



# Smoky Lake County

Meeting Agenda

Regular County Council Meeting

January 8, 2026 - 09:00 AM

In Person - Council Chambers

4612 - McDougall Drive, Smoky Lake, Alberta

Please join using this link:

<https://video.businessconnect.telus.com/join/197208958>

## 1. CALLED TO ORDER

## 2. ADOPTION OF AGENDA

## 3. ADOPTION OF MINUTES

3.1 Regular Council Meeting – December 18, 2025

## 4. DELEGATION(S)

4.1 Kevin D. Kisilevich - GO EAST of Edmonton Regional Tourism - 10:00 a.m.

4.2 Kevin Wawryncuk - 10:30 a.m.

## 5. PUBLIC HEARING - NA

## 6. PUBLIC QUESTION AND ANSWER PERIOD BETWEEN 11:30 A.M. & 12:00 P.M.

## 7. REQUEST FOR DECISIONS

7.1 Bylaw No. 1496-26: Bylaw to close all those portions of the Government Road Allowance lying within Lot 1 Block 1 Plan 262 & to consolidate said closed portions with SE 1/4 14-59-16-W4M

7.2 Roadway License Agreement Application RLA-001-26 – Undeveloped Government Road Allowances located (between SE-14-59-14-W4M and NE-11-59-14-W4M & between NE-11-59-14-W4M and NW-12-59-14-W4M)

7.3 Policy 14-40 Field Level Hazard Assessment (FLHA) / Tailgate Meeting

## 8. CHIEF ADMINISTRATIVE OFFICER (CAO) REPORT

8.1 CAO Report

8.2 Action Item List

## 9. COUNCIL COMMITTEE REPORTS - NA

## 10. CORRESPONDENCE

10.1 RhPAP October 6–8, 2026

10.1 Alberta Police Funding Model

11. INFORMATION RELEASE - NA

12. FINANCIAL REPORTS - NA

13. NEXT MEETINGS

13.1 Meeting Schedule

14. IN CAMERA (EXECUTIVE SESSION)

14.1 Village of Waskatenau Annexation Response - December 8, 2025

16. ADJOURNMENT



## Smoky Lake County

### Meeting Minutes

Regular County Council Meeting of December 18, 2025 - 09:00 AM

#### Called To Order

The meeting was Called to Order at 9:01 a.m. by the Reeve, Craig Lukinuk, in the presence of the following persons:

		<b>ATTENDANCE</b>
		<u>Thursday December 18, 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
<i>Interim CAO/Finance Mng</i>	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
P & D Manager	Jordan Ruegg	Virtually/Physically Present
Enviro Ops Manager	Dave Franchuk	Virtually/Physically Present
Natural Gas Mng.	Daniel Moric	Virtually/Physically Present
Fire Chief	Scott Franchuk	Virtually Present
Public Works Manager	Chris Minailo	Virtually Present
GIS	Carole Dowhaniuk	Virtually Present
Interim Ag. Fieldman	Tori Ponich	Virtually/Physically Present
Public	8 Members	Virtually/Physically Present

#### Adoption of Agenda

**Resolution No:** 1147-25

**Moved By:** Lorne Halisky

That the Smoky Lake County Council Meeting Agenda for Thursday, December 18th, 2025, be adopted with the following additions:

- Agricultural Fieldman Appointment
- Bridge Tender
- Skid Steer Trailer
- CAO Recruitment

**CARRIED**

#### Adoption of Minutes

**Special Council Meeting - November 22, 2025**

**Resolution No:** 1148-25

**Moved By:** David Kully

That the minutes of the Smoky Lake County Special Council Meeting, held on November 22, 2025 be adopted as presented.

**CARRIED**

**Regular Council Meeting - November 27, 2025**

**Resolution No:** 1149-25

**Moved By:** Ryan Barker

That the minutes of the Smoky Lake County Regular Council Meeting, held on Thursday, November 27th, 2025, be adopted with the following amendments:

- 9.5 Ryan Barker is the main member on Citizens on Patrol Committee
- 11.2 attending in chambers virtually
- 11.6 Go East first directed to first quarter
- 11.8 Action taken
- 6.7 Travis Broen Account Managers
- 6.1.2 missing dollar sign

**CARRIED**

**Budget Council Meeting - December 1, 2025**

**Resolution No:** 1150-25

**Moved By:** David Kully

That the minutes of the Smoky Lake County Budget Council Meeting, held on Monday, December 1st, 2025, be adopted with the following amendment:

- 4.2.1.3 correction as Range Road 191

**CARRIED**

**Committee of the Whole Meeting - December 2, 2025**

**Resolution No:** 1151-25

That the minutes of the Smoky Lake County Committee of The Whole Meeting, held on Tuesday, December 2nd, 2025, be adopted as presented.

**CARRIED**

**Recess**

**Resolution No:** 1152-25

**Moved By:** Lorne Halisky

That Smoky Lake County Council recess the Regular County Council Meeting at 9:10 a.m.

**CARRIED**

The Reeve called the meeting back to order at 9:15 a.m.

**Delegation(s)**

**Fran Byers - 9:15 a.m.**

**Resolution No:** 1153-25

**Moved By:** Lorne Halisky

Present before Council from 9:15 a.m. to 9:28 a.m. was Fran Byers for the purpose of discussion regarding the Mons Lake Contract with Smoky Lake County

That Smoky Lake County accept the Verbal and written presentation of Fran Byers, previous Mons Lake Caretaker, as information.

**CARRIED**

**Travel Lakeland - 2026 Edmonton Boat & Sportsman Presented by Marianne Janke @ 9:30 a.m.**

**Resolution No:** 1154-25

**Moved By:** David Kully

Present before Council from 9:28 a.m. to 9:41 a.m. was Marianne Janke, Executive Director, Travel Lakeland and Charne Roodt, for the purpose of proposing options for Smoky Lake County to attend/represent at the Edmonton Boat and Sportsman Show in Edmonton Alberta on March 19th to the 22nd 2026.

That Smoky Lake County accepted the presentation of Mariane Janke, Executive Director, Travel Lakeland and Charne Roodt, as information.

**CARRIED**

**Municipal Planning Commission**

None.

**Request for Decisions**

**Bylaw No. 1495-25 - Designation of the Wynnyk House as a Municipal Historic Resource**

**Resolution No:** 1155-25

**Moved By:** Lorne Halisky

That Smoky Lake County Council give First Reading to Bylaw 1495-25: A Bylaw Designating the Wynnyk House, located on the lands legally described as SW-27-58-13-W4M, as a Municipal Historic Resource.

**CARRIED**

**Second Reading of Bylaw 1495-25**

**Resolution No:** 1156-25

**Moved By:** Ryan Barker

That Smoky Lake County Council give Second Reading Bylaw 1495-25: A Bylaw Designating the Wynnyk House, located on the lands legally described as SW-27-58-13-W4M, as a Municipal Historic Resource.

**CARRIED**

**Third Reading of Bylaw 1496-25**

**Resolution No:** 1157-25

**Moved By:** David Kully

That Smoky Lake County Council give permission for Third Reading for Bylaw 1495-25: A Bylaw Designating the Wynnyk House, located on the lands legally described as SW-27-58-13-W4M, as a Municipal Historic Resource,

**CARRIED**

**Permission for Third Reading of Bylaw 1496-25**

**Resolution No:** 1158-25

**Moved By:** Jered Serben

That Smoky Lake County Council give Third and Final Reading for Bylaw 1495-25: A Bylaw Designating the Wynnyk House, located on the lands legally described as SW-27-58-13-W4M, as a Municipal Historic Resource,

**CARRIED**

**Bylaw No. 1494-25 - Designation of the St. Elias (Pakan) Church as a Municipal Historic Resource**

**Resolution No:** 1159-25

**Moved By:** Jered Serben

That Smoky Lake County Council give First Reading to Bylaw 1494-25: A Bylaw Designating the St. Elias (Pakan) Church, located on the lands legally described as Plan 5011CE, Block A, as a Municipal Historic Resource,

**CARRIED**

**Second Reading of Bylaw 1494-25**

**Resolution No:** 1160-25

**Moved By:** Ryan Barker

That Smoky Lake County Council give Second Reading to Bylaw 1494-25: A Bylaw Designating the St. Elias (Pakan) Church, located on the lands legally described as Plan 5011CE, Block A, as a Municipal Historic Resource.

**CARRIED**

**Permission for Third Reading of Bylaw 1494-25**

**Resolution No:** 1161-25

**Moved By:** David Kully

That Smoky Lake County Council give Permission for Third Reading to Bylaw 1494-25: A Bylaw Designating the St. Elias (Pakan) Church, located on the lands legally described as Plan 5011CE, Block A, as a Municipal Historic Resource.

**CARRIED**

**Third Reading of Bylaw 1494-25**

**Resolution No:** 1162-25

**Moved By:** Lorne Halisky

That Smoky Lake County Council give Third and Final Reading to Bylaw 1494-25: A Bylaw Designating the St. Elias (Pakan) Church, located on the lands legally described as Plan 5011CE, Block A, as a Municipal Historic Resource.

Jordan Ruegg, Planning and Development Manager, left Council Chambers at 9:56 a.m.

**CARRIED**

**Draft Bylaw 1490-25 Procedural Bylaw**

**Resolution No:** 1163-25

**Moved By:** Lorne Halisky

That County Council give First Reading to Bylaw 1490-25 - Procedural Bylaw.

**CARRIED**

**Second Reading for Bylaw 1490-25**

**Resolution No:** 1164-25

**Moved By:** Ryan Barker

That Smoky Lake County Council give Second Reading to Bylaw 1490-25 - Procedural Bylaw

**CARRIED**

**Permission for Third Reading of Bylaw 1490-25**

**Resolution No:** 1165-25

**Moved By:** David Kully

That Smoky Lake County Council give permission for Third and Final Reading to Bylaw 1490-25 - Procedural Bylaw

**CARRIED**

**Third and Final Reading of Bylaw 1490-25 Procedural Bylaw**

**Resolution No:** 1166-25

**Moved By:** Jered Serben

That Smoky Lake County Council give Third and Final Reading to Bylaw 1490-25 - Procedural Bylaw.

**CARRIED**

**Records Retention and Disposition Bylaw 1493-25**

**Resolution No:** 1167-25

**Moved By:** Lorne Halisky

That Smoky Lake County Council give First Reading to Bylaw 1493-25 - Records Retention & Disposition Bylaw.

**CARRIED**

**Second Reading of Bylaw 1493-25 Records and Retention**

**Resolution No:** 1168-25

**Moved By:** David Kully

That Smoky Lake County Council give Second Reading to Bylaw 1493-25 - Records Retention & Disposition Bylaw.

**CARRIED**

**Permission for Third Reading of Bylaw 1493-25 Records and Retention**

**Resolution No:** 1169-25

**Moved By:** Ryan Barker

That Smoky Lake County Council give permission for Third Reading to Bylaw 1493-25 - Records Retention & Disposition Bylaw.

**CARRIED**

**Third Reading of Bylaw 1493-25 Records and Retention**

**Resolution No:** 1170-25

**Moved By:** Jered Serben

That Smoky Lake County Council give Third and Final Reading to Bylaw 1493-25 - Records Retention & Disposition Bylaw.

**CARRIED**

**Council Orientation Policy**

**Resolution No:** 1171-25

**Moved By:** Ryan Barker

That Smoky Lake County Council approve Policy 01-05 - Council Orientation Policy as presented.

**CARRIED**

**Public Participation Policy**

**Resolution No:** 1172-25

**Moved By:** David Kully

That Smoky Lake County Council approve Policy 01-51- Public Participation Policy as presented.

**CARRIED**

**Municipal Office Policy**

**Resolution No:** 1173-25

**Moved By:** Lorne Halisky

That Smoky Lake County Council approve Policy 01-11 – Municipal Office Policy, as amended, specifically:

- Amending Section 3.4 *Customer Service Standards* to require that voicemail messages include alternative options for contacting the municipal office.

