-metre increments at estimated full cost using current cost components
Application process	Separate references and calculations for first and second applications	One annual application form covering either treatment option
Fee methodology	Fixed historical fees that did not recover identified costs	Annual review using ARHCA equipment rates, supplier pricing, fully burdened labour, hauling, mobilization and administration
Warranty and maintenance	No guarantee; County could return the roadway to gravel	Section 5 retained and strengthened: no guarantee, no refund after application, and no obligation to reapply following necessary road maintenance
Program administration	May 31 deadline; limited direction on changing costs	May 31 deadline retained; County may confirm revised costs before scheduling if procurement or delivery costs materially change

Benefits:

- Improves recovery of the County's direct and indirect costs and reduces the tax-supported subsidy for an applicant-requested service.
- Creates a transparent and defensible annual fee-setting method based on current industry rates and actual supplier pricing.
- Simplifies administration by using one application form and one scheduled application.
- Preserves the County's ability to maintain roads for safety, drainage and rideability without a requirement to refund or reapply the suppressant.
- Clarifies applicant responsibilities, deadlines, eligibility and treatment limits

Disadvantages:

- The increased fees may reduce participation in the residential dust control program.
- Applicants will receive one MG-30 application rather than the two applications provided under the previous policy.
- Annual fee reviews require Administration to update cost calculations before the application period opens.

Alternatives

Council may:

- approve the amended policy as presented;



Request for Decision (RFD)

- amend the proposed fees, service level, application deadline or cost-recovery method before approval;
- direct Administration to establish a defined municipal subsidy and recover only a stated percentage of the service cost; or
- retain the existing policy and fees, recognizing that the County would continue to subsidize the program and incur an identified loss.

Financial Implications:

The proposed fees are intended to substantially improve cost recovery for the dust control program. Based on the cost figures contained in the previous policy, the historical fee produced an estimated loss of \$1,994.86 per standard MG-30 treatment and \$5,496.84 per standard Blade Mix Oil treatment. The revised rates reduce this exposure and add an annual review mechanism so future fees reflect current delivery costs.

Actual program revenue and expenditure will depend on the number and type of applications, approved treatment lengths, supplier pricing, haul distances, weather, road preparation and operational requirements. Administration will monitor actual costs and recommend annual fee adjustments through the Fees and Charges Bylaw or Council resolution.

Legislation:

Municipal Government Act, RSA 2000, c M-26, including Council's authority to establish policies and municipal service fees; Traffic Safety Act, RSA 2000, c T6; Environmental Protection and Enhancement Act, RSA 2000, c E-12; and applicable product safety and environmental requirements.

Intergovernmental:

Residents of a neighbouring municipality whose residence is adjacent to a road under Smoky Lake County's jurisdiction may apply, subject to County approval and any intermunicipal authorization considered necessary. No other direct intergovernmental implications have been identified.

Strategic Alignment:

Priority 2 — Service Delivery and Community Wellbeing: provides a clear and consistent service standard for residents.

Priority 3 — Asset Management and Infrastructure Sustainability: preserves the County's ability to maintain gravel roads safely.

Priority 4 — Economic Development and Financial Sustainability: improves cost recovery and supports responsible allocation of municipal resources.

Enclosure(s):

1. Proposed Policy 03-39: Dust Control

2. Current Policy 03-39: Dust Control

Signature of the CAO: _____



Smoky Lake County Policy

Title: **Dust Control**

Category: Public Works Services (PW)

<u>Policy #</u>	<u>Version</u>
03-38	15

LEGISLATIVE REFERENCE:

- Municipal Government Act, RSA 2000,
- Traffic Safety Act, RSA 2000,
- Environmental Protection and Enhancement Act, RSA 2000,
- Smoky Lake County Bylaw and Policies as amended

PURPOSE:

To establish a consistent, transparent and financially sustainable program for applying dust suppressant to County roadways adjacent to residences and at other locations approved by the County.

STATEMENT:

Smoky Lake County recognizes that dust from gravel roads may create health, safety and nuisance concerns. The County may provide dust control where operationally feasible, using products and methods that are considered safe, effective and cost-conscious. Applicant fees are intended to recover the County's estimated direct and indirect costs of providing the service

OBJECTIVE:

To define eligibility, application requirements, fees, installation standards, maintenance responsibilities and limitations for the County's dust control program.

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



GUIDELINES & PROCEDURE:

1. Statement

- .1. The County may provide dust suppression on municipal roadways adjacent to occupied residences, subject to this policy, approved funding, suitable road and weather conditions, product availability and operational priorities.
- .2. The County will select and use dust suppressant products that it considers environmentally appropriate, operationally suitable and cost-effective.
- .3. The County may maintain, grade, rework, remove or return a treated roadway to gravel whenever required for safety, drainage, rideability, road preservation or operational needs.
- .4. The annual dust control program will normally be delivered in late spring or early summer. Timing may change because of weather, road conditions, procurement, contractor availability or other operational requirements.

2 Definitions

Term	Definition
Applicant	The registered landowner, occupant with the landowner's written authorization, municipality, business, contractor or other party requesting dust control.
Blade Mix Oil	A mineral-based dust suppressant mixed into aggregate and placed on the roadway surface.
Dust Control	Measures used to reduce dust on a gravel roadway.
Exceptional Road	An active, high-use arterial or feeder gravel road identified by the County.
Haul Road	A municipal road used regularly or temporarily for commercial hauling.
MG-30	A proprietary chloride-based dust suppressant applied to a prepared gravel roadway surface.
Treatment Area	The length and width of roadway approved by the County for one dust suppressant application.

3 Rural Residences

- A. An applicant may request one dust control application for a minimum treatment length of 100 metres adjacent to an occupied rural residence.
- B. The applicant may select MG-30 or Blade Mix Oil, subject to product availability, road suitability and final approval by the Public Works Manager or designate.
- C. The following 2026 fees apply to the first 100 metres and must be paid in full before the application deadline:



Treatment	Applications	Minimum Length	2026 Applicant Fee
MG-30	One	100 metres	\$2,300 plus GST
Blade Mix Oil	One	100 metres	\$9,500 plus GST

- D. Fees are based on estimated full cost, including suppressant and aggregate, hauling, equipment, fully burdened labour, mobilization and administration. Equipment costs will be based on the current Alberta Roadbuilders and Heavy Construction Association Equipment Rental Rates Guide, or the County's documented internal rate where it better reflects actual cost. Product and aggregate costs will be based on current supplier pricing.
- E. Administration will review fees annually before applications open. Council may establish the annual fee through the County's Fees and Charges Bylaw or by resolution. If actual procurement or delivery costs materially exceed the published fee before work is scheduled, the applicant may accept the revised fee or receive a refund.
- F. Additional length beyond 100 metres must be purchased in 10-metre increments at the County's estimated full cost. The rate will be calculated for the treatment selected using the current cost components described in section 3.4 and confirmed to the applicant before payment.
- G. complete application and full payment must be received by May 31 each year. Late or incomplete applications may be declined. The County will use one application form for both treatment options.
- H. The County will determine the exact location and limits of the treatment after considering the residence, intersections, approaches, drainage, sight lines, utilities, road geometry and safe equipment operation.
- I. The County will install signage where it determines signage is required.
- J. Residents of a neighbouring municipality whose residence is adjacent to a roadway under Smoky Lake County's jurisdiction may apply. Installation requires County approval and any intermunicipal authorization the County considers necessary.
- K. A treatment is intended for one dust control season. No carry-forward or automatic renewal applies; a new application and payment are required each year.

4 Hamlets and Multi Lot Country Residential Subdivisions

- A. Dust control in a hamlet or multi-lot country residential subdivision will be considered only for a complete street or cul-de-sac. A single coordinated application must identify all participating properties and be accompanied by the full fee for the entire approved treatment area.
- B. Where costs are shared among residents, collection and allocation of contributions are the applicants' responsibility. The County will not begin work until the total required fee has been paid.

5 Warranty and Road Maintenance

- A. The County does not guarantee or warrant the effectiveness or life expectancy of an MG-30 or Blade Mix Oil dust suppressant application. Results may be affected by traffic, weather, road condition, maintenance, drainage and other factors beyond the County's control. Once the suppressant has been applied, no refund will be issued.
- B. The County may grade, rework, remove or return the treated roadway to gravel whenever it considers this necessary without Warning or Notice. to eliminate potholes, correct a safety concern, restore drainage, preserve the roadway or complete other maintenance. This does not obligate the County to reapply MG-30 or Blade Mix Oil or to refund any portion of the fee.
- C. The applicant accepts that ordinary County road maintenance may reduce or end the effectiveness of the treatment during the season.



6 County Funded and Third Party Dust Control

- A. Subject to approved budget funding, the County may provide dust control at County cost on: designated County gravel haul routes;
- i. exceptional roads with permanent, active and high traffic volumes, consistent with the County Road Policy; and
 - ii. another location approved by Council resolution or required by the County for operational or safety reasons.
 - iii. Where an occasional or intermittent haul causes a temporary dust concern, the Public Works Manager or designate may arrange water or another temporary suppression measure where operationally appropriate.
 - iv. This policy does not apply where dust control is required by a subdivision or development agreement, permit, road use agreement, haul road agreement or other approval. The responsible developer, business, trucking firm or contractor must provide and pay for the required dust control.
 - v. A party using a municipal roadway to haul logs, sand, gravel or other commodities is responsible for dust control for the duration of the haul in accordance with the applicable County agreement, approval or policy.



Schedule A

Dust Control Application and Agreement

Application deadline: May 31 | Minimum treatment length: 100 metres

Applicant Information

Applicant name	
Mailing address	
Phone	
Email	
Registered landowner name if different	
Legal land description	
Rural address	
Subdivision name if applicable	

Treatment Request

Select one treatment option:

Select	Treatment	One 100 metre application	Additional length requested
☐	MG-30	\$2,300 plus GST	_____ metres
☐	Blade Mix Oil	\$9,500 plus GST	_____ metres

Additional length is sold in 10-metre increments at estimated full cost. County staff will confirm the approved location, total length and final fee before scheduling.

Requested Location

Describe the treatment location and attach a sketch or mark the location on a County map:

Applicant Agreement

1. I request one dust control application at the location approved by Smoky Lake County and agree to pay the full fee before work is scheduled.



2. I understand that scheduling depends on weather, road conditions, product and contractor availability, program routing and County operational priorities.
3. I understand that the County determines the product suitability, placement, limits and installation method and may decline or modify the request for safety or operational reasons.
4. I understand that the County does not guarantee effectiveness or service life and that no refund will be issued after the suppressant is applied.
5. I understand that the County may grade, rework, remove or return the treated roadway to gravel when necessary, without reapplication or refund.
6. I confirm that I am the registered landowner or have attached the registered landowner's written authorization.

Signatures

Applicant signature	Date
County approval	Date

County Use

Approved Treatment	Approved Length	Base Fee	Additional Length Fee	GST	Total Paid

Work order / receipt number: _____ Installation date: _____

SMOKY LAKE COUNTY



Title: Dust Control		Policy No.: 39-14
Section: 03	Code: P-R	Page No.: 1 of 6 E

Legislation Reference:	Municipal Government Act
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Purpose:	To specify guidelines for the provision of dust control suppression applications to areas of municipal roadways adjacent to residences.
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Policy Statement and Guidelines:

1. STATEMENT:

- 1.1 County recognizes that dust from gravel roads may create health, safety or general nuisance concerns for residents and therefore, provides a dust suppression program to mitigate the impact of dust in front of residences.
- 1.2 The County will implement the use of products for dust suppression which are environmentally safe and cost effective.
- 1.3 The County reserves the right to maintain or rework the application as required for safety and rideability.
- 1.4 The dust control suppression program usually commences in late spring and can continue through the summer months.
- 1.5 The County does not guarantee, in any way, the effectiveness of the dust control treatment agent or application for the purpose intended. Once the suppressant has been applied no refunds will be made.

2. DEFINITIONS:

- 2.1 **Blade Mix Oil:** Mineral substance agent mixed with gravel to be on road surface for dust suppression.
- 2.2 **MG-30 (Magnesium Chloride):** A treatment agent for road surface that can be applied for dust suppression.
- 2.3 **Dust Control:** Measures to suppress dust on roads in front of residence.
- 2.4 **Exceptional Roads:** Active and high usage arterial and feeder gravel roads.
- 2.5 **Haul Roads:** Designated roads used regularly for hauling purposes.

Title: Dust Control		Policy No.: 39-14	
Section: 03	Code: P-R	Page No.: 2 of 6	E

Policy Statement and Guidelines:

3. RURAL RESIDENCES:

- 3.1 The County will arrange for dust control on roads in front of a residence with a fee for **Blade Mix Oil** - 2 ½ inch thickness for \$2,700.00; and a fee for **MG-30** of \$850.00 with two applications of treatment and application.

BLADE MIX OIL			MG-30 (MAGNESIUM CHLORIDE)		
County Cost		2 ½"	County Cost		1 st Application
Gravel 1	86 Tonne of ¾" at \$26.00	\$2,236.00	20 Tonne of 1" at \$26.00	\$	520.00
Total	Material	\$2,236.00	Material	\$	520.00
Equipment 2	Tandem Oil Truck: 2 hours at \$100.00	\$ 200.00	Water Truck: 1.5 hours at \$100.00 1.0 hour at \$100.00	\$	150.00
	Graders: Grader 1: 2.0 hours at \$244.00 Grader 2: 1.5 hours at \$244.00	\$ 488.00 \$ 366.00	Grader: 2.0 hours at \$244.00 1.0 hour at \$244.00	\$	488.00
	Double Drum Packer: 1.0 hours at \$100.00	\$ 100.00	Smooth Drum Packer: 1.5 hours at \$102.00	\$	153.00
Total	Equipment	\$ 1,154.00	Equipment	\$	791.00
Labour 3	Oil Truck Operator 2.0 hours at \$43.49	\$ 86.98	Water Truck Operator 1.5 hours at \$ 43.49 1.0 hour at \$ 43.49	\$	65.24
	Grader Operator 1: 2.0 hours at \$43.49	\$ 86.98			\$ 43.49
	Grader Operator 2: 1.5 hours at \$43.49	\$ 65.24	Grader Operator 1: 2.0 hours at \$43.49 1.0 hour at \$43.49	\$	86.98
	Double Drum Packer Operator: 1.0 hours at \$36.44	\$ 36.44	Smooth Drum Packer Operator: 1.5 hours at \$36.44	\$	54.66
Total	Labour	\$ 275.64	Labour	\$	206.88
	Sub-Total	\$ 3,665.64	Sub-Total	\$	1,517.88
Oil 4	4720 Litres at \$0.96	\$ 4,531.20	1500 Litres at \$0.31 1100 Litres at \$0.31	\$	465.00
Project	Oil Dust Control Project:100m (330 ft) application	2 hours	MG-30 Dust Control Project:100m (330 ft) application	2.0 hours	1 hour
Total	PROJECT COST	\$ 8,196.84	PROJECT COST	\$	1,982.88
Total	Residence: Fee	\$2,700.00	Residence: Fee	\$	850.00

1 Gravel: Cost includes the cost of crushing & dewatering plus the average of the cost for trucking and labour to each division.

2 Equipment: Cost includes the estimated cost of amortization, insurance, maintenance, and fuel.

3 Labour: Includes the employee hourly salary plus 23% for payroll costs and benefits.

4 Oil/MG30: Costs are the estimated purchase cost.

Overhead: Has not been allocated. Overhead is the cost that the count you would incur even if the project did not take place.

Direct Costs: Are the costs that can be cost effectively allocated to the project (gravel, equipment, labour, and oil/MG-30).

Indirect Costs: Cannot be cost effectively allocated to the project, but are impacted by the project (small supplies, supervisor costs, etc.)

- 3.2 Request for dust control along with payment should be received by the County on or before May 31st of each year. Minimum of two advertisements: one in the Month of March and one in the Month of April of the current year.

Title: Dust Control		Policy No.: 39-14
Section: 03	Code: P-R	Page No.: 3 of 6 E

Policy Statement and Guidelines:

- 3.3 The resident will have their choice of MG-30 or blade mix oil as dust control suppressant.
- 3.4 MG-30 Dust Control suppressant shall consist of two (2) applications. The initial application shall take place in late Spring. Upon inspection during the Month of September, a decision will be made on whether to proceed with the second application at the time or wait until the following Spring season. Conditions of the Dust Control shall dictate the decision made.
- 3.5 Payment must be made in advance when the request for dust treatment is submitted. Requests are to be submitted to the Public Works Department by completing **Schedule "A": Application for Dust Control Suppression.**
- 3.6 The length for the dust control provided under this policy will be minimum of 100 meters (330 feet), and any additional length of dust treatment will be a full cost to the applicant.
- 3.7 The County will be responsible for erecting proper signage, when necessary.
- 3.8 Residents of neighboring municipalities who reside adjacent to a road under the jurisdiction of Smoky Lake County may apply for dust control suppression under this policy but will require prior approval of Council before installation proceeds.
- 3.9 The County reserves the right to rework or remove dust control applications at its own discretion. Normally, dust control applications are good for one dust control season.

4. HAMLETS AND MULTI-LOT COUNTRY RESIDENTIAL:

- 4.1 The County hamlets and multi-lot Country residential subdivisions dust control will only be applied to whole street lengths or cul-de-sac streets, on provision that application is made on behalf of all adjacent residences, and the amount paid shall be the standard fee for each resident.

5. WARRANTY:

- 5.1 The County does not guarantee or warrant any life expectancy of the dust control **MG-30 or Blade Mix Oil** suppressant applications.
 - 5.1.1 The treated roadway can be reverted to gravel when it is deemed necessary by the County, which would allow for grading of the road to eliminate potholes, and that will not obligate the County to re-apply Blade Mix Oil or MG-30 to the road.

Title: Dust Control		Policy No.: 39-14
Section: 03	Code: P-R	Page No.: 4 of 6 E

Policy Statement and Guidelines:

6. PRIVATE RESIDENTIAL DRIVEWAYS:

- 6.1 The County shall apply dust control at their own cost provided there is funding in the budget to the following areas:
 - 6.1.1 County designated gravel haul routes.
 - 6.1.2 County exceptional roads that have a permanent, active, high volume of traffic, as per *Policy Reference – Policy 03-15: Road Policy*.
 - 6.1.3 Any other location deemed necessary by County Council by Council resolution.
- 6.2 In areas where occasional or intermittent gravel hauls may cause dust problems, the Public Works Manager shall arrange for a water truck to provide temporary dust suppression as deemed appropriate.
- 6.3 This policy is not applicable where oiling or other dust suppressant is required as a condition of a subdivision development agreement.
- 6.4 In the case where municipal roadways are being used to haul commodities such as logs, sand and gravel, etc., the trucking firm or contractor shall be responsible for providing dust control for the duration of the haul as per *Policy Reference – Policy 03-14: Haul Road Agreement*.

	Date	Resolution Number
Approved	January 21, 1993	# 142 - Page # 5518
Amended	January 28, 1993	# 166 - Page # 5524
Amended	February 14, 1994	# 216 - Page # 5646
Amended	March 6, 1997	# 303 - Page # 6182
Amended	August 26, 1999	# 571 - Page # 6690
Amended	May 25, 2000	# 461 - Page # 6866
Amended	January 10, 2008	# 166-08 - Page # 8567
Amended	November 16, 2012	# 124-12 - Page # 10309
Amended	February 21, 2013	# 404-13 - Page # 10472
Amended	January 29, 2015	# 311-15 - Page # 11577
Amended	April 28, 2016	# 577-16 - Page # 12214
Amended	February 14, 2018	# 304-18 - Page # 12955
Amended	March 28, 2019	# 506-19 - Page # 13571
Amended	December 12, 2024	# 164-24 - Page # 15813



Schedule "A"

APPLICATION FOR DUST CONTROL SUPPRESSION

THIS AGREEMENT made this _____ day of _____, A.D., 20____.

BETWEEN:

SMOKY LAKE COUNTY
(hereinafter called "the Municipality")

OF THE FIRST PART

Name

Mailing Address

Phone Numbers: Residence Work Cellular
(hereinafter called "the Landowner")

OF THE SECOND PART

Legal Land Description:

Quarter

Section

Township

Range

W4

Legal Address:

Sub-division Name: _____

WHEREAS the Landowner hereby make application for a Dust Control Agent of the following:

☐ Blade Mix Oil Dust Control Suppressant: \$ 2,700.00

☐ MG-30 Dust Control Suppressant \$ 850.00

☐ Length: 100 meters (330 feet) ☐ Additional Length: _____

to be applied by the Smoky Lake County Public Works Department to the municipal roadway adjacent to the landowner residence as indicated above and as described on the plan herein.

The Applicant hereby agrees to the following terms and conditions:

1. Dust Control Suppressant to be applied to the identified road upon completion of the application for by the applicant and pre-payment of the calculated fee. Scheduling of the work shall be subject to regular dust control treatment program priorities and in combination with other requests due to cost effectiveness.
2. The applicant shall pay full cost of additional length over the 100 meters (330 feet) in its entirety.
3. **Smoky Lake County** does not warrant the effectiveness of the dust control agent. Once the agent has been applied, no refunds of the application fee will be made.
 - 3.1 The County does not guarantee or warrant any life expectancy of the dust control **Blade Mix Oil or MG-30** treatment application.
 - 3.1.1 The treated roadway can be reverted back to gravel when it is deemed necessary by the County, which would allow for grading of the road to eliminate potholes, and that will not obligate the County to re-apply blade mix oil or MG-30 to the road.

4. The dust control treatment program usually commences in late spring and can continue through the summer months.
5. The "Landowner", covenant and agree with the said municipality, for myself, my heir, executors, administrators and assigns that I shall not have any claim for loss or damage caused by reason of the performance work of the said application of dust control suppression program adjacent to my property, whether such loss or damage is the result of the negligence of any servant, agent, or employee of the said municipality, or otherwise.
6. Please show exact location of dust control placement:

7. Calculation of Total Fee:

BLADE MIX OIL			MG-30		
County Cost		2 1/2"	County Cost	1 st Application	2 nd Application
Total	PROJECT COST	\$ 8,196.84	PROJECT COST	\$ 1,982.88	\$ 861.98
Total	Residence: Fee	\$2,700.00	Residence: Fee	\$ 850.00	\$ 0.00

Cost of first 100 meters (330 feet) = _____

Add: Additional length = _____

Total Fee Required = \$ _____

8. Applicants who wish to be considered for the dust control suppression program must apply each year no later than May 31st.

IN WITNESS WHEREOF has hereunto acknowledge and accept the terms and conditions on the day and year first above written.

SIGNED

Applicant

}

}

}

SMOKY LAKE COUNTY

Per:





Request for Decision (RFD)

Meeting Date: September 19, 2026

Agenda Item: #8.9

Topic: Policy 03-35 Snow Clearing

Presented By: Kyle Winterbottom, Director of Infrastructure

Recommendation:

That Smoky Lake County Council approve amended Policy 03-35: Snow Clearing, as presented.

Background:

Administration reviewed Policy 03-35 to transfer it into the County's new policy template, improve readability and clarify eligibility for the discounted private residential driveway snow-clearing rate. The previous policy established a fee of \$250 for seniors and persons with disabilities who provide acceptable proof of age or disability, compared with the regular fee of \$700 for other eligible landowners and tenants. However, the policy did not clearly limit the discounted rate to one residence or service location for each qualifying person. This created the possibility that a qualifying individual who owned, rented or occupied multiple residences could seek the discounted rate for each property.

The proposed policy confirms that each qualifying senior or person with a disability may claim the discounted rate for only one primary residence and one service location in each snow-clearing season. Additional residences connected to the same qualifying individual must pay the regular rate. Where multiple qualifying people reside at the same address, the household remains eligible for only one discounted service location and the discounts cannot be combined or applied to other properties.

The revised Schedule A application requires the applicant to certify that the discounted service location is their primary residence and the only residence for which they are claiming the discount. Administration may request reasonable proof of primary residence and may deny or revoke discounted eligibility where information is incomplete, inaccurate or duplicated.

The existing \$250 discounted fee and \$700 regular fee are unchanged. The revised policy also reorganizes the public road, communications, community facility and private driveway provisions into a clearer numbered structure while preserving the existing service priorities, six-inch minimum snow accumulation, 200-metre service limit, seasonal dates, flag requirements and safety conditions.

Comparison of Old and New Policy



Request for Decision (RFD)

Area	Previous Policy	Proposed Policy
Policy format	Older five-page policy format with terms distributed through large policy tables	New County policy template with consistent headings, numbering and a consolidated revision history
Discounted rate	\$250 for a qualifying senior or person with a disability	\$250 retained for one approved primary residence and one service location per qualifying person
Regular rate	\$700 for other eligible landowners and tenants	\$700 retained and applied to additional residences associated with a person already receiving the discount
Multiple residences	No express limit on the number of discounted residences connected to one qualifying person	Additional residences do not qualify; only one primary residence and service location may receive the discount
Multiple qualifying residents	No express rule for multiple qualifying people residing at the same address	One discounted service location per residence; discounts cannot be combined or transferred to other properties
Verification	Proof of age or disability required	Proof of age or disability retained, with primary-residence certification and authority to request reasonable supporting proof
Application form	Hold Harmless Agreement and site plan	Updated Schedule A includes applicant category, proof provided, primary-residence certification, service terms, site plan and signatures
Private driveway service	Secondary priority; six-inch minimum; 200 metres per flag; November 1 to April 30	Existing service level, timing, priority and safety requirements retained and clarified
Public and community service	Public roads prioritized; eligible community facilities may receive service	Existing priorities and community facility provisions retained and reorganized

Benefits:

- Applies the discounted rate consistently and fairly across eligible residents.
- Prevents one qualifying individual from receiving a municipally subsidized discount at multiple residences.
- Provides staff with a clear rule for reviewing and approving discounted applications.
- Adds an applicant certification that supports verification and reduces duplicate claims.
- Improves readability while preserving the existing service priorities and operational discretion.

Disadvantages:

A qualifying senior or person with a disability who owns, rents or occupies multiple residences may receive the discounted rate at only one primary residence.

- Applicants seeking the discount must complete the primary-residence certification and may be asked to provide reasonable supporting documentation.
- Administration will need to track discounted service locations to identify duplicate applications.



Request for Decision (RFD)

Alternatives

Council may:

- approve the amended policy as presented;
- amend the eligibility requirements, fees or service conditions before approval;
- permit the discounted rate at more than one residence, subject to a limit established by Council; or
- retain the existing policy, recognizing that it does not expressly limit the discount to one residence per qualifying person.

Financial Implications:

The proposed amendment does not change the current \$250 discounted fee or the \$700 regular fee. Limiting the discounted rate to one primary residence and service location per qualifying person reduces the risk of the County providing the subsidized rate at multiple properties for the same individual. Any additional residence will be charged the regular rate, improving consistency and cost recovery. The exact financial effect will depend on the number of multiple-property applications received in a season.

Minor administrative time will be required to verify primary-residence certifications and track discounted service locations. This work can be completed within existing administrative resources.

Legislation:

- Municipal Government Act, RSA 2000, c M-26;
- applicable County bylaws, agreements and safety procedures.

Intergovernmental:

No direct intergovernmental implications have been identified. The program applies to eligible private residential driveways located within Smoky Lake County.

Strategic Alignment:

Priority 2 — Service Delivery and Community Wellbeing: provides a clear, consistent and equitable service standard.

Priority 3 — Asset Management and Infrastructure Sustainability: maintains public road snow clearing as the first operational priority.

Priority 4 — Economic Development and Financial Sustainability: limits the discounted rate to its intended purpose and improves consistency in cost recovery.

Enclosure(s):

1. Proposed Policy 03-35: Snow Clearing

2. Current Policy 03-35: Snow Clearing

Signature of the CAO: _____

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



Smoky Lake County Policy

Title: **Snow Clearing Policy**

Category: Public Works Services (PW)

<u>Policy #</u>	<u>Version</u>
03-35	16

LEGISLATIVE REFERENCE:

Municipal Government Act, RSA 2000, c M-26; Traffic Safety Act, RSA 2000, c T6; Occupational Health and Safety Act, SA 2020, c O-2.2; and applicable County bylaws, agreements and safety procedures.

PURPOSE:

To establish the service priorities and procedures for clearing snow from municipal roads, public and community facilities, and eligible private residential driveways within Smoky Lake County.

STATEMENT:

Smoky Lake County will provide a reasonable level of winter maintenance on municipal roads within available resources. The County may also provide secondary-priority snow clearing for eligible private residential driveways through a prepaid flag program.

OBJECTIVE:

To maintain municipal roads in a safe and passable condition and, where conditions and resources permit, allow traffic to move freely within five days following a winter weather event.

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



GUIDELINES & PROCEDURE:

1 Public Road Snow Clearing

- 1.1** Where practical, grader operators will begin each snow-clearing event at a different point in their assigned beat so the same residents are not consistently served last.
- 1.2** Operators will clear roads systematically as directed by the Director of Infrastructure, Public Works Coordinator or designate.
- 1.3** Resources will normally be deployed in the following order: Bus Routes, Home Care Routes, main access roads, public roads and private residential driveways.
- 1.4** Operators will minimize snow berms across private driveway approaches and around parked vehicles where practical.
- 1.5** Following a severe winter weather event, roads may initially be opened to one lane where required to restore traffic movement. Equipment may be reassigned to areas experiencing more severe conditions.

2 Communications

- 2.1** During a major winter weather event, the Chief Administrative Officer or designate may provide updates to Council, the public and emergency service providers through the Communications Officer.
- 2.2** Inquiries from Councillors and residents will be directed through the Chief Administrative Officer or designate to the Director of Infrastructure or designate. Operational information will be considered when prioritizing snow-clearing activities.

3 Public and Community Facilities

- 3.1** Snow clearing required for a funeral or burial service will be prioritized and provided at no cost, subject to reasonable notice and safe operating conditions.
- 3.2** Snow clearing of public facilities owned by the County will be determined by the Director of Infrastructure based off of usage and need.
- 3.3** Snow Clearing for commercial property shall be charged full price for snow clearing and scheduled as per the Director of Infrastructure or designate.

4 Private Residential Driveway Program

- 4.1** For this policy, a Private Residential Driveway is the most direct route between the nearest public road and an occupied residential dwelling located within Smoky Lake County.
- 4.2** Private driveway snow clearing is secondary to all public road operations. A resident requiring more immediate service should arrange private snow clearing at their own cost.
- 4.3** The service covers a maximum driveway length of 200 linear metres and a maximum cleared width of four linear metres. Each additional increment of up to 200 linear metres requires an additional flag at the applicable rate.
- 4.4** A snow-clearing flag is non-transferable and valid only for the service location recorded in the Application Form and Hold Harmless Agreement.
- 4.5** The landowner, tenant and any person known to reside at the service location must not have an account receivable more than 30 days overdue to Smoky Lake County.
- 4.6** The applicant must place the County-issued flag at the driveway entrance beside the municipal rural address sign. The flag must be visible before County equipment arrives. The County is not responsible for a lost, stolen or windblown flag.



- 4.7 The applicant must complete the site plan in Schedule A and identify all hazards and obstacles. The County may refuse service until hazards are removed or where the driveway is too narrow or too close to buildings, gates or other obstacles for safe operation.
- 4.8 If the applicant prepaid for a flag and the County determines before providing service that the driveway cannot be safely serviced under section 4.7, the County will refund the fee paid for that flag.
- 4.9 Private driveway snow clearing will occur only after a minimum accumulation of six inches of snow, including drifted snow measured at the centreline of the clearing route.
- 4.10 The snow-clearing season runs from November 1 to April 30 of the following year. There is no discount or prorated fee based on the purchase date within the season.

5 Fees and Discount Eligibility

Applicant Category	Fee per Flag
Senior or person with a disability who provides acceptable proof	\$250
All other eligible landowners or tenants	\$700

- 5.1 A senior or person with a disability must provide proof of age or disability through a birth certificate, valid driver's licence, other government-issued identification or valid accessible parking placard.
- 5.2 The discounted fee is limited to one primary residence and one service location for each qualifying senior or person with a disability during a snow-clearing season.
- 5.3 Ownership, tenancy or occupancy of more than one residence does not create additional discounted eligibility. Any additional residence or service location associated with the same qualifying individual must be charged the regular rate.
- 5.4 Where more than one qualifying senior or person with a disability lives at the same residence, the residence remains eligible for only one discounted service location. Discounts cannot be combined or used to purchase additional flags for other residences.
- 5.5 An additional flag required solely because the approved driveway exceeds 200 linear metres will be charged at the same applicant category rate, but it remains valid only for the single approved primary residence and service location.
- 5.6 The applicant must certify that the discounted service location is their primary residence. Administration may request reasonable proof of primary residence and may deny or revoke discounted eligibility where the information provided is incomplete, inaccurate or duplicated.

6 Application and Agreement

- 6.1 The Application Form and Hold Harmless Agreement in Schedule A is available from the County Public Works Shop Office and on the County website.
- 6.2 The applicant must submit a complete application, site plan, required proof and payment before receiving a flag.
- 6.3 By applying, the landowner or tenant authorizes the County to enter the property for the limited purpose of providing the approved snow-clearing service and accepts the terms of the Hold Harmless Agreement.



Schedule A

Application Form and Hold Harmless Agreement for Private Snow Clearing

Applicant Category

Select	Category	Fee per Flag
☐	Senior or person with a disability	\$250
☐	All other landowners or tenants	\$700

Proof provided for discounted rate: ☐ Government identification ☐ Birth certificate ☐ Accessible parking placard ☐ Other government-issued proof

Primary residence certification: ☐ I certify that the service location above is my primary residence and is the only residence for which I am claiming the discounted snow-clearing rate this season.

The discounted rate applies to one primary residence and one service location per qualifying senior or person with a disability. Additional residences do not qualify for the discounted rate.

Service Terms

1. The flag authorizes snow clearing along the most direct route commonly used to access the residence, including a turn-around where the operator determines it is safe.
2. The maximum service length per flag is 200 linear metres and the maximum width is four linear metres. An additional flag is required for each additional increment of up to 200 metres.
3. The flag must be posted beside the municipal rural address sign before equipment arrives and is valid only for this approved location.
4. Service will occur only after at least six inches of accumulated or drifted snow and only after higher-priority public snow clearing is completed.
5. The County may refuse service where hazards, width, buildings, gates, parked vehicles or other conditions prevent safe operation.
6. The applicant will indemnify and save harmless Smoky Lake County, its elected officials, officers, employees, agents and contractors from claims for loss, damage or injury arising from the requested work, except to the extent prohibited by law.



Site Plan

Attach a site plan showing the driveway, buildings, accesses, wells, shelterbelts, dugouts, water bodies, road allowances, rights-of-way, easements, private sewage system, power facilities and all hazards or obstacles.

