



**Smoky Lake County**  
**November 27, 2025 - Regular Council Meeting - 09:00 AM**

- 1 Called To Order**
- 2 Adoption of Agenda**
- 3 Adoption of Minutes**
  - 3.1 Organizational Meeting - October 30, 2025
    - 📎 Organizational Meeting - October 30, 2025
  - 3.2 Regular Council Meeting - October 30, 2025
    - 📎 Regular Council Meeting - October 30, 2025
  - 3.3 Council Budget Meeting - November 10, 2025
    - 📎 Council Budget Meeting - November 10, 2025
  - 3.4 Special Council Meeting - CAO Recruitment November 14, 2025
    - 📎 Special Council Meeting - CAO Recruitment November 14, 2025
- 4 Delegation(s)**
  - 4.1 Vance Auger Winter Haul Route @ 9:15 a.m.
  - 4.2 Delegation from Trailtwisters - President Spencer Kotylak @ 9:30 a.m.
  - 4.3 RCMP Supt. Hanson and Nina Sahasrabuddhe from K Division @10:00 a.m.
  - 4.4 Finning Canada @10:30
- 5 Public Hearing**
- 6 Public Question and Answer Period between 11:30 a.m. & 12:00 p.m.**
- 7 Request for Decisions**
  - 7.1 Metis Crossing
    - 📎 RFD - Metis Crossing
    - 📎 Metis Crossing Letter
    - 📎 Lease
    - 📎 Marshal and Swift Details
  - 7.2 RFD Development Application Processing
    - 📎 RFD Development Application Processing
  - 7.3 Purchase of a New Grader
    - 📎 RFD - Purchase of a New Grader
    - 📎 SMOKY LAKE COUNTY 160 AWD 145220 CA FINQUOTE Sales Agreement
    - 📎 John Deere Quote
    - 📎 Purchase of a New Grader 5

- 7.4 Request For Decision CPAA Conference Attendance
  - 📎 Request For Decision CPAA Conference Attendance
- 7.5 Tax Forgiveness Request
  - 📎 RFD - Tax Payment Agreement
  - 📎 Request
- 7.6 MCC Director Appointments
  - 📎 RFD - MCC Director Appointments
  - 📎 MCC Director Appointments 2024
  - 📎 MCC Director Appointments 2025
  - 📎 Annual Resolutions
  - 📎 MCC Board of Director Minutes
- 7.7 RFD Appointment to extend Interim CAO position
  - 📎 RFD - Appointment to extend Interim CAO position
- 8 **Request for Information**
- 9 **Policy Review**
- 9.1 Bylaw 1491-25 Designation of Assessor Bylaw
  - 📎 Tax Assessment Bylaw
- 9.1.1 Bylaw 1397-21 Assessor
  - 📎 Bylaw 1491-25 Designation of Municipal Assessor
  - 📎 Bylaw 1397-21 Assessor Signed
  - 📎 Appointment of Assessor
- 9.2 Bylaw 1489-25
  - 📎 RFD Bylaw 1489-25 First Reading
- 9.3 RFD Bylaw 1487-25 Fire Protection Services
  - 📎 RFD Bylaw 1487-25 Fire Protection Services
  - 📎 RFD Bylaw 1487-25 Fire Protection Services
- 10 **Chief Administrative Officer (CAO) Report**
- 10.1 CAO Report
  - 📎 October 2025
- 10.2 Action List
  - 📎 Action List
- 11 **Council Committee Reports**
- 12 **Correspondence**
- 12.1 Email- Scouts Request
  - 📎 Appreciation and Request for Assistance – Stanica Kopernik Scout Property
- 12.2 2026 Municipal Law Seminars - Oct 27, 2025
  - 📎 2026 Municipal Law Seminars - Oct 27, 2025
- 12.3 RCMP Quarter Report
  - 📎 Detachment Commander Smoky Lake RCMP Detachment Email dated Oct 30,

2025

📎 County - Q2 Community Letter

📎 Q2 2025-26 Smoky Lake Provincial Community Report

📎 Smoky Lake Q2 Provincial Crime Statistics

12.4 Request for Support – Pine Creek Year-Round Indigenous Resort Project

📎 Request for Support – Pine Creek Year-Round Indigenous Resort Project Email dated Nov 17, 2025

📎 Waskatenau The Group IHTR Business Plan

📎 County of Smoky Lake Tourism Initiative

12.5 Letter from Municipal Affairs, Dated Nov 4th, 2025

📎 Letter from Municipal Affairs - Minister of Municipal Affairs, Dan Williams, Dated Nov 4th, 2025 1

12.6 Smoky Lake County Renewal for Go East of Edmonton

📎 Smoky Lake County Renewal for Go East of Edmonton - Email Dated Nov 6, 2025

📎 Smoky Lake County Advertising 2025 Tour Guide

📎 2026 Renewal Smoky Lake Region

📎 2025 Go East of Edmonton Achievements & Summer Marketing Report

12.7 NSWA 2026 Municipal Contribution Request, Dated Nov 12, 2025

📎 NSWA 2026 Municipal Contribution Request

📎 NSWA Letter

📎 NSWA 2024-2025 Highlights

12.8 Request for donation- U15 Hiway 28 Raiders Hockey Club

📎 Request for donation- U15 Hiway 28 Raiders Hockey Club

12.9 Alberta Bilingual Municipalities Association (ABMA) Bylaw and Letter of Support

📎 ABMA Letter of Support - NRED Funding Application

📎 Alberta Bilingual Municipalities Association (ABMA) Bylaw and Letter of Support

### 13 Information Release

### 14 Financial Reports

14.1 September 2025 Bank Reconciliation Report

📎 September 2025 Bank Reconciliation Report

14.2 November Budget at-a-Glance

📎 November 17, 2025 Budget at-a-Glance

### 15 Next Meetings

### 16 In Camera (Executive Session)

16.1 RFD Water Commission Compensation to the Interim Manager

📎 RFD Water Commission Compensation to the Interim Manager

### 17 Out of Camera (Executive Session)

### 18 Adjournment



**Smoky Lake County  
Meeting Minutes**

**Smoky Lake County Organizational Meeting October 30, 2025 - 09:00 AM**

**1 Meeting Called to Order**

Minutes of the **Organizational Meeting**for Smoky Lake County Council held on Thursday, October 30, 2025, at 9:02 a.m. held in County Council Chambers, 4612 McDougall Drive, Smoky Lake, Alberta, and virtually online.

The meeting was called to Order by the Interim Chief Administrative Officer, Mrs. Brenda Adamson, in the presence of the following persons:

<b>ATTENDANCE</b>		
<u>Div. No.</u>	<u>Councillor(s)</u>	<u>Thursday October 30<sup>th</sup> 2025</u>
1	Ryan Barker	Present in Chambers
2	David Kully	Present in Chambers
3	Craig Lukinuk	Present in Chambers
4	Lorne Halisky	Present in Chambers
5	Jered Serben	Present in Chambers
Interim CAO/Finance Mng	Brenda Adamson	Present in Chambers
Executive Services	Chyenne Shaw	Present in Chambers
Coordinator		
Recording Secretary	Meaghan Andreychuk	Present in Chambers
<u>Observers in Attendance Upon Call to Order:</u>		
Comm. Officer	Evonne Zukiwski	Virtually Present
P & D Manager	Jordan Ruegg	Virtually Present
Enviro Ops Manager	Dave Franchuk	Virtually Present
Natural Gas Mng.	Daniel Moric	Virtually Present
Community Peace Officer	Warren Young	Virtually Present
Fire Chief	Scott Franchuk	Virtually Present
Public Works Manager	Chris Minailo	Virtually Chambers
GIS	Carole Dowhaniuk	Virtually Present
Interim Ag. Fieldman	Tori Ponich	Virtually Present
Public	9 Members	Virtually/Physically Present

**2 Election of Chief Elected Official (Reeve):**

The Chief Administrative Officer called a first (1) time for nominations for the position of Chief Elected Official: Reeve of Smoky Lake County.

Councillor Craig Lukinuk was nominated for the position of Chief Elected Official: Reeve of Smoky Lake County, for the ensuing year, by Councillor David Kully.

Councillor Jered Serben was nominated for the position of Chief Elected Official: Reeve of Smoky Lake County, for the ensuing year, by Councillor Ryan Barker.

Mr. Serben respectfully declined.

The Chief Administrative Officer called a second (2) time for nominations.

Councillor Lorne Halisky was nominated for the position of Chief Elected Official: Reeve of Smoky Lake County, for the ensuing year, by Councillor Jered Serben.



Mr. Halisky respectfully declined.

The Chief Administrative Officer called a third (3) time for nominations.

Councillor Craig Lukinuk was nominated for the position of Chief Elected Official: Reeve of Smoky Lake County, for the ensuing year, by Councillor Lorne Halisky.

HEARING NO FURTHER NOMINATIONS, the nominations were declared ceased.

One member from the public entered Council chambers at 9:10 a.m.

## **2.1 Oath of Office – Reeve**

The Chief Administrative Officer declared Mr. Craig Lukinuk elected by vote as the Chief Elected Official: Reeve of Smoky Lake County for the ensuing year and executed the "Oath of Office" for the position and assumed the Chair.

## **3 Election of Deputy Chief Elected Official (Deputy Reeve):**

The Reeve called a first (1) time for nominations for the position of Deputy Chief Elected Official: Deputy Reeve of Smoky Lake County.

That Councillor Lorne Halisky be nominated as Deputy Chief Elected Official: Deputy Reeve of Smoky Lake County, for the ensuing year by Councillor David Kully

The Reeve called a second (2) time for nominations.

That Councillor Jered Serben be nominated as Deputy Chief Elected Official: Deputy Reeve of Smoky Lake County, for the ensuing year by Councillor Ryan Barker

Mr. Serben respectfully declined.

The Reeve called a third (3) time for nominations.

HEARING NO FURTHER NOMINATIONS, the nominations were declared ceased.

## **3.1 Oath of Office - Deputy Reeve**

The Reeve declared Mr. Lorne Halisky elected by vote as the Deputy Chief Elected Official: Deputy Reeve of Smoky Lake County for the ensuing year, and the Executive Services Coordinator executed the "Oath of Office" for the position

## **4 Adoption of Agenda**

**Resolution No: 872-25**

Moved by: Jered Serben

That the Smoky Lake County Council Organizational Meeting Agenda for Thursday, October 30, 2025, be adopted, as presented.

**CARRIED.**

**Approval of the Day, Time & Place of Regular Meetings: MGA Sec. 193(1)**

**Resolution No: 873-25**

Moved by: David Kully

That Smoky Lake County Council confirms the next Regular Council Meeting be November 27<sup>th</sup>, 2025.

**CARRIED.**

**5 Approval of the Day, Time & Place of Regular Meetings: MGA Sec. 193(1)**

**Resolution No:** 874-25

Moved by: Lorne Halisky

That Smoky Lake County Council Regular Meetings be typically scheduled on the second and fourth (2nd & 4th) Thursday of each month starting at 9:00 a.m., with the exception of July and November, unless otherwise stated by motion of Council, and be held in County Council Chambers, located at 4612 McDougall Drive, Smoky Lake, and/or virtually, online through Electronic Communication Technology.

**CARRIED.**

**Executive Session / In Camera under the authority of the ATIA Section 20: Disclosure Harmful to personal privacy, to conduct a review of the County Offices Closed on statutory holidays and Designated Additional Days at 9:23 a.m.**

**Resolution No:** 875-25

Moved by: Jered Serben

That Smoky Lake County Council go in Camera under the authority of the ATIA Section 20: Disclosure Harmful to personal privacy, to conduct a review of the County Offices Closed on statutory holidays and Designated Additional Days at 9:23 a.m.

**CARRIED.**

**That Smoky Lake County Council go out executive session at 9:45 a.m.**

**Resolution No:** 876-25

Moved by: Jered Serben

**CARRIED.**

**6 Authorization to Close County Offices on Statutory Holidays and Designated Additional Days**

**Resolution No:** 877-25

Moved by: David Kully

That Smoky Lake County Council approve to close both County Offices to the Public on Statutory Holidays, days in lieu of Statutory Holidays (where a Statutory Holiday falls on a weekend), as per the Collective Agreements with the exception of Ukrainian Christmas, which now falls on December 25, and on the following extra days where employees may use vacation time: Monday, December 29, 2025, Tuesday, December 30, 2025, and Wednesday, December 31, 2025.

**CARRIED.**

**7 Appointment of Municipal Solicitor(s):**

**Resolution No:** 878-25

Moved by: Jered Serben

That Smoky Lake County appoint Reynolds Mirth Richards & Farmer LLP, and Brownlee LLP, as the solicitors for Smoky Lake County, on an as needed basis.

**CARRIED.**

**8 Appointment of Auditor(s)**

**Resolution No:** 879-25

Moved by: Lorne Halisky

That Smoky Lake County appoint **Auditor JMD Group LLP** as the **Municipal Auditor for the upcoming fiscal year.**

**CARRIED.**

## **9 Council Committee and Board Appointments**

### **9.1 Agricultural Service Board (ASB) – Bylaw 1441-23**

**Resolution No:** 880-25

Moved by: Jered Serben

That Smoky Lake County Council appoint Councillors David Kully and Ryan Barker as members and Councillors Jered Serben and Lorne Halisky as the alternate members, to County's Agricultural Service Board.

**CARRIED.**

### **9.2 ASB Independent Appeal Panel – Bylaw 1435-23**

**Resolution No:** 881-25

Moved by: David Kully

That Smoky Lake County Council appoint residents: Barry Feniak, Norman Schmidt, and Robert Semeniuk as Members-at-Large, and Kurt Menlyk as alternate Member-at-Large, to the Agricultural Service Board Independent Appeal Panel for Weed Control, in accordance with Bylaw 1435-23.

**CARRIED.**

### **9.3 Alberta Bilingual Municipalities Association Liaison: Policy 07-09-01**

**Resolution No:** 882-25

Moved by: Jered Serben

That Smoky Lake County Council table the appoint of a representative, to the Alberta Bilingual Municipalities Association (ABMA), in accordance with *Policy Statement No. 07-09-01*.

**CARRIED.**

### **9.4 Alberta CARE Committee: Policy 04-11**

**Resolution No:** 883-25

Moved by: Lorne Halisky

That Smoky Lake County Councillor Craig Lukinuk be appointed as member and Councillor Lorne Halisky be appointed as alternate, to the Alberta CARE (Alberta Coordinated Action for Recycling Enterprises) Committee, in accordance with *Policy Statement No. 04-11-01*.

**CARRIED.**

### **9.5 Alberta HUB – Policy 61-05-01**

**Resolution No:** 884-25

Moved by: Jered Serben

That Smoky Lake County Council appoint Councillor Lorne Halisky as member and Councillor David Kully as member and Councillor as the alternate member, to the Northeast Alberta Information Hub Ltd. (AlbertaHUB), in accordance with Policy Statement No. 61-05-01.

**CARRIED.**

### **9.6 Alberta's Lakeland Destination Management Organization (DMO): Policy 07-08**

**Resolution No:** 885-25

Moved by: Lorne Halisky

That Smoky Lake County Council appoint Councillor Craig Lukinuk as representative and Councillor Lorne Hailsky as alternate representative, to the Alberta's Lakeland Destination Management Organization (DMO), in accordance with *Policy Statement No. 07-08-01*.

**CARRIED.**

**9.7 Bellis Board of Trade Liaison: Policy 07-07**

**Resolution No:** 886-25

Moved by: Craig Lukinuk

That Smoky Lake County Council appoint Councillor Lorne Halisky as representative and Councillor Ryan Barker as alternate representative, to the Bellis Board of Trade, in accordance with *Policy Statement No. 07-07-01*.

**CARRIED.**

**9.8 RCMP Liaison Committee – Policy 02-14-01**

**Resolution No:** 887-25

Moved by: Ryan Barker

That Smoky Lake County Councillor Lorne Halisky be appointed as member and Councillor Ryan Barker be appointed as alternate, to the RCMP Liaison Committee, in accordance with *Policy Statement No. 02-14-01*.

**CARRIED.**

**9.9 Citizens on Patrol (C.O.P.) Committee – Policy 02-25-01**

**Resolution No:** 888-25

Moved by: Lorne Halisky

That Smoky Lake County Councillor Ryan Barker is appointed as member and Councillor Lorne Halisky is appointed as alternate, to the Citizens on Patrol (C.O.P) Liaison Committee, the same members named under the RCMP Liaison Committee, in accordance with *Policy Statement No. 02-25-01*.

**CARRIED.**

**9.10 Community Futures St. Paul–Smoky Lake Region – Policy 61-06-02**

**Resolution No:** 889-25

Moved by: David Kully

That Smoky Lake County Council appoint Councillor David Kully as the member, and Jered Serben as the alternate to the Community Futures St. Paul – Smoky Lake Region Committee, as per *Policy Statement No. 61-06-02*.

**CARRIED.**

**9.11 Evergreen Regional Waste Management Commission – Policy 04-12-01**

**Resolution No:** 890-25

Moved by: Lorne Halisky

That Smoky Lake County Councillor Lorne Halisky be appointed as member and Councillor Craig Lukinuk be appointed as alternate, to the Evergreen Regional Waste Management Commission, in accordance with *Policy Statement No. 04-12-01*.

**CARRIED.**

**9.12 Family and Community Support Services (FCSS) Committee – Policy 05-03-01**

**Resolution No:** 891-25

Moved by: Ryan Barker

That Smoky Lake County Council appoint **all five Councillors** to the Family Community Support Services (FCSS) Committee, as per *Policy Statement No. 05-03-01*.

**CARRIED.**

- 9.13 Highway 28/63 Regional Water Services Commission – Policy 04-13-01**  
**Resolution No: 892-25**  
 Moved by: Lorne Halisky

That Smoky Lake County Councillors Craig Lukinuk and Lorne Halisky be appointed as members and that Councillors Ryan Barker and Jered Serben be appointed as alternates, to the Highway 28/63 Regional Water Services Commission, in accordance with Policy Statement No. 04-13-01.

**CARRIED.**

- 9.14 Intermunicipal Subdivision & Development Appeal Board (ISDAB) – Bylaw 1447-23**  
**Resolution No: 893-25**  
 Moved by: Lorne Halisky

That Smoky Lake County Council re-appoint Members-at-Large: Grant Gillund, Christine Hansen, Gary Henry, Amy Cherniwchan, Jerry Melnyk, Sylvia Holowach, Candace Bryks, David Thomas, Margaret Allan Newell, and Pat Olchowy, as members to the Intermunicipal Subdivision and Development Appeal Board (ISDAB), for an extended term, in accordance with *Bylaw No. 1447-23*.

**CARRIED.**

- 9.15 Intermunicipal Collaboration Committees (ICC)**
- 9.15.1 Smoky Lake Region Intermunicipal Collaboration Committee (ICC): Bylaw 1439-23**  
**Resolution No: 894-25**  
 Moved by: Lorne Halisky

That Smoky Lake County Council appoint Councillors Craig Lukinuk and Jered Serben as members and Councillor Lorne Halisky as the alternate member, to the Smoky Lake Region (Smoky Lake County / Town of Smoky Lake / Village of Waskatenau / Village of Vilna) Intermunicipal Collaboration Committee (ICC), in accordance with *Bylaw No. 1439-23*.

**CARRIED.**

- 9.15.2 Intermunicipal Collaboration Committee with Thorhild County - Policy: 1368-20**  
**Resolution No: 895-25**  
 Moved by: Ryan Barker

That Smoky Lake County Council appoint Councillors Craig Lukinuk and Jered Serben as members and Councillor Ryan Barker as the alternate member, to the Smoky Lake County / Thorhild County Intermunicipal Collaboration Committee (ICC); in accordance with *Bylaw No. 1368-20*.

**CARRIED.**

- 9.15.3 Intermunicipal Collaboration Committee with Lamont County - Policy: 1391-21**  
**Resolution No: 896-25**  
 Moved by: Lorne Halisky

That Smoky Lake County Council appoint Councillors Lorne Halisky and Craig Lukinuk as members and Councillor David Kully as the alternate member, to the Smoky Lake County / Lamont County Intermunicipal Collaboration Committee (ICC); in accordance with *Bylaw No. 1391-21*.

**CARRIED.**

**9.15.4 Intermunicipal Collaboration Committee with County of Two Hills, County of St. Paul and Lac La Biche County - Policy: 1368-20**

**Resolution No:** 897-25

Moved by: Ryan Barker

That Smoky Lake County Council acknowledge **all members** of Council are the forum for reviewing the Intermunicipal Collaboration Framework (ICF) and as such, are the appointed members to the Intermunicipal Collaboration Committee (ICC), with County of St. Paul No.19, as per *Bylaw No. 1361-19*; with County of Two Hills No.21, as per *Bylaw No. 1360-19*; and with Lac La Biche County, as per *Bylaw 1359-19*.

**CARRIED.**

**9.16 Lakeland Agriculture Research Association (LARA) Liaison**

**Resolution No:** 898-25

Moved by: Lorne Halisky

That Smoky Lake County Council appoint the Agricultural Service Board Chairperson as the member and the Agricultural Service Board Vice-Chairperson as the alternate member to be the Lakeland Agricultural Research Association (LARA) liaison; and acknowledge LARA appointed Public-at-Large members from Smoky Lake County are Charlie Leskiw and Amanda Fischer.

**CARRIED.**

**9.17 Lakeland Industry & Community Association (LICA) – Policy 62-11-01**

**Resolution No:** 899-25

Moved by: Jered Serben

That Smoky Lake County Council appoint Councillors Lorne Halisky and as members and Councillor David Kully as the alternate member, to the Lakeland Industry & Community Association Board as observing members (LICA) – Policy 62-11-01

**CARRIED.**

**9.18 Local & Composite Assessment Review Boards: Bylaw 1417-22**

**Resolution No:** 900-25

Moved by: David Kully

That Smoky Lake County Council acknowledge the Capital Region Assessment Services Commission (CRASC) is appointed as the Local Assessment Review Board (LARB) as well as the Composite Assessment Review Board (CARB), as per *Bylaw No. 1417-22*.

**CARRIED.**

**9.19 Municipal Planning Commission (MPC) – Bylaw 1346-19**

**Resolution No:** 901-25

Moved by: Ryan Barker

That Smoky Lake County Council appoint all five members of Council to the **Municipal Planning Commission (MPC)**, in accordance with *Bylaw No. 1346-19*.

**CARRIED.**

**9.20 North East Muni-Corr Ltd. Committee – Policy 03-19-01**

**Resolution No:** 902-25

Moved by: David Kully

That Smoky Lake County Councillor David Kully be appointment as member and Councillor Ryan Barker be the alternate, to the North East Muni-Corr Ltd.

Committee, in accordance with *Policy Statement No. 03-19-01*.

**CARRIED.**

**9.21 Northern Lights Library System – Policy 07-04-01**

**Resolution No:** 903-25

Moved by: Craig Lukinuk

That Smoky Lake County Council appoint Councillor Craig Lukinuk as the board representative and Councillor Ryan Barker as the alternate representative, to the Northern Lights Library System (NLLS), for the four-year term ending in Year 2029, in accordance with Policy Statement 07-04-01.

**CARRIED.**

**9.22 North Saskatchewan Watershed Alliance Liaison – Policy 04-05-01**

**Resolution No:** 904-25

Moved by: Jered Serben

That Smoky Lake County Councillor Lorne Halisky be appointed as member and Councillor Jered Serben be appointed as alternate, to the North Saskatchewan Watershed Alliance (NSWA) - Liaison Committee, in accordance with Policy Statement No. 04-05-01.

**CARRIED.**

**9.23 Physicians and Health Care Professionals Committee – Policy 05-05-03**

**Resolution No:** 905-25

Moved by: Lorne Halisky

That Smoky Lake County Council confirm the Reeve is appointed as the member and the Deputy Reeve is appointed as alternate, to the **Physicians and Health Care Professionals Committee**, as per *Policy Statement No. 05-05-03*.

**CARRIED.**

**9.24 Smoky Lake Foundation Board – Policy 05-06-01**

**Resolution No:** 906-25

Moved by: Ryan Barker

That Smoky Lake County Council appoint Councillors Jered Serben and Craig Lukinuk as members and Councillors Lorne Halisky and Ryan Barker to the Smoky Lake Foundation Board, in accordance with Policy Statement No. 05-06-01

**CARRIED.**

**9.25 Regional Community Development Committee (RCDC) – Policy 61-07-04**

**Resolution No:** 907-25

Moved by: Lorne Halisky

That Smoky Lake County Council appoint Councillors Lorne Halisky and Craig Lukinuk as members and Councillor Jered Serben as alternate member, all serving throughout their term, to the Regional Community Development Committee (RCDC) in accordance with Policy Statement No. 61-07-04; and acknowledge the Smoky Lake County Public-at-Large Member positions are vacant.

**CARRIED.**

**9.26 Regional Emergency Management Advisory Committee – Bylaw 1466-24**

**Resolution No:** 908-25

Moved by: Lorne Halisky

That Smoky Lake County Councillor Craig Lukinuk be appointed as member and Lorne Halisky be appointed as an alternate, to the Regional Emergency



Management Advisory Committee, in accordance with Bylaw No. 1466-24.

**CARRIED.**

**9.27 Risk Pro Management Committee – Policy 14-02-02**

**Resolution No:** 909-25

Moved by: Lorne Halisky

That Smoky Lake County Council acknowledge the Risk Pro Management Committee Member Appointments are the Reeve and Deputy Reeve, as per Policy Statement No.14-02-02.

**CARRIED.**

**9.28.1 Smoky Lake Agricultural Society Liaison - (not legislated)**

**Resolution No:** 910-25

Moved by: Jered Serben

That Smoky Lake County Council appoint Councillor Jered Serben as representative and Councillor Ryan Barker as the alternate representative, to the Smoky Lake Agricultural Society.

**CARRIED.**

**9.28.2 Smoky Lake Regional Heritage Board – Bylaw 1371-20**

**Resolution No:** 911-25

Moved by: Ryan Barker

That Smoky Lake County Council appoint Councillors Craig Lukinuk and Jered Serben as the alternate to the Smoky Lake Regional Heritage Board in accordance with Bylaw No. 1371-20 and re-appoint the Boards Public-at-Large members: Noreen Easterbrook, Graham Dalziel, Christine Hansen, and Michelle Wright.

**CARRIED.**

**9.29 Smoky Lake Region Fire & Rescue Services Committee – Bylaw 1488-25**

**Resolution No:** 912-25

Moved by: Lorne Halisky

That Smoky Lake County Council appoint Councillor Jered Serben and Councillor Lorne Halisky and Councillor Ryan Barker be the alternate to the Regional Fire and Rescue Services Advisory Committee Bylaw No. 1488-25.

**CARRIED.**

**9.30 Subdivision Authority – Bylaw 996-95**

**Resolution No:** 913-25

Moved by: Lorne Halisky

That Smoky Lake County Council appoint S. Jane Dauphinee, RPP, MCIP, Principal and Senior Planner at Municipal Planning Services (2009) Ltd., as the Sub-Division Authority person for Smoky Lake County, in accordance with Bylaw No. 996-95.

**CARRIED.**

**9.31 Ukrainian Twinning Committee – Bylaw 1404-21**

**Resolution No:** 914-25

Moved by: David Kully

That Smoky Lake County Council appoint Councillors: Craig Lukinuk and David Kully as members and Councillor Lorne Halisky as the alternate member, to the Ukrainian Twinning Committee, in accordance with *Bylaw No. 1404-21*.

**CARRIED.**

**10**

**Adjournment**

**Resolution No:** 915-25

Moved by: Ryan Barker

That the Smoky Lake County Council Organizational Meeting of October 30, 2025, be adjourned, time 10:42 a.m.

**CARRIED.**



**Smoky Lake County**  
**Meeting Minutes**  
**Regular County Council Meeting October 30, 2025**

**1 Called To Order**

The meeting was Called to Order at 11:05 a.m. by the Reeve, Craig Lukinuk, in the presence of the following persons:

		<b>ATTENDANCE</b>
		<u>Thursday October 30<sup>th</sup> 2025</u>
<u>Div. No.</u>	<u>Councillor(s)</u>	
1	Ryan Barker	Present in Chambers
2	David Kully	Present in Chambers
3 / Reeve	Craig Lukinuk	Present in Chambers
4/ Deputy Reeve	Lorne Halisky	Present in Chambers
5	Jered Serben	Present in Chambers
Interim CAO/Finance Mng	Brenda Adamson	Present in Chambers
Executive Services	Chyenne Shaw	Present in Chambers
Coordinator		
Recording Secretary	Meaghan Andreychuk	Present in Chambers
<u>Observers in Attendance Upon Call to Order:</u>		
Comm. Officer	Evonne Zukiwski	Virtually Present
P & D Manager	Jordan Ruegg	Virtually Present
Enviro Ops Manager	Dave Franchuk	Virtually Present
Natural Gas Mng.	Daniel Moric	Virtually Present
Community Peace Officer	Warren Young	Virtually Present
Fire Chief	Scott Franchuk	Virtually Present
Public Works Manager	Chris Minailo	Virtually Chambers
GIS	Carole Dowhaniuk	Virtually Present
Interim Ag. Fieldman	Tori Ponich	Virtually/Physically Present
Public	9 Members	Virtually/Physically Present

**2 Adoption of Agenda**

**Resolution No:** 916-25  
Moved by Jered Serben

That the Smoky Lake County Council Meeting Agenda for Thursday, October 30th, 2025, be adopted, with the following agenda item additions:

- 6.7 2025 Gas Federation Coops Annual Convention and Trade Show Dated November 24th - November 27th
- 6.10 Letter of Support – Pine Creek Retreat & Stopping House
- 9.1 Updated Action List

**CARRIED.**

**3 Adoption of Minutes**

**Resolution No:** 917-25  
Moved by: Jered Serben

That the minutes of the Smoky Lake County Regular Council Meeting, held on Thursday, October 9th, 2025, be adopted with the following amendments:

- Delegation name correction: Dale Crosswell and correction to the winter haul route address (Range Road 181 to Township Road 604)
- 7.5.1 "lease" to "lessee"

- 13.4 Amended to: That Smoky Lake County Council direct administration to draft a letter of support to Go East Regional Tourism in their ***funding*** application to Travel Alberta, in the amount of \$100,000 for the purpose of promoting Smoky Lake County.

**CARRIED.**

**4 Delegation(s)**

**5 Public Hearing - NIL**

**6 Request for Decisions**

**6.1 Request for Decision - Smoky Lake Lions Club Bus Maintenance**

**Resolution No:** 918-25

Moved by: Jered Serben

That Smoky Lake County Council defer the October 1, 2025, letter of request from David Dalby, President of the Smoky Lake Lions Club to bring a future joint municipality meeting for discussion.

**CARRIED.**

**6.2 Request For Donation Remembrance Day Ceremony Wreaths**

**Resolution No:** 919-25

Moved by: Lorne Halisky

That Smoky Lake County donate funds to both Royal Canadian Legions: Smoky Lake Legion Branch No. 227 and Waskatenau Legion Branch No. 261, in the amount of \$350.00 each, towards the Remembrance Day Ceremony wreaths and any cost associated with the ceremony and approve the Reeve (or designate) to place a wreath at the ceremony being held in the Town of Smoky Lake, and approve the Councillor from Division 5 (or designate) to place a wreath at the ceremony being held in the Village of Waskatenau.

**CARRIED.**

**6.3 Request For Decision - Agricultural Service Board Producers-At-Large Appointments**

**Resolution No:** 920-25

Moved by: Jered Serben

That Smoky Lake County Council appoint Tori Ponich, Curtis Boychuk and Sarah fern Eigner as Agricultural Service Board Producers-At-Large, and Brett Rurka and Tamara Flondra as alternate producers at large, for the term ending October 20th, 2029.

**CARRIED.**

**6.4 Request for Decision - Tractor Tender Results**

**Resolution No:** 921-25

Moved by: Jered Serben

That Smoky Lake County award the tender to Horizon AG & Turf for the purchase of a 2026 John Deere 6M 155 Tractor, not to exceed the tender amount of \$212,465.

**CARRIED.**

**6.5 Public Question and Answer Period between 11:30 a.m. & 12:00 p.m.**  
**PUBLIC QUESTION AND ANSWER PERIOD - announced between 11:30 a.m. & 12:00 p.m.**

None in Attendance

**6.6 Request for Decision- ACP Grant**

**Resolution No:** 922-25

Moved by: Jered Serben

That Smoky Lake County, in partnership with the Town of Smoky Lake, Village of Vilna, and Village of Waskatenau, apply to the Alberta Community Partnership (ACP) 2024–25 Grant Intake, under the Intermunicipal Collaboration Stream, for the purposes of obtaining grant funding for the Smoky Lake Regional Economic Development Initiative; and further, approve the Town of Smoky Lake as the Managing Partner for the application; and further, agree to abide by the terms and conditions of the Conditional Grant Agreement governing the purpose and use of the grant funds.

**CARRIED.**

**6.7 Gas Federation Coops Annual Convention and Trade Show Dated November 24th - November 27th**

**Resolution No:** 923-25

Moved by Lorne Halisky

That Smoky Lake County Council approves the attendance of Councillors; Lorne Halisky, Ryan Barker, David Kully, and Craig Lukinuk to attend the 2025 Federation of Alberta Gas Co-op 2025 Convention and Trade Show located at the River Cree Resort and Casino starting on November 24th, 2025, to November 26th, 2025.

**CARRIED.**

Division 1, Ryan Barker left Council Chambers at 11:52 a.m.

Ryan Barker returned to Council Chambers at 11:54 a.m.

**6.8 Delegation- RCMP Anita Doktor 12:00 p.m. Meet and Greet lunch**

Present before Council from 11:52 a.m. to 12:58 p.m. was SGT Anita Doktor Detachment Commander, and Steve Cunningham, Smoky Lake RCMP Detachment for the purpose of introductions to Council and RCMP detachment Members.

**6.9 Recess for Lunch**

**Resolution No:** 924-25

Moved by: Craig Lukinuk

That Smoky Lake County Council Recess the Regular Council Meeting at time 12:22 p.m.

Smoky Lake County resumed the Regular Council meeting at 1:12 p.m.

**CARRIED.**

**6.9.1 Delegation Presentation**

**Resolution No:** 925-25

Moved by Lorne Halisky

That Smoky Lake County accepted the presentation of SGT Anita Doktor Detachment Commander, and Steve Cunningham, Smoky Lake RCMP Detachment, as information.

**CARRIED.**

**6.10 Letter of Support – Pine Creek Retreat & Stopping House**

**Resolution No:** 926-25

Moved by: Jered Serben

That Smoky Lake County Direct administration to draft a letter of support regarding the Pine Creek Retreat & Stopping House and its application to Travel Alberta.

**CARRIED.**

**7 Request for Information**

**8 Policy Review**

**9 Chief Administrative Officer (CAO) Report**

**9.1 October 29th, 2025, Action List**

**Resolution No:** 927-25

Moved by: Lorne Haliksy

That Smoky Lake County accepts the verbal explanation of the color index of the Action list and written report dated October 29th, 2025, as presented.

**CARRIED.**

**10 Council Committee Reports**

**11 Correspondence**

**11.1 Response Letter from Office of the Honourable RJ Sigurdson, MLA**

**Resolution No:** 928-25

Moved by: Jered Serben

That Smoky Lake County Council Acknowledge receipt of the Response letter from the Office of the Honourable RJ Sigurdson, MLA, received on October 9th, 2025.

**CARRIED.**

**11.2 “Thank you” Card, from Bellis Board of Trade**

**Resolution No:** 929-25

Moved by: Lorne Halisky

That Smoky Lake County acknowledge receipt of the "Thank you Card" received from Bellis Board of Trade on October 10th, 2025, and furthermore direct administration to advertise on Smoky Lake County Social media platforms.

**CARRIED.**

**11.3 Stry 75th Anniversary Hall Fall Dine and Dance Event**

**Resolution No:** 930-25

Moved by Lorne Halisky

That Smoky Lake County Council approve the donation of a single load of gravel for the purpose of a silent auction item at the Stry 75th Anniversary Hall Annual Fall Dine and Dance event on November 15th, 2025, with the stipulation that delivery will only be made within the boundaries of Smoky Lake County as well as a promotional Items package valued at \$140.00.

**CARRIED.**

**11.4 Rural Municipalities of Alberta - Welcome Letter**

**Resolution No:** 931-25

Moved by: Jered Serben

That Smoky Lake County Council accepts the information from the Rural Municipalities welcome letter dated October 22, 2025, and file as information.

**CARRIED.**

**12 Information Release**

**13 Financial Reports**

**13.1 Budget at-a-Glance Dated October 20, 2025**

**Resolution No:** 932-25

Moved by Lorne Halisky

That Smoky Lake County Council accepts the 2025 Monthly Council Reconciliation dated August 2025 and Budget at-a-Glance Dated October 20, 2025, as presented.

**CARRIED.**

**14 Meeting cancelation for Thursday, November 13th, 2025. at 9:00 a.m. (Regular)**

**Resolution No:** 933-25

Moved by: Craig Lukinuk

That Smoky Lake County Cancel November 13th, 2025, Regular County Council Meeting at 9:00 a.m.

**CARRIED.**

**15 Confirmation of Next Meetings**

**Resolution No:** 934-25

Moved by: David Kully

Smoky Lake County Council confirms the Next County Council Meetings:

- Thursday, November 6th, 2025. at 1:00 p.m. (Joint Annexation Discussion with the Village of Waskatenau)
- Thursday, November 10th, 2025, at 10:00 a.m. (Budget meeting)
- Thursday, November 27th, 2025. at 9:00 a.m. (Regular)
- Tuesday, December 2nd, 2025. at 1:00 pm. (Committee of The Whole)
- Thursday, December 18th, 2025. at 9:00 a.m. (Regular)

**CARRIED.**

**16 In Camera (Executive Session)**

NIL

**17 Adjournment**

**Resolution No:** 935-25

Moved by: Craig Lukinuk

That the Smoky Lake County Council Meeting of Thursday, October 30th, 2025, be adjourned, time 1:47 p.m.

**CARRIED.**





**Smoky Lake County**  
**Meeting Minutes**  
**Smoky Lake County Budget Meeting November 10, 2025 - 10:00 AM**

**1 Meeting Called To Order**

The meeting was called to Order at 10:44 a.m. by the Reeve, Craig Lukinuk, in the presence of the following persons:

		<b>ATTENDANCE</b>
<u>Div. No.</u>	<u>Councillor(s)</u>	<u>Monday, November 10<sup>th</sup> 2025</u>
1	Ryan Barker	Present in Chambers
2	David Kully	Present in Chambers
3 / Reeve	Craig Lukinuk	Present in Chambers
4/ Deputy Reeve	Lorne Halisky	Present in Chambers
5	Jered Serben	Present in Chambers
Interim CAO/Finance Mng	Brenda Adamson	Present in Chambers
Executive Services Coordinator	Chyenne Shaw	Present in Chambers
Recording Secretary	Meaghan Andreychuk	Present in Chambers
<u>Observers in Attendance Upon Call to Order:</u>		
Comm. Officer	Evonne Zukiwski	Virtually Present
Enviro Ops Manager	Dave Franchuk	Virtually/Physically Present
Natural Gas Mng.	Daniel Moric	Virtually/Physically Present
Community Peace Officer	Warren Young	Virtually Present
Fire Chief	Scott Franchuk	Virtually Present
Public Works Manager	Chris Minailo	Virtually/Physically Present
GIS	Carole Dowhaniuk	Virtually/Physically Present
Interim Ag. Fieldman	Tori Ponich	Virtually Present
Public	11 Members	Virtually/Physically Present

**2 Adoption of Agenda**  
**Resolution No: 936-25**  
Moved by Jered Serben

That the Smoky Lake County Council Meeting Agenda for Monday, November 10th, 2025, be adopted, with the following additions

- 2026 Federation of Canadian Municipalities Annual Conference and Trade Show
- Lions Club letter of appreciation
- In camera Section 19 “Disclosure harmful to business interests of a third party”

**CARRIED.**

**3 Confirmation of Minutes**  
**Resolution No: 937-25**  
Moved by: Ryan Barker

That the minutes of the Smoky Lake County Budget Council Meeting, held on Thursday, October 2nd, 2025, be adopted with the following amendments:

Spelling error “Addition” and “hiring”  
Name correction “Sara Hurtubise”

**CARRIED.**

#### **4 Request for Decisions**

None

##### **4.1 2025 Council Finance Orientation**

**Resolution No:** 938-25

Moved by: Lorne Halisky

That Smoky Lake County Council accept the written and verbal 2025 Council Finance Orientation presentation as information.

**CARRIED.**

##### **4.2 Policy 08-18 Council Remuneration**

**Resolution No:** 939-25

Moved by Lorne Halisky

That Smoky Lake County Council decline the proposed 1.9% pay increase, and amend Policy No. 08-18 Council *Remuneration and Expenses* as follows:

- Section 3.2: Update the meal expense amounts to:
  - Breakfast – \$20.00
  - Lunch – \$30.00
  - Dinner – \$35.00
- Section 3.7.5: Replace “County Safety Officer” with “IT Technician.”
- Section 3.7.7: Add the wording “where applicable.”
- Section 3.8: Update to reference the Group *Benefits Booklet*.
- Section 3.9: Remove the reference to “CIBC.”
- Section 4.4: Replace the wording “month of October” with “fourth quarter.”

**CARRIED.**

##### **4.3 Recess for Lunch**

**Resolution No:** 940-25

Moved by Lorne Halisky

That Smoky Lake County Council recess for lunch at 12:06 p.m.

**CARRIED.**

##### **4.3.1 Returned from lunch at 12:38**

##### **4.4 Natural Gas 2026 Budget**

**Resolution No:** 941-25

Moved David Kully

That Smoky Lake County adopt the 2026 Natural Gas System Operating Budget: total revenue in the amount of \$3,016,700 and expenditures in the amount of \$3,246,900 (including amortization).

**CARRIED.**

##### **4.4.1 Motion 2**

**Resolution No:** 942-25

Moved by: Ryan Barker

That Smoky Lake County adopt the 2025 Natural Gas System Capital Budget: total revenue in the amount of \$169,000 and expenditures in the amount of \$289,000.

**CARRIED.**

- 4.5 2026 Road Plan**  
**Resolution No:** 943-25  
Moved by: Ryan Barker

That Smoky Lake County Council defer the 2026 Road Plan and to bring policy 03-18 Five Year Road Plan to a future meeting.

**CARRIED.**

- 4.5.1 Recess for Lunch**  
**Resolution No:** 944-25  
Moved by: Jered Serben

That Smoky Lake County Council recess the Budget meeting at 1:37 p.m.

**CARRIED.**

- 4.5.1.1 Meeting resumed**

The County Council Budget resumed the meeting at 1:49 p.m.

- 4.6 Capital Plan**  
**Resolution No:** 946-25  
Moved by: Lorne Halisky

That Smoky Lake County Council defer the Capital budget to a future budget meeting.

Chris Minailo, Public Works manager, left Council Chambers at 2:24 p.m.  
Dave Franchuk, Enviro Ops Manager, entered chambers at 2:24 p.m.  
Dave Franchuk, Enviro Ops Manager, left at 2:36 p.m.  
Dave Franchuk, Enviro Ops Manager, reentered Council Chambers at 2:54 p.m.

**CARRIED.**

- 4.7 Total Budget**  
**Resolution No:** 947-25  
Moved by: Craig Lukinuk

That Smoky Lake County Council defer the 2026 budget to a future meeting.

**CARRIED.**

- 4.7.1 Recessed**  
**Resolution No:** 948-25  
Moved by: Craig Lukinuk

That Smoky Lake County recess the Budget meeting at 3:19 p.m.

**CARRIED.**

- 4.8 Federation Canadian Municipalities Membership**  
**Resolution No:** 949-25  
Moved by: Lorne Halisky

That Smoky Lake County Council approve the attendance of any Council members able to attend the 2026 Federation of Canadian Municipalities Annual Conference and Trade Show, taking place June 4–7, 2026, at the Edmonton Convention Centre.

**CARRIED.**

**4.9 Letter of Appreciation to the Smoky Lake Lions Club****Resolution No:** 950-25

Moved by: David Kully

That Smoky Lake County Council request a member of Council to attend the Lions Club bus donation and appreciation dinner on November 24th at the Blackberry Eatery, beginning at 4:30 p.m.; furthermore, that Administration be directed to prepare two certificates of appreciation and two gift certificates not to exceed \$300.00 in total, and to direct Communications to post an appreciation message on the County's social media page.

**CARRIED.****5 Information****5.1 2025 Bridge Program****Resolution No:** 951-25

Moved by: Jered Serben

Smoky Lake County directs the administration to conduct research on the procedures and requirements for replacing county bridges with culverts, with particular focus on the approach taken by the County of St. Paul in substituting bridges with culverts

**CARRIED.****5.2 Motion 2****Resolution No:** 952-25

Moved by: Ryan Barker

That Smoky Lake County file the 2025 Smoky Lake County Priority List as information.

**CARRIED.****6 In Camera (Executive Session under Section 19 Disclosure harmful to business interests of a third party)****Resolution No:** 953-25

Moved by: David Kully

That Smoky Lake County Council go into Executive Session, under the authority of the ATIA Section 19: Disclosure harmful to business interests of a third party in the physical presence of all Council, Interim CAO, Environmental Operations manager, and Recording Secretary time 3:50 p.m.

**CARRIED.****6.1 Out of Camera****Resolution No:** 954-25

Moved by: Jered Serben

That Smoky Lake County Council go out of Executive Session, time 4:00 p.m.

Dave Franchuk, Enviro Ops Manager, left at 4:00 p.m.

**CARRIED.****6.1.1 Motion from out of camera****Resolution No:** 955-25

Moved by: Lorne Halisky

Smoky Lake County directed Administration to terminate the Mon's Lake Campground contract effective immediately. Moving forward, Smoky Lake County will manage the campground directly due to budget constraints.

**CARRIED.**

**6.1.2 Extension of the County Council Budget Meeting**

**Resolution No:** 956-25

Moved by: Ryan Barker

That Smoky Lake County Council extends the County Council Budget meeting past 4:00 p.m.

**CARRIED.**

**6.2 In Camera (Executive Session under Section**

**Resolution No:** 957-25

Moved by: Craig Lukinuk

That Smoky Lake County Council go into Executive Session, under the authority of the AITA: Section 20 Disclosure Harmful to personal privacy regarding the Smoky Lake Foundation in the physical presence of all Council and Interim CAO, time 4:03 p.m.

**CARRIED.**

**6.3 Out of Camera**

**Resolution No:** 958-25

Moved by: Ryan Barker

That Smoky Lake County Council go out of Executive Session, time 4:38 p.m.

**CARRIED.**

**6.3.1 Motion coming out of camera**

**Resolution No:** 959-25

Moved by Lorne Halisky

That Smoky Lake County accept the verbal report from the closed camera session as information.

**CARRIED.**

**7 Confirmation of the next County Council Meetings:**

**7.1 Next Budget Meeting**

**Resolution No:** 960-25

Moved by Ryan Barker

That Smoky Lake County Council schedules the next Council Budget meeting for Monday, December 1st 2025, at 10:30 a.m.

**CARRIED.**

**7.2 Budget Public Presentation**

**Resolution No:** 961-25

Moved by: David Kully

That Smoky Lake County Council schedule the County Budget Public Presentation meeting for Thursday, December 11th, 2025, at 5:30 p.m. and made available by telus business connect virtual link.

**CARRIED.**

**8 Adjournment**

**Resolution No:** 962-25

Moved by: Lorne Halisky

That the Smoky Lake County Council Budget Meeting of Monday, November 11th, 2025, be adjourned, time 4:45 p.m.

**CARRIED.**



**Smoky Lake County  
Meeting Minutes**

**Special Council Meeting November 14, 2025 - 11:00 AM**

**1 Called To Order**

The meeting was Called to Order at 11:04 by the Reeve, Craig Lukinuk, in the presence of the following persons:

		<b>ATTENDANCE</b>
		<u>Friday, November 14<sup>th</sup> 2025</u>
<u>Div. No.</u>	<u>Councillor(s)</u>	
1	Ryan Barker	Present in Chambers
2	David Kully	Present in Chambers
3 / Reeve	Craig Lukinuk	Present in Chambers
4/ Deputy Reeve	Lorne Halisky	Present in Chambers
5	Jered Serben	Present in Chambers
Interim CAO/Finance Mng	Brenda Adamson	Present in Chambers
Recording Secretary	Meaghan Andreychuk	Present in Chambers
<u>Observers in Attendance Upon Call to Order:</u>		
Lakeland HR Solutions	Sara Hurtubise	Present In Chambers
P & D Manager	Jordan Ruegg	Virtually Present
Public	2 Members	Virtually Present

**2 Adoption of Agenda**

**Resolution No:** 963-25

Moved by: Ryan Barker

That the Smoky Lake County Special Council Meeting Agenda for Friday, November 14<sup>th</sup>, 2025, be adopted, as presented.

**CARRIED.**

**3 Executive Session / In Camera under the authority of the ATIA Section 22: Confidential Evaluation, to conduct a review of the Hire of Chief Administrative Officer (CAO) provided by Sara Hurtubise, Lakeland HR Solutions**

**Resolution No:** 964-25

Moved by: Lorne Halisky

That Smoky Lake County Council go into Executive Session, under the authority of the ATIA Section 22: Confidential Evaluation, to conduct a review of the Hire of Chief Administrative Officer (CAO) in the physical presence of all Council and Sara Hurtubise from Lakeland HR, Interim CAO, Recording Secretary time 11:05 a.m.

Interim CAO, and Recording Secretary left Council Chambers at 11:05 a.m.

**CARRIED.**

**3.1 Out of Camera**

**Resolution No:** 965-25

Moved by: Jered Serben

That Smoky Lake County Council go out of Executive Session, time 12:16 p.m.

**CARRIED.**

Recording Secretary returned to Council Chambers at 12:19 p.m.



**3.1.1 Hiring of the Chief Administrative Officer (CAO)****Resolution No:** 966-25

Moved by Craig Lukinkuk

That Smoky Lake County Council directs Lakeland HR to proceed with contacting the selected candidates for the Chief Administrative Officer position and to schedule interviews in the Smoky Lake County Chambers on November 22nd, beginning at 9:00 a.m.

**CARRIED.****4 Adjournment****Resolution No:** 967-25

Moved by: Jered Serben

That the Smoky Lake County Special Council Meeting of Friday, November 14, 2025, be adjourned, time 12:22 p.m.

**CARRIED.**



# Request for Decision (RFD)

**Meeting Date:** Thursday, November 27, 2025.

**Agenda Item:** #

**Topic:** Property Tax Exemption Application – Métis Crossing

**Presented By:** Brenda Adamson, Interim CAO

---

## **Recommendation:**

**That Smoky Lake County deny the property tax exemption request submitted by Métis Crossing for the lands and buildings situated on the Métis Crossing site, as the properties do not meet the eligibility criteria for property tax exemption under Section 362(1) of the Municipal Government Act (MGA), and further direct Administration to provide a formal written response to the applicant outlining the County's decision and the legislative requirements.**

---

## **Background:**

Smoky Lake County received a property tax exemption request from Métis Crossing, the owner of the subject lands. The buildings and operating areas identified in the application are currently leased to and operated by the Métis Crossing Experience Company (MCEC) for a nominal rate of \$1 per year.

Métis Crossing is widely known in Alberta as a tourism attraction, offering revenue-generating commercial experiences including:

- accommodations and cabins,
- event rentals (weddings, retreats, conferences),
- ticketed tourism packages,
- food and beverage services,
- guided interpretive experiences,
- rentals to outside organizations that operate their own revenue-producing activities on site.

Although Métis Crossing often incorporates cultural elements into its programming, its operational model is tourism-based and commercial in nature, and not a charitable or exclusively cultural institution.

Administration has reviewed:

- The exemption request submitted by Métis Crossing,
- The relevant assessment information,
- The operational structure involving MCEC, and
- Applicable MGA provisions governing tax exemptions.

## **Benefits:**

- Ensures compliance with the MGA
- Maintains fairness and consistency in taxation
- Avoids creating precedent for commercial operations seeking exemption



# Request for Decision (RFD)

## Disadvantages:

The decision may be perceived as a barrier to tourism development, despite the County's obligation to follow the MGA and apply tax legislation consistently.

## Alternatives:

Consider providing support through a municipal grant program or partnership, should Council wish to recognize Métis Crossing's contributions to the region.

While the property is not eligible for tax exemption, Council may choose, subject to County policy and annual budget approval, to consider:

- a one-time or annual grant,
- a fee-for-service agreement, or
- assistance through an existing community grants funding program.

These options allow Council to support community and tourism development without contravening MGA requirements and while maintaining equitable and consistent taxation practices.

## Financial Implications:

### 1. Maintaining Tax Revenue:

Denying the exemption ensures that Smoky Lake County continues to receive the full property taxes associated with Roll 17581251, as assessed. This supports the County's operating budget, long-term financial planning, and ability to deliver municipal services.

### 2. Ineligible Exemption = Loss of Revenue:

If exemption were granted outside the MGA, the County would face an unrecoverable loss of tax revenue on the assessed commercial and institutional improvements located on the property. Based on the assessment records, this would represent a significant annual reduction in taxable assessment value across multiple assessed buildings.

### 3. Legislative Risk Avoided:

Denying exemption avoids financial and legal risk associated with granting a tax exemption not authorized under MGA s. 362 - 365, which could set a precedent and potentially expose the County to challenges from other commercial operators seeking similar treatment.

### 4. Grant Option Consideration:

Should Council wish to support Métis Crossing through a grant or partnership agreement (instead of a tax exemption), the financial impact would be discretionary, planned, and aligned with budget deliberations. Any grant would be:

- a) subject to annual budget approval,
- b) transparent,
- c) and compliant with legislation.
- d) This provides Council flexibility while protecting the County's tax base.

## Legislation:

Property tax exemption eligibility is governed by MGA s. 362(1).



# Request for Decision (RFD)

To qualify under the property must be used exclusively for:

- cultural,
- charitable,
- benevolent,
- educational, or
- recreational purposes

AND must not be used for any commercial or revenue-generating activity.

Key legislative principles:

1. Eligibility is based on use of the property, not who owns it or the rent charged.
2. Municipalities do not have the discretion to approve exemptions outside what the MGA permits.

A review of the site operations and building uses confirms the following:

1. The property is used for commercial tourism purposes.

Activities include:

- lodging and cabin rentals,
- full-service weddings and event rentals,
- corporate retreats,
- food services,
- ticketed tourism experiences,
- renting space to external agencies for their own revenue-producing operations.

These are commercial, tourism-based activities, not charitable or exclusively cultural purposes.

2. Commercial use disqualifies the property under MGA s. 362(1).

Even if some cultural or educational components occur, the presence of any commercial activity means the property cannot meet the requirement for exclusive exempt use.

3. The \$1 lease does not change eligibility.

The MGA is clear that tax exemption is not related to lease arrangements or internal governance structures only use.

4. Buildings with mixed or commercial use cannot qualify.

Based on the assessment and operational review, none of the structures operate solely for charitable, cultural-only, or non-commercial purposes.

5. Métis Crossing, as a tourism enterprise, does not meet the MGA criteria required for exemption.

While culturally themed experiences may occur, the overall nature of the enterprise is revenue-generating tourism, not an exempt charitable or cultural institution.

Métis Crossing is fundamentally a tourism-based commercial operation, and its buildings and lands are used for revenue-generating purposes, whether managed directly or through the lease to MCEC.

Because the MGA requires that exempt property be used exclusively for non-commercial purposes, the site does not meet the criteria outlined in MGA s. 362(1).



# Request for Decision (RFD)

While Métis Crossing owns and leases portions of the property to Métis Crossing Experience Company, the Municipal Government Act requires that eligibility for property tax exemption be based on how the property is used, not on ownership structure, non-profit status, or lease arrangements.

Under MGA s. 362(1)(n) and Community Organization Property Tax Exemption COPTER Sections 7–14, a property must be used exclusively for cultural, charitable, educational, benevolent, or community purposes and must not be used for commercial or revenue-generating activities.

## *COPTER Section 5 Clarification*

Under Section 5 of the Regulation COPTER, a non-profit organization may own or lease property and still be considered for exemption. Métis Crossing meets this part of the requirement.

