Smoky Lake County
Meeting Agenda
Regular County Council Meeting
October 21, 2026 – 1:00 P.M.
In Person - Council Chambers
4612 - McDougall Drive, Smoky Lake, Alberta
Please join using this link:
https://video.businessconnect.telus.com/join/219324220

1. CALL TO ORDER
2. ADOPTION OF AGENDA
3. ADOPTION OF MINUTES
    - 3.1. Special Council Meeting – August 11, 2026
    - 3.2. Regular Council Meeting, September 17, 2026
    - 3.3. Special County Council Meeting, September 28, 2026
    - 3.4. Joint Town of Smoky Lake and Smoky Lake County Council meeting, September 29, 2026
    - 3.5. Special County Council Meeting, September 29, 2026
4. DELEGATIONS
    - 4.1. 1:30 p.m. Smoky Lake Waste & Recycle
    - 4.2. 2:00 p.m. Metis Crossing
5. PUBLIC HEARING - N/A
6. MUNICIPAL PLANNING COMMISSION – 1:00 p.m.
7. PUBLIC QUESTION & ANSWER PERIOD (2:30 P.M. – 3:00 P.M.)
8. REQUESTS FOR DECISION
    - 8.1. Policy 03-39 Dust Control (Handout)
    - 8.2. Crushing of Gravel RFP (Handout)
    - 8.3. ICF Repeal Motion - County of St. Paul No. 19

8.4. Bylaw #1514-26 - ICF Repeal - County of St. Paul

8.5. Bylaw No. 1515-26 - Amend LUB - Permitted Uses

8.6. Policy 01-56 Access to Information & Protection of Privacy Policy and Privacy Management Program

8.7. Bylaw 1516-26- Repeal 1076-99 FOIP Bylaw.

8.8. Bylaw 1518-26 Joint Municipal Weed and Pest Appeal Committee

8.9. Bylaw 1517-26 Agricultural Terms of Reference

8.10. Gas Monitor Replacement

8.11. FedGas 2026 Fall Zone Meeting

8.12. FedGas 2026 Convention

8.13. Policy Number 02-02 - Receivable Collections

8.14. Spedden Property

8.15. Integrated Benefits information - Follow-up from Resolution No: 20260723-515)

8.16. Policy 14-02 Incident Reporting

8.17. Policy 15-15 Mandatory Training

8.18. Notices of Motions submission on behalf of Councillor Serben

- 8.18.1. Council and committee meeting time limits
- 8.18.2. Future CAO recruitment policy
- 8.18.3. Staffing and compensation governance
- 8.18.4. Staffing and compensation governance
- 8.18.5. Council committee appointment policy
- 8.18.6. Council advocacy priorities and accountability

9. CAO REPORT

9.1. CAO Report

9.2. Action Item List

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. Call to Action to the Government of Alberta 2026

11.2. Hudson Bay Route Association - Activity Update, Sponsorship Opportunities and 2026 AGM Registration

11.3. Reynolds Mirth - Richards & Farmer - 2027 Municipal Law Seminars

11.4. Buffalo Lake 40th Anniversary Celebration Invitation

11.5. Citizens on Patrol Donations Request letter dated October 12, 2026

11.6. Citizens on Patrol "Thank you" letter, dated August 17, 2026

11.7. Bellis Board of Trade Community Sign Sponsorship Request

11.8. Letter received from County of Two Hills, Collaboration on Agricultural Disaster Advocacy, dated October 8, 2026

11.9. 72 hours Episode- Numbers released on season 1

12. INFORMATION RELEASE

12.1. N/A

13. FINANCIAL REPORTS

13.1. N/A

14. NEXT MEETINGS

- Thursday, November 12, 2026, County Council Budget Meeting at 9:00 a.m.
- Thursday, November 26, 2026, Regular County Council Meeting at 9:00 a.m.

15. IN CAMERA

15.1. Closed Session - Access to Information and Protection of Privacy Act (ATIA), Pursuant to Section 19: Third Party Business Interest; Tax Deferral Information & Tax Incentive Application (Handout)

16. ADJOURNMENT

Smoky Lake County

Meeting Minutes of August 11, 2026, 1:00 P.M.
Special Council Meeting

Called to Order

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

		ATTENDANCE
Div. No.	Councillor(s)	Tuesday, August 11, 2026
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 Secretary/Legislative Services	Meaghan Andreychuk	Physically Present
Observers in Attendance Upon Call to Order:		
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. Request for Decisions

3.1 Declaration of Agricultural Disaster

Resolution No: 20260811-603

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

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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

3.4 Outstanding Natural Gas Service Installation Invoice
Moved by: Jered Serben

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That Smoky Lake County Council approve transferring the outstanding balance of Invoice No. INVC2902 ($74,520.82), Invoice No. INVC3073 ($48,170.12), and accumulated interest charges ($7,931.06), totaling $130,622.00, to Tax Roll No. 17581550, contingent upon full payment not being received within 30 days of this meeting date (August 11, 2026) any incurred cost such as legal fees will be applied to this invoice.

CARRIED

Resolution No: 20260811-609

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).

CARRIED

Resolution No: 20260811-610

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.

CARRIED

4. Closed Session

Resolution No: 20260811-611

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), Part 1, Section 20: Personnel Matters and Section 19 Third Party Business Interests, 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

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

CARRIED

Resolution No: 20260811-612

Out of Camera
Moved By: Ryan Barker

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

CARRIED

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Resolution No: 20260813-613

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

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REEVE,

Craig Lukinuk

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_____

CHIEF ADMINISTRATIVE OFFICER,

Chyenne Shaw

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Smoky Lake County
Meeting Minutes of September 17, 2026 - 09:00 AM
Regular County Council Meeting

Called to Order

The meeting was called to order at 9:05 a.m. by the Reeve, Craig Lukinuk, in Smoky Lake County Chambers, in the presence of the following persons:

		ATTENDANCE
Div. No.	Councillor(s)	Thursday, September 17, 2026
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
Director of Corporate Services	Nicole Cherniwchan	Physically Present
Director of County Services	Jordan Ruegg	Virtually Present
Recording Secretary/Legislative Services	Meaghan Andreychuk	Physically Present
Observers in Attendance Upon Call to Order:		
Waste Water Technician	Terry Bodnar	Physically Present
Natural Gas Manager	Daniel Moric	Physically/Virtually Present
Agricultural Fieldman	Sebastien G Dutrisac	Physically Present
Assistant Agricultural Fieldman	Brieann Eden	Physically/Virtually Present
HR/ Safety Manager	Jasmine Schaub	Physically/Virtually Present
Regional Fire Chief	Scott Franchuk	Virtually Present
Deputy Regional Fire Chief	Spencer Kotylak	Virtually Present
Other Observers	9 Members	Virtually Present

Resolution No:20260917-632

Adoption of Agenda

Moved By: David Kully

That Smoky Lake County Council adopt the Regular County Council Meeting Agenda for September 17, 2026, with the following additions and amendments:

- 8.22 Evergreen Regional Waste Site Collection
- Delegation times changed to: **9:30 a.m.** Austin Zacharko; and **9:45 a.m.** Anita Doktor, Smoky Lake Detachment Commander (Sgt.), and Roberta McKale, RCMP District Officer.

CARRIED

3. Adoption of Minutes

Resolution No:20260917-633

3.1 Special County Council meeting – July 13, 2026

Moved By: Jered Serben

That Smoky Lake County Council approve the Minutes of the July 13, 2026, Special County Council meeting, with the following amendments:

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- Add the title of the meeting at the top of the Special Council Meeting, July 13, 2026
- Dennesha Ferguson, Interim Finance was virtually present

CARRIED

3.2 Committee of the Whole meeting – July 13, 2026

Resolution No:20260917-634

Moved By: Lorne Halisky

That Smoky Lake County Council approve the Minutes of the July 13, 2026, Committee of the Whole meeting, with the following amendment:

- Add the title of the meeting at the top of the Committee of the Whole Meeting, July 13, 2026

CARRIED

3.3 Committee of the Whole meeting – July 20, 2026

Resolution No:20260917-635

Moved By: David Kully

That Smoky Lake County Council approve the Minutes of the July 20, 2026, Committee of the Whole meeting, with the following amendment:

- Add the title of the meeting at the top of the Committee of the Whole Meeting, July 20, 2026

CARRIED

3.4 Regular County Council Meeting – July 23, 2026

Resolution No:20260917-636

Moved By: Ryan Barker

That Smoky Lake County Council approve the Minutes of the July 23, 2026, Regular County Council meeting, with the following amendments:

- Add the title of the meeting at the top of the Regular County Council Meeting, July 23, 2026
- Amend Resolution 20260723-523: *That Smoky Lake County Council direct Administration to work with qualified suppliers for future aggregate resources.*
- Amend the mover of Resolution No. 20260917-554 from Ryan Barker to Lorne Halisky

CARRIED

3.5 Special Council Meeting – August 4, 2026

Resolution No:20260917-637

Moved By: Lorne Halisky

That Smoky Lake County Council approve the Minutes of the August 4, 2026, Special County Council meeting, with the following amendment to resolution No. 20260808-600 as underlined below:

- *"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 and future line replacements."*

CARRIED

3.6 Special Council Meeting – August 11, 2026

Resolution No:20260917-638

Moved By: Lorne Halisky

That Smoky Lake County Council defer approval of the minutes of August 11, 2026, Special County Council Meeting to the next Regular County Council Meeting.

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CARRIED

4. Delegation(s)

4.1 STARS presented by Glenda Farnden, Sr. Municipal Relations Liaison, Alberta British Columbia for STARS

Present before County Council from 9:19 a.m. to 9:22 a.m. was Glenda Farnden, Senior Municipal Relations Liaison, Alberta and British Columbia, representing STARS. She presented on behalf of STARS to recognize Smoky Lake County's long-standing partnership with STARS. The presentation highlighted STARS' 40-year history and helicopter fleet. STARS also gifted the County a commemorative book recognizing its 40-year history and new fleet.

Resolution No:20260917-639

Recess
Moved by: Craig Lukinuk

That Smoky Lake County Council recess the regular Council meeting at 9:22 a.m. and resume at 9:28 a.m.

CARRIED

Resolution No:20260917-640

4.1.1 STARS presented by Glenda Farnden, Senior Municipal Relations Liaison, Alberta - British Columbia for STARS
Moved by: Lorne Halisky

That Smoky Lake County Council accept the verbal presentation from Glenda Farnden, Senior Municipal Relations Liaison, Alberta and British Columbia for STARS as information.

CARRIED

Resolution No:20260917-641

4.2 Austin Zacharko – Director, Sunset Ridge Estates Development

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), Section 19: Disclosure harmful to business interests of a third party; in the physical presence of all Council, Austin Zacharko, Director, Sunset Ridge Estates Development and the following staff members:

- Chief Administrative Officer, Chyenne Shaw
- Director of County Services, Jordan Ruegg (Virtual)
- Recording Secretary/Legislative Services, Meaghan Andreychuk
- Director of Corporate Services, Nicole Cherniwchan
- Agricultural Fieldman, Sebastien G Dutrisac

CARRIED

Resolution No:20260917-642

Closed Session
Moved By: Ryan Barker

That Smoky Lake County Council go out of Closed Session at 9:47 a.m.

CARRIED

Resolution No:20260917-643

4.2.1 Austin Zacharko – Director, Sunset Ridge Estates Development

Moved By: Ryan Barker

That Smoky Lake County Council accept the verbal and written presentation from Austin Zacharko, Director, Sunset Ridge Estates Development; and direct Administration to prepare a property agreement in consultation with Mr. Zacharko, based on the discussion held during the Closed Session.

CARRIED

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4.3 Anita Doktor (Sgt) Detachment Commander and Roberta McKale, District Officer RCMP

Moved by: Ryan Barker

Present before County Council from 9:47 a.m. to 10:00 a.m. was Anita Doktor (Sgt) Detachment Commander, Smoky Lake Detachment, and Roberta McKale, District Officer RCMP for the purpose of introductions and updates regarding policing services in the eastern Alberta District. The presentation provided Council with an opportunity to meet the new RCMP leadership serving the area, discuss their priorities for the Eastern Alberta District, and discuss local policing, community safety, resources, and service delivery.

Resolution No: 20260917-644

That Smoky Lake County Council accept the verbal presentation from Anita Doktor (Sgt) Detachment Commander, Smoky Lake Detachment and Roberta McKale, District Officer RCMP as information.

CARRIED

Request for Decision

Resolution No:20260917-645

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;

Moved By: Lorne Halisky

That Smoky Lake County Council move to Closed Session at 10:04 a.m. pursuant to the Access to Information and Protection of Privacy Act (ATIA), Section 19: Disclosure harmful to business interests of a third party; in the physical presence of all Council, Austin Zacharko, Director, Sunset Ridge Estates Development and the following staff members:

- Chief Administrative Officer, Chyenne Shaw
- Director of County Services, Jordan Ruegg (Virtual)
- Recording Secretary/Legislative Services, Meaghan Andreychuk
- Director of Corporate Services, Nicole Cherniwchan
- Agricultural Fieldman, Sebastien G Dutrisac

CARRIED

Resolution No:20260917-646

Closed Session

Moved By: Ryan Barker

That Smoky Lake County Council go out of Closed Session at 10:30 a.m.

CARRIED

Kyle Winterbottom, Interim Public Works Manager and Dwight Pritchard, Public Works Coordinator (Modified Duty) entered Council Chambers at 10:32 a.m.

Resolution No:20260917-647

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;

Moved by: Lorne Halisky

That Smoky Lake County Council give Bylaw #1509-26 Redistricting of Pt. NE-4-62-13-W4M under Land Use Bylaw #1272-14, from AG District to R1 District **Second** Reading.

CARRIED

Resolution No:20260917-648

Moved by: Ryan Barker

That Smoky Lake County Council give Bylaw #1509-26 Redistricting of Pt. NE-4-62-13-W4M under Land Use Bylaw #1272-14, from AG District to R1 District **Third and Final** Reading.

CARRIED

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Resolution No:20260917-649

Recess
Moved by: Craig Lukinuk

That Smoky Lake County Council recess the Regular Council meeting at 10:32 a.m. and resume at 10:40 a.m.

CARRIED

4.4 Associated Engineering Alberta Ltd. Bridge Program Priority

Moved by: David Kully

Present before County Council from 10:40 a.m. to 11:36 a.m. was Chris Schmelzle, P.Eng. and Kaitlyn Payne, E.I.T. Structural Engineer-in-training, bridge management representing Associated Engineering Alberta Limited. The presentation provided Council with an overview of bridge projects completed during the current construction season, projects being advanced through the design process, current bridge conditions, priorities, estimated costs, and potential approaches for addressing bridge replacements and rehabilitation.

Resolution No: 20260917-650

That Smoky Lake County Council accept the verbal and written presentation from Chris Schmelzle, P.Eng., and Kaitlyn Payne, E.I.T., Structural Engineer-in-Training, Bridge Management, representing Associated Engineering Alberta, regarding the Smoky Lake County Bridge Priority Program as information.

CARRIED

7. Question and Answer Period from 11:30 a.m. to 12:00 p.m.
Public Question and Answer Period 11:36 a.m. – 11:36 a.m.
No guests in attendance

Resolution No:20260917-651

8.7 Request for Proposal – Reclamation of County Gravel Pit (Handout)
Moved By: Lorne Halisky
That Smoky Lake County Council move to Closed Session at 11:38 a.m. pursuant to the Access to Information and Protection of Privacy Act (ATIA), Section 19: 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
- Recording Secretary/Legislative Services, Meaghan Andreychuk
- Director of Corporate Services, Nicole Cherniwchan
- Agricultural Fieldman, Sebastien G Dutrisac
- Interim Public Works Manager, Kyle Winterbottom
- Public Works Coordinator (Modified Duty), Dwight Pritchard

CARRIED

Resolution No:20260917-652

Closed Session
Moved By: Ryan Barker

That Smoky Lake County Council go out of Closed Session at 12:14 p.m.

CARRIED

Resolution No:20260917-653

8.7 Request for Proposal – Reclamation of County Gravel Pit
Moved By: David Kully

That Smoky Lake County Council direct administration to bring back further information in regard to the reclamation of the Smoky Lake County gravel pit to the Special County Council meeting scheduled for September 29, 2026, at 1:00 p.m.

CARRIED

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Resolution No:20260917-654

Recess
Moved by: Craig Lukinuk

That Smoky Lake County Council recess the Regular County Council meeting at 12:15 p.m. and resume at 12:45 p.m.

CARRIED

Resolution No:20260917-655

8.8 Policy 03-39 Dust Control
Moved By: Lorne Halisky

That Smoky Lake County Council move to Closed Session at 12:45 p.m. pursuant to the Access to Information and Protection of Privacy Act (ATIA), Section 19: 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 Corporate Services, Nicole Cherniwchan
- Agricultural Fieldman, Sebastien G Dutrisac
- Interim Public Works Manager, Kyle Winterbottom
- Public Works Coordinator (Modified Duty), Dwight Pritchard

CARRIED

Resolution No:20260917-656

Closed Session
Moved By: Ryan Barker

That Smoky Lake County Council go out of Closed Session at 1:13 p.m.

CARRIED

Resolution No:20260917-657

8.8 Policy 03-39 Dust Control
Moved By: David Kully

That Smoky Lake County Council direct Administration to bring back further information for the required equipment retrofitting/upfitting and the injection dust control product, including comparative information regarding dust control charges and associated costs from other municipalities, and report back to Council by the September 29, 2026, Special Council Meeting.

CARRIED

Resolution No:20260917-658

8.8 Policy 03-39 Dust Control
Moved By: Lorne Halisky

That Smoky Lake County Council defer Policy No. 03-39, Dust Control, and bring back to a future Committee of the Whole meeting for further review.

CARRIED

Resolution No:20260917-659

8.9 Policy 03-35 Snow Clearing
Moved By: Lorne Halisky

That Smoky Lake County Council amend Policy No. 03-35, Snow Clearing, with the following amendments:

- Clarify the deployment order for snow-clearing resources, including Home Care routes, main access roads, public roads including hamlets and country residential areas, and private driveways;
- Section 2.1 to identify the CAO or designate as responsible for providing updates;
- Clarify the service terms, including the minimum accumulated or drifted snow requirement;
- The site plan requirements so that all obstacles are removed where possible and, where they cannot be removed, are clearly marked;
- Remove the requirement for a flag and replace it with the applicable identification/signage requirements; and
- Develop a County priority-road map and share the map with the applicable school authorities.

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CARRIED

Resolution No:20260917-660

Policy 03-15 Priority Road
Moved By: Craig Lukinuk

That Smoky Lake County Council direct administration to bring back Policy 03-15 Priority Road, to a future Committee of The Whole Meeting for review.

CARRIED

Resolution No:20260917-661

8.2. 2026-27 Alberta Community Partnership Grant Application – Municipal Internship Stream
Moved By: Lorne Halisky

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 position, and, upon approval, enter into the required Conditional Grant Agreement, subject to the approved municipal budget and the terms and conditions of the Conditional Grant Agreement.

CARRIED

Resolution No:20260917-662

8.3. Road Construction Plan, 2186MC Block 1 Lot 4R (Handout)
Moved By: Ryan Barker

That Smoky Lake County Council direct Administration to investigate the process necessary for constructing a road on the lands legally described as Plan 2186MC, Block 1, Lot 4R (Community Reserve), including cost estimates for budgeting purposes.

CARRIED

Brieann Eden, Assistant Agricultural Fieldman entered Council Chambers at 2:13 p.m.

Resolution No:20260917-663

8.4. Bylaw No. 1512-26 Emergency Infrastructure Protection
Moved By: Ryan Barker

That Smoky Lake County Council accept the Request for Decision regarding Draft Bylaw No. 1512-26, Emergency Protection, as information, and direct Administration to amend the draft bylaw to incorporate the following amendments and bring the revised draft forward to a future Committee of the Whole Meeting:

- Reviewing and clarifying the authority to access private property during an emergency where access is required to protect County infrastructure, including circumstances involving flooding, drainage, roads, or other infrastructure-related emergencies
- Clarifying the notification requirements for affected landowners, including reasonable efforts to contact the landowner prior to accessing the property and, where the landowner cannot be reached, providing notice by posting notice on the property, leaving a voicemail, and/or issuing written notice
- Addressing potential damage to private property resulting from the County's emergency access and work, including consideration of the County's responsibility to repair or otherwise address damage caused through its activities
- Correcting the numbering in the definitions section to begin at 3.1

CARRIED

Resolution No:20260917-664

8.5. Hosting an Introduction to local Veterinarian Workshop
Moved By: David Kully

That Smoky Lake County Council direct Administration to coordinate and implement a veterinary workshop between County producers and

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veterinary clinics, with the matter to be brought forward to the Agricultural Service Board meeting scheduled for October 6, 2026; and reported back to Regular County Council meeting scheduled for October 21, 2026.

CARRIED

Resolution No:20260917-665

Recess
Moved by: Craig Lukinuk

That Smoky Lake County Council recess the Regular County Council meeting at 2:37 p.m. and resume at 2:48 p.m.

CARRIED

Resolution No:20260917-666

8.6 Policy 08-28 Work-in-Kind and Community Support
Moved By: David Kully

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," Approved Scope of Work, and "B," Completion and Contribution Records, with the following amendments:

- changing eligible applicants and eligible categories;
- clarification of regional partners;
- requiring financial information;
- clarifying County equipment/operator requirements;
- requiring utility locate confirmation;
- adding printed names to signature sections;
- clarifying maintenance responsibility;
- adding the cemetery snow-plowing-for-funerals exception; and
- other form/administrative amendments.

CARRIED

Resolution No:20260917-667

8.10. Shop Boiler Replacement
Moved By: Lorne Halisky

That Smoky Lake County Council table the replacement of the boiler located at the Public Works Shop and direct Administration to obtain current quotations from additional vendors, include the two boilers located at the Public Works Shop and the two boilers located at the County Office, and research the availability of green funding opportunities.

CARRIED

Resolution No:20260917-668

8.11. ACP Grant Economic Development
Moved By: Jered Serben

That Smoky Lake County Council defer the discussion of the ACP Grant Regional Economic Development matter to the September 29, 2026, Joint Council Meeting with the Town of Smoky Lake for further discussion.

CARRIED

Resolution No:20260917-669

8.12. Policy 15-14 Temporary Duty and Absence Coverage
Moved By: Lorne Halisky

That Smoky Lake County Council approve Policy 15-14: Temporary Responsibilities and Absence Coverage Policy.

CARRIED

Resolution No:20260917-670

8.13 Policy No- 15-41 Adverse Weather
Moved By: Jered Serben

DRAFT

That Smoky Lake County Council adopt Policy 15-41, Adverse Weather Policy, with the following amendments:

- Add a definition of "essential work" that clearly identifies the duties, services, and circumstances considered essential and therefore required to continue during adverse weather conditions.
- Amend the temperature provisions to include wind chill (feels-like temperature) when determining temperature thresholds and associated work restrictions or precautions.

CARRIED

Resolution No:20260917-671

8.14 Regional Emergency Response Plan
Moved By: Craig Lukinuk

That Smoky Lake County Council approve the Regional Emergency Response Plan as presented.

CARRIED

Resolution No:20260917-672

8.15 Policy 15-11 Responsible Use of Artificial Intelligence (AI)
Moved By: Ryan Barker

That Smoky Lake County Council approve amended Policy 15-11-02 Responsible Use of Artificial Intelligence (AI).

CARRIED

Resolution No:20260917-673

8.16 Policy 08-18- Council Remuneration and Expenses
Moved By: Ryan Barker

That Smoky Lake County Council amend Policy No. 08-18, Council Remuneration and Expenses, with the following amendments:

- change the reporting requirement from listing the names of individual attendees to listing only the names of the organizations attended or involved.
- changing/removing the business-purpose wording in section 7.2.3: *7.2.3. The business purpose of the hospitality;*
- establishing the hospitality expense as a budget line item;
- removing Sections 7.4 and 7.5:
  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.
- changing the monthly internet allowance to $25;
- adding the $50/month County cellphone charge;
- removing Section 10.3:
  10.3 Expenses incurred on behalf of spouses, family members, guests, or companions are not eligible for reimbursement unless specifically authorized by Council.

CARRIED

Resolution No:20260917-674

8.17 Policy 01-28 Council Request for Information
Moved By: David Kully

That Smoky Lake County Council amend Policy No. 01-28, Council Requests for Information with the following amendment:

- Amend the definition of "Council" to clarify that it refers to Council acting collectively

CARRIED

Resolution No:20260917-675

8.18 Bylaw No. 1513-26 Repeal of Code of Conduct Bylaw No. 1320-18
Moved By: Ryan Barker

DRAFT

That Smoky Lake County Council give Bylaw No. 1513-26 being a bylaw to repeal Code of Conduct Bylaw No. 1320-18, First Reading.

CARRIED

Resolution No:20260917-676

8.18.2 Bylaw No. 1513-26 Repeal of Code of Conduct Bylaw No. 1320-18
Moved By: Jered Serben

That Smoky Lake County Council give Bylaw No. 1513-26 being a bylaw to repeal Code of Conduct Bylaw No. 1320-18, Second Reading.

CARRIED

Resolution No:20260917-677

8.18.3 Bylaw No. 1513-26 Repeal of Code of Conduct Bylaw No. 1320-18
Moved By: David Kully

That Smoky Lake County Council give Bylaw No. 1513-26 being a bylaw to repeal Code of Conduct Bylaw No. 1320-18, permission for Third and Final Reading.

CARRIED UNANIMOUSLY

Resolution No:20260917-678

8.18.3 Bylaw No. 1513-26 Repeal of Code of Conduct Bylaw No. 1320-18
Moved By: Lorne Halisky

That Smoky Lake County Council give Bylaw No. 1513-26 being a bylaw to repeal Code of Conduct Bylaw No. 1320-18, Third and Final Reading.

CARRIED

Resolution No:20260917-679

8.19 Family School Liaison Worker Program
Moved By: Jered Serben

That Smoky Lake County Council direct Administration and the Intermunicipal Collaboration Committee Chair and CAO to coordinate a meeting with Aspen View Public Schools and the Family and Community Support Services Director to discuss the Family School Liaison Worker Program and the potential regionalization of Family and Community Support Services, including the funding formula and proposed agreement.

CARRIED

Resolution No:20260917-680

8.20 Smoky Lake Regional Heritage Board Payment
Moved By: Jered Serben

That Smoky Lake County Council file the information received regarding the Smoky Lake Regional Heritage Board as information.

CARRIED

Resolution No:20260917-681

8.20.1 Smoky Lake Regional Heritage Board Payment
Moved By: Jered Serben

That Smoky Lake County Council rescind the November 20, 2024, County Council Budget Meeting Motion No. 137-24;
"That Smoky Lake County Council approve to increase the budgeted contribution amount towards the Smoky Lake Regional Heritage Board in the amount of $21,500.00, funded from reserves, for a total budgeted contribution in the amount of $35,000.00 in Years 2025, 2026, and 2027."

DRAFT

and approve funding of $35,000 per year for year 2026 and year 2027 for the Smoky Lake Regional Heritage Board.

CARRIED

Resolution No:20260917-682

8.21 Financial Auditor Selection
Moved By: Jered Serben

That Smoky Lake County Council defer Request for Decision of the selection of a Financial Auditor to the September 29, 2026, Special Council Meeting.

CARRIED

Resolution No:20260917-683

8.22 Evergreen Regional Waste Site Collection
Moved By: Lorne Halisky
That Smoky Lake County Council move to Closed Session at 4:44 p.m. pursuant to the Access to Information and Protection of Privacy Act (ATIA), Section 19: Disclosure harmful to business interests of a third party in respect to the Evergreen Regional Waste Site Collection Contract Continuation in the physical presence of all Council and the following staff members:

- Chief Administrative Officer, Chyenne Shaw
- Director of Corporate Services, Nicole Cherniwchan
- Recording Secretary/Legislative Services, Meaghan Andreychuk
- Agricultural Fieldman, Sebastien G Dutrisac
- Waste Water Technician, Terry Bodnar
- Natural Gas Manager, Daniel Moric

CARRIED

Resolution No:20260917-684

Closed Session
Moved By: Ryan Barker

That Smoky Lake County Council go out of Closed Session at 5:08 p.m.

CARRIED

Resolution No:20260917-685

15. Closed Session
Moved By: Lorne Halisky
That Smoky Lake County Council move to Closed Session at 5:09 p.m. pursuant to the Access to Information and Protection of Privacy Act (ATIA), Section 20: Personnel and Section 29: Advice from Officials regarding legal opinion in the physical presence of all Council and the following staff members:

- Chief Administrative Officer, Chyenne Shaw
- Director of Corporate Services, Nicole Cherniwchan
- Human Resources/Health and Safety, Jasmine Schaub

CARRIED

Resolution No:20260917-686

Closed Session
Moved By: Ryan Barker

That Smoky Lake County Council go out of Closed Session at 6:05 p.m.

CARRIED

Resolution No:20260917-687

Moved By: David Kully

That Smoky Lake County Council amend Policy No. 15-09, Organizational Chart, to include a CUPE Administrative Clerk position and direct Administration to proceed with recruitment and hiring.

DRAFT

CARRIED

Resolution No:20260917-688

Moved By: Craig Lukinuk

That Smoky Lake County Council approve payment in the amount of $1,482.76 as per legal opinion number 1.

CARRIED

Resolution No:20260917-689

Moved by: Ryan Barker

That Smoky Lake County Council defer the following agenda items to the Special Council meeting scheduled for September 29, 2026:

9.1 CAO Report dated September 9, 2026
9.2 Action Item List – As of September 9, 2026
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 - Handout
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
12.1 "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

CARRIED

Resolution No:20260917-690

Adjournment

Moved by Ryan Barker

That the Smoky Lake County Council Meeting of Thursday, September 17, 2026, be adjourned at 6:08 p.m.

CARRIED

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REEVE,

DRAFT

16305

Craig Lukinuk

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CHIEF ADMINISTRATIVE OFFICER,

Chyenne Shaw

DRAFT

Smoky Lake County
Meeting Minutes of Monday, September 28, 2026 - 1:30 p.m.
Special County Council Meeting

Called to Order

The meeting was called to order at 1:30 p.m. by the Reeve, Craig Lukinuk, in Smoky Lake County Chambers, in the presence of the following persons:

		ATTENDANCE
Div. No.	Councillor(s)	Monday, September 28, 2026
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
Director of County Infrastructure	Kyle Winterbottom	Physically Present
Director of Community Services	Sebastien G Dutrisac	Virtually/Physically Present
Director of County Services	Jordan Ruegg	Virtually Present
Recording Secretary/Legislative Services	Meaghan Andreychuk	Physically Present
Observers in Attendance Upon Call to Order:		
Communications Officer	Evonne Zukiwski	Virtually Present
Other Observers	1 Member	Virtually Present

Resolution No: 20260928-691

Adoption of Agenda

Moved By: Jered Serben

That Smoky Lake County Council adopt the agenda for the September 28, 2026, Special County Council meeting as presented.

CARRIED

4. Delegation(s)

4.1 Michael Botros, Regional Director for the North Central Region at Alberta Transportation and Economic Corridors and Landon Reppert, Construction Manager, North Central Region, Alberta Transportation and Economic Corridors

Present before Council from 1:40 p.m. to 2:52 p.m. were Michael Botros, Regional Director - North Central Region – Alberta Transportation and Economic Corridors, and Landon Reppert, Construction Manager, North Central Region, Transportation and Economic Corridors, for the purpose of discussing municipal bridge and culvert infrastructure, including design standards, risk tolerance, flood risks, bridge dimensions, hazard markers, and culvert sizing. Discussion included the municipality's flexibility in determining appropriate infrastructure standards based on local road usage, traffic volumes, anticipated vehicle types, costs, and acceptable levels of risk, as well as regulatory considerations related to fish habitat and drainage requirements.

DRAFT

The delegation also discussed pavement rehabilitation along Highway 28, including methods for addressing existing cracks, pavement deterioration, and road surface preparation. The discussion provided clarification regarding bridge and culvert design considerations and highway rehabilitation practices.

Resolution No: 20260928-692

Adjournment

Moved By: Craig Lukinuk

That the Smoky Lake County Council, Special County Council meeting of September 28, 2026, be adjourned at 2:52 p.m.

CARRIED

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REEVE,

Craig Lukinuk

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CHIEF ADMINISTRATIVE OFFICER,

Chyenne Shaw

DRAFT

Meeting Minutes of the Joint Smoky Lake County Council and Town of Smoky Lake - 9:00 a.m.

September 29, 2026

Called to Order

The meeting was called to order at 9:04 a.m. by the Reeve of Smoky Lake County, Craig Lukinuk, in Smoky Lake County Council Chambers, in the presence of the following persons:

Div. No.	Councillor(s)	ATTENDANCE Tuesday, September 29, 2026
County		
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 Secretary/Legislative Services	Meaghan Andreychuk	Physically Present
Town of Smoky Lake		
Mayor	Marianne Prockiw-Zarusky	Physically Present
Councillor	Bruce Chern	Physically Present
Councillor	Dan Kotylak	Physically Present
Councillor	Nestor Rosichuk	Physically Present
Observer	Vern Billey	Physically Present
CAO	Rod Hawken	Physically Present
Observers in Attendance Upon Call to Order:		
Director of County Services	Jordan Ruegg	Virtually Present
Assistant CAO – Town of Smoky Lake	Crystal Bryks	Virtually Present
Regional Fire Chief	Scott Franchuk	Physically/Virtually Present
Regional Chief of Administration and Training	Spencer Kotylak	Physically/Virtually Present

Resolution No: 20260928-693

Adoption of Agenda

Moved By: Lorne Halisky

That Smoky Lake County Council adopt the Joint Smoky Lake County Council and Town of Smoky Lake meeting agenda of September 29, 2026, with the following addition to the agenda:

- 3.4 Associated Ambulance staffing concerns

CARRIED

Resolution No: 20260928-694

3.1 ACP, Regional Economic Development Initiative, Grant Update

Moved by: Craig Lukinuk

That Smoky Lake County Council direct Administration to include discussion of the ACP Grant, Regional Economic Development Initiative, on the agenda for the Joint Municipalities Meeting scheduled for October 26, 2026, and that

DRAFT

the Town of Smoky Lake provide all applicable information related to the grant, including, but not limited to, any proposals submitted or affiliated with the grant.

CARRIED

Resolution No: 20260928-695

3.2 Dangerous Goods Route (Highway 855 and Highway 28)
Moved by: Lorne Halisky

That Smoky Lake County Council accept the discussion regarding the safety concerns associated with the dangerous goods routes on Highway 28 and Highway 855 through the Town of Smoky Lake as information and continue lobbying the appropriate authorities for highway improvements to address these concerns.

CARRIED

Scott Franchuk, Regional Fire Chief and Spencer Kotylak, Regional Chief of Administration and Training, entered Council Chambers at 9:57 a.m.

Resolution No: 20260928-696

3.3 Next steps arising from the July 20, 2026, meeting with Dan Williams, Minister of Municipal Affairs round table session
Moved by: Craig Lukinuk

That Smoky Lake County Council direct Administration to include discussion of amalgamation on the agenda for the Joint Municipalities Meeting scheduled for October 26, 2026.

CARRIED

Resolution No: 20260928-697

3.4 Associated Ambulance staffing concerns
Moved by: Jered Serben

That Smoky Lake County Council direct Administration to include in the 2027 budget, a dedicated line item for additional reserve funding to help address the ongoing lack of ambulance and emergency service coverage within the Town of Smoky Lake and Smoky Lake County.

CARRIED

Resolution No: 20260928-698

3.4 Associated Ambulance staffing concerns
Moved by: Craig Lukinuk

That Smoky Lake County Council direct Administration to prepare and send a letter outlining the significant concerns regarding the lack of ambulance and emergency medical service coverage within Smoky Lake County, including the ongoing staffing shortages affecting ambulance operations, and that the letter be forwarded to Glenn van Dijken, MLA; Danielle Smith, Premier of Alberta; and Adriana LaGrange, Minister of Primary and Preventive Health Services.

CARRIED

Resolution No: 20260928-699

3.4 Associated Ambulance staffing concerns
Moved by: Jered Serben

That Smoky Lake County Council direct Administration to request information from Alberta Health Services and other healthcare partners regarding where patient service-use information by community of residence are coming from to access local healthcare services, in order to better understand who our healthcare system is serving. Further, that this matter be brought forward for discussion at the next Physicians and Healthcare Committee meeting, and that the requested information be provided by December 31, 2026.

CARRIED

DRAFT

Resolution No: 20260928-700

3.4 Associated Ambulance staffing concerns
Moved by: Lorne Halisky

That Smoky Lake County Council direct Administration to contact Associated Ambulance regarding ambulance service coverage for the upcoming Pumpkin Fair event scheduled for October 2 to 4, 2026, and, should ambulance coverage not be available, investigate contracting a private ambulance service for the event and seek cost recovery from Alberta Health Services for any contracted expenses.

CARRIED

Resolution No: 20260928-701

Adjournment
Moved By: Craig Lukinuk

That the Smoky Lake County and Town of Smoky Lake Joint Council Meeting of September 29, 2026, be adjourned at 10:55 a.m.

CARRIED

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REEVE,

Craig Lukinuk

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CHIEF ADMINISTRATIVE OFFICER,

Chyenne Shaw

DRAFT

Smoky Lake County
Meeting Minutes of Tuesday, September 29, 2026 – 1:00 p.m.
Special County Council Meeting

Called to Order

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

		ATTENDANCE
Div. No.	Councillor(s)	Tuesday, September 29, 2026
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
Director of Corporate Services	Nicole Cherniwchan	Physically Present
Director of County Services	Jordan Ruegg	Virtually Present
Director of Community Services	Sebastien G Dutrisac	Physically Present
Director of Infrastructure	Kyle Winterbottom	Physically Present
Recording Secretary/Legislative Services	Meaghan Andreychuk	Physically Present
Observers in Attendance Upon Call to Order:		
Communications Officer	Evonne Zukiwski	Virtually Present
Other Observers	5 Members	Virtually Present

Resolution No: 20260929-702

Adoption of Agenda

Moved By:

That Smoky Lake County Council adopt the Tuesday, September 29, 2026, Special County Council meeting agenda with the following additions:

- Municipal Affairs meeting regarding Closed Session discussion
- Approval of the minutes of the Thursday, September 10, 2026, Regular County Council meeting for the purpose of Departmental Updates

CARRIED

Resolution No: 20260929-703

Municipal Affairs meeting regarding Closed Session discussion

Moved By: Craig Lukinuk

That Smoky Lake County Council direct Administration to request that Municipal Affairs facilitate a Roles and Responsibilities Session with Smoky Lake County Council and members of Administration, particularly to cover the implications of information disclosed during a closed session relating to a previous in-camera session.

CARRIED

DRAFT

3. Adoption of Minutes

Resolution No: 20260929-704

3.1 Minutes of the September 10, 2026, Regular County Council meeting for the purpose of Departmental Updates

Moved By: Lorne Halisky

That Smoky Lake County Council approve the minutes of the 2026 Regular County Council meeting for the purpose of Departmental Updates, with the following amendment:

- Revise the Confirmation of meeting the title of the October 21, 2026, Organizational Meeting to include the Regular County Council Meeting.

CARRIED

Resolution No: 20260929-705

In Camera session - Access to Information and Protection of Privacy Act (ATIA), Pursuant to Section 22: Privacy Issues

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), Section 22: Privacy Issues, at 1:14 p.m. in the physical presence of all Council, and the following staff members:

- Chief Administrative Officer, Chyenne Shaw
- Director of Infrastructure, Kyle Winterbottom
- Director of Corporate Services, Nicole Cherniwchan
- Director of Community Services, Sebastien G Dutrisac
- Director of County Services, Jordan Ruegg (Virtual)
- Recording Secretary/Legislative Services, Meaghan Andreychuk

CARRIED

Resolution No: 20260929-706

Out of Camera
Moved By: Ryan Barker

That Smoky Lake County Council go out of In Camera Session at 1:28 p.m.

CARRIED

8. Request for Decisions

Resolution No: 20260929-707

8.7 RFP – 2026-2029 Gravel Crushing Contract

Moved By: David Kully

That Smoky Lake County Council approve funding from the reclamation reserve budget for the reclamation of the Gladden Pit and further authorize the Director of Infrastructure to select a contractor from the proposals submitted to the County, with work to be completed by November 30, 2026.

CARRIED

Resolution No: 20260929-708

Request for Decisions

8.8 Policy 03-39 Dust Control

Moved By: Ryan Barker

That Smoky Lake County Council defer Policy 03-39 Dust Control to the Regular County Council meeting scheduled for October 21, 2026, at 1:00 p.m.

CARRIED

DRAFT

Resolution No: 20260929-709

In Camera session - Access to Information and Protection of Privacy Act (ATIA), Pursuant to Section 19: Third Party Business Interest

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), Section 22: Privacy Issues, at 1:38 p.m. in the physical presence of all Council, and the following staff members:

- Chief Administrative Officer, Chyenne Shaw
- Director of Infrastructure, Kyle Winterbottom
- Director of Corporate Services, Nicole Cherniwchan
- Director of Community Services, Sebastien G Dutrisac
- Director of County Services, Jordan Ruegg (Virtual)
- Recording Secretary/Legislative Services, Meaghan Andreychuk

CARRIED

Resolution No: 20260929-710

Out of Camera
Moved By: Lorne Halisky

That Smoky Lake County Council go out of In Camera Session at 2:37 p.m.

CARRIED

Resolution No: 20260929-711

8.7. RFP – Reclamation of County Gravel Pit

Moved By: Craig Lukinuk

That Smoky Lake County Council authorize Administration to issue a 30-day written notice to the current contractor, cancelling the remaining work and any continuing obligations under the 2024–2026 Gravel Crushing to Stockpile Contract in accordance with the termination clause; authorize Administration to prepare and publicly post a Request for Proposal (RFP) for Gravel Crushing to Stockpile services for the 2027–2029 term, with the scope, annual requirements, specifications, pricing by year, and evaluation criteria set out in the RFP; and direct Administration to bring the findings forward to Council for consideration.

CARRIED

Resolution No: 20260929-712

8.21 Financial Auditor Selections
Moved By: Lorne Halisky

That Smoky Lake County Council appoint Seniuk & Marcado, Chartered Professional Accountants, as Smoky Lake County's financial auditor for the years ending December 31, 2026, 2027, and 2028, subject to annual review.

CARRIED

Resolution No: 20260929-713

Moved by: Craig Lukinuk

That Smoky Lake County Council recess the Special Council meeting at 2:40 p.m. and resume at 2:55 p.m.

CARRIED

9. CAO REPORT

Resolution No: 20260929-714

9.1 CAO Report

Moved By: Craig Lukinuk

That Smoky Lake County Council accept the CAO Report, dated June to September 2026, and the Action Item List, dated September 2026, as information, with the following amendments:

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CAO Report:

- Add the posting of the Community Peace Officer Report to the County website.
- Add bridges to the existing reference regarding the review of fleet and equipment needs.
- Under Financial Management and Review, add the Mowing Program and Road Grading Program.
- Under Priorities and Next Steps, add the following:
    - Advancing regional emergency management bylaws and plans;
    - emergency management exercises;
    - public communication;
    - road policy; and
    - government relations and lobbying efforts.

Action Item List:

- Change the status of Resolution No. 846-25 to "In Progress."
- Complete a spell check and correct spelling errors throughout, as required.
- Update the mover of Resolution No. 20260723-554 to Councillor Halisky.
- Update the status of Resolution No. 20260804-600 to identify the specific lines requiring replacement due to lightning strikes and any future line replacements.
- Update Resolution No. 20260811-606 to include the date the meeting topics were sent and change the status to "Completed."

CARRIED

Council Reports

Resolution No: 20260929-715

10.1 Council Committee Reports

Moved By: Jered Serben

That Smoky Lake County Council accept the Councillor Reports from Divisions one through five with the following amendment:

- Chyenne Shaw, CAO, attended the meeting with the Honourable Dan Williams, Minister of Municipal Affairs, on July 20, 2026.

CARRIED

Correspondence

Resolution No: 20260929-716

11.1 Bonnie Lake Golf Cart Use Request

Moved By: Ryan Barker

That Smoky Lake County Council accept the draft *Golf Cart Bylaw* proposed by Ed Basaraba, President of Bascor Developments Ltd., Bonnie Lake Resort, as information; direct Administration to further investigate the applicable legislation; and compare the proposed bylaw with the County's existing Traffic Bylaw.

CARRIED

Resolution No: 20260929-717

11.2 Letter Received from the Ukrainian Canadian Congress, dated August 10, 2026

Moved By: Lorne Halisky

DRAFT

That Smoky Lake County Council file the letter received from Lydia Migus, President of the Ukrainian Canadian Congress–Alberta Provincial Council, dated August 10, 2026, as information.

CARRIED

Resolution No: 20260929-718

11.4 Lakeland College Grand Opening Event – October 2, 2026

Moved By: Lorne Halisky

That Smoky Lake County Council approve the attendance of the two elected officials on the Smoky Lake County Agricultural Service Board at the Lakeland College Grand Opening Event scheduled for October 2, 2026, at the Lakeland College Vermilion Campus.

CARRIED

Resolution No: 20260929-719

11.5 Smoky Lake County Acknowledgement of Application for the Hazard

Moved By: David Kully

That Smoky Lake County Council accept the letter received from Dane Wade, A/Director, Community Recovery Services, Alberta Emergency Management, regarding Smoky Lake County's acknowledgement of its application to the Hazard Assistance and Resilience Program (HARP), dated July 28, 2026, and file it as information.

CARRIED

Resolution No: 20260929-720

11.6 Tourism Economic Budget Forum Event – November 16, 2026

Moved By: Ryan Barker

That Smoky Lake County Council acknowledge receipt of the information regarding the Alberta Grit Awards, Tourism Economic Budget Forum event, scheduled for November 16, 2026, in Edmonton, Alberta, and file it as information.

CARRIED

Resolution No: 20260929-721

11.7 Letter to the Honourable Devin Dreeshen, MLA, Minister of Transportation and Economic Corridors Draft Advocacy Letter – Highway 36 Passing Lanes

Moved By: Lorne Halisky

That Smoky Lake County Council accept as information the advocacy letter regarding Highway 36 passing lanes received from Shaune Kovitch, Chair of the Special Areas Board, and direct Administration to draft and send a letter requesting support for the continued construction of passing lanes and adequate turnouts along Highway 36, while also expressing the County's concerns regarding the high, wide, and heavy-load corridor on Highway 28 and requesting support for these transportation priorities.

CARRIED

Resolution No: 20260929-722

11.3 Letter received from Sturgeon County, dated August 21, 2026 - Collaboration on Agricultural Disaster

Moved By: David Kully

That Smoky Lake County Council accept the letter received from Travis Peter, Chief Administrative Officer, Sturgeon County, regarding "Collaboration on Agricultural Disaster Advocacy," dated August 21, 2026, and approve the action taken by Smoky Lake County Administration in also submitting a regional letter in response to the agricultural disaster.

CARRIED

DRAFT

Resolution No: 20260929-723

11.8 Travel Lakeland Destination Management Organization Development Collaboration Request for Decision Letter dated August 7, 2026

Moved By: Jered Serben

That Smoky Lake County Council acknowledge receipt of the Travel Lakeland Destination Management Organization Collaboration Request for Decision Letter dated August 7, 2026, and direct Administration to invite Lakeland Travel to attend a future County Council meeting as a delegation to provide further information regarding the request to County Council.

CARRIED

12. Information Releases

Resolution No: 20260929-724

12.1 "Thank You" letter on behalf of Smoky Lake County Council – Minister Dan Williams, dated July 22, 2026
Moved by: Lorne Halisky

That Smoky Lake County Council acknowledge and file the letter sent to the Honourable Minister Dan Williams, thanking him for attending a Smoky Lake County Council meeting for discussion, and direct Administration to post the letter on the County's social media platforms.

CARRIED

Resolution No: 20260929-725

12.2 "Thank You" letter on behalf of Smoky Lake County Council - Mr. van Dijken, dated July 27, 2026
Moved by: Lorne Halisky

That Smoky Lake County Council acknowledge and file the letter sent to the Honourable MLA, Glen van Dijken, thanking him for attending a Smoky Lake County Council meeting for discussion, and direct Administration to post the letter on the County's social media platforms.

CARRIED

Resolution No: 20260929-726

12.3 Smoky Lake County – Request for Status of Intersection Improvements – Michael Botros, Landon Reppert, dated August 5, 2026
Moved by: Craig Lukinuk

That Smoky Lake County Council acknowledge receipt of and file the letter sent to Michael Botros, Regional Director for the North Central Region at Alberta Transportation and Economic Corridors, and Landon Reppert, Construction Manager, North Central Region, Alberta Transportation and Economic Corridors, and direct Administration to draft and send a letter to Mr. Botros and Mr. Reppert regarding the previously identified intersections, incorporating the additional intersections discussed by County Council, including Range Roads 180/191, 172/170, 163/162, and 161.

CARRIED

Resolution No: 20260929-727

12.4 Letter from Smoky Lake County – Advocacy for Sustainable Rural Healthcare Facilities – RMA District 5, dated August 13, 2026
Moved by: Craig Lukinuk

That Smoky Lake County Council acknowledge and file the letter sent to the Rural Municipalities of Alberta (RMA) District 5 representatives regarding advocacy for sustainable rural healthcare facilities, dated August 13, 2026, and direct Administration to post it on social media.

CARRIED

DRAFT

Resolution No: 20260929-728

12.5 Smoky Lake County Letter to the Honourable Tara Sawyer, dated September 4, 2026
Moved by: David Kully

That Smoky Lake County Council acknowledge and file the letter sent to the Honourable Tara Sawyer, Minister of Agriculture and Irrigation, regarding Smoky Lake County's declaration of an agricultural disaster, dated September 4, 2026, and direct Administration to post it on social media.

CARRIED

Resolution No: 20260929-729

12.6 Letter to the Town of Smoky Lake regarding temporary placement of Recreational Vehicles, dated September 10, 2026
Moved by: Lorne Halisky

That Smoky Lake County Council acknowledge receipt of the letter sent to the Town of Smoky Lake regarding temporary placement of Recreational Vehicles on Smoky Lake County land, dated September 10, 2026.

CARRIED

13. Financial Reports
None.

14. 14. Next Meetings

Resolution No: 20260929-730

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

- October 19, 2026, 10:00 a.m. Committee of the Whole Meeting

CARRIED

Resolution No: 20260929-731

Moved by: David Kully
That Smoky Lake County Council approve the rescheduling of December 24, 2026, Regular County Council Meeting to December 16, 2026, at 9:00 a.m.

CARRIED

Resolution No: 20260929-732

Adjournment

Moved By: Craig Lukinuk

That the Smoky Lake County Council meeting of September 29, 2026, be adjourned at 4:35 p.m.

CARRIED

_____

REEVE,

Craig Lukinuk

S E A L

_____

CHIEF ADMINISTRATIVE OFFICER,

Chyenne Shaw

DRAFT

Smoky Lake County
Meeting Agenda
Municipal Planning Commission Meeting
October 21, 2026 - 1:00 PM
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. Municipal Planning Commission – July 23, 2026
4. REQUEST FOR DECISION
   - 4.1. Development Permit DP-041-26 – Natural Resource Extraction & Processing Facility
5. ISSUES FOR INFORMATION
   - 5.1. Nil.
6. CORRESPONDENCE
   - 6.1. Nil.
7. DELEGATION(S)
   - 7.1. Nil.
8. ADJOURNMENT

Smoky Lake County

Municipal Planning Commission

Meeting Minutes July 23, 2026 - 09:00 AM

Called to Order

The meeting was called to order at 9:00 a.m. by the Chairman, David Kully in the presence of the following persons:

		ATTENDANCE
Div. No.	Councillor(s)	Thursday, July 23, 2026
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
Chief Administrative Officer	Chyenne Shaw	Physically Present
Director of County Services	Jordan Ruegg	Physically Present
Recording Secretary/Legislative Services	Meaghan Andreychuk	Physically Present
Observers in Attendance Upon Call to Order:		
Natural Gas Manager	Daniel Moric	Virtually Present
Agricultural Fieldman	Sebastien G Dutrisac	Virtually Present
Regional Fire Chief	Scott Franchuk	Virtually Present
Other Observers	2 Members	Virtually Present

Resolution No: 20260528-016

Adoption of Agenda

Moved By: Lorne Halisky

That the Agenda for the Municipal Planning Commission meeting for Thursday, July 23, 2026, be adopted as presented.

CARRIED

3. Adoption of Minutes

3.1 Minutes of the May 28, 2026, Municipal Planning Commission Meeting

Resolution No: 20260528-017

Moved By: Craig Lukinuk

That the Minutes of the Municipal Planning Commission meeting held on Thursday, May 28th, 2026, as presented.

CARRIED

4.1 Request for Decisions

Resolution No: 20260528-018

4.1.1 Development Permit DP 029-26 - ALTERNATIVE ENERGY, PERSONAL (SOLAR ENERGY CONVERSION SYSTEM, PERSONAL)

Moved By: Craig Lukinuk

In Favour	Opposed
Craig Lukinuk	
David Kully	
Lorne Halisky	
Ryan Barker	
Jered Serben	

That the Municipal Planning Commission **APPROVE** Development Permit No. 029-26: **LOT 10 & LOT 11, VICTORIA SETTLEMENT,** for the development of an **Alternative Energy, Personal (Solar Energy Conversion System, Personal)**, subject to the following conditions:

1. The proposed Alternative Energy, Personal (Solar Energy Conversion System, Personal) shall be sited and constructed as per the Site Plan, dated December 22, 2025, attached to, and forming part of, this Development Permit, and shall conform to the following setbacks:

   Minimum Front Yard Setback: VARIANCE GRANTED to 11.2 meters (36.75 feet) from 23.1 meters (75.78 feet).

   Minimum Rear Yard Setback: **7.6 meters (25.0 feet).**

   Minimum Side Yard Setbacks: **7.6 meters (25.0 feet).**

2. The proposed Alternative Energy, Personal (Solar Energy Conversion System, Personal) shall not exceed a maximum of 6.1 meters (20.0 feet) in height.
3. The maximum site coverage shall not exceed 45% of the total site area (the coverage of each titled lot shall not exceed 45%).
4. The proposed Alternative Energy, Personal (Solar Energy Conversion System, Personal) shall not encroach upon any easement or right-of-way.
5. The Developer shall install visual screening, to the specifications and satisfaction of the Development Authority, to reduce the visibility of the proposed Alternative Energy, Personal (Solar Energy Conversion System, Personal) from Victoria Trail. For the purposes of this Condition, the Development Authority, at its sole discretion, may consider trees and/or shelterbelts as an approved visual screen.
6. The Developer shall ensure that the materials, installation, placement and orientation of the proposed Alternative Energy, Personal (Solar Energy Conversion System, Personal) mitigates glare from the System's panels.
7. Lot grading shall ensure that the subject property does not drain onto an adjacent private property.
8. The Developer shall be responsible for obtaining Safety Codes Act Permits (e.g. Electrical Permits) where applicable.
9. The proposed Alternative Energy, Personal (Solar Energy Conversion System, Personal) shall conform with all relevant provisions of the Victoria District Area Structure Plan – Bylaw No. 1305-17).
10. Construction on the proposed Alternative Energy, Personal (Solar Energy Conversion System, Personal) shall commence within twelve (12) months of the date of issuance of this Development Permit and shall be completed within five (5) years of the date of issuance.
11. The Developer shall keep the subject property in a clean and tidy condition, free from rubbish and non-aggregate debris.
12. The proposed Alternative Energy, Personal (Solar Energy Conversion System, Personal) shall be sited and constructed in accordance with any and all conditions, decisions, authorizations, approvals and/or licenses granted by the Alberta Utilities Commission, and/or any other provincial and/or federal regulatory body having jurisdiction over such matters.

13. The Developer shall obtain any and all necessary approvals, licenses, authorizations and permits from any and all agencies, departments and authorities as may be required.
14. The Developer shall be responsible for all costs associated with the reclamation of the subject lands at the end of the lifespan of the Alternative Energy, Personal (Solar Energy Conversion System, Personal), including the costs of decommissioning, disposal and removal of all components and associated waste.
15. The Developer shall be responsible for preparing and maintaining an Emergency Response Plan for the solar panel energy storage system, outlining procedures to be followed in case of a fire or other emergency.

CARRIED

Resolution No: 20260528-19

Adjournment

Moved By: David Kully

That the Smoky Lake County Municipal Planning Commission meeting of July 23, be adjourned at 9:17 a.m.

CARRIED

_____

CHAIRMAN,

David Kully

S E A L

_____

CHIEF ADMINISTRATIVE OFFICER,

Chyenne Shaw

MUNICIPAL PLANNING COMMISSION
DEVELOPMENT REPORT

AGENDA ITEM 4.1.1

MEETING DATE	**OCTOBER 21, 2026**
FILE NO.	**DP 041-26**
LEGAL DESCRIPTION	**SW-34-60-16-W4M & NW-27-60-16-W4M**
LOT AREA	**320 ACRES (40.94 HECTARES PIT AREA)**
APPLICANT/DEVELOPER	**DALE CROSWELL CONSTRUCTION CO. LTD. (DDC)**
LANDOWNER	**DOUG & ANGELA DANYLUK**
PROPOSED DEVELOPMENT	**NATURAL RESOURCE EXTRACTION/PROCESSING FACILITY (SAND AND GRAVEL)**
ZONING	**AGRICULTURE (AG) DISTRICT**
DEVELOPMENT TYPE	**DISCRETIONARY USE**
ROLL NO.	**16603420 & 16602730**
DIVISION	**5 – SOUTHWEST OF HANMORE LAKE**

RECOMMENDATION

That the Municipal Planning Commission **APPROVE** Development Permit No. 041-26: **SW-34-60-16-W4M & NW-27-60-16-W4M, for the development of a Natural Resource Extraction/Processing Facility (Sand & Gravel)**, subject to the following conditions:

1. The proposed Natural Resource Extraction/Processing Facility (Sand & Gravel) shall be developed, constructed and sited as per "Drawing No. 5-8: Extraction Sequencing Plan", dated August 21, 2026, attached to, and forming part of, this Development Permit, and not to exceed 16.57 hectares (40.94 acres) in size. Any expansion of the proposed Natural Resource Extraction/Processing Facility (Sand & Gravel) shall require a subsequent Development Permit to be issued by the Development Authority for Smoky Lake County.
2. The Applicant/Developer shall be required to enter into a Development Agreement with Smoky Lake County prior to the issuance of a Development Permit for the proposed Natural Resource Extraction/Processing Facility (Sand & Gravel).
3. The Applicant/Developer shall obtain an Aggregate Extraction Business Licence, pursuant to Smoky Lake County Bylaw No. 1456-24: *Aggregate Extraction Business Licence Bylaw*, and amendments thereto, and shall comply with all provisions of said Bylaw, including, but not limited to, providing Smoky Lake County with quarterly aggregate reporting and payment of Business Licence fees.
4. The Applicant/Developer shall pay to Smoky Lake County, in accordance with Smoky Lake County Bylaw No. 1498-26: *Smoky Lake County Planning and Development Fees Bylaw,* Development Permit fees of $750.00/acre ($750.00 x 40.94 acres = $30,705.00), prior to the issuance of this Development Permit.
5. The Applicant/Developer shall be required to enter into a Haul Road Agreement with Smoky Lake County prior to the issuance of this Development Permit.
6. The Applicant/Developer shall obtain a *Historical Resources Act Approval* from the Ministry of Arts, Culture and Status of Women prior to the issuance of this Development Permit.
7. This Development Permit will expire ***ten (10) years*** from the date of issuance.
8. The Applicant/Developer shall comply with all requirements of *Alberta Environment and Protected Areas*, including any registrations, permits, approvals and reclamation requirements.
9. Reclamation and rehabilitation of the subject lands shall be in accordance with the *Alberta Environmental Protection and Enhancement Act (EPEA)* and the *Code of Practice* for Pits.

10. Tree and brush removal on the subject lands shall take place only during the approved period of July 31 to April 15, as required by the *Alberta Wildlife Act* and the federal *Migratory Birds Convention Act*.
11. Any burning of vegetation on the subject lands will require the Applicant/Developer to obtain a *Burn Permit* from Smoky Lake County's Fire Chief, or his designate, prior to commencement of burning.
12. The Applicant/Developer shall submit a Fire Safety Plan to the satisfaction of Smoky Lake County's Fire Chief.
13. All equipment and activities related to mining, excavating and crushing operations shall be located within, and take place in, areas approved for gravel extraction by this Development Permit.
14. Hours of Operation shall be as follows:
    a. **Crushing Operations:** 7:00 a.m. – 7:00 p.m., Monday through Saturday inclusive. No crushing shall be permitted on Sundays and Statutory Holidays.
    b. **On-Site Development Operations (extraction, pit development, reclamation & tree removal):** 7:00 a.m. – 7:00 p.m., Monday to Saturday inclusive. No on-site development operation shall be permitted on Sundays and Statutory Holidays.
    c. **Hauling:** 7:00 a.m. – 9:00 p.m., Monday to Saturday inclusive. Hauling shall not be permitted on Sundays and Statutory Holidays.
15. The Applicant/Developer shall ensure that dust and noise control measures are undertaken so as to prevent such effects from becoming a nuisance to adjacent landowners. In this regard, stockpiles shall be positioned to act as a sound barrier and the Applicant/Developer shall utilize any and all methods of minimizing the noise created from machinery and pit activities wherever possible. The Applicant/Developer shall be required to provide dust control upon request by, and to the satisfaction of, Smoky Lake County.
16. The Applicant/Developer shall keep the area subject to the Development Permit in a clean and tidy manner, free from rubbish and non-aggregate debris.
17. The Applicant/Developer shall install and maintain appropriate traffic and safety signage on and about the subject lands and adjacent road accesses.
18. Accesses and haul routes into extraction areas shall be located away from residential areas wherever possible.
19. No development, disturbance or alteration of a surface waterbody is permitted without first obtaining the necessary approvals under the *Water Act* and from the *Department of Fisheries and Oceans*, where applicable. Evidence of a *Water Act* approval or licence must be provided to the Development Authority for Smoky Lake County in cases where a surface waterbody is altered or disturbed.
20. All reasonable measures shall be taken by the Applicant/Developer to control erosion in the areas approved for sand and gravel extraction.
21. The Applicant/Developer shall obtain any and all approvals, permits, authorizations, certificates and licences, from any and all agencies, departments and authorities as may be required.
22. The use of engine-retarding brakes shall not be permitted within ½ mile of a residence on municipally-controlled roads.

BACKGROUND

1. The reason that this application has been referred to the Municipal Planning Commission is that a Natural Resource Extraction/Processing Facility (Sand & Gravel) is a Discretionary Use under Section 8.2 – Agriculture District, of Smoky Lake County Land Use Bylaw No. 1272-14.
2. Section 2.11.1.B requires the Development Authority Officer to refer their recommendations to the Municipal Planning Commission for its consideration and decision regarding all applications for Discretionary Uses.

3. In relation to Section 2.14 of Smoky Lake County Land Use Bylaw No. 1272-14, it is recommended that the notification radius be expanded to 1,000 meters from the subject lands as opposed to the minimum requirement of providing notice to landowners that are directly adjacent to the subject lands.

SUMMARY OF APPLICATION

Dale Croswell Construction Co. Ltd. (DDC) is proposing to develop a 16.57 hectare (40.94 acre) Natural Resource Extraction/Processing Facility (Sand and Gravel Pit) on the lands legally described as SW-34-60-16-W4M & NW-27-60-16-W4M. Pit operations are proposed to include soil salvage, stockpiling, dry pit excavation, crushing, hauling and reclamation activities. The Pit is expected to have a lifespan of 10 years, including the time necessary to complete reclamation activities.

The SW-34-60-16-W4M currently hosts a Class II (less than 5.0 hectares in size) Gravel Pit. The proposed Pit is separate from the existing Pit and does not contemplate crossing boundaries with the existing Pit. The proposed extraction activities will progress in sequence while progressively reclaiming depleted areas by grading and contouring as operations progress (Drawing #5.8). A detailed Conservation and Reclamation Plan is provided as Attachment “F” of the Applicant’s Development Permit Application.

Because the size of the proposed pit is greater than 5.0 hectares and is thus considered as a Class I Pit, the Applicant has applied for Registration pursuant to the Code of Practice for Pits. Moreover, reclamation security for Class I Pits must be provided to the Province rather than the local authority. The Applicant has provided a reclamation security calculation of $174,881.04 to Alberta Environment and Protected Areas as part of its Registration application. The Applicant does not intend to intercept, divert, nor use groundwater or surface water for operations, and therefore has not applied for an authorization under the *Water Act*. However, if the Applicant intercepts groundwater during operations, they will submit the required *Water Act* application.

The Applicant has provided Historical Resources Act Approval (HRA# 4650-24-0019-002) for the proposed Pit. The Approval was originally granted to Fractured Aggregates on March 25, 2024. An amendment to the Approval reflecting the new holder of the Approval as Dale Croswell Construction Co. Ltd. was approved on April 8, 2026.

The Applicant proposes to access the Pit by utilizing an internal access road leading from Township Road 604A. the access road is currently utilized by Canadian Natural Resources Limited (CNRL) and the Applicant is working with CNRL to obtain a Road Use Agreement for this access road. The Applicant indicates that the maximum number of trucks that will be hauling at a given time will not exceed twenty (20) trucks per day, while the maximum number of passenger vehicles entering the pit on a daily basis is expected to be between two (2) and five (5).

The Applicant’s submission is contradictory regarding the Applicant’s desired hours of operation as in one section of the submission it indicates a preference for pit operations, including hauling, to be permitted between 7:00 a.m. and 7:00 p.m., Monday trough Saturday, while in another section the Applicant requests for on-site operations be permitted 24 hours per day, 365 days per year, with hauling restricted to 7:00 a.m. to 9:00 p.m., Monday through Saturday.

The Applicant proposes to mitigate the amount of dust created by the Pit's operations and hauling by watering the excavation area and the haul road as required. The Applicant also proposes to ensure that all loads of gravel and aggregate materials are properly enclosed to limit the potential for aggregate material to spill from trucks. The Applicant also proposes to limit the amount of dust and erosion that occurs from stockpiles by seeding them with grass and using progressive reclamation techniques as possible to reduce the overall amount of area disturbed at one time. The Applicant proposes to limit noise emissions through the proper maintenance of equipment, ensuring trucks hauling materials are in good working order and by prohibiting the use of engine-retarder brakes.

Materials will be hauled from the Pit using the aforementioned access road and travelling west along Township Road 604A, south on Range Road 163 to Highway 28.

The Applicant proposes to utilize double-walled fuel storage tanks and to provide a designated fueling/maintenance area on site to reduce the potential risks of hydrocarbons contaminating the soil within the Pit boundaries. Any spillage of fuel within this designated area will be hauled to a Class II landfill for proper disposal. All industrial and sanitary waste generated in the Pit will be hauled to an approved municipal or Class II landfill or approved municipal wastewater treatment facility for proper disposal.

LAND USE BYLAW NO. 1272-14 – RELEVANT PROVISIONS

Section 1.7 – Interpretations/Definitions

187. **"Natural Resource Extraction/Processing Facility"** means an industry engaged in the extraction and/or processing of natural resources such as clay, sand, gravel, lumber and natural gas, through primary treatment into a raw marketable form and includes asphalt paving plants and concrete producing plants where applicable.

Section 2.4 – General Development Permit Application Requirements

1. An application for a development permit shall be made to the Development Authority in writing, on the application form provided by the municipality and **shall** be accompanied by:

    A. a site plan, to scale, showing the legal description; north arrow; location and dimensions of property lines; existing utility rights-of-way and easements; fences; driveways; paved areas; proposed front, rear, and side yard setbacks, if any; any provisions for off-street loading and vehicle parking; access and egress points to the site; and any encumbrance such as rights-of-way;

    B. existing and proposed building dimensions;

    C. the location of abandoned wells (if applicable), location of water bodies (if applicable), and the location of developed and undeveloped roads (if applicable);

    D. the type and location of water supply and sewage and waste water disposal facilities;

    E. a statement of uses;

F. a statement of ownership of the land and the interest of the applicant therein;

G. the signatures of at least one of the registered landowner listed on the Certificate of Title;

H. the estimated commencement and completion dates;

I. the estimated cost of the project or contract price;

J. an application fee as established by resolution of Council;

K. a letter from the registered owner authorizing the right-of-entry by the Development Authority to such lands or buildings as may be required for investigation of the proposed development;

L. in the case of an application for a Development permit on Crown Land, Provincial authoizaation for the development; and

M. any other information as required by the Development Authority.

2. The Development Authority **may** also require additional information in order to assess the conformity of a proposed development with this Bylaw before consideration of the development permit application shall commence. Such information may include:

A. floor plans;

B. elevations and sections of any proposed buildings;

C. a Real Property Report, or other documentation indicating the exact location of all structures on the property (prepared within the last five (5) years), in a form this is acceptable to the Development Authority;

D. drainage, grading and landscaping plans which provide pre and post-construction site elevations;

E. a storm water management plan approved by Alberta Environment and Sustainable Resource Development (or other appropriate provincial authority);

F. a geotechnical report prepared, stamped and signed by a qualified professional registered in the Province of Alberta in potentially hazardous or unstable areas;

G. a biophysical assessment prepared, stamped and signed by a qualified professional, registered in the Province of Alberta, on the impacts of the proposed development on wildlife habitat or natural environments;

H. a reclamation plan for aggregate extraction or site grading and excavation;

I. an environmental assessment to determine potential contamination and mitigation;

J. in the case of the placement of on already constructed or partially constructed building on a parcel of land, information relating to the age and condition of the building and its compatibility with the District in which it is to be located;

K. a hydro-geological assessment, prepared, stamped and signed by a registered professional engineer or hydro-geologist, registered in the Province of Alberta, of any potential flooding or subsidence hazard that may, in the sole opinion of the Development Authority, affect the subject site;

L. a site plan detailing how vegetation, topography disturbance or erosion is to be minimized;

M. an environmental impact assessment describing a development's potential environmental effects;

N. within the Garner Lake Area Structure Plan area, a landscaping plan;

O. a Cumulative Effects Assessment;

P. the identification of all right-of-ways and easements within or abutting the subject property; and/or

any additional information as the Development Authority deems necessary.

4. The Development Authority may make a decision on an application for a development permit notwithstanding that any information required or requested has not been submitted.

Section 2.7 – Natural Resource Extraction Development Permit Requirements

1. In addition to the information requirements indicated in Section 2.4 and Section 7.16 of this Bylaw, the Development Authority shall require, where not required to do so by the Province, that each application be accompanied by the following information:

A. a reclamation plan and a statement indicating the projected final use of the site. In those cases where the proponent is required to do so by the Province, the proponent shall submit a copy of the reclamation plan to the County;

B. for Class I Pits on Private Land (5 ha. (12.5 ac.) or greater in area): proof of approval from Environment and Sustainable Resource Development;

C. for Class II Pits on Private Land (under 5 ha. (12.5 ac.) in area): a reclamation deposit in the amount of $2,000 per acre for each acre of land within the working pit;

D. the developer shall be responsible to ensure compliance with all applicable federal and provincial legislation and regulations.

E. all natural resource extraction development permits shall be considered temporary developments as specified by the Development Authority.

F. statement indicating the number of years the pit is proposed to be in operation;

G. anticipated generation of motor vehicle traffic estimated on a daily, weekly or monthly basis;

H. number of vehicles that will be used in the hauling of materials and the proposed hauling route to and from the site;

I. type and number of equipment to be used for each activity to be carried out on the site;

J. access locations to and from the site, including roads and highways, and anticipated traffic generation on each of the roads and highways resulting from the development;

K. dust control measures to be implemented, including the suppressant materials or methods to be used either on the pit floor and on stockpiles as well as the proposed frequency of application;

L. projected impacts of dust or emissions (asphalt, gravel crushing, concrete or other) and the methods to be used for controlling such dust or emission;

M. proposed frequency for cleaning settled dust from, in and around gravel crushing plants;

N. provisions for loading and parking;

O. descriptions of an noxious, toxic, radioactive, flammable or explosive materials to be stored or used on the site;

P. location of garbage and storage areas and proposed fencing and screening for the same, as well as the proposed method for disposing of garbage;

Q. provision of a written security plan that identifies potential dangerous situations, area and typical procedures to be used for monitoring the site during periods of activity and also when activity on the site is suspended;

R. proposed methods to be used to restrict public access, protect wildlife, neighbouring livestock and domestic animals;

S. quality and quantity of well water and soil tests for the water systems that may be used in conjunction with the proposed development;

T. amount of water required for the proposed development on a daily, weekly or monthly basis and the proposed water source;

U. engineering studies which demonstrate the suitability of the proposed method of water supply;

V. engineering studies which demonstrate the suitability of the proposed method of effluent disposal;

W. engineering studies which demonstrate the suitability of the proposed method of surface water management;

X. method proposed for controlling noise, dust and drainage from the site both during and after completion of the operation;

Y. profiles and cross sections showing the original ground level, the proposed depth of any excavation, the finished grade elevation, the depth of the over-burden and water table elevations;

Z. the method intended to be used for excavation of the materials contained within the land, backfilling, terracing, compacting, leveling, reclaiming the site and equipment to be used in connection therewith;

AA. the method to be used for supporting pit walls;

BB. size, number and location of stockpiles of topsoil, overburden and gravel;

CC. proposed days and hours of operation for each activity and any known or regularly anticipated periods of inactivity;

DD. if the proposal is located within the heritage overlay area, then a Historic Resource Impact Assessment and/or clearance from the Alberta Culture and Community Spirit; and

EE. where an asphalt paving plan or concrete producing plant is proposed, a signed statement indicating that the proposed development conforms to the current Code of Practice for asphalt paving plants or concrete producing plants.

2. Without limiting the requirements of the Development Authority, the proponent will also be required to enter into:

   A. a haul road agreement with the County; and

   B. development agreement with the County.

Section 2.11 – Decisions on Development Permit Applications

1. The Development Authority Officer shall:

    A. receive and review all applications for Development Permits;

    B. refer their recommendations to the Municipal Planning Commission for its consideration and decision regarding all applications for a Discretionary Use.

2. In making a decision, the Development Authority may approve the application unconditionally, approve the application subject to those conditions that he/she considers appropriate, approve the application permanently or for a limited period of time, or refuse the application.

4. In approving an application for a Development Permit, the Development Authority may impose the condition that the approved development be allowed to operate for a limited period of time, which shall be specified on the Permit, and that upon the expiry of such time the use allowed shall be discontinued and any buildings that were erected as a result of the Development Permit shall be removed, and the site restored to its original condition prior to the issuance of the Development Permit.

Section 7.16 – Natural Resource Extraction Industries

1. In accordance with in Sections 2.4 and 2.7 of this Bylaw, a development permit will be required for natural resource extraction developments including but not limited to: borrow pits, sand, gravel, clay, top soil, gypsum, granite, salt or any other mineral extraction operation.

2. A development permit shall not be issued for a sand, gravel, clay, coal, limestone, gypsum, granite, salt or a mineral extraction operation until any necessary reclamation plan and permit/license is approved by the Provincial Government.

3. Where not required to do so by Provincial agencies, the proponent of a natural resource extraction industry shall be required to submit a reclamation plan to the Development Authority for their approval prior to the issuance of a development permit.

4. Where not required to do so by the Province, the proponent of a natural resource extraction industry shall, at the discretion of the Development Authority, be required to post with the County security in the form of either, cash or an irrevocable letter of credit to ensure that reclamation will be completed.

5. A disturbed area shall be reclaimed to:

    A. at least its former capability for agriculture; or

    B. any other use which the Development Authority feels will be beneficial to the County.

6. The following conditions of approval may be included when processing an application for a natural resource extraction industry:

A. limitation of hours of operation;

B. requirement to enter into a Road Use Agreement with the County for the provision of dust control and maintenance/upgrading of roads used in direct relation to the operation;

C. posting of adequate signage, including company name and emergency telephone numbers, to warn of possible site or operational hazards and dangers;

D. methods of minimizing noise in relation to the activities of the operation; and

E. payment of an aggregate levy to the County as outlined by the County's Community Aggregate Payment Levy bylaw.

7. Extraction operations, such as sand, gravel and other mineral resource workings shall be permitted to proceed only after the issuance of proper licenses that indicate compliance with the appropriate provincial and federal legislation and regulations.

8. The County should not allow residential, commercial, or industrial development to occur on known commercial deposits of sand and gravel or other mineral resources if that development will prevent the future extraction of the resource.

9. Council shall urge the provincial and federal agencies to comply with the policies of this section and the overall intent of the Plan when developing natural resource extraction activities that are exempt from control under the Municipal Government Act.

SUPPORTING DOCUMENTS

ENCLOSURE #1	BYLAW NO 1272-14: SECTION 8.2: AGRICULTURE (AG) DISTRICT	PAGE 11
ENCLOSURE #2	DEVELOPMENT PERMIT APPLICATION DP-041-26	PAGE 17
ENCLOSURE #3	GENERAL LOCATION MAP	PAGE 128

Prepared by: [redacted] October 14, 2026

Jordan Ruegg, Development Officer Date



8.2 AGRICULTURE (AG) DISTRICT

1. Purpose

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

2. Permitted Uses

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

3. Discretionary Uses

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

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

4. Subdivision Regulations

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

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

A. Lot Area – Agricultural Use

i. The **minimum** parcel size for extensive agricultural uses shall normally be 32.0 ha (80.0 ac.) less any approved subdivisions.

ii. Notwithstanding (A)(i) above, the subdivision of a single 16.0 ha (40.0 ac.) parcel for agricultural use may by permitted out of an **un-subdivided** quarter section if the following criteria are met to the satisfaction of the County:

a. Legal and year round physical access to the proposed parcel and the remainder are developed to County standards;

b. The proposed use of the parcel will not adversely impact adjacent agricultural uses;

c. The parcel is should normally be located:

I. adjacent to or near quarter section boundaries;

II. in close proximity to existing residential parcels or farmsteads on adjacent quarter sections;

III. along a designated rural residential collector road;

d. The applicant demonstrates that the parcel can be serviced on-site as per provincial regulations;

e. If the parcel is to be used for an intensive agricultural operation or a value added agricultural industry[1], the use and size of the parcel is supported by a business plan that may include:

I. a financial plan to the satisfaction of the County;

II. a detailed site plan of the proposed operation including the required land area, expansion possibilities and possible effects on adjacent landowners, uses and municipal infrastructure;

III. information regarding potential traffic generation which may include a Traffic Impact Assessment;

IV. potential nuisance factors and any mitigation measures necessary to reduce nuisance factors; and

V. where necessary, a detailed site assessment which indicates the location, character and parcel coverage percentages of the

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

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

B. Lot Area – Residential Use

i. Normally, a **maximum** of 8.0 ha (20.0 ac.) per quarter section will be allowed for residential subdivisions.

ii. Normally, the minimum lot area allowed for vacant residential parcels or for farmstead separations will be 0.8 ha (2.0 ac.) and the maximum lot area will be 8.0 ha (20.0 ac.).

C. Lot Area - Other Uses

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

5. Development Regulations

A. Minimum Yard Dimensions

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

i. Minimum Front Yards

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

ii. Minimum Side Yards

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

Adjacent to Another Parcel	18.3 m (60.0 ft.) from the property line

iii. Minimum Rear Yards

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

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

B. Minimum Floor Area

i. Single detached dwellings – 69.7 sq. m (750.0 sq. ft.)

ii. Manufactured and modular home units – 65.0 sq. m (700.0 sq. ft.)

iii. All others uses at the discretion of the Development Authority

C. Maximum Site Coverage - 45%

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

D. Maximum Height

i. 11.0 m (36.1 ft.)

ii. In the case of buildings which are accessory to extensive agriculture and for discretionary uses, the maximum height shall be at the discretion of the Development Authority.

6. Other Regulations

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

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

disposal site as specified by the appropriate guidelines or authority;

ii. within required setbacks from sour gas wells, pipelines and ancillary facilities;

iii. within an area likely to be subject to high levels of noise or emissions from industry, transportation facilities, or other sources; or

iv. within a 1 in 100 year flood plain.

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

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

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

E. Landscaping shall be provided in accordance with **Section 6.11** of this Bylaw.

G. Shipping containers shall be developed in accordance with **Section 7.31** of this Bylaw

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

September 24, 2026

Smoky Lake County
Box 310 4612 McDougall Drive
Smoky Lake, AB T0A 3C0

Attention: Jordan Ruegg
Planning and Development Officer

Reference: Development Permit Application
Danyluk 2 Pit – Dale Croswell Construction Co. Ltd.
SW 34 & NW 27-060-16-W4M – Smoky Lake County

Dear Mr. Ruegg,

On behalf of Dale Croswell Construction Co. Ltd. (DDC), attached for your consideration is a Development Permit Application for a sand and gravel extraction operation located at SW 34 & NW 27-060-16-W4M known as the Danyluk 2 pit. A supplemental information attachment with regard to the development permit application has been included as an attachment to this letter. Additionally, a copy of the Registration Application in DDC's name under the *Code of Practice for Pits* submitted to Alberta Environment and Protected Areas is attached for reference. Additional Information not found within the supplemental information can be found in the Registration Application. Also included as an attachment is a copy of clearance under the *Historical Resources Act*.

If you have any questions with the above or the attached information, please contact the undersigned at (780) 809-8191 ext. 29 or alternatively at jbalak@aspenlandgroup.com.

Sincerely,

[redacted]

Joshua Balak, AIT
Aspen Land Group Inc.

cc: Dale Croswell, Dale Croswell Construction Co. Ltd.

Enclosures: Attachment A: Supplemental Information
Attachment B: Smoky Lake County Development Permit Application

Attachment C: Certificates of Title & Landowner Consent
Attachment D: Abandoned Well Map
Attachment E: *Historical Resources Act* Approval
Attachment F: Danyluk 2 Pit Registration Application

Attachment A: Supplemental Information

Dale Croswell Construction Co Ltd.
Development Permit Application
Application Supplement
SW 34 & NW 27-060-16-W4M

Legal Description:	SW 34 & NW 27-060-16-W4M
Landowners:	The owners of the SW 34 & NW 27-060-16-W4M are Doug and Angela Danyluk. Copies of the Certificates of Title and landowner consent are included in Attachment C.
Intended Use:	Dale Croswell Construction Co. Ltd. (DDC) is proposing to the operation of a 16.57 ha sand and gravel pit within the SW 34 & NW 27-060-16-W4M in Smoky Lake County known as the Danyluk 2 Pit (the pit). Pit operations will include soil salvage and stockpiling, dry pit excavation, crushing, hauling and reclamation activities. All aggregate product will be used to provide material for a variety of projects within Smoky Lake County and surrounding areas.
Commencement Date:	2026
Expected Life of the Project:	10 years
Existing Land Use:	The property proposed for development is currently housing a Class II gravel pit initiated by the landowner in 2021, while the remaining land is utilized as tame pasture. This property is located within the (AG) Agriculture District of Smoky Lake County and is being utilized as such.
Existing Site Conditions:	As shown on Drawing No. 3-8 in Attachment F, the current 0.87 ha disturbance area as a result of the landowner's exploration and extraction activities . The remainder of the site is undisturbed by pit operations, with a majority of the quarter containing forested land.
Proposed Operation:	DDC intends to develop the northeastern portion of the NW 27-060-16-W5M and the southeastern portion of the SW 34-060-16-W5M. Extraction activities are based on the extraction sequencing plan as shown on Drawing No. 5-8 within Attachment F. Extraction activities will proceed in sequence while progressively reclaiming depleted areas by grading and contouring as

	operations progress. As shown on Drawing No. 5-8, the pit has been broken down into two extraction blocks, with a total area of 16.05 ha to be excavated. Groundwater was not encountered throughout the proposed extraction area, and there is no intention for wet pit excavation.
Stockpile Location:	Reclamation material stockpiles will be located along the perimeter of each extraction phase.
Hours of Operation:	DDC is requesting that the hours of operation for the pit that will include stripping, extraction, crushing, hauling and reclamation occur between 7:00 a.m. and 7:00 p.m., Monday through Saturday.
Hours of Hauling:	DDC is requesting that the hours of operation for the pit that will include extraction, crushing, and on-site development be consistent with other operations in the County, and allow for 24 hours/day 365/year, with hauling conducted between 7:00 a.m. to 9:00 p.m. Monday through Saturday inclusive with no hauling on Sundays or Statutory Holidays.
Hauling Activities:	The maximum number of trucks that will be hauling at any one time will be 20 trucks per day.
Passenger Vehicle Traffic:	The average number of motorized vehicles that will enter the pit on a daily basis is expected to range between two to five.
Access and Haul Route:	Trucks will access the pit from west or east on Highway 28, north on Range Road 163/Range Road 163A, and east on Township Road 604A to the pit access. From the pit, trucks will head west on Township Road 604A to Road 163/Range Road 163A, where they will then head south to Highway 28. Trucks will travel west or east on Highway 28 to market.
Dust and Noise:	Mitigative measures to control dust will include watering the area being excavated and the haul road as required. DDC will also ensure that all loads of sand and gravel material are properly enclosed and that the speed limits as set within the pit and as required along Highway 28 are strictly followed. In addition, all long-term stockpiles of reclamation material will be seeded to a grass mix and progressive reclamation techniques will be employed as soon as possible to reduce the overall disturbance at any one time. All operations within the pit will be conducted in accordance with all municipal and provincial regulations governing noise levels. To minimize impacts associated with noise, DDC will implement such measures as properly

	maintaining equipment, requiring all trucks hauling from the pit to be in good working order, and prohibiting the use of retarder breaks at or near the pit.
Water Quality and Quantity:	This pit will be a dry pit operation, and as such DDC is not applying for any use or activity under the *Water Act.*
Proposed End Land Use:	The proposed end-land use will be agricultural; tame pasture with the existing road re-established.
Loading and Parking:	Loading and parking areas will be located within designated areas of the pit. Parking areas will be located a safe distance from open excavation areas and active equipment.
Pit Security:	DDC will monitor the property fencing surrounding the pit and proposed mining area for protection of the public, and privacy of the landowner. Signage will be placed at the pit entrance, and the fence will remain locked during periods of inactivity.
Fuel Storage:	To reduce the risk of any hydrocarbons contaminating the soil within the pit, double walled fuel storage tanks and a designated fueling/maintenance area will be used during operations. Any spillage of fuel within this designated area will be hauled to a Class II landfill for proper disposal.
Waste Management:	All industrial and sanitary waste generated in the pit will be hauled to an approved municipal or Class II landfill or approved municipal wastewater treatment facility for proper disposal.
Abandoned Well Search:	An abandoned well search was conducted for the proposed pit area within the SW 24 & NW27-060-16-W4M to determine the presence of abandoned wells within the pit. The search revealed that no abandoned oil and gas wells are present within the proposed development area.
Historical Resources Act:	The former applicant for these lands, Fractured Aggregates Inc. had previously applied for and received clearance under the *Historical Resources Act* on March 25, 2024 (HRA No. 4650-24-0019-001). To maintain an accurate clearance and change the proponent listed on the approval, an amendment application was submitted through the Online Permitting and Clearance System (OPAC) on March 10, 2026 and granted *Historical Resources Act* approval on April 8, 2026 (HRA No. 4650-24-0019-002). A copy of the updated *Historical Resources Act* Approval is attached in Appendix E.