Signatures

Landowner or tenant signature	Date
County approval	Date



Request for Decision (RFD)

Meeting Date: September 17, 2026

Agenda Item: #8.10

Topic: Public Works Shop Boiler Replacement

Presented By: Daniel Moric, Natural Gas Department

That Smoky Lake County Council approve one of the following quotes for the unbudgeted expense of replacement of the boiler located within the Public Works Shop:

- 1. Estimate #1 for \$25,344.52**
- 2. Estimate #2 for \$26,370.24**
- 3. Estimate #3 for \$29,119.65**

Background:

The boiler used for in-floor heat at the Public Works shop is non-functional as of last winter and is requiring replacement. When attempted to have repaired, it was deemed non-repairable. I attempted to procure quotes from 3 companies, but was only able to receive quotes from 2 companies. One company provided 2 different quotes based on 2 different boiler options. The other companies that I reached out to wanted to enter into a maintenance in order to provide a quote.

The shop currently only has 1 of the 2 boilers in operation. The one in operation provides hot water from the overhead heaters.

Benefits:

Restore warmer working conditions in the Public Works shop during the winter months.

Disadvantages:

Unbudgeted expense

Alternatives

Continue researching other companies to replace boiler.

Financial Implications:

As provided in the provided quotes.

Legislation:

N/A

Intergovernmental:

N/A

Strategic Alignment:

Asset Management & Infrastructure Sustainability

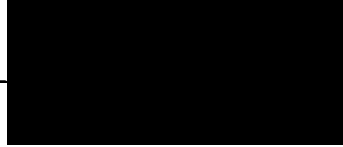


Request for Decision (RFD)

Enclosure(s):

1. Quote #1
2. Quote #2
3. Quote #3

Signature of the CAO: _____



4J Mechanical

P.O. Box 130
Smoky Lake, AB
T0A 3C0
(780) 656-1115
Gst#: 808691208
4J Mechanical LTD.
4jmech@gmail.com



Estimate

Estimate No: 1248
Date: 2025-11-20

For: Smoky Lake County
dmoric@smokylakecounty.ab.ca

Work order number Wall mount high efficient boilers (X2)

Description	Quantity	Rate	Amount
County public work office boiler replacement:	1	\$23,898.65	\$23,898.65
- 2X Navien NHB 150 high efficient boilers - Material required to replace boiler (venting, water piping, gas piping, etc.) - Minimal components required to replace boilers (Air purger, common vent kit, circulator, etc.) - Purging compound and inhibitors - Controls - Labor required to drain and remove existing boiler, move in new boilers, flange up water connections, re-pipe gas connections, vent new boilers, clean new boiler piping, integrate control wiring, finalize power wiring, fill, purge, commission and test boiler and system			
Parts Subtotal			\$23,898.65
Subtotal			\$23,898.65
Shop supplies 1%			\$238.99
GST 5%			\$1,206.88
Total			\$25,344.52
Total		\$25,344.52	

- Notes
- * Estimate doesn't include repairing issues outside of boiler replacement
 - * Estimate doesn't include cleaning, flushing or replacing boiler system fluid
 - * Estimate doesn't include other boiler components aside from basic piping and fittings as listed in estimate
 - * Chimney liner may be required to downsize existing chimney for water heaters or other components

Due to past delinquent accounts, 4J Mechanical will require a 50% deposit on all contracts up to \$10,000.00 and 25% deposit on all contracts over \$10,000.00 with a minimum deposit of \$125.

4J Mechanical - Estimate 1248 - 2025-11-20

Upon approving this estimate, customer agrees to pay all charges as listed on the estimate.

All invoices will be paid in full in stages (once each task is complete) as listed on the estimate before work is expected to continue.

Material pricing is good for up to 14 days after estimate is issued and may change without notice.

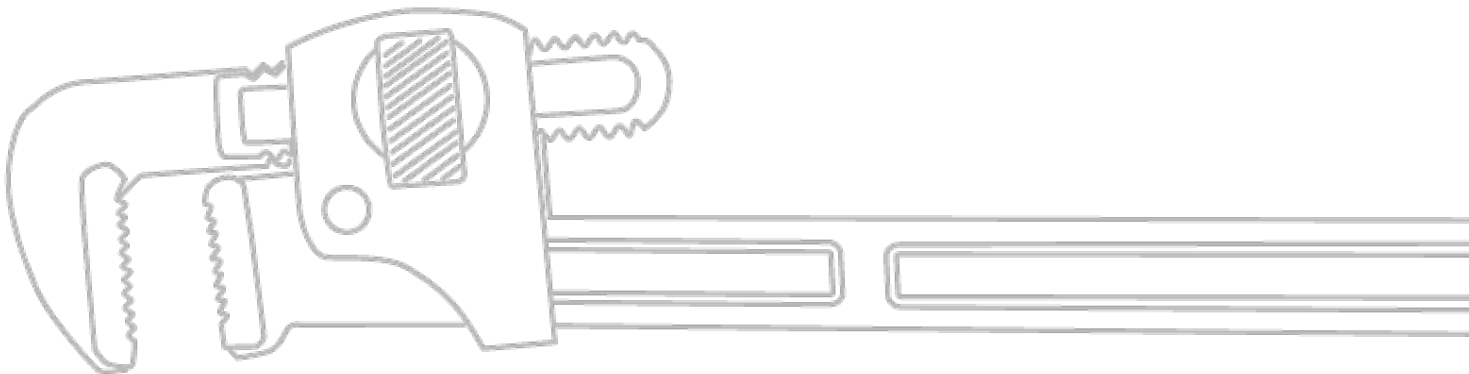
No electrical over 24VAC is included in this estimate.

4J Mechanical is not responsible for garbage removal.

See e-mail for further notes.

4J Mechanical

Client's signature



4J Mechanical

P.O. Box 130
Smoky Lake, AB
T0A 3C0
(780) 656-1115
Gst#: 808691208
4J Mechanical LTD.
4jmech@gmail.com



Estimate

Estimate No: 1249
Date: 2025-11-20

For: County of Smoky Lake
dmoric@smokylakecounty.ab.ca

Work order number Wall mount high efficient boiler (X1)

Description	Quantity	Rate	Amount
County public work office boiler replacement:	1	\$24,865.85	\$24,865.85
- 1X Navien NFB-301C high efficient boiler - Material required to replace boiler (venting, water piping, gas piping, etc.) - Minimal components required to replace boiler (Air purger, common vent kit, circulator, etc.) - Purging compound and inhibitors - Controls - Labor required to drain and remove existing boiler, move in new boilers, flange up water connections, re-pipe gas connections, vent new boilers, clean new boiler piping, integrate control wiring, finalize power wiring, fill, purge, commission and test boiler and system			

Parts Subtotal \$24,865.85

Subtotal	\$24,865.85
Shop supplies 1%	\$248.66
GST 5%	\$1,255.73
Total	\$26,370.24

Total	\$26,370.24
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- Notes
- * Estimate doesn't include repairing issues outside of boiler replacement
 - * Estimate doesn't include cleaning, flushing or replacing boiler system fluid
 - * Estimate doesn't include other boiler components aside from basic piping and fittings as listed in estimate
 - * Chimney liner may be required to downsize existing chimney for water heaters or other components

Due to past delinquent accounts, 4J Mechanical will require a 50% deposit on all contracts up to \$10,000.00 and 25% deposit on all contracts over \$10,000.00 with a minimum deposit of \$125.

4J Mechanical - Estimate 1249 - 2025-11-20

Upon approving this estimate, customer agrees to pay all charges as listed on the estimate.

All invoices will be paid in full in stages (once each task is complete) as listed on the estimate before work is expected to continue.

Material pricing is good for up to 14 days after estimate is issued and may change without notice.

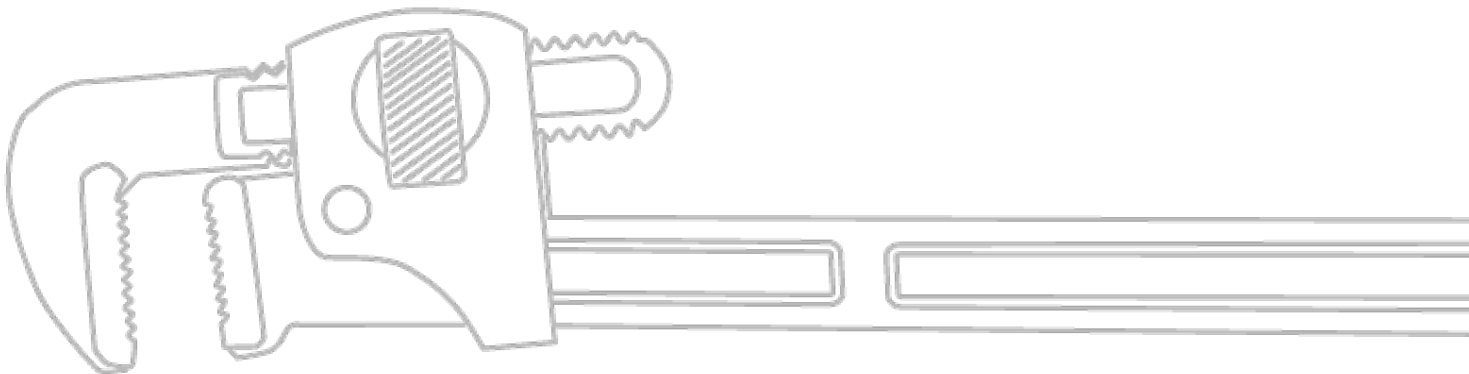
No electrical over 24VAC is included in this estimate.

4J Mechanical is not responsible for garbage removal.

See e-mail for further notes.

4J Mechanical

Client's signature



June-18-26

To: **County of Smoky Lake- Daniel Moric, Natural Gas Manager**

Re: Q-059132 Smoky Lake County Public Works Boiler Replacement

Gateway Mechanical is pleased to submit pricing the replacement of the boiler

Pricing assumes:

**All work will be performed during regular business hours.*

**Coordination with controls contractor for required shutdown and startup assistance to be provided at no cost to Gateway Mechanical – If applicable.*

**Once work has started, it shall proceed continuously and will not be interrupted, split, or performed in segments.*

**Customer will provide parking for the full duration of work.*

**Unit to be replaced: Teledyne Laars Model HH0325CN12HBAGX*

Included in our base bid:

- Demo old boiler and venting. Remove from site for recycling.
 - Supply and install new venting through the side wall.
 - Place new boiler and pipe gas and hydronic piping to the new boiler.
 - Run condensate piping to drain.
- Start up and verify proper operation of equipment.
- Freight.
- 1 Year warranty on labor and materials supplied under this contract.

EXCLUSIONS:

- Any work outside the above scope.
- Existing pump to be reused.
- Any costs associated with building automation or controls contractor support, coordination, or programming are excluded from this scope of work.
- Costs associated with stand-by time, outside of Gateway Mechanical's control.
- Holiday/Weekend/Afterhours work.
- Crane, picker.
- Fire stopping, sound proofing.
- Paid parking.
- Bonding or special insurance.
- Cutting, coring or patching.
- Equipment Warranty – By Manufacture.
- Asbestos testing or remediation.
- Removal or disposal of hazardous material.
- Painting.

Base Bid Price: \$ 25,253.00 plus GST

Additional cost to pump owner-supplied glycol to fill boiler system would be \$2480 plus GST.

Sincerely,

Dave Cameron
Cell: 780-982-3756
Title: Territory Manager

Terms and Conditions

- *This quotation is valid for 30 days.*
- *Credit Card surcharge fees will apply.*
- *Invoice is due upon receipt, 3% interest on overdue accounts.*
- *Goods remain the property of Gateway Mechanical Services until paid in full.*
- *Work performed during regular business hours (unless otherwise stated).*
- *Orders of all manufactured commercial products will be quoted at current applicable pricing however due to the current supply chain challenges Gateway Mechanical reserves the right to adjust pricing on such orders based on current pricing at the time of shipment such price adjustments may be due to cost increases related to materials, components, labour, freight, regulatory compliance, tariffs or other events outside of Gateway Mechanical's control.*
- *Delivery due to high demand of some products and supply chain volatility is subject to change and may require updated delivery timelines that differ from the original quotation.*
- *The work quoted herein is based on a Gateway purchase order with net 30 payment terms. Use of alternative payment terms or contracts, including but not limited to CCDC2 or CCA1, will require additional management and is therefore subject to a 1% administrative surcharge.*

No waiver, alteration, or modification of the terms and conditions on this and the attached hereof shall be binding unless in writing and signed by an authorized representative of Seller.

Accepted by: _____

Date: _____

Signature: _____

Purchase Order: _____



Request for Decision (RFD)

Meeting Date: September 17, 2026

Agenda Item: # 8.12

Topic: Policy 15-14: Temporary Responsibilities and Absence Coverage

Presented By: Chyenne Shaw, Chief Administrative Officer & Jasmine Schaub, Human Resources and Safety Manager

Recommendation:

That Smoky Lake County Council approve Policy 15-14: Temporary Responsibilities and Absence Coverage Policy as presented.

Background:

Smoky Lake County does not currently have a dedicated policy that consistently addresses temporary compensation when an employee assumes substantial responsibilities outside their regular position during an extended absence. Without a defined framework, requests may be assessed differently, and employees, managers, directors and Council may have different expectations regarding eligibility, approval of authority, and compensation.

The proposed policy distinguishes substantial, formally assigned additional responsibilities from routine workload changes, short-term coverage, cross-training, and occasional assistance. It establishes advance documentation and approval requirements and confirms that compensation is temporary and does not result in a permanent wage adjustment, promotion, or reclassification.

Policy Summary

- A qualifying assignment must continue for more than two consecutive weeks, defined as more than ten consecutive working days.
- A manager formally assigned by the CAO to oversee another County department, in addition to their regular department, will receive a 10% premium beginning after the initial two-week period.
- Another employee who is formally assigned substantial additional responsibilities because a co-worker is absent for more than two weeks may be considered for acting pay of up to 10%, at the CAO's discretion.
- Discretionary employee premiums are assessed according to the scope, complexity, accountability, and proportion of additional duties assigned.
- Acting pay and overtime will not both be paid for the same assignment or period. Where overtime is worked or payable, it will be paid in accordance with the applicable collective agreement, employment terms and legislation.
- Assignments and compensation must be approved in writing, with defined duties, effective dates, and review requirements.

Legislative and Collective Agreement Considerations

Alberta legislation does not prescribe a general acting-pay percentage. The County must



Request for Decision (RFD)

nevertheless comply with minimum employment standards and its collective-bargaining obligations. The proposed policy therefore states that legislation and the applicable collective agreement prevail in the event of a conflict.

- Employment Standards Code, RSA 2000, c E-9, and Employment Standards Regulation, Alta Reg 14/1997: govern minimum employment standards, including payment of wages, hours of work and overtime.
- Labour Relations Code, RSA 2000, c L-1: requires the County and represented employees to comply with the collective agreement.
- Smoky Lake County–CUPE Local 4575 Collective Agreement, January 1, 2025 to December 31, 2026: Article 7.05 provides that changed duties and rates of pay are subject to negotiation between the Employer and Union; Article 12 governs hours of work and overtime. Articles 3, 7.04 and 10.10 may also apply depending on the assignment.
- Smoky Lake County–IUOE Local 955 Collective Agreement, January 1, 2025 to December 31, 2026: Article 9.12 provides that employees temporarily transferred to or working in a higher-classification position shall receive the wage rate for the higher classification. Article 13 governs overtime and overtime compensation. Article 4, Article 9 and the Letter of Understanding respecting the Finishing Operator/Lead Hand Premium may also apply depending on the assignment.

Accordingly, Council approval of the policy does not by itself amend the collective agreement or establish a new bargaining-unit wage rate.

Benefits:

Provides a fair and consistent process for recognizing employees who are formally assigned substantial additional responsibilities during an extended absence. The policy clearly establishes eligibility, compensation limits, approval authority and documentation requirements. It supports operational continuity, reduces uncertainty and distinguishes qualifying additional responsibilities from routine workload changes or short-term coverage.

Disadvantages:

The policy may result in additional wage costs when qualifying assignments are approved. Employees who provide short-term coverage, work additional hours or do not meet the eligibility requirements may feel their contributions are not being equally recognized. Inconsistent application could lead to employee concerns or union grievances; therefore, all decisions must be properly documented and comply with the collective agreement.

Alternatives

1. Approve the policy as presented.
2. Approve the policy with amendments to the eligibility period, compensation percentage or approval process.
3. Refer the policy back to Administration for additional review or consultation with CUPE Local 4575 and IUOE Local 955 Unions.
4. Decline the policy and continue considering temporary additional-duty compensation



Request for Decision (RFD)

individually under existing authority, employment contracts and the collective agreement.

Financial Implications:

Item	Implication
Director/Manager assignment	10% of the manager's regular base wage for the approved period beginning after the initial two-week period.
Employee assignment	Up to 10% of regular base wages for the approved period, at the CAO's discretion and subject to collective-agreement requirements.
Overtime	No acting-pay premium for the same assignment or period where overtime is worked or payable; overtime remains payable as required.
Budget	Costs will depend on the number, duration and value of approved assignments and will be charged to the applicable departmental operating budget.

Legislation:

The policy is subject to the Alberta Employment Standards Code, Employment Standards Regulation and Labour Relations Code. The Smoky Lake County–CUPE Local 4575 Collective Agreement also applies, particularly Article 7.05 regarding changed duties, classifications and rates of pay, and Article 12 regarding hours of work and overtime. IUOE Local 955 Collective Agreement: Article 9.12 governs temporary higher-classification assignments and compensation. Article 13 governs hours of work and overtime. Where the policy conflicts with legislation, an employment contract or the collective agreement, the applicable legislation, contract or collective agreement will prevail.

Intergovernmental: N/A

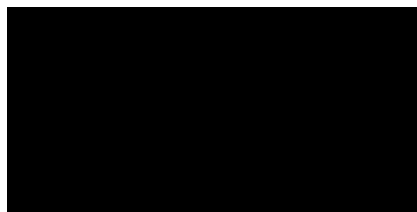
Strategic Alignment:

The policy supports Council's Workforce Development and Succession Planning priority by establishing transparent expectations for temporary coverage, supporting business continuity and consistently recognizing employees who assume substantial additional responsibilities.

Enclosure(s):

- **Draft Temporary Responsibilities and Absence Coverage Policy**
- **Smoky Lake County–CUPE Local 4575 Collective Agreement, January 1, 2025 to December 31, 2026**
- **Smoky Lake County – IUOE Local 955 Collective Agreement, January 1, 2025 to December 31, 2026**

Signature of the CAO:





Smoky Lake County Policy

Title: **Temporary Duty and Absence Coverage Policy**

Category: Human Resources (HR)

Policy #

15-14

Version

01

LEGISLATIVE REFERENCE:

- Alberta Employment Standards Code and Regulation
- Alberta Labour Relations Code
- Municipal Government Act
- Applicable collective agreements and employment contracts
- Smoky Lake County Organizational Structure Policy
- Smoky Lake County annual operating budget and salary grids

PURPOSE:

This policy applies to all Smoky Lake County employees, except where a collective agreement, employment contract, legislation or another Council-approved policy provides otherwise. Where there is a conflict, the applicable collective agreement, contract or legislation prevails.

STATEMENT:

Pay applies only when substantial additional duties are formally assigned for a period longer than two (2) consecutive weeks. A Director or Manager who is assigned responsibility for another department will receive acting pay of ten percent (10%) in accordance with this policy.

Other employees may be considered for pay of up to a maximum of ten percent (10%), at the discretion of the Chief Administrative Officer (CAO). Except for the manager provision expressly stated in this policy, acting pay is discretionary, subject to available budget, and does not create an ongoing entitlement or precedent.

OBJECTIVE:

To establish a fair and consistent process for recognizing employees who are formally assigned substantial additional responsibilities during an extended employee absence or who are temporarily required to oversee another County department. This policy outlines eligibility, approval requirements and compensation while ensuring compliance with applicable legislation, employment agreements and collective agreements.

ELIGIBILITY

An employee may be considered for pay only when all of the following conditions are met:

- The CAO or the employee's Director or Manager has formally assigned duties beyond the employee's regular job description;
- the additional duties carry a meaningful increase in complexity, accountability, decision-making authority or responsibility;
- the assignment continues for more than two (2) consecutive weeks, meaning more than ten (10) consecutive working days;
- the employee remains responsible for all or a substantial portion of their regular duties while completing the additional duties;
- the assignment and any pay have been approved in writing in accordance with this policy; and



- for a unionized employee, the assignment and payment comply with the applicable collective agreement and any required agreement with the bargaining agent.

DIRECTOR/MANAGER COVERAGE OF ANOTHER DEPARTMENT

A director or manager who is formally assigned by the CAO to oversee another County department, in addition to the manager's regular department, for more than two (2) consecutive weeks will receive acting pay of ten percent (10%) of their regular base wage. The premium will begin on the first working day after the initial two-week period and will continue only for the dates approved in writing by the CAO. Routine assistance, consultation, temporary meeting coverage or coverage lasting two weeks or less does not qualify.

EMPLOYEE COVERAGE FOR AN ABSENT CO-WORKER

An employee who is formally assigned substantial additional responsibilities because a co-worker is absent for more than two (2) consecutive weeks may be considered for acting pay of up to a maximum of ten percent (10%) of the employee's regular base wage. The CAO will determine whether acting pay is appropriate and, if so, the percentage and approved dates. The premium will begin no earlier than the first working day after the initial two-week period.

Acting pay under this section is available only where no overtime is worked or payable in connection with the additional assignment. An employee will not receive both acting pay and overtime compensation for the same assignment or period. Where overtime is worked or is otherwise payable, the overtime will be paid in accordance with the applicable collective agreement and legislation, and no acting-pay premium will be paid for that same period.

NON-ELIGIBILITY

Acting pay will not be provided solely because of:

- a temporary increase in the volume of regular work;
- routine vacation, sick-leave, meeting or short-term coverage for another employee;
- sharing occasional tasks among employees at a similar level;
- training, job shadowing, cross-training or professional development;
- working additional hours; overtime is addressed separately under the applicable collective agreement, employment terms and legislation;
- performing duties already included, reasonably implied or historically performed within the employee's regular position;
- holding an acting title without performing substantial additional duties; or
- work undertaken without prior authorization, except where the CAO subsequently approves an emergency assignment in writing.



RATE OF ACTING PAY

For an eligible director or manager overseeing another department, the acting-pay rate is ten percent (10%). For all other eligible employees, the CAO will determine a rate of up to ten percent (10%) after considering the scope, complexity, accountability, duration and proportion of additional duties assigned. The following guide applies to discretionary employee acting-pay decisions and does not guarantee a particular rate:

Maximum Premium	Typical Circumstance	Assessment
Up to 5%	Limited additional duties	A defined portion of higher-responsibility duties is added to the regular position.
Up to 7.5%	Substantial additional duties	A significant portion of higher-responsibility duties is added, with increased accountability.
Up to 10%	Exceptional additional duties	Most core higher-responsibility duties are added while the employee continues to carry their regular position responsibilities.

Ten percent (10%) is the absolute maximum. The CAO may approve a lower percentage or no acting pay for an employee covered by the discretionary provisions of this policy.

CALCULATION AND PAYMENT

- Pay is calculated as the approved percentage multiplied by the regular base wages earned during the approved acting-assignment period.
- The premium begins and ends on the dates stated in the written approval and will be prorated for partial pay periods.
- Acting pay does not form part of the employee's permanent base wage and does not continue after the assignment ends.
- Acting pay will not be duplicated with another premium for the same additional duties.
- Acting pay and overtime will not both be paid for the same assignment or period. Where overtime is worked or payable, overtime will be paid in accordance with legislation and the applicable collective agreement or employment terms, and the acting-pay premium will not apply to that same period.
- No retroactive acting pay will be issued unless the CAO confirms in writing that prior approval was impracticable because of an operational emergency.

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



GUIDELINES & PROCEDURE:

Approval Process

1. **Director or Manager request:** Before assigning the additional duties, the supervisor submits a written request describing the duties, business need, proposed dates, employee's regular position and recommended percentage.
2. **HR and Finance review:** Administration reviews job duties, collective-agreement requirements, internal consistency and available budget.
3. **CAO decision:** For director or manager coverage, the CAO confirms whether the assignment meets this policy and authorizes the effective dates. For other employee requests, the CAO may approve, modify or deny the request. The written decision will state the approved percentage and effective dates.
4. **Employee notice:** The employee receives written notice of the assignment, duties, rate, duration and reporting expectations before the assignment begins, where practicable.
5. **Union requirements:** Where required by the collective agreement, the County will consult or negotiate with the bargaining agent and document the arrangement before payment.

Duration and Review

1. An acting assignment will normally not exceed three (3) months.
2. The CAO may extend an assignment to a maximum total of six (6) months where operationally necessary.
3. Assignments continuing beyond six (6) months must be reviewed to determine whether staffing, job description, classification or organizational changes are required.
4. The County may end or modify the assignment and acting pay at any time by written notice, subject to the applicable collective agreement, contract and legislation.

Authority and Limitations

1. The CAO has sole administrative discretion to approve acting pay for County employees, up to the maximum established by this policy, subject to Council-approved budgets and applicable agreements.
2. The CAO may not approve acting pay for themselves. Any temporary compensation for the CAO must be authorized by Council.
3. Acting pay does not constitute a promotion, permanent reclassification, guarantee of future compensation or amendment to an employee's substantive position.
4. Nothing in this policy permits the County to change or override a collective agreement. Where negotiation is required, Council authorization may establish the County's authority and budget, but payment remains subject to agreement with the bargaining agent.

Records and Confidentiality

Human Resources will retain the written request, approval, assignment notice and payroll authorization in accordance with the County's records-management and privacy requirements. Employee compensation and personnel information will be accessed, used and disclosed only for authorized purposes.



Responsibilities

Role	Responsibility
Council	Approve this policy and the associated budget authority; determine any acting compensation applicable to the CAO.
CAO	Confirm eligible manager assignments; exercise discretion consistently for other employee requests; document effective dates; ensure compliance with budgets and agreements.
Directors or Managers	Define and assign additional duties, submit requests promptly, monitor assignments and advise when duties end.
Human Resources	Review eligibility and consistency, document decisions, advise on collective-agreement obligations and maintain records.
Finance/Payroll	Process only properly authorized payments and end the premium on the approved date.
Employees	Perform the approved additional duties, track required information and promptly advise of any material change in the assignment.



Request for Discussion (RFD)

Meeting Date: September 17, 2026

Agenda Item: # 8.13

Topic: Adverse Weather Policy No- 15-41

Presented By: Jasmine Schaub, Human Resources and Safety Manager, Deputy DEM

That Smoky Lake County Council approve Policy No. 15-41-01 as presented.

Background:

The Health and Safety Committee has developed a new Adverse Weather Policy to establish a consistent County-wide approach for managing work activities impacted by severe weather conditions, including extreme cold, extreme heat, poor air quality, heavy snowfall, freezing rain, high winds, thunderstorms, and other weather-related hazards. The policy has been developed to support employee safety, ensure compliance with Alberta Occupational Health and Safety legislation, and provide consistent guidance for operational decision-making during adverse weather events.

Historically, Smoky Lake County has relied on separate safe work practices addressing cold weather work and working outdoors in hot weather (new). While these procedures provided operational guidance, they did not establish a comprehensive policy framework outlining roles, responsibilities, reporting expectations, work suspension thresholds, operational adjustments, and employee rights during adverse weather events.

The proposed Adverse Weather Policy consolidates weather-related safety expectations into a single document while maintaining the existing Cold Weather Safety Work Practice and Working Outdoors in the Heat Safe Work Practice as supporting practices. The policy provides clear criteria for assessing weather conditions, identifying essential and non-essential work, determining when work must be modified or suspended, and ensuring consistent communication during adverse weather events.

The policy also formally establishes temperature, heat stress, air quality, and severe weather thresholds to assist supervisors and employees in making informed decisions regarding safe work activities and operational continuity

Benefits:

- Establishes a formal County-wide policy for managing adverse weather conditions affecting employee safety and operations.
- Supports compliance with Alberta Occupational Health and Safety legislation and reinforces worker rights and responsibilities.
- Consolidates weather-related safety expectations into a single policy while retaining existing supporting safe work practices.
- Provides consistent guidance for supervisors and employees regarding work modifications, suspensions, and operational adjustments during extreme weather events.



Request for Discussion (RFD)

- Improves employee awareness of weather-related hazards and promotes proactive risk management across all County worksites.
- Enhances operational consistency by defining expectations for essential and non-essential work during adverse weather conditions.

Disadvantages:

- Certain operational activities may be delayed or rescheduled when defined weather thresholds are reached, which may impact project timelines and service delivery.
- Additional supervisor oversight may be required to assess weather conditions and implement operational adjustments when adverse weather occurs.

Financial Implications: There are no significant direct financial implications associated with adopting this policy. Implementation will occur using existing resources, equipment, training programs, and established safety practices. Any operational adjustments resulting from adverse weather conditions will be managed through normal departmental operations.

Legislation:

- Alberta Occupational Health and Safety Act, Regulation and Code

Intergovernmental:

The policy references and adopts weather advisories and safety guidance issued by Environment and Climate Change Canada and the Government of Canada Air Quality Health Index to support safe operational decision-making during adverse weather events.

Strategic Alignment:

Priority 2 – Service Delivery & Community Wellbeing

The policy supports the continued delivery of municipal services while ensuring employee safety remains the primary consideration during adverse weather events. By establishing clear requirements for assessing hazards, suspending non-essential work when necessary, and maintaining essential services where risks can be effectively controlled, the County is better positioned to serve residents safely and effectively during severe weather conditions.

Priority 5 – Workforce Development & Succession Planning

The Adverse Weather Policy supports employee health, safety, and wellbeing by providing clear expectations, responsibilities, and procedures related to weather-related hazards. Formalizing these requirements strengthens the County's safety culture, reinforces legislative obligations, and ensures employees and leaders have the tools necessary to make informed decisions when environmental conditions pose a risk.

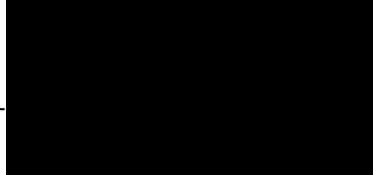


Request for Discussion (RFD)

Enclosure(s):

- 1. Draft Policy – H&S-41 – Adverse Weather**
- 2. Cold Weather Mobilization Safe Work Practice**
- 3. Hot Weather Mobilization Safe Work Practice**

Signature of the CAO: _____





Smoky Lake County Policy

Title: **Adverse Weather**

Category: Health & Safety Services (H&S)

Policy #
H&S-41

Version
01

LEGISLATIVE REFERENCE:

- Alberta Occupational Health and Safety (OHS) Act, Regulations & Code Part 2, Sections 7-9.

PURPOSE: The purpose of this Adverse Weather Policy is to establish clear procedures for protecting the health and safety of employees during severe or unsafe weather conditions. This policy ensures that the County meets its obligations under Alberta's Occupational Health and Safety legislation by identifying, assessing, and controlling weather-related hazards and by supporting workers' rights to refuse unsafe work. It also provides consistent guidance for decision-making, communication, and operational continuity when adverse weather affects employee safety, travel conditions, or the ability to perform work duties.

STATEMENT: Smoky Lake County is committed to ensuring the safety and well-being of all employees during adverse weather conditions. The County will make reasonable operational adjustments when weather creates hazardous or unsafe circumstances and will support employees in making safe decisions regarding travel and work. Employees are expected to communicate concerns, use caution, and follow established procedures to help maintain a safe and effective workplace during adverse weather events.

DEFINITIONS:

1. **"Adverse Weather"**: Weather conditions that create hazards or disrupt normal work activities, such as extreme cold, heavy snowfall, freezing rain, high winds, poor visibility, or severe heat.
2. **"Cold Stress"**: A condition that occurs when the body cannot maintain its normal temperature due to exposure to cold environments. This may include risks such as frostbite, hypothermia, cold-induced reduced dexterity, and difficulty safely performing work tasks.
3. **"Extreme Cold"**: Outdoor or indoor conditions where low temperatures, wind chill, or moisture significantly increase the risk of cold stress. Examples include extreme cold warnings, deep-freeze temperatures, or prolonged exposure to freezing environments.
4. **"Working in Heat / Heat Stress"**: A condition that occurs when the body cannot properly cool itself. This may include risks such as heat exhaustion, heat stroke, dehydration, and decreased alertness or physical performance.
5. **"Wind Chill"**: The combined effect of cold temperature and wind that makes the air feel colder than the actual temperature. Wind chill increases heat loss from the body, raising the risk of frostbite, hypothermia, and other cold-related injuries during outdoor work.
6. **"High Heat Conditions"**: Ambient temperatures, radiant heat exposure, humidity, or strenuous work tasks that increase the risk of heat stress. These conditions may arise both indoors (e.g., mechanical rooms, shops) and outdoors (e.g., summer field work).
7. **"Essential Work"**: County operations that must continue during adverse weather to maintain public safety, critical infrastructure, or emergency response capability.
8. **"Non-Essential Work"**: Work activities that may be modified, delayed, or suspended during adverse weather or extreme temperature conditions without compromising public safety.
9. **"Operational Adjustments"**: Temporary changes to work tasks, schedules, locations, or procedures implemented to reduce risks associated with adverse weather, extreme cold, or extreme heat.



OBJECTIVE: The objective of this policy is to provide guidance for maintaining safe work practices during adverse weather, extreme cold, wind chill, and high heat conditions. This policy aims to reduce weather-related risks, support informed decision-making, and ensure employees can carry out their duties safely by outlining expectations, communication processes, and operational adjustments when environmental conditions pose a hazard.

SCOPE: This policy applies to all Smoky Lake County employees or contractors engaged in work at any County facility, worksite, or field location. It covers all work activities that may be affected by adverse or extreme environmental conditions.

This policy applies during any situation where weather or temperature conditions create hazards that may impact employee safety, travel, or operational capacity. Adverse weather conditions covered under this policy include, but are not limited to:

- Extreme Cold
- Adverse atmospheric conditions
- Heavy Snowfall or Blizzards
- Freezing Rain or Ice Accumulation
- High Winds or Windstorms
- Extreme Heat or High Humidity
- Thunderstorms or Lightning
- Other severe or abnormal weather conditions that may pose a safety risk.

While Smoky Lake County is committed to protecting the health and safety of its employees, it must also ensure that essential services for the public are maintained during adverse weather conditions.

REVIEW CYCLE:

This policy shall be reviewed every three (3) years, or earlier if:

- There are significant changes to the equipment, substances, or procedures that are introduced.
- There are changes to job function or processes that introduce a new hazard.
- Following an incident or a finding that the practice is inadequate.
- If a Joint Health and Safety Committee Member requests a review.