**CARRIED**

**Playground and Parks Policy**

**Resolution No:** 1174-25

**Moved By:** Ryan Barker

That Smoky Lake County Council approve Policy 07-02 - Playground and Parks Safety Policy with the following amendment:

- Section 5; add annual audit inspections provided by the Smoky Lake County Health and Safety Coordinator

**CARRIED**

**Coyote Reduction Policy**

**Resolution No:** 1175-25

**Moved By:** David Kully

Tori Ponich, Interim Agricultural Fieldman entered Council Chambers at 10:10 a.m.

That Smoky Lake County Council direct Administration to apply to the Alberta Professional Outfitters Society Wildlife Management Fund for \$90,000 over three years (2026–2029) to support the Coyote Reduction Program under Policy 62-31-01, and incorporate the program into the 2026 Budget for implementation pending grant approval.

**CARRIED**

**Resolution No:** 1176-25

**Moved By:** Ryan Barker

That Smoky Lake County Council direct Administration to bring back Policy No. 62-31-01, with additional information regarding the handling of mangy coyotes, to a regular Council meeting at the end of January.

Tori Ponich, Interim Agricultural Fieldman left Council Chambers at 10:18 a.m.

**CARRIED**

**Recess**

**Resolution No:** 1177-25

**Moved By:** Ryan Barker

That Smoky Lake County Council recess the Regular County Council Meeting at 10:19 a.m.

**CARRIED**

The Reeve called the meeting back to order at 10:29 a.m.

**Peace Officer Equipment Policy**

**Resolution No:** 1178-25

**Moved By:** Lorne Halisky

**That Smoky Lake County Council approve Peace Officer Patrol Vehicle Policy CPO-37-02, as amended, to include:**

- Removal of the section titled “*Unmarked Vehicle*.”
- Inclusion of Occupational Health and Safety (OHS) requirements.
- Clarification of responsibilities under the Alberta Traffic Safety Act and OHS requirements.

**CARRIED**

**Agricultural Societies Terms of Reference**

**Resolution No:** 1179-25

**Moved By:** David Kully

That Smoky Lake County Council approve Policy 01-55 – Agricultural Society Council Appointment (Non-Voting Member) with the following amendments:

- Appointment of one member and one alternate

- Change “Councillor” to “Councillors”

**CARRIED**

**Obsolete Governance Policies and Bylaws**

**Resolution No:** 1180-25

**Moved By:** Jered Serben

Daniel Moric, Natural Gas Managers entered Council Chambers at 10:33 a.m.

That Smoky Lake County Council rescind policies:

- Agenda Item: # Policy 01-01 - Procedures for Transacting County Business - superseded by the new Procedural Bylaw.
- Policy 01-16 - Procedures for Business of Council.
- Policy 01-26 - Agenda Format Policy
- Policy 01-27 - Request for Decision Policy
- Policy 01-49 - Delegations to Council
- Policy 01-33 - County Operations Policy
- Policy 01-06 - Public Hearing Procedures
- Policy 01-40 - Governance Policies
- Policy 01-12 - Reduction in Municipal Staff
- Policy 01-02 - Election of Reeve and Deputy Reeve
- Policy 10-03 - Waste Bin Rental Agreement.

**CARRIED**

**Reclamation in Hamlet of Bellis**

**Resolution No:** 1181-25

**Moved By:** Lorne Halisky

That Council Approve to pay invoice Number 021860 for reclamation completed on the Northeast corner of the boulevard at 51st 49 Ave Bellis, Alberta. For the sum of \$367.50 to 1848812AB Ltd.

**CARRIED**

**Appointments to the Northeast Alberta Alliance for Growth and Opportunities (NAAGO)**

**Resolution No:** 1182-25

**Moved By:** Jered Serben

That Smoky Lake County appoint Councillor and Reeve Craig Lukinuk and Deputy Reeve Lorne Halisky to represent Smoky Lake County on the Northeast Alberta Alliance for Growth & Opportunities (NAAGO), effective immediately, and further, that this appointment be formally incorporated into the annual Organizational Meeting appointment list beginning in 2026 and direct administration to notify the Northeast Alberta Alliance for Growth & Opportunities (NAAGO) regarding the appointments.

**CARRIED**

**FCSS Funding Applications**

**Resolution No:** 1183-25

**Moved By:** Lorne Halisky

That Smoky Lake County approve to allocate funding from the 2026 Family and Community Support Services (FCSS) Grant budget in accordance with Policy no 08-17-01: Family and Community Support Services (FCSS) grant as follows:

\$2,500 to Smoky Lake Minor Hockey for the Respect in Sports Program  
\$2,100 to the Smoky Lake Holubka Dancers for 2026 Volunteer Appreciation

**CARRIED**

**Funding Assistance to Halls within Smoky Lake County.**

**Resolution No:** 1184-25

**Moved By:** Lorne Halisky

Tori Ponich, Interim Agricultural Fieldman entered Council Chambers at 11:09 a.m.

That Smoky Lake County Council direct Administration to include \$14,000 in the 2026 budget for funding assistance to community halls within Smoky Lake County and bring back a draft policy for Council review prior to March 31, 2026

**CARRIED**

Daniel Moric, Natural Gas Manager left Chambers at 11:14

**In Camera at 11:27 a.m.**

**Resolution No:** 1185-25

**Moved By:** Ryan Barker

That Smoky Lake County Council go into Executive Session, under the authority of the ATIA 19- Disclosure harmful to business interests of a third party: to discuss third party contracts between Smoky Lake County in physical presence of all Council, Interim CAO, Executive Services Coordinator, Interim Agricultural Fieldman, and Recording Secretary, at 11:27 a.m.

**CARRIED**

**Out of Camera at 11:40 a.m.**

**Resolution No:** 1186-25

**Moved By:** Ryan Barker

That Smoky Lake County Council go out of Executive Session, at 11:40 a.m.

**CARRIED**

**Public Question and Answer Period between 11:30 a.m. & 12:00 p.m.**

**PUBLIC QUESTION AND ANSWER PERIOD - announced between 11:40 a.m. & 11:41 a.m.**

None in attendance

**ASB - Recommendation for Agricultural Fieldman Assistant Position**

**Resolution No:** 1187-25

**Moved By:** Craig Lukinuk

That Smoky Lake County Council direct Administration to withdraw from the Lakeland Agricultural Research Association contract, in accordance with Motion No. 212-25 and the recommendation from the Agricultural Service Board.

**CARRIED**

**ASB Motion 2**

**Resolution No:** 1188-25

**Moved By:** Craig Lukinuk

That Smoky Lake County Council approve the addition of an Assistant Agricultural Services Fieldman position, and:

- Direct Administration to proceed with the hiring and advertising process for the position; and

- Direct Administration to communicate that the agricultural services previously provided by the Lakeland Agricultural Research Association will continue to be delivered by Smoky Lake County.

Tori Ponich, Interim Agricultural Fieldman left chambers at 11:43 a.m.

**CARRIED**

**2026 Interim Budget (Handout)**

**Resolution No:** 1189-25

**Moved By:** Jered Serben

That Smoky Lake County Council approve the Year-2026 Interim Municipal Budget, with revenues in the amount of \$22,142,201 and total Expenditures in the amount of \$24,140,633 including amortization expense in the amount of \$1,998,432.

**CARRIED**

**Penalty Waive request**

**Resolution No:** 1190-25

**Moved By:** Jered Serben

That Smoky Lake County write off \$106.63 tax penalties on tax roll 33220211 if payment of \$888.62 is received on or before January 31, 2026.

**CARRIED**

**Policy 08-18-13 Council Remuneration and Expenses**

**Resolution No:** 1191-25

**Moved By:** Ryan Barker

That Smoky Lake County Council approve the amendment of Policy 08-18-13 section 3.9 to remove reference to the to the Smoky Lake Alberta Treasury branch stating only, "Smoky Lake County will contribute nine percent (9%) of gross remuneration to a Registered Retirement Pension Plan (RRSP).

**CARRIED**

**ACP grant for Alberta Skyways Project**

**Resolution No:** 1192-25

**Moved By:** Lorne Halisky

That Smoky Lake County provide a letter to the County of St Paul in support of an application for the Alberta Community Partnership (ACP) 2025-26 Grant Intake, under the intermunicipal Collaboration Stream, for the purposes of obtaining grant funding for the Alberta HUB Skyways project; and further, approve County of St Paul 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**

**Agricultural Fieldman Appointment**

**Resolution No:** 1193-25

**Moved By:** David Kully

That Smoky Lake County Council Appoint Carleigh Danyluk as the Agricultural Service Fieldman effective December 19th, 2025.

**CARRIED**

**Bridge Tender**

**Resolution No:** 1194-25

**Moved By:** Ryan Barker

Dave Franchuk, Environmental Services Manager entered Council Chambers at 11:54 a.m.

That Smoky Lake County approve to fully award the tender to: Amrize Canada, in respect to the bridge rehabilitation and other work tender #20243909-2 for bridge numbers BF74017 NE-24-58-17 and BF75780 located at NW-1-59-13 W4.

**CARRIED**

**Skid Steer Trailer**

**Resolution No:** 1195-25

**Moved By:** David Kully

That Smoky Lake County Council approve the purchase of a 2026 cushion tilt 83" x 24' trailer for \$18,771.00 as an unbudgeted expenditure.

Dave Franchuk, Environmental Manager, Left Council chambers at 12:07 p.m.

**CARRIED**

**Recess for Lunch**

**Resolution No:** 1196-25

**Moved By:** David Kully

That Smoky Lake County Council recess the Regular County Council meeting at 12:09 a.m.

**CARRIED**

The Reeve called the meeting back to order at 12:59 p.m.

**Recess Regular Council Meeting for Public hearing**

**Resolution No:** 1197-25

**Moved By:** Craig Lukinuk

That Smoky Lake County Council recess the Regular County Council for the purpose of Public Hearing at 1:01 p.m.

**CARRIED**

**Public Hearing on said Bylaw No. 1489-25 for Thursday, December 18th, 2025, at 1:00 p.m., and to advertise said Public Hearing in accordance with Section 606 of the Municipal Government Act. Opening.**

The Public Hearing was Called to Order at 1:01 p.m. by the Reeve, Craig Lukinuk in the presence of the following persons:

All Council, Interim CAO/Finance Manager, Executive Services Coordinator, Planning and Development Officer, Recording Secretary, and 6 Smoky Lake County staff online and 3 public guests online.

Confirmation was provided by the Chief Administrative Officer that the Public Hearing had been advertised and notice was provided in accordance with the applicable legislation.

The purpose of the hearing was summarized:

A Bylaw of Smoky Lake County, in the Province of Alberta for the purpose of closing to public travel, disposing of, and consolidating with the lands legally described as NW 7-6118-W4M & SW 7-61-18-W4M, all those portions of undeveloped Government Road Allowance adjacent to the west of said lands.

**Staff Presentation**

Jordan Ruegg, Planning and Development Manager provided the following information:

- On July 15, 2025, Smoky Lake County administration received an application to close the aforementioned undeveloped Government Road Allowance and to consolidate those portions with the said lands.

- Bylaw No. 1486-25 was presented for 1st Reading on August 28, 2025. Subsequently a Public Hearing on Bylaw No. 148625 was held on September 11, 2025. However, following the municipal election, three new Councillors were elected. The Municipal Government Act prevents Councillors who were not present at a Public Hearing to vote on a matter that was the subject of said Hearing. Subsequently, Bylaw No. 1486 - 25 was defeated on December 18, 2025, and Bylaw No. 1489 -25 was drafted as a replacement for Bylaw No. 1486-25.
- Notice of the proposed Bylaw No. 1489-25 was circulated to affected agencies for comment on November 14, 2025. Responses from said agencies are attached.
- A Notice has also been posted on the County's website since December 1, 2025.
- The Public Hearing Notices were advertised in the Redwater Review on December 3, 2025, and December 10, 2025. The Hearing on the proposed Bylaw No. 1489-25 was advertised, and Notice was given in accordance with Section 606 of the Municipal Government Act.
- This Hearing has been scheduled to obtain public input on proposed Bylaw No.1489-25 in accordance with Section 216.4 of the Municipal Government Act.