Attachment B: Smoky Lake County Development Permit Application

SMOKY LAKE COUNTY

Title: Application for Development Permit		Policy No: 03-07
Section: 61	Section: P-A	Page No.: 1 of 13 E

Legislative Reference:	Alberta Provincial Statutes Land Use Bylaw

Purpose:	To outline the procedures and requirements for applying for a Development Permit in Smoky Lake County.

Policy Statement and Guidelines:

1. STATEMENT

1.1 Development Permits are issued by Smoky Lake County, pursuant to the *Land Use Bylaw* and the *Municipal Government Act* R.S.A. 2000, Chapter M-26, as amended.

1.2 Development Permits are issued by Smoky Lake County, and are required **PRIOR** to commencing any Development, including new construction, and alterations or additions to an existing structure.

2. DEFINITIONS

2.1 **"Act"** means the *Municipal Government Act* R.S.A. 2000, Chapter M-26, as amended.

2.2 **"Developer"** means the owner of lands on which a Development is proposed, or any other person applying for a Development Permit.

2.3 **"Development"** means development as defined in the *Act*, and includes the following:

2.3.1 The carrying out of any construction or excavation, or other operations, in, on, over or under land;

2.3.2 The making of a any change in the use or the intensity of use of any land, buildings or premises, and, without restricting the generality of the foregoing, includes the removal and/or placement of topsoil;

2.3.3 In a building or on a parcel used for dwelling purposes, an increase in the number of families occupying and living in the building or on the parcel, and any alteration or additions which provide for an increase in the number of dwelling units within the building or on the parcel;

2.3.4 The placing of refuse or waste material on any land;

2.3.5 An excavation or stockpile and the creation of either of them;

2.3.6 A building or an addition to or replacement or repair of a building and the construction or placing of any of them in, on, over or under land;

2.3.7 The resumption of the use for which land or buildings had previously been utilized;

2.3.8 The use of land for the storage or repair of motor vehicles or other machinery or equipment;

Title: Application for Development Permit		Policy No: 03-07
Section: 61	Section: P-A	Page No.: 2 of 13 E

Policy Statement and Guidelines:

2.3.9 The more frequent or intensive use of land for the parking of trailers, bunkhouses, portable dwellings, skid shacks or any other type of portable building whatsoever whether or not the same has been placed or affixed to the land in any way;

2.3.10 The placement of an already constructed or a partially constructed building on a parcel of land; and

2.3.11 The erection of signs, unless otherwise exempted by the *Land Use Bylaw*.

2.4 **"Development Authority"** means the Development Authority established by the municipality's Development Authority Bylaw and appointed by Council pursuant to that Bylaw.

2.5 **"Development Authority Officer"** means that person or persons defined by the municipality's Development Authority Bylaw and appointed by Council to act as the Development Authority Officer, pursuant to that Bylaw.

2.6 **"Development Permit"** means a permit issued by Smoky Lake County that authorizes a specified development and includes, where applicable, plans, drawings, specifications or other documents. This permit is separate and distinct from a building permit.

2.7 **"Discretionary Use"** means a use of land or buildings within a specific land use district, for which a Development Permit *may* be issued.

2.8 **"Municipal Planning Commission"** means the Municipal Planning Commission of Smoky Lake County, established in accordance with the County's Municipal Planning Commission Bylaw and appointed by Council pursuant to that Bylaw.

2.9 **"Permitted Use"** means the use of land or a building within a specific land use district, for which a Development Permit *shall* be issued, with or without conditions, provided the Development conforms to the *Land Use Bylaw.*

2.10 **"Subdivision and Development Appeal Board"** means the Subdivision and Development Appeal Board established by the municipality's Subdivision and Development Appeal Board Bylaw and appointed by Council pursuant to that Bylaw.

3. PROCEDURES

3.1 Whenever a Development is proposed within the boundaries of Smoky Lake County, a Development Permit must be obtained by the Developer prior to commencement of the Development.

Title: Application for Development Permit		Policy No: 03-07
Section: 61	Section: P-A	Page No.: 3 of 13 E

Policy Statement and Guidelines:

3.2 A **Development Permit Application Form (Schedule "A")** must be completed and submitted to the Development Authority Officer, accompanied by the application fee as set out in Smoky Lake County **Policy No. 61-11: *Planning and Development Fees***.

3.3 Development Permit application forms are available at the County office and from the County's website at www.smokylakecounty.ab.ca.

3.4 The Development Authority Officer must, within **20 days** after the receipt of an application for a Development Permit, determine whether or not the application is complete.

3.5 An application for a Development Permit shall be deemed complete, if in the sole opinion of the Development Authority Officer, the application contains the documents and other information necessary to review the application.

3.6 The time period referred to in Subsection 3.4 may be extended by an agreement in writing between the Developer and the Development Authority Officer.

3.7 If the Development Authority Officer does not make a determination on an application referred to in Subsection 3.4 within the time required under Subsection 3.4 or Subsection 3.6, the application is deemed to be complete.

3.8 If the Development Authority Officer determines that an application is complete pursuant to Subsection 3.4 or Subsection 3.6, the Development Authority Officer shall issue to the Developer a notice, in writing, informing the Developer that said application had been deemed complete.

3.9 If the Development Authority Officer determines that an application is incomplete pursuant to Subsection 3.4 or Subsection 3.6, the Development Authority Officer shall issue to the Developer a notice, in writing, informing the Developer that said application has been deemed incomplete.

3.10 A notice issued by the Development Authority Officer under Subsection 3.9 shall contain a reason(s) why the application has been deemed incomplete and shall indicate that any outstanding documents and information as deemed necessary by the Development Authority Officer shall be submitted by a date set out in said notice or a later date agreed on between the Development Authority Officer and the Developer in order for said application to be deemed complete.

3.11 If the Development Authority Officer determines that the information and documents submitted pursuant to Subsection 3.10 are complete, the Development Authority Officer shall issue to the Developer a notice, in writing, informing the Developer that said application has been deemed complete.

Title: Application for Development Permit		Policy No: 03-07
Section: 61	Section: P-A	Page No.: 4 of 13 E

Policy Statement and Guidelines:

3.12 If the Developer fails to submit all the outstanding information and documents pursuant to Subsection 3.10 on or before the date referred to in the notice issued under Subsection 3.9, the application shall be deemed refused by the Development Authority Officer.

3.13 If an application is deemed to be refused under Subsection 3.12, the Development Authority Officer must issue to the Developer a notice informing the Developer that said application has been refused and the reason(s) for said refusal.

3.14 Despite that the Development Authority Officer has deemed an application complete pursuant to Subsection 3.8 or Subsection 3.11, in the course of reviewing the application, the Development Authority Officer may request additional information or documentation from the Developer that the Development Authority Officer considers necessary to review the application.

3.15 If the Development Authority refuses the application for a Development Permit, the Development Authority must issue to the Developer a notice informing the Developer that the application has been deemed refused and the reason(s) for the refusal.

3.16 The Development Authority must make a decision on an application for a Development Permit within **40 days** after the receipt by the Developer of a notice issued pursuant to Subsection 3.8 or 3.11.

3.17 For the purposes of Subsection 3.16, the Developer shall be deemed to have received the notice issued under Subsection 3.8 or 3.11 **7 days** from the date of the issuance of said notice.

3.18 The time period referred to in Subsection 3.16 may be extended by an agreement in writing between the Developer and the Development Authority Officer.

3.19 If the Development Authority fails to make a decision referred to in Subsection 3.16 within the time required under Subsection 3.16 or Subsection 3.18, the application is, at the option of the Developer, deemed to be refused.

3.20 When an application is refused under Subsection 3.12, and subject to the provisions contained in the *Land Use Bylaw*, the Development Authority may refuse a subsequent application for a Development Permit for the same or a similar use, until the time stated in the *Land Use Bylaw* has expired.

3.21 In cases where a Developer makes application for a Development Permit for a Permitted Use under the *Land Use Bylaw*, the Development Authority Officer shall issue or refuse said Development Permit.

3.22 In cases where a Developer makes application for a Development Permit for a Discretionary Use under the *Land Use Bylaw,* the Municipal Planning Commission shall issue or refuse said Development Permit.

Title: Application for Development Permit		Policy No: 03-07
Section: 61	Section: P-A	Page No.: 5 of 13 E

Policy Statement and Guidelines:

4. APPEALS

4.1 In the event that the Development Authority fails to issue a Development Permit to a Developer, issues a Development Permit to a Developer subject to conditions, or issues an order under Section 645 of the *Act*, the Developer applying for the Development Permit or the person affected by the order may appeal to the Subdivision and Development Appeal Board.

4.2 In addition to a Developer or other person affected by an order under Subsection 4.1, any person affected by an order, decision or Development Permit made or issued by the Development Authority may appeal to the Subdivision and Development Appeal Board.

4.3 Despite Subsection 4.1 and Subsection 4.2, no appeal lies in respect of the issuance of a Development Permit for a Permitted Use unless the provisions of the *Land Use Bylaw* were relaxed, varied or misinterpreted or if the application for the Development Permit was deemed to be refused under Subsection 3.12.

4.4 Any party identified under Subsection 4.1 and Subsection 4.2 who wishes to appeal a decision of the Development Authority must file a notice of appeal, accompanied by the application fee as set out in Smoky Lake County **Policy No. 61-11: *Planning and Development Fees***, with the Subdivision and Development Appeal Board.

4.5 A notice of appeal filed pursuant to Subsection 4.4 must be filed with the Subdivision and Development Appeal Board within **21 days** after the date on which the written decision is given by the Development Authority.

4.6 If the Development Authority has not made a decision on an application for a Development Permit within the **40-day** period or within an extension of that period agreed upon pursuant to Subsection 3.18, and the Developer chooses to deem the application refused, a notice of appeal must be filed with the Subdivision and Development Appeal Board within **21 days** after the date that the period or extension expires.

4.7 With respect to an order issued by the Development Authority under Section 645 of the *Act*, a notice of appeal must be filed with the Subdivision and Development Appeal Board within **21 days** after the date on which the order is made.

4.8 Upon receipt of a notice of appeal, the Subdivision and Development Appeal Board must hold an appeal hearing within **30 days** after the receipt of the notice of appeal.

4.9 The Subdivision and Development Appeal Board must give its decision in writing together with reasons for the decision within **15 days** after concluding the hearing.

4.10 A decision made by the Subdivision and Development Appeal Board is final and binding on all parties and persons subject only to an appeal to the Court of Queen's Bench on a question of jurisdiction of law, pursuant to the *Act*.

Title: Application for Development Permit		Policy No: 03-07
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Policy Statement and Guidelines:

5. ENFORCEMENT

5.1 Where the Development Authority finds that a Development or use of land or a building is not in accordance with a Development Permit or the provisions of the *Land Use Bylaw*, as amended, the Development Authority may exercise the right to order compliance as outlined in the *Land Use Bylaw*, as amended, pursuant to the *Act*.

	Date	Resolution Number
Approved	September 20, 2007	# 618-07 - Page # 8484
Amended	January 31, 2013	# 302-13 - Page # 10434
Amended	October 24, 2013	# 1035-13 - Page # 10862
Amended	January 29, 2015	# 303-15 - Page # 11562
Amended	January 23, 2020	# 350-20 - Page # 13952
Amended	December 16, 2021	# 200-21 - Page # 14926
Amended	April 11, 2024	# 487-24 - Page # 15594

DEVELOPMENT PERMIT APPLICATION FORM

DEVELOPMENT PERMIT INSTRUCTIONS

It is important to read and understand the following instruction prior to completing this application form:

1) Every application for a Development Permit shall be submitted in complete form, accompanied by the applicable application fee set pursuant to Smoky Lake County **Policy No. 61-11: *Planning and Development Fees***. If site work or construction has commenced prior to obtaining a Development Permit, you are advised that **no further work on the Development is to occur until a Development Permit has been issued**. Any access to, site servicing of, or construction started on the property prior to the issuance of a Development Permit, and/or during the appeal period, is at the Developer's risk and may be subject to enforcement measures being taken pursuant to the *Land Use Bylaw* and/or the *Act*, where applicable.

2) An application for a Development Permit **shall** be accompanied by the following information:
   a. a site plan, to scale, showing the legal description; north arrow; location and dimension of property lines; existing utility rights-of-way and easements; fences; driveways; paved areas; proposed front, rear and side yard setbacks, if any; any provisions for off-street loading and vehicle parking; access and egress points to the site; and any encumbrance such as rights-of-way;
   b. existing and proposed building dimensions;
   c. the location of abandoned wells (if applicable), location of water bodies (if applicable), and the location of developed and undeveloped roads (if applicable);
   d. the type and location of water supply and sewage and waste water disposal facilities;
   e. a statement of uses;
   f. a statement of ownership of the land and the interest of the applicant therein;
   g. the signatures of at least one of the registered landowners listed on the Certificate of Title;
   h. the estimated commencement and completion dates;
   i. the estimated cost of the project or contract price;
   j. an application fee as established by Smoky Lake County Policy No. 61-11: *Planning and Development Fees*, as amended;
   k. written authorization from the registered owner authorizing the right-of-entry by the Development Authority to such lands or buildings as may be required for investigation of the proposed development;
   l. in the case of an application for a Development Permit on Crown Land, Provincial authorization for the Development; and
   m. any other information as required by the Development Authority.

3) The Development Authority **may** also require additional information in order to assess the conformity of a proposed Development with the *Land Use Bylaw* before consideration of the Development Permit shall commence. Such information may include:
   a. floor plans;
   b. elevations and sections of any proposed buildings;

c. a Real Property Report, or other documentation indicating the exact location of all structures on the property (prepared within the last five (5) years, in a form that is acceptable to the Development Authority;
d. drainage, grading and landscaping plans which provide pre-and-post construction site elevations;
e. a storm water management plan approved by Alberta Environment and Parks (or other appropriate provincial authority);
f. a geotechnical report prepared, stamped and signed by a qualified professional registered in the Province of Alberta, in potentially hazardous or unstable areas;
g. a biophysical assessment prepared, stamped and signed by a qualified professional registered in the Province of Alberta, on the impacts of the proposed Development on wildlife habitats and environments;
h. a reclamation plan for aggregate extraction or site grading and excavation;
i. an environmental assessment to determine potential contamination and mitigation;
j. in the case of placement of an already constructed or partially constructed building on a parcel of land, information relating to the age and condition of the building and its compatibility with the District in which it is to be located;
k. a hydro-geological assessment, prepared, stamped and signed by a registered professional engineer or hydro-geologist, registered in the Province of Alberta, of any potential flooding or subsidence hazard that may, in the sole opinion of the Development Authority, affect the subject site;
l. a site plan detailing how vegetation, topography disturbance or erosion is to be minimized;
m. an environmental impact assessment describing a Development's potential environmental effects;
n. within the Garner Lake Area Structure Plan area, a landscaping plan;
o. a Cumulative Effects Assessment;
p. the identification of all rights-of-way and easements within or abutting the subject property; and/or
q. any additional information the Development Authority deems necessary.

4) Developers are advised to accurately locate any and all oil, gas, power, telephone and other utility lines on the subject site prior to the commencement of a Development by contacting Alberta One-Call at 1-800-242-3447 or by visiting www.albertaonecall.com.

5) Please note, that a Development Permit **does not** constitute a Building Permit, or any other Permit issued pursuant to the *Safety Codes Act*. After obtaining a Development Permit from Smoky Lake County, a Developer is required to obtain the applicable *Safety Codes Act* Permits (Building, Plumbing, Gas, Electrical and Private Sewage Disposal) from the County's Safety Codes inspectors The Inspections Group Inc. Please contact The Inspections Group Inc. at
780-454-5048 or by email at questions@inspectionsgroup.com.

6) If you have any questions regarding this application package, please contact the Smoky Lake County Planning and Development Department at 780-656-3730 or by email at pd@smokylakecounty.ab.ca. Alternatively, you may arrange a pre-application meeting with Planning and Development staff to discuss a proposed Development.

Section 61 SCHEDULE "A" 03-07

DEVELOPMENT PERMIT APPLICATION FORM

Internal Use Only

Our File Number: _____ Your File Number: _____ Roll Number: _____

Applicant Information

Applicant/Agent: Dale Croswell Construction Co. Ltd. Phone: [redacted]

Address: [redacted] Cell Phone: [redacted]

City/Prov. [redacted] Postal Code [redacted] Fax: _____

Email address: [redacted] Signature: [redacted]

Applicant/Agent Authorization: I am the applicant/agent authorized to act on behalf of the registered owner and that the information given on this form is full and complete and is, to the best of my knowledge, a true statement of the facts relating to this application.

Registered Landowner Information

☐ *Owner same as applicant*

Registered Owner: Doug & Angela Danyluk Phone [redacted]

Address: [redacted] Fax: _____

City/Prov: [redacted] Postal Code [redacted] Signature: _____

Section A - Property Information

Division _____

Legal: Lot _____ Block _____ Plan _____ and Part of SW ¼ Sec 27 Twp 060 Rge 16 W4M & NW 34-060-16-W4M

Subdivision Name (if applicable) or Area of Development N/A

Rural Address/Street Address 60457 Range Road 163 Parcel Size 319.60 acres

Number of existing dwellings on property (please describe)
One occupied dwelling exists within the SW portion of the NW27 - this property will not be impacted by the pit.

Has any previous application been filed in connection with this property? ☑ Yes ☐ No
If yes, please describe the details of the application and file number:

A previous application for a DP was submitted in October 2023 for a sand and gravel operation in this area, but was ultimately withdrawn.

Is the subject property near a steep slope (exceeding 15%)? ☐ Yes ☑ No
Is the subject property near or bounded by a body of water? ☑ Yes ☐ No
Is the subject property within 800m of a provincial highway? ☐ Yes ☑ No
Is the subject property near a Confined Feeding Operation? ☐ Yes ☑ No Distance: _____
Is the subject property within 1.5km of a sour gas facility? ☐ Yes ☑ No Distance: _____
Is the subject property within 1.5km of a sewage treatment plant/lagoon? ☐ Yes ☑ No Distance: _____
Is the subject property immediately adjacent to the County boundary? ☐ Yes ☑ No
If yes, the adjoining municipality is: _____

Is the property the subject of a licence, permit, approval, or other authorization granted by the Natural Resources Conservation Board, Energy Resources Conservation Board, Alberta Energy Regulator, Alberta Energy and Utilities Board or Alberta Utilities Commission? ☐ Yes ☑ No

If yes, please describe: _____

Is the property the subject of a licence, permit, approval, or other authorization granted by the Minister of Environment or granted under any Act the Minister is responsible for under s.16 of the Government Organization Act*? ☐ Yes ☑ No

If yes, please describe: _____

Is the subject property immediately adjacent to the County boundary? ☐ Yes ☑ No

If yes, the adjoining municipality is: _____

**The Minister is responsible for the following Acts: AB Land Stewardship Act, Environmental Protection Act, Public Lands Act, Surveys Act, Water Act. Please see attached list of resources for identifying this information.*

Section B – Proposed Development Information

Estimated Cost of Project $ N/A

Estimated Commencement Date April 1, 2027 Estimated Completion Date October 31, 2046

Dwelling: Floor Area _____sq. ft. % of Lot Occupied _____ Height of Dwelling _____ft / m

Accessory Building Floor Area _____sq. ft. % of Lot Occupied _____ Height of Acc. Bldg _____ ft / m

Parking: No. of Off-Street Parking Stalls (if applicable) _____

Land Use District (Zoning) of Property: AG - Agricultural District

Description of Work:
Application for the development of a 16.57 ha sand and gravel pit located within the SW 34 & NW 27-060-16-W4M.

Section C – Preferred Method of Communication

When a decision has been made on your file, do you wish for us to:

☐ call you for pick up ☐ mail the decision ☑ email the decision

Section 608(1) of the *Municipal Government Act*, R.S.A. 2000, c. M-26, as amended states:

608(1) Where this *Act* or a regulation or bylaw made under this Section requires a document to be sent to a person, the document may be sent by electronic means if

a) the recipient has consented to receive documents from the sender by those electronic means and has provided an e-mail address, website or other electronic address to the sender for that purpose.

I/we grant consent for the Development Authority to communicate information and/or the decision electronically regarding my/our application. ☑ YES ☐ NO

OFFICE USE ONLY

Type of Payment: ☐ DEBIT ☐ CASH ☐ CHEQUE

Fee $_____

Receipt #_____

Receipt Date_____

Date Received_____
*and deemed complete by Development Authority.

☐ Entered into MuniSight PD #_____

Authorization: ☐ Permitted Use ☐ Discretionary Use

Issuing Officer's Name _____

Issuing Officer's Signature _____

Date of Approval _____

Date Issued _____

Comments and/or Variances _____

_____

Section 61 SCHEDULE "A" 03-07

DEVELOPMENT PERMIT APPLICATION FORM

Our File Number: _____	Roll Number: _____

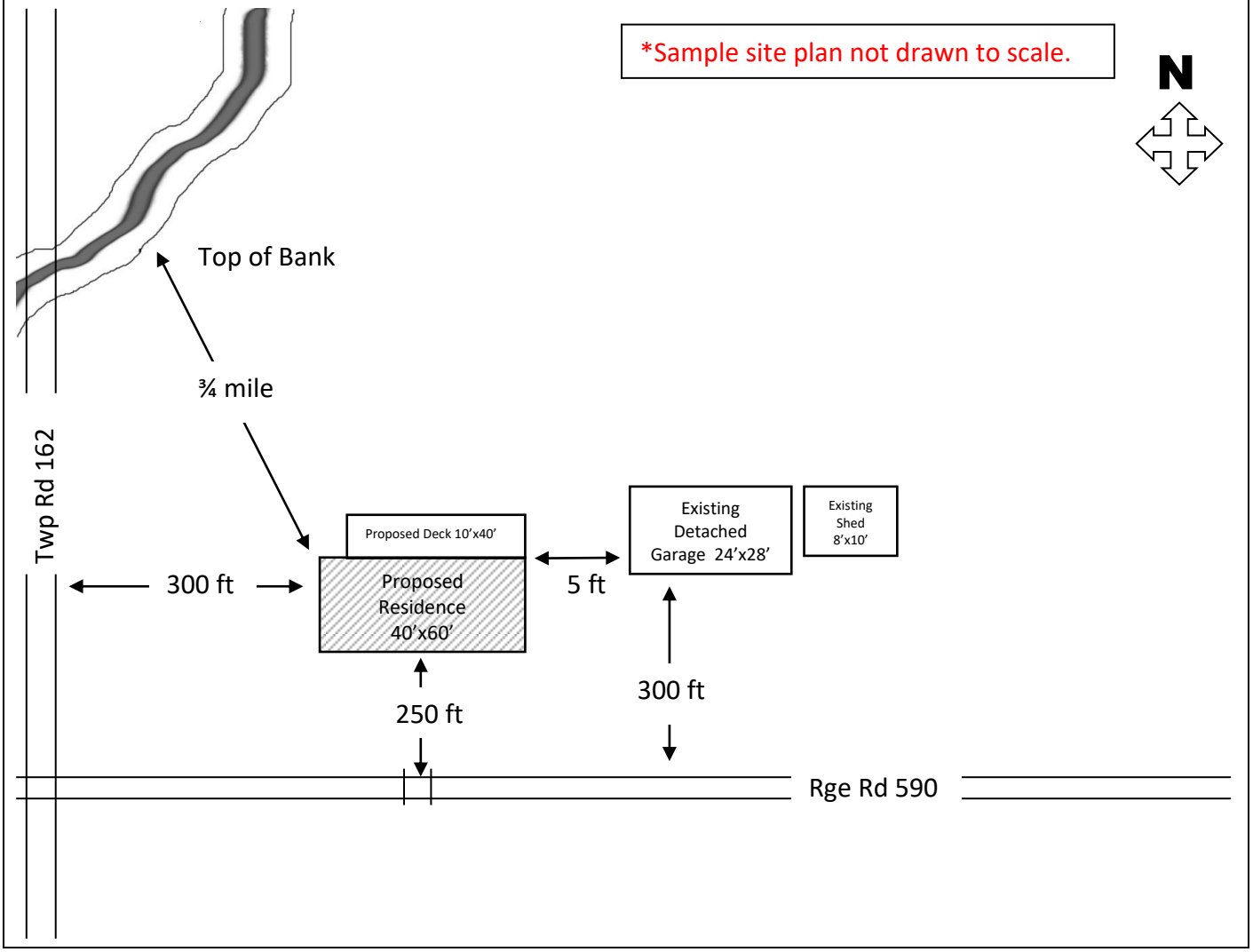
DEVELOPMENT PERMIT SITE PLAN

PLEASE SEE DRAWINGS WITHIN ATTACHMENT F

DATE:	SIGNATURE OF APPLICANT:
DATE:	DEVELOPMENT AUTHORITY:

DEVELOPMENT PERMIT APPLICATION FORM

SAMPLE SITE PLAN



INCLUDE THE FOLLOWING INFORMATION IN YOUR SITE PLAN:

✓ Location of existing buildings. ✓ Location of proposed buildings. ✓ Location of existing access (es). ✓ Location any proposed access (es). ✓ Location of any abandoned wells. ✓ Location of shelterbelts and dugouts ✓ Location of water well(s)	✓ Front, Side and Rear Yard setbacks from property lines in meters/feet. ✓ Location of any water bodies on subject property. ✓ Location of driveway. ✓ All developed/undeveloped road allowances.	✓ Location of Private Sewage Disposal System (existing and/or proposed) ✓ Indicate the North direction. ✓ Location of all right-of-way and easements within or abutting the subject property. ✓ Location of power generation facilities (if applicable).

Attachment C: Certificates of Title & Landowner Consent

LAND TITLE CERTIFICATE

S

LINC	SHORT LEGAL	TITLE NUMBER
0023 273 477	4;16;60;34;SW	142 194 143

LEGAL DESCRIPTION
MERIDIAN 4 RANGE 16 TOWNSHIP 60
SECTION 34
QUARTER SOUTH WEST
EXCEPTING THEREOUT ALL MINES AND MINERALS
AND THE RIGHT TO WORK THE SAME
AREA: 64.7 HECTARES (160 ACRES) MORE OR LESS

ESTATE: FEE SIMPLE

MUNICIPALITY: SMOKY LAKE COUNTY

REFERENCE NUMBER: 812 191 845

REGISTERED OWNER(S)

REGISTRATION	DATE(DMY)	DOCUMENT TYPE	VALUE	CONSIDERATION
142 194 143	25/06/2014	TRANSFER OF LAND		SEE INSTRUMENT

OWNERS

DOUG DANYLUK

AND
ANGELA DANYLUK
BOTH OF:
[redacted]
AS JOINT TENANTS

ENCUMBRANCES, LIENS & INTERESTS

REGISTRATION NUMBER	DATE (D/M/Y)	PARTICULARS
762 199 300	12/11/1976	CAVEAT CAVEATOR - CANADIAN NATURAL RESOURCES LIMITED. CALGARY PLACE POSTAL OUTLET

(CONTINUED)

ENCUMBRANCES, LIENS & INTERESTS

REGISTRATION NUMBER	DATE (D/M/Y)	PARTICULARS
		[redacted]
		CALGARY
		ALBERTA T2P4J2
		(DATA UPDATED BY: TRANSFER OF CAVEAT 922240831)
		(DATA UPDATED BY: CHANGE OF ADDRESS 992003154)
942 361 747	23/11/1994	CAVEAT
		RE : RIGHT OF WAY AGREEMENT
		CAVEATOR - CANADIAN NATURAL RESOURCES LIMITED.
		CALGARY PLACE POSTAL OUTLET
		[redacted]
		CALGARY
		ALBERTA T2P4J2
		AGENT - PIONEER LAND SERVICES LTD.
		(DATA UPDATED BY: CHANGE OF ADDRESS 992007012)
962 088 136	16/04/1996	CAVEAT
		RE : RIGHT OF WAY AGREEMENT
		CAVEATOR - RENAISSANCE ENERGY LTD.
		[redacted] STATION "M", CALGARY
		ALBERTA T2P2K9
		AGENT - [redacted]
982 276 603	11/09/1998	CAVEAT
		RE : SURFACE LEASE UNDER 20 ACRES , ETC.
		CAVEATOR - CANADIAN NATURAL RESOURCES LIMITED.
		CALGARY PLACE POSTAL OUTLET
		[redacted]
		CALGARY
		ALBERTA T2P4J2
		AGENT - PIONEER LAND SERVICES LTD.
		(DATA UPDATED BY: CHANGE OF ADDRESS 982399691)
062 577 233	14/12/2006	UTILITY RIGHT OF WAY
		GRANTEE - SMOKY LAKE COUNTY.

TOTAL INSTRUMENTS: 005

PENDING REGISTRATION QUEUE

DRR NUMBER	RECEIVED DATE (D/M/Y)	SUBMITTER	LAND ID
G00AZ8X	19/01/2026	CANADIAN NATURAL RESOURCES LIMITED 587-955-0197 CUSTOMER FILE NUMBER: SCAVN20004-344 TO 350	

(CONTINUED)

PENDING REGISTRATION QUEUE

142 194 143

DRR NUMBER	RECEIVED DATE (D/M/Y)	SUBMITTER	LAND ID
001		CHANGE OF ADDRESS	4;16;60;34;SW
G00CGTH	19/01/2026	CANADIAN NATURAL RESOURCES LIMITED [redacted] CUSTOMER FILE NUMBER: SCAVN20004-2080 TO 2086	
001		CHANGE OF ADDRESS	4;16;60;34;SW
G00CZ39	19/01/2026	CANADIAN NATURAL RESOURCES LIMITED [redacted] CUSTOMER FILE NUMBER: SCAVN20004-3053 TO 3059	
001		CHANGE OF ADDRESS	4;16;60;34;SW

TOTAL PENDING REGISTRATIONS: 003

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.

THE REGISTRAR OF TITLES CERTIFIES THIS TO BE AN ACCURATE REPRODUCTION OF THE CERTIFICATE OF TITLE REPRESENTED HEREIN THIS 29 DAY OF JANUARY, 2026 AT 01:13 P.M.

ORDER NUMBER: 56143445

CUSTOMER FILE NUMBER:

REGISTRAR OF LAND TITLES

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).

LAND TITLE CERTIFICATE

S

LINC	SHORT LEGAL	TITLE NUMBER
0017 014 101	4;16;60;27;NW	142 194 143 +1

LEGAL DESCRIPTION

THE NORTH WEST QUARTER OF SECTION TWENTY SEVEN (27)
TOWNSHIP SIXTY (60)
RANGE SIXTEEN (16)
WEST OF THE FOURTH MERIDIAN
CONTAINING 64.7 HECTARES (160 ACRES) MORE OR LESS
EXCEPTING THEREOUT :
0.162 HECTARE (0.40 ACRE) MORE OR LESS AS
SHOWN ON ROAD PLAN 1785ET.
EXCEPTING THEREOUT ALL MINES AND MINERALS
AND THE RIGHT TO WORK THE SAME

ESTATE: FEE SIMPLE

MUNICIPALITY: SMOKY LAKE COUNTY

REFERENCE NUMBER: 812 191 847

REGISTERED OWNER(S)

REGISTRATION	DATE(DMY)	DOCUMENT TYPE	VALUE	CONSIDERATION
142 194 143	25/06/2014	TRANSFER OF LAND		SEE INSTRUMENT

OWNERS

DOUG DANYLUK

AND
ANGELA DANYLUK
BOTH OF:
[redacted]
AS JOINT TENANTS

(CONTINUED)

REGISTRATION NUMBER	DATE (D/M/Y)	PARTICULARS
7750NW	29/01/1965	CAVEAT RE : SURFACE LEASE CAVEATOR - THE TOWN OF SMOKY LAKE. "PT. AS DESCRIBED"
762 081 973	14/05/1976	CAVEAT CAVEATOR - CANADIAN NATURAL RESOURCES LIMITED. [redacted] CALGARY ALBERTA T2P2G1 (DATA UPDATED BY: CHANGE OF NAME 982364681) (DATA UPDATED BY: CHANGE OF NAME 042219696)
762 135 412	30/07/1976	UTILITY RIGHT OF WAY GRANTEE - THE COUNTY OF SMOKY LAKE NO. 13.
822 265 546	01/12/1982	CAVEAT RE : LEASE CAVEATOR - CANADIAN NATURAL RESOURCES LIMITED. CALGARY PLACE POSTAL OUTLET [redacted] CALGARY ALBERTA T2P4J2 AGENT - ANN MANN "DATA UPDATED BY TRANSFER OF CAVE NO. 872194632" (DATA UPDATED BY: TRANSFER OF CAVEAT 952336919) (DATA UPDATED BY: CHANGE OF ADDRESS 992012532)
962 088 136	16/04/1996	CAVEAT RE : RIGHT OF WAY AGREEMENT CAVEATOR - APACHE CANADA LTD. [redacted] CALGARY ALBERTA T2P4K9 (DATA UPDATED BY: TRANSFER OF CAVEAT 002142997) (DATA UPDATED BY: CHANGE OF ADDRESS 012154304) (DATA UPDATED BY: CHANGE OF ADDRESS 022046774) (DATA UPDATED BY: TRANSFER OF CAVEAT 072318799) (DATA UPDATED BY: CHANGE OF ADDRESS 132325392)
982 276 603	11/09/1998	CAVEAT RE : SURFACE LEASE UNDER 20 ACRES , ETC. CAVEATOR - CANADIAN NATURAL RESOURCES LIMITED. CALGARY PLACE POSTAL OUTLET [redacted] CALGARY

(CONTINUED)

ENCUMBRANCES, LIENS & INTERESTS

REGISTRATION NUMBER	DATE (D/M/Y)	PARTICULARS
		ALBERTA T2P4J2 AGENT - PIONEER LAND SERVICES LTD. (DATA UPDATED BY: CHANGE OF ADDRESS 982399691)
162 224 402	17/08/2016	MORTGAGE MORTGAGEE - CANADIAN IMPERIAL BANK OF COMMERCE. [redacted] EDMONTON ALBERTA T5S2G3 ORIGINAL PRINCIPAL AMOUNT: [redacted]

TOTAL INSTRUMENTS: 007

PENDING REGISTRATION QUEUE

DRR NUMBER	RECEIVED DATE (D/M/Y)	SUBMITTER	LAND ID
G00BXZ3	19/12/2025	CANADIAN NATURAL RESOURCES LIMITED [redacted] CUSTOMER FILE NUMBER: SCAVN20004-1226 TO 1232	
001		CHANGE OF ADDRESS	4;16;60;27;NW
G00CZ39	19/01/2026	CANADIAN NATURAL RESOURCES LIMITED [redacted] CUSTOMER FILE NUMBER: SCAVN20004-3053 TO 3059	
001		CHANGE OF ADDRESS	4;16;60;27;NW

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 29 DAY OF JANUARY, 2026 AT 01:13 P.M.

ORDER NUMBER: 56143445

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.

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Aspen LAND GROUP

11213 Winterburn Rd NW
Edmonton, AB T5S 2B2

Office (780) 809 8191
Fax (780) 809 8190
Site aspenlandgroup.com

Landowner Consent Form

I, Doug Danyluk + Angie Danyluk, as the registered landowner(s) of the SW 34 & NW 27-060-16-W4M hereby grant consent to Dale Croswell Construction Co. Ltd. (DDC) to make application under the Local Land Use Bylaw and the *Code of Practice for Pits* for the operation and reclamation of a 16.57 ha pit as per the registration report prepared by Aspen Land Group Inc.

[redacted]

Signature of Landowner

Aug 27/26

Date

[redacted]

Signature of Landowner

Aug 27/26

Date

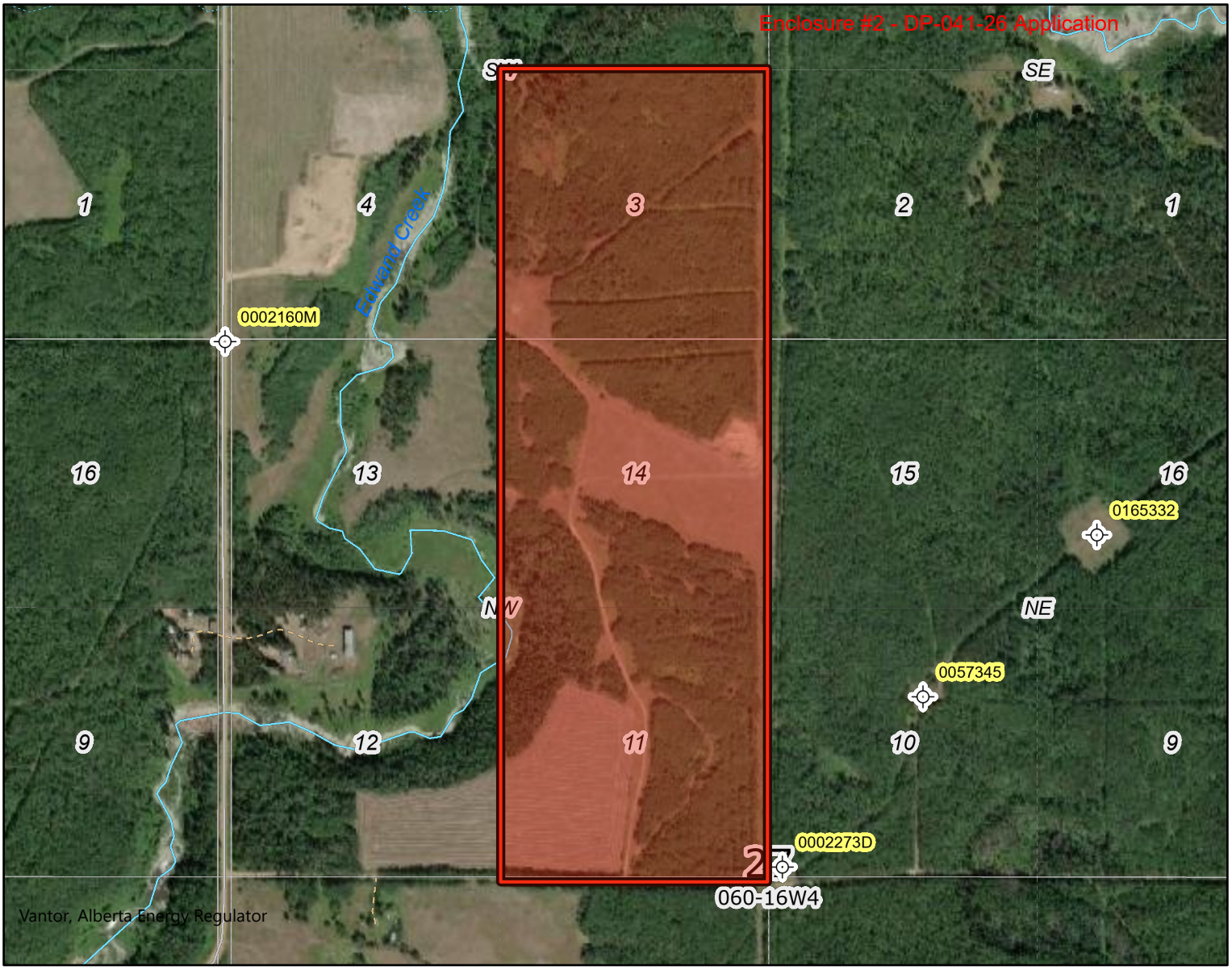
[redacted]

Signature of Witness

Aug 27/26

Date

Attachment D: Abandoned Well Map



DDC Danyluk 2 Pit

Base Data provided by: Government of Alberta

Author:	Print Date:
Aspen Land Group Inc.	1/26/2026

Legend

- Abandoned Wells
- Revised Location
- Revised Location Pointer

Paved Road (20K)
- Primary Divided
- Primary Divided
- Primary Undivided 4L
- Primary Undivided 4L
- Primary Undivided 2L
- Primary Undivided 1L
- Primary Undivided 1L
- Interchange Ramp
- Interchange Ramp
- Interchange Ramp
- Secondary Divided
- Secondary Divided
- Secondary Undivided 4L
- Secondary Undivided 4L
- Secondary Undivided 2L
- Secondary Undivided 2L
- Secondary Undivided 2L
- Secondary Undivided 1L
- Secondary Undivided 1L

Roads - Other
- Unimproved
- Unclassified
- Truck Trail
- Winter
- Ford Winter Crossing
- Ferry Route

Gravel Road (20K)
- Primary Undivided 2L
- Primary Undivided 2L
- Primary Undivided 1L
- Primary Undivided 1L
- Secondary Undivided 2L
- Secondary Undivided 2L
- Secondary Undivided 1L
- Secondary Undivided 1L

Railway (20K Large Scale)
- Single Line
- Double Line
- Multiple Line
- Spur Line
- Abandoned, ATS LSD label

- ATS LSD with Road
- ATS Quarter Section label
- ATS Quarter Section with
- ATS Section label (large
- ATS Section with Road
- ATS Township (large scale)
- Provincial Boundary
- Lake Label (20K)
- River Label (20K)

Lake/River (20K)
- Lake or River
- Lake or River
- Reservoir
- Icefield
- Major Canal
- Oxbow
- Quarry
- Dugout

Intermittent Lake
- Intermittent Lake
- Intermittent Oxbow

Sandbar / Wetland /
- Sandbar

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N

Projection and Datum
WGS 1984 Web Mercator Auxiliary Sphere

Scale 1:15,623

Alberta Energy Regulator

Attachment E: *Historical Resources Act* Approval

Alberta

HRA Number: 4650-24-0019-002

April 08, 2026

Historical Resources Act Approval

Proponent: Dale Croswell Construction Co. Ltd.
PO Box 690, Thorhild, AB T0A 3J0

Contact: Mr. Dale Croswell

Agent: Aspen Land Group Inc.

Contact: Lesley Foy

Project Name: **DDC - Danyluk 2 Pit**

Project Components: Sand / Gravel Extraction

Application Purpose: Amendment or Update to Project Submitted Previously
Update to Project Name and/or Ownership

Historical Resources Act approval is granted for the activities described in this application and its attached plan(s)/sketch(es) subject to Section 31, "a person who discovers an historic resource in the course of making an excavation for a purpose other than for the purpose of seeking historic resources shall forthwith notify the Minister of the discovery." The chance discovery of historical resources is to be reported to the contacts identified within Standard Requirements under the *Historical Resources Act*: Reporting the Discovery of Historic Resources.

[redacted]

Pauline Bodevin
Regulatory Approvals Coordinator
Alberta Arts, Culture and Status of Women

Proposed Development Location:

MER	RGE	TWP	SEC	LSD List
4	16	60	27	6,11,13-15
4	16	60	34	2-3

Documents Attached:

Document Name	Document Type
Extraction Plan	Illustrative Material

Attachment F: Danyluk 2 Pit Registration Application

Danyluk 2 Pit

REGISTRATION APPLICATION
SW 34 & NW 27-060-16-W4M
SEPTEMBER 2026

Prepared for

DDC
SAND + GRAVEL + CONCRETE
A Division of Dale Croswell Construction Co. Ltd.

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Appendix A: Certificate of Title & Landowner Consent
Appendix B: Schedules under the *Code of Practice for Pits*
Appendix C: *Historical Resources Act* Letter of Clearance
Appendix D: Alberta Conservation Information System (ACIMS), Fish and Wildlife Internet Mapping Tool (FWIMT), and Landscape Analysis Tool (LAT) Reports
Appendix E: Field Data
Appendix F: Site Photos
Appendix G: Conservation and Reclamation Drawings

List of Drawings:

Drawing No. 1-8: Location Plan
Drawing No. 2-8: Aerial Photography Historical Overview (2020-2024)
Drawing No. 3-8: Current Conditions
Drawing No. 4-8: Contour Plan (Based on 2009 LiDAR)
Drawing No. 5-8: Extraction Sequencing Plan
Drawing No. 6-8: Cross Section A-A' Existing & Reclaimed Conditions
Drawing No. 7-8: Cross Section B-B' Existing & Reclaimed Conditions
Drawing No. 8-8: Conceptual Reclamation Plan

1.0 Introduction

1.1 Overview

Dale Croswell Construction Co. Ltd. (DDC) is proposing to operate a sand and gravel pit known as the Danyluk 2 Pit (the pit) located within the SW 34 & NW 27-060-16-W4M within Smoky Lake County (the County). A portion of the pit area (0.87 ha) has been previously disturbed, while the remaining area is utilized for livestock grazing. The pit area proposed for registration is 16.57 ha, as shown on the attached drawings within Appendix G.

DDC has retained Aspen Land Group Inc. (Aspen) to prepare a Registration and Development Permit Application on behalf of DDC for the operation, extraction and reclamation of the Danyluk 2 Pit. The purpose of this document is to provide the information required by Alberta Environment and Protected Areas (AEPA) and the County to register the pit under the *Code of Practice for Pits* (the Code), and Land Use Bylaw 1272-14. An application for a Development Permit will be made to the County under separate cover.

1.2 Location and Land Ownership

The pit is located on a private parcel of land within the SW 34 & NW 27-060-16-W4M. It is bounded by public land to the east, and private land to the north, south, and west. Both the SW 34 & NW 27-060-16-W4M are owned by Doug and Angela Danyluk. Copies of the Certificate of Title and landowner consent are included in Appendix A.

1.3 Pit History

A small portion of the NW 27-060-16-W4M has been historically disturbed by extraction activities. This disturbance was carried out by the landowner for personal use of pit run material. Following testing of the area, Fractured Aggregates Ltd. (Fractured Aggregates) applied to register the pit area as a Class I pit under the *Code of Practice for Pits* but were ultimately unsuccessful (Application No. 001-495496). Therefore, no *Environmental Protection and Enhancement Act* (EPEA) registration has been issued for this land location, and there are no known historical or existing authorizations under the *Water Act*.

A review of historical aerial photography provided on Drawing No. 2-8 shows initial pit disturbance by the landowner in the northeast portion of the NW27 in 2021. This disturbance area expanded slightly in 2022 and has remained idle since. .

2.0 Provincial Requirements

2.1 Alberta Environment and Protected Areas

2.1.1 Registration under the *Code of Practice for Pits*

Sand and gravel pits located on private land are regulated by EPEA under the Code, and states that all pits that result in a disturbance of 5.0 ha or larger require a registration. This report provides supporting information with regard to the development of the pit and how it can be reclaimed to an equivalent land capability. The schedules required as part of the registration process are included in Appendix B.

2.1.2 Authorizations under the *Water Act*

Authorizations are typically required under the *Water Act* when pit operations impact water resources. As DDC is not proposing the interception, diversion, or use of groundwater or surface water for operations, no authorizations under the *Water Act* are required to support this application. In the event that DDC should intercept groundwater during operations and decide to proceed with extraction below the water table, an appropriate assessment of the conditions will be completed, and the required *Water Act* application will be submitted via the Digital Regulatory Assurance System (DRAS).

2.2 Alberta Arts, Culture, and Status of Women

2.2.1 *Historic Resources Act*

The Listing of Historic Resources identifies lands that contain or are believed to contain historical resources. These resources primarily include archaeological and paleontological sites, Aboriginal traditional use sites of a historic resource nature, and historic structures. The *Historical Resources Act* (HRA) may require proposed activities likely to threaten the integrity of a historical resource to be preceded by a Historical Resources Impact Assessment.

Based on the Listing of Historic Resources (Spring 2026 Edition), there are no historical resource listings for either the SW 34-060-16-W4M or the NW 27-060-16-W4M. Fractured Aggregates had previously applied for and received clearance under the *Historical Resources Act* on March 25, 2024 (HRA No. 4650-24-0019-001). To maintain an accurate clearance and change the proponent listed on the approval, an amendment application was submitted through the Online Permitting and Clearance System (OPAC) on March 10, 2026 and granted *Historical Resources Act* approval on April 8, 2026 (HRA No. 4650-24-0019-002). A copy of the updated *Historical Resources Act* Approval is included in Appendix C.

3.0 Municipal Requirements

3.1 Development Permit

The pit is proposed on land zoned Ag - Agriculture District by the County. Natural Resource Extraction is considered to be a discretionary use in this district. An application for a development permit has been submitted to Smoky Lake County under separate cover.

4.0 Existing Conditions

4.1 Land Use

The land use immediately surrounding the pit area primarily consists of forested land. Adjacent land uses to the northwest include an aggregate extraction operation in addition to a wellsite, while an occupied residence is present to the southwest of the proposed pit area. In addition, a 0.22 ha private access road and a 0.68 ha disturbance area adjacent to the eastern property line is present as a result of a Class II pit operation created by the landowner. Edwand Creek is located approximately 125 m to the west of the pit.

4.2 Current Rights of Way and Easements

As shown on Drawing No. 3-8 a pipeline right of way runs along the eastern property line of the NW 27 and SW 34-060-16-W4M. As confirmed during a site visit conducted on July 29, 2026, the pipeline is owned by Paramount Resources Ltd. (Paramount). Presently, the pipeline has been abandoned, and as such DDC intends on working with Paramount to obtain the necessary agreements in order to remove the overlapping segment of the pipeline within the proposed pit boundary.

In addition to the pipeline, a suspended wellsite and access road operated by Canadian Natural Resources Limited (CNRL) is present to the northwest of the pit and overlaps with portions of the pit, as shown on Drawing No. 3-8. DDC intends on obtaining an agreement with CNRL in order to partially disturb the overlapping portions of the wellsite and access road to remove the underlying aggregate. In the event that CNRL is finished their operations first, an overlapping exemption agreement will be obtained in order to transfer the final reclamation liability of the overlapping portions of the well and access road to DDC. However, in the event that DDC finishes their operations first, the final reclamation liability will be returned to CNRL.

4.3 Topography and Surface Water Drainage

Topography throughout the pit is described by the AGRASID model as a hummocky low relief landform with a limiting slope of 6% (ASIC 2001). The pit is located on an upper terrace to the east of Edwand Creek, with surface water drainage primarily to the southeast.

The area within the pit disturbance is relatively flat, with gentle sloping to the northeast and southeast with elevations ranging from 681 masl in the east to 675 masl in the west as shown on Drawing No. 4-8. During a site visit on July 29, 2026, Aspen did not note any drainage channels, tributaries, or wetlands within the proposed pit area.

4.4 Groundwater

Based on the aggregate testing data completed in 2022, no groundwater was intercepted across 29 test holes, 18 of which were located within the proposed bit boundary. Testing data indicates a maximum extraction depth of 11 m and an average of 3 m. As such, groundwater is not expected to be intercepted during excavation of the pit area, nor does DDC intend to operate a wet pit.

4.5 Soils

The pit is located within map unit ABGM9/ H1I, as described by the AGRASID model (ASIC 2001). Common soils within this map unit are Orthic and Dark Gray Luvisols with either moderately coarse or fine textured parent material, known as the Athabasca, Grosmont, or Moose Hills series. These soils consist of a loam to sandy loam A horizon, and a clay loam to sandy clay loam B horizon.

The Canada Land Inventory (CLI) - Soil Capability for Agriculture map indicates that the area proposed for registration is rated as 80% Class 5_{ST} and 20% Class 6_{T}. Soils within Class 5_{ST} have very severe limitations that restrict their capability in producing perennial forage crops due to a combination of subclasses in addition to topography, and improvement practices are feasible. Soils within Class 6_{T} are capable only of producing perennial forage crops due to topography, and improvement practices are not feasible.

A soil assessment was conducted by Silver Sage Enterprises Ltd. (Silver Sage) on May 4, 2023, where a total of four soil inspection sites were completed on undisturbed areas within the proposed pit boundary. During this assessment, topsoil within the pit was classified as loam an average of 17 cm thick, while subsoil was classified as sandy to silty loam an average of 30 cm thick, with coarse fragments observed within the subsoil.

An additional soil assessment was conducted by Aspen on July 29, 2026, in order to confirm the accuracy of this data. An additional eight soil inspection sites were completed at locations within and surrounding the proposed pit boundary, as illustrated on Drawing No. 3-8. Soils data from the July 29, 2026 assessment can be found within Appendix E. Topsoil characteristics remained consistent throughout the assessment area, with a sandy loam topsoil texture and friable consistence. Subsoil characteristics were slightly more variable, with a loamy sand, sandy clay loam, and sandy clay subsoil texture and friable to firm consistence. Across all soil profiles, topsoil displayed a granular structure, while subsoil displayed a either a subangular blocky or granular structure. Based on the soil characteristics observed during the site assessment, such as the presence of an eluviated A horizon and/or underdeveloped B horizon, the soil

profiles found throughout the pit area can be accurately characterized as an Orthic Gray Luvisol. Topsoil depths ranged from 0.05 m to 0.20 m with an average depth of 0.09 m across the entire site, while subsoil depths ranged from 0.27 m to 0.41 m with an average depth of 0.23 m. Beyond the subsoil layer, a firmer sandy clay/clay overburden was encountered to a maximum depth of 0.73 m across the entire site, with the full depth of overburden assessed limited by coarse fragments.

There are currently six stockpiles of reclamation material on site as a result of historical disturbances caused by the landowner. DDC intends to utilize all presently stockpiled material for reclamation of any current and future disturbances. Aspen assessed the material in the reclamation stockpiles and conducted a UAV flight of the pit disturbance on November 18, 2025, to confirm locations and volumes as shown below in Table 1. Reclamation stockpile locations are also shown within Drawing No. 3-8. All available reclamation material will be properly salvaged and stockpiled prior to commencement of extraction activities, and DDC will appropriately strip and salvage any undisturbed areas in order to ensure reclamation success.

Table 1. Volumes of Reclamation Material Available at the Danyluk 2 Pit

Stockpile Number	Material	Volume (m^3)
1	Overburden	238
2	Subsoil	96
3	Topsoil	160
4	Subsoil	211
5	Topsoil	322
6	Overburden	190
Total Topsoil		482
Total Subsoil		307
Total Overburden		428
Total Reclamation Material		1,217

4.6 Geology and Stratigraphy

The geological unit is mapped within the Belly River Group. This formation is nonmarine in origin and consists of grey to greenish grey sandstone, siltstone and mudstone (Hamilton, Price and Langenberg, 1999). The stratigraphy of the pit is provided below in Table 2. Testing has been completed to determine

the extent of the gravel and surface soil stratigraphy is based on the soil assessment completed on July 29, 2026 by Aspen.

Table 2. Stratigraphy of the Danyluk 2 Pit	
Material	Average Depth
Topsoil	0.09 m
Subsoil	0.23 m
Overburden (Intermittent)	1.52 m*
Aggregate	2.65 m**

*Average across entire proposed boundary

**The percentage of reject material has been estimated at approximately 42%

4.7 Vegetation

The south/central portion of the pit area is presently utilized as tame pasture and has been grazed by cattle for many years, while the remainder of the proposed pit boundary is forested. The site is within the Boreal Natural Region and Central Mixedwood Natural Subregion of the province, with common species in this subregion including mixedwood stands consisting of Trembling Aspen and White Spruce, with common understory plants including Bearberry, Alder, and Wild Rose among other species. Species observed during Silver Sages May 4, 2023 site assessment were consistent with this characterization and included Trembling Aspen, Alder, Bearberry, Birch, Canada Thistle, Common Yarrow, Pea Vine, Saskatoon, Twinflower, White Spruce, Raspberry, Wild Rose, Strawberry, Willow species, and various grass species.

Aspen conducted an additional assessment on July 29, 2026 to confirm site conditions and the type of vegetation present on site. This assessment largely confirmed the vegetation community previously noted by Silver Sage in 2023, with the addition of species such as Northern Bedstraw, Bluebell, Bunchberry, Purple Aster, Lowbush Cranberry, Milkvetch, Red Clover, Smooth Brome, and Wild Lilly of the Valley among other species typically found in the Central Mixedwood Natural Subregion.

A search of the Alberta Conservation Information Management System (ACIMS) was completed to determine the presence of any known sensitive vegetation species within 100 m of the proposed pit boundary. The tool did not indicate any sensitive or non-sensitive environmental occurrences within the search radius. A copy of the ACIMS Report has been included within Appendix D.

4.8 Wildlife

The most recent application submitted to AEPA (Application No. 001-495496) identified that the pit falls within a Key Wildlife and Biodiversity Zone (KWBZ) as a result of being adjacent to Edwand Creek. Further,

a search of the Fish and Wildlife Internet Mapping Tool (FWIMT) noted the presence of sharp-tailed grouse within a 3 km radius of the pit, and it was also identified that the pit falls within Nesting Zone B5 under the *Migratory Birds Convention Act*.

In order to reassess the findings noted within the previous application, updated searches of the FWIMT and Landscape Analysis Tool (LAT) were conducted. The updated search of the FWIMT was completed to determine the presence of any known and/or sensitive wildlife species within a 2 km radius of the center of the proposed pit boundary. The tool did not identify the presence of any inventoried species within the search radius. A copy of the FWIMT search results is included in Appendix D. The updated search of the Landscape Analysis Tool (LAT) was conducted to reassess any previous findings made during the previous assessment. The updated LAT report identified that the pit boundary still falls within a KWBZ. However, the updated LAT report did not indicate any requirements for a wildlife survey of the area. All additional requirements noted within the updated LAT report related to the KWBZ are typically required as part of applications submitted under the *Public Lands Act* and will not form part of intended wildlife mitigations DDC intends to implement. A copy of the LAT report is included within Appendix D.

During the most recent site visit conducted by Aspen on July 29, 2026, no presence or signs of wildlife species were noted. Although no signs of wildlife were noted, this does not preclude the possibility of wildlife being present or utilizing the area as suitable habitat. Despite the lack of evidence or sightings of grouse during the most recent site inspection, DDC will maintain tree stands and vegetation where operationally feasible and ensure that the applicable wildlife sweeps are completed prior to clearing activities if they are required to take place within the restricted time frame as required by the *Alberta Wildlife Act* and the federal *Migratory Birds Convention Act*.

5.0 Project Operations

Pit activities will include soil stripping, aggregate extraction, crushing, hauling, and reclamation. Material will be used in local infrastructure projects and is anticipated to be active for 10 years, dependent on market demand.

5.1 Site Access and Egress

Approach and access to the pit will be from the existing access road which has been developed from the southern portion of the quarter, leading from Township Road 604A. This access road is also utilized by Canadian Natural Resources Ltd. (CNRL) for access to their active well located directly west of the proposed pit boundary. DDC is currently in the process of obtaining a road use agreement with CNRL for use of this access road.

5.2 Buffers and Setbacks

As shown on Drawing No. 5-8, a 3 m undisturbed buffer will be maintained along the eastern portion of the proposed pit boundary. As shown on Drawing No. 8-8, DDC intends to re-establish the 3 m property line buffer within the portion of the eastern portion of the pit boundary which has been encroached upon by the landowners previous activities. DDC will also maintain a 7 m buffer from the pipeline right of way which runs adjacent to the northwestern portion of the pit boundary.

Given the depth of the aggregate deposit and the high percentage of reject materials available (42%) to allow for direct placement, extraction setbacks are not necessary to allow for successful reclamation of the pit. In the event that the pit should become inactive for more than two years, the pit faces will be sloped to 3:1 to ensure public safety and avoid the potential loss of reclamation material due to erosion or slumping.

5.3 Vegetation Clearing

Vegetation clearing is required within the undisturbed portions of the proposed pit area and will be undertaken in segments as required for each extraction area. All vegetation within disturbed areas will also be removed. Any vegetation that is consistent with tame pasture species will be removed (together) with salvaged topsoil material.

Tree and brush clearing will be necessary for development and extraction of the majority of the proposed pit area. Trees and/or brush shall be cleared and mulched or burned during the winter months; a burn permit will be obtained from the County prior to commencement. Brush clearing will not be conducted from Late April to Late August, based on the regional nesting period (Nesting Zone B5); if clearing is required within this timeframe, the area will be surveyed by a qualified biologist to determine presence of nesting birds and raptors to prevent harm or habitat destruction.

5.4 Soil Salvage

Approximately 0.87 ha of the proposed pit can be considered active, within which 0.68 ha has been disturbed by previous extraction activities (2021) and therefore no native soil salvage will be required in this area. For the remaining undisturbed portions of the pit area, topsoil, subsoil, and overburden materials will be stripped and stockpiled separately for use during reclamation. Any salvageable material within the existing disturbance will be stockpiled alongside current and future reclamation material stockpiles and utilized for final reclamation of the pit. It should be noted that although an average of 1.52 m of overburden material has been noted throughout the proposed pit area, as indicated within the available test hole data the depth and occurrence of overburden material is variable and intermittent. As such, wherever overburden material is encountered, it will be salvaged for reclamation.

During stripping operations, a minimum pre-stripped buffer of five meters will be maintained in front of all pit faces, unless constrained by buffer zones. The integrity of topsoil, subsoil, and overburden piles will be maintained by leaving a minimum separation distance of three meters between reclamation material piles and from all product piles. Where stockpiling is required, topsoil will be placed on unstripped or replaced topsoil, subsoil will be placed on unstripped or replaced subsoil, and overburden will be placed on unstripped overburden or aggregate material. All stockpiles will be placed in stable locations that are at least five meters from the edge of pit faces.

To minimize the risk of compaction and admixing, soil will not be stripped during wet or frozen ground conditions. Any newly salvaged reclamation material will be stockpiled along the perimeter of extraction areas. Any piles remaining in place longer than one year will be seeded to prevent erosion and encroachment of weeds.

5.5 Development and Extraction Sequencing

As shown on Drawing No. 5-8, extraction is proposed to be undertaken in 2 extraction blocks. Pit development will commence within Extraction Block (EB) 1 within the northern portion of the pit and move to EB2 within the southern portion of the pit, following progressive reclamation. The areas of EB1 and EB2 are 7.78 ha and 8.27 ha, respectively. For each extraction block, any vegetation within the pit area will be removed and reclamation material will be stockpiled along the perimeter of the extraction boundaries for replacement during final reclamation. Existing stockpiles will be utilized for reclamation within EB2. Processing of pit run material will occur within the active EB1 (no washing), allowing for direct placement of reject material to aid with progressive reclamation. The maximum active disturbance area at any one time will be 8.65 ha, inclusive of the current disturbance area and EB1.

5.6 Wind and Water Erosion Control

Reclamation stockpiles will be seeded with a grass/pasture seed mix to stabilize the salvaged material and prevent excess soil loss. Surface runoff from the disturbed areas within the active pit will be maintained on site and redirected to existing excavations or other low areas within the pit to maintain positive drainage.

5.7 Environmental Management Practices

As part of regular operations, DDC will implement a number of environmental management practices during the operation and reclamation of the pit, in addition to adhering to all provincial and municipal legislation and guidelines. Environmental management practices include:

- installation of spill kits on all equipment being utilized within the pit;
- utilization of double wall fuel storage tanks for any long-term fuel storage within the pit;

- use existing or designated infrastructure (roads, storage areas, etc.);
- proper storage and handling of hazardous materials - any industrial waste generated at the pit will be hauled to an approved municipal or Class II landfill;
- proper collection and regular removal of all sanitary waste to an approved wastewater management treatment facility;
- development of an active weed control program to prevent the initial establishment of weeds, and ensuring proper application of herbicides; and,
- ensuring that no herbicides, pesticides, or any other hazardous substance will be stored onsite.

5.8 Noise Control

All operations within the pit will be conducted in accordance with all municipal and provincial regulations governing noise levels, including adhering to any municipal development permit conditions as determined by the County.

5.9 Water Management

As indicated previously, the depth of aggregate extraction will not intercept the groundwater table and DDC intends on operating a dry pit. As such, no measures regarding groundwater management are proposed.

However, all surface water runoff from disturbed areas within the active pit will, as much as possible, be maintained on site and redirected to existing excavations or other low areas within the pit.

6.0 Conservation and Reclamation Plan

6.1 Objective and Proposed End Land Use

The objective of reclamation is to ensure that all lands disturbed by pit activities are reclaimed to an equivalent land capability. The pit will be reclaimed to an agricultural end land use and seeded to tame pasture.

6.2 Soil Replacement and Contouring

As the CLI capability for agriculture over the proposed pit area is consistent with the entirety of the pit area covered by a mixture of CLI rating of Class 5_{ST} (80%) and Class 6_{T} (20%), internal slopes will be contoured no steeper than 6:1 to match the agricultural capability of the surrounding landscape. Additionally, any slopes adjacent to a property line will be reclaimed to 3:1. The reclaimed site will be contoured to restore natural surface water drainage, with the portion of the reclaimed pit west of the access road directed towards Edwand Creek, and the portion of the pit to the east of the access road directed towards the

south/west. Cross sections of existing and reclaimed conditions are illustrated on Drawings No. 6-8 and 7-8.

All salvaged topsoil, subsoil, and overburden will be used for reclamation with intended replacement depths as detailed in Table 3. Compaction in the product stockpile locations or other highly travelled areas will be alleviated prior to soil replacement. Following decompaction, overburden will be placed directly on top of any available reject material, followed by replaced subsoil, then topsoil. Topsoil replacement depths across the site are based on a standard anticipated loss of 20% of reclamation material. Based on the current volume of reclamation material stockpiles, and the estimated amount of reclamation materials to be salvaged throughout the life of the pit, there is sufficient material to meet reclamation objectives and spread an average of 0.07 m of topsoil and 0.18 m of subsoil over the entire extraction area.

Table 3. Estimated Soil Replacement Depths for the Danyluk 2 Pit

Area of Pit	Material	Estimated Volume of Material	Estimated Replacement Depth
Current/Historical Extraction Area (0.68 ha)	Topsoil (currently stockpiled)	482 m^3	0.07 m
	Subsoil (currently stockpiled)	307 m^3	0.05 m
Proposed Additional Disturbance Area (15.37 ha)	Topsoil	13,833 m^3*	0.07 m**
	Subsoil	35,351 m^3*	0.18 m**
Total Extraction Area (16.05 ha)	Topsoil	14,445 m^3*	0.07 m**
	Subsoil	36,915 m^3*	0.18 m**

*Estimated reclamation material volume estimates based on average depths of topsoil and subsoil recorded during July 29, 2026 soil assessment: Topsoil 0.09 m, Subsoil 0.23 m
** Replacement depth accounts for 20% material loss due to material handling.

6.3 Revegetation

The pit will be reclaimed to an agricultural end land use and seeded to pasture. The seed bed will be prepared by discing the site prior to seeding, and broadcast seeded with a tame pasture seed mix. The tame pasture mix is likely to include 40% smooth brome grass, 30% orchard grass, 20% timothy, 5% alsike clover, and 5% red clover.

7.0 Financial Security

The reclamation security estimate of $174,881.04 represents the maximum conservation and reclamation costs required for a third party to reclaim the pit at any time within the next five years. DDC will provide an acceptable form of security to AEPA upon review and approval of the estimate. The calculation for the security estimate is outlined below in Table 4.

The AEPA standard rate for soil replacement of $2.50/m^3 has not been utilized to calculate the estimated security cost for this pit. DDC has not proposed the use of this rate because there is no intention to utilize scrapers on site for material movement during reclamation due to its inefficiency. DDC strategically places stockpiles adjacent to each cut so material can be directly pushed/spread over the area to be reclaimed with the use of a dozer. The Caterpillar Performance Handbook Edition No. 50 Estimated Dozing Production Chart has been included within Appendix B along with an updated Schedule 3.

To ensure prompt review and response, please send the request for security payment directly to:

- Melissa Olah – [redacted]
- Larrisa Easterby – [redacted]
- Lesley Foy – [redacted]

Table 4. Security Estimate to Reclaim Danyluk 2 Pit			
Estimated Size of Disturbance in Next 5 Years (ha)			8.65
Mobilization and Demobilization			$5,000.00
Activity	Rate ($)	Amount	Total
Soil Replacement ($/hr) (non-current models)			
Topsoil Replacement /w D8 Crawler Tractor (Group 10) (90-120 m spread with a D8 = 250 cubic meters/hour)	$380.50	30 hr	$11,415.00
Subsoil Replacement /w D8 Crawler Tractor (Group 10) (90-120 m spread with a D8 = 250 cubic meters/hour)	$380.50	73 hr	$27,776.50
Overburden Replacement /w D8 Crawler Tractor (Group 10) (90-120 m spread with a D8 = 250 cubic meters/hour)	$380.50	235 hr	$89,417.50
Total Soil Replacement			**$128,609.00**
Contouring and Decompaction Activities ($/hour)			
D8 Crawler Tractor - Group 10 (non-current model)	$380.50	20 hr	$7,610.00
D8 Crawler Tractor with Ripper - Group 10 (decompaction)	$475.63	8 hr	$3,805.00
Total Contouring and Decompaction Activities			**$11,415.00**
Final Landscaping and Seedbed Preparation ($/hour)			
Wheel Tractor with 12' Disc Attachment - Group 4	$148.75	8 hr	$1,190.00
Total Landscaping and Seedbed Preparation			**$1,190.00**
Seeding and Fertilizer ($/hour and $/ha)			
Wheel Tractor with Broadcast Seeder Attachment (Group 4)	$135.75	8 hr	$1,086.00
Wheel Tractor with Fertilizer Attachment (Group 4)	$135.75	8 hr	$1,086.00
Fertilizer Mixture (55 lb bag/ha recommended @ $57.95/bag)	$57.95	8.65 ha	$501.27
Pasture Seed Mix (35 lbs/ha recommended @ $7.65/lb)	$268.00	8.65 ha	$2,318.20
Total Seeding and Fertilizer			**$4,991.47**
Weed Control and Site Maintenance ($/ha)			
Weed Control, reseeding, and fertilizing	$100.00	8.65 ha	$865.00
Total Weed Control and Site Maintenance			**$865.00**
Subtotal Security at Third Party Costs			**$152,070.47**
Administration @ 15% of Total Reclamation Costs			**$22,810.57**
Total Security at Third Party Costs			**$174,881.04**

*All rates are per the Alberta Roadbuilders and Heavy Construction Association 2026 Equipment Rental Rates Guide and Membership Listings.

**The 2026 Cost-Recovery Fuel Surcharge has been applied to all rates from the Alberta Roadbuilders and Heavy Construction Association

8.0 References

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9.0 Limitations

This report has been prepared for the sole benefit of Dale Croswell Construction Co. Ltd. (DDC). This document may not be used by any other person or entity, with the exception of Alberta Environment and Protected Areas and/or Smoky Lake County without the express written consent of Aspen Land Group Inc. and DDC. Any use of this report by a third party, or any reliance on decisions made based on it, or damages suffered as a result of the use of this report are the sole responsibility of the user.

The information and conclusions contained in this report are based upon work undertaken by trained professional and technical staff in accordance with generally accepted scientific practices current at the time the work was performed. The conclusions and recommendations presented represent the best judgment of Aspen Land Group Inc. based on the data obtained. Due to the nature of the data available, Aspen Land Group Inc. cannot warrant against undiscovered environmental liabilities. Conclusions and recommendations presented in this report should not be considered legal advice.

Prepared by:

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Written by:

[redacted]

Joshua Balak, AIT
Environmental Specialist

Reviewed by:

[redacted]

Kailey Carson, RT(Ag)
Senior Agrologist

Appendix A:

Certificates of Title & Landowner Consent

LAND TITLE CERTIFICATE

S

LINC	SHORT LEGAL	TITLE NUMBER
0023 273 477	4;16;60;34;SW	142 194 143

LEGAL DESCRIPTION
MERIDIAN 4 RANGE 16 TOWNSHIP 60
SECTION 34
QUARTER SOUTH WEST
EXCEPTING THEREOUT ALL MINES AND MINERALS
AND THE RIGHT TO WORK THE SAME
AREA: 64.7 HECTARES (160 ACRES) MORE OR LESS

ESTATE: FEE SIMPLE

MUNICIPALITY: SMOKY LAKE COUNTY

REFERENCE NUMBER: 812 191 845

REGISTERED OWNER(S)

REGISTRATION	DATE(DMY)	DOCUMENT TYPE	VALUE	CONSIDERATION
142 194 143	25/06/2014	TRANSFER OF LAND		SEE INSTRUMENT

OWNERS

DOUG DANYLUK

AND
ANGELA DANYLUK
BOTH OF:
[redacted]
AS JOINT TENANTS

ENCUMBRANCES, LIENS & INTERESTS

REGISTRATION NUMBER	DATE (D/M/Y)	PARTICULARS
762 199 300	12/11/1976	CAVEAT CAVEATOR - CANADIAN NATURAL RESOURCES LIMITED. CALGARY PLACE POSTAL OUTLET

(CONTINUED)

ENCUMBRANCES, LIENS & INTERESTS

REGISTRATION NUMBER	DATE (D/M/Y)	PARTICULARS
		P.O.BOX 20004 CALGARY ALBERTA T2P4J2 (DATA UPDATED BY: TRANSFER OF CAVEAT 922240831) (DATA UPDATED BY: CHANGE OF ADDRESS 992003154)
942 361 747	23/11/1994	CAVEAT RE : RIGHT OF WAY AGREEMENT CAVEATOR - CANADIAN NATURAL RESOURCES LIMITED. CALGARY PLACE POSTAL OUTLET [redacted] CALGARY ALBERTA T2P4J2 AGENT - PIONEER LAND SERVICES LTD. (DATA UPDATED BY: CHANGE OF ADDRESS 992007012)
962 088 136	16/04/1996	CAVEAT RE : RIGHT OF WAY AGREEMENT CAVEATOR - RENAISSANCE ENERGY LTD. [redacted] ALBERTA T2P2K9 AGENT - HEIDI ATKIN
982 276 603	11/09/1998	CAVEAT RE : SURFACE LEASE UNDER 20 ACRES , ETC. CAVEATOR - CANADIAN NATURAL RESOURCES LIMITED. CALGARY PLACE POSTAL OUTLET [redacted] CALGARY ALBERTA T2P4J2 AGENT - PIONEER LAND SERVICES LTD. (DATA UPDATED BY: CHANGE OF ADDRESS 982399691)
062 577 233	14/12/2006	UTILITY RIGHT OF WAY GRANTEE - SMOKY LAKE COUNTY.

TOTAL INSTRUMENTS: 005

PENDING REGISTRATION QUEUE

DRR NUMBER	RECEIVED DATE (D/M/Y)	SUBMITTER	LAND ID
G00AZ8X	19/01/2026	CANADIAN NATURAL RESOURCES LIMITED [redacted] CUSTOMER FILE NUMBER: SCAVN20004-344 TO 350	

(CONTINUED)

PENDING REGISTRATION QUEUE

142 194 143

DRR NUMBER	RECEIVED DATE (D/M/Y)	SUBMITTER	LAND ID
001		CHANGE OF ADDRESS	4;16;60;34;SW
G00CGTH	19/01/2026	CANADIAN NATURAL RESOURCES LIMITED [redacted] CUSTOMER FILE NUMBER: SCAVN20004-2080 TO 2086	
001		CHANGE OF ADDRESS	4;16;60;34;SW
G00CZ39	19/01/2026	CANADIAN NATURAL RESOURCES LIMITED [redacted] CUSTOMER FILE NUMBER: SCAVN20004-3053 TO 3059	
001		CHANGE OF ADDRESS	4;16;60;34;SW

TOTAL PENDING REGISTRATIONS: 003

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.

THE REGISTRAR OF TITLES CERTIFIES THIS TO BE AN ACCURATE REPRODUCTION OF THE CERTIFICATE OF TITLE REPRESENTED HEREIN THIS 29 DAY OF JANUARY, 2026 AT 01:13 P.M.

ORDER NUMBER: 56143445

CUSTOMER FILE NUMBER:

REGISTRAR OF LAND TITLES

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).

LAND TITLE CERTIFICATE

S

LINC	SHORT LEGAL	TITLE NUMBER
0017 014 101	4;16;60;27;NW	142 194 143 +1

LEGAL DESCRIPTION

THE NORTH WEST QUARTER OF SECTION TWENTY SEVEN (27)
TOWNSHIP SIXTY (60)
RANGE SIXTEEN (16)
WEST OF THE FOURTH MERIDIAN
CONTAINING 64.7 HECTARES (160 ACRES) MORE OR LESS
EXCEPTING THEREOUT :
0.162 HECTARE (0.40 ACRE) MORE OR LESS AS
SHOWN ON ROAD PLAN 1785ET.
EXCEPTING THEREOUT ALL MINES AND MINERALS
AND THE RIGHT TO WORK THE SAME

ESTATE: FEE SIMPLE

MUNICIPALITY: SMOKY LAKE COUNTY

REFERENCE NUMBER: 812 191 847

REGISTERED OWNER(S)

REGISTRATION	DATE(DMY)	DOCUMENT TYPE	VALUE	CONSIDERATION
142 194 143	25/06/2014	TRANSFER OF LAND		SEE INSTRUMENT

OWNERS

DOUG DANYLUK

AND
ANGELA DANYLUK
BOTH OF:
[redacted]
AS JOINT TENANTS

(CONTINUED)

REGISTRATION NUMBER	DATE (D/M/Y)	PARTICULARS
7750NW	29/01/1965	CAVEAT RE : SURFACE LEASE CAVEATOR - THE TOWN OF SMOKY LAKE. "PT. AS DESCRIBED"
762 081 973	14/05/1976	CAVEAT CAVEATOR - CANADIAN NATURAL RESOURCES LIMITED. [redacted] CALGARY ALBERTA T2P2G1 (DATA UPDATED BY: CHANGE OF NAME 982364681) (DATA UPDATED BY: CHANGE OF NAME 042219696)
762 135 412	30/07/1976	UTILITY RIGHT OF WAY GRANTEE - THE COUNTY OF SMOKY LAKE NO. 13.
822 265 546	01/12/1982	CAVEAT RE : LEASE CAVEATOR - CANADIAN NATURAL RESOURCES LIMITED. CALGARY PLACE POSTAL OUTLET [redacted] CALGARY ALBERTA T2P4J2 AGENT - ANN MANN "DATA UPDATED BY TRANSFER OF CAVE NO. 872194632" (DATA UPDATED BY: TRANSFER OF CAVEAT 952336919) (DATA UPDATED BY: CHANGE OF ADDRESS 992012532)
962 088 136	16/04/1996	CAVEAT RE : RIGHT OF WAY AGREEMENT CAVEATOR - APACHE CANADA LTD. [redacted] CALGARY ALBERTA T2P4K9 (DATA UPDATED BY: TRANSFER OF CAVEAT 002142997) (DATA UPDATED BY: CHANGE OF ADDRESS 012154304) (DATA UPDATED BY: CHANGE OF ADDRESS 022046774) (DATA UPDATED BY: TRANSFER OF CAVEAT 072318799) (DATA UPDATED BY: CHANGE OF ADDRESS 132325392)
982 276 603	11/09/1998	CAVEAT RE : SURFACE LEASE UNDER 20 ACRES , ETC. CAVEATOR - CANADIAN NATURAL RESOURCES LIMITED. CALGARY PLACE POSTAL OUTLET [redacted] CALGARY

(CONTINUED)

ENCUMBRANCES, LIENS & INTERESTS

REGISTRATION NUMBER	DATE (D/M/Y)	PARTICULARS
		ALBERTA T2P4J2 AGENT - PIONEER LAND SERVICES LTD. (DATA UPDATED BY: CHANGE OF ADDRESS 982399691)
162 224 402	17/08/2016	MORTGAGE MORTGAGEE - CANADIAN IMPERIAL BANK OF COMMERCE. [redacted] EDMONTON ALBERTA T5S2G3 ORIGINAL PRINCIPAL AMOUNT: $[redacted]

TOTAL INSTRUMENTS: 007

PENDING REGISTRATION QUEUE

DRR NUMBER	RECEIVED DATE (D/M/Y)	SUBMITTER	LAND ID
G00BXZ3	19/12/2025	CANADIAN NATURAL RESOURCES LIMITED [redacted] CUSTOMER FILE NUMBER: SCAVN20004-1226 TO 1232	
001		CHANGE OF ADDRESS	4;16;60;27;NW
G00CZ39	19/01/2026	CANADIAN NATURAL RESOURCES LIMITED [redacted] CUSTOMER FILE NUMBER: SCAVN20004-3053 TO 3059	
001		CHANGE OF ADDRESS	4;16;60;27;NW

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)

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ORDER NUMBER: 56143445

CUSTOMER FILE NUMBER:

END OF CERTIFICATE

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Aspen LAND GROUP

11213 Winterburn Rd NW
Edmonton, AB T5S 2B2

Office (780) 809 8191
Fax (780) 809 8190
Site aspenlandgroup.com

Landowner Consent Form

I, Doug Danyluk + Angie Danyluk, as the registered landowner(s) of the SW 34 & NW 27-060-16-W4M hereby grant consent to Dale Croswell Construction Co. Ltd. (DDC) to make application under the Local Land Use Bylaw and the *Code of Practice for Pits* for the operation and reclamation of a 16.57 ha pit as per the registration report prepared by Aspen Land Group Inc.

[redacted]

Signature of Landowner

Aug 27/26

Date

[redacted]

Signature of Landowner

Aug 27/26

Date

[redacted]

Signature of Witness

Aug 27/26

Date

Appendix B:

Schedules under the *Code of Practice for Pits*

Code of Practice for Pits

Registration Application (Schedule 1)

Date: September 11, 2026

Previous Environmental Protection and Enhancement Act Approval Number: Approval No. N/A

Water Act authorization required? ☐ Yes ☒ No

If Yes, ☐ application submitted and current Water Act Authorization Numbers:

Name of Applicant (company or person in whose name the pit will be registered):

Dale Croswell Construction Co. Ltd.

Address: [redacted]

Phone: [redacted] Facsimile: N/A

E-mail: [redacted]

Name of Person Submitting Application: Joshua Balak

Company Name: Aspen Land Group Inc.

Job Title: Environmental Specialist

Address: [redacted]

Phone: [redacted] Facsimile: [redacted]

E-mail [redacted]

Signature:

[redacted]

Joshua Balak, AIT

Aspen Land Group Inc.

Name of Primary Contact for Pit: Dale Croswell
Address: [redacted]
Phone: [redacted] Facsimile: N/A
E-mail: [redacted]

Pit Location Municipal Address or LSD-Sec-Twp-Rge-Mer	Registered Owners Name, Address and Phone Number	Occupants Name, Address and Phone Number
SW 34-060-16-W4M	Doug and Angela Danyluk [redacted]	N/A
NW 27-060-16-W4M	Doug and Angela Danyluk [redacted]	Doug and Angela Danyluk [redacted]

Activities Plan (Schedule 2)

Part 1 Information

Aggregate Type (check off all that apply): ☒ Gravel ☒ Sand ☐ Clay ☐ Marl

Current Size of Pit: 0.87 ha
Registration Boundary: 16.57 ha (Proposed)

Average Thickness of Undisturbed Profile (indicate metres or centimetres for each one):
Topsoil: 0.17 m
Subsoil: 0.30 m
Overburden: 1.52 m
Aggregate: 2.65 m

Topsoil Texture (check all that apply):
☐ organic soil ☒ mineral soil ☐ clay loam ☐ silty loam ☐ sand ☐ sandy loam ☒ loam ☐ clay ☐ silt ☐ other

Description of techniques to prevent wind and water erosion, and to limit the movement of dust from the pit: Please refer to attached report.

Participation in local or regional air monitoring initiative: N/A

Inactive pit conservation and reclamation techniques: All inactive pit slopes will be back sloped to a 3:1 slope.

☒ Scale drawings and cross-sections of existing pit conditions and planned sequence of operation attached.

Part 2 Information

Maximum planned size of registered pit: 16.57 ha

Depth to groundwater (metres) in test holes (indicate each depth if multiple holes): Groundwater not intercepted.

Planned activities at the pit (check off all that apply): ☐ wet pit excavation ☐ concrete production ☐ mixing salt and aggregate ☐ mixing recycled asphalt and concrete with aggregate ☐ spraying truck boxes ☐ aggregate washing ☐ use of alternative materials for reclamation ☐

Mitigative measures for all of the above activities: Please see the attached report for additional details.

Proposed land uses for reclaimed pit (check all appropriate boxes):

☒ cultivation/pasture 97%	☐ hayland ____%	☒ access road 3%
☐ native range	☐ grassland __%	☐ forest _____%
☐ wildlife habitat	☐ waterbody __%	☐ proposed subdivision %

Pit water release (rationale for release, techniques and discharge points): N/A

Average topsoil replacement depth (m): 0.07 m

Average subsoil replacement depth (m): 0.18 m

☒ Scale drawings and cross-sections of reclaimed pit conditions attached.

Description of surface water bodies in the reclaimed pit: N/A

Design: N/A
Intended use: N/A

Water elevation at full supply level:
Slope of land one metre above full supply level: N/A
Slope of land one metre below full supply level: N/A

Signature and title of person who developed Activities Plan:

[redacted]

Joshua Balak, AIT

Security Estimate (Schedule 3)

Acres of land secured at $250/acre: N/A

Acres x $250 = N/A (a)

☒ Detailed full-cost security calculation attached

Total full-cost = $174,881.04 (b)

Area of land at full-cost: 8.65 ha

Cost/hectare = $20,217.46

Total security to be provided (a+b): $174,881.04

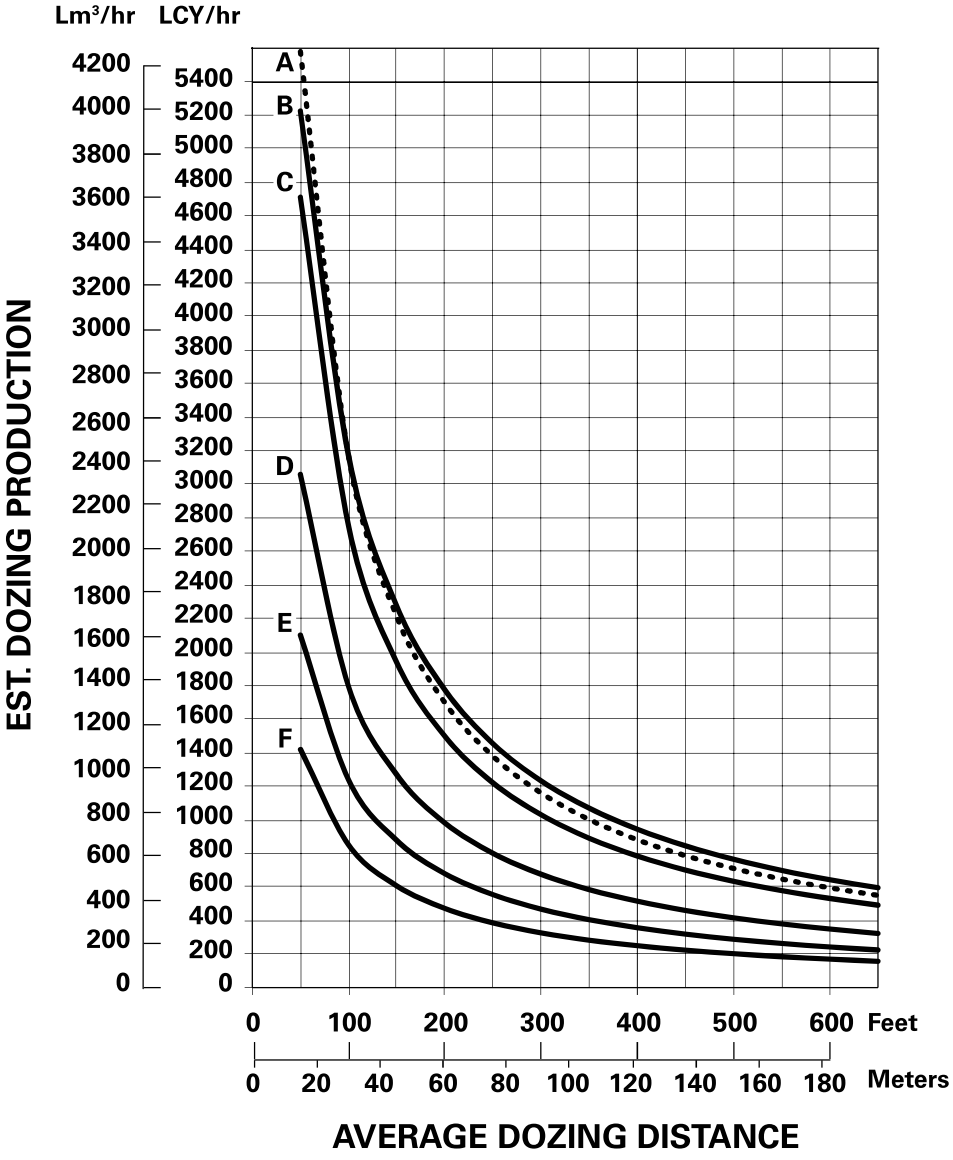
Proposed method of payment: ☒ Letter of Credit ☐ Cash ☐ Other

Signature and title of person submitting estimate:

[redacted]

Joshua Balak, AIT
Aspen Land Group Inc.