However, Section 5 does not grant exemption on its own.

It simply clarifies *who may hold the property*. To qualify, the property must also meet the exclusive-use requirement under:

- MGA s. 362(1)(n), and
- COPTER Sections 7–14

These provisions require the property to be used exclusively for non-commercial cultural or community purposes.

## *Application to Métis Crossing*

Based on the application, assessment data, and operational information, the facilities identified by Métis Crossing (including the Cultural Gathering Centre, Cromarty and Sinclair homesteads, Red Barn, workshops, and related structures) are regularly used for:

- tourism programming,
- fee-based cultural experiences,
- paid event rentals (weddings, retreats, meetings),
- corporate and organizational bookings,
- third-party revenue-generating activities.

These activities constitute commercial use, regardless of whether operated by a non-profit entity. Under the MGA and COPTER, commercial or mixed-use properties cannot qualify for property tax exemption.

Municipalities are not permitted to extend exemptions beyond what is authorized by the MGA, and there is no legislative discretion to exempt commercially used properties.

Administration recommends that Council deny the tax exemption request and direct that a formal letter be provided to the applicant detailing the legislative basis for the decision.

## **Intergovernmental:**

There are no direct intergovernmental implications resulting from this decision.

The County's determination is made in accordance with the Municipal Government Act (MGA), which applies consistently across all Alberta municipalities. This decision maintains alignment with provincial legislation and ensures that tax exemption practices remain fair, transparent, and consistent with expectations from Municipal Affairs.





# Request for Decision (RFD)

## Strategic Alignment:

This decision aligns with Smoky Lake County's 2023–2025 Strategic Plan, by supporting responsible governance, fiscal accountability, and consistent policy application. Specifically, the decision contributes to:

1. Proactive and Responsible Development  
The Strategic Plan emphasizes the need to create policies and an atmosphere for proactive growth and development. Ensuring tax decisions comply with the MGA supports a predictable, transparent regulatory environment that is essential for long-term business and development planning.
2. Fair and Transparent Fiscal Management  
The Plan commits to maintaining high levels of service while managing financial pressures and ensuring fair taxation practices. Applying the MGA consistently helps protect the County's tax base and supports sustainable service delivery.
3. Support for Economic and Tourism Development Through Proper Channels  
While the property does not meet the legislated criteria for tax exemption, the County's strategic focus on economic development, tourism, and partnerships remains supported by offering alternative mechanisms such as grant programs, partnerships, or collaborative initiatives where appropriate. This approach balances economic opportunity with legislative compliance.
4. Consistent and Modernized Policy Frameworks  
The Strategic Plan highlights the importance of reviewing and modernizing policies to ensure they remain relevant and effective. Applying the MGA uniformly to exemption requests maintains policy consistency and reinforces Council's commitment to modern, transparent governance.

## Enclosure(s):

- Cover Letter – Métis Crossing Application for Property Tax Exemption
- Lease Map – Métis Crossing Experience Company Cultural Area
- Alberta Corporate Registry Search – Métis Crossing Experience Company (June 12, 2025)
- MCEC Board Meeting Minutes – July 24, 2025
- Lease Map – Additional Map Showing Commercial vs. Cultural Leases
- TIAA Letter – Support for Métis Crossing Experience Company Tax Exemption (Sept 30, 2025)
- Marshall & Swift Assessment Details – Commercial & Site Improvements (Roll 17581251)
- Residential Details – Roll 17581251 (Not Valued Residential and Accessory Structures)

A handwritten signature in black ink, appearing to be "B. H. H.", written over a horizontal line.

Signature of the CAO: \_\_\_\_\_



# Request for Decision (RFD)

Meeting Date: Thursday, November 27, 2025

Agenda Item: #

Topic: 2025-26 Alberta Community Partnership (ACP) Grant Application – Cutting Red Tape, Boosting Growth: Measuring the Economic Impact of Streamlining Development Application Processing Across Municipalities

Presented By: Planning & Community Services

---

## Recommendation(s):

**That Smoky Lake County, in partnership with Mackenzie County and the County of Northern Lights, participate in the application to the Alberta Community Partnership (ACP) 2025-26 Grant Intake, under the Intermunicipal Collaboration Stream, in the amount of \$200,000.00, for the purposes of undertaking a study and review of existing development application processes in order to cut red tape and streamline application processes.**

## Background:

Smoky Lake County has been approached to participate in an application for an Alberta Community Partnership (ACP) Grant for the 2025-26 intake for the Intermunicipal Collaboration Stream. This Stream of the ACP Grant provides funding to partnerships of 2 or more local governments to develop regional plans, service delivery frameworks and regional service delivery efficiencies that align with broader regional or municipal priorities and initiatives. Provincial priorities include investment attraction, job creation and efficient public service delivery. The ACP Program Guidelines are attached for reference (Enclosure #1).

**Benefits:** Conduct a study that will review and analyze current County processes for receiving, processing and issuing Development Permits and identify opportunities to streamline the processes and cut red tape through various software and other methods.

**Disadvantages:** Staff time required to participate in the project.

**Alternatives:** Do not consent to participate in the project.

**Financial Implications:** Nil. (Grant funding will be received and administered by Mackenzie County).

**Legislation:** N/A

**Intergovernmental:** N/A

**Strategic Alignment:** Proactivity in Development

**Enclosure(s):** **Enclosure #1: 2025-26 Alberta Community Partnership (ACP) Program Guidelines**

Reviewed by the Interim CAO:  on Date: \_\_\_\_\_.



# Request for Decision (RFD)

Enclosure #1: 2025-26 Alberta Community Partnership (ACP) Program Guidelines

## 2025-26 Alberta Community Partnership

Program Guidelines

Alberta





# Request for Decision (RFD)

This publication is issued under the Open Government License – Alberta (<http://open.alberta.ca/licence>).

2025/26 Alberta Community Partnership Program Guidelines | Municipal Affairs  
© 2025 Government of Alberta | September 2025

Alberta Community Partnership Program | 2025/26 Program Guidelines

2



# Request for Decision (RFD)

## Contents

<b>Program Guidelines .....</b>	<b>6</b>
1. Introduction .....	6
2. 2025-26 Program Updates.....	6
3. Key Dates and Contacts .....	7
4. Submission Method .....	7
4.1) Alberta Community Partnership Online (ACPO) .....	7
5. Program Objective .....	8
6. Funding Components.....	8
7. Eligibility Requirements.....	9
7.1) Eligible Applicants .....	9
7.2) Contributions to Other Entities .....	9
7.3) Eligible Projects .....	9
7.4) Ineligible Expenses .....	9
8. Application Process .....	9
8.1) Project Application .....	9
8.2) Review and Approval Process .....	10
9. Funding Agreement and Amendment Process .....	10
9.1) Conditional Grant Agreement (CGA) .....	10
9.2) Amending an Agreement .....	10
10. Time Period to Use Grant Funds .....	10
11. Use of Other Grant Funds.....	10
12. Requirement for Award of Contract .....	11
13. Payment Process and Reporting Requirements .....	11
13.1) Payments .....	11
13.2) Statement of Expenditures and Project Outcomes (SEPO) .....	11
13.3) Credit Items .....	11
13.4) Calculation of Income Earned .....	11
14. Site Visits .....	12
15. Communications and Project Recognition Requirements .....	12
<b>Schedule 1A – Intermunicipal Collaboration .....</b>	<b>13</b>
1. Objective .....	13
2. Eligible Entities .....	13
3. Eligible Projects .....	13
A) Itemized Expenditure Breakdown .....	15
B) Ineligible Project Costs .....	15
4. Application Process .....	15

Alberta Community Partnership Program | 2025/26 Program Guidelines

3



# Request for Decision (RFD)

5. Grant Amounts.....	16
6. Component Conditions .....	16
7. Payment of Funds.....	16
8. Time Period to Use Grant Funds .....	17
9. Reporting Requirements .....	17
<b>Schedule 1B – Evaluation of IC Applications .....</b>	<b>18</b>
<b>Schedule 2 – Municipal Restructuring .....</b>	<b>20</b>
1. Objective.....	20
2. Eligible Entities .....	20
3. Eligible Projects .....	20
Restructuring Study Stream .....	20
Transitional Stream (Post-Restructuring) .....	20
Infrastructure Stream (Post-Restructuring) .....	20
4. Application Process .....	21
5. Grant Amounts.....	21
A) Restructuring Study Stream .....	21
B) Transitional Stream (Post-Restructuring) .....	21
C) Infrastructure Stream (Post-Restructuring) .....	21
6. Component Conditions .....	22
7. Payment of Funds.....	22
8. Time Period to Use Grant Funds .....	22
9. Reporting Conditions .....	23
<b>Schedule 3 – Mediation and Cooperative Processes .....</b>	<b>24</b>
10. Objective.....	24
11. Eligible Entities .....	24
12. Eligible Projects .....	24
A) Mediation Stream .....	24
B) Cooperative Processes Stream .....	24
13. Application Process .....	25
14. Grant Amounts.....	25
15. Component Conditions .....	25
16. Payment of Funds.....	26
17. Time Period to Use Grant Funds .....	26
18. Reporting Conditions .....	26
<b>Schedule 4 – Municipal Internship.....</b>	<b>27</b>
1. Objective.....	27
2. Internship Workplan.....	27
3. Eligible Entities .....	28
4. Eligible Projects .....	29

Alberta Community Partnership Program | 2025/26 Program Guidelines

4



# Request for Decision (RFD)

A) Administrator	29
B) Finance Officer	29
C) Land-Use Planner	29
5. Application Process .....	29
6. Grant Amounts.....	30
7. Payment of Funds.....	30
8. Time Period to Use Grant Funds .....	30
9. Reporting Conditions .....	30
<b>Schedule 5 – Asset Management Support.....</b>	<b>31</b>
1. Objective.....	31
2. Eligible Entities.....	30
3. Eligible Projects.....	30
A) Infrastructure Audit Stream	30
B) Asset Management Planning Stream	30
C) Ineligible Project Costs	32
4. Application Process.....	31
5. Grant Amounts.....	31
6. Component Conditions and Recommendations.....	31
7. Payment of Funds.....	32
8. Time Period to Use Grant Funds .....	32
9. Reporting Conditions.....	32
<b>Schedule 6 – Strategic Initiatives.....</b>	<b>34</b>
1. Objective.....	34
2. Eligible Entities .....	34
3. Eligible Projects .....	34
4. Application Process .....	34
5. Grant Amounts.....	34
6. Component Conditions .....	34
7. Payment of Funds.....	34
8. Time Period to Use Grant Funds .....	34
9. Reporting Conditions .....	34





# Request for Decision (RFD)

## 2025/26 Alberta Community Partnership

### Program Guidelines

#### 1. Introduction

These guidelines are intended to assist applicants in completing Alberta Community Partnership (ACP) applications and financial reporting requirements for the program year. Before applying, applicants should consider both the general program information in the main part of the guidelines and the component-specific information in the schedule(s).

Contact information for each component is provided in its respective schedule. After reviewing the guidelines, applicants are encouraged to reach out to the appropriate program area for further information or clarification, if needed.

#### 2. 2025-26 Program Updates

##### 2.1) ACP Review

The ACP program underwent an evaluation review in 2024 to assess whether the program has achieved its intended outcomes, and to ensure it continues to align with government priorities and municipal needs. The review covered 10 years of program operations, from 2014/15 to 2023/24, and included survey input from local governments and municipal associations, as well as Municipal Affairs' program delivery teams.

Evaluation results indicate that the ACP program has been highly effective in achieving its objectives, adequately reaching the target population, and fostering positive change through intermunicipal collaboration. Recommendations were also made to further enhance the program's effectiveness and impact, which informed 2025/26 program changes.

##### 2.2) Program Changes

Program changes resulting from the evaluation findings are reflected throughout the 2025/26 ACP Guidelines. A summary of the changes is included below, with further details included in the relevant sections and component schedules:

- **Municipal Restructuring component**
  - Increased maximum project funding; and
  - Debt servicing removed as an eligible expenditure.
- **Mediation and Cooperative Processes component**
  - Increased maximum project funding; and
  - Expanded eligible in-kind expenses, for projects involving cost-share or matching municipal contributions.
- **Municipal Internship component**
  - Increased maximum project funding.
- **Asset Management Support component**
  - A new component, available by Ministerial invitation, with regional, non-competitive funding for local governments with a population under 5,000 without an Asset Management Plan. The component includes the following streams:
    - Infrastructure Audit Stream - provides funding for infrastructure audits for eligible local governments not currently under a viability review.
    - Asset Management Planning Stream (pilot) - provides funding for projects that strengthen municipal asset management practices and capacity.
- **Project Outcomes Reporting**
  - All ACP components now require project outcomes reporting, in addition to a Statement of Expenditures. Collectively, this will be known as the Statement of Expenditures and Project Outcomes (SEPO) reporting. This new requirement will collect information on whether the project was carried to completion, the outcomes achieved, plans for implementation, and includes a narrative on the project's impact on intermunicipal relations and/or municipal capacity to deliver regional services and address regional priorities.





# Request for Decision (RFD)

## 3. Key Dates and Contacts

Activity	Timeline	Questions? Contact:
Project Application Submission	Municipal Internship October 17, 2025.  Intermunicipal Collaboration November 28, 2025.  Municipal Restructuring January 15, 2026.  Mediation and Cooperative Processes, Asset Management Support & Strategic Initiatives February 3, 2026.	Call a Grant Advisor at 780-422-7125 (toll-free 310-0000), or email <a href="mailto:acp.grants@gov.ab.ca">acp.grants@gov.ab.ca</a>
Statement of Expenditures and Project Outcomes (SEPO)	Due within 60 days of project completion date identified in the conditional grant agreement.	Call a Grant Advisor at 780-422-7125 (toll-free 310-0000), or email <a href="mailto:acp.grants@gov.ab.ca">acp.grants@gov.ab.ca</a>
Communication and Project Recognition	Please contact the Minister's Office at least 15 working days prior to an event or communication related to an ACP funded project.	Please refer to Section 15, Communications and Project Recognition Requirements, for additional information.

## Contact Information

### Alberta Municipal Affairs

Grants and Education Property Tax Branch  
Alberta Community Partnership Program  
15<sup>th</sup> Floor, Commerce Place  
10155 - 102 Street  
Edmonton AB T5J 4L4  
Phone: 780-422-7125 (toll-free: 310-0000)  
Email: [acp.grants@gov.ab.ca](mailto:acp.grants@gov.ab.ca)

## 4. Submission Method

### 4.1) Alberta Community Partnership Online (ACPO)

ACPO is available through MAConnect. ACPO gives local governments the ability to:

- create, edit, and submit ACP applications online;
- view and track the status of ACP applications;
- view agreement, payment, and reporting summary information for projects funded under ACP;
- create, edit and submit ACP amendment requests; and
- create, edit, submit and track the status of ACP SEPOs.

**Local governments that already use MAConnect can request staff access to ACPO through the local government's MAConnect Stakeholder Administrator.** The Stakeholder Administrator is the person delegated to manage access to applications in MAConnect on behalf of the local government through the MAConnect Stakeholder Agreement.

Alberta Community Partnership Program | 2025/26 Program Guidelines

7



# Request for Decision (RFD)

All current Stakeholder Administrators can submit an electronic request through their MACConnect dashboard to grant a staff member access to ACPO. If the local government needs to assign another Stakeholder Administrator, a request can be emailed to [ACPOaccess@gov.ab.ca](mailto:ACPOaccess@gov.ab.ca).

Local governments that do not have access to MACConnect will need to enter into a Stakeholder Agreement before requesting access to ACPO. The Stakeholder Agreement can be requested by emailing [ACPOaccess@gov.ab.ca](mailto:ACPOaccess@gov.ab.ca) or contacting 780-644-2413 (toll-free in Alberta by first dialing 310-0000). Once the Stakeholder Agreement has been signed and returned to Municipal Affairs, the local government will be able to request access to ACPO through their designated Stakeholder Administrator.

An ACPO help guide is available on the ACP program website at: [www.alberta.ca/alberta-community-partnership.aspx](http://www.alberta.ca/alberta-community-partnership.aspx).

**Local governments are encouraged to confirm MACConnect and ACPO access in advance of all application deadlines to ensure there are no technical issues preventing a project submission.**

## 5. Program Objective

The objective of the ACP program is to improve the viability and long-term sustainability of local governments by providing support for regional collaboration and capacity building initiatives.

The ACP program is designed to support local governments in attaining the following key program outcomes:

- new or enhanced regional municipal services;
- improved municipal capacity to respond to municipal and regional priorities; and
- effective intermunicipal relations through joint and collaborative activities.

## 6. Funding Components

Project funding is administered under six distinct funding components. Information regarding specific objectives, eligibility criteria, and other conditions for each component are found in Schedules 1-6.

Intermunicipal Collaboration (IC) (Schedules 1A and 1B)	<ul style="list-style-type: none"><li>• Develop regional plans, service delivery frameworks, and establish regional service delivery efficiencies.</li></ul>
Municipal Restructuring (MR) (Schedule 2)	<ul style="list-style-type: none"><li>• Explore regional governance and minimize costs associated with municipal restructuring processes such as amalgamation, dissolution, or viability reviews.</li></ul>
Mediation and Cooperative Processes (MCP) (Schedule 3)	<ul style="list-style-type: none"><li>• Resolve intermunicipal conflict through dispute resolution alternatives and/or develop processes and protocols to enhance municipal collaboration.</li></ul>
Municipal Internship (MI) (Schedule 4)	<ul style="list-style-type: none"><li>• Provide recent post-secondary graduates with the opportunity to develop knowledge, skills, and experience so they may pursue careers in municipal administration, finance, or land-use planning and help build the capacity of Alberta's municipal sector.</li></ul>
Asset Management Support (AMS) (Schedule 5)	<ul style="list-style-type: none"><li>• Strengthen asset management practices through funding for infrastructure audits, regional asset management plans, policies and frameworks. (Application by Invitation – see Eligible Entities)</li></ul>
Strategic Initiatives (SI) (Schedule 6)	<ul style="list-style-type: none"><li>• Undertake unique or exceptional projects that have outcomes of strategic importance to the ministry or province, which are typically with a regional focus.</li></ul>



# Request for Decision (RFD)

## 7. Eligibility Requirements

### 7.1) Eligible Applicants

Applicant Type	Funding Components
Municipalities (cities, towns, villages, summer villages, municipal districts, specialized municipalities, Special Areas)	All*
Improvement Districts	IC, MCP, AMS and SI
Metis Settlements	IC, MCP, AMS and SI
Townsite of Redwood Meadows Administration Society	IC, MCP, AMS and SI
Municipally controlled planning service agencies	MI Land-Use Planner

\* Eligibility under the MI and AMS streams is dependent on municipal population (see Schedules 4 and 5).

First Nations are eligible to participate under the IC component as non-managing, formal project partners on IC project applications. A band council resolution is required to confirm project participation.

The Minister may vary any program criteria, such as eligibility and application requirements, to respond to the Government of Alberta and Municipal Affairs' priorities.

### 7.2) Contributions to Other Entities

Ineligible entities under the ACP include individuals, for-profit corporations, not-for-profit organizations, regional service commissions (excluding planning commissions), intermunicipal entities, and municipal subsidiary corporations (for-profit and not-for-profit).

Successful applicants may contract these entities to conduct project activities. In these instances, the contracted entity is not considered a project partner, and the applicant remains responsible for the use of the funds, achieving project outcomes, and reporting on activities related to the approved project.

### 7.3) Eligible Projects

Eligible project information is provided in the component schedules.

### 7.4) Ineligible Expenses

The following expenses are ineligible for all components:

- existing and ongoing operational costs;
- floodway mapping costs;
- government advocacy activities;
- costs already funded under other grant programs; and
- Goods and Services Tax (GST).

## 8. Application Process

### 8.1) Project Application

A separate application form is required for each project submission.

An application to one component in a program year does not preclude a local government from applying to any other component in the same program year. Having an ongoing project from a previous program year does not disqualify a local government from submitting a new application in the current program year.

Project applications can be submitted any time prior to the deadline(s) specified in Section 3.





# Request for Decision (RFD)

Applications submitted through ACPO contain a certification statement to be completed by the authorized user and do not require the submission of a signed hard copy application.

## 8.2) Review and Approval Process

Each project application submitted to Municipal Affairs will be reviewed to ensure it meets the requirements outlined in these guidelines. Once a project is assessed, a recommendation is forwarded to the Minister of Municipal Affairs.

**All decisions by the Minister are final.**

Applicants will be advised in writing of the status of their submission, and a list of successful projects will be posted annually to the program website.

Project applications submitted under the IC component will be evaluated based on criteria outlined in Schedule 1B, with scores assigned based solely on the information provided in the application. Applicants should ensure all relevant sections of the form are completed, as incomplete applications may result in a lower score relative to other submitted applications. Funding decisions will be made by March 31 of the program year.

It is anticipated that local governments will be advised of project funding status in writing by the end of the program year.

## 9. Funding Agreement and Amendment Process

### 9.1) Conditional Grant Agreement (CGA)

Following the Minister's approval of a project, successful applicants must enter into a CGA with Municipal Affairs. The CGA sets out the terms and conditions for the grant funding. This includes project start and end dates, project scope, grant payment conditions, and reporting requirements.

### 9.2) Amending an Agreement

If the project scope or time period to use grant funds change after project approval, a formal amendment request must be made to consider any changes to the existing agreement. An Amendment Request Form is available through ACPO. The amendment request should be submitted prior to the CGA project completion date and must provide detailed rationale to support consideration of the amendment request. Project amendments are granted at the discretion of Municipal Affairs based on an assessment of the rationale for the amendment. Questions regarding project scope and time period changes can be directed to a Grant Advisor.

Municipal partners are strongly encouraged to complete partnership projects by the project completion date identified in the CGA. Established project scope and time parameters align with the original municipal commitment to the project, which moves the project forward from planning to implementation.

Program staff work with local governments to ensure reasonable project timelines are established, but standard completion dates set out in each component's application are expected to be honoured within the spirit and intent of program funding.

## 10. Time Period to Use Grant Funds

The ACP program year is based on the provincial fiscal year, which commences April 1. Grant funds can be retroactively applied to approved projects beginning April 1, 2025, unless otherwise stipulated in the executed CGA. Project costs will only be considered eligible up to the project completion date established in the CGA.

See component schedules for specific details regarding time periods to use grant funds.

## 11. Use of Other Grant Funds

ACP grants may be used in combination with funds from other provincial-municipal or federal-municipal grant programs, unless doing so is prohibited by the other program. Using ACP grant funds for costs covered by other programs, as per Section 7.4, is an ineligible use of ACP funds.

If a grant recipient chooses to use multiple grant funding sources for a project, it is their responsibility to understand each grant program's specific funding requirements. ACP funding does not signify broader support for any recommendation or outcome that might result from a project.

Alberta Community Partnership Program | 2025/26 Program Guidelines

10



# Request for Decision (RFD)

More information about specific requirements of provincial-municipal grant programs can be found on the respective program websites, accessible through the Municipal Grants Web Portal at <http://municipalaffairs.alberta.ca/municipal-grants-web-portal>.

## 12. Requirement for Award of Contract

All calls for proposals or tenders for projects funded under the ACP shall be carried out in accordance with the rules, regulations, and laws governing such activities and in accordance with the best current procurement practices. They must also be advertised in accordance with the guidelines of the New West Partnership Trade Agreement ([www.newwestpartnershiptrade.ca](http://www.newwestpartnershiptrade.ca)), and the Canadian Free Trade Agreement ([www.cfta-alec.ca/agreement-on-internal-trade](http://www.cfta-alec.ca/agreement-on-internal-trade)). It is the managing partner's\* responsibility to determine if the project's procurement approach aligns with best practices and obligations under trade agreements.

\* The managing partner is the partnership member that submits the grant application on behalf of the partnership, enters into the grant agreement, receives and manages the grant funds on behalf of the partnership, and reports to the ministry on project expenditures and outcomes.

## 13. Payment Process and Reporting Requirements

### 13.1) Payments

ACP payments will be made following legislative approval of the provincial budget, and Ministerial authorization of the component budgets. Payments for approved projects will be made based on the conditions of the CGA. Typically, the grant payment is made within four to six weeks following the execution of the CGA, unless stated otherwise.

### 13.2) Statement of Expenditures and Project Outcomes (SEPO)

The grant recipient must submit an SEPO for each project. Submission of the SEPO is through ACPO and is due 60 days following the project completion date. The SEPO includes the grant amount received, the actual project costs, grant funding applied, portion of funding provided by other sources, and income earned and applied to the project. Income earned on the ACP grant funding becomes part of the funding available to apply to project expenditures, and any unspent income must be refunded.

The outcomes reporting portion of the SEPO collects information on whether the project was carried to completion, the outcomes achieved, plans for implementation, and includes a narrative on the project's impact on intermunicipal relations and/or municipal capacity to deliver regional services and address regional priorities.

The SEPO must be completed by the chief administrative officer or delegate, who certifies that the grant recipient complies with the terms of the CGA, program guidelines, and administrative procedures. All supporting documentation such as reports, drawings, and invoices for project costs must be retained by the local governments for a minimum of three years following completion of the project.

**The SEPO may be subject to review by the Provincial Auditor General.**

Additional reporting is required for the MI component (see Schedule 4) and may be required under other components.

### 13.3) Credit Items

Income earned on deposited or invested ACP grant funds must be reported under Credit Items on the SEPO.

Any income earned on the funds becomes part of the total grant funding available for the project; however, any unspent income must be refunded.

### 13.4) Calculation of Income Earned

The local government must maintain separate accounting records for the grant funds.

The local government is encouraged to invest and earn income on all unexpended grant funds, subject to the provisions of Section 250 of the *Municipal Government Act*.

The amount of income earned on grant funds may be calculated by one of two methods:



# Request for Decision (RFD)

- the actual income earned on the funds being held; or
- the estimated (notional) income earned on the funds. For example, multiply the average grant funding balance over one or more months that the grant funds were held in an account, by the average interest rate over those months.

## 14. Site Visits

Municipal Affairs may selectively meet with local governments (virtually, or in person) to discuss ACP program delivery, explore suggestions for program improvement, and view completed ACP-funded projects where appropriate.

## 15. Communications and Project Recognition Requirements

Local governments may choose to recognize a project milestone through advertising, public information campaigns, or ceremonies and events. If a local government initiates a communications event related to an ACP-funded project (e.g., news conference, advertisement in local or national newspaper, news release, celebratory event etc.), they are asked to advise Municipal Affairs of the proposed event a minimum of 15 working days prior to the celebration/launch/event.

News releases should acknowledge the province's contribution and must include a quote from the Minister or other GoA representative as determined by the province. Any advertising of ACP-funded projects should include a reference to the ACP program and the province's contribution.

The local government should email an invitation, including event details and proposed timelines, as well as project information (name of project, grant funding sources) to the Minister's Office's general mailbox at [minister.municipalaffairs@gov.ab.ca](mailto:minister.municipalaffairs@gov.ab.ca) and copy the grant program area at: [acp.grants@gov.ab.ca](mailto:acp.grants@gov.ab.ca).





# Request for Decision (RFD)

## Schedule 1A – Intermunicipal Collaboration

### 1. Objective

The objective of the Intermunicipal Collaboration (IC) component is to promote municipal viability by providing support to partnerships of two or more local governments to develop or enhance regional municipal service delivery plans and frameworks, including establishing regional service delivery efficiencies.

By having regional service delivery plans and frameworks in place, local governments lay the foundation to move from concept to implementation. The plans and frameworks will ensure that:

- roles and responsibilities have been defined;
- participating local governments are on board with the next step; and
- the partnership understands the time and resources needed to get their project off the ground.

### 2. Eligible Entities

The following entities are eligible grant recipients (managing partners) under the IC component:

- municipalities (cities, towns, villages, summer villages, municipal districts, specialized municipalities, improvement districts, and Special Areas);
- Metis Settlements; and the
- Townsite of Redwood Meadows Administration Society.

First Nations are eligible to participate as non-managing, formal project partners on IC project applications.

### 3. Eligible Projects

Projects that directly support new or enhanced regional approaches to municipal service delivery are eligible under the IC component. Municipal partnerships are in the best position to consider projects that will provide regional benefit to their residents, businesses, and communities. Partnerships should consider how proposed projects align with broader regional or municipal initiatives, provincial priorities, and/or legislative regulatory requirements.

Provincial priorities include investment attraction, job creation, efficient public service delivery, and emergency management and disaster mitigation. As such, regional partners may choose to explore regional development and planning, shared service delivery, economic development and growth, emergency preparedness and planning, emergency response, disaster mitigation, or other related projects. New and updated Intermunicipal Development Plans (IDPs), as well as updated Intermunicipal Collaboration Frameworks (ICFs), remain eligible under the IC component.

These IC projects must produce plans, agreements, studies, or frameworks that the partnership can use to determine, establish, or govern integrated or cooperative approaches to municipal service delivery. A municipal service is defined as any activity or work undertaken by, provided for, or on behalf of, a local government for the purpose of providing good government, facilities or other items that are necessary or desirable to develop and maintain safe and viable communities. Planning is considered a municipal service for the purpose of this component.

A partnership may undertake a regional service planning project to determine such factors as the costs, benefits, governance model options, revenue or cost-sharing arrangements, infrastructure priorities, or operational requirements for intermunicipal service delivery.

#### Applicant Guidance:

What kind of projects are eligible for the IC component?

- Projects that are eligible under this component result in regional municipal service delivery foundations or frameworks that align with broader regional or municipal priorities and initiatives.
- These include new or enhanced regional emergency management frameworks, regional plans for emergency preparedness or disaster mitigation, and regional growth plans (see Schedules 1A and 1B)

Certain regional projects may be a better fit under other ACP components or grant programs. Please see the following table for examples.

Alberta Community Partnership Program | 2025/26 Program Guidelines

13



# Request for Decision (RFD)

## Regional Municipal Service Delivery – Development Phases

Phase	Examples Of Eligible IC Projects <sup>1</sup>	Eligible Under Other Funding Sources
<b>Explore Opportunity</b> To determine if a regional approach to municipal service delivery makes sense.	<ul style="list-style-type: none"> <li>Regional emergency preparedness, response, and risk mitigation e.g., regional storm water management plan.</li> <li>Review and establish streamlined regional operational standards.</li> <li>Asset management.</li> <li>Evaluate and establish regional development and planning approvals.</li> <li>Regional service needs or gaps assessment.</li> <li>Regional service-specific feasibility study.</li> </ul>	<ul style="list-style-type: none"> <li>Broad exploration of regional governance options (See MR component, Schedule 2).</li> <li>Facilitator or dispute resolution specialist to prepare regional parties for regional service negotiations (See MCP component, Schedule 3).</li> </ul>
<b>Establish Scope</b> Decision tools and guidance documents to determine the best approach to regional service delivery.	<ul style="list-style-type: none"> <li>Service-specific delivery options.</li> <li>Regional service delivery expansion studies and needs assessments.</li> <li>Regional service cost-sharing models.</li> <li>Regional service-specific business plan or strategy, e.g., regional water engineering business plan or regional transit strategy.</li> <li>Develop a regional growth plan.</li> <li>Develop an approach or conduct a review of existing regional services to create operational efficiencies.</li> <li>Develop a regional Indigenous collaboration strategy.</li> </ul>	<ul style="list-style-type: none"> <li>Regional governance study and/or business case (See MR component, Schedule 2).</li> </ul>
<b>Lay Groundwork</b> Establish formal frameworks and agreements to prepare for implementation of cooperative and integrated services among partners.	<ul style="list-style-type: none"> <li>Establish or update regional emergency management frameworks.</li> <li>Establish or update regional business continuity plans.</li> <li>Legal framework for a regional service delivery authority.</li> <li>Intermunicipal service sharing agreements (for instance, regional solid waste and recycling governance model and management system).</li> <li>Develop a regional municipal service delivery business plan.</li> <li>Conduct a cost and site location analysis.</li> <li>Establish or update regional municipal service bylaws and service sharing agreements.</li> <li>Develop a regional communication strategy and materials.</li> <li>Develop cost- and revenue-sharing models.</li> <li>New or amended IDPs, updated ICFs, including Municipal Development Plans (MDPs) developed in support of the above.</li> </ul>	<ul style="list-style-type: none"> <li>Cost and site location analysis (Local Government Fiscal Framework – Capital<sup>2</sup>).</li> <li>Development of regional frameworks, land-use and other municipal, regional, and statutory plans, service sharing agreements and cost models, communication strategies, and cost and site location analysis (Local Government Fiscal Framework – Operating<sup>2</sup>).</li> </ul>
<b>Deliver Service</b> Implementation and direct delivery of the regional service.	Capital projects and operating pilots are <u>not</u> eligible.	<ul style="list-style-type: none"> <li>Facility construction; equipment purchases (Local Government Fiscal Framework – Capital<sup>2</sup>, Canada Community-Building Fund<sup>2</sup>).</li> <li>Set up and ongoing regional service delivery costs (Local Government Fiscal Framework – Operating<sup>2</sup>).</li> </ul>

<sup>1</sup>Projects previously approved under the Alberta Community Partnership can be found at: <https://open.alberta.ca/publications/alberta-community-partnership-approved-projects>

<sup>2</sup> Information about these programs is available at <https://www.alberta.ca/municipal-affairs-funding-programs>



# Request for Decision (RFD)

## Applicant Guidance:

Can we submit an IC application for our Intermunicipal Collaboration Framework (ICF) Review?

- Yes – ICF reviews are an eligible project under the IC component.
- Under the *Municipal Government Act*, ICFs require review every five (5) years after creation.
- Municipalities are strongly encouraged to begin the review sooner rather than later to allow for sufficient time to complete negotiations before the deadline.

Applications will be reviewed to ensure that the project supports or creates arrangements for cooperative approaches to delivering services within the partnership, and that the project genuinely produces a regional result. If a project appears to benefit only the participants individually or if it is unclear how the project relates to supporting intermunicipal service delivery, the project may be deemed ineligible.

### A) Itemized Expenditure Breakdown

Expenditures should be directly attributable to the project outcomes and may include contract and project management costs.

An itemized breakdown of all expenditure items and estimated project costs must be provided under the Budget section of the application form. The list of estimated project costs should specifically identify the types of consultant activities (e.g., development of specific plans, facilitation of stakeholder consultations, conducting a service inventory, consultant travel expenses, project management), and vendor costs (e.g., advertising, public consultation venue rental, and offsite printing).

If the budget expense item is general or vague, or if it is unclear how an expenditure item relates to the proposed regional service planning or development activities, the expenditure may be deemed ineligible.

### B) Ineligible Project Costs

Capital expenditures, such as project costs associated with the construction, purchase, or betterment of capital assets or equipment.

Costs associated with direct implementation and ongoing operational costs to deliver regional or municipal services, including:

- hardware or software purchases, installation, or upgrades;
- hosting;
- municipal reimbursements (e.g., travel, meals, per diem);
- office set-up;
- ongoing or regular salaries;
- operational service pilots;
- overhead expenses;
- routine or regularly occurring data gathering;
- system updates or maintenance; and
- training.

## 4. Application Process

Applications under the IC component are due November 28 of the current program year. Late applications will not be accepted.

Only one application per managing partner per program year will be considered. If an applicant submits more than one grant application as a managing partner, the first submitted application will be evaluated for funding.

The evaluation of your grant application will be based only on the information submitted on the application form. Supplementary documentation will not be reviewed and will not impact the application evaluation and ranking. Please ensure that all relevant sections of the application form are completed prior to submission; incomplete applications may result in a lower score relative to other submitted grant applications.





# Request for Decision (RFD)

## Applicant Guidance:

What kind of questions are on the IC application form?	<ul style="list-style-type: none"><li>• The questions in the IC application are intended to allow the partnership to expand on project details, benefits to the region, and explain how the project addresses the needs and circumstances of the partnership.</li><li>• Answer the questions with details specific to your project and partnering local governments— tell us about your communities and why this work is important.</li></ul>
How are IC applications evaluated?	<ul style="list-style-type: none"><li>• IC evaluation criteria reflect a strong focus on project outcomes and regional benefits.</li><li>• For additional information to assist in completing a high-quality IC application, carefully review the evaluation criteria outlined in Schedule 1B, which includes specific information to consider when drafting your responses.</li></ul>

## 5. Grant Amounts

The maximum grant available per project is \$200,000.

## 6. Component Conditions

Applications under the IC component must involve a partnership of two or more eligible entities, as defined in the Eligible Entities section.

Eligible entities may participate in multiple project partnerships but may only be the managing partner on one IC project per program year.

The managing partner is the partnership member that submits the grant application on behalf of the partnership, enters into the grant agreement, receives and manages the grant funds on behalf of the partnership, and reports to the ministry on project expenditures and outcomes. All other formal partners are referred to as project participants.

The managing partner and project participants must confirm their project involvement through council resolutions or motions. The resolutions or motions should confirm support for their involvement in the project and designate a managing partner.

In the event of a change in project participants after the submission deadline, the managing partner must immediately notify Municipal Affairs. The removal of a primary project participant\* will render the project ineligible. Any change to other project participants is considered a material change to the application and may impact eligibility.

If all council resolutions or motions are in place, the managing partner **must** indicate this on the application form. If council resolutions or motions are underway but will be passed after the application is submitted, the managing partner must confirm to Municipal Affairs that they have been passed by December 23, 2025. If council resolutions are not confirmed by December 23, 2025, the project will be removed from consideration. While a copy of the resolution or motion is to be retained for records, it does not need to be submitted unless requested by Municipal Affairs.

Projects that have all resolutions in place at the time of submission may be considered more project ready than applicants obtaining resolutions after the application deadline.

\*A project participant is deemed "primary" when the partnership only has two participating local governments, the managing partner and primary participant.

## 7. Payment of Funds

ACP funds will be paid following legislative approval of the provincial budget and is contingent on a Conditional Grant Agreement (CGA) being duly executed.

Successful projects receive 75 per cent of the grant, typically provided within one month of the commencement of the Conditional Grant Agreement. The remaining 25 per cent will be provided upon submission of the Statement of Expenditures and Project Outcomes (SEPO) at the conclusion of the project.



# Request for Decision (RFD)

## 8. Time Period to Use Grant Funds

Grant recipients can retroactively apply grant funds towards approved projects effective April 1 of the program year unless otherwise stipulated in the CGA. No costs incurred prior to April 1 of the program year may be attributed to the grant.

When completing the application, select a reasonable project completion date that will allow sufficient time for the partnership to complete the project. This is the date by which all eligible project costs must be incurred and the use of grant funds expire. If the partnership experiences unforeseen delays that will impact the timely completion of the project, a time extension request for the CGA may be considered.

Municipal partnerships are strongly encouraged to complete projects by the completion date specified in the CGA, as delays can affect the project's scope and timeline, and potentially hinder progress from planning to implementation.

Funding that is not expended by the project completion date in the CGA must be returned to the Government of Alberta.

## 9. Reporting Requirements

The grant recipient must submit an SEPO (see main guidelines Sections 13.2).

SEPOs must be submitted within 60 days of the project completion date, or sooner if the project is completed prior to the Project Completion date.

Reporting questions should be directed to ACP staff at 780-422-7125 (toll-free in Alberta by first dialing 310-0000), or at [acp.grants@gov.ab.ca](mailto:acp.grants@gov.ab.ca).

### Applicant Guidance:

What are the managing partner's final reporting responsibilities for the IC component?

- The managing partner is responsible for monitoring reporting due dates and ensuring the timely submission of required reporting.
- The managing partner will submit the Statement of Expenditures and Project Outcomes (SEPO) through the ACPO platform within 60 days of the project completion date.
- A grant advisor will contact the managing partner regarding SEPO corrections and/or questions. When the final SEPO is certified, the remaining funds are released.





# Request for Decision (RFD)

## Schedule 1B – Evaluation of IC Applications

IC grant applications will be scored using the evaluation criteria below, to establish a primary ranking of projects based on merit and alignment with current program priorities.

While not exhaustive, additional information has been provided for the evaluation criteria that may assist when preparing your application. The application should clearly demonstrate how the project will benefit the unique circumstances and priorities of the regional partnership.

Responses are expected to be tailored to your specific project, and this customization may be considered in the scoring.

Funding recommendations will be made by a panel of program staff and may incorporate additional relevant factors such as geographic distribution of funds, past initiative funding, distribution of funds across service areas, and grant program reporting and compliance considerations.

PROJECT OUTCOME	
<b>1. Project results in improved level of integrated municipal service delivery for the region.</b>	<b>Maximum points: 25</b> <i>Corresponding application questions: 1, 2a &amp; 2b</i>
<ul style="list-style-type: none"><li>• <u>High score</u>: project results in significantly improved level of regional municipal service delivery.</li><li>• <u>Low score</u>: project has limited impact on the level of regional municipal service delivery.</li><li>• When drafting your response, please consider:<ul style="list-style-type: none"><li>◦ regional service gaps that will be addressed;</li><li>◦ service delivery efficiencies (cost, resources) expected to be realized, and how they will enhance the scale or scope of service delivery; and</li><li>◦ details that fully describe the new or enhanced regional municipal service delivery project.</li></ul></li></ul>	
<b>2. Project results provide broader benefits to the partnership.</b>	<b>Maximum points: 20</b> <i>Corresponding application questions: 2a &amp; 2b</i>
<ul style="list-style-type: none"><li>• <u>High score</u>: regional strengths and opportunities are leveraged, bringing significant benefit to the partnership and other local governments and organizations in the region.</li><li>• <u>Low score</u>: project has limited benefit for participating local governments.</li><li>• When drafting your response, please consider:<ul style="list-style-type: none"><li>◦ short- and long-term benefits to regional residents, businesses, and communities;</li><li>◦ how the benefits will be shared among the partners; and</li><li>◦ outcomes that contribute to economic growth and development or other efficiencies that will be realized within the region.</li></ul></li></ul>	
PROJECT PRIORITY	
<b>3. Project has been established as a priority for the region.</b>	<b>Maximum points: 15</b> <i>Corresponding application question: 3a</i>
<ul style="list-style-type: none"><li>• <u>High score</u>: project has been identified as a critical priority under a formal initiative (e.g., municipal strategic plan, watershed quality management, economic development, emergency services, red tape reduction).</li><li>• <u>Low score</u>: priority has not been clearly identified and project does not appear to align with broader regional or municipal plans.</li><li>• When drafting your response, please consider:<ul style="list-style-type: none"><li>◦ project alignment with a regional or provincial priority; and</li><li>◦ project alignment with legislative or regulatory requirements.</li></ul></li></ul>	



# Request for Decision (RFD)

**4. Project funding will help the partnership to resolve capacity-related barriers in order to undertake the project.**

**Maximum points: 10**  
*Corresponding application question: 3b*

- **High score:** the need for project funding is clear. Funding support will enable the partnership to undertake a regional initiative that requires additional expertise or resources beyond the existing capacity of the local governments.
- **Low score:** grant approval will have a minimal impact on the partnership's current ability to undertake the project.
- When drafting your response, please consider:
  - project complexity and immediacy of need; and
  - regional impact if the project is unable to proceed.

## PARTNERSHIP AND PROJECT READINESS

**5. Regional partners are actively engaged in project delivery and have the fundamentals (such as ICF protocols) in place to support project success.**

**Maximum points: 15** *Corresponding application questions: 4a & 4b*

- **High score:** project is collaborative and all participating local governments have the ability to influence project outcomes. Processes are in place to facilitate input into decision-making and resolve conflict.
- **Low score:** project delivery is driven by a third party, and it is unclear how municipal partners will be involved.
- When drafting your response, please consider:
  - protocols in place to facilitate partnership engagement;
  - tools to ensure partnership input on decision-making; and
  - dispute resolution processes to resolve potential conflict.

**6. Project is well-planned.**

**Maximum points: 5** *Corresponding application questions: 4c and 4d*

- **High score:** project planning appears completed. There are no significant concerns regarding the partnership's ability to execute the project successfully and achieve the expected benefits.
- **Low score:** insufficient information was provided to determine extent of planning for project delivery.
- When drafting your response, please consider:
  - identification of project milestones or phases; and
  - potential risks at each phase, and strategies to mitigate potential issues that may hinder on-time project completion.

## PARTNERSHIP BUDGET

**7. Project budget estimates are supported.**

**Maximum points: 10** *Corresponding application question: 5a & 5b*

- **High score:** the basis for the budget estimates and requested grant amount was identified, and project costs appear reasonable.
- **Low score:** insufficient information was provided to determine the basis of estimated project costs and requested grant amount.
- When drafting your response, please consider:
  - comprehensive project cost estimates from potential vendors or research on comparable project costs;
  - itemized project costs for each phase of the project; and
  - project costs are linked to scope of work identified under application question 4c.



# Request for Decision (RFD)

## Schedule 2 – Municipal Restructuring

### 1. Objective

The Municipal Restructuring (MR) component provides financial support to municipalities for projects associated with regional governance and municipal restructuring processes such as amalgamation, dissolution, or viability reviews.

The objectives of MR funding are to assist municipalities with the cost of:

- completing studies that may result in municipal restructuring or regional governance;
- infrastructure audits for municipalities undergoing a viability review or following a dissolution;
- transition following a dissolution or amalgamation; and
- critical infrastructure repairs and upgrades following a dissolution or amalgamation.

### 2. Eligible Entities

The following entities are eligible for funding under the MR component:

- Municipalities (cities, towns, villages, summer villages, municipal districts, specialized municipalities, and Special Areas).

### 3. Eligible Projects

#### Restructuring Study Stream

The Restructuring Study Stream provides funding towards one of the following types of studies associated with municipal restructuring:

- regional governance study involving two or more municipalities which must include the exploration of options that may lead to some form of municipal restructuring; and
- Infrastructure audit (during viability reviews).

#### Transitional Stream (Post-Restructuring)

The Transitional Stream supports eligible projects following the effective date of dissolution or amalgamation related to integrating the administration, governance, and legislation of the restructured municipality.

Examples of eligible projects include:

- financial audit of pre-restructured municipality/municipalities;
- community engagement activities including, but not limited to, advertising, public notices, and signage to communicate with residents, ratepayers and other stakeholders following restructuring;
- infrastructure audit or asset management plan following dissolution;
- integration or migration of administrative systems including, but not limited to, accounting and financial, assessment, communications, geographic information systems, information technology, and records management and taxation systems;
- legal and legislative costs including, but not limited to, contracts review, land title fees, electoral boundaries review, conducting by-elections, and bylaw and policy reviews;
- library costs including, but not limited to, establishment of new municipal library boards in the receiving municipality or amalgamated municipality;
- organizational review to optimize the structure and processes of the municipality;
- personnel costs including, but not limited to, additional staff time associated with the post-restructuring transition, staff training, and severance for staff employed in the former municipality or municipalities; and
- relocation of municipal operations in the dissolved or amalgamated municipality.

#### Infrastructure Stream (Post-Restructuring)

The Infrastructure Stream supports repairs and upgrades to existing, municipally owned capital infrastructure assets. The receiving municipality or amalgamated municipality may apply for funds once needs are known and prioritized.

Alberta Community Partnership Program | 2025/26 Program Guidelines

20





# Request for Decision (RFD)

Examples of eligible projects include:

- repairs and upgrades for existing, municipally owned infrastructure based on an infrastructure audit, asset management plan, or supporting documentation from the past five years that identify the priority project(s) that needs to be addressed;
- work needed to meet infrastructure and environmental standards that directly affects the dissolved municipality.

## 4. Application Process

Applicants are encouraged to contact a Municipal Viability Advisor prior to completing an application for regional governance and amalgamation studies. Please note, municipalities are no longer required to submit an application for infrastructure audits when the Minister has approved that a viability review be undertaken for transitional or infrastructure repairs and upgrades, where the Lieutenant Governor in Council has approved an Order-in-Council amalgamating or dissolving one or more municipalities.

For all MR funding streams, applications must be supported by council resolutions or appropriate motions from all project participants. In the absence of council resolutions, an application may be submitted with a letter from the municipality as managing partner (with a copy to partnering municipalities) that demonstrates support and includes a commitment to submit resolutions with anticipated timelines for submission.

All MR component applications are considered throughout the year until January 15 of the current program year.

Municipal Viability Advisors can be reached by telephone at 780-427-2225 (toll-free in Alberta by first dialing 310-0000), or by email at [viabilityreview@gov.ab.ca](mailto:viabilityreview@gov.ab.ca).

## 5. Grant Amounts

### A) Restructuring Study Stream

The maximum amount available under the Restructuring Study Stream for infrastructure audits as part of a viability review is \$150,000.

The maximum amount available under the Restructuring Study Stream for a regional governance study and/or amalgamation study project is \$200,000, available in two phases: up to \$100,000 for a preliminary study (Phase 1), and the remainder to prepare a report on negotiations after one or more participating municipalities initiate amalgamation proceedings pursuant to the *Municipal Government Act* (Phase 2).

In the case of an amalgamation study where an application is submitted by a municipality as managing partner, in cooperation with all municipalities jointly exploring amalgamation, the managing partner will be eligible for up to 100 per cent of the maximum grant.

In the case of a regional governance study and/or amalgamation study where an application is submitted by a municipality that wishes to initiate amalgamation proceedings with one or more other municipalities without unanimous agreement with the proposed partners, the initiating municipality will be eligible to apply for up to 10 per cent of the maximum grant to use towards the project. If all the municipalities party to the project agree to request the remaining funding, then up to the remaining 90 per cent may be approved and the initiating municipality would continue as the managing partner for the grant.

### B) Transitional Stream (Post-Restructuring)

The total amount available under the Transitional Stream following the effective date of the restructuring is a base amount of \$200,000 plus \$500 per capita (to a maximum of 500 persons per municipality) for each dissolving municipality, or for each amalgamating municipality excluding base and per capita funding for the municipality with the largest population (based on the 2024 Municipal Affairs Population List), not to exceed a maximum of \$450,000 in total funding.

### C) Infrastructure Stream (Post-Restructuring)

The total amount available under the Infrastructure Stream, following the effective date of the restructuring, is a base amount of \$750,000 plus \$1,500 per capita (to a maximum of 500 persons per municipality) for each dissolving municipality, or for each amalgamating municipality excluding base and per capita funding for the municipality with the largest population (based on the 2024 Municipal Affairs Population List), not to exceed a maximum of \$1.5 million in total funding.



# Request for Decision (RFD)

## 6. Component Conditions

### General Conditions for all MR Component Grants:

- A council resolution from the applicant must be submitted with the application for all MR streams. Council resolutions from other municipalities that are participating in the project (e.g., regional governance study or amalgamation study) or from municipalities that may be directly affected by the municipal restructuring (e.g., receiving municipality) should be in place and a copy of the council resolution submitted with the application.
  - In the absence of council resolutions, an application may be submitted with a letter from the applicant as managing partner (with a copy to partnering municipalities) that demonstrates support and includes a commitment to submit resolutions with anticipated timelines for submission.
- Municipalities involved in the projects may not separately apply under the MR component for the same study or restructuring process.
- Unused transitional grant funds cannot be applied to infrastructure projects, and vice versa.

If the cost of a project exceeds the maximum grant amounts, the municipality or municipalities involved are expected to cost-share or use other grant sources for the remainder of the project costs.

### Conditions Specific to the Restructuring Study Stream (Infrastructure Audit):

- Applicants that receive funding are required to use the Viability Review Infrastructure Terms of Reference template as part of their procurement documentation. The template can be obtained by contacting a Municipal Viability Advisor at 780-427-2225 (toll-free in Alberta by first dialing 310-0000), or by email at [viabilityreview@gov.ab.ca](mailto:viabilityreview@gov.ab.ca).

### Conditions Specific to the Transitional Stream (Post-Restructuring):

- All grant funding applied for under this stream must be accounted for separately by the receiving municipality (dissolution) or newly formed municipality (amalgamation) in accordance with the Conditional Grant Agreement (CGA).

### Conditions Specific to the Infrastructure Stream (Post-Restructuring):

- Funding to be used for existing, municipally owned infrastructure projects is conditional upon the completion of an infrastructure audit/asset management plan in the past five years, which assists with identifying and prioritizing critical infrastructure and municipal needs. If a recent infrastructure audit, asset management plan, engineering study or related documentation does not already exist, eligible entities may apply for funds through the Transitional Stream to support an infrastructure audit or an asset management plan.
- Infrastructure projects must be located within the geographic boundaries of the dissolved municipality, or if the infrastructure project is located outside the dissolved municipality, the project must directly benefit the residents and property owners of the dissolved municipality.
- All grant funding applied for under this stream must be accounted for separately by the receiving municipality (dissolution) or newly formed municipality (amalgamation) in accordance with the CGA.

## 7. Payment of Funds

ACP funding will be paid following legislative approval of the provincial budget and is conditional on a Conditional Grant Agreement (CGA) being duly executed.

When approved applications exceed the current year's budget allocation for the Municipal Restructuring Component, the ministry reserves the right to provide an initial payment and, if budget permits, provide the remaining funding in the next fiscal year, at the discretion of the ministry and as described in the CGA.

## 8. Time Period to Use Grant Funds

Successful applicants can apply grant funds towards approved projects effective April 1 of the current program year unless otherwise stipulated in the CGA. Infrastructure audits funded through the Restructuring Study stream must be completed within 12 months, while regional governance studies and post-restructuring projects must be completed within two years.

Funding that is not expended within the project completion date in the CGA must be returned to the Government of Alberta.



# Request for Decision (RFD)

## 9. Reporting Conditions

The grant recipient must submit a SEPO (see main guidelines Sections 13.2).

Upon completion, a copy of the infrastructure audit report or regional governance study funded under the Restructuring Study Stream must be submitted to the Municipal Capacity and Sustainability Branch of Municipal Affairs at [viabilityreview@gov.ab.ca](mailto:viabilityreview@gov.ab.ca).





# Request for Decision (RFD)

## Schedule 3 – Mediation and Cooperative Processes

### 10. Objective

The Mediation and Cooperative Processes (MCP) component provides support to local governments to develop collaborative protocols and processes to proactively manage conflict, assist in the negotiation of service agreements, land-use disputes, annexations, Intermunicipal Collaboration Frameworks (ICF) or Intermunicipal planning tools, such as an Intermunicipal Development Plan (IDP) or Joint-Use Planning Agreements (JUPA).

This enables local governments to rely on an agreed-upon process for collaboration. This component also supports local governments in using mediation, facilitation, or other dispute resolution alternatives to resolve intermunicipal conflict, as local solutions create options in the best interests of residents. This component is comprised of a Mediation stream and Cooperative Processes stream.

### 11. Eligible Entities

The following entities are eligible for funding under the MCP component:

- Municipalities (cities, towns, villages, summer villages, municipal districts, specialized municipalities, and Special Areas);
- Improvement Districts;
- Metis Settlements; and the
- Townsite of Redwood Meadows Administration Society.

### 12. Eligible Projects

#### A) Mediation Stream

The Mediation stream funds a mediator or third-party facilitator's fees and travel costs to support mediation or facilitative services to develop solutions to conflicts local governments are having with their municipal neighbours, regional services commissions, or other boards or agencies.

Eligible projects include:

- mediating conflict or facilitated negotiations between two or more local governments, including ICF implementation or interpretation; and
- mediating conflict or facilitated negotiations between a local government and another entity. (e.g., regional services commissions, school boards, library boards, First Nations, or Metis Settlements etc.)

#### B) Cooperative Processes Stream

The Cooperative Processes stream provides proactive support to local governments for building relations and cooperative processes within and between local governments through the Collaborative Governance Initiative (CGI). There are three types of cooperative processes within this stream.

- **Protocol Development** funds a consultant or an appropriate expert's fees and travel costs to assist in creating collaborative principles, processes, and protocols using consensus. This may involve an internal process within one local government or an external process between multiple municipal entities.
  - **Internal process example for a single local government:** A local government has a lack of consensus, so a consultant is hired to help with development of council and staff protocols and procedures regarding meeting management, roles and responsibilities, and strategic direction.
  - **External or multi-party example for groups struggling to work collaboratively:** A consultant is hired to facilitate discussions between multiple municipal entities to assist with the development of cooperation protocols.
- **Protocol Implementation** funds the implementation of principles, processes, and protocols already created. This may include use of supports provided through the Protocol Development Stream. This includes piloting, testing, and adjusting the protocols to achieve the desired objective.