**Public Presentations Via Written Submissions**

Nil.

**Public Presentations at the Public Hearing from the Proponent:**

Nil.

**Public Presentations at the Public Hearing from those Opposed.**

Nil.

**Public Presentations at the Public Hearing from those In Support**

Nil

**Questions and Answers**

Nil.

**Closing Remarks**

There being no further presentations, the Reeve thanked everyone for attending the Public Hearing; he then declared the Public Hearing for the proposed Bylaw No. 1489-25 for Thursday, December 18th, 2025, at 1:00 p.m., closed, at 1:12 p.m.

**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**

**Resolution No:** 1198-25

**Moved By:** Ryan Barker

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

That Smoky Lake County Council instruct administration to submit proposed Bylaw No. 1489-25, for the closure of the undeveloped government road allowance lying to the west of the lands legally described as W ½ 7-61-18-W4M, to the Minister of Transportation and Economic Corridors for approval, subject to Section 22 of the Municipal Government Act, prior to the consideration of Second and Third Readings.

**CARRIED**

**Chief Administrative Officer (CAO) Report**

**CAO Report**

**Resolution No:** 1199-25

**Moved By:** Jered Serben

That Smoky Lake County accept the November 2025 Interim CAO Report as presented.

**CARRIED**

**Action Item List**

**Resolution No:** 1200-25

**Moved By:** Jered Serben

That Smoky Lake County Council accept the action list with the following amendments:

- Virtual Seminar
- Motion No. 1010-25 Amend - Range Road 191

**CARRIED**

**Council Committee Reports**

**Division 3 Councillor Reeve's Report**

**Resolution No:** 1201-25

**Moved By:** Lorne Halisky

That Smoky Lake County Council accept all Councillor reports from Divisions 1-5 and direct Administration to create and forward a Councillor's Report template.

**CARRIED**

**Division 1 Councillor Report (Handout)**

**Division 2 Councillor Report**

**Division 4 Councillor Deputy Reeve's Report**

**Division 5 Councillor Report (Handout)**

**Correspondence**

**Registration for Emerging Trends 2026**

**Resolution No:** 1202-25

**Moved By:** Jered Serben

That Smoky Lake County Council acknowledge receipt of the "Emerging Trends in Municipal Law" invitation, dated November 27, 2025, and file it as information.

**CARRIED**

**Alberta Electoral Boundaries Commission December 3, 2025**

**Resolution No:** 1203-25

**Moved By:** Lorne Halisky

That Smoky Lake County Council accept the Alberta Electoral Boundaries Commission Report, dated December 3, 2025, as information, and:

- Direct Administration to add electoral boundary representation to the list of topics to be raised with the Minister of Municipal Affairs; and Include information on invited participants when these meetings are scheduled.

**CARRIED**

**Government of Alberta - Fire Level of Service 2025 Engagement**

**Resolution No:** 1204-25

**Moved By:** Lorne Halisky

That Smoky Lake County Council add the topic “Fire Level of Service – 2025 Engagement” to the list of items for discussion at the meeting with the Minister of Municipal Affairs.

**CARRIED**

**Village of Waskatenau - Village Response to Proposed County Conditions and Negotiated Items for the Proposed Village of Waskatenau Annexation - December 8, 2025**

**Resolution No:** 1205-25

**Moved By:** Jered Serben

That Smoky Lake County Council accept the Village of Waskatenau – Village Response to Proposed County Conditions and Negotiated Items for the Proposed Village of Waskatenau Annexation, dated December 8, 2025, as information, and defer consideration of the response to a future Regular Council Meeting.

**CARRIED**

**Town of Smoky Lake - Dec 9, 2025**

**Resolution No:** 1206-25

**Moved By:** Jered Serben

That Smoky Lake County Council accept and acknowledge receipt of the memo received from the Town of Smoky Lake regarding Physicians and Healthcare Professionals Committee Congratulating Pat Palechuk on Appointment to Regional Health Advisory Council 5, dated December 9th, 2025.

**CARRIED**

**Meghan Witt - RMA District 5 Meeting - Dated December 11, 2025**

**Resolution No:** 1207-25

**Moved By:** Jered Serben

That Smoky Lake County Council approve the attendance of any Councillor who is available to attend the Rural Municipalities of Alberta District 5 Meeting, to be held in Lamont, Alberta, on January 16, 2025, and file the letter from the Rural Municipalities of Alberta dated December 11, 2025.

**CARRIED**

**Information Release**

**Financial Reports**

**Budget at a Glance**

**Resolution No:** 1208-25

**Moved By:** Jered Serben

That Smoky Lake County Council accept the Budget at-a-Glance Dated December 9th, 2025, as presented.

**CARRIED**

**Next Meetings**

Smoky Lake County Council confirms the Next County Council Meetings

- Thursday, January 8th, 2026, at 9:00 a.m. (Regular)

**Joint Municipalities meeting on January 19th, 2025**

**Resolution No:** 1209-25

**Moved By:** David Kully

That Smoky Lake County Council attend the Joint Municipalities located in Vilna Alberta on January 19th, 2025.

**CARRIED**

**Regular Council Meeting January 22nd**

**Resolution No:** 1210-25

**Moved By:** Craig Lukinuk

That Smoky Lake County Council cancel the January 22nd, 2025, Regular County Council meeting confirms the next Regular Council Meeting to be:

- Tuesday, January 27th, 2026, at 9:00 a.m. (Regular)

**CARRIED**

**Next meeting - January 8th, 2025**

**Resolution No:** 1211-25

**Moved By:** David Kully

That Smoky Lake County Council approve the next County Council meeting:

- Thursday, January 8th at 9:00 a.m. (Regular)

**CARRIED**

**Edmonton Boat and Sportsman Show**

**Resolution No:** 1212-25

**Moved By:** Craig Lukinuk

That Smoky Lake County Council enter into an agreement with Travel Lakeland to participate in the Boat and Sportsman Show at the Edmonton EXPO Centre from March 19–22, 2026, and that the matter of cost sharing for the event be brought forward to the Joint Municipalities meeting scheduled for January 19, 2025.

**CARRIED**

**Recess**

**Resolution No:** 1213-25

**Moved By:** Jered Serben

That Smoky Lake County Council recess the Regular County Council meeting at 2:05 p.m.

**CARRIED**

The Reeve called the meeting back to order at 2:20 p.m.

**In Camera Executive Session - CAO Recruitment**

**Resolution No:** 1213-25

**Moved By:** Jered Serben

That Smoky Lake County Council go into Executive Session, under the authority of the ATIA Section 19: Confidential Evaluation, to discuss the recruitment of the Chief Administrative Officer (CAO) in the physical presence of all Council at 2:24 p.m.

**CARRIED**

Interim CAO/Finance Manager, Executive Services Coordinator, and Recording Secretary entered Council Chambers at 3:34 p.m.

**Out of Camera**

**Resolution No:** 1214-25

**Moved By:** David Kully

That Smoky Lake County Council go out of Executive Session, at 3:34 p.m.

**CARRIED**

Executive Services Coordinator, and Recording Secretary left Council Chambers at 3:36 p.m.

**Motion - CAO Recruitment**

**Resolution No:** 1215-25

**Moved By:** Jered Serben

That Smoky Lake County Council direct Administration to repost the Chief Administrative Officer position due to no successful candidates being identified.

**CARRIED**

**In Camera**

**Resolution No:** 1216-25

**Moved By:** Jered Serben

That Smoky Lake County Council go into Executive Session, under the authority of the ATIA, Section 22: Disclosure Harmful to Personal Privacy, to conduct a review of the Organizational Chart Policy No. 01-03 in the physical presence of all Council, and Interim CAO/ Finance Manager at 3:36p.m.

**CARRIED**

Interim CAO/Finance Manager, left Council Chambers at 4:00 p.m.

Executive Services Coordinator entered Council Chambers at 4:01 p.m.

Executive Services Coordinator left Council Chambers at 4:11 p.m.

Interim CAO/Finance Manager, Executive Services Coordinator, and Recording Secretary entered Council Chambers at 4:15 p.m.

**Out of Camera (Executive Session)**

**Resolution No:** 1217-25

**Moved By:** Craig Lukinuk

That Smoky Lake County Council go out of Executive Session, at 4:16 p.m.

**CARRIED**

**Policy 01-03 Organization Chart**

**Resolution No:** 1218-25

**Moved By:** Jered Serben

That Smoky Lake County Council rescind Resolution No. 855-25 “That Smoky Lake County Council approve amended Policy 15-03-28 Organizational Structure and the recommended salary grid as per discussion” due to a procedural error, and direct Administration to return the matter to Council for further consideration once a Chief Administrative Officer has been appointed.

**CARRIED**

**Adjournment**

**Resolution No:** 1219-25

**Moved By:** Craig Lukinuk

That the Smoky Lake County Council Meeting of Reeve, Craig Lukinuk be adjourned, at 4:18 p.m.

**CARRIED**



## Delegation Request Form

### APPLICATION

**Thank-you** for your interest in becoming a Delegation before County Council.

**Please** complete this application form. Please refer to Policy Statement No: 01-49 for Delegation Protocol and Procedures.

**NOTE:** By filling out this application form, you are consenting to disclosure of any personal information made evident through your speech or presentation materials and grant permission to the County to publish these materials and agrees to abide by the terms of this Policy.

Personal information on this Application is being collected under the authority of the Freedom of Information & Protection of Privacy Act (FOIP).

**Smoky Lake County** considers the author's address relevant to Council's consideration of this matter and will disclose this personal information if it is provided to us. However, the author's phone number and email address are not required and should be omitted if the author does not wish this personal information disclosed.

#### APPLICANT NAME AND CONTACT INFORMATION:

Last Name: <u>Kisilevich</u>	First Name: <u>Kevin</u>	
Phone Number: <span style="background-color: black; color: black;">[REDACTED]</span>	E-mail Address: <span style="background-color: black; color: black;">[REDACTED]</span>	
Mailing Address: <span style="background-color: black; color: black;">[REDACTED]</span>	Box <span style="background-color: black; color: black;">[REDACTED]</span> Vegreville, Alberta <span style="background-color: black; color: black;">[REDACTED]</span> T9C 1R2	Postal Code

#### Group / Organization / Business / Individual:

Representing a Group / Organization / Business : Go East of Edmonton Tourism  
 Attending as a Individual

#### NAME OF PRESENTERS / ORGANIZATION:

Name	Position Title	Supporting documentation (optional)
1. Kevin D. Kisilevich	Go East of Edmonton Marketing & Development Manager	<input checked="" type="checkbox"/> Handouts at the meeting (please provide copies to the Municipal Clerk or bring 12 copies to the meeting)
2. _____	_____	<input checked="" type="checkbox"/> Audio / visual presentation (must be received in pdf or jpg format accompanying the Application Form).
3. _____	_____	
4. _____	_____	

#### TOPIC AND PURPOSE OF PRESENTATION:

Clearly outline the topic of your presentation:  Yes  No Executive Session

Go East of Edmonton will update council on its successful year of promoting tourism for the County region. We will also discuss with council the options for renewing the County region advertising.

List desired outcome of presentation/recommend to Council: A decision will be requested by the end of January.

**Note:** That all correspondence submitted to Smoky Lake County will form part of the public record and will be published when this matter is before Council.