ESTIMATED DOZING PRODUCTION ● Universal Blades ● D8 through D11



KEY

A — D11 XU
B — D11 CD
C — D11 U
D — D10 U
E — D9 U
F — D8 U

NOTE: This chart is based on numerous field studies made under varying job conditions. Refer to correction factors following these charts.

Appendix C:

Historical Resources Act Letter of Clearance

Alberta

HRA Number: 4650-24-0019-002

April 08, 2026

Historical Resources Act Approval

Proponent: Dale Croswell Construction Co. Ltd.

[redacted]

Contact: Mr. Dale Croswell

Agent: Aspen Land Group Inc.

Contact: Lesley Foy

Project Name: **DDC - Danyluk 2 Pit**

Project Components: Sand / Gravel Extraction

Application Purpose: Amendment or Update to Project Submitted Previously

Update to Project Name and/or Ownership

Historical Resources Act approval is granted for the activities described in this application and its attached plan(s)/sketch(es) subject to Section 31, "a person who discovers an historic resource in the course of making an excavation for a purpose other than for the purpose of seeking historic resources shall forthwith notify the Minister of the discovery." The chance discovery of historical resources is to be reported to the contacts identified within Standard Requirements under the *Historical Resources Act*: Reporting the Discovery of Historic Resources.

[redacted]

Pauline Bodevin
Regulatory Approvals Coordinator
Alberta Arts, Culture and Status of Women

Proposed Development Location:

MER	RGE	TWP	SEC	LSD List
4	16	60	27	6,11,13-15
4	16	60	34	2-3

Documents Attached:

Document Name	Document Type
Extraction Plan	Illustrative Material

Appendix D:

Alberta Conservation Information Management System (ACIMS), Fish and Wildlife Internet Mapping Tool (FWIMT), and Landscape Analysis Tool (LAT) Reports

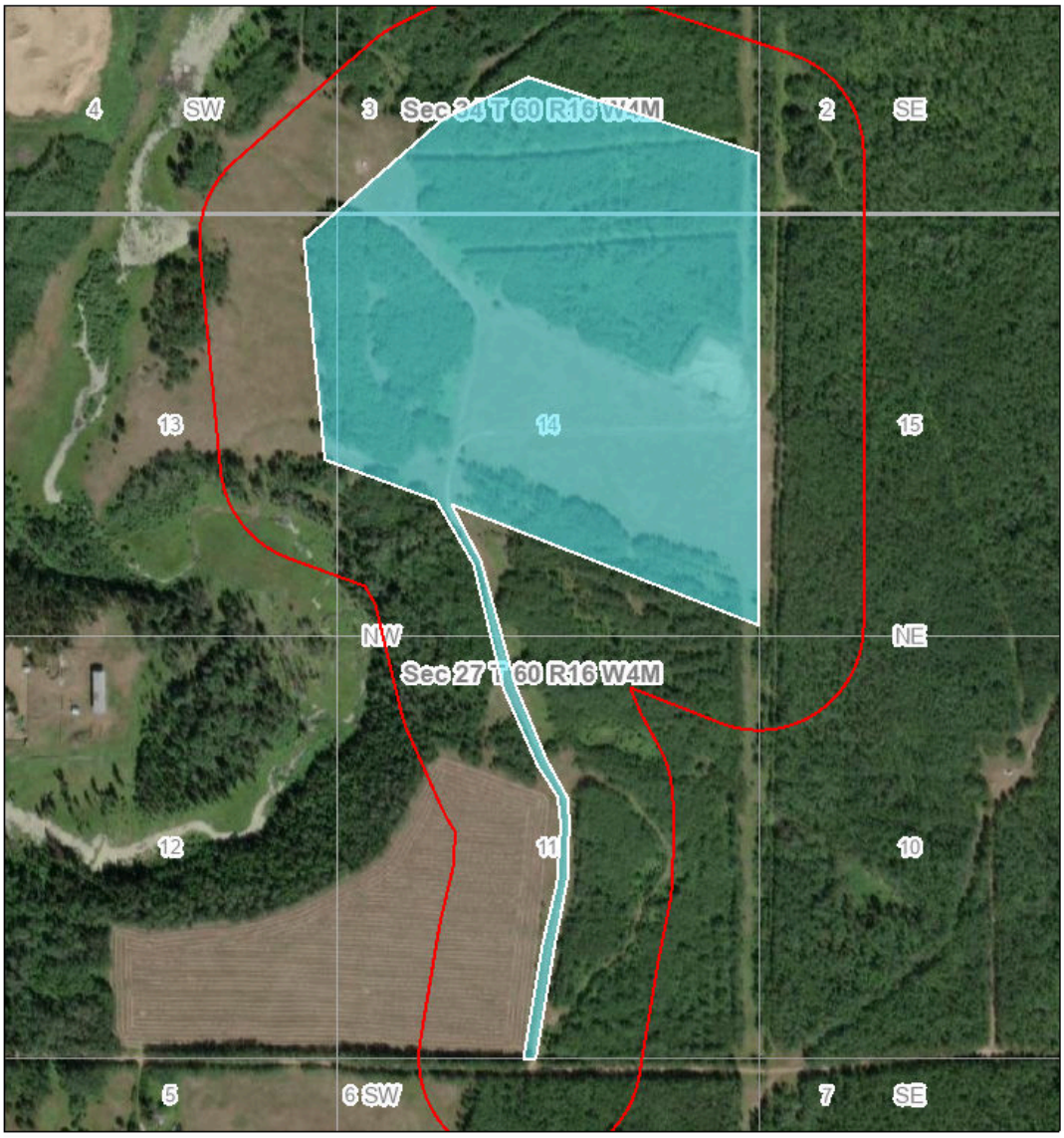
Enclosure #2 - DP-041-26 Application

ACIMS Data Screening Report

Area of Interest (AOI) Information

Area : 462,128.78 m²

Feb 3 2026 12:47:35 Mountain Standard Time



ATS Legal Subdivision with Road Allowance Outline
ATS Quarter Section with Road Allowance Outline
ATS Section with Road Allowance Outline 4
ATS Township Index Outline 8
ATS Legal SubDivision with Road Allowance Label Below Hydro

1:9,028
0 0.04 0.09 0.18 mi
0 0.05 0.1 0.2 km

Vantor, Copyright Government of Alberta

Summary

Name	Count	Area(m²)	Length(m)
Sensitive EO	0	0	N/A
Non Sensitive EO	0	0	N/A

While every effort has been made to ensure that the information accessible from this dataset is complete, accurate, and current, the Government of Alberta, their agents and employees are not liable for any loss or damage arising directly or indirectly from the possession, publication, or use of, or reliance on, that information. This information is provided "as is" without expressed or implied warranty.

Alberta Environment and Parks

Fish and Wildlife Internet Mapping Tool (FWIMT)

(source database: Fish and Wildlife Management Information System (FWMIS))

Species Summary Report

Report Date: 03-Feb-2026 12:57

Species present within the current extent

Fish Inventory	Wildlife Inventory	Stocked Inventory
No Species Found in Search Extent	No Species Found in Search Extent	No Species Found in Search Extent

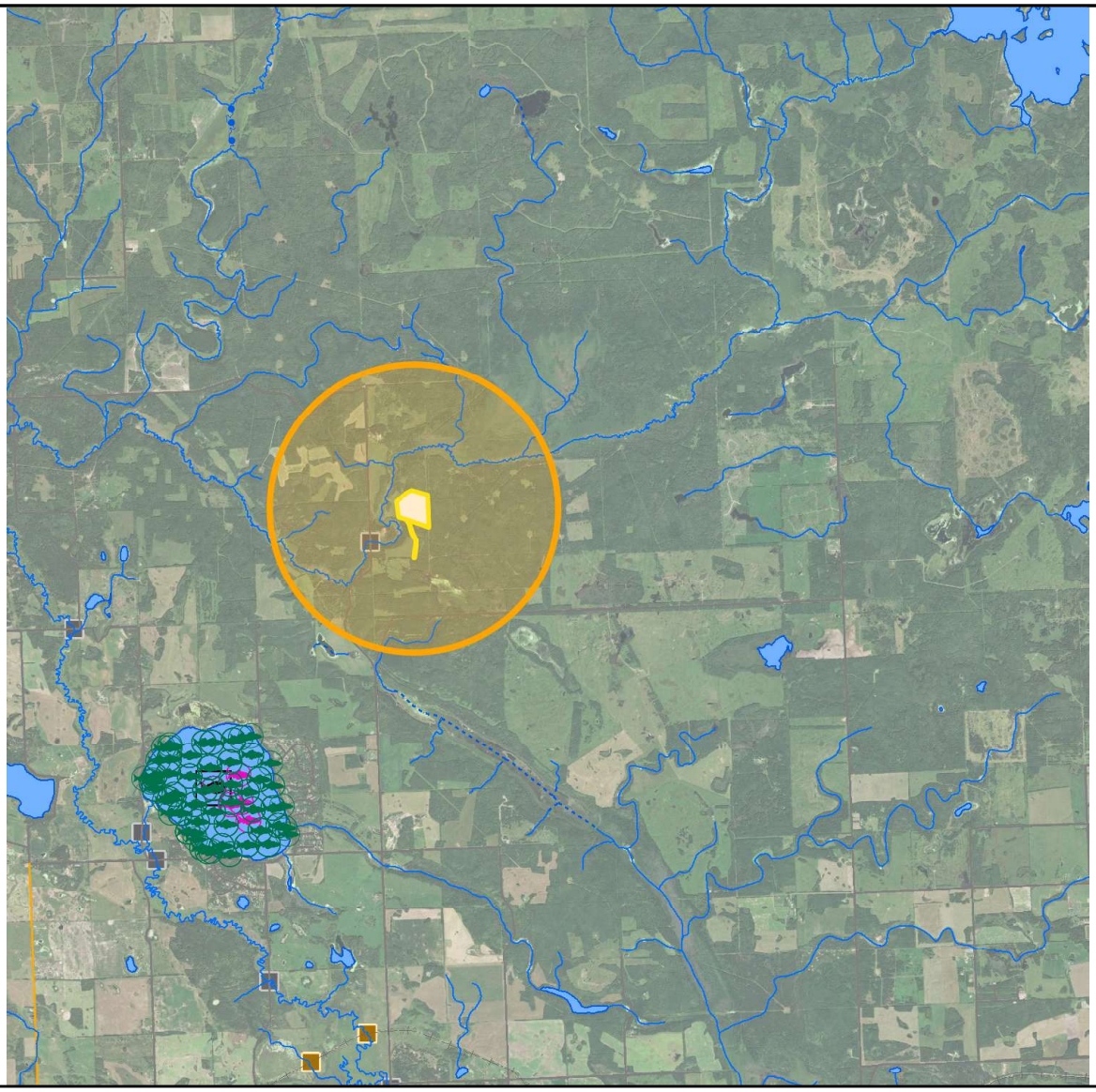
Buffer Extent

Centroid (X,Y)	Projection	Centroid (Qtr Sec Twp Rng Mer)	Radius or Dimensions
674879, 6009278	10-TM AEP Forest	NW 27 60 16 4	2 kilometers

Contact Information

For contact information, please visit:
https://www.alberta.ca/fisheries-and-wildlife-management-contacts.aspx

03-Feb-2026 12:57 **Map Results**



Display may contain: Base Map Data provided by the Government of Alberta under the Alberta Open Government Licence. Cadastral and Dispositions Data provided by Alberta Data Partnerships. (c)GeoEye, all rights reserved. Information as depicted is subject to change, therefore the Government of Alberta assumes no responsibility for discrepancies at time of use

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Landscape Analysis Tool (LAT) Report

LAT Number:	000006576D	**LAT Date:** 2026-02-03	13:26:28
Project Name:	Danyluk 2 Pit		
Project Description:			
Disposition Type:	SML	Surface Material Lease	
Purpose Type:	SRMT	Surface Materials	
Activity Type:	SRMT08SMLP	Sand and Gravel	

Responsibility of Applicants:

It is the applicant's responsibility to conduct a full review of the generated LAT Report, ensuring that you are aware and have a full understanding of the identified standards and conditions, and any additional limitations that may also be imposed by an approved higher level plan, reservation or notation or any other law or Order of the Province or the Government of Canada that may impact the placement, construction or operation of the proposed disposition, purpose and activity.

The applicant must assess if the proposed disposition, purpose and activity can meet the applicable standards, conditions and any limitations which will subsequently determine if the application can be submitted to the regulatory body. Applicants should complete a thorough review of regulatory and application processes including supporting procedural documents and the generated LAT Reports prior to making this determination.

Where the applicant chooses not to meet, or is not able to meet, one or more Approval Standards or higher level plans within the generated LAT Report as submitted as part of the application, or any affected reservations as identified within the land status report, the applicant is required to complete the appropriate mitigation as part of their supplement submission that addresses individually each of the items not being met.

The information provided within the LAT Tool is a spatial representation of features provided to the applicant for activity and land use planning. The accuracy of these layers varies depending on the resource value being represented. The regulatory body insists that site visits, wildlife surveys and groundtruthing efforts are completed to ensure that you, the applicant can meet the procedures detailed within the *Pre-Application Requirements for Formal Dispositions*, the identified approval standards, operating conditions and *Best Management Practices* as represented within the *Master Schedule of Standards and Conditions*.

Proximity to Watercourse/Waterbodies:

Applicants will ensure that standards or conditions for Watercourse/Waterbody features as identified within the generated LAT Report are followed. It is the responsibility of the applicant to ensure the identified setbacks and buffers are properly established through a pre-site assessment and maintained.

NOTE: Be aware that the submission of a LAT Report as part of an application submission does not imply approval of the activity. The standards and conditions identified within the LAT Report may be subject to change based on regulatory review.

Landscape Analysis Tool (LAT) Report

Base Features

Green/White Area	White Area
Municipality	Smoky Lake County
FMA	
FMU	LO1
Provincial Grazing Reserve	
Rocky Mountain Forest Reserve	
PLUZ Areas	
Protected Areas	

Provincial Sanctuaries

Wildlife Corridors	
Restricted Area	
Game Bird	Zone 1
Seasonal	

Landscape Analysis Tool (LAT) Report

Higher Level Plans

Integrated Resource Plan (Local)	
Integrated Resource Plan (Subregional)	
Access Management Plan	
Landscape Management Plan	

Landscape Analysis Tool (LAT) Report

Reservation Listing

Reservation #	Holder Name	Purpose	Reason	Contact Information

Note:
* Information displayed in these tables is only a summary of Crown Land Reservation (CLR) information as intersected within the "Reservation - Active" data layer.
* For more detailed information regarding reservation intent, an applicant can reference this information as contained within the "Reservation - Active" data layer

For more information, please review the Land Use Reservation Program Procedures Guide for guidance on how Crown land Reservations are addressed when applying for an activity on Alberta's Crown lands.

Landscape Analysis Tool (LAT) Report

Reservation ToDos

Action	Reservation #	Application Requirement

Landscape Analysis Tool (LAT) Report

Additional Application Requirements

Wildlife Survey		DND Area	

Historical Resources

HRV Rating	Category

Historic Resources Application Required: Yes

The proposed activity is in an area identified as having historic resource concerns; therefore, approval under the *Historic Resources Act* is required prior to the initiation of any land surface disturbance activities. The applicant must submit a Historic Resources Application through the Online Permitting and Clearance (OPaC) system (www.opac.alberta.ca).

Landscape Analysis Tool (LAT) Report

Sensitive Features

Wildlife and Other Sensitive Species

	Intersected
Burrowing Owl Range	
Caribou Range	
Caribou Range - Zone A	
Caribou Range - Zone B	
Colonial Nesting Birds	
Critical Habitat of Aquatic Species at Risk	
Endangered and Threatened Plants Ranges	
Greater Short-horned Lizard Habitat	
Greater Short-horned Lizard Range	
Greater Sage Grouse Core Area	
Greater Sage Grouse Recovery Area	
Greater Sage Grouse Leks and Buffer	
Grizzly Bear Core Access Management Area	
Grizzly Bear Habitat Linkage	
Grizzly Bear Secondary Access Management Area	
Grizzly Bear Support Zone	
High Risk Watersheds	

	Intersected
Key Wildlife and Biodiversity Areas	Yes
Mountain Goat and Sheep Areas Disease Buffer	
Mountain Goat and Sheep Zone	
Ord's Kangaroo Rat Range	
Ord's Kangaroo Rat Key Habitat Area	
Piping Plover Waterbodies	
Provincial Hibernacula Buffer	
Sensitive Amphibian Ranges	
Sensitive Raptor Range	
Sensitive Snake Habitat	
Sensitive Snake Hibernacula Range	
Sharp-tailed Grouse Leks and Buffer	
Sharp-tailed Grouse Survey	
Special Access Area	
Swift Fox Range	
Trumpeter Swan Waterbodies/Watercourse	
Trumpeter Swan Watercourse Buffer	

Federal Orders:

	Intersected
Greater Sage Grouse	

Grassland and Natural Regions:

	Intersected
Central Parkland	
Central Parkland and Northern Fescue	
Chinook Grasslands	
Dry Mixed Grass	
Foothills Fescue	
Foothills Parkland Grasslands	
Grassland and Parkland Natural Region	

	Intersected
Mixed Grass Sub-region layer	
Montane	
Northern Fescue	
Peace River Parkland	
Permafrost	
Rough Fescue PNT	
Subalpine or Alpine	

Landscape Analysis Tool (LAT) Report

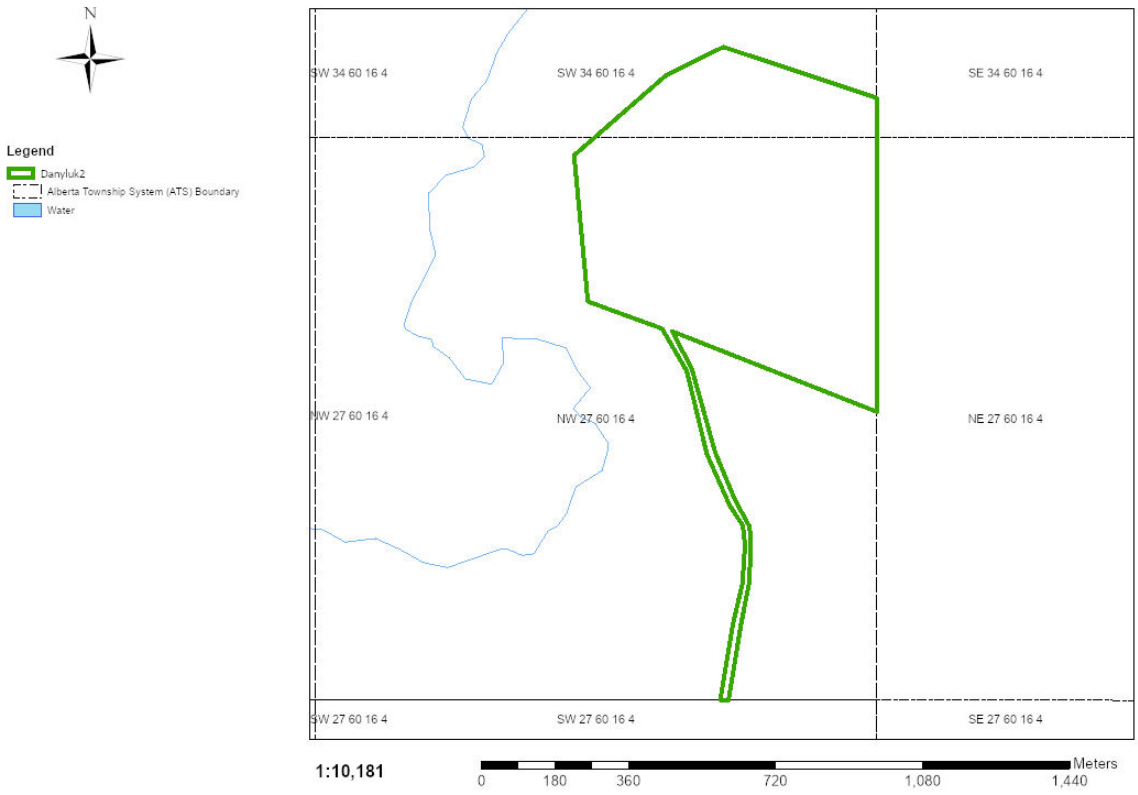
Alberta Township System (ATS) Land List

Quarter	Section	Township	Range	Meridian	Road Allow.	Sensitive Features Identified
NW	27	60	16	4		Key Wildlife and Biodiversity Areas, Green / White Area
SW	34	60	16	4		Key Wildlife and Biodiversity Areas, Green / White Area

Landscape Analysis Tool (LAT) Report

Surface Material Lease

000006576D



Landscape Analysis Tool (LAT) Report

Land Management

Report ID	Approval	Condition
1	1030-AS	Where a higher level plan* or reservation identifies a greater set back, the greater set back will prevail.
2	1031-AS	Where a Higher Level Plan* exists, the Disposition Holder must follow any direction provided within that plan.
3	1033-AS	With the exception of pipelines, for activities that fall within any reservation with a purpose code of Fish and Wildlife Resources and encompassing a section of land (259 hectares) or less, located in the Provincial White Area, the Disposition Holder must construct all activities within lands previously disturbed or cleared. Where no previous disturbance exists, activities must occur within 100 metres of the reservation perimeter.
4	1040	The Disposition Holder must repair or replace any improvements immediately that were damaged as a result of the Activity on the Lands to pre-existing dispositions to the pre-existing condition. Damages to tame pastures must be repaired within one growing season.
5	1041	The Disposition Holder must maintain proper drainage of surface water.
6	1044-AS	The Disposition Holder must not locate activities within 45 metres from the top of any coulees* with the exception of activities such as; access, pipelines and linear easements crossing those features.
7	1049	The Disposition Holder must remove all garbage and waste material from this site.
8	1053	The Disposition Holder must not enter the boundaries of any research or sample plot unless consent is received from the reservation holder.
9	1061	Where FireSmart activities are considered, the Disposition Holder must follow Information Letter- “Authorization of FireSmart Activities on Public Land” as amended from time to time.
10	1111	The Disposition Holder must pay the royalties, specified by the Regulation in force at the time the surface materials are removed and any other charges that may be assessed against the land.
11	1112	The Disposition Holder must file a return with the Regulatory Body within thirty days of the end of each twelve month period of the term and at any other time as the Regulatory Body may request in writing.

Landscape Analysis Tool (LAT) Report

12	1113	The Disposition Holder must develop access using Class V routes only, unless any of the following exceptions are met: a. Alternative access standards are specified in an approved higher level access plan; b. Wells licensed as sour gas with a suspended/producing release rate of >2.0 m3/s can be accessed using Class III or IV routes; c. When drilling a well through sour zones, but not for production of sour >2.0 m3/s, use Class IV routes designed to provide adequate egress*; d. If the new access is attached to the existing arterial all-weather access road and is less than 100 metres in length from the arterial all-weather access road then the new access can be developed using Class III to V access classifications or; e. Surface Material dispositions may be accessed using Class III to V road.
13	1116	The Disposition Holder must maintain all records on pre numbered invoices, bills of lading, truckers tickets or other documents, which accurately show the name and address of the receiver of the surface materials removed, the number of cubic yards or cubic metres removed and the legal description of the pit from which the material was removed.
14	1117	The Disposition Holder must complete and submit results of a volumetric survey of the Lands upon the request of the Regulatory Body.
15	1118	The Disposition Holder must inform the Regulatory Body immediately at the completion of the Activity or upon abandonment of the Lands.
16	1119	Facilities supplied or developed as essential for the management, operation and/or maintenance of the Activity must be; a) Temporary, b) Occupied only for the operation of the Activity, and c) Removed at the end of operations.
17	1122	The Disposition Holder must not operate the Activity into or below the ground water table unless otherwise approved by the Regulatory body under the Water Act.
18	1123	The Disposition Holder must conduct the Activity in accordance with the most recent approved conservation, operation and reclamation plan.

Vegetation

Report ID	Approval	Condition
19	1300	The disposition holder must manage all regulated weeds to the satisfaction of the regulatory body.
20	1302	The Disposition Holder must remove all deciduous or coniferous merchantable timber from the Activity as per the following utilization standards; - Deciduous Timber: 15 cm Base/10 cm Top - Coniferous Timber: 15 cm Base/11cm Top and haul said timber to the location of end use.
21	1304	For fire control purposes on forested lands, the Disposition Holder must dispose of excess coarse woody debris* not utilized for rollback* or stockpiled for reclamation*.

Landscape Analysis Tool (LAT) Report

22	1305	Within FireSmart Community Zones*, the Disposition Holder must dispose of coarse woody debris* by burning unless a Debris Management Plan has been approved under the Forest and Prairie Protection Act.

Soil

Report ID	Approval	Condition
23	1356	The Disposition Holder must not conduct the Activity during adverse ground conditions*.
24	1357	The Disposition Holder must prevent erosion* and sedimentation on to adjacent* Lands or Water bodies * that results from the activity.
25	1359-AS	The Disposition Holder must not remove from the Lands topsoil* or subsoil* unless approved in writing by the Regulatory Body.
26	1360	Where activities have occurred on the Lands that do not involve minimal disturbance* construction, the Disposition Holder must salvage topsoil* for land reclamation as follows: a. Salvage all topsoil* from: i. Mineral soils ii. Shallow organic soils* iii. Reclaimed soils b. Where the depth of the topsoil* is less than 15 cm, the topsoil* and part of the subsoil* to a total depth of 15 centimetres must be salvaged, unless the upper subsoil* is considered chemically unsuitable*.
27	1361	The Disposition Holder must salvage subsoil* to a minimum depth of 30 cm unless approved in writing by the Regulatory Body.
28	1363	All reclamation material* must be considered suitable as defined in the May 2001 Salt Contamination Assessment Guidelines and meet the February 2016 Alberta Tier 1 Soil and Groundwater Remediation Guidelines, as amended or replaced from time to time.
29	1364	The Disposition Holder must store reclamation material* in accordance with all of the following: a. reclamation material* must not be placed beneath the ground surface or buried in any way; b. coarse woody debris* stored for reclamation purposes for greater than 12 months must be mixed with topsoil*; c. topsoil* and subsoil* must be stored separately and a minimum distance of three (3) metres from each other, unless otherwise approved in writing by the Regulatory Body; d. storage areas for topsoil* and subsoil* must be marked with permanent signage within 3 months of stockpile establishment; and e. permanent sign posts for storage areas for topsoil* and subsoil* must be maintained until all reclamation material* has been replaced on the disturbed area.
30	1367	The Disposition Holder must not mix wood chips with any reclamation material*.
31	1368	The Disposition Holder must not apply wood chips to the lands at a depth greater than five (5) centimeters.

Landscape Analysis Tool (LAT) Report

32	1369	The Disposition Holder must manage wood chips in accordance with the directive ID 2009-01 Management of Wood Chips on Public Land as amended from time to time.
33	1370	The Disposition Holder must not store piles or windrows of reclamation material* within standing timber.
34	1371	The Disposition Holder must not use soil sterilant on the Lands.

Watercourse / Waterbody

Report ID	Approval	Condition
35	1400-AS	The Disposition Holder is prohibited from conducting activities on islands and the bed and shore* of all water bodies *.
36	1402-AS	The Disposition Holder must not conduct the Activity* within the following water body* setbacks. a) intermittent watercourses* including springs must have a setback of at least 45 metres from the top of the breaks. b) Small permanent watercourses* must have a setback of at least 45 metres from the top of the breaks. c) large permanent watercourses* must have a setback of at least 100 metres from the top of the breaks. d) semi-permanent and permanent ponds, shallow open water ponds and lakes must have setback of 100 metres from the bed and shore*.
37	1412	The Disposition Holder must acquire an authorization for access (off-disposition) for water withdrawal activities.
38	1419	For use of equipment within the bed of a water body*, the Disposition Holder must prior to operations follow the “Decontamination Protocol for Work in or Near Water”, as amended from time to time.
39	1420	The Disposition Holder must provide a completed Record of Decontamination form as proof of decontamination to the Regulatory Body upon request.

Reclamation

Report ID	Approval	Condition
40	1453	The Disposition Holder must complete temporary reclamation* on the Lands within 1 growing season of construction phase* for all topsoil* and subsoil* stockpiles required for final reclamation*.

Landscape Analysis Tool (LAT) Report

41	1454	The Disposition Holder must prior to seeding herbaceous seed in forested* or peatlands* submit a Request for Seeding in writing to the Regulatory Body that contains all of the following: a. rationale for conducting seeding of herbaceous species*; b. a description of the proposed site for seeding including information with respect to the following: i. whether the Lands are subject to high erosion* and; ii. whether the Lands are prone to invasion from agronomic or weed species. c. a proposed seed mix composition for re-vegetation of the Lands in accordance with the Native Plant Revegetation Guidelines for Alberta, 2001 as amended or replaced from time to time or a rationale for alternate species; d. provide a seed certificate in accordance with the Seed Act for the seed mixed mix to be used for re-vegetation* and; any other information requested by the Regulatory Body.
42	1455	The Disposition Holder must only conduct seeding in accordance with the written authorization of the Regulatory Body.
43	1456	The Disposition Holder must when seeding cultivated lands*; a. use agronomic or forage seed that meets or exceeds Certified #1 as outlined in the Seeds Act and Seeds Regulations; b. use seed mixes that are free of species listed in the Weed Control Act and; c. provide a seed certificate to the Regulatory Body within 30 days of request.
44	1457	Within the Green Area* of the Province, the Disposition Holder must re-vegetate the Lands with trees or shrubs that meet the requirements of the December 2016 Alberta Forest Genetic Resource Management and Conservation Standards document, as amended or replaced from time to time.
45	1459	The Disposition Holder must not have slash and rollback* accumulations within five (5) metres of the perimeter of the disposition boundary, greater than the percent ground cover on the surrounding undisturbed forest floor.
46	1463	For final reclamation*, the Disposition Holder must complete all of the following: a. contour the disturbed land to the pre-disturbance landform or to the landform approved by the Regulatory body; b. replace all stockpiled subsoil*, then replace all stockpiled topsoil*; c. spread all coarse woody debris* on forested lands* and; d. reclamation materials* must be replaced over the entire area from which they were removed unless otherwise approved in writing by the Regulatory Body.
47	1464	The Disposition Holder must reclaim the Lands to the pre-disturbance land use type* unless otherwise authorized in writing by the Regulatory Body.

Landscape Analysis Tool (LAT) Report

Wildlife

Report ID	Approval	Condition
48	1600	The Disposition Holder must conduct a complete and immediate Wildlife Sweep* of the Lands subject to the disposition prior to any activity, as per the “Wildlife Sweep Protocol”.
49	1601	The Disposition Holder must submit observations from a Wildlife Sweep* to the Fisheries and Wildlife Management Information System (FWMIS) and notify the issuing Regulatory Body in writing upon request that the Wildlife Sweep* was completed.
50	1602-AS	The Disposition Holder must incorporate a buffer* zone of a minimum width of 100m undisturbed vegetation, where an established buffer* does not already exist for any and all key habitat features including, but not limited to leks*, nests, dens and houses identified in the Wildlife Sweep*.
51	1603	When Wildlife Surveys* are required, the Disposition Holder must submit results as defined by the sensitive species inventory guidelines from Wildlife Survey* to the Fisheries and Wildlife Management Information System (FWMIS).
52	1608	The Disposition Holder must incorporate buffers*, setbacks and activity timing restrictions for any and all key habitat features including, but not limited to leks*, nests, dens and houses identified in the wildlife survey*.

Key Wildlife and Biodiversity Areas

Report ID	Approval	Condition
53	2000-AS	Between January 15 and April 30, the Disposition Holder must not conduct the Activity at any location North of Alberta Provincial Highway No. 1 except: a. for well tie-in activities that are within 1.6 kilometre radius of the wellsite that can be commenced and completed during a period where adverse ground conditions* do not exist at any time; b. for wellsites or pipeline installations that are accessed using Class IV or V roads during a period where adverse ground conditions* do not exist at any time; and c. for any part of the Activity that occurs within 100 metres of existing arterial all-weather roads* that can be commenced during a period where adverse ground conditions* do not exist and can be continued until adverse ground conditions* occur at which point the Activity must stop.

Landscape Analysis Tool (LAT) Report

54	2001-AS	Between December 15 and April 30, the Disposition Holder must not conduct the Activity at any location South of Alberta Provincial Highway No. 1 except: a. for well tie-in activities that are within 1.6 kilometre radius of the wellsite that can be commenced and completed during a period where adverse ground conditions* do not exist at any time; b. for wellsites or pipeline installations that are accessed using Class IV or V roads during a period where adverse ground conditions* do not exist at any time; and c. for any part of the Activity that occurs within 100 metres of existing arterial all-weather roads* that can be commenced during a period where adverse ground conditions* do not exist and can be continued until adverse ground conditions* occur at which point the Activity must stop.
55	2002-AS	The Disposition Holder must not conduct any activity within 100 metres of the edge of a valley break or within 100 metres of a bed and shore where the valley break is not defined, with the exception of activities such as; access, pipelines and linear easements crossing the zone.
56	2007-AS	The Disposition Holder must construct within 100 metres of an existing arterial all-weather permanent access road*.
57	2008	The Disposition Holder must not seed legumes.

Appendix E:

Field Data

PROJECT:	Danyluk 2				SURVEYORS:	Lucy Plopianu, Dana Dunbar			DATE:	July 29, 2026
GPS Coordinates	E: 414016.106				N: 6009231.583				Water Table:	DNI

Site #		Series	Subgroup		Parent Material	Slope (%)	Slope Position	Aspect	Surface Stones	Drainage	Surface Expression
SP1		Moose Hills	Orthic Gray Luvisol		Moderately Coarse Textured	0.5-2.5	Lower	Northwest	S0	Well drained	Undulating
Layer	Horizon	Depth (cm)	Moisture	Gleying	Mottles (Ab./Size/ Contrast)	Texture	Structure	Consistency	Coarse Fragments (%/Type)	Roots (Abundance/ Size)	Photos Taken
1	LFH	7-0	-	-	-	-	-	-	-	-	☑
2	Ae	0-5	Moist	-	-	Sandy Loam	Granular	Friable	-	Plentiful/ Fine/Medium	
3	Bm	5-43	Moist	-	-	Loamy Sand	Granular	Friable	-	-	
4	C	43+	Moist	-	-	Sandy Clay	Massive	Firm	-	-	
5											
6											
Comments:		B layer is very light in colour. C layer increasing clay content with depth.						Vegetation:	Prickly rose, Trembling aspen, Balsam poplar, Yarrow, Strawberry, Bunchberry, Northern bedstraw		

PROJECT:	Danyluk 2				SURVEYORS:	Lucy Plopianu, Dana Dunbar			DATE:	July 29, 2026
GPS Coordinates	E: 414132.843				N: 6009263.089				Water Table:	DNI

Site #		Series	Subgroup		Parent Material	Slope (%)	Slope Position	Aspect	Surface Stones	Drainage	Surface Expression
SP2		Moose Hills	Orthic Gray Luvisol		Moderately Coarse Textured	0.5-2.5	Upper	Southwest	S0	Well drained	Undulating
Layer	Horizon	Depth (cm)	Moisture	Gleying	Mottles (Ab./Size/ Contrast)	Texture	Structure	Consistency	Coarse Fragments (%/Type)	Roots (Abundance/ Size)	Photos Taken
1	LFH	5-0	-	-	-	-	-	-	-	-	☑
2	Ae	0-9	Moist	-	-	Sandy Loam	Granular	Friable	-	Abundant/ Medium	
3	Bt	9-19	Moist	-	-	Sandy Clay Loam	Subangular blocky	Friable	-	-	
4	C1	19-24	Moist	-	-	Sandy Clay	Massive	Friable	-	-	
5	C2	24-36+	Moist	-	-	Clay	Massive	Firm	-	-	
6											
Comments:		B layer is very light in colour. C layer increasing clay content with depth.						Vegetation:	Prickly rose, Trembling aspen, Balsam poplar, Yarrow, Strawberry, Bunchberry, Northern bedstraw		

PROJECT:	Danyluk 2				SURVEYORS:	Lucy Plopianu, Dana Dunbar			DATE:	July 29, 2026
GPS Coordinates	E: 414248.653				N: 6009233.852				Water Table:	DNI

Site #	Series	Subgroup	Parent Material	Slope (%)	Slope Position	Aspect	Surface Stones	Drainage	Surface Expression
SP3	Moose Hills	Orthic Gray Luvisol	Moderately Coarse Textured	0.5-2.5	Toe	North	S0	Well drained	Undulating

Layer	Horizon	Depth (cm)	Moisture	Gleying	Mottles (Ab./Size/ Contrast)	Texture	Structure	Consistency	Coarse Fragments (%/Type)	Roots (Abundance/ Size)	Photos Taken
1	LFH	8-0	-	-	-	-	-	-	-	-	☑
2	Ae	0-8	Moist	-	-	Sandy Loam	Granular	Friable	-	Plentiful/ Medium	
3	Bt	8-26	Moist	-	-	Sandy Clay Loam	Granular	Friable	-	-	
4	C	26-39+	Moist	-	-	Sandy Clay	Massive	Firm	-	-	
5											
6											

Comments:	SP on a small animal track .	Vegetation:	Trembling aspen, White spruce, Prickly rose, Bearberry, Mushroom, Wild lily of the valley, Northern bedstraw, Red clover, Sarsarpilla, Quack grass, Mushroom sp.

PROJECT:	Danyluk 2				SURVEYORS:	Lucy Plopianu, Dana Dunbar			DATE:	July 29, 2026
GPS Coordinates	E: 414010.65				N: 6009134.021				Water Table:	DNI

Site #	Series	Subgroup	Parent Material	Slope (%)	Slope Position	Aspect	Surface Stones	Drainage	Surface Expression
SP4	Moose Hills	Orthic Gray Luvisol	Moderately Coarse Textured	2-5	Upper	West	S0	Well drained	Undulating

Layer	Horizon	Depth (cm)	Moisture	Gleying	Mottles (Ab./Size/ Contrast)	Texture	Structure	Consistency	Coarse Fragments (%/Type)	Roots (Abundance/ Size)	Photos Taken
1	Ae	0-10	Moist	-	-	Sandy Loam	Granular	Friable	<10 Medium Gravel	Plentiful/ Fine	☑
2	Bt	10-23	Moist	-	-	Loamy Sand	Subangular blocky	Friable	<10 Medium Gravel	-	
3	C	23-45+	Moist	-	-	Sandy Clay	Massive	Firm	<10 Cobble	-	
4											
5											
6											

Comments:	In a cut line through the forest. Burn Layer from 6-8 cm.	Vegetation:	Trembling aspen saplings, Balsam poplar saplings , Yarrow, Strawberry, Dandelion, Quack grass, Wild oats, Smooth brome, Kentucky blue grass, Red clover, Moss sp.

PROJECT:	Danyluk 2				SURVEYORS:	Dana D., Lucy P., Josh B.			DATE:	July 29, 2026
GPS Coordinates	E: 414129.91				N: 6009099.239				Water Table:	DNI

Site #	Series	Subgroup	Parent Material	Slope (%)	Slope Position	Aspect	Surface Stones	Drainage	Surface Expression
SP5	Moose Hills	Orthic Gray Luvisol	Moderately Coarse Textured	0	Level	West	S0	Well drained	Undulating

Layer	Horizon	Depth (cm)	Moisture	Gleying	Mottles (Ab./Size/ Contrast)	Texture	Structure	Consistency	Coarse Fragments (%/Type)	Roots (Abundance/ Size)	Photos Taken
1	Ae	0-13	Moist	-	-	Sandy Loam	Granular	Friable	<10 Gravel-Cobble	Plentiful/ Fine	☑
2	Bt	13-34	Moist	-	-	Sandy Clay	Subangular blocky	Firm	<10 Gravel-Cobble	-	
3	C	34-68+	Moist	-	-	Clay	Massive	Firm	-	-	
4											
5											
6											

Comments:	-	Vegetation:	Yarrow, Strawberry, Red clover, Dandelion, Smooth brome, Bluebell, Kentucky blue grass, Quack grass

PROJECT:	Danyluk 2				SURVEYORS:	Josh Balak			DATE:	July 29, 2026
GPS Coordinates	E: 414261.653				N: 6009051.826				Water Table:	DNI

Site #	Series	Subgroup	Parent Material	Slope (%)	Slope Position	Aspect	Surface Stones	Drainage	Surface Expression
SP6	Moose Hills	Orthic Gray Luvisol	Moderately Coarse Textured	0.5-2.5	Mid	Southeast	S0	Well drained	Undulating

Layer	Horizon	Depth (cm)	Moisture	Gleying	Mottles (Ab./Size/ Contrast)	Texture	Structure	Consistency	Coarse Fragments (%/Type)	Roots (Abundance/ Size)	Photos Taken
1	Ae	0-20	Moist	-	-	Sandy Loam	Granular	Friable	-	Plentiful/ Fine	☑
2	Bt	20-35	Moist	-	-	Sandy Clay Loam	Subangular blocky	Friable	0-10+ Gravel	-	
3	C	35-73+	Moist	-	-	Sandy Clay	Massive	Firm	-	-	
4											
5											
6											

Comments:	Area grazed by cattle.	Vegetation:	Dandelion, Mushroom sp., Smooth brome, Yarrow, Red clover, Milkvetch, Grass sp.

PROJECT:	Danyluk 2				SURVEYORS:	Josh Balak			DATE:	July 29, 2026
GPS Coordinates	E: 414126.533				N: 6009015.59				Water Table:	DNI

Site #	Series	Subgroup	Parent Material	Slope (%)	Slope Position	Aspect	Surface Stones	Drainage	Surface Expression
SP7	Moose Hills	Orthic Gray Luvisol	Moderately Coarse Textured	0.5-2.5	Mid	North	S0	Well drained	Undulating

Layer	Horizon	Depth (cm)	Moisture	Gleying	Mottles (Ab./Size/ Contrast)	Texture	Structure	Consistency	Coarse Fragments (%/Type)	Roots (Abundance/ Size)	Photos Taken
1	LFH	5-0	Moist	-	-	-	-	-	-	-	☑
2	Ae	0-5	Moist	-	-	Sandy Loam	Granular	Friable	-	Plentiful/ Fine/ Medium	
3	Bt	5-46	Moist	-	-	Sandy Clay Loam	Subangular blocky	Friable	-	-	
4	C	46-58+	Moist	-	-	Sandy Clay	Massive	Firm	10-20+ Gravel	-	
5											
6											

Comments:	Impenetrable at 58 cm due to coarse fragements. In forested area.	Vegetation:	Trembling aspen, Balsam poplar, White spruce, Yarrow, Dandelion, Saskatoon berry, Strawberry, Red clover, Bluebelll, Milkvetch, Grass sp, Low bush cranberry

PROJECT:	Danyluk 2				SURVEYORS:	Josh Balak			DATE:	July 29, 2026
GPS Coordinates	E: 414253.565				N: 6008958.963				Water Table:	DNI

Site #	Series	Subgroup	Parent Material	Slope (%)	Slope Position	Aspect	Surface Stones	Drainage	Surface Expression
SP8	Moose Hills	Orthic Gray Luvisol	Moderately Coarse Textured	0.5-2.5	Mid	North	S0	Well drained	Undulating

Layer	Horizon	Depth (cm)	Moisture	Gleying	Mottles (Ab./Size/ Contrast)	Texture	Structure	Consistency	Coarse Fragments (%/Type)	Roots (Abundance/ Size)	Photos Taken
1	LFH	5-0	-	-	-	-	-	-	-	-	☑
2	Ae	0-5	Moist	-	-	Sandy Loam	Granular	Friable	0	Plentiful/ Medium/ Fine	
3	Bt	5-23	Moist	-	-	Sandy Clay Loam	Subangular blocky	Friable	0-10+ Gravel	-	
4	BC	23-32	Moist	-	-	Sand	Single grain	Loose	0	-	
5	C	32-73+	Moist	-	-	Sandy Clay	Massive	Firm	0-10+ Gravel	-	
6											

Comments:	Forested point - evidence of cattle in area. Impenetrable at 73 cm due to coarse fragments.	Vegetation:	Trembling aspen, Balsam poplar, White spruce, Prickly rose, Yarrow, Strawberry, Bunchberry, Northern bedstraw, Bluebell, Purple aster

Appendix F:

Site Photos



Photo 1. North-facing view of existing disturbance, photo taken on July 29, 2026.



Photo 2. West-facing view of overburden pile, photo captured on July 29, 2026.



Photo 3. Northwest-facing view of open pit, taken July 29, 2026.



Photo 4. West-facing view of subsoil pile containing coarse fragments, taken on July 29, 2026.



Photo 5. Southeast-facing view of topsoil pile, taken on July 29, 2026.



Photo 6. South-facing view of forested area from soil point 2, July 29, 2026.



Photo 7. North-facing view of shrubs and woody vegetation strata from soil point 3, July 29, 2026.



Photo 8. North-facing view taken from soil point 4 on a cut line, taken July 29, 2026.



Photo 9. Southeast facing view from soil point 5, taken July 29, 2026.



Photo 10. North-facing view from soil point 6, taken July 29, 2026.



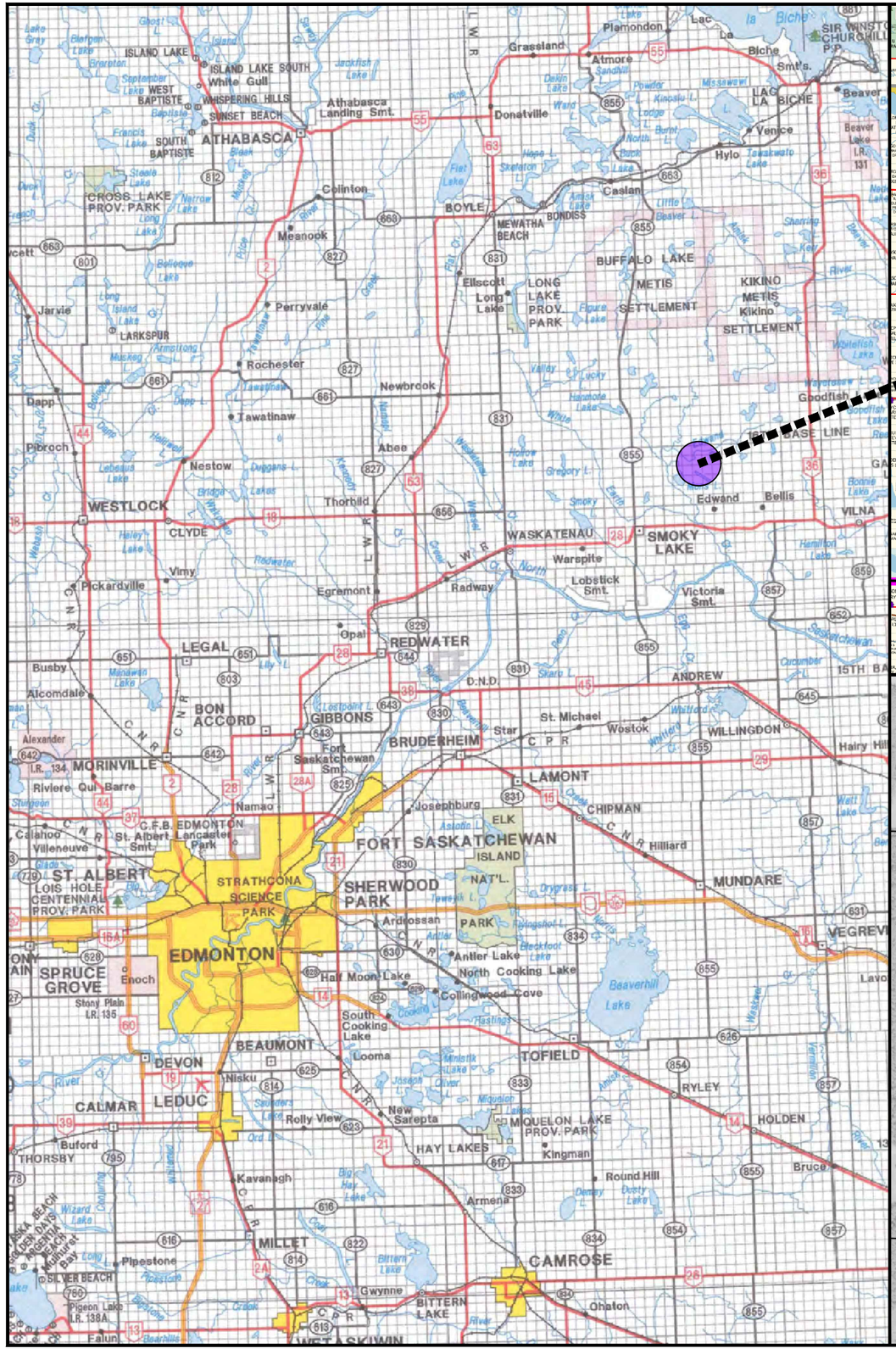
Photo 11. South-facing view of undisturbed forested area at soil point 7, taken July 29, 2026.

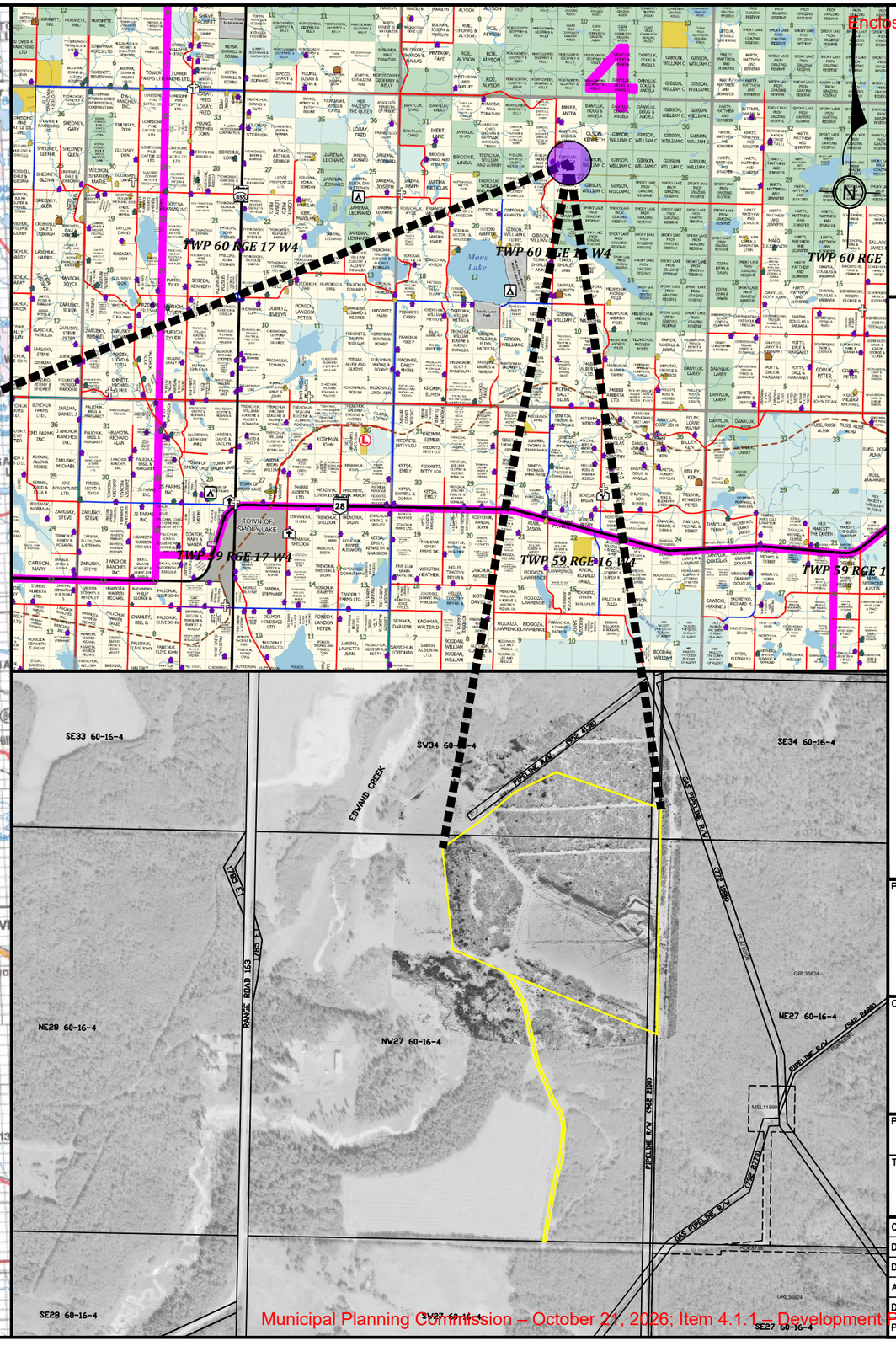


Photo 12. Southeast-facing view of existing cattle trail, taken from soil point 8 on July 29, 2026.

Appendix G:

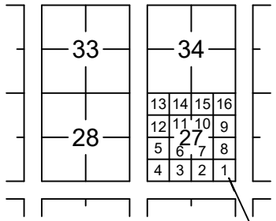
Conservation and Reclamation Drawings





LEGAL LAND DESCRIPTION

(SW34 & NW27-060-16 W4M)



LEGAL SUBDIVISION - LSD
1/4 MILE SQ. - 40 ACRES

LOCATION PLAN

LEGEND

PROPERTY LINE

PROPOSED PIT BOUNDARY (16.57 ha)

Prepared By

Aspen LAND GROUP

Client

DDC SAND + GRAVEL + CONCRETE

Project: DANYLUK 2

Title: LOCATION PLAN

Checked By: K. CARSON/J. BALAK	Scale: NTS
Designed By: N/A	Drawing No.
Drawn By: J. MOJICA & T. FOY	1 - 8
Air Photo: 2025 & NOVEMBER 18, 2025	
Date: JULY 24, 2026	
PO #: 25-072	

SE33 60-16-4

SW34 60-16-4

SE34 60-16-4

NE28 60-16-4

NW27 60-16-4

NE27 60-16-4

SE28 60-16-4

SW27 60-16-4

SE27 60-16-4

EDWARD CREEK

PIPELINE R/W (952 4138)

7m +/-

3m

3m

GAS PIPELINE R/W (772 1088)

PLA780206

GRL36824

PIPELINE R/W (962 2100)

PIPELINE R/W (942 2488)

PLA940283

MSL11899

GAS PIPELINE R/W (792 2770)

ROE8738

GRL36824

RANGE ROAD 163

1785 ET

1785 ET

A

A'

B

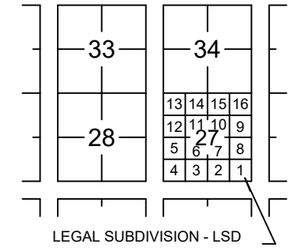
B

B

N

LEGAL LAND DESCRIPTION

(SW34 & NW27-060-16 W4M)



LEGAL SUBDIVISION - LSD
1/4 MILE SQ. - 40 ACRES

LOCATION PLAN

LEGEND

- PROPERTY LINE
- PROPOSED PIT BOUNDARY (16.57 ha)
- EDWARD CREEK
- DISPOSITIONS
- 3m PROPERTY LINE BUFFER
- 3m RE-ESTABLISHED PROPERTY LINE BUFFER
- PRIVATE ACCESS ROAD/CNRL WELLSITE ACCESS
- CNRL WELL SITE/ACCESS ROAD BOUNDARY (Information Based Off 1996 Survey/Well Plat)
- RECLAIMED AREA (15.89 ha)
- PORTION OF ACCESS ROAD TO BE RE-ESTABLISHED (0.21 ha)
- DRAINAGE ARROWS

Prepared By

Aspen LAND GROUP

Client

DDC SAND + GRAVEL + CONCRETE

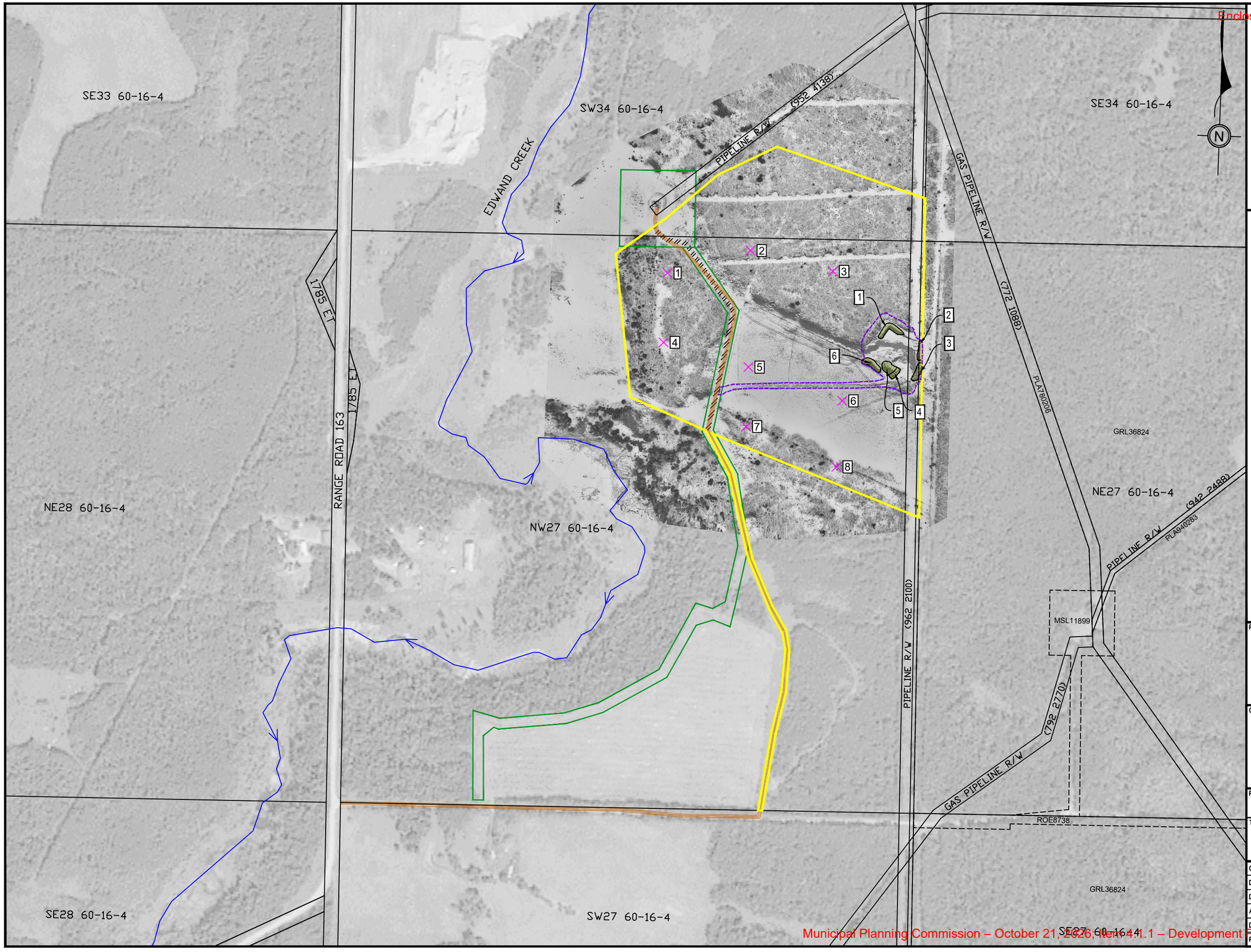
Project

DANYLUK 2

Title

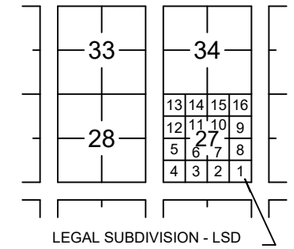
CONCEPTUAL RECLAMATION PLAN

Checked By: L. FOY/J. BALAK	Scale 1: 5,000
Designed By: N/A	Drawing No.
Drawn By: J. MOJICA & T. FOY	8 - 8
Air Photo: 2025 & NOVEMBER 18, 2025	
Date: JUNE 15, 2026	
PO #: 25-072	



LEGAL LAND DESCRIPTION

(SW34 & NW27-060-16 W4M)



LEGAL SUBDIVISION - LSD
1/4 MILE SQ. - 40 ACRES

LOCATION PLAN

LEGEND

- PROPERTY LINE
- PROPOSED PIT BOUNDARY (16.57 ha)
- EDWARD CREEK
- DISPOSITIONS
- ACTIVE AREA (0.87 ha)
- PRIVATE ACCESS ROAD/CURRENT CNRL WELLSITE ACCESS
- CNRL WELL SITE/ACCESS ROAD BOUNDARY (Information Based Off 1996 Survey/Well Plat)
- RECLAMATION STOCKPILES
- ASSESSMENT POINTS

Prepared By

Aspen LAND GROUP

Client

DDC SAND + GRAVEL + CONCRETE

Project: DANYLUK 2

Title: CURRENT CONDITIONS

Checked By: L. FOY/J. BALAK	Scale 1: 5,000
Designed By: N/A	Drawing No.
Drawn By: J. MOJICA & T. FOY	3 - 8
Air Photo: 2025 & NOVEMBER 18, 2025	
Date: AUG. 21, 2026	
PO #: 25-072	

SE33 60-16-4

SW34 60-16-4

SE34 60-16-4

NE28 60-16-4

NW27 60-16-4

NE27 60-16-4

SE28 60-16-4

SW27 60-16-4

SE27 60-16-4

EDWAND CREEK

PIPELINE R/W (952 4138)

GAS PIPELINE R/W (772 1088)

PLA7180206

RANGE ROAD 163

1785 ET

PIPELINE R/W (962 2100)

PIPELINE R/W (942 2488)

PLA9440283

GAS PIPELINE R/W (792 2770)

ROE8738

MSL11899

GRL36824

GRL36824

GRL36824

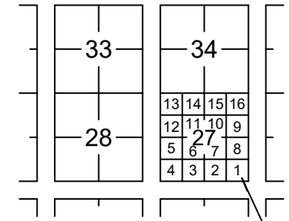
653 670 674 675 676 658 667 680 678 680 681 676 659 652 665 670 652 653 670 677 676 675 655 650 650 648 649 672 675 675 674 674 675 671 660 653 667 669 672 668

A A' B B'

N

LEGAL LAND DESCRIPTION

(SW34 & NW27-060-16 W4M)



LEGAL SUBDIVISION - LSD
1/4 MILE SQ. - 40 ACRES

LOCATION PLAN

LEGEND

- PROPERTY LINES
- PROPOSED PIT BOUNDARY (16.57 ha)
- CONTOURS - 1m MINOR
- CONTOURS - 5m MAJOR
- EDWAND CREEK
- DISPOSITIONS
- ACTIVE AREA (0.87 ha)
- PRIVATE ACCESS ROAD/CURRENT CNRL WELLSITE ACCESS
- CNRL WELL SITE/ACCESS ROAD BOUNDARY (Information Based Off 1996 Survey/Well Plat)
- DRAINAGE ARROWS

Prepared By

Aspen LAND GROUP

Client

DDC SAND + GRAVEL + CONCRETE

Project

DANYLUK 2

Title

CONTOUR PLAN
(Based On 2009 LiDAR)

Checked By: L. FOY/J. BALAK	Scale 1: 5,000
Designed By: N/A	Drawing No.
Drawn By: J. MOJICA & T. FOY	4 - 8
Air Photo: 2025 & NOVEMBER 18, 2025	
Date: JUNE 11, 2026	
PO #: 25-072	

SE33 60-16-4

SW34 60-16-4

SE34 60-16-4

NE28 60-16-4

NW27 60-16-4

NE27 60-16-4

SE28 60-16-4

SW27 60-16-4

SE27 60-16-4

EDWAND CREEK

PIPELINE R/W (952 4138)

7m +/-

GAS PIPELINE R/W (772 1088)

PLA780206

3m

EB 1
(7.78 ha)

EB 2
(8.27 ha)

1

2

3

4

5

6

3m

GRL36824

RANGE ROAD 163

1785 ET

1785 ET

ACCESS ROAD

PIPELINE R/W (962 2100)

PIPELINE R/W (942 2488)

PLA940283

MSL11899

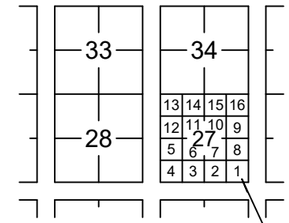
GAS PIPELINE R/W (792 2770)

ROE8738

GRL36824

LEGAL LAND DESCRIPTION

(SW34 & NW27-060-16 W4M)



LEGAL SUBDIVISION - LSD
1/4 MILE SQ. - 40 ACRES

LOCATION PLAN

LEGEND

- PROPERTY LINES
- PROPOSED PIT BOUNDARY (16.57 ha)
- EDWARD CREEK
- DISPOSITIONS
- ACTIVE AREA (0.87 ha)
- 3m PROPERTY LINE BUFFER
- PRIVATE ACCESS ROAD/CURRENT CNRL WELLSITE ACCESS
- CNRL WELL SITE/ACCESS ROAD BOUNDARY (Information Based Off 1996 Survey/Well Plat)
- RECLAMATION STOCKPILES

Prepared By

Aspen LAND GROUP

Client

DDC SAND + GRAVEL + CONCRETE

Project

DANYLUK 2

Title

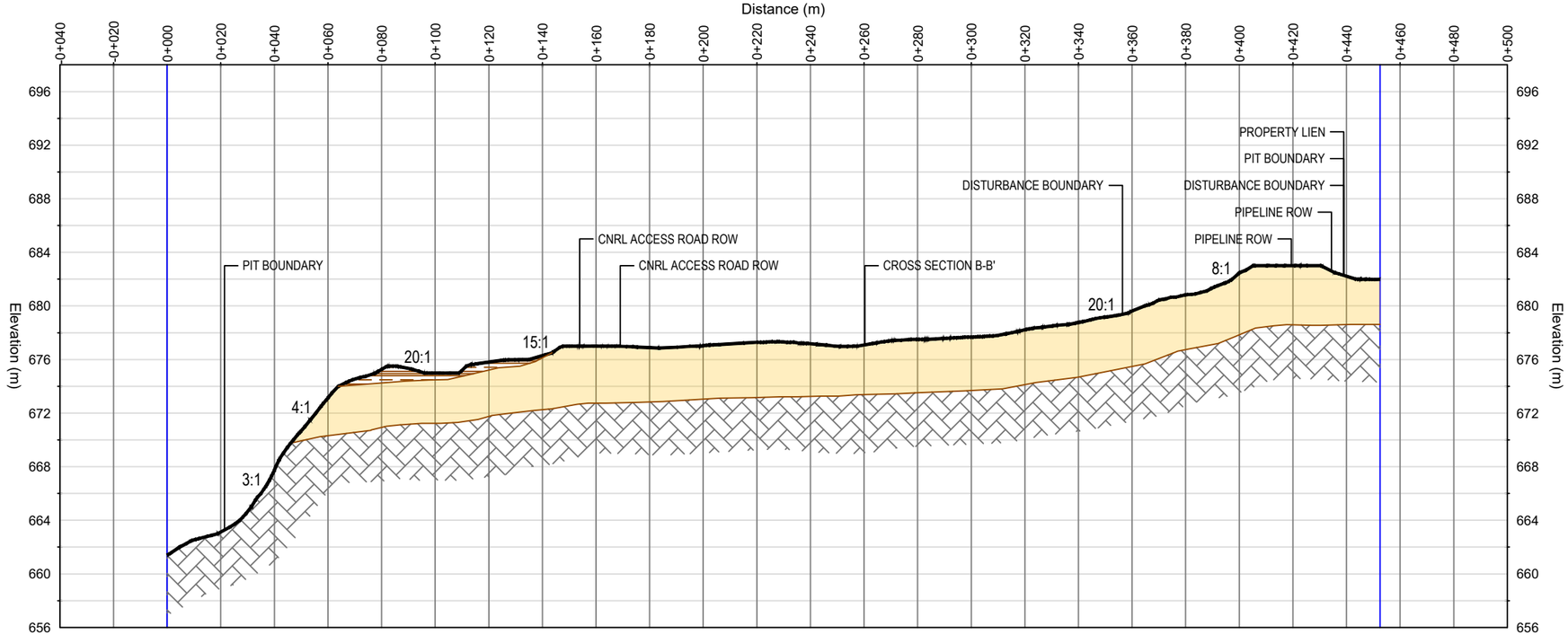
EXTRACTION SEQUENCING PLAN

Checked By: L. FOY/J. BALAK	Scale 1: 5,000
Designed By: N/A	Drawing No.
Drawn By: J. MOJICA & T. FOY	5 - 8
Air Photo: 2025 & NOVEMBER 18, 2025	
Date: AUG. 21, 2026	
PO #: 25-072	

Cross Section A-A' Pre-Disturbance

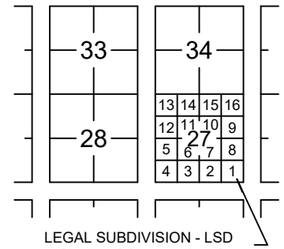
Distance (m)

SCALE:
V=1:400
H=1:2000



LEGAL LAND DESCRIPTION

(SW34 & NW27-060-16 W4M)



LEGAL SUBDIVISION - LSD
1/4 MILE SQ. - 40 ACRES

LOCATION PLAN

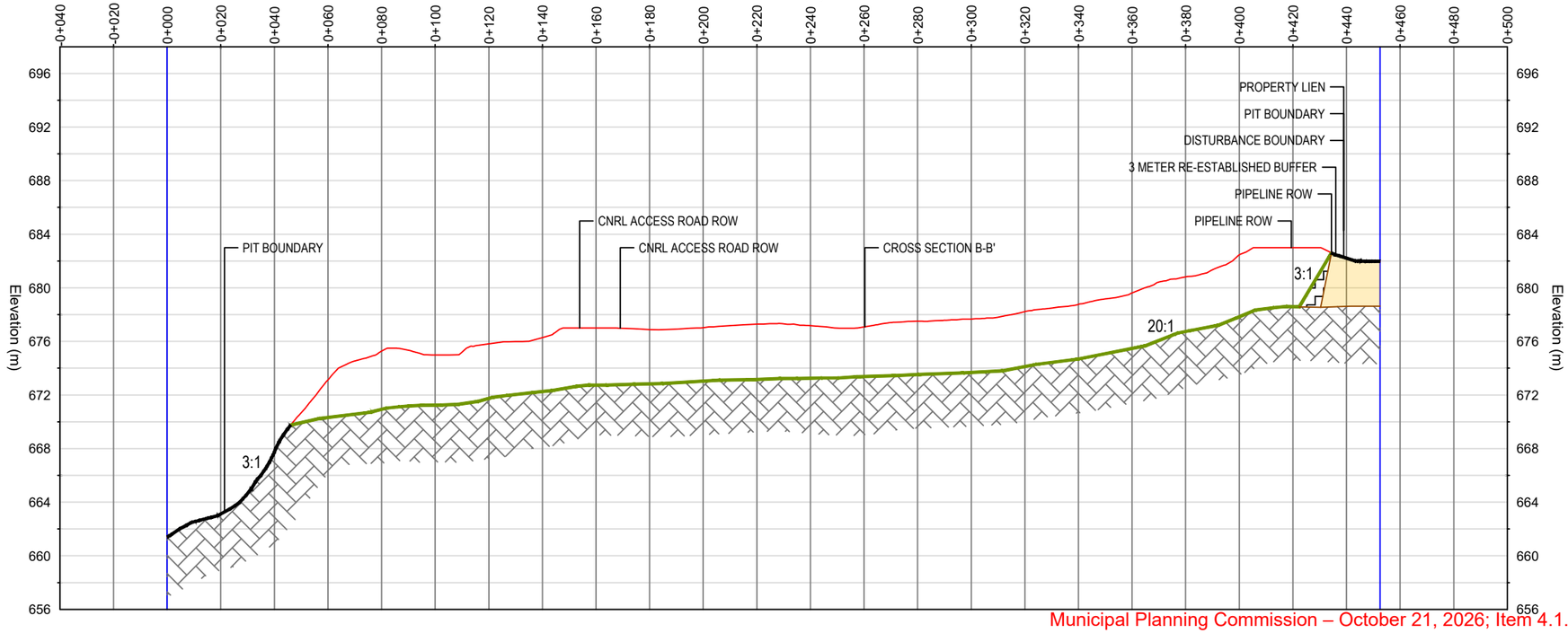
LEGEND

- UNDISTURBED SURFACE (Topsoil 17cm - Subsoil 30cm)
- RECLAIMED SURFACE (Topsoil 13cm - Subsoil 23cm)
- EXISTING SURFACE
- OVERBURDEN
- AGGREGATE
- UNCONFIRMED
- REPLACED MATERIAL (REJECT SAND, CLAY AND/OR AGGREGATE)

Cross Section A-A' Reclaimed

Distance (m)

SCALE:
V=1:400
H=1:2000



Prepared By

Aspen LAND GROUP

Client

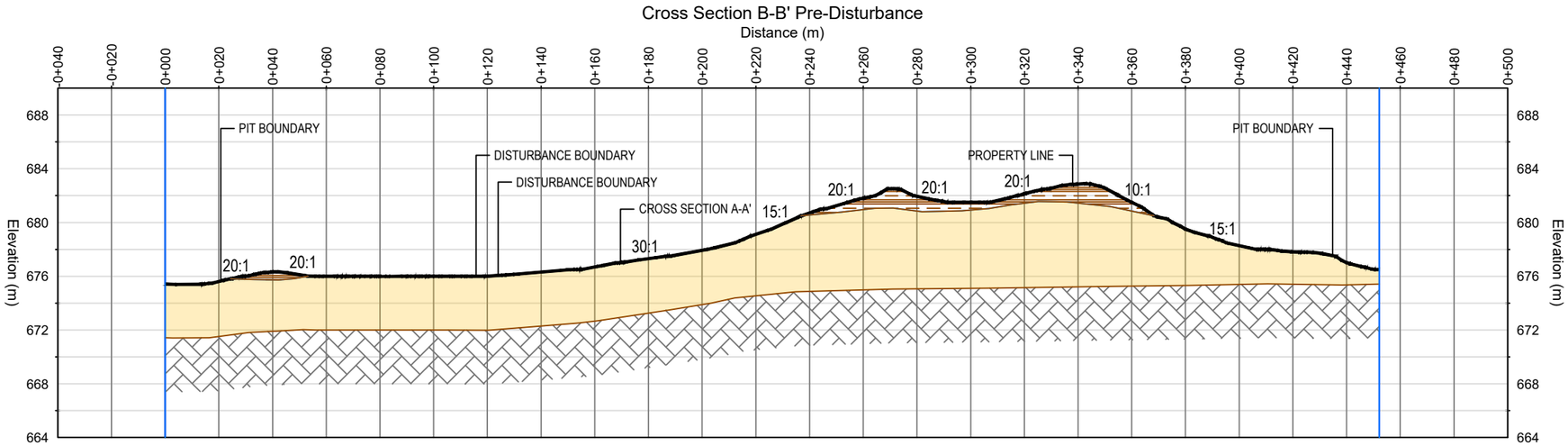
DDC SAND + GRAVEL + CONCRETE

Project: DANYLUK 2

Title: CROSS SECTION A-A'
EXISTING & RECLAIMED CONDITIONS

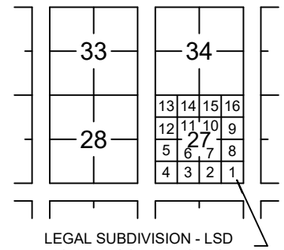
Checked By: L. FOY/J. BALAK	Scale AS SHOWN
Designed By: N/A	Drawing No. 6 - 8
Drawn By: J. MOJICA & T. FOY	
Air Photo: N/A	
Date: JUNE 11, 2026	
PO #: 25-072	

SCALE:
V=1:400
H=1:2000



LEGAL LAND DESCRIPTION

(SW34 & NW27-060-16 W4M)



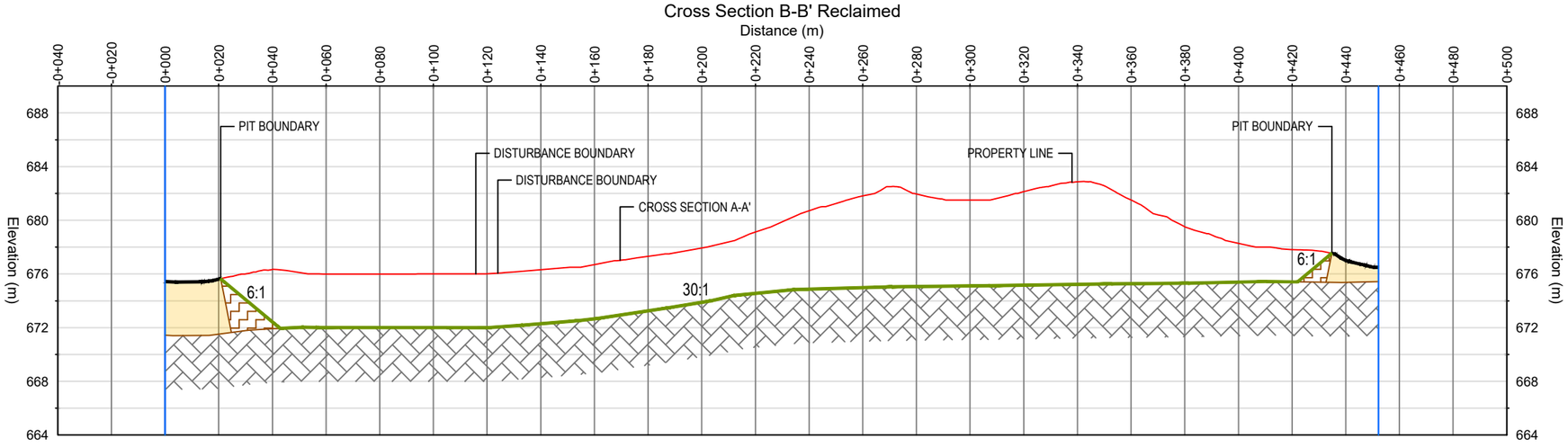
LEGAL SUBDIVISION - LSD
1/4 MILE SQ. - 40 ACRES

LOCATION PLAN

LEGEND

- UNDISTURBED SURFACE (Topsoil 17cm - Subsoil 30cm)
- RECLAIMED SURFACE (Topsoil 13cm - Subsoil 23cm)
- EXISTING SURFACE
- OVERBURDEN
- AGGREGATE
- UNCONFIRMED
- REPLACED MATERIAL (REJECT SAND, CLAY AND/OR AGGREGATE)

SCALE:
V=1:400
H=1:2000



Prepared By

Aspen LAND GROUP

Client

DDC SAND + GRAVEL + CONCRETE

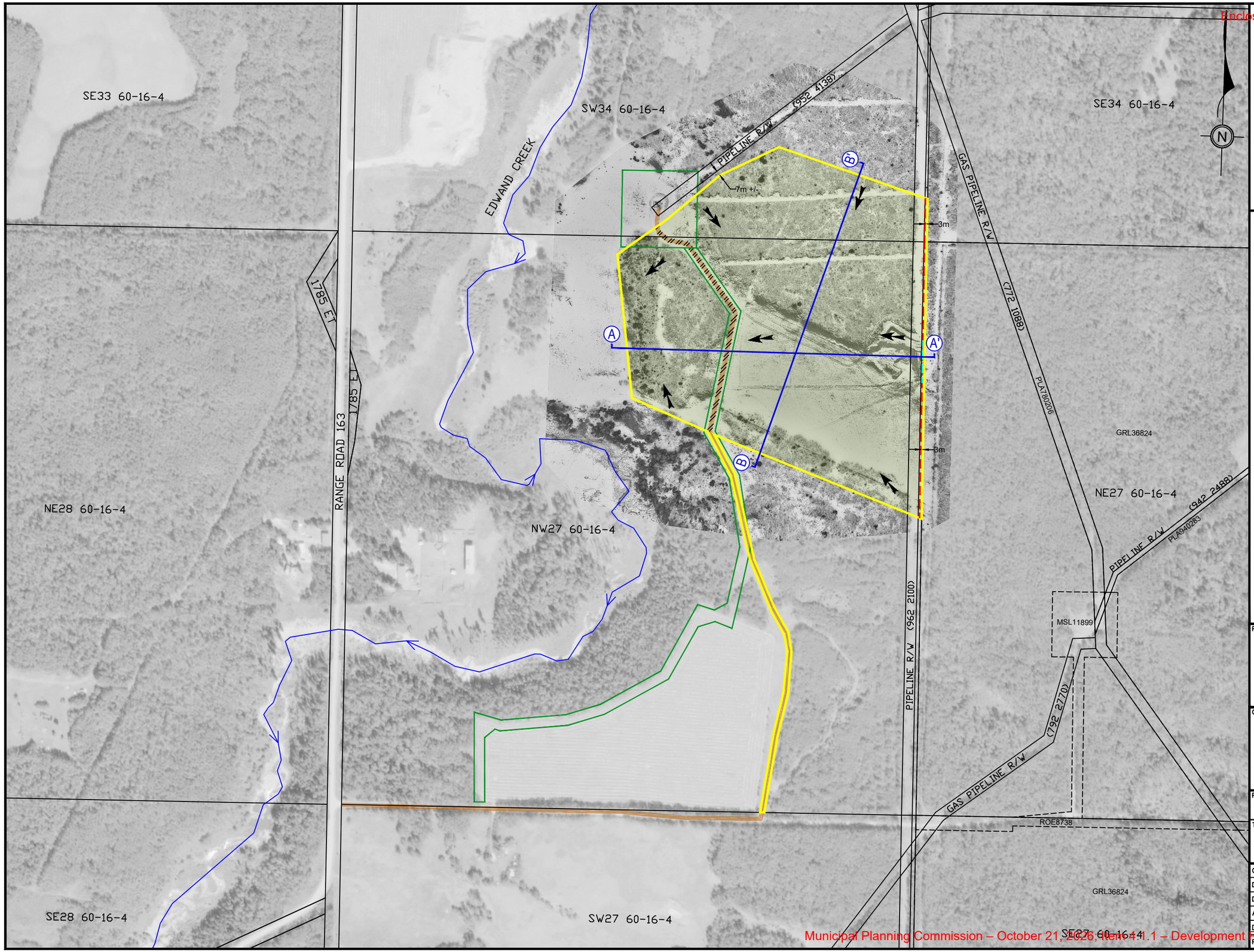
Project

DANYLUK 2

Title

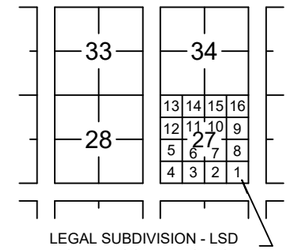
**CROSS SECTION B-B'
EXISTING & RECLAIMED CONDITIONS**

Checked By: L. FOY/J. BALAK	Scale AS SHOWN
Designed By: N/A	Drawing No. 7 - 8
Drawn By: J. MOJICA & T. FOY	
Air Photo: N/A	
Date: JUNE 11, 2026	
PO #: 25-072	



LEGAL LAND DESCRIPTION

(SW34 & NW27-060-16 W4M)



LEGAL SUBDIVISION - LSD
1/4 MILE SQ. - 40 ACRES

LOCATION PLAN

LEGEND

- PROPERTY LINE
- PROPOSED PIT BOUNDARY (16.57 ha)
- EDWARD CREEK
- DISPOSITIONS
- ACTIVE AREA (0.87 ha)
- 3m PROPERTY LINE BUFFER
- 3m RE-ESTABLISHED PROPERTY LINE BUFFER
- PRIVATE ACCESS ROAD/CNRL WELLSITE ACCESS
- CNRL WELL SITE/ACCESS ROAD BOUNDARY (Information Based Off 1996 Survey/Well Plat)
- RECLAIMED AREA (15.89 ha)
- PORTION OF ACCESS ROAD TO BE RE-ESTABLISHED (0.21 ha)
- DRAINAGE ARROWS

Prepared By

Aspen LAND GROUP

Client

DDC SAND + GRAVEL + CONCRETE

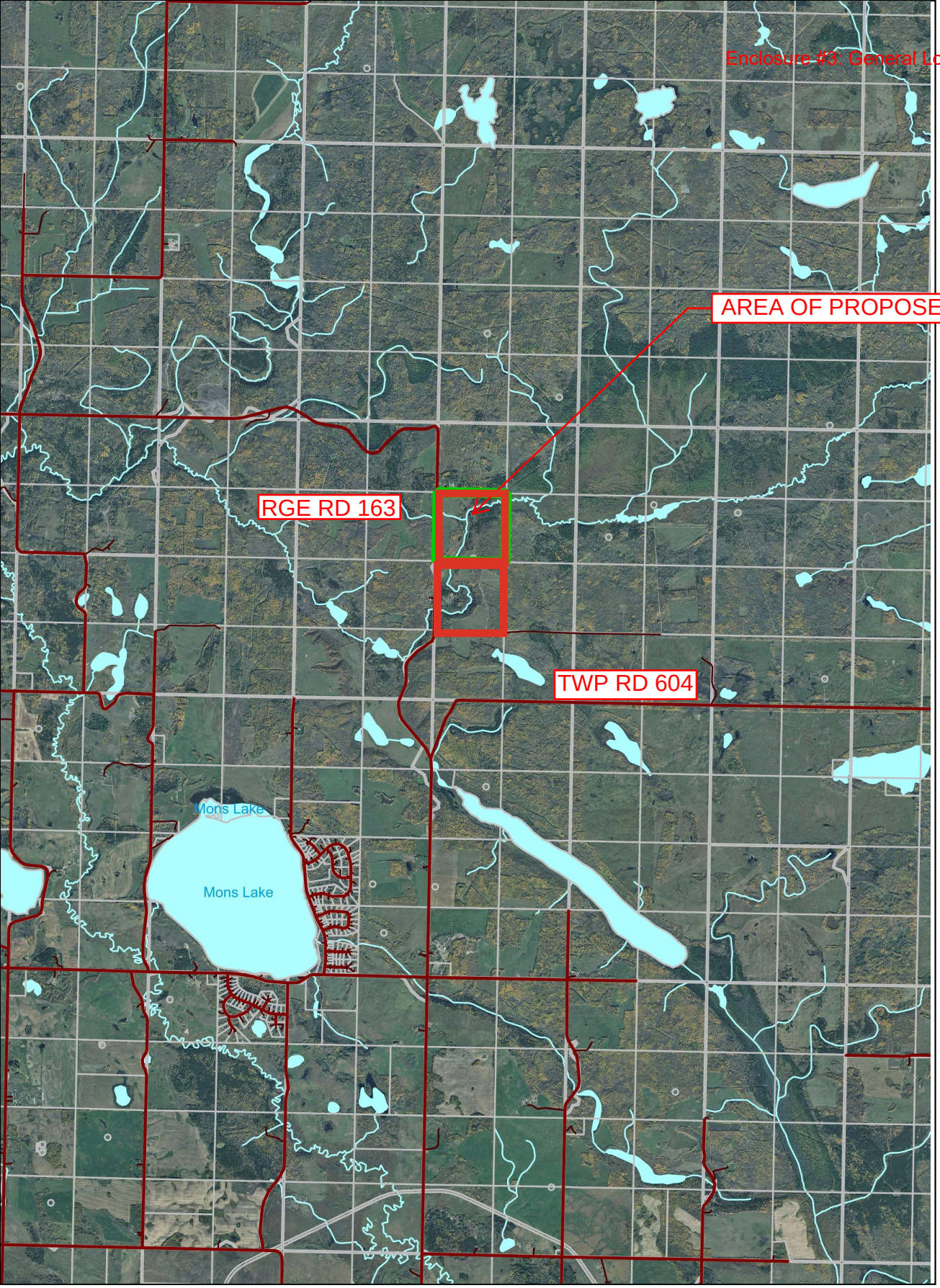
Project

DANYLUK 2

Title

CONCEPTUAL RECLAMATION PLAN

Checked By: L. FOY/J. BALAK	Scale 1: 5,000
Designed By: N/A	Drawing No.
Drawn By: J. MOJICA & T. FOY	8 - 8
Air Photo: 2025 & NOVEMBER 18, 2025	
Date: JUNE 15, 2026	
PO #: 25-072	



Smoky Lake County

Smoky Lake County

Date Created: 1/24/2022

Request for Decision (RFD)

Meeting Date: October 21, 2026 **Agenda Item:** #8.3
Topic: Repeal of Intermunicipal Collaboration Framework with the County of St. Paul No. 19
Presented By: Jordan Ruegg, Director of County Services

Recommendation:

1. **That Smoky Lake County Council direct administration to provide written notice to the Minister of Municipal Affairs, that the Intermunicipal Collaboration Framework entered into between Smoky Lake County and the County of St. Paul No. 19 (Bylaw No. 1361-19) has been repealed, and further that any intermunicipal services between Smoky Lake County and the County of St. Paul No. 19 have been, and will continue to be, adequately provided by other means.**
2. **That Smoky Lake County Council direct administration to publish the reasons for not having an Intermunicipal Collaboration Framework with the County of St. Paul No. 19 on Smoky Lake County's website.**

Background:

Recent changes to the *Municipal Government Act* (MGA) allow municipalities that would otherwise be required to be a party to an Intermunicipal Collaboration Framework (ICF) to opt out of a Framework by mutual agreement (Section 708.28(1.1). Should a municipality wish to opt out of an ICF, they must comply with section 708.28(1.4) which requires a municipality to do the following:

1. Adopt a resolution that intermunicipal services have been and will continue to be adequately provided by other means;
2. Notify the Minister of Municipal Affairs of its decision not to enter into a framework by sending a copy of the resolution to the Minister; and
3. Publish reasons for not having a framework on the municipality's website.