# Request for Decision (RFD)

- **Intermunicipal Collaboration Framework Negotiation** funds a mediator or third-party facilitator's fees and travel costs to assist in the negotiation of ICFs, IDPs or other intermunicipal planning or service agreements (e.g., neighbouring local governments with contentious or complex negotiations that require a third party to renegotiate an eligible agreement).
  - The objective of this IDP and ICF funding support is to help local governments access third-party facilitators or mediators when they have a demonstrated need for such services during the implementation or interpretation of their agreements.
  - Applicants seeking grant funds to contract technical resources and expertise to develop an IDP or update an ICF, and do not need additional negotiation support, should consider the ACP-IC component (see Schedule 1A).

## 13. Application Process

Applications are typically completed after discussion with the Ministry's Municipal Collaboration area. Staff can be reached at 780-427-2225 (toll-free in Alberta by first dialing 310-0000), or at [municipalcollaboration@gov.ab.ca](mailto:municipalcollaboration@gov.ab.ca)

For all MCP funding streams, applications must be supported by council resolutions or appropriate motions from all project participants. In the absence of council resolutions, an application may be submitted with a letter from the requesting local government (with a copy to partnering local governments), that demonstrates support and is signed by the Chief Elected Official.

All MCP component applications are considered throughout the year until February 3 of the current program year.

Decisions are based on information provided in the ACP application form regarding the project's complexity and the immediacy of need. The degree of complexity considers the number of issues, services, or factors to be negotiated and the number of local governments involved. The immediacy of need for facilitation or mediation assistance is based upon the following factors but not limited to:

- Degree of conflict or disagreement;
- History of conflict between the local governments;
- Capacity to facilitate or resolve the issues or to collaborate; and
- Likelihood of conflict escalation.

## 14. Grant Amounts

The MCP component has funding maximums as follows:

- Mediation Stream: \$20,000
- Cooperative Processes Stream:
  - Protocol Development: \$50,000
  - Protocol Implementation: \$30,000
  - Intermunicipal Collaboration Framework (ICF) Negotiation: \$50,000

The Minister may vary these maximum amounts and cost-share contributions (see Section 6 below) in extraordinary or highly contentious projects.

## 15. Component Conditions

For projects involving cost-share or matching municipal contributions, the following verifiable in-kind expenses are eligible:

- costs to rent space for project-related meetings or stakeholder consultations;
- overtime hours for municipal staff dedicated to the project;
- additional costs for project-related meetings or stakeholder consultations, including the rental of specialized equipment;
- purchase of materials for meetings or stakeholder consultations;
- preparing reports, photocopying/preparation and distribution;
- travel/participation costs for specific groups (e.g., non-profits, community groups, marginalized communities); and
- travel costs for municipal staff to support meetings.

Additional verifiable in-kind expenses may be considered eligible. Applicants are encouraged to discuss in-kind expense options with a program advisor.





# Request for Decision (RFD)

## **Conditions Specific to the Mediation Stream:**

The Mediation stream grant of up to \$20,000 provides one-third of mediation costs and is conditional on the municipal partners contributing two-thirds of the total cost. For example, to receive a maximum mediation grant of \$20,000, the municipal partners would need to contribute an additional \$40,000, reflecting a total project cost of \$60,000.

## **Conditions Specific to the Cooperative Processes Stream:**

Cooperative Processes stream grants are conditional upon the local governments matching the grant funding and can include verifiable in-kind contributions. For example, to receive a maximum ICF Negotiation grant amount of \$50,000, the municipal partners must contribute an additional \$50,000, reflecting a total project cost of \$100,000.

Local governments must complete all reporting requirements under Protocol Development prior to submitting an application for Protocol Implementation funding. The project reporting must demonstrate progress and reflect that grant funds have been fully expended, prior to submitting a Protocol Implementation application.

## **16. Payment of Funds**

Funding will be paid following legislative approval of the provincial budget and is conditional on the following:

- a Conditional Grant Agreement (CGA) being duly executed; and
- for the Mediation stream, by way of instalment upon receipt of a copy of the mediator's invoices submitted that demonstrates project costs; or
- for the Cooperative Processes stream, by way of lump-sum payment.

## **17. Time Period to Use Grant Funds**

Successful applicants can apply grant funds towards approved projects retroactive to April 1 of the current program year unless otherwise stipulated in the CGA. The project completion date will be determined in consultation with ministry staff and should ensure that it allows sufficient time for all reporting activities to be completed (typically one to two years). If the funding will not be expended by the project completion date reflected in the CGA, a time extension request must be submitted (see main guidelines section 9.2). Any grant funds unexpended upon completion or termination of the project shall be returned to the Government of Alberta.

## **18. Reporting Conditions**

The grant recipient must submit an SEPO (see main guidelines Sections 13.2).

Upon completion, a copy of the report or study funded under the Cooperative Processes stream must be submitted to the Municipal Capacity Services Unit of Municipal Affairs at [municipalcollaboration@gov.ab.ca](mailto:municipalcollaboration@gov.ab.ca).



# Request for Decision (RFD)

## Schedule 4 – Municipal Internship

### 1. Objective

The Municipal Internship (MI) component provides support to municipalities and planning service agencies to recruit, train, and retain municipal employees who can progress into leadership positions in Alberta municipalities. The intent of this program is to provide recent post-secondary graduates with the opportunity to develop knowledge, skills, and experience so that they may pursue careers in municipal administration, finance, or land-use planning and help build the capacity of Alberta's municipal sector.

Host organizations provide hands-on work experience, coaching, mentoring, and learning opportunities to their interns. To support hosts, the ministry provides a workplan template (see Section 2 below) customized to the organization's priorities and projects and grant funding to help cover the costs of hosting an intern. Both interns and hosts are supported by the ministry's program team, which provides learning resources, professional development opportunities, coaching, and program guidance.

Interns bring knowledge, energy, and desire to learn to their host organizations. Through their experience in the program, interns gain a broad understanding of municipal government and administration and develop technical skills and competencies in one of three program streams:

- **Administrator:** for post-secondary graduates from selected academic disciplines. An Administrator intern is supervised by a senior member of the organization, participating in a wide variety of tasks and projects, and exploring potential career paths in their areas of interest. Interns in this stream will focus on building skills and knowledge in policy, management, and operations.
- **Finance Officer:** for post-secondary graduates from an accounting or finance discipline. A Finance Officer intern is supervised by a senior finance officer who supports them in their work in the finance department and ensures the intern has an opportunity to supplement that learning with experiences in other departments. Interns in this stream may choose to pursue their Chartered Professional Accountant designation.
- **Land-Use Planner:** for post-secondary graduates from a land-use planning or related program. Host organizations must undertake most land-use planning activities in-house. A Land-Use Planner intern is supervised by a senior planner (on staff) who supports the intern in their work in the planning department, and ensures the intern has an opportunity to supplement that learning with experiences in other departments. Interns in this stream may choose to pursue their Registered Professional Planner (RPP) certification.

### 2. Internship Workplan

The Municipal Internship Workplan is designed to ensure a broad variety of experience for interns so they may start building a well-rounded understanding of municipal operations and management during their term. The workplan provides both a common structure and flexibility for customization so each host can create a plan that will best support its priorities and current activities and support the host's intern in their area of interest and education.

The workplan consists of six "core" learning areas in which all interns will gain work experience, skills, and knowledge, regardless of program stream:

- municipal government in Alberta (history, structure, and legislation);
- governance (council);
- management (administration);
- financial services;
- human resources; and
- land-use planning.

Finance Officer and Land-Use Planner interns will explore their respective department areas in more depth during their term.

The workplan provides further recommended activities and learning opportunities in other municipal functions to supplement the core areas. Host municipalities will determine which of these areas will be part of their intern's experience based on municipal priorities and projects, and their intern's skills, interests, education, and career goals.



# Request for Decision (RFD)

These additional areas include (but are not limited to):

- agricultural services and agricultural services boards;
- assessment and taxation;
- communications;
- community services;
- economic development;
- emergency and protective services;
- infrastructure, public works, and transit;
- intergovernmental relations;
- legislative services; and
- public library services.

### 3. Eligible Entities

The following entities are eligible under the MI component:

- municipalities (cities, towns, villages, municipal districts, and specialized municipalities); and
- intermunicipal planning service agencies (Land-Use Planner stream only).

Applicants must also meet specific population thresholds to be eligible (based on the 2024 Municipal Affairs Population List):

Program Stream	Population Range
Administrator	Between 700 and 75,000
Finance Officer	Between 2,500 and 125,000
Land-Use Planner	Between 5,000 and 125,000

#### Required Host Characteristics:

To be considered as a host for an intern, the organization must demonstrate:

- a strong council-administration or board-administration relationship exists, and there is a strong commitment from both to have an intern;
- an organizational commitment to the Internship program's goals and requirements of the workplan;
- a dedicated supervisor is appointed for the intern and an additional staff member is available as an alternate. The supervisor is to be the chief administrative officer or a senior manager (Administrator stream), a senior financial officer (Finance Officer stream), or a senior planner (Land-Use Planner stream);
- the organization undertakes the majority of their planning in-house and has a senior planner on staff (preferably with a RPP designation) (Land-Use Planner stream only);
- Land-Use Planner and Finance Officer interns are supported to pursue their professional designations (Registered Professional Planner and Chartered Professional Accountant, respectively) should they wish to achieve these credentials;
- A sufficient commitment of resources, both financial and staff, can be made; and
- An ability to provide learning opportunities and hands-on experiences in a wide range of municipal management and operational tasks, and an interest in providing coaching, mentoring, and sharing of knowledge with an intern.





# Request for Decision (RFD)

## 4. Eligible Projects

The MI component has three streams. An eligible municipality or organization can apply under any or all of the streams of this program component in a program term; however, the applicant must complete separate applications as each stream is evaluated separately.

Host municipalities are expected to dedicate sufficient time, support, and financial resources to the project, and demonstrate an organizational commitment to the vision and purpose of the Internship Program.

### A) Administrator

The Administrator stream allows for the hosting of an intern for an 18-month term. An Administrator intern is supervised by a senior member of the organization who supports the intern with developing competency in policy development and project management, as well as transferring knowledge about governance, management, and operations of municipalities. The supervisor is also expected to support the intern with the coordination of rotations through departments across the organization, assignment of tasks, projects and other work that develops the intern's skills, and provides opportunities for the intern to explore career paths within municipal government.

### B) Finance Officer

The Finance Officer stream allows for the hosting of an intern for an 18-month term. A Finance Officer intern is supervised by a senior finance officer who supports the intern with developing competency in public sector accounting, budgeting, financial analysis, and financial reporting. The supervisor is also expected to support the intern with the coordination of rotations through departments across the organization, assignment of tasks, projects, and other work that develops the intern's skills, and provides opportunities for the intern to explore career paths within municipal government. Host municipalities are expected to support their intern in pursuing their Chartered Professional Accountant designation should the intern wish to do so.

### C) Land-Use Planner

The Land-Use Planner stream allows for the hosting of an intern for an 18-month term. Host organizations must undertake most land-use planning activities in-house. A Land-Use Planner intern is supervised by a senior planner (on-staff) who supports the intern in their work in developing competency in the development and maintenance of statutory and non-statutory plans, development processes, and project management. The supervisor is also expected to support the intern with the coordination of rotations through departments across the organization, assignment of tasks, projects, and other work that develops the intern's skills, and provides opportunities for the intern to explore career paths within municipal government. Host organizations are expected to support their intern in pursuing their Registered Professional Planner accreditation should the intern wish to do so.

For all streams, host organizations are expected to provide their intern with experience across the key functional areas of municipal operations and management. Municipalities that are not able to offer an intern experience in all functional areas are encouraged to partner with another municipality, a regional services commission, or an intermunicipal planning services agency to provide their intern with the relevant experience in that area. The lead, or 'managing partner' must be a municipality that meets the eligibility requirements in Section 3. This municipality submits the application, receives the grant funding, is responsible for ensuring the intern Workplan is implemented, and submits grant reporting.

Generally, the partnering municipalities share the intern's time (e.g., two or three months on a rotating basis) or the term may be split into two nine-month blocks. The partners also split the costs associated with hosting an intern. The name of the partnering municipalities and details of how the partnership is to be implemented are required in the Grant Application Form. Program staff can provide recommendations on partnership hosting arrangements.

## 5. Application Process

An eligible municipality or organization can apply under any or all of the streams of this program component in a program year; however, a separate application is required for each stream. If selected, an applicant may only host one intern in one stream per program year.



# Request for Decision (RFD)

Each project application submitted to Municipal Affairs will be reviewed to ensure it meets the requirements outlined in these guidelines. Once a project is assessed, a recommendation is forwarded to the Minister of Municipal Affairs. All decisions by the Minister are final. Applicants will be advised in writing of the status of their submission.

Applications are due by October 17, 2025, and are evaluated after the deadline. Host organizations are selected, and funding is awarded based on information provided in the application form up to the maximum number of internship positions available in the program year.

## Applicant Guidance:

What is the program length for the MI component?	<ul style="list-style-type: none"><li>The MI component has a standard 18-month term for all three internship streams (Administrator, Finance Officer, and Land-Use Planner).</li><li>Although the length of the internship is 18 months, the program intake occurs annually, typically with a deadline for submissions in the fall (see Key Dates and Contacts, above).</li></ul>
--	---

## 6. Grant Amounts

Grant funding of \$62,500 per host municipality is provided, and allocated as follows:

<b>Compensation</b> \$55,500	Host municipalities are recommended to pay their intern in the range of \$48,000 to \$58,000 in salary per year (\$70,500 to \$85,500 for 18 months).  The grant will provide \$55,500 to each host municipality to cover some of the intern's salary, benefits, and other payroll deductions. As interns may not qualify for some benefit plans due to their temporary or contract status, the host municipality may consider offering a health spending or wellness account to their intern.
<b>Expenses</b> \$7,000	Includes: recruitment, relocation, professional development, safety equipment, association membership fees, and electronic equipment. Costs for supervisors to attend in-person Internship workshops can also be allocated to this category.

## 7. Payment of Funds

Funding will be paid following legislative approval of the provincial budget and is subject to a Conditional Grant Agreement (CGA) being duly executed.

## 8. Time Period to Use Grant Funds

Successful applicants can apply grant funds to eligible project expenditures as per project timelines stipulated in the CGA. Interns may start their employment between April 27 – June 5, 2026. Internships are to be completed 18 months from the intern's start date.

## 9. Reporting Conditions

The grant recipient must submit an SEPO (see main guidelines Sections 13.2) through ACPO. Additionally, supporting documentation is required and includes a Workplan, an Intern Interim Report, a Supervisor Interim Report, an Intern Final Report, and a Supervisor Final Report, as per the CGA. These documents are submitted to [municipal.internship@gov.ab.ca](mailto:municipal.internship@gov.ab.ca).



# Request for Decision (RFD)

## Schedule 5 – Asset Management Support

### 1. Objective

The Asset Management Support (AMS) component helps enhance municipal viability by assisting eligible local governments to improve their asset management practices. By investing in asset management, local governments can make informed decisions to deliver sustainable services, manage risk effectively, and maximize the value of their infrastructure investments.

AMS includes two streams: the Infrastructure Audit Stream and the Asset Management Planning Stream\*.

The objective of AMS funding is to support local governments with limited capacity in addressing infrastructure management challenges by helping to offset the costs of:

- infrastructure audits for eligible local governments not currently under a viability review;
- asset management plans and policies; and
- frameworks that guide asset management practices.

\*The Asset Management Planning Stream is currently being offered as a pilot; its effectiveness will be assessed to determine future availability and to ensure the best use of available funding.

### 2. Eligible Entities

The AMS component is available (by invitation) to local governments with populations under 5,000\*, without an asset management plan.

In addition, the Infrastructure Audit Stream is intended for eligible municipalities that have triggered the Infrastructure Age and Investment in Infrastructure\*\* sustainability indicators over multiple years. These indicators are calculated using data submitted to Municipal Affairs annually through audited Financial Statements and/or Financial Information Returns. More information on these indicators can be found on Alberta's municipal indicators webpage (<https://www.alberta.ca/municipal-indicators>). Special consideration will also be given to eligible Metis Settlements. The Minister may also consider unique needs or special circumstances beyond these criteria.

The following local governments that meet the above criteria are eligible managing partners and project participants:

- municipalities (towns, villages, summer villages, municipal districts, specialized municipalities, improvement districts, and Special Areas);
- Metis Settlements; and
- Townsite of Redwood Meadows Administration Society.

\*Population thresholds are based on the 2024 Municipal Affairs Population List.

\*\*Infrastructure Age sustainability indicator is defined as the depreciated (amortized) value of tangible capital assets as a percentage of original cost. It is flagged when the net book value of the tangible capital assets is less than 40 per cent of the original cost.

Investment in Infrastructure sustainability indicator is defined as the ratio of new investment in capital assets compared to the depreciation (amortization of existing assets over 5 years). It is flagged if a municipality's capital spending is less than the depreciation of its assets, indicated by results less than 1.

### 3. Eligible Projects

#### A) Infrastructure Audit Stream

The Infrastructure Audit Stream provides funding for infrastructure audits to eligible local governments that are not currently under a viability review.

#### B) Asset Management Planning Stream

The Asset Management Planning Stream provides funding for eligible local governments for projects that strengthen municipal asset management practices and capacity. Examples of eligible projects and expenditures include:

- needs assessments and gap analyses (e.g., software requirements);
- asset risk assessments;





# Request for Decision (RFD)

- development of asset management policies, and/or upgrades to existing policies (e.g., financial policies, debt and reserve policies, service level policies, user fee policies);
- core infrastructure data collection and analyses;
- core infrastructure condition and site assessments, and energy efficiency analyses;
- core infrastructure upgrade and improvement cost models;
- updated 10-year capital plans;
- development of communications plans; and
- asset management training.

## C) Ineligible Project Costs

Capital expenditures, such as project expenditures associated with the construction, purchase, or betterment of capital assets or equipment are ineligible.

Costs associated with the direct implementation or existing and ongoing operational costs related to the delivery of regional or municipal services are ineligible, including costs associated with:

- hardware or software purchases, installation, or upgrades;
- hosting;
- municipal reimbursements (e.g., travel, meals, per diem);
- office set-up;
- ongoing or regular salaries;
- operational service pilots;
- overhead expenses;
- routine or regularly occurring data gathering; and
- system updates or maintenance.

## 4. Application Process

AMS component applications will be made by invitation from the Minister on a case-by-case basis. The Minister will initiate the application process by inviting the local government or local governments within a region to apply. After receiving the application invitation, the local government will be provided with the Asset Management Application Form and instructions regarding the next steps for funding consideration. An invitation to apply does not guarantee that the project will be funded.

Eligible local governments will need to ensure that all relevant sections of the application form are completed prior to submission.

Eligible local governments not invited to apply under the AMS component may still submit asset management projects for consideration through the IC or MR component.

## 5. Grant Amounts

### A) Infrastructure Audit Stream

The maximum amount available within the Infrastructure Audit stream (for eligible local governments that are not currently under a viability review) is \$150,000.

### B) Asset Management Planning Stream

The maximum amount available under the Asset Management Planning stream will be determined and evaluated for each participating local government or region.

The Minister may vary maximum amounts and cost-share contributions (see Section 6 below).

## 6. Component Conditions and Recommendations

### General Conditions for all AMS component grants:

A council resolution or motion from the applicant is required to be in place and **must** be indicated on the application form. If a council resolution or motion is underway but will be passed after the application is submitted, the applicant must notify



# Request for Decision (RFD)

Municipal Affairs as soon as possible. While a copy of the resolution or motion is to be retained for records, it does not need to be submitted unless requested by Municipal Affairs.

Unused Infrastructure Audit grant funds cannot be applied to Asset Management Planning projects, and vice versa.

If the cost of a project exceeds the maximum grant amounts, the local government(s) involved are expected to cost-share or use other grant sources for the remainder of the project costs.

## **Recommendations Specific to the Infrastructure Audit Stream:**

While not required, applicants that receive funding are encouraged to use the Municipal Affairs Infrastructure Terms of Reference template as a resource as part of their procurement documentation. The template can be obtained by contacting a Grant Advisor by telephone at 780-422-7125 (toll-free in Alberta by first dialing 310-0000), or by email at [acp.grants@gov.ab.ca](mailto:acp.grants@gov.ab.ca).

## **Conditions Specific to the Asset Management Planning Stream:**

Applications under this stream must involve a regional partnership of two or more eligible entities, as defined in the Eligible Entities section.

Asset Management Planning stream grants require municipal partners to contribute at least one-quarter of total project costs. The maximum grant amount available will be determined and evaluated for each participating local government or region.

Project participants must choose a managing partner to submit the grant application on behalf of the participants. The managing partner enters into the grant agreement, receives and manages the grant funds on behalf of the participants, coordinates cost-sharing contributions, and reports to the ministry on project expenditures, cost-sharing contributions, and outcomes. All other partners are referred to as project participants.

Program staff will establish regular check-ins with participating local governments and facilitate connections with relevant asset management-related industry associations. A working group may be formed to support collaboration, knowledge sharing, and alignment with best practices.

The managing partner and project participants must confirm their project involvement through council resolutions or motions, and the managing partner **must** indicate this on the application form. The resolutions or motions should confirm support for their involvement in the project and designate the managing partner. If council resolutions or motions are underway but will be passed after the application is submitted, the managing partner must notify Municipal Affairs as soon as possible. Copies of the resolutions or motions are to be retained but do not need to be submitted unless requested by Municipal Affairs.

## **7. Payment of Funds**

Funding will be paid following legislative approval of the provincial budget and is subject to a Conditional Grant Agreement (CGA) being duly executed.

## **8. Time Period to Use the Grant Funds**

Grant recipients can retroactively apply grant funds towards approved projects effective April 1 of the program year unless otherwise stipulated in the CGA. No costs incurred prior to April 1 of the program year may be attributed to the grant.

When completing the application, select a reasonable project completion date that will allow sufficient time for project completion. This is the date by which all eligible project costs must be incurred and the use of grant funds expire. If the project or partnership experiences unforeseen delays that will impact the timely completion of the project, a time extension request for the CGA may be considered.

Funding that is not expended by the project completion date in the CGA must be returned to the Government of Alberta.

## **9. Reporting Conditions**

The grant recipient must submit an SEPO (see main guidelines Sections 13.2).

The SEPO must be submitted within 60 days of the project completion date, or sooner if the project is completed prior to the Project Completion date.





# Request for Decision (RFD)

## Schedule 6 – Strategic Initiatives

### 1. Objective

The Strategic Initiatives (SI) component provides grants for unique or exceptional projects that have outcomes of strategic importance to the ministry or province, often with a regional focus.

### 2. Eligible Entities

The following entities are eligible for grants under the SI component:

- municipalities (cities, towns, villages, summer villages, municipal districts, specialized municipalities, improvement districts, and Special Areas);
- Metis Settlements;
- Townsite of Redwood Meadows Administration Society; and
- municipal professional administrative organizations.

### 3. Eligible Projects

Eligible projects include:

- support for training and development for municipal professional administrative organization members and staff; and
- projects of provincial strategic significance that are deemed a ministry priority.

### 4. Application Process

Eligibility for the SI component is needs-based, and applicants should contact a Grant Advisor to discuss proposed SI projects. Grant Advisors can be reached at 780-422-7125 (toll-free in Alberta by first dialing 310-0000) or at [acp.grants@gov.ab.ca](mailto:acp.grants@gov.ab.ca).

### 5. Grant Amounts

The maximum amount of funding available under the SI component is a ministry determination.

### 6. Component Conditions

All projects funded through the SI component must demonstrate the unique or exceptional nature of the project, its strategic significance, and how it aligns with ministry or provincial priorities.

The Minister may modify program criteria such as eligibility and application requirements to respond to Government of Alberta and Municipal Affairs' priorities.

### 7. Payment of Funds

Funding will be paid following legislative approval of the provincial budget and is subject to a Conditional Grant Agreement (CGA) being duly executed.

### 8. Time Period to Use Grant Funds

Successful applicants can apply grant funds towards approved projects effective April 1 of the program year unless otherwise stipulated in the CGA. Applicants determine the appropriate project completion date to be specified in the CGA and should ensure that the project completion date allows sufficient time for all reporting activities to be completed. If the funds will not be expended by the project completion date in the CGA, a time extension request should be submitted (see main guidelines section 9.2). Any grant funds unexpended upon completion or termination of the project shall be returned to the Government of Alberta.

### 9. Reporting Conditions

The grant recipient must submit an SEPO (see main guidelines Sections 13.2).

Alberta Community Partnership Program | 2025/26 Program Guidelines

34



# Request for Decision (RFD)

**Meeting Date:** Thursday, November 27, 2025.

**Agenda Item:** #

**Topic:** Grader Purchase

**Presented By:** Chris Minalo, Public Works Manager

---

## **Recommendation:**

**That Smoky Lake County award the purchase of a new motor grader to Finning Canada for the supply of a Caterpillar 160-15A AWD Motor Grader for a total cost not to exceed \$732,900.00, as per the submitted quote.**

---

## **Background:**

Unit 509, one of the County's primary graders used for road maintenance and snow removal, has reached 13,628 hours of operation. Public Works mechanics conducted a full mechanical assessment to determine viability for continued service.

The mechanics have identified that Unit 509 requires \$80,000 in parts alone to remain operational. This estimate does not include labour, additional breakdown risks, or downtime costs.

Administration also notes that purchasing a replacement unit in 2025 rather than delaying until 2026 will result in substantial cost savings, as both Caterpillar and John Deere have confirmed significant price increases are expected for the 2026 model year.

Finning provided a formal quote for a 2026 CAT 160-15A AWD Motor Grader totaling \$732,900.00, including freight, warranty, attachments, and 48-hour availability guarantee.

Quote Reference: Finning Q-00145220

John Deere through Brandt Tractor also provided quotes for comparable graders (872GP and 872P series), ranging between \$655,600.00–\$678,600.00 + GST, depending on configuration.

Public Works and mechanics reviewed both submissions. While the John Deere units offer competitive pricing, staff note:

- CAT offers attachments already compatible with County operations.
- Both quotes offer 48-Hour Availability Guarantee to reduce downtime and ensure winter responsiveness.
- Finning confirmed availability for delivery before year-end, ensuring the County captures the 2025 pricing.

## **Benefits:**

- **Reduced Downtime:** The CAT 160-15A includes a 48-hour repair or loaner guarantee, ensuring high availability and reliable winter operations.
- **Operator Safety:** A new, heavier-duty grader ensures safe operation when pulling heavy



# Request for Decision (RFD)

equipment and during winter maintenance.

- Avoided Repair Costs: Investing \$80,000 in an aging grader offers no long-term value and risks further breakdowns.
- Cost Savings: Purchasing in 2025 avoids anticipated 2026 price increases for graders across major suppliers.
- Fleet Reliability: Replacing Unit 509 maintains fleet continuity and ensures reliable summer and winter road maintenance.

## Disadvantages:

- The purchase reduces capital reserves for 2025.

## Alternatives:

- Repair Unit 509: Not recommended due to high repair costs, labour requirements, risk of additional failures, and lack of warranty.
- Rent or Lease: More expensive over time and does not build equity in County assets.
- Defer Purchase: Would result in higher 2026 costs and continued risk of breakdown.

## Financial Implications:

- Budget Impact: Within available capital budget.
- Estimated 2026 price increases: 8–12% industry-wide.
- Avoided repairs: \$80,000 (parts only, does not include labour).
- Trade-in or resale value for Unit 509 will be evaluated separately.

## Legislation:

- Municipal Government Act (RSA 2000, c. M-26):
  - Section 5 – Municipal Powers
  - Sections 242–245 – Budget adoption and expenditure authorization
  - Section 518 – Authority to acquire equipment for municipal operations
- Occupational Health and Safety Act (RSA 2017):
  - Requires employers to provide safe equipment for staff operating heavy machinery.

## Intergovernmental:

NA

## Strategic Alignment:

- Infrastructure Sustainability: Supports long-term investment in safe, reliable road maintenance equipment.
- Operational Excellence: Provides Public Works with equipment capable of supporting efficient summer grading and winter snow removal.
- Fiscal Responsibility: Avoids future cost escalation and eliminates major repair costs on an aging unit.



# Request for Decision (RFD)

**Enclosure(s):**

- Brandt Tractor Quotes
- John Deere 872GP/872P Graders

Signature of the CAO: \_\_\_\_\_

A handwritten signature in black ink, appearing to read "B. Adorn", written over the signature line.



# Request for Decision (RFD)

**Meeting Date:** Thursday, November 27, 2025

**Agenda Item:** #

**Topic:** Community Planning Association of Alberta (CPAA) Conference

**Presented By:** Planning and Community Services

---

**Recommendation:**

**That Smoky Lake County Council attend the 2026 Community Planning Association of Alberta (CPAA) Conference, from April 27<sup>th</sup> to 29<sup>th</sup>, 2026, at the Red Deer Resort and Casino.**

**Background:**

The Community Planning Association of Alberta (CPAA) is an organization dedicated to the promotion of community planning in the Province of Alberta. Through various means, the Association provides a forum for the discussion of community planning-related concepts, ideas and issues with a view towards solutions, and seeks to encompass among its membership, all stakeholders involved and affected by community planning, and to engage them in common discussion and in the promotion of sound community planning.

**Benefits:** Provides an opportunity for Council to become more familiar with planning and development related legislation and regulations and to learn from case studies in other communities throughout Alberta. Provides an opportunity for Council to network with planning professionals and with Councillors from other municipalities.

**Disadvantages:** Council time and expenses.

**Alternatives:** Do not attend the 2026 CPAA Conference. Consider sending some of Council instead of all of Council.

**Financial Implications:** Expenses for Councillors' registration fees (\$750/Councillor), hotels (\$465/Councillor for 3-nights accommodation) and mileage are included in the proposed 2026 Planning and Development Budget.

**Legislation:** Nil.

**Intergovernmental:** Nil.

**Strategic Alignment:** Nil.

**Enclosure(s):**

**Enclosure #1 – List of Conference Speakers and Topics**

**Approved by the Interim CAO:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## Enclosure #1 – List of Conference Speakers and Topics

11/14/25, 1:52 PM

Speakers – Community Planning Association of Alberta



# Speakers

## Discover the Power of Innovation with Jim Hole

Keynote Speaker

<https://www.communityplanningalberta.com/speakers/>

1/10





## **Jim Hole** **Farming, Horticulturalist, & Agriculture** **Expert**

Jim Hole's rise to a successful commercial horticultural enterprise is an inspiring story. It all starts with his mom, Lois Hole, former Lieutenant Governor of Alberta, his dad and his extended family selling vegetables as a small family business. His entrepreneurial attitude and the successful planning of his farm and greenhouse operation, hold valuable lessons for business innovation.

Jim and his brother Harry created the world-renowned and award-winning "The Enjoy Centre" in Saint Albert. It boasts a 100-mile diet restaurant, day spa, organic food store, wine store, bakery, deli, convention/conference space, and greenhouses. Jim implemented a self-sufficient eco-system for the facility. This system recycles rainwater and nutrients from the greenhouses to nourish the plants. It also collects renewable energy. Jim implements innovative ideas for his business on a daily basis. He is recognized in Alberta as a leader for growing a business while protecting the environment. He has developed a business model

<https://www.communityplanningalberta.com/speakers/>

2/10

that surpasses all greenhouses in Canada through innovation. It's now a successful multi-million-dollar enterprise. Jim delivers practical insights on leadership, innovation, farming, future of agriculture, ethical eating, ethical growing, community development, sustainable development, entrepreneurship, sustainability, horticulture, green technology, and philanthropy.

## The Dirt on Development: Water, Waste & Building Code Realities



**Brad Salter**

<https://www.communityplanningalberta.com/speakers/>

3/10



Brad has 12 years of experience as a hydrogeologist and is a practicing member of APEGA. He has worked on projects dealing with a wide array of groundwater related issues, including groundwater licensing, dewatering, aquifer delineation, and various projects determining impacts to groundwater caused by industrial and commercial developments. As a consultant he has completed dozens of reports dealing with groundwater supply for new residential subdivision applications.



## Robert Renschler

Born and raised in Bow Island, Alberta, I grew up on a farm where a strong work ethic and hands-on experience were part of everyday life. My father and grandfather were both tradesmen my father a journeyman plumber, gas fitter, and sheet metal mechanic, and my grandfather a plumber and gas fitter. Their influence sparked my early interest in the trades, and I began working alongside them from a young age.

After graduating, I moved to Medicine Hat to pursue a career in plumbing. I earned my journeyman certification in plumbing and gas fitting from Medicine Hat College. When my father became ill, I took over the family

business and expanded it into a full-service construction company, offering plumbing, gas fitting, electrical, and refrigeration services. Years of physically demanding work eventually led to multiple surgeries, prompting a career shift. After thoughtful discussions with my wife, I accepted a position with a safety codes inspection agency in Southern Alberta. Over the years, I committed to continuous professional development and earned multiple designations, including Building (Level 3), Gas, Plumbing, and Private Sewage Systems making me one of the few inspectors in Alberta with this breadth of certification.

In 2004, I relocated with my family to Grande Prairie to take on a broader inspection role across Northern Alberta. In 2011, I was invited by John Simpson to join the County of Grande Prairie and establish its Safety Codes Inspection Department. Since then, I've led the development and growth of the department, and I'm proud of the legacy we've built. As I look ahead, I plan to retire from inspections in the coming years, leaving behind a career rooted in integrity, technical excellence, and service to the community.

# Ask the Bench: Planning & Development

## Legal Q&A

<https://www.communityplanningalberta.com/speakers/>

5/10



## Daina Young

Daina's practice primarily focuses on municipal law and administrative law.

As Co-Chair of the firm's Municipal Law Team, she is a trusted advisor for municipalities and related entities. She has appeared before all levels of courts in Alberta and the Supreme Court of Canada. She regularly appears before and acts as counsel for administrative tribunals, including subdivision and development appeal boards and the Land and Property Rights Tribunal. Daina also provides advice and guidance to regional governance bodies such as growth management boards and regional services commissions.

Daina regularly writes and speaks on municipal law issues and has given presentations at a number of municipal association conferences, including Alberta Municipalities, Rural Municipalities of Alberta, the Society of Local Government Managers (SLGM), the Local Government Administration Association and Alberta Municipal Supervisors.

<https://www.communityplanningalberta.com/speakers/>

6/10



## Gwendolyn Stewart-Palmer

Gwendolyn Stewart-Palmer has been a partner in Shores Jardine LLP since 2007. She has practiced at Shores Jardine LLP since October 2003 after working with the City of Edmonton Law Branch for 12 years. She has been practicing law for over 35 years, focusing in the areas of municipal law, employment/labour law and administrative law.

She provides advice to her municipal clients on all areas which affect municipalities, including bylaw and contract drafting, procedural advice to councils, and providing advice to subdivision and development appeal boards, assessment review boards and other council committees and boards.

She acts for employers, both unionized and non-unionized, and employees, providing general advice, as well as representing client interests at arbitrations. She has conducted several workplace harassment investigations.

She acts for several boards and tribunals providing general advice and advice during the course of hearings. She taught the Constitutional and

<https://www.communityplanningalberta.com/speakers/>

7/10

Administrative law module for the Senior & Executive Managers' Development Program and the Legal Environment module for the Management Development Program at the University of Alberta School of Business. She has presented at numerous seminars throughout Alberta. She is the author of Planning Law & Practice in Alberta (4th) and was the recipient of the inaugural Canadian Bar Association Municipal Law Award of Excellence in 2023.



## Jeneane Grundberg

Jeneane Grundberg, KC, ICD.D, brings unparalleled experience to her practice in the areas of municipal, planning and administrative law. With more than 120 reported decisions on multiple aspects of municipal, planning and administrative law at all levels of the Alberta Courts, Jeneane leads legal teams on complex litigation as well as policy and bylaw development. Her work has been recognized as having important precedential value, helping inform future court decisions and municipal actions; she is often a consultant to the provincial government on planning and development matters.

<https://www.communityplanningalberta.com/speakers/>

8/10

Jeneane takes a strong client-focused approach to her practice, with clients that include municipalities, provincial departments, and subdivision and development appeal boards. “I love to advocate on behalf of my clients. It’s an honour to represent them,” says Jeneane, who has made more than 200 appearances in the Alberta Court of Appeal.

#### QUESTIONS

E-mail: [cpaa@cpaa.biz](mailto:cpaa@cpaa.biz)

Phone: (780) 432.6387

#### LOCATION

600, 900 – 6th Avenue  
SW  
Calgary, Alberta  
T2P 3K2

#### ABOUT

[CPAA Home](#)

[CPAA Conference](#)

[Sponsors](#)

[Speakers](#)

[Gallery](#)

#### MORE

 [Social](#)

#### SOCIAL

<https://www.communityplanningalberta.com/speakers/>

9/10





# Request for Decision (RFD)

**Meeting Date:** Thursday, November 27, 2025

**Agenda Item:** #

**Topic:** Tax agreement

**Presented By:** Brenda Adamson, Finance manager

---

## Recommendation:

**That Smoky Lake County execute a Tax Agreement for Property Tax Roll Number 14573540, legally described as NE-35-57-14 W4 with a total monthly payment in the amount of \$1,900.00 per month effective December 1, 2025 for thirty six (36) consecutive months, as per Policy Statement No. 12-01-01 :Tax Agreement**

---

## Background:

Smoky Lake County has Policy 12-01-01 Tax Agreement to allow a landowner to request a tax agreement for payment of outstanding taxes. Tax roll 14573540 has \$27,224.49 of tax arrears. If they remain unpaid, they would be scheduled for tax sale in 2026. The owners have requested a tax payment agreement. Payments of \$1,900.00 would be required as per the terms as per policy and will for 36 months. This will pay the outstanding taxes plus estimated future taxes and penalties.

## Benefits:

Adheres to legislation.

Allows the owner to avoid losing the property.

Eliminates the cost to get legal involved to assist with eviction.

## Disadvantages:

## Alternatives:

Deny the agreement. If all arrears are not paid by March 31, 2026 the County would take legal action to evict and proceed to auction.

## Financial Implications:

27,224.49	Current Outstanding
31,252.73	Estimated Future Taxes
8,620.00	Estimated Future Penalties
<b>\$ 67,097.22</b>	<b>Total owing</b>
<b>\$ 68,400.00</b>	<b>total payments (36 m x \$1,900)</b>

## Legislation:

*Offer of parcel for sale*

*418(1) Each municipality must offer for sale at a public auction any parcel of land shown on its tax arrears list if the tax arrears are not paid. (2) Unless subsection (4) applies, the public auction must be held in the period beginning on the date referred to in section 417(2)(a)*



# Request for Decision (RFD)

*and ending on March 31 of the year immediately following that date. (3) Subsection (1) does not apply to a parcel in respect of which the municipality has started an action under section 411(2) to recover the tax arrears before the date of the public auction. (4) The municipality may enter into an agreement with the owner of a parcel of land shown on its tax arrears list providing for the payment of the tax arrears over a period not exceeding 3 years, and in that event the parcel need not be offered for sale under subsection (1) until (a) the agreement has expired, or (b) the owner of the parcel breaches the agreement, whichever occurs first.*

**Intergovernmental:**

**Strategic Alignment:**

**Enclosure(s):**

1. *Policy 12-01 Tax Agreement*

**Signature of the CAO:** \_\_\_\_\_

A handwritten signature in black ink, appearing to be "B. H. Harn", written over a horizontal line.

[REDACTED]

October 31, 2025

The Council of Smoky Lake County  
4612 McDougall Drive,  
Smoky Lake, AB T0A 3C0

**Subject: Request for Consideration Regarding Outstanding Property Taxes**

Dear Members of Council,

I am writing on behalf of my father, [REDACTED], owner and operator of [REDACTED] to provide context regarding outstanding property taxes and to request relief measures.

Over the past several years, my father has faced significant health challenges that have limited his ability to manage his administrative obligations. During this time, he had extremely limited assistance with the resort, which unfortunately led to a lapse in payment of property taxes.

I have now relocated full-time to Smoky Lake to assist him in addressing these outstanding matters. I am pleased to confirm that the 2025 property taxes have been paid in full and on time. Our next priority is to bring all prior year accounts up to date. In light of the circumstances surrounding my father's medical hardships and his longstanding contribution to the local tourism economy, we respectfully request that Council waive any accumulated late penalties. We also request that the County permit a payment arrangement to clear the outstanding property tax balances from previous years.

We are committed to resolving this situation in good faith and maintaining our positive standing as both taxpayers and community contributors. Thank you for your understanding and consideration of this request.

[REDACTED]



[REDACTED]



# Request for Decision (RFD)

**Meeting Date:** Thursday, November 27, 2025.

**Agenda Item:** #

**Topic:** Appointment of Council Members to the MCC for Smoky Lake Development Corp.

**Presented By:** Brenda Adamson, Interim CAO

---

## Recommendation:

**That Smoky Lake County Council appoint the following Council Members to serve on the Municipal Coordinating Committee (MCC) for the Smoky Lake Development Corporation for the 2025–2026 term:**

1. \_\_\_\_\_
2. \_\_\_\_\_

**And further, the MCC appointment be formally added to the list of annual appointments made at the Organizational Meeting going forward.**

---

## Background:

The MCC for Smoky Lake Development Corp. is a formal governance body established under the structure of the Smoky Lake Development Corporation, which requires representation from its shareholders, including Smoky Lake County. Each year, Council must appoint its representatives to the MCC for the purposes of:

- participating in MCC meetings,
- reviewing corporate operations,
- overseeing shareholder matters, and
- voting on resolutions such as appointment of officers and financial approvals (as reflected in past annual resolutions).

In previous years (2024 and 2025), Council appointments to the MCC were made in March, rather than during the County's Organizational Meeting, as indicated by the 2025 Appointment of Officers and Shareholder Resolutions.

Because MCC appointments were historically made outside the Organizational Meeting, this item was missed during the 2025 County Organizational Meeting and requires retroactive correction to ensure Council representation remains valid for the current MCC term.

To prevent this oversight in future years, Administration recommends adding MCC appointments to the standard list of annual designations at each Organizational Meeting.

## Benefits:

- Ensures Smoky Lake County continues to meet its shareholder obligations under the Smoky Lake Development Corp.
- Provides clarity on current Council representation for all MCC activities and resolutions.
- Improves consistency and accountability by including MCC appointments as part of the annual Organizational Meeting process.





# Request for Decision (RFD)

- Aligns appointment timing with other intermunicipal and corporate board appointments.

## Disadvantages:

NA

## Alternatives:

Defer appointments (not recommended due to MCC's ongoing governance requirements).

## Financial Implications:

NA

## Legislation:

- Municipal Government Act (MGA) – Sections 153–154 (Council duties; participation on Council committees and boards).
- Business Corporations Act (Alberta) – Governs the structure and requirements of the Smoky Lake Development Corp., including board and shareholder functions (referenced in past MCC annual resolutions)
- Smoky Lake Development Corp. governance documents (Annual Resolutions and Shareholder Minutes) demonstrate the need for shareholder-appointed representatives

## Intergovernmental:

This appointment relates to the governance of the Smoky Lake Development Corp., which includes multiple municipal shareholders (Smoky Lake County, Town of Smoky Lake, Village of Vilna, Village of Waskatenau).

## Strategic Alignment:

- Governance Excellence: Ensures proper representation on municipal corporations.
- Intermunicipal Collaboration: Strengthens cooperative economic development initiatives.
- Accountability & Transparency: Aligns appointment processes with annual organizational requirements

## Enclosure(s):

- MCC Annual Resolutions – March 2025
- Shareholder Annual Resolutions – March 2025
- Board of Directors Minutes – June 23, 2025
- MCC for Smoky Lake Development Corp. March 31, 2024  
Appointment of Officers

Signature of the CAO: \_\_\_\_\_

A handwritten signature in black ink, appearing to be "B. H. H.", written over a horizontal line.

**ANNUAL RESOLUTIONS IN WRITING  
CONSENTED TO BY ALL OF THE DIRECTORS  
OF  
MCC FOR SMOKY LAKE DEVELOPMENT CORP.  
(THE "CORPORATION")  
PASSED PURSUANT TO SECTION 117(1)  
OF THE *BUSINESS CORPORATIONS ACT* (ALBERTA) (THE "ACT")  
EFFECTIVE: MARCH 31, 2024**

---

**BE IT RESOLVED THAT:**

**1. APPOINTMENT OF OFFICERS**

The following persons are hereby appointed officers of the Corporation to hold the office as set opposite their respective names at the pleasure of the directors:

Melody Morton	-	President (CAO) - Interim
Lydia Cielin	-	Secretary
Amy Cherniwchan	-	Chairperson
Lorne Halisky	-	Vice-Chairperson
Linda Fenerty	-	Treasurer


**2. APPROVAL OF FINANCIAL STATEMENTS**

The most recent financial statements of the Corporation are hereby approved and any director of the Corporation is hereby authorized to sign the balance sheet in such financial statements to evidence the approval of the directors.

These resolutions may be signed by the directors of the Corporation in as many counterparts as may be necessary and delivered by electronic transmission, and such counterparts together shall constitute one and the same original instrument, each of which so signed shall be deemed to be an original.

**SIGNED** by all of the directors entitled to vote on the foregoing resolutions at a meeting of the directors of the Corporation.

  
\_\_\_\_\_  
LORNE HALISKY

  
\_\_\_\_\_  
AMY CHERNIWCHAN

  
\_\_\_\_\_  
LINDA FENERTY

  
\_\_\_\_\_  
MELODY MORTON



**ANNUAL RESOLUTIONS IN WRITING  
CONSENTED TO BY ALL OF THE DIRECTORS  
OF  
MCC FOR SMOKY LAKE DEVELOPMENT CORP.  
(THE "CORPORATION")  
PASSED PURSUANT TO SECTION 117(1)  
OF THE *BUSINESS CORPORATIONS ACT* (ALBERTA) (THE "ACT")  
EFFECTIVE: MARCH 31, 2025**

---

**BE IT RESOLVED THAT:**

**1. APPOINTMENT OF OFFICERS**

The following persons are hereby appointed officers of the Corporation to hold the office as set opposite their respective names at the pleasure of the directors:

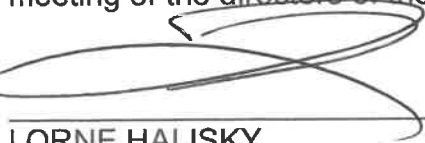
Melody Morton	-	President (CAO) - Interim
Lydia Cielin	-	Secretary
Amy Cherniwchan	-	Chairperson
Lorne Halisky	-	Vice-Chairperson
Linda Fenerty	-	Treasurer

**2. APPROVAL OF FINANCIAL STATEMENTS**

The most recent financial statements of the Corporation are hereby approved and any director of the Corporation is hereby authorized to sign the balance sheet in such financial statements to evidence the approval of the directors.

These resolutions may be signed by the directors of the Corporation in as many counterparts as may be necessary and delivered by electronic transmission, and such counterparts together shall constitute one and the same original instrument, each of which so signed shall be deemed to be an original.

**SIGNED** by all of the directors entitled to vote on the foregoing resolutions at a meeting of the directors of the Corporation.

  
\_\_\_\_\_  
LORNE HALISKY  
\_\_\_\_\_  
AMY CHERNIWCHAN  
\_\_\_\_\_  
LINDA FENERTY  
\_\_\_\_\_  
MELODY MORTON

**ANNUAL RESOLUTIONS IN WRITING  
CONSENTED TO BY ALL OF THE SHAREHOLDERS  
OF  
MCC FOR SMOKY LAKE DEVELOPMENT CORP.  
(THE "CORPORATION")  
PASSED PURSUANT TO SECTION 141(1)  
OF THE *BUSINESS CORPORATIONS ACT* (ALBERTA) (THE "ACT")  
EFFECTIVE: MARCH 31, 2025**

---

**BE IT RESOLVED THAT:**

**1. ELECTION OF DIRECTORS**

The following persons are hereby elected directors of the Corporation to hold office, subject to the Act, until the next annual meeting of the shareholders (or the signing of a resolution in lieu thereof) or until their successors are duly elected or appointed:

LORNE HALISKY  
LINDA FENERTY

AMY CHERNIWCHAN  
MELODY MORTON

**2. DISPENSING WITH AUDITORS**

The Corporation dispense with the appointment of an auditor until the next annual meeting of the shareholders or the signing of a resolution in lieu thereof.

**3. APPOINTMENT OF ACCOUNTANTS**

JMD Group LLP be and the same are hereby appointed accountants of the Corporation, to hold office until the next annual meeting of the shareholders of the Corporation unless such accountants are earlier duly removed from office, at a remuneration to be fixed by the Board of Directors with the Board being hereby authorized to fix such remuneration.

**4. WAIVER / ACKNOWLEDGMENT**

Each and every of the undersigned Shareholders hereby:

- a) acknowledges and confirms receipt of a copy of the Financial Statements for the most recent fiscal period of the Corporation; or

- b) notifies the Corporation that such shareholder does not require delivery of a copy of the Financial Statements for the most recent fiscal period of the Corporation.

These resolutions may be signed by the shareholders of the Corporation in as many counterparts as may be necessary and delivered by electronic transmission, and such counterparts together shall constitute one and the same original instrument, each of which so signed shall be deemed to be an original.

**ACKNOWLEDGED AND SIGNED** by all of the shareholders entitled to vote on the foregoing resolution at a meeting of the shareholders of the Corporation.

SMOKY LAKE COUNTY

Per: \_\_\_\_\_



Per: \_\_\_\_\_

TOWN OF SMOKY LAKE

Per: \_\_\_\_\_



Per: \_\_\_\_\_

**MCC for SMOKY LAKE DEVELOPMENT CORP.**  
**Board of Directors**

**ANNUAL MEETING**

Held at the Town of Smoky Lake Council Chambers located at 56 Wheatland Avenue in the  
Town of Smoky Lake

**MINUTES**

Monday, June 23, 2025



**ATTENDANCE:**

**Directors:**

Lorne Halisky	-	Director – Smoky Lake County	-	Present
Linda Fenerty	-	Director – Smoky Lake County	-	Present
Amy Cherniwchan	-	Director – Town of Smoky Lake	-	Present
Melody Morton	-	Director – Town of Smoky Lake	-	Present

**Recording Secretary:**

Lydia Cielin	-	Smoky Lake County	-	Present
--------------	---	-------------------	---	---------

**1. CALL TO ORDER**

Recording Secretary was nominated temporarily as the interim until the Election of Chairperson of the Board of Directors for the purpose of the MCC for Smoky Lake Development Corp. (the "Corporation") called the Annual Meeting to order, time 1:33 P.M..

**Re-elected Board of Directors**

Each member of the MCC for Smoky Lake Development Corp. as re-elected by the Shareholders on June 23, 2025 as the Board of Directors:

- Lorne Halisky - Smoky Lake County
- Linda Fenerty - Smoky Lake County
- Amy Cherniwchan - Town of Smoky Lake
- Melody Morton - Town of Smoky Lake

**Appointment of Chairperson:**

01-25: Lorne Halisky

**Nomination for Chairperson:**

That **Amy Cherniwchan** be nominated as **Chairperson** for the MCC for Smoky Lake Development Corp.

Second time called for nominations.

Third time called for nominations.

Upon a motion duly made, it was:

**Be It Resolved that Amy Cherniwchan** is hereby appointed Chairperson of the MCC for Smoky Lake Development Corp. for Year 2025 to hold the office at the pleasure of the Directors; and that a copy of the printed resolution for Chairperson be appended to the minutes of this meeting.

Carried.

Amy Cherniwchan took over the Board of Directors Meeting as the Chairperson of the MCC for the Smoky Lake Development Corp.

**Appointment of Vice-Chairperson:**

**Nomination for Vice-Chairperson:**

02-25: Amy Cherniwchan

That **Lorne Halisky** be nominated as **Vice-Chairperson** for the MCC for Smoky Lake Development Corp.

Second time called for nominations.

Third time called for nominations.

Upon a motion duly made, it was:

**Be It Resolved that Lorne Halisky** is hereby appointed Vice-Chairperson of the MCC for Smoky Lake Development Corp. for Year 2025 to hold the office at the pleasure of the Directors and that a copy of the printed resolution for Vice-Chairperson be appended to the minutes of this meeting.

Carried.

**2. AGENDA**

03-25: Melody Morton

**Be It Resolved that** the agenda for Monday, **June 23, 2025** for the MCC for Smoky Lake Development Corp. be adopted, as presented.

***Unanimously*** Carried.

**3. MINUTES**

04-25: Lorne Halisky

**Be It Resolved that** the Minutes of the MCC for Smoky Lake Development Corp. held on Monday, **February 24, 2025** be adopted as distributed to each Director and to be inserted into the minute book of the Corporation.

***Unanimously*** Carried.

05-25: Linda Fenerty

**Be It Resolved that** the Minutes of the MCC for Smoky Lake Development Corp. held on Thursday, **March 27, 2025** be adopted as distributed to each Director and to be inserted into the minute book of the Corporation.

***Unanimously*** Carried.

**4. MCC BUSINESS**

**Appointment of Officers**

**Position of Secretary**

06-25: Melody Morton

**Be It Resolved that Lydia Cielin** be and is hereby appointed to the position of Secretary of the MCC for Smoky Lake Development Corp. to hold the office at the pleasure of the Directors.

Carried.

**Position of Treasurer**

07-25: Melody Morton

**Be It Resolved that Linda Fenerty, Director** be and is hereby appointed to the position of Treasurer of the MCC for Smoky Lake Development Corp. to hold the office at the pleasure of the Directors

Carried.



08-25: Lorne Halisky

**Position of President (CAO)**

**Be It Resolved that** Melody Morton, Director be and is hereby appointed in the Interim of President (CAO) of the MCC for Smoky Lake Development Corp. to hold the office at the pleasure of the Directors.

Carried.

**Signing Authority**

**No change in Signing Authorities** – same individuals appointed.

**Appointments**

09-25: Linda Fenerty

**Accountant**

**Be It Resolved that** JMD Group LLP located on 4925 – 50 Ave. in St. Paul, Alberta are hereby appointed as the Accountant of the Corporation to hold office until the next annual meeting or next annual resolutions by the Board of Directors; and the Board of Directors is hereby authorized to fix such remuneration and a copy of the printed resolution for the Accountant be appended to the minutes of this meeting.

Carried.