**Please Note for clarity:** You do not need to complete this form to ask questions of Council at the "Public Question and Answer Period" scheduled between 11:30 a.m. and noon at each regular Council Meeting. All meetings are open to the Public.

#### Comments:

APPLICANT NAME: (PLEASE PRINT) Kevin D. Kisilevich	SIGNATURE Kevin D. Kisilevich	DATE Dec 23, 2025
---	----------------------------------	----------------------

#### OFFICE USE Only:

Applicant Received: \_\_\_\_\_ By: \_\_\_\_\_

Confirmed by: \_\_\_\_\_ Council Meeting Date: \_\_\_\_\_

Dear Smoky Lake County, Council and Administration,

Go East of Edmonton Regional Tourism is pleased to attend on January 8, 2026, to do a presentation to Council.

As per the November 2025 Council meeting It was requested by Council for us to present to council the Renewal options for 2026 Marketing. Your community has been a member with us from the beginning and specific examples of how we have promoted Smoky Lake region will be presented. Of Special Interest we will highlight the excellent results we achieved promoting the Smoky Lake region.

Go East of Edmonton Regional Tourism is the most successful tourism organization that has ever existed in the region. 2025 was another exceptional year where we hit many milestones of success, and we are planning to continue our Tourism Growth for 2026.

***Here is a quick summary of our Success in 2025, and we will expand upon important details in our presentation.***

**TRAVEL GUIDE** was another great success with increased **Demand** and readership, with more testimonials coming in from people using the Travel Guide. It is the **#1 rated Travel Guide** to the region with over 100,000 readers.

**WEBSITE** traffic this year saw a significant increase. The website alone has over 300,000 visits reaching over 580,000 pageviews. By far Go East of Edmonton is the **#1 highest traffic website** for tourism that supports Communities and businesses in the region.

**SOCIAL MEDIA** followers grew to **over 59,000** followers and reached record numbers in the summer months!

**SUMMER CAMPAIGN DIGITAL ADS** again reached **millions of impressions** to promote the region.

**ROADTRIP ADVENTURE GAME** was another success with the highest ever number of roadtrippers to the region and an **economic impact for the region of over \$250,000**.

**NRED TOURISM DEVELOPMENT PROJECT continues into 2026**, to support local businesses and training with regional tourism development support.

**Renewal Options for 2026 will be discussed with a request for a decision before the end of January 2026:**

Previous examples of Advertising and related costs will be explained and discussed. Over the past many years Smoky Lake County has advertised in the Go East of Edmonton Travel Guide, recently this advertising helped support the regions communities and non-profit events. Fees to renew are estimated between \$2400 to \$3600 for 2026.

Thank you for the opportunity and we look forward to meeting and presenting to you,

Kevin D. Kisilevich  
Marketing and Development Manager  
**GO EAST of Edmonton Regional Tourism**  
[Kevin.goeast@gmail.com](mailto:Kevin.goeast@gmail.com)

# Put the POWER of to Work for YOU!



<p><b>Travel Guide</b> in print &amp; online <i>60,000 copies printed &amp; over 250,000 Readers annually!</i></p>	<p><b>Digital Marketing</b> <i>Google &amp; Meta Ads reaching over 2 Million annually!</i></p>	<p><b>Roadtrip Videos</b> <i>Over 20 videos created, reaching over 1 Million views!</i></p>
<p><b>Tourism Social Media &amp; E-News</b> <i>Over 58,000 Followers!</i></p>	<p><b>Tourism Website</b> <i>Over 550,000 Pageviews annually!</i></p>	 <p><i>The Game has influenced Roadtrippers to spend over \$1 Million in the region! (2021-2025)</i></p>

*Get RESULTS with the*



*Tourism Marketing in the Region!*

## OUR EXPERIENCED TEAM OFFERS:

<p><b>Tourism Marketing &amp; Development</b></p>	<p><b>Digital Marketing</b> Web, Social Media, Videos, Blogs, TV, Radio, Billboards</p>	<p><b>Most Comprehensive Events Calendar &amp; Tourism Directory</b></p>
<p><b>Industry Hub, Training Workshops and Events</b></p>	<p><b>Join Our Social Community</b> @GoEastofEdmonton    </p>	<p><b>Ask about Funding, &amp; Support Programs</b></p>

As a Destination Marketing Organization (DMO), we work with Travel Alberta, Explore Edmonton and many other Organizations & Communities to help Grow Tourism!



Only 1 hr Northeast  
of Edmonton

Naturally Inviting...



Join us for Exciting Events, Great Camping,  
Trails, Golf, Adventures, Attractions & more!



**Smoky Lake  
Farmers Market**  
April 5 - Dec 18, 2025  
Every Saturday 10-11am  
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, Slo pitch Tournament,  
Kid's Sand Dig and Kid's Activities  
780-358-2306  
[victoriastraig.com](http://victoriastraig.com)



**Vilna Show N Shine**  
Sunday, August 17, 2025  
Registration 11am, Show 12-3 pm  
Trophies, 50/50, Free BBQ,  
Live Music, Silent Auction  
780-656-0553  
[vilnacars@gmail.com](mailto:vilnacars@gmail.com) | [vilna.ca](http://vilna.ca)

### Smoky Lake County Campgrounds:

- Bellis Beach
- Hanmore Lake
- Island Lake
- Kaduk Lake
- Mons Lake (government owned)
- Shemeluk Lake - Day use area only
- Bonnie Lake - 780-636-3620

Book your campsite at  
[smokylakecounty.ab.ca](http://smokylakecounty.ab.ca)



### Smoky Lake Stampede

August 2 & 3, 2025

Saturday: Pancake breakfast,

Farmers Market and Parade

LRA sanctioned rodeo 1 pm

Steak supper

Sunday: LRA sanctioned rodeo 1 pm

Kids' beer gardens with live band

Fireworks

Wild pony racing and

Mutton Busting both days!

780-690-2483

[smokylakecountystampede](http://smokylakecountystampede)



### Smoky Lake Pumpkin Fair

Giant Pumpkin Weigh-Off!

October 3-5, 2025

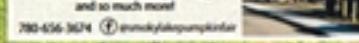
Huge Farmers' Market, Corn Maze

Kid's Activities, Show 'n Shine

Entertainment, Shinerazy,

Beer Gardens, Giant Pumpkin Drop

and so much more!



780-656-3674 [smokylakepumpkinfair](http://smokylakepumpkinfair)

[smokylakecounty.ab.ca](http://smokylakecounty.ab.ca)

@smokylakecountyAB



## Delegation Request Form

### APPLICATION

**Thank-you** for your interest in becoming a Delegation before County Council.

**Please** complete this application form. Please refer to Policy Statement No: 01-49 for Delegation Protocol and Procedures.

**NOTE:** By filling out this application form, you are consenting to disclosure of any personal information made evident through your speech or presentation materials and grant permission to the County to publish these materials and agrees to abide by the terms of this Policy.

Personal information on this Application is being collected under the authority of the Freedom of Information & Protection of Privacy Act (FOIP).

Smoky Lake County considers the author's address relevant to Council's consideration of this matter and will disclose this personal information if it is provided to us. However, the author's phone number and email address are not required and should be omitted if the author does not wish this personal information disclosed.

#### APPLICANT NAME AND CONTACT INFORMATION:

Last Name: [REDACTED]	First Name: KEVIN
Phone Number: [REDACTED]	E-mail Address: [REDACTED]
Mailing Address: [REDACTED]	Box [REDACTED] Town [REDACTED], Alberta [REDACTED]
	Postal Code [REDACTED]

Group / Organization / Business / Individual:

Representing a Group / Organization / Business : \_\_\_\_\_  
 Attending as a Individual

#### NAME OF PRESENTERS / ORGANIZATION:

	Name	Position Title
1.	[REDACTED]	[REDACTED]
2.	[REDACTED]	[REDACTED]
3.	[REDACTED]	[REDACTED]
4.	[REDACTED]	[REDACTED]

#### Supporting documentation (optional)

Handouts at the meeting (please provide copies to the Municipal Clerk or bring 12 copies to the meeting)

Audio / visual presentation (must be received in pdf or jpg format accompanying the Application Form).

#### TOPIC AND PURPOSE OF PRESENTATION:

Clearly outline the topic of your presentation:  Yes  No Executive Session

TO DISCUSS TIMING OF PAYMENT FOR COUNTY LAND LEASE.

List desired outcome of presentation/recommend to Council:

**Note:** That all correspondence submitted to Smoky Lake County will form part of the public record and will be published when this matter is before Council.

**Please Note for clarity:** You do not need to complete this form to ask questions of Council at the "Public Question and Answer Period" scheduled between 11:30 a.m. and noon at each regular Council Meeting. All meetings are open to the Public.

#### Comments:

KEVIN WAWRYNCHUK

APPLICANT NAME: (PLEASE PRINT)

  
SIGNATURE

DEC. 12/2025

DATE

#### OFFICE USE Only

Applicant Received: \_\_\_\_\_

By: \_\_\_\_\_

Confirmed by: \_\_\_\_\_

Council Meeting Date: \_\_\_\_\_



# Request for Decision (RFD)

Meeting Date: Thursday, January 8, 2026

Agenda Item: # 7.1

**Topic: Bylaw No. 1496-26: Bylaw to close all those portions of the Government Road Allowance lying within Lot 1 Block 1 Plan 262 & to consolidate said closed portions with SE 1/4 14-59-16-W4M**

**Presented By:** Planning & Development Services

---

**Recommendation:**

- 1. That Smoky Lake County Council give Bylaw No. 1496-26, a Bylaw to close all those portions of the Government Road Allowance lying within Lot 1 Block 1 Plan 262 & to consolidate said closed portions with SE 1/4 14-59-16-W4M, First Reading.**
- 2. That Smoky Lake County Council schedule a Public Hearing on said Bylaw No. 1496-26 for \_\_\_\_\_, \_\_\_\_\_, 2026, at 1:00 p.m., and to advertise said Public Hearing in accordance with Section 606 of the *Municipal Government Act*.**

**Background:**

On October 29, 2025, the Planning and Development Manager received an application from the owner of the lands legally described as SE-15-59-16-W4M, to close and consolidate with said lands, the adjacent undeveloped government road allowance located to the south of said lands. The applicant wishes to have the road closed and consolidated to prevent unauthorized access to his property.

**Benefits:** Disposal of unutilized road allowance and increased efficiency of land use for applicant.

**Disadvantages:** Nil.

**Alternatives:** Defeat Bylaw No. 1496-26.

**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: Application for Road Closure**

**Enclosure #1: Bylaw No. 1496-26**

A handwritten signature in black ink, appearing to read "S. H. [Signature]".

Approved by the Interim CAO: \_\_\_\_\_ . Date: \_\_\_\_\_ .