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



GUIDELINES & PROCEDURE:

ROLES & RESPONSIBILITIES:

Manager/Supervisor:

- Assess weather conditions at the start of the workday and continuously throughout the shift.
- Determine when work must be modified, delayed, or stopped based on hazard levels (cold, heat, wind chill, storms, visibility, etc.).
- Classify tasks as essential or non-essential during adverse weather and adjust operations accordingly.
- Communicate hazards, safety expectations, and work changes promptly to employees.
- Ensure employees use appropriate clothing, PPE, tools, and equipment for environmental conditions.
- Respond immediately to employee concerns related to adverse weather and take corrective action.

Employees

- Monitor weather conditions and use reasonable judgment to maintain personal safety during work and travel.
- Wear appropriate clothing and required PPE for cold, heat, or other weather hazards.
- Report unsafe conditions, concerns, or symptoms of cold or heat stress to their manager without delay.
- Follow all safe-work procedures and cooperate with any operational adjustments or suspensions.
- Follow all work alone check-in procedures while working in adverse weather conditions.
- Exercise their right to refuse work if they believe weather conditions make the work unsafe by contacting their Manager and the Health and Safety Coordinator to inform them of the decision to refuse work.

Health and Safety Coordinator

- Provide guidance and support to supervisors and employees regarding weather-related hazards and safe-work practices.
- Assist in developing, reviewing, and updating procedures related to adverse weather, cold stress, heat stress, and wind chill.
- Conduct incident and work refusal investigations.

REPORTING TO WORK DURING ADVERSE WEATHER:

Employees must make every reasonable effort to attend work during adverse weather conditions. If attendance is unsafe or not possible due to weather conditions, employees must notify their manager a minimum of 2 hours before the beginning of their shift starting and agree upon an acceptable option. Acceptable options include:

- Working from home (where practicable)
- Working from the nearest County office (where practicable)
- Time off in lieu (TOIL)
- Vacation leave



- Leave without pay
- Special leave
- Delayed travel until conditions improve
- Using alternate transportation
- Or a combination of the above options

Managers and employees may explore alternate travel arrangements if needed, even if this results in a delayed arrival.

ASSESSING WEATHER CONDITIONS FOR OUTDOOR WORK:

Managers must consider the following factors before assigning or continuing outdoor work during adverse weather:

- Temperature (based on data from The Weather Network, specific to Smoky Lake, AB)
- Manual labour intensity
- Vehicle availability and heating/air-conditioning
- Length of task
- Distance from home base
- Priority of the task

These factors help determine whether work can proceed safely or if operational adjustments are required.

ESSENTIAL WORK:

Essential work includes tasks or services that must continue during adverse weather to maintain public safety, critical infrastructure, emergency response, or other time-sensitive County operations. These tasks may continue only when it is safe to do so and when risks can be effectively controlled. Managers must ensure that employees performing essential work have appropriate equipment, protective clothing, and safe travel options before work proceeds.

Essential work may include, but is not limited to:

- Emergency response or urgent public safety activities
- Road maintenance is required to maintain emergency access
- Critical infrastructure maintenance that cannot be postponed
- Time-sensitive operational tasks necessary to prevent greater hazards

Managers must continually assess weather, travel conditions, and task priority when determining whether essential work can safely proceed.

NON-ESSENTIAL WORK:



Non-essential work includes tasks that can be safely delayed, rescheduled, or modified without impacting public safety or critical County operations. During adverse weather, extreme cold, high heat, or unsafe travel conditions, non-essential work must be suspended when thresholds are reached or hazards cannot be adequately controlled.

Based on the attached procedures:

- All **non-essential work shall be suspended** when:
 - Outdoor temperatures reach **-40°C or below without windchill**, or
 - Humidex reaches **40**, or
 - Severe weather alerts are issued (thunderstorms, blizzards, extreme winds, tornado warnings, etc.)

Non-essential tasks may include:

- Routine outdoor maintenance
- Non-urgent field inspections
- Tasks that are not time-sensitive
- Work that requires extended exposure to hazardous weather

COLD WEATHER PROCEDURES:

Outdoor work is subject to automatic suspension under extreme cold conditions.

- All **non-essential work must be suspended** when:
 - Outdoor temperatures reach **-40°C or below without windchill**

Non-essential equipment operation must also stop under the same thresholds to avoid breakdown hazards that may endanger employees in extreme cold.

TABLE 2

WIND CHILL TEMPERATURE

wind speed	calm	10	4	-1	-7	-12	-18	-23	-29	-34
8	9	3	-3	-9	-14	-21	-26	-32	-34	-34
18	4	2	-9	-16	-23	-31	-36	-43	-50	-50
24	2	-6	-13	-21	-28	-38	-43	-50	-58	-58
32	0	-8	-16	-23	-32	-39	-47	-55	-63	-63
40	-1	-9	-18	-26	-34	-42	-51	-59	-67	-67
48	-2	-11	-19	-28	-36	-44	-53	-62	-70	-70
56	-3	-12	-20	-29	-37	-46	-55	-63	-72	-72
64	-3	-12	-21	-29	-38	-47	-56	-65	-73	-73

Little Danger if exposure is less then 1 hr

Increased Danger exposed flesh will freeze within one minute.

HOT WEATHER PROCEDURES:

All **non-essential work must be suspended** when the temperature and humidity reach a **humidex of 40** in the work area.



Managers must adjust tasks, increase breaks, provide water and cooling options, and monitor employees for signs of heat stress.

ADVERSE ATMOSPHERIC CONDITIONS (AIR QUALITY):

When air quality is poor, Smoky Lake County will adopt all mandatory and recommended measures outlined by the Government of Canada's Air Quality Health Index (AQHI) health messages. This may include modifying work, relocating workers, providing PPE, or suspending non-essential outdoor tasks.

SEVERE WEATHER EVENTS:

In the event of severe weather such as thunderstorms, microbursts, extreme winds, blizzards, or tornadoes, the County will immediately adopt measures issued by authorized agencies (e.g., Environment Canada). All non-essential work in affected areas must be suspended.

TRAVEL AND VEHICLE SAFETY DURING ADVERSE WEATHER:

Managers must consider road conditions, visibility, and travel risks when assigning work requiring vehicle use. Employees should delay travel or adjust routes if conditions are unsafe. If travel becomes unsafe while en route, employees must notify their manager as soon as possible.

COMMUNICATION DURING ADVERSE WEATHER:

Managers are responsible for:

- Monitoring changing weather conditions
- Communicating hazards and expectations
- Advising employees of operational changes or work suspensions
- Ensuring employees know the thresholds for cold, heat, wind chill, and severe weather impacts

Managers have discretion to pause, modify, or reschedule non-essential tasks based on the conditions outlined above. Employees must follow instructions and cease work when non-essential operations are suspended.

WORK SUSPENSION AND RESUMPTION:

Work will remain suspended until conditions improve above the defined thresholds or when managers determine that hazards have been adequately controlled.



Smoky Lake County Safe Work Practice

Title: **Cold Weather Mobilization**

Category: Health & Safety Services (H&S)

<u>SWP #</u>	<u>Version</u>
H&S-31	04

LEGISLATIVE REFERENCE:

- Alberta Occupational Health and Safety (OHS) Act, Regulations & Code Part 2, Sections 7-9.

PURPOSE: The purpose of this Safe Work Practice is to provide clear guidance for planning, mobilizing, and conducting work safely during cold weather conditions. This practice ensures that employees understand the hazards associated with extreme cold, wind chill, and winter weather, and outlines the controls necessary to prevent cold stress, frostbite, hypothermia, and other cold-related illnesses or injuries. It supports consistent decision-making, safe mobilization of equipment, and proper preparation of employees working in low-temperature environments.

STATEMENT: Smoky Lake County is committed to protecting employees from the hazards associated with working in cold weather conditions. This Safe Work Practice outlines the expectations and requirements for preparing, mobilizing, and performing work safely during periods of low temperature, wind chill, and winter weather. All employees and supervisors are responsible for recognizing cold-related risks, using appropriate protective measures, and ensuring that work is carried out in a manner that minimizes the potential for cold stress, frostbite, and other cold-related illnesses or injuries.

DEFINITIONS:

1. **“Cold Stress”:** A condition that occurs when the body is unable to maintain its normal temperature due to exposure to cold environments, resulting in increased risk of frostbite, hypothermia, decreased dexterity, and reduced ability to work safely.
2. **“Wind Chill”:** The combined effect of cold temperature and wind on the human body, making the air feel colder than the actual temperature. Wind chill accelerates heat loss from exposed skin and significantly increases the risk of cold-related injuries.
3. **“Extreme Cold Conditions”:** Any temperature or wind chill level at which the risk of frostbite, hypothermia, or other cold-related hazards becomes significant, requiring work modification, enhanced controls, or work stoppage.
4. **“Cold Weather Mobilization”:** The process of preparing workers, equipment, vehicles, and worksites for safe operation during cold weather, including task planning, hazard assessment, PPE selection, equipment inspection, and communication procedures.
5. **“Essential Work”:** Tasks or services that must continue during cold weather due to operational necessity, public safety, or emergency response requirements.
6. **“Non-Essential Work”:** Tasks that can be delayed, modified, or rescheduled when cold weather or wind chill creates unsafe conditions.
7. **“Frostbite”:** An injury caused by freezing of the skin and underlying tissues, typically affecting exposed areas such as fingers, toes, nose, cheeks, and ears.
8. **“Hypothermia”:** A medical emergency that occurs when the body’s core temperature drops below 35°C, leading to confusion, reduced coordination, and potential loss of consciousness.

OBJECTIVE: The objective of this Safe Work Practice is to ensure that all work conducted during cold weather conditions is planned, mobilized, and carried out in a manner that minimizes the risk of cold stress, frostbite, hypothermia, and other cold-related hazards. This practice provides consistent guidance



for assessing environmental conditions, preparing employees and equipment, and implementing effective cold-weather controls so work can be performed safely, efficiently, and without unnecessary exposure to extreme cold or wind chill.

SCOPE: This Safe Work Practice applies to all employees and contractors performing work in cold weather or wind chill conditions. It covers any task where low temperatures may create health or safety risks and applies to all worksites, vehicles, and outdoor operations during cold-weather mobilization.

REVIEW CYCLE:

This Safe Work Practice shall be reviewed every three (3) years, or earlier if:

- There are significant changes to the equipment, substances, or procedures that are introduced.
- There are changes to job function or processes that introduce a new hazard.
- Following an incident or a finding that the practice is inadequate.
- If a Joint Health and Safety Committee Member requests a review.

ROLES & RESPONSIBILITIES:

Employer

- Provide appropriate resources, equipment, and procedures to ensure safe work during cold weather.
- Support managers/supervisors in assessing conditions and making safe operational decisions.

Manager/Supervisor

- Monitor weather and wind chill conditions throughout the workday.
- Communicate hazards and required controls to employees before and during work.
- Adjust, delay, or halt work when cold conditions create safety risks.
- Ensure employees use required cold-weather PPE and follow safe-work procedures.
- Report and respond to signs of cold-related illness.

Employees

- Wear appropriate cold-weather PPE and follow all safety instructions.
- Report concerns, hazards, or symptoms of cold stress immediately.
- Use safe work practices and participate in cold-weather assessments and briefings.
- Monitor yourself and co-workers for signs of cold stress, hypothermia, frostbite, and other cold-related illnesses.
- Follow all work alone check-in procedures while working in cold-weather conditions.

PERSONAL PROTECTIVE EQUIPMENT (PPE) REQUIREMENTS:

Employees working in cold or wind chill conditions must wear appropriate personal protective equipment (PPE) to prevent cold stress, frostbite, and hypothermia. The following PPE requirements apply during all cold-weather activities:

Required PPE

- Insulated, wind-resistant outerwear suitable for the temperature and wind chill.
- Insulated gloves or mitts appropriate for the task and temperature.
- Toque, insulated hood, or balaclava to protect ears, face, and head.
- CSA-approved steel-toed insulated boots with slip-resistant soles.
- High-visibility outerwear when working near traffic or equipment.



Recommended PPE (based on conditions)

- Face protection (balaclava, face shield, or neck gaiter) during severe wind chill.
- Hand warmers or foot warmers for extended exposure or low-dexterity tasks.
- Anti-fog safety eyewear to maintain visibility in cold, humid, or snowy conditions.
- Traction aids for icy surfaces if permitted by the task and risk assessment.
- Thermal base layers (moisture-wicking) to keep skin dry and maintain body heat.

STOP WORK CRITERIA:

1. Ambient Temperature Threshold

All non-essential work must stop when the ambient temperature reaches **-40°C or colder (wind chill not included)**. At this level, the risk of serious cold-related injury becomes significant, and continued exposure may lead to hypothermia, frostbite, or loss of dexterity that compromises worker safety.

2. Evidence of Worker Cold-Stress

Work must cease immediately if employees show signs or symptoms of cold-related illness, including:

- Uncontrollable shivering
- Numbness or tingling in fingers, toes, ears, or nose
- Pale, hard, or waxy skin (frostbite indicators)
- Slurred speech or confusion
- Fatigue, poor coordination, or slowed reactions

No work may continue until the employee is assessed, treated, and conditions are determined to be safe for a return to duties.

3. Lack of Adequate Controls

Non-essential work must be stopped if any of the following conditions occur:

- Heated shelters or warm-up areas are unavailable or not functioning
- Required cold-weather PPE (insulated gloves, boots, face protection, etc.) is unavailable, damaged, or insufficient for conditions
- Workers cannot rotate indoors frequently enough to maintain safe core temperatures
- Vehicles or equipment designated as warm-up areas cannot be safely used

4. Cold-Related Weather Alerts

Non-essential work must be temporarily stopped or modified when:

- Environment Canada issues an Extreme Cold Warning, or
- Local emergency management agencies issue advisories indicating dangerous cold conditions

Supervisors must re-evaluate tasks and only resume work when temperatures rise above the stop-work threshold, and conditions are safe to proceed.

5. Equipment or Tool Safety Concerns

Non-essential work must stop if cold exposure results in:

- Equipment that will not start, operate safely, or maintain hydraulic function due to cold
- Brittle or frozen components that may break and cause injury
- Reduced visibility from blowing snow, frost buildup, or condensation on eyewear
- Tools or machinery that cannot be handled safely due to cold-induced loss of dexterity



RISK ASSESSMENT:

Managers and/or Supervisors must evaluate work environments when temperatures are forecast to be at or below -40°C , or when wind exposure and task duration increase cold-stress risk. Consider the following risk factors:

- Ambient temperature (use actual air temperature for cutoffs; consider wind exposure for added risk)
- Workload level (light, moderate, heavy; static vs. high-dexterity tasks)
- Exposure variables (wind exposure, blowing snow, moisture/wetness, time aloft/remote)
- Task duration and proximity to warm-up shelter/vehicle
- Type of PPE/clothing (insulation, wind resistance, face protection, glove dexterity)
- Travel safety (road conditions, visibility, remoteness, communications)

Note: If conditions change rapidly (e.g., temperature drops, sudden winds, wet conditions), reassess before work continues.

PREVENTIVE MEASURES:

Engineering Controls

- Provide heated shelters or vehicles within a short walk/drive of the work area.
- Use wind breaks or temporary barriers to reduce wind exposure at the task location.
- Ensure equipment pre-heat systems (block heaters, hydraulic warmers) are available and functional.
- Maintain adequate lighting and visibility aids (anti-fog eyewear, defog/defrost systems).

Administrative Controls

- Plan work for the warmest part of the day; minimize prolonged outdoor stationary tasks.
- Implement crew rotation to limit continuous exposure and maintain dexterity.
- Use the buddy system; continuously monitor for cold-stress indicators.
- Cease non-essential work when stop-work criteria are met (see Section: Stop Work Criteria).
- Enforce warm-up breaks per the schedule below:
 - -25°C to -35°C , including windchill, 10-minute breaks every 30 minutes.
 - -36°C to -43°C , including windchill, 10-minute breaks every 10 minutes.
 - -44°C to -54°C , including windchill, 10-minute breaks every 5 minutes.
 - -55°C below, including windchill, 10-minute breaks every 2 minutes. (For Essential work only, no outdoor non-essential work is to continue at this threshold.)

EMERGENCY PROCEDURES:

General

Stop work immediately, secure equipment, and prioritize the safety of personnel and the public. Move affected workers to warmth first, then manage equipment. Document all actions and report to your Manager and the Health & Safety Coordinator as soon as possible.

Cold Stress / Hypothermia / Frostbite

DO:

- Stop all work and move the worker to a heated shelter or vehicle immediately.



- Remove wet clothing, replace with dry layers or blankets; insulate from the ground or cold surfaces.
- Warm gradually: apply warm (not hot) compresses to the neck, armpits, and groin; offer warm, sweet, non-caffeinated drinks if the person is conscious.
- Monitor continuously for shivering, confusion, slurred speech, pale/waxy skin, numbness, or loss of coordination.
- Call 911 immediately if you suspect moderate/severe hypothermia (confusion, slowed breathing/pulse, loss of consciousness) or serious frostbite (waxy/white skin, hard tissue, blisters).
- Stay with the worker until relieved by a qualified first responder; continue passive rewarming.
- Report and document the incident and secure any contributing equipment or PPE for review.

DO NOT:

- Do not allow the worker to return to the cold or continue working.
- Do not rub or massage cold-injured areas (can cause tissue damage).
- Do not use direct, high heat (space heaters on skin, heating pads, hot water, open flames).
- Do not give energy drinks or caffeinated beverages.
- Do not leave the worker alone or attempt to “walk them off” if they are symptomatic.

Vehicle or Equipment Failure in Extreme Cold

DO:

- Move personnel into a heated cab/shelter immediately; if heat is unavailable, call for assistance and initiate buddy system checks.
- Conserve warmth: close doors/windows, minimize exits/entries, use additional clothing/blankets.
- Communicate location and status to your Manager; set check-in intervals (e.g., every 15 minutes).
- Place visibility markers (beacon/triangles) only if safe to do so; avoid prolonged outdoor exposure.

DO NOT:

- Do not attempt extended outdoor repairs without heated recovery support.
- Do not let workers wait outside while equipment is assessed.
- Do not run engines in enclosed or poorly ventilated areas (carbon monoxide risk).

Stranded or Remote Crew in Deteriorating Conditions

DO:

- Cease all tasks, shelter in a heated vehicle or structure, and maintain group accountability.
- Escalate to your Manager if travel becomes unsafe; request assistance early.



- Ration warm supplies, rotate closest to the heat, and enforce warm-up cycles.
- Share critical information (exact location, crew count, condition, fuel status, ETA of help).

DO NOT:

- Do not attempt self-rescue on foot in whiteout, blizzard, or extreme wind chill.
- Do not separate the crew; maintain buddy pairs and headcounts.

	<u>Date</u>	<u>Health & Safety Committee Resolution</u>	<u>Version</u>
Adopted	Policy Format - Revised		01
Amended	March 18, 2021	Motion # 60-21	02
Amended	December 18, 2024	Motion # 22-24	03
Amended	June 2, 2026	Motion # 20260602-JHS-38	04



Smoky Lake County Safe Work Practice

Title: **Hot Weather Mobilization**

Category: Health & Safety Services (H&S)

SWP #
H&S-37

Version
02

LEGISLATIVE REFERENCE:

- Alberta Occupational Health and Safety (OHS) Act, Regulations & Code Part 2, Sections 7-9.

PURPOSE: The purpose of this Safe Work Practice is to establish clear guidelines for planning, preparing, and conducting work safely during hot weather conditions. This practice ensures that employees recognize heat-related hazards, implement effective controls, and mobilize work activities in a manner that reduces the risk of heat stress, dehydration, and other heat-related illnesses. It provides direction for supervisors and employees to assess conditions, adjust work plans, and take proactive measures to maintain health, safety, and operational efficiency during periods of elevated temperatures or high humidity.

STATEMENT: Smoky Lake County is committed to protecting employees from the hazards associated with working in hot weather conditions. This Safe Work Practice outlines the expectations and requirements for preparing, mobilizing, and performing work safely during periods of elevated temperature or humidity. All employees and supervisors are responsible for recognizing heat-related risks, implementing appropriate controls, and ensuring that work is carried out in a manner that minimizes the potential for heat stress or other heat-related illnesses.

DEFINITIONS:

1. **“Heat Stress”:** A condition caused by the body’s inability to cool itself efficiently, leading to heat-related illnesses.
2. **“Acclimatization”:** The process through which workers adjust to working in hot conditions over time.
3. **“Essential Work”:** Tasks or services that must continue during cold weather due to operational necessity, public safety, or emergency response requirements.
4. **“Non-Essential Work”:** Tasks that can be delayed, modified, or rescheduled when cold weather or wind chill creates unsafe conditions.

OBJECTIVE: The objective of this Safe Work Practice is to ensure that all work conducted during hot weather conditions is planned, mobilized, and carried out in a manner that minimizes heat-related risks to employees. This practice establishes consistent expectations for assessing environmental conditions, preparing workers and equipment, and implementing heat-control measures so employees can work safely, maintain productivity, and reduce the likelihood of heat stress or other heat-related illnesses.

SCOPE: This Safe Work Practice applies to all employees and contractors engaged in work at any County facility, worksite, or field location who may be exposed to elevated temperatures due to outdoor work environments during hot weather conditions.

REVIEW CYCLE:

This Safe Work Practice shall be reviewed every three (3) years, or earlier if:

- There are significant changes to the equipment, substances, or procedures that are introduced.
- There are changes to job function or processes that introduce a new hazard.



- Following an incident or a finding that the practice is inadequate.
- If a Joint Health and Safety Committee Member requests a review.

ROLES & RESPONSIBILITIES:

Employer:

- Conduct hazard assessments for heat exposure.
- Provide access to shaded or cooled rest areas (truck or equipment cabs with A/C, buildings with A/C, etc.).
- Ensure a sufficient supply of potable drinking water is available for all employees during elevated temperatures.
- Provide appropriate controls and employee training.
- Monitor daily temperature forecasts and conditions.

Manager/Supervisor:

- Monitor daily temperature forecasts and conditions.
- Monitor workers for signs of heat stress.
- Enforce hydration and rest break schedules based on ambient temperature.
- Report and respond to signs of heat-related illness.

Workers:

- Follow training and procedures related to working in hot conditions.
- Monitor yourself and co-workers for signs of heat stress.
- Take scheduled breaks and stay hydrated.
- Report symptoms of heat stress immediately to your manager and the Health and Safety Coordinator.
- Ensure your drinking water supply is sufficient for the day.
- Follow all work alone check-in procedures while working in hot-weather conditions.

PERSONAL PROTECTIVE EQUIPMENT (PPE) REQUIREMENTS:

Employees working in hot weather conditions must use appropriate personal protective equipment (PPE) to reduce exposure to heat, sun, and related hazards. The following PPE requirements apply during all hot weather mobilization activities:

Mandatory PPE

- Lightweight, breathable clothing that allows heat to escape and promotes airflow.
- A hat or hard hat sun-shade attachment to reduce direct sun exposure to the head, face, and neck.
- UV-protective safety eyewear to shield eyes from sun glare and ultraviolet radiation.
- High-Visibility Vest and/or Jacket.
- Gloves for handling debris and maintenance tasks.
- CSA-approved steel-toe boots with slip-resistant soles, ensuring socks are clean, dry, and suitable for warm conditions.



Recommended or Conditional PPE

- Cooling accessories, such as cooling towels, neck bands, or evaporative cooling vests, when performing prolonged or high-intensity tasks.
- Lightweight gloves to prevent burns when handling hot surfaces or equipment exposed to direct sunlight.
- Sunscreen (SPF 30 or higher) applied to exposed skin, with reapplication as needed; especially during long shifts or high-sun conditions.
- Hydration packs or water bottles are carried on the person when working in remote or mobile locations.

STOP WORK CRITERIA:

Work must be stopped or suspended when environmental conditions create an unacceptable risk of heat stress, heat exhaustion, or heat stroke. The following stop-work criteria apply to all outdoor and indoor hot-environment work:

1. Humidex Reaches Dangerous Levels

All non-essential work must stop when the **Humidex reaches 40 or higher**. At this level, the risk of heat illness becomes significant, and continued work may result in serious health effects.

2. Evidence of Worker Heat Stress

Work must cease immediately if employees show signs or symptoms of heat-related illness, including:

- Dizziness, fainting, confusion, or disorientation
- Severe fatigue or weakness
- Nausea, vomiting, or headache
- Hot, flushed, or unusually pale skin
- Rapid breathing or rapid pulse

No work may continue until the employee is assessed and conditions are determined to be safe.

3. Lack of Adequate Controls

Work must be stopped if any of the following conditions occur:

- Drinking water is not available or has not been replenished
- Shaded rest areas or cooling areas are unavailable
- Required PPE or cooling aids are not accessible

4. Heat-Related Weather Alerts

Work must be temporarily stopped or modified when:

- Environment Canada issues a Heat Warning, or
- Local emergency management or health authorities issue advisories indicating dangerous heat conditions

Supervisors must re-evaluate tasks and only resume work when it is safe to do so.

5. Equipment or Tool Safety Concerns

Work must stop if heat exposure results in:

- Overheating of equipment
- Hot surfaces that may cause burns
- Reduced function of machinery that could result in injury



RISK ASSESSMENT:

Managers and/or Supervisors must evaluate work environments when temperatures are forecasted to exceed **30°C**. Risk factors include:

- Ambient temperature
- Workload level (light, moderate, or heavy)
- Direct sun exposure or radiant heat sources
- Type of PPE worn or clothing affecting heat dissipation

PREVENTIVE MEASURES:

Engineering Controls:

- Utilize fans, air conditioning, or ventilation where possible.
- Provide shaded areas or temporary shelters at work sites.

Administrative Controls:

- Schedule strenuous work for early morning or cooler parts of the day.
- Implement staff rotation in hot zones.
- Enforce hydration and rest breaks based on the following temperature schedule:

Temperature (°C)	Risk Level	Response
< 30°C	Low	Normal work practices; water is available.
30-39°C	Moderate	Mandatory 15-minute breaks every 90 minutes. Encourage hydration.
40-44°C	High	Mandatory 15-minute breaks every 1 hour; hydrate every 20 minutes.
≥ 45°C	Very High	Mandatory 15-minute breaks every 30 minutes; continuous access to shade and water; hydrate every 15 minutes.

Note: A sufficient drinking water supply (minimum 1 cup every 15–20 minutes per worker) must be maintained by employees during elevated temperatures.

EMERGENCY PROCEDURES:

General

Stop work immediately, secure equipment, and prioritize the safety of personnel and the public. Move the affected worker to a safe, shaded, or cooled area as soon as possible. All emergency actions must be documented and reported to your Manager and the Health & Safety Coordinator as soon as possible.

Heat Stress / Heat Exhaustion / Heat Stroke

DO:

- Stop all work activities immediately when a worker shows signs of heat illness.



- Move the worker to a cool, shaded, or air-conditioned area away from direct sun.
- Loosen or remove excess clothing to promote cooling.
- Provide cool drinking water if the worker is conscious and able to swallow safely.
- Apply cool, wet cloths, mist the skin with water, or use cooling towels.
- Increase airflow using fans or natural ventilation where possible.
- Place cold packs on the neck, armpits, or groin if heat stroke is suspected.
- Stay with the worker and continuously monitor symptoms.
- Call 911 immediately if the worker shows signs of heat stroke (confusion, collapse, cessation of sweating, seizures).
- Notify your Supervisor and the Health & Safety Coordinator as soon as possible.
- Document the incident and participate in debriefing or investigation as required.

DO NOT:

- Do not allow the worker to continue working or walk unassisted.
- Do not give beverages containing caffeine.
- Do not apply ice directly to the skin for extended periods (risk of cold-burn).
- Do not leave the worker alone at any point during the emergency.
- Do not transport the worker yourself if they show signs of heat stroke; wait for the emergency personnel to arrive.
- Do not resume work until the worker has been medically cleared and conditions are confirmed safe.

	<u>Date</u>	<u>Health & Safety Committee Resolution</u>	<u>Version</u>
Adopted	July 7, 2025	Motion # 122-25	01
Amended	June 2, 2026	Motion # 20260602-JHS-39	02
Reviewed			



Request for Decision (RFD)

Meeting Date: September 17, 2026

Agenda Item: #8.14

Topic: Regional Emergency Response Plan

Presented By: Chyen Shaw, CAO, Regional Director of Emergency Management & Jasmine Schaub, Deputy Director of Emergency Management for Smoky Lake County

Recommendation:

- 1. That Smoky Lake County Council approve the Smoky Lake Regional Emergency Response Plan as presented.**

Background:

Administration, in collaboration with regional municipal partners, has completed the development of the Smoky Lake Regional Emergency Response Plan (ERP). The ERP has been developed to provide a coordinated and consistent approach to emergency preparedness, response, recovery, and mitigation activities throughout the region.

The Regional Emergency Response Plan has been designed to support Smoky Lake County, the Town of Smoky Lake, the Village of Vilna, and the Village of Waskatenau in meeting their obligations under Alberta's Emergency Management Act. The Plan establishes a consistent framework for emergency management, including emergency response organization, emergency operations centre procedures, incident management, communications, resource coordination, and recovery planning.

The Plan replaces standalone municipal approaches with a coordinated regional model that promotes collaboration, resource sharing, and consistent emergency management practices across participating municipalities. The Plan is intended to be a living document and will be reviewed regularly to ensure it remains current with legislative requirements, emerging risks, and operational best practices.

Approval of the Plan will provide Administration, emergency responders, and the Incident Management Team with a comprehensive framework to guide emergency management activities before, during, and after an emergency or disaster.

Benefits:

- Establishes a coordinated regional approach to emergency management.
- Improves emergency preparedness, response, recovery, and mitigation capabilities.
- Provides a clear framework for emergency roles, responsibilities, decision-making, and communications.
- Enhances collaboration and resource sharing between regional municipal partners.
- Supports legislative compliance with Alberta emergency management requirements.



Request for Decision (RFD)

- Promotes consistency in emergency management practices across participating municipalities.
- Strengthens organizational and community resilience during emergencies and disasters.
- Supports ongoing emergency management training, exercises, and continuous improvement initiatives.

Disadvantages:

- Ongoing maintenance and periodic updates will be required to ensure the Plan remains current.
- Implementation will require continued collaboration among participating municipalities and regional stakeholders.
- Training and exercises will be necessary to ensure municipal officials, staff, and emergency responders remain familiar with the Plan.

Alternatives

- Approve the Regional Emergency Response Plan as presented.
- Approve the Regional Emergency Response Plan with amendments identified by Council.
- Refer the Plan back to Administration for further review and revision.
- Decline to approve the Regional Emergency Response Plan.

Financial Implications:

The Regional Emergency Response Plan can be implemented using existing administrative and emergency management resources.

Future costs associated with training, exercises, emergency management software, equipment, or program enhancements will be considered through annual budget deliberations and regional cost-sharing discussions where applicable.

Legislation:

- Emergency Management Act, RSA 2000, c E-6.8
- Local Authority Emergency Management Regulation, Alta Reg 203/2018
- Municipal Government Act, RSA 2000, c M-26

Intergovernmental:

The framework has been developed collaboratively by:

- Smoky Lake County
- Town of Smoky Lake
- Village of Vilna
- Village of Waskatenau

Strategic Alignment:

Priority 1: Regional Collaboration & Modernization



Request for Decision (RFD)

- Strengthens regional partnerships and collaboration.
- Supports coordinated service delivery and emergency management across municipal boundaries.
- Enhances communication, cooperation, and clarity among regional partners.

Priority 2: Service Delivery & Community Wellbeing

- Enhances emergency preparedness across the region.
- Supports safe, healthy, and resilient communities.
- Provides a framework for emergency response, recovery, and ongoing emergency management planning.

Enclosure(s):

- 1. Smoky Lake Regional Emergency Response Plan via Link**

Signature of the CAO: _____





Request for Decision (RFD)

Meeting Date: September 17, 2026,

Agenda Item: #8.15

Topic: Policy 15-11 Responsible Use of Artificial Intelligence (AI) Policy

Presented By: Chief Administrative Officer, Chyenne Shaw

That Smoky Lake County Council approve Responsible Use of Artificial Intelligence (AI) Policy 15-11-02 as presented.

Background:

At the August 11, 2026, Committee of the Whole Meeting, Council recommended administration to present Policy 15-10: Responsible Use of Artificial Intelligence (AI), with recommended amendments, to the Regular Council Meeting, September 17, 2026. Administration has updated the policy to incorporate all recommended amendments. In addition, definitions for CAO and I.T. have been added to provide greater clarity and consistency throughout the policy.

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 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:

- Establishes clear governance for the responsible use of Artificial Intelligence.



Request for Decision (RFD)

- 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 Decision (RFD)

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.

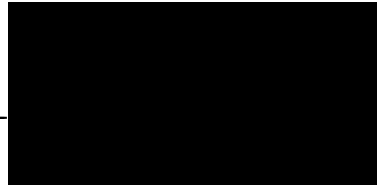
Priority 5 – Workforce Development and Succession Planning

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

Enclosure(s):

- **Draft Policy 15-11 Responsible Use of Artificial Intelligence**

Signature of the CAO: _____





Smoky Lake County Policy

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

Category: Human Resources (HR)

Policy #
15-11

Version
02

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.

“Chief Administrative Officer (CAO)” means the administrative head of Smoky Lake County appointed by Council, or their designate, who is responsible for the overall administration of County operations and for carrying out powers, duties, and functions assigned by legislation, Council, or County policy.

“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.



“Information Technology (I.T.)” means the County’s information technology function, employee, service provider, or designate responsible for supporting, securing, maintaining, and advising on technology systems, applications, networks, cybersecurity, and related digital services used for County business.

“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	July 23, 2026	Motion # 20260723-517	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: September 17, 2026

Agenda Item: **8.17**

Topic: **Policy 08-18-15 - Council Remuneration and Expenses**

Presented By: Chief Administrative Officer

That Smoky Lake County Council approve Council Remuneration and Expenses Policy 08-18-15 as presented.

Background:

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

The policy is being brought back with all amendments recommended at the August 11, 2026, Committee of the Whole Meeting and is being presented to Council today for approval.

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

- 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.



Request for Decision (RFD)

- 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:

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



Request for Decision (RFD)

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 and expense claims.

Enclosure(s):

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



Request for Decision (RFD)

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:

- Administration** means the Chief Administrative Officer and County staff responsible for administering this Policy.
- 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.
- 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** 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	October 23, 2014	# 52-14	01
Last Amended	June 25, 2026	Resolution No: 20260625-471	14
Reviewed			



Request for Decision (RFD)

Meeting Date: September 17, 2026

Agenda Item: #8.17

Topic: Policy 01-28 Council Request for Information

Presented By: Chyen Shaw, Chief Administrative Officer

Recommendation:

That Smoky Lake County Council approve amended Policy 01-28, Council Requests for Information, as presented.