A Resolution to notify the Minister of Municipal Affairs of the County's intention to opt out of the ICF with the County of St. Paul No. 19 is attached for reference **(Enclosure #1)**. A list of reasons for why Smoky Lake County is opting out of the ICF with the County of St. Paul No. 19 is attached for reference **(Enclosure #2)**.

Benefits:

Reduced administrative burden and reduced costs associated with Intermunicipal Collaboration Committees.

Disadvantages:

Lack of formal mechanism for discussing regional service delivery may lead to disjointed or inefficient regional service delivery.

Alternatives

1. Continue with current ICF Bylaw;
2. Repeal existing ICF Bylaw and replace with new ICF Bylaw.

Request for Decision (RFD)

Financial Implications:
Not applicable.

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

Intergovernmental:
Notice of the County's intent to repeal the ICF Bylaw must be submitted to the County of St. Paul No. 19. Smoky Lake County must also inform the Minister of Municipal Affairs that the ICF has been repealed and must also publish the reasons for not having an ICF on the County's website.

Strategic Alignment:
Regional Collaboration and Modernization – increased efficiency by eliminating needless committees/ reporting structures, allowing for more effective and efficient regional service delivery.

Enclosure(s):
Enclosure #1 – Resolution – Ministerial Notification – The County of St. Paul No. 19
Enclosure #2 – List of Reasons for Opting Out of the ICF with the County of St. Paul No. 19

Signature of the CAO [redacted]

COUNCIL RESOLUTION

Smoky Lake County

A Resolution of the Council of Smoky Lake County for the purpose of acknowledging that intermunicipal services between Smoky Lake County and the County of St. Paul No. 19 are being adequately provided, in accordance with Section 78.28(1.4) of the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26 as amended.

WHEREAS, the Council of Smoky Lake County has reviewed all existing service agreements between Smoky Lake County and the County of St. Paul No. 19 and has determined that intermunicipal services have been, and will continue to be, adequately provided;

AND WHEREAS, the Council of Smoky Lake County has repealed Bylaw No. 1361-19, said Bylaw being the Intermunicipal Collaboration Framework between Smoky Lake County and the County of St. Paul No. 19;

AND WHEREAS, the Council of Smoky Lake County has published, on its municipal website, a list of reasons for why Smoky Lake County does not wish to have an Intermunicipal Collaboration Framework with the County of St. Paul No. 19.

THEREFORE, be it resolved that the Council of Smoky Lake County does hereby notify the Minister of Municipal Affairs of its decision not to enter into an Intermunicipal Collaboration Framework with the County of St. Paul No. 19.

Date: _____, 2026

_____
CRAIG LUKINUK
REEVE

SEAL

_____
CHYENNE SHAW
CHIEF ADMINISTRATIVE OFFICER

STATEMENT OF REASONS FOR EXEMPTION FROM THE REQUIREMENT TO ESTABLISH AN INTERMUNICIPAL COLLABORATION FRAMEWORK BETWEEN SMOKY LAKE COUNTY AND THE COUNTY OF ST. PAUL NO. 19

Pursuant to section 708.28(1.4)(c) of the Municipal Government Act, Smoky Lake County provides the following reasons supporting the exemption from the requirement to establish an Intermunicipal Collaboration Framework with The County of St. Paul No. 19:

1. Limited Intermunicipal Service Integration

Smoky Lake County and The County of St. Paul No. 19 do not jointly provide, fund, operate, or administer any significant municipal services that benefit residents of both municipalities on an intermunicipal basis. Municipal services are planned, delivered, and funded independently by each municipality.

2. Absence of Shared Municipal Infrastructure

The municipalities do not own, operate, or maintain shared infrastructure requiring coordinated governance, cost-sharing arrangements, or long-term service agreements. Transportation, water, wastewater, recreation, emergency services, and other municipal infrastructure are independently managed by each municipality.

3. Existing Cooperative Arrangements Are Sufficient

Where cooperation between the municipalities is required, such cooperation is effectively addressed through existing agreements, mutual aid arrangements, regional organizations, provincial legislation, and ongoing administrative communication. These mechanisms adequately address any matters of mutual interest without the need for a formal Intermunicipal Collaboration Framework.

4. No Material Financial Interdependence

Neither municipality relies on the other for the provision of municipal services requiring ongoing operational or capital funding contributions. As a result, there is no need to establish a funding framework to ensure equitable cost sharing between the municipalities.

5. Efficient Use of Municipal Resources

The development, administration, and periodic review of an Intermunicipal Collaboration Framework would create additional administrative and financial obligations without providing a corresponding benefit to residents of either municipality. Exempting the municipalities from the requirement to establish an ICF supports the efficient use of municipal resources and aligns with the principles of effective and responsible municipal governance.

6. Ongoing Commitment to Intermunicipal Cooperation

Smoky Lake County remains committed to maintaining positive and collaborative relationships with The County of St. Paul No. 19 and will continue to work cooperatively on matters of mutual interest as they arise. The exemption from the requirement to establish an Intermunicipal

Collaboration Framework does not diminish either municipality's willingness or ability to collaborate where appropriate.

Based on the foregoing, Smoky Lake County is of the opinion that an Intermunicipal Collaboration Framework between Smoky Lake County and The County of St. Paul No. 19 is unnecessary, would not materially improve service delivery or intermunicipal cooperation, and would not provide a measurable benefit to the residents of either municipality.

Request for Decision (RFD)

Meeting Date: October 21, 2026 **Agenda Item:** #8.4

Topic: Bylaw No. 1514-26: Repeal of Intermunicipal Collaboration Framework Bylaw No. 1361-19 with the County of St. Paul No. 19

Presented By: Jordan Ruegg, Director of County Services

Recommendation:

1. **That Smoky Lake County Council give Bylaw No. 1514-26, a Bylaw to repeal Bylaw No. 1361-19, said Bylaw being the Intermunicipal Collaboration Framework between Smoky Lake County and the County of St. Paul, FIRST READING.**
2. **That Smoky Lake County Council give Bylaw No. 1514-26, a Bylaw to repeal Bylaw No. 1361-19, said Bylaw being the Intermunicipal Collaboration Framework between Smoky Lake County and the County of St. Paul, SECOND READING.**
3. **That Smoky Lake County Council give Bylaw No. 1514-26, a Bylaw to repeal Bylaw No. 1361-19, said Bylaw being the Intermunicipal Collaboration Framework between Smoky Lake County and the County of St. Paul, PERMISSION for THIRD READING.**
4. **That Smoky Lake County Council give Bylaw No. 1514-26, a Bylaw to repeal Bylaw No. 1361-19, said Bylaw being the Intermunicipal Collaboration Framework between Smoky Lake County and the County of St. Paul, THIRD and FINAL READING.**

Background:

Administration received a letter from Jason Wallsmith, Chief Administrative Officer of the County of St. Paul No. 19 **(Enclosure #1)**, dated September 28, 2026, informing Smoky lake County that the Council of the County of St. Paul No. 19 had resolved that it believes that an Intermunicipal Collaboration Framework (ICF) with Smoky Lake County is not necessary to ensure that municipal services are provided efficiently across its shared boundary with Smoky Lake County. ICF Bylaw No. 1361-19 **(Enclosure #2)** is attached for reference.

Recent changes to the *Municipal Government Act* (MGA) allow municipalities that would otherwise be required to be a party to an ICF to opt out of a Framework by mutual agreement (Section 708.28(1.1). The repeal of the ICF Bylaws does not repeal the Intermunicipal Development Plan that is attached to the ICF as a schedule. Bylaw No. 1514-26 **(Enclosure #3)**, should it be passed, would repeal ICF Bylaw No. 1361-19.

Benefits:

Reduced administrative burden and reduced costs associated with Intermunicipal Collaboration Committees.

Disadvantages:

Lack of formal mechanism for discussing regional service delivery may lead to disjointed or inefficient regional service delivery.

Alternatives

1. Continue with current ICF Bylaws;

2. Repeal existing ICF Bylaws and replace with new ICF Bylaws.

Financial Implications:
Not applicable.

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

Intergovernmental:
Notice of the County's intent to repeal the ICF Bylaws must be submitted to the County of St. Paul No. 19. Smoky Lake County must also inform the Minister of Municipal Affairs that the ICF has been repealed and must also publish the reasons for not having an ICF on the County's website.

Strategic Alignment:
Regional Collaboration and Modernization – increased efficiency by eliminating needless committees/ reporting structures, allowing for more effective and efficient regional service delivery.

Enclosure(s):
Enclosure #1 – Letter from the County of St. Paul No. 19, dated September 28, 2026
Enclosure #2 – Bylaw No. 1361-19: ICF with the County of St. Paul No. 19
Enclosure #3 – Bylaw No. 1514-26: Repeal of Bylaw No. 1361-19

Signature of the CAO: [redacted]

COUNTY OF ST. PAUL
5015 49 Avenue, St. Paul, Alberta, T0A 3A4
www.county.stpaul.ab.ca

Our Mission - To create desirable rural experiences

September 28, 2026

Chef Administrative Officer
Smoky Lake County
4612 McDougall Drive
PO Box 310
Smoky Lake, AB T0A 3C0

email: cao@smokylakecounty.ab.ca

Dear CAO Shaw,

RE: Intermunicipal Collaboration Framework Termination between the Smoky Lake County and the County of St. Paul

At its Regular Meeting on September 22, 2026, Council reviewed the existing Rural Intermunicipal Collaboration Framework (ICF) agreements with neighboring counties and municipal districts. The discussion included the amendment to section 708.28(1.2) of the Municipal Government Act, which allows municipalities to agree that an ICF is not required.

Council believes the current cooperative arrangements, including mutual aid when required, are working effectively and that an ICF agreement is not necessary at this time to ensure services are provided across our shared boundary with the Smoky Lake County.

Council has therefore directed Administration to contact Smoky Lake County to determine whether it is interested in terminating the ICF agreement between the County of St. Paul No. 19 and the Smoky Lake County.

We respectfully request written confirmation as to whether Smoky Lake County consents to the termination of the ICF pursuant to section 708.28(1.2) of the Municipal Government Act.

If you should require any further clarification, please feel free to reach out to myself at jwallsmith@county.stpaul.ab.ca or at 780-645-3301 ext. 1208.

Sincerely.

[redacted]

Jason Wallsmith, CPA, CMA
Chief Administrative Officer

/btr

Bylaw No. 1361-19

SMOKY LAKE COUNTY
IN THE PROVINCE OF ALBERTA
BYLAW NO. 1361-19

BEING A BYLAW OF SMOKY LAKE COUNTY IN THE PROVINCE OF ALBERTA FOR THE PURPOSE OF ADOPTING THE SMOKY LAKE COUNTY AND COUNTY OF ST. PAUL NO. 19 INTERMUNICIPAL COLLABORATION FRAMEWORK.

****

WHEREAS, Section 708.28(1) of the *Municipal Government Act,* being Chapter M-26 of the Statutes of Alberta, as amended, mandates that municipalities that have common boundaries must create an Intermunicipal Collaboration Framework with each other that identifies the services provided by each County. Which services are best provided on an intermunicipal basis, and how services to be provided on an intermunicipal basis will be delivered and funded;

AND WHEREAS, Smoky Lake County and the County of St. Paul No. 19 share a common border;

AND WHEREAS, Smoky Lake County and County of St. Paul No. 19 share common interest and are desirous of working together to provide services to their residents;

NOW THEREFORE, be it resolved that the Council of Smoky Lake County in the Province of Alberta, duly assembled hereby enacts as follows:

THAT the **Intermunicipal Collaboration Framework** between **Smoky Lake County** and **County of St. Paul, No. 19** be adopted as per the attached ***"Schedule A"*** forming part of this Bylaw.

EFFECTIVE DATE

This Bylaw shall come into force and effect on the final date of passing thereof.

READ A **FIRST TIME** IN COUNCIL THIS **12th** day of **December**, AD **2019.**

READ A **SECOND TIME** IN COUNCIL THIS **12th** day of **December**, AD **2019.**

READ A **THIRD AND FINAL TIME, WITH THE UNANIMOUS CONSENT OF ALL COUNCILLORS PRESENT,** **12th** day of **December**, AD **2019.**

[redacted]
Reeve

SEAL [redacted]

Chief Administrative Officer

Municipality	Date/Motion	BYLAW
Smoky Lake County	December 12, 2019 / 157-19	Bylaw No. 1361-19
County of St. Paul, No. 19		Bylaw No. 2019-23

SCHEDULE "A"

INTERMUNICIPAL COLLABORATION FRAMEWORK

BETWEEN

SMOKY LAKE COUNTY

AND

COUNTY OF ST. PAUL NO. 19

PREAMBLE

WHEREAS, Smoky Lake County and the County of St. Paul No. 19 share a common border; and

WHEREAS, Smoky Lake County and the County of St. Paul No. 19 share common interests and are desirous of working together to provide services to their residents; and

WHEREAS, pursuant to the *Municipal Government Act* stipulates that Municipalities that have a common boundary must create an Intermunicipal Collaboration Framework with each other that identifies the services provided by each Municipality, which services are best provided on an intermunicipal basis, and how services to be provided on an intermunicipal basis will be delivered and funded.

NOW THEREFORE, be mutual covenant of the Municipalities it is agreed as follows in the Agreement:

PART ONE: DEFINITIONS

1.1 **"Lead Municipality":** means the municipality responsible for administering the agreement.

1.2 **"Municipalities":** means Smoky Lake County and the County of St. Paul No. 19.

PART TWO: TERM AND REVIEW

2.1 In accordance with the *Municipal Government Act*, this Intermunicipal Collaboration Framework shall come into force on final passing of matching bylaws that contain the Framework by both Municipalities.

2.2 This Framework may be amended by mutual consent of both Municipalities unless specified otherwise in this Framework.

2.3 It is agreed by the Municipalities that the Councils shall review the Intermunicipal Collaboration Framework at least once every five years, commencing no later than 2024 to review the terms and conditions of the agreement.

PART THREE: INTERMUNICIPAL COOPERATION

3.1 The Councils of each Municipality shall be the forum for reviewing the Intermunicipal Collaboration Framework.

PART FOUR: GENERAL TERMS

4.1 Both municipalities agree that in consideration of the service agreements outlined in Part Five – Section 5.2, that residents of the Municipalities will be afforded the same services at the same costs, including user fees, as the County of St. Paul No. 19 residents for services provided by Smoky Lake County and Smoky Lake County residents for services provide by the County of St. Paul No. 19.

PART FIVE: MUNICIPAL SERVICES

5.1 Both municipalities have reviewed the services offered to residents. Based on the review it has been determined that each municipality will continue to provide the following services to their residents independently:

a. Water and Wastewater
b. Emergency Services
c. Transportation
d. Recreation
e. Affordable Housing
f. Municipal Administration
g. Agricultural Services
h. Animal Control
i. Assessment Services
j. Bylaw Enforcement
k. Information Technology
l. Pest Control
m. Police Services
n. Purchasing/Procurement Services
o. Weed Control

5.2 The Municipalities have a history of working together to provide municipal services to the residents on an intermunicipal basis, with the following services being provided directly or indirectly to their residents:

5.2.1 Solid Waste:

5.2.1.1 The Municipalities, jointly with several urban municipalities formed the Evergreen Waste Management Services Commission on February 16, 2000. The Commission operates a regional solid waste landfill and transfer stations throughout the region. As a Commission there is no lead municipality and the Commission sets the fees for services and the annual requisition to the member Municipalities.

5.2.1.2 The Municipalities have entered into an agreement to establish and maintain a mini-transfer station to serve the Hamlet of Spedden. The County of St. Paul No. 19 is responsible for the cost associated with collecting and disposing of the waste and Smoky Lake County is responsible for the maintenance of the transfer station. The lead Municipality is Smoky Lake County.

5.2.2 Water:

5.2.2.1 Smoky Lake County, Thorhild County, the Town of Smoky Lake and the Villages of Vilna and Waskatenau joined together to form the Highway 28/63 Regional Water Services Commission to provide water to the Thorhild and Smoky Lake Counties and the communities within these Counties.

5.2.2.2 The County of St. Paul No. 19 entered into a Construction Access Agreement with Smoky Lake County on April 28, 2016 to provide access to the Metering Station and Pumphouse on the Highway 28/63 Commission water line. Smoky Lake County is the lead Municipality. The County of St. Paul No. 19 is responsible for all costs associated with the infrastructure required to service their line.

5.2.2.3 The County of St. Paul No. 19 has an agreement with the Highway 28/63 Regional Water Services Commission to provide water through the Smoky Lake Metering Station and Pumphouse to the Municipality for transmission and distribution to residents within a designated area of the Municipality. As the contract is with a Commission there is no lead Municipality and the County of St. Paul No. 19 pays for the water in accordance with the fees set by the Commission.

5.2.3 Emergency Services:

5.2.3.1 The Municipalities, with additional partners, have agreements in place to aid in the event of emergencies. There is a Mutual Aid Fire Agreement between the Smoky Lake County and County of St. Paul No. 19 dated October 2017. As a mutual aid agreement there is no lead Municipality. Cost sharing is in accordance with the Mutual Aid Fire Agreement, with the municipality requesting mutual aid being responsible for the applicable costs associated with responding to the emergency.

5.2.4 Recreation/Tourism

5.2.4.1 The Municipalities, along with several other regional partners entered into an agreement on December 4, 2001, to create North East Muni-Corr, a non-profit corporation. North East Muni-Corr was set up to acquire the former Canadian National Railway right-of-way to create Alberta's Iron Horse Trail. As a non-profit corporation, there is no lead Municipality. The cost-sharing for the upkeep and maintenance of the trail and associated infrastructure is outlined in the agreement.

5.2.5 Intermunicipal Development Plan

5.2.5.1 The Municipalities entered into an Intermunicipal Development Plan in 2019, in accordance with the *Municipal Government Act.* As an Intermunicipal Development Plan there is no lead Municipality and no cost sharing.

5.3 The Municipalities acknowledge that in addition to the shared service agreements in place between the Municipalities, they each have independent agreements with other regional partners.

5.4 The Municipalities have reviewed the aforementioned existing agreements and have determined that these are the most appropriate municipal services to be conducted in a shared manner.

PART SIX: FUTURE PROJECTS & AGREEMENTS

6.1 In the event that either Municipality initiates the development of a new project and/or service that may require a new cost-sharing agreement, the initiating Municipality's Chief Administrative Officer will notify the other Municipality's Chief Administrative Officer in writing.

6.2 The initial notification will include a general description of the project, estimated costs and timing of expenditures. The other Municipality will advise if they have objections in principle to provide funding to the project and provide reasons. An opportunity will be provided to discuss the project at the Council meetings.

6.3 The following criteria will be used when assessing the desirability of funding of new projects:

6.3.1 Relationship of the proposed capital project to Intermunicipal Development Plan, or any other regional long-term planning document prepared by the Municipalities;

6.3.2 The level of community support;

6.3.3 The nature of the project;

6.3.4 The demonstrated effort by volunteers to raise funds and obtain grants (if applicable);

6.3.5 The projected operating costs for new capital projects;

6.3.6 Municipal debt limit; and

6.3.7 Projected utilization by residents of both Municipalities.

6.4 Once either Municipality has received written notice of new project, Council meetings must be held within thirty (30) calendar days of the date the written notice was received, unless both Chief Administrative Officers agree otherwise.

6.5 Councils will be the forum used to discuss and review future mutual aid agreements and/or cost sharing agreements. In the event the Councils are unable to reach an agreement, the dispute shall be dealt with through the procedure outlined within Part Seven of this document.

6.6 Both Municipalities recognize that the decision to participate in or not participate in a project ultimately lies with the respective Municipal Councils, who in turn must rely on the support of their electorate to support the project and any borrowing that could be required.

PART SEVEN: DISPUTE RESOLUTION

7.1 The Municipalities are committed to resolving any disputes in a non-adversarial, informal and cost-efficient manner.

7.2 The Municipalities shall make all reasonable efforts to resolve all disputes by negotiation and agree to provide, without prejudice, open and timely disclosure of relevant facts, information and documents to facilitate negotiations.

7.3 In the event of a dispute, the Municipalities agree that they shall undertake a process to promote the resolution of the dispute in the following order:

a. negotiation;
b. mediation; and
c. binding arbitration.

7.4 If any dispute arises between the Municipalities regarding the interpretation, implementation or application of this Framework or any contravention or alleged contravention of this Framework, the dispute will be resolved through the binding Dispute Resolution Process outlined herein.

7.5 If the Dispute Resolution Process is invoked, the Municipalities shall continue to perform their obligations described in this Framework until such time as the Dispute Resolution Process is complete.

7.6 Despite Part Seven – Section 7.4, where an existing intermunicipal agreement has a binding dispute resolution process included the process in the existing intermunicipal agreement shall be used instead of the dispute resolution outlined in this Framework.

7.7 A Municipality shall give written notice (“Dispute Notice”) to the other Municipality of a dispute and outline in reasonable detail the relevant information concerning the dispute. Within thirty (30) days following receipt of the Dispute Notice, the Councils of the Municipalities shall meet and attempt to resolve the dispute through discussion and negotiation, unless a time extension is mutually agreed by the CAOs. If the dispute is not resolved within sixty (60) days of the Dispute Notice being issued, the negotiation shall be deemed to have failed.

7.8 If the Municipalities cannot resolve the dispute through negotiation within the prescribed time period, then the dispute shall be referred to mediation.

7.9 Either Municipality shall be entitled to provide the other Municipality with a written notice ("Mediation Notice") specifying:

7.9.1 The subject matters remaining in dispute, and the details of the matters in dispute that are to be mediated; and

7.9.2 The nomination of an individual to act as the mediator.

7.10 The Municipalities shall, within thirty (30) days of the Mediation Notice, jointly nominate or agree upon a mediator.

7.11 Where a mediator is appointed, the Municipalities shall submit in writing their dispute to the mediator and afford the mediator access to all records, documents and information the mediators may reasonably request. The Municipalities shall meet with the mediator at such reasonable times as may be required and shall, through the intervention of the mediator, negotiate in good faith to resolve their dispute. All proceedings involving a mediator are agreed to be without prejudice and the fees and expenses of the mediator and the cost of the facilities required for mediation shall be shared equally between the Municipalities.

7.12 In the event that:

7.12.1 The Municipalities do not agree on the appointment of a mediator within thirty (30) days of the Mediation Notice; or

7.12.2 The mediation is not completed within sixty (60) days after the appointment of the mediator; or

7.12.3 The dispute has not been resolved within ninety (90) days from the date of receipt of the Mediation Notice;

either Municipality may by notice to the other withdraw from the mediation process and in such event the dispute shall be deemed to have failed to be resolved by mediation.

7.13 If mediation fails to resolve the dispute, the dispute shall be submitted to binding arbitration. Either of the Municipalities may provide the other Municipality with written notice ("Arbitration Notice") specifying:

7.13.1 The subject matters remaining in dispute and the details of the matters in dispute that are to be arbitrated; and

7.13.2 The nomination of an individual to act as the arbitrator.

7.14 Within thirty (30) days following receipt of the Arbitration Notice, the other Municipality shall, by written notice, advise as to which matters stated in the Arbitration Notice it accepts and disagrees with, advise whether it agrees with the resolution of the disputed items by arbitration, and advise whether it agrees with the arbitrator selected by the initiating Municipality or provide the name of one arbitrator nominated by that other Municipality.

7.15 The Municipalities shall, within thirty (30) days of the Arbitration Notice, jointly nominate or agree upon an arbitrator.

7.16 Should the Municipalities fail to agree on a single arbitrator within the prescribed time period, then either Municipality may apply to a Justice of the Court of Queen's Bench of Alberta to have the arbitrator appointed.

7.17 The terms of reference for arbitration shall be those areas of dispute referred to in the Arbitration Notice and the receiving Municipality's response thereto.

7.18 The *Arbitration Act* (Alberta), as amended from time to time, shall apply to arbitration proceedings commenced pursuant to this Framework.

7.19 The arbitrator shall proceed to hear the dispute within sixty (60) days of being appointed and proceed to render a written decision concerning the dispute forthwith.

7.20 The arbitrator's decision is final and binding upon the Municipalities subject only a Municipality's right to seek judicial review by the Court of Queen's Bench on a question of jurisdiction.

7.21 If the Municipalities do not mutually agree on the procedure to be followed, the arbitrator may proceed to conduct the arbitration on the basis of documents or may hold hearings for the presentation of evidence and for oral argument.

7.22 Subject to the arbitrator's discretion, hearings held for the presentation of evidence and for argument are open to the public.

7.23 If the arbitrator establishes that hearings are open to the public in Section 7.21, the arbitrator, as their sole discretion, may solicit written submissions. If the arbitrator requests written submissions, they must be considered in the decision.

7.24 The fees and expenses of the arbitrator and the cost of the facilities required for arbitration shall be shared on a proportional basis by the Municipalities that are parties to the framework as set out in Part Seven – Section 7.25.

7.25 Each Municipality's proportion of the costs must be determined by population. For greater certainty this means the County of St. Paul No. 19 portion would be 72.44% and the Smoky Lake County portion would be 27.56%, based on 2018 Alberta Municipal Affairs Population List. These percentage amounts will remain for the Term of the Agreement.

7.26 On conclusion of the arbitration and issuance of an order, the arbitrator must proceed to compile a record of the arbitration and give a copy of the record to each of the Municipalities.

PART EIGHT: CORRESPONDENCE

8.1 Written notice under this Agreement shall be addressed as follows:

a. In the case of Smoky Lake County to:

Smoky Lake County
c/o Chief Administrative Officer
P.O. Box 310
Smoky Lake, AB T0A 3C0

b. In the case of County of St. Paul No. 19 to:

County of St. Paul No. 19
c/o Chief Administrative Officer
5015 – 49 Avenue
St. Paul, AB T0A 3A4

8.2 In addition to Part Eight – Section 8.1, notices may be sent by electronic mail to the Chief Administrative Officer.

IN WITNESS WHEREOF the Signatories have hereunto executed this Agreement under their respective corporate seals and by the hands of their proper officers duly authorized in that regard.

Signed this _____ day of _____, 2019 at _____, Alberta.

SMOKY LAKE COUNTY

[redacted]

Reeve

[redacted]

Chief Administrative Officer

Bylaw Number: 1361-19

Signed this _____ day of _____, 2019 at _____, Alberta.

COUNTY OF ST. PAUL NO. 19

[redacted]

Reeve

[redacted]

Chief Administrative Officer

Bylaw Number: 2019-23

SMOKY LAKE COUNTY
IN THE PROVINCE OF ALBERTA
BYLAW NO. 1514-26

A BYLAW OF THE MUNICIPALITY OF SMOKY LAKE COUNTY IN THE PROVINCE OF ALBERTA, TO REPEAL BYLAW NO. 1361-19, SAID BYLAW BEING THE INTERMUNICIPAL COLLABORATION FRAMEWORK BETWEEN SMOKY LAKE COUNTY AND THE COUNTY OF ST. PAUL NO. 19

WHEREAS pursuant to section 708.28(1) of the *Municipal Government Act*, R.S.A. 2000, c. M-26, as amended, municipalities that have common boundaries must create a framework unless they are members of the same growth management board; and

AND WHEREAS section 708.28(1.1) of the *Municipal Government Act*, R.S.A. 2000, c. M-26, as amended, provides an exemption from the requirement to create a framework if the parties agree not to create a framework;

AND WHEREAS Smoky Lake County has received written notice from the County of St. Paul No. 19, pursuant to section 708.28(1.2) of the *Municipal Government Act*, R.S.A. 2000, c. M-26, as amended, that the County of St. Paul No. 19 wishes to terminate its framework with Smoky Lake County;

AND WHEREAS Smoky Lake County has reviewed all existing agreements between Smoky Lake County and the County of St. Paul No. 19 and has determined that intermunicipal services will continue to be adequately provided by other means;

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

1. Bylaw No. 1361-19, being a bylaw for the purpose of adopting the Smoky Lake County and County of St. Paul No. 19 Intermunicipal Collaboration Framework, and any amendments thereto, are hereby rescinded.

2. This Bylaw shall come into effect upon Third and Final Reading hereof.

READ A FIRST TIME IN COUNCIL THIS 21ST DAY OF OCTOBER, AD 2026.

_____
Craig Lukinuk
Reeve

S E A L

_____
Chyenne Shaw
Chief Administrative Officer

READ A SECOND TIME IN COUNCIL THIS 21ST DAY OF OCTOBER, AD 2026.

READ A THIRD AND FINAL TIME IN COUNCIL THIS 21ST DAY OF OCTOBER, AD 2026.

_____
Criag Lukinuk
Reeve

S E A L

_____
Chyenne Shaw
Chief Administrative Officer

Request for Decision (RFD)

Meeting Date: October 21, 2026 **Agenda Item:** #8.5

Topic: Bylaw No. 1515-26: A Bylaw to Amend Land Use Bylaw No. 1272-14, to Reclassify Certain Uses from "Discretionary" to "Permitted" Uses under the AG, A1, R1, R2, R3, HG, C1, C2, M1, & M2 Land Use Districts

Presented By: Jordan Ruegg, Director of County Services

Recommendation: That Smoky Lake County Council give Bylaw No. 1515-26 First Reading and to schedule a Public Hearing on said Bylaw, to be held on Thursday, November 26, 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.

Background:

At the July 13, 2026 Committee of the Whole meeting, administration presented the Committee with a proposal to amend the County's Land Use Bylaw (No. 1272-14), to reclassify certain "Discretionary" Uses to "Permitted" Uses. In order to affect these changes, an amending bylaw (Bylaw No. 1515-26) must be passed by Council. A copy of proposed Bylaw No. 1515-26 is attached for reference **(Enclosure #1)**. A summary of the changes proposed by Bylaw No. 1515-26 is attached for reference **(Enclosure #2)**.

Benefits:

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

Disadvantages:

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

Alternatives

1. Defeat Bylaw 1515-26.

Financial Implications:

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

and fewer potential appeals.

Legislation:

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

Intergovernmental:

N/A

Strategic Alignment:

Regional Collaboration and Modernization

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

Service Delivery and Community Wellbeing

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

Economic Development & Financial Sustainability

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

Enclosure(s):

Enclosure #1: Bylaw 1515-26.

Enclosure #2: Summary of Proposed Changes to the Land Use Bylaw No. 1272-14.

Signature of the CAO: [redacted]

SMOKY LAKE COUNTY
IN THE PROVINCE OF ALBERTA
BYLAW NO. 1515-26

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 MAKE CHANGES TO THE PERMITTED & DISCRETIONARY USES WITHIN LAND USE DISTRICTS

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 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. That Section 1.7 – Interpretation/Definitions, of the Smoky Lake County Land Use Bylaw No. 1272-14, be amended, and renumbered accordingly, to add the following definition:

   A. "Dwelling, Accessory" means a Dwelling Unit that is contained within a building, in which the predominant use is one or more of the listed Permitted or Discretionary Uses within a District, provided that said Dwelling Unit has direct access to the outside of the building."

2. That Section 8.2.2 – Agriculture (AG) District Permitted Uses, of the Smoky Lake County Land Use Bylaw No. 1272-14 be replaced and that the following Uses be listed as Permitted Uses:

   A. Alternative Energy, Personal;
   B. Art, Craft and Photographic Studios;
   C. Basement Suite;
   D. Bed & Breakfast Establishment;
   E. Buildings and Uses Accessory to Permitted Uses;
   F. Child Care Facility;
   G. Community Hall;
   H. Day Care Facility;
   I. Day Home;
   J. Duplex (Vertical and Side-by-Side);
   K. Dwelling, Single Detached;
   L. Dwelling, Single Detached, Tiny;
   M. Extensive Agriculture;
   N. Family Care Facility;
   O. Garage Suite;

P. Garden Suite;
Q. Guest House;
R. Home Occupation, Minor;
S. Home Occupation; Major;
T. In-Law Suite;
U. Intensive Agriculture;
V. Manufactured Home;
W. Modular Home;
X. Natural Area;
Y. Public Utility;
Z. Recreational Use;
AA. Secondary Suite;
BB. Shipping Container;
CC. Sign;
DD. Surveillance Suite;
EE. Utility Building.

3. That Section 8.2.3 – Agriculture (AG) District Discretionary Uses, of the Smoky Lake County Land Use Bylaw No. 1272-14 be replaced and that the following Uses be listed as Discretionary Uses:

A. Alternative Energy, Commercial;
B. Animal Breeding and/or Boarding Facility;
C. Animal Clinic;
D. Animal Hospital;
E. Animal Hospital, Large;
F. Boarding Facility;
G. Buildings and Uses Accessory to Discretionary Uses;
H. Campground, Minor;
I. Campground, Intermediate;
J. Campground, Major;
K. Cemetery;
L. Kennel;
M. Natural Resource Extraction/Processing Industry;
N. Place of Worship;
O. Public and Quasi-Public Services;
P. Recreational Vehicle Park;
Q. Relocated Building;
R. Secondary Commercial;
S. Workcamp, Short Term;
T. Other Uses, which in the opinion of the Development Authority, are similar to the above mentioned Permitted and Discretionary Uses.

4. That Section 8.3.2 – Victoria Agriculture (A1) District Permitted Uses, of the Smoky Lake County Land Use Bylaw No. 1272-14 be replaced and that the following Uses be listed as Permitted Uses:

A. Alternative Energy, Personal;

B. Art, Craft and Photography Studios;
C. Basement Suite;
D. Bed & Breakfast Establishment;
E. Buildings and Uses Accessory to Permitted Uses;
F. Child Care Facility;
G. Community Hall;
H. Day Care Facility;
I. Day Home
J. Dwelling, Single Detached;
K. Dwelling, Single Detached, Tiny;
L. Duplex (Vertical and Side-by-Side);
M. Extensive Agriculture;
N. Family Care Facility;
O. Garage Suite;
P. Garden Suite;
Q. Guest House;
R. Home Occupation, Minor;
S. Home Occupation, Major;
T. In-Law Suite;
U. Manufactured Home;
V. Modular Home;
W. Natural Area;
X. Public Utility;
Y. Recreational Use;
Z. Secondary Suite;
AA. Sign;
BB. Shipping Container;
CC. Surveillance Suite;
DD. Utility Building.

5. That Section 8.3.3 – Victoria Agriculture (A1) District Discretionary Uses, of the Smoky Lake County Land Use Bylaw No. 1272-14 be replaced and that the following Uses be listed as Discretionary Uses:

A. Agricultural Support Services;
B. Animal Breeding and/or Boarding Facility;
C. Animal Clinic;
D. Animal Hospital;
E. Animal Hospital, Large;
F. Buildings and Uses Accessory to Discretionary Uses;
G. Campground, Minor;
H. Campground, Intermediate;
I. Campground, Major;
J. Cemetery;
K. Intensive Agriculture;
L. Kennel;
M. Natural Resource Extraction/Processing Industry;

N. Place of Worship;
O. Public and Quasi-Public Services;
P. Recreational Vehicle Park;
Q. Relocated Building;
R. Secondary Commercial;
S. Other Uses which, in the opinion of the Development Authority, are similar to the above mentioned Permitted and Discretionary Uses.

6. That Section 8.4.2 – Multi-Lot Country Residential (R1) District Permitted Uses, of the Smoky Lake County Land Use Bylaw No. 1272-14 be replaced and that the following Uses be listed as Permitted Uses:

A. Accessory Buildings and Uses;
B. Alternative Energy, Personal;
C. Basement Suite;
D. Buildings and Uses Accessory to Permitted Uses;
E. Cottage;
F. Day Home;
G. Dwelling, Single Detached;
H. Dwelling, Single Detached, Tiny;
I. Garage, Suite;
J. Garden Suite;
K. Guest House;
L. Home Occupation, Minor;
M. Home Occupation; Major;
N. In-Law Suite;
O. Manufactured Home;
P. Modular Home;
Q. Natural Area;
R. Neighbourhood Park;
S. Public Park;
T. Recreational Buildings and Uses;
U. Secondary Suite;
V. Shipping Container.

7. That Section 8.4.3 – Multi-Lot Country Residential (R1) District Discretionary Uses, of the Smoky Lake County Land Use Bylaw No. 1272-14 be replaced and that the following Uses be listed as Discretionary Uses:

A. Bed & Breakfast Establishments;
B. Buildings and Uses Accessory to Discretionary Uses;
C. Day Care Facility;
D. Duplex (Vertical and Side-by-Side);
E. Family Care Facility;
F. Group Care Facility;
G. Multi-Unit Dwelling;
H. Neighbourhood Convenience Store;

I. Place of Worship;
J. Public and Quasi-Public Services;
K. Public Utilities;
L. Other Uses, which in the opinion of the Development Authority, are similar to the above mentioned Permitted and Discretionary Uses.

8. That Section 8.5.2 – Residential (Cluster) Conservation (R2) District Permitted Uses, of the Smoky Lake County Land Use Bylaw No. 1272-14 be replaced and that the following Uses be listed as Permitted Uses:

A. Accessory Buildings and Uses;
B. Alternative Energy, Personal;
C. Basement Suite;
D. Buildings and Uses Accessory to Permitted Uses;
E. Cottage;
F. Day Home;
G. Dwelling, Single Detached;
H. Dwelling Single Detached, Tiny;
I. Garage Suite;
J. Garden Suite;
K. Guest House;
L. Home Occupation, Minor;
M. Home Occupation, Major;
N. In-Law Suite;
O. Manufactured Home;
P. Modular Home;
Q. Natural Area;
R. Neighbourhood Park;
S. Public Park;
T. Secondary Suite;
U. Shipping Container.

9. That Section 8.5.3 – Residential (Cluster) Conservation (R2) District Discretionary Uses, of the Smoky Lake County Land Use Bylaw No. 1272-14 be replaced and that the following Uses be listed as Discretionary Uses:

A. Apartment;
B. Bed & Breakfast Establishment;
C. Buildings and Uses Accessory to Discretionary Uses;
D. Day Care Facility;
E. Duplex (Vertical and Side-by-Side);
F. Family Care Facility;
G. Group Care Facility;
H. Multi-Unit Dwelling;
I. Neighbourhood Convenience Store;
J. Place of Worship;

K. Public and Quasi-Public Services;
L. Public Utilities;
M. Other Uses, which in the opinion of the Development Authority, are similar to the above mentioned Permitted and Discretionary Uses.

10. That Section 8.6.2 – Victoria Residential (R3) District Permitted Uses, of the Smoky Lake County Land Use Bylaw No. 1272-14 be replaced and that the following Uses be listed as Permitted Uses:

A. Alternative Energy, Personal;
B. Basement Suite;
C. Buildings and Uses Accessory to Permitted Uses;
D. Cottage;
E. Day Home;
F. Dwelling, Single Detached;
G. Dwelling, Single Detached, Tiny;
H. Garage Suite;
I. Garden Suite;
J. Guest House;
K. Home Occupation, Minor;
L. Home Occupation, Major
M. In-Law Suite;
N. Natural Area;
O. Neighbourhood Park;
P. Public Park;
Q. Secondary Suite;
R. Sign;
S. Shipping Container.

11. That Section 8.6.3 – Victoria Residential (R3) District Discretionary Uses, of the Smoky Lake County Land Use Bylaw No. 1272-14 be replaced and that the following Uses be listed as Discretionary Uses:

A. Apartment;
B. Bed & Breakfast Establishment;
C. Buildings and Uses Accessory to Discretionary Uses;
D. Day Care Facility;
E. Duplex (Vertical and Side-by-Side);
F. Family Care Facility;
G. Group Care Facility;
H. Manufactured Home;
I. Modular Home;
J. Mult-Unit Dwelling;
K. Neighbourhood Convenience Store;
L. Place of Worship;
M. Public and Quasi-Public Services;
N. Public Utilities.

12. That Section 8.7.2 – Hamlet General (HG) District Permitted Uses, of the Smoky Lake County Land Use Bylaw No. 1272-14 be replaced and that the following Uses be listed as Permitted Uses:

A. Agricultural Support Service;
B. Alternative Energy, Personal;
C. Automotive Repair Shop, Minor;
D. Automotive Repair Shop, Major;
E. Automobile Sales;
F. Bakery;
G. Bank;
H. Basement Suite;
I. Bed & Breakfast Establishment;
J. Buildings and Uses Accessory to Permitted Uses;
K. Business Office;
L. Child Care Facility;
M. Clinic;
N. Club/Lodge;
O. Community Hall;
P. Commercial Use;
Q. Convenience Retail Service;
R. Day Care Facility;
S. Day Home;
T. Drive-in Business;
U. Dwelling, Accessory;
V. Dwelling, Single Detached;
W. Dwelling, Single Detached, Tiny;
X. Duplex (Vertical and Side-by-Side);
Y. Eating and Drinking Establishment;
Z. Family Care Facility;
AA. Garage Suite;
BB. Garden Suite;
CC. Guest House;
DD. Home Occupation, Minor;
EE. Home Occupation, Major;
FF. In-Law Suite;
GG. Manufactured Home;
HH. Modular Home;
II. Natural Area;
JJ. Neighbourhood Park;
KK. Protective or Emergency Services;
LL. Public or Quasi-Public Services;
MM. Public Park;
NN. Retail Store;

OO. Secondary Suite;
PP. Sign;
QQ. Shipping Container;
RR. Surveillance Suite.

13. That Section 8.7.3 – Hamlet General (HG) District Discretionary Uses, of the Smoky Lake County Land Use Bylaw No. 1272-14 be replaced and that the following Uses be listed as Discretionary Uses:

A. Amusement Establishment, Indoor;
B. Amusement Establishment, Outdoor;
C. Animal Clinic;
D. Animal Hospital;
E. Animal Hospital, Large;
F. Apartment;
G. Auctioneering Facility;
H. Bakery, Large;
I. Bed & Breakfast Establishment;
J. Boutique Accommodation;
K. Buildings and Uses Accessory to Discretionary Uses;
L. Building Supply and Lumber Outlet;
M. Bulk Fuel Storage and Sales;
N. Cannabis Accessory Retail Sales
O. Cannabis Retail Sales;
P. Car Wash Establishment;
Q. Cemetery;
R. Drinking Establishment;
S. Entertainment Establishment;
T. Group Care Facility;
U. Hotel;
V. Liquor Sales/Distribution Service;
W. Motel;
X. Multi-Unit Dwelling;
Y. Multi-Use Development;
Z. Neighbourhood Conveneienec Store;
AA. Outdoor Eating Establishment;
BB. Place of Worship;
CC. Club/Lodge;
DD. Public Utility/Public Utility Building;
EE. Servicing Establishment;
FF. Shopping Centre;
GG. Transfer Station.

14. That Section 8.8.2 – Highway Commercial (C1) District Permitted Uses, of the Smoky Lake County Land Use Bylaw No. 1272-14 be replaced and that the following Uses be listed as Permitted Uses:

    A. Alternative Energy, Personal;
    B. Agricultural Support Service;
    C. Automotive Repair Shop, Minor;
    D. Automotive Repair Shop, Major;
    E. Automobile Sales;
    F. Bed & Breakfast Establishment;
    G. Boutique Accommodation;
    H. Buildings and Uses Accessory to Permitted Uses;
    I. Commercial Use;
    J. Community Hall;
    K. Convenience Retail Store;
    L. Drive-in Business;
    M. Eating and Drinking Establishment;
    N. Highway Commercial;
    O. Home Occupation, Minor;
    P. Home Occupation, Major;
    Q. Natural Area;
    R. Protective or Emergency Services;
    S. Public or Quasi-Public Services;
    T. Public Park;
    U. Rural Commercial;
    V. Sign;
    W. Shipping Container;
    X. Surveillance Suite.

15. That Section 8.8.3 – Highway Commercial (C1) District Discretionary Uses, of the Smoky Lake County Land Use Bylaw No. 1272-14 be replaced and that the following Uses be listed as Discretionary Uses:

    A. Amusement Establishment, Indoor;
    B. Amusement Establishment, Outdoor;
    C. Auctioneering Facility;
    D. Buildings and Uses Accessory to Discretionary Uses;
    E. Bulk Fuel Storage and Sales;
    F. Campground, Minor;
    G. Campground, Intermediate;
    H. Campground, Major;
    I. Cannabis Accessory Retail Sales;
    J. Cannabis Retail Sales;
    K. Car Wash Establishment;
    L. Cemetery;
    M. Dwelling, Single Detached;
    N. Dwelling, Single Detached, Tiny;

O. Duplex (Vertical and Side-by-Side);
P. Hotel;
Q. Liquor Sales/Distribution Service;
R. Manufactured Home;
S. Modular Home;
T. Motel;
U. Natural Resource Extraction/Processing Industry;
V. Outdoor Eating Establishment;
W. Place of Worship;
X. Public Utilities;
Y. Recreational Vehicle Park;
Z. Secondary Suite;
AA. Transfer Station;
BB. Workcamp, Short Term;
CC. Workcamp;
DD. Other Uses, in which the opinion of the Development Authority, are similar to the above mentioned Permitted and Discretionary Uses.

16. That Section 8.9.2 – Victoria Commercial (C1) District Permitted Uses, of the Smoky Lake County Land Use Bylaw No. 1272-14 be replaced and that the following Uses be listed as Permitted Uses:

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

17. That Section 8.9.3 – Victoria Commercial (C1) District Discretionary Uses, of the Smoky Lake County Land Use Bylaw No. 1272-14 be replaced and that the following Uses be listed as Discretionary Uses:

A. Amusement Establishment, Indoor;
B. Amusement Establishment, Outdoor;
C. Buildings and Uses Accessory to Discretionary Uses;
D. Campground, Minor;
E. Campground, Intermediate;
F. Campground, Major;
G. Cemetery;
H. Commercial Use;
I. Dwelling, Single Detached;
J. Dwelling, Single Detached, Tiny;
K. Duplex (Vertical and Side-by-Side);
L. Hotel;
M. Manufactured Home;
N. Modular Home;
O. Motel;
P. Natural Resource Extraction/Processing Facility;
Q. Outdoor Eating Establishment;
R. Places of Worship;
S. Public Utilities;
T. Recreational vehicle park;
U. Transfer Station;
V. Other Uses, in which the opinion of the Development Authority, are similar to the above mentioned Permitted and Discretionary Uses.

18. That Section 8.10.2 – Industrial (M1) District Permitted Uses, of the Smoky Lake County Land Use Bylaw No. 1272-14 be replaced and that the following Uses be listed as Permitted Uses:

A. Alternative Energy, Personal;
B. Buildings and Uses Accessory to Permitted Uses;
C. Animal Breeding and/or Boarding Facility;
D. Animal Clinic;
E. Animal Hospital, Large;
F. Assembly Plant;
G. Automobile Repair Shops, Major and Minor;
H. Building Supply and Lumber Outlet;
I. Bulk Fuel Storage and Sales;
J. Business Office;
K. Car Wash Establishment;
L. Extensive Agriculture;
M. Greenhouse;
N. Heavy Equipment Sales and Service, Repair or Storage;
O. Light Industrial;
P. Manufacturing;
Q. Natural Resource Extraction/Processing Facility;
R. Public or Quasi-Public Services;

S. Public Utility;
T. Shipping Container;
U. Sign;
V. Surveillance Suite;
W. Transfer Station;
X. Warehouse.

19. That Section 8.10.3 – Industrial (M1) District Discretionary Uses, of the Smoky Lake County Land Use Bylaw No. 1272-14 be replaced and that the following Uses be listed as Discretionary Uses:

A. Alternative Energy, Commercial;
B. Auctioneering Facility;
C. Buildings and Uses Accessory to Discretionary Uses;
D. Cannabis Production and Distribution Facility;
E. Heavy Industrial;
F. Industrial hemp production and distribution;
G. Landfill;
H. Medium Industrial;
I. Rural Industrial;
J. Workcamp, Short Term;
K. Workcamp;
L. Other Uses, in which the opinion of the Development Authority, are similar to the above mentioned Permitted and Discretionary Uses.

20. That Section 8.11.2 – Rural Industrial (M2) District Permitted Uses, of the Smoky Lake County Land Use Bylaw No. 1272-14 be replaced and that the following Uses be listed as Permitted Uses:

A. Alternative Energy, Personal;
B. Buildings and Uses Accessory to Permitted Uses;
C. Animal Breeding and/or Boarding Facility;
D. Animal Clinic;
E. Animal Hospital, Large;
F. Automobile Repair Shops, Major and Minor;
G. Business Office;
H. Extensive Agriculture;
I. Greenhouse;
J. Light Industrial;
K. Natural Resource Extraction/Processing Facility;
L. Public or Quasi-Public Services;
M. Sign;
N. Shipping Container;
O. Surveillance Suite;
P. Transfer Station;
Q. Warehouse;

21. That Section 8.11.3 – Rural Industrial (M2) District Discretionary Uses, of the Smoky Lake County Land Use Bylaw No. 1272-14 be replaced and that the following Uses be listed as Discretionary Uses:

    A. Alternative Energy, Commercial;
    B. Auctioneering Facility;
    C. Buildings and Uses Accessory to Discretionary Uses;
    D. Bulk Fuel Storage and Sales;
    E. Industrial hemp production and distribution;
    F. Medium Industrial;
    G. Rural Industrial;
    H. Other Uses, in which the opinion of the Development Authority, are similar to the above mentioned Permitted and Discretionary Uses.

22. This Bylaw shall come into effect upon Third and Final Reading hereof.

READ A FIRST TIME IN COUNCIL THIS 21ST DAY OF OCTOBER, 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___.

_____
Criag Lukinuk
Reeve

S E A L

_____
Chyenne Shaw
Chief Administrative Officer

Summary of Proposed Changes to Land Use Bylaw No. 1272-14

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

Permitted Uses

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

The following apply to Permitted Uses:

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

Discretionary Uses

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

The following apply to Discretionary Uses:

- The Development Authority has broad discretion to approve or refuse an application.
- Approval is based on factors such as:
    - Compatibility with surrounding land uses;
    - Impact on infrastructure or services;
    - Environmental considerations; and/or
    - Public input or community context.
- Even if an application meets the technical standards required by the LUB, it can still be refused.
- Approval of Discretionary Uses often includes conditions that are tailored to the specific application.
- Decisions are typically more subjective and case-by-case.

Administration has been tasked with conducting a review of both the Permitted and Discretionary Uses contained within each District of the County's Land Use Bylaw, and to provide

recommendations for reclassifying some Discretionary Uses to Permitted Uses in the interest of reducing administrative burden and red tape, expediting the approvals process and providing great certainty and clarity to perspective developers. The following is a summary of this analysis and recommended changes.

Agriculture (AG) District

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

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

Current Discretionary Use	Recommendation	Rationale
Alternative Energy, Commercial	No change	Requires AUC/other approvals; large footprint; potential environmental/infrastructure concerns.
Alternative Energy, Personal	Move to Permitted	Personal solar arrays, geothermal systems, small wind turbines and similar systems are increasingly standard residential and agricultural improvements. Because maximum height and setback standards are included in the LUB, discretionary review adds little value.
Animal Breeding/Boarding Facility/Kennel	No change	Excessive noise and potential public safety concerns.
Animal Clinic/Animal Hospital/Animal Hospital, Large	No change	Rigorous provincial regulatory approval process.
Boarding Facility	No change	Large number of potential occupants can lead to issues with noise, parking, sanitation, public safety, stress to municipal infrastructure.
Campground (minor, intermediate & major)	No change	Concerns related to noise, waste, human waste, fire hazard, parking, environmental degradation.
Cemetery	No change	Incompatibility with adjacent land uses; environmental concerns (e.g. depth of water table); parking.
Child Care Facility/Day Care Facility	Move to Permitted	Small rural childcare facilities provide an important community service and generally generate minimal impacts

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

Recreational Vehicle Park	No change	Same reasons as Campgrounds.
Relocated Building	No change	The wide variety of building types/uses could make it problematic to make this a Permitted Use.
Secondary Commercial	No change	Broad nature of Secondary Commercial means it should remain Discretionary.
Sign	Move to Permitted	Signs (size, text, type, etc.) are already regulated by the LUB so there is no need for them to be Discretionary.
Surveillance Suite	Move to Permitted	No significant difference between impacts of a Surveillance Suite and other forms of suites that are Permitted Uses.
Transfer Station	Remove form AG District	This use should only be included under the Direct Control Landfill District.
Utility Building	Move to Permitted	Same rational as Public Utility.
Workcamp, Short-Term	No change	Use can cause significant external issues and should remain Discretionary.

Victoria Agriculture (A1) District

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

Current Discretionary Use	Recommendation	Rationale
Alternative Energy, Personal	Move to Permitted	Personal solar arrays, geothermal systems, small wind turbines and similar systems are increasingly standard residential and agricultural improvements. Because maximum height and setback standards are included in the LUB, discretionary review adds little value.
Agricultural Support Servies	No change	Uses include bulk fuel plans and bulk agricultural chemical distribution which may compromise the historic landscape.
Animal Breeding/Boarding Facility/Kennel	No change	Excessive noise and potential public safety concerns.
Animal Clinic/Animal	No change	Rigorous provincial regulatory approval

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

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

Multi-Lot Country Residential (R1) District

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

Current Discretionary Use	Recommendation	Rationale
Alternative Energy, Personal	Move to Permitted	Residential solar panels, geothermal systems and small wind energy systems are now common residential improvements. Objective regulations respecting height, setbacks, glare and

		noise provide sufficient control without discretionary review.
Bed & Breakfast Establishments	No change	B&Bs can increase traffic, noise, waste and other external affects.
Day Care Facility	No change	Parking and noise considerations.
Duplexes (Side-By-Side and Vertical)	No change	May cause the maximum density to exceed what is allowable under certain Area Structure Plans.
Family Care Facility	No change	Parking and noise considerations.
Garage Suite	Move to Permitted	Does not significantly increase traffic, noise, waste, etc.
Garden Suite	Move to Permitted	Does not significantly increase traffic, noise, waste, etc.
Group Care Facility	No change	Parking and noise considerations.
Guest House	Move to Permitted	Does not significantly increase traffic, noise, waste, etc.
In-Law Suite	Move to Permitted	Does not significantly increase traffic, noise, waste, etc.
Manufactured Home	Move to Permitted	Use is identical to Single Detached Dwelling/Tiny Dwelling/Cottage in terms of its impact on noise, traffic, waste, environment, etc.
Modular Home	Move to Permitted	Use is identical to Single Detached Dwelling/Tiny Dwelling/Cottage in terms of its impact on noise, traffic, waste, environment, etc.
Multi-Unit Dwelling	No change	Use = 3 or more dwelling units; substantial increase in noise, traffic, parking, waste, etc.
Natural Area	Move to Permitted	Conservation of natural features should be encouraged and is unlikely to create conflicts with adjacent residential development.
Neighbourhood Convenience Store	No change	Commercial development may conflict with adjacent residential development.
Neighbourhood Park/Public Park	Move to Permitted	Small parks serving local residents are a normal component of residential neighbourhoods and generally generate minimal impacts beyond normal residential activity.
Places of Worship	No change	Concerns with parking and traffic.
Public and Quasi-Public Buildings and Uses	No change	Because the definition for these facilities includes uses such as eating and drinking establishments and

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

Residential (Cluster) Conservation (R2) District

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

Current Discretionary Use	Recommendation	Rationale
Alternative Energy, Personal	Move to Permitted	Residential solar panels, geothermal systems and small wind energy systems are now common residential improvements. Objective regulations respecting height, setbacks, glare and noise provide sufficient control without discretionary review.
Apartment	No change	Higher density residential uses such as apartments should remain discretionary due to their impact on neighbouring residential uses.
Bed & Breakfast Establishments	No change	B&Bs can increase traffic, noise, waste and other external affects.
Day Care Facility	No change	Parking and noise considerations.
Duplexes (Side-By-Side and Vertical)	No change	May cause the maximum density to exceed what is allowable under certain Area Structure Plans.

Family Care Facility	No change	Parking and noise considerations.
Garage Suite	Move to Permitted	Does not significantly increase traffic, noise, waste, etc.
Garden Suite	Move to Permitted	Does not significantly increase traffic, noise, waste, etc.
Group Care Facility	No change	Parking and noise considerations.
Guest House	Move to Permitted	Does not significantly increase traffic, noise, waste, etc.
In-Law Suite	Move to Permitted	Does not significantly increase traffic, noise, waste, etc.
Manufactured Home	Move to Permitted	Use is identical to Single Detached Dwelling/Tiny Dwelling/Cottage in terms of its impact on noise, traffic, waste, environment, etc.
Modular Home	Move to Permitted	Use is identical to Single Detached Dwelling/Tiny Dwelling/Cottage in terms of its impact on noise, traffic, waste, environment, etc.
Multi-Unit Dwelling	No change	Use = 3 or more dwelling units; substantial increase in noise, traffic, parking, waste, etc.
Natural Area	Move to Permitted	Conservation of natural features should be encouraged and is unlikely to create conflicts with adjacent residential development.
Neighbourhood Convenience Store	No change	Commercial development may conflict with adjacent residential development.
Neighbourhood Park/Public Park	Move to Permitted	Small parks serving local residents are a normal component of residential neighbourhoods and generally generate minimal impacts beyond normal residential activity.
Places of Worship	No change	Concerns with parking and traffic.
Public and Quasi-Public Buildings and Uses	No change	Because the definition for these facilities includes uses such as eating and drinking establishments and entertainment establishments, they should remain Discretionary as these uses can generate significant external impacts.
Public Utilities	No change	Redistricting to Institutional District.
Shipping Container	Move to Permitted	Adequate provisions exist in the LUB to deal with appearance/height/length/# of Shipping Containers.

Victoria Residential (R3) District

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

Current Discretionary Use	Recommendation	Rationale
Alternative Energy, Personal	Move to Permitted	Residential solar panels, geothermal systems and small wind energy systems are now common residential improvements. Objective regulations respecting height, setbacks, glare and noise provide sufficient control without discretionary review.
Apartment	No change	Higher density residential uses such as apartments should remain discretionary due to their impact on neighbouring residential uses.
Bed & Breakfast Establishments	No change	B&Bs can increase traffic, noise, waste and other external affects.
Day Care Facility	No change	Parking and noise considerations.
Duplexes (Side-By-Side and Vertical)	No change	May cause the maximum density to exceed what is allowable under certain Area Structure Plans.
Family Care Facility	No change	Parking and noise considerations.
Garage Suite	Move to Permitted	Does not significantly increase traffic, noise, waste, etc.
Garden Suite	Move to Permitted	Does not significantly increase traffic, noise, waste, etc.
Group Care Facility	No change	Parking and noise considerations.
Guest House	Move to Permitted	Does not significantly increase traffic, noise, waste, etc.
In-Law Suite	Move to Permitted	Does not significantly increase traffic, noise, waste, etc.
Manufactured Home	No change	Architectural guidelines in the Victoria District Area Structure Plan require a discretionary review.
Modular Home	No change	Architectural guidelines in the Victoria District Area Structure Plan require a discretionary review.
Multi-Unit Dwelling	No change	Use = 3 or more dwelling units; substantial increase in noise, traffic,

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

Hamlet General (HG) District

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

Current Discretionary Use	Recommendation	Rationale
Alternative Energy, Personal	Move to Permitted	Residential solar panels, geothermal systems and small wind energy systems are now common residential improvements. Objective regulations respecting height, setbacks, glare and

		noise provide sufficient control without discretionary review.
Amusement Establishment, Indoor/Outdoor	No change	Noise and parking issues.
Animal Clinic/Animal Hospital/Animal Hospital, Large	No change	Rigorous provincial regulatory approval process.
Apartment	No change	Higher density residential uses such as apartments should remain discretionary due to their impact on neighbouring residential uses.
Auctioneering Facility	No change	Noise, traffic and parking issues.
Bakery, Large	No change	Noise and parking issues.
Bed & Breakfast Establishments/Boutique Accommodation	No change	B&Bs can increase traffic, noise, waste and other external affects.
Building Supply and Lumber Outlet	No change	Noise, traffic and parking issues.
Bulk Fuel Storage and Sales	No change	Noise, traffic and parking issues could affect adjacent residential uses.
Day Care Facility	No change	Parking and noise considerations.
Campground, Minor	Remove form HG District	Not compatible with hamlet development.
Cannabis Retail Sales/Accessory Retail Sales	No change	Rigorous provincial regulatory approval process.
Car Wash Establishment	No change	Noise, traffic, water use issues.
Cemetery	No change	
Drinking Establishment	No change	Noise, traffic and parking issues could affect adjacent residential uses.
Drive-In-Business	No change	Noise, traffic and parking issues could affect adjacent residential uses.
Dwellings within buildings in which the predominant use is one or more of the listed permitted or discretionary uses, provided, however, that the dwellings have direct access to the outside of the building	Change definition to “Accessory Dwelling” and add to list of definitions; make a Permitted Use.	Does not significantly increase traffic, noise, waste, etc.
Duplexes (Side-By-Side and Vertical)	Move to Permitted	Does not significantly increase traffic, noise, waste, etc.
Entertainment Establishment	No change	Noise, traffic, public safety and parking issues could affect adjacent residential uses.
Family Care Facility	Move to Permitted	Family care facilities operate much like a residential dwelling and are already

		subject to provincial licensing. They generate little additional traffic or neighbourhood impact.
Garage Suite	Move to Permitted	Does not significantly increase traffic, noise, waste, etc.
Garden Suite	Move to Permitted	Does not significantly increase traffic, noise, waste, etc.
Group Care Facility	No change	Parking and noise considerations.
Guest House	Move to Permitted	Does not significantly increase traffic, noise, waste, etc.
Hotel/Motel	No change	Noise, traffic and parking issues could affect adjacent residential uses.
Liquor Sales/Distribution Service	No change	Commercial use that might have negative impacts on adjacent residential uses.
Manufactured Home	Move to Permitted	Does not significantly increase traffic, noise, waste, etc.
Modular Home	Move to Permitted	Does not significantly increase traffic, noise, waste, etc.
Multi-Unit Dwelling	No change	Use = 3 or more dwelling units; substantial increase in noise, traffic, parking, waste, etc.
Multi-Use Development	No change	Broad nature of this type of use means it should remain Discretionary.
Natural Area	Move to Permitted	Conservation of natural features should be encouraged and is unlikely to create conflicts with adjacent residential development.
Neighbourhood Convenience Store	No change	Commercial development may conflict with adjacent residential development.
Outdoor Eating Establishment	No change	Noise, traffic and parking issues could affect adjacent residential uses.
Places of Worship	No change	Concerns with parking and traffic.
Private Club/Lodge		Noise, traffic and parking issues could affect adjacent residential uses.
Public Utilities/Public Utility Building	No change	Suggest Redistricting to Institutional District.
Recreational Vehicle Park	Remove form HG District	Not compatible with hamlet development.
Rural Commercial	Remove from HG	Other uses incorporate the general uses contained under this use. This use would also potentially allow for bulk fuel/fertilizer sales which is incompatible with hamlet

		development.
Servicing Establishment	No change	Noise, smell, aesthetic and parking issues could affect adjacent residential uses.
Sign	Not currently allowed within the District; add as a Permitted Use	Signs (size, text, type, etc.) are already regulated by the LUB so there is no need for them to be Discretionary.
Shipping Container	Move to Permitted	Adequate provisions exist in the LUB to deal with appearance/height/length/# of Shipping Containers.
Shopping Centre	No change	Noise, traffic and parking issues could affect adjacent residential uses.
Surveillance Suite	Move to Permitted	No significant difference between impacts of a Surveillance Suite and other forms of suites that are Permitted Uses.
Transfer Station	No change	Smell and visual aesthetics issues may be incompatible with adjacent residential uses.

Highway Commercial (C1) District

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

Current Discretionary Use	Recommendation	Rationale
Alternative Energy, Personal	Move to Permitted	Personal renewable energy systems serving a commercial building are now standard building improvements. Height, setbacks and glare can be addressed through development regulations.
Amusement Establishment, Indoor/Outdoor	No change	Noise and parking issues.
Auctioneering Facility	No change	Noise, traffic and parking issues.
Boutique Accommodation	Move to Permitted	Similar impacts to a Bed & Breakfast which is a Permitted Use.
Bulk Fuel Storage and Sales	No change	Noise, traffic and parking issues could

		affect adjacent residential uses.
Campground, Minor/Intermediate/Major	No change	Concerns related to noise, waste, human waste, fire hazard, parking, environmental degradation.
Cannabis Retail Sales/Cannabis Accessory Retail Sales	No change	Rigorous provincial regulatory approval process.
Car Wash Establishment	No change	Noise, traffic, water use issues.
Cemetery	No change	
Commercial Use	Move to Permitted	Similar use type to Highway Commercial which is a Permitted Use.
Dwelling, Single Detached/Single Detached Tiny	No change	Residential uses may not be compatible with adjacent commercial uses.
Duplexes (Vertical and Side-By-Side)	No change	Residential uses may not be compatible with adjacent commercial uses.
Highway Commercial	Remove from Discretionary Uses	Already listed as a "Permitted Use" in the C1 District.
Hotel/Motel	No change	Noise, traffic and parking issues could affect adjacent uses.
Liquor Sales/Distribution Service	No change	Commercial use that might have negative impacts on adjacent residential uses.
Manufactured Home	No change	Residential uses may not be compatible with adjacent commercial uses.
Modular Home	No change	Residential uses may not be compatible with adjacent commercial uses.
Natural Resource Extraction	No change	Noise, dust, vibrations, increased heavy truck traffic, water use, etc. are all legitimate concerns.
Outdoor Eating Establishment	No change	Noise, traffic and parking issues could affect adjacent residential uses.
Places of Worship	No change	Concerns with parking and traffic.
Public Utilities/Public Utility Building	No change	Suggest Redistricting to Institutional District.
Recreational Vehicle Park	No change	Concerns related to noise, waste, human waste, fire hazard, parking, environmental degradation.
Rural Commercial	Move to Permitted	Similar use type to Highway Commercial which is a Permitted Use.
Rural Industries	Remove from C1 District	There is no definition for this use in the Land Use Bylaw.
Secondary Suite	No change	Residential uses may not be compatible with adjacent commercial uses.
Sign	Not currently allowed within the	Signs (size, text, type, etc.) are already regulated by the LUB so there is no

	District; add as a Permitted Use	need for them to be Discretionary.
Shipping Container	Move to Permitted	Adequate provisions exist in the LUB to deal with appearance/height/length/# of Shipping Containers.
Surveillance Suite	Move to Permitted	Would allow for an individual to live on site of a commercial operation for security purposes.
Transfer Station	No change	Smell and visual aesthetics issues may be incompatible with adjacent residential uses.
Workcamp/Workcamp, Short Term	No change	Use can cause significant external issues and should remain Discretionary.

Victoria Commercial (C2) District

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

Current Discretionary Use	Recommendation	Rationale
Alternative Energy, Personal	Move to Permitted	Personal renewable energy systems serving a commercial building are now standard building improvements. Height, setbacks and glare can be addressed through development regulations.
Amusement Establishment, Indoor/Outdoor	No change	Noise and parking issues.
Campground, Minor/Intermediate/Major	No change	Concerns related to noise, waste, human waste, fire hazard, parking, environmental degradation.
Cemetery	No change	
Commercial Use	No change	Broad range of uses which may be incompatible with the purpose of the District.
Dwelling, Single Detached/Single Detached Tiny	No change	Residential uses may not be compatible with adjacent commercial uses.
Duplexes (Vertical and Side-By-Side)	No change	Residential uses may not be compatible with adjacent commercial uses.

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

Industrial (M1) District

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

Current Discretionary Use	Recommendation	Rationale
Alternative Energy, Personal	Move to Permitted	Personal renewable energy systems serving industrial buildings (solar,

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

Rural Industrial (M2) District

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

Current Discretionary Use	Recommendation	Rationale
Alternative Energy, Personal	Move to Permitted	Personal renewable energy systems serving industrial buildings (solar, geothermal, etc.) are now standard building improvements and can be regulated through objective development standards.
Auctioneering Facility	No change	Noise, traffic and parking issues.
Bulk Fuel Storage and Sales	No change	Noise, traffic and parking issues could affect adjacent residential uses.
Heavy Equipment Sales, Service and Repair	Remove from Discretionary Uses	Already listed as a “Permitted Use” in the M2 District.
Heavy Industrial	No change	Significant environmental concerns and potential storage of toxic/flammable/dangerous goods and materials requires discretionary review.
Industrial Hemp Production and Distribution	No change	Rigorous provincial regulatory approval process.
Medium Industrial	No change	Significant environmental concerns and potential storage of toxic/flammable/dangerous goods and materials requires discretionary review.
Natural Resource Extraction/Processing Facility	Move to Permitted	LUB contains provisions for addressing the issues related to this use (e.g. noise, dust, odour, etc.).
Public Park	Remove from Discretionary Uses	Not a compatible use with the M1 District.
Recreational Uses	Remove from Discretionary Uses	Not a compatible use with the M1 District.
Rural Industrial	No change	Potential for a high level of noise, dust, odour, vibration makes discretionary review necessary.
Sign	Not currently	Signs (size, text, type, etc.) are already

	allowed within the District; add as a Permitted Use	regulated by the LUB so there is no need for them to be Discretionary.
Surveillance Suite	Move to Permitted	Would allow for an individual to live on site of an industrial operation for security purposes.

Benefits:

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

Disadvantages:

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

Financial Implications:

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

Legislation:

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

Intergovernmental:

Not applicable

Strategic Alignment:

Regional Collaboration and Modernization

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

Service Delivery and Community Wellbeing

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

Economic Development & Financial Sustainability

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

Request for Decision (RFD)

Meeting Date: October 21, 2026 **Agenda Item:** #8.6
Topic: Access to Information & Protection of Privacy Policy and Privacy Management Program
Presented By: Evonne Zukiwski, Communications Officer/ Privacy Officer

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Recommendation:

Recommendation #1: That Smoky Lake County Council adopt Policy 01-56-01: Access to Information & Protection of Privacy Policy, as presented.

Recommendation #2: That Smoky Lake County Council adopt the Privacy Management Program, as presented.

Recommendation #3: That Smoky Lake County Council rescind Policy 01-50: Access to Information Policy.

Background:

Alberta's Freedom of Information and Protection of Privacy Act (FOIP Act) was repealed on June 11, 2025, and replaced by two separate statutes: the Access to Information Act (ATIA) and the Protection of Privacy Act (POPA). The legislative changes modernized Alberta's access to information and privacy framework and separated access to information and protection of privacy into two distinct legislative regimes.

The Access to Information Act (ATIA) governs access to records held by public bodies in Alberta. It maintains the right of individuals to request records in the custody or control of a public body, including access to their own personal information, subject to specific and limited exceptions.

The Protection of Privacy Act (POPA) is the legislation governing privacy for public bodies and establishes rules around the collection, usage, disclosure and correction of personal information. It also establishes requirements for a public body to adopt a Privacy Management Program, Privacy Impact Assessments and to develop a process for reporting privacy breaches.

In April 2026, Smoky Lake County engaged Cenera to assist with the development of a Privacy Management Program (PMP) and to provide privacy training to relevant Smoky Lake County staff. Cenera, in consultation with the Chief Administrative Officer, Director of County Services and Communications Officer/Privacy Officer, developed Policy COM-01: Access to Information & Protection of Privacy Policy. The Policy ensures compliance with applicable access to information and privacy legislation and establishes the principles and standards for the County's Privacy Management Program. It balances public access to information with the protection of confidential and personal information through openness, accountability, transparency and the responsible collection, use, disclosure and safeguarding of information.

The Policy establishes a consistent, organization-wide framework for protecting personal information, and for responding to information access requests. It reduces reliance on individual

staff knowledge, supports legislative compliance, strengthens accountability and helps maintain public confidence in how the municipality manages information. Policy COM-01 replaces Policy 01-50: Access to Information Policy.

Policy COM-01: Access to Information & Protection of Privacy Policy **(Enclosure #1)** and the Smoky Lake County Privacy Management Program **(Enclosure # 2)** replace Policy 01-50: Access to Information **(Enclosure #3)**.

Benefits:

Policy COM-01: Access to Information & Protection of Privacy Policy

The Policy establishes procedures and controls that ensure compliance with Alberta's Access to Information Act (ATIA), Protection of Privacy Act (POPA), and other applicable requirements. It clearly defines roles and responsibilities for receiving and processing information access requests, making decisions, reviewing records, applying legislated exceptions, and responding to applicants. The Policy also demonstrates the municipality's commitment to transparency and accountability while protecting residents' personal information. In addition, it establishes expectations for collecting only the information necessary, limiting its use and disclosure, ensuring it is appropriately secured, and properly disposing of it when it is no longer required.

Privacy Management Program (PMP)

Adopting a Privacy Management Program will provide Smoky Lake County with a structured, organization-wide framework for meeting its obligations under Alberta's Protection of Privacy Act (POPA). The Program will establish clear roles, responsibilities, policies and procedures for the collection, use, disclosure and protection of personal information, while providing consistent processes for privacy complaints, privacy incidents, information access and correction requests, and Privacy Impact Assessments. It will support privacy by design, strengthen accountability and oversight, reduce privacy and compliance risks, and provide a consistent approach to privacy management across County departments. The program will also help demonstrate the County's commitment to transparency, responsible information management and the protection of residents' personal information, while providing a framework for ongoing review and improvement as legislative, technological and operational requirements evolve.

Rescinding Policy 01-50 – Access to Information

Policy 01-50 – Access to Information was approved in 2017 and is based on Alberta's former Freedom of Information and Protection of Privacy Act (FOIP). Since the Policy was established, Alberta's access to information and privacy legislation has been significantly updated, with the Access to Information Act (ATIA) and Protection of Privacy Act (POPA) replacing the former FOIP framework in 2025. The existing Policy therefore contains outdated legislative references, terminology, roles and processes that no longer reflect the County's current legislative obligations. Rescinding Policy 01-50 will remove outdated direction and provide a clear transition to the proposed Access to Information and Protection of Privacy Policy. The new Policy will establish a current, organization-wide framework for access to information, privacy protection and the County's Privacy Management Program, while allowing detailed administrative procedures to be maintained separately and updated as legislative and operational requirements change.

Disadvantages:
No significant disadvantages are anticipated as a result of adopting the proposed Policy and Privacy Management Program. Establishing the Privacy Management Program is a legislated requirement under the Protection of Privacy Act and provides the County with a documented framework for meeting its privacy obligations. The absence of a Privacy Management Program could contribute to an organization's inability to demonstrate that it has appropriate privacy governance and controls if a broader compliance issue or privacy incident occurs.

Alternatives:
Not applicable.

Financial Implications:
The primary financial implication will be staff time required to administer and maintain the Privacy Management Program and related policies and procedures, respond to privacy complaints and incidents, process information access and correction requests, coordinate privacy training and complete Privacy Impact Assessments where required.

Additional costs may arise on an as-needed basis for specialized legal or privacy expertise, training, technology or security improvements. Any significant project-specific costs would be addressed through the applicable departmental or project budget.

Legislation: *Municipal Government Act (MGA), RSA 2000, c M-26*
Access to Information Act SA 2024, c. A-1.4
Protection of Privacy Act SA 2024, c. P-28.5

Intergovernmental:
The Privacy Management Program provides a framework for privacy when the County works with other public bodies.

Strategic Alignment:
Priority 5- Develop a skilled, resilient workforce that supports long-term organizational success. The adoption of the Access to Information & Protection of Privacy Policy and Privacy Management Program supports organizational capacity by establishing clear responsibilities, consistent procedures and training requirements for the management and protection of information across the County.

Enclosure(s):
Enclosure #1. Policy 01-56-01: Access to Information & Protection of Privacy Policy
Enclosure #2. Smoky Lake County Privacy Management Program
Enclosure #3. Policy 01-50: Access to Information Policy

Request for Decision (RFD)

Signature of the CAO: _[redacted]

Smoky Lake County Policy

Title:	**Access to Information & Protection of Privacy Policy**		
		Policy #	Version
Category:	Communications (COM)	01-56	**01**

LEGISLATIVE REFERENCE: *Municipal Government Act* (MGA), RSA 2000, c M-26
Access to Information Act SA 2024, c. A-1.4
Protection of Privacy Act SA 2024, c. P-28.5

PURPOSE:
The purpose of this Access to Information (ATI) and Protection of Privacy (POP) Policy is to provide guidance for the County's compliance with applicable access to information and privacy legislation. It establishes the principles and standards for the County's Privacy Management Program while balancing public access to information with the protection of confidential and personal information through openness, accountability, transparency, and the responsible collection, use, disclosure, and safeguarding of information.

STATEMENT:
Smoky Lake County is committed to safeguarding its valuable assets of records and information and to transparency in governance, through adherence to and compliance with Privacy Legislation.

OBJECTIVE:
To establish a framework that ensures compliance with access to information and privacy legislation, promotes transparency and accountability, and protects confidential and personal information through responsible information management practices.

The County will ensure applicants are assisted and that responses are provided openly, accurately, and completely in accordance with applicable regulations.

GUIDELINES & PROCEDURE:

1. **DEFINITIONS**
   1.1. "Access to Information Act (acronym is ATIA)", is the legislation that provides the framework for accessing records held by public bodies in Alberta.

   1.2 "Chief Administrative Officer (CAO)" is the official/the head, of the public body, of Smoky Lake County.

   1.3 "Office of the Information and Privacy Commissioner of Alberta (OIPC)", also referred to as the "Commissioner", is a governing entity in Alberta that regulates and enforces how a public body operates and makes decisions in relation to the public body's information and protection of privacy, has the power to perform independent reviews of a public body of

how that public body manages their information and protection of privacy, and can provide orders of the OIPC's decisions to a public body which they must comply with

1.4 "Privacy Management Program" means the County's documented policies and procedures that promote its compliance with its duties under Privacy Legislation.

1.5 ‘Privacy Officer” part of the Privacy Management Program, the head of a public body must designate one or more individuals to serve as the Privacy Officer for the organization. The Privacy Officer is a designated individual responsible for coordinating and overseeing compliance of the Protection of Privacy Act, ensuring privacy obligations are consistently managed across the organization.

1.6 “Protection of Privacy Act (acronym is POPA)” is the legislation that governs how public bodies collect, use, and disclose personal information in Alberta.

2. PRINCIPLES

2.1 Openness and Transparency
The County develops and follows access, privacy, and security policies and procedures that are compliant with Privacy Legislation. With limited exceptions as provided for in Privacy Legislation, these are publicly available on the County’s website.

2.2 Designation of Privacy Officer
The County designates a position of Privacy Officer that is accountable for implementing and maintaining access to information and privacy for information under the custody or control of the County.

2.3 Collection of Personal Information
The County collects personal information only for authorized purposes and only to the extent that it relates directly to and is necessary for an operating program or activity of the County. When collecting personal information directly from an individual, the County informs the individual as required by the Protection of Privacy Act related to the collection.

2.4 Correction of Personal Information
The County makes all reasonable efforts to ensure that both general information and personal information created or received by the County is accurate and complete. Individuals who believe there is an error or omission in their personal information have a right to request correction or amendment of the information.

2.5 Use and Disclosure of Personal Information
The County only uses and discloses personal information in accordance with the purpose for which it was collected, unless alternate use or disclosure is authorized or required by law, or with the knowledge and consent of the individual.

2.6 Compliance Challenges and Privacy Complaints
The County encourages individuals to bring forward to the County any concerns or issues regarding privacy and access at the County. The County acknowledges that in certain situations individuals may appeal to the Privacy Commissioner of Alberta to review or

investigate the County right of access or correction responses, or any policies or practices that they feel are not in compliance with legislative requirements.

2.7 Information Safeguards

The County protects personal information in its custody or control by using security measures and practices to prevent unauthorized access, collection, use, disclosure, copying, modification, disposal, or destruction. In the event of a privacy incident, the County will respond in a timely manner and as required by the Protection of Privacy Act.

2.8 Right of Access

The County respects the right of access of individuals to all information, including personal information about themselves, that is under the custody or control of the County, subject to limited and specific exceptions.

	Date	Council Resolution #	Version
Adopted			01
Amended			
Reviewed			

8.6.2

PRIVACY MANAGEMENT PROGRAM

October 2026

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1. Privacy Management Program Requirements - Concordance Table

Requirement	Policy	Regulation	Notes
6(1)(a) Designation of Privacy Officer	01-Roles-Responsibilities		Template-Privacy-Access-Authority-Delegation
6(b)(i)(A) Policy - Responding to request for correction		04-Access-Correction-Requests	
6(b)(i)(B) Policy - Privacy Incident response		07-Privacy-Breach-Response	
6(b)(i)(C) Policy - Complaints about collection, use and disclosure by public body		05-Privacy-Complaints	
6(b)(ii) Policy - Non-personal data – collection, use, disclosure	N/A	N/A	County has indicated it does not engage in the creation of de-identified data.
6(b)(iii) Policy - automated systems using PI – security or technical safeguards to protect PI	N/A	N/A	Council policy prohibits the use of personal information in AI services.
6(c) security classification system for PI, data derived from PI and non-personal data		06-Information-Security-Safeguards-Classification-Assessments	
6(d) mandatory training for employees		08-Training-and-Awareness	
6(e) timeline for review and update of PMP	01-Roles-Responsibilities		Both 06-Privacy-Breach-Response and 07-Training-and-Awareness mention review and updates to privacy program materials in response to breaches or emerging risks.
PB with high volume of PI or highly sensitive PI (biometric, financial,			

minor, senior, vulnerable individual), must also include:			
6(2)(a)(i) roles, responsibilities and accountabilities of employees	01-Roles-Responsibilities	08-Training-and-Awareness	Template-Confidentiality-Oath
6(2)(a)(ii) PIAs		06-Information-Security-Safeguards-Classification-Assessments	
6(2)(a)(iii) proactive monitoring of info systems that hold PI, data derived from PI and non-personal data to assess security measures and mitigate risks		06-Information-Security-Safeguards-Classification-Assessments	
6(2)(a)(iv) oral, electronic and written consent		02-Collection-Use-Disclosure	
6(2)(a)(v) use of PI in AI, creation of data derived from PI and creation of non-personal data	N/A	N/A	Council policy prohibits the use of personal information in AI services and County has indicated it does not engage in data matching or the creation of non-personal data.
6(2)(b) administrative, technical and physical safeguards for managing PI, data derived from PI and non-personal data	All	All	The policy and all associated procedures and templates are considered administrative safeguards. Each of those contain additional details about controls the County has established to protect personal information.
6(3) process for making PMP public	TBD	TBD	You may want to include on your webpage a note about how to make a

			request to access details about the PMP.

2. Collection, Use and Disclosure Procedures

The purpose of these procedures is to outline the authorized collection, use and disclosure of personal information. It includes information on collection notices, use and disclosure for consistent purposes, an explanation of unreasonable invasion of privacy, and requirements for use and disclosure with consent. These procedures also outline the County's requirements to develop, maintain and make accessible a personal information bank. A personal information bank is a collection of personal information that is searchable using an individual's name or unique identifier, such as contact lists or databases containing information about employees or County residents.

1. DEFINITIONS

"Authorized representative" is any person who can exercise the rights or powers of an individual. This includes the right of access to an individual's personal information and the power to provide consent for disclosure of such information. This may include an executor or administrator of the estate of an individual who is deceased, for purposes of administering the estate; a guardian or trustee of a dependent adult, according to appointment under law; an agent under a personal directive, in accordance with the directive; an individual who is acting under specific provisions of a power of attorney; a guardian of a minor under 18 years of age, excluding mature minors, if the exercise of the rights or powers of the guardian would not be an unreasonable invasion of the personal privacy of the minor an individual acting with the written authorization of an individual.

"Collection" is to gather, acquire or obtain personal information about an individual, from any source, including third parties.

"Control" is responsibility and accountability for making decisions about the handling of information, regardless of whether the County has custody of the information. The County has control over any information that any of its officials, employees, or service providers has created or received as part of their mandated functions and activities, regardless of the location of the information or the time of collection, use, or disclosure.