**Financial Position**

10-25: Linda Fenerty

**Financial Statement – 2024**

**Be It Resolved that** Board of Directors confirm that the **2024 Financial Statements** for the MCC For Smoky Lake Development Corp. Compiled Financial Information Period Ended December 31, 2024 including the Compilation Engagement Report dated, as prepared by Barb McCarthy, JMD Group LLP, Chartered Professional Accountant, St. Paul, Alberta, be accepted as follows:

MCC FOR SMOKY LAKE DEVELOPMENT CORP. COMPILED FINANCIAL INFORMATION PERIOD ENDED DECEMBER 31, 2024		
	2024	2023
<b>ASSETS</b>		
CURRENT		
Cash	\$ 1,260,309	\$ 11,398
5.15% GIC	--	1,180,000
Interest receivable	--	11,322
	<u>\$ 1,260,309</u>	<u>\$ 1,202,720</u>
<b>LIABILITIES AND SHAREHOLDERS' DEFICIENCY</b>		
CURRENT		
Accounts payable	\$ 1,000	\$ 1,000
Interest payable	158,327	74,323
Current portion of long term debt (Note 3)	1,180,000	41,673
	<u>\$ 1,339,327</u>	<u>116,996</u>
LONG TERM DEBT (Note 3)	-	1,138,327
	<u>1,339,327</u>	<u>1,255,323</u>
<b>SHAREHOLDERS' DEFICIENCY</b>		
Share capital	20,000	20,000
Deficit	(99,018)	(72,603)
	<u>(79,018)</u>	<u>(52,603)</u>
	<u>\$1,260,309</u>	<u>\$ 1,202,720</u>
	2024	2023
<b>REVENUES</b>		
Interest income	\$ 59,690	\$ 11,322

EXPENSES		
Interest on long term debt	\$ 84,004	\$ 65,287
Accounting fees	1,050	992
Insurance	925	925
Office	126	126
Legal fees	-	2,061
Directors fees	-	2,800
Sub-contracts	-	1,000
Interest and bank charges	-	20
	<u>86,105</u>	<u>73,211</u>
<b>NET LOSS FOR THE YEAR</b>	<b>(26,415)</b>	<b>(61,890)</b>
<b>DEFICIT – BEGINNING OF YEAR</b>	<b>(72,603)</b>	<b>(10,713)</b>
<b>DEFICIT – END OF YEAR</b>	<b>\$ (99,018)</b>	<b>\$ (72,603)</b>

MCC FOR SMOKY LAKE DEVELOPMENT CORP. NOTES TO COMPILED FINANCIAL INFORMATION PERIOD ENDED DECEMBER 31, 2024		
1. BASIC OF ACCOUNTING		
The basis of accounting applied in the preparation of the balance sheet of MCC for Smoky Lake Development Corp. as at December 31, 2024, and the statement of loss and deficit for the year then ended is on the historical cost basis and reflects cash transactions with the addition of:		
<ul style="list-style-type: none"> <li>accounts receivable</li> <li>accounts payable and accrued liabilities</li> </ul>		
2. DESCRIPTION OF BUSINESS		
MCC for Smoky Lake Development Corp. (the "company") is incorporated provincially under the Business Corporations Act of Alberta. The company is a municipally controlled corporation. The company's principal business activity will be to invest in the Smoky Lake Tourism Company Ltd. which will invest and or lend funds for local tourism opportunities.		
3. LONG TERM DEBT		
	2024	2023
Town of Smoky Lake loan bearing interest at 6.5% per Annum, repayable in annual blended principal and Interest payments of \$100,000 commencing December 31, 2024	\$ 590,000	\$ 590,000
Smoky Lake County loan bearing interest at 6.5% per Annum, repayable in annual blended principal and Interest payments of \$100,000 commencing December 31, 2024	\$ 590,000	\$ 590,000
	1,180,000	1,180,000
Amounts payable within one year	(1,180,000)	(41,673)
	\$ -	\$ 1,138,327
Principal repayment terms are approximately: 2025	\$ 1,180,000	
<b>JMD Group LLP - Letter: <u>COMPILATION ENGAGEMENT REPORT</u></b>		
To the Shareholders of MCC for Smoky Lake Development Corp.		
On the basis of information provided by management, we have compiled the balance sheet of MCC for Smoky Lake Development Corp. as a December 31, 2024, and the statement of loss and deficit for the year then ended, and Note 1, which describes the basis of accounting applied in the preparation of the compiled financial information ("financial information").		
Management is responsible for the accompanying financial information, including the accuracy and completeness of the underlying information used to compile it and the selection of the basis of accounting.		
We performed this engagement in accordance with Canadian Standard on Related Services (CSRS) 4200, <i>Compilation Engagements</i> , which requires us to comply with relevant ethical requirements. Our responsibility is to assist management in the preparation of the financial information.		

We did not perform an audit engagement or a review engagement, nor were we required to perform procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an audit opinion or a review conclusion, or provided any form of assurance on the financial information.

Readers are cautioned that the financial information may not be appropriate for their purposes.

St. Paul, Alberta

March 8, 2025

**JMD Group LLP**

Chartered Professional Accountants

Carried.

## **FINANCIAL POSITION**

### **MCC For Smoky Lake Development Corp.**

#### **Bank Statement for the Period Ended May 31, 2025**

**11-25: Lorne Halisky**

**Be It Resolved** that the MCC for Smoky Lake Development Corp. Directors hereby acknowledge receipt of the MCC for Smoky Lake Development Corp. Bank Statement for the Period Ended May 31, 2025 with a closing balance in the amount of **\$1,032,553.81**.

Carried.

### **MCC For Smoky Lake Development Corp.**

#### **Investment Funds: Loan Re-Payment to the Municipalities**

**12-25: Melody Morton**

**Be It RESOLVED THAT** the MCC for Smoky Lake Development Corp. Directors hereby acknowledge receipt that the Shareholders of the MCC For the Smoky Lake Development Corp. made payment in the full amount of the remaining funds of the initial investment of the Loan Agreement to the Municipalities in accordance with Smoky Lake County – Bylaw No. 1413-22 investment funds in the amount of \$590,000.00 less \$100,000.00 paid March 27, 2025 for a Total Repayment of \$490,000.00; and Town of Smoky Lake – Bylaw No. 002-2022 investments funds in the amount of \$590,000.00 less \$100,000.00 paid March 27, 2025 for a Total Repayment of \$490,000.00, as the Smoky Lake Tourism Company Ltd. has been dissolved.

Carried.

### **Notice of Annual Meeting of the Shareholders: Published in Redwater Review**

**13-25: Melody Morton**

**Be It Resolved** that the MCC for Smoky Lake Development Corp. reimburse the Town of Smoky Lake in the amount of \$186.95 for advertising the Notice of Annual Meeting in the Redwater Review and Press week of June 9, 2025 for Shareholders Meeting on Monday, June 23, 2025.

Carried.

### **MCC Remuneration: Prior to Material Change for MCC: January 1, 2025 to June 23, 2025 - Per Diem**

**14-25: Lorne Halisky**

**Be It Resolved** that the MCC for Smoky Lake Development Corp. Board of Directors and Officers Remuneration Per Diem(s) for meetings, mileage, and meals from **January 1, 2025 to June 23, 2025, for work completed prior to the Material Change issued by the Shareholders**, be reimbursed as a one-time lump-sum honorarium as follows: Directors at \$525.00 and Secretary at \$800.00.

Carried.

5. **OTHER BUSINESS:** No other business.

6. **IN-CAMERA:** No items

7. **NEXT MEETING DATE:**

15-25: Amy Cherniwchan

That the next MCC for Smoky Lake Development Corp. Meeting to be called by the Chairperson after the Shareholder's Meeting scheduled after the General Municipal Election..

Carried.

8. **ADJOURNMENT TIME**


16-25: Lorne Halisky

That the meeting of the MCC for the Smoky Lake Development Corp. Annual Meeting of June 23,2025 be adjourned, and this was agreed upon at 1:49 P.M.

Carried.

  
Chairperson

SEAL

  
Secretary



# Request for Decision (RFD)

**Meeting Date:** Thursday, November 27, 2025.

**Agenda Item:** #

**Topic:** Extension of Interim CAO Appointment – Brenda Adamson

**Presented By:** Brenda Adamson, Interim CAO

---

## **Recommendation:**

**That Smoky Lake County extend the appointment of Brenda Adamson as Interim Chief Administrative Officer from December 1, 2025, to January 31, 2026, or until such time as a permanent CAO is successfully recruited, whichever occurs first.**

---

## **Background:**

Council appointed Brenda Adamson as Interim CAO to ensure continuity of municipal operations during the recruitment process for a permanent Chief Administrative Officer.

The current interim appointment term is set to expire on December 1, 2025.

As Council is continuing the recruitment process for the next CAO, and additional time is required. To ensure continuity of leadership and avoid any operational or statutory gaps under the Municipal Government Act (MGA),

Extending the Interim CAO's appointment to January 31, 2026, provides sufficient time to complete the recruitment process and allow for a seamless transition.

## **Benefits:**

- Ensures uninterrupted administrative leadership and statutory compliance.
- Provides stability and continuity for staff, Council, and ongoing County initiatives.
- Allows sufficient time to complete a thorough and responsible CAO recruitment process.

## **Disadvantages:**

NA

## **Alternatives:**

- Appoint a different Interim CAO: Not recommended, as it would create disruption.
- Do not extend the appointment: Not recommended due to legislative and operational risk.
- Extend the appointment to an alternate date at Council's discretion.

## **Financial Implications:**

NA

## **Legislation:**

- Municipal Government Act (MGA)





# Request for Decision (RFD)

**Intergovernmental:**

NA

**Strategic Alignment:**

- Governance Excellence: Ensures compliance with MGA and stable municipal leadership.

**Enclosure(s):**

NA

Signature of the CAO: \_\_\_\_\_

A handwritten signature in black ink, appearing to read "B. Horn", is written over the signature line.



# Request for Decision (RFD)

**Meeting Date:** Thursday, November 27, 2025

**Agenda Item:** #

**Topic:** Bylaw 1491-25 Designation of Municipal Assessor

**Presented By:** Brenda Adamson, Interim CAO

---

## **Recommendation:**

That Smoky Lake County give **First Reading** to Bylaw No.: 1491-25 Designation of Municipal Assessor Bylaw

That Smoky Lake County give **Second Reading** to Bylaw No.: 1491-25 Designation of Municipal Assessor Bylaw

That Smoky Lake County give permission for Third Reading to Bylaw No.: 1491-25 Designation of Municipal Assessor Bylaw

That Smoky Lake County give **Third Reading** to Bylaw No.: 1491-25 Designation of Municipal Assessor Bylaw

---

## **Background:**

Bylaw 1397-21 is the bylaw that designates Bob Daudelin of Acurate Assessment Group Ltd as the designated Assessor for Smoky Lake County. While reviewing the Bylaw, we discovered that his name is spelt incorrectly. Attached is a new corrected bylaw.

## **Benefits:**

- Provides a correct designation

## **Disadvantages:**

- none

## **Alternatives:**

- none

## **Financial Implications:**

None

## **Legislation:**

The MGA states that the Assessor must be appointed as a designated officer

*MGA Section 282(1)*

*(d) "assessor" means*

*(i) the provincial assessor, or*

*(ii) a municipal assessor,*

*(n.4) "municipal assessor" means a designated officer appointed under section 284.2 to carry out the functions, duties and powers of a municipal assessor under this Act*

*Section 284(1) A municipality must appoint a person having the qualifications set out in the regulations to the position of designated officer to carry out the functions, duties and powers of a municipal assessor under this Act.*

## **Intergovernmental:**

n/a

## **Strategic Alignment:**

N/A

## **Enclosure(s):**

- Bylaw 1491-25 Designation of Municipal Assessor

*This form legislated under Policy Statement No. 01-27: County Council Meetings Request for Decision*

Page 1 of 2



# Request for Decision (RFD)

➤ Bylaw 1397-21 Assessor

Signature of the CAO: 

**SMOKY LAKE COUNTY  
IN THE PROVINCE OF ALBERTA  
BYLAW NO. 1491-25**

---

**BEING A BYLAW TO AUTHORIZE THE MUNICIPAL COUNCIL OF SMOKY LAKE COUNTY, IN THE PROVINCE OF ALBERTA TO ESTABLISH THE POSITION OF ASSESSOR AS A DESIGNATED OFFICER.**

---

**WHEREAS**, section 210 of the Municipal Government Act, R.S.A. 2000, Chapter M-26 as amended, authorizes Council to establish one or more positions to carry out the powers, duties and functions of a designated officer under this or any other enactment or bylaw

**WHEREAS**, pursuant to section 284.2 of the Act requires that the municipality must appoint a person having the qualifications set out in the regulations to the position of designated officer to carry out the functions, duties and powers of a municipal assessor under this Act.

**NOW THEREFORE**, the Council of Smoky Lake County of the Province of Alberta, duly assembled, enacts as follows:

1. The purpose of this By-Law is to establish the position of Assessor as a Designated Officer of the Municipality and shall be cited as the “Assessor Bylaw”.
2. In this By-Law:
  - 2.1. **“Assessor”** means the Assessor for the Municipality and whatever subsequent title may be conferred on that officer by Council or Statute.
  - 2.2. **“Council”** shall mean the Council of Smoky Lake County.
  - 2.3. **“Municipality”** shall mean Smoky Lake County.
3. The position is to be held by a person, body corporate or commission and the powers duties and functions of the Assessor may be exercised by any employee or officer of the body corporate or commission.
4. The powers, duties and function of the Assessor shall be those designated to the Assessor under the provision of the Municipal Government Act, as amended from time to time and any other relative statute for regulation or bylaw making reference to the Assessor.
5. The appointment and terms of the Assessor shall be established from time to time by Council motion.
  - 5.1. That Accurate Assessment Group Ltd., of Sherwood Park, Alberta, employee: Bob Daudelin, AMAA, thereof be appointed as the Designated Officers of Smoky Lake County; and are deemed as independent contractors and not employees of Smoky Lake County.
6. This Bylaw shall remain in full force and effect until such time as it is repealed or amended by a subsequent Bylaw.
7. That Bylaw No. 1397-21 is hereby repealed.

READ a First Time this \_\_\_\_ day of \_\_\_\_\_, **AD 2025**.

READ a Second Time this \_\_\_\_day of \_\_\_\_\_, **AD 2025**.

READ a Third and Final Time this \_\_\_\_\_day of \_\_\_\_\_, **AD 2025** and finally passed by Council.

---

REEVE

S E A L

---

CHIEF ADMINISTRATIVE OFFICER



**SMOKY LAKE COUNTY  
IN THE PROVINCE OF ALBERTA  
BYLAW NO. 1397-21**

**BEING A BYLAW TO AUTHORIZE THE MUNICIPAL COUNCIL OF SMOKY LAKE COUNTY, IN THE PROVINCE OF ALBERTA TO ESTABLISH THE POSITION OF ASSESSOR AS A DESIGNATED OFFICER.**

**WHEREAS**, pursuant to section 284 and 289 of the Municipal Government Act, R.S.A. 2000, Chapter M26 as amended, provides that a municipality may establish one or more designated officer positions to carry out the powers, duties and functions of a designated officer under the Municipal Government Act or any other enactment or bylaw; and

**WHEREAS**, section 210 of the Municipal Government Act, R.S.A. 2000, Chapter M-26 as amended, outlines the appointment of Designated Officers;

**NOW THEREFORE**, the Council of Smoky Lake County of the Province of Alberta, duly assembled, enacts as follows:

1. The purpose of this By-Law is to establish the position of Assessor as a Designated Officer of the Municipality and shall be cited as the "Assessor Bylaw".
2. In this By-Law:
  - 2.1. "**Assessor**" means the Assessor for the Municipality and whatever subsequent title may be conferred on that officer by Council or Statute.
  - 2.2. "**Council**" shall mean the Council of Smoky Lake County.
  - 2.3. "**Municipality**" shall mean Smoky Lake County.
3. The position is to be held by a person, body corporate or commission and the powers duties and functions of the Assessor may be exercised by any employee or officer of the body corporate or commission.
4. The powers, duties and function of the Assessor shall be those designated to the Assessor under the provision of the Municipal Government Act, as amended from time to time and any other relative statute for regulation or bylaw making reference to the Assessor.
5. The appointment and terms of the Assessor shall be established from time to time by Council motion.
  - 5.1. That Accurate Assessment Group Ltd., of Sherwood Park, Alberta, employee: Bob Daublin, AMAA, thereof be appointed as the Designated Officers of Smoky Lake County; and are deemed as independent contractors and not employees of Smoky Lake County.
6. This Bylaw shall remain in full force and effect until such time as it is repealed or amended by a subsequent Bylaw.
7. That Bylaw No. 1235-11 is hereby repealed.

READ a First Time this 29<sup>th</sup> day of April, AD 2021.

READ a Second Time this 29<sup>th</sup> day of April, AD 2021.

READ a Third and Final Time this 29<sup>th</sup> day of April, AD 2021 and finally passed by Council.

SEAL

  
REEVE

  
CHIEF ADMINISTRATIVE OFFICER



<b>REQUEST FOR DECISION</b>		<b>DATE</b>	<b>April 29, 2021</b>	<b>4.6</b>
<b>TOPIC</b>	<b>Bylaw 1397-21 Appointment of Assessor</b>			
<b>PROPOSAL</b>	Accurate Assessment Group Ltd has assigned Bob Daudelin as the assessor for Smoky Lake County.			
<b>CORRELATION TO BUSINESS (STRATEGIC) PLAN</b>				
<b>LEGISLATIVE, BYLAW and/or POLICY IMPLICATIONS</b>		<p><b>MGA Section 284(1)(d)"assessor" means a person who has the qualifications set out in the regulations and</b></p> <ul style="list-style-type: none"> <li><b>(i) Is designated by the Minister to carry out the duties and responsibilities of an assessor under this Act, or</b></li> <li><b>(ii) is appointed by a municipality to the position of designated officer to carry out the duties and responsibilities of an assessor under this Act, and includes any person to whom those duties and responsibilities are delegated by the person referred to in subclause (i) or (ii)</b></li> </ul> <p><b>Section 289(1) Assessments for all property in a municipality, other than linear property, must be prepared by the assessor appointed by the municipality.</b></p>		
<b>BENEFITS</b>				
<b>DISADVANTAGES</b>				
<b>ALTERNATIVES</b>				
<b>FINANCE/BUDGET IMPLICATIONS</b>				
<b>Operating Costs:</b>		<b>\$</b>	<b>Capital Costs:</b>	<b>\$</b>
<b>Budget Available:</b>		<b>\$</b>	<b>Source of Funds:</b>	<b>\$</b>
<b>Budgeted Costs:</b>		<b>Unbudgeted Costs:</b>		
<b>INTERGOVERNMENTAL INVOLVEMENT/IMPLICATIONS</b>				
<b>COMMUNICATION STRATEGY</b>				
<b>RECOMMENDATION</b>				
That Smoky Lake County gives 1 <sup>st</sup> , 2 <sup>nd</sup> , permission for 3 <sup>rd</sup> and 3 <sup>rd</sup> readings to Bylaw 1397-21 Short Term Borrowing.				
<b>CHIEF ADMINISTRATIVE OFFICER</b>				



# Request for Decision (RFD)

Meeting Date: Thursday, November 27, 2025

Agenda Item: #

**Topic:** Bylaw No. 1489-25: Bylaw to close all those portions of the Government Road Allowance lying west of W ½ 7-61-18-W4M & to consolidate said closed portions with said lands

**Presented By:** Planning & Development Services

---

**Recommendation:**

**1. That Smoky Lake County Council give Bylaw No. 1489-25, a Bylaw to close all those portions of the Government Road Allowance lying west of W ½ 7-61-18-W4M & to consolidate said closed portions with said lands, First Reading.**

**2. That Smoky Lake County Council schedule a Public Hearing on said Bylaw No. 1489-25 for Thursday, December 18<sup>th</sup>, 2025, at 1:00 p.m., and to advertise said Public Hearing in accordance with Section 606 of the *Municipal Government Act*.**

**Background:**

On July 15, 2025, the Planning and Development Manager received an email from the owner of the lands legally described as W ½ 7-61-18-W4M, to close and consolidate with said lands, the adjacent undeveloped government road allowance located to the west of said lands.

A previous Bylaw (No. 1486-25) was given First Reading on August 28, 2025, and subsequently a Public Hearing was held on September 11, 2025. However, Section 184 of the *Municipal Government Act* stipulates that a councillor "*must abstain from voting on the bylaw or resolution if the councillor was absent from all of the public hearing...*", and therefore, Bylaw No. 1486-25 had to be defeated. Bylaw No. 1489-25 acts as a replacement for Bylaw No. 1486-25.

**Benefits:** Disposal of unutilized road allowance and increased efficiency of land use for applicant.

**Disadvantages:** Loss of potential future connectivity between TWP RD 611/612 at RGE RD 190.

**Alternatives:** Defeat Bylaw No. 1489-25.

**Financial Implications:** Costs of advertising Public Hearing (\$750)

**Legislation:** Municipal Government Act R.S.A. 2000, c. M-26, Section 22 & Section 606.

**Intergovernmental:** Nil.

**Strategic Alignment:** Nil.

**Enclosure(s):**

**Enclosure #1: Bylaw No. 1489-25**

Approved by the Interim CAO: . Date: \_\_\_\_\_.

## Enclosure #1: Bylaw 1489-25

Bylaw 1489-25: Road Closure – Undeveloped Government Road Allowance; NW & SW 7-61-18-W4M

### SMOKY LAKE COUNTY IN THE PROVINCE OF ALBERTA BYLAW NO. 1489-25

**A BYLAW OF SMOKY LAKE COUNTY IN THE PROVINCE OF ALBERTA FOR THE PURPOSE OF CLOSING TO PUBLIC TRAVEL AND DISPOSING OF PORTIONS OF A PUBLIC HIGHWAY IN ACCORDANCE WITH SECTION 22 OF THE MUNICIPAL GOVERNMENT ACT, CHAPTER M-26, REVISED STATUTES OF ALBERTA 2000, AS AMENDED.**

**WHEREAS**, the lands hereafter described are no longer required for public travel,

**AND WHEREAS**, application has been made to Council to have the highway closed,

**AND WHEREAS**, the Council of Smoky Lake County deems it expedient to provide for a bylaw for the purpose of closing to public travel and thereafter disposing of same,

**AND WHEREAS**, notice of intention of Council to pass a bylaw has been given in accordance with Section 606 of the *Municipal Government Act*, Chapter M-26, Revised Statutes of Alberta 2000, as amended,

**AND WHEREAS**, Council was not petitioned for an opportunity to be heard by any person claiming to be prejudicially affected by the bylaw,

**NOW THEREFORE BE IT RESOLVED** that the Council of Smoky Lake County in the Province of Alberta does hereby close to public travel and dispose of the following described roadway for the purpose of creation of two certificates of title (disposal), subject to any rights of access granted by any other legislation or regulation:

1. Range Road 190, approximately 805 meters in length, adjacent to the west boundary of N.W. ¼ Sec. 7-61-18 W.4M, containing 1.62 hectares (4.0 acres) more or less, as shown in the attached Schedule "A" for clarity.
2. Range Road 190, approximately 795 meters in length, adjacent to the west boundary of S.W. ¼ Sec. 7-61-18 W.4M, and bounded in the south by the projection west of the north boundary of Road Plan 2533EU, containing 1.60 hectares (4.0 acres) more or less, as shown in the attached Schedule "B" for clarity.

#### **3. Citation**

1. This Bylaw may be cited as "Road Closure – Karvonen – portion of Range Road 190 amalgamated with NW-7-61-18-W4M & SW-7-61-18-W4M.

This Bylaw shall come into force and have effect from and after the date of third reading thereof.

Received First Reading this **27th** day of **NOVEMBER, 2025**

\_\_\_\_\_  
Reeve

Seal

\_\_\_\_\_  
Chief Administrative Officer

Bylaw 1489-25: Road Closure – Undeveloped Government Road Allowance; NW & SW 7-61-18-W4M

APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Approval valid for \_\_\_\_\_ months

\_\_\_\_\_  
Minister of Transportation

Seal

Received Second Reading this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Received Third Reading this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Reeve

Seal

\_\_\_\_\_  
Chief Administrative Officer

Bylaw 1489-25: Road Closure – Undeveloped Government Road Allowance; NW & SW 7-61-18-W4M

**SCHEDULE "A"**  
**BYLAW NO. 1489-25**

Land Subject to Road Closure:

Range Road 190, approximately 805 m in length, adjacent to the west boundary of N.W. ¼ Sec. 7-61-18 W.4M. containing 1.62 ha (4.0 ac) more or less.



to amalgamate with

MERIDIAN 4 RANGE 18 TOWNSHIP 61  
SECTION 7  
QUARTER NORTH WEST  
EXCEPTING THEREOUT ALL MINES AND MINERALS  
AREA: 64.3 HECTARES (159 ACRES) MORE OR LESS



Bylaw 1489-25: Road Closure – Undeveloped Government Road Allowance; NW & SW 7-61-18-W4M

**SCHEDULE “B”**  
**BYLAW NO. 1489-25**

Land Subject to Road Closure:

Range Road 190, approximately 795 meters in length, adjacent to the west boundary of S.W. ¼ Sec. 7-61-18 W.4M, and bounded in the south by the projection west of the north boundary of Road Plan 2533EU, containing 1.60 hectares (4.0 acres) more or less.



to amalgamate with

THE SOUTH WEST QUARTER OF SECTION SEVEN (7)  
TOWNSHIP SIXTY ONE (61)  
RANGE EIGHTEEN (18)  
WEST OF THE FOURTH MERIDIAN  
CONTAINING 64.3 HECTARES (159 ACRES) MORE OR LESS.  
EXCEPTING THEREOUT:  
0.806 HECTARES (1.99 ACRES) MORE OR LESS, AS SHOWN  
ON ROAD PLAN 2355EU.  
EXCEPTING THEREOUT ALL MINES AND MINERALS  
AND THE RIGHT TO WORK THE SAME



# Request for Decision (RFD)

**Meeting Date:** Thursday, November 27, 2025

**Agenda Item:** #

**Topic:** Bylaw No. 1487-25: Fire Protective Services Bylaw

**Presented By:** Director of Planning and Community Services and Fire Chief

---

## **Recommendation(s):**

1. That Smoky Lake County give Bylaw No. 1487-25: Fire Protective Services, for the purpose of establishing and maintaining fire protective services for the County, be given **Third Reading**.
2. That Smoky Lake County rescinds Policy Statement No. 02-21: Fire Ban as the policy information has been incorporated into Bylaw No 1487-25 Fire Protective Services.

## **Background:**

The primary reason for this Bylaw being brought back to Council is due to the ICC meeting held on June 18, 2025 – Motion ICC 022-25:

“That Smoky Lake Region intermunicipal Collaboration Committee (ICC) recommends that the municipalities establish a new Fire Protective Services Rate Fee Bylaw to indicate the fixed fees for fire rescue services to be \$400/hour per apparatus and submit passed bylaws to Smoky Lake County to be incorporated into the regional bylaw.”

The Fire Guardian appointment and responsibilities were incorporated into the Bylaw as well, as Council rescinded Policy Statement No. 01-01: Procedures and Transacting of Organization Meetings.

Bylaw 1487-25: Fire Protective Services Bylaw was discussed at the October 9, 2025 Council meeting and following motions were passed:

“That Smoky Lake County give Bylaw No. 1487-25: Fire Protective Services, for the purpose of establishing and maintaining fire protective services for the County, be given **First Reading**.”

“That Smoky Lake County give Bylaw No. 1487-25: Fire Protective Services, for the purpose of establishing and maintaining fire protective services for the County, be given **Second Reading** with the amendments to section 9.2 and 9.4.1.”

## **Proposal:**

Revised sections of this Bylaw addresses:

- Fire Guardians
- Fire Permits
- Fireworks Permit

The revised sections were included in the Bylaw for public awareness as the County adopted policies on Fire Permit Agreement and Fireworks Permit that provide more detail relating to fire protective services.

**New Section 9: Fire Hazard Levels** - details the levels of restrictions and schedules for immediate implementation as necessary, it also includes OHV as a restriction listed separately as a schedule and makes reference to the OFF Highway Control Bylaw.



# Request for Decision (RFD)

**New Section 14: Violations** - was added to allow the enforcement methods (provincial ticket or municipal tag) to serve notice of offences and assign penalties.

**Schedule B Penalty Fees:** costs were increased to various offences, as per research from surround municipalities (Lamont County, Two Hills County, St. Paul County and Lac La Biche County) the fee penalty costs are all similar; with the exception of Thorhild County as their penalty fees are very high as this municipality does not charge its residents for fire protective service costs.

Also Policy Statement No. 02-21: Fire Ban, its contents have been incorporated into Section 9: Fire Hazard Levels therefore the policy is no longer needed.

**Benefits:** Provides uniform fees for service throughout the region, Bylaw is required to charge for fees and provides transparency of fire protective services to County residents.

**Disadvantages:** N/A.

**Alternatives:** N/A

**Financial Implications:**


**Legislation:** Municipal Government Act and Forest and Prairie Protection Act

**Intergovernmental:** N/A

**Strategic Alignment:** N/A

**Enclosure(s):** A. Bylaw No. 1487-25: Fire Protection Services

B. Policy Statement No. 02-21: Fire Bans

Signature of the CAO:  \_\_\_\_\_

SMOKY LAKE COUNTY  
IN THE PROVINCE OF ALBERTA  
BYLAW NO. 1487-25

Being a Bylaw of Smoky Lake County in the Province of Alberta, for the purpose of providing for the establishment and operation of FIRE PROTECTIVE SERVICES.

\*\*\*\*\*

WHEREAS the *Municipal Government Act*, R.S.A. 2000, c. M-26 – provides that a Council may pass bylaws for municipal purposes respecting the safety, health and welfare of people and the protection of people and property.

AND WHEREAS the Council of Smoky Lake County wishes to establish and maintain a viable fire service with the Municipality, and to provide for efficient operation of such a fire service, all pursuant to the laws of the Province of Alberta.

AND WHEREAS the *Municipal Government Act* further provides that a municipality may impose a system of licenses, permits or approvals and may collect, pursuant to a bylaw, costs and expenses incurred by the municipality for extinguishing fires.

AND WHEREAS the *Forest and Prairie Protection Act*, R.S.A. 2000 c F-19, provides that a Council of a municipality is responsible for fighting and controlling all fires within the boundaries of the municipality, other than areas contained in a forest protection area.

\*\*\*\*\*

NOW THEREFORE, the Council of Smoky Lake County, in the Province of Alberta, in regular meeting duly assembled hereby, enacts the following:

**SECTION 1     SHORT TITLE**

- 1.1           This Bylaw may be cited as the **"Fire Protective Services Bylaw"**.
- 1.2           In the event that any provision of this Bylaw is inconsistent with any provincial legislation, the provincial legislation prevails.

**SECTION 2     DEFINITIONS**

For the purposes of this Bylaw, the following terms shall have the meaning set out below:

- 2.1           **"Apparatus"** means any vehicle provided with machinery, devices, Equipment or materials for firefighting, as well as any vehicles used for transporting firefighters or supplies.
- 2.2           **"Chief Administrative Officer"**: means the person appointed by Council to the position of Chief Administrative Officer (hereinafter may be referred to as "CAO") for the Municipality, under the *Municipal Government Act*.
- 2.3           **"Contained Fire"** means a Fire which is totally confined within a non-combustible structure or container, and which is ventilated in such a manner as to preclude the escape of combustible materials including ash.
- 2.4           **"Council"** means the Council of Smoky Lake County.
- 2.5           **"Enforcement Officer"** means police officer, peace officer, bylaw enforcement officer or any other persons having the authority to enforce this bylaw.
- 2.6           **"Equipment"** means any tools, contrivances, devices or materials used by the Fire Department to combat an Incident or other emergency.
- 2.7           **"False Alarm"** means any notification received to the Fire Department respecting the existence of a condition, circumstance or event containing an imminent serious danger to persons or Property, wherein such a condition, circumstance or event is in fact not in

existence.

- 2.8           **"Fire"** means any combustible material in a state of combustion.
- 2.9           **"Fire Advisory"** means an order notice issued pursuant to this Bylaw for the purpose as is an indication that the fire danger rating has increased.
- 2.10          **"Fire Ban"** means an order issued by the Minister responsible for the *Forest and Prairie Protection Act*, R.S.A. 2000 c F-19, or an order issued pursuant to this Bylaw, for the purpose of cancelling all Fire Permits, prohibiting the lighting of, and requiring the extinguishment of all fires within the County.
- 2.11          **"Fire Chief"** means the person employed by the County and appointed as the Fire Chief.
- 2.12          **"Fire Department"** means the Department established by this Bylaw and includes any person duly appointed to the Fire Department by Council or the Fire Chief.
- 2.13          "Fire Department Property" means all Property owned or controlled by the Municipality and designated for use by the Fire Department, regardless of the source of the Property
- 2.14          "Fire Guardian" means an individual deemed to be a fire guardian under the *Forest and Prairie Protection Act*, R.S.A. 2000 c F-19.
- 2.15          **"Fire Hazard"** means any condition, circumstance, or event where the possibility of Fire is increased and pose a high risk for starting a fire.
- 2.16          "Fire Hazard Levels" means a four-tiered color-coded fire hazard level system: No Restriction, Fire Advisory, Fire Restriction, and Fire Ban (aligned with provincial levels) restricting activities that may cause wildfires.
- 2.17          "Fire Permit" means a document issued by the Municipality pursuant to this Bylaw, on the form adopted by the Municipality from time to time.
- 2.18          "Fire Protection" means all aspects of Fire safety, including but not limited to, Fire prevention, Firefighting or suppression, pre-Fire planning, Fire inspection, Fire investigation, public education and information, training or other staff development, advising, and responding to a request for Fire Protection (including legitimate emergencies and False Alarms).
- 2.19          "Fire Protection Charges" means all rates, fees and charges payable for, or in connection with providing Fire Protection within and outside the County's boundaries incurred directly by the Municipality.
- 2.20          **"Fire Restriction"** means an order notice issued pursuant to this Bylaw for the purpose of fire prevention and cessation of Fire and Fireworks Permits for duration of the restriction.
- 2.21          "Fireworks" means Display Fireworks, Consumer Fireworks and Special Effect Pyrotechnics Fireworks, as defined by the Smoky Lake County Fireworks Bylaw, as amended.
- 2.22          "Fireworks Permit" means a document, issued by the Fire Chief, authorizing the sale, purchase, possession, handling, discharge, firing or setting off of Fireworks in the County.
- 2.23          "Incident" includes a fire, medical, vehicular, or other emergency situation presenting danger or possible danger to life or Property.
- 2.24          **"Incident Commander (IC)"** means the person responsible for the overall management and coordination of a response to an incident, such as an emergency or a major event

- 2.25 "Incinerator Fire" means a Fire that is confined within a non-combustible structure or container that has the draft and smoke vents thereof covered with a gauge metal screen having a mesh size not larger than 13 mm., which Fire is set for the purpose of burning household refuse.
- 2.26 **"Insurable Fire"** means a practice or arrangement which an agency provides financial compensate for damage or loss caused by a fire.
- 2.27 "Member" means any person that is a duly appointed Member of the Fire Department and includes the Fire Chief.
- 2.28 "Municipality" means the Smoky Lake County.
- 2.29 **"Municipal Representative"** shall be the Fire Chief, Deputy Fire Chief, Chief Administrative Officer or any other person designated by the Chief Administrative Officer.
- 2.30 **"Negligent Fire"** means failure to exercise reasonable care and attention leading to the ignition of a fire.
- 2.31 **"Occupant"** means someone living in or using a premise or property as a tenant or owner, or someone has occupancy of a premise or property.
- 2.32 **"Off-Highway Vehicle (OHV) Restriction"** means prohibiting the operation of Off-Highway Vehicles.
- 2.33 **"Officer"** means a Member appointed as the Fire Chief or a Deputy Chief and includes the Chief Administration Officer.
- 2.34 **"Outdoor Fire"** mean any Fire not contained within a building or structure and shall include Fire involving humus soil, piles of coal, farm produce, waste, bush, grass, seed, straw or any Fire that has escaped or spread from a building, structure, machine or vehicle and any Fire set for the purpose of thawing frozen ground.
- 2.35 **"Property"** means any real or personal Property, which, without limiting the generality of the foregoing, includes land and structures.
- 2.36 **"Recreational Fire"** means a Fire on land owned or leased by the Municipality or its agents for recreational purposes and is confined to a non-combustible container supplied by the Municipality, as approved by a Member, which is set for the purpose of cooking, obtaining warmth or viewing for pleasure. Such Fire may only be fueled with seasoned wood, charcoal, coal, natural gas or propane.
- 2.37 **"Running Fire"** means a Fire burning without being under proper or any control of any person.
- 2.38 **"Schedules"** means the following schedules are attached hereto this Bylaw:
- |                      |  |
|----------------------|--|
| <b>Schedule "A":</b> | Fire Protection Charges                      |
| <b>Schedule "B":</b> | Penalty Fees                                 |
| <b>Schedule "C":</b> | Appeal Notice                                |
| <b>Schedule "D":</b> | Fire Advisory Notice                         |
| <b>Schedule "E":</b> | <b>Fire Restriction Notice</b>               |
| <b>Schedule "F":</b> | <b>Fire Ban Notice</b>                       |
| <b>Schedule "G":</b> | <b>Off-Highway Vehicle (OHV) Restriction</b> |
- 2.39 **"Smudge Fire"** means a Fire confined within a non-combustible structure or container that is set on land of one (1) acre or more in area for the purpose of protecting livestock from insects or for protecting garden plants from frost.
- 2.40 **"Structure Fire"** means a Fire confined to and within any building, structure, machine or vehicle which will or is likely to cause the destruction of or damage to such building, structure,



machine or vehicle, excluding an Incinerator Fire.

2.41        **“Violation”** means a “tag” or similar document issued by Smoky Lake County pursuant to the Municipal Government Act or a Ticket” as defined in the *Provincial Offences Procedure Act*, R.S.A. 2000, c. P-34, as amended, and regulations thereunder.

2.42        **“Wildfire”** means an unplanned fire not under the control of any person over lands that burns soil, grasses, shrub, trees and associated vegetative fuels in their natural or modified state, and does not include structural, vehicle or landfill fires.

**SECTION 3        FIRE CHIEF AND APPOINTMENT OF MEMBERS**

3.1        The Fire Chief shall be appointed by Council.

3.2        The Fire Chief shall be responsible to the Director of Planning and Community Services.

3.3        The Council may appoint additional Members to the Fire Department, and in doing so consider the recommendations of the Fire Chief. These Members shall be supervised by the Fire Chief and the other Officers.

3.4        The Fire Chief is the authority having jurisdiction for purposes of this Bylaw. The Fire Chief may delegate all or any of their authority under this Bylaw to a Deputy Fire Chief or Officer to carry out all Fire Protection activities and such other activities as Council directs including, but not limited to:

- 3.4.1    Firefighting and Fire Suppression;
- 3.4.2    Rescue;
- 3.4.3    Emergency medical services, except ambulance services;
- 3.4.4    Pre-fire planning;
- 3.4.5    Disaster response;
- 3.4.6    Preventative patrols;
- 3.4.7    Public education activities; and
- 3.4.8    Member training and other staff development

3.5        The Fire Chief, or Incident Commander (IC) shall have control, direction, and management of any Fire Department Apparatus, Equipment, or personnel responding to an Incident and, where a Member is in charge, he or she may continue to act until relieved by an Officer authorized to do so.

3.6        The Fire Chief, subject to the ratification by the Council by Bylaw, may establish rules, regulations, policies and committees necessary for the proper organization and administration of the Fire Department including, but not limited to:

- 3.6.1    Use, care and protection of Fire Department Property;
- 3.6.2    Conduct and discipline of Officers and Members of the Fire Department;
- 3.6.3    Efficient operation of the Fire Department; and
- 3.6.4    Training of Officers and Members of the Fire Department

3.7        The Fire Chief, or the Member in charge, at an Incident may at his or her discretion establish boundaries or limits and keeps persons from entering the area within the prescribed boundaries or limits unless authorized to enter by the Fire Chief or Member-in-Charge.

3.8        The Fire Chief, or the Member in charge, at an Incident may request Enforcement Officers to enforce restrictions on persons entering within the boundaries of limits outlined in Section 3.7.

- 3.9 The Fire Chief, or the Member in charge, at an incident is empowered to enter to take all steps he or she deems necessary in order to directly or indirectly combat, control or deal with an Incident, including:
- 3.9.1 Pass through or over buildings or Property adjacent to an Incident and to cause Members of the Fire Department and the Apparatus and Equipment of the Fire Department to enter or pass through or over the building or Property; and
- 3.9.2 Cause a building, structure or thing to be pulled down, demolished or otherwise removed.
- 3.10 The Fire Chief may obtain assistance from other officials of the Municipality as he or she deems necessary in order to discharge his or her duties and responsibilities under this Bylaw.
- 3.11 Regulations, rules or policies made pursuant to Section 3.6 of this Bylaw shall not be inconsistent with the legislation and regulations of the Province of Alberta.
- 3.12 The limits of the jurisdiction of the Fire Chief, Officers and Members of the Fire Department will extend to the area and boundaries of the Municipality and no part of the Fire Apparatus or Equipment shall be used beyond the limits of the jurisdiction without:
- 3.12.1 The express authorization of a written contract or agreement providing for the supply of Fire Protection outside the Municipality's boundaries; or
- 3.12.2 The approval of Council.

**SECTION 4     FIRE GUARDIANS APPOINTMENT AND POWERS**

- 4.1 Council has the authority to appoint Fire Guardians under the *Forest and Prairie Protection Act*, R.S.A. 2000 c F-19, and as amended from time to time.
- 4.2 The Fire Chief and Deputy Fire Chief are hereby designated as a Fire Guardian of Smoky Lake County and authorized to perform all or any of the duties of the Municipality as outlined in the *Forest and Prairie Protection Act*, R.S.A. 2000 c F-19, as amended from time to time. Any expenses incurred while fulfilling the duties of a Fire Guardian shall be borne by the Municipality.
- 4.3 Fire Guardians shall be appointed by Council by resolution.
- 4.4 When a Fire Hazard Level Restriction is in place, Fire Guardian(s) shall NOT issue a Fire Permit nor any Fireworks Permits, from the date of issuance of the Fire Hazard Restriction Notice.
- 4.5 Unless otherwise limited by the Fire Chief, Fire Guardians shall have the authority and power to:
- 4.5.1 Exercise all powers prescribed for Fire Guardians under the *Forest and Prairie Protection Act*, R.S.A. 2000 c F-19; and as amended from time to time;
- 4.5.2 Issue Fire Permits in accordance with this Bylaw and impose any conditions on the Permit that the Fire Guardian considers appropriate, in their sole discretion, given the nature of the fire and prevailing circumstances, location and environmental conditions; and
- 4.5.3 Suspend or cancel a Fire Permit at any time; and refuse to issue a Fire Permit where, in the opinion of the Fire Guardian, there is a risk to the public in relation to the proposed fire.

**SECTION 5     POWERS OF FIRE MEMBERS**

- 5.1 Each Member shall have the authority and power to:
- 5.1.1 Extinguish or control the Fire or the operations to preserve life and Property and

- enter onto any Property for the purpose of extinguishing or controlling the Fire; and
- 5.1.2 Prevent interference with the efforts of persons engaged in the extinguishing of Fires or preventing the spread thereof by regulating the conduct of the public at or in the vicinity of any Fire.

**SECTION 6      POWERS OF OFFICERS**

- 6.1 Each Officer shall have the authority and power to:
- 6.1.1 During an Incident, commandeer and authorize payment for the possession or use of any Equipment for the purpose of fighting the Fire, where that payment has been authorized pursuant to the budget for the Fire Department.

**SECTION 7      FIRE PERMITS**





- 7.1 A Fire Permit shall be required from January 1<sup>st</sup> to December 31<sup>st</sup> of each year.
- 7.2 An application for a Fire Permit for an Outdoor Fire or a Structure Fire or the lighting of Fireworks shall be made to the Municipality in writing on the form adopted by the Municipality from time to time currently as prescribed under the *Forest and Prairie Protection Act*, R.S.A. 2000 c F-19 and regulations thereunder, the Officer shall receive and consider the application and after having done so, he or she may, in his or her absolute discretion, issue to the applicant a Fire Permit, in accordance with **Policy Statement No. 02-05: Fire Permit Agreement**.
- 7.3 No person or Occupant or owner of a property shall light, or cause to be lit, a Fire or allow any Fire on land unless the person, Occupant or owner, holds a valid Fire Permit.
- 7.4 Fire Permits are not required under this Bylaw for the following activities:
- 7.4.1 A Fire in an acceptable burning barrel; a Recreational Fire; a Smudge Fire; or a fire lit for religious or ceremonial purposes; in accordance to the safe practices outline in **Policy Statement No. 02-05: Fire Permit Agreement**.
- 7.5 This Bylaw does not apply to:
- 7.5.1 An Outdoor Fire lit by Fire Protective Services for training or preventive control purposes;
- 7.5.2 An Outdoor Fire that is a flare stack used in the petroleum industry; and
- 7.5.3 Fire confined to an incinerator regulated under the *Environmental Protection and Enhancement Act*, R.S.A. 2000, c.E-12 as amended from time to time.

**SECTION 8      FIREWORKS**


- 8.1 No person shall distribute, offer for sale, store, sell, use, discharge, fire or set off Fireworks within the Municipality unless they hold a valid Fireworks Permit
- 8.2 An application for a Fireworks Permit shall be made on the form adopted by the Municipality in accordance with **Policy Statement No. 02-22: Fireworks Permit Agreement**.

**SECTION 9      FIRE HAZARD LEVELS**

- 9.1 The Municipality has a four-tiered, color-coded Fire Hazard Level System (aligned with provincial levels) restricting activities that may cause Wildfires in Smoky Lake County. These are temporary measures brought into effect according to conditions. As fire danger levels rise or fall, these restrictions can be adjusted to reduce the likelihood of preventable Wildfires.

Fire Hazard Levels		SCHEDULE "D"	SCHEDULE "E"	SCHEDULE "F"
Activities  √ = Allowed  ⊗ = NOT Allowed	No Restrictions  	Fire Advisory  	Fire Restriction  	Fire Ban  
Fire Permits	√	√	⊗	⊗
Recreational fire pits without a screen	√	√	⊗	⊗
Fireworks	√	√	⊗	⊗
Screened fire pits	√	√	√	⊗
Charcoal briquette BBQ (including pellet burning)	√	√	√	⊗
Propane/gas BBQ	√	√	√	√
Propane/gas fire pit	√	√	√	√

9.2 During times of high Wildfire hazard, the Municipality will issue an Off-Highway Vehicle (OHV) restriction. This is a temporary measure in place to mitigate the risk of human-caused Wildfires when the hazard is high. The Municipality has an **Off-Highway Vehicle Control Bylaw** for regulating the operations of Off-Highway Vehicles in Smoky Lake County.

Off-Highway Vehicle Restriction (OHV)	SCHEDULE "G"
An off-highway vehicle (OHV) restriction prohibits the use of OHVs	

9.3 **Factors considered for implementing a Fire Hazard Level:**

- 9.3.1 Information obtained from the Alberta Government;
- 9.3.2 Sustainable Resources Development updates; and
- 9.3.3 Fire Weather Index: daily observation of temperature, relative humidity, precipitation and wind direction and speed.

9.4 An order to issue a Fire Hazard Level made under this Bylaw will be communicated as a Notice by completing the appropriate Fire Hazard Level Schedule and notifying the public as follows:

- 9.4.1 Smoky Lake County will advise Bonnyville Regional Fire Authority by completing and submitting the appropriate Fire Hazard Level Schedule;
- 9.4.2 Council will be notified by email;
- 9.4.3 Fire Departments will be notified by an email sent to the Fire Chiefs and the municipalities;
- 9.4.4 Posted on the County Website, and on any social media used by the County;
- 9.4.5 Posted on albertafirebans.ca – Website;
- 9.4.6 Fire Permit Holders notified when Fire Restriction and Fire Ban are issued;
- 9.4.7 Signage of Fire Hazard Level posted at County boundaries along the highway and at the lake and campgrounds entrances within Smoky Lake County;
- 9.4.8 R.C.M.P. – Local Detachment notified by email;
- 9.4.9 N.E Muni-Corr Iron Horse Trail by email; and
- 9.4.10 Provincial Parks by email;

9.5 The Fire Chief may, from time to time, prohibit all Fires within Smoky Lake County or a portion of the Municipality when the Fire Chief, in his sole discretion, determines that the prevailing Fire Hazard environmental conditions may give rise to an increased risk of Fire or increased

risk of a Fire running out of control.

- 9.6 Notice of a Fire Hazard Level imposed pursuant to this Bylaw shall remain in force until either the date provided in the Schedule Notice of the Fire Hazard Level or until such time the Fire Chief provides notice to the public that the Fire Hazard Level Notice is no longer in effect.
- 9.7 The Fire Chief may implement and/or remove a Fire Hazard Level and the Fire Chief, and the Chief Administrative Officer shall jointly implement a Fire Hazard Level Notice of a Fire Ban, as conditions dictate or until such time

**SECTION 10    FIRE PROTECTION CHARGES**

- 10.1 Upon providing Fire Protection on Property within the Municipality’s boundaries for Insurable and Negligent Fires, the Municipality will send an invoice for Fire Protection Charges to:
- 10.1.1            the person causing or contributing to the Fire; or
- 10.1.2            the owner or Occupant of the Property.
- 10.2 The Fire Chief and Chief Administrative Officer shall determine when Fire Protection charges are to be levied for fire response as per **Schedule “A”: Fire Protection Charges.**
- 10.3 A Fire Protection Charge shall be paid within sixty (60) days of being levied.
- 10.4 Collection of unpaid Fire Protection Charges may be undertaken by civil action in a court of competent jurisdiction, and any civil action does not invalidate any lien which the Municipality is entitled to place on the Property in respect of which the indebtedness is incurred.
- 10.5 The owner of a parcel to which Fire Protection is provided is liable for Fire Protection Charges incurred, and the Municipality may add to the tax roll of a parcel of land all unpaid Fire Protection Charges, pursuant to the *Municipal Government Act*, R.S.A. 2000, c. M-26, as amended.
- 10.6 Charges for Incidents involving a motor vehicle, or motor vehicles, on provincial highways, as well as Fires on the provincial right-of-ways may be charged to Alberta Transportation at the hourly rate set from time to time by Alberta Transportation.
- 10.7 Charges for Incidents involving a motor vehicle or motor vehicles within the Municipality other than on a primary highway may be charged to the insurance company that has an insurance policy covering the motor vehicle or motor vehicles.

**SECTION 11    ENFORCEMENT**

- 11.1 Where Property does not comply with this Bylaw or a person contravenes this Bylaw, the Municipality may pursue its enforcement alternatives in accordance with any Act, or common law right, including issuance of an order to remedy contraventions, remedying interventions by the Municipality, adding amounts to the tax roll, and pursuing injunctions pursuant to the *Municipal Government Act*, R.S.A. 2000, c. M-26, as amended.

**SECTION 12    OFFENCES**

- 12.1 No person shall:
- 12.1.1 Impede, obstruct or hinder a Member of the Fire Department, or other person assisting or acting under the direction of the Fire Chief or the Member in charge at any Incident;
- 12.1.2 Damage or destroy Fire Department Apparatus or Equipment;
- 12.1.3 At an Incident, drive a vehicle over any Apparatus or Equipment without permission of the Fire Chief or the Member in charge;
- 12.1.4 At an Incident, enter the boundaries or limits of an area prescribed unless he or she has been authorized to enter by the Fire Chief or the Member in charge;
- 12.1.5 Falsely represent themselves as a Member or wear or display any Fire Department badge, cap, button, insignia, or other paraphernalia, whether at an Incident or otherwise, for the purpose of such false representation;

- 12.1.6 Obstruct or otherwise interfere with access roads or streets or other approaches to any fire alarm, fire hydrant, cistern or body of water designated for fire-fighting purposes or any connections provided to a fire main, pipe, standpipe, sprinkler system, cistern, or other body of water designated for fire -fighting purposes;
- 12.1.7 Light any Fire including an Outdoor Fire or Structure Fire unless that person is the holder of a valid Fire Permit unless:
  - 12.1.7.1 the Fire is an Incinerator Fire;
  - 12.1.7.2 the Fire is a Smudge Fire;
  - 12.1.7.3 the Fire has been set by a Member for the purpose of training Members;
  - 12.1.7.4 the Fire is a Recreational Fire; or
  - 12.1.7.5 the Fire is a Contained Fire;
- 12.1.8 Failure to adhere to the conditions stated in a Fire Permit Agreement: e.g. number of burning piles allowed;
- 12.1.9 Either directly, or indirectly, personally or through an agent, servant, or employee kindle a Fire or let it become a Running Fire or Wildfire on any land not his or her own Property or allow Running Fire or Wildfire to pass from his or her own Property to the Property of another;
- 12.1.10 Light a Fire without first taking sufficient precautions to ensure that the Fire can be kept under control at all times;
- 12.1.11 Light a Fire when the weather conditions are conducive to creating a Running Fire or Wildfire;
- 12.1.12 Fail to take reasonable steps to control a Fire for the purpose of preventing it from becoming a Running Fire or Wildfire or from spreading onto Property other than his or her own;
- 12.1.13 Light Fireworks when and/or where prohibited;
- 12.1.14 Deposit, discard, or leave any burning matter or substance where it might ignite other materials and cause a Fire;
- 12.1.15 Conduct any activity that involves the use of Fire that might reasonably be expected to cause a Fire unless that person exercises reasonable care to prevent the Fire from occurring;
- 12.1.16 Knowingly make a false statement in a Fire Permit application;
- 12.1.17 Use a Fire to burn:
  - 12.1.17.1 manure;
  - 12.1.17.2 livestock or other animal carcasses.
  - 12.1.17.3 material that will result in the production of dense black smoke, including insulation from electrical wiring or equipment, asphalt roofing materials, hydrocarbons, plastics, or other materials or creosoted wood; or
  - 12.1.17.4 herbicides, pesticides or other toxic materials or substances;
- 12.1.18 Conduct any activity that involves the use of a Fire, where smoke from the Fire will impede visibility of the vehicular traffic and pedestrian traffic on any Highway as defined in the *Traffic Safety Act* R.S.A. 2000 c. T-6;
- 12.1.19 Light a Fire or burn any material contrary to federal, provincial, or municipal legislation or regulations; or



12.1.20 Use a Fire to burn all normal waste which results from the operation of a household or commercial business or occupation and shall include without restricting the foregoing, paper, rags, lawn and hedge clippings, packaging materials, and waste from the preparation of food unless the same is burned pursuant to the terms of a Permit, or within an Incinerator.

12.2 Each day that a breach of any provisions of this Bylaw occurs may be considered as a separate offence.

**SECTION 13 PENALTIES**

Except as otherwise provided herein,

- 13.1 Any person who:
- 13.1.1 violates any provision of this Bylaw;
  - 13.1.2 suffers or permits any act or thing to be done in contravention of or in violation of any provision of this Bylaw;
  - 13.1.3 neglects to do or refrains from doing anything required to be done by the provisions of this Bylaw; or
  - 13.1.4 does any act or thing or omits any act or thing, thus violating any provisions of this Bylaw; is guilty of an offence under this Bylaw.
- 13.2 Every person who contravenes any provision of this bylaw is guilty of an offence and shall be liable upon summary conviction to the penalty specified in **Schedule “B”: Penalty Fees** herein for such offence.
- 13.3 The penalty shall be paid within thirty (30) days of the issuance of the Violation.
- 13.4 No person found guilty of an offence pursuant to this Bylaw shall be liable to imprisonment.

**SECTION 14 VIOLATION(S)**

- 14.1 A notice of form commonly called an Offence Notice / Summons / or Violation Tag having printed wording approved by the Municipality, may be issued by an Enforcement Officer to any person alleged to have contravened any provisions of this Bylaw, and the said notice shall require the payment to such official in the amount specified in this Bylaw, as amended, or the regulations pursuant to the *Provincial Offences Procedure Act*, (Alberta), as amended.
- 14.2 A Violation shall be deemed to be sufficiently served:
- 14.2.1 if served personally on the accused; or
  - 14.2.2 if mailed to the address of the registered person or to the person concerned in respect of which the offence is alleged to have been committed.

**SECTION 15 NOTICE**

- 15.1 Any notice provided for in this Bylaw shall be in writing.
- 15.2 Service of any notice provided for in this Bylaw may be made as follows:
- 15.2.1 personally, upon the person to be served;
  - 15.2.2 by mailing the copy to the person to be served by registered mail or certified mail to the last known post office address of the person to be served, and service shall be deemed to be effected at the time the copy is delivered by an official of the post office to the person to be served or to any person receiving it on his or her behalf;
  - 15.2.3 where the Property is not occupied, by mailing the notice by registered mail or certified mail to the mailing address noted on the Municipality’s tax roll for that Property, and service shall be deemed to be affected at the time the copy is delivered by an official of the post office to the person to be service or to any person receiving it on his or her behalf; or
  - 15.2.4 as directed by the Court.

**SECTION 16    APPEAL**

16.1            A person who considers himself aggrieved by a written order or invoice given pursuant to this Bylaw may appeal the same to Council, in accordance with **Schedule “C”: Appeal Notice.**

**SECTION 17    INTERFERENCE WITH DUTIES**

17.1            No person shall obstruct the Chief Administrative Officer, Fire Chief, Member, Municipal Representative, or Officer, or Enforcement Officer from performing his or her duties under this Bylaw.

**SECTION 18    SEVERABILITY**

18.1            Should any section or part of this Bylaw be found to be improperly enacted or ultra vires, for any reason, then such section or part shall be regarded as being severable from the Bylaw and the Bylaw remaining after such severance shall be effective and enforceable.

**SECTION 19    REPEAL**

19.1            That **Bylaw No. 1471-25** known as the “*Fire Protective Services Bylaw*” and is hereby repealed.

**SECTION 20    EFFECTIVE DATE**

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

Read a First time this \_\_\_\_ day of \_\_\_\_\_, 2025.