Background:

Policy 01-28 establishes how Councillors request operational and administrative information, and how Administration responds and distributes that information. The existing policy was last amended on September 25, 2025. Administration reviewed the policy following amendments to the Municipal Government Act that created specific duties for responding to Councillor requests and sharing information equally with all members of Council.

- Updates the legislative references to include Municipal Government Act sections 145, 153(d), 201, 208 and 208.1, the Access to Information Act, the Protection of Privacy Act and the County's Procedural Bylaw.
- Revises the purpose, statement and objectives to emphasize timely and equal access to information, statutory compliance, transparency, traceability and protection of confidential, privileged and personal information.
- Expands the definitions to include CAO, Council, and a Substantial Information Request, while clarifying formal and informal requests.
- Retains the designated request-management system and Council Shared profile as the preferred submission method but removes the former provision stating that requests made by email, telephone, text, letter or verbally would not be acknowledged. Administration must now record or forward those requests into the system.
- Requires information provided to one Councillor to be shared with all Councillors as soon as practicable and no later than 72 hours, regardless of the communication method. Substantive verbal information must be summarized in writing and distributed within the same timeframe.
- Adds response and tracking requirements, including acknowledgements, anticipated completion dates, distribution dates and reasons for any refusal.
- Allows the CAO to refer a substantial request to Council for direction where permitted and confirms that information may be withheld when disclosure is prohibited, privileged, personal, confidential or otherwise lawfully restricted.
- Clarifies that an individual Councillor or informal group of Councillors cannot direct Administration unless authority exists through legislation, bylaw, policy, approved budget, delegated authority or a resolution of Council.
- Adds a review requirement following each general election and whenever applicable legislation changes.



Request for Decision (RFD)

Benefits:

- Aligns County practice with the Municipal Government Act's information sharing requirements.
- Provides all Councillors with consistent and timely access to the same information.
- Creates an auditable record of requests, responses, timelines, and refusals.
- Protects the CAO's administrative authority and clearly distinguishes requests for information from direction to Administration.
- Strengthens the protection of personal, confidential, and legally privileged information.

Disadvantages:

The revised process may increase administrative workload because requests received through any communication method must be recorded, substantive verbal responses must be summarized, information must be distributed within legislated timelines, and request records must be maintained. Complex requests may also require legal review, research or additional staff time.

Alternatives

1. Council may approve the amended policy with further revisions.
2. Council may refer the policy back to Administration for additional review or legal advice.
3. Council may retain the existing policy; however, provisions that conflict with current statutory obligations would remain unresolved.

Financial Implications:

No direct financial impact is anticipated for routine implementation. Administrative time and existing request-management systems will be accommodated within approved operating budgets. A substantial request that requires significant research, external legal advice or other expense may be referred to Council for direction, where permitted.

Legislation:

- Municipal Government Act, RSA 2000,
- Access to Information Act, SA 2024,
- Protection of Privacy Act, SA 2024,
- Smoky Lake County Procedural Bylaw, as amended.

Intergovernmental:

The amendment responds to provincial legislative requirements. No direct impact on neighbouring municipalities or other intermunicipal partners is anticipated.

Strategic Alignment:

Priority 1 - Regional Collaboration and Modernization. The policy supports transparent governance, consistent administrative processes and the use of the County's designated request-management system.

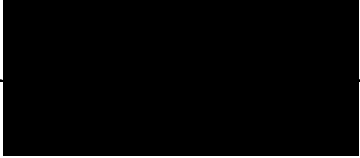


Request for Decision (RFD)

Enclosure(s):

1. Policy 01-28 Council Requests for Information – Updated
2. Policy 01-28 Council Requests for Information - Current

Signature of the CAO: _____

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Smoky Lake County Policy

Title:	Council Requests for Information	<u>Policy #</u>	<u>Version</u>
Category:	Governance (G)	01-28	05

LEGISLATIVE REFERENCE:

- Municipal Government Act, RSA 2000, c M-26, sections 145, 153(d), 201, 208 and 208.1
- Access to Information Act, SA 2024, c A-1.3
- Protection of Privacy Act, SA 2024, c P-28.5
- Smoky Lake County Procedural Bylaw, as amended

PURPOSE:

To establish a consistent, transparent, and legislatively compliant process for Councillors to request information from Administration and for Administration to provide the same operational and administrative information to all members of Council.

STATEMENT:

Smoky Lake County recognizes that Councillors require timely and equal access to information concerning the operation and administration of the County to fulfill their statutory responsibilities. Information provided by the Chief Administrative Officer or a person designated by the Chief Administrative Officer to one Councillor shall be provided to all other Councillors as soon as practicable and within the time frame required by the Municipal Government Act.

This Policy governs the administrative receipt, processing, distribution and retention of Council information requests. It does not create a councillor code of conduct, a complaint process or a disciplinary process.

OBJECTIVE:

1. Ensure compliance with section 208.1 of the Municipal Government Act.
2. Provide all Councillors with equal access to operational and administrative information.
3. Create a clear and traceable process for submitting and responding to information requests.
4. Protect confidential, privileged and personal information.
5. Clarify that requests or plans communicated by an individual Councillor or an informal group of Councillors do not constitute direction from Council.

GUIDELINES & PROCEDURE:

1. Definitions

- 1.1. "CAO" means the Chief Administrative Officer of Smoky Lake County or a person designated by the CAO.
- 1.2. "Council" means the duly elected Council of Smoky Lake County acting collectively at a properly constituted Council meeting.
- 1.3. "Formal Information Request" means a request made by Council resolution or recorded during a Council meeting in accordance with the Procedural Bylaw.
- 1.4. "Informal Information Request" means a request by a Councillor for existing information concerning routine County operations or administration that is made outside a Council meeting.



1.5. "Substantial Information Request" means a request that requires significant staff time, expense, legal review, research, analysis or the creation of a record that does not already exist.

2. Submitting Requests

- 2.1. Councillors should submit information requests through the County's designated request-management system using the "Council Shared" submitter profile.
- 2.2. Where a request is received by email, telephone, text message, letter or verbal discussion, Administration shall record or forward the request into the designated system. Failure to use the designated system does not remove an obligation imposed by the Municipal Government Act.
- 2.3. Councillors shall request operational or administrative information through the CAO or a person designated by the CAO.

3. Distribution of Information

- 3.1. Where the CAO or a person designated by the CAO provides information referred to in section 153(d) of the Municipal Government Act to one Councillor, the same information shall be provided to all other Councillors as soon as practicable and no later than 72 hours after it was provided to the requesting Councillor.
- 3.2. The requirement in section 3.1 applies regardless of whether the information is provided through the Council portal, request-management system, email, telephone, text message, letter, report, presentation or in-person discussion.
- 3.3. Where substantive operational or administrative information is provided verbally to one Councillor, the person providing the information shall prepare a written summary and distribute it to all Councillors within 72 hours. Routine administrative confirmations and information already equally available to all Councillors do not require a separate written summary.
- 3.4. No Councillor shall receive a different, expanded or supplementary version of operational or administrative information from Administration unless additional information is also provided to all other Councillors within the statutory timeframe.
- 3.5. Responses shall be distributed through the designated Council shared account, Council portal or other system approved by the CAO and shall identify the request, the response, and the date the information was distributed.

4. Response Time and Substantial Requests

- 4.1. Administration shall acknowledge and respond to requests as soon as practicable. Requests received outside normal business hours shall normally be acknowledged on the next business day unless urgent circumstances warrant an earlier response.
- 4.2. Where requested information is not readily available, Administration shall advise all Councillors of the anticipated response date.
- 4.3. A Substantial Information Request may be referred by the CAO to Council for direction where permitted by the Municipal Government Act and any applicable County bylaw or policy.

5. Restricted Information and Refusals

- 5.1. Information shall not be disclosed where disclosure is prohibited by law, subject to solicitor-client or other legal privilege, protected as personal information, or otherwise lawfully restricted.
- 5.2. Where the CAO or designate refuses to provide requested information, the CAO shall provide the requesting Councillor and all other Councillors with the reason for the refusal, subject to any legal restriction on disclosing that reason.



Valid Direction to Administration

- 6.1. Administration shall act only on direction authorized by legislation, bylaw, policy, approved budget, delegated authority or a resolution passed at a properly constituted Council meeting.
- 6.2. A request, discussion, proposal or plan communicated by an individual Councillor or an informal group of Councillors does not constitute direction from Council. Where Council direction is required, the matter shall be referred to a Council meeting for consideration.
- 6.3. Nothing in this Policy limits the CAO's statutory authority to manage the operation and administration of the County.

7. Records and Monitoring

- 7.1. The CAO's office shall maintain a record of Council information requests, responses, distribution dates, anticipated completion dates and reasons for any refusal.
- 7.2. Councillors shall have access to the status of Council information requests through the designated shared system, subject to applicable privacy, confidentiality and privilege requirements.

8. Review

- 8.1. This Policy shall be reviewed following a general election and whenever relevant legislative requirements change.

	Date	Council Resolution #	Version
Adopted	January 21, 1999	#201	01
Amended	May 27, 2021	#786	02
Amended	March 16, 2023	#431	03
Amended	September 25, 2025	#823-25	04
Proposed Amendment	Month day, year	Motion #	05

SMOKY LAKE COUNTY



Title: Council - Request for Information		Policy No.: 28-03
Section: 01	Code: P-R	Page No.: 1 of 3

Legislation Reference:	Alberta Provincial Statutes
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Purpose:	To provide a protocol for Council requesting information from Administration as well as for Administration releasing information to Council.
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Policy Statement and Guidelines:
1. STATEMENT:

- 1.1 In compliance with legislative requirements, in accordance with the *Municipal Government Act*, any information provided to a member of Council must be provided to all members of Council in a timely manner from each department regarding the operation or administration of the County.

2. DEFINITIONS:

- 2.1 **Formal Information Request:** means a request for information relating to County business that is posed to Administration by Council or a Councilor during a meeting of Council, also known as when a "Point of Information" is raised, as per *County's Procedural Bylaw*.
- 2.2 **Informal Information Request:** means a request for information relating to County business inquiries on routine County operations or tasks, that is posed to Administration through any process other than a Formal Information Request.

3. OBJECTIVES:

- 3.1 To provide acceptable information "Request" guidelines for Council and Administration as part of promoting good governance of ongoing communication.
- 3.2 To support Council in balancing the right to request/receive information while upholding the duty to inform all members of Council of Requests for Information.

4. GUIDELINES:

- 4.1 Formal Information Requests will be handled through the procedures outlined in the Council's Procedural Bylaw.

Title: Council - Request for Information		Policy No.: 28-03
Section: 01	Code: P-R	Page No.: 2 of 3

Policy Statement and Guidelines:

- 4.2 While not all interactions between the Council and the Chief Administrative Officer (CAO) need to be formalized, it may be helpful to agree on some basic protocols in terms of keeping Council members informed of issues or replying to an inquiry by a method of Informal Information Requests as a member of Council may, from time to time, require advice or assistance regarding status on County operations from the CAO or Department Manager to enable them to effectively carry out their responsibilities.
- 4.3 These guidelines provide for an opportunity for members of Council to request information and bring attention to issues.

Request for Information: Requests

- 4.4 A member of Council who initiates a Request for Information on an issue they are concerned about will complete the process by submitting a service request through Catalis software Request Management as described in the (Catalis Order Form No.:006Ph00000Kjv3XIAR "March 1, 2025 – March 1, 2030". The request will be created and submitted using the submitter information as "Council Shared". This process addresses the way all Council are advised and informed of the actions taken throughout the service request.
- 4.5 All Request for information must be initiated through Catalis software Request Management. Deviation from this policy such as requesting information separately by individual email or verbally, will not be acknowledged and administration is not obligated to comply with the request.

5. PROCEDURES:

Request for Information: Requests

- 5.1 The Chief Administrative Officer, Department Manager, or designated staff will respond to the Request as soon as practicable indicating what action was or will be taken.
- 5.1.1 Responses to Council Request for Information posed outside of normal business hours shall be expected no earlier than the next business day unless circumstances warrant otherwise by the CAO or Department Manager.

Title: Council - Request for Information		Policy No.: 28-03
Section: 01	Code: P-R	Page No.: 3 of 3

Policy Statement and Guidelines:

5.1.2 Any Council Request for Information that requires management to compile information that is not readily available or easily retrievable: e.g., historical reporting/records or information not yet produced) shall be expected in realistic amount of time as defined by the CAO.

5.2 A member of Council can view all Service Requests submitted within the software.

	Date	Resolution Number
Approved	January 21, 1999	# 201 - Page # 6575
Amended	May 27, 2021	# 786 - Page # 14677
Amended	March 16, 2023	# 431 - Page # 15537
Amended	September 25, 2025	# 823-25 Page # 16094



Request for Decision (RFD)

Meeting Date: September 17, 2026,

Agenda Item: #8.18

Topic: Repeal of Code of Conduct Bylaw No. 1320-18

Presented By: Chyen Shaw, Chief Administrative Officer

That Council give first, second, permission for third and final reading to Bylaw No. 1513-26, being a bylaw to repeal Code of Conduct Bylaw No. 1320-18.

Background:

Code of Conduct Bylaw No. 1320-18 was adopted by Smoky Lake County to establish standards of conduct for Members of Council in accordance with the Municipal Government Act (MGA). The Municipal Affairs Statutes Amendment Act, 2025 amended the MGA and repealed the provisions requiring municipalities to establish a code of conduct for councillors. The amendments also restrict municipalities from making a bylaw or resolution that addresses the behaviour or conduct of a councillor or member of a council committee. As a result of these legislative changes, Code of Conduct Bylaw No. 1320-18 is no longer required and is recommended for repeal.

Benefits:

- Ensures the County's bylaws remain consistent with current provincial legislation.
- Removes an outdated bylaw from the County's active bylaw register.
- Provides clarity regarding the status of Code of Conduct Bylaw No. 1320-18.
- Reduces the risk of maintaining a bylaw that is no longer authorized under the MGA.

Disadvantages:

- Repealing the bylaw removes the County's existing standalone Code of Conduct framework.
- Members of Council will no longer have a County bylaw specifically outlining standards of conduct, as the provincial legislative framework has changed.

Alternatives

Refer the matter back to Administration for further review and/or legal advice.

Financial Implications: N/A

Legislation:

Municipal Government Act Repeal of Section 146.1

Strategic Alignment:

Regional Collaboration & Modernization

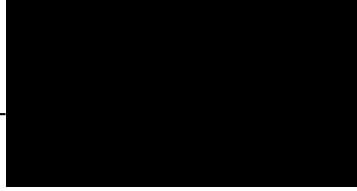
Enclosure(s):

Draft Bylaw 1513-26 A BYLAW OF SMOKY LAKE COUNTY IN THE PROVINCE OF ALBERTA TO REPEAL CODE OF CONDUCT BYLAW NO. 1320-18



Request for Decision (RFD)

Signature of the CAO: _____



BYLAW NO. 1513-26

A BYLAW OF SMOKY LAKE COUNTY IN THE PROVINCE OF ALBERTA TO REPEAL CODE OF CONDUCT BYLAW NO. 1320-18

WHEREAS, pursuant to the Municipal Government Act, RSA 2000, c. M-26, as amended, Council has the authority to pass bylaws within the scope of its legislative authority;

AND WHEREAS, the Municipal Affairs Statutes Amendment Act, 2025 amended the Municipal Government Act to repeal section 146.1, which previously required municipalities to establish a code of conduct for councillors;

AND WHEREAS, the amendments to the Municipal Government Act prohibit a council from making a bylaw or resolution that addresses the behaviour or conduct of a councillor or member of a council committee;

AND WHEREAS, Code of Conduct Bylaw No. 1320-18 is no longer required and is no longer authorized under the Municipal Government Act;

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

1. TITLE

This Bylaw may be cited as the “**Code of Conduct Bylaw Repealing Bylaw.**”

2. REPEAL

Code of Conduct Bylaw No. 1320-18, being the **Code of Conduct Bylaw**, is hereby repealed in its entirety.

3. EFFECTIVE DATE

This Bylaw comes into force on the date it is finally passed by Council.

READ a first time this ____ day of _____, 2026.

READ a second time this ____ day of _____, 2026.

READ a third time and finally passed this ____ day of _____, 2026.



Request for Decision (RFD)

Meeting Date: September 17, 2026

Agenda Item: 8.19

Topic: Family School Liaison Worker Program

Presented By: Dennesha Ferguson – Finance

Recommendation:

That Smoky Lake County Council directs administration to renew the Family School Liaison Worker Program with the Aspen View Public Schools and the Village of Waskatenau.

Background:

In 2022, the Aspen View Public Schools, Lakeland Roman Catholic Separate School District No. 150, Smoky Lake County, and the Village of Waskatenau renewed the long-standing Family School Liaison Worker Program Master Agreement to provide a Family School Liaison Worker to four (4) schools in the Smoky Lake Region, namely:

- H.A Kostash School
- Vilna School
- Vilna Off Campus
- Holy Family Catholic School

The County's contribution to the Agreement is funded through FCSS.

The County received notification informing that effective September 17, 2026, Lakeland Roman Catholic Separate School will terminate their participation in the program.

The current Agreement does not clearly stipulate whether the agreement continues or requires renewal upon the termination of participant.

Benefits:

Continuation of the Family School Liaison Worker Program in the remaining schools.

Disadvantages: N/A

Alternatives:

1. That Smoky Lake County Council direct Administration to forward this matter to the ICC working committee for the FCSS funding agreement.
2. That Smoky Lake County Council decline to renew the Family School Liaison Worker Program.

Financial Implications:

The Cost of this position has been funded through the county's FCSS grant.



Request for Decision (RFD)

Legislation: N/A

Intergovernmental:

Working with the partners to the Agreement.

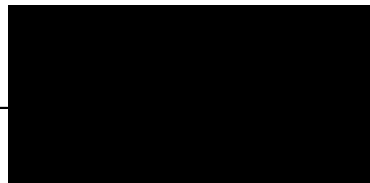
Strategic Alignment:

Service Delivery & Community Wellbeing

Enclosure(s):

1. FSLW Master Agreement
2. Email dated June 19, 2026 – Lakeland Roman Catholic School
3. Notice of Termination

Signature of the CAO: _____



S.2.1 E

Family School Liaison Worker Program

This MASTER SERVICE AGREEMENT (the "Agreement") is entered into this 3 ^{November} day of 2022 by and BETWEEN:

Aspen View Public Schools
3600 48th Avenue,
Athabasca, Alberta T9S 1M8
(hereinafter referred to as AVPS)

OF THE FIRST PART AND

Lakeland Roman Catholic Separate School District No. 150
4810 46 Street,
Bonnyville, AB T9N 2R2
(hereinafter referred to as LCSD)

OF THE SECOND PART AND

Smoky Lake County
4612 McDougall Drive, P.O. Box 310, Smoky
Lake, AB TOA 3C0

OF THE THIRD PART AND

Village of Waskatenau
5008 51 Street, P.O. Box 99, Waskatenau, AB
TOA 3P0

OF THE FOURTH PART

hereinafter collectively referred to as "the parties"

WHEREAS, the parties will provide for the provision of a Family School Liaison Worker (FSLW) to the following schools in the Smoky Lake Region:

- H.A. Kostash School, within the Town of Smoky Lake,
- Vilna School, within the Village of Vilna,
- Vilna Off Campus, within the Village of Vilna, and
- Holy Family Catholic School, within the Village of Waskatenau.

WHEREAS, Smoky Lake County will provide funds as per Schedule "B": Financial Contributions in accordance with Family and Community Support Services (FCSS) funding requirements.

Family School Liaison Worker Program
MASTER SERVICE AGREEMENT

WHEREAS, AVPS, LCSD, and Village of Waskatenau will cost-share and assume the costs to maintain the FSLW Program as per Schedule "B": Financial Contributions.

WHEREAS, AVPS, Smoky Lake County, LCSD, and Village of Waskatenau agree to abide by the Family School Liaison Program and adhere to the roles and responsibilities as outlined in Schedule "A": Roles and Responsibilities, attached to this Agreement.

NOW THEREFORE, in consideration of the mutual provisions and covenants contained hereunder in this Agreement, and intending to be legally bound hereby, the parties agree:

1. This Agreement shall become effective as of the date of its execution and shall continue to be in effect automatically for successive annual periods, unless otherwise amended or terminated in accordance with this agreement.
2. The assignment of the FSLW to individual schools will be made in accordance with Schedule "A": Roles and Responsibilities, Sections 1.1 through 1.1.5.
3. AVPS will act as the managing partner responsible for:
 - 3.1 Selecting or hiring of the FSLW in consultation with LCSD;
 - 3.2 Supervision of the FSLW(s); and
 - 3.3 Provision of salary and benefits.
4. The Annual budget directly related to the FSLW programs for each school year is not to exceed the attached Schedule "B": Financial Contributions and, LCSD, Smoky Lake County, and Village of Waskatenau will be invoiced by AVPS three (3) times a year (September-December; January-April; May-August) on the first day of the billing period (i.e. September 1st).
5. All parties may meet as needed from time to time to negotiate the financial aspects of this Agreement prior to each school year.
6. Grant Reporting, including the Family and Community Support Services (FCSS) Outcomes Report, must be provided by AVPS to Smoky Lake County in accordance with the requirement of the FCSS grant program criteria:
 - 6.1 an FSLW activity report outlining caseloads, activities, successes, and challenges shall be submitted semiannually by June 30th and December 31st of each year to Smoky Lake County, and
 - 6.2 financial reporting for each fiscal year: January — December, must be submitted by AVPS to Smoky Lake County annually, by February 1st of the following year, as a requirement to comply with the FCSS grant program criteria, and also provide a mid-year January to June financial report along with a final activity report.
7. An Administrative Committee, consisting of the Chief Administrative Officer (CAO), Smoky Lake County, the Associate Superintendent, AVPS, and the Director of Student Learning, LCSD will meet as the need arises, to liaise for their respective Boards/Councils.

Family School Liaison Worker Program
MASTER SERVICE AGREEMENT

8. AVPS and LCSD agrees to provide temporary space in each of their schools so that the Family School Liaison Worker can conduct interviews in private. ASVP and LCSD agree to provide a minimum of a desk and chair for the FSLW, additional chairs for clients when interviews are conducted, and secure/locked locations as required for case files.
9. AVPS agrees to provide office space for the FSLW from Monday to Friday, including a desk, chair, telephone, locked filing cabinet, computer, cell phone and materials for the Family Liaison program.
10. Without in any way limiting the liability of any of the parties under this Agreement, each party shall obtain and maintain in force during the term, the following insurance, acting reasonably:
 - 10.1 A commercial general liability insurance policy providing coverage of at least Five Million Dollars (\$5,000,000.00) inclusive and in respect of any one claim for injury to or death of any one or more persons or damage to or destruction of property,
 - 10.2 Property coverage respecting the Facilities and all equipment and property owned by each respective party contained therein, and
 - 10.3 Such other insurance as each party may from time to time reasonably require.
11. This Agreement can be amended by unanimous consent of the parties within this Agreement; should one of the parties desire amendments they must provide written notice to all parties and request a joint meeting at least forty-five (45) days prior to the date the proposed changes would take place.
12. The Agreement can be terminated by any of the parties through the following procedure:
 - 12.1 The party wishing to terminate this Agreement will send a written notice from their Board to the other parties declaring their intent to terminate this Agreement, and
 - 12.2 The written notice of intent to terminate this Agreement will specify a date of termination which shall not be less than three (3) months from the date notice is given or ninety (90) days' notice.

Family School Liaison Worker Program
MASTER SERVICE AGREEMENT

All parties, hereby, consent to this Agreement:

1) Aspen View Public Schools

Board Chair

Date

Secretary Treasurer

Date

2) Lakeland Roman Catholic Separate School District No. 150

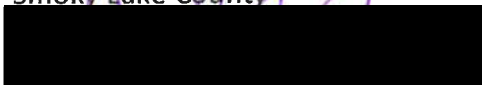
Board Chair

Date

Secretary Treasurer

Date

3) Smoky Lake County



Smoky Lake Chief Administrator

Date

Nov. 03/2022

Smoky Lake County Reeve

Date

Nov. 3/22

4) Village of Waskatenau

Village of Waskatenau Chief Administrative Officer

Date

Village of Waskatenau Mayor

Date

SCHEDULE "A ": Roles and Responsibilities

This is Schedule "A" to an agreement between the Aspen View Public Schools (AVPS), Smoky Lake County, Lakeland Roman Catholic Separate School District No. 150 (LCSD), and Village of Waskatenau and forms an integral part thereof.

Family School Liaison Program Definition

The Family School Liaison Program is a free-of-charge, client-based, goal-focused program facilitated through a Family School Liaison Worker (FSLW) which is designed to meet the social and emotional needs of children/youth who are experiencing difficulties. The program provides support, encouragement, and ideas in a non-judgmental, confidential manner.

Children, youth, parents/guardians, school staff, or community members can contact a FSLW through school counsellors or administrators.

Family School Liaison Workers' Roles and Responsibilities:

1. The FSLW full time position consists of thirty-five (35) hour work week and shall be scheduled to work within individual schools within the Smoky Lake Region as determined by the AVPS, Associate Superintendent made in consultation with the LCSD, Director of Student Learning. Specifically:
 - 1.1 The assignment at each of the partner school divisions shall be based on a number of factors. Final assignment of time will be made in consultation between the AVPS Associate Superintendent, the FSLW, and school(s) administration. Assignment of time will be based on:
 - 1.1.1 Number of referrals made for student counselling/invention work;
 - 1.1.2 Number of students in the caseload of the FSLW;
 - 1.1.3 Programs planned by the FSLW and school administration;
 - 1.1.4 Be approximately equivalent to the percentage of students attending Vilna School, H A Kostash School and Holy Family Catholic School;
 - 1.1.5 And reflect the financial contribution made by or on behalf of each jurisdiction.
 - 1.2 Emergent issues or referrals made to the FSLW program may require additional time allocated to meet the needs of students. Any changes in schedule shall in consultation with school administration.
2. The FSLW will work collaboratively with a Student Services designate and school administration to determine the priorities for service and case load management. If the FSLW and the school administration are unable to come to a consensual agreement, they may refer the issue to the AVPS Associate Superintendent.
3. The FSLW will determine the work schedule, in consultation with school administration or designate.
4. The FSLW will provide each School Principal and the AVPS Associate Superintendent and LCSD Director of Student Learning with a regular report regarding their activities at assigned

~~Family School Liaison Worker Program~~
MASTER SERVICE AGREEMENT

schools. The report should include: the number of students on the caseload at the school, types of issues, and number of times dates and times the worker was physically at the school.

5. The FSLW will be responsible for notifying school administration or designate of any changes in the work schedule.
6. The FSLW will be required to adhere to division/district and/or schooled based policies and procedures on matters including but not limited to signing in, accessing students, Occupational Health and Safety, Freedom of Information and Protection of Privacy, and professional code of conduct.
7. FSLW will be required to sign a confidentiality agreement covering their interactions with students and work in AVPS schools.

Aspen View Public Schools Division's Roles and Responsibilities:

1. AVPS shall provide the services of a FSLW to the Schools within the Smoky Lake Region, with a minimum of one (1) FSLW position contemplated through this agreement.
2. AVPS shall be responsible for all source deductions and all other required payments, contributions or deductions with respect to the employee.
3. The AVPS Associate Superintendent will contact each school Principal at least twice a year to review the program and address any concerns. More frequent contact may be initiated by either party if immediate concerns arise.
4. AVPS will ensure that each FSLW has been screened with a Criminal Record Check and Vulnerable Sector Search as well as a Child Intervention Record Check.
5. AVPS will provide supervision of the FSLW through weekly consultation and case load review with the Associate Superintendent and or a Student Services Consultant assigned to Vilna School and H. A. Kostash School.
6. AVPS will appoint a student services contact to liaise and consult with FSLWs and participate in case conferences as required.
7. The FSLW will be provided with access to professional development opportunities through AVPS.
8. When appropriate, the FSLW will be provided with access to Individual Program Plans (IPPs) and Psychological / Educational Assessments upon referral of clients.

Lakeland Roman Catholic Separate School District's Roles and Responsibilities:

1. LCSD will provide supervision of the FSLW through regular consultation with the Director of Student Learning or Holy Family Catholic School Administration.
2. The FSLW will be provided with access to professional development opportunities through LCSD.

Family School Liaison Worker Program
MASTER SERVICE AGREEMENT

3. LCSD will provide suitable office space to meet with students as required and provide a lockable filing cabinet for the safe and secure storage of casefiles.
4. When appropriate, the FSLW will be provided with access to Individual Program Plans ('PPS) and Psychological/Academic Assessments upon referral of clients.

Family School Liaison Worker Program
MASTER SERVICE AGREEMENT

SCHEDULE B

Financial Contributions

This is Schedule "B" to an agreement between the Aspen View Public Schools (AVPS), Smoky Lake County, Lakeland Roman Catholic Separate School District No. 150 (LCSD), and Village of Waskatenau and forms an integral part thereof.

Financial Contributions

In accordance with the Family School Liaison Program Master Service Agreement, each party shall financially contribute to the maintenance of the Family School Liaison Worker (FSLW) as follows, for schools in the Smoky Lake Region; specially, in the communities of the Town of Smoky Lake, the Village of Vilna, and the Village of Waskatenau:

	93,308.00
Lakeland Roman Catholic Separate School District No. 150 Village of Waskatenau	\$ 3,800.00
Aspen View Public Schools	\$ 2,500.00
FCSS Grants (as allocated by Smoky Lake County)	\$22,160.00
Total Revenue	<u>121,768.00</u>

SCHEDULE "B"

This is Schedule "B" to an agreement between the Aspen View Public School Division, Smoky Lake County, and Lakeland Catholic Schools and forms an integral part thereof.

REVENUE

As per the Family School Liaison Program Master Service Agreement, Article 4, each partner shall financially contribute to the maintenance of this FSLW program:

Lakeland Catholic Schools	\$3800.00
Village of Waskatenau	\$2500.00
Aspen View Public Schools	\$22,160.00
FCSS Grants (as allocated by Smoky Lake County)	\$93,308.00
Total Revenue	\$121,768.00

FSLW SCHEDULE

The FSLW worker(s) shall be scheduled to work with individual schools within the partner school divisions as determined by the Aspen View Public Schools, Director of Student Services made in consultation with the Lakeland Catholic Schools, Director of Student Learning.

Specifically:

1. The assignment at each of the partner school divisions shall be based on a number of factors. Final assignment of time will be made in consultation between the AVPS Director of Student services, the FSLW worker, and school(s) administration. Assignment of time will be based on:
 - a. Number of referrals made for student counselling/invention work;
 - b. Number of students in the caseload of the FSLW worker;
 - c. Programs planned by the FSLW worker and school administration;
 - d. Be approximately equivalent to the percentage of students attending Vilna School, HA Kostash School and Holy Family Catholic School;
 - e. And reflect the financial contribution made by or on behalf of each jurisdiction.
2. Emergent issues or referrals made to the FSLW program may require additional time allocated to meet the needs of students. Any changes in schedule shall in consultation with school administration.

BUDGET

REVENUE	2017	Proposed 2018
PROGRAM REVENUE LAKELAND CATHOLIC SCHOOL	Budget	Budget
	\$ 3,800.00	\$ 3,800.00
VILLAGE OF WASKATENAU	\$ 2,500.00	\$ 2,500.00
ASPEN VIEW	\$ 22,160.00	\$ 22,160.00
F.C.S.S GRANTS	<u>\$ 93,308.00</u>	<u>\$ 93,308.00</u>
TOTAL REVENUE	\$ 121,768.00	\$ 121,768.00
EXPENSES		
WAGES	\$ 62,830.00	\$ 63,773.00
BENEFITS	\$ 17,000.00	\$ 18,500.00
MILEAGE	\$ 5,000.00	\$ 7,000.00
MEALS / ACCOMMODATIONS	\$ 3,600.00	\$ 1,657.00
CONVENTION / TRAINING	\$ 5,000.00	\$ 2,500.00
MEMBERSHIP, FEES, DUES	\$ 300.00	\$ 300.00
TELEPHONE	\$ 3,100.00	\$ 1,000.00
ADVERTISING	\$ 2,000.00	\$ 3,000.00
CONTRACT - Speakers	\$ 7,000.00	\$ 8,100.00
- PROGRAM EXPENSES	\$ 13,434.00	\$ 13,434.00
OFFICE SUPPLIES/COMPUTER REPAIRS	\$ 504.00	\$ 504.00
RESOURCES	\$ 2,000.00	\$ 2,000.00
TOTAL EXPENSES	\$ 121,768.00	\$ 121,768.00



Fw: Notice of Termination – Family School Liaison Worker Program Agreement

From Craig Lukinuk <clukinuk@smokylakecounty.ab.ca>

Date Fri 2026-06-19 7:08 PM

To council <council@smokylakecounty.ab.ca>; Jordan Ruegg <jruegg@smokylakecounty.ab.ca>; Meaghan Andreychuk <mandreychuk@smokylakecounty.ab.ca>; Dennesha Ferguson <finmgr@smokylakecounty.ab.ca>

1 attachment (188 KB)

LRCSSD Notice of Termination Letter.pdf;

FYI

I received this today.

Craig

Get [Outlook for Android](#)

From: Chawnsa Dutertre <cdutertre@lrcssd.ca>

Sent: Friday, 19 June 2026 15:44:02

To: Craig Lukinuk <clukinuk@smokylakecounty.ab.ca>; CAO <cao@smokylakecounty.ab.ca>

Cc: Jody Seymour <jseymour@lrcssd.ca>

Subject: Notice of Termination – Family School Liaison Worker Program Agreement

You don't often get email from cdutertre@lrcssd.ca. [Learn why this is important](#)

Dear Craig and Cheyenne,

I am writing to share the attached correspondence regarding Lakeland Roman Catholic Separate School Division's formal notice of termination from the Family School Liaison Worker Program Master Service Agreement.

As outlined in the attached letter, this decision reflects our need to realign counselling and family outreach services within our division, with an effective termination date of September 17, 2026, in accordance with the agreement's notice requirements.

We would like to sincerely thank you for the collaboration and partnership we have shared through this program. The collective commitment to supporting students and families has been greatly valued, and we appreciate the relationships built through this work.

Should you have any questions or wish to discuss this further, please do not hesitate to reach out.

Thank you again for your continued support and service to the community.

Sincerely,

Chawnsa Dutertre

E: cdutertre@lrcssd.ca

**Executive Secretary - Sr.
Administration**

P: 780.826.3764

M: 780.573.1811

Lakeland Roman Catholic Separate School Division

W: www.lrcssd.ca

4810 - 46 Street Bonnyville, AB T9N 2R2



Lakeland Catholic School Division

Christ Our Model. Children Our Focus.