## Enclosure #1: Application for Road Closure

Enclosure #1 - Page 1 of 3

### Schedule "A" - Road Closure Application Form

<b>Internal Use Only</b>		
Our File Number: <u>RC 034</u> Roll Number: <u>16591410</u> Your File Number: _____		
<b>Applicant Information</b>		
Applicant Name: <u>MARK JOHNSON</u> A _____ C _____ R _____		
<b>Applicant Authorization:</b> I am the applicant authorized to act on behalf of the registered owner(s) and that the information provided on this form is full and complete and is, to the best of my knowledge, a true statement of the facts relating to this application. _____		
<b>Registered Landowner Information</b>		<input checked="" type="checkbox"/> Owner same as applicant
Landowner(s): _____	Phone: _____	
Address: _____	Cell Phone: _____	
City: _____	Province: _____	Email address: _____
Postal Code: _____	Signature: _____	
<b>Property Information</b>		
<u>Short Legal Description (if applicable):</u>		
Registered Plan: _____	Block: _____	Lot: _____
<u>Long Legal Description:</u>		
Part of <u>SE</u> $\frac{1}{4}$ Section: <u>14</u> Township: <u>59</u> Range: <u>16</u> Meridian: <u>W4M</u>		
Road Plan Number (if applicable): _____		
<b>Purpose of Road Closure:</b>		
TO CLOSE AND CONSOLIDATE THE UNDEVELOPED GOVERNEMNT ROAD ALLOWANCE LOCATED TO THE SOUTH OF SE-14-59-16-W4M TO ALLOW FOR THE ERECTION OF A GATE TO PREVENT THEFT AND TO ELIMINATE THE POTENTIAL LIABILITY FOR ACCIDENTS INVOLVING THE STEEP TERRAIN ON AND NEAR THE ADJACENT LANDS		
<b>Application Information (for office use only)</b>		
Application Date: <u>OCTOBER 29, 2025</u>	Date Application Complete: <u>OCTOBER 28, 2025</u>	
Application Fee: <u>\$500.00</u>	Receipt: <u>43363</u>	
Referrals Sent: <u>NOVEMBER 14, 2025</u>	Referral Deadline: <u>NOVEMBER 28, 2025</u>	
Resolution Date: <u>N/A</u>	Resolution #: <u>N/A</u>	
Bylaw #: _____	First Reading: _____	
Public Hearing: _____	Submitted to RPAT: _____	
Second/Third Reading: _____	Sent to Land Titles: _____	

PAGE 1 of 2

**Schedule "A" - Road Closure Application Form**

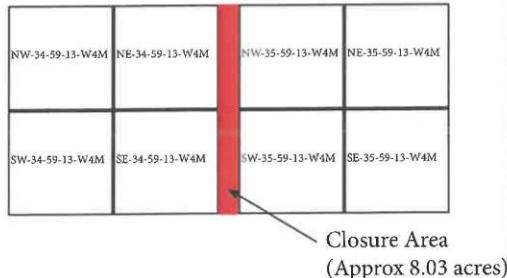
**Internal Use Only**

Our File Number: RC 034 Roll Number: 16591410 Your File Number: \_\_\_\_\_

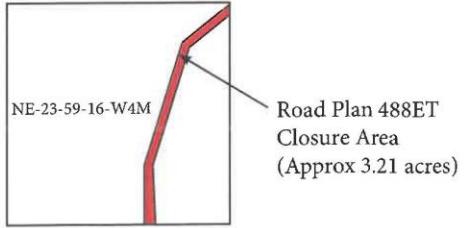
**Please provide a sketch plan of the proposed road closure in the space below. Examples of sketches for Road Allowances and Road Plans are provided below for reference.**



**Sample Sketch: Road Allowance**



**Sample Sketch: Road Plan**



**PAGE 2 of 2**



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

Enclosed **EF** Page **1** of **8**

Page 1

**RECEIPT OF PAYMENT**

Receipt Number: 43363

Tax Number:

Date: October 29, 2025

Initials: BS

Type	Account / Ref. #	Description	Quantity	Discount	Amount Paid	Balance Remaining
General	GL	Other Fees	N/A	\$0.00	\$500.00	N/A
			Subtotal:		\$500.00	
			Taxes:		\$0.00	
			Total Receipt:		\$500.00	
			Debit:		\$500.00	
			Total Amount Received:		\$500.00	
			Rounding:		\$0.00	
			Amount Returned:		\$0.00	

## Enclosure #2: Bylaw 1496-26

Bylaw 1496-26: Road Closure – Undeveloped Government Road Allowance; SE-14-59-16-W4M

SMOKY LAKE COUNTY  
IN THE PROVINCE OF ALBERTA  
BYLAW NO. 1496-26

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 one certificate of title  
(disposal), subject to any rights of access granted by any other legislation or  
regulation:

Meridian 4 Range 16 Township 59 all that portion of original  
government road allowance lying within Lot 1 Block 1 Plan  
262\_\_\_\_\_, as shown in the attached Schedule "A" for clarity.

### 1. Citation

1. This Bylaw may be cited as "Road Closure – Johnson – portion of Undeveloped  
Government Road Allowance amalgamated with SE 1/4 14-59-16-W4M.

This Bylaw shall come into force and have effect from and after the date of third  
reading thereof.

Received First Reading this \_\_\_\_\_ day of \_\_\_\_\_, 2026

\_\_\_\_\_  
Reeve

\_\_\_\_\_  
Seal

\_\_\_\_\_  
Chief Administrative Officer

APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Approval valid for \_\_\_\_\_ months

Bylaw 1496-26: Road Closure – Undeveloped Government Road Allowance; SE-14-59-16-W4M

Minister of Transportation

Seal

Received Second Reading this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Received Third Reading this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Reeve

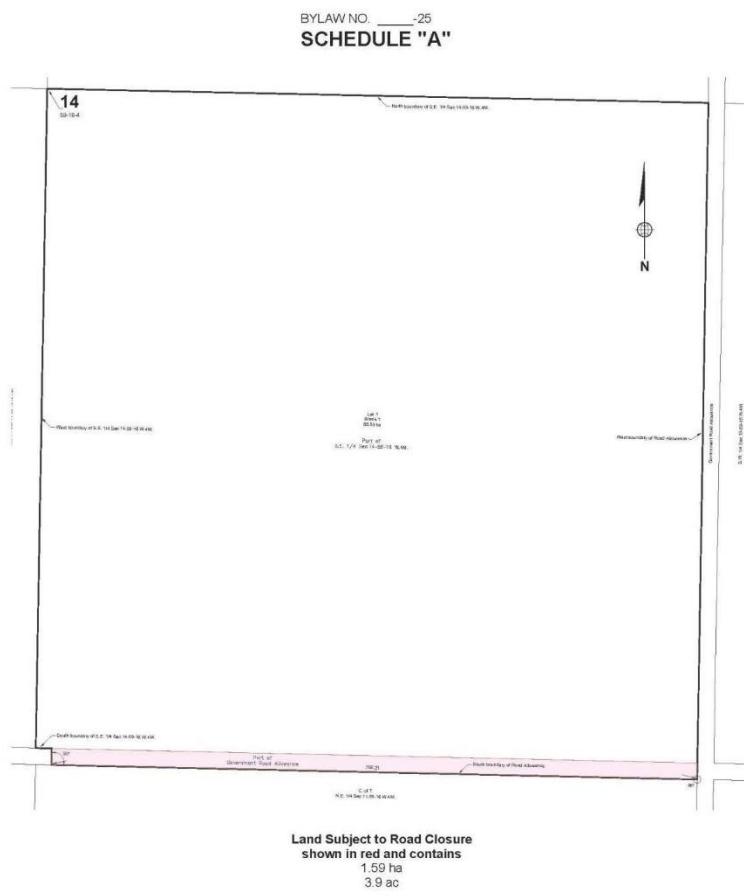
Seal

\_\_\_\_\_  
Chief Administrative Officer

Bylaw 1496-26: Road Closure – Undeveloped Government Road Allowance; SE-14-59-16-W4M

**SCHEDULE "A"**  
**BYLAW NO. 1496-26**

**Land Subject to Road Closure:**





# Request for Decision (RFD)

Meeting Date: Thursday, January 8, 2026

Agenda Item: # 7.2

**Topic:** Roadway License Agreement Application RLA-001-26 – Undeveloped Government Road Allowances located (between SE-14-59-14-W4M and NE-11-59-14-W4M & between NE-11-59-14-W4M and NW-12-59-14-W4M)

**Presented By:** Planning & Development Services

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**Recommendation:**

**That Smoky Lake County Council approve the Roadway License Agreement with Jeremy Tchir, for the purposes of utilizing the undeveloped government road allowances as shown on the attached map, for the grazing of cattle, expiring on December 31, 2030, unless otherwise terminated sooner.**

**Background:**

On December 15, 2025, the Planning and Development Manager received an application to license the undeveloped government road allowances between the lands legally described as SE-14-59-14-W4M and NE-11-59-14-W4M & between NE-11-59-14-W4M and NW-12-59-14-W4M, for the purposes of grazing cattle. The applicant intends to apply for a road closure bylaw to close said portions of undeveloped government road allowance and to purchase and consolidate the said portions with the adjacent lands.

Pursuant to Smoky Lake County Policy 03-44: *Roadway License Agreement*, the County requires an applicant who wishes to temporarily occupy a road allowance to obtain a License. Any License granted by the County is subject to termination upon providing thirty (30) days notice in writing.

**Benefits:** Productive use of unutilized road allowance and increased efficiency of land use for applicant.

**Disadvantages:** Nil..

**Alternatives:** Deny the request to issue a License.

**Financial Implications:** Nil.

**Legislation:** Municipal Government Act R.S.A. 2000, c. M-26, Section 22.

**Intergovernmental:** Nil.

**Strategic Alignment:** Nil.

**Enclosure(s):**

**Enclosure #1: Roadway License Application**

**Enclosure #2: Map of proposed License area**

**Enclosure #3: Policy 03-44: *Roadway License Agreement***

Approved by the Interim CAO:  Date: \_\_\_\_\_.

## Enclosure #1: Roadway License Application

### Section 03

## Policy 44-02



**Application  
for  
Roadway License Agreement**

### 1. License Applicant

Name: Jeremy Tchor

Postal Code: \_\_\_\_\_ Phone: \_\_\_\_\_

2. Description of roadway requested to be under license.

Undeveloped roadway bordered on each side by the applicant. (East-West Road Allowance between SE 14-59-14-W4M AND NE 11-59-14-W4M AND North-South Road Allowance between NE 11-59-14-W4M AND NW 12-59-14-W4M)

*Please attached a map to accompany this application.*

3. Purposes(s) for this application:

a. occupy roadway for agricultural use.

b. restrict access through private property

4. Confirmation signatures from adjacent landowner(s) agreeing to your application.

Print Name	Legal Description	Signature	Date
Print Name	Legal Description	Signature	Date
Print Name	Legal Description	Signature	Date
Print Name	Legal Description	Signature	Date