"Custody" is the effective physical possession of information.

"Individual" is any person, living or deceased, regardless of residency, citizenship, or status. In addition, the authorized representative of the individual, if applicable.

"Notification" is an explanation of policies, procedures, consequences, and risks related to the collection, use or disclosure of an individual's personal or personal employee information. The County must properly inform and notify individuals and employees that personal information is being collected, the purposes for which it is being collected, and who may be contacted at the County if an individual has questions about the management of their personal information.

"Personal Information" means information about an identifiable individual, including name; address, telephone, email, or contact information; race; national or ethnic origin; colour; religion; political beliefs or associations; age; sex; marital status; family status; identifying numbers; fingerprints or blood type; Educational, financial, employment, criminal records; opinions about the individual; individual's personal views or opinions (except opinions about others). Home or business address, telephone, email or other contact information of an

employee of a public body, or any individual is not personal information, if it is provided on behalf of the employer in the individual's capacity as employee or agent. When personal information is subject to an access request under ATIA, some personal information is normally disclosed including: opinions contained in work product; classification, salary range, discretionary benefits, or employment responsibilities of public body employees; financial and other details of a contract to supply goods or services to a public body; information about a license, permit, financial or other discretionary benefit granted to an individual by a public body; information is about an individual who has been dead for 25 years or more; and information about an individual's attendance at a public event or receipt of an award granted by a public body.

"Personal Information Bank" means an information repository that is organized or retrievable by an individual's name or other identifier. Under POPA, public bodies must maintain a list of personal information banks.

"Record" is information in any form, including any electronic record or other record in any form in which information is contained or stored, including information in any written, graphic, electronic, digital, photographic, audio or other medium, but does not include any software or other mechanism used to store or produce the record.

"Third Party" means a person, a group of persons or an organization other than the applicant making an access request, or other than the employees and officials of the County.

"Use" includes access to or any other use of information by County employees for a purpose that is authorized by policy or law and where the use is internal to the County (i.e., within County systems or among County employees).

2. COLLECTION OF PERSONAL INFORMATION

2.1 The County collects personal information only if:

a) the collection is expressly authorized by legislation or an enactment of Alberta or Canada;

b) the information relates directly to and is necessary for an operating program or activity of the County, including a common or integrated program; or

c) the information is collected for the purposes of law enforcement.

2.2 The County collects personal information directly from the individual, or their authorized representative. The County only collects personal information indirectly from another source in the following circumstances:

a) the indirect collection is authorized by the individual, other legislation, or the Alberta Information and Privacy Commissioner;

b) the personal information may be disclosed to the County under the disclosure provisions outlined below;

c) the personal information is collected in a health and safety emergency and the individual is unable to provide the information;

d) direct collection could reasonably be expected to endanger the mental or physical health or safety of the individual or of any other person;

e) the personal information is about a designated emergency contact;

f) the personal information is required to determine suitability for an honour or award;

g) the personal information is required to verify the individuals' eligibility for participation in a program or to receive a benefit, product, or service from the County;

h) the personal information is collected from public sources for fund-raising;

i) the personal information is required for a law enforcement purpose;

j) the personal information is required to collect a fine or debt owed to the County body, or for use in the provision of legal services to the County;

k) the personal information concerns the history, release, or supervision of an individual under the supervision of a correctional authority;

l) the personal information is required to inform the Public Trustee or Public Guardian about clients or potential clients;

m) the personal information is required for enforcing an order under the Maintenance Enforcement Act;

n) the personal information is required to manage or administer County personnel;

o) the personal information is required to support researching or validating claims, disputes, or grievances of aboriginal people; or

p) the personal information is required to plan, manage, deliver, monitor and evaluate a common or integrated program or service.

2.3 County employees collect only the amount and types of personal information as required to complete the stated function or purpose.

3. COLLECTION NOTICES

3.1 When collecting personal information directly from an individual, the County informs the individual of the purpose for which the information is collected, the legal authority for the collection, any intention to input the information into an AI service, and contact information of the individual who can answer questions about the collection.

3.2 Notifications are included on the medium or at the location of collection (websites, forms, pamphlets, posters). Notice is not required in circumstances when personal information is collected indirectly, for authorized purposes.

4. CONSISTENT PURPOSES

4.1 The County will primarily use and disclose personal information for the purpose for which it was originally collected or for a consistent purpose.

4.2 For a use or disclosure to be for a consistent purpose, the County must determine that the proposed use or disclosure is:

a) Directly connected to the original purpose for collection; and

b) Necessary for operating a program or common or integrated program or service of the County.

4.3 In assessing the consistent purpose, the County must consider:

a) The nature of the original purpose documented at the time of collection;

b) Whether the new use or disclosure is a logical extension of that purpose; and

c) The expected impact on the individual's privacy.

5. USE OF PERSONAL INFORMATION

5.1 The County may use personal information under the following circumstances:

a) for the purposes for which it was originally collected or for a use consistent with that purpose;

b) with the consent of the individual, when obtained in accordance with consent standards (Appendix 1); or

c) for a purpose for which the information is disclosed to the County by another public body, under the allowable disclosure provisions.

5.2 County employees use only the amount and types of personal information as required to complete the state function or purpose.

6. DISCLOSURE OF PERSONAL INFORMATION

6.1 The County may disclose personal information for the purpose for which the information was collected or compiled or for a purpose consistent with that purpose;

6.2 The County may disclose personal information for an inconsistent purpose only in the following circumstances:

INDIVIDUAL OR PUBLIC INTERESTS

a) with the consent of the individual, when obtained in accordance with consent standards;

b) to avert or minimize a risk of imminent harm and danger to the health and safety of any person;

c) so that the spouse or adult interdependent partner, relative or friend of an injured or deceased individual may be contacted, or to a relative of a deceased individual;

d) personal information of a minor or parent or guardian of a minor, to a law enforcement agency or to another organization or public body providing services to the minor, if it is clearly in the best interest of the minor;

e) to an MLA to assist the individual;

f) if disclosure is not an unreasonable invasion of privacy (**Appendix 1**);

LEGAL OR ENFORCEMENT REQUIREMENTS

g) to comply with, or in accordance with, an enactment of Alberta or Canada;

h) in response to a subpoena, warrant or court order;

i) for law enforcement purposes;

j) for the supervision of an individual by a correctional authority, or to a lawyer or student-at-law acting for an inmate;

k) to comply with the Maintenance Enforcement Act, or to the Administrator of the Motor Vehicle Accident Claims Act;

l) to an Officer of the Legislature if required for their duties;

OPERATIONAL REQUIREMENTS

m) to an officer or employee of the County if necessary for their duties;

n) to an officer or employee of another public body if necessary for planning, managing, delivering, monitoring or evaluating a common or integrated program or service;

o) to enforce a legal right, or to collect a fine or to make a payment, or for court and quasi-judicial proceedings;

p) to verify an individual's suitability or eligibility for a program or benefit;

q) to comply with the public interest disclosure provisions;

r) to the Auditor General or any other prescribed person for audit purposes;

s) to another public body for the authorized purposes of data matching;

HUMAN RESOURCES

t) to a union representative, with the consent of the individual;

u) for the management of personnel;

PUBLIC DISSEMINATION AND RESEARCH

v) to the Provincial Archives of Alberta or to County archives or another public body archives for archival preservation purposes;

w) for research or statistical purposes, under agreement;

x) when the information is available to the public.

6.3 County employees disclose only the amount and types of personal information as required to perform their assigned duties.

6.4 If there is no authority for the disclosure, the information cannot be disclosed. If The individual making the request for information wishes, they may make a formal ATIA Request.

6.5 The County will not sell personal information under its custody or control in any circumstance or for any purpose.

7. CONSENT STANDARDS

7.1 The County can only request the consent of the individual for use or disclosure of their personal information, not for direct collection.

7.2 Individual consents for use or disclosure of personal information must include (**Appendix 2**):

a) the identity of the individual or authorized representative providing the consent;

b) the purpose for which the information is being disclosed and how it can be used;

c) the personal information to which the consent relates;

d) the identity of the third party to whom the information will be disclosed;

e) an acknowledgement that the individual providing the consent has been made aware of the reasons why the information is needed and the risks and benefits to the individual of consenting or refusing to consent;

f) the date the consent is effective and the date, if any, on which the consent expires; and

g) a statement that the consent may be revoked at any time by the individual providing it.

h) an attestation affirming the consent or revocation by the individual or authorized representative.

7.3 A consent or revocation of consent is authenticated by the signature of the individual providing consent. Signatures are in writing either manually or electronically.

7.4 Electronic signatures are considered valid only if the level of electronic authentication is sufficient to confirm the identity of the individual who is granting or revoking the consent.

7.5 Oral consent is not routinely accepted by the County. Should oral consent be implemented, the County will ensure the consent adheres to the requirements of the POPA Regulation, including a recording of the consent.

8. PERSONAL INFORMATION BANKS

8.1 The County creates and maintains a directory of the personal information banks for the personal information the County collects and that is in the County's custody or under the County's control.

8.2 The County makes available publicly a directory of its personal information banks, either in printed or electronic form, and makes it available to the public.

8.3 The personal information bank directory includes:

a) the title of the personal information bank;

b) the location of the personal information bank;

c) a description of the types of personal information included;

d) a description of the categories of individuals whose personal information is included;

e) the authority or legal citation for collecting the personal information;

f) the purposes for which the personal information was collected or compiled; and,

g) the purposes for which the personal information may be used or disclosed.

8.4 If personal information is used or disclosed for a purpose other than the one described in the directory, the County

a) keeps a record of the purpose and connects that record to the personal information; and,

b) updates the directory to include the new purpose in the next update of the directory.

3. Access to Information and Correction Requests Procedures

The purpose of these procedures is to outline the steps required for receiving and responding to access to information requests under the *Access to Information Act* (ATIA). The County makes reasonable efforts to make information available routinely, without a formal access request. Generally, when information is subject to an access request under ATIA, information that is normally disclosed includes: opinions contained in work product; classification, salary range, discretionary benefits, or employment responsibilities of public body employees; financial and other details of a contract to supply goods or services to a public body; information about a license, permit, financial or other discretionary benefit granted to an individual by a public body; information that is about an individual who has been deceased for 25 years or more; and information about an individual's attendance at a public event or receipt of an award granted by a public body.

1. DEFINITIONS

"Applicant" means an individual who makes an access to information request or a request to correct the individual's own personal information.

"Authorized representative" is any person who can exercise the rights or powers of an individual. This includes the right of access to an individual's personal information and the power to provide consent for disclosure of such information. This may include an executor or administrator of the estate of an individual who is deceased, for purposes of administering the estate; a guardian or trustee of a dependent adult, according to appointment under law; an agent under a personal directive, in accordance with the directive; an individual who is acting under specific provisions of a power of attorney; a guardian of a minor under 18 years of age, excluding mature minors, if the exercise of the rights or powers of the guardian would not be an unreasonable invasion of the personal privacy of the minor an individual acting with the written authorization of an individual.

"Confidentiality" means a condition or status in which collection, use, or disclosure of information is restricted to specific persons for specific purposes. When and how the collection, use and disclosure restrictions are applied and maintained are defined by legislation and policy.

"Control" is responsibility and accountability for making decisions about the handling of information, regardless of whether the County has custody of the information. The County has control over any information that any of its officials, employees, or service providers has created or received as part of their mandated functions and activities, regardless of the location of the information or the time of collection, use, or disclosure.

"Custody" is the effective physical possession of information.

"Disclosure" means giving access to or making the personal information in the County's custody or under the County's control available to a person or organization external to the County.

"Employee" under ATIA means "a person who performs a service for the public body as an appointee, volunteer or student or under a contract or agency relationship with the public body." For the purpose of this policy, "employee" means a person employed on a part-time or full-time basis by the County, an independent contractor providing services, and may apply to a volunteer or student.

“Individual” is any person, living or deceased, regardless of residency, citizenship, or status. In addition, the authorized representative of the individual, if applicable.

“Personal Employee Information” is personal information collected, used, or disclosed solely for the purposes of establishing, managing, or terminating an employment or volunteer relationship. It also includes information regarding prospective employees or applicants who apply for employment or volunteer opportunities. Note that POPA generally does not apply to business contact information where an individual is operating in an employment or representative capacity for a public body or organization.

“Personal Information” means information about an identifiable individual, including name; address, telephone, email, or contact information; race; national or ethnic origin; colour; religion; political beliefs or associations; age; sex; marital status; family status; identifying numbers; fingerprints or blood type; Educational, financial, employment, criminal records; opinions about the individual; individual's personal views or opinions (except opinions about others). Home or business address, telephone, email or other contact information of an employee of a public body, or any individual is not personal information, if it is provided on behalf of the employer in the individual’s capacity as employee or agent. When personal information is subject to an access request under ATIA, some personal information is normally disclosed including: opinions contained in work product; classification, salary range, discretionary benefits, or employment responsibilities of public body employees; financial and other details of a contract to supply goods or services to a public body; information about a license, permit, financial or other discretionary benefit granted to an individual by a public body; information that is about an individual who has been deceased for 25 years or more; and information about an individual’s attendance at a public event or receipt of an award granted by a public body.

“Record” is information in any form, including any electronic record or other record in any form in which information is contained or stored, including information in any written, graphic, electronic, digital, photographic, audio or other medium, but does not include any software or other mechanism used to store or produce the record.

“Request for Review” or **“Privacy Complaint”** means a request an individual makes to the Office of the Information and Privacy Commissioner of Alberta to have a public body’s action or failure to act reviewed with respect to a public body’s responsibilities under POPA and ATIA when the individual believes a contravention of one of Acts has occurred. For example, when an individual believes exceptions to access information were improperly applied in response to an access request, an individual may submit a request for review. When an individual believes their own personal information was collected, used or disclosed in contravention POPA, it is generally referred to as a privacy complaint.

“Severing” or **“Redacting”** in an access to information request means separating or hiding information in a document that should or cannot be released so that the remainder of the document can be disclosed.

“Third Party” means a person, a group of persons or an organization other than the applicant making an access request, or other than the employees and officials of the County.

"Use" includes access to or any other use of information by County employees for a purpose that is authorized by policy or law and where the use is internal to the County (i.e., within County systems or among County employees).

2. RECEIVING AND FACILITATING REQUESTS

2.1 Requests for access to County information can be made by any individual or organization (the applicant), regardless of location or status. A public body may not make a request to another public body.

2.2 The County responds to right of access requests openly, accurately and completely and will:

a) engage with applicants to allow them to clarify their request so it can be processed

b) respond to questions in plain language, and,

c) assist applicants in adjusting requests so they can be processed.

2.3 The County does not deny access to information based on the applicant's reason or purpose for the request.

2.4 Requests for information under ATIA may contain personal information of the applicant, which will be protected and managed in accordance with POPA.

2.5 Once the applicant has met the requirements to make a request, the County has 30 business days to respond, unless the request has been abandoned, disregarded or transferred, or if the time limit is extended in accordance with ATIA.

3. EXCLUDED RECORDS

3.1 Some records that are in the custody or control of the County are excluded from the ATIA and do not have to be considered relevant or released as part of a right of access request. However, the County may choose to release this information as part of a request under specified circumstances. Excluded records include:

a) Records designated by the County as available without a request;

b) Court and administrative support records created or received by the courts of Alberta, including justices of the peace;

c) Records created or received by officers of the Alberta Legislature, including the Office of the Information and Privacy Commissioner, Ethics Commissioner, Auditor General, and the Public Interest Commissioner;

d) Records and copies of records from a provincial or public body registry office, including the Personal Property Registry, Corporate Registry, Motor Vehicles Registry, Land Titles Office, and the Vital Statistics Registry;

e) County records that have already been made public by other means;

f) Records in the custody or control of the federal, provincial or territorial government and their agencies;

g) Personal or constituency records of an elected or appointed member of the governing body of the County;

h) Health records created or received by a County doctor or nurse;

i) A question used on an examination or test only if release does not jeopardize a standardized or continuing evaluative process.

3.2 These excluded records can only be used or disclosed with the consent or permission of the individual or organization:

a) Records from private sector donors that are preserved in County archives for historical research purposes.

3.3 Data derived from personal information and non-personal data cannot be released in response to a right of access request.

4. DISREGARDING REQUESTS

4.1 The County disregards a right of access request only in exceptional circumstances when:

a) the information requested is already available to the applicant or to the public;

b) after initial requests from the County for clarification, the applicant has not provided enough detail to make it comprehensible or to locate the requested information;

c) the request has been made repeatedly, as part of a pattern of conduct that is systematic, regular and deliberate;

d) the applicant makes use of abusive, threatening, or harassing language or actions during the application or facilitation process; or

e) the request is abusive, threatening, frivolous or vexatious.

4.2 The applicant is informed of the reasons for disregarding the request and the right to ask the Commissioner to review the County's decision.

5. SEARCHES FOR RELEVANT RECORDS

5.1 The County makes every effort to identify and retrieve for review all records in its custody or control that are relevant to an applicant's request. This will include information in any location and format and on any devices, accounts and platforms not owned by the County, that was created or received by employees and contractors to support their functions as County officials.

5.2 The search for records relevant to an applicant's request includes all electronic records that can be accessed or produced using normal computer hardware, software and technical expertise and would not unreasonably interfere with its operations. This includes:

a) reports or extracted data sets from existing databases that can be constructed and generated using existing software and expertise, but does not include the creation of information that is an analog summary, analysis, consolidation or digest of existing information that did not exist prior to the request;

b) emails, text messages, and social media posts sent or received on any account or platform that were created or received to support functions and activities of the public body.

5.3 County Privacy and Access officials responsible for responding to a request are authorized to access and retrieve for review any personal or general information on any device or platform that is required to identify, retrieve records relevant to a request.

6. REVIEWING AND WITHHOLDING INFORMATION

6.1 The County only withholds information relevant to the request when it is determined that mandatory or discretionary or exceptions to the right of access apply to the records requested.

6.2 The County must refuse to disclose information in response to a right of access request if the release would be:

a) harmful to business interests of a third-party business;

b) an unreasonable invasion of a third party's personal privacy; or

c) harmful to provincial Cabinet and Treasury Board confidences, as long as the information is in a record for less than 15 years or result in the release of a record that was submitted to or prepared for submission to the Executive Council, the Treasury Board or one of their committees, or was created on or on behalf of any of the above.

6.3 The County may refuse to disclose information in response to a right of access request if the disclosure could reasonably be expected to:

a) threaten anyone’s safety or mental or physical health; interfere with public safety; or cause an applicant to do immediate and grave harm to themselves or others;

b) reveal confidential evaluations conducted pre-hire or pre-contract award;

c) harm a law enforcement matter;

d) harm a workplace investigation;

e) harm inter-governmental relations;

f) reveal local public body confidences, including drafts of bylaws, resolutions, legal instruments and the substance of deliberations of in-camera meetings;

g) reveal advice, proposals, recommendation, analyses or policy options developed by or for the public body;

h) cause harm to the economic interests of the County or the Alberta Government;

i) reveal information relating to testing or auditing procedures;

j) reveal legally privileged information;

k) cause harm to conservation of heritage sites; or

l) reveal information that is already or will be made available to the public within 60 business days.

7. PUBLIC HEALTH AND SAFETY OVERRIDE

7.1 The County discloses without delay, to the public, a group of people, an individual, or an applicant, any information that the County has about a risk of significant harm to the

environment or to the health and safety of the public, a group of people, an individual or an applicant.

7.2 Before disclosing the information, the County must, where practicable, notify any third party to whom the information relates, give the third party an opportunity to make representations relating to the disclosure and notify the Commissioner.

8. THIRD PARTY REVIEWS

8.1 The County notifies and requests advice from affected third parties when it is unclear whether the relevant records hold information that, if released, would be:

a) harmful to business interests of a third-party business;

b) an unreasonable invasion of a third party's personal privacy.

9. REQUESTS FOR CORRECTION OR AMENDMENT OF PERSONAL INFORMATION

9.1 Individuals may request correction or amendment of their own personal information in the custody or control of the County.

9.2 The County will not amend professional opinions that are made by employees that have the competency to make them.

10. INTAKE PROCESSES

10.1 Requests to access information where there is clearly no requirement or allowance to withhold or sever any of the requested information are provided as soon as possible outside of the right of access process.

10.2 Requests for access to information from an individual applicant that may involve review and severing must be in writing to the County Privacy and Access Officer or designate. Oral applications are accepted if the applicant has a physical disability or if their command of English is limited. These special applications must be completed through the Privacy and Access Officer.

10.3 All requests for access to information or correction that require the formal process are directed to the Privacy and Access Officer for response, who formally acknowledges receipt of request.

10.4 Applicants making requests for information may be required to provide sufficient information to verify their identity and authorize access to the information. Any such information provided is used for these purposes only.

10.5 The Privacy and Access Officer acknowledges receipt of the request to the applicant and informs them of the process and the 30 business day timeline involved in responding to the request.

10.6 The Privacy and Access Officer will engage with applicants to ensure that the request provides enough clarity and detail to identify and locate the requested records within a reasonable amount of time and effort. If the Privacy and Access Officer requests further detail and clarification, the applicant must respond within 30 business days or the request will be considered abandoned.

10.7 Within 15 business days after the County receives a request, the Privacy and Access Officer may transfer the request and if necessary, the record to another public body if the record was produced by or for the other public body, the other public body was the first to obtain the record or the record is in the custody or control of the other public body. The Privacy and Access Officer will notify the applicant of the transfer.

11. FEES

11.1 Information requested is identified as either "personal information" or "general information." Fees for these services based on these designations are charged according to the Fee Schedule (**Appendix 3**).

11.2 There is no administration fee for applicants requesting access to their own personal information. However, fees may be charged for reproduction of information, if required, and only when the estimated costs exceed $10.00.

11.3 A $25.00 administration fee is charged for requests for general information and is non-refundable. A $50.00 administration fee is charged for continuing general information requests. Additional fees may be charged for reformatting, reproduction, disclosure preparation or transmission of information for general requests, only when the estimated costs exceed $150.00.

11.4 The Privacy and Access Officer creates an estimate of the fees and provides it to the applicant. The applicant must decide to either accept the estimated cost, to revise or cancel their application, or to request a waiver of all or part of the fees. The applicant must respond within 30 business days or the request will be considered abandoned.

11.5 If the applicant requests a waiver of fees, the Privacy and Access Officer may waive all or part of the fees if a) the applicant cannot afford the payment, b) the records relate to a matter of public interest, or c) for any other reason by which it is deemed fair and reasonable in this particular case. The Privacy and Access Officer responds to a request for waiver of fees within 30 business days.

11.6 The applicant is required to pay, if applicable, the $25.00 administrative fee and/or a deposit of 50% of the estimated fees before the records are processed. The request will not be processed until the initial required fees are paid.

11.7 Regardless of the fee estimate, the County only charges fees beyond the initial administrative fee that reflect the actual costs incurred.

12. RETRIEVAL AND REVIEW OF RELEVANT RECORDS

12.1 After the request intake fee requirements have been met, the Privacy and Access Officer or designate identifies, retrieves and reviews the requested records to determine where mandatory or discretionary exceptions to the right of access apply.

12.2 The Privacy and Access Officer or designate identifies and initiates searches functions, business units, employees, and information repositories that may hold records relevant to the request.

12.3 The Privacy and Access Officer or designate reviews on a line-by-line basis and severs words or portions of the record according to the mandatory or discretionary exceptions

to the right of access. The reviewer may consult with appropriate employees to determine the application of severing.

13. THIRD PARTY REVIEWS

13.1 If the Privacy and Access Officer decides that affected third parties need to be consulted to determine the application of mandatory exceptions, the third parties are identified and contacted as soon as practicable.

13.2 The notification to the third party provides:

a) a notice that a request has been made for information that would affect them as a third party;

b) a copy of the information;

c) a request to advise the Privacy and Access Officer to either disclose the information or explain why the information should not be disclosed.

13.3 The third party must respond to the notification and request within 20 business days.

13.4 The Privacy and Access Officer also notifies the applicant that a third party has been notified and that a decision about the application of exceptions will be made within 30 business days from the date of notice to the third party.

13.5 When the Privacy and Access Officer decides on whether or not to disclose the information after consultation with a third party, both the applicant and third party are notified.

13.6 The third party may ask the Commissioner to review the decision to disclose the information within 20 business days after the notice of decision is submitted to the third party.

14. RESPONSE TO APPLICANT

14.1 Having completed a review of the records, the Privacy and Access Officer ensures that information subject to any of the exceptions to access in the Act is severed from the record prior to the record being disclosed to the applicant, with annotations or explanations identifying which exception has been applied to the specific information severed.

14.2 The final response will include the requested records, an explanation for all information severed, and that the applicant has a right to review the decision to withhold information with the Information and Privacy Commissioner.

14.3 Requested information will be provided in a form that is generally understandable. The County will endeavor to explain the meaning of the content, codes and abbreviations included in the applicant's record to the extent that it is reasonably practical.

14.4 The final response with relevant records will not be released to the applicant until all outstanding fees are received, including the remaining 50% of the fee estimate adjusted to the actual costs incurred.

14.5 If applicants request to view original records in person, to preserve the integrity of the record and ensure that documents are not removed from the County, a designated

Privacy and Access official will be present to supervise during the entire period of consultation.

15. TIME LIMITS FOR RESPONDING TO A REQUEST

15.1 The County responds to right of access requests within 30 business days of the receipt of the request.

15.2 The 30 business day timeline is suspended for the time between submission of a fee estimate to the applicant and the applicant's acceptance of the estimate, amendment or the County decision to waive of fees.

15.3 The response time may be extended for an additional 30 business days, if:

a) the applicant agrees to the extension; or

b) the volume of records is large and more time is needed to process the request; or

c) more time is needed to consult with a third party, another public body or another entity;

15.4 If the response time is extended, the Privacy and Access Officer notifies the applicant of the reasons for the extension, when a response can be expected, and that the applicant may make a complaint to the Commissioner about the extension.

15.5 The timelines are automated extended in:

a) third party reviews to accommodate time required to complete the process;

b) an emergency, disaster or other unforeseen event that results in unplanned operation closure of interruption. In this case, the Privacy and Access Officer notifies the Commissioner as soon as possible of the operational closure, the anticipated re-opening, and when the re-opening occurs.

15.6 The Privacy and Access Officer may extend the date of response for an additional period of time, as required, for the same reasons.

16. CORRECTION OR AMENDMENT REQUEST PROCESSES

16.1 Requests from individuals to correct / amend basic information about themselves (e.g. change of name or address) are handled as a routine correction of information, so long as the information is clearly limited to factual corrections that can be verified immediately.

16.2 County employees take reasonable steps to verify the identity of the individual or authorized representative before processing the request. This may involve reviewing a driver's license or other identification.

16.3 Formal requests to correct or amend information subject to review must be in writing to the County Privacy and Access Officer. An individual may request the correction of another person's information only if they have that person's signed consent or they can prove they are the person's legal representative.

16.4 All formal requests for correction are directed to the Privacy and Access Officer for response, who formally acknowledges receipt of request.

16.5 The County responds to formal requests for correction of personal information within thirty (30) business days of receipt of the request.

16.6 If corrections or amendments are made, the original information is not deleted but retained and marked as incorrect, for example, by crossing out.

16.7 The County informs the applicant in writing of the refusal or acceptance of the request, the reason(s) for the refusal, and any recourse the individual may have to challenge the County's decision.

16.8 If the request for correction or amendment is refused, the County annotates the record with reference to the requested correction or amendment. This may be done by linking the record electronically to the annotation information.

16.9 The Privacy and Access Officer notifies other organizations or agencies to whom the information was disclosed that a correction has been made, or that an annotation has been filed, unless the correction is not reasonably expected to impact on the ongoing provision of services.

17. INDIVIDUAL CHALLENGES TO REQUEST RESPONSES

17.1 Individuals are encouraged to bring any concerns or issues concerning responses to requests and compliance with this policy to the Privacy and Access Officer for discussion and mediation. Formal complaints regarding a request will be handled in accordance with the Complaint Resolution policy. For all requests, applicants will be advised of their right to request a formal review of the access process and the records by the Office of the Information and Privacy Commissioner of Alberta. Requests for review by the regulator must be made within 60 business days of the release of the records.

4. Privacy Complaints Procedure

The purpose of this procedure is to outline the County's requirements under section 38(2) of the *Protection of Privacy Act* (POPA) to receive, review and/or respond to a privacy complaint from an individual prior to the individual being permitted to deliver a request for review on the complaint to the Office of the Information and Privacy Commissioner of Alberta.

A privacy complaint refers to when someone who believes their own personal information has been collected, used or disclosed in contravention of POPA and submits evidence to support their complaint showing that their personal information may have been collected, used or disclosed improperly.

1. DEFINITIONS

"Authorized representative" is any person who can exercise the rights or powers of an individual. This includes the right of access to an individual's personal information and the power to provide consent for disclosure of such information. This may include an executor or administrator of the estate of an individual who is deceased, for purposes of administering the estate; a guardian or trustee of a dependent adult, according to appointment under law; an agent under a personal directive, in accordance with the directive; an individual who is acting under specific provisions of a power of attorney; a guardian of a minor under 18 years of age, excluding mature minors, if the exercise of the rights or powers of the guardian would not be an unreasonable invasion of the personal privacy of the minor an individual acting with the written authorization of an individual.

"Collection" is to gather, acquire or obtain personal information about an individual, from any source, including third parties.

"Control" is responsibility and accountability for making decisions about the handling of information, regardless of whether the County has custody of the information. The County has control over any information that any of its officials, employees, or service providers has created or received as part of their mandated functions and activities, regardless of the location of the information or the time of collection, use, or disclosure.

"Custody" is the effective physical possession of information.

"Individual" is any person, living or deceased, regardless of residency, citizenship, or status. In addition, the authorized representative of the individual, if applicable.

"Notification" is an explanation of policies, procedures, consequences, and risks related to the collection, use or disclosure of an individual's personal or personal employee information. The County must properly inform and notify individuals and employees that personal information is being collected, the purposes for which it is being collected, and who may be contacted at the County if an individual has questions about the management of their personal information. It also refers to notice when an individual's information is subject to a privacy breach, requiring notification to the individual.

"Personal Information" means information about an identifiable individual, including name; address, telephone, email, or contact information; race; national or ethnic origin; colour; religion; political beliefs or associations; age; sex; marital status; family status; identifying numbers; fingerprints or blood type; Educational, financial, employment, criminal records;

opinions about the individual; individual's personal views or opinions (except opinions about others). Home or business address, telephone, email or other contact information of an employee of a public body, or any individual is not personal information, if it is provided on behalf of the employer in the individual's capacity as employee or agent. When personal information is subject to an access request under ATIA, some personal information is normally disclosed including: opinions contained in work product; classification, salary range, discretionary benefits, or employment responsibilities of public body employees; financial and other details of a contract to supply goods or services to a public body; information about a license, permit, financial or other discretionary benefit granted to an individual by a public body; information is about an individual who has been dead for 25 years or more; and information about an individual's attendance at a public event or receipt of an award granted by a public body.

"Reasonable Security Arrangements" are the administrative, physical and technical safeguards to protect personal information in the custody or under the control of the County that are appropriate and proportional with the security classification level of the information at issue.

"Record" is information in any form, including any electronic record or other record in any form in which information is contained or stored, including information in any written, graphic, electronic, digital, photographic, audio or other medium, but does not include any software or other mechanism used to store or produce the record.

"Use" includes access to or any other use of information by County employees for a purpose that is authorized by policy or law and where the use is internal to the County (i.e., within County systems or among County employees).

2. SUBMISSION

2.1 If an individual believes the County has collected, used or disclosed the individual's own personal information in contravention of the *Protection of Privacy Act* (i.e., a "privacy complaint" or "complaint"), the individual must first submit their complaint to the County prior to the Office of the Investigation and Privacy Commissioner of Alberta considering the complaint for review.

2.2 Individuals are encouraged to attempt to resolve their complaint informally through verbal or written correspondence with the Privacy and Access Officer.

2.3 If the individual remains not satisfied, individuals must submit formal complaints in writing to the Privacy and Access Officer (**Appendix 4**).

2.4 If the scope or nature of the complaint is unclear, the Privacy and Access Officer will contact the complainant to clarify it.

2.5 The Privacy and Access Officer responds to the complainant. The acknowledgement includes:

a) Reference to the initial complaint;

b) An internal assigned file number; and

c) The estimated date of response, within 30 business days of the date the complaint was received.

3. PRINCIPLES OF INVESTIGATION AND RESPONSE

3.1 The Privacy and Access Officer receives, processes, investigates, and responds to complaints under POPA made to the County.

3.2 If an investigation is required to establish findings for a complaint, the County uses generally accepted investigative methods to obtain the most effective results while respecting the rights, privacy, and dignity of the complainant and any employees involved. Complaint investigations will, as required, incorporate the following methodologies:

a) Keep investigation information confidential to protect the privacy of the complainant and any individuals investigated and to maintain the integrity of the investigation;

b) Use surveillance or monitoring data to establish past or current actions on an as-needed basis;

c) Examine or confirm the veracity of facts or statements, sometimes using third party witnesses; and

d) Base findings and conclusions on a balance of probabilities.

3.3 Records created, collected, or processed as part of a complaint investigation will not be provided as part of the complaint response. Requests by the complainant for investigation records associated to the complaint will be treated as a formal access to information request, and records will be handled according to that process.

3.4 The complaint investigation is an administrative process, not a disciplinary process. Once the findings are determined, it is the responsibility of Management and/or Human Resources to determine the appropriate disciplinary action for employees involved, if any.

4. INVESTIGATION AND ANALYSIS

4.1 The Privacy and Access Officer determines the scope and nature of the complaint and records the investigation scope as part of the complaint investigation file.

4.2 Based on the context of the complaint, the Privacy and Access Officer will collect and review any records associated to the complaint event that may provide additional context or relevant information. Records that are reviewed as part of the investigation are logged and indexed as part of the complaint investigation file.

4.3 The Privacy and Access Officer will review the complaint with any employees associated with it. If more than one employee is associated with the complaint, the Privacy and Access Officer will engage each employee individually. Interviews will begin with the employee most closely involved in the event. Relevant factual information from the interviews may be recorded as part of the complaint investigation file.

4.4 The Privacy and Access Officer will analyze the information from the complaint, associated records, and any interviews conducted to determine the findings of the investigation. Findings are based on a balance of probabilities.

4.5 Record the findings and any related information that informs the findings as part of the complaint investigation file. If it is determined through the findings that remediation actions are required, document the steps that will be taken and the date those actions will be performed.

5. FINAL RESPONSE

5.1 When the findings of the investigation are determined, a final written response (**Appendix 5**) will be provided to the complainant, including:

a) The internal assigned file number;

b) A copy of the original complaint submission and a list of any records the complainant submitted with the complaint;

c) The findings of the Privacy and Access Officer and the reason for the findings or a statement of justification; and

d) Contact information for the Office of the Information and Privacy Commissioner and directions for submitting a request for review to the Commissioner.

5.2 If the findings include remediation actions, the actions that will be performed and a date of completion will be provided to the complainant as part of the findings in the written response.

6. REMEDIATION AND PREVENTION

6.1 Depending on the investigation findings and any identified risks regarding the creation, collection, use, disclosure of personal information, data derived from personal information, and non-personal data, the Privacy and Access Officer may identify further administrative, technical and physical safeguards that can be implemented to modify or prevent future contraventions in County systems, processes, and employee behaviours. This may include employee or user training, introduction of additional security technology, or upgrade to facilities or infrastructure.

5. Research Disclosures and Agreements Procedure

The purpose of this procedure is to outline what is required if an individual requests access to personal information for research purposes.

1. RESEARCH DISCLOSURE

Personal information may be disclosed for statistical or research purposes, only if:

a) research cannot reasonably be accomplished in a non-identifiable form or is approved by the OIPC;

b) data matching resulting from the disclosure is not harmful to the individuals the information is about and the benefits are clearly in the public interest;

c) The County has approved conditions relating to security and confidentiality, removal or destruction of individual identifiers, and prohibition of any subsequent use or disclosure without authorization; and

d) all of the conditions are set out in a written research proposal and agreement (**Appendices 6 and 7**).

2. RESEARCH PROJECT AGREEMENTS

2.1 Researchers are required to submit a Research Proposal (**Appendix 6)** for consideration and approval by the PAO.

2.2 The County discloses personal information for research purposes only if the recipient signs an agreement (**Appendix 7**).

6. Information Security: Safeguards and Assessment Procedures

The purpose of these procedures is to outline safeguards, privacy assessments, information security classifications and security in contracting requirements that the County has established to protect personal information. These procedures set out administrative, physical and technical safeguards; when a Privacy Impact Assessment must be completed by the County and when one must be submitted to the Office of the Information and Privacy Commissioner of Alberta; the information security classification system for the County; and the considerations that must be given to privacy and security in contracts with service providers. A template service provider agreement is also provided.

1. DEFINITIONS

"Collection" is to gather, acquire or obtain personal information about an individual, from any source, including third parties.

"Confidentiality" means a condition or status in which collection, use, or disclosure of information is restricted to specific persons for specific purposes. When and how the collection, use and disclosure restrictions are applied and maintained are defined by legislation and policy.

"Control" is responsibility and accountability for making decisions about the handling of information, regardless of whether the County has custody of the information. The County has control over any information that any of its officials, employees, or service providers has created or received as part of their mandated functions and activities, regardless of the location of the information or the time of collection, use, or disclosure.

"Custody" is the effective physical possession of information.

"Disclosure" means giving access to or making the personal information in the County's custody or under the County's control available to a person or organization external to the County.

"Employee" under POPA means "a person who performs a service for the public body as an appointee, volunteer or student or under a contract or agency relationship with the public body." For the purpose of this policy, "employee" means a person employed on a part-time or full-time basis by the County, an independent contractor providing services, and may apply to a volunteer or student.

"High Sensitivity Information" under POPA means personal information about an individual that is biometric information (e.g., facial recognition, fingerprint or voice patterns), financial information, or personal information about a minor, senior or vulnerable person.

"Individual" is any person, living or deceased, regardless of residency, citizenship, or status. In addition, the authorized representative of the individual, if applicable.

"Notification" is an explanation of policies, procedures, consequences, and risks related to the collection, use or disclosure of an individual's personal or personal employee information. The County must properly inform and notify individuals and employees that personal information is being collected, the purposes for which it is being collected, and who may be contacted at the County if an individual has questions about the management of their personal information. It also refers to notice when an individual's information is subject to a privacy breach, requiring notification to the individual.

“Personal Employee Information” is personal information collected, used, or disclosed solely for the purposes of establishing, managing, or terminating an employment or volunteer relationship. It also includes information regarding prospective employees or applicants who apply for employment or volunteer opportunities. Note that POPA generally does not apply to business contact information where an individual is operating in an employment or representative capacity for a public body or organization.

“Personal Information” means information about an identifiable individual, including name; address, telephone, email, or contact information; race; national or ethnic origin; colour; religion; political beliefs or associations; age; sex; marital status; family status; identifying numbers; fingerprints or blood type; Educational, financial, employment, criminal records; opinions about the individual; individual's personal views or opinions (except opinions about others). Home or business address, telephone, email or other contact information of an employee of a public body, or any individual is not personal information, if it is provided on behalf of the employer in the individual’s capacity as employee or agent. When personal information is subject to an access request under ATIA, some personal information is normally disclosed including: opinions contained in work product; classification, salary range, discretionary benefits, or employment responsibilities of public body employees; financial and other details of a contract to supply goods or services to a public body; information about a license, permit, financial or other discretionary benefit granted to an individual by a public body; information that is about an individual who has been deceased for 25 years or more; and information about an individual’s attendance at a public event or receipt of an award granted by a public body.

“Privacy Impact Assessment” is a review of a new or substantially changed administrative practice, program, project or service that will involve the collection, use or disclosure of personal information to help identify legal authorities, privacy risks, risk mitigations and safeguards. Under POPA, public bodies must complete PIAs and submit them to the Office of the Information and Privacy Commissioner of Alberta in certain circumstances.

“Real Risk of Significant Harm” is a threshold for determining when to notify affected individuals in response to a privacy breach and for completing a Privacy Impact Assessment under POPA. To determine whether a real risk of significant harm to an affected individual exists, the Act sets out a number of factors for a public body to consider.

“Reasonable Security Arrangements” are the administrative, physical and technical safeguards to protect personal information in the custody or under the control of the County that are appropriate and proportional with the security classification level of the information at issue.

“Record” is information in any form, including any electronic record or other record in any form in which information is contained or stored, including information in any written, graphic, electronic, digital, photographic, audio or other medium, but does not include any software or other mechanism used to store or produce the record.

“Use” includes access to or any other use of information by County employees for a purpose that is authorized by policy or law and where the use is internal to the County (i.e., within County systems or among County employees).

A. SAFEGUARDS

1. ADMINISTRATIVE SAFEGUARDS

1.1 The County ensures that policies and procedures to facilitate the safeguarding of confidential information in its custody or control are developed and maintained.

1.2 The need for confidentiality and security of personal information is addressed as part of the conditions of employment for County employees, beginning with the recruitment stage, and included as part of job descriptions and contracts. All employees are aware of, and appropriately trained with regard to, policies and procedures for safeguarding information.

1.3 All County employees, volunteers, directors, officers, and contracted personnel that collect, use, disclose or have access to confidential information as part of the performance of their duties for the County sign a Confidentiality Agreement (**Appendix 8**).

1.4 Utilizing a system of levelled access by role, only the least amount of information necessary for the intended purpose is used or disclosed, and only to employees with a need to know. If the intended purpose can be accomplished without use or disclosure of identifying information, then the information is made anonymous.

1.5 Before implementing proposed new administrative practices or information systems that will change or significantly affect the collection, use and disclosure of personal information, the County completes a Privacy Impact Assessment (PIA) that describes how the new initiative will affect privacy, and what measures the County will put in place to mitigate risks to privacy.

1.6 An agreement or contract (**Appendix 9**) is completed and signed between the County and all contracted service providers that require access to the information systems and assets of the County that requires that they meet or exceed County privacy program standards and policies.

1.7 The County employees and persons acting on behalf of the County report all violations and breaches of information security as soon as possible to the County's Privacy and Access Officer. This enables the Officer to take corrective action to resolve the immediate problem and minimize the risk of future occurrence.

1.8 The minimum retention period for records retention under ATIA and POPA is one (1) year. Personal information that was used to make a decision about an individual will be kept for at least one year after the decision has been made. Beyond that, the retention periods are set according to the business requirements, and applicable by-laws and schedules of the County.

2. PHYSICAL SAFEGUARDS

2.1 All County records, are held and stored in an organized, safe, and secure manner in accordance with information security standards.

2.2 Appropriate fire detection and extinguishing devices are located in areas where personal information is stored.

2.3 The County's records are not accessible by unauthorized persons. In areas where unauthorized persons are present, measures will be taken to ensure that files are not left unattended or accessible.

2.4 Computers or monitors that are left unattended in reception areas or areas where personal information is processed are secured and logged off, either manually or by default timer.

2.5 All servers and equipment storing electronic personal information are secured by locked cabinets or rooms within the County when not under direct supervision by an employee of the County.

2.6 The County records or equipment holding records (e.g. laptop computers) may not be left unattended in a vehicle, even if the vehicle is locked.

2.7 Visitors are given name tags or badges, and an employee accompanies visitors to private or semi-private areas, to ensure that only authorized individuals are present in secure areas.

2.8 Appropriate measures are taken to control the distribution of keys or pass codes, and to ensure they are returned or changed after employment or association with the County has ended.

2.9 Confidential information will be treated with sensitivity. Employees will take care when sharing confidential and personal information if conversations can be overheard or intercepted by unauthorized individuals.

2.10 Confidential, restricted, or sensitive information that is transmitted by mail or courier will be sealed, marked as confidential, and directed to the attention of the authorized recipient.

2.11 County employees will verify the identity and credentials of courier services used for the transportation of personal information.

2.12 Fax machines and printers that may be used to send or receive confidential information are located in a secure area. Employees use the "safe print" feature and send encrypted faxes when possible. Whenever possible employees will use preprogrammed numbers to send fax transmissions and will review the numbers every 6 months to ensure they are still accurate. All fax transmissions will be sent with a cover sheet that indicates the information being sent is confidential. Reasonable steps are taken to confirm that confidential information transmitted via fax is sent to a recipient with a secure fax machine.

2.13 Information that is not confidential or sensitive in nature will be destroyed. Confidential or sensitive information is destroyed by shredding. Destruction of records subject to the County's retention and destruction schedule will be documented by listing the records and / or files to be destroyed, the date of destruction, and an employee's signature to confirm that the destruction occurred. The destruction of transitory records does not need to be documented.

2.14 All information will be deleted using secure data wiping techniques prior to disposal of electronic data storage devices (e.g. surplus computers, internal and external hard drives, diskettes, tapes, CD-ROMS, etc.), or the device(s) will be destroyed.

3. TECHNICAL SAFEGUARDS

3.1 Firewalls, intrusion detection software, or other technical means to protect internal County networks carrying identifiable personal information is in place to prevent unauthorized use and malicious software.

3.2 Access to data and application systems to personal information is limited by each County employee's functional role and need to know. Access privileges to information repositories containing information classified as confidential, highly sensitive or restricted are reviewed periodically to ensure that access continues to match the employee's functions and status.

3.3 Employees of the County access and use information systems under their assigned User ID. The use of another person's assigned User ID is prohibited. The assigned User ID restricts access to data and application systems to that information based on their functional roles and need to know.

3.4 Access to County information systems is controlled and password protected. Passwords are kept confidential at all times, and are not written down, posted publicly, or shared with other employees. Passwords will be changed on a regular schedule. If a computer is left unattended, it will be protected against unauthorized access by manual or automated logout requiring authentication to re-enter the system.

3.5 Two-factor or biometric authentication is implemented for access to confidential information based on security classification and/or the availability of authentication features.

3.6 Personal information is not permitted to be sent by e-mail or transmitted over the internet or external networks without the use of appropriate security safeguards, such as encryption and authentication. E-mail messages must also contain a confidentiality notification.

3.7 To detect unauthorized access and prevent modification or misuse of user data in applications, systems may be monitored to ensure conformity to access policies and standards. Appropriate security controls, such as event logs, will be implemented and reviewed as required to support adequate proactive monitoring of access.

3.8 The County does not use service providers, including cloud services, that require the storage of personal information outside of Canada.

3.9 Computer systems that hold critical or sensitive information will be backed up on a daily basis. Backed up information is stored in a secure environment off-site. Information that is intended for long-term storage on electronic media (e.g. tape, DVD, disk) will be reviewed on an annual basis to ensure the data is retrievable, and to migrate the data to another storage medium if necessary.

B. PRIVACY IMPACT ASSESSMENTS

1.1 A PIA must be completed and approved by the County's Privacy and Access Officer before any new administrative practice or information system ("Project"), or any substantial change to an existing Project, that involves the collection, use, or disclosure of personal information is implemented.

1.2 No employee may implement a new Project or substantial change involving personal information without confirming with the Privacy and Access Officer whether a PIA is required.

1.3 The Privacy and Access Officer is responsible for determining and documenting whether a PIA is required, and leading or overseeing the completion of required PIAs.

1.4 A PIA is required when the County proposes a new administrative practice or information system that will collect, use, or disclose personal information.

1.5 A PIA is required when a proposed change to an existing administrative practice or information system poses new privacy risks or constitutes a substantial change to how a practice or system collects, uses or discloses personal information. The following factors, individually or in combination, indicate new privacy risks or a substantial change:

a) A new purpose is introduced for which personal information will be collected, used, or disclosed;

b) A new type of personal information is introduced;

c) A new third party will have access to or custody of personal information;

d) A new or expanded disclosure is made to a third party;

e) A new or substantially redesigned information system or technology platform is introduced for collecting, using, disclosing, storing or disposing of personal information;

f) Automated systems (e.g., AI services) are introduced to generate content or make predictions or recommendations about individuals using personal information;

g) Data matching is involved;

h) The Project becomes part of a common or integrated program or service with one or more other public bodies or custodians; or

i) The Project will now affect a significant portion of the population served.

1.6 A PIA is not required for any system upgrade, software patch, or similar operational adjustments or when no new or substantial privacy risks are introduced (e.g., a change to limit or reduce the amount of personal information collected).

1. PRIVACY AND ACCESS OFFICER PROCESS

1.1 Upon receiving notification of a proposed Project, including a change to an existing Project, the Privacy and Access Officer reviews the notification to understand the nature of the Project and whether it involves personal information.

1.2 The Privacy and Access Officer may request additional information from the Project lead.

1.3 The Privacy and Access Officer documents:

a) The name and description of the Project;

b) The date of notification;

c) Whether the project is new or constitutes a substantial change; and

d) Whether a PIA is required.

1.4 If no PIA is required, the Privacy and Access Officer notifies the program or project lead in writing. The Privacy and Access Officer also notifies the program of project lead that a PIA may be required if the scope of the project changes.

1.5 If a PIA is required, the Privacy and Access Officer, in consultation with the Project lead and other relevant employees, determines:

a) The types of personal information involved;

b) The legal authority for each collection, use, and disclosure; and

c) The parties internal and external to the organization who will have access to or custody of the information.

1.6 For an existing practice or system, the Project PIA should amend an existing or previously completed PIA to account for the new privacy risks or substantial change to the collection, use or disclosure of personal information involved in the project.

1.7 The Privacy and Access Officer leads or oversees the completion of the PIA. The PIA must include:

a) A description of the project and why the collection, use or disclosure of personal information is required to achieve its objectives;

b) The types of personal information involved;

c) The legal authority for each collection, use, and disclosure;

d) The privacy risks and mitigation strategies involved in the project;

e) The safeguards in place to protect personal information involved in the project, including how the information will be securely transmitted, matched or linked;

f) Describe accuracy, access to information, correction and retention procedures that will be implemented to ensure the information involved is accurate and complete; and

g) A clear governance structure if engaging in a common or integrated program or service.

1.8 The Privacy and Access Officer shall use a form or template provided by the Office of the Information and Privacy Commissioner (OIPC) to submit a PIA.

1.9 A completed PIA must be reviewed by the Project lead and/or other relevant employees to ensure the types of personal information involved and safeguards described reflect the proposed practices or systems.

1.10 The Privacy and Access Officer submits PIAs to the OIPC when required under POPA.

1.11 Once the Project lead and/or other relevant staff have considered, documented and/or implemented mitigations for each identified risk and, upon receiving confirmation from the Privacy and Access Officer that the PIA has been submitted to the OIPC, the practice or system can be implemented (i.e., POPA requires submission to the OIPC but not necessarily prior to implementation).

C. INFORMATION SECURITY CLASSIFICATIONS

1. CLASSIFICATION LEVELS AND ASSIGNMENT

Information is classified according to the degree of harm that may result from unauthorized access, loss, or modification. All information is classified in accordance with the levels identified in the following Information Security Classification and Standards Table – Restricted, Confidential, Internal and Public:

Class	Harm	Information Type	Security Zones*
Restricted	• Harm to operations of facilities or security systems • Immediate harm to health and safety of the public, clients, or employees • Loss of source record and accountability	• Information describing security systems, access codes, etc. • Personal or other information that would likely cause or allow a person to harm themselves or specific employees, or clients • Back-up of essential records	Network: Restricted Physical: Restricted
Confidential	• Humiliation, damage to reputation • Identity theft • Financial or asset loss • Credit loss • Loss of employment, business or professional opportunity Harm to privacy of the public and employees • Economic loss for the County or third parties	• All personal and employee information, including highly sensitive personal information • Data derived from personal information • Information given in confidence or under privilege • Third party business information	Network: Internal; External by approval Physical: Internal; External by approval;

Class	Harm	Information Type	Security Zones*
	• Damage to County credibility or service integrity • Legislative sanctions • Loss of source record and accountability	• Deliberations, investigations, advice, decisions • Security audit tools • Non-personal data that has not been assessed and verified.	
Internal	Loss of source record and accountability	• Employee circulars • Administrative records available to public upon request, e.g., completed decisions, policies, reports • Source records of public information	Network: Internal or External Physical: Internal or External;
Public	No identified harms	• Published materials such as pamphlets, newsletter, annual reports • Public information such as directories or web sites • Non-personal data in aggregate or statistical form, in a report, summary or other publication, that has been assessed and verified	No restrictions

1.1 Department Managers assign security classification to each repository, file or document as required. Records that are Restricted must be marked as such visibly in the presented record and included as part of the metadata of the record.

2. SECURITY ZONES

2.1 Physical spaces and logical areas within electronic systems and networks are identified as having the status of one of four security zones, based on the functionality of the area:

a) RESTRICTED: Used infrequently by a subset of authorized individuals with special status for storing and accessing information on a limited basis.

b) INTERNAL: Used regularly by authorized individuals working within the zone for storing and accessing information among them.

c) EXTERNAL: Used regularly by a controlled number of unauthorized and authorized individuals for storing, accessing, and transmitting information among them within the zone.

d) PUBLIC: Used regularly by both authorized and unauthorized individuals for other, uncontrolled purposes.

2.2 The County maintains standards to ensure the integrity of each zone, including definition of perimeters, barriers to access, and security practices and equipment within the zone.

D. SECURITY IN CONTRACTING

1.1 The County ensures contracted service providers (e.g., contractors, consultants, support service providers or business partners) comply with the County's Privacy, Access and Security policies and procedures, or have equivalent policies in place.

1.2 If a contracted service provider requires access to personal information or system affecting the security of personal information as part of their services, the contracted service provider must sign a privacy and security agreement outlining the conditions of access (see Appendices 1 and 2), or have equivalent provisions within terms or use, licensing agreements or contract addendums.

1.3 Until a contract detailing explicit information security provisions has been executed, the contracted service provider is not given access to premises or systems containing confidential business or personal information of the County.

1.4 Information security provisions outlined in contracts with contracted service providers meet or exceed the standards set out in the Privacy, Access and Security policies and procedures. Any related contracted service provider Privacy, Access and Security policies should be made available to the County upon request, including any updates or revisions that occur after execution of the contract.

1.5 Contracted service provider service providers should remind their employees on termination of their continued responsibility to maintain the confidentiality of County information.

1.6 Contracted service providers immediately report breaches of confidentiality and privacy to the County PAO.

1.7 Contracts with service providers that have access to County information assets and systems include provisions that protect County operations from circumstances where the information assets or systems may be compromised. In order to mitigate these situations, disaster recovery and system backup is included in all agreements, to a standard that meets or exceeds that of the County.

1.8 Contracts with service providers include provisions for destroying or returning all County information assets, including hardware, system documentation and information assets

upon termination of agreements and in accordance with contract provisions reflecting records retention and data management policy.

1.9 To ensure compliance with contracted provisions for information security, the County:

a) Requests contractors sign an acknowledgement that they have received, read, and will comply with any County privacy, access and security policies they are bound to follow under contract; and

b) actively monitors contracted service providers with access to information assets or systems for inappropriate access or use and to ensure compliance with contract security provisions.

1.10 The County retains the right to inspect the premises and security practices of contracted service providers to ensure compliance with contract provisions and stated policies.

7. Privacy Breach Response Procedures

The purpose of these procedures is to outline the key steps in responding to privacy breaches, including identifying and containing the breach; reviewing or investigating the circumstances surrounding the breach; notifying affected individuals and reporting the breach to the Office of the Information and Privacy Commissioner of Alberta, if required; and taking additional steps to reduce the risk of reoccurrence.

1. DEFINITIONS

"Collection" is to gather, acquire or obtain personal information about an individual, from any source, including third parties.

"Confidentiality" means a condition or status in which collection, use, or disclosure of information is restricted to specific persons for specific purposes. When and how the collection, use and disclosure restrictions are applied and maintained are defined by legislation and policy.

"Control" is responsibility and accountability for making decisions about the handling of information, regardless of whether the County has custody of the information. The County has control over any information that any of its officials, employees, or service providers has created or received as part of their mandated functions and activities, regardless of the location of the information or the time of collection, use, or disclosure.

"Custody" is the effective physical possession of information.

"Disclosure" means giving access to or making the personal information in the County's custody or under the County's control available to a person or organization external to the County.

"Employee" under POPA means "a person who performs a service for the public body as an appointee, volunteer or student or under a contract or agency relationship with the public body." For the purpose of this policy, "employee" means a person employed on a part-time or full-time basis by the County, an independent contractor providing services, and may apply to a volunteer or student.

"Individual" is any person, living or deceased, regardless of residency, citizenship, or status. In addition, the authorized representative of the individual, if applicable.

"Notification" is an explanation of policies, procedures, consequences, and risks related to the collection, use or disclosure of an individual's personal or personal employee information. The County must properly inform and notify individuals and employees that personal information is being collected, the purposes for which it is being collected, and who may be contacted at the County if an individual has questions about the management of their personal information. It also refers to notice when an individual's information is subject to a privacy breach, requiring notification to the individual.

"Personal Employee Information" is personal information collected, used, or disclosed solely for the purposes of establishing, managing, or terminating an employment or volunteer relationship. It also includes information regarding prospective employees or applicants who apply for employment or volunteer opportunities. Note that POPA generally does not apply to business contact information where an individual is operating in an employment or representative capacity for a public body or organization.

"Personal Information" means information about an identifiable individual, including name; address, telephone, email, or contact information; race; national or ethnic origin; colour; religion; political beliefs or associations; age; sex; marital status; family status; identifying numbers; fingerprints or blood type; Educational, financial, employment, criminal records; opinions about the individual; individual's personal views or opinions (except opinions about others). Home or business address, telephone, email or other contact information of an employee of a public body, or any individual is not personal information, if it is provided on behalf of the employer in the individual's capacity as employee or agent. When personal information is subject to an access request under ATIA, some personal information is normally disclosed including: opinions contained in work product; classification, salary range, discretionary benefits, or employment responsibilities of public body employees; financial and other details of a contract to supply goods or services to a public body; information about a license, permit, financial or other discretionary benefit granted to an individual by a public body; information that is about an individual who has been deceased for 25 years or more; and information about an individual's attendance at a public event or receipt of an award granted by a public body.

"Privacy Breach" means an unauthorized disclosure, use, destruction, loss, removal, or modification of information in the custody or control of the County. Incidents are considered unauthorized by reference to a contravention of access, privacy and security policy and/or legislation. A breach may be accidental or the result of a deliberate or malicious act.

"Real Risk of Significant Harm" is a threshold for determining when to notify affected individuals in response to a privacy breach and for completing a Privacy Impact Assessment under POPA. To determine whether a real risk of significant harm to an affected individual exists, the Act sets out a number of factors for a public body to consider.

"Reasonable Security Arrangements" are the administrative, physical and technical safeguards to protect personal information in the custody or under the control of the County that are appropriate and proportional with the security classification level of the information at issue.

"Record" is information in any form, including any electronic record or other record in any form in which information is contained or stored, including information in any written, graphic, electronic, digital, photographic, audio or other medium, but does not include any software or other mechanism used to store or produce the record.

"Use" includes access to or any other use of information by County employees for a purpose that is authorized by policy or law and where the use is internal to the County (i.e., within County systems or among County employees).

2. EMPLOYEE'S ROLE

2.1 If an employee suspects a loss of, unauthorized access to or unauthorized disclosure of personal information (i.e., an incident) in the County's custody or under the County's control, the employee must take immediate steps to contain the incident (e.g., in case of a misdirected email, take steps to confirm the email was deleted and not read by the unintended recipient; or if you may have been subject to a cyberattack, immediately contact the Privacy and Access Officer and IT).

2.2 An employee must promptly report the incident to the PAO and IT.

2.3 The PAO and/or IT will conduct an investigation internally to determine the extent of the breach and may request more information from employees involved.

2.4 Employees must cooperate with the PAO's requests for more information to ensure the County meets legal requirements when responding to privacy breaches.

2.5 In response to a breach, the County may update policies and procedures to reduce the risk of the same type of breach reoccurring. Employees may be required to participate in additional privacy and access training or awareness sessions to reduce the risk of reoccurrence.

2.6 If an Employee does not report an incident or privacy breach or does not cooperate with the PAO or IT in responding to the privacy breach, the employee may be subject to sanctions, up to and including termination of employment.

2.7 Any employee who knowingly gains or attempts to gain access to personal information, or collects, uses or discloses health information or personal information without authorization and in contravention of the Acts may be subject to prosecution.

3. **INCIDENT CONTAINMENT AND REVIEW OF INFORMATION INVOLVED**

3.1 When the PAO and IT become aware of an incident, they take their respective steps to contain the incident and begin a review of the information at issue.

a) IT takes steps to limit access to systems, takes systems offline and any other actions that may be deemed necessary to contain the incident if it involves electronic information systems.

b) The PAO will begin a review of the information involved in the incident to determine the risk of harm to affected individuals.

4. INVESTIGATION

4.1 Where health information or personal information is involved, the PAO will establish and confirm:

a) The date of the breach and the date it was reported;

b) Any responsive actions taken so far;

c) The nature of the breach: unauthorized collection, use, disclosure, loss, loss of access, or modification;

d) Who has custody and control of the information that was involved in the incident;

e) The extent and scale, such as the distribution, location and volume of information;

f) The known causes and/or recipients; and

g) The employees, individuals and organizations involved.

4.2 Facts will be established and confirmed based on evidence collected in documentation, interviews and information security forensics (**Appendix 11**).

5. FINDINGS

5.1 At the conclusion of the investigation, the PAO will report findings on the causes, continuing risks of the breach and notification activities completed. Findings are based on a balance of probabilities determination.

6. REPORT OF FINDINGS

6.1 If law enforcement is investigating the breach for criminal enforcement purposes, the PAO, in coordination with General Counsel, coordinates activities with law enforcement involved.

6.2 Investigative reports are distributed to the CAO and/or Human Resources.

7. BREACH FACTORS – RISK OF HARM ANALYSIS

7.1 The County must review all relevant factors and assess whether there is a risk of harm to affected individuals under HIA or real risk of significant harm to affected individuals under POPA, which includes a review of the following factors:

7.2 he information has been or may be accessed by or disclosed to another person;

7.3 The information has been or will be misused by the person who gained unauthorized access;

7.4 The information has adversely affected or could adversely affect the provision of health services to an affected individual;

7.5 The information is considered high sensitivity (e.g., financial or biometric information or information relating to minors, seniors or vulnerable individuals);

7.6 The information was at issue in a breach occurring as a result of malicious intent;

7.7 The information could be used for the purpose of identity theft or to commit fraud;

7.8 The information could cause embarrassment or humiliation, mental harm, bodily harm or financial harm to an affected individual;

7.9 The information could cause loss of employment, business or professional opportunities;

7.10 The information could result in negative effects on insurability or credit ratings;

7.11 The information could damage the reputation of an affected individual; or

7.12 The information could result in damage to or loss of property or other legal harms.

7.13 Factors that reduce the risk of harm include:

7.14 The information has been encrypted or otherwise secured so as to prevent access to the information or render the information unintelligible;

7.15 The information, in the case of a loss of information, has been destroyed or rendered inaccessible or unintelligible;

7.16 It can be demonstrated that the information, in the case of recovered information, was not accessed prior to recovery;

7.17 The information was accessed or disclosed in error to another person working in a similar sector and subject to similar requirements and was accessed or disclosed in a

manner that is in accordance with that person's duties, and the person confirmed it was not used or disclosed (e.g., confirming deletion of the information if received in error or confirming the access was made in error as part of related work); or

7.18 Any other factors the County considers relevant in the circumstances.

8. NOTIFICATION TO AFFECTED INDIVIDUALS (IF REQUIRED)

8.1 If the PAO determines that the incident involves a risk of harm to affected individuals, the County must notify affected individuals as soon as practicable in the circumstances.

8.2 A notice to an individual must be in writing (e.g., electronically or by mail) and include:

a) The County's contact information, including the contact information for the PAO who can respond to questions about the privacy breach;

b) A description of the circumstances of the privacy breach;

c) The date on which or period during which the privacy breach occurred, is thought to have occurred, or was discovered;

d) A general description of the type of personal information at issue in the privacy breach;

e) A description of the steps the public body has taken to reduce the risk of harm to the individual as a result of the privacy breach;

f) A notice of the individual's right to submit a complaint under POPA about the incident to the OIPC; and

g) Other information the public body considers relevant (e.g., steps taken to reduce the risk of reoccurrence).

9. REPORTING TO THE OIPC AND GOVERNMENT OF ALBERTA

9.1 The PAO, as soon as practicable, reports the privacy breach to the OIPC and the Department of Technology and Innovation.

9.2 A notice to the OIPC must be in writing and include:

a) The County's contact information, including the contact information for the PAO who can respond to questions about the privacy breach;

b) A description of the circumstances of the privacy breach;

c) The date on which or period during which the breach occurred, is thought to have occurred or was discovered, as well as when the privacy breach is thought to have ended, if applicable;

d) The manner in which the privacy breach was discovered and, if applicable, the physical location of the privacy breach;

e) The date on which or period during which the loss or the unauthorized access or disclosure ended or is thought to have ended,

f) A general description of the type of personal information that was involved in the privacy breach;

g) A general description of the public body's assessment of the real risk of significant harm to individuals resulting from the privacy breach, including a consideration of the factors set out above;

h) The number of or an estimate of the number of individuals for there is risk of harm as a result of the privacy breach;

i) A description of the steps the public body has taken to reduce the risk of harm to individuals as a result of the loss of, unauthorized access to or unauthorized disclosure of personal information;

j) A description of measures the public body has taken to prevent a subsequent similar loss or similar unauthorized access to or unauthorized disclosure of personal information;

k) A non-identifying example of the notice provided to an individual for whom there exists a real risk of significant harm; and

l) Other information the public body considers relevant.

9.3 A notice to the Minister of Technology and Innovation must include:

a) The County's contact information, including the contact information for the PAO who can respond to questions about the privacy breach;

b) A description of the circumstances of the privacy breach;

c) The date on which or period during which the breach occurred, is thought to have occurred or was discovered, as well as when the privacy breach is thought to have ended, if applicable;

d) A general description of the type of personal information that was involved in the privacy breach;

e) The number of or an estimate of the number of individuals for there is risk of harm as a result of the privacy breach; and

f) Other information the public body considers relevant.

9.4 The PAO may use the forms established by the OIPC and Ministry of Technology and Innovation to report breaches or otherwise submit the information as required in writing.

10. REMEDIATION AND PREVENTION

10.1 Remediation may have been started when immediate efforts were made to contain the breach. The investigative report will identify any further gaps or weaknesses in information security that directly or indirectly caused the breach and recommend immediate measures to close the gaps. Implementation and effectiveness of the remediation needs to be tracked.

10.2 The investigative report will identify further administrative, technical and physical security measures that can be implemented to prevent such breaches in the wider systems, processes and behaviours. This could include employee or user training, introduction of additional security technology, or upgrade to facilities.

11. DISCIPLINE

11.1 Depending on the nature and significance of the breach, the role of employees involved, and the information security policy in place, the County may discipline an employee who has violated County policy or applicable legislation. A contravention of the County's privacy management program or POPA will be disclosed to the CAO and Human Resources for resolution.

8. Training and Awareness Procedures

The purpose of these procedures is to set out the privacy and security training and awareness expectations of the County.

1. DEFINITIONS

"Employee" under POPA means "a person who performs a service for the public body as an appointee, volunteer or student or under a contract or agency relationship with the public body." For the purpose of this policy, "employee" means a person employed on a part-time or full-time basis by the County, an independent contractor providing services, and may apply to a volunteer or student.

"Individual" is any person, living or deceased, regardless of residency, citizenship, or status. In addition, the authorized representative of the individual, if applicable.

"Personal Employee Information" is personal information collected, used, or disclosed solely for the purposes of establishing, managing, or terminating an employment or volunteer relationship. It also includes information regarding prospective employees or applicants who apply for employment or volunteer opportunities. Note that POPA generally does not apply to business contact information where an individual is operating in an employment or representative capacity for a public body or organization.

2. PROCESS

2.1 Each employee must participate in a County training program, based on their role and responsibilities and dependent on whether they collect, use or disclose personal information in their service to the County.

2.2 Upon completion of training, the Privacy and Access Officer records the date on which training was completed.

2.3 Training expires 3 years after the day of completion, at which time re-training is required (e.g., if a contractor's contract expires and another contract is signed within 2 years, retraining is not required upon commencement of the second contract).

2.4 The Privacy and Access Officer and/or IT distributes privacy and security awareness updates with employees, as needed, in response to emerging privacy and security risks or incidents.

3. REVIEW

3.1 The Privacy Officer and/or IT reviews training and awareness materials on an annual basis or in response to emerging privacy risks or incidents.

3.2 Updates to the training and awareness materials does not affect the timeline for retraining.

Appendix 1: Unreasonable Invasion of Privacy Guidelines

There are several major factors to consider when deciding whether disclosure of personal information to someone who is not the person who is the subject of the information is unreasonable.

Step 1: Confirm the personal information

First, make sure that the information you are reviewing is personal information of a third party according to the personal information definition.

Step 2: Not an unreasonable invasion of personal privacy

Second, determine whether disclosing the personal information is NOT an unreasonable invasion of privacy. This is the case for the following types of information:

- Business title, address, or telephone number of an individual;
- Opinions contained in work product;
- County employee classification, salary range, responsibilities, discretionary benefits;
- Information released 25 years after the death of the individual;
- Details of a license, permit, discretionary benefit given by the County to an individual.
- The following personal information, so long as the individual has not expressly requested otherwise:
    a) Enrolment in a school
    b) Attendance at public event related to the County
    c) Receipt of honour or award from the County

Step 3: Presumed unreasonable invasion of personal privacy

Third, for all other personal information, determine when disclosure is otherwise presumed to be an unreasonable invasion of privacy, by record types that document information about the individual:

- Medical, psychiatric or psychological records;
- Law enforcement records;
- Income or social assistance eligibility;
- Employment or educational history;
- Personal tax, banking or credit card details;
- Personal/personnel evaluations or recommendations, references;
- Names with other personal information, or on its own if it reveals identifiable personal, information; or
- Racial, ethnic, religious or political details.

Step 4: Other factors to consider

Fourth, if it helps to confirm your decision to disclose or not disclose the personal information, take into account the following considerations:

1. These factors would weigh in favour of disclosing personal information:

a) advances public scrutiny;

b) promotes public health and safety or the protection of the environment;

c) provides a fair determination of the applicant's rights; or

d) assists in researching or validating claims, disputes or grievances of aboriginal people.

2. These would weigh in favour of withholding the personal information:

a) the third party is exposed unfairly to financial or other harm;

b) the personal information was supplied in confidence;

c) the personal information is likely inaccurate or unreliable; or

d) the disclosure would unfairly damage the reputation of any individual.

Step 5: Disclosure allowance

Finally, check to determine if POPA allows the County to disclose the personal information for the specific allowable circumstances listing in the Disclosure of Personal Information section. If the circumstances are applicable to the case, you may or, in the case of an ATIA access request, you would be required to disclose the personal information.

Appendix 2: Consent Form

CONSENT FOR USE OR DISCLOSURE OF PERSONAL INFORMATION

I, _____, consent to the release of

(Name)

_____, to

(Identify nature of personal information)

_____, for the purpose of

(Identify individual/organization to whom information is released)

_____.

(Indicate why information is being disclosed)

I acknowledge that I have been made aware of the reasons for the use, disclosure of the above information, and the risks and benefits associated with consenting or not consenting to its release.

I understand that I make revoke my consent at any time, by providing a signed, written statement to Smoky Lake County.

Signature: _____

Print Name: _____

Date: _____

Valid until (optional): _____

Appendix 3: Fee Schedule

The following fees are the *maximum* amounts charged to applicants under **ATIA Regulation.** For requests for personal information of the applicant, only fees for items 3-6 may be charged.

1. For searching for, locating and retrieving a record	$6.75 per 1/4 hr.
2. For converting or reformatting records:	
(a) converting a record into a redactable format	$0.25 per page
(b) reformatting audiovisual files into a redactable format	Actual cost to public body up to $20.00 per 1/4 hr.
3. For producing a paper copy of a record:	
(a) photocopies and computer printouts:	
(i) black and white up to 8 1/2” x 14”	$0.25 per page
(ii) other formats	$0.50 per page
(b) from microfiche or microfilm	$0.50 per page
(c) plans and blueprints	Actual cost to public body
4. For producing a copy of a record by duplication of the following media:	
(a) microfiche and microfilm	Actual cost to public body
(b) computer disks	$5.00 per disk
(c) computer tapes	Actual cost to public body
(d) slides	$2.00 per slide
(e) audio and video tapes	Actual cost to public body
5. For producing a photographic copy (colour or black and white) printed on photographic paper from a negative, slide or digital image:	
(a) 4” x 6”	$3.00
(b) 5” x 7”	$6.00

(c) 8” x 10”	$10.00
(d) 11” x 14”	$20.00
(e) 16” x 20”	$30.00
6. For producing a copy of a record by any process or in any medium or format not listed above	Actual cost to public body
7. For preparing and handling a record for disclosure.	$6.75 per 1/4 hr.
8. For supervising the examination of a record	$6.75 per 1/4 hr.
9. For shipping a record or a copy of a record	Actual cost to public body

Appendix 4: Complaint Submission Form

Privacy and Access Complaint Submission Form

Part A – Complaint Description and Submission

Please fill out the sections of the form below and return your completed form to the Privacy Officer of Smoky Lake County by privacyofficer@smokylakecounty.ab.ca or Box 310, Smoky Lake, AB, T0A 3C0. The Privacy Officer will acknowledge receipt of your submission and provide an estimated date of response in that acknowledgement.

A. Name	Date
Preferred Contact Method (Email or Phone Number)	
Please describe your complaint below. Specifically, why you believe your own personal information has been collected, used or disclosed in contravention of Alberta's *Protection of Privacy Act*. Include as much information as possible regarding the nature of your complaint. You may attach records to submit with this form if needed. Attach no more than 15 pages of records to your complaint.	

Are you attaching any additional records with your form submission?	☐ No ☐ Yes

Privacy and Access Complaint Submission Form

Part B – Smoky Lake County Intake

To be filled out by the Privacy Officer

Date Received	Smoky Lake County File Number
Date Acknowledgement Sent to Complainant	**Estimated date of response provided to Complainant (30 business days from date received)**

Investigation Required?
☐ Yes ☐ No

Additional Information (ex. associated OIPC file number, other internal Smoky Lake County references)

Appendix 5: Complaint Response Letter



[DATE]

[NAME]
[ADDRESS]

Dear [NAME]:

RE: [FILE NUMBER] [COMPLAINT TITLE]

This is to formally confirm our response to the above request submitted to us on [DATE COMPLAINT RECEIVED].

Your request was for the following information:

"[COMPLAINT SUBMITTED]."

- [LIST ANY DOCUMENTS RECEIVED WITH THE COMPLAINT].

We have reviewed the circumstances relevant to your request and have arrived at the following outcome:

[FINDINGS AND/OR STATEMENT OF JUSTIFICATION].

Our office is available to answer questions or provide some explanations once you have had a chance to review the material. Please contact me directly using the contact information contained at the end of this letter.

Under Part 6 of POPA, you have a right to request a review of our response to your requests to the Office of the Information and Privacy Commissioner (OIPC) within 60 business days of the

receipt of this letter. You can submit a request for review by following the guidelines on the OIPC website at https://oipc.ab.ca/request-a-review-file-a-complaint/

The following is contact information for OIPC that will be helpful in making a request for review:

Office Hours

8:15 a.m. - 4:30 p.m. (Monday to Friday)
Closed during lunch hours and statutory holidays.

Phone and Email

Toll-Free: 1-888-878-4044
Edmonton office: (780) 422-6860
Calgary office: (403) 297-2728
Email: generalinfo@oipc.ab.ca

Mailing Addresses

Office of the Information and Privacy Commissioner (Edmonton)
#410, 9925 - 109 Street NW
Edmonton, AB T5K 2J8

Office of the Information and Privacy Commissioner (Calgary)
Suite 2460, 801 6 Avenue SW
Calgary, AB T2P 3W2

Sincerely,

[NAME]

Privacy and Information Officer, Smoky Lake County

4612 McDougall Drive

Box 310
Smoky Lake, Alberta T0A 3C0

780-656-3730

Appendix 6: Research Proposal Form

PROPOSAL

Access to Personal Information for Research or Statistical Purposes

1. Researcher

Lead Researcher Name	**Organization (if applicable)**	
Position within organization	**Academic Advisor (if student)**	
Lead Researcher Contact Information		
Address	**Email**	**Phone**

2. Research Project Description

Project Title		
Purpose and Objectives of the Project		
Records Requested containing Personal Information	**Identifying (Y or N)**	**De-identified (Y or N)**

-		

Duration of Access
Expected period of time during which access to the personal information will be required

Requirement for individually identifying personal information
Explain why identifying personal information is required to achieve the purposes and objectives of the project.

Data-matching
Explain if and how any personal information will be matched or linked with other data sets to create new information. If so, also explain how the data-matching a) is not harmful to subject individuals and b) is clearly in the public interest.

Other project members requiring access to personal information

Records	**Name and Project Role**

3. Privacy and Security

Applications/Platforms

List the major platforms and applications that will be used to store, transmit and process the personal information, including cloud storage and access. List information that will be in paper/microform format. Describe security measures used to secure applications or platforms against unauthorized disclosure or loss.

Devices/Locations

List the types and number of electronic devices that will be used to access, store or process the personal information and any restrictions on where and how they will be used. Describe security measures used to secure devices against unauthorized disclosure or loss.

For paper formats, describe the location where the information will be stored and accessed and the measures in place to security the records within the location.

Policy and Procedures

Attach any privacy and security policies and procedures the research team will follow in handling and processing the personal information

Additional Privacy and Security Measures

4. Data Minimization

De-identification

List how and when personally identifying records will be de-identified.

Records	Method	Date

Describe measures used to ensure that de-identified information cannot be re-identified by reference or linkage to other available data sources. If re-identification needs to be maintained for the purposes of the research, what are the measures in place to prevent unauthorized re-identification.

Return and/or Destruction of Information
List how and when information will be returned to public body and/or irrevocably destroyed

Records	Return or Destruction	Method	Date

5. Attestation and Approval

By signing this proposal, the Lead Researcher affirms that the information submitted is, to the best of their knowledge, accurate and complete.

Signature of Lead Researcher	**Date**
Public Body Review and Approval	
Privacy and Access Officer Signature	**Date**
Functional Area Representatives Signatures *Representatives from functional areas who manage the identified records*	**Date**

Appendix 7: Research Agreement Form

AGREEMENT

Access to Personal Information for Research or Statistical Purposes

BETWEEN:

Smoky Lake County (Organization)

AND

[Name of Researcher] (Researcher)

The Researcher agrees to following terms and conditions for accessing personal information based on the standards and descriptions set out in the approved Research Proposal attached as Schedule A.

1. Research Proposal

a) Personal information will be used only for the identified research purposes.

b) Access to the personal information will be restricted to project members listed.

2. Privacy and Security Conditions

a) The Researcher will comply with the *Protection of Privacy Act* (Alberta) and the Organization's privacy and security policies and procedures.

b) Personal information will be stored and used in a secure location and under secure conditions, as indicated.

c) Individual identifiers in the personal information will be removed or destroyed by the specified date.

d) The Researcher will not contact individuals to whom the personal information relates, directly or indirectly, without the prior written authority of the Organization.

e) No personal information will be used or disclosed by the Researcher in a form in which the individual to whom it relates can be identified, without the prior written authority of the Organization.

3. Breach of Agreement

a) The Researcher will notify the Organization immediately and in writing if and when a condition set out in this agreement has been breached.

b) If the Researcher fails to meet the conditions of the agreement, the agreement may be immediately cancelled, and the Researcher may be guilty of an offence under relevant legislation.

4. Attestations

_____

Name and Role of Authorized Research Official

_____ _____

Signature Date

Signatures of other project members requiring access to personal information:

_____

Name and Role

_____ _____

Signature Date

_____

Name and Role

_____ _____

Signature Date

_____

Name and Role

_____ _____

Signature Date

_____

Name and Role

_____ _____

Signature Date

SCHEDULE A

Access to Personal Information for Research or Statistical Purposes Proposal (Approved)

Appendix 8: Confidentiality Oath

CONFIDENTIALITY AGREEMENT

The Alberta *Protection of Privacy Act* legally governs personal information collected, used, stored, and disclosed by Smoky Lake County.

I,_____ agree that, as an employee / volunteer / contracted service provider of Smoky Lake County, I will observe and comply with all policies and procedures of Smoky Lake County with respect to privacy, confidentiality, and security of personal information.

I am aware that Smoky Lake County has policies and procedures regarding the privacy, confidentiality, and security of personal information and it is my responsibility to be familiar with the requirements outlined in these policies and procedures. I will refer to Smoky Lake County Privacy and Access Officer for the details of these policies when necessary.

I will access and use personal information only on a "need to know" basis as it pertains to my role and responsibilities. I will not access my own personal information held by Smoky Lake County. I will not access personal information of family, friends, co-workers, or others unless I need to do so as part of my official duties and responsibilities.

I will only share personal information with individuals who need to know and who are also involved in providing services to the individual or require the information to perform their job duties.

Should I have reason to believe that a privacy breach has occurred, I will notify my Manager and the Privacy and Access Officer and follow the privacy breach response procedures outlined in policy.

I agree to adhere to the above agreement during and after my term of employment with Smoky Lake County.

I understand that a breach of this agreement may be just cause for termination of my employment or affiliation with Smoky Lake County.

_____

Employee Signature Date

Appendix 9: Service Provider Agreement

AGREEMENT

Service Provider Access, Privacy and Security

BETWEEN:

(HEREINAFTER REFERRED TO AS ‘ORGANIZATION)

AND

(HEREINAFTER REFERRED TO AS 'SERVICE PROVIDER')

1. Principles

1.1 The privacy standards and conditions under which third-party service providers handle ORGANIZATION personal information must comply with privacy legislation to which ORGANIZATION is subject, including the Alberta *Protection of Privacy Act*, the Alberta *Access to Information Act* and their regulations.

1.2 ORGANIZATION maintains adequate controls and accountability for the privacy and security of personal information handled by third-party service providers.

2. Objectives

2.1 The objective of this agreement is to clearly articulate the privacy and security conditions and requirements under which a third-party service provider handles ORGANIZATION personal information in compliance with ORGANIZATION Privacy and Security Policy.

3. Definitions

3.1 *Service Providers*
Agents of ORGANIZATION who:

- process, store, retrieve, or dispose of ORGANIZATION's personal information;
- strip, encode, or otherwise transform individually identifying personal information of ORGANIZATION to create non-identifying personal information; or
- provide information management or information technology services that involve handling of ORGANIZATION's personal information.

3.2 Information Security Measures

Equipment, facilities, systems, practices or other technical, administrative and physical security measures that are implemented to protect the confidentiality and integrity of Service Information or any other ORGANIZATION information that may be affected by SERVICE PROVIDER'S access to the Service Information.

3.3 General Information

Service information that is not personal information.

3.4 Personal Information

Service information that provides information about and identifiable individual.

3.5 Representatives

Directors, officers, employees, partners, associates, agents, or other authorized persons of SERVICE PROVIDER.

3.6 Service Information

Any and all general or personal information created or received by SERVICE PROVIDER in the course of completing the Services described in Schedule A. Service Information includes all such information, whether written, electronic, magnetic or transmitted orally, and any reports, data tables, extracts, notes, analyses, compilations, studies, reproductions or copies.

3.7 Services

Services set out in the attached Schedule A and which are provided by SERVICE PROVIDER to ORGANIZATION.

4. ORGANIZATION Ownership and Control of Information

4.1 SERVICE PROVIDER acknowledges and agrees that all Service Information made available to SERVICE PROVIDER is the property and under the control ORGANIZATION and shall remain the sole property of ORGANIZATION.

4.2 SERVICE PROVIDER acknowledges and agrees that the Service Information is being disclosed to SERVICE PROVIDER strictly on a Service basis and under a relationship of utmost confidence and trust.

4.3 SERVICE PROVIDER and ORGANIZATION agree that the collection, use, disclosure, security, storage and disposal of Service Information and all other information exchanged between ORGANIZATION and SERVICE PROVIDER pursuant to this Agreement is subject to privacy legislation and other territorial or federal laws applicable to ORGANIZATION.

5. Business Reasons for Collection, Use, Disclosure, and Correction of Information

5.1 SERVICE PROVIDER shall limit its collection, use, and disclosure, and correction of Service Information that is required to complete the Services. A description of the Service Information that may be required by SERVICE PROVIDER and the business reason for collecting, using, disclosing, and correcting this information is included in Schedule A of this Agreement.

5.2 SERVICE PROVIDER shall not sell Service Information, for any purpose or under any circumstances.

6. Right of Access and Correction of Information

6.1 SERVICE PROVIDER shall notify ORGANIZATION immediately of a request by an individual or organization for access to or correction of Service Information and shall not disclose or attempt to correct Service Information in response to such requests unless specifically instructed by ORGANIZATION to provide access or to correct the information.

7. Compliance with ORGANIZATION Privacy and Security Policy

7.1 SERVICE PROVIDER shall comply with all ORGANIZATION Policies. ORGANIZATION shall provide to SERVICE PROVIDER a copy of all ORGANIZATION Policies to which SERVICE PROVIDER must comply including, but not limited to, ORGANIZATION policies relating to the following:

a) collection, use, and disclosure of ORGANIZATION personal and general information

b) right of access and correction of ORGANIZATION personal and general information

c) Privacy Impact Assessments and information security reviews of ORGANIZATION information and third party handling systems and procedures

d) technical and physical protection of ORGANIZATION information and resources, including:

i) information storage and handling

ii) user access management

iii) system audit controls

iv) network security

v) equipment and media security

vi) information classification, retention, and destruction

vii) systems backup and recovery

viii) information exchange and electronic mail

ix) personnel security and screening

x) information security training of personnel

xi) privacy breach response procedures

7.2 By executing this Agreement, SERVICE PROVIDER acknowledges awareness and understanding of ORGANIZATION Policies. ORGANIZATION shall have the right to amend ORGANIZATION Policies at any time and SERVICE PROVIDER shall comply with such amended ORGANIZATION Policies immediately upon being provided with notice of the amendment.

7.3 Notwithstanding the requirements in 7.1 and 7.2, ORGANIZATION may instead choose to accept all or part of relevant policies and processes of the SERVICE PROVIDER that relate to the privacy and security of services and information described in Schedule A. To meet this requirement, SERVICE PROVIDER must identify and provide copies of SERVICE PROVIDER's policies and/or processes relevant to any of the privacy and security areas listed in 7.1 for review and approval by ORGANIZATION. For any SERVICE PROVIDER policies or process that are not received or approved by ORGANIZATION or do not adequately address the privacy and security areas listed in 7.1, 7.1 and 7.2 shall apply.

8. Information Security Measures

8.1 SERVICE PROVIDER shall use its best efforts to implement all Information Security Measures required to comply with this Agreement. If and when ORGANIZATION believes, acting reasonably, that SERVICE PROVIDER's and/or Representative's information security measures are deficient and represent an undue risk to the security of the Service Information or other ORGANIZATION information, ORGANIZATION may make a request in writing for SERVICE PROVIDER to change, modify, or add to such measures. Within (5) days of receipt of this

request, SERVICE PROVIDER, at its own expense, shall change or modify its Information Security Measures to comply with this request.

9. Access to information

9.1 SERVICE PROVIDER will ensure that its personnel are restricted and monitored to ensure that they access the least amount Service Information required to complete the services for which they are directly responsible.