This communication is intended for the use of the recipient to which it is addressed and may contain confidential, personal and/or privileged information. If you received this e-mail in error, please advise me (by return e-mail or otherwise) immediately.



Christ Our Model. Children Our Focus.

Aspen View Public Schools
3600 48th Avenue
Athabasca, AB T9S 1M8

Smoky Lake County
4612 McDougall Drive
P.O. Box 310
Smoky Lake AB T0A 3C0

Village of Waskatenau
5508 51st Street
P.O. Box 99
Waskatenau, AB T0A 3P0

June 17, 2026

Re: Notice of Termination – Family School Liaison Worker Program Master Service Agreement

Dear Partners,

On behalf of the Board of Trustees of Lakeland Roman Catholic Separate School Division, this letter serves as formal notice of our intention to terminate our participation in the Family School Liaison Worker Program Master Service Agreement, effective September 17, 2026, in accordance with the three-month notice requirement.

This decision has been made to allow Lakeland Catholic to realign our school counselling and family outreach services at Holy Family Catholic School, including the addition of a 0.5 FOW position based in Waskatenau. Our goal is to ensure continuity of support for students and families in a way that is closely integrated with our division's emerging staffing plan and assurance priorities.

We are deeply grateful for the collaboration we have shared with Aspen View Public Schools, the Village of Waskatenau, and the County of Smoky Lake through this program. The joint commitment to student well-being and family support has been a blessing to our community, and we value the relationships that have grown out of this work.

Thank you for your understanding and for the service you continue to provide to children and families. We wish each of you every success in your ongoing efforts.

Sincerely,



Anna Brockhoff
Board Chair
Lakeland Roman Catholic Separate School Division



Request for Discussion (RFD)

Meeting Date: September 17, 2026.

Agenda Item: #8.20

Topic: Heritage Board Payment

Presented By: Chyenne Shaw, CAO

That Smoky Lake County Council confirm that the \$35,000 paid to the Smoky Lake Regional Heritage Board in March 2025 satisfies the County's total budgeted contribution for the combined years 2025, 2026, and 2027 under Resolution 137-24, and direct Administration not to pay Invoice 26-1.1 in the amount of \$13,500 unless otherwise authorized by Council.

Background:

Resolution 137-24: Smoky Lake Regional Heritage Board Funding Increase for Years 2025, 2026 and 2027

Moved by Councillor Serben: That Smoky Lake County Council approve an increase of \$21,500 to the budgeted contribution toward the Smoky Lake Regional Heritage Board, funded from reserves, resulting in one total budgeted contribution of \$35,000 for the combined 2025-2027 period. The \$35,000 is not payable in each year. Carried.

In March 2025, Smoky Lake County paid \$35,000 to the Smoky Lake Regional Heritage Board. This payment represented the County's full combined budgeted contribution for the entire three-year period of 2025, 2026, and 2027.

Voucher Number	00000000000011388	Vendor ID	SMOK013
Document Number	25BOARDXP	Name	SMOKY LAKE COUNTY REGIONAL
Document Type	Invoice		
Document Amount	\$35,000.00	Currency ID	

Document Number	Type	Doc. Date	Original Amount	Applied Amount
Voucher/Pymt Number	Due Date	Disc. Date	Transaction Description	Currency ID
55608	PMT	2025-03-07	\$35,000.00	\$35,000.00

In each of 2023 and 2024, the County contributed \$13,500 annually.

The approved \$35,000 was a single total budgeted amount covering 2025 through 2027; it was not an annual contribution of \$35,000 in each year.

Because the full three-year contribution was paid in March 2025, no additional Heritage Board contribution is payable by the County in 2026 or 2027 under Resolution 137-24, unless Council approves a further amount.



Request for Discussion (RFD)

Invoice 26-1.1

In August 2026, the County received Invoice 26-1.1, dated July 30, 2026, in the amount of \$13,500 from the Smoky Lake Regional Heritage Board. Administration's review indicates that this amount is already included in the combined \$35,000 contribution paid in March 2025 and should not be paid again unless Council directs otherwise.

Benefits:

Clarifies Council's original authorization, prevents duplicate payment, and provides a clear audit trail for the 2025-2027 funding commitment.

Disadvantages:

The Heritage Board may need to revise its records or invoice if it understood the approved funding to be payable annually.

Financial Implications:

No additional payment is recommended. The County's total approved contribution for 2025, 2026, and 2027 was \$35,000, funded from reserves, and was paid in March 2025. Paying Invoice 26-1.1 would create an additional unapproved expenditure of \$13,500.

Legislation: N/A

Intergovernmental:

Administration should provide the Heritage Board with written confirmation that the \$35,000 payment covered the full 2025-2027 period and request that Invoice 26-1.1 be withdrawn or credited.

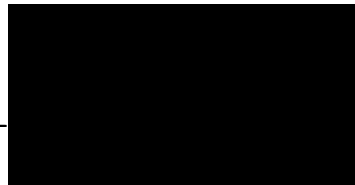
Strategic Alignment:

Supports responsible financial management, transparent regional partnerships, and compliance with Council resolutions.

Enclosure(s):

1. Payment made on March 07, 2025
2. Invoice 26-1.1 dated July 30, 2026

Signature of the CAO: _____



INVOICE

February 20, 2025

FROM: Smoky Lake Regional Heritage Board

TO: SMOKY LAKE COUNTY ADMINISTRATION
Address: Box 310 Smoky Lake, AB
T0A 3C0

Purpose: To support operations of the board

Description	Amount
Payment to supply funding for operations including , administrative support, board expenses, and project support . The latter may include costs related to county projects and shared projects such as photo archives, oral history film, cultural events and other tasks to carry out goals and objectives in the associated bylaw and Heritage Management Plan.	
	\$ 35,000.00
TOTAL	


SIGNATURE

Noreen Easterbrook, SLRHB chair

Feb 20
DATE

GL 1-75-00-7501
APPROVED
[Signature]

MARCH 5, 20

Document Number 55608

Cheque Date 2025-03-07

\$35,000.00

Vendor ID: SMOK013 Vendor Name: SMOKY LAKE COUNTY REGIONAL Payment Number: 00000000000007480
Date: 2025-02-20 Invoice Number: 25BOARDEXP Description: HERITAGE BOARD EXPENSES
Amount Paid: \$35,000.00

INVOICE 26-1.1**JULY 30, 2026****FROM: Smoky Lake Regional Heritage Board**

TO: SMOKY LAKE COUNTY ADMINISTRATION
Address: Box 310 Smoky Lake, AB
T0A 3C0

Purpose: To support operations of the board

Description	Amount
Payment to supply funding for operations including , administrative support, board expenses, and project support . The latter may include costs related to county projects and shared projects such as oral history films, cultural events, signage and interpretive panels, building repairs, and other tasks to carry out goals and objectives in the associated bylaw and Heritage Management Plan.	\$ 13,500.00
TOTAL	\$ 13,500.00

SIGNATURE

Noreen Easterbrook, SLRHB chair

DATE

 July 31, 2026

CHIEF ADMINISTRATIVE OFFICER REPORT

Reporting Period: June–September 2026

Prepared by: Chyenne Shaw, Chief Administrative Officer

Executive Summary

During this reporting period, Administration continued implementing Council's 2026–2029 Strategic Plan while preparing the organization for the 2027 budget process. Considerable work has been completed in organizational restructuring, policy development, emergency management, regional fire services, workforce training, financial oversight, service-level reviews, labour relations, infrastructure planning, and regional collaboration.

The first six months of departmental workplans have now been reviewed. Departments are better positioned to identify operational pressures, organizational changes, resource requirements, and emerging priorities. Workplans have been updated to reflect staffing changes, retirements, weather-related challenges, revised timelines, and the operational realities identified during the first half of the year.

Strategic Planning and Workplans

Administration completed a six-month review of departmental workplans developed to implement Council's 2026–2029 Strategic Plan.

The workplans have been updated and adjusted to account for:

- Organizational and staffing changes;
- New and retiring employees;
- Weather-related impacts on operations;
- Emerging infrastructure and drainage concerns;
- Departmental capacity and resource requirements;
- Revised financial information;
- Business continuity and succession-planning needs; and
- Changes to departmental priorities and anticipated completion dates.

Departments now have a clearer understanding of Council's strategic direction, the work required to meet established priorities, and the challenges that may affect implementation. Updated workplans will continue to be used to monitor progress and support future reporting to Council.

2027 Budget Preparation and Service-Level Review

Preparation for the 2027 operating and capital budgets has begun.

Administration has completed a review of departmental service levels to better understand:

- Existing service commitments;
- Council and public expectations;
- Staffing and equipment requirements;
- Areas where service levels may need to be clarified or adjusted;
- The financial impact of maintaining current services;
- Opportunities for efficiencies and modernization; and
- Infrastructure and asset-replacement priorities.

The results of these reviews will be presented to Council during the 2027 budget deliberations. Administration will identify where current resources are sufficient, where service pressures exist, and where Council direction is required.

Capital planning discussions have also begun, including fleet replacement, road and drainage infrastructure, parks and recreation assets, fire equipment, facility requirements, and other long-term infrastructure needs.

Financial Management and Revenue Review

Administration continues to review County programs, fees, and service costs to identify areas where the County may not be recovering the actual cost of providing a service.

Work completed or underway includes:

- Reviewing dust-control costs and updating the Dust Control Policy to provide one application and improve cost recovery;
- Reviewing the Senior Snow Clearing Program and clarifying that the discounted service applies to one principal residence per eligible senior;
- Reviewing departmental fees and charges;
- Reviewing fleet and equipment replacement requirements;
- Examining outstanding accounts and options for collection or transfer to the tax roll where authorized;

- Reviewing the financial components of departmental workplans;
- Reviewing services and programs for financial sustainability.

Administration is also working with legal counsel and staff regarding grazing lease tax assessments. This work includes reviewing the applicable assessment and taxation framework, addressing identified concerns, and determining the appropriate process moving forward.

Payroll Modernization and Administrative Restructuring

Demonstrations are being provided for an online timesheet and payroll system. The objective is to improve payroll accuracy, reduce manual processing, strengthen approval controls, and create a more efficient process for recording regular hours, overtime, leave, and departmental coding.

Administration is assessing whether the selected system can integrate with or upload information into the County's existing financial system.

As part of this modernization, the former payroll-focused position is being transitioned to an Administrative Clerk position. The position will provide front-counter and telephone support and serve as backup to the Finance and Planning and Development departments. Duties will include accepting payments, preparing deposits, assisting with fire invoicing, formatting documents, using MuniSight, and supporting County communications and social-media platforms.

Interim arrangements have been established to ensure payroll continues to be completed during the transition to the online system.

Human Resources and Labour Relations

The County has received formal notice regarding upcoming union negotiations. Administration is preparing for collective bargaining by reviewing the current collective agreement, operational requirements, compensation matters, existing practices, and areas requiring clarification.

Human-resource work during the reporting period has also included:

- Reviewing employee roles and departmental responsibilities;
- Supporting recruitment and organizational transitions;
- Reviewing sick leave, attendance, and recruitment practices;
- Developing an Absence Coverage and Additional Duties Pay Policy;
- Clarifying approval requirements for acting pay and additional compensation;

- Reviewing confidentiality and privacy expectations for employees with access to payroll information;
- Supporting performance-management processes;
- Reviewing succession-planning and cross-training needs; and
- Clarifying the respective roles of Council and Administration in personnel and labour-relations matters.

The proposed Absence Coverage and Additional Duties Pay Policy establishes a consistent process for temporary additional duties. It provides for acting or responsibility pay, up to a maximum of 10% at the CAO's discretion, where an employee or manager assumes substantial additional duties for more than two weeks and is not receiving overtime for that work.

Staff Training and Legislative Compliance

Privacy training has been completed by all employees whose duties require the training. The sessions reinforced employee responsibilities for collecting, accessing, using, storing, and disclosing personal information.

Workplace violence and harassment training has also been completed by all staff. The training included legislative responsibilities, respectful workplace expectations, reporting procedures, investigation processes, and practical workplace scenarios.

Additional work has included:

- Reviewing workplace violence and harassment procedures;
- Reinforcing confidentiality requirements;
- Reviewing occupational health and safety responsibilities;
- Supporting WHMIS and Transportation of Dangerous Goods compliance;
- Developing scenario-based learning and knowledge testing; and
- Identifying future training requirements for managers and employees.

Organizational Restructuring

Parks and Recreation has been transferred to the Agricultural Services Department. This change is intended to strengthen operational coordination, improve the sharing of staff and equipment, and better align vegetation management, recreation areas, public lands, and seasonal operations.

Administration has also continued to review the organizational structure to ensure appropriate reporting relationships, manageable workloads, business continuity, and clear departmental accountability.

Cross-training has been expanded within Public Works and other operational areas. Current and new staff are being trained on multiple pieces of equipment and operational functions to support business continuity and maintain service levels during absences, vacancies, and peak operational periods.

Emergency Management

Significant progress has been made on the Smoky Lake Regional Emergency Management framework.

Work completed or underway includes:

- Updating the Regional Emergency Management Plan;
- Reviewing and revising emergency management bylaws;
- Clarifying regional roles, responsibilities, and lines of authority;
- Updating the Regional Director of Emergency Management structure;
- Reviewing Emergency Coordination Centre procedures;
- Updating hazard, risk, and vulnerability information;
- Developing response levels and activation procedures;
- Updating evacuation and emergency social-services components;
- Reviewing notification, communication, and documentation processes; and
- Developing supporting appendices, forms, contact lists, and operational resources.

The updated emergency management bylaws and plans will be brought forward through the appropriate regional and municipal approval processes.

Administration has also documented impacts associated with the significant rainfall events experienced this summer. These events affected roads, bridges, culverts, gravel infrastructure, natural gas lines, drainage systems, and recreation areas. Information is being maintained to support future mitigation planning and any available funding applications.

Regional Fire Services

The regional fire bylaws and supporting policies have now been drafted. These documents establish a more consistent regional framework for fire governance, authority, service delivery, cost recovery, enforcement, and operational responsibilities.

The completed drafts will be forwarded to the Intermunicipal Collaboration Committee for review and direction before being presented to the participating municipal councils.

Administration continues to work with the Regional Fire Chief, Regional Deputy Fire Chief and municipal partners on:

- Fire-service governance;
- Officer classifications and responsibilities;
- Fire invoicing and cost recovery;
- Required training and certification;
- Equipment and capital requirements;
- Mutual-aid and regional-response procedures;
- Fire permits and enforcement;
- Levels of service; and
- Supporting regional policies and bylaws.

Public Works and Infrastructure

Public Works operations were significantly affected by rainfall and drainage conditions throughout the summer. These challenges also provided an opportunity to identify drainage patterns, infrastructure bottlenecks, and recurring problem areas.

Public Works has been working with Agricultural Services, Parks and Recreation, GIS, and MuniSight data to document drainage concerns and determine appropriate mitigation options.

Other Public Works initiatives include:

- Cross-training employees on equipment;
- Reviewing road-maintenance service levels;
- Supporting road-condition assessments;
- Improving service-request and ratepayer call processes;
- Reviewing drainage and water-flow concerns;

- Coordinating responses to culvert, bridge, and road damage;
- Reviewing fleet and equipment needs;
- Supporting business-continuity planning; and
- Clarifying communication and escalation processes for operational concerns.

Administration continues to reinforce that operational service requests should first be directed to the appropriate department. Matters that cannot be resolved operationally may then be escalated to the CAO, with Council being kept informed through the appropriate governance and reporting processes.

Protective and Enforcement Services

Administration has reviewed enforcement authority, jurisdictional boundaries, officer conduct, and joint-force operations with regional partners.

This work has included:

- Clarifying enforcement authority within urban municipalities;
- Reviewing circumstances involving joint operations with the RCMP, Alberta Sheriffs, or municipal partners;
- Reviewing traffic-safety and commercial vehicle enforcement practices;
- Reinforcing consistent and equitable enforcement;
- Reviewing complaint and dash-camera information where appropriate;
- Expanding community education and awareness objectives; and
- Including regional joint-force operations within departmental workplans.

Governance and Policy Development

Administration has completed or advanced several governance and policy initiatives, including:

- Updating the Council Requests for Information Policy;
- Updating the Dust Control Policy;
- Updating the Senior Snow Clearing Policy;
- Developing the Absence Coverage and Additional Duties Pay Policy;
- Updated the Procedural Bylaw;

- Reviewing Council remuneration and disclosure requirements;
- Reviewing signing-authority requirements;
- Reviewing purchasing and financial-control processes;
- Advancing the regional emergency management bylaws;
- Developing the regional fire bylaws and policies;
- Reviewing work-in-kind provisions;
- Reviewing fleet capital-replacement planning;
- Reviewing service levels and departmental mandates; and
- Clarifying Council and Administration roles under the Municipal Government Act.

Requests for Decision have been prepared or updated to clearly explain proposed policy changes, financial implications, legislative requirements, strategic alignment, benefits, disadvantages, and alternatives available to Council.

Regional and Intermunicipal Collaboration

Administration continues to participate in regional initiatives and support the County's relationships with neighbouring municipalities, commissions, Indigenous communities, provincial departments, and other regional partners.

Current work includes:

- Whitefish Lake First Nation gravel project;
- Proceeding with work supported through the approved Alberta Community Partnership grant;
- Supporting regional emergency management planning;
- Advancing regional fire-service governance;
- Preparing items for the Intermunicipal Collaboration Committee;
- Supporting mutual-aid and joint-force operations; and
- Reviewing opportunities for regional service delivery and modernization.

Communications and Public Service

Administration continues to improve internal and external communication processes.

This work includes:

- Clarifying how ratepayer service requests are received, assigned, tracked, and escalated;
- Supporting consistent departmental reporting;
- Improving the formatting and presentation of policies, bylaws, reports, and Requests for Decision;
- Supporting public notices and County social-media communications;
- Providing Council with operational and strategic updates;
- Improving documentation through MuniSight and GIS; and
- Strengthening coordination between departments.

Priorities for the Next Reporting Period

Administration's priorities for the next quarter include:

- Completing preparation for the 2027 operating and capital budget deliberations;
- Presenting departmental service-level reviews to Council;
- Continuing online timesheet and payroll system demonstrations and selecting an appropriate solution;
- Preparing for collective bargaining;
- Advancing grazing lease assessment and taxation matters with legal counsel and staff;
- Presenting updated departmental workplans and monitoring strategic-plan progress;
- Advancing the regional emergency management bylaws and plans through the approval process;
- Forwarding the regional fire bylaws and policies to the Intermunicipal Collaboration Committee;
- Continuing policy and bylaw modernization;
- Advancing asset-management and fleet-replacement planning;
- Continuing drainage, road-condition, and infrastructure assessments;
- Supporting organizational restructuring, recruitment, cross-training, and succession planning;

- Preparing a prioritized implementation schedule for projects arising from the 2027 budget process.
- Researching and developing other revenue streams for Smoky Lake County.

Conclusion

The reporting period involved significant organizational, policy, operational, and regional work. Administration has focused on building clear processes, improving accountability, strengthening legislative compliance, modernizing internal systems, and aligning departmental operations with Council's 2026–2029 Strategic Plan.

The work completed during the first six months has provided a stronger foundation for the 2027 budget process and has allowed departments to identify service pressures, resource needs, infrastructure priorities, and opportunities for improved coordination. Administration will continue bringing the applicable policies, bylaws, service-level decisions, and budget priorities forward to Council for consideration and direction.

ACTION ITEM LIST

2025

Legend		Meeting Date			
		Completed			
		In Progress			
		Assigned to	Due Date	Status	Comments
MOTION NO.	RESOLUTION				
		8-May-25			
		12-Jun-25			
		28-Aug-25			
		4-Sep-25			
		11-Sep-25			
		25-Sep-25			
		9-Oct-25			
9-Oct-25	That Smoky Lake County Council accept the offer to lease the lands legally described as SW-1-61-18- W4M, SW-2-61-18-W4M, NW-2-61-18-W4M, NE-3-61-18-W4M, SW-11-61-18-W4M & SE-10-61-18-W4M, in the amount of \$200.00/year for each parcel (cumulative total of \$1,200.00), dated October 1, 2025, received from Mr. Kevin Wawrynchuk (U Over 4 Ranching Ltd.), for a term of five (5) years, in response to the Limited Invitation to Tender extended by Smoky Lake County.	Public works/ Planning and Development/ Executive Services		Completed	Policy No. 62-13: Surface Lease of Municipally-Owned Lands was amended at the February 26, 2026 Council meeting. The Director of County Services has sent the lease documents to the applicant and is awaiting signature by the applicant and payment of lease fee.
856-25: Halisky	That Smoky Lake County Council adopt the Road Policy No. 03-15-05, as presented, and rescind the previous Road Maintenance Policy No. 03-51-02 and Road Inspection Policy No. 14-01-02 to establish a comprehensive framework for roadway inspection, maintenance, and long-term planning. Further, that Administration be directed to categorize all County roads in accordance with the new policy, identify required projects for inclusion in the 2026 Capital Budget and Five-Year Road Plan, and bring forward a separate policy regarding the Road Brushing Program for Council's future consideration.	Public Works		In Progress	GIS has updated web map to prepare for PW to update the road categories. Public Works are working on a plan to inspect each road and will be brought to a 2026 Meeting, upon completion of the inspections. (This will not be completed until Spring 2026.) This will be brought to you in June 2026
		30-Oct-25			
		10-Nov-25			
		14-Nov-25			
		27-Nov-25			
1009-25 Halisky	That Smoky lake County Council defer the Letter regarding Appreciation and Request for Assistance received on October 21, 2025, on behalf of the Canadian Youth Friendship Society of Edmonton, to the next Council meeting for further information.	Public Works/Finance		In Progress	Finance has sent an email with the information requests from Council PW needs to inspect the location to determine the extent of and the cost of the work requested.
		1-Dec-25			
		18-Dec-25			

ACTION ITEM LIST				
Legend		Meeting Date	2026	
		Completed		
		2027 Budget Consideration		
		In Progress		
MOTION NO.	RESOLUTION	Assigned to	Status	Comments
8-Jan-26				
20260108-012 Serben	That Smoky Lake County Council direct Administration to bring back Policy-13-01.Surface Lease. Municipal Property to the next Committee of the Whole Meeting in early February and defer all payment owing pursuant to the lease agreement until the Policy # 13-01 is amended and to notify the Land Lessee.	Planning and Development	In Progress	Policy-13-01.Surface Lease. Municipal Property was amended at the February 26, 2026 Council meeting. The Planning and Development Manager is working with the Leese to sign the Lease Agreement.
27-Jan-26				
26-Feb-26				
26-Mar-26				
Kully- Resolution No: 20260326-205	That Smoky Lake County Council defer the Road Access letter request dated March 11th, 2026, to the next Regular County Council meeting on April 16th, 2026, to receive input from the Director of County Services.	Director of County Services	Completed	The Public Works Department has investigated the road access and has determined that it is not feasible or practical for the County to conduct any work within the surveyed road plan.
16-Apr-26				
Halisky - Resolution No: 20260416- 259	That Smoky Lake County Council approve the backsloping program project along the lands legally described as SW-25-59-17-W4, as per the application received from Mark Fedoretz, dated March 25th, 2026, and subject to the pass of an inspection conduction by the Public Works Manager or designate, upon completion the County will provide funding to the applicant in the amount of half the total cost of the project up to a maximum amount of \$2,500.00, in accordance with County Policy Statement No.03-21-06.	Public Works	In Progress	Work has commenced on this project but was delayed due to extreme water flows. The remaining work is pending completion.

Halisky - Resolution No: 20260416- 278	That Smoky Lake County Council acknowledge receipt of the letter from Stephanie Jarema, and Leonard Jarema dated March 11th, 2026, regarding a road access request near Shemeluk Lake and furthermore direct the Public Works Manager, to investigate the land area and bring back information to a future Council meeting.	Ag Services / PW Manager	Completed	Discussions between departments are ongoing to assess the request and determine next steps. However weather conditions have delayed project. August - Request not in sync with current financial and service levels.
28-May-26				
Serben - Resolution No: 20260528- 319	That Smoky Lake County Council direct Administration to invite Executive Director Randal Bell and Director of Health for the Optipemisiwak Métis Government, Reegan Bartel, of Stone Bear Recovery Solutions, to any meeting involving higher levels of government to collaborate on shared values.	Legislative Services	In progress	An email was sent to Randal Bell and Reagan on June 16 regarding the two-way open invitation, as well as an update on the status of the Healing Waters Facility open house, projected for October 2026.
Halisky - Resolution No: 20260528- 320	That Smoky Lake County Council direct administration to invite Rick Wilson, Minister of Mental Health and Addiction, to come tour the Healing Water Recovery Centre located in Smoky Lake County.	Legislative Services	In progress	An invitation will be extended to Honourable Rick Wilson once the grand opening date has been confirmed.
Halisky - Resolution No: 20260528- 325	That Smoky Lake County Council direct administration to send an invitation to RCMP SEU Sgt. Trevor Hanson and Sgt. Anita Doktor to come as a delegation to the August 27, 2026, Regular Council meeting.	Legislative Services	Completed	Members of Council met on September 9, 2026, with RCMP District Sgt. Trevor Hanson, Anita Doktor, and colleagues prior to the RCMP Community BBQ held at the Lions Den
Halisky - Resolution No: 20260528- 329	That Smoky Lake County Council accept the presentation of Philip Hicks, President of Government Frameworks, as information, and direct Administration to bring back further information regarding the proposed Government Frameworks software at a future Council meeting.	CAO/Director of County Services	In progress	Phillip Hicks from Government Frameworks will be attending the September 10th Departmental Meeting to discuss solutions that Government Frameworks provides relating to online timesheets, daily vehicle inspections, incident reporting and Field Level Hazard Assessment.
Barker - Resolution No: 20260528- 333	That Smoky Lake County Council reimburse expenses related to the Warspite Community Hall renovations for the upgraded furnace costs in the amount of \$6,225.00 and request the Warspite Community Hall return that the remaining \$1,775.00 be returned to Smoky Lake County in accordance with Motion No. 1319-21.	Finance Manager	Completed	Emailed motion to Ellie Din of Warspite Hall No Response as of August 6, 2026 Money has been received

Serben - Resolution No: 20260528- 335	Smoky Lake County Council approves to bestow the Farm Family Centennial Award via Plaque, Gate Sign, and Certificate for the current applicant and 2025 applicant in the maximum amount of \$3,000.00 per applicant, funds to be allocated from the promotional budget.	Legislative Services	In progress	Update was received on September 9 late p.m. with Quotes and plaque proofs. Plaques proofs emailed September 10 a.m. to the residents receiving County plaques. Quotes will be emailed back with signatures for approval to start to make the plaques. Estimated time is 6-8 weeks
Halisky - Resolution No: 20260528- 342	That Smoky Lake County Council direct Administration to research grant funding opportunities, identify priority lakes, and determine the cancellation policy for the Aquatic Invasive Species Prevention Program.	Agricultural Fieldman	In Progress	Emailed organizations. Further correspondence with identified organization and draft grant parameters received
Halisky- Resolution No: 20260528- 344	That Smoky Lake County Council direct administration to investigate the creation of a Regional Weed and Pest Appeal Committee for Smoky Lake County and interested neighboring municipalities for 2027.	Agricultural Fieldman	In Progress	Sept 9. Next meeting scheduled for 3rd week of september with 3 other municipalities
Barker - Resolution No: 20260528- 350	That Smoky Lake County Council closes all those portions of Road Plan 5022MC, and to create a separate title for the purposes of disposal (sale) as per the attached Resolution and sketch plan, describing said closure area.	Director of County Services	In Progress	The Director of County Services is awaiting for approval of the Resolution from the Minister of Transportation
Halisky - Resolution No: 20260528- 354	That Smoky Lake County Council defer the Speed Limit Reduction Request received on May 8, 2026, and direct Administration to bring forward a draft Traffic Bylaw to the next Committee of the Whole meeting for Council's discussion.	Director of County Services	In Progress	The Director of County Services is working with the Public Works Department, the Agriculture Department, the Environmental Operations Department and the GIS Technician to compile a list of all roads within the County that have a maximum speed limit of less than 70 km/hr., to be incorporated into a Speed Limit Bylaw, which will be forwarded to a future Committee of the Whole meeting for discussion prior to receiving consideration at a future County Council meeting.
Halisky - Resolution No: 20260528- 357	That Smoky Lake County Council Register Roll 22010105 Lot 5 & 6, Block 1, Plan 1955CL under Smoky Lake County Tax Forfeiture due to non-payment of property taxes.	Finance Manager	In Progress	Tax Clerk is finding all the historical documentation. Received confirmation from Municipal Affairs that there is no timeline in which a tax forfeiture can be placed on title. Began processing the tax forfeitures August 24th.

Kully - Resolution No: 20260528- 358	That Smoky Lake County Council register Roll 27150120 Lot 20, Block 1, Plan 1039CL under Smoky Lake County Tax Forfeiture due to non-payment of property taxes.	Finance Manager	In Progress	Tax Clerk is finding all the historical documentation. Received confirmation from Municipal Affairs that there is no timeline in which a tax forfeiture can be placed on title. Began processing the tax forfeitures August 24th.
Serben - Resolution No: 20260528- 359	That Smoky Lake County Council register Roll 30190101 Lot 1, Block 1, Plan 7822612 under Smoky Lake County Tax Forfeiture due to non-payment of property taxes.	Finance Manager	In Progress	Tax Clerk is finding all the historical documentation. Received confirmation from Municipal Affairs that there is no timeline in which a tax forfeiture can be placed on title. Began processing the tax forfeitures August 24th.
Barker - Resolution No: 20260528- 360	That Smoky Lake County Council register Roll 30190107 Lot 7, Block 1, Plan 7822612 under Smoky Lake County Tax Forfeiture due to non-payment of property taxes.	Finance Manager	In Progress	Tax Clerk is finding all the historical documentation. Received confirmation from Municipal Affairs that there is no timeline in which a tax forfeiture can be placed on title. Began processing the tax forfeitures August 24th.
Serben - Resolution No: 20260528- 361	That Smoky Lake County Council advertises a Request for Proposal for audit services for the years ending December 31, 2026, 2027, and 2028.	Finance Manager	In Progress	Extended deadline on APC to allow for parties to review addendums. Closed August 14th , Will be presented on the Sept 17, 2026 Meeting
Lukinuk - Resolution No: 20260528- 362	That Smoky Lake County Council deny the March 24, 2026, request to waive \$816 tax penalties on tax roll #40341002, NW 10-59-18.	Finance Manager	Completed	Letter sent to ratepayer July 17th, 2026 notifying them.
Lukinuk - Resolution No: 20260528- 370	That Smoky Lake County Council direct administration to compile a list of discretionary uses in the various land use district in the Land Use Bylaw and bring the information to a future Committee of the Whole Meeting.	Director of County Services	In progress	A draft list of Discretionary and Permitted Uses was presented to the Committee of the Whole on July 13, 2026 for discussion. An amendment to the County's Land Use Bylaw based on this discussion is being drafted for consideration for First Reading at a future County Council meeting.
Serben - Resolution No: 20260528-375	That Smoky Lake County Council direct Administration to follow up on the updates regarding the highway 28 construction requested by Council to Michael Botros, Regional Director for the North Central Region at Alberta Transportation and Economic Corridors, and his colleague, as well as Scott Cyr, Parliamentary Secretary for Transportation and Strategic Development, and to have the information brought forward to a Regular Council meeting or at the earliest opportunity.	CAO/Legislative Services	In progress	Request sent for Meeting, followed up by another email requesting an update on August 4, 2026 Emailed received back - Correspondence will be in next agenda package

Barker - Resolution No: 20260528- 389	That Smoky Lake County Council direct Administration to forward agenda items 11.11, 11.12, 11.16, 11.18, and 11.21, pertaining to the Highway 28/63 Water Line Requests, to the next Chief Administrative Officers meeting on June 3, 2026.	CAO	In progress	CAO's met with Ryan from A&E and currently researching if it needs to be town allocation or if it can come from the County. Information to be brought to the October Regular Council Meeting
Serben - Resolution No: 20260528- 394	That Smoky Lake County Council acknowledge receipt of the letter received from Amy Rooks, Manager of the Smoky Lake Golf Course dated May 8, 2026 and in response, approve the donation of two tandem loads of gravel, and request that the Town of Smoky Lake contribute any additional gravel required for the golf course project.	Public Works Manager	Completed	This was delayed due to the weather and road repairs. PW deliver at the end of July
Serben - Resolution No: 20260528- 395	That Smoky Lake County Council acknowledge receipt of the Bonnie Lake Scout Camp Gravel Donation Request submitted through a Service Request on May 6, 2026, and approve the delivery and donation of one tandem load of ¾" crushed gravel, with delivery costs included as part of the donation.	Public Works Manager	in progress	The Scouts Camp will contact PW when they would like the gravel delivered
Lukinuk - Resolution No: 20260528- 396	That Smoky Lake County Council deny the Riverland Recreational Society request for funding received on May 24 th , 2026, from Jerry Bidulock and supply in kind services for planting and watering the trees located within Smoky Lake County.	Environment and Parks Manager / Agricultural Fieldman	In Progress	June 16 meeting. Current service levels reviewed and discussed with group. Other items would be a 2027 budget discussions
25-Jun-26				
Halisky - Resolution No: 20260625-435	That Smoky Lake County Council defer Policy 03-56 – Equipment Storage, Availability and Compensation to the Committee of the Whole meeting scheduled for July 13, 2026 with the following amendments: •County equipment and County owned Equipment •Who the employee reports to •Section 5: Can not be used for personal use and only for mobilization purposes (Getting out of their yard)	PW/CAO	Completed	Policy was reviewed at the Committee of the Whole Meeting Agenda, and will be presented on the July 23rd, meeting for approval

Kully - Resolution No: 20260625-436	That Smoky Lake County Council approve the Backsloping Program Project as per application received from Robert Senecal, dated January 9, 2026 located along the lands legally described as SE-36-58-13-W4, and subject to the pass of an inspection conducted by the Public Works Manager or designate, the County will provide funding to the applicant in the amount of half the total cost of the project up to a maximum amount of \$2,500.00, in accordance with County Policy Statement No.03-21-06.	PW	In Progress	Awaiting confirmation of Project Completion for Inspection
Serben - Resolution No: 20260625-444	That Smoky Lake County Council deny the request received from the Canadian Youth Friendship Society of Edmonton dated October 21, 2025, regarding repairs to the 8–9 acre burnt debris area; and Council approve to donate and delivery three (3) belly dump loads of ¾-inch crushed gravel to be stockpiled on-site without landscaping located on lands legal described as NW-9-60-12-W4, 12347 – Twp 602.	PW/Fire Dept	Fire: Completed June 25	Fire: County policy was followed and the request was denied PW will deliver Gravel in 2027
Halisky - Resolution No: 20260625-445	That Smoky Lake County Council direct Administration to research liability and safety risks associated in respect to the proposed chainsaw course training session to be provided by the Smoky Lake County Regional Fire Department to the Scout Camp Group located near Garner Lake, Alberta; and report back to a regular County Council meeting if there is no liability to the County.	Fire Department	Completed	RMA insurance was contacted and certified instructors are required. The Polish Scout Camp was contacted on August 6, 2026 and provided the company of Woodland Training Association who completes the chain saw training courses for Smoky Lake County as an option for the Scout Camp to pursue.
Halisky - Resolution No: 20260625-458	That Smoky Lake County Council direct administration to publish the reasons for not having an Intermunicipal Collaboration Framework with the County of Two Hills and with Lamont County on Smoky Lake County's website.	Director of County Services	Completed	The reasons for not having an Intermunicipal Collaboration Framework with the County of Two Hills and Lamont County have been posted to the County's website pursuant to Section 708.28(1.4)(c) of the Municipal Government Act.
Barker - Resolution No: 20260625-461	That Smoky Lake County Council give Bylaw 1509-26 First Reading and to schedule a Public Hearing on said Bylaw, to be held on Thursday, July 23, 2026, at 1:00 p.m., and to advertise said Public Hearing in accordance with the Municipal Government Act, in the Redwater Review and on the County's website.	Director of County Services	In Progress	A Public Hearing on Bylaw #1509-26 was held on July 23, 2026. Bylaw #1509-26 will be brought to the September 17th County Council meeting for consideration of Second and Third Readings.