License Agreement Signature

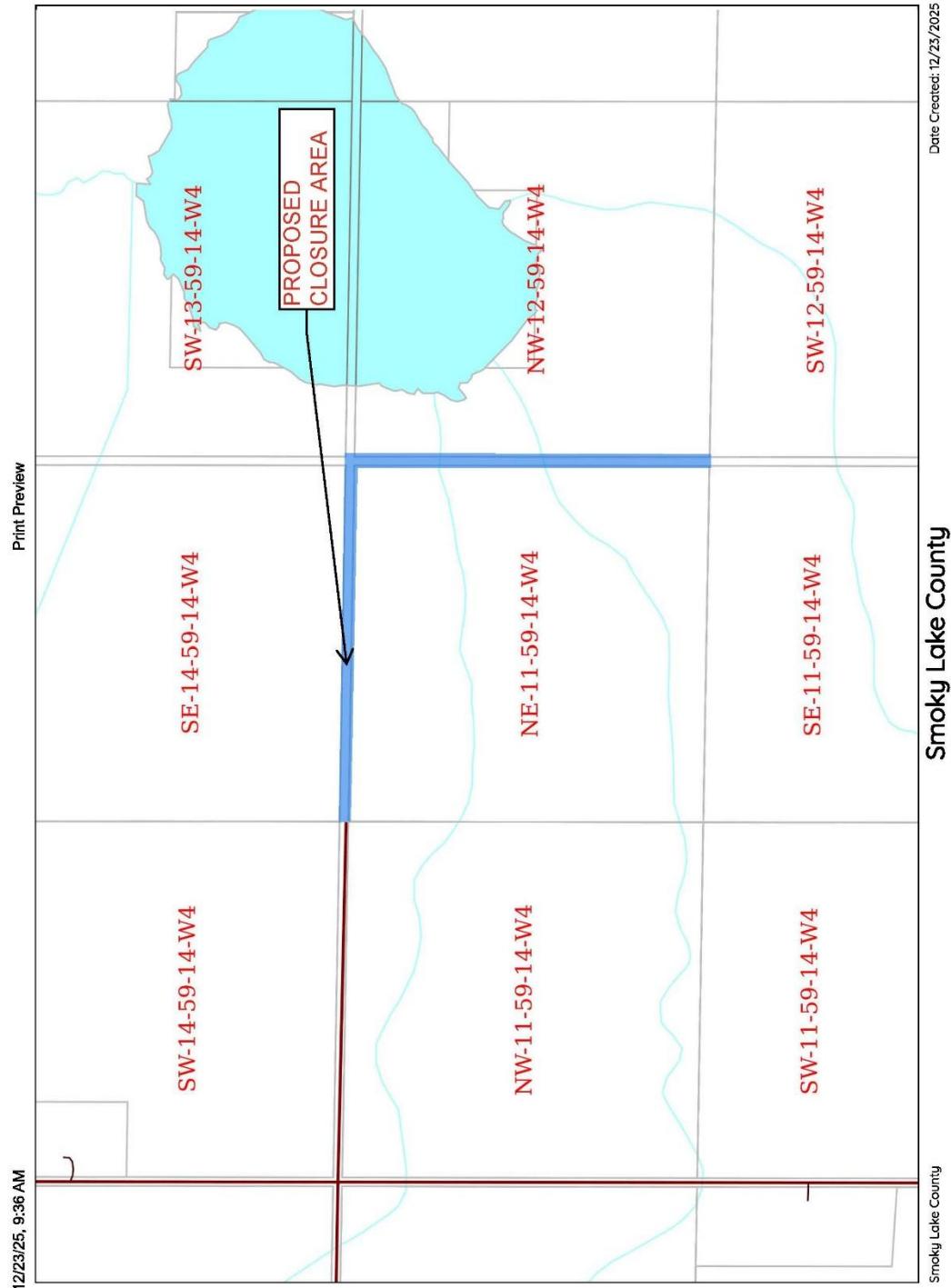
Dec. 15/25  
Date

**Roadway License Agreement: Application**

Page 3 of 9.

**Enclosure #2: Map of proposed License area**

1/1



**Enclosure #3: Policy 03-44: Roadway License Agreement**

**SMOKY LAKE COUNTY**



<b>Title:</b> Roadway License Agreement	<b>Policy No.:</b> 44-02
<b>Section:</b> 03	<b>Code:</b> <b>Page No.:</b> 1 of 9 <b>E</b>

<b>Legislation Reference:</b>	Alberta Provincial Statutes
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<b>Purpose:</b>	To provide a procedure for granting a License or Permit for the temporary occupation or use of a portion of a Road Allowance.
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<b>Policy Statement and Guidelines:</b>	
The County Council did by Bylaw No. 1005-96 establish the procedure to implement a "Roadway License Agreement" for the temporary occupation or use of a road allowance.	
<b>BYLAW 1005-96</b>	
Being a Bylaw of the Municipal Council of the Smoky Lake County to grant Licenses for the temporary occupation or use of Road Allowance(s) when they are not required for public use.	
WHEREAS Section 16(1)(q) of the <i>Highway Traffic Act</i> , Revised Statutes of Alberta, 1980, Chapter H-7 provides that a Council may make Bylaws granting a license for the temporary occupation or use of a highway when it is not required for public use, if the license is terminable on thirty (30) days notice in writing.	
AND WHEREAS the Smoky Lake County deems it just and proper to establish a procedure for the granting of licenses for the temporary occupation or use of roadways within Smoky Lake County in the forms attached to, and forming part of this Bylaw.	
NOW THEREFORE the Council of Smoky Lake County in the Province of Alberta, duly assembled, enacts as follows:	
<u>Section 1: Name of Bylaw</u>	
1.1 This Bylaw may be cited as the <u>"Roadway License Bylaw"</u> .	
<u>Section 2: Grant of License</u>	
2.1 The Smoky Lake County is hereby authorized to grant licenses in the form attached as "Schedule A: Roadway License Agreement" to this Bylaw for the temporary occupation or use of road allowances, public highways, or a portion of a road allowance or highway when they are not required for public use, providing the license is terminable on thirty (30) days notice in writing.	
<u>Section 3: Effective Date of Bylaw</u>	
3.1 This Bylaw shall take effect on the 26 <sup>th</sup> day of January, A.D. 1996.	

<b>Title:</b> Roadway License Agreement		<b>Policy No.:</b> <b>44-02</b>
Section: <b>03</b>	Code:	Page No.: 2 of 9 <b>E</b>

**Policy Statement and Guidelines:**

Forming a part of this policy are attached:

1. Application for Roadway License Agreement.
2. Roadway License Agreement – *Schedule A*.

	Date	Resolution Number
Approved	<b>January 26, 1996</b>	# 253 - Page # 5658
Amended	<b>May 31, 2005</b>	# 456 - Page # 7948
Amended		



**Application  
for  
Roadway License Agreement**

1. License Applicant

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Phone: \_\_\_\_\_

2. Description of roadway requested to be under license.

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*Please attach a map to accompany this application.*

3. Purposes(s) for this application:

a. \_\_\_\_\_

b. \_\_\_\_\_

4. Confirmation signatures from adjacent landowner(s) agreeing to your application.

Print Name	Legal Description	Signature	Date
Print Name	Legal Description	Signature	Date
Print Name	Legal Description	Signature	Date
Print Name	Legal Description	Signature	Date

\_\_\_\_\_  
License Applicant Signature

\_\_\_\_\_  
Date

Roadway License Agreement: *Application*

Page 3 of 9.



## Roadway License Agreement

THIS AGREEMENT made this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 20\_\_\_\_.

BETWEEN:

**SMOKY LAKE COUNTY**  
a Municipal Corporation in the Province of Alberta  
(herein after referred to as "the County")

OF THE FIRST PART

AND

of \_\_\_\_\_  
(hereinafter referred to as "the Licensee")

OF THE SECOND PART

\*\*\*\*\*

WHEREAS the Council of the County has the control and management of roadways within the municipal boundaries of the County;

AND WHEREAS the \_\_\_\_\_ is a

roadways located within the municipal boundaries of the County and is subject to the management and control of the County;

AND WHEREAS the Licensee desires to use a portion of the roadway under the terms and conditions contained herein;

AND WHEREAS that portion of the roadway is not currently required for public use and the County is prepared to grant the Licensee a license for the temporary occupation or use of that portion of the roadway, subject to the terms and conditions contained herein;

NOW THEREFORE THIS AGREEMENT WITNESSES that in consideration of the premises, covenants, conditions and terms contained herein, the parties hereto agree as follows:

1. To be eligible for the Road License Agreement and for the agreement to remain in effect: the applicant must be either the owner or hold a license; or be a renter of the adjacent property to the roadway.
2. The County does hereby, in consideration of the payments hereinafter specified and in consideration of the covenants and conditions herein contained, grant permission to the Licensee to use, for the purpose herein specified, that portion of the roadway, more particularly described as:

*as highlighted on the attached map*  
(hereinafter referred to as "the License Area")
3. The term of the license herein granted shall commence on the \_\_\_\_\_ day of \_\_\_\_\_, A.D., 20\_\_\_\_, and shall terminate on the \_\_\_\_\_ day of \_\_\_\_\_, A.D., 20\_\_\_\_, unless terminated earlier as provided for herein.
4. The license herein granted shall be limited solely to the purpose of farming, including livestock grazing. The Licensee shall not cause or permit any other activity whatsoever within the Licensed Area, nor cause the Area to be brushed.

5. In consideration of the rights herein conferred upon the Licensee, the Licensee shall pay to the County the following amounts at the following times, namely:

\$ \_\_\_\_\_

6. The Licensee acknowledges and agrees that its rights to enter upon the use the Licensed Area shall not confer upon the Licensee any exclusive right whatsoever in respect to the use or occupation of the License Area, and that the Licensee shall have no claim to the License Area other than as herein provided.

NOTE: The Licensee shall provide legal access to the Public and Crown to the lands and lake abutting the "License Area"; where such land or lakes abut the "License Area".

7. The County and the Licensee agree that the rights of the Licensee are only personal in nature and that nothing herein confers upon the Licensee any legal or equitable estate whatsoever in the lands within the Licensed Area.

8. The County shall have the full right to occupy and use the Licensed Area in any manner whatsoever deemed appropriate by the County; provided that the County shall not unreasonably interfere with the rights herein conferred upon the Licensee.
9. The Licensee, by performing and observing the covenants and conditions herein contained, shall be entitled to reasonably exercise the rights herein conferred upon the Licensee without any unreasonable hindrance, molestation or interruption from the County.
10. The Licensee shall not, without the prior written consent of the County, assign either in whole or in part any of the rights herein conferred upon the Licensee.
11. The Licensee acknowledges that the County may deem it necessary or appropriate, from time to time, to cause or allow third parties to construct or install permanent underground or above ground utility lines, pipelines facilities and transmission lines which will cross the Licensed Area; or to perform such other work upon the Licensed Area as may be deemed necessary at the sole discretion of the County, and the Licensee acknowledges and agrees that the Licensee shall in no way interfere or hinder the construction, installation, repair or maintenance undertaken by the County or any person to whom the County has granted such permission, and further, the Licensee shall forthwith, upon receiving reasonable notice of the request of the County, execute such further documentation as deemed appropriate in the sole discretion of the County for the purposes of expedition or permitting any such work within the Licensed Area by the County or the nominee of the County.
12. The Licensee shall at all times hereafter indemnify and hold harmless the County against all actions, claims, demands, suits or proceedings whatsoever that may be lawfully brought or made against the County by reason of anything done by the Licensee, its agents, employees, invitees or contractors, whether or not such things are done in the exercise or purported exercise of the rights herein conferred upon the Licensee and whether occasioned by negligence or otherwise.
13. The Licensee shall carry comprehensive liability insurance with insurable limits of no less than **One Million Dollars (\$1,000,000.00)** for each occurrence or incident, which shall name the County as an insured party and the Licensee shall provide proof of such insurance to the satisfaction of the County upon demand.

14. The Licensee shall compensate the County for all damage to property of the County arising out of the activities of the Licensee on or adjacent to the Licensed Area, whether or not such activities are in pursuance or purported pursuance of the rights herein conferred upon the Licensee.
15. The Licensee acknowledges and agrees that all property of the Licensee which may hereafter be located on, under, over or adjacent to the Licensed Area shall be at the sole risk of the Licensee and that the County shall not be liable for any loss or damage thereto howsoever occurring and the Licensee hereby releases the County from all actions, claims, demands, suits or proceedings whatsoever in respect of any such loss or damage, except and to the extent of which such loss or damage is caused by the neglect or fault of the County or its servants or agents.
16. Notwithstanding anything to the contrary contained herein, it is understood between the County and the Licensee that the County shall have the absolute right and privilege to terminate this **Roadway License Agreement** herein granted (together with all rights contained herein or ancillary thereto) upon the County providing to the Licensee **Thirty (30) days** written notice of such termination.
17. If in the opinion of the County the Licensee undertakes or permits any activity whatsoever within the Licensed Area which may be a nuisance or cause damage, or in the event that the County is of the opinion that the Licensee has undertaken or permitted any activity whatsoever which is inconsistent with the terms hereof, then the County, in its absolute discretion may:
  - a. Give to the Licensee **Ten (10) days** written notice to rectify or remedy any such nuisance or improper activity, and failing the Licensee remedying or rectifying such nuisance or improper activity, the **Roadway License Agreement** and the rights herein conferred upon the Licensee shall automatically terminate and the Licensee shall vacate forthwith the Licensed Area; **OR**
  - b. Give the Licensee notice or immediate termination of the **Roadway License Agreement** and the rights herein conferred upon the Licensee and the Licensee shall vacate forthwith the Licensed Area.
18. The Licensee acknowledges and agrees that the total rights secured by the Licensee are only such rights as are specified herein and that the County has made no representations, warranties, promises or agreements, either express or implied, beyond those contained herein.