Read a Second time this \_\_\_\_ day of \_\_\_\_\_, 2025.

Read a Third and Final time this \_\_\_\_ day of \_\_\_\_\_, 2025  
and finally passed.

\_\_\_\_\_  
REEVE

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER

Schedule “A”

Fire Protection Charges

1. In consideration of all circumstances surrounding an Insurable or Negligent Fire, The County administration shall charge the following fees for fire calls:  

Property and/or Vehicle Fires: \$400.00 per hour per Fire Apparatus.  
Minimum charge is \$400.00
2. Smoky Lake County will provide Fire Protection services assistance for neighboring jurisdictions that have entered into a Mutual Fire Aid Agreement.  
The following fees for Fire Protection services shall apply:  

Fire Apparatus: Hourly rates will be negotiated by the Mutual Fire Aid Agreement partners.  
  
Construction Equipment: Cost will be based at the current Alberta Road Builders & Heavy Construction Rates.  
www.ARHCA.AB.CA
3. Smoky Lake County will provide Fire Protection services assistance for Incidents involving a motor vehicle, or motor vehicles, on a Provincial highways, as well as Fires on provincial rights-of-way may be charged to Alberta Transportation at current rates determined by Alberta Transportation:

Type of Apparatus	Description
Ladder and Pumper Trucks	<ul style="list-style-type: none"><li>Includes equipment costs, labor, and all materials.</li><li>These are specialized pieces of equipment specifically designed and built to fight fires</li></ul>
Light and Medium Vehicles	<ul style="list-style-type: none"><li>Used to transport manpower and equipment not covered under the rate for ladder and pumper trucks.</li><li>Rescue vehicles must meet the equipment requirements listed in Section 4, particularly Table 4.2.2, of NFPA 1901.</li><li>Light Rescue vehicles are permanently rigged and equipped to do basic rescue tasks using hand and basic extrication tools and medical aid equipment.</li><li>Medium rescue vehicles carry more equipment to handle regularly occurring rescue tasks plus specialized rescue equipment for at one rescue specialty</li></ul>
Command Vehicles	<ul style="list-style-type: none"><li>Vehicles to transport manpower to the incidents</li></ul>

4. Smoky Lake County will not respond to **Mutual Fire Aid** requests unless a Mutual Aid Agreement is executed with Smoky Lake County. The fee and costs for Fire Protection services shall be the same as established within the Mutual Fire Aid Agreement.

**SCHEDULE “B”**  
Penalty Fees

<b><u>SECTION</u></b>	<b><u>VIOLATION</u></b>	<b><u>PENALTY</u></b>
12.1.1	Obstruct Member of Fire Department	\$ 500.00
12.1.2	Damage Fire Department Apparatus or Equipment	\$500.00 + Repair /Replace Costs
12.1.3	Drive over Equipment	\$ 100.00 + Repair /Replace Costs
12.1.4	Enter restricted area	\$ 500.00
12.1.5	Falsely representing Fire Department Member	\$ 500.00
12.1.7	Lighting a Fire without a Fire Permit	\$ 500.00
	Lighting a Fire during a Fire Ban	\$ 1,000.00
12.1.8	Failure to adhere to the conditions of a Fire Permit	\$ 500.00
12.1.9	Running Fire or Wildfire occurring on a Property	\$ 500.00
12.1.10	Failure to control a Fire	\$ 500.00
12.1.13	Lighting of Fireworks when/where prohibited	\$ 500.00
12.1.18	Impeding visibility of vehicular traffic and/or pedestrian traffic on a Highway	\$500.00 + Traffic Control Costs
12.1.20	Use Fire to burn refuse other than in an incinerator	\$ 500.00
Breach of any of the provisions of this Bylaw not specified in this Schedule.		Not less than \$ 100.00 Not more than \$ 2,500.00

Schedule “C”

APPEAL NOTICE

APPEAL NOTICE

*If you want to appeal a written notice or invoice issued pursuant to this Bylaw, you must serve this Appeal Notice by mailing or delivering it to the SMOKY LAKE COUNTY within 30 days after the notice or invoice was served on you.*

DATED:

TO: CHIEF ADMINISTRATIVE OFFICER  
Smoky Lake County  
Box 310, 4612 McDougall Drive  
Smoky Lake, Alberta T0A 3C0

I am appealing the notice/invoice ( ),  
about Date on notice/invoice

Property Address

You may give reasons for your appeal:

(Use a separate sheet if necessary)

Signature

Street Address

Town

Province

Name Printed

Phone Numbers:  
Home:   
Cellular:   
Work:

Postal Code

NOTE:

ONLY appeals filed WITHIN THE 30 DAY PERIOD will be heard by SMOKY LAKE COUNTY COUNCIL.  
You will be notified in writing of the date of the hearing.

9.3 RFD Bylaw 1487-25 Fire Protection Services

RFD Bylaw 1487-25 Fire Protection Services | Page - 201



SCHEDULE “D”

Fire Hazard Level


FIRE ADVISORY NOTICE

SMOKY LAKE COUNTY is:

☐ UP-GRADING

☐ DOWN-GRADING

the current Fire Restriction to



A Fire Advisory is an indication that the fire danger rating has increased.

IN EFFECT

Due to extreme fire hazard conditions, Smoky Lake County hereby orders:

☐ Fire Advisory In Effect.

TimeDate

☐ Fire Advisory Removed.

TimeDate

Activity	Restriction Level
Fire Permits	<div><div>Will be issued for essential burning only.</div><div>Inspection required prior to approval.</div></div>
Fireworks	<div><div>Permits issued on a case-by-case basis</div></div>
Off-Highway Vehicles (OHV)	<div><div>OHV can start Wildfires. Please check your OHV frequently to ensure hotspots are free of debris and that mufflers and spark arrestors are functioning properly.</div></div>
Burning Barrels	<div><div>Permitted if they are well-maintained and in good working condition:<div><div>Covered with a mesh screen with opening no larger than 6mm (1/4").</div><div>Barrels must be placed at least 100 feet away from any structures or standing timber.</div><div>A 10-foot non-combustible perimeter around the barrel in maintained.</div></div></div></div>
Recreational Fire Pits: Campfire - without a screen	<div><div>Remain cautious when burning or having a fire and never leave a campfire pit unattended.</div><div>Ensure the fire is completely extinguished.</div></div>
Fire Pits - screened	<div><div>Soak It, Stir It, Soak It Again.</div><div>Repeat if necessary. Ashes should be cool to touch.</div></div>
Barbeque – Charcoal briquette	Allowed
Propane / Natural Gas BBQ	Allowed

For further information, please contact  
Smoky Lake County at 780-656-3730.

SIGNATURES:

FIRE CHIEF:

DATE:





SCHEDULE “E”

Fire Hazard Level


FIRE RESTRICTION NOTICE

SMOKY LAKE COUNTY is:

☐ UP-GRADING

☐ DOWN-GRADING

TO FIRE



A Fire Restriction is an indication that the fire danger rating has increased to issued Notice for the purpose of fire prevention and cessation of Fire.

IN EFFECT

Due to extreme fire hazard conditions, Smoky Lake County hereby orders:

☐ Fire Restriction In Effect.

Time: \_\_\_\_\_ Date: \_\_\_\_\_

☐ Fire Restriction Removed.

Time: \_\_\_\_\_ Date: \_\_\_\_\_

Activity	Restriction Level
Fire Permits	<div><input checked="" type="checkbox"/> Prohibited.</div> <div><input checked="" type="checkbox"/> No Fire Permits will be issued for burning brush, bales, garden or yard debris.</div>
Fireworks	<div><input checked="" type="checkbox"/> Prohibited.</div>
Off-Highway Vehicles (OHV)	<div><input checked="" type="checkbox"/> Allowed – remember OHV can start wildfires.</div>
Burning Barrels / Incinerators	<div><input checked="" type="checkbox"/> Permitted if they are well-maintained and in good working condition:<div><div>Covered with a mesh screen with opening no larger than 6mm (1/4”).</div><div>Barrels must be placed at least 100 feet away from any structures or standing timber.</div><div>A 10-foot non-combustible perimeter around the barrel in maintained.</div></div></div>
Recreational Fire Pits: Campfire - without a screen	<div><input checked="" type="checkbox"/> Prohibited.</div>
Fire Pits: Campfires - screened	<div><input checked="" type="checkbox"/> Allowed - In an approved fire receptacle only.<div><div>An approved fire receptacle is a fire pit constructed of non-combustible materials and have a metal mesh screen.</div></div></div>
Barbeque – Charcoal briquette	<div><input checked="" type="checkbox"/> Allowed</div>
Propane / Natural Gas BBQ	<div><input checked="" type="checkbox"/> Allowed</div>

Recovery of Firefighting Costs:  
In accordance with the County's Fire Protection Services Bylaw, any costs incurred by Smoky Lake County Fire Department in responding to extinguish fires may be charged to the Occupant or permit holder.

Smoky Lake County urges the use of extreme caution when working or driving in grassy areas, be mindful of hot exhaust and keep vehicles clean and free of debris as smoldering debris can fall off and start fires.

Be fire smart: remain cautious when burning or having a fire. Ensure the fire is completely extinguished. Soak it, stir it, soak it again. Repeat as necessary. Ashes should be cool to touch.

For further information please contact Smoky Lake County at 780-656-3730

SIGNATURES:

FIRE CHIEF: \_\_\_\_\_

DATE: \_\_\_\_\_



SCHEDULE “F”


Fire Hazard Level

FIRE BAN NOTICE

SMOKY LAKE COUNTY upgrading the current fire restriction to a full

FIRE BAN due to extreme wildfire risk

Go to [www.albertafirebans.ca](http://www.albertafirebans.ca) for current fire ban information



A Fire Ban order issued is an indication that the fire danger rating is at an extreme wildfire risk in the area

IN EFFECT

Due to extreme fire hazard conditions, Smoky Lake County hereby orders:

☐ Fire Ban In Effect.

Time: \_\_\_\_\_ Date: \_\_\_\_\_

☐ Fire Ban Removed.

Time: \_\_\_\_\_ Date: \_\_\_\_\_

Activity	Restriction Level
Fire Permits	<div><input checked="" type="checkbox"/> Prohibited</div> <div><input checked="" type="checkbox"/> No Fire Permits will be issued</div> <div><input checked="" type="checkbox"/> All previously issued fire permits are hereby Cancelled until further notice.</div>
Fireworks	<div><input checked="" type="checkbox"/> Prohibited</div>
Off-Highway Vehicles (OHV)	<div><input checked="" type="checkbox"/> Prohibited</div>
Burning Barrels / Incinerators	<div><input checked="" type="checkbox"/> Prohibited</div>
Recreational Fire Pits: Campfire - without a screen	<div><input checked="" type="checkbox"/> Prohibited</div>
Fire Pits: Campfires - screened	<div><input checked="" type="checkbox"/> Prohibited</div>
Barbeque – Charcoal briquette	<div><input checked="" type="checkbox"/> Prohibited</div>
Propane / Natural Gas Stoves	<div>Allowed:</div> <div><div><div>CSA-approved or UL-certified gas/propane barbecues, stoves, and heaters</div><div>CSA-approved or UL-certified propane or gas firepits/ring.</div></div></div>

A person who sets a fire during this ban may be fined up to a \$1,000.00 and will be responsible for the costs of extinguishing a fire pursuant to the Smoky Lake County Fire Protective Services Bylaw.

For further information, please contact Smoky Lake County at 780-656-3730.

THIS FIRE BAN WILL STAY IN EFFECT  
UNTIL FIRE HAZARD CONDITIONS IMPROVE SIGNIFICANTLY

SIGNATURES:

CHIEF ADMINISTRATIVE OFFICER : _____	DATE: _____
FIRE CHIEF: _____	DATE: _____



SCHEDULE “G”

Fire Hazard Level

OFF-HIGHWAY VEHICLE (OHV) RESTRICTION  
NOTICE

SMOKY LAKE COUNTY: Off-Highway Vehicle Control Bylaw

For regulating the operations of Off-Highway Vehicles in the Municipality.

Off-Highway Vehicle (OHV)  
Restriction  
issued an order to mitigate the risk of  
human-caused wildfires

IN EFFECT

Due to extreme fire hazard conditions, Smoky Lake County  
hereby orders:

☐ Off-Highway Vehicle (OHV) Restriction In Effect.

\_\_\_\_\_ '\_\_\_\_

TimeDate

☐ Off-Highway Vehicle (OHV) Restriction Removed.

\_\_\_\_\_ '\_\_\_\_

TimeDate

Activity	Restriction Level
<div><div><b>Off Highway Vehicle (OHV) Restriction</b></div><div>Prohibits the use of OHVs during a Fire Ban</div></div>	No person shall operate an Off-Highway Vehicle on Municipal Property, Highways, Permitted Use Areas, or trails within Smoky Lake County in accordance with <b>Smoky Lake County “Off-Highway Vehicle (OHV) Control Bylaw</b>

The Off-Highway Vehicle (OHV) Restriction will remain in effect until fire hazard  
conditions have significantly improved.

For further information, please contact  
Smoky Lake County at 780-656-3730.

SIGNATURES:

CHIEF ADMINISTRATIVE OFFICER : _____	DATE: _____
FIRE CHIEF: _____	DATE: _____



# CAO REPORT

**Department:** CAO

## **1. Key Accomplishments**

**Reporting Period:** October, 2025

October was a significant month marked by organizational change, the municipal election, and a number of high-priority administrative initiatives.

Lakeland HR presented an updated organizational structure to Council. After minor revisions, Council approved the new structure, and Lakeland HR proceeded with the development of updated job descriptions to support implementation. On-site HR support throughout the month provided valuable guidance to managers and staff, contributing to improved morale, strengthened accountability, and enhanced clarity of roles.

Support was provided throughout the election process, including responses to resident concerns following voting day. Recent amendments to the Local Authorities Election Act—particularly those affecting voter registers and proof-of-address requirements—presented new challenges for election workers. Post-election, administration coordinated mandatory Council training under the Municipal Government Act. A comprehensive Smoky Lake County workshop was delivered, followed by a joint legal orientation organized in partnership with the Town of Smoky Lake.

Smoky Lake County also participated in an interview for a regional study conducted by Evergreen Waste Management.

## **2. Operational Challenges & Solutions**

The vacancy in the CAO position continued to create operational pressures, particularly during a month that included major Finance deadlines, election administration, and post-election legislative requirements. These demands placed significant strain on staff capacity across several departments.

To mitigate impacts, the management team has worked closely together to coordinate decision-making, support staff, and maintain service levels. This collaborative approach has included reviewing outdated policies and Bylaws, supporting cross-departmental workload balancing, and ensuring continuity in key operational areas.

## **3. Progress on Strategic Goals**

Work completed in October supported several pillars of the County's Strategic Plan, including:

### **Good Governance**

- Implementing an updated organizational structure to enhance administrative efficiency.

- Delivering legislated Council training to strengthen informed leadership and governance capacity.
- Advancing policy updates to support consistent service levels and organizational accountability.

#### **4. Staffing & Resources**

Operational pressures continued due to multiple medical leaves and vacant positions across Public Works and Finance.

Temporary staff filled one grader operator role and one equipment operator role during October, with another temporary operator position currently posted. Recruitment is underway for the Lead Mechanic/Maintenance Coordinator position, closing in November.

These staffing limitations continue to impact operational output; however, departments have adapted by reallocating duties, prioritizing essential services, and maintaining communication regarding resource constraints.

#### **5. Interdepartmental Collaboration**

Departments worked collaboratively throughout the month on several initiatives, including:

- Circulating Council Highlights to all staff to strengthen internal communication and transparency.
- Consolidating multiple road-related policies into a single comprehensive service-level policy (Policy 03-15).
- Coordinating support for large projects requiring involvement from multiple departments.

This collaboration has strengthened internal alignment and improved the County's capacity to manage complex and time-sensitive work.

#### **6. Next Steps & Outlook**

- Continuing to advance a positive organizational culture, supported by on-site Lakeland HR visits scheduled for November 5 and November 26.
- Hosting the annual staff Christmas celebration on November 28 in Bellis.
- Supporting Lakeland HR in CAO recruitment, updating job descriptions, and drafting employment contracts for new Director-level positions.
- Working with Executive Services and Legislative Services to finalize policy updates for Council consideration.



- Assisting the Highway 28/63 Regional Water Services Commission with its organizational meeting and ensuring continued progress on Commission projects.

**Department:** Executive & Legislative Services

**Reporting Period:** October 2025

## **1. Key Accomplishments**

October was a highly active month for Executive and Legislative Services, with significant operational, legislative, and governance-related accomplishments. The department successfully supported the 2025 Municipal Election, providing coordination of supplies, assembly of election worker packages, and assistance during both advance polls and election day. This work also included troubleshooting challenges created by recent amendments to the Local Authorities Election Act and responding to numerous resident inquiries both before and after the election.

Following voting day, the department coordinated the mandatory Council Orientation under the Municipal Government Act. This included a County-specific workshop for newly elected and returning members as well as a jointly delivered legal orientation provided in partnership with the Town of Smoky Lake. Executive and Legislative Services further supported transitioning Council by ensuring all agenda materials and documentation were prepared for a smooth onboarding process.

Throughout the month, the department completed agendas and minutes for Regular Council meetings, Organizational meetings, joint public hearings, Administrators' meetings, and the Agricultural Service Board meeting. Work continued on policy review and modernization, including supporting the CAO with updates to outdated bylaws and assisting in the consolidation of several road policies into the new Service Level Policy (Policy 03-15) in collaboration with Public Works, Planning, and GIS. Executive and Legislative Services also supported intermunicipal activities, including preparation for an annexation meeting with the Village of Waskatenau. Additionally, the department managed increased daily deposits related to the property tax deadline, ensuring accuracy and consistency during a peak workload period.

## **2. Operational Challenges & Solutions**

The vacancy in the CAO position created significant operational pressure, coinciding with peak workloads across Finance, Public Works, Election Administration, and Emergency Management. To ensure continuity, Executive and Legislative Services redistributed priorities and adjusted scheduling to maintain essential governance functions. Strong collaboration with all departments helped maintain consistency in the production of Requests for Decision, policy development, agenda preparation, and election compliance.

### **3. Progress on Strategic Goals**

Executive and Legislative Services contributed directly to multiple pillars of the County's Strategic Plan. Under Good Governance, the department delivered a comprehensive Council orientation to strengthen decision-making capacity, advanced key policy updates, and supported consistent governance processes across the organization. Under Operational Excellence, the department strengthened internal communication through coordination of updates, notices, and election-related messaging, improving clarity and responsiveness across departments.

### **4. Staffing & Resources**

There were no staffing changes within Executive and Legislative Services during this reporting period. However, workload demands increased significantly due to the municipal election, legislative requirements, and the ongoing CAO vacancy.

### **5. Interdepartmental Collaboration**

Executive and Legislative Services worked closely with every County department and continued to play a central coordinating role across the organization. The department supported Finance with budget preparation, reception, and increased deposit activity. Collaboration with Public Works focused on service-level documentation, policy consolidation, and ratepayer communication. The department assisted GIS with election mapping and polling station notices.

Support was provided to Planning and Development on annexation matters, joint council meeting planning, and road encroachment files. The Agricultural Service Board received administrative support through agenda preparation, minute taking, and RFD development. The CAO Office continued to rely on Executive and Legislative Services for governance support, policy review, and project tracking throughout the CAO vacancy. Executive and Legislative Services also participated in cross-departmental discussions on the County's road policy alongside Public Works, GIS, Planning, and the Interim CAO.

### **6. Next Steps & Outlook**

Key priorities for the next reporting period include:

- Continued coordination of 2026 Budget Meetings, internal and Council-level.
- Preparation of upcoming Council agendas, including several major RFDs.
- Continued refinement of policies and administrative procedures across departments.
- Support for the Highway 28/63 Regional Water Services Commission meeting.
- Supporting department managers in workload prioritization through year-end reporting, audits, and operational planning.

Professional development focus areas:

Professional development continued in both Legislative Services and Executive Services throughout this reporting period. Within Legislative Services, work is underway to complete the midterm for the Information Access course, along with the start of the Coaching and Mentoring course, both offered through the NACLAA program at the University of Alberta.

Within Executive Services, finishing up the final assignments for the Local Government course and Municipal Law course through the NACLAA program at the University of Alberta. Winter coursework will include Information Access and Protection of Privacy Foundations, Local Government Finance, and Public Administration, also delivered through the University of Alberta's NACLAA program.

**Department:** Finance

## **1. Key Accomplishments**

**Reporting Period:** October, 2025

Significant progress was made in October toward year-end reporting and budget preparation. A comprehensive Finance Orientation was delivered to Council, providing an overview of financial processes, annual cycles, legislative requirements, and strategic financial priorities. In addition, the full working draft of the 2026 Budget was compiled into a single document to support upcoming internal and Council budget deliberations in November.

Property tax collection and receipting remained the central operational focus for the month. Despite high volumes, payments were processed efficiently, taxpayer inquiries were supported promptly, and financial records were kept fully up to date as the October 31 deadline approached.

## **2. Operational Challenges & Solutions**

Developing a realistic and sustainable 2026 Budget continues to be a significant challenge.

For several years, the County minimized tax increases to offset declining oil and gas assessment revenue. As a result, overall revenue growth has not kept pace with inflation or the escalating costs of delivering municipal services. This has contributed to increased equipment age, higher CVIP requirements, rising maintenance costs, and pressure on capital replacement cycles.

Substantial inflation in the heavy equipment market has further intensified these financial pressures, making it increasingly difficult to balance the budget without relying on unrealistic increases in projected tax revenue.

Throughout October, departmental needs were thoroughly reviewed and validated to ensure that the draft 2026 Budget presented in November reflects accurate cost projections, service levels, and operational realities.

## **3. Progress on Strategic Goals**

The Finance Department contributed directly to the County's Strategic Plan through:

Good Governance

- Advancing the development of a transparent, responsible, and sustainable 2026 Budget.
- Strengthening financial reporting to support informed decision-making, fiscal accountability, and long-term planning.

#### **4. Staffing & Resources**

A family emergency impacted staffing levels during a critical operational period. Despite this, Finance staff collaborated effectively to maintain service continuity and ensure all tax payments and financial transactions were processed accurately and without delay. Staff demonstrated strong teamwork and adaptability, ensuring residents continued to receive high-quality service throughout October.

#### **5. Interdepartmental Collaboration**

Multiple departments provided support during October, including assistance with deposits and timely submission of financial information. Finance collaborated with all operational areas to gather data for budget refinement, respond to financial inquiries, and ensure accurate and up-to-date financial records. These cross-departmental efforts contributed to a more accurate and comprehensive 2026 Budget.

#### **6. Next Steps & Outlook**

Key priorities for November include:

- Applying November tax penalties during the first week of the month.
- Hosting JMD from November 17–20 for the internal audit.
- Continuing internal and Council budget meetings with the goal of presenting a balanced 2026 Budget by month-end.
- Preparing and submitting STIP grant applications for bridge projects by the November 30, 2025 deadline.



**Department:** Health & Safety

**Reporting Period:** October 2025

### **1. Key Accomplishments**

During the month of October, several key accomplishments were achieved within the Health and Safety Department. The Health and Safety Coordinator successfully finalized and submitted the Qualifying Audit ahead of the October 7 deadline, resulting in the attainment of Auditor Certification through the Alberta Municipal Health and Safety Association (AMHSA). This milestone enhances the County's internal auditing capabilities and supports future compliance efforts.

In the area of Emergency Management, the Coordinator attended two significant conferences—Bordering on Disaster and the Disaster Forum—where they engaged in legislative updates and professional development seminars. Additionally, the Coordinator maintained their Alberta Emergency Alerter Status by completing the required monthly practice alert.

Operationally, a large safety supplies order was placed and distributed across multiple departments, including Natural Gas, Agriculture, Public Works, Environmental Services, Fire, and Peace Officers. This initiative ensured that all facilities and units were equipped with first aid supplies that meet current Occupational Health and Safety (OHS) legislation. Additionally, all items outlined in the May–October 2025 COR Action Plan were completed. These included emergency response drills at all manned facilities, formal inspections of County-owned worksites and facilities, updates to first aid and safety supplies for both facilities and fleet, and the delivery of targeted training for managers and supervisors. Training offerings included a Communication and Conflict Resolution course facilitated by Lakeland HR, and an internally delivered session by Executive Services focused on legislation and Request for Decision (RFD) writing.

### **2. Operational Challenges & Solutions**

The most significant operational challenge this month was balancing the demands of the Qualifying Audit revision with ongoing departmental responsibilities. Through effective teamwork and time management, all deadlines were met, and departmental goals were successfully achieved.

### **3. Progress on Strategic Goals**

Progress was also made toward strategic goals, particularly in strengthening the County's emergency services. Attendance at the conferences facilitated the development of valuable relationships with neighbouring municipalities and provided insights into current advancements

in emergency management. These learnings will support the County's continued alignment with best practices and provincial standards.

#### **4. Staffing & Resources**

There were no staffing changes within the department during this reporting period. However, the Health and Safety Coordinator's newly acquired Auditor Certification now enables them to conduct internal COR audits and offer auditing services to other municipalities, enhancing both departmental capacity and regional collaboration efforts.

#### **5. Interdepartmental Collaboration**

Interdepartmental collaboration remains a cornerstone of the department's success. The Joint Health and Safety Committee continues to serve as a vital forum for representatives across the organization to share concerns and identify solutions to safety-related issues. Collaboration was also essential in coordinating the safety supplies order, ensuring that the needs of all departments were met and that supplies were delivered to the appropriate facilities and units.

#### **6. Next Steps & Outlook**

For the next reporting period, the Health and Safety Coordinator's primary focus will be the completion of the 2025 COR Internal Maintenance Audit by its December 1, 2025, deadline. This will involve a comprehensive review of health and safety documentation from the past year, interviews with a representative sample of employees, and site observations at a selection of permanently manned County-owned locations. This audit will be conducted in conjunction with the Health and Safety Coordinator's regular duties.

**Department:** Planning and Development Department **Reporting Period:** October, 2025

## **1. Key Accomplishments**

During this reporting period, the Planning and Development Department was able to process and issue a total of 4 Development Permits and close a total of 2 subdivision file, bringing the total number of Development Permits issued for 2025 to **43** and the total number of subdivision files closed to **5**. The Planning and Development Department worked in concert with the Village of Waskatenau to process an application to amend the Intermunicipal Development Plan between the County and the Village, including holding a joint Public Hearing on the proposed amending bylaw will be held on October 14<sup>th</sup>. Ultimately the amending bylaw was defeated but the Planning and Development Manager continues to discuss the proposed development with the applicant.

The Planning and Development Manager has been assisting the Chief Administrative Officer and Executive Services regarding the proposed annexation by the Village of Waskatenau. A meeting was held to discuss the next steps on November 6, 2025.

The Planning and Development Manager has continued to work with O2 Planning and Design on the development of the Municipal Land Use Suitability Tool (MLUST) which will provide useful data that will help inform land use decision-making and potential investment and economic development opportunities within the County. The MLUST is expected to be finished and ready for use by the end of 2025.

The Planning and Development Department provided assistance to other departments on various land issues including issues related to grazing leases and surface materials leases. The Planning and Development Department was also involved in developing a solution to address a road encroachment issue and will be working with the affected landowner to rectify the issue.

The Planning and Development Department worked in conjunction with the Smoky Lake County Regional Heritage Board to develop Statements of Significance for two heritage buildings (the Wynnyk House and the Pakan (St. Elias) Church) and has recommended that Council designate them as Municipal Historic Resources.

## **2. Operational Challenges & Solutions**

The Planning and Development Department did not experience any operational challenges during this reporting period. The recent reorganization of departments will require the Planning and Development Manager to familiarize himself with the bylaws/policies/operations of the Fire Services, Community Peace Officer and Communications Officer roles in order to transition into the Director of Planning and Community Services role. The Planning and Development Manager

expects a steep learning curve but is confident in his ability to become acquainted with these roles.

### **3. Progress on Strategic Goals**

The Planning and Development Department has assisted Council in meeting its Strategic Priorities in the following ways:

- Reviewing existing rules regarding recreational vehicles on agricultural lands (Priority #2 – Proactivity in Development).
- Continuing development of the Municipal Land Use Suitability Tool (MLUST) to provide data that will help inform land use decisions and identify potential opportunities for economic development and investment Priority #2 – Proactivity in Development).
- Facilitation of discussion with the Intermunicipal Planning Committee re: IDP amendment (Priority #2 – Proactivity in Development)
- Supporting the GIS Operator with the implementation of the County's new Service Request system.

### **4. Staffing & Resources**

During this reporting period, the County underwent a departmental reorganization that will see the Planning and Development Manager transition into the new role of Director of Planning and Community Services. This position will oversee not only the planning and development functions of the municipality but will also provide oversight of the County's protective services (fire and peace officer), GIS and communications functions. The newly created department is properly staffed for the current workload.

### **5. Interdepartmental Collaboration**

The Planning and Development Department has worked in collaboration with other Departments in the following ways:

- Worked with Executive Services, the Public Works Department, the GIS Operator and the Finance Department/CAO to devise a plan to consolidate the County's Road policies into a single policy in order to ensure service level expectations are being met and to assist with the budgeting process.
- Worked with Executive Services, the GIS Operator and the Road Foreman to resolve a grazing lease issue near the County's Legacy Pit.
- Worked with Executive Services to prepare information/solutions related to a delegation to Council regarding a road encroachment onto private land.
- Worked with the Natural Gas Department to prepare information related to the Village of Waskatenau's proposed terms of annexation.

- Worked with Executive Services and the Chief Administrative Officer to prepare meeting agenda items for a Joint Council meeting with the Village of Waskatenau regarding the proposed annexation.
- Worked with the Public Works Department to ensure that an inspection was conducted on the roads at Bonnie Lake Resorts Phase 3 & 4 prior to the County's issuance of a Development Final Acceptance Certificate.

## **6. Next Steps & Outlook**

The Department's primary focus during the next reporting period will be to review existing bylaws/policies/processes within the newly created Planning and Community Services Department to identify where inefficiencies and barriers exist and to develop a plan to address these issues. The Department will also be working on the proposed annexation by the Village of Waskatenau as well as next steps relating to proposed development within the lands that are the subject of the proposed annexation. The Department will also be working to finalize the Municipal Land Use Suitability tool and to develop a Siltation and Erosion Control Plan for the Mons Lake Erosion Control Project, and the Pakan and Desjarlais Crossing boat launches prior to commencement of work.

The Department will also continue its day-to-day tasks processing Development Permit, subdivision, business license, road closure and Compliance Certificate applications, and responding to public inquiries/complaints.

**Department: GIS Reporting Period: October 2025**

## **1. Key Accomplishments**

Software administration tasks completed this month included updates within Request Management - escalation notifications of all requests were changed from our past CAO to our new Interim CAO and within the submission of a new Service Request the Location Required was changed to Not Required for all service requests. Additional sign codes and descriptions were added in GIS, configuration changes on graders and tractors were completed in our Titan software and boundary overlays were created. New users and roles were added in multiple software.

The GIS technician completed the following data analysis: road categories and surface per grader beat, daily activity reports for grader maintenance, owner information along Twp 584 and RR 170, grader speeds while performing road maintenance and location audits within specific grader beats, and a query was performed for Community Halls.

Maps created for the month were electoral districts with voting polling stations boundaries and polling station locations. A 2026 gravel map was created for one grader beat.

Data validation and quality assurance was performed on new address sign installations, road categories, and road surface.

WebMap updates for this month included the following: voting polling station boundaries, 2025-2026 Snow Clearing Flags, official election results, grader beat thematic update, and landfill hours were updated.

AMDSP updates were completed for the region, assistance was provided to the Town of Smoky Lake, the general service hour report was reviewed and distributed to the Region. New projects were launched.

Training and support were provided throughout the organization to ensure efficient operations. The GIS technician prepared and presented an overview of the GIS department for the newly and re-elected council workshop and orientation.

Several meetings were held with Titan this month reviewing reports and subscription plans. Meetings were also held with Catalis planning and reviewing projects for the county and region for the remaining year. I virtually attended AMDSP's General Annual Meeting and sat in on a seminar presented by Achieve – Rethink Performance Feedback.



## **2. Operational Challenges & Solutions.**

Cable installations in GPS'd assets have been put on hold due to operational challenges in the Public works department. The GIS technician managed a heavy workload, while resolving software issues to ensure efficient operations for management and staff.

## **3. Progress on Strategic Goals**

Good Governance & Transparency: Provided GIS support for Council, management and staff ensuring efficient operations, reinforcing accessible and reliable information sharing.

## **4. Staffing & Resources**

No staffing challenges were reported.

## **5. Interdepartmental Collaboration**

The GIS technician met with the Natural Gas Manager and provided query results of Community Halls within the county to assist the manager and council with decision-making.

The GIS technician along with the executive services team, Interim CAO, Planning Manager, PW Manager, administration and grader operators collaborated to review the newly consolidated road policy and make necessary revisions.

In collaboration with the region, discussion of remaining GSH for 2025 were noted and projects were decided for the remaining year.

The GIS Technician worked the Environmental and Parks Manager and his staff scheduling the installation of new address sign installations and data entry into our GIS.

Collaboration was as well executed with PW's staff and Industry Liaison Manager on several different occasions regarding condition assessments of roads, sign inquiries, difficulty saving images, assisting Cat operator with overlays of the new legacy pit boundaries for GPS devices, supplied data for a project on twp. 854 and provided assistance in request management.

The GIS technician worked with IT for onboarding/offboarding new/past council and create emails for existing pw staff.

A website update was completed for the Maps page In collaboration with Communications GIS WebMap- County and Regional was changed to be open by default.

In preparation of the 2025 Election the GIS technician provided assistance to executive services and the returning officer in preparing electoral map of the 2025 Election Voting Polling Station boundaries and Stations and provided Notices for all polling stations.

The GIS technician engaged with Council, administration and managers at the municipal orientation workshop held on October 23.

## **6. Next Steps & Outlook**

- Develop an internal knowledge base document for QAlert.
- Complete updates of fillable forms within QAlert.
- Finish up Address Maps.
- Finish 2026 gravel maps for PW.
- Preparing RFD's - GIS and Asset Management Policy
- Schedule additional GIS training and webinars to strengthen capacity.
- Add new layer "Roads condition assessments" in webmap.
- Add additional condition assessment questions to all other assets in Asset Management for future review with appropriate departments.
- Continue working with Catalis on API connection for county and regional.
- Follow up in google maps – maps/data update
- Follow up with Emergency Services and our PSAP – readiness for NG-911 and collaborate with AMDSP.

## **1. Key Accomplishments**

Public participation was encouraged by sharing information on proposed development permits, the invitation to lease tender, and the joint public hearing for the Intermunicipal Development Plan.

Community engagement highlights included promoting the Clean Farms collection program, issuing Canada Post mail disruption notices, sharing Council meeting highlights, publishing the October edition of The Grapevine, and helping promote the Working Well Workshop series.

Public notices and advertising focused on financial and operational updates, including reminders about the property tax deadline, the Tax Installment Payment Plan, and the upcoming 2025 Property Tax Sale. Additional advertising featured the Livestock Tax Deferral Program, winter hours of operation for transfer stations, the updated County fire rating, and the Heritage Board meeting.

Election-related communications were a key focus this month. A broad outreach campaign included polling station posters across multiple media platforms, creation of the “Who Are the Candidates” and “Where to Vote” webpages and sharing both the unofficial and official election results with the public through multiple platforms.

Recruitment advertising included postings for the Chief Administrative Officer and Lead Mechanic positions. The department also coordinated advertising for the Producer-at-Large opportunity.

The Communications Officer also successfully completed the Developing Crisis Communications Plans course, which is the second of three classes needed for the Crisis Communication micro-certificate.

## **2. Operational Challenges & Solutions**

As with last month, the challenge remained as the urgent election advertising that needed to be completed in a required timeframe by the *Local Authorities Election Act*. Another challenge was ensuring that all advertisements were not only produced quickly but also communicated clear and accurate information about the multiple polling stations. Time management and priority setting was essential to ensure everything was advertised on time.

## **3. Progress on Strategic Goals**

- **Good Governance & Community Engagement**  
Election-related communications supported transparency and strengthened public trust through a range of initiatives. Each advertising initiative reinforced the County’s commitment to openness and citizen participation in the democratic process. Public

engagement advertising of Public Hearings and land tenders support the strategic vision of creating a strong, well-informed community.

- **Cultural Diversity & Education**  
Publishing the Grapevine, Council Meeting Highlights and maintaining active social media channels promoted inclusivity, knowledge-sharing, transparency and community connectedness.

#### **4. Staffing & Resources**

Completed the Developing Crisis Communications Plans course in October and is registered to take the Crisis Communication Spokesperson course in March of 2026 which will be the final course in the Crisis Communication program.

#### **5. Interdepartmental Collaboration**

The Communications Department works with all County departments to share timely service updates and information with the public. In October, Communications collaborated closely with Legislative Services and the Returning Officer to support election communications, worked with Lakeland HR to promote employment opportunities, and partnered with the Environmental Operations Manager on messaging for winter transfer station hours. The department also supported the Planning and Development Manager with several public participation notices. In addition, Communications met with the Finance Manager to review the proposed 2026 Communications operational budget.

A joint meeting was also held with departments reporting to the Director of Planning and Community Services to discuss needs and priorities under the new organizational structure.

#### **6. Next Steps & Outlook**

Looking ahead, the Communications Department will:

- Continue day-to-day responsibilities, including social media engagement, website updates, and promotion of County programs and services.
- Collaborate with the Director of Planning and Community Services to advance department priorities.
- Review and update Communications policies and bylaws to ensure clarity and effectiveness.

**Department:** Fire Protective Services **Reporting Period:** October 1-31, 2025

## **1. Key Accomplishments**

The Fire Protective Services Department continues to work on implementing the Regional Fire Service Plan, providing assistance to the Village of Vilna and the Town of Smoky Lake CAOs on related inquiries and clarifications. The Fire Protective Services Bylaw was reviewed with Legislative Services and the CAO, and presented to Council on October 9, where first and second readings were passed. The bylaw will return to a future Council meeting for final approval following the incorporation of Council's recommended amendments.

In October, eight invoices were submitted to Alberta Transportation. The department is currently managing seven active insurance claims in coordination with insurance companies, adjusters, and fire investigators. First Aid, CPR, and AED training were held October 18–19, and flag training was completed on October 14. Pump testing and ladder inspections were conducted on all five fire engines to ensure compliance with OH&S, NFPA, and Fire Underwriters Insurance requirements.

Two wildfire incidents were addressed during October. The first, located north of Bellis and reported on September 30, was determined to be on unoccupied Crown land. Alberta Wildfire assumed responsibility, actioning the fire on October 1 and declaring it extinguished on October 18. The second, near Garner Lake, was reported on October 9. County crews, assisted by the County dozer, contained the fire by October 13. Due to other emergency responses and limited resources, the fire was monitored until Alberta Wildfire could provide support. The Alberta Wildfire crew previously assigned to the Bellis fire was redeployed to Garner Lake and requested County assistance with water supply. The fire was actioned on October 20 and declared extinguished on October 25.

## **2. Operational Challenges & Solutions**

The two wildfire incidents presented significant operational challenges. Crews responding to the fire north of Bellis were initially unable to locate the fire and requested aerial support from Alberta Wildfire. Alberta Wildfire transported one member of the Smoky Lake County Fire Protective Services by helicopter to survey the area and identify access points, which were only reachable by air. Alberta Wildfire deployed firefighters for the initial attack operations by helicopter while contracted equipment constructed a 2.5 km access trail to the fire and completed a fire guard.

Access to the Garner Lake fire was also limited. Crews cut a trail to the fire and guided the County dozer to construct a fire guard as this was the operator's first time cutting a fire guard. Fire crews worked to contain the wildfire over the long weekend; however, due to work

commitments and other emergency calls, limited personnel were available to be assigned to this incident. The fire was monitored until Alberta Wildfire crews could be reassigned. Due to limited water sources, Alberta Wildfire requested water support from Smoky Lake County Fire Protective Services. The Vilna Fire apparatus was used to shuttle water, as both the County water tanker and water truck were out of service at the time.

Smoky Lake County Fire Protective Services continues to collaborate with the Public Works Manager and mechanic to maintain apparatus readiness. Wajax was contracted to resolve transmission issues on Engine 459 after multiple attempts at the County Shop. Wajax successfully repaired the issue. Rescue 429 continues to experience electrical and fuel system problems with its built-in generator, which remains out of service and awaiting repair. Smoky Lake Fire is being requested for mutual aid to provide scene lighting and power tools when required at incidents.

Vilna Rapid Attack 419 was towed to the shop on October 22 due to major transmission and engine issues. Budget considerations will be discussed once the apparatus is worked on to determine the extent of the damage. Vilna Engine 451 experienced overheating issues while responding to a call; crews allowed the apparatus to cool and returned it safely to the hall. The County mechanic added antifreeze due to low levels, where antifreeze was not added after replacement of a damaged line from a previous service call. The Waskatenau Engine 403 CVIP had expired; the County Shop completed the inspection and installed new scene lighting.

### **3. Progress on Strategic Goals**

The region continues to strengthen its fire protective services, with three of the four municipalities having adopted the Smoky Lake County Regional Fire Rescue Services Bylaw. Smoky Lake County Administration will continue to provide support and guidance to facilitate adoption of the bylaw by the remaining municipality.

### **4. Staffing & Resources**

Fire Protective Services continues to experience challenges related to resource availability for emergency response. In October, mutual aid was requested on eight occasions due to limited personnel and equipment resources. In three of these instances, the initially dispatched fire department had no members available to respond.

- Incident Responses:
  - Smoky Lake Fire: 3 collisions, 1 structure fire, 4 medical calls, 2 fire alarms and crews spent 5 days at the Garner Lake Fire.
  - Vilna Fire: 4 collisions, 1 structure fire, 1 grass fire, 2 medical calls, 2 fire alarms and crews spent 9 days at the Garner Lake Fire



In-house training remains a priority for the department. During October, five members completed First Aid, CPR, and AED certification, while nine members completed CPR and AED recertification. Sixteen members successfully completed Flag Person training, and one member received certification in NPFA 1002 Advanced Pump Operations and NFPA 1041 Level I Fire Instructor training.

## **5. Interdepartmental Collaboration**

The Fire Protective Services Department continues to collaborate with multiple County departments. Public Works assisted fire crews by cutting the fire guard at the Garner Lake fire and supporting mechanical repairs to keep apparatus in service and ready for response. The Fire Chief relies on the Legislative Services Department for guidance and advice when updating and amending bylaws presented to Council. Additionally, the Fire Chief worked with the Communications Department to ensure accurate information and timely updates were released regarding the two wildfire incidents.

## **6. Next Steps & Outlook**

The Fire Protective Services Department will continue to work with the Public Works Manager and mechanics to schedule fire apparatus for necessary repairs. With NFPA 1001 Level 1 training now complete, the 2025 Fire Services Training Grant will be finalized and submitted to the province. Additionally, STARS Landing Zone and Hazardous Materials Awareness training courses are being scheduled for completion before year-end.

**Department:** Community Peace Officer



**Reporting Period:** October 2025

## 1. Key Accomplishments

### Operational File Work

During this reporting period, enforcement and regulatory activities continued across the County.

Key file activity included:

- Completion of 2 CVSA files
- 1 commercial vehicle placed out of service
- 3 unsightly premises complaints investigated
- 5 dog control files, including one dog transported to the Lakeland Humane Society due to lack of local shelter capacity
- 3 fail-to-stop vehicle incidents

### Traffic Safety Enforcement

Traffic enforcement remained a major focus, with proactive patrols resulting in:

- 32 warnings issued for Traffic Safety Act offences
- 22 Provincial Offence Notices issued

- Two extreme speeding cases (163 km/h and 162 km/h — both mandatory court)
- Enforcement for failing to slow to 60 km/h past an emergency vehicle, resulting in a \$746 fine
- Enforcement of an unsafe passing incident that nearly caused a head-on collision
- A commercial vehicle offence, where a gravel truck failed to stop at a stop sign entering Highway 28
- A complex traffic stop where the driver and passenger attempted to switch seats while the vehicle was still in motion, resulting in multiple charges, including:
  - Operating without a licence
  - Speeding
  - Switching seats in a moving vehicle

#### Community Engagement

- Attended the Smoky Lake County Pumpkin Festival
- Completed four foot patrols during the event
- Conducted multiple rural and highway safety patrols to enhance public visibility and deterrence

## 2. Operational Challenges & Solutions

- Dog Control Limitations  
Continued challenges with lack of local shelter capacity resulted in the transport of one dog to the Lakeland Humane Society.
- Connectivity Issues  
Installation of Starlink significantly improved communication, reporting capability, and operational efficiency.
- Equipment and Technology  
The in-car camera system was fully repaired and reprogrammed, restoring proper timestamping and officer identification.
- Administrative Efficiency  
The MRF reporting system was finalized, allowing automatic generation of disclosure packages and reducing administrative workload.

## 3. Progress on Strategic Goals

- Strengthened rural safety through increased proactive patrols and crime-prevention visibility.
- Improved road safety through targeted enforcement of dangerous and high-risk behaviours such as extreme speeding, unsafe passing, and failing to slow for emergency vehicles.

- Enhanced regulatory oversight through commercial vehicle enforcement and unsightly premises compliance.
- Improved operational efficiency with the successful implementation of the MRF system.
- Strengthened community relations through event presence and public engagement.

#### **4. Staffing & Resources**

- Operations continue under a single-officer model.
- IT Services provided essential support for Starlink installation, camera system repair, and software configuration.
- New branded shoulder patches were completed with graphic design assistance.

#### **5. Interdepartmental Collaboration**

- Worked closely with IT Services on connectivity and equipment upgrades.
- Coordinated with Public Works and event organizers to support Pumpkin Festival safety planning and traffic management.
- Maintained liaison with the RCMP for collision files and fail-to-stop investigations.
- Collaborated with Alberta Sheriffs on CVSA enforcement.
- Coordinated with the Lakeland Humane Society for animal transport due to limited local shelter resources.

#### **6. Next Steps & Outlook**

Key priorities for the next reporting period include:

- Continue winter road-safety enforcement, including high-visibility patrols in rural and high-collision areas.
- Maintain proactive rural crime-prevention patrols.
- Continue work on unsightly premises, dog control matters, and other municipal enforcement files.
- Fully integrate the MRF reporting system into daily workflow to streamline administration.
- Finalize deployment of new uniform patches and prepare upcoming reports for Council.

**Department:** Environmental Operations **Reporting Period: October 1 to October 31, 2025**

### **1. Key Accomplishments to be completed: What are you working on?**

During this reporting period, routine maintenance, station checks, and documentation were completed for all water, wastewater, and regional waterline facilities. Seasonal preparations continued across all sites, including winterizing fire hydrants, servicing heaters and furnaces, and implementing freeze-prevention measures. A directional waterline flush was completed for the Warspite distribution system, and several valves were disassembled and cleaned as part of proactive maintenance.

In Waste Management, a three-year contract was executed with Smoky Lake Waste and Recycling for hauling and disposal services. Recycling activities progressed with the removal of used oil, oil containers, electronics, and batteries. Metal recycling contractors removed materials from the Smoky Lake, Spedden, and Vilna sites, and the department is currently awaiting pickup of recycled tires. As of November 1, winter operating hours are in effect.

The Parks and Recreation section supported another successful Pumpkin Fair and completed storage preparations for summer lawn-care equipment. All lake-related equipment, including buoys and floating docks, was cleaned and stored for winter. Park inspections were completed, sand areas were rototilled, and the Iron Horse Trail was inspected, groomed, and had its gates locked open for the winter season.

### **2. Operational Challenges & Solutions**

Environmental Operations continued to experience issues with unwanted items being dumped at waste bin sites, including tires, furniture, appliances, and mattresses. Staff have needed to manually clean up these items and arrange appropriate disposal. Break-ins occurred at the Smoky Lake and Spedden landfills; RCMP reports have been filed for both locations.

Significant beaver activity was observed at Hanmore Lake, where trees along the shoreline and in campsites have been damaged or removed. Fish and Game has been notified and will follow up with the registered trapline holder for remediation.

### **3. Staffing & Resources:**

The department is currently operating with full staffing levels. However, staff will be required to take accumulated annual leave in the coming months to manage banked vacation time.

### **4. Interdepartmental Collaboration**

Environmental Operations collaborated with several County departments throughout October:

- Public Works provided a Cat and operator to push up landfill sites, burn pits, and metal piles.
- Agricultural Services supplied a tractor and operator to groom the Iron Horse Trail.
- Health & Safety supported fire drills at Landfills and Transfer Stations, and assisted with updating Emergency Response Procedures.
- Natural Gas Department coordinated use of cold storage space, requiring relocation of several items to accommodate storage of PE gas rolls.

## **5. Next Steps & Outlook**

Primary objectives for the upcoming reporting period include:

- Continuing removal of fallen and unsafe trees at County campsites. More than 80 dead or hazardous trees have been marked for removal across the East and West sites.
- Preparing Annual Water, Wastewater, and Waste Reports for submission to Alberta Environment and Protected Areas.
- Supporting Operators in completing required Water and Wastewater continuing education courses to obtain Continuing Education Units (CEUs) for certification renewal.



**Department:** Natural Gas **Reporting Period:** October 1-31, 2025

### **1. Key Accomplishments**

Staff began construction on the service line installation and upgrade at the Healing Waters Center. The pipe is plowed in. Waiting on the directional drilling contractors to install the pipeline under the highway and 2 County roads.

Lowered a pipeline to code depth that was exposed over time as the landowner removed manure from their corrals. This pipeline will be rerouted in the spring to a safer location through their property.

Completed 78 line locates and 2 emergency locates.

Responded to 3 service calls (gas odor complaints).

SCADA system at Tap 7 is fully functional after the vandalism and theft that occurred. Steps are being taken to mitigate the amount that can be stolen, if it occurs again at our RMO's.

### **2. Operational Challenges & Solutions**

Two underground gas leaks were identified, each caused by rodent activity (beavers, gophers, and moles), which can damage polyethylene pipelines and lead to failures. Continuous monitoring of the system's gas balancing (gas purchased vs. gas sold) remains critical, as does public reporting.

The \$100 leak-reporting reward program continues to serve as an effective incentive for residents to report suspected natural gas leaks, supporting early detection and mitigation.

### **3. Progress on Strategic Goals**

Emergency Services & Safety: Completed numerous line locates, service calls, and emergency odor responses, directly supporting the County's priority to maintain safe and reliable natural gas service.

Proactivity in Development: Advanced planning for the Healing Waters Center service line installation demonstrates proactive infrastructure support, aligning with Council's vision of fostering growth and community development.

Good Governance: Billing improvements, including the integration of communication on the new Request Management software, contributed to enhanced transparency and resident engagement.

#### **4. Staffing & Resources**

Staff holidays were accommodated without major disruption to operations.

#### **5. Interdepartmental Collaboration**

- Coordinated monthly water meter readings and billing for Warspite residents.
- Worked with the Interim CAO on the development of the 2026 Natural Gas Budget.
- Continued collaboration with the Fire Department to review fire permits and brush-pile management to prevent damage or burial of natural gas infrastructure

#### **6. Next Steps & Outlook**

- Preparing all natural gas infrastructure for winter conditions.
- Inspecting and testing line heaters to ensure reliable performance during cold temperatures.
- Installing additional pressure test points at customer meter locations currently lacking them to strengthen system pressure monitoring throughout the winter season.

**Department:** Public Works **Reporting Period:** November 5 2025

### **1. Key Accomplishments to be completed:**

Dry weather throughout most of October created a high demand for road maintenance as harvest progressed. Grader operators were out continuously, addressing rough spots and working to keep roads as smooth and safe as possible. Rain received near the end of the month significantly improved road conditions and supported more effective grading.

Crews completed extensive patching on oil-based roads across the County. Damaged signs were repaired or replaced, and new installations were completed as required. Tree cutting and cleanup occurred in various locations, and hydro-axing of rights-of-way began following late-October rainfall.

Multiple culvert installations and culvert maintenance activities were completed. Divisional and targeted gravel hauling continued, including private gravel deliveries. The Cat was deployed to all dump sites for cleanup and is currently pushing brush at Legacy Pit. At White Earth Pit, the track hoe and rock trucks are actively moving material.

Public Works also began winter yard preparation, including organizing material stockpiles and winterizing equipment. Mechanics remained busy keeping all County fleet and assets operational, including installation of winter wings, servicing of heavy equipment, and ongoing reactive repairs.

### **2. Operational Challenges & Solutions**

Public Works continued to experience staffing pressures, with four employees on medical leave. Reduced manpower affected the Department's capacity to keep up with high seasonal workload demands.

### **3. Staffing & Resources:**

- Four employees on medical leave significantly affected productivity levels.
- Mechanics managed a high-volume workload to keep winter-essential equipment service-ready.
- Recruitment continues in partnership with HR for upcoming vacancies and temporary seasonal coverage.

### **4. Interdepartmental Collaboration**

Planning & Development

- Completed road inspections for Bonnie Lake Resorts Phase 3 & 4 prior to issuance of a Development Final Acceptance Certificate (DFAC).
- Provided input on grazing lease and road encroachment issues near Legacy Pit.

#### GIS

- Worked closely on road policy consolidation (Policy 03-15) and reviewed service-level expectations.
- Supported WebMap updates related to grader beats, road categories, and road condition assessments.
- Coordinated with GIS for culvert data, asset location verification, and mapping support.

#### Health & Safety

- Participated in safety supply distribution for Public Works fleet and facilities.
- Completed scheduled inspections, emergency response drills, and winter-readiness safety planning.
- Worked with the Joint Health & Safety Committee to address operational concerns.

#### Executive Services / CAO Office

- Provided information for policy updates, road maintenance requirements, and project support associated with upcoming Council meetings.

#### Agricultural Services

- Collaborated on roadside vegetation concerns, tree removal locations, and pest-related burrowing issues affecting roads and culverts.

### **5. Next Steps & Outlook**

- Public Works will focus on the following priorities in the upcoming period:
- Continuing regular road maintenance as freeze-up approaches.
- Completing yard winterization and ensuring all heavy equipment is fully operational for snow and ice control.
- Finalizing grader wing installations and preparing sand/salt inventory for winter operations.
- Continuing hydro-axing and tree cleanup as weather permits.
- Supporting other departments with transportation, inspections, mapping, and operational needs.

**Department:** Agricultural Service Department **Reporting Period:** November

### **1.Key Accomplishments to be completed: What are you working on?**

The Agricultural Service Department's primary focus for November is preparing materials for the upcoming ASB meeting. This includes gathering background information and drafting Requests for Decision (RFDs) for items scheduled to be brought forward. Work will include consultation with other municipalities regarding Coyote Bounty Program policies and procedures, as well as continued development of the Extension Program RFD.

Preparation of the December 2nd ASB agenda and meeting package is underway. The department is also coordinating with Horizon Ag to place an order for a John Deere 6M 155 Tractor.

Due to compromised staff emails earlier this year, Alberta Agriculture and various partner organizations will be contacted to update the department's primary point-of-contact information. Updated ASB Orientation Packages will also be created, incorporating the latest information from Alberta Agriculture.

### **2. Operational Challenges & Solutions**

A key operational challenge has been the need to manually contact numerous organizations to update the department's email address following the summer security incident. This has resulted in delays and confusion for external partners who have been attempting to reach the department.

### **3. Staffing & Resources:**

The agriculture department consist of an Agricultural Fieldman that is only in 8 days a month and a part time Pest Control Technician.

### **4. Interdepartmental Collaboration**

Continue to collaboration with all departments as issues arise.