10. Information Security Breaches

10.1 SERVICE PROVIDER shall notify ORGANIZATION immediately of any breach of information security affecting the service information, including unauthorized disclosure, use, destruction, loss, removal, modification, or interruption in the availability of service information, whether accidental or as the result of a deliberate act. ORGANIZATION will direct and conduct the breach investigation and will have access to any of SERVICE PROVIDER's and/or its Representative's information systems, equipment, facilities, and personnel affecting the Service Information and relevant records required to complete the breach investigation.

11. Reproduction, Return or Destruction of Service Information

11.1 SERVICE PROVIDER and its respective Representatives shall not copy or otherwise reproduce any of the Service Information or part of any of the Service Information, or any reports, extracts, notes, memoranda or other records in respect thereof, without the prior written instruction of ORGANIZATION.

11.2 At any time upon the written request of ORGANIZATION, or at the termination of this contract, SERVICE PROVIDER shall immediately return to ORGANIZATION or shall have destroyed any and all Service Information and shall not retain any copies or other reproductions thereof. All Service Information returned by SERVICE PROVIDER or the Representative to ORGANIZATION must be in a format that is readable and usable by ORGANIZATION. Furthermore, SERVICE PROVIDER shall, upon request, provide written confirmation to ORGANIZATION that the terms and conditions of this section have been complied with.

11.3 SERVICE PROVIDER shall not be entitled to, and hereby waives any and all right to, withhold any Service Information from ORGANIZATION to enforce any alleged payment obligation or in connection with any dispute relating to the terms of the Agreement or any other matter between ORGANIZATION and the Service Provider.

12. Compliance by Representatives

12.1 SERVICE PROVIDER may disclose Service Information to a Representative of SERVICE PROVIDER who has a need to know the Service Information according to the business reasons in Schedule A. SERVICE PROVIDER will implement personnel security and screening for its Representatives to a standard equal to or exceeding those policies and standards in place for ORGANIZATION employees. SERVICE PROVIDER shall, before disclosing any Service Information to any Representative, use its best efforts to ensure that the terms and conditions of this Agreement are and will be fully complied with by any such Representative, including obtaining an agreement in writing of such Representative that he will keep such Confidential Information in strict confidence and that he shall be bound by all terms and conditions of this Agreement.

12.2 At the request of ORGANIZATION, SERVICE PROVIDER agrees to provide ORGANIZATION with a list of all Representatives to whom Service Information has been provided and evidence that the Representatives have agreed to be bound by the terms and conditions of this Agreement. SERVICE PROVIDER agrees that it shall be liable and responsible for any breach of this Agreement by their respective Representatives.

13. Inspection without Notice

13.1 ORGANIZATION at its discretion shall have the right to make inspections, without notice, of SERVICE PROVIDER's and/or its Representative's information systems, equipment, facilities, affecting the Service Information and relevant records to ensure appropriate technical, administrative, and physical security measures are being taken to protect the Service Information or other ORGANIZATION information in compliance with this agreement.

14. Termination of Access to Service Information

14.1 Except where there is a statutory or legal compulsion to disclose the Service Information, SERVICE PROVIDER agrees that ORGANIZATION is not obligated to provide SERVICE PROVIDER and/or its Representatives with any Service Information. ORGANIZATION shall have the right to cease providing Service Information to SERVICE PROVIDER and/or its Representatives at any time and for any reason.

15. Legal Obligation to Disclose

15.1 If SERVICE PROVIDER or its Representative is or becomes legally compelled, by subpoena, warrant, court order, statutory requests, or other legal process to disclose any of the Service Information, SERVICE PROVIDER shall provide ORGANIZATION with immediate written notice of this compulsion to allow ORGANIZATION to seek a protective order or other

appropriate remedy. If such protective order or remedy is not obtained, SERVICE PROVIDER or the Representative shall:

a) provide only that part of the Service Information which is legally required;

b) use its best efforts to assure that the Service Information will be remain secure and confidential; and,

c) immediately provide ORGANIZATION with copies of the request for the Service Information and all Service Information that was disclosed.

16. Indemnity

16.1 SERVICE PROVIDER hereby indemnifies and saves harmless ORGANIZATION and their respective directors, officers, agents, and employees (collectively, the "Indemnified Parties") from and against any and all penalties, fines, liabilities, damages, cost, expenses, causes of action, actions, claims, suits and judgments that the Indemnified Parties may incur or suffer or be put to by reason of or in connection with or arising from any breach of this Agreement or the Act by the SERVICE PROVIDER, its employees or agents.

17. Relationship to other Agreements

17.1 This Agreement is supplementary and in addition to the Contract and any other contractual obligations that may exist between SERVICE PROVIDER and ORGANIZATION can only be amended by agreement in writing executed by the parties.

IN WITNESS WHEREOF the parties hereto have executed this agreement on [date].

ORGANIZATION

Signature_____

Print Name _____

SERVICE PROVIDER

Signature_____

Print Name _____

SCHEDULE A

SERVICES/PURPOSE	SERVICE INFORMATION	PERSONAL INFORMATION ACTIVITY (Y/N)*			
		Collection	Indirect	Use	Disclosure

*For each of the Services/Purposes listed, confirm whether the service provider will be performing any of the following activities with personal information of the organization:

Collection: receiving/creating new personal information

Indirect: collection of personal information from a source other than the subject individuals

Use: viewing/using/sharing personal information already collected within the organization

Disclosure: disclosing/sharing personal information already collected with parties outside of the organization

Appendix 10: Service Provider Contract Privacy Checklist

This Checklist is provided by the Alberta Office of the Information and Privacy Commissioner.

Below is a list of provisions that a public body should consider including in contracts with service providers when the service provider performs a service on behalf of a public body and in doing so has access to personal information subject to the *Protection of Privacy Act* (POPA). The contract should also include provisions regarding an individual's right of access to their own personal information under the *Access to Information Act* (ATIA).

DISCLAIMER: This checklist IS NOT a complete list of contract provisions that are generally in contracts, such as indemnification clauses. The applicability of these clauses depends on the nature of the work of the service provider for the public body and must be customized accordingly. A public body should consult with legal counsel when entering into contracts as a measure of ensuring their legal interests will be met through the contract provisions.

TOPIC	DESCRIPTION	YES	NO (Reason)
Control and Accountability	The contract specifies the relationship between the public body and the service provider as it relates to the services provided and that any collection, use or disclosure of personal information by the service provider on behalf of the public body must only be carried out in accordance with the terms of the contract.		
	"Personal information" is defined in the contract as defined in POPA.		
	The contract specifies that any personal information that is collected, or otherwise generated or used, and that is in the custody of the service provider for the purpose of providing the services to the public body, is in the control of the public body and that POPA and ATIA apply to this information.		

TOPIC	DESCRIPTION	YES	NO (Reason)
	The contract specifies that as a service provider to the public body, as it relates to the personal information in the custody of the service provider to provide the services, the service provider is bound to comply with POPA and ATIA as an "employee" of the public body.		
	The contract specifies the types of records containing personal information (list them) that the service provider has access to or that it will create as part of performing the services for the public body.		
	The contract requires the service provider to enter into confidentiality agreements with any of its employees who will have access to personal information to perform the services for the public body, which agreement must align with the service provider's duties under the contract as it relates to its handing of the personal information.		
	The contract restricts the use of subcontractors to perform any of the services without express written consent of the public body. If said consent is given, the contract requires the contractor to bind, through its contract with any subcontractor, the subcontractor to the terms of the contract between the service provider and public body as it relates to its duties concerning the personal information therein.		
	The contract requires the service provider to comply with the terms of the agreement and as an employee of the public body to ATIA and POPA.		
Control and Accountabilit	The contract specifies that the service provider is fully and solely responsible for the actions of its employees, subcontractors, and agents who act on its behalf in the performance of its functions under the contract. If applicable, the contract restricts a service provider's ability to subcontract.		

TOPIC	DESCRIPTION	YES	NO (Reason)
	The service provider has designated in the contract a senior individual within its organization to be the point of contact for complying with privacy and security obligations set out in the contract, and the contract specifies that any privacy and security issues that arise under the contract or for ascertaining compliance with the privacy provisions therein, the public body's Privacy and Access Officer will be involved.		
	The contract clarifies how the service provider would notify the public body of any requests it receives to produce personal information it has in its custody to a government or law enforcement agency outside of Alberta.		
	The contract requires the service provider to provide the public body, upon request, with an up-to date list of all employees, subcontractors, or agents who have access to the personal information for the purposes of providing the services.		
	The contract specifies that any failure of the service provider, or of its employees or subcontractors, to follow the terms relating to the collection, use, disclosure, security or management of the personal information as set out in the contract is considered a breach of the contract.		
	The contract requires the service provider to advise the public body in advance in the event of any change in ownership of all or a part of the contractor's business.		
	The contract requires the service provider to immediately notify the public body in the event of any proceedings for bankruptcy or insolvency brought by or against the contractor under applicable bankruptcy or insolvency laws or any notice of creditor's remedies.		

TOPIC	DESCRIPTION	YES	NO (Reason)
	Audit and inspection of records or personal information The contract specifies when and how the public body will ensure oversight of the requirements in the contract, including that it may require compliance reports from the service provider as specified therein, and may enter the service provider's premises to inspect, audit, or require a third party to audit the service provider's compliance with the privacy, security, and information management requirements under the contract and that the service provider must co-operate with any such audit or inspection.		
	The contract requires the service provider to maintain specific information to enable the conduct of inspections and audits, i.e. the maintenance of some form of audit trail (electronic or paper form) for as long as the public body determines as necessary, and for compliance reporting purposes.		
Legal Authorities for Collection, Use or Disclosure	Collection of personal information (POPA sections 2, 4 and 5) The contract specifies that the contractor will collect personal information on behalf of the contractor and specify the authority under POPA for this collection. **Note**: Any collection must be limited to the personal information that is necessary for the service provider to perform the services.		
	The contract specifies what personal information may be collected by the service provider and prohibits the collection of any other personal information.		
	The contract requires the service provider to adhere to the requirements in POPA for collecting personal information, including for direct collection and notice. Any permitted indirect collection is identified in the contract along with the legal authority for this indirect collection.		
	The contract requires the service provider to give notice as required by section 5(2)(d) of POPA if the personal information collected will be entered into an automated system to generate content or make decisions, recommendations or predictions.		

TOPIC	DESCRIPTION	YES	NO (Reason)
	The contract requires that when collecting personal information from an individual, the service provider or its employees inform the individual that it/they are a service provider to the public body, performing the services on behalf of the public body, that the collection is subject to POPA, and that they are authorized thereunder to collect the information. Note: This could be done by way of notice.		
	Accuracy of personal information (POPA section 6) The contract requires that the service provider make every reasonable effort to ensure the accuracy and completeness of any personal information collected where this information will be used to make a decision that will directly affect the individual to whom the information relates. The contract requires that this information be retained for at least one year after using it to make a decision.		
	Use of personal information (POPA sections 11, 12, 14, 17) The contract specifies the permitted uses of the personal information (including any generated, such as derived data) by a service provider and the authority under POPA for this use.		
	The contract requires the service provider to adhere to the requirements in POPA for any use of the personal information including that it may only use this personal information to the extent necessary to enable the service provider to carry out its permitted use.		
	The contract restricts the service provider from using the personal information other than as permitted in the contract. **Note**: consider including a non-exhaustive list of prohibited activities to provide clarity, such as for marketing or training systems to improve services.		

TOPIC	DESCRIPTION	YES	NO (Reason)
Legal Authorities for Collection, Use or Disclosure	Disclosure of personal information (POPA sections 13 and 19) The contract specifies the permitted disclosures of personal information, including what specific personal information may be disclosed, and the authority under POPA for these disclosures. Note: If the service provider is permitted to disclose personal information with consent, then the contract should set out the process for obtaining consent as required by POPA and section 2 of the Regulation.		
	The contract restricts the service provider from disclosing personal information other than as permitted in the contract and the service provider is required to adhere to the requirements in POPA for any permitted disclosures of the personal information.		
	The contract requires the service provider to notify the public body if it receives any request or demand for disclosure of personal information for a purpose not authorized under the contract, and which may be required by law, immediately on receiving the request or demand and must not disclose the personal information unless permitted to do so in writing by the public body.		
Requests for Access or Correction	Access to information and Correction requests (ATIA section 7) The contract requires the service provider to respond to and manage, on behalf of the public body, access requests received under section 7 of ATIA or and/or correction request under section 7 of POPA. • Roles and responsibilities of each of the public body and service provider are clarified. • The specific responsibilities of the service provider for access request and correction requests are set out in the contract. • The contract specifies reporting requirements concerning responses to access requests. • Interaction with the OIPC for reviews, as between the parties, is specified as to roles and responsibilities concerning this interaction.		

TOPIC	DESCRIPTION	YES	NO (Reason)
	The contract requires the service provider to cooperate with the public body for any access to information or correction requests received by the public body, including requests made for information, other than just for personal information, that may be subject to the right of access under ATIA.		
Safeguards and Retention	**Protection of personal information** (POPA sections 10, 20, 25(2) and M-Regulation section 7) The contract requires the service provider to implement reasonable security arrangements to protect the personal information, which arrangements must, at minimum, meet the requirements of the public body's administrative, technical and physical safeguards and its security classification system, as set out in its PMP, and in accordance with POPA and section 7 of the M-Regulation. **Note**: The public body must make an assessment of the service provider's security policies and procedures to ensure they meet this threshold if the service provider does not adopt the public body's security policies and procedures for protecting the personal information.		
Safeguards and Retention	Retention of records or personal information (POPA sections 6 and 18(1)) The contract specifies the retention and disposal requirements that the service provider must adhere to for records or personal information, including data derived from personal information and non-personal data, including the minimum and maximum retention period and the secure disposal methods to be used. Note: When personal information is used to make a decision about an individual there are specific retention requirements (see Accuracy of personal information).		
	The contract specifies the conditions governing the disposition of any records containing personal information and sets out a certification process.		

TOPIC	DESCRIPTION	YES	NO (Reason)
	The contract specifies retention requirements for audit logs that are long enough for any investigations undertaken by the service provider, public body, and the OIPC concerning the duties of the service provider and their employees or subcontractors under the contract as they relate to the collection, use, disclosure, security and management of the personal information as set out in the contract.		
	Downstream adherence to the contract The contract requires all employees to sign a confidentiality agreement that ensures the service provider's compliance with its duties under the contract and with POPA and ATIA.		
	The contract requires the service provider to bind any subcontractors used in providing the service to the requirements of the service provider in the contract as it relates to the personal information.		
	The contract requires the service provider to train all its employees and any subcontractors who will have access to the personal information on the service providers duties under the contract as it relates to the personal information and for its obligations under POPA. The contract requires retraining to occur on an annual basis. The contact requires the service provider to inform the public body in writing when this training occurs and to whom it was given and when.		
	The contract requires the service provider to provide the public body with a copy of its training material including any updates.		

TOPIC	DESCRIPTION	YES	NO (Reason)
	Privacy and security assessments (POPA sections 10 and 26, section 1(1)(c) of the Regulation, and sections 2, 3 and 7 of the M-Regulation. The contract requires the service provider to cooperate in the development and any updating of any PIAs required to be created under POPA by the public body and for any required to be submitted to the OIPC for review. The contract requires the service provider to cooperate in a review of a PIA conducted by the OIPC.		
	The contract requires the service provider to conduct a security threat risk assessment at intervals specified in the contract, or as requested by the public body, as a measure to satisfy the public body that the personal information will be reasonably protected.		
Safeguards and Retention	Notification of breach (POPA section 10(2)) "Breach" is defined in the contract as "an incident involving the loss of, unauthorized access to or unauthorized disclosure of personal information".		
	The contract specifies what the service provider is to do if there is a breach (unauthorized access to or disclosure of personal information or loss), including: • the service provider must immediately notify the public body's Privacy and Access Officer on learning about the breach; • the service provider's employees and subcontractors must immediately notify the service provider on learning about a breach; • it must cooperate with the public body on containment and management of the breach; • it must cooperate with the public body on meeting any of its notice requirements to affected individuals, the Minister and the Commissioner about the breach; and it must work with the public body on implementing any measures as may be necessary, or as recommended by the OIPC, to mitigate the risk of recurrence.		

TOPIC	DESCRIPTION	YES	NO (Reason)
Complaints Handling	Complaints and investigations (POPA section 38) The contract addresses how complaints received by the service provider concerning any allegation of non-compliance by the service provider (or its employees or subcontractors) with POPA will be addressed and managed and roles and responsibilities relating thereto are addressed in the contract.		
Termination	Termination or expiry of the contract The contract sets out how the contract may terminate including that it may terminate for breach of contract.		
	The contract addresses what is to happen to the records on termination of the contract, including when the contract is terminated for breach of its provisions, such as all personal information and records must be returned to the public body on termination of the contract and that the service provider shall not keep copies of the information.		
	The contract includes clear expectations regarding portability of the records created by the service provider, including those containing personal information, to ensure that on termination, the information can be moved across different platforms with minimal integration issues and it will be readable to the public body.		
	The contract requires that the duty of the service provider to keep confidential the personal information to which it has access during the term of the contract extends beyond the term of the contract and is in perpetuity.		

Appendix 11: Privacy Breach Response Form

Privacy Breach Response

Breach #

1. IDENTIFCATION AND REPORTING

Breach began: _____ / _____ / _____ Time: _____AM/PM
MM / DD / YYYY

Breach ended: _____ / _____ / _____ Time: _____AM/PM
MM / DD / YYYY

Breach discovered: _____ / _____ / _____ Time: _____AM/PM
MM / DD / YYYY

Breach reported: _____ / _____ / _____ Time: _____AM/PM
MM / DD / YYYY

Reported by:

Name: _____ Position/Role:

Contact information:

Summary of breach as reported

2. CONFIRMATION, CONTAINMENT

Breach Level: Breach location:

Applicable Class and Breach Characteristics:

Potential Harm:

☐ Physical harm to a person

☐ Humiliation or damage to reputation

☐ Financial

☐ ID theft, fraud

*identification of any of the above harms indicates a real risk of significant harm, requiring notification to the individual, the OIPC and the Ministry

Other:

Additional information about breach:

Content and volume of personal information breached:

Recipient name(s) and contact information:

Containment actions and dates:

☐ Contained: _____ / _____ / _____ Time: _____AM/PM
MM / DD / YYYY

☐ Not contained

3. NOTIFICATIONS

Who has been informed of the incident?

☐ Information and Privacy Commissioner informed: _____ / _____ / _____
MM / DD / YYYY

Consultation decision:

Date: _____ / _____ / _____
MM / DD / YYYY

☐ Information and Privacy Commissioner not informed

Notification actions and dates:

☐ Notifications completed: _____ / _____ / _____
MM / DD / YYYY

☐ No notifications or incomplete actions:

4. INVESTIGATION

Investigative actions and dates:

Date	Individuals consulted/investigated and contact information	Role (subject, perpetrator, expert, witness)

Date	Documents/Data Consulted	

5. REPORT AND FOLLOW-UP	
Findings:	
Recommendations: Remediation: Prevention:	
Report distribution:	
	_____ / _____ / _____ MM / DD / YYYY
	_____ / _____ / _____ MM / DD / YYYY
	_____ / _____ / _____ MM / DD / YYYY
	_____ / _____ / _____ MM / DD / YYYY

	_____ / _____ / _____ MM / DD / YYYY
Follow up actions planned or executed	
	_____ / _____ / _____ MM / DD / YYYY
	_____ / _____ / _____ MM / DD / YYYY
	_____ / _____ / _____ MM / DD / YYYY
	_____ / _____ / _____ MM / DD / YYYY

6. APPROVALS AND AUTHORIZATIONS

Name and signature of Investigator

_____ Date: _____ / _____ / _____

MM / DD / YYYY

Name and signature of applicable Leadership

_____ Date: _____ / _____ / _____

MM / DD / YYYY

_____ Date: _____ / _____ / _____

MM / DD / YYYY

SMOKY LAKE COUNTY

Title: Access to Information		Policy No.: 50-01
Section: 01	Code: P-R	Page No.: 1 of 7 E

Legislation Reference:	Alberta Provincial Statutes

Purpose:	To establish a consistent process in which all formal requests for Information will be processed by Smoky Lake County and in accordance with the ***"Freedom of Information and Protection of Privacy Act".***

Policy Statement and Guidelines:

1. STATEMENT:

1.1 Smoky Lake County is committed to the security and privacy of records under its care and control, as well as providing access to information as required under the ***"Freedom of Information and Protection of Privacy Act" (FIOP).***

1.2 Smoky Lake County supports the public's right of access to information and will provide access to routine information informally upon request, or actively disseminate information using existing procedures.

2. OBJECTIVE:

2.1 Administration will make reasonable effort to provide access to Smoky Lake County information and disclosure of municipal records in accordance with the ***Municipal Government Act*** and under the ***Freedom of Information and Protection Privacy (FOIP).***

2.2 The County will endeavour, where possible, to make records accessible to the public without the necessity of submitting a formal Freedom of Information (FOI) request under FOIP.

2.3 Essentially, the County collects information to provide services, and to provide complete and accurate documentation of the local government process so as to ensure a high standard of municipal services.

3. DEFINITION:

3.1 **"Active Dissemination":** occurs when information or records are periodically released, without any request, under a program.

Policy Statement and Guidelines:

3.2 **"Formal Request"** means request for information where records are in conformance with generally accepted standards and made or done in accordance with procedures that ensure validity; and information is not readily available.

Personal Information: is defined in the FOIP Act as "recorded information about an identifiable individual."

General Information: is a request for any other kind of information, including the personal information of a third party.

3.3 **"*Freedom of Information and Protection of Privacy Act*"** means the *Freedom of Information and Protection of Privacy Act,* RSA 2000, Chapter F-25, as amended from time to time thereto, also known as FOIP.

3.4 **"Informal Request"** means records being in accord with established form or part of the County's practice (relaxed and not of confidential nature) that are freely and routinely available and can be released automatically.

3.5 **"*Municipal Government Act*":** means the *Municipal Government Act,* RSA 2000, Chapter M-26, legislation, as amended from time to time.

3.6 **"Routine Disclosure":** means in response to a routine inquiry or request, occurs when access to a record can be granted without a request under the FOIP Act.

4. GUIDELINES:

Informal Request(s):

4.1 In response to an informal request, departments may release certain classes of records routinely and automatically if they do not fall under one of the mandatory or discretionary exemptions under FOIP.

4.2 Staff are encouraged to respond to informal requests for information but exercise caution. If there is any question as to the disclosure of a record, staff should consult with the GIS/ Communications Director. The GIS/Communications Director, as the FOIP Coordinator will determine if the records may be provided as a routine disclosure. The *Freedom of Information and Protection of Privacy Act* has precedence and should be referred to if there are any questions. Portions of these records may need to be severed if they fall within one of the exceptions listed under the FOIP Act.

Formal Request(s):

4.3 In response to a formal request, departments shall release certain classes of records as public documents in compliance and managed within the parameters of the *Freedom of Information and Protection of Privacy Act.*

Policy Statement and Guidelines:

4.3.1 The primary focus of the FOIP is to facilitate access to government information, but there are limitations to that access. These limitations were enacted to protect personal information, as well as sensitive information, in the custody and control of municipal government with confidentially provisions.

4.3.2 If the information released is not to the satisfaction of the Applicant; the individual or organization will be advised to make the request through the *Freedom of Information and Protection of Privacy Act.*

Criteria to Designate a Record for Routine Release:

4.4 The Criteria used to determine which records could be classified for routine release is:

4.4.1 A statutory requirement.

4.4.2 Type of information is requested on a regular basis.

4.4.3 Material that is freely and publicly available on a regular routine basis.

4.4.4 No FOIP Act exceptions apply to the records.

Active Dissemination of Records:

4.5 The Internet will be used to regularly make available information, such as Approved Council Minutes, Policies and By-Laws. Other methods will include mail, newspaper and the Public GIS System.

4.6 The GIS/Communication Director or designate will be accountable for ensuring that effective release of the information and access to the County Web-site and the Public GIS System is up to date and that each document is reviewed and does not contain third party personal information or any other information that is set out in Division 2 of the FOIP Act.

Response:

4.7 The County will respond to a Request within thirty (30) days. However, the response time may be extended for one of the two reasons:

4.7.1 The request is not detailed enough to clearly identify the information requested.

4.7.2 A large number of records is requested and must be searched; therefore more time is needed to gather the documents.

If the response time is extended, the County will notify the Applicant and provided an explanation for the extension.

Policy Statement and Guidelines:

4.8 A yearly review of County records of the types of request for information being made to Smoky Lake County will be conducted to determine whether similar requests for information can be met in the future through either routine disclosure or active dissemination.

4.8.1 The FOIP Coordinator shall document all "Requests For Information" as per ***Schedule "B":*** **Disclosure Log of Information Releases,** which will outline the summary of General Information Requests received, and responses records released thereto, and where the copies of the responsive records have been filed.

4.9 **Security:** Smoky Lake County takes every precaution to protect personal information. Individuals should be aware that under these guidelines, personal information provided may be disclosed in the following document:

4.9.1 An access to information request, where the disclosure would not be an unreasonable invasion of privacy.

4.10 **Fees:** There is no charge for applications for one's own personal information. If the application is for access to general records, charges may apply for photocopying costs; and, if applicable, mailing or fax charges, as per **Policy Statement No. 01-48: Administration Fees for Information**.

5. PROCEDURES:

Request Process:

5.1 Requests for Information will be received in writing, by telephone, or in person. The Applicant or a Staff member must complete **Schedule "A": Request For Information" Form** as a method to document the request.

5.2 When a written or verbal request is received for information that has been identified as routinely available, simply provide a response to the applicant and if applicable, apply the fees and charges schedule.

5.3 When the request involves records that cannot be provided as a routine request, such as personal information about a third party, or parts of the records need to be severed within the framework of the FOIP Act, the Applicant shall be advised on the **Request For Information Form** by stating the applicable legislative section under the FOIP Act.

Policy Statement and Guidelines:

5.4 If the request is made under the *Freedom of Information and Protection of Privacy Act* Legislation:

5.4.1 Advise the applicant that the information they are seeking is available through routine channels (therefore does not require a request to be made under the Act).

The routine channel is Schedule "A": Request For Information Form, as indicated in this Policy, may be then given to the applicant in lieu of the fee-based application process under the Act.

5.5 The following documentation is required to be completed on Schedule "A": Request For Information **Form,** so the FOIP Coordinator can contact the Applicant directly, if preferred; and copy for the department, for information and follow-up action:

5.5.1 Name and Address of who is requesting information.

5.5.2 Details on what is being requested.

5.5.3 If it is to be picked up or where it is to be sent is to be obtained.

5.5.4 Fee for information will be documented, if applicable.

5.6 The Chief Administrative Officer or Assistant Chief Administrative Officer will make the final decision on whether to provide the information or deny access to the information stating reasons according to FOIP.

	Date	Resolution Number
Approved	**June 15, 2017**	**# 804-17 - Page # 12708**
Amended		
Amended		
Amended		
Amended		

Schedule "A"

SMOKY LAKE COUNTY
REQUEST FOR INFORMATION

YOUR INFORMATION

File No.: _____
Number- Year

Last Name: _____ First Name: _____

Name of Company or Organization (*if applicable*): _____

Mailing Address: _____
Box City/Town/Village Province Postal Code

Telephone Number: _____ _____ _____
Daytime Cell Number Fax Number

Email Address: _____

ABOUT YOUR REQUEST

1. What kind of information do you want to access:

☐ General Information ☐ Your own personal information

2. Do you want to: ☐ Receive a copy of the record? OR ☐ Examine the record?

ABOUT THE INFORMATION YOU WANT TO ACCESS

What records do you want to access? *(Please give as much detail as possible - itemize if more than one type of document)*

FEE FOR INFORMATION

_____ _____
_____ _____
_____ _____
_____ _____
_____ _____
_____ _____
_____ _____
_____ _____
_____ _____
_____ _____

NUMBER OF DOCUMENTS: _____ COST: _____

YOUR SIGNATURE

SIGNATURE: _____ DATE of REQUEST: _____

RELEASE OF INFORMATION:

Notified On: _____

INFORMATION RELEASE:

☐ Pick-up ☐ Mail ☐ Fax ☐ Email

SIGNATURE FOR RECEVING INFORMATION:

_____
APPLICANT

DATE: _____

MUNICIPAL WITNESS:

_____ / _____
Name / Signature

OFFICE USE:

Release of Information – Filed: _____ ☐ Documented on Disclosure Log

SCHEDULE "B"

Disclosure Log of Information Releases

Annual Review Date:	Completed By:

Records Maintained By: _____ **Department/Organization**

File Number	Name	Date of Request	Type of Document	Action of Review

Request for Decision (RFD)

Meeting Date: October 21, 2026 **Agenda Item:** #8.7
Topic: Bylaw #1516-26 – Repeal of Bylaw #1076-99 -
Presented By: Evonne Zukiwski, Communications Officer/ Privacy Officer

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Recommendation:

1. **That Smoky Lake County Council give Bylaw #1516-26, a Bylaw to repeal Bylaw #1076-99 – Freedom of Information and Protection of Privacy Bylaw, FIRST READING.**
2. **That Smoky Lake County Council give Bylaw #1516-26, a Bylaw to repeal Bylaw #1076-99 – Freedom of Information and Protection of Privacy Bylaw, SECOND READING**
3. **That Smoky Lake County Council give Bylaw #1516-26, a Bylaw to repeal Bylaw #1076-99 – Freedom of Information and Protection of Privacy Bylaw, PERMISSION for THIRD READING.**
4. **That Smoky Lake County Council give Bylaw #1516-26, a Bylaw to repeal Bylaw #1076-99 – Freedom of Information and Protection of Privacy Bylaw, THIRD and FINAL READING**

Background:

Alberta's Freedom of Information and Protection of Privacy Act (FOIP Act) was repealed on June 11, 2025, and replaced by two separate statutes: the Access to Information Act (ATIA) and the Protection of Privacy Act (POPA). The legislative changes modernized Alberta's access to information and privacy framework and separated access to information and protection of privacy into two distinct legislative regimes.

The County has an existing Bylaw #1076-99 - Freedom of Information and Protection of Privacy Bylaw **(Enclosure #1)** that was adopted pursuant to the pervious Freedom of Information and Protection of Privacy Act (FOIP). Administration proposes the adoption of Bylaw #1516-26 **(Enclosure #2)** which will repeal Bylaw #1076-99 which is now obsolete.

Benefits:

Ensure legislative compliance with new Protection of Privacy Act (POPA) and Access to Information Act (ATIA).

Disadvantages:

Not applicable.

Alternatives

None.

Financial Implications:

Not applicable.

Legislation:

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

Intergovernmental:

Not applicable.

Strategic Alignment:
Service Delivery and Community Wellbeing.

Enclosure(s):
Enclosure #1 – Bylaw #1076-99: Freedom of Information and Protection of Privacy Bylaw
Enclosure #2 – Bylaw #1516-26: Repeal of Bylaw #1076-99

Signature of the CAO: [redacted]

SMOKY LAKE COUNTY
IN THE PROVINCE OF ALBERTA
BYLAW NO. 1076-99

Being a Bylaw to Smoky Lake County in the Province of Alberta, establishing **Freedom of Information and Protection of Privacy Bylaw**.

****

WHEREAS, pursuant to Section 89 of the *Freedom of Information and Protection of Privacy Act*, S.A. 1994, c.F-18.5, the Municipality of Smoky Lake County must designate a person or group of persons as the head of the Municipality for the purposes of the Act;

AND WHEREAS, pursuant to Section 87 and 89 of the *Freedom of Information and Protection of Privacy Act*, the Municipality of Smoky Lake County may set any fees payable to the Municipality for services under the *Act* and Regulations;

Smoky Lake County Council enacts:

Part 1: PURPOSE, DEFINITIONS AND INTERPRETATION

PURPOSE	1.	The purpose of the Bylaw is to establish the administrative structure of the Municipality of Smoky Lake County in relation to the *Freedom of Information and Protection of Privacy Act*, and to set fees thereunder.
DEFINITIONS	2.	In this Bylaw, unless the context otherwise requires: **Act:** means the *Freedom of Information and Privacy Act*, S.A. 1994, c.F-18.5. **Applicant**: means a person who makes a request for access to a record under section 7(1) of the *Act.* **Municipality:** means the Municipality of Smoky Lake County and includes any board, committee, Commission, panel, agency or corporation That is created or owned by the Municipality of Smoky Lake County and all The members or officers of which are Appointed or chosen by the Municipality of Smoky Lake County. **Municipality Manager:** means the person appointed as the Chief Administrative Officer of the Municipality of Smoky Lake County, and include any person who holds the position of Municipality Manager in an Acting capacity. **Province:** means the Province of Alberta.
INTERPRETATION	3.	The marginal notes and headings in this Bylaw are for reference purposes only.

Part II: DESIGNATED HEAD

DESIGNATED HEAD	4.	For the purpose of the *Act*, the Municipality Manager is designated as the Head of the Municipality.

Part III: FEES

FEES	5.	Where an Applicant is required to pay a fee for services, the fee payable is in accordance with the Freedom of Information and Protection of Privacy Regulation, AR 200/95, as amended from time to time or any successor Regulation that sets fees for requests for information from the Province.

Part IV: GENERAL

EFFECTIVE DATE	6.	That Bylaw comes into effect on the date of 3rd and Final Reading.
REPEAL	7. (1)	Bylaw 1014-96, The Right to Information Bylaw, as amended is repealed
	7. (2)	Where a request for information was given and not disposed of before the coming into force of this Bylaw, the request is deemed to be request made on October 1, 1999, under the provisions of the *Act*.

AND THAT the Reeve and the Chief Administrative Officer be and they are hereby authorized to sign the necessary purchase orders for the said machinery and all cheques, notes, contracts or agreements that may be necessary to carry into effect the purchase of the said machinery on the terms herein set forth.

FIRST READING	-	**August 26, 1999**
SECOND READING	-	**October 27, 1999**
THIRD and FINAL READING	-	**October 27, 1999**

SMOKY LAKE COUNTY

[redacted]

REEVE

SEAL [redacted]

CHIEF ADMINISTRATIVE OFFICER

SMOKY LAKE COUNTY
IN THE PROVINCE OF ALBERTA
BYLAW NO. 1516-26

A BYLAW OF THE MUNICIPALITY OF SMOKY LAKE COUNTY IN THE PROVINCE OF ALBERTA, TO REPEAL BYLAW NO. 1076-99, SAID BYLAW BEING THE FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY BYLAW

WHEREAS Section 63 of the *Municipal Government Act*, R.S.A. c. M-26, as amended, states that a council of a municipality may, by bylaw, repeal a bylaw that is inoperative, obsolete, expired, spent or otherwise ineffective.

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

1. Bylaw No. 1076-99, said Bylaw being the Freedom of Information and Protection of Privacy Bylaw, and any amendments thereto, are hereby rescinded.

2. This Bylaw shall come into effect upon Third and Final Reading hereof.

RECEIVED FIRST READING THIS 21ST DAY OF OCTOBER, AD 2026.

RECEIVED SECOND READING THIS 21ST DAY OF OCTOBER, AD 2026.

RECEIVED UNANIMOUS CONSENT FOR THIRD READING THIS 21ST DAY OF OCTOBER, AD 2026.

RECEIVED THIRD READING THIS 21ST DAY OF OCTOBER, AD 2026.

_____
Criag Lukinuk
Reeve

S E A L

_____
Chyenne Shaw
Chief Administrative Officer

Request for Decision(RFD)

Meeting Date: October 21, 2026, **Agenda Item:** #8.8
Topic: Joint Municipal Weed and Pest appeal Committee Bylaw No. 1518-26
Presented By: Sebastien Dutrisac, Manager of Agricultural Services

Recommendation:

That Smoky Lake County Council gives Bylaw No. 1518-26 First Reading.
That Smoky Lake County Council gives Bylaw No. 1518-26 Second Reading.
That Smoky Lake County Council gives Bylaw No. 1518-26 Permission for Third Reading.
T hat Smoky Lake County Council gives Bylaw No. 1518-26 Third and Final Reading.

Background:

Under the *Agricultural Pest Act* (APA)of Alberta Section 14 subsection 5 "*A local authority shall annually appoint a committee to hear and determine appeals under this section and on receipt of a notice of appeal a local authority shall refer the appeal to that committee*" as well as under the Weed Control Act (WCA) Section 19 subsection 1 "*A local authority shall establish, at least annually, an independent appeal panel to determine appeals of inspector's notices, local authority's notices and debt recovery notices*".

After the Request for Decision (RFD) was reviewed by the ASB on May 26, 2026, and a RFD reviewed by Council on May 28, the following Resolution No: 20260528- 344 was carried,

That Smoky Lake County Council direct administration to investigate the creation of a Regional Weed and Pest Appeal Committee for Smoky Lake County and continue to seek interested neighbouring municipalities ***for 2027*****.**

At this point in time, Lac La Biche County and Thorhild County has reviewed and accepted the proposed Joint Municipal Weed and Pest Appeal Committee MOU and Bylaw and administration has committed to bring the MOU and Draft Bylaw for adoption.

Benefits:

The current appointment of a Weed and Pest Appeal Committee under the WCA and APA achieves legislative compliance for the 2026 ASB audit. The creation of a Regional Weed and Pest Appeal committee should increase the number of applicants for the position if the regional collaboration includes the caveat that an appointee from a municipality will not sit on the appeal panel hearing an appeal within the same municipality they reside in. The intent is to have each municipality cover the cost of their own appointees that are sitting at a neighbouring municipal appeal. This initiative would decrease the likelihood of a committee member be in a compromising position when having to decide on an appeal of neighbouring producer therefore increasing the objectivity of the verdict and decreasing potential conflict between neighbours.

Disadvantages:

N/A.

Request for Discussion(RFD)

Alternatives

1. **That Smoky Lake County Council accepts the RFD as information.**

Financial Implications:

Potential variance in mileage paid for the panel appointees.

Legislation:

1. Alberta Weed Control Act
2. Agricultural Pests Act
3. Municipal Government Act

Intergovernmental:

Not applicable

Strategic Alignment:

Regional Collaboration & Modernization

Enclosure(s):

1. **Draft Memorandum of Understanding**
2. **Draft Intermunicipal Weed and Pest Appeal Board Bylaw**

Signature of the CAO: _ [redacted]

Intermunicipal Weed and Pest Appeal Board

Memorandum of Understanding

File No: _____ __

TIDS MEMORANDUM OF AGREEMENT is made as of the ___ day of _____ , 20___

BETWEEN

Lac La Biche County, a Municipal Corporation in the Province of Alberta, of 13422 HWY 881, Lac La Biche, AB T0A 2C0 of the Province of Alberta,

- and-

Smoky Lake County, a Municipal Corporation in the Province of Alberta, of 4612 McDougall Drive, Smoky Lake, AB T0A 3C0 of the Province of Alberta,

- and-

County, a Municipal Corporation in the Province of Alberta, of 801 - 1st Street Box 10 Thorhild, AB T0A 3J0 of the Province of Alberta,

WHEREAS, municipalities are required under Provincial Legislation to annually appoint an appeal board to hear appeals under the *AGRICULTURAL PESTS ACT* and *WEED CONTROL ACT,* the above municipalities wish to create a shared board to ensure impartial application of the aforementioned Provincial Acts

THIEREFORE, pursuant to the *Agricultural Pests Act* and the *Weed Control Act,* the parties hereto, in consideration of the mutual promises and covenants hereinafter contained, AGREE AS FOLLOWS:

1. To develop a list of Members-At-Large to sit on an **Intermunicipal Weed and Pest Appeal Board** (hereinafter referred to as "the Board")
    a. Each Municipality shall supply at least 3 members for the Board.
    b. Each Municipality shall communicate to those volunteering that they are applying to an lntermunicipal Weed and Pest Appeal Board. It must be clarified that in the event of an appeal, members **WILL** be expected to travel to the municipality hosting the appeal.
    c. Each Municipality shall clarify for those volunteering that they will be paid according to the municipality holding the appeals policies, mileage, and per diem rate, as applicable to each municipality.

2. To appoint all Municipal Members-At-Large within each municipality as members of the Weed and Pest Appeal Board.

3. To share the contact information of those Members-At-Large who volunteer for the intermunicipal boards amongst all Municipal members of this Memorandum of Understanding to be utilized for Weed and Pest Appeals.

4. To educate members on the *Agricultural Pests Act* and *Weed Control Act,* applicable Provincial Regulations, and Municipal Bylaw and Policy, so that if an appeal occurs the Board members are informed.

5. To utilize the Intermunicipal Weed and Pest Appeal Board should the municipality be served with notice of an impending appeal to better ensure impartiality of Municipal Appeal Boards for the *Agricultural Pests Act* and *Weed Control Act* appeal process by utilizing an Intermunicipal approach.

IN WITNESS WHEREOF this Agreement has been duly executed by the parties.

Executed on behalf of the Municipality by:

Bylaw xxxx-xx

SMOKY LAKE COUNTY
IN THE PROVINCE OF ALBERTA
BYLAW NO, 1518-26

A BYLAW OF THE MUNICIPALITY OF SMOKY LAKE COUNTY IN THE PROVINCE OF ALBERTA, TO PARTAKE IN AN INTERMUNICIPAL WEED AND PEST APPEAL BOARD.

WHEREAS, under the Weed Control Act of Alberta, S.A. 2008, Chapter W-5.1, Section 19(1), municipalities shall establish, at least annually, an independent appeal panel to determine appeals of inspector's notices, local authority's notices and debt recovery notices;

AND WHEREAS, under the Agricultural Pests Act of Alberta, R.S.A. 2000, Chapter A-8, 14(5), municipalities shall, at the beginning of each calendar year, appoint annually appoint a committee to hear and determine appeals

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

1. NAME:

1.1 This Bylaw may be referred to as the " Intermunicipal Weed and Pest Appeal Board Bylaw"

2. DEFINITIONS

For this Bylaw, the following definitions will apply:

2.1. *Agricultural Pest Act* - The *Agricultural Pest Act* (R.S.A.2000 Chapter A-8) and the *Pest and Nuisance Control Regulation* (A.R. 184/2001) and any successor thereto.

2.2. Appellant - means the person who has served written notice of an appeal to the Clerk of the Board from a Notice or Inspector's Notice, or Local Authority's Notice, or a Debt Recovery Notice issued under the *Agricultural Pest Act*, or the *Weed Control Act*.

2.3. Board - means the Intermunicipal Weed and Pest Appeal Board.

2.4. Clerk - means the person appointed by Council to act as the Clerk of the Board.

2.5. County - means the municipality of Smoky Lake County

2.6. Debt Recovery Notice - a statement of the expenses and a demand for payment on the owner of the land, property or livestock in respect of which the work was carried out to fulfill the requirements of an Inspector's notice or a local authority's notice.

2.7. Inspector's Notice - a legally binding document demanding compliance by a specified deadline and outlining acceptable options under the following legislation: *Agricultural Pest Act* or the *Weed Control Act*.

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2.8. Local Authorities Notice – Notice issued by a local authority to control noxious weeds and to destroy prohibited noxious weeds to the owners and occupants of land in a subdivided area that does not exceed 20 acres.

2.9. Notice(s) – relates to all notices and Pest Detention Tag.

2.10. Members at Large" are members from the participating municipalities who are appointed to the Intermunicipal Weed and Pest Appeal Board

2.11. *Weed Control Act - Weed Control Act*, (R.S.A. 2008, c. W-5.1) and *Weed Control Regulation* (A.R. 19/2010) and any successor thereto.

3. INTERMUNICIPAL WEED AND PEST APPEAL BOARD

3.1 An Intermunicipal Weed and Pest Appeal Board is established.

3.2 No person who is an employee shall be appointed to the board by Council, subject to the provisions of this Bylaw.

3.3 The Board will consist of three (3) members from each of the other municipalities.

3.4 Council will appoint members to the Board, by resolution, at the annual organizational meeting, for a one (1) year term.

3.5 A member of the Board may be re-appointed upon the expiry of the term.

3.6 Council may terminate the appointment of any member of the Board, by resolution, at any time.

3.7 In the event a vacancy occurs on the Board, Council will appoint a new member to serve the remainder of the existing term.

3.8 Members of the Board may be entitled to remuneration and travel and other expenses as established by Council, from time to time.

4. POWERS AND DUTIES

4.1 The Board shall decide upon all appeals referred to it by the Clerk of the Board including an:

a) Appeal of a Weed Notice issued by a Weed Inspector;

b) Appeal of a Local Authorities Notice issued by the municipality;

c) Appeal of a Pest Notice issued by a Pest Inspector;

d) Appeal of a Notice or Tag issued by a Pest Inspector;

e) Appeal of debt recovery notices issued by the local authority.

4.2 The Board shall perform other such duties as described or implied in this Bylaw or as may be assigned to it by Council.

5. ORGANIZATIONS

5.1 Members of the Board shall elect one of themselves as Chair.

5.2 Members of the Board shall elect one of themselves as Vice-Chair.

5.3 Chair and Vice-Chair shall hold office for the duration of an appeal to the Board.

6. BUSINESS

6.1 Four (4) members of the Board constitute a quorum.

6.2 A Member of the Board who is for any reason unable to attend the whole or part of an appeal shall not participate in the deliberations or decision by the Board

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upon that appeal.

6.3 The decision of the majority of the members of the Board present at a meeting duly convened is deemed to be the decision of the whole Board.

6.4 In the event of a tie vote, the decision shall be deemed to be decided in the negative.

6.5 An order, decision, approval, notice or other things made, given or issued by the Board must be signed on its behalf by its Chairman, Vice-Chairman or a Member elected to act as Chairman and the Clerk.

6.6 The Board shall issue its decision upon an appeal in writing together with reasons for the decision pursuant to the provisions of the Act.

6.7 Upon receipt of a notice of decision of appeal duly filed pursuant to the provisions of the Act, and of this Bylaw, the Clerk may convene a special meeting of the Board to consider what persons are affected by the appeal and should be notified thereof. The Board is allowed to hold a special meeting to:

a) Determine who should be notified of the Board hearing; and

b) Determine whether any members of the Board are unable or ineligible to attend the hearing due to absence, pecuniary interest or provisions within the Act.

6.8 The hearing of the appeal pursuant to the Act shall be held in public and all people who wish to attend shall be entitled to do so.

6.9 The Board shall meet to hear appeals as frequently as is necessary, and in any event within five (5) days of receipt of a notice of appeal duly filed pursuant to the Act.

7 CLERK OF THE BOARD

7.1 The Council shall appoint a Clerk of the Board who may be a County employee.

7.2 The Clerk shall attend all meetings and hearings of the Board, but shall not vote on matters before the Board.

7.3 The Clerk of the Board shall perform such functions as may be necessary to ensure that the Board is in full compliance with its duties under the *Act* and this Bylaw.

7.4 The Clerk of the Board shall attend all meetings of the Board and shall keep the following records with respect thereto:

a) the minutes of all meetings and hearings;

b) all appeal notices;

c) records of all notices of hearings and of persons to whom they were sent;

d) copies of all written representations to the Board;

e) notes as to each representation;

f) the names and addresses of those making representations at the hearing;

g) the decision of the Board;

h) the reasons for the decision of the Board;

i) the vote of the members of the Board on the decision;

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j) records of all notices of decision and of persons to whom they were sent;

k) all notices, decisions and orders made on an appeal from the decisions of the Board; and

l) such other matters as the Board may direct or the Clerk may determine.

7.5 The Clerk of the Board shall notify all members of the Board of the arrangements for the holding of each hearing and other meetings of the Board.

7.6 The Clerk of the Board shall make available for public inspection before the commencement of the hearing, all relevant documents and materials including:

a) all applications, notices, stop orders, and decisions related to the appeal; and

b) written notice of appeal from individuals who believe that they are affected by the decision, order, or notice.

8 PROVINCE OF ALBERTA APPEAL PROCEDURE

8.1 The Clerk of the Board shall keep on file all notices of applications made for leave to appeal, where applicable, to the Court of Appeal or to the Minister of the Government of Alberta with the Agriculture portfolio from decisions of the Board issued pursuant to the Act.

9 SEVERABILITY PROVISION

9.1 Should any provision of this Bylaw be invalid then such invalid provision shall be severed, and the remaining Bylaw shall be maintained.

10 PREVAILANCE

10.1 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.

11 EFFECTIVE DATE:

11.1 This Bylaw comes into force and effect upon it 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

DRAFT

Request for Decision(RFD)

Meeting Date: October 19, 2026 **Agenda Item:#8.9**

Topic: Review of Agricultural Service Board Bylaw 1517-26 and Term of Reference

Presented By: Director of Community Services, Sebastien Dutrisac

Recommendation:

That Smoky Lake County Council adopts the amended Agricultural Service Board Terms of References.

Background:

It is considered a Best Management Practice for a municipal council to review the bylaws and Committee Terms of References on a regular basis. Under the Municipal Government Act (MGA):

- Section 145 allows a council, by bylaw, to establish council committees and other bodies, and to set their functions and procedures.
- Section 146 provides that a council committee may consist entirely of councillors, entirely of persons who are not councillors, or a combination of both.

Council therefore has ongoing authority and responsibility for the existence, structure, membership, and operation of these bodies. While the MGA does not impose a rigid statutory timetable requiring a formal "composition review" every year for everybody, the practical reality of appointments, term expires, vacancies, and changing municipal needs makes regular review both necessary and expected.

Good governance and accountability

Regular review supports transparency, helps manage conflicts of interest and quorum issues, identifies bodies that may no longer be needed, and aligns with broader public-sector expectations of stewardship.

Common municipal practice

Many Alberta municipalities already conduct annual or multi-year reviews of membership, composition, and terms of reference as part of appointment cycles or governance policies. Alberta Municipal Affairs guidance (including councillor and CAO handbooks) treats council oversight of committees and boards as a core responsibility.

Practical recommendation

Annual appointment/reappointment processes (often tied to the organizational meeting).
Periodic deeper reviews of mandates and composition (for example every 3–4 years or after elections).

Benefits:

Relevance and effectiveness

Community needs, legislation, and municipal priorities evolve. Periodic review ensures terms of reference, skills/representation balance, and reporting requirements remain fit for purpose.
In summary, regular review of the composition of boards and committees is consistent with the MGA, supports effective local governance, and is standard good practice for Alberta municipal councils.
Additional benefits would also include having more ambassadors in the community having a better understanding of the roles and responsibility of a municipality

Request for Discussion(RFD)

Disadvantages:

Loss of an entire committee may reduce historical knowledge if all the appointed members are replaced at once. A rotational sunset clause would be beneficial unless a lack of volunteers or applicants as the lack would hinder proper rotation.

Alternatives:

1- That Council accepts the RFD for information.

Financial Implications: N/A

Legislation: N/A

Intergovernmental: N/A

Strategic Alignment:

- Service Delivery and Community Wellbeing
- Economic Development

Enclosure(s):

1. **Draft 2026 ASB Bylaw**
2. **Current ASB Term of Reference**
3. **Draft ASB Term of Reference**

Signature of the CAO: [redacted]

Bylaw No. xxxx-26

SMOKY LAKE COUNTY
IN THE PROVINCE OF ALBERTA
BYLAW NO. 1517-26

BEING A BYLAW OF SMOKY LAKE COUNTY IN THE PROVINCE OF ALBERTA TO ESTABLISH AN AGRICULTURAL SERVICE BOARD

**********_***

WHEREAS, Section 145 of the *Municipal Government Act,* RS.A. 2000, Chapter M-26 authorizes Smoky Lake County Council to pass bylaws relating to the establishment and function of Council Committees and other bodies;

AND WHEREAS, the *Agricultural Service Board Act,* RS.A. 2000, Chapter A-10, authorizes Council to pass a bylaw to establish an Agricultural Service Board;

AND WHEREAS, Smoky Lake County Council deems it desirable and necessary to establish an Agricultural Service Board;

NOW THEREFORE, be it resolved that the Council of Smoky Lake County in the Province of Alberta, duly assembled hereby enacts as follows:

PART ONE: TITLE

1.1 This Bylaw shall be cited as the**"Agricultural Service Board Bylaw".**

PART TWO: PURPOSE

2.1 The purpose of this Bylaw is to establish the Agricultural Service Board and to provide that the Agricultural Service Board will act as an advisory body and will assist County Council and Ministry in matters of mutual concern.

PART THREE: DEFINITIONS

3.1 **"Act":** means the *Agricultural Service Board Act,* RSA 2000, c-A-10, and successive Acts and amendments thereto.

3.2 **"Board":** means the Smoky Lake County Agricultural Service Board.

3.3 **"Council":** means the Reeve and Councillors duly elected in the Smoky Lake

3.4 **"Councillor":** is a Member duly elected as a Councilor as defined in the *Municipal Government Act.*

3.5 **"County":** means the geographic area contained within the boundaries of the municipality of Smoky Lake County.

3.6 **"Meeting":** means an Agricultural Service Board meeting.

3.7 **"Member":** means a member of the Agricultural Service Board.

3.8 **"Annual General Meeting":** means an annual Meeting of the Board to appoint the Chairperson and Vice Chairperson.

3.9 **"Procedural Bylaw":** means the Bylaw governing Council and Council committee meetings as adopted by Council from time to time.

PART FOUR: ESTABLISHMENT OF THE AGRICULTURAL SERVICE BOARD

4.1 The County's Agricultural Service Board is hereby established.

PART FIVE: MEMBERSHIP,TERM AND RENUMERATION

5.1 Members of the Board shall be appointed by Council and shall consist of two (2) Council members and three (3) Members-at-Large.

5.2 Annually, at the first Board meeting following the County Organizational Meeting, the majority of the members of the Board shall elect a Council member to act as a Chairperson and a second Council member to act as Vice-Chairperson for the Board.

5.3 Members of the Board shall be renumerated as per the rate set by County Council annually at the County Organizational Meeting and paid meals and mileage at the same rate as stated in the Council Renumeration and Expenses Policy.

PART SIX: QUORUM & VOTING

6.1 Three voting members of the board shall constitute quorum.

6.2 All decisions of the Board shall be determined by a simple majority vote.

6.3 A person who is a member of the Board ceases to be a member if without being authorized by a resolution of the Board, he/she is absent from 3 consecutive regular meetings of the Board.

PART SEVEN: MEETINGS AND CONDUCT OF BUSINESS

7.1 The Board shall adhere to the County's Procedural Bylaw, as applicable.

7.2 In the absence of any applicable provisions of the Procedural Bylaw, the Board may establish its own procedure.

7.3 The Board shall meet a minimum of three (3) times per year, or at the call of the Chair.

7.4 If a meeting is not required or additional meetings are necessary, they will be at the call of the chair.

7.5 The Chairperson and in his or her absence the Vice-Chairperson shall preside at Board meetings and carry out the following duties:

7.5.1 Represent the Board at official functions with approval,

7.5.2 Speak to Board related items that arise during Council or other meetings, including bringing forward Board recommendations that require Council approval.

7.5.3 Communicate with the Agricultural Fieldman or designate regarding Board agenda items.

PART EIGHT: FUNCTIONS AND DUTIES

8.1 The Board shall:

8.1.1 exercise on behalf of Council all the powers and perform all the duties that are conferred on it by Council under the *Agricultural Service Board Act,* RSA 2000, c. A-10 or any other Act with respect to agricultural matters.

8.1.2 act as an advisory body and assist the Council and the Minister, in matters of mutual concern.

8.1.3 advise on and help organize and direct weed and pest control and soil and water conservation programs.

8.1.4 assist in the control of animal disease under the *Animal Health Act.*

8.1.5 promote, enhance and protect viable and sustainable agriculture with a view to improving the economic viability of the agricultural producer.

8.1.6 promote and develop agricultural policies to meet the needs of the municipality.

8.2 Decision making authority rests with the Board within the approved Board budget and the Agricultural Service Board Term of Reference.

PART NINE: FUNDING

The Board will have the draft budget reviewed and submitted to Council annually in a timely fashion for budget deliberation.

PART TEN: AGENDA AND MINUTES

10.1 Preparation and distribution of meeting agendas and minutes will be the responsibility of administrative support assigned to carry out this function.

10.2 Board minutes act as a board report to Council and are provided for Council approval.

PART ELEVEN: ADMINISTRATION

11.1 The Agricultural Fieldman shall act as an administrative officer to the Board in carrying out the functions, duties and powers of the Board.

11.2 The Members appointed to the Agricultural Service board have a duty of care, loyalty, and compliance to Smoky Lake County to act in good faith, not disclose confidential information and due diligence of care in upholding the credibility and sustainability of the County and the Board.

11.3 **REPEAL and EFFECTIVE DATE**

That Bylaw No. 1441-23 is hereby repealed.

This Bylaw shall come into force and effect on the final date of passing thereof.

Read a First time this XXth day of XXXX, 2026.

Read a Second time this XXth day of XXXX, 2026.

Read a Third and Final time this XXth day of XXXX, 2026 and finally passed.

SMOKY LAKE COUNTY

Title: Agricultural Service Board Producer-at-Large: Terms of Reference		**Policy No.: 19-03**
Section: 62	**Code**: P-A	**Page No.: 1 of 4**

Legislation Reference:	Alberta Provincial Statutes

Purpose:	Establish a process to fulfill the appointment of Producer-at-Large as a member on the Agricultural Service Board.

Policy Statement and Guidelines:

1. STATEMENT:

1.1 Smoky Lake County Council has established an Agricultural Service Board Bylaw No. 1441-23 that advises on the development of agricultural programs and services to promote and enhance viable sustainable agriculture in the County.

2. OBJECTIVE:

2.1 To seek appointment for three (3) Producer-at-Large positions on the Agricultural Service Board in the County.

2.2 Producer-at-Large members will be compensated for meeting and expenses incurred while acting as a Board member at the rate set by Council resolution.

3. GUIDELINES:

3.1 Appointment of Producers-at-Large:

3.1.1 Smoky Lake County will advertise for ASB Producers-at-Large prior to its annual organizational meeting in election year.

3.2 Selection

3.2.1 Applications will be reviewed by County Council.

3.2.2 County Council at its sole discretion will appoint three (3) Producer-at-Large members.

3.2.3 The selected members as Producer-at-Large will be appointed for a four (4) year term.

3.2.4 Orientation will be provided for applicants to discuss position, responsibilities, and the role of Agricultural Service Board within Alberta.

Policy Statement and Guidelines:

4. PROCEDURE:

4.1 Interested applicants shall submit an application form in writing as specified in ***Schedule "A":*** **Application For Producer-At-Large** completing each section in detailed outlining Agricultural related experience, Community Involvement and why interested in serving on the Agricultural Service Board (ASB).

4.2 Applicants should be actively farming and must be familiar with current agricultural practices and trends that affect producers in Smoky Lake County.

	Date	Resolution Number
Approved	October 21, 2010	# 978-10 - Page # 9491
Amended	May 9, 2016	# 687-16 - Page # 12241
Amended	April 27, 2023	

Schedule "A"
Agricultural Service Board Application for Producer-at-Large

Smoky Lake County
Agricultural Service Board
Producer-at-Large Application Form

Personal Information ***(Please print or type)***

Title (Mr./Mrs./etc.) **Full Name**

Town/City **Province** **Postal Code**

Phone **Email**

Are you a resident of Smoky Lake County? Yes/No **If yes, how long?**

Are you actively farming within Smoky Lake County? Yes/No

Are you an employee of Smoky Lake County? Yes/No

By completing and submitting this form you are consenting to the confidential review of your application by County Council, County Representatives and Representatives from the respective Board/Committee you are applying for. If appointed, your name would appear in the record of the meeting as well as a committee member listing, which are public documents.

I accept the release of my name to the general public: Yes / No

Completed application forms can be submitted to Smoky Lake County by either:

Email: county@smokylakecounty.ab.ca

Mail: Smoky Lake County, Box 310, Smoky Lake, AB T0A 3C0

Deliver to: Smoky Lake County Main Office, 4612 McDougall Drive, Smoky Lake

Interest and Qualifications

Please answer each of the following questions, in relation to the committee and describe your relevant education, expertise, work or real-life experience.

Are you an active producer within Smoky Lake County? Please describe your farming operation.

Do you have any previous Board experience? Please elaborate.

How will Smoky Lake County benefit from your participation on the Agricultural Service Board?

What special skills or knowledge would you bring to the Board?

Are there any professional or personal constraints to your time that could interfere with serving on the Board?

Describe your understanding of the purpose and function of the Agricultural Service Board and how it operates.

What would make for a satisfying Board experience for you? What are you hoping to get out of being on this Board?

Do you foresee any limitation to you being on this Board in terms of personal interests that could conflict? If so, please elaborate.

Any other information you would like to add?

_____ _____

Signature Date

Smoky Lake County
Agricultural Service Board
Terms of Reference
*Approved Month, day, year by Resolution xxxxxx

1. **Authority**

The Agricultural Service Board's (the Board) authority is derived from the *Agricultural Service Board Act* R.S.A. 2000 Chapter A-10 (the Act). Section 3(4) of the Act states that the Board must exercise on behalf of Council all the powers and perform all the duties that are conferred on it by Council, under this or any other enactment, with respect to agricultural matters. All policy changes and expenditures must be approved by Council.

2. Purpose

2.1. In accordance with Section 2 of the Act, the Board shall carry out the following duties: Provide recommendations to Council and the Minister on matters within the Board's mandate.
2.2. Express the Board's decisions, intentions, or positions to relevant organizations through local, regional, or provincial resolutions.
2.3. Advise Council on new and existing policies and programs related to municipal agricultural services.
2.4. Provide Agricultural Services administration with feedback and recommendations on new and existing procedural matters.
2.5. Report any Notifiable or Reportable Diseases under the Animal Health Act to the Chief Provincial Veterinary Office.
2.6. Act as an ambassador to our producers and the general public regarding provincial acts, municipal policies, and programs related to agriculture.
2.7. Serve as the Soil Conservation Appeal Board when an appeal is submitted under the Soil Conservation Act.
2.8. Act as a liaison and information conduit between agricultural producers, residents, and Council regarding agricultural matters

3. **Membership**

the Members will be appointed annually by a resolution of Council at it's annual Organizational Meeting. Vacant positions will be advertised for two weeks and only those who submit applications in the prescribed form will be considered by Council. As per Section 3(3) of the Act, the membership of the Board must include persons who are familiar with agricultural concerns and issues and who are qualified to develop policies consistent with the Act.

DRAFT

Interested applicants shall apply form in writing as specified in Schedule “A”: Application For Producer-At-Large

4. **Chairperson and Vice-Chairperson**

The positions of Chairperson and Vice-Chairperson will be determined annually by Council at it’s annual Organizational Meeting. The terms of these positions are one year and can be renewed at Council’s discretion.

5. **Term of Membership**

All Members will be appointed to a one-year term, and their appointment may be renewed annually for an unlimited number of years, at Council’s discretion. A person who is a Member of the Board ceases to be a Member of the Board if, without being authorized by a resolution of the Board, the Member is absent from three (3) consecutive regular meetings of the Board. A vacancy on the Board does not impair the right of the remaining Members to act if a majority of the Members remain.

The Board must present drafts of the following in a form acceptable to Council containing the information required by Council for approval: budgets, strategic business plans, resolutions, policies, and a summary of its activities for the preceding year.

6. **Meeting Arrangements and Frequency**

The Board will meet no fewer than four (4) times per year, and no more than twelve (12) times per year. The Chairperson and Agricultural Fieldman will confer and determine when a meeting may be required. Every reasonable effort will be made to ensure that meetings are scheduled on dates and times that are mutually convenient for all Members.

7. **Governance and procedural matters**

Voting Members shall include Three (3) Members-at-large and Two (2) Members of Council. Two alternates from each group shall be appointed and may only vote in the absence of the appointed Members.

A majority of votes is required for a motion to be carried. A tied vote will result in a lost motion. Council shall make every effort to ensure that the Board is comprised of Members with diverse knowledge on agricultural matters.

Quorum for a meeting shall be 3 Members.

8. **Agenda**

The Agricultural Fieldman, in consultation with the Chairperson, is responsible for the preparation and circulation of meeting agendas.

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9. **Funding- Per Diem & Expenses**

Members will be remunerated as per Smoky Lake County Policy xxx- Travel and Subsistence, and Policy xxx- Council and Board Remuneration.

10. **Agricultural Fieldman**

Pursuant to Section 8(1) and 8(3) of the Act

10.1. The Agricultural Fieldman appointed and employed by the County will implement agricultural policies and programs and to manage the agricultural resources of the municipality.

10.2. The Agricultural Fieldman shall act as a designated officer of the municipality

10.2.1. in carrying out the functions, duties and powers of the municipality under any Act relating to agriculture, and

10.2.2. in implementing projects respecting agriculture agreed on between Council and the Minister.

10.3. An Agricultural Fieldman is, in the municipality employing that Fieldman,

10.3.1. A Municipal Weed Inspector under the Weed Control Act,

10.3.2. A Municipal Pest Inspector under the Agricultural Pests Act, and

10.3.3. A Municipal Soil Conservation Officer under the Soil Conservation Act.

11. **Administrative Support**

The Smoky Lake County Agricultural Services Department will provide administrative support to the Board.

12. **Participation by Others**

The Chair may authorize the attendance and participation of resource staff and other persons who may have information or other resources that may be of interest to the Board.

Under Section 6 of the Act, in order to assist the Board, the Minister may designate an employee under the administration of the Minister as a Minister's representative (a) to advise the Board on government programs, agricultural problems, and needs of the municipality, and (b) to assist the Board, on the request of the Board, in the discharge of its duties.

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Schedule "A"
Agricultural Service Board Committee Member Application Form

Date: _____

Name of Applicant: _____

Mailing Address: _____

Phone number: _____

Email Address: _____

Are you a resident of Smoky Lake County? Yes/No **If yes, how long?**

Are you actively farming within Smoky Lake County? Yes/No

Are you an employee of Smoky Lake County? Yes/No

By completing and submitting this form you are consenting to the confidential review of your application by County Council, County Representatives and Representatives from the respective Board/Committee you are applying for. If appointed, your name would appear in the record of the meeting as well as a committee member listing, which are public documents.

I accept the release of my name to the general public: Yes/No

Completed application forms can be submitted to Smoky Lake County by either:

Email: *General County email? Or general Ag Services email?*
Mail: Smoky Lake County, Box 310, Smoky Lake, AB T0A 3C0
Deliver to: Smoky Lake County Main Office, 4612 McDougall Drive, Smoky Lake

The personal information requested on this form is being collected under the authority of Section 4(c) of the Protection of Privacy Act (POPA) for the purpose of planning, administering, evaluating, and delivering municipal programs and services. The information will be only used for the purpose for which it was collected. For further information about the collection and use of this information please contact the Agricultural Services office and/or Privacy Officer by email privacyofficer@smokylakecounty.ab.ca call 780-656-3730.

DRAFT

Interest and Qualifications

Please answer each of the following questions, in relation to the committee and describe your relevant education, expertise, work or experience.

Are you an active producer within Smoky Lake County? Please describe your farming operation.

Do you have any previous Board experience? Please elaborate.

How will Smoky Lake County benefit from your participation on the Agricultural Service Board?

What special skills or knowledge would you bring to the Board?

Are there any professional or personal constraints to your time that could interfere with serving on the Board?

Describe your understanding of the purpose and function of the Agricultural Service Board and how it operates.

What would make for a satisfying Board experience for you? What are you hopping to get out of being on this Board?

Do you foresee any limitation to you being on this Board in terms of personal interests that could conflict? If so, please elaborate.

Any other information you would like to add?

_____ _____

Signature Date

DRAFT

Request for Decision (RFD)

Meeting Date: October 21, 2026 **Agenda Item:** #8.10
Topic: Natural Gas Department Gas Monitor Replacement
Presented By: Daniel Moric, Natural Gas Department

That Smoky Lake County Council approve one of the following quotes for the unbudgeted Natural Gas capital expense for the replacement of 6 BW Technologies Flex personal gas monitors along with the associated docking station for calibration:
Quote # 1 – ElectroGas Monitors Ltd.
Quote # 2 – Procon Systems Inc.
Quote # 3 – ITM Instruments Inc.

Background:

The natural gas technicians use 4-way personal gas monitors that detect hydrogen sulfide (H2S), Oxygen (O2), carbon monoxide (CO), and the lower explosive limit of natural gas (LEL) for daily activities where gaseous environments may exist, to monitor for dangerous situations. These are also used for investigating the potential of carbon monoxide within homes and buildings, as they are our only carbon monoxide detectors for service call use. BW Technologies Quattro detectors are currently in use by the staff, but due to the age of the unit, there is sensors failing. Due to the unit being discontinued by the manufacturer, there is no availability of replacement LEL sensors. The department has 6 BW Quattro's in use that are approximately 6 years old, 3 of these are inoperable due to failed LEL sensors, so staff are rotating the remaining working monitors amongst each other when required for certain tasks or on call purposes. These 3 monitors have failed within the last 3 months. The Fire Department has the same monitors for their use and are experiencing similar issues.

The BW Flex are a good, less expensive option as compared to other BW products, with product support. Going with another BW Technologies product allows us to save money on purchasing extra items required for the docking station for calibration, such as the calibration gas regulator and bottle assembly.

I did receive pricing on RKT brand monitors, but the price per unit was over $1100. These BW Flex monitors were chosen due to the lower price point, with the ability to suit our needs. The new docking station is adaptable to newer BW Technology monitors for future replacement, as our current docking station has no product support due to age (approx. 12 years old)

Benefits:

Maintain staff safety during regular operations, as well as maintain public safety for responding to frequent carbon monoxide service calls.

Disadvantages:

Unbudgeted expense. Was planning on preemptively replacing in 2027 if they were still functional,

but due to more immediate need for replacements, requesting funding for replacement sooner than planned.

Alternatives

Run existing gas monitors until failure and include in the 2027 Natural Gas Capital Budget.

Financial Implications:

As provided in the provided quotes.

Legislation:

N/A

Intergovernmental:

N/A

Strategic Alignment:

Service Delivery & Community Wellbeing

Enclosure(s):

1. **Quote #1 – ElectroGas Monitors Ltd.**
2. **Quote #2 – Procon Systems Inc.**
3. **Quote #3 – ITM Instruments Inc.**

Signature of the CAO: [redacted]

Request for Decision (RFD)

Meeting Date: October 21, 2026 **Agenda Item:** #8.11
Topic: FedGas 2026 Fall Zone Meeting
Presented By: Daniel Moric, Natural Gas Department

That Smoky Lake County Council and the Director of Utilities attend the FedGas 2026 Fall Zone 3&4 Meeting on October 30, 2026 at 9:00AM, held at the Innisfree Recreation Centre.

Background:

Smoky Lake County Council and Natural Gas Manager attend the Spring and Fall FedGas Zone Meetings to receive FedGas and Gas Alberta updates and discuss resolutions prior to the November Convention.

Benefits:

Receive updates and information regarding FedGas and Gas Alberta business located within our local zones

Disadvantages:

Council and staff away from office during this period. Management staff work remotely as required during the meetings.

Alternatives

Partial attendance.

Financial Implications:

Cost for travel. Lunch provided

Legislation:

N/A

Intergovernmental:

N/A

Strategic Alignment:

Regional Collaboration and Modernization

Enclosure(s):

1. **2026 FedGas Fall Zone 3&4 Meeting Agenda**
2. **2026 FedGas Fall Zone 3&4 Meeting Schedule**
3. **2026 FedGas Spring Zone 3&4 Meeting Minutes & Sign in Sheet**

Signature of the CAO: [redacted]

FedGas
Federation of Alberta Gas Co-ops Ltd.

Minutes & Sign-in Sheet
2026 Spring Zone 3 & 4 Meeting
March 27, 2026
Lac La Biche

Zone 3 & 4
Hosted by: Lac La Biche District Natural Gas Co-op Ltd & Lac La Biche County,
Minutes Recorded by: Kendra Lundrigan Lac La Biche District Natural Gas Co-op Ltd.
Meeting Chair, Lloyd Prefontaine & Dale Swyripa

1. Call to Order

The Spring 2026 Zone 3 & 4 Meeting was called to order by meeting Chair Dale Swyripa, at 10:06 a.m.
Welcome and housekeeping addressed by Dale Swyripa.
Lac La Biche County Mayor Paul Reutov made greeting.

Introduction of Guests
The meeting Chair introduced the following special guests:

- Jack Goodall – Vice Chair FedGas
- Tom Kee – Executive Director FedGas
- Paul Dunsmore – CEO Gas Alberta
- Kyle Patterson – VP Operations Gas Alberta
- Carlee Martin – VP Gas Supply Gas Alberta
- Kendra Lundrigan – Recording Secretary
- Sheri Walters – Aon Rep
- Carin Shank – Aon Rep

Adoption of Agenda
Amendments to Agenda: Exchange Item 2 – Fedgas update with Item 4 – Gas Alberta Inc.
Rob Olsen, Town of Redwater MOVED to accept the agenda as amended.

Minutes of the 2025 Fall Zone Meeting
Errors or omissions: None
Lorne Haliskey, Smoky Lake County MOVED to accept the minutes of the October 27,2025 Fall Zone 3 & 4 meeting as presented.

Business Arising from the Minutes
None

Director Report
Zone 3 & 4 Director, Dale Swyripa, gave the following Director's report.
-Zone Directors are a direct link between members and FedGas Board.
-Directors Support resolutions
-Advertising - How can FedGas Support you
-Seeking feedback on upcoming sessions. Resolution training?

2. Gas Alberta Inc. Update

Zone 3 & 4
Hosted by: Lac La Biche District Natural Gas Co-op Ltd & Lac La Biche County,
Minutes Recorded by: Kendra Lundrigan Lac La Biche District Natural Gas Co-op Ltd.
Meeting Chair, Lloyd Prefontaine & Dale Swyripa

Jack Goodall –
-Discussed Global events influencing Alberta's energy sector.
-Discussed Professional Development and continuous improvement are board priorities
-One Director taking intensive governance training.

Paul Dunsmore, Kyle Patterson, and Carly Martin presented on behalf of Gas Alberta Inc. Management
Paul Dunsmore – Gas Alberta President & CEO

-GAI hired a new Head of Training – Fraiser Gall
-GAI "Value Created Slide" equals $134 million ($85.7m outperforming regulated retailers, $27m Shareholder rebates, $5.3m pipeline Funding Program in 2016, GAE $9.9m, $2.1m investment in 48% of Lovat Gas Solutions, $1m investment in 6.4% of Alexander tubular)

Gas Alberta Presentation attached.

Question from the floor: What are Gas Alberta's Short-Term Goals in regard to any big changes/challenges in Natural Gas?
Answer: We are investing in a long-term strategic session to plan for this.

Question from the floor: What type of trading strategies are you using in response to supply chain pressure and global events?
Answer: Yes, we have a plan for this, storage spreads, Park and Loans.

Question from the floor: How much are tariffs charged by TC Energy?
Answer: Producers can pick firm or interruptible services. $0.27-$0.30 per G/J depends on exporter & industrial service. Gas Alberta's members are mostly on Tap Service, which have no tariffs changed.

Question from the floor: How many Loan & Store Facilities are across Alberta?
Answer: Storage operators have fields in southern and Northwest side of province.

Question from the floor: Can you explain process of bringing in Compressed Natural Gas?
Answer: Rig trailers have compressed Natural Gas to provide the pressure needed; some have this built in some rig trailers need generators to provide.

Question from the floor: Instead of using fire stacks at gas plants can this type of gas be used by co-ops?
Answer: TC Energy is constrained, interesting opportunity to supply.

Question from the floor: Lack of drilling/exploration from eastern side- restrictions lack of gas. How do we promote this exploration/Development, so we don't continue to see lack of gas?

Answer: No simple answer, multi prong approach. It's a complicated problem; we are in discussions with the government over this.
Question from the floor: Places are abandoning wells ass they are more worried about injecting CO.
Answer: Security/supply challenges. It's a challenge and we will be talking about this in our strategic plan meeting coming up.

3. Special Guests - Aon

Sheri Walter and Carin Shank of Aon joined the meeting to provide a presentation on FedGas Insurance Reciprocal Exchange.

Aon Presentation attached.

Question from the floor: What is the cost of cyber insurance, and risk's?
Answer: We are working to put out training. Free training sessions are put out through Fire learning sessions.

Question from the floor: Deductibles, how do you establish appropriate deductible?
Answer: We do studies to see what the sweet spot for your co-op is.

4. FedGas Update

Bert Paulssen -

4.1 Zone Directors selections
Discussed changes brought to the 2026 elections.

4.2 Levy Recommendation
Discussed Annual levy adjustment. Small annual adjustments or large jump every couple of years.

Question from the floor: The budget at the AGM showed a surplus brought forward, couldn't this cover the cost? Transparency to know why the money is needed.
Answer: We should explain where we are spending this money. Maybe get the CFO to have the financials with more explanations.

Question from the floor: Would the annual COLA change be big every year?
Answer: No, this would be small amounts every year. Vs bigger amounts every couple of years.

Question from the floor: How many new risers are added each year? Could this help with the cost.
Answer: Not a big number, this amount goes into the budget every year. It's a minimal amount.

Question from the floor: Assigning minimum amount to raise levy. What incentive is there for us?
Answer: We won't ask for more than is needed. Every year leavy needs to be noted by membership.

4.3 Strategic Plan Initiatives
-Expanding Governance Training
-New Director Training
-Course development and delivery
-Resolutions updates
    -AER Major exercise Changes
    -Formation of Legislative Review Committee
    -Rural Municipalities Franchise Agreement

Question from the floor: Strategic issues, is success planning a course?
Answer: We could certainly do that. It depends on size of co-ops, if you have an assistant manager you are good. For small co-ops this is hard to do. We definitely want to be prepared.

Question from the floor: Standing committee is hard to do. At our county we set up when we need one.
Answer: County's have this down.

Question from the floor: FedGas courses who can attend?
Answer: any members of FedGas can attend.

4.4 Industry/Government updates
Tom Kee

Industry
-Canadian Gas Association has a new CEO – Susanna Zager
-Discussed Natural Gas Playbook & My home energy
-Discussed WiNG Nominations
- Utility Rules & Regulations, any updates are available on FedGas members' website.

Government
-Changes coming to the Gas Distribution Act
-Discussion on having FedGas Members having access to Capital Financing
-Rural Utilities hiring new roles

Rural Grant Program
-It is continuing, but with reduction in monies
-looking at a 2-year contract.

Zone 3 & 4
Hosted by: Lac La Biche District Natural Gas Co-op Ltd & Lac La Biche County,
Minutes Recorded by: Kendra Lundrigan Lac La Biche District Natural Gas Co-op Ltd.
Meeting Chair, Lloyd Prefontaine & Dale Swyripa

4.5 Staffing Changes at FedGas
- Hired Deanne Hamaluk to the Grants & Easements Administrator
-Hired Andre Truksa as System Administrator
-New change
    -Brett Woods to be taking on O&M audits
-Reporting Structure
    -Jason Cathcart, Senior Program Manager
    -Terence Gruba, Operations Manager

4.6 Upcoming Events
- August 12, 2026, 20th Annual Golf Tournament
- June 15, 2026 Members Meeting & Fire AGM
-Fall Zone 3 & 4 Meeting Oct 30, 2026
-November 23-26, 2026, FedGas Convention & Trade Fair
-Emily sent out opportunities to get Oil Kings tickets. If you would like to get tickets, email Emily.
-Bike ride for kids with Cancer is coming to Lac La Biche in June. Lac La Biche District Natural gas is hosting a supper for the bike riders. FedGas is donating money to the cause.

Question from the floor: What is the Grant Threshold, do you know what it is?
Answer: 8250 Jason meeting with Rural Utilities to see what is happening.

Question from the floor: Gas Distribution Act, are the penalties to change?
Answer: yes, we are looking at changing this.

5. Round Table Discussions

Topic - Convention
Discussion on any changes members would like to see. Thoughts on rooming, and networking reception.

Topic - Resolution Ideas Development
Discussed opportunities for change and to send out info on “how to” make a resolution

Topic – FedGas Subsidized Member Advertising
Discuss advertising/community engagement and how FedGas can help

Topic – Sunday, June 14th Governance Session
Discuss what topics members would like to see at governance session.

6. Resolutions (IF APPLICABLE)

None

7. 2026 Resolutions Committee Nominations

Rob Olson and Al Montpellier are on the committee presently, both would like their names to stand.

No objections.

8. Location of the 2026 Fall Zone Meeting

The 2026 Fall Zone 3 & 4 Meeting will be hosted by Minco Gas Co-op in Innisfree, Alberta.

9. Previously Submitted Topics

None

10. Other Issues that May Arise

None

11. Closing

Zone Director, Lloyd Prefontaine gave closing remarks.
Thank you to Lac La Biche District Natural Gas Co-op and Lac La Biche County for hosting.
Thanks for attending, we appreciate and encourage feedback. For any questions or anything coming up please contact Dale, Lloyd or Tom

Rob Olsen, Town of Redwater Moves that meeting be adjourned at 2:27pm
Seconded by Mark Wiebb, Lac La Biche District Natural Gas Co-op.

FedGas
Federation of Alberta Gas Co-ops Ltd.

Zone 3 & 4 – 2026 Spring Zone Meeting
Sign In Sheet

Name	Utility
Ron Fox	North East
Paul Dunsmore	Gas AB
Carlee Martin	"
Kyce Patterson	"
Daniel Movic	
Joe Soloway	Minco
Rob Olsen	Redwater
Garnet Davison	Redwater
Christopher Cook	Redwater
Rodney C Annan	Minco
Grant Withers	Minco Gas Coop
Joe Sydora	Minco Gas
Chris Klita	Lamco
Doug Sullivan	Lamco
Brent Widner	Lamco
Al Martsolluer	Coronado
Landon Tratch	Lac La Biche County
Kwayd Turgeon	Lac La Biche County
Curtis Beniuk	Lac La Biche County
Greg Radstaak	Lac La Biche County
Daryl Lang	" " Gas Co-op
Randy Zeroka	" " Gas Co-op

FedGas
Federation of Alberta Gas Co-ops Ltd.

Zone 3 & 4 – 2026 Spring Zone Meeting
Sign In Sheet

Name	Utility
MARK WALKER	L.L.B. District N.G.
Craig Lukenuk	Smoky Lake County
JACK GOODALL	GAI
Dave Dyik	County of Hills
Pat Gardeyka	" "
Neil Lapaschuk	" "
Sid Royce	Coronado Gas Co-op
SCOTT NEDERTAL	THORHILD COUNTY.
Cody Krupa	Thorhild County
Angela Zilinski	Thorhild County.
LORNE HALISKY	SL COUNTY
Kendra Lundrigan	LLB Gas Co-op
David BLISS	LLB Gas Co-op
JASON TKACHUK	Lomco Gas Co-op
Dale Swyripa	Fedgas
Lloyd Prefontaine	Fed Gas
Louis Ernest	County of Vermilion River
LESLIE CUSTER	COUNTY OF VERMILION RIVER
JASON STELMASCHUK	COUNTY OF VERMILION RIVER
BERT PAULSSEN	FEDGAS
Sheri Walters	AON
Carin Shank	AON

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2026 Fall Zone Meeting Schedule

Zone	Chair	Date	Time	Location
Zone 1	Ed Tollefson	October 23, 2026 Hosted by: North Peace Gas Co-op Ltd. Minutes by: TBD (North Peace)	9:00 a.m.	Grande Prairie Pomeroy Hotel 11633 100 Street Grande Prairie, AB
Zone 2	Joe Blakeman	October 22, 2026 Hosted by: Yellowhead Gas Co-op Ltd. Minutes by: Sirrea Petersen (Yellowhead)	9:00 a.m.	Peers Multiplex 5114 51st Street Peers, AB
Zone 3 Zone 4	Dale Swyripa Lloyd Prefontaine	October 30, 2026 Hosted by: Minco Gas Co-op Ltd. Minutes by: Lana Maclean (Minco)	9:00 a.m.	Innisfree Recreation Centre 5024 54 Street Innisfree, AB
Zone 5	Jack Goodall	October 29, 2026 Hosted by: East Central Gas Co-op Ltd. Minutes by: Ashley Kohlman (East Central)	9:00 a.m.	Castor Community Hall 4801 48 Avenue Castor, AB
Zone 6	Bert Paulssen	October 28, 2026 Hosted by: Foothills Gas Co-op Ltd. Minutes by: Gaye Grenier (Foothills)	9:00 a.m.	Olds Golf Course 33042 Range Road 12 Mountain View County, AB
Zone 7	Perry Ellis	October 20, 2026 Hosted by: RRP Gas Co-op Ltd. Minutes by: TBD (Meota)	9:00 a.m.	Strathmore Civic Centre - East Hall 120 Brent Blvd. Strathmore, AB
Zone 8	Randy Taylor	October 16, 2026 Hosted by: Triple W Nat Gas Co-op Minutes by: Jeff Skeith (Triple W)	9:00 a.m.	Shift Community Recreation Centre 2600 16th Avenue Coaldale, AB

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Final Agenda
2026 Fall Zones 3 & 4 Meeting
October 30, 2026
Innisfree Recreation Centre

Zones #3 & 4
Hosted by: Minco Gas Co-op Ltd.
Meeting Chair, Lloyd Prefontaine

9:00 a.m.	**Coffee**
9:30 a.m.	**Strategic Planning Governance Session** Facilitator: Freda Molenkamp-Oudman
	---------- LUNCH ----------
1:15 p.m.	**1. Call to Order** • Introduction of Guests • Confirmation of Designated Voters • Adoption of Agenda • Minutes of the 2026 Spring Zone Meeting • Business Arising from the Minutes • Zone Director's Report
	2. FedGas Update
	3. Gas Alberta Inc. Update
	4. Resolutions *(required 30 days prior to this meeting)* • Resolutions Committee Report • Resolutions Video
	5. Manager's Group Elections *(Zone 3)*
	6. Location of the 2027 Spring Zone Meeting • April 2, 2027
	7. Previously Submitted Topics
	8. Other Issues that May Arise
3:30 p.m.	**9. Closing**

Request for Decision (RFD)

Meeting Date: October 21, 2026 **Agenda Item: #8.12**
Topic: 2026 FedGas Annual Convention and Trade Fair Attendance
Presented By: Daniel Moric, Natural Gas Department

That Smoky Lake County Council and relevant staff attend the 2026 FedGas Annual Convention and Trade Fair and Gas Alberta Annual General Meeting held on November 23-26, 2026, located at the River Cree Resort & Casino, and provide the Director of Utilities Council's attendance of who can attend and dates of attendance.

Background:

Annually, Smoky Lake County Council and relevant staff attend the FedGas Convention and Gas Alberta Annual General Meeting in November. All Council, CAO, Director of Utilities, and 1 Natural Gas Technician is registered for the event, to take advantage of the Early Bird registration discount. Registration can be edited or cancelled prior to November 6 to avoid additional fees. Please let the Director of Utilities know who is able to attend, if changes are required to hotel bookings and registration. Through the FedGas "room lottery" Smoky Lake County has 3 rooms at the River Cree, with the remainder booked at the Four Points by Sheraton West, with shuttle services offered to the River Cree.

Benefits:

The event gives the ability to network with other attendees, vendors, and members of government. Training sessions, speakers, and trade fair offered on Monday the 23rd and Tuesday the 24th. Wednesday the 25th and Thursday the 26th is the business meetings. Thursday morning is the Premier's address and the MLA Forum and Discussion.