19. The rights herein conferred upon the Licensee are not, and shall not be construed as, covenants running with the land and the Licensee shall not register at the Land Titles Office any instrument whatsoever which claims any interest, legal or equitable, in the lands within the Licensed Area.
20.
  - a. The Licensee agrees that it shall not erect any buildings, improvements or structures on the License Area, without the express written consent of the County. If the Licensee is permitted to erect any buildings, improvements or structures, the same are to be constructed in a work-man-like manner so as to minimize damage to the Licensed Area, and the Licensee shall, after any such work, restore the Licensed Area to a level and condition equivalent to that which existed prior to the commencement of any such construction.
  - b. Gates should be provided at each end of the licensed roadway. These gates are to remain unlocked at all times, and be easy to open and close, unless expressed permission is granted; and not posted as private property.
21. Upon termination of the **Roadway License Agreement**, the Licensee agrees to remove all property belonging to the Licensee from the Licensed Area and to restore the Licensed Area to a level and condition equivalent to that which existed prior to the commencement of this License. If the Licensee fails or neglects to restore the Licensed Area and remove any and all property of the Licensee's from the Licensed Area within fifteen (15) days of the termination of this **Roadway License Agreement**, the County shall have the right, but not be obligated, to take such action as is reasonably necessary at the sole discretion of the County to remove all property of the Licensee from the Licensed Area, and to restore the Licensed Area to the level and condition equivalent to that which existed prior to the commencement of this **Roadway License Agreement**. The Licensee agrees that the County shall not be responsible for any property of the Licensee hereby removed from the Licensed Area, and further hereby agrees to compensate the County for the cost of any and all such action performed by the County, its servants, contractors or agents pursuant to this clause.
22. The Licensee agrees that it will at all times and in all respects abide by all laws, bylaw, legislative and regulatory requirements of any governmental or other competent authority relating to the use and occupation of the Licensed Area.
23. The Licensee agrees to give the County prompt written notice of any accident or any damage or injury occurring on the License Area howsoever caused.

24. Any notice to be given by one party hereto to the other shall be in writing and shall either be delivered personally or mailed by prepaid registered mail to the other party at the address shown below. Notice given in any such manner shall be deemed to have been received by the party on the day of delivery or upon the seventh (7<sup>th</sup>) day after the day of mailing, provided that normal postal service is in existence at the time. Notice shall be given:

TO THE COUNTY AT :      SMOKY LAKE COUNTY  
                                    Box 310 Smoky Lake, Alberta T0A 3C0

or delivered to:      SMOKY LAKE COUNTY  
                                    4612 McDougall Drive, Smoky Lake

TO THE LICENSEE AT: \_\_\_\_\_

or delivered to: \_\_\_\_\_

Any party may change its address for service from time to time upon notice to the effect. In the event of disruption of normal postage service, any party giving notice hereunder shall be required to deliver the same.

25. During the term of this License, the Licensee shall at its own expense maintain and keep in good, safe and substantial repair and condition the Licensed Area.

IN WITNESS WHEREOF the parties hereto have executed this Agreement as of the day first above written.

\_\_\_\_\_  
Licensee -

\_\_\_\_\_  
Witness -

\_\_\_\_\_  
Licensee -

\_\_\_\_\_  
Smoky Lake County -



# Request for Decision (RFD)

**Meeting Date:** Thursday, January 8, 2026

**Agenda Item:** # **7.3**

**Topic:** Field Level Hazard Assessment (FLHA) / Tailgate Meeting Policy

**Presented By:** Jasmine Schaub, Health & Safety Coordinator, Deputy DEM

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**Recommendation(s):**

**That Smoky Lake County Council approve Policy H&S-40.01 as presented.**

**Background:**

Smoky Lake County's proposed Policy H&S-40 formalizes the requirement for Field Level Hazard Assessments and Tailgate meetings to be conducted before any task begins outside a controlled office environment. It sets clear roles, responsibilities, training expectations, recordkeeping standards, and integrates FLHAs with other elements of the County's safety program (formal hazard assessments, safe work practices, incident reporting, COR audits).

The policy aligns with Alberta's Occupational Health and Safety (OHS) Code, Part 2 (Sections 7–10), which requires employers to assess worksites for hazards before work begins, involve workers in hazard assessment and control, and apply the hierarchy of controls (elimination/substitution, engineering, administrative, and PPE).

Provincial guidance (Hazard Assessment and Control Handbook, updated Oct 2023) supports site-specific FLHAs as best practice to meet legislated requirements and to focus training, inspections, and emergency response planning on actual hazards present.

**Benefits:**

- Meets OHS Code requirements for hazard assessment, worker participation, and control measures; improves legal defensibility in the event of incidents.
- Standardized identification and control of task- and site-specific hazards reduces injuries, property damage, and service disruptions.
- Tailgate meetings ensure all workers understand hazards, controls, and emergency plans; sign-offs reinforce shared responsibility.
- Clear frequency, mid-shift reviews, and stop-work authority standardize practices across all County departments.
- Regular FLHA reviews and annual COR audit evaluation identify trends and inform updates to training and safe work practices.

**Disadvantages:**

- Completing and reviewing FLHAs can add minutes to job start and mid-shift changes; Managers and the Health and Safety Coordinator must manage forms by reviewing them and ensuring completion, and maintaining documentation.



# Request for Decision (RFD)

- Initial and refresher training require scheduling and budget; consistent application across diverse crews takes effort.
- Some crews may view FLHAs as duplicative of formal hazard assessments; clear communication is needed to differentiate site-specific vs. task-level assessments.

## Alternatives:

- Adopt Policy H&S-40 as presented.
- Adopt with amendments.

## Financial Implications:

- Introductory and refresher sessions for workers/supervisors.
- Time for managers to review and forward FLHAs weekly; Health and Safety Coordinator to retain for a minimum of 7 years under Records Management Bylaw.
- Most hazard controls are standard operational costs; targeted purchases may be required for specific hazards and may have to be contemplated in operational budgets/hazard control requirements.

**Legislation:** Alberta Occupational Health and Safety Code Part 2, Sections 7-10, the Record Retention and Disposal Bylaw, Formal Hazard Assessment Policies, Safe Work Practices, and Incident Reporting.

**Intergovernmental:** There are no intergovernmental involvement and/or implications related to or affecting the recommendation.

**Strategic Alignment:** Education

## Enclosure(s):

- FLHA Policy H&S 40.01

Signature of the CAO: 



# Smoky Lake County Policy

Title: **Field Level Hazard Assessment (FLHA) / Tailgate Meeting**

Policy #

Versio

Category: Health & Safety Services (H&S)

**H&S-40**

n

01

## LEGISLATIVE REFERENCE:

- Alberta Occupational Health and Safety (OHS) Act, Regulations & Code Part 2, Sections 7-9.

**PURPOSE:** The purpose of this policy is to ensure that all work activities are assessed for potential hazards at the field level before work begins. FLHA/Tailgate Meetings provide an opportunity for workers to identify, communicate, and control hazards specific to the task and worksite conditions. This process promotes proactive risk management, reinforces compliance with Occupational Health and Safety (OHS) legislation, and promotes a culture of safety through team engagement and shared responsibility. By conducting these assessments and discussions, we aim to prevent incidents, protect workers and the public, and maintain a safe and efficient work environment.

**STATEMENT:** Smoky Lake County is committed to providing a safe and healthy work environment for all employees, contractors, and the public. Conducting Field Level Hazard Assessments (FLHAs) and Tailgate meetings before starting any task is a critical component of our safety program. These practices ensure that hazards are identified, communicated, and controlled at the worksite level, and that all workers understand their roles and responsibilities in maintaining safety. Compliance with this policy is mandatory for all staff and contractors, and failure to adhere may result in corrective action.

## DEFINITIONS:

1. **“Field Level Hazard Assessment (FLHA)”:** A documented process conducted at the worksite to identify, assess, and control hazards specific to the task and environment before work begins.
2. **“Tailgate Meeting”:** A brief, on-site safety meeting held before starting work, where hazards, controls, and responsibilities are discussed with all workers involved.
3. **“Hazard”:** Any source, situation, or act that has the potential to cause harm to people, property, or the environment.
4. **“Control”:** A measure implemented to eliminate or reduce the risk associated with a hazard. Controls may include engineering solutions, administrative procedures, or personal protective equipment (PPE).
5. **“Worker”:** Any employee, contractor, or individual performing work under the direction of Smoky Lake County.

**OBJECTIVE:** The objective of this policy is to establish a consistent process for identifying, assessing, and controlling hazards at the worksite before any task begins. By requiring Field Level Hazard Assessments (FLHAs) and Tailgate meetings, the policy ensures that all workers understand the hazards associated with their tasks and the controls in place. It promotes open communication and collaboration among team members regarding safety concerns, reduces the risk of incidents, injuries, and property damage through proactive hazard management, and maintains compliance with Occupational Health and Safety legislation and industry best practices.

**SCOPE:** This policy applies to all Smoky Lake County employees and departments, including administrative staff when performing non-office tasks, as well as contractors and volunteers engaged in work activities where hazards may exist. Field Level Hazard Assessments (FLHAs) and tailgate meetings



are mandatory for all tasks performed outside of a controlled office environment and for any work involving potential hazards, including but not limited to:

- Field operations such as road maintenance/construction, parks work, utilities, gas services, landfill operations, and agricultural services.
- Peace Officer duties involving traffic control, roadside stops, adverse weather, or interactions with aggressive individuals or animals, and any non-emergency tasks. Emergency response activities may follow equivalent hazard assessment protocols integrated into operational procedures.
- Fire Department activities, including training exercises, maintenance work, and any non-emergency tasks. Emergency response activities may follow equivalent hazard assessment protocols integrated into operational procedures.
- Mechanical work in the shop involving hazardous tools, equipment, chemicals, or lifting, and all mechanical repairs are conducted in the field.
- High-risk activities, including confined space entry, working at heights, excavation, trenching, hot work, and chemical handling.
- Non-routine or new tasks where hazards have not been previously assessed.
- Situations where conditions change, such as weather, equipment, personnel, or scope of work.

FLHAs and tailgate meetings are not required for routine administrative tasks performed in an office setting, as these activities typically involve minimal hazards addressed through general office safety procedures. However, if administrative staff perform non-office tasks, such as site visits, event setup, or assisting with field work, an FLHA must be completed before starting work.

**RECORDS MANAGEMENT:** All completed Field Level Hazard Assessments (FLHAs) must be submitted to their Managers with workers' weekly timesheets. Managers must then review the FLHAs to ensure completion and submit them to the Health and Safety Coordinator for final review and retention.

All completed Field Level Hazard Assessments (FLHAs) must be maintained in accordance with the County's Records Management Bylaw, typically for a minimum of seven (7) years due to liability considerations.

#### **REVIEW CYCLE:**

This policy shall be reviewed every three (3) years, or earlier if:

- There are significant changes to the equipment, substances, or procedures that are introduced.
- There are changes to job function or processes that introduce a new hazard.
- Following an incident or a finding that the practice is inadequate.
- If a Joint Health and Safety Committee Member requests a review.

	<u>Date</u>	<u>Council Resolution #</u>	<u>Version</u>
Adopted	Month, day, year		
Amended			
Reviewed			01



## GUIDELINES & PROCEDURE:

### FREQUENCY:

FLHAs must be completed:

- For each job or task completed in a work day, and for every crew or individual.
- Whenever conditions change, such as:
  - Weather shifts (heat, cold, storms).
  - Equipment changes or breakdowns.
  - Addition of new workers or contractors.
  - Task modifications or unexpected hazards.
- Mid-shift reviews must be completed whenever workers return to the job after a break or when re-entering the work site to verify that hazards and controls have not changed.