### **5. Next Steps & Outlook**

- *ASB Agenda and meeting package for Dec 2<sup>nd</sup>*
- *RFD for Extension program*
- *RFD for Coyote Bounty*
- *LARA Contract for 2026, if required.*
- *Follow up on Mature Asset Strategies- oil and gas and landownership*
- *Update Alberta Ag with New ASB Member information.*
- *Amendments to ASB Resolution process to be included in next package.*

- *ASB Business Plan 2026*
- *Pesticide Service Registration Renewal for 2026*
- *Year end Inventory of Chemical and Explosives*
- *Send in 1080 documents to AB Ag*

MOTION NO.	RESOLUTION	Assigned to	Due Date	Status	Comments
9-Jan-25					
9-Feb-25					
13-Mar-25					
10-Apr					
22-Apr-25					
24-Apr-25					
459-25 Halisky	That Smoky Lake County directs the Community Peace Officer to develop an OHV Policy for a future council meeting in May.	Community Peace Officer		In Progress	This Policy will be brought to the Committee of the Whole meeting.
460-25 Halisky	That Smoky Lake County directs the Administration to assess the repairs needed on the existing quad and fitting it for use for future use of the Community Peace officer.	Community Peace Officer		In Progress	Collaborate with I.T. and researching lights from different sources.
8-May-25					
12-Jun-25					
553-25 Serben	That Smoky Lake County Council Host a Smoky Lake County Open House event in the Spring of 2026	CAO, Public Works & Administration		In Progress	Details will be planned after the interim budget is approved for 2026.
28-Aug-25					
667-25 Halisky	That Smoky Lake County Council defer approval and consider the operational plan and capital investment at Council's discretion during the 2026 budget deliberations.	Public Works		In progress	Will be considered for Budget 2026
700-25 Céré 701-25 Halisky 702-25 Gawalko 703-25 Serben	That Smoky Lake County gives Bylaw No. 1488-25: Smoky Lake County Regional Fire Rescue Services, for the purpose of establishing an Inter-Municipal Regional Agreement for the provision of a Smoky Lake County Regional Fire Rescue Services was given:  1st Reading, 2nd Reading, Permission for 3rd Reading, & 3rd & Final Reading.	Fire Department/ Legislative Services / Communications		In Progress	Awaiting the other municipalities to pass their Bylaw. This will also be on the Organizational Meeting.
704-25 Gawalko	That Smoky Lake County Bylaw No. 1488-25: Smoky Lake County Regional Fire Rescue Services be in effect January 2026 as collaboration for a regional fire service deliver for Smoky Lake Region in respect to the Budget Schedule "E"	Fire Department/ Finance / Communications		In Progress	
705-25 Fenerty	That Smoky Lake County appoint Reeve Jered Serben and Deputy Reeve Dominique Céré as the two elected representatives, and Councillor Lorne Halisky as the alternate member, to the Advisory Committee as outlined in Schedule 'B' – Terms of Reference of the Smoky Lake County Regional Fire Rescue Services Bylaw No. 1488-25.	Legislative Services / Executive Services		Completed	
4-Sep-25					
11-Sep-25					
25-Sep-25					



805-25 Céré	That Smoky Lake County Council work with land owner of NW 12-58-18 to remedy the issue of encroachment and register the road plan established in 2023, furthermore purchase the 0.321 hectares ( 0.79 acres) from the landowner.	CAO/Planning and Development Officer		In Progress	The Planning and Development Manager sent an email to the owner of said lands on October 3, 2205, informing him of Council's decision. The landowner subsequently called the Planning and Development Manger to discuss Council's decision and whether or not a decision had been made on the lands on the north side of the road allowance. October 28th, landowner advised he will be sending an application for subdivision . Email was sent to Surveyor and awaiting for a quote
807-25 Gawalko	That Smoky Lake County Council direct Administration to advise the landowner of adjacent land to the north of Road Plan 3716P that the County is willing to negotiate the sale of said land at no cost to the county.	CAO/Planning and Development Officer		In Progress	The Planning and Development Manager sent an email to the owner of said lands on October 3, 2205, informing him of Council's decision. A response from the landowner has yet to be received
811-25 Halisky	That Smoky Lake County Council direct Administration to defer Bylaw 1432-23 (Recreational Vehicle Bylaw) to a Committee of the Whole meeting in January 2026 for further discussion, including recommendations, with participation from the Community Peace Officer, Planning and Development, Parks and Recreation, and the Chief Administrative Officer.	Legislative Services / Executive Services			
817-25Halisky	That Smoky Lake County Council take no action regarding the letter dated August 19, 2025, and direct Administration to investigate alternative funding options to support community hall groups with operating costs.	Gas Dept.		In Progress	Added to the December 18th Regular Council Meeting
<b>October 9 2025</b>					
842-25 Cere	That Smoky Lake County reject the Village's counterproposal and reiterate its proposed schedule and amounts for property tax compensation as per its June 26, 2025 letter to the proposed meeting on November 6th 2025 and provide the full cost breakdown for costs incurred for the remediation of the former nuisance grounds to the Village as requested, including copies of all invoices paid and disbursements received furthermore, Smoky Lake County receive written confirmation, to the satisfaction of Smoky Lake County, that any costs associated with the future removal, alteration or relocation of the existing natural gas infrastructure located on the lands legally described as SW 16-59-19- W4M, be incurred by the Village of Waskatenau and/or the developer of said lands.	Planning and Development		Completed	Letter was sent on October 23, 2025
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 Wawrynychuk (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	Individual refuses to sign the lease

847-25: Gawalko	That Smoky Lake direct administration to reimburse the costs incurred to the lease of grazing lease of SML 140092 and 110047 due to the removal of infrastructure for aggregate exploration excluding the lease fee and taxes upon original invoices and proof of payment.	Planning and Development/ Executive Services		In Progress	Waiting for response from Landowner
848-25: Cere	That Smoky Lake County Council repeal the following Policies: Policy Committee- Policy No. 22-01 Negotiating Committee - Policy No. 15-02 Joint Health and Safety Committee (Council) - Policy No. 05-07  and further that these committees be removed from the annual organizational Meeting Structure.	Legislative Services/Executive Services		Completed	Organizational Meeting updated to reflect Changes Policies are removed from Website and Municipal Files
849-25: Fenerty	That Smoky Lake County direct administration to bring back the procedural Bylaw to a Committee of the Whole Meeting for review and amendment to ensure compliance with the Municipal Government Act (MGA) and reflect current practices.	Legislative Services/Executive Services		In Progress	Bylaw will be presented at the December 2nd Committee of the Whole Meeting
850-25: Halisky	That Smoky Lake County Council direct administration to draft a new policy regarding the appointment of Council Members to the Agricultural Society, including clearly defined terms of reference. Furthermore, Council directs administration to reach out to the Vilna and Waskatenau Agricultural Societies to appoint a committee member and an alternate representative from each society	Legislative Services/Executive Services		In Progress	Councillor Serben was appointed as the Board member at the October 30th Organization meeting. Terms of Reference will be brought to the December 2nd Committee of the Whole Meeting
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 and Public Works are working on a plan to inspect each road and will be brought to a 2026 Meeting, upon completion of the inspections.
858-25: Halisky	That Smoky Lake County give Bylaw No. 1487-25: Fire Protective Services, for the purpose of establishing and maintaining fire protective services for the County, be given Second Reading with the amendments to section 9.2 and 9.4.1.	Fire Chief		In Progress	Bylaw No.1487 will brought to the November 27th Regular Council meeting
863: Halisky	That Smoky Lake County defer the purchase of a grader and direct administration to bring back additional information, including quotes, to the December 11, 2025 Regular Council Meeting.	Public Works		In Progress	Will be brought to the Dec 18th Regular Council meeting
<b>October 30 2025</b>					
Moved by Serben	That Smoky Lake County Council defer the October 1, 2025, letter of request from David Dalby, President of the Smoky Lake Lions Club to bring a future joint municipalities meeting for discussion.	Legislative Services		In Progress	Added to the December 2, 2025 JMM Agenda

Moved by Halisky	That Smoky Lake County donate funds to both Royal Canadian Legions: Smoky Lake Legion Branch No. 227 and Waskatenau Legion Branch No. 261, in the amount of \$350.00 each, towards the Remembrance Day Ceremony wreaths and any cost associated with the ceremony and approve the Reeve (or designate) to place a wreath at the ceremony being held in the Town of Smoky Lake, and approve the Councillor from Division 5 (or designate) to place a wreath at the ceremony being held in the Village of Waskatenau.	Accounts Payable/Finance		Completed	
Moved by Serben	That Smoky Lake County Council appoint Tori Ponich, Curtis Boychuk and Sarah fern Eigner as Agricultural Service Board Producers-At-Large, and Brett Rurka and Tamara Flondra as alternate producers at large, for the term ending October 20th, 2029.	Legislative Services		Completed	members have been added to the Council Meetings and Committees Chart
Moved by Serben	That Smoky Lake County award the tender to Horizon AG & Turf for the purchase of a 2026 John Deere 6M 155 Tractor, not to exceed the tender amount of \$212,465.	Ag Services		Completed	
Moved By Serben	That Smoky Lake County, in partnership with the Town of Smoky Lake, Village of Vilna, and Village of Waskatenau, apply to the Alberta Community Partnership (ACP) 2024–25 Grant Intake, under the Intermunicipal Collaboration Stream, for the purposes of obtaining grant funding for the Smoky Lake Regional Economic Development Initiative; and further, approve the Town of Smoky Lake as the Managing Partner for the application; and further, agree to abide by the terms and conditions of the Conditional Grant Agreement governing the purpose and use of the grant funds.	Finance/Legislative Services		In Progress	Awaiting update from the Town of Smoky Lake when their Council has made their motions
Moved by Serben	That Smoky Lake County Direct administration to draft a letter of support in regards to the Pine Creek Retreat & Stopping House and its application to Travel Alberta.	Legislative Services		Completed	Letter was emailed with signature on Friday November 7th
Moved by Halisky	That Smoky Lake County Council approve the attendance of Councillors; Ryan Barker, David Kully, and Craig Lukinuk to attend the 2025 Federation of Alberta Gas Co-op 2025 Convention and Trade Show located at the River Cree Resort and Casino starting on November 24th, 2025 to November 26th, 2025.	Gas Manager		Completed	Council members have been registered and rooms are booked
Moved by Halisky	That Smoky Lake County knowledge recipe of the "Thank you Card" received from Bellis Board of Trade on October 10th 2025 and furthermore direct administration to advertise on Smoky Lake County Social media platforms.	Communications/Legislative Services		Completed	Facebook post was made on November 6th
Moved by Halisky	That Smoky Lake County Council approve the donation of a single load of gravel for the purpose of a silent auction item at the Stry 75th Anniversary Hall Annual Fall Dine and Dance event on November 15th, 2025, with the stipulation of delivery be delivered within the boundaries of Smoky Lake County as well as a promotional Items package valued at 140.00.	Public Works Manager/Legislative Services		Completed	Promotional package and gravel donation poster was given to Councillor Kully on Friday the 14th

### November 10 Budget Meeting 2025

983-25 Halisky	That Smoky Lake County Council decline the proposed 1.9% pay increase , and amend Policy No. 08-18 Council Remuneration and Expenses as follows: Section 3.2: Update the meal expense amounts to: Breakfast – \$20.00 Lunch – \$30.00 Dinner – \$35.00 Section 3.7.5: Replace “County Safety Officer” with “IT Technician.” Section 3.7.7: Add the wording “where applicable.” Section 3.8: Update to reference the Group Benefits Booklet. Section 3.9: Remove the reference to “CIBC.” Section 4.4: Replace the wording “month of October” with “fourth quarter.”	Legislative Services/Communications		In Progress	
940-24 Kully	That Smoky Lake County adopt the 2026 Natural Gas System Operating Budget: total revenue in the amount of \$3,016,700 and expenditures in the amount of \$3,246,900 (including amortization).				
941-25 Barker	That Smoky Lake County adopt the 2025 Natural Gas System Capital Budget: total revenue in the amount of \$169,000 and expenditures in the amount of \$289,000.				
947-25 Halisky	That Smoky Lake County Council approve the attendance of any Council members able to attend the 2026 Federation of Canadian Municipalities Annual Conference and Trade Show, taking place June 4–7, 2026, at the Edmonton Convention Centre.	Executive Services		In Progress	
948-25 Kully	That Smoky Lake County Council request a member of Council to attend the Lions Club bus donation and appreciation dinner on November 24th at the Blackberry Eatery, beginning at 4:30 p.m.; furthermore, that Administration be directed to prepare two certificates of appreciation and two gift certificates not to exceed \$300.00 in total, and to direct Communications to post an appreciation message on the County’s social media page.	Legislative Services /Communications		In Progress	
949-25 Serben	Smoky Lake County directs the administration to conduct research on the procedures and requirements for replacing county bridges with culverts, with particular focus on the approach taken by the County of St. Paul in substituting bridges with culverts.	Public Works			
952-25 Halisky	Smoky Lake County directed Administration to terminate the Mon’s Lake Campground contract effective immediately. Moving forward, Smoky Lake County will manage the campground directly due to budget constraints	Environmental and Parks Operations Manager		Completed	Letter was sent to contractor.

----- Forwarded message -----

From: Iwona Zalewska <[yzevoy@gmail.com](mailto:yzevoy@gmail.com)>

Date: Oct 21, 2025 10:30 a.m.

Subject: Appreciation and Request for Assistance – Stanica Kopernik Scout Property

To: council <[council@smokylakecounty.ab.ca](mailto:council@smokylakecounty.ab.ca)>

Cc:

Some people who received this message don't often get email from [yzevoy@gmail.com](mailto:yzevoy@gmail.com). [Learn why this is important](#)

Dear Smoky Lake County Council,

On behalf of the **Canadian Youth Friendship Society of Edmonton**, we would like to extend our heartfelt gratitude to the Smoky Lake County Fire Department, the fire chief, the Vilna Fire Department, and all the volunteer firefighters who responded so quickly to the recent fire on our scout property near Garner Lake. We deeply appreciate their dedication, care, and continued monitoring efforts, which helped protect our buildings and neighboring properties from the fire.

Although a large portion of our forest has been devastated, we are thankful that our facilities remain intact. Because of the tireless efforts of your local fire department, our scouts and youth will be able to continue running their camps and creating lifelong memories at this special place.

Our organization has been a part of the Smoky Lake County community since 1972. Many of our members grew up spending summers here, and generations of youth have learned leadership, teamwork, and respect for nature on this beautiful property we proudly call home.

In addition to recovering from the recent fire, we are facing several infrastructure challenges. We were hoping to complete road work leading to our new bunkhouse to allow proper access for service and emergency vehicles. Unfortunately, during wet weather, these vehicles get stuck in mud and clay, and children must navigate through the muddy area to reach the bunkhouse, which poses a safety concern.

We also need to repair our road, ceremonial square, and flag-raising area, which sustained damage during the construction of the bunkhouse. To restore it, we estimate needing approximately 3-4 belly dump loads of road material, along with topsoil and grass seed.

We are kindly seeking any assistance, referrals, or support the County may be able to provide toward the cost of materials, equipment, or labour required to repair the road and ceremonial square. We anticipate that heavy equipment and local operators will be needed to complete the necessary work effectively and safely. Additionally, we now face the added task of

reclaiming and repairing the section of forest that was bulldozed during the fire response to ensure a safe experience for anyone using the property.

Over the years, we have been fortunate to have people like **Dareld Cholak** supporting our scouting endeavors. Just yesterday, we met with Smoky Lake County Road Foreman **Bob Novosiwsky**, who kindly referred local contractors who may be able to help complete this project. We want to express our sincere appreciation for these individuals and the broader community of county support.

This project is time sensitive as the gravel pit will soon be closing for the season. If you approve our request for support, work on the scout camp property will be able to proceed before the winter season.

Any help you can offer would be greatly appreciated. We are truly grateful for your ongoing partnership and support of our efforts to maintain this safe, welcoming, and educational space for generations of youth.

With sincere appreciation,

Yvonne Zalewski-Evoy

Regional Commissioner – Polish Scouting Association in Edmonton, Alberta



On behalf of the **Canadian Youth Friendship Society of Edmonton**

Stanica Kopernik Scout Camp – Garner Lake, Alberta

**From:** Reynolds Mirth Richards & Farmer LLP <[clientrelations@rmrf.com](mailto:clientrelations@rmrf.com)>  
**Sent:** October 27, 2025 6:01 AM  
**To:** Brenda Adamson <[badamson@smokylakecounty.ab.ca](mailto:badamson@smokylakecounty.ab.ca)>  
**Subject:** 2026 Municipal Law Seminars

You don't often get email from [clientrelations@rmrf.com](mailto:clientrelations@rmrf.com). [Learn why this is important](#)

[View this email in your browser](#)



REYNOLDS MIRTH  
RICHARDS & FARMER

**2026 MUNICIPAL LAW SEMINARS**

**Edmonton | Grande Prairie**



**REGISTRATION OPEN**

Reynolds Mirth Richards & Farmer LLP



# **MUNICIPAL LAW SEMINARS**

**FEB 6, 2026**

Edmonton  
(in-person only)

**MAR 6, 2026**

Grande Prairie  
(in-person and virtual)

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!

[Register Here](#)

**Who Should Attend?**

Administration, leadership and elected officials.

**What Will I Learn?**

We’ve put together a packed agenda designed to provide you with practical insights and tools to help you navigate the latest trends affecting your municipality. You’ll leave with actionable tools and resources to take back to your municipality and peers.

Networking with fellow municipalities can also help you glean valuable insights from a large pool of experiences, ideas and solutions.

---

*Check out all upcoming events:*

**Coming Up:**

**December 3, 2025**

**SDAB Training**

**Edmonton**

**February 6, 2026**

**Central Seminar**

[SDAB Registration](#)

[Edmonton Registration](#)

---

---

**Grande Prairie**

**March 6, 2026**

**Northern Seminar**

[Grande Prairie Registration](#)

*Copyright © 2025 Reynolds Mirth Richards & Farmer LLP, All rights reserved.*

Reynolds Mirth Richards & Farmer LLP

Suite 1800 | Stantec Tower

10220 103 Avenue NW

Edmonton, AB T5J 0K4

Canada

[Add us to your address book](#)

Want to change how you receive these emails?

You can [update your preferences](#) or [unsubscribe from this list](#).

**From:** Doktor, Anita (RCMP/GRC) <[anita.doktor@rcmp-grc.gc.ca](mailto:anita.doktor@rcmp-grc.gc.ca)>

**Sent:** October 30, 2025 7:45 AM

**To:** Brenda Adamson <[badamson@smokylakecounty.ab.ca](mailto:badamson@smokylakecounty.ab.ca)>; Chyenne Shaw  
<[cshaw@smokylakecounty.ab.ca](mailto:cshaw@smokylakecounty.ab.ca)>

**Cc:** Burgess, Robert (RCMP/GRC) <[robert.burgess@rcmp-grc.gc.ca](mailto:robert.burgess@rcmp-grc.gc.ca)>; K\_OSB\_General\_Mailbox  
<[OSB\\_General\\_Mailbox@rcmp-grc.gc.ca](mailto:OSB_General_Mailbox@rcmp-grc.gc.ca)>

**Subject:** RCMP Quarter 2 Police Report

Good Morning,

Please find attached Quarter 2 of the Smoky Lake RCMP Policing Report. I am happy to attend council meetings to review our policing priorities and get to meet the new council which has been elected this past October. It's very important to our detachment to keep our strong working relationship moving forward.

Thank you

Anita

Anita Doktor (Sgt)

Detachment Commander

Smoky Lake RCMP Detachment

Ph: 780-656-3550

[Anita.doktor@rcmp-grc.gc.ca](mailto:Anita.doktor@rcmp-grc.gc.ca)



October 30, 2025

Brenda ADAMSON  
Acting CAO  
Smoky Lake, AB

Dear Brenda

Please find attached the quarterly Community Policing Report covering the period from July 1<sup>st</sup> to September 30<sup>th</sup>, 2025. This report provides a snapshot of human resources, financial data, and crime statistics for the Smoky Lake RCMP Detachment

In the past few months, Alberta RCMP has observed significant changes to our senior management team that I want to highlight in this quarter's update. In addition to our new Commanding Officer, Deputy Commissioner Trevor Daroux, we are pleased to welcome a new Criminal Operations Officer, Assistant Commissioner Wayne Nichols. Since entering his new role, the Commanding Officer and other members of the senior management team have been taking time to meet with community and elected officials throughout the province. The team is also looking forward to meeting with representatives from several communities during the upcoming meetings at Alberta Municipalities and Rural Municipalities of Alberta convention this November.

Deputy Commissioner Daroux is focused on prioritizing meeting opportunities between the senior management team and all communities that we serve. These meetings serve as an opportunity to further strengthen our relationship and allow us the chance to listen to the needs and concerns of our communities. If you are interested in meeting with our senior management team, please do not hesitate to reach out so that we can coordinate a time that is convenient for you.

Thank you for your ongoing support and engagement. As your Chief of Police for your community, please do not hesitate to contact me with any other questions or concerns.

Best regards,

Sgt. Anita Doktor  
Chief of Police  
Smoky Lake



## Alberta RCMP - Provincial Policing Report

### Detachment Information

**Detachment Name**

Smoky Lake

**Detachment Commander**

Sgt. Anita Doktor

**Report Date**

October 30, 2024

**Fiscal Year**

2025-26

**Quarter**

Q2 (July - September)

### Community Priorities

**Priority #1: Crime Reduction****Updates and Comments:**

Crime has been rampant the last part of Q2 with some significant files and charges. We were able to arrest 2 prolific offenders in this short time frame. During July we were able to bring in the Community Response Team to help with suppression in our hot spots.

RCMP responded to 674 calls of service during Q2. This is an increase of 48 calls from Q1. Members are also taking calls for service which include Sexual Assaults, Frauds and Mental Health. We have referred numerous people to the RCMP RPACT team.

We are still working on bait projects within the County.

VSU and the Detachment Commander attended community meetings at Bellis to provide resource information on completing community impact statements for the Bellis Church fire.

Crime Stats for Q2 for all the area – Break and Enters decreased by 36%, Theft of MV down by 60% and Theft Under down by 2%

**Priority #2: Community Connection****Updates and Comments:**

RCMP members were busy within the community during Q2 with summer activities. RCMP participated in all community parades. There is a balance between Community and Crime. The RCMP have worked with FCSS to help promote members within in the community as they sponsored the new member LEGO card. We have started a new Facebook initiative Cop Talk w/ Dok. Giving community update via





Facebook. We are also posting the weekly Mountie Minute. Before the school strike the RCMP attended the schools.

Detachment Commander regularly attended C.O.P.S and Rural Crime Watch Meetings. Detachment has been starting to use RAVE fanout system more.







## Community Consultations

### Consultation #1

Date	Meeting Type
September 18, 2024	Community Connection
<b>Topics Discussed</b>	
Lunch w/ Cop	
<b>Notes/Comments:</b>	
Had lunch with the Grade 1 class at the HAK School, positive work with the schools	

### Consultation #2

Date	Meeting Type
September 13, 2024	Community Connection
<b>Topics Discussed</b>	
Lunch with Cop at the Hutterite Colony	
<b>Notes/Comments:</b>	
Had lunch with the students, making a positive impact with the children	

### Consultation #3

Date	Meeting Type
September 10, 2024	Meeting with Stakeholders
<b>Topics Discussed</b>	
Emergency Preparedness meeting	
<b>Notes/Comments:</b>	
Detachment Commander attended Emergency Preparedness Meeting with numerous stakeholders. Discussion on possible potential emergencies which could occur in our area.	



## Consultation #4

Date	Meeting Type
July 31, 2024	Community Connection
<b>Topics Discussed</b>	
Ice Cream w/Cop	
<b>Notes/Comments:</b>	
Village of Vilna held Ice Cream/Cop at the Vilna Pool Hall, spoke about community and policing issues	





## Provincial Service Composition

Staffing Category	Established Positions	Working	Soft Vacancies	Hard Vacancies
Regular Members	6	6	0	0
Detachment Support	2	2	0	0

### Notes:

1. Data extracted on September 29, 2025 and is subject to change.
2. Soft Vacancies are positions that are filled but vacant due to maternity/paternity leave, medical leave, etc. and are still included in the overall FTE count.
3. Hard Vacancies reflect positions that do not have an employee attached and need to be filled.

### Comments:

Police Officers: Of the six established positions, six officers are currently working with none on special leave. There is one position with two officers assigned to that position. There is no hard vacancy at this time.

Detachment Support: Of the two established positions, two resources are currently working with none on special leave. There is no hard vacancy at this time.





## Smoky Lake Provincial Detachment

## Crime Statistics (Actual)

July - September: 2021 - 2025

All categories contain "Attempted" and/or "Completed"

October 7, 2025

CATEGORY	Trend	2021	2022	2023	2024	2025	% Change 2021 - 2025	% Change 2024 - 2025	Avg File +/- per Year
Offences Related to Death		0	0	0	1	0	N/A	-100%	0.1
Robbery		0	1	0	1	0	N/A	-100%	0.0
Sexual Assaults		1	2	4	3	2	100%	-33%	0.3
Other Sexual Offences		8	1	0	0	1	-88%	N/A	-1.5
Assault		17	23	27	34	20	18%	-41%	1.7
Kidnapping/Hostage/Abduction		2	1	0	0	0	-100%	N/A	-0.5
Extortion		3	0	0	2	0	-100%	-100%	-0.4
Criminal Harassment		5	4	4	8	3	-40%	-63%	0.0
Uttering Threats		8	13	9	7	3	-63%	-57%	-1.6
<b>TOTAL PERSONS</b>		<b>44</b>	<b>45</b>	<b>44</b>	<b>56</b>	<b>29</b>	<b>-34%</b>	<b>-48%</b>	<b>-1.9</b>
Break & Enter		21	10	52	53	29	38%	-45%	5.9
Theft of Motor Vehicle		9	7	25	43	18	100%	-58%	5.4
Theft Over \$5,000		2	4	3	6	2	0%	-67%	0.2
Theft Under \$5,000		11	11	23	38	33	200%	-13%	7.1
Possn Stn Goods		8	8	13	18	9	13%	-50%	1.2
Fraud		5	9	13	8	5	0%	-38%	-0.1
Arson		2	1	0	4	2	0%	-50%	0.3
Mischief - Damage To Property		13	16	30	17	23	77%	35%	2.1
Mischief - Other		9	17	23	20	10	11%	-50%	0.5
<b>TOTAL PROPERTY</b>		<b>80</b>	<b>83</b>	<b>182</b>	<b>207</b>	<b>131</b>	<b>64%</b>	<b>-37%</b>	<b>22.6</b>
Offensive Weapons		0	5	0	13	2	N/A	-85%	1.2
Disturbing the peace		7	5	14	8	13	86%	63%	1.5
Fail to Comply & Breaches		17	10	11	13	13	-24%	0%	-0.5
<b>OTHER CRIMINAL CODE</b>		<b>8</b>	<b>10</b>	<b>6</b>	<b>15</b>	<b>12</b>	<b>50%</b>	<b>-20%</b>	<b>1.3</b>
<b>TOTAL OTHER CRIMINAL CODE</b>		<b>32</b>	<b>30</b>	<b>31</b>	<b>49</b>	<b>40</b>	<b>25%</b>	<b>-18%</b>	<b>3.5</b>
<b>TOTAL CRIMINAL CODE</b>		<b>156</b>	<b>158</b>	<b>257</b>	<b>312</b>	<b>200</b>	<b>28%</b>	<b>-36%</b>	<b>24.2</b>



**Smoky Lake Provincial Detachment  
Crime Statistics (Actual)  
July - September: 2021 - 2025**

All categories contain "Attempted" and/or "Completed"

October 7, 2025

CATEGORY	Trend	2021	2022	2023	2024	2025	% Change 2021 - 2025	% Change 2024 - 2025	Avg File +/- per Year
Drug Enforcement - Production		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Possession		2	0	1	0	0	-100%	N/A	-0.4
Drug Enforcement - Trafficking		0	0	0	1	0	N/A	-100%	0.1
Drug Enforcement - Other		0	0	0	0	0	N/A	N/A	0.0
<b>Total Drugs</b>		<b>2</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>-100%</b>	<b>-100%</b>	<b>-0.3</b>
Cannabis Enforcement		0	0	0	0	0	N/A	N/A	0.0
Federal - General		1	1	2	0	1	0%	N/A	-0.1
<b>TOTAL FEDERAL</b>		<b>3</b>	<b>1</b>	<b>3</b>	<b>1</b>	<b>1</b>	<b>-67%</b>	<b>0%</b>	<b>-0.4</b>
Liquor Act		0	2	1	0	3	N/A	N/A	0.4
Cannabis Act		1	0	0	0	0	-100%	N/A	-0.2
Mental Health Act		11	8	15	14	23	109%	64%	3.0
Other Provincial Stats		20	35	29	28	41	105%	46%	3.5
<b>Total Provincial Stats</b>		<b>32</b>	<b>45</b>	<b>45</b>	<b>42</b>	<b>67</b>	<b>109%</b>	<b>60%</b>	<b>6.7</b>
Municipal By-laws Traffic		1	0	0	0	0	-100%	N/A	-0.2
Municipal By-laws		6	3	3	10	4	-33%	-60%	0.3
<b>Total Municipal</b>		<b>7</b>	<b>3</b>	<b>3</b>	<b>10</b>	<b>4</b>	<b>-43%</b>	<b>-60%</b>	<b>0.1</b>
Fatals		1	0	1	1	1	0%	0%	0.1
Injury MVC		3	6	3	10	4	33%	-60%	0.6
Property Damage MVC (Reportable)		36	36	35	31	18	-50%	-42%	-4.1
Property Damage MVC (Non Reportable)		4	4	4	13	4	0%	-69%	0.9
<b>TOTAL MVC</b>		<b>44</b>	<b>46</b>	<b>43</b>	<b>55</b>	<b>27</b>	<b>-39%</b>	<b>-51%</b>	<b>-2.5</b>
Roadside Suspension - Alcohol (Prov)		7	3	3	0	1	-86%	N/A	-1.5
Roadside Suspension - Drugs (Prov)		0	0	0	0	0	N/A	N/A	0.0
<b>Total Provincial Traffic</b>		<b>550</b>	<b>186</b>	<b>302</b>	<b>327</b>	<b>213</b>	<b>-61%</b>	<b>-35%</b>	<b>-53.3</b>
<b>Other Traffic</b>		<b>3</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-100%</b>	<b>N/A</b>	<b>-0.8</b>
<b>Criminal Code Traffic</b>		<b>19</b>	<b>7</b>	<b>10</b>	<b>8</b>	<b>3</b>	<b>-84%</b>	<b>-63%</b>	<b>-3.1</b>
<b>Common Police Activities</b>									
False Alarms		16	7	15	22	20	25%	-9%	2.3
False/Abandoned 911 Call and 911 Act		38	20	22	14	13	-66%	-7%	-5.6
Suspicious Person/Vehicle/Property		30	35	43	44	43	43%	-2%	3.5
Persons Reported Missing		10	4	2	6	4	-60%	-33%	-1.0
Search Warrants		0	0	1	2	0	N/A	-100%	0.2
Spousal Abuse - Survey Code (Reported)		17	15	17	9	11	-35%	22%	-1.8
Form 10 (MHA) (Reported)		0	0	4	1	1	N/A	0%	0.3

From: Clayton Didier <[clayton@groupec.ca](mailto:clayton@groupec.ca)>

Sent: November 17, 2025 10:15 AM

To: Meaghan Andreychuk <[mandreychuk@smokylakecounty.ab.ca](mailto:mandreychuk@smokylakecounty.ab.ca)>

Cc: Chyen Shaw <[cshaw@smokylakecounty.ab.ca](mailto:cshaw@smokylakecounty.ab.ca)>; Brenda Adamson

<[badamson@smokylakecounty.ab.ca](mailto:badamson@smokylakecounty.ab.ca)>; Jered Serben <[jserben@smokylakecounty.ab.ca](mailto:jserben@smokylakecounty.ab.ca)>; CAO  
<[cao@smokylakecounty.ab.ca](mailto:cao@smokylakecounty.ab.ca)>

Subject: Re: Request for Support – Pine Creek Year-Round Indigenous Resort Project

Dear Chyen,

Thank you again for the letter of support, and for the opportunity to present our Tourism Growth and Unification Strategy proposal at the recent council meeting. We appreciated the discussion and the interest in building a stronger, unified tourism presence for Smoky Lake County within Alberta's Lakeland region.

As discussed, we are writing to re-engage this process and confirm our commitment to the project. Our proposal outlines a clear five-phase plan, including research and consultation, brand development, a dedicated tourism website and digital platform, a coordinated regional marketing launch, and ongoing destination management. This structure is ready for implementation and supports long-term economic development and regional collaboration.

The Victoria Trail region remains the strongest foundation for this work. Its connection to Métis Crossing, Victoria Settlement, the Iron Horse Trail, and local destinations such as Pine Creek Retreat and Stopping House, Serbin Farms, the Waskatenau Alberta Iron Horse Trail Resort, the Village of Vilna and Bellis, and the broader Alberta Iron Horse Trail system positions it as the County's most valuable tourism corridor. With a unified strategy, these connected assets can anchor the entire regional brand and help the County take a leadership role in heritage, cultural, and outdoor tourism.

We also provided the Waskatenau Iron Horse Trail Resort sample business plan to show how each community within the County has its own distinct identity, strengths, and opportunities. The sample plan demonstrates how we are able to identify and amplify a community's unique character and positioning. This is the same approach we aim to bring to Smoky Lake County as a whole—ensuring that every community has a strong and clear place within the unified regional brand.

We want to acknowledge the important role of County staff in this process. Administration will be central in guiding, coordinating, and supporting the work as it moves forward, and we look forward to working closely with your team to ensure the project aligns with County goals,

capacity, and operations. We value this partnership and are committed to supporting both Council and staff throughout every phase.

To support the success of this initiative, The Group is also willing to share the cost of the project. This reflects our commitment to the County's long-term potential and to ensuring the integrity of the strategy.

We would also like to welcome the new members of Council—Ryan Barker, Dave Kully, and Craig Lukinuk—and congratulate returning members Lorne Halisky and Jered Serben on their re-election. We look forward to working with all members of Council and the administrative team as we move ahead.

We would appreciate the opportunity to schedule a follow-up meeting to confirm next steps and discuss timelines with both Council and administration. Please let us know a time that works best for you.

Thank you again for your time and consideration. We remain committed to supporting Smoky Lake County in building a strong and lasting tourism identity.





**Waskatenau Iron Horse Resort**  
**Business Plan 2025**

**Prepared by The Group**

# The Group

## Edmonton

7522 110 Ave,  
Edmonton, Alberta  
T5W 0H5

## Lakelands

PO 177, Wakatenau  
19176 Victoria Trail,  
Smoky Lake, Alberta  
T0A 3P0

## Primary Contact

Clayton Didier  
Clayton@groupec.ca  
403) 404 4388

Rendering of "Moon Cabins" for  
Waskatenau Iron Horse Resort



<b>01</b>	<b>Executive Summary</b>	<b>02</b>	<b>Business Strategies</b>	<b>04</b>	<b>SWOT Analysis</b>
03	Introduction	07	Business Description	26	Stregths
		09	Location & Site Analysis	26	Weakness
		11	Developmental Phases	27	Oppurtunities
		14	Market Analysis	27	Threats
				28	Risk Mitigation
		<b>03</b>	<b>Operations Strategies</b>	<b>05</b>	<b>Appendices &amp; Closing</b>
		17	Operations plan	30	Appendices List
		20	Marketing & Sales	32	Closing
		23	Financial Plan	36	Brand Strategy



## Executive Summary

The Waskatenau Iron Horse Resort is a two-phase, multi-year tourism development designed to activate the visitor-based economy of the Village of Waskatenau and surrounding district. Situated on approximately 25 acres of municipally owned and recently rezoned land, formerly part of the CN Rail corridor, the resort is strategically located at the head of the iconic Iron Horse Trail. As the closest major staging point to Edmonton and Calgary for accessing Alberta's most expansive multi-use trail system, Waskatenau is poised to become the "Trail Hub of the Lakelands" and the "Gateway to the Victoria Trail Region."

The resort is designed around three core components:

### **Family-Oriented Cabin Area;**

Two signature A-frame, all-season "Moon Cabins" overlooking the Waskatenau Creek trestle and nature corridor, built by Pine Creek Shelters and designed for small group or family stays.

### **Premium RV Park;**

Five 50-amp, RV stalls with full power hookups, water, guest washrooms & showers (shared with staging area), and a day-use cook shack.

### **Secured Trail Staging Area & Amenities;**

Developed in partnership with Riverland Trail Society, the Alberta Iron Horse Trail, and Travel Alberta, this facility will unify with other regional staging areas through a provincially supported design program, with shovel-ready plans targeted for spring 2026.

From this central hub, guests will enjoy direct and private trail connections to multiple historic and recreational routes, including the Iron Horse Trail, Trans Canada Trail, Victoria Trail, Carlton Trail, and Waskatenau Nature Trail.

The resort also supports future municipal and regional plans to connect directly to the North Saskatchewan River Valley, including a boat launch and day-use areas for non-motorized watercraft.

The two-phase development plan ensures both immediate impact and long-term sustainability:

### **Phase 1 (2025–2027): Trail Gateway Infrastructure & Accommodations**

Construction of the Moon Cabins, RV park, private trail extension, and concurrent staging area design process.

### **Phase 2 (2026–2028): Creek Corridor & Experience Activation**

Expansion of the Waskatenau Creek corridor and nature trail system, installation of the public boat launch, and launch of purchasable cultural, outdoor, and guided experiences.

Cabins as a Community Resource is a unique feature of the project. Local residents will have access to cabins and RV facilities at reduced rates, enabling them to host visiting family, friends, or business guests. This approach creates shared community value, encourages local engagement in the visitor economy, and fosters pride of place.

Managed by an Indigenous tourism organization, the Waskatenau Iron Horse Resort aligns with the core pillars of the Waskatenau Brand Place Strategy; Country Living, Nature & Outdoors, and Culture & History, while supporting regional tourism strategies from Travel Alberta, Indigenous Tourism Alberta, and Travel Lakeland. The project directly enhances the visibility of Pine Creek Retreat & Stopping House and the Bears Ears Interpretive Experience, contributing to reconciliation through Indigenous-led storytelling.

By blending infrastructure, experience development, and regional connectivity, this resort positions Waskatenau as Alberta's most accessible and strategically located launch point for year-round outdoor adventure, cultural exploration, and nature-based tourism.





## Business Description

The Waskatenau Iron Horse Resort is an all-season tourism development designed to position Waskatenau as a year-round destination for trail-based adventure, family-friendly stays, and cultural exploration. Anchored on approximately 25 acres of municipally owned, newly rezoned land, once part of the CN Rail corridor, the resort sits at the official head of the Alberta Iron Horse Trail. This location makes it the most accessible staging point from both Edmonton and Calgary, offering visitors direct access to over 500 kilometres of interconnected multi-use trails and the cultural heart of the Lakeland region.

The resort will be developed in two phases between 2025 and 2028, with three core components that work together as a single, integrated visitor hub. The first is a small, family-oriented cabin area featuring two architecturally distinctive “Moon Cabins” overlooking the Waskatenau Creek trestle. These all-season units, designed and built by Pine Creek Shelters, will cater to families and small groups seeking a comfortable, nature-based retreat with immediate trail access. The second component is a premium RV park with five 50-amp back in sites, designed for convenience and privacy while remaining fully connected to the resort’s shared amenities. These include guest washrooms, hot showers, and a sheltered day-use cook shack, all of which are located within the secured trail staging area—the third core component of the development. This staging area, created in partnership with Riverland Trail Society, the Alberta Iron Horse Trail, and Travel Alberta, is being designed to match the standards of other regional staging hubs through a provincially supported program, with shovel-ready plans targeted for spring 2026.

More than a collection of accommodations and amenities, the Waskatenau Iron Horse Trail Resort is conceived as a gateway experience, one that encourages visitors to explore the wider Lakeland region, from the Victoria Trail and North Saskatchewan River Valley to historic sites like Métis Crossing, Victoria Settlement, and the Pine Creek Retreat & Stopping House.

The resort is being developed and managed by an Indigenous tourism organization, ensuring that its operations and visitor programming remain grounded in cultural authenticity and contribute directly to reconciliation through Indigenous-led interpretation, most notably through the nearby Bears Ears Interpretive Experience.

The project’s design philosophy is rooted in Waskatenau’s Brand Place Strategy, but its execution is entirely focused on delivering tangible, visitor-ready infrastructure and experiences. Every aspect, from the cabins’ placement along the creek to the private trail linkages, is intended to create a seamless connection between comfort, accessibility, and adventure. At the same time, the resort will serve the local community as a resource, offering residents reduced-rate access to the cabins and RV park so they can host visiting family, friends, or business associates. This approach reinforces the resort as both an economic driver and a shared community asset, ensuring that tourism growth strengthens local pride and engagement as much as it stimulates visitor spending.

The Waskatenau Iron Horse Resort will be more than a stopover, it will be the launch point for journeys into Alberta’s largest trail system, a cultural touchpoint within the Lakeland, and a long-term investment in the economic and social vitality of Waskatenau.



## Location & Site Analysis

The Waskatenau Iron Horse Resort is situated on approximately 25 acres of municipally owned, newly rezoned land acquired from the former CN Rail corridor. This expansive parcel lies at the very heart of the Village of Waskatenau and forms the official starting point of the Alberta Iron Horse Trail. Its size and position make it one of the most strategically located tourism development sites in the Lakeland region, with ample room for phased construction, future expansion, and integrated community use.

From the resort's entrance, visitors are just minutes from the intersection of Highway 28 and Secondary Highway 831—two major routes linking the village directly to Edmonton, Fort Saskatchewan, and St. Albert to the southwest, and Cold Lake, St. Paul, and Bonnyville to the northeast. This proximity to Alberta's two largest population centres, combined with its role as the closest staging point to both Edmonton and Calgary, positions Waskatenau as a natural gateway for urban travellers seeking quick and convenient access to the province's largest interconnected multi-use trail network.

The site's most compelling advantage is its direct connectivity to over 500 kilometres of maintained trail systems, offering year-round opportunities for hiking, cycling, ATV and UTV riding, horseback travel, cross-country skiing, and snowmobiling. From the resort's private trail connection, guests can reach the Iron Horse Trail, Trans Canada Trail, Victoria Trail, Carlton Trail, and Waskatenau Nature Trail without crossing a single public roadway. These routes lead directly to the historic Victoria District and onward to cultural landmarks such as Métis Crossing, Victoria Settlement, and the Bears Ears Reserve. For more adventurous guests, the trails also connect to natural playgrounds like the Redwater Sandpits, the Boreal Forest, and the Aspen Parkland.

Equally important is the resort's planned connection to the North Saskatchewan River Valley. Current development concepts include creating three day-use areas along the river and installing a public boat launch for non-motorized watercraft, offering paddling, fishing, and wildlife viewing experiences.

This river access, when fully realized, will make Waskatenau one of the few destinations in Alberta where visitors can seamlessly combine multi-day trail adventures with on-the-water exploration of a designated historic waterway.

The secured trail staging area will serve as both a functional amenity and a regional tourism hub. Designed in collaboration with the Riverland Trail Society, Alberta Iron Horse Trail, and Travel Alberta, the staging area will unify with other major staging facilities along the trail network through a province-wide design grant. The facility will provide secured parking, equipment storage, washrooms, hot showers, and a covered cooking and gathering space—all shared with RV park guests. With plans to be shovel-ready by spring 2026, this component is a cornerstone of the resort's capacity to attract, orient, and disperse visitors throughout the region.

The scale of the site, its high visibility from the highway, its direct integration into provincial trail infrastructure, and its planned expansion into the river valley combine to give the Waskatenau Iron Horse Trail Resort a competitive location advantage unmatched in the Lakeland region. It is a site that offers both immediate visitor appeal and the physical space to adapt, grow, and respond to evolving tourism demands for decades to come.



## Developmental Phases

The Waskatenau Iron Horse Resort will be developed in two confirmed phases between 2025 and 2028, each designed to deliver functional visitor infrastructure while building toward a fully integrated, year-round tourism hub. Every phase has been structured to generate early economic impact, attract repeat visitation, and align with broader municipal, regional, and provincial tourism strategies.

### *Phase 1 (2025–2027): Trail Gateway Infrastructure & Accommodations*

The first phase focuses on creating the resort's core accommodations, trail access, and operational infrastructure. This includes the construction of two all-season "Moon Cabins" overlooking the Waskatenau Creek trestle, offering family-friendly lodging with a scenic and private setting. Adjacent to the cabins, a premium RV park will feature five 50-amp pull-through sites with full hookups, designed to provide comfort and convenience while maintaining a sense of privacy.

A private trail connection will link both the cabin and RV areas directly to the Iron Horse Trail, Trans Canada Trail, Victoria Trail, Carlton Trail, and Waskatenau Nature Trail, ensuring that guests can explore the regional network without navigating public roadways.

The secured trail staging area, developed in parallel with Phase 1 through partnerships with the Riverland Trail Society, Alberta Iron Horse Trail, and Travel Alberta, will be designed to provincial staging standards. It will include secured parking, equipment storage, hot showers, washrooms, and a covered day-use cook shack—all amenities shared with the RV park. Plans are expected to be shovel-ready by spring 2026, with partial funding anticipated from Travel Alberta's design and development program.

By the conclusion of Phase 1, Waskatenau will have a fully operational, branded trail gateway capable of attracting overnight guests, orienting trail users, and dispersing visitors throughout the Lakeland region.

By the conclusion of Phase 1, Waskatenau will have a fully operational, branded trail gateway capable of attracting overnight guests, orienting trail users, and dispersing visitors throughout the Lakeland region.

### *Phase 2 (2026–2028): Creek Corridor & Experience Activation*

Phase 2 builds on the infrastructure of Phase 1 by expanding the resort's footprint into the Waskatenau Creek corridor and developing the surrounding visitor experience. This includes the creation of a nature trail extension, guided interpretive areas, and seating/viewing points to enhance the scenic value of the trestle and creek environment.

A major feature of Phase 2 is the installation of a public boat launch and three river-access day-use areas on the North Saskatchewan River, supporting non-motorized watercraft such as canoes, kayaks, and paddle boards. This river component will make Waskatenau one of the few places in Alberta where multi-day trail trips can be combined with on-the-water exploration of a historic waterway.

The second phase will also introduce a suite of purchasable experiences, including guided trail tours, cultural storytelling programs, and nature-based workshops. Partnerships with Indigenous interpreters, local artisans, and regional guides will ensure that these experiences are authentic, sustainable, and connected to the broader Lakeland visitor economy.

### *\*Phase 3 (Post-2028): Commercial Expansion & Event Development*

While not formally part of the current build plan, the size of the 25-acre CN-acquired property allows for significant long-term expansion beyond the resort's core footprint. Phase 3 could see the introduction of event-hosting infrastructure—including flexible indoor-outdoor spaces for seasonal festivals, markets, and trail-related gatherings. These events would complement Waskatenau's growing reputation as a trail hub and attract visitors during both peak and shoulder seasons.

## Market Analysis

The site's additional land holdings, zoned for both commercial and residential development, present opportunities for private operators and related tourism businesses to establish themselves adjacent to the resort. This could include outfitting services, adventure tour companies, artisan retail, or small-scale hospitality ventures that benefit from proximity to the resort's traffic. Select parcels could also be developed for real estate purposes, supporting residential growth tied to the village's broader economic strategy.

To strengthen winter tourism, Phase 3 could introduce dedicated food and beverage facilities capable of operating year-round, providing warm, welcoming spaces for visitors during snowmobile season, winter festivals, and holiday events. By pairing seasonal events with dependable on-site dining, the resort can extend its operating window and capture new market segments that currently bypass the region in colder months.

The Waskatenau Iron Horse Resort is positioned to address a critical gap in Alberta's Lakeland tourism economy: the lack of high-quality, trail-connected, family-friendly accommodations and services that operate year-round. Findings from the Travel Alberta destination development zone report for the Lakelands indicate consistent demand for overnight stays directly linked to outdoor recreation assets, particularly those that can anchor visitors in a central location while encouraging regional exploration.

Waskatenau's geographic advantage is substantial. As the closest staging point to the Iron Horse Trail from both Edmonton and Calgary, the village offers the quickest and most direct urban access to over 500 kilometres of interconnected trails. These routes reach the Victoria Trail, Carlton Trail, Waskatenau Nature Trail, Redwater Sandpits, and the North Saskatchewan River Valley, linking seamlessly to cultural sites such as Métis Crossing, Victoria Settlement, and the Bears Ears Reserve. This combination of trail density and cultural proximity is unmatched anywhere else in the Lakeland region.

Demand drivers extend beyond proximity. Outdoor recreation participation in Alberta has surged in recent years, with increased interest in multi-day trail experiences that combine adventure with cultural interpretation. According to TGP intake insights, visitors are seeking:

**Ease of access:** Entry points close to major highways and urban centres  
**Diverse activities:** Ability to combine trail, river, and cultural experiences in one trip

**Year-round usability:** Accommodations and infrastructure that remain functional in all seasons

**Authentic experiences:** Indigenous-led storytelling and locally rooted cultural activities



The Waskatenau Iron Horse Resort is uniquely designed to meet all four of these priorities in a single, compact, and highly accessible location. Its shared staging area and accommodations solve a long-standing operational gap for multi-day trail users, who often face logistical challenges such as lack of secure storage, limited washroom access, and no central orientation hub.

### Target Markets

The resort's audience is segmented into three primary visitor types, each representing a distinct revenue stream and marketing approach:

**Curious Adventurers** – Families and first-time explorers seeking an accessible, low-barrier outdoor experience with comfortable lodging. Motivated by scenic settings, easy access to trails, and the opportunity to mix recreation with cultural discovery.

**Recreational Adventurers** – RVers, cabin-stay guests, and casual outdoor users looking for a central base from which to explore the Lakeland. Drawn by the combination of comfort, secure amenities, and proximity to both trails and attractions.

**Active Outdoor Adventurers** – Experienced trail users, paddlers, snowmobilers, and long-distance cyclists seeking staging facilities, secure parking/storage, and direct connectivity to multiple trail systems and seasonal routes.

### Competitive Positioning

While there are several accommodations and campgrounds within the Lakeland region, none offer the full integration of amenities, trail access, and staging capabilities that the Waskatenau Iron Horse Trail Resort will deliver. Current competitors are either:

- *Located off-trail, requiring guests to transport equipment to access the network*
- *Focused solely on camping without all-season lodging*
- *Lacking secured storage or staging services*
- *Operating seasonally without winter amenities*

By contrast, Waskatenau will enter the market as:

- *The only dedicated trail hub combining cabins, premium RV sites, and a provincially standardized staging facility in one location*
- *The most accessible entry point to the Iron Horse Trail and Victoria Trail from Alberta's two largest cities*
- *A cultural gateway to Indigenous-led interpretation and historic exploration in the Victoria District*

### Regional Opportunity

The Lakeland's tourism market is evolving toward experience-based travel, with strong provincial and national support for projects that integrate cultural heritage with outdoor recreation. With municipal backing, alignment to Waskatenau's Brand Place Strategy, and confirmed partnerships with Travel Alberta and the Riverland Trail Society, the resort is poised to be both a community resource and a regional economic catalyst.

By directly responding to identified demand gaps, the Waskatenau Iron Horse Trail Resort will not only capture overnight stays but will also act as a dispersal point, sending visitors into surrounding communities, attractions, and natural areas—magnifying its economic impact far beyond its immediate footprint.

# Operations Plan

The Waskatenau Iron Horse Resort will operate under a shared management model that leverages the proven expertise of Pine Creek Retreat for guest services, booking systems, and event coordination, while maintaining strong municipal oversight through the Village of Waskatenau's role in site upkeep and long-term asset care. This model ensures professional hospitality standards while embedding the resort firmly within the community's operational fabric.

## Operational Management – Partnership with Pine Creek Retreat

Pine Creek Retreat will oversee all aspects of guest experience and revenue generation. This includes reservations, payment processing, check-in/check-out services, housekeeping, cabin preparation, RV site readiness, and the coordination of on-site events or experiences. Their established operational infrastructure—including marketing channels, booking platforms, and trained hospitality staff—will be extended to the Waskatenau property, allowing for seamless integration into regional tourism networks.

Event hosting, vendor coordination, and seasonal programming will also be managed by Pine Creek Retreat. This ensures that the resort's calendar remains active with guided tours, cultural experiences, workshops, and community events that align with Waskatenau's Brand Place Strategy. Pine Creek will also act as the primary liaison for third-party tourism operators wishing to use the resort as a base for guided trail tours, outfitting, or cultural programming.

## Municipal Stewardship – Village of Waskatenau

The Village will retain responsibility for landscaping, groundskeeping, snow removal, and long-term structural maintenance of the site's core infrastructure. This ensures that the resort grounds remain safe, attractive, and functional throughout the year.

Municipal oversight will also extend to the staging area's shared facilities—washrooms, showers, and the covered cooking area—ensuring they meet provincial health and safety standards.

## Shared Facilities – Staging Area & Guest Amenities

The resort's guest showers, washrooms, and covered cooking area will be shared between overnight guests in the RV and cabin areas and day-use visitors utilizing the secured staging area. This dual-use model optimizes infrastructure investment while encouraging interaction between different user groups, creating a dynamic, community-friendly atmosphere. Access will be managed through controlled entry systems to maintain security and guest comfort.

## Seasonal to Year-Round Transition

Operations will initially run on a seasonal basis, opening in spring and closing in late fall. Over time, as demand and infrastructure readiness allow, the resort will transition toward year-round operation, supported by all-season cabins, winterized staging facilities, and food service options introduced in later phases. This shift will expand the visitor base to include snowmobilers, winter hikers, and participants in cold-season events.

## Community Integration & Economic Impact

In keeping with Waskatenau's inclusive tourism development approach, local residents will have access to the cabins at reduced rates for hosting visiting family, friends, or business associates. Seasonal staffing roles will prioritize local hiring, and vendor partnerships will be encouraged to source goods and services from within the village and the surrounding Lakeland region. By embedding local participation into the resort's daily operations, the project ensures that its economic and cultural benefits are shared directly with the community.



This operations framework provides a clear, efficient, and scalable management model—one that combines the hospitality excellence of Pine Creek Retreat with the long-term stewardship and community commitment of the Village of Waskatenau.

Waskatenau Iron Horse Resort

## Marketing & Sales

The marketing and sales strategy for the Waskatenau Iron Horse Resort builds directly on the foundation of the Waskatenau Brand Place Strategy, adopted in 2024, which defines the village as the “Trail Hub of the Lakelands” and the “Gateway to the Victoria Trail Region.” These brand pillars, Country Living, Nature & Outdoors, and Culture & History, provide a clear identity that guides how the resort is positioned, communicated, and experienced by visitors.

### Brand Integration & Digital Presence

The Village of Waskatenau has already launched a new municipal website that reflects this updated brand identity, incorporating visual elements, messaging, and content aligned with the Place Strategy. Within this digital platform, a dedicated section for the Waskatenau Iron Horse Trail Resort is under development to provide visitors with direct access to resort information, booking options, and trail resources. Complementing this, new social media channels will highlight both the resort and Waskatenau’s broader tourism narrative, ensuring consistent storytelling across platforms.

Pine Creek Retreat will extend its established marketing ecosystem, including social media campaigns, website integration, influencer partnerships, and regional collaborations, to the Waskatenau property. This dual approach ensures that the resort benefits from both the authenticity of a local community brand and the reach of a proven Indigenous-owned tourism operator.

### Sales Channels & Booking Systems

Reservations will be handled through Pine Creek Retreat’s central booking system, providing guests with a seamless user experience across multiple properties. The integration of secure online booking and payment processing will allow for direct reservations of cabins, RV sites, and events. In parallel, partnerships with Travel Lakeland, Travel Alberta, and adventure tour operators will create additional distribution channels, ensuring the resort is visible to regional, provincial, and national audiences.

## Launch Strategy & Community Engagement

The marketing strategy will follow a phased approach, building awareness as infrastructure is completed and phasing into active promotion of overnight stays, trail access, and experiences:

### Early Launch:

Emphasize the resort as part of Waskatenau's transformation into a four-season trail hub, supported by municipal and provincial storytelling.

### Overnight Stays & Experiences:

Highlight family-friendly cabins, premium RV facilities, and purchasable cultural and trail-based activities.

### Community Integration:

Promote the resort's role as a community resource by encouraging local residents to use cabins at reduced rates for visiting family and friends.

### Events & Festivals:

Develop seasonal programming—markets, trail festivals, cultural events—that will draw repeat visitation and reinforce Waskatenau's new identity as a regional gathering point.