Disadvantages:

Council and staff away from office during this period. Management staff work remotely as required during the meetings.

Alternatives

Partial attendance for only interested times. The business portion of the meeting consists of utilities voting on resolutions presented.

Financial Implications:

Registration costs: $650.00 per attendee
Hotel costs: $189.99 per night, per room

Legislation:

N/A

Intergovernmental:

N/A

Request for Decision (RFD)

Strategic Alignment:

Regional Collaboration and Modernization

Enclosure(s):

1. **FedGas 2026 Convention and Trade Fair Tentative Agenda**

Signature of the CAO: [redacted]

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Federation of Alberta Gas Co-ops Ltd.

Full Convention TRACK

2026 CONVENTION & TRADE FAIR

NOVEMBER 23 – NOVEMBER 26, 2026

River Cree Resort and Casino

Bridging Ideas, Building Co-operative Communities

Track Description	Registration includes any breakouts of the attendee's choice, on all three days, plus the Wednesday AGM & Thursday Plenary Session.
Inclusions	· Any breakouts of attendees choice · All meals on Monday, Tuesday, Wednesday, & Thursday · Trade Fair on Monday & Tuesday · Chair's Meeting (if applicable) · Community Connections Welcome Reception on Monday evening · Cocktail Hour *Presented by the Manager's Group* on Tuesday evening
Exclusions	· Meals for spouses · Spousal Program · AGM Wrap-Up Banquet on Wednesday evening
Fees	· $725 Early Bird rate · $850 Regular rate (after September 11th)
Gas Alberta AGM	· The Gas Alberta AGM & Reception on Tuesday evening is open to all Gas Alberta customer utilities. There is no charge to attend, but it is not listed in this track's inclusions because it is considered separate from the FedGas Convention.
Optional Add-Ons	*Any sessions or meals outside of what is included with this Track registration are subject to the following fees:* · $50 per additional meal (e.g. for spouses) · $65 per additional Monday Reception ticket (e.g. for spouses) · $110/$125 per Spousal Program registration · $150 per AGM Wrap-Up Banquet ticket on Wednesday
Changes & Cancellations	*After November 6th, the following fees will apply:* · $50 per registration change · $100 per registration cancellation

FedGas
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Full Convention TRACK

2026 CONVENTION & TRADE FAIR

NOVEMBER 23 – NOVEMBER 26, 2026

River Cree Resort and Casino

Bridging Ideas, Building Co-operative Communities

Monday, November 23, 2026

7:00 a.m. – 9:00 a.m.	Full Buffet Breakfast
9:00 a.m. - 10:00 a.m.	Breakout Option: AI Ethics, *Katrina Ingram* Breakout Option: Critical Risk Management, *Gordon Walsh*
10:15 a.m. - 11:15 a.m.	Breakout Option: Ergonomics & Injury Prevention, *Rachel McKenzie* Breakout Option: Exhibitor What's New Session
11:00 a.m. – 12:00 p.m.	*Reflex Users Group (if applicable)*
11:15 a.m. – 12:15 p.m.	*Olfactory Testing (if applicable)*
11:30 a.m. - 1:00 p.m.	Full Buffet Lunch (in Trade Fair)
11:00 a.m. – 4:00 p.m.	Trade Fair & Silent Auction *with cash bar*
1:00 p.m. - 4:00 p.m.	Round Tables: Utility Administration
2:30 p.m. - 4:00 p.m.	Round Tables: Utility Operations
4:00 p.m. – 11:00 p.m.	Community Connections Welcome Reception

FedGas
Federation of Alberta Gas Co-ops Ltd.

Full Convention TRACK

2026 CONVENTION & TRADE FAIR

NOVEMBER 23 – NOVEMBER 26, 2026

River Cree Resort and Casino

Bridging Ideas, Building Co-operative Communities

Tuesday, November 24, 2026

7:00 a.m. – 9:00 a.m.	Full Buffet Breakfast (in Trade Fair)
8:00 a.m. – 9:00 a.m.	Speaker: Mental Health, Balance & Resilience, *Tyler Smith*
8:00 a.m. – 9:30 a.m.	Breakout Option: Financials & the Intersection of Strategy and Governance, *Julia Jackson, Jessica Szewchuk, & Maureen Moneta*
9:00 a.m. – 1:00 p.m.	Trade Fair and Silent Auction
9:30 a.m. – 10:30 a.m.	MAC Only Meeting *(committee only)*
10:00 a.m. – 11:00 a.m.	Breakout: Crisis Communications, *Kathryn Kolaczek*
10:30 a.m. – 11:30 a.m.	Breakout: Wildfire Management, *Connor Wollis*
11:00 a.m. – 12:00 a.m.	Resolutions Committee Meeting *(committee only)*
11:30 a.m. - 1:00 p.m.	Full Buffet Lunch (in Trade Fair)
1:00 p.m. - 2:30 p.m.	Breakout Option: Difficult Customers, De-escalation, *S/Sgt. Luke Halvorson* Breakout Option: Alberta Energy Regulator, *Topic/Speaker TBD*
4:00 p.m. – 5:00 p.m.	Cocktail Hour *presented by the Manager's Group*
5:00 p.m. – 10:00 p.m.	Gas Alberta AGM & Reception

FedGas
Federation of Alberta Gas Co-ops Ltd.

Full Convention TRACK

2026 CONVENTION & TRADE FAIR

NOVEMBER 23 – NOVEMBER 26, 2026

River Cree Resort and Casino

Bridging Ideas, Building Co-operative Communities

Wednesday, November 25, 2026

6:30 a.m. - 8:30 a.m.	Full Buffet Breakfast
8:00 a.m. - 12:00 p.m.	Chair Meeting *(if applicable)*
9:00 a.m. – 3:00 p.m.	*Spousal Program (if applicable)*
8:30 a.m. - 11:30 a.m.	Breakout Option: New Director Training
8:30 a.m. - 9:30 a.m.	Breakout Option: Governance through the Management Lens, *Jessica Szewchuk & Maureen Moneta*
9:30 a.m. - 11:30 a.m.	Breakout Option: Members' What's New Session
11:30 a.m. - 1:00 p.m.	Full Buffet Lunch
1:00 p.m.	2026 Official Annual General Meeting Opening & Call to Order Minutes Introductions of Board & Staff Recognitions
1:10 p.m.	FedGas Board & Executive Director Reports
1:20 p.m.	Resolutions
2:30 p.m.	Coffee Break
3:00 p.m.	Auditor's Report & Appointment of Auditor
3:30 p.m.	Levy Motion
3:45 p.m.	Adjourn Official Annual General Meeting
3:45 p.m.	Kevin Ouderkirk, Chair of Manager's Group
4:00 p.m.	Closing Comments
5:45 p.m.	Social Hour *(if applicable)*
6:45 p.m.	AGM Wrap-up Banquet *(if applicable)* *Honourary Lifetime Member Awards* Featuring entertainment by: *Trevor Panczak*

FedGas
Federation of Alberta Gas Co-ops Ltd.

Full Convention TRACK

2026 CONVENTION & TRADE FAIR

NOVEMBER 23 – NOVEMBER 26, 2026

River Cree Resort and Casino

Bridging Ideas, Building Co-operative Communities

Thursday, November 26, 2026

6:30 a.m. - 8:30 a.m.	Full Buffet Breakfast
8:30 a.m.	2026 Plenary Session Opens
8:35 a.m.	Premier's Address *(tentative)* MLA Forum & Discussion
10:00 a.m.	Coffee Break
10:30 a.m.	Keynote Address: Topic TBD, *Vik Maraj*
11:30 a.m.	Evaluation of 2026 Convention & Trade Fair *Suggestions from the floor on next Annual Meeting*
11:45 a.m.	Convention 2026 Closing
12:00 p.m.	Grab & Go Lunch

Request for Decision (RFD)

Meeting Date: October 21, 2026 **Agenda Item:** #8.13
Topic: Accounts Receivable Collection Policy
Presented By: Nicole Cherniwchan, Director of Corporate Services

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Recommendation:
That Council Approve the amendments to Policy 08-02 – Accounts Receivable Collections

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Background:
Administration periodically reviews County Policies to ensure they are current, effective, consistent with organizational practices and responsible to operational needs.

Policy 02-02 - Accounts Receivable Collection was approved December 19, 2002 and further amended on September 23, 2010. The policy was updated to the new format, and minor revisions were made through out the policy.

The most significant policy change was the addition of section 5. Offset of Amounts Payable. Offset of amounts payable can occurs when a customer owes money to the County and the County is obligated to make a payment to that same customer, instead of issuing a payment to the customer the payment, or partial payment, would be applied to the amount owed to the County. This practice has been used by the County in the past, the policy has been updated to reflect this.

Section 3.2.2 was added to allow outstanding amounts to be forwarded to a collection agency, this is not a practice utilized by Smoky Lake County, but has been included for Council's consideration.

Benefits:
The policy provides clear direction to administration for managing outstanding receivables while ensure transparent and fair collection practices. Having the Accounts Receivable Policy in place helps ensure the collectability of overdue accounts.

Disadvantages:
The use of collection agencies and accounts receivable offsets may affect customer relationships.

Alternatives:
Council approves the updated Accounts Receivable Policy.

Council does not approve the updated Accounts Receivable Policy and utilizes the current Accounts Receivable Policy.

Council recommends changes to the Accounts Receivable Policy.

Financial Implications:
Implementation of the Accounts Receivable Policy helps increase cash flow through the recovery of outstanding accounts and aids in reducing bad-debt expense.

Request for Decision (RFD)

Legislation:

- Municipal Government Act;
- Consumer Protection Act (when engaging third-party collection agencies);
- Collection and Debt Repayment Practices Regulation (when engaging third party collection agencies);
- Protection of Privacy Act;
- and related County policies and Bylaws, as amended.

Intergovernmental:

n/a

Strategic Alignment:

Economic Development and Financial Sustainability

Enclosure(s):

1. **Policy 02-02 - Accounts Receivable Collection Proposed**
2. **Policy 02-02 – Accounts Receivable Collection Existing**

Signature of the CAO: [redacted]

Smoky Lake County Policy

Title:	**Accounts Receivable Collection**	Policy #	Version
Category:	Financial Services (FIN)	**08-02**	**03**

LEGISLATIVE REFERENCE:

- Municipal Government Act;
- Consumer Protection Act (when engaging third-party collection agencies);
- Collection and Debt Repayment Practices Regulation (when engaging third party collection agencies);
- Protection of Privacy Act;
- and related County policies and Bylaws, as amended.

PURPOSE:

To establish cost effective and consistent procedures for the collecting of Accounts Receivable while ensuring fair treatment of customers and safeguarding municipal financial resources.

STATEMENT:

This policy applies to the procedures and collection of accounts receivable.

OBJECTIVE:

To promote the timely collection of accounts receivable, minimize financial risk, and ensure the responsible management of public funds.

GUIDELINES & PROCEDURE:

1 Definitions

Credit: the authorization granted by the County to a customer, or other entity to receive goods, services, or other value with payment deferred to a specified future date and recorded as accounts receivable.

Customer: Any individual, corporation, partnership, organization, government agency, or other entity owing money to the County.

Offset: The application of funds otherwise payable by the County to a customer toward an outstanding debt owed by that customer to the County.

Debt: Any outstanding amount owing to the County by a customer

Accounts Receivable: Any amount billed, levied, invoiced or otherwise due to the County that remains unpaid, including applicable interest, penalties and other charges authorized by legislation, bylaw or agreement.

2. **Extending Credit:**

2.1 Smoky Lake County Departments that provide goods or services on a credit basis are required to ensure that all transactions of this nature flow through Accounts Receivable.

2.2 All accounts receivable invoices will bear the notation:

All accounts are due and payable in thirty (30) days.
Interest will be charged at one and a half percent (1.5%) per month
on all overdue accounts.

2.3 Customers are directed to send all payments directly to the administration office.

2.4 To improve Smoky Lake County's legal position for account collection, it is recommended that a formal contract or written agreement be signed with the customer, whenever possible.

2.5 Smoky Lake County's standard term of payment is 30 days from the invoice date.

3. **Collection of Accounts Receivable:**

3.1 Each month, administration will send monthly statements showing the outstanding balance due.

3.2 If a receivable account is not paid within 90 days:

3.2.1 Services may be discontinued;

3.2.2 Accounts may be forwarded to a collection agency;

3.2.3 The receivable account may be charged to the tax roll where permitted by the *Municipal Government Act,* and/or any relevant County Bylaws and Policies.

4. **Refusal of Further Credit**

4.1 Further credit and/or service may be denied for customers having accounts over 120 days past due. The decision to deny further credit and/or services, or request of a deposit for further services will be made by the CAO in consultation with the Division Director extending the credit and the Director of Corporate Services.

5. **Offset of Amounts Payable**

5.1 Where a customer owes money to the County and the County is obligated to make payment to that same customer, the County may offset all or a portion of the amount payable against the amount owed to the County.

5.2 Prior to the offset being applied:

5.2.1 The debt must be due and payable to the County;

5.2.2 The debt must not be in dispute;

5.2.3 The County will notify the customer of the intended offset unless immediate action is required to protect the County's interest.

6. **Cancellation of Accounts Receivable Penalties:**

6.1 Total unpaid interest or penalty charges on an accounts receivable account may be cancelled, if circumstances warrant, in accordance with the following authority levels:

Cashiers at the time of Payment	up to $5.00
Managers	up to $100.00
Chief Administrative Officer	up to $500.00

6.2 The write-off of interest and penalty charges more than $500.00 require Council approval for cancellation.

7. **Uncollectible Accounts:**

7.1 If it is deemed to be in the best interest of Smoky Lake County, further collection efforts will be undertaken and may include legal action if necessary. This decision must be Council approved.

7.2 If an account is deemed to be uncollectible and thereby written-off by Council, the uncollected accounts receivable balance will be charged back to the departments where the charges originated.

8. **Exception to the Policy:**

8.1 Natural Gas and Environmental Operations Services are the only exceptions to this policy. Collections of accounts receivable are governed under Bylaw.

	Date	Council Resolution #	Version
Adopted	December 19, 2002	#131-02 Page # 7441	01
Amended	September 23, 2010	#897 -10 Page # 9457	

Reviewed

SMOKY LAKE COUNTY

Title: Accounts Receivable Collection	Policy No.: 02-02
Section: 08	Page No.: 1 of 2

Legislation Reference:	Alberta Provincial Statutes.

Purpose:	To minimize the cost of collecting Accounts Receivable and to provide a consistent means of accounts collections.

Policy Statement and Guidelines:

1. **Extending Credit:**

1.1 Smoky Lake County Departments that provide goods or services on a credit basis are required to ensure that all transactions of this nature flow through Accounts Receivable.

1.2 All accounts receivable invoices will bear the notation:

All accounts are due and payable in thirty (30) days.
Interest will be charged at one and a half percent (1.5%) per month on all overdue accounts.

1.3 Customers are directed to send all payments directly to the administration office.

1.4 To improve Smoky Lake County's legal position for account collection, it is recommended that a formal contract or written agreement be signed with the customer, whenever possible.

1.5 Smoky Lake County's standard term of payment is 30 days from the invoice date.

2. **Collection of Accounts Receivable:**

2.1 Each month, administration will send monthly statements showing the outstanding balance due.

2.2 If a receivable account is not paid within 90 days:

2.2.1 The customer is sent a reminder letter.

2.2.2 The receivable account may be charged to the tax roll where permitted by the *Municipal Government Act*, and/or any relevant County Bylaws and Policies.

2.2.3 Further credit privileges **may** be revoked.

Policy Statement and Guidelines:

3. **Cancellation of Accounts Receivable Penalties:**

3.1 Total unpaid interest or penalty charges on an accounts receivable account may be cancelled, if circumstances warrant, in accordance with the following authority levels:

Cashiers at the time of payment	up to $ 5.00
Managers	up to $ 100.00
Chief Administrative Officer	up to $ 500.00

3.2 The write-off of interest and penalty charges in excess of $500.00 require Council approval for cancellation.

4. **Uncollectible Accounts:**

4.1 If it is deemed to be in the best interest of Smoky Lake County, further collection efforts will be undertaken and may include legal action, if necessary. This decision must be Council approved.

4.2 If an account is deemed to be uncollectible and thereby written-off by Council, the uncollected accounts receivable balance will be charged back to the departments where the charges originated.

5. **Exception to the Policy:**

5.1 Natural Gas and Environmental Operations Services are the only **exceptions** to this policy. Collections of accounts receivable are governed under Bylaw.

	Date	Resolution Number
Approved	December 19, 2002	# 131-02 - Page # 7441
Amended	September 23, 2010	# 897-10 - Page # 9457
Amended		

SMOKY LAKE COUNTY

Title: Incident Reporting		Policy No.: A.02-04
Section: 14	Code: P-I	Page No.: 1 of 9 E

Legislation Reference:	Municipal Government Act, Occupational Health and Safety (OH&S) Act, Regulation and Code

Purpose:	To create a formal report documenting the facts of an incident, identifying the causes, and determining actions to control losses and prevent future occurrences. This process focuses on identifying root causes, not assigning blame, to minimize injuries, collect relevant data, and implement corrective actions.

Policy Statement and Guidelines:

1. **OBJECTIVES:**

1.1. This policy applies to all departments where an incident or injury has occurred on the worksite, but it can also pertain to any unusual worksite occurrences such as near misses, life, injury, property and equipment damage, health and safety issues and claims of General Liability.

1.2. The Incident investigation process is the account and analysis of an incident based on Information gathered by a thorough examination of all contributing factors and causes involved. To determine what happened to cause the incident and identify any unsafe conditions, acts or procedures that will help management to identify practical corrective actions.

2. DEFINITIONS:

2.1. **Incident:** Any unplanned event that causes injury or losses, which may involve property or general liability and could also involve individuals that are not employees of the County. These types of incidents will be investigated by the supervisory personnel in charge of the specific worksite or equipment involved in the incident.

2.2. **Near Miss:** An unplanned event that did not result in injury, illness or damage – but had the potential to do so. Near misses are warnings of potential incidents and must be reported.

2.3. **Underlying Causes:** The symptoms that contributed to the immediate incident. The underlying causes may not be as obvious as the immediate causes. These can be uncovered by asking probing questions about the unsafe conditions or actions related to the incident, considering both personal and workplace environmental factors.

2.4. **Work Refusal:** A voluntary act made by an employee to cease all duties and tasks related to a job considered unsafe to their physical welfare. An employee can exercise their right to refuse dangerous work under the Occupational Health and Safety Act following immediate notice to a supervisor. The County must inspect the hazard to be remedied immediately before work can be assumed.

2.5. **Occupational Illness:** An event or exposure whose cause is attributable to the workplace environment to illness, disease or disorder that contributes to a condition or worsens a preexisting condition caused by work or working conditions over a long period. Types of hazards include chemical, ergonomic, physical, and psychosocial, which can cause harm or adverse effects in the workplace. Getting resources on such specific hazards and their control will include identification, risk assessment and inspections to keep the workplace environment healthy and safe.

Policy Statement and Guidelines:

2.6. **Workplace Violence:** Violence, whether at a work site or work-related, is defined by the OHS Act as the threatened, attempted or actual conduct of a person that causes or is likely to cause physical or psychological injury or harm and includes domestic or sexual violence.

2.7. **Workplace Harassment:** The OHS Act defines harassment as any single incident or repeated incidents of objectionable or unwelcome conduct, comment, bullying or action by a person that the person knows or ought reasonably to know will or would cause offence or humiliation to a worker, or adversely affects the worker's health and safety, and includes conduct, comments, bullying or actions because of race, religious beliefs, colour, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status, gender, gender identity, gender expression and sexual orientation, and a sexual solicitation or advance, but excludes any reasonable conduct of an employer or supervisor related to the normal management of workers or a work site.

3. GUIDELINES:

3.1. Employees shall report all incidents to their immediate Manager and the Health and Safety Coordinator.

3.2. The Manager and/or Health and Safety Coordinator shall then report it to the Chief Administrative Officer.

3.3. The Health and Safety Coordinator shall conduct the incident investigation with the help of the employee's immediate manager when required. The following schedules will be completed to document as the formal written report of incident(s):

3.3.1. **Schedule "A": Incident Report: To be completed for all incidents.**

3.3.2. **Schedule "B": RMA Insurance:** To be accompanied with Schedule "A" only when **Auto/Equipment Loss occurs.**

3.3.3. **Schedule "C": Incident Report on Municipal Roads by Third Party**: To be completed only when **Incidents Loss occurs on Municipal Roads by Third Party.**

3.4. The report shall be submitted to the Chief Administrative Officer without delay and shall be reported to the Workers Compensation Board and/or Occupational Health and Safety, as required.

3.5. Incidents will be reviewed at Health and Safety Committee meetings to facilitate a thorough analysis of trends, root causes, and corrective actions. The committee plays a crucial role in identifying systemic issues, recommending policy or procedural improvements, and ensuring that corrective measures are effectively implemented. Regular incident reviews enhance collaboration between management and workers, promoting a proactive approach to workplace safety.

3.6. Incidents will be reviewed at weekly toolbox meetings to reinforce a strong safety culture, ensure lessons are learned, and prevent recurrence. Regular reviews provide an opportunity to identify root causes, discuss corrective actions, and remind workers of safe work practices. By openly discussing incidents, employees stay informed about potential hazards, fostering accountability and continuous improvement in workplace safety.

Policy Statement and Guidelines:

4. **NON-CRIME RELATED INCIDENT INVESTIGATION PROCESS:**

4.1. **Secure and Assess the Scene**

4.1.1. Immediately secure the incident scene to preserve evidence and prevent further harm. Assess the area for any unsafe conditions, hazards, or actions that contributed to the incident. The goal is to determine the direct and underlying causes per OH&S regulatory requirements.

4.2. **Gather Evidence and Document Findings**

4.2.1. Collect relevant information by:

4.2.1.1. Taking detailed notes of observations.

4.2.1.2. Capturing photographs, sketches, and diagrams.

4.2.1.3. Reviewing equipment, work processes, and environmental conditions.

4.2.1.4. Gathering records such as training documentation, maintenance logs, and hazard assessments.

4.2.2. This information will be used to conduct a fact-based analysis and identify the root cause.

4.3. **Conduct Witness Interviews**

4.3.1. Interview witnesses as soon as possible to obtain accurate accounts of the incident.

4.3.2. Ask open-ended questions to gather facts.

4.3.3. Ensure interviews are conducted in a non-confrontational manner.

4.3.4. Document statements carefully to avoid assumptions or bias.

4.4. **Analyze Findings and Determine Root Causes**

4.4.1. Examine all collected data to identify the primary causes of the incident. Consider contributing factors such as worker training, equipment condition, procedures, and environmental factors.

4.5. **Develop and Implement Corrective Actions**

4.5.1. Prepare a formal incident investigation report using **Schedule "A": Incident Report** outlining:

4.5.1.1. A summary of findings.

4.5.1.2. The root cause of the incident.

4.5.1.3. Recommended corrective and preventative actions.

4.5.1.4. Assign responsibilities and timelines for implementation.

4.6. **Follow-Up and Review**

4.6.1. Ensure corrective actions are implemented and effective. Monitor compliance, provide additional training if necessary, and review the incident at **Toolbox Talks** and **Health and Safety Committee meetings** to reinforce lessons learned.

5. CRIME RELATED INCIDENT INVESTIGATION PROCESS:

5.1. **Notify Police and Secure the Scene**

5.1.1. Immediately notify law enforcement and follow their instructions. Secure the scene to preserve evidence and prevent tampering. Ensure that no one enters the area unless necessary for safety.

Policy Statement and Guidelines:

5.2. **Assess the Situation and Provide Assistance**

5.2.1. Evaluate the scene for immediate dangers, injuries, or ongoing threats. Provide first aid as needed and call emergency medical services if required. Document initial observations without disturbing evidence.

5.3. **Collaborate with Law Enforcement**

5.3.1. Work closely with police investigators by:

5.3.1.1. Providing relevant internal records, such as logs or reports.

5.3.1.2. Assisting in forensic analysis if required.

5.3.1.3. Maintaining chain of custody for any workplace-related evidence.

5.4. **Follow the Non-Crime Related Incident Investigation Process once receiving approval from law enforcement.**

	Date	Resolution Number
Approved	August 16, 2007	# 539-07 - Page # 8424
Amended	February 20, 2014	# 252-14 - Page # 11083
Amended	February 24, 2022	# 421-22 - Page #15008
Amended	March 13, 2025	# 732-25 - Page #15888

SCHEDULE "A"

SMOKY LAKE COUNTY

INCIDENT REPORT		
Employee Name:	**Job Title:**	**Department:**
Incident Reported To:	**Date Reported:**	**Time Reported:**
Managers Name:	**Managers Title:**	**Signature:**

EVENT DETAILS		
Date of Event:	**Time of Event:**	☐ Incident ☐ Occupational Illness ☐ Near Miss ☐ Work Refusal ☐ Workplace Violence/ Harassment
Type of Event:	**Injury Type:**	**Event Location:**
Primary Body Part Injured: ☐ N/A	**Secondary Body Part Injured:** ☐ N/A	

Detailed Description of Event:

☐ ***Pictures or other information attached***

INCIDENT REPORT

PAGE TWO

Underlying Causes:

_____

_____

_____

_____

_____

_____

Recommendations: To prevent re-occurrence of Event?

_____

_____

_____

_____

_____

_____

Action taken: What and by whom?

_____

_____

_____

_____

_____

Safety Officer's Comments/Follow-Up:

_____

_____

_____

_____

WITNESSES

Name:	**Phone:**	**Name:**	**Phone:**
Name:	**Phone:**	**Name:**	**Phone:**

Health and Safety Coordinator Signature: _____ **Date Completed:** _____

Employee Signature: _____ **Date Completed:** _____

Investigator Signature: _____ **Date Completed:** _____

Chief Administrative Officer Signature: _____ **Date Reviewed:** _____

SCHEDULE "B"

RMA INSURANCE

2510 Sparrow Drive, Nisku, AB. T9E 8N5
PHONE #: 780-955-3639 • FAX #: 780-955-3615

Automobile Policy: Q638342	**Heavy Equipment Policy: RSLE2215/22**

AUTO / EQUIPMENT LOSS FORM

DATE OF LOSS: _____ CERTIFICATE #: _____

JURISDICTION: _____

CONTACT PERSON: _____ PHONE # _____

YEAR: _____ MAKE MODEL: _____ SERIAL #: _____ PLATE #: _____

DRIVER: _____ DOB: _____

DRIVER'S. LICENCE. #: _____ YRS. EXP.: _____

PREVIOUS ACCIDENTS/CONVICTIONS: _____

ADDRESS: _____

LOSS PAYABLE/LESSOR: _____

THIRD PARTY INFORMATION

YEAR: _____ MAKE MODEL: _____ SERIAL #: _____

DRIVER: _____ PHONE #: _____ LIC. PLATE #: _____

OWNER: _____ PHONE #: _____

DESCRIPTION OF DAMAGES: _____

NAME OF INSURER: _____ POLICY #: _____

LOCATION OF ACCIDENT: _____

POLICE/RCMP AT SCENE: _____

INJURIES: _____

WITNESS: _____

REPORTED TO RMA online to https://rmalberta.com/ ☐ **YES** ☐ **NO**
Or contact: New West Adjusters @ 780-489-3310

SCHEDULE "C"

SMOKY LAKE COUNTY

INCIDENT REPORT On Municipal Roads by Third Party

Location: _____

This form is to be filled out for any incident that happens on Smoky Lake County road.

For Completion By Municipality
Date of Incident _____ **Time of Incident** _____
When did you first learn of The incident (Date /Time)
When was the Incident Reported? (Date/Time)
Are you aware of any injuries
☐ **Minor** ☐ **Moderate** ☐ **Serious** ☐ **Hospitalized** ☐ **Death** ☐ **Unknown**

For Completion By Person Attending site
Form Completed By: _____ **Title:**_____
When were you notified of the incident? (Date/Time)
When did you attend the Incident site? (Date/Time)
Date/Time of Completion of this checklist
Have Photographs taken? ☐ **Yes** ☐ **No** **(Date /Time)**

Signature of person completing this checklist: _____

Contact Information: Work Phone: _____ Cell: _____ E-mail: _____

After learning of an accident that occurs on a roadway under the municipality's control, the following people need to be contacted:

Contact Insurers:

- ☐ Notify Priddle & Associates to determine whether an insurance investigation should begin
- ☐ https://rmalberta.com/
- ☐ Date and time reported _____

Photographs and the following information need to be obtained. Mark a check ☑:

Photographs:

- ☐ Path taken by both vehicles before and after losing control
- ☐ Final resting position of vehicles
- ☐ If vehicles have been removed, remaining as evidence
- ☐ General road conditions
- ☐ Anything on the road surface that may have contributed to possible losing control
- ☐ Road signs on scene

Information:

General road conditions _____

Weather conditions _____

Evidence of impairment _____

INCIDENT REPORT On Municipal Roads by Third Party - Page Two

Other information

Detailed Description of Event:

_____

_____

_____

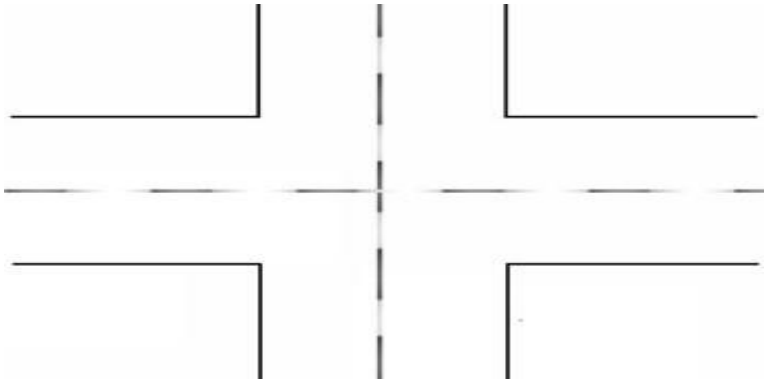
_____

_____

_____

Witness? _____

Were first responders present? _____



*show all skid marks and the resting spots of all vehicles involved
* Show road number when possible

THIRD PARTY INFORMATION Vehicle # 1	THIRD PARTY INFORMATION Vehicle # 2
YEAR: _____ MAKE MODEL: _____	YEAR: _____ MAKE MODEL: _____
SERIAL #: _____	SERIAL #: _____
DRIVER: _____	DRIVER: _____
PHONE #: _____	PHONE #: _____
LIC. PLATE #: _____	LIC. PLATE #: _____
OWNER: _____	OWNER: _____
PHONE #: _____	PHONE #: _____
NUMBER OF PASSENGERS _____	NUMBER OF PASSENGERS _____
DESCRIPTION OF DAMAGES: _____	DESCRIPTION OF DAMAGES: _____
NAME OF INSURER: _____	NAME OF INSURER: _____
POLICY #: _____	POLICY #: _____

Request for Decision (RFD)

Meeting Date: October 21, 2026 **Agenda Item:** #8.14
Topic: Tax Sale Acquisition - Roll 22010105
Presented By: Nicole Cherniwchan

Recommendation:
Recall the Registration Request with Land Titles and register Tax Forfeiture at a later date.

Background:
At the May 28, 2026 County Council Meeting tax roll 22010105 was brought forward as a candidate for municipal acquisition.

Resolution 20260528-357 states: "That Smoky Lake County Council approve to Register Roll 22010105 Lot 5 & 6, Block 1, Plan 1955CL under Smoky Lake County Tax Forfeiture due to nonpayment of property taxes."

Tax roll 22010105 is a lot in Spedden that hasn't paid taxes since 2021. There were no bids at the tax sale. Total outstanding taxes are $15,933.33; this includes unpaid utilities that have been transferred to the account as well as penalties that have been applied. The County sent an eviction notice to the tenants, however, as the County was not the owner of the property, it could not evict the tenants.

The process to register the Tax Forfeiture Title has been initiated with land titles however the documentation has not yet been processed. It is possible to amend or recall the registration request with land titles, if the request has not yet been examined by an analyst. Currently, there is a six-week delay in processing land title requests. The Tax Forfeiture Title Registration was submitted on September 17, 2026. There is no restriction on how soon the County must register the Tax Forfeiture Title on the property after the auction.

This property is in a state of disrepair and is inhabited by a renter. Once the County assumes ownership of the property it becomes a landlord until such a time that the property is sold or becomes vacant. Landlords must ensure that the rental premises are habitable at the beginning and throughout the tenancy. Rental premises must meet the Minimum Housing and Health Standards under the Public Health Act and Housing Regulation.

Alberta Regulation 173/99, Public Health Act, Housing Regulation, Owner's Obligations Section 3 indicates:

3(1) Subject to subsection (3) and section 4, an owner shall ensure that
- (a) the housing premises are
  - (i) structurally sound,
  - (ii) in a safe condition,
  - (iii) in good repair, and

(iv) maintained in waterproof, windproof and weatherproof condition;

(b) the occupants of the housing premises are supplied with adequate

(i) sanitary facilities, including a sanitary drainage system or private sewage disposal system,

(ii) heating facilities that are capable of maintaining a habitable indoor temperature, if the housing premises are used or intended for use during all or part of the period from September 1 in one year until May 1 in the following year,

(iii) running hot and cold water that is safe for human consumption, and

(iv) space for sleeping purposes;

(c) the common areas of the housing premises, its fixtures and any furnishings provided by the owner are maintained in a clean and sanitary condition.

(2) An owner shall ensure that the housing premises' plumbing system and facilities provided under subsection (1)(b) are free from defects and maintained in proper operating condition.

Benefits:

When the title of the property changes to tax forfeiture, the County has the ability to rent, lease or dispose of the property at a price as close to market value as possible.

Any rental proceeds or sale proceeds could be applied to taxes receivable.

Disadvantages:

The property is in a state of disrepair and as a landlord is required to must meet the Minimum Housing and Health Standards under the Public Health Act and Housing Regulation as outlined above. This could come at a significant cost to the County.

Alternatives:

1) Continue with the Tax Forfeiture Title and assume ownership of the property as well as the associated obligations of being a landlord.
2) Recall the Registration Request with Land Titles and repeal Resolution 20260528-357 and not register Tax Forfeiture Title. The current owner would maintain ownership of the property and it is unlikely that the outstanding taxes would be paid.
3) Recall the Registration Request with Land Titles and register Tax Forfeiture at a later date. This could be a way of minimizing the costs to the County. It appears that the property has not been consistently maintained and the probability of costly repairs being required in the winter months are higher. Postponing the title transfer would defer the costs of bringing the property up to an appropriate standard.

Financial Implications:

Option 1 – Continue with Tax Forfeiture Title

Registering the property under Tax Forfeiture will allow Smoky Lake County to manage or dispose

of the properties in accordance with the *Municipal Government Act*. The current outstanding taxes and transferred utility balances total $15,933.33.

If the properties are eventually sold, proceeds may be applied toward the outstanding tax arrears and related costs.

If the property is maintained as a rental property rental proceeds can be applied to outstanding tax amounts. However, there could be significant costs associated with bringing the property up to an acceptable living standard and maintaining the property going forward.

Option 2 – Recall the Tax Registration Request repeal Resolution 20260528-357 and not register Tax Forfeiture Title. The County is unlikely to collect the past due tax and utility amounts however; the landlord and landowner responsibilities would stay with the property owner.

Option 3 – Recall the Tax Registration Request and Continue with the Tax Forfeiture at a later date. This would help mitigate the concerns of owning the property over the winter months where potential repairs could be more significant, and would give Administration time to properly evict the tenants.

Legislation:

Municipal Government Act, RSA 2000, c. M-26

Municipal Government Act, Part 10, Division 8 – Tax Recovery

Municipal Government Act sections relating to tax arrears, notification requirements, reserve bids, public auction procedures, and redemption rights

Transfer of parcel to municipality

424(1) The municipality at whose request a tax recovery notification was endorsed on the certificate of title for a parcel of land may become the owner of the parcel after the public auction, if the parcel is not sold at the public auction.

(2) If the municipality wishes to become the owner of the parcel of land, it must request the Registrar to cancel the existing certificate of title for the parcel of land and issue a certificate of title in the name of the municipality. Right to dispose of parcel

(3) A municipality that becomes the owner of a parcel of land pursuant to subsection (1) acquires the land free of all encumbrances, except

(a) encumbrances arising from claims of the Crown in right of Canada,

(b) irrigation or drainage debentures,

(c) registered easements and instruments registered pursuant to section 69 of the Land Titles Act,

(d) right of entry orders as defined in the Surface Rights Act registered under the Land Titles Act,

(e) a notice of lien filed pursuant to section 38 of the Rural Utilities Act,

(f) a notice of lien filed pursuant to section 20 of the Rural Electrification Loan Act, and

(g) liens registered pursuant to section 21 of the Rural Electrification Long-term Financing Act.

(4) A certificate of title issued to the municipality under this section must be marked “Tax Forfeiture” by the Registrar.

425(1) A municipality that becomes the owner of a parcel of land pursuant to section 424 may

dispose of the parcel
(a) by selling it at a price that is as close as reasonably possible to the market value of the parcel, or
(b) by depositing in the account referred to in section 427(1)(a) an amount of money equal to the price at which the municipality would be willing to sell the parcel under clause (a).
(2) The municipality may grant a lease, licence or permit in respect of the parcel.
(3) Repealed 1995 c24 s65

Residential Tenancies Act
Public Health Act
Housing Regulation

Intergovernmental: N/A

Strategic Alignment:
Economic Development & Financial Sustainability

Enclosure(s):
Assessment Summary
Property Photos 1-5

Signature of the CAO: _____

Smoky Lake County

8.14.1 Residential

Year of General Assessment: 2025

Roll: 22010105
Legal: 1955CL 1 5 & 6 SW-34-59-12-4
Address: 5014 49 ST

Land Area: 7,800 Sq. Feet
Subdivision: Spedden
Zoning: Hamlet General



SFD - After 1970

			Asmt	Code	Value
Area:	**1,008 Sq Feet**	Year Built: 1990 1 Storey & Basement	2	100%	90,870
Quantity:	1,008 ft2	Heat -- Forced Air			
	1	Plumbing Bsmt. -- 1/2 Bath			
	1	Plumbing Main -- Kitchen Sink			
	1	Plumbing Main -- Full Bath			
	756 ft2	Bsmt Finish (All - %) -- Rooms			

Assessment Totals

Tax Status	Code	Description	Land	Improvement	Other	Assessment
T	2	Residential Imp/Site	6,740	90,870	0	97,610
		Grand Totals For 2025	**6,740**	**90,870**	**0**	**97,610**

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03/25/2025


09/01/2023


5014
09/01/2023

Request for Decision (RFD)

Legislation:
There are no legislative requirements mandating these benefit enhancements. The proposed changes are consistent with the County's authority as an employer to establish employee compensation and benefit programs.

Intergovernmental:
N/A

Strategic Alignment:
5. Workforce Development and Succession Planning
The proposed enhancements to the County's employee benefit plan support the development and retention of a skilled and resilient workforce by strengthening the County's overall compensation package and providing employees with improved short- and long-term income protection. This supports the County's objective of improving employee retention and long-term organizational stability.

Enclosure(s):
N/A

Signature of the CAO: _____

Request for Decision (RFD)

Meeting Date: Wednesday, October 21, 2026 **Agenda Item:** #8.16
Topic: Incident Reporting Policy
Presented By: Jasmine Schaub, Human Resources and Safety Manager

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Recommendation:
That Smoky Lake County Council approve the amended policy 14-02 : Incident Reporting, as presented.

Background:
As part of Smoky Lake County's Certificate of Recognition (COR) audit process, an opportunity for improvement was identified regarding worker participation in workplace incident investigations. The audit recommended that the County more clearly define the worker's role, including participation in identifying root causes and developing corrective actions, and ensure that participation is documented.

Administration reviewed the existing Incident Reporting Policy and revised it to establish a clearer and more consistent framework for reporting, reviewing and investigating workplace incidents and near misses.

The amendments clarify worker participation, investigation levels based on actual and potential severity, investigator responsibilities and training, corrective action tracking, contractor incidents, external reporting, and record retention and distribution.

The revised policy also establishes a maximum 24-hour internal reporting deadline for incidents involving injury or illness, while maintaining immediate notification expectations. This internal deadline supports timely assessment and completion of required WCB reporting and does not replace applicable external reporting timelines.

Supporting forms have been updated to strengthen documentation of investigation participants, findings, corrective actions and follow-up.

Benefits:
- Addresses the opportunity for improvement identified through the COR audit.
- Clearly defines and documents worker participation in the incident investigation process.
- Establishes a consistent approach for Basic and Large-Scale Investigations based on actual and potential severity.
- Strengthens identification of contributing and root causes and the development of appropriate corrective actions.
- Improves accountability for assigning, monitoring, and following up on corrective actions.
- Establishes incident investigation training requirements for management and Joint Health and Safety Committee members.

- Supports organizational learning, trend analysis, and continuous improvement of the County's Health and Safety Management System.
- Clarifies internal notification expectations and responsibilities to support timely OHS and WCB reporting.
- Strengthens incident scene preservation, investigation of record retention and distribution requirements.

Disadvantages:

- Requires applicable management of employees and Joint Health and Safety Committee members to complete incident investigation training.
- May require additional staff time and resources when conducting Large-Scale Investigations.
- Requires implementation of revised forms and documentation processes.

Alternatives: **N/A**

Financial Implications:

All costs associated with required incident investigation training are included within the approved operating budget. No additional budget allocation is required for implementation of the revised policy.

Legislation:

- Alberta Occupational Health and Safety Act, Regulations, and Code
- Workers' Compensation Act, where applicable.

Intergovernmental: N/A

Strategic Alignment:

Workforce Development & Succession Planning - This policy supports a knowledgeable, accountable, and safety-conscious workforce by strengthening incident investigation competency, worker participation, organizational learning, and continuous improvement.

Enclosure(s):

1. Current Incident Reporting Policy
2. Draft revised Incident Reporting Policy

Signature of the CAO: _[redacted]

Smoky Lake County Policy

Title:	**Incident Reporting**		
		Policy #	Version
Category:	Health & Safety Services (H&S)	**14-02**	**05**

LEGISLATIVE REFERENCE:

- Alberta Occupational Health and Safety Act, Regulation and Code.
- Workers' Compensation Act, where applicable.

PURPOSE:

The purpose of this policy is to establish consistent requirements for the timely reporting, investigation, documentation, and follow-up of workplace incidents and near misses.

Incident reporting and investigation supports the County's Health and Safety Management System by identifying contributing and root causes, determining appropriate corrective actions, and reducing the likelihood of recurrence.

SCOPE:

This policy applies to all Smoky Lake County employees and to contractors performing work on behalf of Smoky Lake County, as applicable to the work being performed and the County's responsibilities at the work site.

All workplace incidents and near misses arising from County work, County workplaces, or work performed on behalf of the County must be reported and receive a documented initial review. The extent of further investigation will reflect the actual and potential consequences, the circumstances of the event, and applicable legislative requirements.

Where a contractor is involved in an incident, the County will coordinate with the contractor, as appropriate, to ensure the incident is reported, investigated, documented, and followed up. Contractor participation does not replace any separate reporting or investigation obligations of the contractor.

Additional reporting or investigation requirements may apply depending on the nature and severity of the incident.

STATEMENT:

Smoky Lake County is committed to the timely reporting and effective investigation of workplace incidents and near misses as an important component of the health, safety, and wellbeing of employees, and those in the vicinity of the work conducted by the County.

Incident investigations will be conducted objectively and will focus on establishing the facts, identifying contributing and root causes, and determining appropriate corrective actions to prevent recurrence rather than assigning blame.

Employees are expected to promptly report workplace incidents and near misses and cooperate with the investigation process. Workers will be provided meaningful opportunities to participate in incident investigations so that their knowledge and experience can contribute to identifying causes and developing practical corrective actions.

	Date	Council Resolution #	Version
Adopted	August 16, 2007	Motion #539-07 – Page #8424	01
Amended	February 20, 2014	Motion #252-14 – Page #11083	02
Amended	February 24, 2022	Motion #421-22 – Page #15008	03
Amended	March 13, 2025	Motion #732-25 – Page #15888	04

GUIDELINES & PROCEDURE:

1. **Reporting**
    1.1. All workplace incidents and near misses must be reported to the appropriate Director or Manager immediately, or as soon as reasonably practicable once emergency needs have been addressed. The Director or Manager must promptly notify Human Resources/Safety. Written documentation must be completed as soon as practicable and must not delay initial notification or required external reporting.
    1.2. Where an incident results in an injury or illness, the employee must notify their Director or Manager immediately, or as soon as reasonably practicable, and no later than 24 hours after the incident or becoming aware of the work-related injury or illness. The Director or Manager must notify Human Resources/Safety immediately upon receiving the report to support timely assessment and completion of any required WCB reporting. Written documentation must not delay initial notification.
    1.3. Where an incident presents an immediate risk to health or safety, priority will be given to:
        1.3.1. Providing assistance to the affected person(s);
        1.3.2. Obtaining emergency or medical assistance where required;
        1.3.3. Controlling immediate hazards;
        1.3.4. Preventing further injury, damage, or loss; and
        1.3.5. Preserving the incident scene where required.

    1.4. Incidents requiring notification to an external authority, regulatory body, insurer, or other agency will be reported in accordance with applicable requirements.

2. **Incident Investigation**
    2.1. All reported incidents and near misses will receive a documented initial review. The applicable Director or Manager, in consultation with Human Resources/Safety or a designate appointed by the CAO, will determine and document the required investigation level based on the following criteria. Investigations required by legislation must be completed regardless of the initial classification:
        2.1.1. The actual severity of the incident;
        2.1.2. The potential severity of the incident under slightly different circumstances;
        2.1.3. The likelihood of the incident recurring;
        2.1.4. The frequency or exposure to the hazard;
        2.1.5. Whether the incident indicates a failure or weakness in an existing control, procedure, training requirement, or other work practice(s);
        2.1.6. Whether similar incidents or near misses have occurred previously; and
        2.1.7. Any applicable legislative, regulatory, insurance, or other reporting requirements.
    2.2. The level of investigation will be proportionate to the circumstances and actual or potential consequences of the incident.

3. **Level 1: Basic Investigation**
    3.1. A Basic Investigation may be appropriate where an incident or near miss:
        3.1.1. Resulted in no injury or only a minor injury;

3.1.2. Resulted in minor or no property/equipment damage;
3.1.3. Had a low potential for serious injury, significant loss, or escalation;
3.1.4. Involves a hazard or cause that is readily identifiable;
3.1.5. Can be effectively addressed through a straightforward corrective action; and
3.1.6. Does not meet the criteria for a large scale investigation.

3.2. A Basic Investigation will include, at minimum:
3.2.1. A description of what occurred;
3.2.2. Identification of immediate and contributing causes;
3.2.3. Identification of corrective action required;
3.2.4. Assignment of responsibility for corrective action;
3.2.5. A target completion date for each required corrective action; and
3.2.6. Documentation of the investigation.
3.2.7. Where appropriate, the affected worker, or another worker familiar with the work will contribute information and recommendations to the investigation.

4. Basic Investigation Process

4.1. A Basic Investigation will be completed by the applicable Supervisor, Manager or Director, with worker participation as appropriate, and will include:
4.1.1. Gather the Facts
a. Obtain a factual description of what occurred;
b. Speak with the worker involved and any relevant witnesses;
c. Review photographs, equipment, procedures, records, or other information where relevant.
4.1.2. Identify Causes and Contributing Factors
a. Determine the immediate cause of the incident;
b. Identify relevant contributing or underlying factors; and
c. Consider whether existing controls were in place and functioning as intended.
4.1.3. Worker Participation
a. Obtain input from the affected worker or another worker familiar with the work;
b. Consider worker knowledge regarding the task, equipment, workplace conditions, and hazards; and
c. Invite worker recommendations regarding measures that may prevent recurrence.
4.1.4. Determine Corrective Actions
a. Identify appropriate corrective action;
b. Assign responsibility for completing the action; and
c. Establish a target completion date for each required corrective action.
4.1.5. Document the Investigation
a. Complete the applicable Incident Report & Investigation Form;
b. Record the worker who participated in the investigation; and
c. Document the findings and corrective actions.
d. Follow Up
e. Confirm required corrective actions have been completed; and

f. Verify effectiveness where appropriate.

4.2. At any point, a Basic Investigation will be escalated where information indicates:

4.2.1. The actual or potential severity is greater than initially identified;

4.2.2. A serious injury could reasonably have occurred under slightly different circumstances;

4.2.3. The incident may trigger external reporting requirements;

4.2.4. Similar incidents or near misses have occurred previously;

4.2.5. An existing safety control, procedure, training requirement, or system may have failed;

4.2.6. Multiple workers, contractors, work areas, or members of the public are affected;

4.2.7. The cause cannot be readily determined;

4.2.8. Corrective actions are likely to require broader organizational changes; or

4.2.9. The Human Resources/Safety representative or management determines that a more comprehensive investigation is warranted.

5. **Level 2: Large-Scale Investigation**

5.1. A Large-Scale investigation will be conducted when an incident is serious, potentially serious, complex, recurring, or otherwise warrants a more comprehensive investigation.

5.2. A Level 2 investigation must be initiated for incidents requiring investigation under section 33 of the Occupational Health and Safety Act. A Level 2 investigation will also be initiated where one or more of the following criteria warrant a comprehensive investigation:

5.2.1. A fatality or serious injury has occurred;

5.2.2. An injury results in hospitalization or has the potential for significant or lasting consequences;

5.2.3. The incident meets or may meet an applicable regulatory reporting threshold;

5.2.4. The incident had the potential, under slightly different circumstances, to result in serious injury, fatality, or significant loss;

5.2.5. Significant property, vehicle, equipment, environmental, or operational loss has occurred or could reasonably have occurred;

5.2.6. An uncontrolled fire, explosion, release, structural failure, equipment failure, or other significant event has occurred;

5.2.7. Multiple employees, contractors, members of the public, or work areas are affected;

5.2.8. The incident involves complex circumstances or multiple potential causes;

5.2.9. A similar incident or near miss has occurred previously, suggesting corrective measures may not have been effective;

5.2.10. An existing critical control, procedure, training requirement, or safety system appears to have failed;

5.2.11. There is significant uncertainty regarding the cause of the incident; or

5.2.12. The CAO, responsible Director/Manager, or Human Resources/Safety representative determines that a Large-Scale Investigation is warranted based on the circumstances.

5.3. A Level 2 investigation will be conducted by a team appropriate to the circumstances. The CAO or designate will appoint a lead investigator who has appropriate incident

investigation training and the knowledge and experience needed for the investigation. The team will normally include:

5.3.1. Human Resources/Safety representative;
5.3.2. Applicable Director or Manager;
5.3.3. A worker familiar with the work, task, equipment, or circumstances involved;
5.3.4. A trained Health and Safety Committee member;
5.3.5. Other individuals with relevant technical, operational, or subject matter knowledge, as required; and
5.3.6. An appropriate contractor representative, when applicable.

6. Large-Scale Investigation Process

6.1. A Large-Scale Investigation will include, as applicable:

6.1.1. Immediate Response and Scene Control
- a. Attend to injured or affected persons;
- b. Address immediate hazards;
- c. Prevent further injury, damage, or loss; and
- d. Preserve the scene and relevant evidence where required.

6.1.2. Information and Evidence Gathering
- a. Document the incident scene;
- b. Obtain photographs, diagrams, records, or other relevant evidence;
- c. Review applicable procedures, hazard assessments, training records, maintenance or inspection information, and other relevant documentation; and
- d. Identify witnesses and other persons who may have relevant information.

6.1.3. Worker and Witness Participation
- a. Obtain relevant factual information from affected workers and witnesses;
- b. Include worker knowledge of the task, equipment, work environment, and existing controls;
- c. Involve a worker participant in identifying contributing factors and root causes; and
- d. Seek worker input regarding practical corrective actions.

6.1.4. Cause Analysis
- a. Determine immediate causes;
- b. Identify contributing factors;
- c. Identify root or underlying causes;
- d. Determine whether existing controls were present and functioning as intended; and
- e. Determine whether organizational or system-level factors contributed to the incident.

6.1.5. Corrective Action Development
- a. Develop corrective actions that address identified causes;
- b. Obtain worker input into proposed corrective actions;
- c. Assign each action to a responsible person;

d. Establish a target completion date; and
e. Identify how completion and effectiveness will be verified.

6.1.6. Review and Approval
a. Document the investigation findings;
b. Identify all individuals who participated in the investigation;
c. Review the investigation for completeness;
d. Obtain the required management review or approval; and
e. Determine whether additional notification, reporting, or follow-up is required.

6.1.7. Follow-Up
a. Monitor corrective actions to completion;
b. Verify the effectiveness of corrective actions where appropriate;
c. Identify any additional actions required; and
d. Communicate relevant findings and lessons learned while protecting confidential information.

7. Worker Participation

7.1. Workers will be provided meaningful opportunities to participate in incident investigations.

7.2. Where practicable, a worker familiar with the work, task, equipment, workplace, or circumstances related to the incident will participate in the investigation.

7.3. Worker participation may include:

7.3.1. Providing relevant information regarding the work and circumstances surrounding the incident;

7.3.2. Assisting in identifying immediate causes, contributing factors, and root causes;

7.3.3. Providing practical knowledge regarding work practices, equipment, procedures, hazards, or workplace conditions;

7.3.4. Contributing recommendations for corrective and preventive actions; and

7.3.5. Participating in follow-up discussions, where appropriate.

7.4. The name and role of the worker participating in the investigation will be documented on the applicable Incident Report & Investigation Form.

8. Corrective Actions

8.1. Corrective actions will be based on the findings of the investigation and address identified causes and contributing factors.

8.2. Each required corrective action will identify:

8.2.1. The action required;

8.2.2. The person responsible;

8.2.3. A target completion date;

8.2.4. Any interim controls required pending completion; and

8.2.5. How completion and effectiveness will be verified, including the person responsible for verification.

8.3. Corrective actions will be monitored until completion. Where an action is delayed, incomplete, or determined to be ineffective, additional follow-up or corrective action will be undertaken.

9. External Reporting and Notification

9.1. Incidents will be assessed to determine whether notification or reporting to an external authority, regulatory body, insurer, or other agency is required.

9.2. External reporting may include, where applicable:

- 9.2.1. Alberta Occupational Health and Safety;
- 9.2.2. Workers' Compensation Board Alberta;
- 9.2.3. The County's insurer or claims administrator;
- 9.2.4. Police or emergency services;
- 9.2.5. Environmental or other regulatory authorities; and
- 9.2.6. Other authorities having jurisdiction.

9.3. Required external reporting must be completed within applicable timelines, including:

- 9.3.1. Notification to Alberta OHS as soon as possible for events meeting the reporting requirements of section 33(2) of the Occupational Health and Safety Act;
- 9.3.2. Submission of qualifying potentially serious incident reports through the Alberta OHS online reporting system after the investigation is complete;
- 9.3.3. Submission of a WCB employer report within 72 hours of becoming aware of an injury or illness requiring reporting; and
- 9.3.4. Notification to insurers and other authorities within their applicable reporting timelines.
- 9.3.5. Internal review, management approval or completion of County forms must not delay required external reporting.
- 9.3.6. Human Resources/Safety will coordinate or support external reporting with the appropriate County representative.
- 9.3.7. External reporting or investigation does not replace the County's internal reporting and investigation requirements, subject to any direction or restriction imposed by an authority having jurisdiction.

10. Contractor Incidents

10.1. Contractors performing work on behalf of Smoky Lake County are required to promptly report incidents and near misses arising from their work to the appropriate County representative.

10.2. Contractor incidents will be reviewed to determine the appropriate level of County involvement based on the circumstances of the incident and applicable responsibilities.

10.3. Where appropriate, the County and contractor will participate in a joint investigation.

10.4. Contractors are required to cooperate with applicable County investigations, provide relevant information and documentation, and address corrective actions within their area of responsibility.

10.5. Contractors remain responsible for meeting their own applicable reporting, investigation, corrective action, and legislative obligations.

11. Incident Investigation Training

11.1. Management employees who lead or participate in incident investigations are required to complete incident investigation training.

11.2. Joint Health and Safety Committee members are required to complete incident investigation training to support their participation in the investigation process.

11.3. Individuals designated to lead a Level 2 investigation must have appropriate incident investigation training and the knowledge and experience needed to conduct the investigation.

11.4. The Human Resources/Safety representative will maintain records of required incident investigation training.

12. Responsibilities

12.1. Employees are responsible for:

12.1.1. Reporting workplace incidents and near misses immediately, or as soon as reasonably practicable once emergency needs have been addressed, in accordance with section 1.1;

12.1.2. Providing accurate and complete information;

12.1.3. Cooperating with incident investigations; and

12.1.4. Participating in investigations when requested.

12.2. Supervisors and Managers are responsible for:

12.2.1. Responding promptly to reported incidents and near misses;

12.2.2. Ensuring immediate hazards are appropriately addressed;

12.2.3. Ensuring incidents are reported and investigated;

12.2.4. Participating in or leading investigations, as appropriate;

12.2.5. Supporting worker participation; and

12.2.6. Ensuring corrective actions assigned within their area of responsibility are completed and followed up.

12.3. The Human Resources/Safety representative is responsible for:

12.3.1. Providing oversight, guidance, and support for incident reporting and investigation;

12.3.2. Assisting in determining the appropriate level of investigation;

12.3.3. Leading or participating in investigations, as appropriate;

12.3.4. Coordinating or supporting external reporting requirements;

12.3.5. Monitoring corrective actions;

12.3.6. Maintaining incident and investigation records;

12.3.7. Coordinating or supporting incident investigation training; and

12.3.8. Reviewing incident and near-miss information for trends.

12.4. Health and Safety Committee members are responsible for:

12.4.1. Participating in investigations where appropriate;

12.4.2. Providing a worker health and safety perspective;

12.4.3. Contributing to the identification of causes and corrective actions; and

12.4.4. Reviewing relevant incident trends and corrective actions through regular Committee activities.

13. Communication and Lessons Learned

13.1. Relevant investigation findings, corrective actions, and lessons learned will be communicated to affected employees where the information may assist in preventing recurrence.
13.2. Communication may occur through toolbox talks, safety meetings, Joint Health and Safety Committee meetings, safety bulletins, or other appropriate methods.
13.3. Communications will focus on relevant hazards, contributing factors, corrective actions, and lessons learned while protecting personal and confidential information.

14. Incident Trend Analysis

14.1. Human Resources/Safety will periodically review incident and near-miss information to identify:
    14.1.1. Recurring incidents or near misses;
    14.1.2. Recurring hazards;
    14.1.3. Common contributing or root causes;
    14.1.4. Areas where existing controls may require improvement; and
    14.1.5. Opportunities for improvement within the County's Health and Safety Management System.
14.2. Relevant trends and recommendations will be communicated to management and the Joint Health and Safety Committee.
14.3. Identified trends may result in additional corrective actions, training, hazard assessments, procedural changes, or other preventive measures.

15. Documentation and Records

15.1. Incident reports and investigations will be documented using County-approved forms and processes.
15.2. Investigation documentation will identify, as applicable:
    15.2.1. The level of investigation;
    15.2.2. Investigation participants, including worker participation;
    15.2.3. Relevant findings and identified causes;
    15.2.4. Corrective actions;
    15.2.5. Assigned responsibilities and target completion dates; and
    15.2.6. Applicable follow-up.
15.3. Supporting evidence and documentation will be retained where relevant to the investigation.
15.4. Incident and investigation records will be retained in accordance with the County's records retention schedule and applicable legislative requirements. Investigation reports required under section 33 of the Occupational Health and Safety Act must be retained for at least two years after the injury, illness, incident or worker exposure. Longer retention periods will apply where required by the County's records retention schedule or another applicable requirement.
15.5. Completed investigation reports required under section 33 of the Occupational Health and Safety Act will be provided to the Joint Health and Safety Committee or health and safety representative, where applicable. Where neither exists, the reports will be made available to workers. Reports will be submitted to Alberta OHS as required and kept readily available for provision to an OHS officer on demand.

16. Confidentiality

16.1. Incident and investigation information will be handled in a manner that respects the privacy and confidentiality of the individuals involved.

16.2. Access to personal, medical, or confidential information will be limited to those who require the information for an authorized purpose.

16.3. Incident and investigation information may be shared where required for investigation, corrective action, external reporting, insurance, health and safety prevention, or another authorized purpose.

16.4. Information communicated for general safety awareness or lessons learned will be limited to what is reasonably necessary for the health and safety purpose and will avoid unnecessary disclosure of personal or identifying information.

INCIDENT REPORT & INVESTIGATION FORM

Use for workplace incidents requiring a Basic or Large-Scale Investigation

A. INCIDENT INFORMATION

Person(s) Involved:	Department:
Job Title:	Supervisor/Manager/Director:
Incident Date: _____ Time: _____	Location:
Date Reported: _____ Time: _____	Reported To:

Type: ☐ Injury/Illness ☐ Near Miss ☐ Property Damage ☐ Vehicle/Equipment ☐ Environmental ☐ Contractor ☐ Public/Third Party ☐ Other: _____

Describe what happened (facts only):
Immediate actions / treatment / controls:

B. WITNESSES & INVESTIGATION CLASSIFICATION

Witness Name	Contact	Statement?	Supporting evidence?

Investigation Level: ☐ Level 1 - Basic ☐ Level 2 - Large-Scale Escalated from Basic? ☐ Yes ☐ No

Reason for classification / escalation:

C. INVESTIGATION PARTICIPANTS

Lead Investigator	Supervisor/ Manager / Director	Worker Participant	JHSC Member	HR/Safety	Other/ Contractor

D. INVESTIGATION FINDINGS

Facts / evidence reviewed:

Immediate cause(s):

Contributing factor(s):

Root / underlying cause(s):

Evidence reviewed: ☐ Scene ☐ Photos/Video ☐ Witnesses ☐ Equipment ☐ Procedure ☐ Hazard Assessment ☐ Training ☐ Maintenance/Inspection ☐ Prior events ☐ Other

E. WORKER PARTICIPATION

Worker participated in: ☐ Fact gathering ☐ Hazard/factor identification ☐ Root cause analysis ☐ Corrective actions ☐ Follow-up/review ☐ Other: _____

Worker comments / recommendations:

F. CORRECTIVE ACTION PLAN

Corrective Action	Responsible Person	Target Date	Completed	Effectiveness

G. EXTERNAL REPORTING, FOLLOW-UP & SIGN-OFF

External reporting required? ☐ No ☐ Yes: ☐ OHS ☐ WCB ☐ Insurer ☐ Police/EMS ☐ Environmental/Regulator ☐ Other _____ Date: _____

Corrective actions: ☐ Complete ☐ In progress Effective? ☐ Yes ☐ No ☐ Too early Further action? ☐ Yes ☐ No

Lessons learned / additional follow-up:

Worker Participant	Supervisor/Manager	Lead Investigator	HR/Safety
Name: _____	Name: _____	Name: _____	Name: _____
Signature: _____	Signature: _____	Signature: _____	Signature: _____
Date: _____	Date: _____	Date: _____	Date: _____

Worker signature documents participation/review and does not necessarily indicate agreement with every investigation conclusion.

NEAR MISS REPORT

Quick reporting form for hazards and near misses

A. REPORT DETAILS

Reported By:	Department:
Date: _____ Time:_____	Location:

Type: ☐ Near Miss ☐ Hazard Identified

What happened / what was observed?
What could have happened?
Was the hazard immediately corrected/controlled? ☐ Yes ☐ No ☐ Partially Action taken:
Worker suggested corrective action:

B. DIRECTOR REVIEW & FOLLOW-UP

Outcome: ☐ No further action ☐ Corrective action required ☐ Basic Investigation required
☐ Large-Scale Investigation required

Corrective action / follow-up:
Responsible Person: _____ Target Date: _____ Completion Date: _____

Employee	**Supervisor/Manager/Director**
Name: _____ Signature: _____ Date: _____	Name: _____ Signature: _____ Date: _____

WITNESS STATEMENT

Incident Date:	Incident Location:
Witness Name:	Contact Information:
In your own words, describe what you personally saw or heard before, during, and immediately after the incident. Include relevant work, equipment, location, and conditions.	
Other relevant information / supporting documents:	
Witness Signature: _____ Date: _____	

Request for Decision (RFD)

Meeting Date: Wednesday, October 21, 2026 **Agenda Item:** #8.17
Topic: Mandatory Employee Training Policy
Presented By: Jasmine Schaub, Human Resources and Safety Manager

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Recommendation:
That Smoky Lake County Council adopt Policy 15-15: Mandatory Employee Training, as presented.

Background:
Through the County's Certificate of Recognition (COR) audit process, an opportunity for improvement was identified regarding mandatory and refresher training.

The audit indicated the need for the County to establish a formal policy that sets minimum mandatory training requirements, establishes timelines and intervals for refresher training, and assigns responsibility for monitoring training requirements to ensure established schedules are maintained.

For these reasons, a Mandatory Employee Training policy was developed to address these findings and establish a consistent minimum training standard for all County employees.

The policy requires all County employees to complete:

- Basic First Aid/CPR Level A minimum;
- Workplace Hazardous Materials Information System (WHMIS);
- Workplace Harassment and Violence Prevention;
- Fire Extinguisher Training;
- Basic Emergency Management (BEM); and
- Incident Command System (ICS) 100

Benefits:

- Addresses an identified improvement area from the County's COR audits and action plan.
- Establishes consistent minimum mandatory training requirements for all County employees.
- Establishes defined timelines for initial, refresher, and renewal training.
- Clarifies responsibility for monitoring and maintaining mandatory training requirements.
- Incorporates mandatory training into the employee onboarding process.
- Provides a consistent method for monitoring training completion, certification expiry dates, and refresher requirements.
- Supports employee competency and continued development of the County's Health and Safety Management System.
- Provides documented evidence of the County's commitment to addressing identified COR audit findings.

Request for Decision (RFD)

Disadvantages:

- Implementation will require ongoing administrative oversight to monitor training completion and refresher requirements.
- Operational scheduling may also be required to allow employees to attend mandatory training while maintaining service delivery.

Alternatives

- Maintain the current practice and not have a policy identifying mandatory employee training.

Financial Implications:

Any financial implications are included in the annual operating budget.

Legislation:

- Alberta Occupational Health and Safety Act, Regulation and Code

Intergovernmental:

N/A

Strategic Alignment:

5. Workforce Development & Succession Planning

This policy supports the County's goal of developing a skilled and resilient workforce by establishing consistent minimum training requirements, supporting employee competency, and ensuring mandatory training is maintained throughout employment.

Enclosure(s):

- **Draft Policy HR-__ : Mandatory Employee Training**

Signature of the CAO: 

Smoky Lake County Policy

Title:	**Mandatory Employee Training**		
		Policy #	Version
Category:	Human Resouces (HR)	**15-15**	**01**

LEGISLATIVE REFERENCE:

- Alberta Occupational Health and Safety Act, Regulation and Code

PURPOSE:

The purpose of this policy is to establish consistent minimum mandatory training requirements for County employees, and to establish timelines for the completion and renewal of required training.

Where additional training, certification, or competency is required for a specific position, task, or workplace hazard, those requirements will be managed separately from this policy.

SCOPE:

This policy applies to all Smoky Lake County employees.

STATEMENT:

Smoky Lake County recognizes that ongoing training is an important component of maintaining a safe, knowledgeable, and prepared workforce. The County is committed to ensuring all employees receive a consistent minimum level of training in workplace health and safety and emergency preparedness.

All employees are required to complete the mandatory training identified in this policy and to maintain required training and certifications in accordance with the established renewal or refresher timelines. The County will monitor training requirements and provide reasonable opportunities for employees to complete required training.

	Date	Council Resolution #	Version
Adopted	Month, day, year	Motion #	01
Amended			
Reviewed			

GUIDELINES & PROCEDURE:

1. **Mandatory Training Requirements**

1.1. All Smoky Lake County employees are required to complete the following minimum mandatory training:

Training	Initial Training Requirement	Refresher / Renewal
First Aid / CPR	Minimum Basic First Aid with CPR Level A; upon hire or as soon as reasonably available	Every 3 years, or earlier if required by certification.
Workplace Hazardous Material Information System (WHMIS)	Upon hire or as soon as reasonably available	Every 3 years
Workplace Harassment and Violence Prevention	Upon hire	One-time requirement; additional training may be required where circumstances warrant.
Fire Extinguisher Training	Upon hire or as soon as reasonably available	One-time requirement; additional training may be required where circumstances warrant.
Basic Emergency Management (BEM)	During onboarding or as soon as reasonably available	One-time requirement
Incident Command System (ICS) 100	During onboarding or as soon as reasonably available	One-time requirement

1.2. Where a certification or training provider establishes a shorter renewal period than identified in this policy, the shorter renewal period will apply.

2. **Onboarding and Initial Training**

2.1. Mandatory training requirements will be reviewed as part of the employee onboarding process; upon hire:

2.1.1. Existing valid training and certifications will be reviewed and documented, where applicable;

2.1.2. Outstanding mandatory training requirements will be identified;

2.1.3. Required training will be scheduled or assigned; and

2.1.4. Completion of mandatory training will be recorded in the County's training records.

2.2. Where training cannot reasonably be completed during the initial onboarding period due to course availability or scheduling, the training will be completed as soon as reasonably practicable.

3. **Refresher and Renewal Training**

3.1. Employees are required to complete refresher or renewal training in accordance with the intervals established in this policy.

3.2. Additional or refresher training may also be required:

3.2.1. Prior to the expiry of a certification;

3.2.2. When legislation, procedures, equipment, processes, or workplace conditions change,5.3. The Human and additional training is necessary;

3.2.3. When an incident, inspection, hazard assessment, investigation, or audit identifies a training or knowledge gap; or

3.2.4. When the County determines additional instruction or retraining is necessary to maintain employee knowledge or competency.

3.3. Training identified as a one-time requirement does not require routine renewal unless additional training is determined to be necessary due to a change in requirements or circumstances.

4. **Training Records and Monitoring**

4.1. The County's Human Resources/Safety representative will maintain records of mandatory training completed by County employees.

4.2. Training records will include, where applicable:

4.2.1. Employee name;

4.2.2. Training or certification completed;

4.2.3. Date of completion;

4.2.4. Certification expiry date;

4.2.5. Refresher or renewal due date; and

4.2.6. Evidence of completion or certification.

4.3. The County's Human Resources/Safety representative will monitor training records to identify upcoming renewal requirements, certification expirations, and outstanding training.

4.4. The County's Human Resources/Safety representative will notify the applicable Supervisor or Manager of upcoming or outstanding training requirements to allow required training to be scheduled and completed within the established timelines.

5. Responsibilities

5.1. Employees are responsible for:

5.1.1. Attending and participating in mandatory training;

5.1.2. Completing assigned training within established timelines;

5.1.3. Maintaining applicable training and certifications;

5.1.4. Providing proof of externally completed training or certification where applicable; and

5.1.5. Advising their Supervisor or Manager of any known issue affecting the validity of a required certification.

5.2. Supervisors and Managers are responsible for:

5.2.1. Ensuring employees are provided reasonable opportunities to complete mandatory and refresher training;

5.2.2. Working with the County's Human Resources/Safety representative to address outstanding or upcoming training requirements;

5.2.3. Supporting the scheduling and completion of required refresher training within established timelines; and

5.2.4. Advising the County's Human Resources/Safety representative(s) where additional retraining may be required.

5.3. The Human Resources/Safety representative is responsible for:

5.3.1. Maintaining mandatory training records;

5.3.2. Monitoring training completion, expiry dates, and refresher requirements;

5.3.3. Coordinating or facilitating mandatory training opportunities;

5.3.4. Identifying and communicating upcoming and outstanding training requirements;

5.3.5. Incorporating mandatory training requirements into the onboarding process; and

5.3.6. Reviewing the mandatory training requirements and established refresher intervals regularly.

6. Outstanding or Expired Training

6.1. Where mandatory training is outstanding, or a required certification has expired, the County's Human Resources/Safety representative and the applicable Supervisor or Manager will coordinate completion of the required training.

6.2. Where current training or certification is necessary to safely or lawfully perform particular duties, an employee may be restricted from performing those duties until the required training or certification is completed or renewed.

6.3. Failure to complete mandatory training without reasonable justification may be addressed in accordance with applicable County policies.

7. Review of Training Requirements

7.1. The mandatory training requirements and refresher intervals established under this policy will be reviewed at least annually by the Health and Safety Committee to ensure they remain appropriate and current.

7.2. A review may also be undertaken when:

7.2.1. Legislative or regulatory requirements change;

7.2.2. Training or certification requirements change;

7.2.3. An incident, investigation, inspection, or hazard assessment identifies a training gap;

7.2.4. A COR audit or other health and safety review identifies an opportunity for improvement; or

7.2.5. The County identifies a need to revise a training requirement or refresher interval.

Council governance notices of motion

Smoky Lake County | Regular Council

These six draft notices retain the governance objectives of Councillor Jered Serben's discussion items. They seek Council authorization for policy review through the Chief Administrative Officer. Detailed staff assignments and instructions on how administration must carry out its work have been removed.

Notice of proposed motion and decision authority

Under MGA section 180(1), Council may act only by resolution or bylaw. These draft notices announce proposed motions for a Regular Council meeting; receiving a notice does not authorize work or adopt a policy. Under Procedural Bylaw section 6.3(1), a motion must be moved before debate.

Procedural Bylaw section 4.4(1) requires committees to operate under Council approved Terms of Reference. Section 4.4(2) states that recommendations from committees must be brought to Council for final decisions. Committee of the Whole may therefore discuss these governance proposals and recommend action, with final policy approval and direction to commission work brought to Council.

MGA section 207 identifies the CAO as the administrative head. Schedule C, sections 3(b) and 3(c), requires Council inquiries to respect the CAO's responsibility to direct staff and prohibits inquiries from directing staff, assigning tasks or influencing operations. A request to develop policy should be considered by Council as a proposed motion through the CAO.

References

Municipal Government Act, RSA 2000, c M-26: sections 145, 180, 203, 206 and 207. Current legislation: https://www.canlii.org/t/8239

Smoky Lake County Procedural Bylaw 1510-26, passed July 23, 2026: sections 1.3, 4.4, 6.3(1), 8.1 and 8.2; Schedule C, sections 3(b) and 3(c). Sections 6.13(1) and 6.13(2) separately address operational direction and requests for future reports at Department Update Meetings.

Notice of proposed motion 1

Council and committee meeting time limits

To: Chief Administrative Officer
Submitted by: Councillor Jered Serben, Division Five
Date submitted: _____
Requested Regular Council meeting date: _____

I request that the following proposed motion be included on the agenda of a Regular Council meeting under section 8.1 of Smoky Lake County Procedural Bylaw 1510-26. The motion is submitted for Council's consideration and decision.

Proposed motion

That Smoky Lake County Council direct the Chief Administrative Officer to bring forward proposed amendments to the Procedural Bylaw addressing a 4:00 p.m. adjournment time for Regular Council meetings, a maximum duration of three to four hours for Council committee meetings and Council budget workshops, and procedures for extending meetings and dealing with unfinished business.

Purpose

The intent is to support efficient decision making, manageable meeting lengths and responsible use of County resources. Any proposed approach to joint or intermunicipal meetings should recognize partner agreements and the authority of the participating bodies.

Background

Councillor Serben has proposed establishing clearer limits on the length of Council and committee meetings to support efficient decision making, reduce meeting fatigue and manage the use of County resources. The proposal includes a 4:00 p.m. adjournment time for Regular Council meetings and a maximum duration of three to four hours for committee meetings and budget workshops.

A review would allow Council to consider appropriate time limits, procedures for extending meetings and how unfinished business would be addressed. Any provisions affecting joint or intermunicipal meetings would need to recognize the governing agreements and the authority of participating municipalities.

Notice of proposed motion 2

Future CAO recruitment policy

To: Chief Administrative Officer
Submitted by: Councillor Jered Serben, Division Five
Date submitted: _____
Requested Regular Council meeting date: _____

I request that the following proposed motion be included on the agenda of a Regular Council meeting under section 8.1 of Smoky Lake County Procedural Bylaw 1510-26. The motion is submitted for Council's consideration and decision.

Proposed motion

That Smoky Lake County Council direct the Chief Administrative Officer to bring forward a proposed policy for future CAO vacancies addressing Council's responsibility for recruitment, interim leadership, fair selection, appointment and approval of employment terms.

Purpose

The intent is to establish a consistent governance framework for a future vacancy. The policy should recognize that CAO appointment remains a Council responsibility under sections 203(2)(b) and 206 of the MGA. Recruitment methods and any external support would be considered within the applicable budget and procurement requirements.

Background

Councillor Serben has proposed establishing a policy to guide Council when a future CAO vacancy occurs. The purpose is to provide a consistent framework for maintaining leadership continuity, conducting a fair recruitment process and approving the appointment and employment terms of a successful candidate.

The proposed policy would clarify Council's responsibilities and identify the decisions requiring Council approval. Recruitment support and associated costs would be considered within the County's budget and procurement requirements. This proposal is intended to support succession planning for future vacancies.

Notice of proposed motion 3

Staffing and compensation governance

To: Chief Administrative Officer
Submitted by: Councillor Jered Serben, Division Five
Date submitted: _____
Requested Regular Council meeting date: _____

I request that the following proposed motion be included on the agenda of a Regular Council meeting under section 8.1 of Smoky Lake County Procedural Bylaw 1510-26. The motion is submitted for Council's consideration and decision.

Proposed motion

That Smoky Lake County Council direct the Chief Administrative Officer to bring forward a review of the County's governance framework for staffing and compensation, clarifying Council's responsibility for budget and policy approval, the CAO's administrative authority, and the circumstances in which changes require Council approval.

Purpose

The intent is to provide clear financial accountability and approval boundaries. The review should identify the requirements of the County's existing CAO bylaw, personnel policies and delegated authority.

Background

Councillor Serben has proposed reviewing how staffing changes and compensation decisions are authorized. The purpose is to clarify the relationship between Council's responsibility for financial oversight and policy approval and the CAO's responsibility for managing administration.

The review would consider the County's existing CAO bylaw, personnel policies and delegated authority to identify which changes require Council approval and which fall within the CAO's authority. Clear approval boundaries would support accountability, consistent decisions and effective administration.

Notice of proposed motion 4

Councillor professional development and travel

To: Chief Administrative Officer
Submitted by: Councillor Jered Serben, Division Five
Date submitted: _____
Requested Regular Council meeting date: _____

I request that the following proposed motion be included on the agenda of a Regular Council meeting under section 8.1 of Smoky Lake County Procedural Bylaw 1510-26. The motion is submitted for Council's consideration and decision.

Proposed motion

That Smoky Lake County Council direct the Chief Administrative Officer to bring forward proposed amendments to the applicable Council policies addressing annual professional development allowances, eligible expenses, conference attendance, travel restrictions, exception approvals and reporting by Councillors on learning that benefits the County.

Purpose

The review should present the original proposals as options for Council's consideration: an annual allowance of $5,000 per Councillor inclusive of expenses; no transfer or carry forward of unused allowances; priority for training relevant to committee assignments; attendance at RMA and Alberta Municipalities conventions within approved funding; restrictions on out of province conference travel; and attendance by up to two Councillors at FCM when held in Alberta. These options are not adopted by the notice.

Background

Councillor Serben has proposed reviewing the policies governing Councillor training, conference attendance and related expenses. The purpose is to support professional development relevant to Council's responsibilities while establishing clear spending limits and consistent approval requirements.

The original proposal identifies options including an annual allowance of $5,000 per Councillor, eligible expenses, restrictions on transferring or carrying forward unused funds, priority for training related to committee appointments and limits on out of province conference attendance. A policy review would allow Council to assess these options alongside municipal conventions, virtual learning opportunities, exceptions and reporting on learning that benefits the County.

Notice of proposed motion 5

Council committee appointment policy

To: Chief Administrative Officer
Submitted by: Councillor Jered Serben, Division Five
Date submitted: _____
Requested Regular Council meeting date: _____

I request that the following proposed motion be included on the agenda of a Regular Council meeting under section 8.1 of Smoky Lake County Procedural Bylaw 1510-26. The motion is submitted for Council's consideration and decision.

Proposed motion

That Smoky Lake County Council direct the Chief Administrative Officer to bring forward proposed amendments to the Council committee appointment framework addressing eligibility, workload distribution, appointment terms, applicable conflict of interest requirements and public reporting of appointments.

Purpose

The review should consider limits on the number of committee appointments and compensated appointments held by a Councillor, as well as a two year review or rotation approach where permitted by the governing legislation and committee documents. Proposed voting procedures must comply with the MGA and the adopted Procedural Bylaw.

Background

Councillor Serben has proposed reviewing the framework used to appoint Councillors to boards and committees at the annual Organizational Meeting. The purpose is to support a transparent appointment process, reasonable workloads and opportunities for Councillors to contribute across different areas of County governance.

The review would consider eligibility requirements, the distribution of appointments, compensated positions, appointment terms and possible rotation arrangements. Any changes would need to respect the legislation, bylaws, agreements and Terms of Reference governing each body. The review would also address applicable conflict of interest requirements and public reporting of appointments.

Notice of proposed motion 6

Council advocacy priorities and accountability

To: Chief Administrative Officer
Submitted by: Councillor Jered Serben, Division Five
Date submitted: _____
Requested Regular Council meeting date: _____

I request that the following proposed motion be included on the agenda of a Regular Council meeting under section 8.1 of Smoky Lake County Procedural Bylaw 1510-26. The motion is submitted for Council's consideration and decision.

Proposed motion

That Smoky Lake County Council direct the Chief Administrative Officer to bring forward a proposed Council advocacy framework that aligns advocacy priorities with the County's Strategic Plan, establishes Council approval of major advocacy positions and funding requests, and provides periodic reporting to Council on progress and outcomes.

Purpose

The intent is to support a consistent County position when engaging other governments and regional partners. Council should receive information proportionate to each proposal, including its community benefit, financial implications and partnership opportunities. Detailed project planning, preparation methods, staff assignments and administrative tracking remain subject to the CAO's management.

Background

Councillor Serben has proposed establishing a framework for the County's advocacy with provincial and federal governments and regional partners. The purpose is to align advocacy with the County's Strategic Plan and support a consistent, Council-approved position on priority projects and funding requests.

The proposed framework would address how Council establishes advocacy priorities, approves major positions and receives updates on progress and outcomes. Information supporting advocacy proposals would be proportionate to the issue and could include community benefits, financial implications and partnership opportunities. This would help Council assess priorities and maintain continuity in its advocacy efforts.

Chief Administrative Officer Report to Council

Reporting period: September 10 to October 15, 2026
Prepared by Chyenne Shaw, Chief Administrative Officer

Overview

During this reporting period, I coordinated Council business, departmental priorities, and regional initiatives while advancing the 2027 budget, infrastructure planning, emergency preparedness, and internal administrative improvements. This report expands the original CAO update and includes the work being carried out by County departments.

The most immediate priorities are preparing the October Council packages, completing the Finance transition and payroll follow-up, addressing road and bridge requirements, preparing services and equipment for winter, and advancing regional emergency management and collaboration.

Council and administrative coordination

Reviewed agenda packages, Requests for Decision, meeting minutes and supporting correspondence for accuracy, clarity and follow-up. Coordinated preparations for Committee of the Whole, the Organizational meeting and Regular Council, with the October packages targeted for release October 14 and October 16.

Reworked councillor discussion items into proposed motions and supporting review background. Clarified the proposed route for bringing these items to Regular Council and refined the wording to focus on Council policy and governance decisions. Fire bylaws and policies were moved to the November meeting.

Met with directors and managers to review service requirements, outstanding actions, budget needs and operational concerns. Continued follow-up on Council direction and escalated service requests while coordinating work across Administration, Public Works, Finance, Human Resources and other departments.

Priority 1 Regional Collaboration and Modernization

Regional municipal partnerships

Continued regional CAO coordination and preparation for joint municipal discussions. Reviewed correspondence from the County of St. Paul regarding the existing Intermunicipal Collaboration Framework and coordinated related administrative follow-up. Continued work with regional partners on the Regional Recreation Study and consultant discussions.

Advanced Regional FCSS discussions through the Intermunicipal Collaboration Committee working group, including discussions involving Aspen View School Division. Supported coordination of regional service questions and shared municipal priorities.

Coordinated the Joint Municipalities Meeting agenda and confirmed Travel Lakeland's upcoming presentation on destination development. Began coordinating with regional partners for the January RMA meeting to be hosted by Smoky Lake County.

Regional economic development framework

Reviewed the regional economic development framework initiative and the relationship between the presentation to participating municipalities and the published RFP scope. Prepared questions about whether the work was intended as an exploratory planning study or the development of a defined regional service and economic development officer model. Sought clarification of the intended scope and supporting materials so Council could assess the proposal on a common understanding with municipal partners.

Municipal controlled corporation governance

Reviewed the proposed approach to updating the municipal controlled corporation business plan and prepared governance correspondence. The work focused on clarifying the roles of municipal councils, shareholders and corporate directors, and the process for considering changes to the business plan. Contacted Municipal Affairs for clarification before advancing the proposed approach.

Regional commissions and water initiatives

Prepared Highway 28/63 Regional Water Services Commission agenda materials, including a proposed Procurement Policy, Standing Offer Agreements, and Requests for Decision concerning the Finance Manager appointment and grant opportunities. Continued discussions with Associated Engineering regarding reservoir requirements and Water for Life infrastructure opportunities, including potential Métis Crossing and Healing Waters connections.

Continued involvement with Evergreen Regional Waste Management Services Commission business. Reviewed the regional site report, September Treasurer's Report and draft 2027 budget in preparation for the October 15 meeting.

RMA advocacy

Continued agricultural disaster advocacy and municipal resolution follow-up. Confirmed Council's support for merging the County's Aggregate Pit Approvals resolution with the County of Stettler's resolution for the Fall 2026 RMA convention.

Priority 2 Service Delivery and Community Wellbeing

Regional emergency preparedness

Continued developing and coordinating the Regional Emergency Response Plan, including presentations and discussions with the Villages of Vilna and Waskatenau. Worked with Human Resources and Safety on supporting Council materials, emergency management bylaws, policies and terms of reference.

Continued planning for the regional Emergency Management Exercise scheduled for November 18, 2026, at the Complex, beginning at 10:00 a.m. Reviewed emergency management updates and training opportunities, including the AEMA regional newsletter and November Supply Unit Leader training opportunity.

Resident concerns and enforcement

Addressed resident inquiries and service concerns involving roads, access, drainage, dust control and enforcement. Coordinated follow-up with the responsible departments and prepared information for Council where a policy decision or further direction was required.

Prepared Council correspondence on the dog-at-large complaint, outlining actions taken, the lack of a suitable impoundment facility, and potential next steps requiring legal advice or court processes. The material identified practical enforcement constraints and the need to assess available legal remedies before further action.

Reviewed the response to a complaint about heavy truck activity near a water fill station, including the limits of available County enforcement coverage and referral of applicable traffic and vehicle weight concerns to the RCMP.

Community policy and service reviews

Prepared or coordinated FCSS and Community Capital Grant policy reviews for Committee of the Whole. Continued follow-up on the proposed Bonnie Lake Resorts Golf Cart Bylaw and related Council correspondence.