Barker - Resolution No: 20260625-471	That Smoky Lake County Council approve Policy No. 08-18-13, Council Remuneration and Expenses, and direct that the policy be brought forward to the County Committee of the Whole meeting scheduled for July 13, 2026.	Legislative Services / Communications	Completed	Policy was signed and Posted to the Website July 17, 2026
Serben - Resolution No: 20260625-473	That Smoky Lake County Council agree to provide the Smoky Lake Agricultural Society with a letter of support and a loan guarantee in support of their application to the Large Stream Community Facility Enhancement Program Grant (CFEP) for the proposed renovations, including the extension of dressing rooms; and further, that Council approve the donation and delivery of two (2) belly dumps of gravel to the Nutrien Ag Centre; and that Administration be directed to forward Council's direction to the Town of Smoky Lake.	CAO/Legislative Services	Completed	Letters were sent Wednesday, July 22, 2026
Serben - Resolution No: 20260625-474	That Smoky Lake County Council approve a donation in the amount of \$500.00 from the Groups and Organizations budget in support of the 2026 Flemming Hockey Camp, to be held August 17–21 at the Nutrien Ag Centre, to assist with providing hot dogs and hamburgers, and that the Town of Smoky Lake be respectfully requested to match or exceed the donation.	Finance	Completed	The donation will be processed on the next County cheque run
Halisky - Resolution No: 20260625-475	That Smoky Lake County Council direct the Public Works Shop Foreman to work with Indy Aujla, Client Strategy Manager at Enterprise Fleet Management, to compile cost information related to the proposed 22 County fleet vehicles, including repair and maintenance requirements, and report back to a future Committee of the Whole meeting.	Shop Foreman	In progress	Will be brought to the next COW Meeting in October
Barker - Resolution No: 20260625-480	That Smoky Lake County Council direct the Public Works Department to contact Mr. Leroy Kunyk to collaboratively determine the scope of work and anticipated timeline for the road access project associated with the Vilna Bulk Water Station and bring the information forward to a future Council meeting.	Public Works	In Progress	Delayed due to Weather
Lukinuk - Resolution No: 20260625-483	That Smoky Lake County Council approve a donation in the amount of \$1,000 to the Victoria Homeguard Historical Society for the Roadside Exhibit Project located at the Lobstick River Lot Settlement and direct that the funds be allocated from the Groups and Organizations account.	Finance	Completed	The donation was sent July 29, 2026.

Halisky - Resolution No: 20260625-487	That Smoky Lake County Council defer the Parks and Recreation 5 Year Projection report submitted by Dave Franchuk, Environment and Parks Manager, to the next Smoky Lake County Departmental meeting scheduled for September 10, 2026.	Environment and Parks Manager	In Progress	Will be added as an addition to Environment and Parks workplan , update will be brought to the next departmental meeting
13-Jul-26				
Kully- Resolution No: 20260713-495	That Smoky Lake County Council approve the donation of six (6) tandem loads of reject sand to Waskatenau Minor Sports and Baseball for repairs to the baseball diamond in preparation for the Annual Ball Tournament being held in August 2026, with delivery coordinated through Public Works as operationally feasible.	PW	In progress	Delayed due to Weather Organization will call back when ready
Serben- Resolution No: 20260713-496	That Smoky Lake County Council approve the reallocation of \$550, 800.00 from the 2026 Gravel Crushing Budget, reducing the budget from \$984,700.00 to \$433,900.00, and transfer the funds to the 2026 Contract Gravel Hauling Budget to accelerate road maintenance and gravel hauling operations.	PW	Completed	Gravel Haulers have finished as of September 4, 2026
23-Jul-26				
Halisky - Resolution No:20260723-515	That Smoky Lake County Council Direct Administration to work with Scott Hanrahan, Benefits Consultant with Integrated Benefits, to review potential changes to the County's benefits plan and provide further information and recommendations for Council's consideration at a future Council meeting.	CAO/HR	In Progress	Awaiting comprehensive update Last email sent August 17, 2026 Rep did send information and will be presented nbbby HR and Finance in October

Serben - Resolution No:20260723-517	That Smoky Lake County Council approve Policy 15-10: Responsible Use of Artificial Intelligence (AI) with the following amendments: •Clarify accountability and human oversight responsibilities. •Identify the CAO as the approval authority for high-risk AI use. •Use the defined term "User" consistently throughout the policy. •Add "or designate" where appropriate. •Clarify that AI is intended to support, not replace, employees. •Prohibit the use of AI for sensitive or confidential County information. •Clarify approval responsibilities for high-risk AI applications. •Remove "where appropriate" from the transparency section. •Change "Administration" to "the County" for training responsibilities. •Update the review requirement to annually. •Identify the IT department/personnel as the CAO's designate for AI tool approvals. And; that Policy 15-10: Responsible Use of Artificial Intelligence (AI) be brought back to the next Committee of The Whole Meeting scheduled on <u>August 11, 2026, for review of amendments.</u>	Legislative Services	In Progress	The Policy is on the September 17 Regular Council for approval
Serben - Resolution No:20260723-518	That Smoky Lake County Council rescind Policy No. 02-16, Infectious Disease Management Plan, and direct Administration to incorporate the relevant information, procedures, and operational planning components of the policy into the County's Emergency Response Plan.	CAO/Safety	Completed	Has been incorporated into plan. Policy 02-16 removed from the website of August 4, 2026
Halisky - Resolution No:20260723-519	That Smoky Lake County Council amend Policy 03-13 - Haul Rate Adjustment for Fuel Price, by updating the Schedule "A"; Fuel Index which reflects diesel fuel pricing ranging from \$0.70 per litre to \$2.50 per litre and simplifying the fuel index into \$0.05 per litre increments.	PW/Leg. Services	Completed	Policy was updated and shared with staff and gravel haulers. Posted to the website September 9, 2026
Halisky - Resolution No:20260723-522	That Smoky Lake County Council direct Administration to proceed and prepare a Request for Proposal (RFP) for the reclamation of the pit located at NE 09-58-15-W4, with funding to be allocated from the General Reserve.	PW	In Progress	RFP is on the APC website Closes on Sept 15, 2026. Will be brought to council on Sept 17, 2026

Halisky - Resolution No:20260723-523	That Smoky Lake County Council direct Administration to work with qualified suppliers for future aggregate resources.	PW	In Progress	Meeting with contractors and getting quotes This will be considered during budget deliberations
Serben - Resolution No:20260723-524	That Smoky Lake County Council approve Policy 03-56 – Equipment Storage, Availability and Compensation Policy as presented.	Leg. Services/ Communications	Completed	Policy posted to website on September 9, 2026
Barker - Resolution No:20260723-526	That Smoky Lake County Council approve a donation in the amount of \$1,500 to the Vilna Agricultural Society in support of the annual Boomtown Fair Days event scheduled for August 14–15, 2026, in response to the letter received from Mary Flondra, Vilna Ag Society, dated June 14, 2026.	Finance	Completed	Paid on July 2, 2026
Halisky - Resolution No:20260723-530	That Smoky Lake County Council give Third and Final Reading to Bylaw No. 1510-26 being the Smoky Lake County Procedural Bylaw.	Legislative Services	Completed	Posted to the website on August 6, 2026
Serben - Resolution No:20260723-534	That Smoky Lake County Council direct Administration to send a letter to Michael Botros, Regional Director, North Central Region, Government of Alberta, and Landon Reppert, Construction Manager, North Central Region, Alberta Transportation and Economic Corridors, requesting a timely update on the status of the intersections at Range Roads 160, 164, 180, and 190, including those not currently identified for planned improvements.	CAO/Leg. Services	Completed	Letter sent via email to both Mr. Botros and Mr. Reppert
Halisky - Resolution No:20260723-535	That Smoky Lake County Council direct Administration to prepare and send a letter to Rural Municipalities of Alberta (RMA) District 5, with a copy forwarded to MLA Glenn van Dijken, requesting that RMA advocate to the Government of Alberta for sustainable funding, resources, and policies that support the long-term viability of rural healthcare facilities and ensure quality living conditions for residents accessing healthcare services in rural communities.	CAO/Leg. Services	Completed	Letter sent via email to both Mr. Botros and Mr. Reppert
Halisky - Resolution No:20260723-540	That Smoky Lake County Council acknowledge receipt of the Oaks Tree Proclamation Request Letter received from Kristin Pichoskie Founder, Oak's Tree of Love and forward the requested proclamation to an interagency meeting; and that Smoky Lake County Council proclaim October 15, 2026, as Pregnancy and Infant Loss Awareness Day and October 2026 as Pregnancy and Infant Loss Awareness Month.	Communications	In Progress	Proclamations have been added to the monthly proclamation list for October. The proclamations will be prepared and posted on the County website in October.

Serben - Resolution No:20260723-541	That Smoky Lake County Council direct Administration to prepare and submit a request for a meeting with Honourable Dan Williams, Minister of Municipal Affairs, at the RMA Fall Convention in November 2026, and prepare a briefing package, including supporting research and data related to rural fire service funding; and that Administration bring the briefing package to a Council meeting for review prior to the August 10, 2026, submission date.	CAO/Leg. Services	Completed	Email sent to Municipal Affaris with 3 topics as per Council on August 10, 2026
Barker - Resolution No:20260723-542	That Smoky Lake County Council approve the donation of one (1) tonne load of gravel delivered only within the boundaries of Smoky Lake County to be used as a silent auction item for the Vilna/Bellis Citizens on Patrol (COPS) Organization BBQ fundraiser during Vilna Boomtown Days, scheduled for August 14 to 16, 2026.	PW/Leg. Services	Completed	Certificate was created/printed and email was sent to the Secretary of COPs on August 6
Halisky - Resolution No:20260723-544	That Smoky Lake County Council approve a donation in the amount of \$5,000 to the Smoky Lake Fire Department in support of the 2026 Heritage Days Drone Show, scheduled for Sunday, August 2, 2026, with funding to be allocated from the Administration Budget.	Finance	Completed	The donation will be will be issued to the Town of Smoky Lake as they are managing municipality for the drone show
Resolution No:20260723-546	That Smoky Lake County Council forward the correspondence, entitled "Call to action to the Government of Alberta" 2026, as received from the National Police Federation of Alberta, to the Rural Municipalities of Alberta District 5 meeting scheduled for September 25, 2026, in Vegreville, Alberta.	Legislative Services	Completed	Meeting topics have been sent on September 4, 2026 VIA Email.
Barker - Resolution No:20260723-547	That Smoky Lake County Council approve a donation in the amount of \$500 as an Activity Sponsor for the 2026 Ukrainian Day Celebration, scheduled for August 16, 2026, and funding to be allocated from the Administration Budget.	Finance	Completed	Check signed on August 10, 2026
Halisky - Resolution No:20260723-548	That Smoky Lake County Council direct Administration to coordinate a meeting with Associated Engineering and the County's Director of Infrastructure to discuss alternate bridge concepts, funding opportunities, and strategies to improve future grant funding applications, in respect to the letter received from Honourable Devin Dreeshen, Minister of Transportation and Economic Corridors, dated July 15, 2026; and provide proposed meeting dates to Council.	CAO/Leg. Services/PW	In progress	AE has confirmed their attendance for the September 17 Council Meeting

Resolution No:20260723-549	That Smoky Lake County Council include for discussion the topic of "Updates to the Code of Practice for Pits" as outlined in the newsletter received from Rural Municipalities of Alberta, dated July 2026, on the agenda for the next Rural Municipalities of Alberta District 5 Meeting scheduled for September 25, 2026, in Vegreville, Alberta.	Legislative Services	Complete	Meeting topics have been sent on September 4, 2026 VIA Email.
Barker - Resolution No:20260723-554	That Smoky Lake County Council approve a donation of promotional items, to a maximum value in the amount of \$100.00, to support the Bellis Board of Trade Scavenger Hunt Event, as per letter received from Gloria Dombosky, dated July 22, 2026.	Finance	Completed	Promo bag put together and notified the treasurer on August 6th that it is ready for pickup.
Serben - Resolution No:20260723-555	That Smoky Lake County Council acknowledge receipt of the letter received from Mark Schoppgens, dated July 18, 2026, in regard to the Bellis Board of Trade Community Sign Sponsorship Request; and direct Administration to bring the matter forward during the fourth quarter of Year 2026 for Council's consideration, and that the letter be filed for information.	Legislative Services	In progress	Will be on October meeting agenda
4-Aug-26				
Halisky - Resolution No: 20260804-600	That Smoky Lake County Council approve an unbudgeted capital expenditure from the 2026 Natural Gas Budget, in the amount of \$120,000, for the repair of the natural gas pipeline located on NW-13-60-17-W4 and SE-14-61-17-W4, and direct Administration to research any grant funding related to the incident that could provide assistance.	Gas Dept.	In progress	Engineers have applied to the Alberta Energy Regulator for the pipeline license. Construction to start once license is approved.
11-Aug-26				

Barker- Resolution No: 20260811-603	That Smoky Lake County Council declare an agricultural disaster within Smoky Lake County, effective August 11, 2026; and further, that Administration prepares a letter for the signatures of the Reeve and the Agricultural Service Board Chair to the Honourable Tara Sawyer, Minister of Agriculture and Irrigation, advising of the declaration and providing relevant supporting information. Furthermore, that Administration utilizes the County's social media platforms to request that residents submit photographs and other evidence of agricultural impacts to support the County's submission to the Minister.	Ag. Services	Completed	Declaration to be signed and sent to Ministers and information has been posted to Social Media
Kully - Resolution No: 20260811-604	That Smoky Lake County Council direct the Agricultural Service Board to prepare and send a letter to Honourable, Tara Sawyer, Minister of Agriculture and Irrigation, regarding the agricultural disaster within Smoky Lake County, and to reach out to the surrounding municipalities that have declared an agricultural disaster to encourage and spearhead a regional collaborative approach to advocating for provincial recognition and assistance.	Ag. Services	Complete	Sturgeon County sent a letter with the similar purpose on August 21. Included in the September 17 meeting. Draft Letter under review
Halisky - Resolution No: 20260811-605	That Smoky Lake County Council direct Administration to forward correspondence regarding the agricultural disaster, including the letter from the Reeve and the Agricultural Service Board Chair, to Honorable Danielle Smith, Premier of Alberta; Shannon Stubbs, Member of Parliament; Gene Hrabec, Rural Municipalities of Alberta District 5 Director; and Kara Westerlund, President of Rural Municipalities of Alberta, for information and to support advocacy efforts related to the agricultural disaster.	Ag. Services	In progress	Declaration to be signed and sent
Serben - Resolution No: 20260811-606	That Smoky Lake County Council accept the Agricultural Service Board draft resolutions, amended to include rural municipalities and municipal contractors for problem wildlife control, the use of drones and watercraft in the course of their duties, and bridges and culverts, temporary structures, accelerated STIP funding without reducing other budget lines, and an 85% provincial contribution without reducing eligible expenditures, and submit them for consideration at the RMA District 5 Conference by September 4, 2026.	Ag. Services/ Leg. Services	In Progress	Meeting topics have been added to a list and will be sent out to Jamie Taylor on September 4

Lukinku - Resolution No: 20260811-607	That Smoky Lake County Council deny the request for reimbursement in the amount of \$3,140.75 for vehicle damages resulting from a roadway sinkhole located on Range Road 153, south of Township Road 584, and request that the resident pursue a claim through their own vehicle insurance provider. Further, that the resident's insurance company be directed to contact the County's insurance provider regarding the matter.	HR/Safety	In Progress	Following the August 11 council meeting I spoke with the resident and explained the motion, he then requested to speak to his councillor (Dave Kully). This item is being brought back to the September 17th meeting.
Serben - Resolution No: 20260811-608	That Smoky Lake County Council approves the attendance of any two Council members to attend the in-person Artificial Intelligence (AI) Information Hub featuring Honourable, Nate Glubish, Minister of Technology and Innovation of Alberta scheduled for August 20, 2026, from 6:00 p.m. to 7:30 p.m. located within Sturgeon County (location to be determined).	Legislative Services	Completed	The event was added to Councils calendars. Pending Councils attendance for updates
Serben - Resolution No: 20260811-609	That Smoky Lake County Council direct Administration, specifically the Chief Administrative Officer and the Director of County Services, to attend the Artificial Intelligence (AI) Information Hub virtual session featuring the Honourable Nate Glubish, Minister of Technology and Innovation, on August 27, 2026, from 6:00 p.m. to 7:30 p.m., and further authorize attendance for any interested members of Council.	CAO/ Director of County Services	Completed	The Director of County Services attended the webinar on August 27, 2026.



Councillor Report

Division: 3

Councillor\Reeves Report

Reporting Period: (July 13th - Sept 8)

Committee of the Whole (All Council)

- *7 Requests for Discussion was on this Agenda the first being (MLUST) Municipal land Use Suitability Tool this tool helps support informed consistent and evidence-based land use planning and development decision-making. This tool recognizes that Smoky Lake County's Landscape contains significant agricultural, environmental, recreational, cultural and economic assets that collectively contribute to the County's long-term prosperity and quality of life. This tool supports transparent, objective and defensible land use decision-making with consistent evaluation criteria. Provides council and administration with readily accessible spatial data when evaluating development proposal amongst many other benefits.*
- *#2 topic was Land use Bylaw Amendments Reclassifying Certain Uses from Discretionary classification to Permitted Classification the difference between these two is Permitted Uses is automatically allowed in specific District and Discretionary Uses may be allowed in specific District but only if the development Authority specifically approves it and this is MPC (Municipal Planning Commission) Several suggestions were made by the Director of County Services which were discussed with some suggested changes by council*
- *#3 Bylaw # 1508-26 Speed limit Bylaw this bylaw has been prepared to consolidate all existing speed limit regulations into a single comprehensive bylaw. The maximum speed limit of 80km on all highway's roads under the direct control of Smoky Lake County and identifies roads where reduced speed limits of 70km down to 20km are warranted. This will improve public safety. This bylaw will also provide a stronger legislative foundation for enforcement*
- *#4 Rescission of Policy -2-16 Infectious Disease management Plan a review was determined that most of the document is operational and would be better if it was incorporated into the regional Emergency Response Plan. The new updated regional Emergency response Plan now includes an infectious Disease/Pandemic Response section that addresses the municipality's preparedness*
- *#5 Policy 03-56 Equipment Storage, Availability and Compensation the purpose of this policy is to establish a clear expectation regarding the storage, security, maintenance, operational availability, and compensation associated with County-owned equipment*



- #6 Procedural Bylaw this specific bylaw deals with the number of delegations be permitted per Regular County Council Meeting. Submission deadline be revised from 14 days to 10 business days. Public Question and answer period will remain but will be called just Public Question Period this will help manage public expectations regarding responses from council.
- #7 Policy 08-18 Council Remuneration and Expenses this will give Transparency and Accountability Enhancements which will be posted quarterly on the county website.

Joint Municipalities July 13th (All Council)

- Representatives from the **Aspen View Public School Division Board of Trustees** provided an update on several educational initiatives and developments. Topics discussed included the proposed modular classroom addition to the school, ongoing collaborations with **Portage College**, and opportunities to potentially host local diploma examination preparation programs.
- Michelle **Wright**, representing **Travel Lakeland**, delivered a presentation on several regional economic development and tourism initiatives. Her update included information regarding the Rural Renewal Stream, Chamber Strategy development, and current Travel Lakeland activities and priorities.
- Sergeant **Anita Doktor** of the **Smoky Lake RCMP Detachment** presented an overview of local policing matters, including recent crime statistics, ongoing officer training initiatives, and community engagement activities such as the "Coffee with a Cop" program.
- Rachelle **Amyotte**, Director of **Family and Community Support Services (FCSS)**, provided an overview of what a regionalized FCSS model could look like across participating municipalities. The presentation outlined potential governance structures, service delivery considerations, and opportunities for enhanced regional collaboration.
- Mark **Baxter** provided an update on the Regional ACP Grant. He reviewed the current status of the grant, discussed available funding opportunities, and outlined potential next steps and various options for utilizing the funds to support regional priorities.



Alberta's Lakeland Destination Marketing Organization (DMO) July 13th (Craig)

- A discussion was had about Signing Authority to remove the previous people and replace them with the new assigned signing authority.
 - Quarterly Meeting Structure Review members were to determine how they would like to have quarterly meetings and potential host locations.
 - Marianne Janke presented the Executive Director Report covering marketing and promotion, partnership development, administration, and trail-related opportunities. The board also discussed the value of Alberta's Iron Horse Trail as a major community and tourism infrastructure asset. For marketing and promotion Travel Alberta funding was confirmed at \$60,000 the breakdown for this year's funding is Lisa Roper Outdoors – Ambassadorship \$5000, Lisa Roper Outdoors – TV Commercial \$10,000, Junction Consulting Digital Marketing \$3,000, The Group Social Media management \$27,750, Commercial Designs \$2500, Paid Online Marketing \$2500
 - Project Manager Report stated that early investment strategy figures suggest between \$200 Million and \$220 million in potential investment across Travel Lakeland this includes accommodations, experiences, museum support and other Lakeland tourism assets
-
- Operations Coordinator Report included highlighted Lakeland Open Farm Days, 3 hosts for this event cancelled due to flooding but 28 hosts remained confirmed. This more than doubling the previous year's participation. Travel Lakeland continues to build relationships and partnerships with Travel Alberta, Indigenous Tourism Alberta, Explore Edmonton, and regional tourism operators. Travel Lakland is considering holding a fall tourism session.

Smoky Lake Legion Branch #227 July 17th (Craig, Dave)

- Attended to celebrate Smoky Lake Legions Centennial Birthday I brought greetings on behalf of Smoky Lake County Council and its residents.



Municipally Controlled Corporation (MCC) July 20th (All Council)

- This meeting was to determine what the Town and County should do regarding MCC. A new business plan is needed to move forward with a project the board made a motion to have the CAO's, and Lydia get together to compare the strategic plan to come up with a common thread to move forward with a strategic Business Plan.

Meeting with Honourable Dan Williams, Minister of Municipal Affairs July 20th (All Council)

- All the Region had a chance individually to discuss certain topics with Minister Williams. Smoky Lake County topics were strengthening Rural Alberta the purpose of this discussion was the key challenges facing Smoky Lake County and to seek the province's continued partnership in addressing infrastructure, Health Care, Emergency Services, Housing, and Economic Development.

Smoky Lake regional heritage Board July 22nd (Craig)

- Discussion on the preservation of the Photo Archive Project we currently have 3 Hard Drive Backup of all the photos. Looking into Documenting Oral Histories which will be done by Artificial Intelligence then reviewed for accuracy.
- Talked about Lovers Lane Nature Trail Interpretive Signage these signs will show the Landscape giving the history of White Earth valley and how it was formed over thousands of years by the processes of water and wind erosion. Ecosystem shows Smoky Lake County lies at the southern boundary of the Boreal Natural Region where it transitions to the Parkland Natural Region with the North Saskatchewan River forming the border. Vegetation the strata of habitats at this site present a wide distribution of plants from white spruce, aspen to sandbar to Bebb's willow these trees and shrubs provide cover and food for wildlife the next is Wildlife this shows a wide variety of



animals inhabit the site many mammals or their tracks can be seen from rabbits and weasel to moose and bears also the diverse vegetation supports a variety of birds. The last interpretive sign will have Sandstone which shows the pile of sandstone tucked into the trees which was excavated and collected During construction of the Towns horizontal water tower in 1972 The coarse-grained, reddish brown to gray sandstone is sedimentary rock.

- Heritage awareness wants interpretive panels, plaques and self guided tours to show our enriched history of the Smoky Lake Region this will bring Educational Awareness

Smoky Lake Regular Council Meeting July 23rd (all Council)

- Council discussed this and would like you to refer to our council package agenda for information and topics for this meeting.
- There was a public hearing at 1:00pm regarding a new proposed development by Austin Zaharko several ratepayers showed up for this public hearing to express their concerns about this development.

Smoky Lake Municipal Planning Commission July 23rd (All Council)

- Please refer to the Chairs Report David Kully Division 2 Councillor

Smoky Lake Stampede Aug 1st (All Council)

- All council attended the parade to represent the county and throw candy for the parents and kids alike. The County won 1st Place in our category.

Special Council Meeting Aug 4th (All Council)

- Council attended this meeting because of the emergent situation we had to make a motion to replace a piece of gas line that was struck by lightening the motion read that Smoky Lake County Council approve an unbudgeted capital expenditure for the repair of the natural gas pipeline from the Natural Gas 2026 Budget in the amount of \$120,000

Water Commission Associated Engineering Aug7th (Craig, Lorne)



Please refer to the chair Lorne Halisky Deputy Reeve Division 4 Councillors Report

Waskatenau Fair Days Aug 9th (All Council)

All council attended the parade to represent the county and throw candy for the parents and kids alike. The County won 1st Place in our category

Special Council Meeting Aug 11th (All Council)

- Council declared an Agricultural Disaster on this day due to the unforeseen amount of rain that has fallen in our region this year this was done to bring awareness for our farming community to the Provincial and Federal Government. Council also sent this to our regional 5 RMA conference for discussion
- Council discussed reimbursement of Vehicle Damages Resulting from a large sinkhole on our roadway
- Council went into camera under section 20 of the ATIA Act this was to discuss the CAO Evaluation. Chyenney Shaw has successfully completed her probationary period and was awarded the full-time position

Committee of the Whole Aug 11th (All Council)

- Council discussed an outstanding Natural Gas Service Installation Invoice and made a motion to approve transferring the outstanding balance of \$130,622 to Tax No 17581550 contingents upon payment not being received within 30 days of the meeting
- Administration drafted an AI Policy this will help direct Administration and Council on the use of responsible AI usage
- Policy 15-12 was brought to discuss the use of personal and company cell phones
- Request for drainage was made by a landowner to lower the culvert this type of request requires prior approval under the Water Act Wetlands which was explained to the ratepayer



- Policy 08-18 Council Remuneration and Expenses was brought back with some amendments

HWY 28,63 Regional Water Commission Board Meeting Aug 13th (Lorne, Craig)

- Please refer to the chair Lorne Halisky Deputy Reeve Division 4 Councillors Report

Vilna Boomtown Days Aug 15th (All Council)

- All council attended the parade to represent the county and throw candy for the parents and kids alike.

Smoky Lake region ICC Meeting Aug 18th (Craig)

- Regional approach of FCSS was the topic at this meeting the committee is looking at different type of funding formulas as well as what this look like for our community in the future we discussed a three-year path to sustainable core looks like and what the total requirement mean for each municipality

Travel Lakeland DMO Aug 20th (Craig)

- A discussion on quarterly meetings was brought up once again no decision was made where to hold our next meeting so it will be held in St. Paul in September
- Discussed Farm days and their success
- Round table discussion on upcoming events

Smoky Lake Foundation Aug 20th (Jered, Craig)

- Please refer to the chair Division 5 Councillor Jered Serben Report



Town Hall AI Data Center Redwater Aug 20th (Craig, Lorne, David)

- Three of us councillors attended this very important town hall in Redwater. There were a lot of people there to hear what an AI Data Center means and a lot of opposition with regards to having it located in the Heartland Area. One thing that was clear is that the Provincial Government has been discussing this for the past 2 years and now has just brought this to public awareness which was part of the problem. In our council meeting there was a motion for only 2 councillors be able to attend this town hall so we all carpooled to Redwater which would keep the cost down and Lorne and David attended according to the motion that was made and I attended as Smoky Lake County's ex-officio

Northern Lights Library Aug 28th (Craig)

- Terry Hampton has Resigned from NLLS
 - NLLS is currently doing some restructuring in the administration office
 - Buffalo Lake has signed an agreement to join the Northern Lights Library System which has now been sent to the Minister all Metis Settlements are now part of NLLS
 - Looking into a new accounting service for our local library's
 - Stronger Together Conference is coming October 19th to 21st which will take place in Edmonton at the Double Tree
 - 1.5% Levy increase this coming year from 5.5% to 5.65%
-
- Plan of service was held at Metis Crossing this retreat was very successful building on stakeholders' engagement the committee has now developed a solid first draft of our next five-year plan of service

HWY 28/63 Regional Water Commission Meeting September 3rd (Lorne, Craig)

- Please refer to the chair Lorne Halisky Deputy Reeve Division 4 Councillors Report



Upcoming meetings:

September 10, 2026 Regular council meeting for the purpose of departmental meeting – 9:00 a.m.

September 25, 2026, Rural Municipalities of Alberta District 5 meeting – 9:30 a.m.

October 22, 2026, County Organizational meeting – 9:00 a.m.



Councillor Report

Division: 4

Councillor: Lorne Halisky

Reporting Period: July 15 to Sept. 8, 2026

Regular Council Meeting Date: September 17, 2026

1. Meetings, Events & Engagements Attended

July 16, 2026 – Evergreen Regional Waste Management Services Commission Meeting

(attended in-person)

A motion was made to purchase a fuel vault not exceeding \$13,000 and to amend the Employee Fuel Policy.

Sonnevera (contractor to carry out ACP Grant on ERWMS Current State of Waste Management Study) final report will be issued in Q3/26 with a presentation at the August 20 Commission Meeting.

Treasurer Report was delivered with all in good standing.

Ambipar Marketing Services Agreement for processed soil used for cell cover is worked on by the Commission sub-committee and in its final stages with the final draft to be sent out to the commission members.

The Commission Manager reported that they are looking into methane emission control such as flaring, more leachate storage above & underground and disposal techniques such as evaporation/misters/heat pad. Confirmed leachate disposal and trucking contract(s). Looking into additional rental or purchasing leachate above ground storage tanks. Working on a new cell design/construction. Omni McCann conducted regular bailing/testing on all member landfill test wells and visited Evergreen Landfill to look at new MSW Cell 7 design. Track Loader undercarriage repair is scheduled for the next month.

Will purchase four Loader tires for \$3750 each or eight tires if cheaper as these tires fit other mobile equipment on site once Kal Tire has the tires.

ATCO Energy quote for three phase power was discussed, is costly etc. and was filed for information at this time.

Alberta Care Conference in Fort McMurray September 2nd to 4th, 2026.

Beaver River Commission sent an email regarding tenders for tipping fees, information will be provided to submit a tender in the coming weeks.

A motion was made to have a cost-of-living increase of 1.5% added to the wage grid retroactive to January 1st, 2026.

New Evergreen Waste Commission Manager Kristin Anderson will start August 4, 2026.



July 20, 2026 – Joint Meeting with Town of Smoky Lake and Smoky Lake County for the purpose of MCC Business Plan (attended in-person)

As per Reeves Report.

July 20, 2026 – Meeting with Minister of Municipal Affairs Dan Williams (attended in-person)

As per Reeves Report.

July 20, 2026 – Committee of the Whole Meeting (attended in-person)

As per Reeves Report.

July 23, 2026 – Municipal Planning Commission Meeting (attended in-person)

As per Reeves Report.

July 23, 2026 – Regular County Council Meeting (attended in-person)

As per Reeves Report.

August 01, 2026 – Smoky Lake Heritage Days (attended in-person)

Represented the County on the Parade Float.

August 04, 2026 – Special Council Meeting (attended in-person)

As per Reeves Report.

August 07, 2026 – Metis Crossing Water Supply Meeting (Craig and Lorne attended in-person)

Discussed/reviewed project understanding, project management, project methodology, relevant experience, engineering fees and disbursements, schedule and to get all interested parties involved including the Otipemisiwak Government.

August 09, 2026 – Waskatenau Fair Days (attended in-person)

Represented the County on the Parade Float.

August 11, 2026 – Special Council Meeting (attended in-person)



As per Reeves Report.

August 11, 2026 – Committee of the Whole Meeting (attended in-person)

As per Reeves Report.

August 11, 2026 – Whitefish Lake Development Dinner Meeting (attended in-person)

As per Reeves Report.

August 13, 2026 – Highway 28/63 Regional Water Services Commission Meeting (Craig and Lorne attended in-person)

Commission Manager reported that since the May 2026 meeting, Administration has continued to advance a number of governance, operational, and administrative initiatives to support the long-term sustainability of the Commission. The bylaw modernization project was completed, and the Governance Bylaw, Operations Bylaw, and Terms of Service Bylaw were finalized. Administration continued to work on matters relating to Whitefish Lake First Nation, including ongoing relationship-building efforts and monitoring of Whitefish Lake project matters and grant reporting requirements. Previous discussions regarding membership agreements, governance updates, and future collaboration continue to support the Commission's long-term partnership objectives. Requests to access the water line were received and included on the agenda for the CAO meeting between the Town and County. Ryan and Andrew from Associated Engineering are currently researching the best options for this access request. This work is being conducted and funded by the County and does not fall under Hwy 28/63 Regional Water Services Commission expenses. The Commission was advised that its application under the Water for Life Program was successful. Administration also coordinated discussions related to Commission infrastructure protection, including review of a proposed utility crossing involving Commission infrastructure. Preliminary information has been received regarding a proposed fibre crossing and a crossing agreement will be required as the project advances. Additional administrative work included coordinating Commission insurance matters, updating governance records, facilitating Board governance requirements, reviewing meeting attendance and expense documentation, and providing ongoing support to Commission members and municipal partners.