### Positioning Statement

Marketing will consistently reinforce the resort as:

- The closest and most accessible trail staging point for urban markets in Edmonton and Calgary.

- The only integrated hub in Alberta combining cabins, premium RV sites, and a provincially standardized staging facility.
- A gateway experience that connects visitors to the history, culture, and natural landscapes of the Victoria District and the Lakeland region.

Through this layered strategy, anchored in Waskatenau's Place Brand, amplified by Pine Creek Retreat's operational reach, and supported by municipal and provincial marketing platforms, the resort will launch with a strong identity and a clear competitive edge in Alberta's eco- and cultural tourism marketplace.



## Financial Plan

The financial structure for the Waskatenau Iron Horse Resort is designed to balance strategic capital investment with phased revenue growth, ensuring the project remains financially viable while delivering measurable community and regional tourism benefits.

### Capital Investment & Phased Expenditure

Development costs will be allocated across two confirmed phases, with the potential for a third expansion phase post-2028.

#### Phase 1 (2025–2027):

Primary infrastructure, including two all-season Moon Cabins, five premium 50-amp RV sites, the shared washroom, shower, and covered cooking facility, and the private trail connection. This phase also includes the parallel staging area design and development project, funded separately through the Riverland Trail Society, Iron Horse Trail, and Travel Alberta.

#### Phase 2 (2026–2028):

Creek corridor and nature trail expansion, public boat launch, day-use areas, and the development of purchasable experiences through partnerships with guides, cultural interpreters, and local businesses.

#### Potential Phase 3 (Post-2028):

Event infrastructure, food service facilities, and commercial/real estate development on surplus CN-acquired land.

Each phase will be developed with flexibility to adjust scope based on market performance, funding availability, and community priorities.

### Funding Sources

The financial plan is supported by a diversified funding model, drawing from:

**Municipal Support:** Village of Waskatenau capital allocations and potential infrastructure cost-sharing.

**Provincial Programs:** Travel Alberta development grants, staging area funding, and potential tourism recovery or growth initiatives.

**Federal & Indigenous Programs:** Support for Indigenous-led tourism initiatives, infrastructure development, and cultural programming.

**Private Investment & Debt Financing:** Opportunities for third-party investment, operator partnerships, and structured financing where applicable.

### Revenue Model

The resort's revenue streams are intentionally varied to ensure resilience across seasons and market shifts:

**Accommodations:** Cabin rentals (family Moon Cabins), premium RV site bookings, and seasonal rate adjustments for peak periods.

**Experience Sales:** Guided tours, cultural storytelling programs, and seasonal events.

**Event Hosting & Venue Rentals:** Weddings, festivals, markets, and group gatherings.

**Partnership-Based Revenue:** Commissioned sales or rental fees from third-party operators using the site as a base.

**Community Rentals:** Discounted rates for local residents hosting family, friends, or business associates.



## Sustainability & Growth Outlook

The operational partnership with Pine Creek Retreat ensures that revenue potential is maximized through professional booking management, marketing, and event programming. The phased development approach allows for early revenue generation from Phase 1 accommodations while later phases increase visitation length, broaden market appeal, and add new revenue channels.

By the time all planned phases are complete, the resort is expected to function as a year-round tourism and event destination, drawing consistent visitation from both urban and regional markets, and serving as a long-term driver of economic and cultural vitality for Waskatenau and the surrounding Lakeland region.

*\*View Appendix: Revenue and cost Models*

## Waskatenau Iron Horse Resort

# SWOT & Risk Analysis

## Strengths

*Strategic Location: At the trailhead of the Iron Horse Trail, with direct access to over 500 km of interconnected trails and the North Saskatchewan River Valley.*

*Brand Alignment: Fully integrated with Waskatenau's 2024 Place Brand Strategy—Trail Hub of the Lakelands and Gateway to the Victoria Trail Region.*

*Proven Operational Management: Managed by Pine Creek Retreat, an Indigenous-owned tourism operator with established booking systems, marketing reach, and guest service expertise.*

*Infrastructure Readiness: Land is purchased, rezoned, and pre-approved for development, minimizing early-stage delays.*

*Community Benefit Model: Reduced-rate local cabin access, local hiring, and vendor partnerships directly support Waskatenau's economy and community engagement.*

## Weaknesses

*Initial Seasonal Operation: Phase 1 will operate seasonally, limiting immediate year-round revenue until later phases are complete.*

*Limited On-Site Food Service in Early Phases: Could reduce length-of-stay until food services are introduced in Phase 3.*

*Multi-Stakeholder Dependencies: Staging area design and funding involve multiple partners, requiring coordinated project management to keep timelines on track.*

## Opportunities

*Four-Season Tourism Expansion: Winterized cabins and staging area facilities create potential for snowmobiling, winter hiking, and seasonal events.*

*Experience Development: Guided tours, cultural storytelling, and recreational activities diversify revenue and strengthen regional partnerships.*

*Commercial & Real Estate Growth: Surplus CN-acquired land zoned for commercial and residential use enables long-term complementary business development.*

*Regional Tourism Growth: Rising interest in rural, nature-based, and Indigenous tourism positions Waskatenau for sustained visitor demand.*

## Threats

*Economic Fluctuations: Shifts in tourism spending could affect demand, but proximity to Edmonton and Calgary mitigates travel barriers.*

*Weather & Climate Variability: Outdoor activities may be impacted by severe conditions; phased all-season infrastructure reduces vulnerability.*

*Emerging Competition: New destinations may enter the market, but Waskatenau's secured staging area and multi-trail hub status offer a distinct competitive edge.*

## Risk Mitigation Narrative

The Waskatenau Iron Horse Resort's business model has been structured to minimize and manage risk from the outset. Pre-approved zoning, secured land ownership, and municipal alignment reduce regulatory and development uncertainty. A diversified funding model, blending municipal, provincial, federal, Indigenous, and private sources, prevents reliance on a single funding stream.

Operational risks are addressed through Pine Creek Retreat's proven hospitality systems, while municipal responsibility for site maintenance ensures long-term asset care. Market resilience is strengthened by multiple revenue streams and integration into Waskatenau's regional tourism brand, ensuring strong visibility even during broader economic or seasonal fluctuations.

Through phased development, strong partnerships, and a community-focused operating model, the resort is positioned to adapt to changing conditions while delivering steady growth and lasting value to investors, the municipality, and the surrounding region.

## Appendices & Closing Statement

The following appendices accompany this business plan, providing detailed evidence of feasibility, alignment with strategic priorities, and community and partner support:

**Waskatenau Brand Place Strategy (2024):** Defines the community's tourism identity and positioning, with direct integration into the resort's design and marketing.

**Waskatenau Creek Corridor Feasibility Study (2022):** Captures the project's alignment with regional and provincial tourism development goals.

**Site Maps & Trail Network Plans:** Illustrates the 25-acre CN-acquired development site, resort layout, and connectivity to the Iron Horse Trail, Victoria Trail, Trans Canada Trail, and Waskatenau Nature Trail.

**Letters of Support:** Endorsements from municipal partners, Travel Lakeland, Riverland Trail Society, and other stakeholders.

**Preliminary Visual Renderings:** Conceptual images of cabins, RV park, staging area, and trail linkages.

**Budget & Financial Projections:** Phase-by-phase capital requirements, anticipated revenue streams, and funding source breakdowns.



The Waskatenau Iron Horse Resort represents more than just an infrastructure project, it is a catalyst for economic revitalization, cultural connection, and community pride. With land secured, zoning approved, and design integration already underway with municipal branding, the resort is positioned to launch from a place of readiness and strategic clarity rarely seen in rural tourism projects.

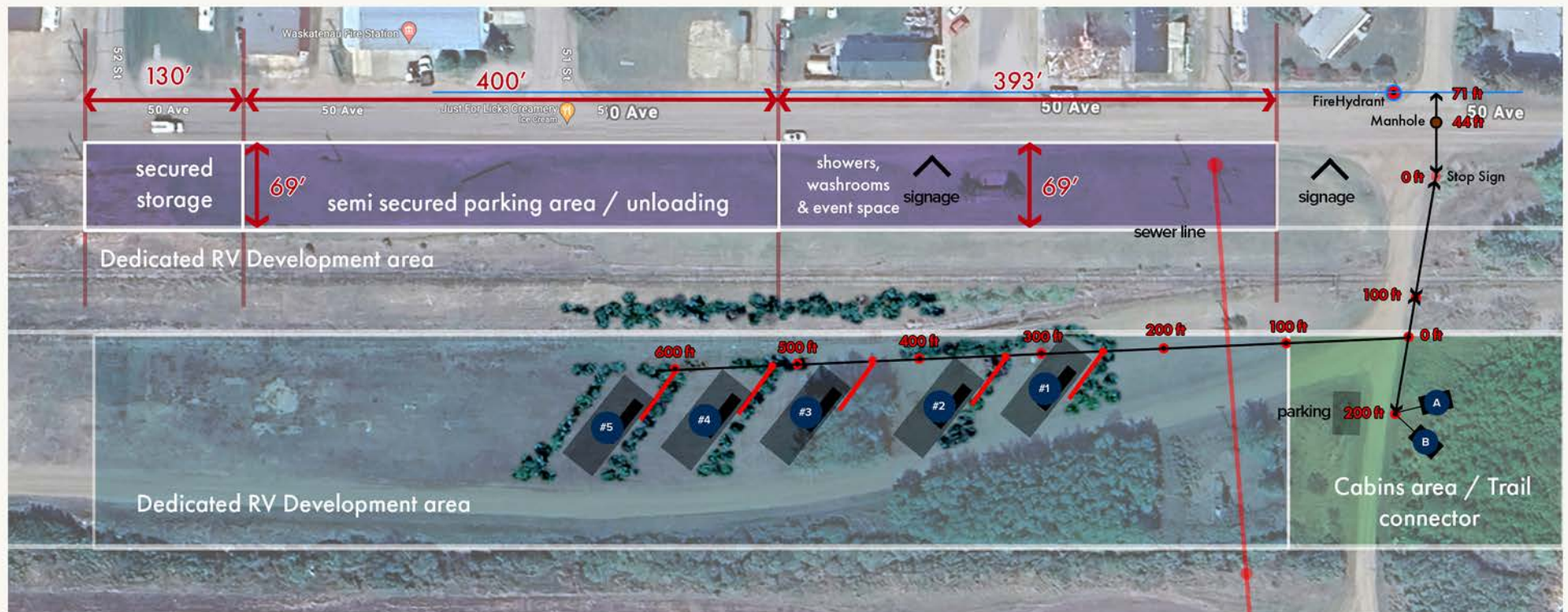
Its unique location at the trailhead of the Iron Horse Trail places it at the heart of one of Alberta's most compelling outdoor tourism corridors. By combining premium family cabins, high-quality RV facilities, a provincially standardized staging hub, and direct trail access to over 500 km of routes, the resort offers a tourism product unmatched in both accessibility and experience diversity.

Management by Pine Creek Retreat ensures operational excellence, while municipal stewardship of site maintenance ensures long-term quality. The resort's integration into Waskatenau's Place Brand Strategy guarantees consistent, professional marketing—locally, regionally, and provincially—maximizing visibility and demand.

This project's strength lies in its balance: it is bold enough to become a regional destination but grounded enough to deliver immediate, measurable returns to the community and investors. Through phased development, diversified revenue streams, and the unlocking of surplus commercial land for future growth, the Waskatenau Iron Horse Trail Resort is designed to be both a driver of near-term tourism gains and a foundation for sustained economic and cultural prosperity.

In short, the resort is not just building accommodations—it is building Waskatenau's future as a four-season trail hub, a cultural gateway, and a model for rural tourism innovation in Alberta. The groundwork is laid, the partnerships are secured, and the vision is clear. Now is the time to bring it to life.

# Site Plan





## Waskatenau Iron Horse Resort Brand Strategy Overview

Prepared by The Group







# Waskatenau Brand Place Strategy

Welcome to Waskatenau, where warm hospitality meets the beauty of rural life. Our Brand Place Strategy is designed to showcase the unique charm of our village and create an inviting atmosphere for both visitors and residents. Rooted in authenticity and community spirit, Waskatenau offers a genuine experience that connects people to nature, history, and each other.

Waskatenau is distinguished by its rich cultural heritage, breathtaking natural landscapes, and strong sense of community. Nestled in the heart of the Lakeland region, the village boasts over 300 kilometers of scenic trails, catering to outdoor enthusiasts with options for hiking, biking, ATV riding, and snowmobiling. As a gateway to the Iron Horse Trail, Waskatenau provides easy access to a network of recreational opportunities. Visitors can also explore historical sites like Victoria Settlement and Métis Crossing, celebrating the region's Indigenous heritage and offering enriching educational experiences.

Our strategy is not just about promoting a destination; it's about fostering an adventurous and educational environment where everyone can explore the wonders of the Lakeland region. By embracing our core pillars, country living, nature and outdoors, and culture and history, we aim to inspire curiosity and encourage visitors to engage with our vibrant community. Waskatenau is committed to being a welcoming destination for outdoor enthusiasts, curious adventurers, and recreational explorers. Through this strategy, we will enhance the visitor experience, support local businesses, and ensure that everyone who comes to Waskatenau feels connected to our community and the natural beauty that surrounds us.

To achieve our vision, we have outlined strategic goals that focus on sustainable and regenerative tourism, enhancing visitor experiences, stimulating local business development, and promoting residential growth. By fostering collaboration and strengthening community engagement, we aim to create a thriving, resilient environment that benefits both residents and visitors while preserving the unique character of Waskatenau.

Together, we can promote our distinctive offerings and cultivate a community that thrives on collaboration, exploration, and celebration of our shared heritage.

## Strategic Goals for Waskatenau

### Foster Sustainable and Regenerative Tourism

*Develop and promote tourism practices that minimize environmental impact, support local communities, and encourage responsible visitor behaviour, ensuring that tourism growth benefits both residents and the natural environment.*

### Enhance Visitor Experiences

*Create diverse and engaging experiences for tourists that highlight Waskatenau's unique features, including outdoor adventures, cultural heritage, and community engagement. This will attract a wider audience and encourage longer stays.*

### Support Local Business Development

*Stimulate the growth of local operators and businesses within the Iron Horse commercial area by providing resources, training, and marketing support. This goal aims to create a vibrant economy that benefits local entrepreneurs.*

### Encourage Collaboration and Partnerships

*Build strong partnerships with local stakeholders, including businesses, community organizations, and tourism agencies, to collectively enhance Waskatenau's appeal and drive mutual growth.*

### **Promote Residential Development**

Identify and support residential development opportunities that align with the vision of Waskatenau as a community focused on sustainability, quality of life, and connection to nature. This will help attract new residents and support community growth.

### **Strengthen Community Engagement**

Actively involve local residents in tourism development efforts, ensuring that their voices are heard and their traditions and values are integrated into the visitor experience. This fosters a sense of ownership and pride within the community.

### **Enhance Infrastructure and Accessibility**

Invest in the necessary infrastructure to support increased tourism and residential growth, including improved trail access, transportation options, and visitor amenities that enhance the overall experience in Waskatenau.

## **Brand Pillars**

### ***Country Living***

For those seeking a life or visit rooted in authenticity, Waskatenau offers the charm of true country living. Whether you're looking to settle down or just escape for a while, Waskatenau provides a lifestyle centred on simplicity, self-sufficiency, and community spirit. It's a place where neighbours know your name, family values come first, and the stress of city life melts away. The peaceful, welcoming atmosphere makes it an ideal destination for both permanent residents and those in search of a rural retreat.

### **Core Values**

*Authentic Rural Charm, Sustainable Living and Wellness, Community Engagement and Unity.*

### **Key Features**

*Self-sufficiency, family values, tranquility, health and wellness, local traditions.*

### **Target Audience**

*Active Outdoor Adventurers, Family-Oriented Visitors, Eco-Conscious Traveler*

### **Appeals To**

*Nature and Wellness Enthusiasts, Community-Oriented Individuals, Cultural Explorers (Curious Adventurers)*



## ***Nature & Outdoors***

Waskatenau is a paradise for outdoor enthusiasts and nature lovers alike. With access to some of Alberta's most scenic trails and landscapes, residents and visitors can enjoy year-round activities in the great outdoors. Whether you're hiking, biking, snowmobiling, or exploring the beautiful North Saskatchewan River Valley, Waskatenau offers countless opportunities to connect with nature. It's the perfect destination for those seeking adventure, outdoor recreation, or just a peaceful place to unwind in nature.

### **Core Values**

*Nature Exploration and Conservation, Adventure and Unique Landscapes, Peaceful Retreats and Scenic Beauty.*

### **Key Features**

*Trail access & adventure, unique geographical features, sustainable tourism, tranquility and natural beauty.*

### **Target Audience**

*Nature Enthusiasts, Recreational & Active Outdoor Adventurers, Eco-Conscious Traveler.*

### **Appeals To**

*Nature and Wellness Enthusiasts, Adventure Seekers, Environmental Stewards.*

## ***Country Living***

Rich in culture and history, Waskatenau is more than just a place to live or visit, it's a community with a deep connection to the past. For history buffs or those with a curiosity for heritage, the village offers historical sites like Victoria Trail, where you can explore Alberta's vibrant past. Cultural festivals, historical tours, and a strong sense of local pride make Waskatenau a unique destination where visitors can immerse themselves in the stories and traditions that shaped the region. It's a place where history is alive, and every visit offers something new to discover.

### **Core Values**

*Cultural Heritage and Engagement, Historical Education and Community Stories, Festivals and Celebrations.*

### **Key Features**

*Historical sites, annual events, cultural tours.*

### **Target Audience**

*Curious Adventurers, Cultural Enthusiasts, History Buffs.*

### **Appeals To**

*Culture and History Lovers, Families and Educators, Cultural Tourists.*

# Brand Values

## Core Brand Values

### "Authentic Rural Charm"

*Pillar: Country Living*

*Summary: Embraces the simplicity, traditions, and practices of rural life.*

*Rationale: Represents the essence of a grounded, community-focused lifestyle that appeals to those seeking a deeper connection with rural heritage.*

### "Nature Exploration and Conservation"

*Pillar: Nature & Outdoors*

*Summary: Highlights the diverse outdoor activities, breathtaking landscapes, and commitment to environmental preservation.*

*Rationale: Attracts nature enthusiasts and adventurers while emphasizing the importance of sustainable tourism and natural beauty.*

### "Cultural Heritage and Engagement"

*Pillar: Culture & History*

*Summary: Showcases the region's rich history, cultural traditions, and vibrant community events.*

*Rationale: Connects visitors with the region's historical and cultural identity, offering immersive and educational experiences.*

## Secondary Brand Values

### "Sustainable Living and Wellness"

*Pillar: Country Living*

*Summary: Focuses on eco-friendly practices and the health benefits of rural life.*

*Rationale: Complements the core value of Authentic Rural Charm by promoting a lifestyle that is both environmentally conscious and health-oriented.*

### "Adventure and Unique Landscapes"

*Pillar: Nature & Outdoors*

*Summary: Emphasizes access to varied trails and distinctive geographical features.*

*Rationale: Supports the core value of Nature Exploration and Conservation by highlighting the adventurous and scenic aspects of the region.*

### "Historical Education and Community Stories"

*Pillar: Culture & History*

*Summary: Provides educational opportunities through museums, historical sites, and community narratives.*

*Rationale: Enhances the core value of Cultural Heritage and Engagement by offering deep insights into the region's past and cultural richness.*

### *Tertiary Brand Values*

#### **"Community Engagement and Unity"**

*Pillar: Country Living*

*Summary: Encourages participation in local events and traditions.*

*Rationale: Enhances the sense of community and belonging, supporting the primary value of Authentic Rural Charm.*

#### **"Peaceful Retreats and Scenic Beauty"**

*Pillar: Nature & Outdoors*

*Summary: Offers serene environments and picturesque views.*

*Rationale: Complements the core value of Nature Exploration and Conservation by providing tranquil spaces for relaxation.*

#### **"Festivals and Celebrations"**

*Pillar: Culture & History*

*Summary: Involves local festivals and cultural celebrations.*

*Rationale: Supports the core value of Cultural Heritage and Engagement by creating vibrant, participatory experiences.*

## Brand Positioning

*"Waskatenau invites you to experience authentic country living, where the beauty of nature, rich cultural heritage, and a vibrant community come together. As a gateway to outdoor adventures and immersive cultural experiences, Waskatenau is the ideal destination for outdoor enthusiasts, curious adventurers, and recreational explorers seeking meaningful connections with rural life and the stunning landscapes of the Lakeland region."*

## Brand Personality

#### **Tone of Voice:**

- Warm and welcoming
- Authentic and grounded
- Inspirational and engaging

#### **Brand Personality Traits:**

- Genuine
- Community-focused
- Adventurous
- Educational



# Brand Mission, Vision, & Promise

## *Mission:*

To provide an immersive and authentic rural experience where visitors and residents alike can connect with nature, celebrate cultural heritage, and enjoy the warmth of community living. Waskatenau is committed to fostering sustainable tourism, promoting regional history, and enhancing the quality of life through shared experiences rooted in country living, adventure, and tradition.

## *Vision:*

To be a sought-after destination for outdoor enthusiasts, curious adventurers, and recreational explorers looking to reconnect with nature and heritage. Waskatenau aims to provide a unique blend of outdoor adventure, cultural exploration, and authentic rural charm, offering meaningful experiences that inspire discovery and foster a deep appreciation for the region's natural beauty and rich history.

## *Brand Promise:*

Waskatenau promises an unforgettable journey into the heart of rural Alberta, where nature, history, and community come together to create experiences that resonate with all who visit or call it home. Every moment in Waskatenau offers an opportunity for adventure, reflection, and connection.

# Why Waskatenau?

Waskatenau combines the charm of authentic country living with rich cultural heritage and stunning natural beauty. Whether you're looking for a peaceful home or an outdoor adventure, Waskatenau offers a welcoming community, year-round access to scenic trails, and unique cultural experiences. It's a place where you can connect with nature, explore history, and enjoy a slower pace of life.

# Brand Differentiators

Waskatenau is a distinctive destination that offers an authentic rural experience, seamlessly blending natural beauty, rich cultural heritage, and a welcoming community. Nestled near the North Saskatchewan River Valley, recently designated as a historic river, the village features over 300 kilometers of scenic trails that cater to outdoor enthusiasts seeking adventure through hiking, biking, ATV riding, or snowmobiling. As a gateway to the Lakeland region, Waskatenau provides easy access to significant historical sites like Victoria Settlement and Métis Crossing, enriching visitors with educational experiences that celebrate Indigenous heritage.

Additionally, the stunning North Saskatchewan River offers opportunities for various recreational activities, such as fishing, kayaking, and leisurely strolls along its banks. Committed to sustainable tourism practices, Waskatenau fosters a strong sense of community and encourages responsible exploration, ensuring that every visitor enjoys customizable experiences tailored to their interests while contributing positively to the local environment and economy.



## Unique Selling Points

**Authentic Rural Experience:** *Waskatenau offers a genuine country living experience, where visitors can immerse themselves in the charm of rural life, complete with local traditions and community spirit.*

**Diverse Outdoor Activities:** *With over 300 kilometers of scenic trails and access to various recreational opportunities, Waskatenau caters to outdoor enthusiasts of all kinds—whether they enjoy hiking, biking, ATV riding, or snowmobiling.*

**Rich Cultural Heritage:** *The village is home to significant historical sites, such as Victoria Settlement and Métis Crossing, providing visitors with unique educational experiences that celebrate Indigenous heritage and local history.*

**Gateway to the Lakeland Region:** *Waskatenau's strategic location as a gateway to the Iron Horse Trail and surrounding attractions makes it an ideal starting point for exploring the diverse landscapes and experiences within the Lakeland region.*

**Strong Sense of Community:** *The welcoming atmosphere and active involvement of local residents create a friendly environment where visitors can engage with the community, enhancing their overall experience.*

**Sustainable and Regenerative Tourism Focus:** *Waskatenau is committed to sustainable tourism practices that benefit both the environment and the local economy, ensuring that tourism growth is responsible and beneficial for future generations.*

**Customizable Visitor Experiences:** *The variety of activities and accommodations available allows visitors to tailor their experiences to suit their interests, whether they seek adventure, relaxation, or cultural exploration.*

## Conclusion

The Waskatenau Brand Place Strategy is a comprehensive plan designed to celebrate the village's authentic rural charm, rich cultural heritage, and natural beauty. By embracing its core pillars of country living, nature and outdoors, and culture and history, Waskatenau offers a unique and inviting experience for residents and visitors alike. With access to over 300 kilometers of scenic trails, historic sites, and the newly designated historic North Saskatchewan River, the village provides unparalleled opportunities for adventure and exploration.

At the heart of this strategy is a commitment to sustainable and regenerative tourism. Waskatenau is focused on promoting responsible visitor behaviour, fostering community engagement, and supporting local businesses to ensure that tourism growth benefits both the environment and the local economy. The Iron Horse Trail RV, Glamping, and Camping Resort is a prime example of how Waskatenau's strategic initiatives will enhance the visitor experience, attract a diverse range of tourists, and stimulate economic development.

Through collaboration, partnership, and community involvement, Waskatenau is positioned to become a sought-after destination for outdoor enthusiasts, curious adventurers, and recreational explorers. As we move forward, this strategy will serve as the foundation for creating a thriving and resilient community where visitors and residents can connect with nature, history, and each other. Together, we will build a future that honours our past, supports sustainable growth, and celebrates everything that makes Waskatenau a truly unique destination.

*Source Documents:*

*Waskatenau Brand Place Pillars*

*Waskatenau Brand Place Values – Guiding Principles*

*Waskatenau Brand Place Segmentations*







Waskatena IRT Resort “Official Opening” forecasting																
Open Accommodations	<u>Quantity</u>	May 31 days open	June 30 days open	July 31 days open	August 31 days open	September 30 days open	October 31 days open	Summer SubTotals	November 30 days open	December 31 days open	January 31 days open	February 28 days open	March 31 days open	April 30 days open	WINTER SubTotals	Yearly Totals
Family Cabin. \$250.00	<u>2 units</u>															
100% capacity		\$15,500.00	\$15,000.00	\$15,500.00	\$15,500.00	\$15,000.00	\$15,500.00	\$92,000.00	\$15,000.00	\$15,500.00	\$15,500.00	\$14,000.00	\$15,500.00	\$15,000.00	\$90,500.00	\$182,500.00
60% capacity		\$9,300.00	\$9,000.00	\$9,300.00	\$9,300.00	\$9,000.00	\$9,300.00	\$55,200.00	\$9,000.00	\$9,300.00	\$9,300.00	\$8,300.00	\$9,300.00	\$9,000.00	\$54,200.00	\$109,400.00
30% capacity		\$4,650.00	\$4,500.00	\$4,650.00	\$4,650.00	\$4,500.00	\$4,650.00	\$27,600.00	\$4,500.00	\$4,650.00	\$4,650.00	\$3,500.00	\$4,650.00	\$4,500.00	\$26,450.00	\$54,050.00
15% capacity		\$2,325.00	\$2,250.00	\$2,325.00	\$2,325.00	\$2,250.00	\$2,325.00	\$13,800.00	\$2,250.00	\$2,325.00	\$2,325.00	\$1,250.00	\$2,325.00	\$2,250.00	\$12,725.00	\$26,525.00
50 AMP RV stalls \$55.00	<u>5 units</u>															
100% capacity		\$8,525.00	\$8,250.00	\$8,525.00	\$8,525.00	\$8,250.00	\$8,525.00	\$50,600.00	\$8,250.00	\$8,525.00	\$8,525.00	\$7,700.00	\$8,525.00	\$8,250.00	\$49,775.00	\$100,375.00
60% capacity		\$5,115.00	\$4,950.00	\$5,115.00	\$5,115.00	\$4,950.00	\$5,115.00	\$30,360.00	\$4,950.00	\$5,115.00	\$5,115.00	\$4,565.00	\$5,115.00	\$4,950.00	\$29,810.00	\$60,170.00
30% capacity		\$2,557.50	\$2,475.00	\$2,557.50	\$2,557.50	\$2,475.00	\$2,557.50	\$15,180.00	\$2,475.00	\$2,557.50	\$2,557.50	\$1,925.00	\$2,557.50	\$2,475.00	\$14,547.50	\$29,727.50
15% capacity		\$1,278.75	\$1,237.50	\$1,278.75	\$1,278.75	\$1,237.50	\$1,278.75	\$7,590.00	\$1,237.50	\$1,278.75	\$1,278.75	\$962.50	\$1,278.75	\$1,237.50	\$7,273.75	\$14,863.75
Total		May	June	July	August	September	October	Summer totals	November	December	January	February	March	April	Winter Totals	Yearly Grand Total
100% capacity		\$24,025.00	\$23,250.00	\$24,025.00	\$24,025.00	\$23,250.00	\$24,025.00	\$142,600.00	\$23,250.00	\$24,025.00	\$24,025.00	\$21,700.00	\$24,025.00	\$23,250.00	\$140,275.00	\$282,875.00
60% capacity		\$14,415.00	\$13,950.00	\$14,415.00	\$14,415.00	\$13,950.00	\$14,415.00	\$85,560.00	\$13,950.00	\$14,415.00	\$14,415.00	\$12,865.00	\$14,415.00	\$13,950.00	\$84,010.00	\$169,570.00
30% capacity		\$7,207.50	\$6,975.00	\$7,207.50	\$7,207.50	\$6,975.00	\$7,207.50	\$42,780.00	\$6,975.00	\$7,207.50	\$7,207.50	\$5,425.00	\$7,207.50	\$6,975.00	\$40,997.50	\$83,777.50
15% capacity		\$3,603.75	\$3,487.50	\$3,603.75	\$3,603.75	\$3,487.50	\$3,603.75	\$21,390.00	\$3,487.50	\$3,603.75	\$3,603.75	\$2,212.50	\$3,603.75	\$3,487.50	\$19,998.75	\$41,388.75





Pine Creek Retreat River Valley Trails



**Smoky Lake County  
Tourism Growth & Unification Strategy Proposal**

Prepared by Clayton Didier of The Group



# The Group

## Edmonton

7522 110 Ave,  
Edmonton, Alberta  
T5W 0H5

## Lakelands

PO 177, Wakatenau  
19176 Victoria Trail,  
Smoky Lake, Alberta  
TOA 3P0

## Primary Contact

Clayton Didier  
Clayton@groupec.ca  
403) 404 4388

Sky Watching Dome  
Metis Crossing





# 01 Strategy Introduction

- 02 Smoky Lake County Tourism Growth & Unification Strategy

# 03 Proposal for Implementation

- 10 Research, Audit, and Consultation
- 10 Brand Development
- 11 Standalone Website and Digital Platform
- 11 Marketing and Campaign Launch
- 12 Ongoing Destination Management

# 05 Value & Conclusion

- 17 Conclusion
- 19 Final Value & Cost Summary

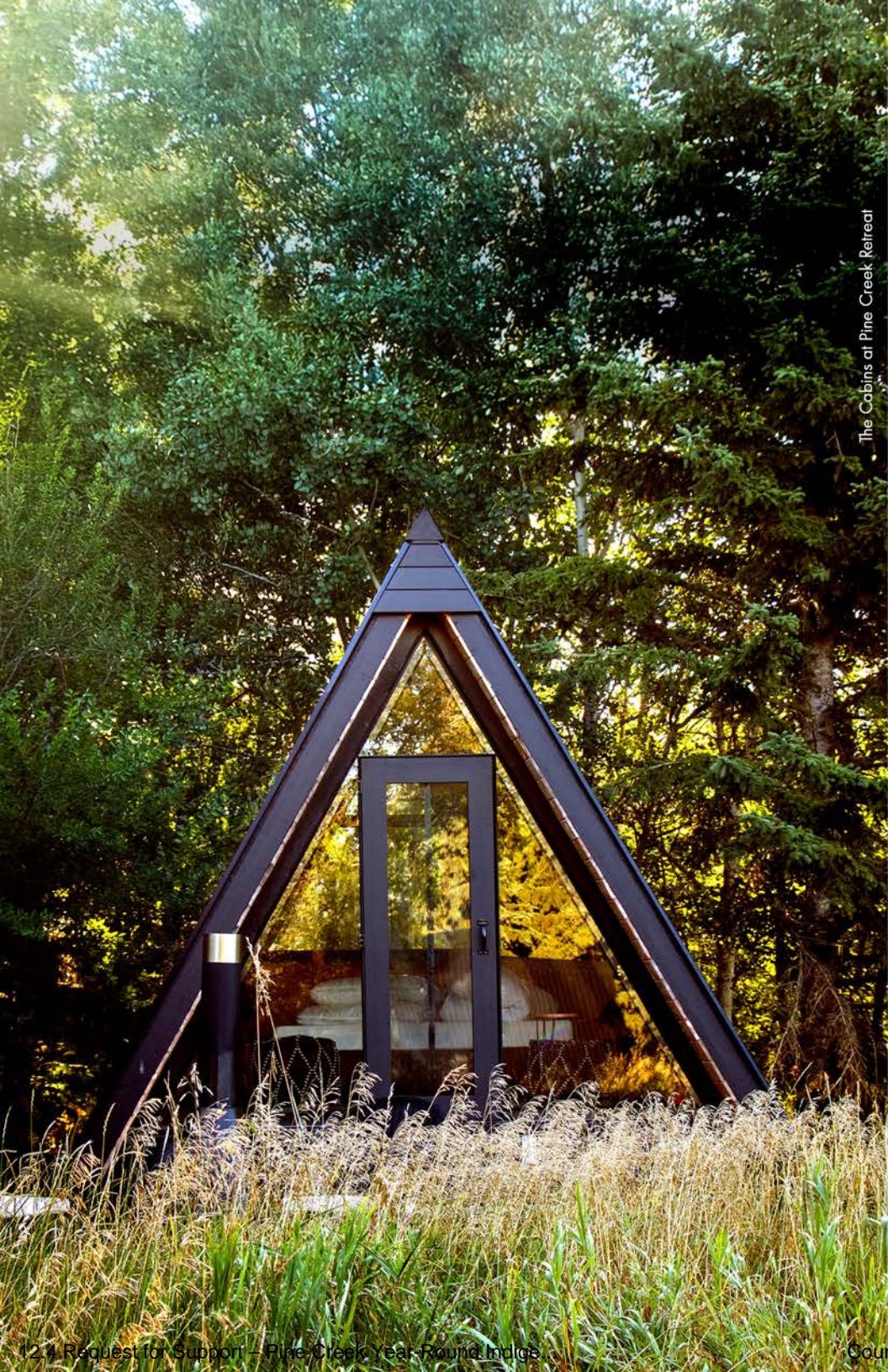
# 02 Why Brand Place Strategy

- 03 Control the Narrative
- 04 An Indigenous Tourism Destination
- 05 The Iron Horse Trail
- 06 Partnerships for Growth
- 07 Focused Tourism Leadership
- 08 Asset Management and Activation

# 04 Milestones & Timelines

- 15 Milestone and Timeline Chart





The Cabins at Pine Creek Retreat

## Smoky Lake County Tourism Growth & Unification Strategy

Smoky Lake County has the opportunity to become a leading destination for cultural, Indigenous, and river/trail-based tourism in Alberta's Lakeland region. This proposal lays out a new Place Brand Strategy and Tourism Identity that aligns with provincial and Indigenous tourism goals while shifting the County's image from a supporting player to the central hub driving regional tourism growth.

By focusing on brand leadership, asset development, partnerships, and shared marketing tools, the County can make its role visible, celebrate its contributions, and grow its reputation alongside its partners. This approach will build long-term tourism-driven economic growth and create a unified, authentic regional experience.

Today, branding is economic development. A strong place brand is more than a marketing tool—it's the base for attracting visitors, investment, and community support. For Smoky Lake County, it's the key to turning individual attractions—like nationally significant Indigenous sites, historic settlements, and major trail systems—into a connected, high-impact destination.

This proposal recommends creating a clear Place Brand Strategy, a stand-alone tourism identity positioning Smoky Lake County as the gateway to the Lakeland, a new digital platform for promotion and visitor engagement, and a coordinated development plan to grow tourism and strengthen the regional brand over time.

With these steps, Smoky Lake County can shape how the region is seen—inside Alberta and beyond—earning recognition not only for its attractions but for the leadership that brings them together.



## Take Control of the Narrative

Smoky Lake County has been a key player in building tourism in Alberta's Lakeland, yet its role is often overlooked. Major attractions like Métis Crossing and the Healing Waters Treatment Centre are celebrated as stand-alone successes of the Métis Nation of Alberta or other partners. While these achievements deserve recognition, the County's investments, infrastructure, and leadership have been essential—and should be acknowledged.

Reclaiming the narrative isn't about taking credit away from Indigenous successes. It's about making sure Smoky Lake County is recognized as an active partner and driver of tourism growth, not just the backdrop. Without deliberate brand leadership, the County risks being overshadowed by the very projects it helped make possible.

Taking control means positioning Smoky Lake County as the place that ties together Métis Crossing, Victoria Settlement, the Iron Horse Trail, and other cultural, historic, and recreational assets into one unified visitor experience. It means leading tourism infrastructure, partnerships, and development so recognition and investment grow alongside partner achievements.

This strategy will use the momentum of high-profile projects to create benefits across the entire County—not just in isolated locations. A strong Place Brand Strategy and Tourism Identity will link the County's role in planning, infrastructure, and economic development to its most visible attractions, turning individual wins into a bigger story of cultural stewardship, innovation, and rural revitalization.

## Travel Alberta and ITA Positioning: An Indigenous Tourism Destination

Smoky Lake County is uniquely positioned as one of the most culturally diverse and Indigenous-rich regions in Alberta. It is home to one of the province's largest First Nations—Saddle Lake Cree Nation—and includes two of Canada's largest Métis Settlements. The County also encompasses the nationally significant Victoria Trail Region, which hosts Indigenous-owned tourism experiences such as Pine Creek Retreat, Métis Crossing, and the provincial historical sites Victoria Settlement and Pine Creek Stopping House, while the settlements feature Hide-A-Way Adventure Grounds and Kikino Resort. These assets are not hypothetical or aspirational; they are active, established tourism destinations that provide a strong foundation for the County to position itself as a fully formed Indigenous Tourism Destination, aligned with Indigenous Tourism Alberta's (ITA) vision and supporting ongoing cultural, economic, and ecological development.

Importantly, this Indigenous tourism focus is not a replacement for Smoky Lake County's deep-rooted reputation as a destination rich in traditional history and culture—instead, it builds on and amplifies this foundation. By integrating Indigenous tourism with the County's established heritage assets, Smoky Lake can create a more complete, authentic, and dynamic visitor experience that honours all aspects of its diverse identity and broadens its appeal across cultural and recreational markets. In doing so, Smoky Lake County can move beyond merely participating in Indigenous tourism trends to confidently positioning itself as a foundational pillar of the sector's ongoing success and regional revitalization.

## Western Gateway to the Alberta Iron Horse Trail

With Waskatenau now officially part of the Alberta Iron Horse Trail, Smoky Lake County holds the western gateway—and starting point—of this iconic trail network, just an hour from Edmonton. This prime location makes Waskatenau a natural hub for trail-based tourism.

The community is building a new secured staging area on former CN rail land, featuring two family-sized cabins and a small RV park. This new infrastructure will improve trail access, encourage longer stays, and offer more visitor experiences.

Linked to the Waskatenau Nature Trail and the planned Victoria Trail Bypass, the network connects the Iron Horse Trail to the Trans Canada Trail, Victoria Trail, Métis Crossing, and historic Victoria Settlement, before looping back to Smoky Lake. Another scenic route follows Waskatenau Creek to the North Saskatchewan River, immersing visitors in the area's landscapes and history.

These connections position Waskatenau and Smoky Lake as key destinations in Alberta's trail system. Along with hiking, biking, and horseback riding, visitors can enjoy interpretive experiences highlighting the region's ecology, culture, and Indigenous stories. With better way-finding and upgraded infrastructure, Smoky Lake County is set to draw more trail enthusiasts year-round while sharing its river and trail heritage.

## Partnerships for Unified Tourism Growth

Smoky Lake County is at the centre of a naturally clustered tourism region, making it well-placed to use partnerships and local assets for coordinated, high-impact growth. The Victoria Trail Region—from Waskatenau to Vilna, following the river to Highway 28—is already recognized by Travel Lakeland and Travel Alberta as a key cultural corridor. By strengthening this cluster, the County can cement its role as the Lakeland's heritage hub for storytelling and visitor experiences.

This approach supports collaboration with all local Destination Marketing Organizations, including Travel Lakeland and Go East of Edmonton. By pooling resources and aligning marketing, the County can help break down regional silos, creating a connected tourism network where all partners benefit.

Partnership with Indigenous Tourism Alberta (ITA) also links the County directly to provincial and national Indigenous tourism strategies. This opens doors to funding, infrastructure support, product certification, and inclusion in broader marketing campaigns—an opportunity that's already in motion and ready to grow.

Smoky Lake County's assets—Indigenous-owned experiences, historic sites, and trail networks—also reflect Travel Alberta's Tourism Development Zone priorities of Indigenous tourism, cultural storytelling, and outdoor adventure. The proposed Place Brand Strategy doesn't just fit these priorities; it builds on them, uniting local, regional, and provincial efforts into a shared vision for sustainable tourism growth.

## Empowering Smoky Lake County Through Focused Tourism Leadership

While Travel Lakeland offers valuable regional support, its broad geographic and political scope makes it harder to address Smoky Lake County's unique opportunities. A dedicated County tourism initiative would allow for hyper-local storytelling, targeted investments, and faster action on infrastructure and development priorities. This wouldn't compete with regional collaboration—it would strengthen it by ensuring County-specific goals are achieved and measured.

There are two possible paths forward:

Create a County Tourism Collective or Destination Marketing Organization (DMO) – This would unify branding, lead tourism development, plan events, and coordinate marketing, advertising, and packaging across the County's attractions. It would serve as the central point for businesses, Indigenous partners, stakeholders, and government to work together.

Form a private partnership with an existing agency – The County could hire a third-party group to handle day-to-day tourism management under the guidance of an oversight committee made up of council members and key stakeholders. This model avoids extra bureaucracy, speeds up decision-making, and keeps Council focused on strategy rather than operations.

Both options have benefits, but the privately managed model with a strong oversight committee offers the best balance of efficiency, accountability, and strategic leadership—supporting long-term tourism growth while keeping the County in a clear leadership role.

## County-Led Asset Management and Activation

Smoky Lake County owns a wide range of land, buildings, and public infrastructure—from trail staging areas and river access points to historic sites, community halls, and undeveloped lots. A strong tourism strategy should start with a full asset audit and an activation plan that identifies these resources and integrates them into the visitor economy.

By clearly showcasing how existing assets can be developed into sustainable economic drivers, the County can attract tourism operators, developers, and new residents. Priority areas—such as the riverfront and Iron Horse Trail—offer high potential for new tourism “pockets” that draw visitors and encourage investment.

But tourism use is only part of the equation. The County should also explore commercial and residential real estate opportunities to create vibrant, multi-use spaces that benefit both locals and visitors. Managing these assets with clear value principles will ensure growth supports long-term sustainability and protects the County's economic interests.

To encourage investment, the County can evolve its permitting and taxation approach for major developments—streamlining approvals and offering targeted incentives like tax breaks. This balanced approach will grow the tax base, support sustainable development, and ensure tourism benefits the economy and the community well into the future.





Proposal for Implementation

## Phase 1: Research, Audit, and Consultation

The foundation of a successful tourism strategy begins with thorough research and engagement. This phase involves conducting a comprehensive inventory of Smoky Lake County's tourism assets, including land holdings, infrastructure, historic sites, trail systems, and real estate development potential. To ensure the strategy reflects community needs and opportunities, engagement sessions will be held with Indigenous partners, local operators, municipalities, and regional stakeholders to gather insights and foster collaborative relationships. Additionally, a detailed overview of the current tourism market will be completed, incorporating analysis of published visitor trends, key market segments, and emerging opportunities. This research will provide critical data to guide strategic positioning and informed decision-making throughout the project.

## Phase 2: Brand Development

Building on the foundational research, this phase focuses on creating a unified Place Brand Strategy and brand identity that reclaims and reshapes Smoky Lake County's regional narrative. The strategy will position the County as the gateway and central hub of the Lakeland tourism experience. Key deliverables include designing visual identity elements such as a logo, messaging framework, brand identity guidelines, and cultural protocols that honor local heritage and ensure respectful representation. This branding will be carefully aligned with the existing architectures of Indigenous Tourism Alberta (ITA) and Travel Alberta to maintain cohesion and maximize recognition. Clear guidelines will also be established to ensure consistent and effective brand application across all tourism partners, marketing materials, and promotional efforts.

## Phase 3: Standalone Website and Digital Platform

This phase involves building and launching a dedicated Smoky Lake County Tourism website to serve as the central digital hub for all promotion and visitor engagement activities. The platform will showcase immersive experiences, curated itineraries, event calendars, and comprehensive partner listings with integrated booking capabilities to facilitate seamless visitor planning. Additionally, it will incorporate interactive trail maps and rich cultural storytelling content, alongside digital tools designed to enhance on-site exploration and deepen visitor connection to the region's unique heritage and natural assets.

## Phase 4: Marketing and Campaign Launch

Initiate a phased digital marketing campaign targeting key markets, including Edmonton, broader Alberta, and neighbouring prairie provinces. Collaborate with regional influencers, photographers, and content creators to build an authentic and diverse visual library that reflects the unique character of Smoky Lake County. Align marketing efforts with seasonal anchor events—such as Smoky Lake's Pumpkin Fair, fall harvest festivals, winter trail activities, and Métis cultural celebrations—by identifying and elevating key events in each town and village through coordinated event planning and umbrella branding. This approach will maximize campaign impact and drive increased visitor engagement across the region.

## Phase 5: Ongoing Destination Management

Explore establishing a private partnership model supported by an oversight committee to coordinate branding, strategic tourism development, event planning, and marketing initiatives. This structure will foster efficient, collaborative management while allowing the County Council to maintain strategic oversight without direct operational involvement. Launch a partner membership program to actively engage local businesses, Indigenous operators, and regional stakeholders, encouraging collective growth and shared ownership of tourism success. Provide ongoing support for product development, capacity building, business incubation, and infrastructure activation. This includes reviewing and updating permitting processes and tax incentives to create a welcoming environment for investment and sustainable economic growth within the tourism sector.







## Milestone & Timeline Chart

Phase	Activities	Timeframe	Estimated Hours	Cost Estimate (CAD)
<b>Phase 1</b>				
Research, Audit, and Consultation	Full inventory of tourism assets (land, trails, infrastructure, real estate potential)- Stakeholder engagement: Indigenous partners, operators, municipalities- Market & visitor trend analysis	3 months	120 – 160 hrs	\$18,000 - \$24,000
<b>Phase 2:</b>				
Brand Development	Develop Place Brand Strategy- Visual identity, logo, messaging framework, cultural protocols- Alignment with ITA and Travel Alberta branding	3 months	120 – 160 hrs	\$18,000 - \$24,000
<b>Phase 3:</b>				
Standalone Website and Digital Platform	Build and launch tourism website- Experiences, itineraries, event calendars, partner listings, booking links- Interactive trail maps, cultural storytelling, booking portals	4 months	200 – 250 hrs	\$30,000 – \$38,000
<b>Phase 4:</b>				
Marketing and Campaign Launch	Phased digital marketing targeting Edmonton, Alberta, prairie provinces- Partnerships with influencers, photographers- Campaigns aligned with seasonal anchor events (fall, winter, Métis celebrations)	6 months (phased)	150 – 200 hrs	\$22,500 – \$30,000
<b>Phase 5:</b>				
Ongoing Destination Management	Establish Tourism Collective or private partnership model with oversight committee- Partner membership program launch- Support product development, business incubation, permitting and tax incentive review	Ongoing	250 – 350 hrs annually	\$37,500 – \$52,500 annually

## Smoky Lake County: Gateway to Alberta's Lakeland

Smoky Lake County stands at a pivotal moment to redefine and elevate its role within Alberta's Lakeland tourism landscape. By adopting a strategic, place-based brand and tourism identity that highlights its unique cultural heritage, Indigenous partnerships, and exceptional river and trail assets, the County can transition from a background player to a recognized gateway and unifying hub of the region.

This proposal charts a clear path forward—from foundational research and brand development to proactive asset management, targeted tourism activation, and sustainable destination stewardship. County-led asset strategies will not only amplify tourism but also unlock commercial and residential opportunities, creating vibrant, multi-use spaces that strengthen both the visitor experience and the local economy.

Through collaboration with Indigenous communities, regional DMOs, and provincial agencies—and by streamlining governance, encouraging investment through smart incentives, and aligning with evolving market trends—the County can foster a resilient visitor economy that benefits residents, businesses, and stakeholders alike.

Ultimately, this initiative is more than a tourism plan; it is an investment in the County's long-term economic vitality, community pride, and cultural stewardship. With thoughtful execution and sustained commitment, Smoky Lake County will be positioned as a destination that invites visitors to explore, connect, and return—securing its legacy as a cornerstone of Alberta's Lakeland experience for generations to come.



Pine Creek Retreat



## Final Value and Cost Summary

The current pricing structure shown in the Milestone & Timeline Chart reflects our regional rate, which is already below typical industry benchmarks. In order to foster a long-term partnership with Smoky Lake County’s tourism initiative, we are prepared to further adjust the rate structure to better align with the County’s budget allocation for this type of project.

The initial phase—Research, Audit, and Consultation—serves as the foundation for the entire Place Brand Strategy. It informs all subsequent work, ensuring that the County’s tourism identity is rooted in accurate asset mapping, stakeholder input, and market data. Recognizing its critical importance, we are offering to reduce our rate for this phase by one-third, bringing the cost range to \$12,000–\$16,000. This discount maximizes value at the most important stage while setting the County up for long-term success.

For the remaining phases, our regional pricing continues to deliver significant value compared to standard industry rates, ensuring that the County benefits from high-quality, specialized tourism development without overextending financial resources.

### Milestone & Timeline Chart Overview

The attached chart outlines the five sequential phases of the proposed project, including:

- Phase 1: Foundational research and consultation.
- Phase 2: Brand strategy and visual identity development.
- Phase 3: Website and digital platform creation.
- Phase 4: Marketing and campaign rollout.
- Phase 5: Ongoing destination management.

Each phase includes the expected timeframe, estimated hours, and cost range, ensuring transparent planning and resource allocation.

## Mean Cost Summary

Phase	Mean Cost (CAD)
Phase 1: Research, Audit, and Consultation	\$14,000
Phase 2: Brand Development	\$21,000
Phase 3: Standalone Website and Digital Platform	\$34,000
Phase 4: Marketing and Campaign Launch	\$26,250
Phase 5: Ongoing Destination Management	\$45,000
Total (including discount)	\$126,250.00

With the Phase 1 reduction, the adjusted first-year total would fall to \$126,250.00 delivering a high-value, market-ready tourism platform at a reduced upfront cost.



ALBERTA

MUNICIPAL AFFAIRS

*Office of the Minister*

*MLA, Peace River*

AR120370

November 4, 2025

Reeve Craig Lukinuk  
Reeve  
Smoky Lake County  
PO Box 310  
Smoky Lake, AB T0A 3C0

Dear Reeve Lukinuk and Council:

My sincere congratulations on your election to municipal office for Smoky Lake County. I commend your commitment to serving Alberta's rural communities. Your leadership plays a vital role in shaping the future of our province, and I look forward to working collaboratively with you.

As Alberta's economy and communities continue to grow, rural municipalities are uniquely positioned to advance shared priorities such as local job creation, enhancing public safety, and ensuring access to essential services.

I look forward to working with you to support Smoky Lake County's success through funding programs, legislative guidance, and collaborative initiatives that strengthen local infrastructure, public services, and community resilience. Our goal is to help rural municipalities thrive and deliver meaningful outcomes for residents.

I welcome the opportunity to connect and explore how we can work together to build strong, resilient communities throughout rural Alberta.

Again, thank you for your dedication to public service.

Sincerely,

A handwritten signature in dark ink, appearing to read 'Dan Williams', with a stylized flourish at the end.

Dan Williams, ECA  
Minister of Municipal Affairs

**From:** Kevin Kisilevich <[kevin.goeast@gmail.com](mailto:kevin.goeast@gmail.com)>

**Sent:** November 5, 2025 2:01 PM

**To:** Chyen Shaw <[cshaw@smokylakecounty.ab.ca](mailto:cshaw@smokylakecounty.ab.ca)>; CAO <[cao@smokylakecounty.ab.ca](mailto:cao@smokylakecounty.ab.ca)>

**Cc:** Jolene Kisilevich <[jolenek.design@gmail.com](mailto:jolenek.design@gmail.com)>

**Subject:** Smoky Lake County Renewal for Go East of Edmonton

Hello Brenda,

We are reaching out to you as the County has been a Member and Advertising Partner for many years. We are submitting our standard Renewal info for your budget purposes and this was the promotion coordinated by the previous CAO.

I am happy to discuss further and explain the details, as it is a partnership with the Town and area events also. See attached a copy of the 2025 Advertising.

See below for more details.

I am available to discuss by phone or meet, and we know it is a busy time with new council.

We appreciate the opportunity to discuss further.

Kevin D. Kisilevich

**GO EAST of Edmonton Regional Tourism**

[Kevin.goeast@gmail.com](mailto:Kevin.goeast@gmail.com)

780-632-6191

Join us for Exciting Events, Great Camping,  
Trails, Golf, Adventures, Attractions & more!



**Smoky Lake  
Stampede**

**August 2 & 3, 2025**

**Saturday:** Pancake breakfast,  
Farmers Market and Parade  
LRA sanctioned rodeo 1 pm  
Smok topper

**Sunday:** LRA sanctioned rodeo 1 pm  
Kinetic beer gardens with live band  
(networks)

Wild pony racing and  
Mutton Busting both days!

780-690-2483  
@smokylakestampede



**Smoky Lake  
Pumpkin Fair**

**Giant Pumpkin Weigh-Off!**

**October 3-5, 2025**

Huge Farmers Market, Corn Maze  
Kid's Activities, Show'n Shine  
Ethnic Showcase, Midway,  
Beer Gardens, Giant Pumpkin Drop  
and so much more!

780-656-3674 @smokylakepumpkinfair



**Smoky Lake  
Farmers Market**

**April 5 - Dec 19, 2025**

Every Saturday 10:00am  
at the Agricultural Complex

780-656-2463  
Follow us on @



**Waskatenau Fair Days**

**August 8-10, 2025**

Parade, Horse Show, Pancake breakfast,  
Steak BBQ Supper, 5k pitch Tournament,  
Kid's Sand Dig and Kid's Activities

780-358-2208  
victoriainfall.com



**Vilna Show N Shine**

**Sunday, August 17, 2025**

Registration 11am, Show 12:30 pm  
Trophies, 50/50, Free BBQ,  
Live Music, Silent Auction

780-656-0553  
vilnacars@gmail.com | vilna.ca

**Smoky Lake County  
Campgrounds:**

- Bellis Beach
- Hanmore Lake
- Island Lake
- Kaduk Lake
- Mons Lake (gathered around)
- Shemeluk Lake - Day use area only
- Bonnie Lake - 780-636-3620

Book your campsite at  
[smokylakecounty.ab.ca](http://smokylakecounty.ab.ca)



## 2026 Tourism Programs Renewal Form: **Smoky Lake** **County/Region** *Based on your participation in 2025.*

### 1) Regional Tourism (DMO)

#### Membership Program - year-round marketing benefits!

- We offer the #1 most effective Tourism Benefits for the community, its businesses and non-profit organizations!
- Ongoing marketing and promotion benefits through the #1 Website and #1 Social Media for Tourism
- A One-of-a-Kind Website Community profile with attractions, businesses and event listings and promotions
- Ongoing Tourism Marketing, Communications, and Tourism Development with one-on-one support available!

**Membership Fee for County: \$400** *(same rate as last year)*

### We understand Smoky Lake Region budgets for the Advertising:

#### 2) Travel Guide Advertising -

- **Display ad** runs in both print magazine, and online guide <https://goeastofedmonton.com/travel-guide/>
- With the purchase of your display ad you receive a **Feature editorial**, photo(s), and includes all listings on many pages of events, campgrounds, attractions, etc.
- **Low Cost**...Member rate for your ad (ad design included).
- With these Benefits, your advertising value is more than Double your investment.
- Basic Social Media promotion for events, attractions, etc.
- Basic Digital Marketing Benefits included.