Supported the annual report redesign toward clear reporting of accomplishments, departmental statistics and service outcomes. Requested Council input on accomplishments and the areas of focus for 2027. Prepared public communication explaining the additional gravel placed in 2026 and the challenges associated with the wet season.

Privacy and access to information

Supported the Privacy Management Program and access to information policy work being led through County Services and Communications. This included coordination of Council materials, policy reviews and administrative processes supporting the County’s privacy and access obligations.

Priority 3 Asset Management and Infrastructure Sustainability

Roads drainage and service requests

Worked with Public Works on the 2027 Road Plan, current maintenance needs, service request follow-up and preparation of Road Policy, Road Use Agreement and Dust Control items for Council consideration. Reviewed proposed dust control service levels, resident fees, historical cost information and the need for updated delivery costs before drawing cost-recovery conclusions.

Coordinated review of alternative dust control products and potential equipment retrofits. Supporting material identified the need to establish capital costs, annual operating costs, treatment volumes and the resulting County contribution before an equipment or funding decision.

Continued follow-up on drainage, culvert and beaver issues, road allowance access concerns, gravel placement and oil road patching. Public Works was also preparing for winter operations and addressing overdue or escalated service requests.

Bridge planning and transportation coordination

Worked with Public Works, Finance and Associated Engineering on bridge repair and replacement priorities, capital requirements, financing options and supporting Council documentation. Coordinated the engineering presentation on bridge program priorities and reviewed procurement and bid package material.

Participated in the Special Council meeting with Alberta Transportation and Economic Corridors on regional transportation matters and engineering standards, with follow-up discussions involving engineering consultants. Reviewed regulatory approvals and No Interference Letters for Red Clay Creek culvert and bridge work. Continued coordination relating to Highway 28 upgrades and associated infrastructure interfaces.

Aggregate procurement and pit reclamation

Prepared Council and contractor correspondence relating to the gravel crushing agreement after the contractor did not complete the 2025 and 2026 crushing work. Supported the September 29 Special Council termination process and prepared the 2027–2029 crushing and stockpiling RFP for Alberta Purchasing Connection, with a three-year term and annual review.

Advanced gravel pit reclamation procurement and revised the proposed reclamation motion to identify the required completion timing. Reviewed White Earth South Pit approvals and the activities plan. Clarified Sandstar-related communications and the County procurement process for any future County requirements.

Facilities and water infrastructure

Coordinated outstanding requirements for the County Shop Lighting Retrofit project to maintain funding compliance.

Priorities 4 and 5 Finance and Workforce

Budget development and financial sustainability

Coordinated 2027 operating and capital budget preparation with departmental managers, including Public Works budget discussions and review of anticipated service and infrastructure requirements. Worked with Finance on supporting schedules, salary allocations, budget documentation and the relationship between proposed projects and available funding.

Continued auditor procurement and appointment follow-up. Reviewed tax forfeiture files, tax incentive and tax deferral requests, and Métis Crossing-related Council material. Worked on Whitefish Lake and Sunset Ridge Estates matters involving subdivision processing, development incentives, taxation requests and future planning requirements.

Prepared tax exemption decision material for Council, including the applicant's proposed withdrawal of the assessment appeal if approval were granted, and identified the CAO's concern about approving the requested level of exemption. The material was prepared for Council consideration; it does not record an approval.

Reviewed natural gas arrears and supporting material concerning potential transfer of unpaid amounts to the tax roll. Continued grant-related review, including ACP collaboration opportunities and Water for Life infrastructure work.

Finance transition and payroll administration

Coordinated the transition from the interim Finance contractor to Nicole Cherniwchan, including payroll completion, financial reporting processes, budget spreadsheet documentation, handover materials and system access requirements. Supported the transfer of ongoing responsibilities to internal staff.

Worked with Finance and Human Resources on payroll corrections, benefits deductions, leave administration and timesheet questions. Continued review of the online timesheet transition and internal workflows, including the Administrative Clerk role and Finance and Planning backup requirements.

Organizational development and human resources

Supported onboarding and changes to the County's director structure, departmental reporting relationships, recruitment and performance management. Continued confidential employee relations work with external Human Resources support, including leave and return-to-work planning.

Supported Human Resources policy work, organizational chart and pay grid reviews, job description updates, safety training and collective bargaining preparation.

Organizational meeting preparation

Prepared supporting decision material for the annual Organizational meeting, including the day, hour and place of Regular Council meetings, confirmation of signing authorities, appointment of municipal solicitors, and the proposed December 28, 2026, to January 1, 2027, office closure. These items remained subject to Council consideration.

Departmental Updates Community and Corporate Services

Community Services Agriculture and Parks

The Agricultural Services Department continued weed control and herbicide application, with the October 13 notes indicating the program was expected to finish that week. Staff worked on the regional weed and pest appeal committee bylaw and memorandum of understanding, recreational lease and parks contract reviews, and the Emergency Infrastructure Protection Bylaw and protocols.

Other work included excess water issues with provincial follow-up, public area inspections, seasonal mowing and recreation operations planning, heritage and address sign installation, Pumpkin Fair support and discussions with local groups about CFEP opportunities. The latest notes also identified environmental DNA sampling discussions with LICA and the Province, seasonal scheduling changes and Environmental Farm Plan training.

County Services Planning and Development

Planning and Development continued processing development permits, preparing development agreements and subdivision comments, and preparing for Municipal Planning Commission. Work included subdivision discussions for Sunset Ridge Estates and a Land Use Bylaw amendment to consider reclassifying certain discretionary uses as permitted uses.

County Services also worked on the Joint Use Planning Agreement with regional municipalities and Aspen View, website modernization and Planning and Development webpage updates, the Privacy Management Program, fire job description review, and ACP municipal intern application preparation.

Communications

The Communications Officer prepared and posted Grapevine editions, Council highlights, public meeting notices, redacted agenda packages, tax reminders, recycling information, workshop advertising, road closure notices and winter landfill hours. Communications also supported community printing, heritage materials, job advertisements and the publication of the Peace Officer report.

Privacy and access work included policy Requests for Decision, compiling Personal Information Banks into a master document, and coordination with County Services on privacy procedures. Advertising budgets were being consolidated across departments.

Legislative Services

Legislative Services prepared agendas, minutes and supporting records for Regular, Special, Joint, Committee of the Whole and Organizational meetings. Work included formatting Council reports, reviewing Requests for Decision, updating the action list, preparing documents for signature, filing signed bylaws and minutes, and reviewing committee terms of reference.

Legislative Services also prepared the October calendar, supported Highway 28/63 Commission minute review and administrative cross-training, and finalized centennial farm plaques following resident approval.

Departmental Updates Infrastructure Utilities and Enforcement

Public Works Roads and Shop

Public Works continued divisional graveling as weather permitted, patching, ditchline trenching, culvert and drainage work, sign repairs, brushing and service request entries in municipal tracking systems. Specific work included bridge issues on Range Road 163, beaver dams near the Range Road 171 bridge, intersection widening at Range Road 125 and Township Road 584, and investigation of water backup near the rehabilitation centre.

Managers continued bridge repair pricing and contractor discussions, aggregate and reclamation coordination, 2027 road planning and budget work. The October 13 notes identified cold mix coordination with Thorhild County, additional brushing and patching, bridge repair planning and chainsaw training.

The County Shop prepared plow trucks, sanders and equipment for winter, alongside servicing, brake, electrical, hydraulic and battery work. September inspections of the scissor lift, forklift and truck-mounted crane passed; the floor hoist inspection identified work requiring attention. Shop heating and Public Works boiler requirements were also being reviewed.

Environment Water and Waste

This team continued routine plant checks, hydrant flushing, seasonal sampling, lagoon and air valve vault checks, truck fill troubleshooting and winter preparations. Staff worked with Associated Engineering and service providers on the severed Vilna SCADA communication cable, remaining cable installations and battery backup needs.

The latest notes identified the Egremont East line pump as under repair, with the system operating on one pump and an estimated six-month repair period. Associated Engineering was assisting with a backup plan. Waste work included recycling coordination, fall cleanup, furnace readiness at transfer sites, site inspections and fire drills. A new landfill operator had been hired by the October 13 update.

Utilities and Natural Gas

The Natural Gas team continued meter installations and upgrades, gas and water meter reading and invoicing, pipeline installations, crossing agreements and Highway 28 utility coordination. Work included the Vilna reservoir gas connection, assistance arrangements with Thorhild County and planned assistance to the Town with three gas services.

The Tap 4 pipeline replacement was scheduled to begin October 20. Other work included odorant operations and training coordination, spill response course development, Transport Canada TDG registration renewal, formal inspections, Public Works boiler quotations and the 2027 budget.

Enforcement Services

Council reporting and CAO follow-up covered resident complaints, dog control and service limitations. The supplied weekly manager notes contain no additional narrative update from Enforcement Services; the previously prepared Peace Officer quarterly report remained the separate source for enforcement activity statistics.

Departmental Updates Finance Safety Fire and Technology

Finance

Finance staff worked on the contractor handover, access to CRA and banking accounts, departmental budget reviews, bridge financing material and insurance renewals. Tax payment activity was increasing ahead of the October deadline. Staff also worked on payroll corrections and process manuals to support cross-training. Council material included accounts receivable policy updates, property tax forfeiture, employee benefits and a tax incentive application.

Human Resources and Safety

Human Resources and Safety coordinated recruitment and employment documentation for landfill, administrative, truck driver and water and wastewater positions, together with job description updates, evaluations and employee benefits administration. Work included payroll support, LAPP revisions, ROE processing and system access, 2027 salary allocations and preparation for November collective bargaining sessions.

Safety work included COR audit coordination, road construction signage research, mandatory training policy preparation, chainsaw and mental health training arrangements, and emergency plan support. Confidential employee relations files continued through the appropriate processes.

Fire Services

The Team successfully reported that it submitted the 2027 Fire Training Grant application. Fire Services continued annual hose testing and inventory, pump testing, radio work, AED software updates, equipment checks, budget review, paid-on-call payroll corrections and a draft payroll operating policy. Rescue 429 and Rehab Unit 488 were reported back in service by October 13.

The department continued cooperation with RCMP and provincial wildfire investigators, hydrant repair monitoring, ambulance staffing motion follow-up and regional advisory committee scheduling. Training and recruitment work included chainsaw, advanced pumping, hazardous materials, Fire Officer and instructor development, and processing paid-on-call firefighter applications.

GIS and Information Technology

GIS continued departmental base map automation, road grid layers, grader beat updates, land ownership map revisions and user permission changes for the new organizational structure. Flood modelling was being compared with HARP flood damage information to validate results. QGIS training was progressing toward use of County data.

IT continued CentralSquare and Diamond support, PaperCut printing rollout, VEEAM renewal and backup work, workstation setup, HRISmyWay implementation, network monitoring and cybersecurity work under NIST CSF 2.0. IT also assisted with SCADA issues and system access requirements.

Immediate administrative focus

The next steps are to complete budget and bridge financing decisions, follow up on gravel procurement and reclamation, maintain winter readiness and utility reliability, complete Finance and payroll transition work, and continue preparations for the November 18 emergency management exercise.

ACTION ITEM LIST

Legend			
		Meeting Date	2025
		Completed	
		In Progress	

MOTION NO.	RESOLUTION	Assigned to	Due Date	Status	Comments
8-May-25					
12-Jun-25					
28-Aug-25					
4-Sep-25					
11-Sep-25					
25-Sep-25					
9-Oct-25					
846-25: Serben	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		In Progress	Policy No. 62-13: Surface Lease of Municipally-Owned Lands was amended at the February 26, 2026 Council meeting. Updated October 16, 2026 - Payment has been made, and the lease documents are currently under review by the applicant. Signatures will be obtained upon completion of their review
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
		Completed
		2027 Budget Consideration
		In Progress

2026

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 October 14 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- 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.
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	A request for plaque revisions, including resident photos and individual engraving updates, was sent to Behrends on October 2. Approval for the photo additions is still pending, and updated proofs are expected once approval is received.
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. Sept 18 administration meeting from 3 municipalities Bylaw and MOU coming to council meeting. Oct update: Draft bylaw and MOU in queue for discussion
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	Completed	Tax Clerk completed Notification of Municipal Acquisition forms Sept 17,26. Submitted to CAO for signature and seal approval.
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	Completed	Tax Clerk completed Notification of Municipal Acquisition forms Sept 17,26. Submitted to CAO for signature and seal approval.
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	Completed	Tax Clerk completed Notification of Municipal Acquisition forms Sept 17,26. Submitted to CAO for signature and seal approval.
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	Completed	Tax Clerk completed Notification of Municipal Acquisition forms Sept 17,26. Submitted to CAO for signature and seal approval.
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	Completed	Extended deadline on APC to allow for parties to review addendums. Closed August 14th , Will be presented on the Sept 29, 2026 Meeting Council Selected Auditor on September 29, 2026 Special Council 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	**Updated October 13, 2026:** Bylaw 1515-26 has been drafted and will be brought to the October 21, 2026 Council meeting for consideration for First Reading.
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	Completed	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 UPDATE Alberta Transpiration Attended Special Council Meeting on Sept 28, 2026 and provided updates to council
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. Update: Met with AE and will be meeting with Andrea Sandmaier and Rick Wilson for funding options and will bring to Council in November
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 24th, 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 conduction 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
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	Completed	**Updated October 13, 2026**: Bylaw #1509-26 was given Second and Third Reading at the September 17th County Council meeting. Subsequently, the applicant was informed of the Bylaw's adoption and has been working with the applicant on submission of his subdivision application.

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
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
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 reprehensive update Last email sent August 17, 2026 Rep did send information and will be presented by 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 August 11, 2026, for review of amendments.	Legislative Services	Completed	The Policy was on the September 17 Regular Council and was approved
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	Completed	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	RFP Posted and will be brought to Council On Oct 21, 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	Completed	Proclamation has been posted to the Smoky Lake County website on September 23, 2026.
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.

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	Completed	AE has confirmed their attendance for the September 17 Council Meeting
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	Completed	Added to the October 21, 2026 Regular County Council 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	Alberta Energy Regulator License was approved Sept 16. Contractors have confirmed October 20th start date.
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 letter wasn't sent on Sept 24, 2026

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	Complete	Letter presented at the September 17 meeting
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/ CAO	Completed	Resolutions were made at Meeting
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	Completed	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 approve transferring the outstanding balance of Invoice No. INVC2902 ($74,520.82), Invoice No. INVC3073 ($48,170.12), and accumulated interest charges ($7,931.06), totaling $130,622.00, to Tax Roll No. 17581550, contingent upon full payment not being received within 30 days of this meeting date (August 11, 2026) any occurred cost such as legal fees will be applied to this invoice.	Natural Gas Manager	In progress	Payment was made but not the penalties , awaiting message from lawyer
Serben - Resolution No: 20260811-609	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 alternance for updates
Serben - Resolution No: 20260811-610	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.
10-Sep-26				
Serben - Resolution No: 20260910-615	That Smoky Lake County Council accept the written and verbal 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.	Director of County Services	In Progress	**Updated October 13, 2026**: The Director of County Services and the CAO met with Philip Hicks on October 1, 2026, to discuss the software options Government Frameworks offers. The Director of County Services and the CAO are currently reviewing the proposal submitted by Mr. Hicks following this meeting to determine whether it aligns with the County's needs and will report back to Council once the review has been completed.

Barker - Resolution No: 20260910-617	That Smoky Lake County Council direct Administration to prepare a letter of support for the Bonnie Lake Social Club regarding its CFEP grant application for the Playground Improvement Project, for the Reeve's signature; and that all or part of the Association's funding request be considered during the 2027 budget deliberations, with the understanding that such consideration does not constitute a commitment or guarantee of County funding and is subject to grant approval.	Ag. Services	Complete	Letter of Support Was sent on September 15
Halisky - Resolution No: 20260910-618	That Smoky Lake County Council direct Administration to prepare a letter of support for the Mons Lake Community Association regarding its CFEP grant application, for the Reeve's signature; and that all or part of the Association's funding request be considered during the 2027 budget deliberations, with the understanding that such consideration does not constitute a commitment or guarantee of County funding and is subject to grant approval.	Ag. Services	In Progress	Awaiting meeting with the MLCA. In 2027 budget for discussion
Halisky - Resolution No: 20260910-619	That Smoky Lake County council approve the temporary place of a maximum of twenty five (25) Recreational Vehicles, on the lands legally described as legal subdivisions two (2), seven (7) and eight (8) of section twenty eight (28), township fifty nine (59), range seventeen (17), west of the 4th meridian, with said approval terminating on December 31, 2026, and with said approval subject to the following conditions: 1. That Town of Smoky Lake be made responsible for ensuring the proper disposal of all wastewater and solid waste generated by the Recreational Vehicles; 2. that the occupants of the Recreational Vehicles comply with Smoky Lake County Noise Bylaw #1502-26; that the Town of Smoky Lake provide and be responsible for the emptying and maintenance of garbage bins on said lands; 3. that the Town of Smoky Lake revise its Lease Agreement with the Smoky Lake Riding Club to include the aforementioned conditions 1-3 inclusive; and 4. that the Town of Smoky Lake provide a copy of said revised Lease Agreement to Smoky Lake County.	Director of County Services	Completed	**Updated October 13, 2026:** A letter was sent to the Town CAO, dated September 10, 2026, informing the Town that it has authorized the temporary placement of a maximum of 25 recreational vehicles on the lands legally described as legal subdivisions two (2), seven (7) and eight (8) of section twenty eight (28), township fifty nine (59), range seventeen (17), west of the 4th meridian, with said approval terminating on December 31, 2026, and with conditions imposed by Resolution No: 20260910-619. The Director of County Services will also be bringing a Request for Discussion to the October 19, 2026 Committee of the Whole meeting to discuss changes to the Recreational Vehicle Bylaw to address these types of requests in the future.

Serben- Resolution No: 20260910-621	That Smoky Lake County Council direct administration to bring forward Recreational Vehicle Bylaw 1500-26 to a future Council Committee of The Whole Meeting for discussion.	Director of County Services	In Progress	**Updated October 13, 2026:** The Director of County Services has prepared a Request for Discussion for the October 19, 2026 Committee of the Whole meeting in respect of Bylaw 1500-26
Serben - Resolution No: 20260910-627	That Smoky Lake County Council direct Administration to complete and forward a marketing strategy and proposed implementation plan for Economic Development for consideration in the 2027 budget, including information regarding available incentives, programs, grants, permitting, and other relevant economic development opportunities.	Director of County Services	In Progress	**Updated October 13, 2026:** No action has been taken as of this date.
Barker- Resolution No: 20260910-628	That Smoky Lake County Council propose to the Town of Smoky Lake that the Joint Town and County Meeting be held on Monday, September 28, 2026, at 11:00 a.m. in the Smoky Lake County Council Chambers; and further, that if this date and time are not acceptable to the Town, Smoky Lake County will accept the alternate meeting date of Tuesday, September 29, 2026, at 9:00 a.m.	Legislative Services	Completed	Email was sent out responding to the request, Town Council Scheduled for September 29, 2026 at 9:00 a.m.
17-Sep-26				
Barker - Resolution No:20260917-648	That Smoky Lake County Council give Bylaw #1509-26 Redistricting of Pt. NE-4-62-13-W4M under Land Use Bylaw #1272-14, from AG District to R1 District **Third and Final** Reading.	Legislative Services	Completed	Bylaw was signed October 5 and posted to website
Kully - Resolution No:20260917-653	That Smoky Lake County Council direct administration to bring back further information in regard to the reclamation of the Smoky Lake County gravel pit to the Special County Council meeting scheduled for September 29, 2026, at 1:00 p.m.	Public Works/Legislative Services	In progress	RFP was completed and awarded as of October 14, 2026, work to be completed before snow fall
Kully - Resolution No:20260917-657	That Smoky Lake County Council direct Administration to bring back further information for the required equipment retrofitting/upfitting and the injection dust control product, including comparative information regarding dust control charges and associated costs from other municipalities, and report back to Council by the September 29, 2026, Special Council Meeting.	Public Works	In progress	Will be on October 19, 2026 COW Meeting Agenda

Halisky - Resolution No:20260917-658	That Smoky Lake County Council defer Policy No. 03-39, Dust Control, and bring back to a future Committee of the Whole meeting for further review.	Public Works/Legislative Services	In Progress	Will be on October 19, 2026 COW Meeting Agenda
Halisky - Resolution No:20260917-659	That Smoky Lake County Council amended Policy No. 03-35, Snow Clearing, with the following amendments: •Clarify the deployment order for snow-clearing resources, including Home Care routes, main access roads, public roads including hamlets and country residential areas, and private drive ways; •Section 2.1 to identify the CAO or designate as responsible for providing updates; •Clarify the service terms, including the minimum accumulated or drifted snow requirement; •The site plan requirements so that all obstacles are removed where possible and, where they cannot be removed, are clearly marked; •Remove the requirement for a flag and replace it with the applicable identification/signage requirements; and •Develop a County priority-road map and share the map with the applicable school authorities.	Public Works/Legislative Services/ Communications	In progress	Amendments being made and will be posted to website
Lukinuk - Resolution No:20260917-660	That Smoky Lake County Council direct administration to bring back Policy 03-15 Priority Road, to a future Committee of The Whole Meeting for review.	Public Works/Legislative Services	In Progress	This will be brought to the November COW of the whole meeting
Halisky - Resolution No:20260917-661	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 position, and, upon approval, enter into the required Conditional Grant Agreement, subject to the approved municipal budget and the terms and conditions of the Conditional Grant Agreement.	CAO/ Director of County Services	Completed	**Updated October 13, 2026:** The Director of County Services submitted an application to the Alberta Community Partnership (ACP) under the Municipal Internship Administrator Stream for an 18-month municipal internship position on September 29, 2026.
Barker - Resolution No:20260917-662	That Smoky Lake County Council direct Administration to investigate the process necessary for constructing a road on the lands legally described as Plan 2186MC, Block 1, Lot 4R (Community Reserve), including cost estimates for budgeting purposes.	Director of County Services	In Progress	Updated October 13, 2026:The Director of County Services has confirmed that the construction of a road across this parcel can be accomplished without removing the Municipal Reserve Designation from the parcel. The Director will work with the Director of Infrastructure to provide cost estimates for the proposed work for consideraiton in the 2027 Budget.

Barker- Resolution No:20260917-663	That Smoky Lake County Council accept the Request for Decision regarding Draft Bylaw No. 1512-26, Emergency Protection, as information, and direct Administration to amend the draft bylaw to incorporate the following amendments and bring the revised draft forward to a future Committee of the Whole Meeting: •Reviewing and clarifying the authority to access private property during an emergency where access is required to protect County infrastructure, including circumstances involving flooding, drainage, roads, or other infrastructure-related emergencies •Clarifying the notification requirements for affected landowners, including reasonable efforts to contact the landowner prior to accessing the property and, where the landowner cannot be reached, providing notice by posting notice on the property, leaving a voicemail, and/or issuing written notice •Addressing potential damage to private property resulting from the County's emergency access and work, including consideration of the County's responsibility to repair or otherwise address damage caused through its activities •Correcting the numbering in the definitions section to begin at 3.1	Director of Community Services	In Progress	draft under review to be presented at council
Kully - Resolution No:20260917-664	That Smoky Lake County Council direct Administration to coordinate and implement a veterinary workshop between County producers and veterinary clinics, with the matter to be brought forward to the Agricultural Service Board meeting scheduled for October 6, 2026; and reported back to Regular County Council meeting scheduled for October 21, 2026.	Director of Community Services	In Progress	Added to ASB agenda. Motion and direction received reaching out to coordinate with the veterinarians for a November date. Will be brought up to council once details are confirmed.

Kully - Resolution No:20260917-666	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” Approved Scope of Work and “B” Completion and Contribution Records, as with the following amendments: •changing eligible applicants and eligible categories; •clarification of regional partners; •requiring financial information; •clarifying County equipment/operator requirements; •requiring utility locate confirmation; •adding printed names to signature sections; •clarifying maintenance responsibility; •adding the cemetery snow-plowing-for-funerals exception	Communications	In Progress	Amendments being made and will be posted to website and shared with Organizations
Halisky - Resolution No:20260917-667	That Smoky Lake County Council table the replacement of the boiler located at the Public Works Shop and direct Administration to obtain current quotations from additional vendors and include the two boilers located at the Public Works Shop and the two boilers located at the County Office in and research the availability green funding opportunities.	Director of Utilities	In Progress	Looking for additional vendors interested. One company from the initial request has opted out providing an updated quote due to not entering maintenance contract.
Serben - Resolution No:20260917-668	That Smoky Lake County Council defer the discussion of the ACP Grant Regional Economic Development matter to the September 29, 2026, Joint Council Meeting with the Town of Smoky Lake for further discussion.	Legislative Services	In progress	Information was added to the Joint Town and County meeting for September 29, 2026 for discussion
Serben- Resolution No:20260917-670	That Smoky Lake County Council adopt Policy 15-41, Adverse Weather Policy, with the following amendments: •Add a definition of “essential work” that clearly identifies the duties, services, and circumstances considered essential and therefore required to continue during adverse weather conditions. •Amend the temperature provisions to include wind chill (feels-like temperature) when determining temperature thresholds and associated work restrictions or precautions.	Human Resources and Safety Manager	In progress	Amendments being made and will be posted to Safety Boards

Lukinuk - Resolution No:20260917-671	That Smoky Lake County Council approve the Regional Emergency Response Plan as presented.	Human Resources and Safety Manager/CAO	Completed	This has been shared with all the municipalities and will be used in the Emergency Management Exercise on November 18, 2026 to identify the gaps and training requirements
Barker - Resolution No:20260917-672	That Smoky Lake County Council amend Policy 15-11-02 Responsible Use of Artificial Intelligence (AI).	Human Resources and Safety Manager/ Legislative Services	In Progress	Amendments being made and will be shared with staff
Barker - Resolution No:20260917-673	That Smoky Lake County Council amended Policy No. 08-18, Council Remuneration and Expenses, with the following amendments: •change the wording regarding organizations in Section 7.2.2; •changing/removing the business-purpose wording; •establishing the hospitality expense as a budget line item; •removing Sections 7.4 and 7.5: 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. •changing the monthly internet allowance to $25; •adding the $50/month County cellphone charge; •removing Section 10.3: 10.3 Expenses incurred on behalf of spouses, family members, guests, or companions are not eligible for reimbursement unless specifically authorized by Council. •Specify the eligible applicant categories under the policy, identifying which individuals, organizations, or groups qualify and the types of expenses that may be considered for each category; and •Define “regional partners” for the purposes of the policy and identify the organizations or types of intermunicipal, governmental, and regional bodies that qualify as regional partners.	Legislative Services / Communications	In Progress	Amendments being made and will be posted on website
Kully - Resolution No:20260917-674	That Smoky Lake County Council amend Policy No. 01-28, Council Requests for Information with the following amendments: •Amend the definition of “Council” to clarify that it refers to Council acting collectively; •Amend Section 4.3 regarding referral of information requests to Council for direction;	Legislative Services / Communications	In Progress	Amendments being made and will be posted on website

Halisky - Resolution No:20260917-678	That Smoky Lake County Council give Bylaw No. 1513-26 being a bylaw to repeal Code of Conduct Bylaw No. 1320-18, Third and Final Reading.	Legislative Services	Completed	Bylaw was signed October 5 and posted to website
Serben - Resolution No:20260917-679	That Smoky Lake County Council direct Administration and the Intermunicipal Collaboration Committee Chair and CAO to coordinate a meeting with Aspen View Public Schools and the Family and Community Support Services Director to discuss the Family School Liaison Worker Program and the potential regionalization of Family and Community Support Services, including the funding formula and proposed agreement.	CAO	Completed	FCSS and CAO met with Aspen View School and this will be added to the JMM
Serben - Resolution No:20260917-681	That Smoky Lake County Council rescind the November 20, 2024, County Council Budget Meeting Motion No. 137-24; "That Smoky Lake County Council approve to increase the budgeted contribution amount towards the Smoky Lake Regional Heritage Board in the amount of $21,500.00, funded from reserves, for a total budgeted contribution in the amount of $35,000.00 in Years 2025, 2026, and 2027." and approve funding of $35,000 per year for year 2026 and year 2027 for the Smoky Lake Regional Heritage Board.	Director of Corporate Services	Completed	$35,000 cheque issued on October 1, 2026.
Serben - Resolution No:20260917-682	That Smoky Lake County Council defer Request for Decision of the selection of a Financial Auditor to the September 29, 2026, Special Council Meeting.	Director of Corporate Services	Completed	The Information was added to the September 29, 2026 Special Council meeting agenda. Update: Council Selected auditor
Kully - Resolution No:20260917-687	That Smoky Lake County Council amend Policy No. 15-09, Organizational Chart, to include a CUPE Administrative Clerk position and direct Administration to proceed with recruitment and hiring.	Human Resources and Safety Manager	In Progress	Admin Clerk Position has been posted
Resolution No:20260917-688	That Smoky Lake County Council approve payment in the amount of $1482.76 as per legal opinion number 1.	Director of Corporate Services	In Progress	Cheque is being completed as of October 14, 2026
29-Sep-26				

Lukinuk-Resolution No: 20260928-694	That Smoky Lake County Council direct Administration to include discussion of the ACP Grant, Regional Economic Development Initiative, on the agenda for the Joint Municipalities Meeting scheduled for October 26, 2026, and that the Town of Smoky Lake provide all applicable information related to the grant, including, but not limited to, any proposals submitted or affiliated with the grant.	Leg. Services	In Progress	On Agenda for JMM October 26, 2026
Lukinuk-Resolution No: 20260928-696	That Smoky Lake County Council direct Administration to include discussion of amalgamation on the agenda for the Joint Municipalities Meeting scheduled for October 26, 2026	Leg. Services	In Progress	On Agenda for JMM October 26, 2026
Serben-Resolution No: 20260928-697	That Smoky Lake County Council direct Administration to include in the 2027 budget, a dedicated line item for additional reserve funding to help address the ongoing lack of ambulance and emergency service coverage within the Town of Smoky Lake and Smoky Lake County.	Director of Corporate Services	In Progress	Will be presented in Budget Deliberations
Halisky- Resolution No: 20260928-700	That Smoky Lake County Council direct Administration to contact Associated Ambulance regarding ambulance service coverage for the upcoming Pumpkin Fair event scheduled for October 2 to 4, 2026, and, should ambulance coverage not be available, investigate contracting a private ambulance service for the event and seek cost recovery from Alberta Health Services for any the contracted expenses.	Regional Fire	Completed	The regional supervisor and deployment manager for Associated Ambulance was contacted and was informed of our concerns of no ambulance coverage in Smoky Lake for the Pumpkin Fair Weekend. Associated Ambulance confirmed ambulance coverage in Smoky Lake on October 1, 2026 for the Pumpkin Fair Weekend
Barker- Resolution No: 20260928-698	That Smoky Lake County Council direct Administration to prepare and send a letter outlining the significant concerns regarding the lack of ambulance and emergency medical service coverage within Smoky Lake County, including the ongoing staffing shortages affecting ambulance operations, and that the letter be forwarded to Glenn van Dijken, MLA; Danielle Smith, Premier of Alberta; and Adriana LaGrange, Minister of Primary and Preventive Health Services.	Regional Fire	In Progress	**Updated October 13, 2026: Administration is currently drafting the letter of concerns to be sent to Associated Ambulance**

Serben-Resolution No: 20260928-699	That Smoky Lake County Council direct Administration to request information from Alberta Health Services and other healthcare partners regarding where patients are coming from to access local healthcare services, in order to better understand who our healthcare system is serving. Further, that this matter be brought forward for discussion at the next Physicians and Healthcare Committee meeting, and that the requested information be provided by December 31, 2026.	Regional Fire	In Progress	**Updated October 13, 2026:** Currently no updates to report
29-Sep-26				
Lukinuk - Resolution No: 20260929-703	That Smoky Lake County Council direct Administration to request Municipal Affairs to facilitate a Roles and Responsivities Session with Smoky Lake County Council and members of Administration practically to cover the implications of information disclosed during a closed session relating to a previous in-camera session.	CAO/Leg Services	In Progress	Coming to a meeting in January
Kully - Resolution No: 20260929-707	That Smoky Lake County Council approve funding from the reclamation reserve budget for the reclamation of the Gladden Pit and further authorize the Director of Infrastructure to select a contractor from the proposals submitted to the County, with work to be completed by November 30, 2026.	CAO/Direct. Infrastructure	In Progress	RFP was completed and Contractor Selected
Barker - Resolution No: 20260929-708	That Smoky Lake County Council defer Policy 03-39 Dust Control to the Regular County Council meeting, scheduled for, October 21, 2026, at 1:00 p.m.	Leg. Services	In Progress	will be added to the October 19 COW and Regular County Council
Lukinuk - Resolution No: 20260929-711	That Smoky Lake County Council authorize Administration to issue a 30-day written notice to the current contractor, cancelling the remaining work and any continuing obligations under the 2024–2026 Gravel Crushing to Stockpile Contract in accordance with the termination clause and authorize Administration to prepare and publicly post a Request for Proposal (RFP) for Gravel Crushing to Stockpile services for the 2027–2029 term, with the scope, annual requirements, specifications, pricing by year, and evaluation criteria set out in the RFP and direct Administration to bring the finding results forward to Council for consideration.	CAO/Direct. Infrastructure	In Progress	Letter sent VIA registered mail on October 7, 2026 Will be presented on October 21, 2026 RFP is on ACP, closing on Oct 19, 2026

Halisky - Resolution No: 20260929-712	That Smoky Lake County Council appoint Seniuk & Marcado, Chartered Professional Accountants as Smoky Lake County's financial auditor for the year sending December 31, 2026, 2027 and 2028, subject to annual review.	Director of Corporate Services	In Progress	Administration has reached out to Laura Marcato, an engagement letter is being prepared
Lukinuk - Resolution No: 20260929-716	That Smoky Lake County Council accept the draft *Golf Cart Bylaw* proposed by Ed Basaraba, President, Bascor Developments Ltd, Bonnie Lake Resort as information and direct administration to further look into the proper legislation regarding the Bylaw and compare the Bylaw to the County's existing traffic Bylaw.	Director of County Services	In Progress	**Updated October 13, 2026: The Director of County Services is working with the CAO and the Director of Infrastructure on a Traffic Bylaw, which will incorporate provisions related to golf carts, speed limits and other traffic-related provisions and will bring said Bylaw to a future Committee of the Whole meeting for discussion.**
Halisky - Resolution No: 20260929-718	That Smoky Lake County Council approve the attendance of the two elected officials on the Smoky Lake County Agricultural Service Board, to attend the Lakeland College Grand Opening Event scheduled for October 2, 2026, located at the Lakeland College, Vermillion Campus.	Director of Community Services	Completed	Event concluded
Halisky - Resolution No: 20260929-721	That Smoky Lake County Council accept the advocacy letter regarding Highway 36 passing lanes for information received from Shaune Kovitch, Chair Special Areas Board as information and direct administration to draft and send a letter requesting support for the continued construction of passing lanes and adequate turnouts along highway 36, while also expressing the County's concerns regarding the High wide, heavy load corridor on highway 28 and requesting support for these transportation priorities.	Leg. Services	In Progress	Draft letter will be presented at the October 21, 2026 Regular Council meeting
Serben - Resolution No: 20260929-722	That Smoky Lake County Council acknowledge receipt of the Travel Lakeland Destination Management Organization Collaboration Request for Decision Letter dated August 7, 2026, and direct Administration to invite Lakeland Travel to attend a future County Council meeting as a delegation to provide further information regarding the request to County Council.	Communications/ Director of County Services	In Progress	Drafting an invitation letter to invite Travel Lakeland as a delegation.
Halisky - Resolution No: 20260929-724	That Smoky Lake County Council acknowledge and file the letter sent to the Honourable Minister Dan Williams, thanking him for attending a Smoky Lake County Council meeting for discussion, and direct Administration to post the letter on the County's social media platforms.	Communications	Completed	Letter posted on County social media on October 13, 2026

Halisky - Resolution No: 20260929-725	That Smoky Lake County Council acknowledge and file the letter sent to the Honourable MLA, Glen van Dijken, thanking him for attending a Smoky Lake County Council meeting for discussion, and direct Administration to post the letter on the County's social media platforms.	Communications	Completed	Letter posted on County social media on October 13, 2026
Lukinuk - Resolution No: 20260929-726	That Smoky Lake County Council acknowledge receipt and file the letter sent to Michael Botros, Regional Director for the North Central Region at Alberta Transportation and Economic Corridors and Landon Reppert, Construction Manager, North Central Region, Alberta Transportation and Economic Corridors and direct administration to draft and send a letter to Mr. Botros and Mr. Reppert regarding the previously identified intersections, incorporating the addition intersections discussed by County Council including Range road 180/191, 172/170, 163/162 and 161.	Legislative Services	In Progress	Draft letter will be presented at the October 21, 2026 Regular Council meeting
Lukinuk - Resolution No: 20260929-727	That Smoky Lake County Council acknowledge and file the letter sent to the Rural Municipalities of Alberta (RMA) District 5 representatives regarding advocacy for sustainable rural healthcare facilities, dated August 13, 2026, and direct Administration to post it on social media.	Communications	Completed	Letter posted on County social media on October 15, 2026
Kully - Resolution No: 20260929-728	That Smoky Lake County Council acknowledge and file the letter sent to the Honourable Tara Sawyer, Minister of Agriculture and Irrigation, regarding Smoky Lake County's declaration of an agricultural disaster, dated September 4, 2026, and direct Administration to post it on social media.	Communications	Completed	Letter posted on County social media on October 15, 2026

Councillor Report

Division: 3
Councillor\Reeves Report
Reporting Period: (Sept 9th– Oct 8th)

RCMP Commanding Officer Meeting Sept 9th (Craig, Lorne, David, Ryan)

It was a good discussion with the Commander and Chief Trevor Duroux also in attendance was S/Sgt Dan Kehlar, A/Comm Wayne Nichols, and Nina Sahasrabuddhe, the main focus and ask from our council was how could we get a Drone to assist our officers. We currently have an officer here in the Smoky Lake Detachment that is fully certified by the end of our conversation it was noted that we will be getting a drone soon.
Smoky Lake RCMP Detachment is fully staffed. We are looking now to add a second Peace Officer to assist our RCMP in any way we can. The Commander and Chief gave praised to Sgt. Anita Doktor for her great work within our community. After our 1 hour meeting all council in attendance went to the Smoky Lake RCMP Community BBQ. This public event was well attended and on display were many different RCMP Vehicles as well as a Command Center.

Departmental Meeting Sept 10th (All Council)

Philip Hicks from Government Frameworks gave council a PowerPoint presentation on specific software that can help the county be more efficient like Online Time Sheets, Job Costing Software, Digital Forms with built in Auto Filing to specific templates for different departments and QR Code scanning software which is quite popular.
Smoky Lake Council Appointed Nicole Cherniwchan to the position of Corporate Services effective September 10th – 2026 this will now give Nicole the authorization to access and administer all the banking services and Government accounts. This motion supports effective governance, financial stewardship, accountability, and organizational capacity within Smoky Lake County.
Council made two motions to support CFEP Grant applications one was for the Bonnie Lake Social Club Playground Improvement Project; the other was for Mons Lake Community Association to help improve the playground and park. Council directed administration to write support letters.

Council made a motion to allow Sandstar Construction to use the Smoky Lake Rodeo Grounds as a temporary campsite from mid-September through freeze-up in the fall to complete the HWY 28 resurfacing.

Smoky Lake ICC Committee Meeting Sept 15th (Craig)

Discussion on regionalization of FCSS. The working group discussed the proposed regional FCSS model, including current services, service levels, funding, staffing capacity, and the potential benefits and considerations of regionalization. Discussion highlighted the importance of understanding the services currently being provided across the region, as well as transparency regarding the Family School Liaison Worker, including the inputs and outputs of the position and the level and impact of services provided to participating municipalities. It was noted that each municipality may have different service needs and desired levels of service. A Regional FCSS Decision-Support Package was brought to give some clarity on different types of funding that would support different models. No decision was made at tis time except to have Rachelle attend each different council meeting to give her presentation to all of council to understand this model.

Regular County Council Meeting Sept 17th (All Council)

Please refer to the Smoky Lake County Council Agenda for information regarding this meeting.

Smoky Lake Regional Heritage Board Sept 28th (Craig)

Smoky Lake Heritage board financial statement was reviewed currently they have $19,129.06 in the bank this is not including the #35,000 contribution from the county. Potential Historic resource Designations were discussed one being the Aspen View School which the county is currently using as a storage unit. The other being the Mosonic Temple in Waskatenau.

Documenting Oral Histories was recorded in January this is a film that is being produced the film will be called Cyrillic Whispers The 4 people that were interviewed for this film were Pauline Kucher, Frank Verbisky, Walter and Vicky Pelech and Bill Wynnyk. The Nature Trail will be cleaned this year by Ken Danyluk.
Ecological Heritage Interpretive panels for Lovers Lane were discussed 2 of the 4 signs will be made one 3'x4' ft of the Boreal Forest and the other 2'x3' ft being about all the Vegetation only 2 are being made to see the quality of the sign before proceeding.
The Self-Guided Driving tours are very popular this year more brochures had to be made already.
The roof that was damaged on the barn beside the House in the Middle of the Road has been completed.
Photo Archive Project has been completed three copies were made one is being stored at the county, one at the Train station, and the third one is at the Historic Museum in Edmonton.

Special Council Meeting Sept 29th (All Council)

This meeting was with Michael Botros Regional Director for North Central Region at Alberta Transportation and Economic Corridors and Landon Reppert, Construction Manager, North Central Region, Alberta Transportation and Economic Corridors. Council discussed the feedback on the HWY 28 June public information session questions were asked if any changes were made since then we heard that RR 153 and 125 intersections will remain open. We talked about the roundabout that is schedule for 2028, also the HWY 28 paving improvements. Some discussion was had about the Tankers going down HWY 855 and through town we are trying to get a dangerous route that will stop these trucks from going past the school and through the town ultimately, we would like them to take a totally different route and not go down HWY 855 at all. Traffic Lights will be installed on Opal Road Intersection and HWY 28. About 70 people attended the open house. Bridge funding was the other topic we talked about temporary bridges and the funding or lack of funding. We had a good conversation on what risk the county need to take when applying for these grants and what the province looks at when awarding these grants. Smoky Lake County first concern is safe and reliable access for our residents.

Joint Town and County Meeting Sept 29th (All Council)

A brief discussion was had regarding the existing ACP Grant. Smoky Lake County requested to see the original Grant Application to compare the scope of work the town is proposing to make sure it aligns with the original application. The Town is the managing partner for the region on this grant.
Dangerous good route was talked about which was brought up in the county discussion with Michael Botros and Landon Reppert both the Town and County will be lobbying for changes.
The town will soon be without a paramedic our Advance paramedic will be leaving Smoky this month which means that the County and Town need to put there efforts together to get a new paramedic for Smoky Lake Soon.
A huge discussion on amalgamation was had, and it looks like both the County, and the Town are on the same page when it comes to this topic more discussions will be had soon.

Community Learning Meeting Oct 1st (Craig, Chyenne)
This meeting was organized to provide a general overview of the Community Learning Council and to introduce Sonalall Seemrith, Community Adult Learning Program Coordinator. The discussion focused on gaining a better understanding of current programming, exploring program successes and challenges, reviewing operational processes, and strengthening our knowledge of how services are delivered to meet the needs of the community.

HWY 28/63 Regional Water Commission Meeting Oct 2nd (Lorne, Craig)

Please refer to Deputy Reeve Lorne Halisky Report he is the Chair of this Committee.

Smoky Lake Pumpkin Fair Oct 3rd (Craig)

I attended the Pumpkin Fair to bring greetings on behalf of the County
The pumpkin winner Don Crews produced a pumpkin that weighed in at 2002.5Lbs. Don previously set a Canadian Record in 2022 with a 2537Lbs pumpkin.
Growers from Lamont County Nate and Jodie Lynn Craven had a squash weighing 780Lbs

Don Crews also won the largest Watermelon weighing in at 103.5Lbs

Rural Health Professional Action Plan (RHPAP) Conference Oct 5th -8th (Craig, Lorne)

Rooted in Community Building the Future of Rural Healthcare Conference was held in Peace River.

This Conference was packed with information. The first speaker of the day was Kim Simmonds, PhD, Primary Care Alberta. Kim's presentation was on Primary Care in Alberta and how to improve continuity, and long term-term system stability in rural Alberta through three interconnected priorities: healthcare pathways development, system navigation and workforce training and development. It was also noted that Virtual Care is not for everyone and 50% of people go to emergency after being checked by a virtual doctor. Virtual care has come along way since conception, but it is there only to help not to replace our in-person visits. I also talked to Kim about our Emergency being closed on Pumpkin Fair Long Weekend.

Hal Danchilla, Partner, Integrated Strategic Partners talked about Navigating the Alberta Political Landscape; Advocacy Through a Rural Health Lens. Hal broke down the current political climate and landscape of the Government of Alberta, offering context on key issues and pressures facing the province right now and how once again Rural Alberta hold the key if the UPC wants to be re-elected in the next election. Now is the time to Lobby hard on main issues facing Smoky Lake and rural Alberta in general.

Brad Willsey, Registrar and CEO, Alberta College of Pharmacy talked about the impact of Rural Pharmacy. Alberta leads the way when it comes to what our pharmacists can do for there customers like extending your prescription and giving professional medical advice.

Jennifer Barroll, Leadership & Engagement Expert was the Keynote Speaker her topic was The Generational Advantage: Leveraging Generational Strengths to Build Stronger Teams. In 2026, Barroll will publish her firs book called Make Work Better: Leading with the Human Edge, this book will provide leaders with the tools to unlock human potential at work.

Panellists Lisa Tiffin from Brooks, Councillor Chris Vining from Cold Lake and Tegan Ruether, MN-NP from Wembley discussed From Attraction to Belonging: Lessons from Communities. This was all about how to Attraction and Retention for our Doctors and their families what we should know and do to keep them in our communities.

The importance of Rural Exposure was very important Dr. Aaron Johnston is a clinical professor of emergency and family medicine. Dr Richard Martin likes to think of himself as a Rural Family Doctor trapped in a city. Both these physicians have very important rolls in Rural practice in Alberta. Dr Aaron leads Canada's national network on distributed medical education as the chair. His focus on rural medical education has led to a large increase in rural training in Alberta, with a focus on immersive and longitudinal experiences, including a new rural focus medical campus opening July 2026 in Lethbridge, Alberta. His research interests focus on the connection between rural training and health workforce, and rural healthcare delivery. Dr. Martin has been actively committed to teaching since 1993, and held various roles in AHS leadership, CPSA leadership and academic leadership including his current role as Assistant Dean responsible for the U of A Northern Alberta Medical Program which opened in Grande Prairie in August of 2025. These two Doctors are in my opinion can help Rural health today. We need to start by reaching to them to discuss the ongoing issues in our health care system today.

Picking up the pieces was a powerful session which focused on resilience, mental fortitude, and the strength it takes to rebuild after a life-altering event. Jeremy Evans called the Grizzly Dude is a survivor, storyteller and speaker who transforms adversity into inspiration after surviving a near-fatal grizzly bear attack. His mental toughness and overcoming fear is a story about learning to adapt, push past limitations and find purpose in life's most challenging moments.

Where Every Skill Matters: Continuous Learning in Rural Medicine was a panel with Dr. Jonathan Somerville and Chantal Crawford. Both these medical professionals we part of the team that helped Jeremy Evans put his life back together after his harrowing attack by the grizzly bear. They talked about the importance of being a team working together to get the best result possible and how everyone plays an equal and big part to success. Both these individuals are passionate advocates for Rural Health in Alberta.

Integrated Health, Social, and Community Care to support Rural Caregivers was on the last day. On the panel was Darlene Schindel who is an RN, BScN, MHS, CPC, Caregiver has had a career for over 40 years. She mentors Nurses to use their voice and to engage in the systems where they work. Michael Procinsky, BSW RSW is the Navigation Support Manager with Healthy Aging Alberta and a Registered Social Worker with extensive

experience across frontline practice. His focus over the past 2 years has been strengthening community-based support for older adults and caregivers through collaboration, capacity building, and system integration.

Finally, the last session was with Jessica Rose RN, BScN and Ryan LeMoal RN, Clinical Nurse Educator. This session was called Rural Ultrasound Training. This session highlighted the benefits that LUMINA has provided to the High-level hospital and the details of the program.

Next Meetings:

- Thursday, November 12, 2026, County Council Budget Meeting at 9:00 a.m.
- Thursday, November 26, 2026, Regular County Council Meeting at 9:00 a.m.
- Wednesday, December 16, 2026, Regular County Council Meeting at 9:00 a.m.

Councillor Report

Division: 4
Councillor: Lorne Halisky
Reporting Period: September 09 to October 13, 2026
Regular Council Meeting Date: October 21, 2026

1. Meetings, Events & Engagements Attended

September 09, 2026 – Meeting with the Alberta RCMP Commanding Officer & Staff and attended the RCMP Community BBQ. (attended in-person)

As per Reeves Report.

September 10, 2026 – County Council Meeting for the Purpose of Departmental Updates. (attended in-person)

As per Reeves Report.

September 14, 2026 – BBOT - Bellis Board of Trade Meeting (attended in-person)

Highway Sign on the corner of Hwy 28 and RR152 needs work so the members continue looking into options such as type/size/material etc. sponsors and grant funding opportunities.
Unsightly premises i.e. Bellis School are continued to be actioned by the County CPO.
Waste Disposal at Bellis Lagoon is presently closed to non resident use.
Bellis Domestic Water and Wastewater Options as per the MPE Engineering Study was discussed and looking into Water for Life Funding etc. Reach out to the MLA etc. for support.
Financial report was given with all in good standing.
Fundraising Committee continue to work on fundraising ideas etc. as the scavenger hunt was a huge success.
Continuing work on the Board By-Law.
Reminder for members of the Volunteer Appreciation Event on September 19, 2026.
Bellis Business Brochure looks great, is a living document and needs revisions due to a business leaving etc. New designed Bellis Blueberry Lapel Pin looks great, for promotional use.

September 15, 2026 – Evergreen Regional Waste Management Services Commission Meeting (attended in-person)

Fuel Vault install is almost complete.
Treasurer Report was delivered with all in good standing.
Ambipar Marketing Services Agreement for processed soil used for cell cover contract was finalized by the board members and signed for work to start asap.
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 work continues for new MSW Cell 7 design.
Four tires were installed on the loader for $3200 each. These tires fit other mobile equipment on site so four more tires will be purchased for installation from Kal Tire.
New Commission Manager sent out a member questionnaire on processes etc.
New Commission Manager will sign up for an APC – Alberta Purchasing Connection Account.
Trac Loader bottom end repair is almost complete.
Compactor steering issue maybe under warranty, it had limited warranty as it was purchased used.
Looking into purchasing a smaller diameter crusher screen for the Grizzley, for onsite material sifting etc.
Looking into all Commission Member Class III sites for standard signage etc.
Designing Evergreen Logo.
Clean Farms will be a delegation at the next Board Meeting.
Unfortunately, the Beaver River Commission tender was turned down.

September 17, 2026 – Regular County Council Meeting (attended in-person)

As per Reeves Report.

September 19, 2026 – BBOT - Bellis Board of Trade Volunteer Appreciation Event (attended in-person)

Attended this appreciation event on behalf of the County to thank the BBOT Members for their volunteerism etc.

September 25, 2026 – RMA - Rural Municipalities of Alberta District 5 Regular Meeting (Dave, Jered, and Lorne attended in-person)

As per Councillor Dave Kully's Report. Stayed for the morning portion, presentations from MLA Jackie Armstrong-Homeniuk, AEMA – Alberta Emergency Management Agency Calvin Delisle, Alberta Council Taneen Rudyk, RMRF – Reynolds Mirth Richards & Farmer Daina Young, Consulting Engineers of Alberta. Had to leave this meeting at 12noon to attend/give a County Welcome Message for Metis Crossing Day at Metis Crossing.

September 25, 2026 – Metis Crossing Day at Metis Crossing (attended in-person)

Represented the County and gave a Welcome Message on behalf of Smoky Lake County, our Council and our residents.

September 28, 2026 – Special Council Meeting with Alberta Transportation and Economic Corridors North Central Region Director and Construction Manager (attended in-person)

As per Reeves Report.

September 29, 2026 – Joint Meeting with Town of Smoky Lake and Smoky Lake County for the purpose of ACP Grant Update, Town Dangerous Goods Route, Next steps arising from the July 20/26 Municipal Affairs Minister Meeting, and EMS Staffing issue. (attended in-person)

As per Reeves Report.

September 29, 2026 – Special Council Meeting for the purpose of completing items from the September 17/26 Regular Council Meeting. (attended in-person)

As per Reeves Report.

October 02, 2026 – Highway 28/63 Regional Water Services Commission Meeting (Craig and Lorne attended in-person)

Motion was made for the appointment of a new Finance Manager, Nicole Cherniwchan.

The Financial Auditor RFP for the 2026, 2027 & 2028 Annual Audits closed on July 8, 2026. A Motion was made to approve/sign a contract with Seniuk and Marcato Chartered Professional Accountants.

Policy 001-015 Procurement Policy was adopted with amendments.

ACP Grant - Water for Life Grant for Pipe Condition Study was discussed and will be going out for RFP to conduct the work.

Vilna New Reservoir Requesting Commission support etc. will be brought back to a future board meeting.

October 05 to 08, 2026 – RHPAP – Rural Health Professionals Action Plan Conference Peace River (Craig and Lorne attended in-person)

As per Reeves Report. Building the future of Rural Healthcare.

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: Sept 9- Oct 13, 2026.

Meetings, Events & Engagements Attended

(AC- All Council) Attended

1. (Sept 9) Meeting with the RCMP Commanding Officer (AC)
2. (Sept 9) RCMP BBQ (AC)
3. (Sept 10) County Departmental Meeting (AC)
4. (Sept 16) Citizens on Patrol (Ryan)
5. (Sept 17) Regular Council Meeting (AC)
6. (Sept 19-27) Vacation
7. (Sept 28) Special Council Meeting (AC)
8. (Sept 29) Joint Town and County (AC)
9. (Sept 29) Special Council Meeting (AC)
10. (Oct 2) Attend Drone show Smoky Lake Pumpkin Fair
11. (Oct 3) Attended Smoky Lake Pumpkin Fair
12. (Oct 6) ASB meeting (Dave, Ryan)

Key Highlights

1. Citizens on Patrol:
   1. RCMP and Rural Crime Watch Update: RCMP reported a successful community barbecue. A drone is expected to be provided to support local crime prevention efforts, with member already trained. Recent concerns included repeated break-ins at oil and gas sites south of Smoky Lake, suspicious activity around Garner Lake, missing dogs, and continued staffing pressures at the detachment.

   2. Highway 28 Safety Concerns: Speeding, unsafe passing, near head on collisions, and poor road conditions remain significant concerns along Highway 28. Continued attention to traffic enforcement, road conditions, and public safety is needed.

   3. Road Maintenance and Infrastructure Improvements: Updates were provided on gravel work, washed-out roads, potholes, and weather-related maintenance delays. The county is using contractors to help address the backlog. A new Kortech road

rehabilitation process is being tested at two locations. The goal is to improve road durability and reduce costs compared with full paving.

4. Highway 28 Construction and Local Access: Construction around Smoky Lake is expected to begin this fall, with significant work anticipated next year, including pavement reconstruction and a new traffic circle. County recommendations have helped address concerns about maintaining farmer access and avoiding unnecessary division of agricultural land.

5. Community Events and Volunteer Coordination: The Family Fun Day barbecue and car show were considered successful, with strong volunteer participation.

6. Citizens on Patrol Summer Activities: Citizens on Patrol participated in several summer community events, including the Spedden Fish and Game Fun Day at Garner Lake, security support for the Smoky Lake, and other local events. These activities helped build relationships with community organizations while supporting local safety and visibility.

7. Upcoming Pumpkin Fair Planning: Preparations are underway for the Pumpkin Fair and car show. Duties include registration, parking, judging, raffle tickets, and general coordination. Additional planning is required for signage, parking overflow, bus traffic, cash handling, volunteer assignments, and lunch arrangements as the event continues to grow.

8. Training, Meetings and Organizational Planning: ACoPA AGM registrations were reviewed for the October 23–25, 2026, event in Westlock, including training, guest speakers, and a bus tour. Members were encouraged to submit registrations promptly and coordinate accommodation and travel. The committee also agreed to plan its Christmas gathering for Saturday, December 5, 2026, at 4:00 p.m., subject to final confirmation of the venue.

9. Financial Report and Fundraising: financial items discussed included patrol mileage, a memorial bench plaque, event supplies, and a donation from the Fire Department. The committee will continue reviewing event accounting and procedures.

10. Community Safety and Follow-Up Priorities: Roundtable discussions highlighted concerns about unfamiliar individuals in local communities, suspicious behaviors, break-ins, thefts, and people starting fires for warmth. Follow-up priorities include monitoring crime reports, advancing the RCMP drone request, addressing road maintenance and Highway 28 safety concerns, completing Pumpkin Fair preparations, confirming Christmas party arrangements, and improving public communications and future event procedures.

Councilor Report

Division: 2

Councilor: Dave Kully

Reporting Period: September 9, 2026 – October 13, 2026

Council Meeting Date: October 21, 2026

September 9, 2026 – Met with RCMP District Commanding Officer Trevor Duroux, Detachment Sgt Anita Doktor and colleagues prior to attending RCMP Community BBQ in Smoky Lake. Craig, Lorne, Ryan and Dave.

- Discussed issues pertaining to Smoky Lake area.

September 9, 2026 – Muni-Corr Meeting in person. St. Paul. Ryan attended virtually.

- Discussions on Lindberg trail issues, Glendon waterline, Telus proposal, Trail ride highlights on August 12th, Tree planting updates, Town of St. Paul Solar panel project.

September 10, 2026 – Departmental Meeting, Smoky Lake. All Council. (As per Reeves Report)

September 10, 2026 – Community Futures, St. Paul. In person.

- Toured a facility of one of the businesses who have taken out loans. Reviewed loan portfolios, reports on Community Futures Symposium, CFNA review and NADC northern living allowance.

September 17, 2026 – Regular Council Meeting, Smoky Lake. All Council. (as per Reeves Report and Minutes.

September 25, 2026 – RMA District 5 meeting Vegreville. Lorne, Jered, Dave.

- Provincial updates from MLA Jackie Armstrong,
  Alberta Emergency Management update from Calvin Delisle,
  RMRF presentation from Diana Young,
  Consulting Engineers of Alberta presentation from Ryan Betker,
  RMA updates from Kara Westerlund RMA president and Gene Hrabec Distrist 5 Rep.
  FCM update from Robert Parks.
  Presentation of Resolutions to be forwarded to RMA conference in Nov.

September 28, 2026 – Meeting with Transportation Representatives Michael Botros and Landon Reppert. Smoky Lake. All council. (as per Reeves Report)

September 29, 2026 – Joint Town and County meeting. Smoky Lake. All council. (as per Reeves Report)

September 29, 2026 – Completion of meeting from September 17, 2026

October 2, 2026 - Attended Grand Opening of remodeling of Lakeland College Bentley Building Vermillion. Dave

Speeches from Dave King, Dean of Trades and Technology, Krista Carmichael, Assistant Deputy Minister of Advanced Education, Dean Falsett, Board Chair,

- Dr. Alice Wainwright-Stewart, President and CEO, Janice Aukey, Dean of Health and Human Services, James Smith, Vice President of Facilities and CFO. History of the College was presented dating back to 1936 who facility first opened Ribbon Cutting Ceremony and tours of new facility which houses Early Childhood Education as well as Interior Design Technology.

October 6, 2026 - ASB meeting. Smoky Lake. Ryan and Dave

- Review action list, memorandum update, review of resolutions to be presented at NE ASB Conference.
  Update of Smoky Lake County Field visit presented by Kellie Jackson Program Assurance Specialist from AGI.
  Discussion of Farm Family Award, Beaver management policy, pocket gopher bounty, Veterinarian Workshop, and ASB budget.
  Do More Ag Session to be held at Nutrien Ag Center on November 9, 2026 6:30 – 9 pm open to anyone wishing to attend. Main Topic regarding mental health for farmers.

Councillor Report

Division: Five
Councillor: Jered Serben
Reporting Period: September 11th – October 9th, 2026
Council Meeting Date October 21st, 2026

Meetings, Events & Engagements Attended

- September 17th, Regular council meeting
- September 18th, Regional Fire and Rescue Services Advisory Committee (Cancelled by the Reeve. No alternative dates scheduled so far) Jered (Chair), Lorne (member)
- September 25th, Rural Municipalities of Alberta District Five meeting in Vegreville (Jered, Lorne, David all in person)
- September 28th, Special Council meeting with delegation Michael Botros and Landon Reppert, Highway engineers under Alberta Transportation Ministry (All council in person)
- September 29th, Joint Town and County meeting (All council, in person)
- September 29th, Special Council meeting, refer to Reeve's report (All council, in person)
- October 2nd, Attended the Great White North Pumpkin Fair and drone show in the evening. Busier Friday than 2025. (Jered and family. Personal time.)
- October 6th, ASB meeting. (Request by Smoky Ag. Society to email the ASB to make aware that Do More Ag, is being hosted by the ag. Society on November 9th, 2026, at the Nutrien Ag. Center. Eventbright.ca to register (Free). (Jered emailed Chair David, Vice Ryan and Sebastien, Fielman)
- October 8th, Alberta Seniors and Community Housing (ASCHA) Zone five meeting in Edmonton (Jered, Chair, in person)
- October 8th evening H. A. Kostash school council meeting (Jered in person, own time and travel)
- October 10th – 12th Happy Thanksgiving!

Rural Municipalities of Alberta District Meeting Report

Meeting Location: Vegreville, Alberta
Date: September 25
Jered, David and Lorne (in person)

1. Emergency Management and Disaster Recovery

The session reviewed municipal responsibilities before, during and after emergencies, including lessons from flooding, tornadoes and other incidents. Key areas included preparedness, incident command, regional cooperation, public communications and documentation of costs and damage.

Regional Field Officers and provincial teams can assist municipalities with emergency planning, Incident Command System (ICS) training, Alberta Emergency Alert training, public communications, resource requests and recovery applications. Provincial emergency stockpile resources include pumps, Tiger Dams, light towers and sandbag equipment. Requests are submitted using the ICS 213R form.

Municipalities were encouraged to establish mutual aid agreements and regional partnerships to share personnel and equipment during emergencies. Elected officials should ensure emergency bylaws and plans are current, maintain contact with the Director of Emergency Management, participate in training and establish spending approval limits before an incident occurs.

Evacuation and Emergency Social Services plans should address shelter, food, clothing, transportation, accessibility and vulnerable residents. Public communications should be coordinated with the emergency management team. A State of Local Emergency should be declared when specific legal powers are required.

The Hazard Assistance and Resilience Program (HARP) may provide assistance for eligible disaster related costs, although funding is not guaranteed and does not replace insurance. Municipalities should photograph damage before cleanup, contact insurers and track staff hours, equipment, consultant fees and other expenses from the start of an incident. After action reviews should be used to improve emergency plans and procedures.

2. Municipal Advocacy and Government Relations

The presentation outlined how municipalities can advocate for local priorities with the provincial government. Councils were encouraged to identify three to five shared priorities supported by community input and evidence, and to communicate a consistent council approved position.

Advocacy requests should explain the issue, the desired outcome and how the request aligns with provincial priorities. Concise materials, including a one page summary, can help communicate municipal needs. Maintaining relationships with MLAs, ministers and relevant provincial staff is important, along with following up on meetings and tracking commitments.

The presenter noted that advocacy requires ongoing effort and that results may take years. Strategic and implementation plans can help councils maintain direction and monitor progress.

3. Homelessness, Encampments and Municipal Legal Responsibilities

The legal presentation addressed municipal authority over public spaces, encampments and personal property. Municipal bylaws and enforcement actions must comply with the Canadian Charter of Rights and Freedoms and remain within municipal authority.

Courts consider the circumstances of each case when assessing encampment restrictions, including shelter availability, weather, public safety and the effects on individuals. Municipalities should assess risks and consider the proportionality of proposed enforcement actions.

Where immediate hazards do not require urgent action, municipalities should provide reasonable notice, engage affected individuals and consider available community support services. Enforcement decisions should be documented, including the nature of the hazard, the reason for action and the notice provided.

Under section 610 of the Municipal Government Act, unclaimed property generally must be retained for 30 days before disposal or other action as directed by council. Exceptions apply to unsafe, unsanitary or perishable items. Other property, particularly identification, wallets and phones, should be catalogued and retained as required while ensuring staff safety.

4. Consulting Engineers and Municipal Infrastructure

The Consulting Engineers of Alberta presentation covered infrastructure planning, procurement and project delivery. Municipalities were encouraged to engage engineers early, identify project priorities, establish clear scopes and budgets, and maintain communication throughout projects.

Requests for proposals should clearly define outcomes, deliverables, timelines, responsibilities and costs. Contracts should allocate risks to the parties best able to manage them and establish appropriate liability limits.

The discussion also covered bridge replacement options. Culverts may offer lower construction and maintenance costs, but suitability depends on site conditions, fish habitat, permitting and environmental requirements. Each location requires a technical assessment.

5. Bill 28: Municipal Impacts and Advocacy

Rural Municipalities of Alberta (RMA) outlined Bill 28, introduced in April, which amends the Municipal Government Act and other legislation. Potential impacts include changes to municipal autonomy, costs and local decision making. Several provisions leave details to future ministerial regulations, creating uncertainty about implementation.

RMA has engaged the provincial government through meetings, written submissions, webinars and member consultations. Topics include capital planning, councillor accountability, aggregate approvals, automatic development approvals, public dissolution votes and municipal requisitions for seniors' housing.

RMA intends to continue reviewing the legislation, monitoring implementation and advocating for regulations that consider rural municipal circumstances.

Follow Up

1. Review emergency plans, bylaws, mutual aid agreements, staffing contingencies and spending approval procedures.
2. Maintain emergency management training and ensure evacuation plans address vulnerable residents and essential care needs.
3. Establish procedures for documenting disaster impacts, tracking costs and submitting eligible recovery claims.
4. Identify council approved advocacy priorities and maintain contact with provincial representatives and relevant staff.
5. Review bylaws and procedures relating to encampments, enforcement, notice and personal property retention.
6. Use clear scopes, budgets and risk allocation when procuring engineering services.
7. Monitor Bill 28 implementation and RMA updates for potential impacts on municipal operations and costs.

Smoky Lake Pumpkin Fair

Location: Town of Smoky Lake
Date: October 2nd

My family and I attended the Pumpkin Fair during the late afternoon and evening, visiting with local families, residents and friends. The event offered food trucks, fair treats, carnival rides, live music and indoor market vendors, with activities continuing until 10:00 p.m.

The highlight was the first annual drone show over the fairgrounds, which was an enjoyable addition to the event.

ASCHA Zone 5 Meeting Report

Location: Edmonton, Alberta
Date: October 8
Jered (in person)

The ASCHA Zone 5 meeting focused on seniors' housing, continuing care, affordable housing, funding, staffing and provincial system changes. Members identified challenges affecting rural and urban providers and discussed priorities for ASCHA advocacy.

Key concerns included limited rural transitional care capacity, delays in resident placement, increasing care needs, insufficient home care services, staffing shortages, aging facilities and unpredictable capital funding. Transitional care beds provide temporary care for patients discharged from hospital who need additional time and support before moving into permanent assisted living or another appropriate care setting. These beds can help free hospital capacity while ensuring patients have suitable care during the transition.

These concerns are consistent with issues I have reported on over the past five years as a board member. Public and not for profit housing providers are experiencing many of the same challenges, particularly around funding, staffing, care needs and facility maintenance. The concerns discussed at the meeting were not reported as affecting private sector providers to the same extent.

ASCHA presented its 2026 to 2029 strategic direction, including stronger advocacy, improved member engagement, partnerships and more sustainable funding. Its four advocacy priorities are improving access and coordination across housing systems, ensuring policies reflect resident and provider needs, maintaining existing housing units, and modernizing policies to meet changing needs.

Assisted Living Alberta (ALA) and the Ministry of Assisted Living and Social Services provided updates on organizational changes, home care transformation, inspections, continuing care funding and the seniors' lodge program review. The Home and Community Care Program review is scheduled to begin in November 2026. Lodge based health supports and more flexible care arrangements are being explored, including options for rural communities. The provincial direction is to strengthen policies and services that allow more Albertans to remain safely in

their own homes for as long as possible, reducing the need for more costly facility based care where appropriate.

The meeting also covered changes to lodge rates, reserve fund requirements and management body governance. There had been concerns among some individuals that the Foundation could mismanage reserve funds through its operations. These concerns were unfounded. New legislation will formalize reserve fund requirements and establish a clear framework for how these funds must be established and managed.

Most legislative and regulatory changes are scheduled to take effect January 1, 2027. The new minimum basic lodge rate will apply to new residents beginning January 1, 2028. The proposed change involving the Alberta Child and Family Benefit as an income source has been placed on hold.

ASCHA will continue advocating on capital renewal, staffing, home care access, funding flexibility and the needs of rural and not for profit providers.

H.A. Kostash School Parent Council Meeting

Location: Smoky Lake, Alberta
Date: October 8

Jered (personal time)

The meeting was attended by the superintendent, principal and local school trustee.

Municipal advocacy was discussed regarding the routing of dangerous goods around Smoky Lake. A request was raised for the Aspen View Public School Division to contact the Town of Smoky Lake to support lobbying efforts to redirect dangerous goods traffic away from the town and school area. The concern relates to student safety and reducing risks associated with transporting hazardous materials near the school.

A second point raised was for the Town and County to contact all schools within the county to confirm whether emergency plans have been shared and coordinated with the municipalities. If

this has not already been completed, the goal would be to improve communication, coordination and preparedness in the event of an emergency.

An update was also provided on a Portage College learning opportunity. Students from Thorhild, Smoky Lake and Vilna will be transported to Portage College in Lac La Biche for full day extended learning opportunities.

This initiative may provide opportunities for partnerships between the school division, municipalities and Portage College. Potential benefits include expanded educational opportunities for students, reduced transportation risks through coordinated planning and economic development opportunities for the region.

Follow up may include discussions with the Town of Smoky Lake, Smoky Lake County, Aspen View Public School Division, Holy Family Catholic Schools and Portage College to explore potential partnerships and support for regional student safety and education initiatives.

Good Afternoon Mr.Lukinuk

We are writing regarding the information we first shared on July 14, 2026, regarding our Call to Action to the Government of Alberta.

We wanted to take this opportunity to highlight the initiative and the opportunity for municipalities to participate. We recognize that many municipalities are balancing busy Council schedules, conferences, budget discussions, and other competing priorities, and wanted to ensure this opportunity remains on your radar.

The National Police Federation (NPF) proudly represents nearly 20,000 RCMP Members serving across Canada and internationally, including over 3,100 who serve in Alberta. This initiative urges the Government of Alberta to pause further investment in an Alberta Sheriffs Police Service until a comprehensive, independent, and publicly available feasibility study is completed. It also calls for evidence-based investments in policing, the justice system, mental health and addiction services, and community-based crime prevention.

A growing number of municipalities and stakeholders have already signed on in support of this Call to Action, and we would welcome the opportunity for Smoky Lake County to be among them.

We understand that municipal participation may require time to bring this initiative forward for consideration at a Council meeting and to complete any necessary internal approval processes. As a result, we will be extending the participation deadline to allow municipalities additional time to consider the initiative and bring it forward through their respective processes.

If your municipality or stakeholder group is interested in participating, please reply to this email and provide your municipality's logo by October 26, 2026.

Should you have any questions or wish to discuss the initiative further, we would be pleased to arrange a presentation or meeting with you or members of Council.

Thank you for your time and consideration. We hope Smoky Lake County will join us in advocating for transparent decision-making and practical investments that strengthen public safety for all Albertans.

Kind regards,

Melissa Barnes
Government Relations Advisor | Conseiller, relations gouvernementales

2026

CALL TO ACTION
TO THE GOVERNMENT OF ALBERTA

Dear Premier,

Albertans deserve safe and healthy communities where residents can rely on essential public safety, health, social, and justice systems. Provincial and municipal governments share responsibility for achieving these outcomes, and municipalities expect the Government of Alberta to be a transparent, accountable, and reliable partner in delivering them.

Municipalities are on the front lines of community safety, working closely with residents, businesses, and law enforcement partners every day. Despite this, municipalities have not been provided with a clear, transparent, and evidence-based plan outlining the full financial, operational, and public safety implications of establishing an Alberta Sheriffs Police Service (ASPS) or transitioning policing responsibilities away from the RCMP. No comprehensive feasibility study, detailed costing model, or long-term funding framework has been made available to inform municipal decision-making or public understanding.

At the same time, Alberta's existing policing and public safety systems are under increasing pressure. Challenges related to rural crime, mental health and addictions, and violent repeat offenders require immediate and sustained investment. Rather than diverting significant public funds towards the creation of a new police service, the Government of Alberta should prioritize strengthening and properly resourcing the systems already in place.

Policing reform must be guided by evidence, transparency, and public confidence. Decisions of this magnitude, affecting community safety, municipal budgets, and taxpayer dollars, must be made in partnership with municipalities and with the clear support of Albertans.

We, the undersigned, call on the Government of Alberta to:

- Cease further investment in and advancement of the Alberta Sheriffs Police Service as a replacement for RCMP municipal policing.
- Release a comprehensive, independent, and publicly available feasibility study, including full lifecycle costing, governance structures, and operational impacts of any proposed policing model changes.
- Seek explicit public support before proceeding with any plan to replace or significantly restructure policing in Alberta.
- Strengthen Alberta's existing policing model by:
  - Increasing RCMP officer levels and resources in communities, while ensuring sustainable and predictable funding; and
  - Invest in the Alberta Sheriffs' existing mandate as a complementary public safety service, including targeted enforcement, rural crime initiatives, and court security.
- Strengthen the justice system by addressing bail reform challenges and repeat violent offending; increasing the number of Crown prosecutors and Provincial Court judges; and ensuring timely access to justice.
- Expand integrated public safety approaches, including police and mental health crisis teams, addiction supports, and community-based crime prevention initiatives that address root causes of crime.

Good day, Reeves and Councilors,

Attached is an update from the Hudson Bay Route Association on our recent activities, sponsorship opportunities, and registration for the 2026 Annual General Meeting. Please share at your next meeting.

We invite your municipality to our 2026 Conference and AGM, **"Building Canada's Northern Trade Corridor,"** at the Coronet Hotel in Prince Albert, Saskatchewan, on November 5–6, 2026. The event begins with a banquet on Thursday, November 5, followed by meetings on Friday, November 6.

This year's program brings together voices from rail, agriculture, ports, airports, and economic development to discuss the Port of Churchill, the Hudson Bay Railway, and the role northern trade routes can play in getting Western Canadian products to market.

We encourage every RM to appoint a delegate. Council representation is what gives HBRA its weight with industry and with the provincial and federal governments. Registration details and the link are attached. Please register early so we can confirm meal and book your hotel room.

On behalf of
Jim Bersheid, BScAg

President, Hudson Bay Route Association (HBRA)
204-623-0393 | Jim@hbra.ca

HUDSON BAY ROUTE ASSOCIATION

Member Update

Prepared September 2026



Dear HBRA Members, Partners and Friends,

It has been a busy few months for the Hudson Bay Route Association. Between a first-of-its-kind trade mission to Churchill, continued advocacy for the northern corridor, and the planning now well underway for our Annual General Meeting, there is a great deal to share — and one important date to put in your calendar.

Our 2026 Annual General Meeting takes place November 5–6 at the Coronet Hotel in Prince Albert, Saskatchewan, under the theme “Building Canada’s Northern Trade Corridor: Partnerships, Investment and Action.” Registration is now open, and we would very much like to see you there.

REGISTER FOR THE 2026 AGM

LOOKING BACK

The Tri-Chamber Trade Mission to Churchill

July 20–23, 2026



July 20th - July 23rd , 2026

It was a privilege to join business and community leaders from Manitoba, Saskatchewan, and Alberta for the inaugural Tri-Chamber Trade Mission to Churchill.

The delegation gathered in Winnipeg before travelling north to Churchill, where we toured the Port of Churchill, met with local organizations and businesses, and learned more about the region's unique opportunities and challenges. Seeing the infrastructure first hand and hearing directly from those who live and work in the North provided valuable perspective on Churchill's role in Canada's transportation network and its potential to support future economic growth.

What stood out most wasn't just the facilities we visited, it was the conversations. Bringing together leaders from across Western Canada created opportunities to share ideas, build relationships, and explore how greater collaboration can strengthen our economy and create new opportunities for businesses and communities alike.

Thank you to everyone who helped organize this first Tri-Chamber Trade Mission and to all those who welcomed us to Churchill. I look forward to seeing where these new connections and conversations lead.

Jim Berscheid
PRESIDENT
HUDSON BAY ROUTE ASSOCIATION













> Churchill is more than Canada's Arctic Gateway. It's a reminder that some of our greatest opportunities begin with bringing people together.

ADVOCACY UPDATE

The Port of Churchill and the Hudson Bay Railway

HBRA's core work continues: advocating for the Port of Churchill and the Hudson Bay Railway as a critical, sustainable corridor for prairie exports. Through the spring and summer, we have kept that case in front of municipal, provincial and federal decision-makers, and in front of the producers, shippers and communities the corridor exists to serve.

The argument has not changed, but the moment has. As Canada looks harder at trade diversification, supply chain resilience and northern development, a functioning route to tidewater through Churchill is being taken more seriously than it has been in years. Our job is to make sure that interest turns into investment and action — which is exactly what this year's AGM theme is about.

If your municipality, business or organization has been part of that conversation locally, we would like to hear from you. Member voices carry weight in the rooms where these decisions get made.

COMING UP

2026 AGM planning is well underway

The AGM planning committee has been meeting weekly since the summer, and the program is coming together. Invitations have gone out to speakers from across the corridor — rail, port and airport operators, agricultural and fertilizer producers, municipal associations, and economic development leaders from all three prairie provinces. We will confirm the full agenda and speaker lineup in a follow-up notice as details are finalized.

Expect two days of substantive discussion on where the northern trade corridor goes next, plenty of room for questions from the floor, and the Thursday evening banquet — which, as members know, is often where the most useful conversations happen.

> HBRA 2026 ANNUAL GENERAL MEETING
>
> **Building Canada's Northern Trade Corridor: Partnerships, Investment and Action**
>
> **Thursday, November 5 – Friday, November 6, 2026**
>
> Coronet Hotel, 3551 2nd Avenue West, Prince Albert, Saskatchewan
>
> We encourage members to book early and mention HBRA when reserving.

RESERVE YOUR SEAT ON EVENTBRITE

PARTNER WITH US

Sponsorship opportunities are open

Sponsoring the AGM puts your organization in front of the people shaping northern economic development and logistics — municipal leaders, producers, shippers, rail and port operators, and government representatives from across the prairies. We expect 75 to 125 delegates in Prince Albert this November.

Three tiers are available:

BRONZE PARTNER $500	SILVER PARTNER $1,000	GOLD PARTNER $2,000
• Logo recognition on the HBRA event webpage and program • Verbal acknowledgment during opening and closing remarks • 1 complimentary AGM registration pass	• Everything in Bronze, plus: • Logo in promotional email blasts and social media shoutouts • Prominent logo on the rolling banner at the Prince Albert venue • Dedicated table/display space in the networking area • 2 complimentary AGM registration passes	• Everything in Silver, plus: • Premium logo placement on the main stage rolling banner and event programs • Opportunity to deliver a 3-minute welcome address or introduce a keynote speaker • Promotional collateral in attendee welcome packages • 4 complimentary AGM registration passes

Tailored opportunities

If your organization would rather support a specific element of the conference — the lunch, a keynote session, or the Thursday evening banquet — we are glad to build a partnership around that. Just get in touch and we will work out the details with you.

How to confirm your sponsorship

- Email admin@hbra.ca or call 306-596-9905 to confirm your level.
- Send your organization's logo to admin@hbra.ca for inclusion in event materials.
- Pay by e-transfer to info@hbra.ca, or by cheque payable to HBRA, Box 629, The Pas, Manitoba, R9A 1K7.

The full sponsorship package, including the commitment form, is attached to this email — please pass it along to anyone in your network who may be interested.

Thank you for your continued support of the Hudson Bay Route Association. The corridor has our attention — and increasingly, the country's. We hope to see you in Prince Albert in November.

Sincerely,

Jim Berscheid
President, Hudson Bay Route Association

HUDSON BAY ROUTE ASSOCIATION
Box 629, The Pas, Manitoba R9A 1K7
admin@hbra.ca • 306-596-9905 • hbra.ca
A strong advocate for Canada's prairie producers and their prairie sea-port.

- Registration link: https://www.eventbrite.com/e/building-canadas-northern-trade-corridor-hbra-agm-tickets-1991886958513?aff=oddtdtcreator

REYNOLDS MIRTH RICHARDS & FARMER

2027 MUNICIPAL LAW SEMINARS

Edmonton | Grande Prairie



We've put together a full agenda designed to provide you with practical tools and knowledge to help you navigate the latest trends in municipal law. With a variety of breakout sessions to choose from, you can tailor your experience based on your role and interests—from foundational topics to more advanced discussions.

Space is limited; secure your spot early!



40 YEARS
1986 - 2026

BUFFALO LAKE
LIMITED PARTNERSHIP

Community, Partnership & Progress

We are proud of how far we have come - and grateful to the community, employees, clients and partners who have been part of our journey.

Celebrate with us!

Everyone welcome!!

Thursday, November 12, 2026

11:00 am – Doors open
12:00 pm – Lunch
1:00 pm – Program

Buffalo Lake Recreation Centre
178213 Buffalo Lake Drive



Vilna/Bellis Citizens on Patrol
PO Box 193
Vilna, AB T0A 3L0

October 12, 2026

Chyenne Shaw
Chief Administrative Officer
Smoky Lake County
4612 McDougall Drive, Box 310
Smoky Lake, AB
T0A 3C0

Dear Chyenne:

Twelve of us will be attending a ***Citizens on Patrol Annual Meeting and Workshop*** on October 23, 24 & 25, 2026 in Westlock.

Would it be possible for me to ask for 120 promotional items that we could distribute there? Could be mixture of items; pens, key chains, etc.

[redacted]

Thank you for your consideration.

[redacted]

Gloria Dombowsky
Vilna/Bellis C.O.P. Member

Cc: Mary Lou Savic
President, Vilna/Bellis Citizens on Patrol

17 Aug 2026

Smoky Lake County
PO Box 310, 4612 McDougall Drive
Smoky Lake, Alberta
T0A 3C0

To Whom It May Concern,

On behalf of the Vilna-Bellis Citizens on Patrol, I would like to thank you for your generous support towards our group with your Silent Auction donation. Each year, we submit an audited financial statement which shows that we use your donation dollars responsibly.

The majority of the funds are spent covering volunteer expenses incurred patrolling our communities. We recruit new members each year that greatly boosted our patrolling hours, supporting the RCMP in their tireless efforts in crime prevention. Our members have also provided security for local events, such as the Spedden Fish and Game Valentine's Day event, the Smoky Lake Kinnette's hosted beer gardens, the Eagles tribute band concert in Smoky Lake, and others. Lastly, funds are usually used to provide education for our members. Thanks to your prior support, we have sent multiple members to ACOPA's annual convention which includes a variety of topical speakers each year.

Every year, our members work hard raising funds for our group by selling raffle tickets, silent auctions, and garage sales. We have a great group of members who selflessly donate their time for the betterment of our community. During our last AGM, we had a great turnout, and we learned a lot about current initiatives by the RCMP and how we can work to support them in the battle against crime. We also continue to raise awareness and recruit new members by attending local events, such as the Pumpkin Fair, Vilna Boomtown days, RCMP hosted events, and various local parades.

Now more than ever, we rely on your financial support to allow us to continue patrolling and educational activities for the prevention of crime in our community. We are the eyes and ears for our local RCMP, and appreciate the financial aid provided so that we can continue this work.

Sincerely,

Leanna Schoepgens
Treasurer, Vilna Citizens on Patrol Association
[redacted]
Corp. Access No. 5014803893

Smoky Lake County
Box 310
Smoky Lake, AB T0A 3C0

July 18, 2026

Dear Sir/Madam:

We believe that a vibrant and connected rural community relies on local initiatives and shared resources. Bellis, Alberta is a hamlet, located in the Smoky Lake County. We are known as "Blueberry Country", located along the famous iron horse trail, surrounded by farmland, forests and lakes/campsites. At least 15 small businesses operate in and around the hamlet.

Right now, the Bellis Board of Trade is embarking on an exciting new project and need your help to make it a reality. Our goal is to raise $10,000 in donations by **December 31, 2026** to design, create and erect a community sign on Highway 28. A community sign provides continuous high visibility and long-term branding that welcomes visitors, establishes the aesthetic character of the area, and offers exposure to local heritage and nearby businesses.

We are reaching out to important corporate business leaders, local businesses and community residents to help us meet our goal. Every contribution – both big and small – creates a tangible difference in and around Bellis. Here is how you can positively impact the project and showcase your commitment:

Platinum Sponsor: Provide a donation (cheque payable to Bellis Board of Trade to Box 33, Bellis Alberta, T0A 0J0 or e-transfer to Bellisboft636@outlook.com) of over $500.00 to the Bellis Board of Trade, Community Sign Project.

Gold Sponsor: Provide a $500.00 donation.
Silver Sponsor: Provide a $300.00 donation.
Bronze Sponsor: Provide a donation of your choice.

All Sponsors will be invited to the "Grand Reveal". Platinum, Gold and Silver sponsors will be acknowledged in the Redwater Review newspaper and on a plaque in the historic Bellis Heritage Corner Shop, Juanita's Eatery and Café.

Please partner with the Bellis Board of Trade to Bring the Bellis Highway sign to life. If you have any questions, reach out to me at **780-656-5830**.

Together we can create something very special.

Warmly,

Mark Schoepgens,
President, Bellis Board of Trade

RECEIVED
JUL 20 2026
SMOKY LAKE COUNTY

COUNTY OF
TWO HILLS

P.O Box 490, Two Hills AB T0B 4K0
Telephone: (780) 657-3358 Fax: (780) 657-3504

October 8, 2026

Chief Administrative Officer and Council
Smoky Lake County
4612 – McDougall Drive
P.O. Box 310
Smoky Lake, Alberta, T0A 3C0

Dear Chief Administrative Officer and Council:

Re: Collaboration on Agricultural Disaster Advocacy

This will advise that the County of Two Hills Council resolved, at their meeting of October 1, 2026, that the County of Two Hills Council resolved to send a letter of support to Smoky Lake County regarding collaboration on agricultural disaster advocacy, noting that the County of Two Hills is in favour of the proposed regional resolution.

Should you have any questions or concerns, you may contact the undersigned.

Sincerely,

[redacted]

Elden Kozak,
Interim Chief Administration Officer

OCT 1 0 2026
SMOKY LAKE COUNTY

Smoky Lake County
Box 310
Smoky Lake, AB T0A 3C0

July 18, 2026

Dear Sir/Madam:

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Together we can create something very special.

Warmly,

Mark Schoepgens,
President, Bellis Board of Trade

RECEIVED
JUL 20 2026
SMOKY LAKE COUNTY