Next Steps: Continue implementation and administration of the recently adopted Commission bylaws and policies. Prepare the Water for Life Program Memorandum of Agreement for execution. Continue processing and review of water service applications received by the Commission. Continue engagement with Whitefish Lake First Nation and monitor ongoing project matters.



Financial Report/Budget Report was presented with all in good standing with the Chair asking why the revenue was low in comparison to the budgeted revenue. Commission Manager will get back to the board on this.

Commission Operations Reported that Whitefish Lake is all in good working order. Warspite Generator, the only work left is the gas line installation. Upon discussion with the Smoky Lake County gas manager due to the moisture in the fields this project has been postponed to August. SCADA System Upgrade, the system is physically complete, but there are a few nuisance call issues to tend to, and we will be at 100% by next commission meeting report. General Repairs and Replacement, with all the rain we have been pumping out the CAV vaults quite often. Troubleshooting a fill control valve at Bellis and we are going to try repair and clean as it is sticking, if that does not work, we will have to replace it. The fill control valve for Smoky Lake has been replaced. Line Locates, 68 line locates tended to during this reporting period.

Fees and Charges Bylaw No. 010-2026 was reviewed and approved.

Alberta Transportation and Economic Corridors Water for Life Grant awarded to the Highway 28/63 Regional Water Services Commission for the Highway 28/63 Regional Water Pipe Condition and Renewal Study. The project has been approved for grant funding up to \$134,837.00, representing 100% of the eligible project costs. The agreement must be executed and returned to Alberta Transportation and Economic Corridors by August 14, 2026, to allow the grant to proceed.

Request for New Water Service Connection – George Mudryk, was discussed and details will be brought to the next Commission Meeting.

The Financial Auditor RFP for the 2026, 2027 & 2028 Annual Audits closed on July 8, 2026. Results will be presented at the next Commission Meeting.

August 15, 2026 – Vilna Boomtown Days (attended in-person)

Represented the County on the Parade Float.

August 18, 2026 – Kortec Dust Suppression Road Injection TWP584 Demonstration/Project
(attended in-person)

Observed the dust suppression road injection process and worked involved etc.



August 20, 2026 – ERWMSC – Evergreen Regional Waste Management Services Commission Meeting (attended in-person)

The new Commission Manager Kristin Anderson was introduced and welcomed by all board members.

A fuel vault was purchased from Co-op and the Employee Fuel Policy was approved.

Sonnevera (contractor to carry out ACP Grant on ERWMSC Current State of Waste Management Study) final report was issued and a presentation was delivered. Study information and suggestions for considerations etc. will be brought forward.

Ambipar Marketing Services Agreement for processed soil used for cell cover, final Agreement was reviewed and executed.

The Commission Manager reported that they are continuing to look into methane emission control such as flaring, more leachate storage above & underground and disposal techniques such as evaporation/misters/heat pad including looking into additional rental or purchasing leachate above ground storage tanks. Continue working on a new cell design/construction including working with Omni McCann on the new MSW Cell 7 design. Track Loader undercarriage repair is taking place. Investigating Compactor steering issue. Visited five commission sites including Smoky Lake County. Starting to prepare the landfill site for winter season. Looking at purchasing a new laptop computer not to exceed \$2000 for the Commission Manager.

Harassment/Violence in the Workplace Policy was tabled to a future meeting. Grant Funding opportunities are continuing to be investigated for cell construction.

Still waiting to purchase four Loader tires for \$3750 each or eight tires if cheaper as these tires fit other mobile equipment on site once Kal Tire has the tires.

Treasurer Report was delivered all in good standing with Leachate budget over budget due to extensive moisture. Signing authority was removed from previous Commission Manager and assigned to the new Commission Manager.

Beaver River Commission tipping fee tender was reviewed/approved and will be hand delivered. Evergreen Landfill Site - Lafond Tour and BBQ.

August 20, 2026 – Alberta AI Data Center Town Hall - Redwater (attended in-person)

As per Reeves Report.

August 31, 2026 – Smoky Lake Chamber of Commerce (Ryan and Lorne attended in-person)

Discussed continuing to support Rural Renewal Stream and hand it off to another entity etc.

NRED Grant for Chamber Study was completed meeting the March 2026 deadline.

Business Mixer was discussed for possibly Q1/Q2, 2027.



ACP Grant for Economic Development – Town of SL Managing Partner, RFP for a consultant went out with a closure by Mid September.

Chamber to write an EMS Service Advocacy Letter for the region. SL County sent them an example letter that was issued already.

Iron Horse Trail tree planting has started in the area, and SL County was thanked for their support etc.

Street Fair was a success and will be considered next year.

Joint Region Christmas Party was discussed and will be explored further.

Christmas Light Up was discussed with the SL Senior Center possibly being the main location.

Sponsored \$250 towards the Fireworks/Drone Show.

Inviting CLC – Community Learning Council as a guest speaker to the next Chamber Meeting.

Discussed further/future economic development initiatives such as having business shakers and movers more involved.

September 03, 2026 – Highway 28/63 Regional Water Services Commission Meeting (Craig and Lorne attended in-person)

The Financial Auditor RFP results for the 2026, 2027 & 2028 Annual Audits were presented and based on the RFP process including a Scoring System JDP Wasserman was the leading respondent for the engagement, reference checks etc. and was awarded the contract at \$27,240 for the three years.

Request for New Water Service Connection – George Mudryk, was discussed and a motion was made to proceed in principal and to amend the applicable bylaw(s) and/or policy(s) to reflect such with using a members distribution line not transmission line which is against the commissions mandate etc.

Budget versus Actual Revenue Water Sales discrepancy was discussed finding that the Customer Sales numbers were not included in the total budgeted revenue. With both the Member and Customer Water Sales the budgeted revenue should be close to or if not on budget.

Commission Manager will look into making amendments to a bylaw and/or policy so Commission Members can post/share Board Meeting Dates, Agendas and Minutes etc. bringing it back to the next board meeting.

Commission Manager will look into different electronic meeting virtual links for a more user-friendly electronic process for Members etc. use, bringing it back to the next board meeting.

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

Thank you,

Lorne



Councillor Report

Division: 1

Councillor: Ryan Barker

Reporting Period: July 17-Sept 8, 2026.

Meetings, Events & Engagements Attended

(AC- All Council) Attended

1. (July 17) Royal Canadian Legion Celebrates 100 years, Smoky Lake Branch No.227
2. (July 20) MCC Business Plan County and Town (AC)
3. (July 20) Minister Williams Summer Tour (AC)
4. (July 20) Committee of the Whole (AC)
5. (July 23) Regular County Council Meeting (AC)
6. (July 1) Smoky Lake Parade (AC)
7. (Aug 4) Special Council Meeting (AC)
8. (Aug 9) Waskatenau Parade (AC)
9. (Aug 11) ASB Meeting (Dave, Ryan)
10. (Aug 11) Special Council Meeting (AC)
11. (Aug 11) Committee of the Whole (AC)
12. (Aug 12) N.E. Muni-Corr ATV Ride (Dave, Ryan)
13. (Aug 13) Hwy 28 Commission Board meeting (Lorne, Craig, Ryan Virtual)
14. (Aug 15) Vilna Boomtown Days Parade (AC)
15. (Aug 31) Smoky Lake Regional Chamber Meeting (Lorne, Ryan)
16. (Sept 3) Highway 28/63 Water Commission Meeting (Lorne, Craig, Ryan Virtual)

Key Highlights

1. (July 17) Royal Canadian Legion Celebrates 100 years, Smoky Lake Branch No.227
Stopped into to support this great achievement had some good conversations and looked at some history that was shared.
2. (Aug 11) ASB Meeting (Dave, Ryan)

Strychnine was not supplied this year there was shortages which delayed the county receiving. Summer tour was held around Strathmore area this year and was enjoyed by those that attended. ASB recommended they County declare an agricultural disaster within Smoky Lake County, please refer to the meeting minutes for more information.
3. (Aug 12) N.E. Muni-Corr ATV Ride (Dave, Ryan)

Dave and I joined a rather large Muni-Corr group ride, we started in Waskatenau rode the Iron horse trail all the way to St. Paul. Was an all-day adventure and was nice to learn



some of the history along the way, seen the tree planting that was taking place around Warspite, along the trail campsites and the secret Blueberry patch, the steam boiler in Abilene Junction to name a few. We had lunch in Vilna at the pool hall followed by dinner at the Twisted Fork. Highly recommend you check out the trail if you haven't yet.

4.(Aug 31) Smoky Lake Regional Chamber Meeting (Lorne, Ryan)

i. **Healthcare & EMS**

- a. Significant concerns were raised regarding Smoky Lake ER closures and ambulance availability in the region.
- b. The group discussed coordinated advocacy involving the Town, County, Chamber, and community organizations, including a potential site visit with provincial representatives.

ii. **Regional Economic Development**

- a. The regional economic development initiative is moving forward, with the Town leading an RFP process for development of a regional framework.
- b. Emphasis was placed on practical implementation, business engagement, agriculture, healthcare, housing, and attracting investment rather than further planning without action.

iii. **Housing & Growth**

- a. A shortage of rental and multifamily housing was identified as a barrier to attracting and retaining workers and families.
- b. Housing was recognized as an important component of regional economic development and future growth.

iv. **Transportation, Roads & Trails**

- a. School transportation, contractor availability, road safety, and increasing transportation pressures were discussed.
- b. The County's ongoing maintenance of the Iron Horse Trail was positively recognized, while continued attention to grading, vegetation, signage, and facilities was encouraged.

v. **Community Communication & Engagement**

- a. Participants identified a need for better coordination and broader communication between municipalities, schools, the Chamber, and community organizations.
- b. Suggestions included linking websites, using newsletters and print communications, and improving newcomer information and community event promotion.



vi. **Community Events & Regional Collaboration**

- a. The Chamber reviewed recent events and identified opportunities to improve future event logistics, facilities, and promotion.
- b. Continued coordination between the Town, County, Village, Chamber, schools, and community groups was encouraged to strengthen regional participation and avoid duplication of events.

5. Parades, Smoky Lake, Waskatenau, Vilna (All Council + CAO)

Participated in all three parades, just wanted to say thank you to the parade float builders this year, we won first place in Smoky Lake parade and it looked amazing. Also, a big thank you to all that came out waved and collected the Candy we through everywhere.



Councillor Report

Division: 2

Councillor: Dave Kully

Reporting Period: July 17, 2026 – September 8, 2026

Council meeting Date: September 17, 2026

July 17, 2026 – Attended Royal Canadian Legion 100 Year Centenary Celebration – Smoky Lake

Craig and Dave

History of the Royal Canadian Legion which was started in 1926 was presented.

Greetings and congratulations from Smoky Lake County Reeve and Town of Smoky

Lake Mayor and Blessings from Father Mark

Lifetime Legion member awards were presented to 4 members

Hector Dalpe, Cliff Carpenter, Peter Goruk, and Bernadette Dalpe

Associate members presented to 4 members

Irene Moldowan, Sergio Boltos, Peggy Tansem, and Patricia Macloed

July 20, 2026 – MCC Meeting – Smoky Lake. All council (See Reeves report)

July 20, 2026 – Meeting with Minister Williams – Smoky Lake. All council, delegates from Town of Smoky Lake, Village of Waskatenau, and Village of Vilna. Discussions of concerns within County Boundaries

July 20, 2026 – Committee of the Whole – Smoky Lake. All Council

Continuation and completion July 13, 2026, meeting

July 23, 2026 – Regular Council Meeting – Smoky Lake. All Council. (See Reeves report and meeting Minutes)

July 23, 2026 – Municipal Planning Commission Meeting – Smoky Lake. All Council

Motion was made to permit Development Permit for solar panel installation.

August 1, 2026 – Attended Smoky Lake Parade – Smoky Lake. All Council

August 4, 2026 – Special Council Meeting – Smoky Lake. All Council. (See Reeves Report.



August 5, 2026 – Road Tour – Smoky Lake. Kyle, Chyenne, and Dave.

Toured 3 locations of where emergency generators have connections.

Also viewed some issues in Division 2

August 9, 2026 – Attended Waskatenau Parade – Waskatenau. All council and Chyenne

August 11, 2026 – Agricultural Service Board Meeting -Smoky Lake. Ryan and Dave

- Summer tour report
- Report on Agricultural Service Board Field Tour
- Strychnine Update. Our County did not receive any for 2026
- Discussion on Smoky Lake creek flooding issues
- Recommendation for Council to Declare Agricultural Disaster In Smoky Lake County
- Recommendation to present 3 draft resolutions to Council
- Motion for anyone who is able to attend NE ASB conference on October 22, 2026.
- Update on current moisture reports in province

August 11, 2026 – Special Council Meeting – Smoky Lake. All Council. (See Reeves report)

August 11, 2026 – Committee of the Whole – Smoky Lake. All Council. (See Reeves report)

August 12, 2026 – Northeast Muni-Corr trail ride – St. Paul. Ryan and Dave

Started in Waskatenau and rode trail back to St. Paul.

8 side by sides, 5 quads with a total of 18 people

Proposed new staging area in Waskatenau

Stopped at numerous sites. Tree planting in Warspite, Smoky

Lake staging area, Old rail siding at Edwand, Bellis staging area, Smoky

Lake County campsite, Lunch at Vilna Historical Poolhall, New site proposed at



Spedden, Brushing project and dugout East of Spedden, Plugged culvert West of Ashmont, Ashmont tree planting, covered trestle East of Ashmont, Abilene Junction, culvert collapse issue near Olwseye, completion of ride at St. Paul Staging area

August 15, 2026 – Attend Vilna Parade – Vilna. All council and Cheynne

August 19, 2026 – Attend MG injection demonstration project at Twp Rd 584 east of Hwy 855
Craig and Dave

August 20, 2026 – Attend AI Data Center townhall meeting – Redwater. Craig, Lorne, and Dave
Numerous concerns brought forward to Ministers Glubish and Nally. Most people had issues with power and water usage of the center, as well as noise issues.

August 27, 2026 – Attended virtual Townhall meeting regarding AI Data Center.
Premier Danielle Smith and ministers Glubish, Williams.
Mostly the same issues as previous live townhall meeting were discussed but a totally different atmosphere.

September 3, 2026 – Attended 40 year celebrations of Lac La Biche Community Futures in
Lac La Biche. Joined by St. Paul – Smoky Lake Community Futures board
Chairman Dale Hendrick, Coordinator Penny Fox as well as Travel Lakeland
DMO Marianne Jenke and Michelle Wright.
History of Lac La Biche Community Futures, past and present board
members, Speeches from representatives as well as business owners
who have benefited from Community Futures.





Councillor Report

Division: Five

Councillor: Jered Serben

Reporting Period: July 20th – September 10th, 2026

Council Meeting Date September 17th, 2026

Meetings, Events & Engagements Attended

July 20

- Municipally Controlled Corporation meeting with Town Council
- Meeting with Minister [Williams/Williamson] (Affairs)
- Committee of the Whole continued from July 13th

July 23rd

- Regular Council meeting

August

- **August 1st** : Attended Smoky Lake Heritage and Stampede Parade, float.
- **August 4th** : Special Council meeting regarding Natural Gas line lightning strike.
- **August 8th** : Volunteered for the pig scramble at the Victoria Trail Agricultural Society Fair.
- **August 9th** : Attended the VTAS Fair, float.
- **August 11th** : Special Council meeting regarding Agricultural disaster.
- **August 15th**: Attended Vilna Boomtown Days, participated on float.
- **August 20th**: Chaired The Smoky Lake Foundation meeting
- **August 24th**: Smoky Lake Agricultural Society.
- **September 9th**: Regrets missing the meeting with the RCMP commander and BBQ.

July 2026

- July 20:



- Previous MCC Business Plan presented and discussed to Town/County Council.
- Hosted an official meeting with the Minister of Municipal Affairs (Minister Williams).
- Attended the reconvened Committee of the Whole meeting (continued from July 13th).
- July 23: Attended the Regular Council Meeting.

August 2026

- August 1: Attended the Smoky Lake Heritage Days and Stampede Parade. Participated on float.
- August 4: Participated in the Special Council Meeting regarding emergency response to the local natural gas line lightning strike.
- August 8: Volunteered for the pig scramble event at the Victoria Trail Agricultural Society Fair Days.
- August 9: Attended the VTAS Fair Days and rode on the official County Float.
- August 11:
 - Participated in the Special Council Meeting called to officially Declare an Agricultural Disaster.
 - Attended the subsequent Committee of the Whole session regarding a Whitefish Lake potential development.
- August 15: Attended the Vilna Boomtown Days and Fair and represented the County on the parade float.
- August 20: Chaired the Smoky Lake Foundation Meeting.
- August 24: Attended the Smoky Lake Agricultural Society Meeting.

September 2026 (Upcoming & Recent)

- September 9: Formal regrets were transmitted to the County CAO regarding the scheduled meeting and BBQ with the RCMP due to local harvesting conflicts.
- September 10: Attended the County Departmental Meeting.
-



- October 8: Scheduled attendance at the ASCHA Zone Meeting hosted at the Edmonton Hotel and Convention Centre. Expected attendees include Jered, alongside potential attendance by Tammy-Lynn and Marianne.

Smoky Lake Foundation (Jered and Craig)

Financial & Grant Management

- WCB Premium Savings: Achieved a 10% reduction resulting in a \$70,000 premium (\$7,000 in immediate savings).
- PIR (Partners in Injury Reduction): Realized a 20% savings yielding an additional \$14,000 (with a cap potential up to \$20K). Expecting an overall 25–30% reduction moving forward. A score minimum of 80 is required to qualify for continued reimbursement. Homeland Housing Administration manages this for the Smoky lake Foundation at no extra cost.
- Revenue streams include the Lodge Assistance Program (LAP) grant keeping occupancy full, alongside \$50K from Alberta Health Services (AHS) and \$26K from the Government of Alberta (GoA).
- Intercompany Loan Repayment: The County Requisition of \$589,908.00 was officially paid on August 14, 2026. Originally due, April 30th, 2026. Following this payment, the \$55K intercompany loan to self-contained Continuing Care will be reimbursed. **Homeland Housing had been carrying these operational bills for a number of months.**
- Capital Depreciation sits at approximately Year 7 out of 10. The Board has budgeted appropriately to replace units, equipment, and vehicles as lifecycle demands require.
- Vacation Liability Risk: Vacation Payable currently sits at \$167,090. The CEO is actively enforcing mandatory vacation leaves to mitigate organizational risk in the event that multiple key employees retire or resign simultaneously.
- Operating Income Strength: Despite tracking \$88,000 over budget on maintenance, the net operating income shows a robust overall surplus of \$153,000.
- Self-Contained Units: Logged a healthy \$30,000 surplus within this sector.



- LAP Grant Adjustments: The LAP grant was reduced by \$40,000. A specific underutilized space(The Guest Suite) was noted as being used only 7 out of 31 days. Converting this into a guest suite would result in an additional \$8,577 LAP funding loss, though provincial monthly reporting handles vacancy statistics detached from emotional metrics. Unanimous vote in favour to continue offering guest suite and re visit during budget, 2027.
- Continuing Care Fee Increases: Implemented a 1.8% rate increase for Continuing Care Categories A, B, and C. **It was noted that in 2023, the foundation operator at the time failed to apply for a provincial \$2.15/resident/day subsidy, which caused a \$43,000 loss in potential new revenue that was further compounded by the \$40K drop in LAP grant funding.**

Facility Maintenance & Capital Upgrades

- Maintenance Staffing Success: Hired a qualified maintenance person dedicated to Bar V Nook. This targeted hire successfully drove down outstanding work orders sequentially from 105 to 68, down to 54 between December 2025 and August 2026.
- Bar V Nook Operational Costs: The facility is 10 years old, high-end, and structurally overbuilt. This engineering complexity drives higher ongoing maintenance expenses. Standard budgeting typically allocates \$2,000 per unit per year for facilities of this profile.
- Annual Safety Compliance: Globaltech successfully conducted the annual fire sprinkler system inspection across facilities.
- Operational Efficiency: Gained 6 hours per week in cleaning capacity at Bar V Nook by outsourcing a contractor to clean the Waskatenau Manor.(Old news but still good news)
- Crawl Space Dehumidification: Installed heavy-duty dehumidifiers across 4 separate crawl spaces at Waskatenau Manor and Smoky Lake facilities for a total cost of \$8,000.
- Odor Remediation: Increased airflow systems in Waskatenau Manor to actively mitigate lingering cigarette and cannabis odors. Air quality testing indicates the environment smells 75% better than its baseline.
- Capital Improvements:
 - Replaced interior handrails at Pumpkin Manor at a total capital cost of \$50,000.
 - Concrete grinding to systematically eliminate pedestrian tripping hazards. Work is slated for completion by the end of August, with sections spray-painted for high visibility.



Occupancy, Surveys & Personnel

- **Occupancy Projections:** Bar V Nook occupancy temporarily dipped to 92% due to ongoing room restorations but is fully projected to return to 100% capacity by September. General occupancy across the wider portfolio remains stable.
 - **Community House Renovation:** Received a \$50,000 renovation request for Community House in Smoky Lake, which currently operates at 100% occupancy.
 - **Staffing Levels:** Fully staffed across operations after successfully hiring 5 casual workers over the last 2 months. Total staffing rests at 94 employees (70 FTE, 24 Casual/PT).
 - **Advocacy & Public Relations:** Utilizing waitlist data for Continuing Care B to build a data-driven provincial advocacy campaign. Additionally, a community showcase info table is scheduled for August 27 to actively recruit recreation support volunteers.
-

2. Provincial & Legislative Updates

Ministerial Housing Roundtable

Our CEO was selected as 1 of only 13 operators in Alberta (out of 92 distinct housing bodies) to attend an exclusive provincial roundtable alongside Nathan Neudorf, Minister of Affordability and Utilities, at Government House. Key takeaways included:

- **High-level strategic discussions** addressing systemic workforce shortages (specifically trades required for residential housing infrastructure).
- **Reviewing strategic opportunities** for modular or expedited building projects to bypass traditional construction delays.
- **The province confirmed** a potential second roundtable session to be hosted in Spring 2027.
- **Funding Caveat:** The Minister strictly emphasized that only 100% shovel-ready projects will be vetted for upcoming provincial grant programs.
- **Jurisdictional Rights:** Confirmed that municipalities retain the absolute right to build housing independently and subsequently hire an external housing body to manage ongoing operations.

Bill 28 Legislative Impacts

Significant upcoming legislative changes under Bill 28 will alter local housing governance:



- **Mandated Reserve Funds:** Housing bodies will be legally mandated to maintain independent, restricted reserve funds split across three strict streams: 1) Capital, 2) Maintenance, and 3) Operating.
 - **Requisition Powers:** Introduces the distinct possibility of mandatory, increased municipal requisitions.
 - **Lodge Rent Standardization:** The province will implement a standardized minimum lodge rent baseline structure, with full implementation legislated for January 2027.
 - **Increased Provincial Oversight:** The bill establishes overriding provincial authorities that can supersede local municipal decisions. It will impose standardized operational processes and mandate rigorous new reporting and transparency rules, including public salary disclosures and binding development permit timelines.
-

Smoky Lake Agricultural Society (in person)

Main Topics Discussed

Treasurer's Report and Raffle Results

- The raffle was reported as a strong fundraiser:
 - Net proceeds were stated as **\$42,000..**

GIC Maturity and Investment Planning

- The board discussed a **GIC coming due in August** and previously having motioned to cash it in.
- Since major upcoming expenses were not immediate, the board considered placing the money into something earning interest rather than leaving it idle in the general account.
- Current general funds, approximately **\$350,000** and **\$144,000** across accounts.
- The board expected to need the money later for:
 - The remaining cost of the dehumidifier
 - Foundation work, likely in the **spring**



- Possible grant-related project costs, with shovels potentially in the ground by fall if funding is secured
- It was suggested the money could be parked in a cashable or similar short term investment for about **6 months**.
- Bingo Operations and Possible Schedule Changes

The group reviewed whether to keep bingo on its current schedule or reduce it.

- Concerns raised included:
 - Not making float on some nights
 - Low turnout, sometimes fewer than the **22–23 people** needed
 - The cost and workload of running bingo when attendance is low
 - The concession sometimes not opening consistently, creating more work for the organizers
- Several scheduling options were discussed:
 - Twice monthly
 - Once monthly
 - The first and third Wednesdays of each month
- The final direction was to move toward **bingo on the first and third Wednesdays of the month**.
- A special bingo was proposed for **December 2nd**.
- Discussed a Christmas themed special event, including larger prizes, door prizes, and possible raffle-style formats.
- There was significant discussion about whether to use a more elaborate “special bingo” model similar to other communities, including pre-selling, prize structure, and whether the event could be simplified to attract more participants.

Special Bingo and Christmas Event Ideas



- The special bingo was initially discussed for **December 2nd**, though the group also debated moving it to a **Friday** rather than a Wednesday to improve turnout and make it more appealing as a social event.
- Ideas included:
 - TVs and turkeys as prizes
 - Door prizes such as practical items
 - A **12 Days of Christmas raffle** concept
 - Possible use of a more premium “fancy bingo” structure with better prizes and potentially more sponsorship
- They considered that the event would likely need sponsorship from local businesses, so they discussed avoiding too many simultaneous asks in the same month.
- Was careful to note that any special bingo format would need revised rules and likely lower entry/prize amounts than the more expensive model used in other communities.
- There was also discussion of pre-selling tickets and using a debit/credit card machine for easier sales and less manual tracking.

Pumpkins / Pumpkin Fair Rental and Utility Charges

- The pumpkin growers event and related rentals were a substantial discussion point.
- Last year’s charges were reviewed and compared with the current year’s expectations.
- Past rental figures mentioned included:
 - Arena rental: **\$2,300 for 2 days**
 - Hall rental: **\$1,200**
 - Additional **\$150** if the upstairs was used
- The board debated raising the total to **\$4,000** for the weekend **without water and power**.
- If water and power are used, the group agreed they must be told in advance so an extra charge can be added.
- The group emphasized that the society needs to cover utilities, toilet paper, garbage bags, infrastructure, and related costs.
-



- They also noted that the event benefits the whole community and local businesses, but the organization should not be subsidizing it excessively.
- A motion was made and seconded to charge **\$4,000 total for the weekend, without water and power**, with the understanding that utility use must be disclosed and addressed in advance.
- It was agreed the matter should be revisited next year, and the pumpkin growers should be told now that changes may be needed going forward.
- There was also a discussion about the possibility of allowing the organization to sell **50/50 tickets** at the event and set up a table at the arena entrance to generate additional revenue.

Insurance and Liability for Special Events

- The board reviewed insurance requirements for the pumpkin fair and related special events.
- It was confirmed that last year the organizers had to obtain **PAL insurance** and sign the appropriate forms.
- The Pumpkin Growers group had reportedly handled the insurance and contractor arrangement previously.

Festival City Support for Pumpkin Fair

- The board discussed a new outside group, **Festival City**, based in Edmonton, that is helping with the pumpkin fair.
- Festival City was described as an experienced festival organization group that may provide volunteer support and volunteer management.
- The understanding was that they were not charging this year, but may do so in future if the arrangement works well.

Minor Hockey, Figure Skating, and Ice Time

- The board discussed major scheduling and rate issues related to minor hockey, figure skating, and public skating.



- Minor hockey currently pays:
 - **\$140/hour** for regular ice use
 - **\$100/hour** for tournaments under some conditions
 - **\$300** was also referenced in the discussion for tournament-related use
 - **\$75** for upstairs use if needed
- The organization was concerned about whether these discounted rates should continue, especially since costs are rising and the building is volunteer-run rather than municipally subsidized.
- A major issue was the increasing number of hockey teams and tournaments, especially with a **second U13 team** and more total teams to schedule.
- Hockey representatives explained that:
 - The season is becoming more complex
 - Sunday ice is heavily used by figure skating and games
 - Tournament weekends are difficult to fit in
 - They may need to use other communities such as Goodfish or Andrew if scheduling becomes impossible
- The board discussed the possibility of moving public skating or other nonessential ice time to make room for tournaments.
- There was agreement that tournament schedules and figure skating assumptions need to be communicated clearly.
- A recurring concern was that if rates are raised, it should be done with notice, likely for the following year rather than immediately.

Rate Philosophy: Discounts vs Full Cost Recovery

- The group returned repeatedly to the question of whether user groups should be receiving discounted rates at all.
- Some members argued for charging proper rates across the board to avoid the appearance of favoritism and to better reflect the true cost of operating the facility.



- Others argued strongly for maintaining some level of discount because user groups and local families benefit from the facility, and the discounts help keep events in town.
- The discussion highlighted a tension between:
 - Keeping the facility affordable and accessible
 - Covering rising costs and volunteer labor
- No final broad policy change was made during the meeting, but the group clearly planned to revisit rates in **January**.

Facility Manager Compensation

- The board discussed the wage of the manager, who handles many operational tasks and is effectively on call much of the time.
- The conversation emphasized that the facility manager:
 - Works long hours
 - Handles emergencies and special projects
 - Reduces the need to hire other people for repairs and operational work
 - Often solves problems without needing direction
- There was some confusion in the conversation about past wage amounts, but the board generally agreed he deserves consideration for a raise, especially if additional teams and workload are increasing.
- The group seemed to expect that the facility manager would ask for a raise soon and that his compensation would be revisited alongside facility rate decisions.

Building Repairs and Maintenance Issues

- Several maintenance topics were reviewed, including:
 - Line painting for parking stalls and emergency markings
 - Roof concerns, including the need to check for leaks and snow stopper issues
 - A leaking vent



- ATCO's transformer replacement, which went well despite a planned **7.5-hour** outage
- Compressor and dehumidifier issues, including earlier oil and ammonia leaks and warranty-related repair work
- A need to talk to Nestor about the ice cover install and take-down, which is part of the contract
- The annual replacement of flags, which were still at half-mast and overdue for replacement
- The board also discussed a damaged dance floor and the need to find a parquet repair specialist.
- A broken window from a past event was also mentioned, with the responsible individual having paid for the damage.

Grants and New Equipment Possibilities

- The board discussed grants from **Rocky Mountain Equipment** and **UFA**.
- One grant was applied for a **storage shed**, while another was for a **fire alarm system**.
- There was also discussion about whether a **forklift** could be obtained through grant funding or an agreement between the town and county to purchase one in a three way partnership, to move ice cover mats in and out safely, setting up stages, boards, and serve other community purposes.
- Members noted that the current use of a skid steer is difficult and unsafe for the task because of visibility and the slope into the building.

Action Items

- **Invest the maturing GIC** into a short-term interest-bearing option, likely cashable, until funds are needed for foundation work and other projects.
- **Decide bingo schedule** moving forward as **first and third Wednesdays** of the month.
- **Prepare special bingo rules** and prize structure, including whether pre selling will be required and whether a debit machine is needed.



- **Communicate with the pumpkin growers** that the **\$4,000 rental** is for the weekend **without water and power**, and that utility use must be disclosed in advance for additional billing.
- **Confirm PAL insurance requirements** again for the pumpkin fair and any contracted out event operations.
- **Talk to Nestor** about the ice cover install, take-down, line painting, and flag replacement responsibilities under the contract.
- **Follow up on roof repairs**, including snow stoppers and vent leaks.
- **Find a parquet/dance floor repair contractor** and obtain a quote.
- **Check on Facility manager's compensation** and prepare for a wage discussion, especially if the organization takes on more teams and ice scheduling pressure.
- **Revisit minor hockey and user-group rate structures in January.**

Follow Up Points and Future Meetings

- The group planned to bring back a more concrete special bingo proposal at the **next meeting**.
- A separate review of rates for user groups, including hockey and Ukrainian dance, was expected in **January**.
- The pumpkin growers were told to expect next year's pricing discussion to begin early and continue into the next cycle, rather than waiting until summer.
- The GIC and foundation/funding timeline will need monitoring over the next **6 months**.
- The board also anticipated follow-up on building maintenance items, especially the roof, flags, dance floor, and line painting.

Hi Ryan,

Enclosed is a draft bylaw regarding the operation of golf carts within Bonnie Lake Resorts. We respectfully request that Smoky Lake County review the proposed bylaw and bring it forward for discussion and consideration by Council, with the goal of implementing appropriate regulations that would permit the safe use of golf carts on designated roads within Bonnie Lake Resorts.

We would appreciate the opportunity to discuss the proposal further and receive the County's comments and recommendations.

PROPOSED BONNIE LAKE RESORTS GOLF CART BYLAW

Purpose

The purpose of this bylaw is to permit and regulate the safe operation of golf carts on designated public roads within Bonnie Lake Resorts, Stages 1 through 4, including the designated portion of Township Road 595.

The intent is to provide residents and visitors with a safe recreational and local transportation option while protecting pedestrians, children, cyclists, motorists and property owners.

1. Designated Roads

Golf carts may be operated on:

- All County roads located within Bonnie Lake Resorts, Stages 1, 2, 3 and 4.
- Township Road 595 within the limits specifically identified and approved by Smoky Lake County.
- Any additional roads subsequently designated by Smoky Lake County.

The approved golf-cart routes shall be identified on a map forming part of the bylaw.

Golf carts shall not be operated on any road having a posted speed limit greater than 40 km/h except at an approved crossing specifically identified in the bylaw.

2. Minimum Operator Age

No person under the age of **14 years** shall operate a golf cart on a designated public road. An operator must be capable of safely controlling the golf cart and understanding and obeying all applicable traffic regulations.

3. Golf Cart Permit and Identification Plate

Every golf cart operated on a designated road shall be registered with Smoky Lake County and shall display a County-issued identification plate or permanent numbered decal.

Each golf cart shall be assigned a unique identification number, for example:

BL-001, BL-002, BL-003, etc.

The identification number shall be clearly visible from the rear of the golf cart.

The registration should include:

- Golf cart owner's name

- Bonnie Lake Resorts lot or property number
- Mailing address
- Telephone number
- Email address
- Make and model of golf cart
- Serial number, where available
- County-issued golf cart identification number

The permit shall be a **one-time permit** and remain valid for the golf cart while owned by the registered owner.

A new permit shall be required when ownership of the golf cart changes.

The County may charge a reasonable one-time administration and plate fee.

4. Maximum Golf Cart Speed

The maximum permitted speed for a golf cart on any designated road within Bonnie Lake Resorts shall be:

20 km/h

Operators shall travel at a lower speed when required because of pedestrians, children, road conditions, congestion, visibility or other safety considerations.

5. Hours of Operation

Golf carts may only be operated during **daylight hours**, in accordance with Alberta's Pilot Project (Golf Carts) Regulation.

Golf carts shall not be operated at night on designated public roads, **even if equipped with headlights, tail lights or other lighting equipment**, unless provincial legislation is amended or specific provincial authorization is obtained allowing nighttime operation.