**Travel Guide Investment: 2 page spread partnered ad with Smoky Lake Pumpkin Festival and Smoky Lake Rodeo. County's portion: \$3600+ gst**

### 3) Tradeshows: 2026 Edmonton RV Show, Calgary Adventure Show

- Promotion of your community and campgrounds is included. Contact us for details.

#### **Total Investment for 2026 Budget: \$4000** *(plus applicable gst)*

**A Great Value and ROI. The value of these programs are 2X that of your investment due to our low cost and support from Travel Alberta. It is an exceptional value and great potential for returns into your community!**

**By participating in these marketing projects, we guarantee to bring visitors to your community!**

**Note: You will not be invoiced till the new year for these programs, unless you request it to be sent in the current year.**

We would be pleased to meet with you, or Zoom, if you have questions or would like a more detailed update.

**Our Deadline is December 15, 2025.** Please sign and email form back to authorize these programs.

Signature:

Date:

**Questions?** Contact Kevin D. Kisilevich [kevin.goeast@gmail.com](mailto:kevin.goeast@gmail.com)  
**Phone:** 780-632-6191 or 1-888-632-8755





## 2025 Go East of Edmonton Summer Marketing Report & Achievements

### Another Successful Year for Tourism Marketing

Hello Tourism Partners,

We are pleased to present this report highlighting our **2025 Summer Marketing achievements**. Once again, we've seen **consistent growth** in summer tourism throughout the region.

Go East of Edmonton continues to make a **positive economic impact** in every community. This report showcases the outstanding efforts of the Go East of Edmonton team in attracting visitors who are **spending money locally** and **exploring communities** they may not have otherwise visited.

### Travel Alberta Grants

**A new milestone reached!** For the **fifth consecutive year**, we have received **\$50,000 or more** in grant funding from **Travel Alberta**.

In 2025, Travel Alberta once again entrusted us as the regional DMO to promote the entire region's summer tourism events and activities. Their team noted the **strong results** from our marketing campaigns and provided continued funding for both our **Summer Marketing** and **Roadtrip Adventure Game** promotions.



### The 2025 Travel Guide – A Continued Success!

Another record-breaking year!

The **2025 Travel Guide** featured a redesigned and enhanced **pullout map** and **Roadtrip Adventure Game section**, complete with a **hard cover and binding**, giving it the feel of a premium coffee-table book. We also expanded content on **Attractions**, **Agritourism**, and **Things to Do**.

By early June, over **50,000 copies** had already been distributed. Outlets in Edmonton reported they **"couldn't keep up"** with demand—it was flying off the shelves faster than ever before!

Between April and July, weekly calls came in from people asking where they could get a copy—our **highest demand ever!**

Go East of Edmonton | [www.goeastofedmonton.com](http://www.goeastofedmonton.com)

**Testimonials continue to pour in** praising the guide's engaging content. Many tourism operators reported a **strong return on investment**, noting that the Travel Guide is the **#1 reason** visitors discovered road trips into the region. See more testimonials online at <https://goeastofedmonton.com/travel-guide/>

In 2025, distribution included **Calgary and Red Deer**, plus over **350 outlets in the Edmonton area**, key visitor centres **across Alberta**, and full local distribution. With nearly **60,000 copies printed**, the guide was running out by early August.

**Year after year, the Go East of Edmonton Travel Guide continues to be recognized as one of Alberta's best and most popular tourism guides.**

## Website Traffic – Continued Growth and Record Engagement

Website performance continues to **soar!**

- Over **550,000 pageviews** in 2025 for the Go East of Edmonton website.
- **250,000+ total users** and **330,000+ sessions (visits)** recorded.
- **Over 12 million Google search impressions** (up 1 million from last year), generating **200,000+ clicks** to partner pages and content.



The **Roadtrip Adventure Game** and other content - such as **Outdoor Adventures, Attractions, Events Calendar, Camping, Golfing, and Things to Do** - continue to perform exceptionally well.

Our **Online Travel Guide** alone achieved **200,000 pageviews**, bringing total web traffic across all platforms to **over 700,000 annually!**

**Across East Central Alberta and the Northeast Lakeland region, no other tourism website comes close to this high level of traffic.**

**Reminder:** Send us your event and activities updates each month at **info@goeastofedmonton.com** so your content stays featured on our website!

## Social Media Success – Over 58,000 Followers!

### New milestones reached:

- Over **58,000 total followers** across all social media platforms.
- As of September 30: **39,500+ Facebook followers** and **11,000 e-newsletter subscribers**.
- Continued growth on **Instagram** and our **new TikTok page**.

### Amazing Reach This Summer:

- Over **2.2 million views** on content (June–August).
- Reached **500,000+ people per month** on Facebook and Instagram.

### Fun Facts:

- We post **7 days a week**, every day!
- Over a dozen new followers join daily—and hundreds each month during summer.

Be sure to tag us **@goeastofedmonton** or use **#goeastofedmonton** in your posts!

## Broadcast & Video Promotions

### Global Edmonton Morning News

On **Tuesday, June 17**, Go East of Edmonton was featured on the **Global Edmonton Morning News** with **Daintre Christensen**, a long-time admirer of our work. She wonderfully promoted our Travel Guide during the segment, which created a huge social media buzz and a noticeable increase in website traffic.

Watch it here:

 [Global Edmonton – Go East Feature](#)



We also ran an **ad campaign** on Global Edmonton throughout **June and early July**.

## Sportsnet Advertising During the NHL Finals

We were thrilled to secure **ad space during the Stanley Cup Finals**, targeting **Edmonton-area hockey fans** streaming the games.

The campaign promoted the **Travel Guide, Top Attractions, Adventures**, and the **Roadtrip Adventure Game**, generating: **Nearly 65,000 Video AD impressions**.

**The timing was perfect**—right as hockey wrapped up and **road trip season** began!

## Ongoing Event Marketing & Promotions



Throughout 2025, the Go East of Edmonton team participated in **over 40 events and promotions**, featuring our **display booths, Go East Car**, and other on-site activities.

Our strong **spring-to-summer push** (April–June) helped kickstart the tourism season and drive early traffic to the region. **Overall, this is amazing support back into our communities!**

## Digital & Radio Marketing Results (May–September 30)

Ongoing marketing initiatives included:

- **Billboard ads** across Edmonton
- **Radio ads** on top stations: CFCW, K97, The Breeze, and local Vista Ranch stations
- **Daily Facebook & Instagram (Meta) ads**
- **Daily Google Search and Display ads**
- **TikTok posts and reels**
- **Influencer marketing** featuring Alberta travel bloggers (launched June)

👉 Combined, these campaigns delivered **over 5 million impressions** in 2025!

### Radio Talk Shows:

- Weekly talk shows on **Ranch 106 (Vegreville & East Central)**
- Monthly talk shows on **Ranch 99 (Lakeland area)**, Interviews on **Stingray stations**.

## Roadtrip Adventure Game 2025 Results (May–September)

2025 was another year of growth for the Roadtrip Adventure Game.

- Again over 1500 people signed up to participate travel and roadtrip the region.
- Over 13,300 stickers given away across 46 communities is **over 20% increase**.
- **Entries increased up to 46%** for our longest roadtrip -The Ultimate roadtrippers category.
- The Game attracts **new and repeat travellers annually**, **creating a reliable new revenue stream for participating communities**.
- **80%** plan to take another roadtrip in the area next year.
- 70% or more Ate/shopped locally, visited Attractions, Booked accommodations etc.
- **Some Trip expenditures by travellers exceed \$2000.**
- **2025 projected spending: Over \$250,000 again**

### Outstanding Testimonials and Feedback from Travellers and Sticker Station Managers

- *“More people came through this year -lots of families and increased traffic.”*
- *The **vast majority** were first-time visitors to many communities. Most said they would not have taken the roadtrip without the **Go East Game Promotion**.*
- *“A lot of people came and said they loved it and will be back to visit the community again!”*

**See the Full Roadtrip Adventure Game report with even more details and impressive results.**

## Conclusion

It is clear that **Go East of Edmonton** is the **#1 promoter of tourism for economic growth** in this region. Our ongoing collaboration with partners, consistent media presence, and multi-platform marketing approach continue to deliver measurable results.

Stay tuned for **more updates and details** at our **upcoming AGM in late November 2025**. **Dates to be announced very soon.**

For questions or partnership opportunities, contact Kevin Kisilevich or email anytime to **info@goeastofedmonton.com**.



From: Scott Millar <[scott.millar@nswa.ab.ca](mailto:scott.millar@nswa.ab.ca)>  
Sent: November 12, 2025 12:57 PM  
To: CAO <[cao@smokylakecounty.ab.ca](mailto:cao@smokylakecounty.ab.ca)>  
Cc: Jordan Ruegg <[jruegg@smokylakecounty.ab.ca](mailto:jruegg@smokylakecounty.ab.ca)>  
Subject: NSWA 2026 Municipal Contribution Request

Dear Mr. Lucas,

I hope this message finds you well. As we prepare for the 2026 operational year, I'm reaching out to request Smoky Lake County's continued support for the [North Saskatchewan Watershed Alliance](#) (NSWA).

We have attached a formal letter addressed to your Reeve and Council, outlining the importance of their contribution and highlighting select key initiatives, such as our upcoming [State of the Watershed](#) assessment. Alongside the letter, we've included a short highlights brochure from the last year. We hope this information will help Council understand how our work benefits Smoky Lake County and the broader watershed region.

I would appreciate your assistance in bringing the attached letter from the Chair of the NSWA Board of Directors and brochure forward to your Council for their consideration, if you feel that is an appropriate step.

The enclosed letter requests a contribution of \$1,510.20 (only 60 cents per capita and unchanged from last year) to support NSWA's ongoing work. Should you or Council require any additional details, I would be happy to meet with you to discuss further, provide a presentation, or answer any specific questions. Additionally, for your finance processes, I've attached an invoice for the suggested contribution.

Thank you again for your role in facilitating these discussions and for your continued leadership in ensuring our region's water resources are managed sustainably. We greatly appreciate your past support, and we hope your Council will consider renewing this commitment for 2026.

Warm regards,

Scott



Scott Millar, B.Sc., P.Biol (he/him)

Executive Director | North Saskatchewan Watershed Alliance

[NSWA.AB.CA](http://NSWA.AB.CA)

November 12, 2025

Reeve Lukinuk and Council,  
Smoky Lake County

**RE: Partnering for Water Certainty and a Sustainable Future**

Dear Reeve Lukinuk,

With municipal councils settling into their new dynamic after the recent election, I wanted to reconnect Smoky Lake County with the North Saskatchewan Watershed Alliance (NSWA) and thank you for your continued partnership. As we mark **25 years of collaboration in 2025**, your engagement helps build **water certainty** across the watershed.

Communities across Alberta know that **water certainty underpins economic certainty**. Whether attracting new investment, supporting housing growth, or maintaining infrastructure, prosperity depends on reliable water and manageable environmental risk. Yet no municipality can achieve that certainty alone; what happens upstream affects those downstream, and local actions ripple across the entire system.

That's why NSWA exists: to help municipalities, industries, and governments **plan and manage shared water and aquatic natural assets** using sound science and practical local knowledge. Through this collaboration, we can strengthen both built and natural resilience, reduce flood and drought risks, and improve water quality for all.

As a valued partner, we invite Smoky Lake County to **renew its contribution of \$1,510.20** for the 2025-2026 fiscal year. Your support sustains:

- **Collaborative planning tools** that give municipalities confidence in water-related decisions and future growth;
- **Science-based strategies** to manage flood and drought risk, protect infrastructure, and maintain reliable water supplies;
- **The 2025 State of the Watershed Update**, applying the global *Freshwater Health Index* to guide sustainable planning and decisions.

Your renewed contribution is an **investment in the collaborative infrastructure** that strengthens regional decision-making and ensures growth and stewardship can proceed with confidence. We welcome the opportunity to meet or present to Council to discuss how NSWA's work supports your local priorities. Please contact me or our Executive Director, Scott Millar ([scott.millar@nswa.ab.ca](mailto:scott.millar@nswa.ab.ca)), for details.

Thank you for your leadership and partnership in shaping a secure water future for our region.

Warm regards,

**Steph Neufeld**

Chair, North Saskatchewan Watershed Alliance

# Highlights from the 2024-2025 ANNUAL REPORT



The **North Saskatchewan Watershed Alliance (NSWA)** is a non-profit, multi-stakeholder organization dedicated to improving the health and sustainability of the North Saskatchewan River and its 57,000 km<sup>2</sup> watershed, from the Rocky Mountains through Edmonton to the Saskatchewan border.

As a provincially designated Watershed Planning and Advisory Council (WPAC) under the Alberta's **Water for Life strategy**, the NSWA works collaboratively with partners across the watershed to manage and sustain the region's water resources and aquatic ecosystems in ways that strengthen the social and economic well-being of our communities.

In 2025, NSWA marks **25 years** as the trusted forum where the province, municipalities, Indigenous communities, industry, and citizens work together on shared water goals.



*River Reaches of the North Saskatchewan River*

## WHY MUNICIPAL SUPPORT MATTERS

**Clean, reliable water drives every community's growth and resilience.**

By nurturing a strong watershed network, facilitating collaborative planning across boundaries, pursuing innovative approaches for effective watershed stewardship, and growing overall watershed literacy, the NSWA helps municipalities and all watershed partners make informed water and land-use decisions across the region.

Municipal watershed partnerships help to:

- **Coordinate watershed planning**, bringing upstream and downstream communities together on shared water priorities
- **Provide access to trusted watershed data and science**, supporting evidence-based decisions
- **Foster collaborative networks** that attract external funding and technical capacity
- **Strengthen long-term water security and community resilience** across the watershed



*Municipal Drought Workshop*





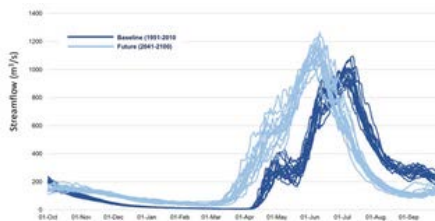
# Advancing watershed science and resilience

## STATE OF THE WATERSHED REPORT

The first comprehensive update since 2005 uses the Freshwater Health Index (FHI), adapted by the NSWA for the first time use in North America. It evaluates ecosystem vitality, ecosystems services, and governance and stakeholder through standardized indicators. The web-based report will help municipalities and other stakeholders across the watershed access reliable, comparable data for land and water decisions.



## WATER MANAGEMENT ROADMAP



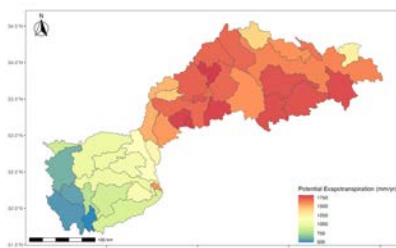
A multi-sector initiative is developing a collaborative hydrologic model and “roadmap” for sustainable water management in the North Saskatchewan River Basin. The project brings together governments, industry, and watershed partners to plan for future water use, growth, and climate pressures as a foundation for coordinated, basin-wide management.

## RIPARIAN WEB PORTAL

Now the provincial hub for riparian data and tools, the Portal supports landowners, municipalities, and stewardship groups with restoration resources and real-life examples from landowners across Alberta. In 2024 it expanded to 15+ organizations, added training and student competitions, and featured its first project from outside Alberta.



## BUILDING DROUGHT RESILIENCE



The drought conditions of 2024 highlighted the importance of coordinated watershed planning and preparedness. The NSWA helped strengthen resilience by hosting regional workshops, delivering webinars on drought modelling and water shortage planning, and sharing regular updates through media and partner networks.







## Community and partnerships

### REGIONAL LAKE STEWARDSHIP



Supported by Pembina Pipelines, the project coordinated lake stewardship activities across the watershed and completed two shoreline restoration events in collaboration with local communities:

- 400 native plants installed at Wizard Lake with students and Leduc County.
- Runoff channel naturalized at Lac Ste. Anne with community volunteers and .

### URBAN CREEKS COLLABORATIVE

An multi-municipality supported initiative engaging municipalities to improve urban creek health and restore the ecosystem function related to water flows. In 2024, the team began the development of education materials and an interactive digital map. The Collaborative is now envisioning a shared Urban Creeks Strategy for the region.

### YOUTH WATER COUNCIL

A group of extraordinary high-school students from across the watershed co-created the comic *River Time Vortex Extravaganza – A Watershed Time Travel Story* that was distributed to schools and libraries, as well as 9,000 copies distributed through RiverWatch’s EcoFloats program. The 2025 Youth Water Council, a new council of students, is designing classroom Education Kits to support youth knowledge building and stewardship.



2025 students from left to right: Gurmehar, Paras, Humco, Samantha, Joanna, Abi, Ilisco, Cynthia, Averi, Tanya, Josie

## Education and outreach

By sharing knowledge and connecting communities, the NSWA helps municipalities and partners strengthen watershed literacy and collaboration across the region.

In 2024–2025, six Watershed Wednesday Webinars brought together more than 400 participants to explore topics such as resilient agriculture, Indigenous environmental monitoring, and urban creek renewal. NSWA also connected directly with residents through community events including Open Farm Days, Métis Fest, and the St. Albert River Fest.

**Engagement at a glance: 5,960 followers | 1,130 newsletter subscribers | 2,850 event participants**









## U15 HIWAY 28 Raiders Hockey Club



September 28, 2025

Dear Community Member or Business Owner,

The newly formed **U15 HIWAY 28 Raiders Hockey Team** is proud to host our very first home tournament, scheduled for **November 14–16, 2025** at the **Nutrien Ag Center in Smoky Lake**.

Our team is comprised of dedicated young athletes from a number of surrounding communities, including Smoky Lake, Lamont, Westlock, Thorhild, Plamondon, Lac La Biche, Morinville, Kikino, Waskatenau, Bon Accord, Buffalo Lake, and other nearby areas. This exciting event will bring together families, fans, and players from across the region, and we would be honored to have your support in making it a success.

Organizing a tournament of this scale involves a number of costs, such as ice rentals, referees, player awards, and other operational expenses. To help offset these costs, we are inviting local businesses and community members to consider supporting the event through sponsorship or donation.

**There are several meaningful ways to contribute.**

One option is to sponsor a **Game Award**, at a cost of **\$150 per game**. Each sponsorship will go toward presenting "**Most Valuable Player**" and "**Heart & Hustle**" awards to players from both teams at the conclusion of each game. We have a total of ten scheduled games. **Sponsors will be recognized in the official tournament program, on the sponsorship wall at the arena, and during each award presentation.**

Alternatively, businesses may wish to donate an item for our **raffle table**, which will be featured throughout the tournament weekend. This is a valuable opportunity to showcase your business to tournament attendees, while supporting our team. **Raffle donors will be acknowledged in the tournament program, on social media, and on the sponsorship wall.**

We are also gratefully accepting **in-kind donations**, such as items for player swag bags or supplies needed for the operation of the tournament. **All in-kind donors will be recognized in the program, on social media, and on the sponsorship wall.**

Your support will not only help cover the essential costs of hosting this event but will also contribute to the development of youth athletes in our region and help strengthen the bonds between our communities through sport.

If you are interested in sponsoring or donating, please contact us at **u15raiders.tournament@gmail.com** or speak with a member of a U15 HIWAY 28 Raiders family.

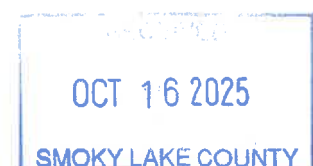


For your convenience, we offer the following payment options:

- **E-transfers** may be sent to **smokylakeminorhockey@gmail.com**. Please ensure that the memo line includes the note: *"Donation for U15 HIWAY 28 Raiders Tournament"* so that funds are properly directed.
- **Cheques** may be made payable to **U15 HIWAY 28 Raiders**.

On behalf of the players, coaches, and families of the U15 HIWAY 28 Raiders, we thank you for considering this opportunity. We look forward to celebrating the spirit of hockey with our community this November.

**Sincerely,**  
**The U15 HIWAY 28 Raiders Hockey Club**



---

# **ALBERTA BILINGUAL MUNICIPALITY ASSOCIATION (ABMA)**

## **ASSOCIATION BILINGUE DES MUNICIPALITÉS DE L'ALBERTA (ABMA)**

---

### **BYLAWS**

#### **ARTICLE 1 – INTERPRETATION**

##### **1.1 Definitions**

- "Association" refers to Alberta Bilingual Municipalities Association;
- "associate municipality" refers to an Alberta municipality that has passed a bylaw to offer certain bilingual municipal services;
- "executive director" refers to a person who performs the duties of secretary and/or treasurer for a member municipality;
- "member" refers to an associate municipality and a member municipality accepted as a member of ABMA;
- "member municipality" refers to an Alberta municipality that highlights the added value of bilingualism for sustainable economic development focusing on four pillars: tourism, immigration, attraction of investors and green energy
- "municipality" refers to an unincorporated city, town, village, rural municipality or district;
- "officer" refers to a member of the board of directors;
- "representative" refers to a natural person appointed by a member municipality to represent it on the Association's board of directors.

##### **1.2 Titles**

The titles in these Bylaws are intended solely to facilitate consultation and should not be used for interpretation purposes.

##### **1.3 Gender**

For the interpretation of these Bylaws, each gender refers to the masculine as well as the feminine.



#### **1.4 Number**

For the interpretation of these Bylaws, the singular may be extended to the plural and vice versa, unless otherwise indicated by the context.

### **ARTICLE 2 – CORPORATE NAME**

#### **2.1 Name**

The official name of the Association is "Association bilingue des municipalités de l'Alberta" in French and "Alberta Bilingual Municipality Association" in English. The Association is commonly known by its widely used acronym, "ABMA".

### **ARTICLE 3 – REGISTERED OFFICE**

#### **3.1 Location**

The board of directors has established the Association's registered office within the limits of the province of Alberta. The board of directors may set or change the address.

### **ARTICLE 4 – MEMBERS**

#### **4.1 Member municipalities**

A member municipality refers to an Alberta municipality that highlights the added value of bilingualism for sustainable economic development focusing on four pillars: tourism, immigration, attraction of investors and green energy

#### **4.2 Associate members**

Any municipality or association in Alberta that supports the objective of the Association.

#### **4.3 Resignation of a member municipality**

Any member of the Association may resign with ten (10) days written notice to the executive director or to the president of the Association.

#### **4.4 Expulsion of a member municipality**

Any member of the Association may be removed by a vote of not less than 75% of the members present with right to vote at a general meeting.

## **ARTICLE 5 – REPRESENTATIVES**

### **5.1 Number**

Subject to these Bylaws, each member municipality of the Association appoints a representative to the Association's board of directors.

### **5.2 Qualifications required**

Only an **elected municipal official** or **appointed employee** linked to the municipality member may represent the said member municipality.

### **5.3 Honorary representative**

The board of directors may, however, decide that one or more persons merit the title of honorary representative because of a particular contribution to the Association's general objectives and it may assign this title to this person or persons for a set term or for life, subject to ratification of its decision by the general assembly of members. The honorary representative enjoys all the privileges of a regular representative, except for the right to vote, without paying membership dues.

## **ARTICLE 6 – BOARD OF DIRECTORS**

### **6.1 Composition**

The board of directors of the Association of Bilingual Municipalities of Alberta consists of:

- One representative (elected municipal official) designated by each member municipality;
- One representative designated by the Conseil de développement économique de l'Aberta (CDEA - non-voting member);

Upon the consent of members of the board of directors, experts and contact persons may be invited to attend ABMA meetings or parts thereof.

### **6.2 Authorities and powers**

The board of directors manages the Association's business. In particular it shall:

- a) determine the Association's priorities;
- b) review and approve the budget as well as the financial statements;
- c) hire the executive director upon the recommendation of the executive committee,

prepare the position description and set the remuneration.

Any public statement on behalf of the Association shall receive the approval of the board of directors or the person to whom the board of directors has delegated its authority.

### **6.3 Assumption of duties**

The officers assume their duties as soon as a resolution is presented by a member municipality appointing them as their representative in the Association.

### **6.4 Term of office**

The officers remain in office until revoked by the member municipality that appointed them. Terms are renewable.

### **6.5 Vacancies**

Any officer who resigns or is removed from office ceases to hold his position and a vacancy is thereby created on the board of directors. In the event that a position on the board of directors becomes vacant, the officers still in office may invite the member municipality to choose a new representative.

If the number of officers is insufficient to constitute quorum, the remaining officers shall call a general meeting as soon as possible to fill the vacant positions.

### **6.6 Resignation**

Any officer may resign with ten (10) days written notice to the executive director or the president of the Association, and informing the member municipality that appointed him.

### **6.7 Removal of a director**

Any officer may be removed from office by the member municipality. In addition, the Association's board of directors may recommend that a member municipality remove its representative from office by a vote of not less than 75% of the board of directors.

## **ARTICLE 7 – MEETINGS OF THE BOARD OF DIRECTORS**

### **7.1 Quorum**

Quorum at the meetings of the board of directors is reached by a simple majority of officers.

## **7.2 Written notice of meeting**

The written notice of a meeting of the board of directors shall be sent electronically or by mail upon request to each officer at least six (6) business days prior to the meeting. The time, date and place of the meeting shall be indicated on the notice. No other notice is required for this purpose.

## **7.3 Notice of meeting by telephone**

In exceptional circumstances, a meeting of the board of directors may be called by telephone or electronic means at least two (2) business days prior. No other notice is required for this purpose.

## **7.4 Waiver of notice of meeting**

No formal notice of board meetings is required if all officers are present, or if the absent officers indicated their consent to a meeting in their absence.

## **7.5 Authority to call meetings**

Meetings of the board of directors may be called by the president, secretary or any officer designated for this purpose by the president, or by a notice signed by three officers.

## **7.6 Number of meetings**

The board of directors shall meet at least four times per year. Meetings shall ideally be held in person. Nevertheless, technological means (videoconference or teleconference) shall be made available to promote the participation of officers who are unable to travel. Special meetings may be held as required.

## **7.7 Agenda and minutes**

An agenda is prepared by the president and executive director of the Association and distributed to all officers at least seven (7) business days prior to the meeting of the board of directors.

The board of directors may review any general or special matter or deal with it at any board meeting, even if this business is not on the agenda or notice of meeting. However, the officers present at the meeting shall unanimously agree.

After each meeting of the board of directors, the minutes of discussions are carefully prepared by the executive director and secretary of the Association and distributed to the officers within a specified time of fourteen (14) days. These minutes shall be approved by the officers at the following meeting.

## **7.8 Voting**

Decisions made at a meeting of the board of directors shall be settled by majority vote, including the president. In the event of a tie, the president casts the deciding vote. All voting is by show of hands, unless there is a specific request to have a secret ballot.

## **ARTICLE 8 – RIGHTS & RESPONSIBILITIES OF MEMBERS**

### **8.1 Authority to call a meeting**

The board of directors agrees on the date and place of the Association's annual general meeting by resolution. In addition, the board of directors is bound to hold a special general meeting of the Association upon the written request of three (3) officers.

### **8.2 Notice of meeting**

The notice of meeting is given to Association members by the secretary, who shall call all member municipalities and associate municipalities whose names are recorded in the Association's registers by forwarding notices of meetings electronically or by registered letter mailed to the last known address on the Association's registers.

### **8.3 Persons who can be in attendance and have the right to vote**

All elected municipal officials and appointed employee of the member municipalities and municipality associates have the right to speak at general meetings.

Only elected municipal officials and appointed employee of the member municipalities and municipality associates have the right to vote at general meetings of the Association.

Unless a resolution has been passed by the board of directors stipulating otherwise, general meetings of the Association are open to members of the general public, who may attend as observers.

### **8.4 Content of the agenda**

The agendas of an annual general meeting may include:

- (A) Verification of quorum
- (B) Adoption of the Agenda
- (C) Adoption of the minutes of the previous meeting
- (D) Report of the board of directors or its president
- (E) Treasurer's report and presentation of financial statements
- (F) Nominations of the Board of Directors
- (G) New Business
- (H) Adjournment



In order to deal with any item not on agenda at a general meeting or special general meeting, not less than 75% of the members present with the right to vote at the general meeting under section 10.3 shall agree that this can be an item of discussion.

### **8.5 Voting**

Voting is by show of hands subject to any modification deemed useful by the meeting chair. Voting by proxy is not authorized.

### **8.6 Quorum**

The presence of a simple majority of elected representatives from the member municipalities of the Association is required to constitute quorum at the Association's annual general assembly.

### **8.7 Inspecting books and records**

The books and records will be kept with the administration personal at the CDÉA Office (8627 Rue Marie-Anne Gaboury, Bureau 140, Edmonton, T6C 3N1) and will be accessible during business hours (8h30 to 5, Monday to Friday). A 48 hours' notice will be required to have access to the records.

## **ARTICLE 9 – DIRECTORS**

### **9.1 Generalities**

The directors of the Association shall be elected by the members at an annual general meeting.

### **9.2 Election and appointment**

The board of directors chooses the president, vice president, treasurer and secretary at the first board meeting following the Association's annual general assembly. All of these directors remain in office until the next annual general assembly or until a successor is appointed as the case may be. All terms are renewable.

### **9.3 Borrowing money**

The directors may not pass resolutions of the Association to borrow money.

### **9.4 Vacancies**

Any vacant director position may be filled by municipality member of the vacant director.

### **9.5 Removal of directors**

A director may be removed by resolution passed at a special general meeting of the Association in accordance with Article 9.

### **9.6 Duties of the president**

The president chairs by right any general meeting of the Association and any meeting of the board of directors. The president ensures that the Association in general is run smoothly and occasionally represents it in meetings with other organizations.

### **9.7 Duties of the vice-president**

The vice-president fulfils the duties of the president in the event of his absence or inability to attend and performs all the other duties entrusted to him by the board of directors.

### **9.8 Duties of the secretary**

The secretary is responsible for keeping the minutes of meetings of the board of directors and general meetings of Association members, to whom he gives the required notice subject to the provisions of the bylaws. Along with the president, he calls all meetings of the board of directors and general meetings of the Association. The secretary keeps the documents attesting to the activities of the Association and its board of directors as well as the Association's records. In addition, he performs the duties entrusted to him at the general meeting of the members of the Association, or by the board of directors.

### **9.9 Duties of the treasurer**

The treasurer keeps an accurate and up to date, complete account of all of the Association's debts and disbursements. He is, ultimately responsible for depositing all sums and securities in one or more financial institution(s) as designated by the board of directors. He shall obtain the vouchers for all expenses. He reports on all his activities as treasurer and the Association's financial position at meetings of the board of directors or as required.

## **ARTICLE 10 – COMMITTEES**

### **10.1 Composition of the executive committee**

The executive committee consists of the president, vice-president, treasurer and secretary of the Association's board of directors.

### **10.2 Notice of meeting**

The executive committee meetings may be held without prior notice, at the time and place determined by the president or vice-president.

### **10.3 Minimum number of meetings**

The executive committee shall meet at least six (6) times per year, unless otherwise decided.

### **10.4 Meeting chair**

The executive committee meetings are chaired by the president or, in his absence, by the vice-president or a meeting chairperson who may be chosen by the members present from amongst themselves.

### **10.5 Quorum**

A simple majority of the members of the executive committee constitutes quorum at committee meetings.

### **10.6 Procedure**

The rules of procedure at the executive committee meetings are the same as those for meetings of the board of directors.

### **10.7 Authority**

The executive committee is a management and decision making committee between meetings of the board of directors. The executive committee is responsible for implementing policies and decisions adopted by the board of directors and the terms and conditions of their application.

### **10.8 Other committees**

The board of directors may strike any other committee deemed useful for the Association's purposes, determine the composition of these committees and who sits on them. Once it is created, the committee performs all of the duties and carries out all of the work entrusted to it by the board of directors.

## **ARTICLE 11 – AUDITOR**

### **11.1 Appointment**

One auditor shall be appointed at each annual general meeting.

## **11.2 Term**

The auditor thus appointed performs all of his duties until the following annual general meeting; he remains in the position until his successor is appointed.

## **11.3 Remuneration**

The board of directors establishes the auditor's remuneration.

## **11.4 Duties of the auditor**

The Association hereby delegates an auditor the responsibility of examining the books of account and registers, confirming the Association's cash, property, securities and deposits as well as any other duty stipulated in the written agreement made between the Association and the auditor. The books of account and registers and financial statements of the Association shall be audited annually.

## **11.5 Reading reports**

The auditor's report shall be read at the annual general meeting and may be examined by the persons present.

## **11.6 Auditor's presence at the annual general meeting**

The auditor shall be called to all meetings of the members of the Association and may attend any meeting at which one of the Association's financial statements could be discussed in order to explain the statement.

# **ARTICLE 12 –GENERAL PROVISIONS**

## **12.1 Subsequent ratification of meetings**

Any person who has the right to attend a meeting may waive his right to notice and ratify, approve and confirm all or part of the discussions held in his absence, even in the absence of quorum. Any member who has ratified, approved or confirmed a discussion is deemed to have been present for the purposes of achieving the required quorum.

## **12.2 Postponement of meetings**

Any meeting may be postponed at any time on any occasion if there is no quorum. Business that may have been dealt with at that time is covered when work resumes. No

notice of such a resumption is required.

### **12.3 Signing authorities**

Certificates, transfers, permits, contracts and commitments are signed on behalf of the Association by signing authorities appointed for this purpose by the board of directors (in one of the official minutes of the Association).

### **12.4 Books and records**

The directors of the Association regularly and properly keep all of the necessary books, records and the Association's seal for the Association to meet statutory requirements. The directors shall have the authority to use the Association's seal.

### **12.5 Fiscal year**

Except as otherwise decided by the board of directors, the fiscal year of the Association ends on March 31 of each year.

### **12.6 Dissolution**

After dissolution of the Association and payment of debts, the residue will be distributed to the Conseil de développement économique de l'Alberta (CDÉA).

### **12.7 Notice**

Any notice given to a member of the Association is deemed valid and to have been received three (3) business days after it was sent either electronically or by regular mail to the last address on the registers held by the secretary.

### **12.8 Modification of Bylaws**

The Bylaws may be rescinded, altered or added to by a special resolution passed at a general meeting or special general meeting by not less than 75% of the members with the right to vote of which not less than 21 days' notice specifying the intention to propose the resolution has been duly given.

### **12.9 No personal profit**

No remuneration shall be paid by the Association to a director or member of the Association for profit. However, a director or member of the Association may be reimbursed for reasonable expenses incurred on behalf of or for the benefit of the Association.





November 19, 2025

Dear ABMA Member,

The Alberta Bilingual Municipalities Association is preparing an application to the Northern and Regional Economic Development (NRED) Program to secure funding for the development of a new strategic and operational plan. This updated plan will strengthen ABMA's ability to support member municipalities, enhance regional collaboration, and position bilingualism as an economic development asset across the province.

To strengthen our application, we are requesting a letter of support from your municipality or organization. Your letter will help demonstrate the regional importance of this project and the value it brings to ABMA members.

We kindly ask that you submit your letter no later than November 27, to ensure it can be included with our application submission on November 28.

Thank you for your continued partnership and commitment to advancing bilingualism across Alberta. Your support is greatly appreciated, and we look forward to continuing this important work together.

Warm regards,

Elisa Brosseau  
President  
Alberta Bilingual Municipalities Association

## Municipality of SMOKY LAKE COUNTY

	<b>CIBC GENERAL ACCOUNT</b>	<b>GENERAL ACCOUNT</b>	<b>ATB PAYROLL ACCOUNT</b>	<b>NOTICE ACCOUNT</b>	<b>SAVINGS ACCOUNT</b>
NET BALANCE AT August 31, 2025	<b>383,670.14</b>	<b>747,588.68</b>	<b>252,788.61</b>	<b>8,076,819.16</b>	<b>1,783,617.94</b>
<b>Receipts for the month of September</b>					
Interest	633.91	2,066.76	705.14	22643.92	3,925.37
Taxes & Penalties		409,996.31			
Utility	559.40	112,930.36			
Miscellaneous Services & Sales		75,311.57			
Town Gas/Fed Gas		45,167.66			
GST refund					
Gas Alberta Rebate					
Transfer From Savings		500,000.00			
Development Permit					
Total Receipts	1,193.31	1,145,472.66	705.14	22,643.92	3,925.37
<b>SUB-TOTAL</b>	<b>384,863.45</b>	<b>1,893,061.34</b>	<b>253,493.75</b>	<b>8,099,463.08</b>	<b>1,787,543.31</b>
LESS					
<b>Disbursements for the month of September</b>					
Transfer funds to ATB Payroll		-450,321.53	450,321.53		
Bills and Accounts		-1,259,958.71	-450,687.29		
Transfer to other accounts					-500,000.00
Bank Charges	-13.00	-420.11			
Total Disbursements	-13.00	-1,710,700.35	-365.76	0.00	-500,000.00
<b>NET BALANCE AT September 30, 2025</b>	<b>384,850.45</b>	<b>182,360.99</b>	<b>253,127.99</b>	<b>8,099,463.08</b>	<b>1,287,543.31</b>
NET BALANCE AT September 30, 2025	384,653.39	227,092.37	253,127.99	8,099,463.08	1,287,543.31
Outstanding Deposits	197.06	41,184.47			
Less Outstanding Cheques		-85,915.85			
<b>NET BALANCE AT September 30, 2025</b>	<b>384,850.45</b>	<b>182,360.99</b>	<b>253,127.99</b>	<b>8,099,463.08</b>	<b>1,287,543.31</b>
<b>REVOLVING LINE OF CREDIT</b>					
NET BALANCE AT August 31, 2025		<b>0.00</b>			
Disbursements					
Payments					
<b>NET BALANCE AT September 30, 2025</b>		<b>0.00</b>			

THIS STATEMENT SUBMITTED TO COUNCIL,

---

 Reeve

---

 Secretary-Treasurer

**Budget to Actual 2025**  
**Notes As At November 17, 2025**

Taxes (net)	Total taxes levied were \$14,475,715. This is \$38,162 lower than expected (as a result of assessment changes). \$200,000 in penalties were levied for November. Aproximately \$125,000 of those will be written off as due to uncollectable oil and gas.	
Legislative	We have completed 83% of the year. Council has spent 75% of the budget.	
Administration	Administration has spent 80% of the operating budget.	
Communications	Communications has spent 77% of the budget.	
GIS	GIS has spent 88% of the budget. The license fees and Counsulting for 2025 have been paid	
Other Government Services	This budget includes the Election Costs. Thus far, the costs to hold the 2025 election are aproximately \$19,000. The budget for grants is \$30,000 plus the commitment of \$85,000 for the School Gym. \$32,000 has been budgeted for election costs	
	500.00 Vilna Curling	3,000.00 Vilna COPS
	500.00 Spedden Fish and Game	1,500.00 SL Public Library annual donation
	1,500.00 Ann Chorney Library annual donation	1,500.00 Vilna Library annual donation
	1,000.00 Kalyna annual donation	85,000.00 gym (funded from reserves from prev year)
		500.00 Quiet Nook
	500.00 SL Riding Club annual donation	500.00 Archery
	200.00 Delta Waterfowl	250.00 Faud Baymarov
	350.00 SL Holubka Dancers	2,500.00 SL Legion
	1,000.00 Victoria Trail Ag Society	1,500.00 Vilna Boomtown
	1,500.00 Warspite Foundation	500.00 Law & Wild Boar BBQ
	1,500.00 SL Pumpkin Growers	1,000.00 SL Fiireworks
	1,000.00 Jr Golf	700.00 Remembrance Day Ceremonies
	6,000.00 Stars Annual Donation	400.00 Endurance Riders
	<u>114,400.00</u>	
	balance remaining	<u>600.00</u>
Fire Services	Fire has spent 67% of the budget. Total revenue billed to date is \$247,953 (of which \$80,102.50 is 2024 calls)	
Bylaw	Bylaw has spent 73% of the budget. Total Fine Revenue received to date is \$21,418	
Transportation	Public works has spent91% of the budget. The department will finish very close to budget once year end entries are recorded	
Environmental Services	Water has spent 80% of the budget. Sewer 66% (Warspite Sewer has had unexpected repairs costing \$8,000). Landfill 115%. Landfill is over budget due to unexpected cost of \$77,000 contracting garbage truck services since May, and additional costs for paint removal	
FCSS	2025 FCSS funds granted out are:	
	2500 Town family day	6500 SL Library
	2100 SL Holubka Dancers voluntee	2500 Bellis Board of Trade
	1500 Vilna Veselka Dancers volunt	1590 Vilna Pool Hall
	7000 Fire Camp	687 Warspite Hall
	Aspenview FSLW	
	<u>\$ 24,377.00</u>	<u>\$ -</u>
	grant remaining	
Planning & Communication	Planning has spent 65%	
Agriculture Service Board	ASB has spent 72%.	
Economic Development	\$3,827 of the 5,000 budget or economic development advertising has been spent. The \$14,640 for Dr Recruitment has been spent.	
Recreation & Cultural Services	Parks and Rec has spent 83% of the budget	
Gas	Natural Gas Administration has spent 77% of the budget	

<b>Accounts Receivable</b>					Old Receivables under review
	Total	Current	Over 30 days		
\$	130,621.67	\$ 33,031.92	\$ 52,246.10	\$	45,343.65
<b>Taxes Receivable</b>					Allowance for write off
Percentage of 2025 taxes collected:	86%	\$	Total	current	Arrears
		\$	5,052,956.76	\$ 2,047,663.47	\$ 3,005,293.29
					\$ 2,358,724.38
<b>Natural Gas Receivable</b>					
	Total	Current	Over 90 days		
The budget plan started June 1	\$43,777.24	\$22,593.31	\$77,345.90		
<b>Warspite Water Receivable</b>					
	Total	Current	Over 90 days		
\$	4,944.00	\$ 1,574.45	\$ 3,067.47		

SMOKY LAKE COUNTY  
For November 17, 2025

	Municipal Budget to Actual Report				
	YTD ACTUAL Period 12	YTD BUDGET 2025 BUDGET	VARIANCE	VAR %	Notes
<b>OPERATING REVENUE</b>					
<b>Taxes</b>					
Farmland & Residential	\$4,473,884	\$4,623,323	\$149,439	3.23%	
Machinery & Equipment	1,313,885	1,435,878	121,993	8.50%	
Non - Residential	1,535,314	1,296,877	-238,437	(18.39%)	\$38,162 less than budgeted
Linear	7,122,579	7,040,655	-81,924	(1.16%)	
Provincial Government	12,479	99,590	87,111	87.47%	
Sewer Levy	9,275	9,625	350	3.64%	
<b>Other Income</b>					
Well Drilling/Drill Rigs	100	1,000	900	90.00%	most of penalties are uncollectable oil and gas
Penalties	544,778	88,300	-456,478	(516.96%)	
User Fees and Sales of Goods	557,616	624,250	66,634	10.67%	
Investment Income	399,471	693,498	294,027	42.40%	October interest has not been recorded yet
Development Levies	80,285	84,500	4,215	4.99%	
Licenses and Permits	111,387	210,500	99,113	47.08%	
<b>Sales to Other Governments</b>	<b>294,697</b>	<b>305,600</b>	<b>10,903</b>	<b>3.57%</b>	
<b>Grants</b>					
Provincial Conditional - Operating	566,874	594,257	27,383	4.61%	
CLC	130,000	130,000		0.00%	
<b>Transfer from Operating Reserve</b>	<b>606,500</b>	<b>521,500</b>	<b>-85,000</b>	<b>(16.30%)</b>	
<b>TOTAL OPERATING REVENUE</b>	<b>17,759,124</b>	<b>17,759,353</b>	<b>229</b>	<b>0.00%</b>	
<b>OPERATING EXPENSES</b>					
<b>Salaries, Wages, and Benefits</b>					
Salaries &Wages	5,283,032	5,937,790	654,758	11.03%	
Benefits	469,764	1,259,793	790,029	62.71%	Overall, Salary and benefits are still expected to be under budget
WCB	90,533	85,000	-5,533	(6.51%)	
Other Wages	7,969	32,500	24,531	75.48%	
<b>Contracted and General Services</b>					
Mileage	19,518	49,968	30,450	60.94%	
Meals and Lodgings	46,923	88,280	41,358	46.85%	
Membership & Conference Fees	39,267	61,435	22,168	36.08%	
Freight, Express, Postage	25,400	44,900	19,500	43.43%	
Telephone & Communication	61,506	90,900	29,394	32.34%	
Training	105,880	125,300	19,420	15.50%	
					Unbudgeted costs include the Smoky Lake County Commercial and participation in Go East
Advertising, Printing, Subscriptions	65,189	61,600	-3,589	(5.83%)	
Accounting & Auditing	32,606	35,000	2,394	6.84%	
Legal Fees	8,416	20,000	11,584	57.92%	
Assessor Fees	139,093	150,000	10,907	7.27%	
Engineering Fees	17,664	90,143	-808,663	(897.09%)	
Other Consulting	64,969	67,000	2,031	3.03%	
Computer Programing	132,715	159,575	26,860	16.83%	
Insurance	133,603	272,950	139,347	51.05%	
					includes \$73,000 for a police stuty which is offset by a grant. Unbudgeted costs to date are \$6,930 for HR support and \$9,000 CAO recruitment
Consulting	245,766	247,400	1,634	0.66%	
					Unbudgeted \$150,000 costs incllude waste contracting since May and paint removal
Contractor	175,977	58,000	-117,977	(203.41%)	
Fire Protection	68,094	116,500	48,406	41.55%	
Gravel Hauling	178,682	180,000	1,318	0.73%	
Repairs & Maintenance	191,006	236,850	45,844	19.36%	
Rent & Lease	72,941	125,700	52,759	41.97%	
Tipping Fees	40,967	51,600	10,633	20.61%	
Water Commission Fees	51,210	50,330	-880	(1.75%)	
Other Services	-15,234	402,050	417,284	103.79%	purchase cost of water
<b>Materials, Goods, and Utilities</b>					
Office/Food/Janitorial Supplies	80,678	98,080	17,402	17.74%	

	YTD ACTUAL Period 12	YTD BUDGET 2025 BUDGET	VARIANCE	VAR %	Notes
Fuel/Parts/ Etc	1,088,728	1,650,050	561,322	34.02%	
Offset to Road Program		-1,999,794	-1,999,794	100.00%	
Gravel	147,092	490,000	342,908	69.98%	
Chemicals	57,494	75,000	17,506	23.34%	
Computer Supplies	31,892	52,650	20,758	39.43%	
Utilities	162,930	223,749	60,819	27.18%	
Employee Recognition	1,864	29,500	27,636	93.68%	
Ashphalt/Oil/Calcium/Salt	389,094	635,000	245,906	38.73%	
Culverts	50,187	70,000	19,813	28.30%	
Equipment & Vehicle Supplies	14,512	20,000	5,488	27.44%	
Materials & Supplies	26,763	39,350	12,587	31.99%	
Signs	27,404	25,700	-1,704	(6.63%)	
Other General Supplies	40,007	120,550	80,543	66.81%	
<b>Transfers to Local Boards &amp; Agencies</b>	<b>446,490</b>	<b>370,963</b>	<b>-75,527</b>	<b>(20.36%)</b>	<i>includes \$85,000 contribution to gym (offset by reserve transfer)</i>
<b>Write Offs</b>	<b>12,786</b>	<b>3,000</b>	<b>-9,786</b>	<b>(326.20%)</b>	
<b>Bank Charges &amp; Interest</b>	<b>4,947</b>	<b>5,900</b>	<b>953</b>	<b>16.16%</b>	
<b>Requisitions</b>	<b>573,211</b>	<b>2,967,484</b>	<b>2,394,273</b>	<b>80.68%</b>	
<b>Contingency</b>		<b>33,372</b>	<b>33,372</b>	<b>100.00%</b>	
<b>Amortization</b>		<b>2,044,300</b>	<b>2,044,300</b>	<b>100.00%</b>	
	<u>10,909,535</u>	<u>17,055,418</u>	<u>2,341,100</u>	<u>13.73%</u>	
<b>Total Operations</b>	<b>6,849,589</b>	<b>703,935</b>	<b>-2,340,871</b>	<b>(332.54%)</b>	
<b>Capital Funding</b>					
Sale of Capital Assets	712,713	456,000	-256,713	(56.30%)	
Provincial Capital Grants	1,096,076	5,960,495	4,864,419	81.61%	
Transfer from Reserve		1,771,791	1,771,791	100.00%	
<b>Capital Funding</b>	<b>1,808,789</b>	<b>8,188,286</b>	<b>6,379,497</b>	<b>77.91%</b>	
<b>Capital Expenses</b>					
Buildings & Land	11,424	40,000	28,576	71.44%	
Transfer to Reserve	39,000	326,000	287,000	88.04%	
Land Improvements	931	12,000	11,069	92.24%	
Engineering Structures	3,810,243	8,253,521	8,248,061	99.93%	<i>Total cost of bridges to date \$3.8 million</i>
Equipment	1,624,468	1,801,000	176,532	9.80%	
Vehicles	869,979	504,000	-365,979	(72.61%)	
	<u>6,356,045</u>	<u>10,936,521</u>	<u>8,385,258</u>	<u>76.67%</u>	
<b>Total Capital</b>	<b>-4,547,256</b>	<b>-2,748,235</b>	<b>-2,005,761</b>	<b>72.98%</b>	
<b>Net Profit/Loss</b>	<b>2,302,333</b>	<b>-2,044,300</b>	<b>-4,346,632</b>	<b>212.62%</b>	
<b>Remove Amortization</b>		<b>2,044,300</b>	<b>2,044,300</b>	<b>100.00%</b>	
<b>Adjusted Surplus (Deficit)</b>	<b>2,302,333</b>		<b>-2,302,332</b>	<b>0.00%</b>	

2025-11-17

&P of &N



SMOKY LAKE COUNTY  
For November 17, 2025

Council  
Budget to Actual Report

	YTD ACTUAL Period 12	YTD BUDGET 2025 BUDGET	VARIANCE	VAR %	Notes
<b>OPERATING REVENUE</b>					
Taxes					
Other Income					
Grants					
<b>OPERATING EXPENSES</b>					
<b>Salaries, Wages, and Benefits</b>					
Salaries & Wages	\$283,419	\$346,298	\$62,879	18.16%	
Benefits	68,245	86,930	18,685	21.49%	
<b>Contracted and General Services</b>					
Mileage	12,920	34,968	22,048	63.05%	
Meals and Lodgings	10,462	23,770	13,308	55.99%	
Membership & Conference Fees	11,457	15,185	3,728	24.55%	
Telephone & Communication	5,190	6,100	910	14.92%	
Other Services		1,500	1,500	100.00%	
<b>Materials, Goods, and Utilities</b>					
Office/Food/Janitorial Supplies	515	3,000	2,485	82.84%	
Computer Supplies	209	6,000	5,791	96.52%	
	392,417	523,751	131,334	25.08%	
<b>Total Operations</b>	<b>-392,417</b>	<b>-523,751</b>	<b>-131,334</b>	<b>25.08%</b>	
<b>Capital Funding</b>					
<b>Capital Expenses</b>					
<b>Net Profit/Loss</b>	<b>-392,417</b>	<b>-523,751</b>	<b>-131,334</b>	<b>25.08%</b>	
<b>Adjusted Surplus (Deficit)</b>	<b>-392,417</b>	<b>-523,751</b>	<b>-131,334</b>	<b>25.08%</b>	

Expense Breakdown by Division	Actual	Budget	Budget Remaining	
1	\$9,956	\$14,209	\$4,253	29.93%
2	\$8,630	\$16,040	\$7,410	46.20%
3	\$7,381	\$14,085	\$6,704	47.60%
4	\$8,211	\$21,260	\$13,049	61.38%
5	\$5,851	\$14,785	\$8,934	60.43%
	<b>\$40,029</b>	<b>\$80,379</b>	<b>\$40,350</b>	

SMOKY LAKE COUNTY  
For the Twelve Months Ending December 31,

	Natural Gas Budget to Actual Report				Notes
	YTD	YTD			
	ACTUAL	BUDGET	VARIANCE	VAR %	
	Period 12	2025 BUDGET			
<b>OPERATING REVENUE</b>					
<b>Taxes</b>					
<b>Other Income</b>					
Penalties	\$21,909	\$10,000	(\$11,909)	(119.09%)	
User Fees and Sales of Goods	1,794,400	3,061,900	1,267,500	41.40%	
Investment Income		50,000	50,000	100.00%	
<b>Grants</b>					
<b>TOTAL OPERATING REVENUE</b>	<b>1,816,309</b>	<b>3,121,900</b>	<b>1,305,590</b>	<b>41.82%</b>	
<b>OPERATING EXPENSES</b>					
<b>Salaries, Wages, and Benefits</b>					
Salaries & Wages	700,524	873,114	172,590	19.77%	
Benefits	153,706	165,000	11,294	6.84%	
<b>Contracted and General Services</b>					
Mileage	56	3,000	2,944	98.14%	
Meals and Lodgings	8,873	10,000	1,127	11.27%	
Membership & Conference Fees	2,481	38,000	35,519	93.47%	
Freight, Express, Postage	7,264	13,300	6,036	45.38%	
Telephone & Communication	15,655	19,400	3,745	19.30%	
Training	5,200	5,500	300	5.46%	
Advertising, Printing, Subscriptions	2,263	2,500	237	9.48%	
Accounting & Auditing	15,344	16,000	656	4.10%	
Legal Fees		1,000	1,000	100.00%	
Engineering Fees	9,108	7,500	-1,608	(21.43%)	
Other Consulting	448	1,000	552	55.20%	
Computer Programing	16,126	30,000	13,874	46.25%	
Insurance	29,878	36,000	6,122	17.00%	
Contractor		35,000	35,000	100.00%	
Repairs & Maintenance	4,044		-4,044	0.00%	
Rent & Lease	9,239	14,225	4,986	35.05%	
Other Services	9,681	2,750	-6,931	(252.03%)	
<b>Materials, Goods, and Utilities</b>					
Office/Food/Janitorial Supplies	11,043	17,400	6,357	36.53%	
Fuel/Parts/ Etc	58,816	92,000	33,184	36.07%	
Computer Supplies	5,269	19,000	13,731	72.27%	
Utilities	10,325	12,120	1,795	14.81%	
Employee Recognition		2,000	2,000	100.00%	
					includes cost of materials for Healing Center which will be recovered through revenues
Materials & Supplies	206,066	113,900	-92,166	(80.92%)	
Natural Gas Purchased	612,392	1,471,191	858,799	58.37%	
Other General Supplies	105	1,000	895	89.49%	
<b>Amortization</b>		<b>245,000</b>	<b>245,000</b>	<b>100.00%</b>	
	<b>1,893,906</b>	<b>3,246,900</b>	<b>1,352,993</b>	<b>41.67%</b>	
<b>Total Operations</b>	<b>-77,597</b>	<b>-125,000</b>	<b>-47,403</b>	<b>37.92%</b>	
<b>Capital Funding</b>					
Transfer from Reserve		169,000	169,000	100.00%	
<b>Capital Funding</b>		<b>169,000</b>	<b>169,000</b>	<b>100.00%</b>	
<b>Capital Expenses</b>					
Transfer to Reserve		120,000	120,000	100.00%	
Equipment		129,000	129,000	100.00%	
Vehicles	21,214	40,000	18,786	46.96%	
	<b>21,214</b>	<b>289,000</b>	<b>267,786</b>	<b>92.66%</b>	
<b>Total Capital</b>	<b>-21,214</b>	<b>-120,000</b>	<b>-98,786</b>	<b>82.32%</b>	
<b>Net Profit/Loss</b>	<b>-98,811</b>	<b>-245,000</b>	<b>-146,189</b>	<b>59.67%</b>	
<b>Remove Amortization</b>		<b>245,000</b>	<b>245,000</b>	<b>100.00%</b>	
<b>Adjusted Surplus (Deficit)</b>	<b>-98,811</b>		<b>98,811</b>	<b>0.00%</b>	

YTD ACTUAL Period 12	YTD BUDGET 2025 BUDGET	VARIANCE	VAR %
----------------------------	------------------------------	----------	-------

*Notes*

2025-11-17

&P of &N