6. Rules of the Road

Golf-cart operators shall:

- Travel on the roadway and keep as far to the right as reasonably practical.
- Obey all stop signs, yield signs and other traffic-control devices.
- Yield to pedestrians.
- Give bicycles and pedestrians adequate space.
- Obey directions from peace officers, police officers and County enforcement personnel.
- Operate the golf cart in a safe and reasonable manner.
- Exercise particular caution near the playground, recreational areas and locations where children may be present.

Golf carts shall not be operated on sidewalks, pedestrian pathways, playground areas, landscaped areas or private property without the property owner's permission.

7. Passengers

The number of occupants shall not exceed the number of seats provided by the golf-cart manufacturer.

All passengers must be seated while the golf cart is moving.

No person shall:

- Stand on a moving golf cart.
- Ride on a rear platform intended for equipment or golf bags.
- Ride on the roof, fenders, running boards or exterior of the golf cart.
- Be carried in any location not intended by the manufacturer for passengers.

8. Equipment and Condition

A golf cart operated under this bylaw shall:

- Be commercially manufactured as a golf cart.
- Be maintained in good working condition.
- Have properly functioning brakes and steering.
- Have tires in safe operating condition.
- Be maintained in accordance with the manufacturer's specifications.
- Not be home-built or improperly modified.

9. Towing

A golf cart shall not be used to tow:

- A trailer
- Wagon
- Bicycle
- Another golf cart or vehicle
- Person on a skateboard, bicycle, roller blades or similar device
- Any other equipment or object

10. Alcohol, Drugs and Dangerous Operation

No person shall operate a golf cart while impaired by alcohol, cannabis, drugs or any substance that affects the person's ability to safely operate the golf cart.

Dangerous, careless or reckless operation is prohibited.

Racing, stunt driving, intentional skidding or similar activities are prohibited on public roads.

11. Municipal Authorization

An operator shall carry or otherwise be able to provide proof that the golf cart has been authorized by Smoky Lake County and shall produce that proof when requested by a peace officer, police officer or bylaw enforcement officer.

12. Collisions

The operator or registered owner shall report any golf-cart collision involving:

- Personal injury

- Death
- Damage to another vehicle
- Damage to public property
- Damage to private property

to Smoky Lake County in the manner established by the County.

13. Responsibility of Registered Owner

The registered owner is responsible for ensuring that persons permitted to operate their golf cart are aware of the requirements of this bylaw.

The registered owner shall not knowingly allow a person under 14 years of age to operate the golf cart on a designated public road.

14. Suspension or Cancellation of Permit

Smoky Lake County may suspend or cancel a golf-cart permit for:

- Repeated violations of this bylaw.
- Dangerous or reckless operation.
- Allowing an underage operator to use the golf cart.
- Providing false information when registering the golf cart.
- Altering or transferring a County identification plate without authorization.

15. Signage

Smoky Lake County shall install appropriate signs at entrances and other locations identifying the designated golf-cart area.

Suggested entrance signage:

BONNIE LAKE RESORTS

GOLF CARTS PERMITTED ON DESIGNATED ROADS

GOLF CART MAXIMUM 20 KM/H

OPERATORS MUST BE 14 YEARS OF AGE OR OLDER

DAYLIGHT OPERATION ONLY

16. Provincial Requirements

All golf-cart operation shall comply with Alberta's Pilot Project (Golf Carts) Regulation and any other applicable provincial legislation.

Where provincial legislation establishes a more restrictive requirement than this bylaw, the provincial requirement shall apply.

17. Effective Date

This bylaw shall come into force following approval of Smoky Lake County's participation in Alberta's Golf Cart Pilot Project and on the effective date established by Smoky Lake County.

The bylaw shall remain in effect for the period authorized under the provincial Golf Cart Pilot Project unless amended, repealed or extended in accordance with provincial legislation.

Thanks

ED BASARABA

President, Bascor Developments Ltd.



89 Normandeau Cr.

St. Albert, AB

T8T 3V1



780-498-6585



ebasaraba@telus.net



bonnielakeresorts.com





August 10, 2026

Dear Municipality,

September 7 is officially recognized as **Ukrainian Canadian Heritage Day in Alberta**, offering an opportunity to honour the lasting impact and valuable contributions of Ukrainian Canadians across the province. *This year is especially meaningful as we **celebrate 135 years of Ukrainian immigration to Canada***. Today's vibrant community of Ukrainians in Alberta accounts for nearly nine percent of the province's population, and Ukrainian heritage is deeply embedded in our province's history and the nation's cultural mosaic.

The journey of Ukrainians in Canada began on September 7, 1891, when two Ukrainians, Ivan Pylypiw and Vasyl Eleniak, arrived in Quebec City. Not long after, the Edna-Star colony in Alberta became one of the earliest and most significant Ukrainian block settlements in Canada. Since then, Ukrainians have been devoted to building and enriching communities across our province through various aspects of public life, including agricultural settlement & development, civic engagement, manufacturing, mercantile, education, dedicated military service, and years of volunteerism. Today, Alberta welcomes many talented and hardworking Ukrainian newcomers who continue to contribute to the province's prosperity and growth.

To recognize Ukrainian Canadian Heritage Day and honour the 135th anniversary of Ukrainian immigration to Canada, the Ukrainian Canadian Congress – Alberta Provincial Council respectfully asks your municipality to participate in this province-wide initiative on September 7. **We invite you to consider one (or more) of the following options to recognize Ukrainian Canadian Heritage Day.**

- Hold a flag-raising ceremony at your municipal centre and share a photograph with us and your social messaging.
- Share a Ukrainian Canadian heritage poster and commemorative message on your social media - create your own, or UCC-APC would be pleased to provide a ready to-use social media poster and message of recognition
- Light up a municipal building in the colours of the Ukrainian flag: blue and yellow and share a photograph with us and your social messaging.
- Create your own unique initiative within your municipality.



UKRAINIAN CANADIAN CONGRESS
ALBERTA PROVINCIAL COUNCIL

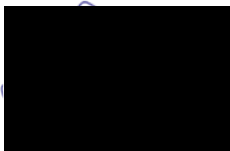
КОНГРЕС УКРАЇНЦІВ КАНАДИ
ПРОВІНЦІЙНА РАДА АЛЬБЕРТИ

Please choose the option that is most suitable for your municipality.

We would greatly appreciate it if you could document your participation and send us a photo or video of your recognition, as we hope to share highlights of the province-wide Ukrainian Canadian Heritage Day in Alberta across our social media.

We thank you for your commitment in recognizing and commemorating this day and honouring the generations of Ukrainians who have been part of the community and history of your municipality.

Thank you,

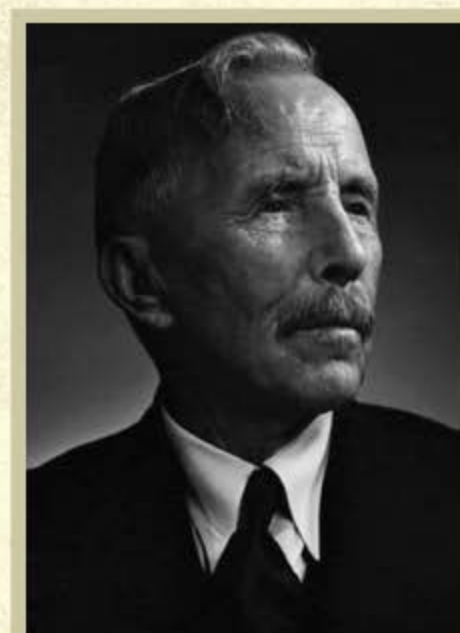


Lydia Migus,

President, Ukrainian Canadian Congress-Alberta Provincial Council

UKRAINIAN CANADIAN HERITAGE DAY

September 7 2026



Recognizing the generations of
Ukrainians who helped shape
Albertan communities

Message of Recognition

On **September 7** our municipality recognizes Alberta **Ukrainian Canadian Heritage Day** and the enduring commitment and contributions of generations of Ukrainians that make Alberta home. This year also marks the **135th Anniversary of Ukrainian immigration to Canada**.

Over the decades, Ukrainian Canadians contributed to the building of this province - clearing lands, developing farms, establishing churches, schools, hospitals, businesses, cultural organizations, and helped shape many communities across the province that continue to exist today.

Ukrainian Canadian Heritage Day is an opportunity for our municipality to recognize the resilience, dedication, and effort of the Ukrainians and Ukrainian Canadians who developed and continue to support and grow our community.

PLEASE JOIN US FOR
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BENTLEY**
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A NEW SPACE.

A renewed purpose.

Oct. 2, 2026

Lakeland College, Vermilion campus

2 p.m. Official program begins

Refreshments and tours to follow

Celebrate the grand opening of the completely remodeled Bentley Building, a reimagined space designed for the future of Interior Design Technology and Human Services.

**Please RSVP to maureen.lehmann@lakelandcollege.ca
by September 15, 2026.**

Lakeland
COLLEGE



Alberta Emergency Management Agency
Recovery Branch
 5th Floor Terrace Building
 9515-107 Street NW
 Edmonton, Alberta T5K 2C1
 (780) 718-5101
 Brenda.Fioretti@gov.ab.ca

July 28, 2026

Chyenne Shaw, CAO
 Smoky Lake County
 PO Box 310, Smoky Lake, AB
 T0A 3C0
 cshaw@smokylakecounty.ab.ca

**RE: Smoky Lake County
 Acknowledgment of Application for Hazard Assistance and Resilience Program
 (HARP)**

Dear Chyenne Shaw,

Thank you for your application received on July 20, 2026, requesting disaster financial assistance following the flood occurring in your jurisdiction between June 19, 2026 to July 3, 2026.

We will review your application against the conditions set out in Section 1.6 of the Disaster Assistance Directives to confirm it meets the program qualification requirements. If it meets the requirements, it will be advanced through the funding review process. We will advise you as soon as possible once a decision has been made.

Please note that approved applications are subject to a 90:10 cost-sharing arrangement whereby 90% of eligible disaster costs are covered by the province and 10% are covered by the applicant. The 10% is deducted from the total eligible assistance awarded, which means no payments are required from the applicant.

The Government of Alberta is committed to supporting the recovery of communities impacted by disasters. Individuals and communities are also encouraged to take measures to reduce their disaster risk.

If you have any questions, please contact me or your Recovery Coordinator Kevin Fald 780-638-3817 or kevin.fald@gov.ab.ca. More information on the HARP can be found at www.alberta.ca/harp.

Sincerely,

Dane Wade
 A/Director, Community Recovery Services

cc: Mark Courtney, Manager, Community Recovery Services, Northeast Region
 Kevin Fald, Recovery Coordinator, Community Recovery Services, Northeast Region
 Anne Chambers, Matthew Wattie, Field Officers, Northeast Region

[View this email in your browser](#)



TOURISM Economic Budget Forum



11.16.2026
EDMONTON

NOVEMBER 16, 2026

11:30 am | Economic Budget Forum
5:30 pm | MLA Reception
6:30 pm | Dinner & 2026 GRIT Awards

-  A day of insight
-  An evening of celebration
-  One industry driving Alberta forward

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ALBERTA GRIT AWARDS

Three categories. One extraordinary industry



GROWTH



RESILIENCE



INSPIRATION

As Alberta looks ahead to Budget 2027–28, the Tourism Industry Association of Alberta invites you to join industry leaders, tourism operators, municipalities, and government representatives for the 2026 Alberta Tourism Economic Budget Forum.

This year's forum will explore the economic, political, and industry trends shaping Alberta's visitor economy through engaging keynote presentations and thought-provoking panel discussions. Attendees will gain valuable insights into Alberta's evolving political landscape, tourism strategy,

WHERE INDUSTRY AND GOVERNMENT CONNECT

Join Alberta's tourism leaders, municipalities, and government decision-makers for an afternoon of timely discussions, strategic insights, and meaningful connections that will help shape the future of Alberta's visitor economy.

FORUM & GUEST SPEAKERS

We have an exceptional lineup of respected political analysts, industry executives, and tourism leaders to explore the issues shaping Alberta's visitor economy.

The afternoon will conclude with the Alberta MLA Reception and the GRIT Awards Dinner, providing a unique opportunity to connect directly with provincial decision-makers while celebrating the organizations and individuals driving Alberta's tourism industry forward.

Whether you're looking to stay informed, strengthen your network, or help shape the future of tourism in Alberta, this is a conversation you won't want to miss.

PURCHASE TICKETS!

EARLY BIRD PRICING

Early Bird Pricing Ends: August 31

MONDAY, NOVEMBER 16

11:30 AM Economic Budget Forum

5:30 PM MLA Reception

6:30 PM Dinner & GRIT Awards

QUESTIONS?

Contact the TIAA office by email to info@tiaalberta.ca

on Alberta's political and economic outlook, tourism strategy, market access, transportation and connectivity, trade, and the opportunities that lie ahead for the industry. The program will feature thought-provoking panel discussions and presentations from leaders representing government, tourism, aviation, business, and public policy, providing valuable insights and diverse perspectives on the future of tourism in Alberta.

FEATURED DISCUSSION PANELS

- Political & Business Confidence:

Following the Referendum

- Leading Through Change: Tourism Strategy & Industry Resilience

- The Opposition Perspective: Trade, Tourism & Alberta's Future

- Improving Access to Alberta:

Transportation, Connectivity & Growth

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Edmonton, AB | November, 2026

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DATE

The Honourable Devin Dreeshen, M.L.A.
 Minister of Transportation & Economic Corridors
 127 Alberta Legislature Building
 10800 – 97 Avenue
 Edmonton, Alberta
 T5K 2B6

Dear Minister Dreeshan,

Highway 36 is officially designated as part of the province's High Load Corridor. It allows high and wide loads to bypass major traffic routes as the overhead utilities and bridges on Highway 36 are built to accommodate these over dimensional loads. It serves as the main connector between the United States and the northern industrial hub of Fort McMurray; however, it is primarily an undivided, two-lane highway. Unfortunately, the lack of investment into road infrastructure like passing lanes and turnouts on this highway continue to create serious and persisting safety hazards. As representatives of residents and communities alongside Highway 36, we urge you to prioritize construction of passing lanes on Highway 36.

As our provincial economy grows, so does demand on our road infrastructure. Roads become busier with over dimensional loads, often sharing the highway with the traveling public, visitors, and local industry. Although Highway 36 has portions of the designated route for over dimensional loads as existing corridor with more portions proposed, these loads often create safety hazards for the traveling public due to lack of adequate passing lanes and turnouts. In our analysis, we identified various turning lanes throughout, only 5 turnouts, 7 rest areas, and a mere 1.3 kms of north bound passing lane and 1.3 kms of south bound passing lane over 663 kms of Highway 36 from Warner to Lac La Biche – a dedicated provincial High Load Corridor. In comparison, on a similar route in Saskatchewan (Highway 7 from Alsask to Kindersley) there are approximately 18.2 kms of alternating passing lanes over just 64 kms. This section of Highway 7 in Saskatchewan can more safely accommodate this high and wide load traffic due to the more appropriate design.

Residents throughout the region continue to express serious concerns around how unsafe it can be to travel on Highway 36. Their concerns are rooted in the lack of passing lanes and turnouts, combined with the frequency of over dimensional loads. Our communities understand that Highway 36 is a critical industrial transportation corridor for the province, but the long lines of traffic combined with impatient drivers and limited space create significant safety hazards. Long passing wait times from the over dimensional loads are made worse due to the lack of passing lanes, and loads which are transported in less-than-ideal weather conditions create serious safety issues. The people who live and work in our communities are the ones who are being forced to navigate these hazards, day in and day out. Passing lanes help alleviate these hazards by giving



drivers legal, predictable spaces to go around over dimensional loads, slower equipment and agricultural traffic, commercial vehicles, and trailers.

By constructing passing lanes on Highway 36, the Province would be making our residents and communities safer, while helping this designated High Load Corridor be more effective for industrial and commercial traffic. Our communities and ratepayers recognize the Province has many competing priorities and projects to consider when developing capital plans. However, the persistent safety hazards resulting from inadequate road infrastructure on Highway 36 needs to be addressed with urgency.

The undersigned municipalities, representing communities along Highway 36, urge you to work with your department to prioritize the construction of alternating passing lanes on the entirety of Highway 36. This investment will make a positive and meaningful impact to the lives of our residents, the traveling public, and industrial users from the US Border to Fort MacMurry.

Sincerely,

Shaune Kovitch, Chair
Special Areas Board

Gene Hrabec, Reeve
Beaver County

Murray Hampshire, Reeve
Flagstaff County

Paul Reutov, Mayor
Lac La Biche County

Roger Konieczny, Reeve
County of Minburn

Arno Doerksen, Reeve
County of Newell

Stan Shulmeister,
County of Paintearth No. 18

Craig Lukinuk, Reeve
Smoky Lake County

Glen Ockerman, Reeve
County of St. Paul

Tamara Miyanaga, Reeve
Municipal District of Taber

Murray Phillips, Reeve
County of Two Hills

Randy Taylor, Reeve
County of Warner



Travel Lakeland
Request for Decision
Date: August 7, 2026

To: Smoky Lake County Council

From: Travel Lakeland Destination Management Organization (DMO)

Subject: Travel Lakeland Destination Development Collaboration

1. Purpose

Travel Lakeland works to strengthen the visitor economy while supporting communities as places to visit, live, work, and invest.

We are requesting Council's consideration of a partnership with Travel Lakeland through per capita based Membership and Special Assessment (2027 and 2028) and enhanced municipal engagement in Travel Lakeland initiatives to support implementation of the Travel Lakeland 20-Year Destination Development Plan.

2. Background

Travel Lakeland is sharing its Destination Development Plan (DDP) project to our municipal partners over the next few months. The actual plan is nearing completion and will be ready for our partners in August 2026. This regional collaboration project will include destination marketing, industry development, advocacy, and strategic planning. The DDP is an economic development strategy attracting nearly \$200 million of investment to Travel Lakeland. An initial overview of the strategy was presented to your Council at the Joint Municipalities Meeting July 13, 2026.

In support of the Destination Development Plan creation and implementation, Travel Lakeland was awarded both a Northern Regional Economic Development (NRED) grant (\$183,000) and a Community Initiatives Project (CIP) grant (\$40,000) in 2025. Travel Alberta supported some marketing initiatives (\$60,000 in 2026).

We intend to seek a Provincial Destination Management Organization designation in October, to provide the organization with the potential to access Destination Management Fund programs and to increase our profile within the Province as an industry leader.

We will also be seeking 2027 Travel Alberta Funding of \$150,000 under the Rural Development Fund, for marketing plans and DDP implementation. And MP Laila Goodridge's team is monitoring and forwarding Federal grant opportunities as they arise.

Our next grant applications include the CIP Collaboration funding, anticipating a \$100,000 ask, and are looking to collaborate with our 30 municipal partners to provide \$100,000 for grant matching dollars. We are also sharing this project with PrairiesCan to determine if they would consider it in their funding

programs. The new grant timing, if we are successful, would not provide any funds until April 2027 at the earliest.

Annual municipal membership at \$0.30 per capita provides municipalities with a range of benefits that support local economic development and tourism growth. Membership includes enhanced exposure through the Travel Lakeland website, events calendar, newsletters, social media, visitor guides, and regional campaigns, while also providing opportunities for networking, collaboration, and partnerships with tourism operators, neighbouring municipalities, and provincial organizations. Members benefit from advocacy and representation at both provincial and regional levels, access to tourism resources and industry support, and participation in strategic initiatives that strengthen the Lakeland as a destination. Together, these services help communities attract more visitors, increase economic activity, and contribute to building a destination where people choose to visit, live, work, and invest.

In addition to annual membership, Travel Lakeland is proposing a Special Assessment of \$0.70 per capita for 2027 and 2028 (2 years). This assessment is separate from membership and is dedicated exclusively to implementing projects identified in the Travel Lakeland 20-Year Destination Development Plan, potentially matched by the Province if our CIP Collaboration application is successful. The Collaboration funding will be used for continuing stakeholder engagements and DDP action implementation (marketing, resources, corporate structures, investment attraction, fundraising capacity).

3. Travel Lakeland Ask

Travel Lakeland, through your Administration, requests Council consideration of the following:

- That Council consider membership or continued membership with Travel Lakeland Destination Management Organization for 12 months at a rate of \$0.30 per capita, based on the most recent municipal population data for the entire municipality, and
 - That Council consider participation in the Special Assessment for 2027 and 2028 (2 years) at a rate of \$0.70 per capita, with funds dedicated exclusively to implementation of the Travel Lakeland 20-Year Destination Development Plan, and,
 - That Council provide a letter of support to Travel Lakeland for the Community Initiatives Program (CIP) Collaboration grant application, indicating in the letter if financial support (as requested in bullet 2) is budgeted, and,
 - That Council supports strengthening the municipality's partnership with Travel Lakeland by directing Administration to:
 - Include the Travel Lakeland logo and website link on the municipality's tourism webpage and applicable tourism marketing materials.
 - Include the Travel Lakeland Event Calendar on the municipality's tourism website and promote event registration within the municipality on the Travel Lakeland Event Calendar.
 - Identify Travel Lakeland as a regional committee, board, or organizational partnership on the municipality's website and other platforms, where appropriate.
 - Participate in Travel Lakeland tourism events and meetings as schedules permit.
- and,

- That Council directs Administration to provide updates on new tourism assets, experiences, attractions, and significant changes as they occur to Travel Lakeland's for inclusion in the comprehensive tourism asset inventory. Travel Lakeland will maintain the regional master inventory as the primary source of truth for tourism planning, marketing, and destination development, and
- That Council directs the Administration to utilize the Travel Lakeland tourism asset database for reporting and analysis of tourism assets within the municipality.

We appreciate your consideration of these requests, in support of Travel Lakeland as your municipality's Destination Management Organization (DMO).

Sincerely,

Michelle Wright, President, Travel Lakeland 2026



23 Aug 2026

To: Smoky Lake County

On behalf of the Bellis Board of Trade, I would like to thank you for your generous support towards our group with your prize donation for our Bellis Scavenger Hunt on Aug 23, 2026.

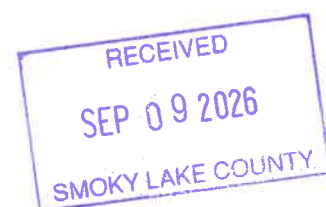
This was the first time we've hosted a Scavenger Hunt and based on the smiles and laughter, it was a huge success. We have a great group of volunteers, some of whom you probably met canvassing, and they donated their time towards setting up tents/tables (in case of the inevitable rain), drafting rules and riddles, along with hiding trinkets near each landmark in Bellis. There was great camaraderie by those who entered teams as some strove for speed, while others for accuracy, but they all got to learn a bit more about our beautiful hamlet. The donated prizes were an added bonus and reward for their efforts.

As our board members have a lot of love and pride for Bellis, but with limited businesses in the area and funds, we have been reaching out to community members like yourself for support in our fundraising efforts. If you've driven past on highway 28 lately, you've likely noticed the ongoing deterioration of our "Welcome to Bellis" highway entrance sign. The current sign was hand painted and put in place decades ago by previous Bellis Board of Trade volunteers and is due for a refresh or possibly replacement.

Once again, we want to extend a heartfelt thank you – your support means the world to us!

Mark Schoepgens, President

Bellis Board of Trade





Smoky Lake County

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July 22, 2026

The Honourable Dan Williams
 Minister of Municipal Affairs
 Members of Executive Council
 Executive Branch
 320 Legislature Building
 10800 - 97 Avenue
 Edmonton, AB
 T5K 2B6

Sent via Email: municipal.affairs.minister@gov.ab.ca

Dear Minister Williams,

Re: Thank You for Meeting with Smoky Lake County Council

On behalf of Smoky Lake County Council, I would like to extend our sincere appreciation for taking the time to meet with us to discuss the priorities and challenges facing our municipality and the broader Smoky Lake region.

Smoky Lake County Council recognizes the many demands on your time, and we are grateful for the opportunity to have an open and constructive conversation about the issues that matter most to our residents. Your willingness to listen to the perspectives of rural municipalities and engage in meaningful dialogue is greatly appreciated.

The County was pleased to discuss several key priorities, including rural health care and EMS services, municipal infrastructure funding, fire services, affordable housing, and opportunities to strengthen economic development throughout our region. These issues have a direct impact on the quality of life of our residents and on the long-term sustainability of rural Alberta.

Council appreciates the Province's continued investment in municipalities through programs such as the Local Government Fiscal Framework (LGFF) and the Strategic Transportation Infrastructure Program (STIP). These programs provide important support for local infrastructure; however, as discussed during our meeting, rural municipalities continue to face increasing financial pressures associated with aging infrastructure, rising construction costs, emergency service demands, and the extensive road and bridge networks that support Alberta's agricultural, forestry, energy, and transportation sectors.

Also, Council values the collaborative relationship between the Province and municipalities and looks forward to continuing to work together to identify practical solutions that will strengthen



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rural communities and ensure they remain resilient, prosperous, and well-positioned for future growth.

Thank you again for your time, your thoughtful discussion, and your continued commitment to supporting Alberta's municipalities. We appreciate your willingness to hear our concerns and look forward to ongoing collaboration in the months ahead.

Sincerely,

A black rectangular box redacting the signature of the official.

Craig Lukinuk
Reeve
Smoky Lake County



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July 27, 2026

Mr. Glen van Dijken
MLA for Athabasca-Barrhead-Westlock
5106-50 Street
Barrhead, AB T7N 1A3

Sent Via Email to: Athabasca.Barrhead.Westlock@assembly.ab.ca

Dear Mr. van Dijken,
Re: Thank You for Meeting with Smoky Lake County Council

On behalf of Smoky Lake County Council, I would like to extend our sincere appreciation for taking the time to meet with us alongside Minister Dan Williams to discuss the priorities and challenges facing our municipality and the broader Smoky Lake region.

Council greatly appreciates your continued commitment to representing the interests of rural Alberta and your willingness to engage in meaningful discussions with municipalities. Your familiarity with the unique opportunities and challenges facing our region contributed to a productive and constructive conversation.

During our meeting, Council had the opportunity to discuss several key priorities, including rural health care and EMS services, municipal infrastructure funding, fire services, affordable housing, and opportunities to strengthen economic development throughout the region. We appreciate your willingness to listen to these concerns and your ongoing advocacy for practical solutions that support rural communities.

The County also value the collaborative relationship we have developed with your office and appreciate your accessibility and continued support of local municipalities. Strong partnerships between elected provincial representatives and municipal governments are essential to ensuring rural communities remain resilient, sustainable, and well-positioned for future growth.

Thank you again for your time, your thoughtful discussion, and your continued dedication to serving the residents of Athabasca-Barrhead-Westlock. We look forward to continuing to work together and appreciate your ongoing support of Smoky Lake County and the region.

Sincerely,

Craig Lukinuk
Reeve
Smoky Lake County



August 5, 2026

Michael Botros
Regional Director, North Central Region
Alberta Transportation and Economic Corridors
Government of Alberta

Landon Reppert
Construction Manager, North Central Region
Alberta Transportation and Economic Corridors
Government of Alberta
Sent Via Email: Michael.Botros@gov.ab.ca Landon.Reppert@gov.ab.ca

Dear Mr. Botros and Mr. Reppert:

Re: Status of Highway Intersection Improvements

On behalf of Smoky Lake County Council, I am writing to request a timely update regarding the status of the highway intersections located at Range Roads 160, 164, 180, and 190.

Council respectfully requests information regarding the current condition and status of each intersection, including:

- Any assessments or reviews that have been completed or are underway;
- Any safety concerns or operational issues that have been identified;
- Whether improvements are currently planned and, if so, the anticipated scope and timeline for the work; and
- The status and future consideration of intersections that are not currently identified for planned improvements.
-

These intersections are important to the safe and efficient movement of residents, agricultural producers, commercial traffic, and emergency services throughout Smoky Lake County. A clear understanding of the Province's plans for these locations will assist the County in responding to public concerns and coordinating its infrastructure planning.

Smoky Lake County Council would appreciate receiving an update at your earliest convenience. We also welcome the opportunity to meet with representatives from Alberta Transportation and Economic Corridors to discuss these intersections and any potential next steps.



Thank you for your attention to this matter. We look forward to your response.

Sincerely,



Craig Lukinuk

Reeve

Smoky Lake County



August 13, 2026

Rural Municipalities of Alberta

District 5

2510 Sparrow Dr, Nisku, AB T9E SNS

Sent via email: ghrabec@beaver.ab.ca

Dear District 5 Representatives:

Re: Advocacy for Sustainable Rural Healthcare Facilities

On behalf of Smoky Lake County Council, I am writing to request that Rural Municipalities of Alberta District 5 advocate to the Government of Alberta for sustainable funding, adequate resources, and supportive policies that ensure the long-term viability of healthcare facilities in rural communities.

Rural healthcare facilities are essential to the health, safety, and overall wellbeing of rural residents. These facilities often serve large geographic areas and provide critical services to residents who may otherwise be required to travel considerable distances to access appropriate care. This concern is further compounded by recurring emergency room closures and ongoing pressures on EMS services, which can leave rural residents without timely access to urgent or emergency care when they need it most.

In addition to maintaining reliable healthcare services, it is important that rural facilities provide safe, dignified, and appropriate living conditions for residents receiving short-term, continuing, or long-term care. Aging infrastructure, staffing shortages, limited resources, and increasing operational pressures can significantly affect both the availability of services and the quality of the care environment.

Smoky Lake County Council respectfully requests that RMA District 5 advocate for provincial action that includes:

- Stable, predictable, and sustainable funding for rural healthcare facilities;
- Adequate staffing, training, recruitment, and retention resources;
 - Reliable emergency room access and adequately resourced EMS services to ensure timely response and care for rural residents during urgent and emergency situations;
- Investment in the maintenance, modernization, and replacement of aging rural healthcare infrastructure;
- Policies that recognize the unique geographic, demographic, and operational challenges faced by rural communities;



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- Appropriate living conditions that support the safety, dignity, comfort, and wellbeing of residents accessing healthcare services; and
- Meaningful consultation with rural municipalities, healthcare providers, residents, and families when decisions affecting rural healthcare services and facilities are being considered.

The continued viability of rural healthcare facilities is fundamental to strong and sustainable rural communities. Council believes a coordinated advocacy effort is necessary to ensure rural residents receive equitable access to quality healthcare services in suitable and dignified environments.

Thank you for your consideration and continued advocacy on behalf of Alberta's rural municipalities. We would appreciate being advised of any action taken by RMA District 5 regarding this request.

Sincerely,



Craig Lukinuk
Reeve
Smoky Lake County

cc: Glenn van Dijken, MLA, Athabasca-Barrhead-Westlock
Smoky Lake County Council
Chyenne Shaw, Chief Administrative Officer



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September 4, 2026

The Honourable Tara Sawyer
Minister of Agriculture and Irrigation
Members of Executive Council Executive Branch
131 Legislature Building
10800 - 97 Avenue
Edmonton, AB TSK 2B6
AGRIC.Minister@gov.ab.ca

Re: DECLARATION OF AGRICULTURAL DISASTER

Dear Minister Sawyer,

On Date August 11, 2026, at its Special Council Meeting, Smoky Lake County Council passed a motion, supported by a motion of the Smoky Lake County's Agricultural Service Board, to declare an Agricultural Disaster due to excessive moisture, and to authorize the Reeve to send a letter to the Minister of Agriculture and Irrigation notifying the Minister of Council's declaration".

Many areas of the County have received nearly 200 to 300% of average monthly precipitation during June and July 2026. The moisture was initially a relief following several years of drought however, this one in over 100-year rainfall has caused significant devastation to agricultural land, public infrastructure, and rural communities.

As a result of the influx of rainfall, agricultural producers across the county have experienced severe impacts. Partial to entire fields have been left unseeded, seeded crops have been partially flooded and the remaining threatened by disease. Good quality hay is now impossible to put up and, while livestock producers are now facing increased animal health concerns, including hoof rot as the pastures are severely flooded. Overall, continued wet and cool conditions will increase production costs for many producers. Reduced yields, higher input costs, limited feed supplies, and ongoing uncertainty are and will be putting significant financial and mental health pressure on farm families.

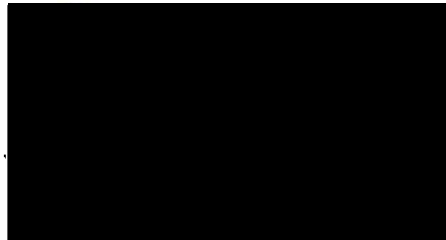
Smoky Lake County Council respectfully requests that the Provincial and Federal Government recognize the severity of this agricultural disaster and work collaboratively in providing timely and effective assistance to the affected areas. We ask that all available programs be implemented and that additional assistance be explored where existing programs do not adequately address these extraordinary losses.



Agriculture is the foundation of Smoky Lake County's economy and many Alberta rural communities. Providing timely support will help producers recover and strengthen the long-term resilience of Alberta's agricultural sector.

Smoky Lake County Council and Smoky Lake County's Agricultural Service Board look forward to your correspondence on how we will address this calamity that our agricultural producers and our municipality is facing.

Sincerely,



David Kutty, ASB Chair

Cc: Honorable Danielle Smith, Premier
Honorable Glenn Van Dijken, MLA Athabasca- Barrhead Westlock
Honorable Shannon Stubbs, MP Lakeland
Rob Siewert, ASB Provincial Committee Chair
Kara Westerlund, President RMA
Gene Hrabec, RMA Director District 5



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September 10, 2026

Chief Administrative Officer
Town of Smoky Lake
P.O. Box 460
Smoky Lake, AB T0A 3C0

Dear Frank:

Re: Temporary Placement of Recreational Vehicles

Please be advised that Smoky Lake County Council passed the following resolution:
That Smoky Lake County Council approve the temporary placement of a maximum of twenty-five (25) recreational vehicles on the lands legally described as Legal Subdivisions 2, 7 and 8 of Section 28, Township 59, Range 17, West of the 4th Meridian, with the approval terminating on December 31, 2026, subject to the following conditions:

1. The Town of Smoky Lake shall be responsible for ensuring the proper disposal of all wastewater and solid waste generated by the recreational vehicles.
2. The occupants of the recreational vehicles shall comply with Smoky Lake County Noise Bylaw No. 1502-26.
3. The Town of Smoky Lake shall provide, and be responsible for the emptying and maintenance of, garbage bins on the subject lands.
4. The Town of Smoky Lake shall revise its Lease Agreement with the Smoky Lake Riding Club to include Conditions 1 through 3 above.
5. The Town of Smoky Lake shall provide Smoky Lake County with a copy of the revised Lease Agreement.

Please ensure that the conditions established by Council are incorporated into the Town's lease agreement with the Smoky Lake Riding Club. A copy of the revised and executed agreement should be forwarded to Smoky Lake County for its records.

Should you have any questions regarding Council's decision or the conditions of approval, [REDACTED] designed.

Sincerely,
Chyen Shaw
Chief Administrative Officer
Smoky Lake County