### TRAINING REQUIREMENTS:

All workers and managers/supervisors must:

- Complete training on Hazard Identification, Assessment, and Control, and how to complete an FLHA and participate in Tailgate meetings.
- Understand hazard categories (physical, chemical, biological, ergonomic, psychosocial, and safety).
- Be familiar with the risk rating system (Severity, Probability, Exposure).
- Know how to apply the hierarchy of controls.
- Participate in refresher training when required.

### AUTHORITY TO STOP WORK:

Every worker has:

- The right and responsibility to stop work if hazards are uncontrolled or if the FLHA process is incomplete.
- The obligation to notify their Manager, Supervisor, or the Health and Safety Coordinator immediately and assist in reassessing hazards.
- Assurance that stopping work for valid safety reasons will not result in disciplinary action.

### COMPLIANCE AND ENFORCEMENT:

- Managers/Supervisors must verify FLHAs are completed and signed before work begins.
- Non-compliance may result in:
  - Immediate work stoppage.
  - Corrective action or retraining.
  - Disciplinary measures for repeated violations.
- Compliance will be monitored through audits and spot checks.

### CONTINUOUS IMPROVEMENT:

- The Health and Safety Coordinator will:
  - Review FLHAs monthly to identify recurring hazards and trends.
  - Recommend updates to safe work practices and training based on findings.
  - Share lessons learned with supervisors and the Joint Health and Safety Committee.
- FLHA effectiveness will be evaluated annually during the COR audit process.

### INTEGRATION WITH OTHER SAFETY PROGRAMS:

FLHAs complement:

- **Formal Hazard Assessments:** FLHAs address site-specific hazards, while Formal Hazard Assessments cover task-level hazards.



- **Safe Work Practices:** FLHAs verify these practices are applied in real conditions.
- **Incident Reporting:** Hazards identified during FLHAs should be documented and, if uncontrolled, reported as near misses.

## ROLES & RESPONSIBILITIES:

### Manager/Supervisor:

- Ensure that a Field Level Hazard Assessment and Tailgate meeting are completed daily or before a specific job/task begins.
- Review and approve or deny Moderate and Low Risk work.
- Stop work when it is deemed unsafe.
- Lead the Tailgate meeting and review identified hazards and controls with all workers if on site.
- Verify that all workers have signed the FLHA form and understand their responsibilities.
- Monitor compliance with the policy and take corrective action when necessary.
- Ensure FLHAs are handed in with weekly timesheets.
- Review FLHA documentation for completeness and compliance, and sign off once you have ensured that it is fully completed.
- Ensure identified controls are in place and available to workers.
- Ensure that completed FLHAs are being handed in to the Health and Safety Coordinator for storage.
- Conduct site audits to ensure compliance with this policy.
- When Smoky Lake County is designated as the Prime Contractor, the Manager/Supervisor is responsible for:
  - Coordinating the hazard assessment process for all workers and contractors on the work site.
  - Ensuring that all contractors participate in the County's tailgate meeting and are aware of the identified hazards and required controls.
  - Ensuring that contractors either:
    - Complete and submit their own equivalent Field Level Hazard Assessment (FLHA) for review or fully participate in the County's FLHA process and sign the FLHA form before work begins.
    - Verifying that hazards identified by contractors are incorporated into the County FLHA when relevant.
    - Communicating changes in site conditions, hazards, or work procedures to contractor supervisors immediately.
    - Ensuring that contractors communicate hazards specific to their work to the County Manager or Supervisor so they can be included in the FLHA.

### Worker(s):

- Participate actively in the Tailgate meeting and hazard identification process.
- Review and understand all hazards and controls listed on the FLHA form.
- Review and approve low-risk work when safe to do so.
- Stop work when it is deemed unsafe.
- Complete and sign the FLHA form to confirm understanding and agreement.
- Use the controls identified for the hazards.
- Reassess the worksite periodically throughout the day.
- Follow all safety procedures and report any new hazards immediately to the supervisor.



## Health and Safety Coordinator:

- Provide guidance and training for completing FLHAs and Tailgate meetings.
- Stop work when it is deemed unsafe.
- Review FLHA documentation to ensure new hazards have appropriate controls in place.
- Assist with training and continuous improvement of hazard assessment practices.
- Maintain records management for completed FLHAs and training.
- Conduct site audits to monitor compliance with this policy.

## CAO:

- Oversee the FLHA process and ensure its completion.
- Provide training and resources to workers.
- Review and Approve or Deny High Risk work.
- Stop work when it is deemed unsafe.

## TAILGATE MEETING AND FLHA COMPLETION PROCEDURE:

### Schedule and Conduct the Tailgate Meeting

- Tailgate meetings are **mandatory** and must occur **before any work begins**.
- Gather all workers involved in the task at the worksite.
- Conduct a site inspection before completing the FLHA by walking around the site to identify hazards.
- Review the scope of work, job steps, and potential hazards.
- Discuss emergency response plans and procedures relevant to the task, identify muster points, and communication plans.
- Tailgate meetings must include the completion of the Field Level Hazard Assessment (FLHA) Form for all tasks identified in the scope.

### Complete the Field Level Hazard Assessment (FLHA) Form

- Break down the job into individual steps.
- For each step:
  - Identify hazards (physical, chemical, biological, ergonomic, psychosocial, operational).
  - Determine appropriate control measures for every identified hazard using the hierarchy of controls (Elimination, Engineering, Administrative, PPE).
- Record hazards and controls clearly on the FLHA form.
- Assign risk ratings (Severity, Probability, Exposure) for each hazard.
  - Tasks identified as **High Risk require CAO approval** to proceed.
  - Tasks identified as **Moderate Risk require Manager approval** to proceed.
  - Tasks identified as **Low Risk require Supervisor or Worker approval** to proceed.
  - Tasks identified as **Minimal Risk can proceed with standard controls**.
- Ensure all controls are in place before work begins.

### Worker Participation and Sign-Off

- Review the completed FLHA with all workers during the Tailgate meeting.
- Confirm that everyone understands the hazards and controls.
- Each worker and contractor must sign the FLHA form to acknowledge participation and agreement.



- **No work begins until all workers sign the FLHA.**

### **Mid-Shift Review**

- When conditions change (weather, equipment, personnel), conduct a quick Tailgate update.
- Revise the FLHA forms as needed and have workers initial changes.

### **Submission and Recordkeeping**

- Submit completed FLHA forms to your Manager/Supervisor with your weekly timesheets.
- Managers/Supervisors forward forms to the Health and Safety Coordinator for retention in accordance with Records Management requirements.



## Field Level Hazard Assessment Form (FLHA)

**Pre-job / Daily / Audit** *(circle one)*

**Task/Job Description:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Location: \_\_\_\_\_ First Aiders: \_\_\_\_\_

**Communication Method:** \_\_\_\_\_ **Muster Point:** \_\_\_\_\_ **Emergency Contact:** \_\_\_\_\_

**FLHA Led By** (Name & Signature): \_\_\_\_\_ **Weather/Conditions:** \_\_\_\_\_

**HAZARD CONTROLS:** List hazards associated with task steps and identify control measures for each; use multiple pages if necessary. See the reference sheet for examples.

Task Step	Hazard Identified	Controls Implemented	S	P	E	Total
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**PPE CHECKLIST** (select all that apply)

High-Vis    CSA Boots    Gloves    Glasses    Hard Hat    Hearing Protection    Respirator    Fall Protection

**Other PPE:**

## **EQUIPMENT CHECK** (select all that apply)

**Pre-trip done**  **Tools safe**  **Load secure**  **Safety gear** (first aid kit, fire extinguisher, road triangles)  **Beacons**

Spotter Required? Y/N Other:

## MID-SHIFT / CHANGE REVIEW

**Time:** \_\_\_\_\_ **What changed?** \_\_\_\_\_

## **Updated Hazards:** \_\_\_\_\_

## **New Controls:** \_\_\_\_\_

**Revised Risk (S/P/E/Total):** / / / **Initials of all workers present:** \_\_\_\_\_

**Manager Name & Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Policy: H&S 40 Version 01



## WORKER/CONTRACTOR SIGN-OFF

Name	Signature	Time	Competent (Y/N)	Name	Signature	Time	Competent (Y/N)
			Y / N				Y / N
			Y / N				Y / N
			Y / N				Y / N
			Y / N				Y / N

## HAZARDS

## PHYSICAL HAZARDS

1. Slips, trips, falls (mud, ice, soft shoulders)
2. Uneven or unstable terrain (slopes, ditches, washouts)
3. Steep ditch slopes or tall vegetation
4. Soft shoulders or washboard roads
5. Soft refuse piles or shifting ground
6. Uneven Park trails or playground structures
7. Exposed pipe or trench instability
8. Buried utilities (gas, water, power, telecom)

9. Pressure release from natural gas systems
10. Noise or vibration (mowers, graders, compactors, pumps)
11. Temperature extremes (heat stress, cold stress, windchill)
12. UV exposure or sunburn
13. Moving equipment or operator blind spots
14. Traffic control zones or proximity to public traffic
15. Overhead hazards (branches, powerlines, deadfall)

16. Falling objects (tools, materials, attachments)
17. Confined or restricted spaces (valve chambers, lift stations, pits, manholes)
18. Waterways, riverbanks, ponds
19. Low visibility (fog, dust, snow, night work)
20. Housekeeping hazards (debris, loose materials, clutter)

## CHEMICAL HAZARDS

1. Fuels, oils, lubricants, hydraulic fluid
2. Natural gas leak or odorant exposure
3. Chlorine, polymers, coagulants
4. Hydrogen sulphide (H2S) potential

5. Pesticides or herbicides
6. Spray drift (wind, temperature inversion)
7. Dust, fumes, vapours, mists
8. Landfill gases (methane, CO2)

9. Hazardous materials at landfill (paint, batteries, sharps)
10. WHMIS-controlled products

## BIOLOGICAL HAZARDS

1. Mould or bacteria (lift stations, lagoons, refuse)
2. Blood or body fluids (public areas, landfill)

3. Wildlife (bears, coyotes, rodents, skunks)
4. Insects (ticks, mosquitoes, wasps, hornets)
5. Dead wildlife or livestock

6. Contaminated water (Giardia, E. coli)
7. Sharps or needles (landfill, parks)

## ERGONOMIC HAZARDS

1. Heavy lifting (pipe, pumps, culverts, tools)
2. Awkward posture (bending, twisting, reaching)

3. Repetitive tasks (mowing, trimming, weed inspection)
4. Equipment vibration (mowers, graders)

5. Manual handling of landfill materials
6. Tight or restricted workspaces

## PSYCHOSOCIAL HAZARDS

1. Fatigue or long work hours
2. Lone worker situations (parks, ag services, rural areas)

3. Public interaction or aggression (landfill, parks, road maintenance)
4. Stress, frustration, and communication

5. Working near recreation users or the public
6. Seasonal workload pressure



# Field Level Hazard Assessment Form (FLHA)

Pre-job / Daily / Audit (circle one)

## SAFETY / OPERATIONAL HAZARDS

- 1. Electrical hazards (panels, wiring, overhead lines)
- 2. Underground utilities (gas, water, power)
- 3. Traffic hazards (flagging zones, intersections, blind corners)
- 4. Heavy equipment movement
- 5. Equipment failure or improper use
- 6. Natural gas ignition or explosion risk
- 7. Confined spaces (tanks, manholes, lift stations, vaults)
- 8. Fire hazards (sparks, open flame, hot work)
- 9. Water hazards
- 10. Sprayer pressure or nozzle release
- 11. Overhead tree hazards
- 12. Excavations, trenches, unstable spoil piles
- 13. Landfill-specific hazards (tippers, compactors, refuse collapse)

## CONTROL MEASURES - All hazards require a control measure

### ELIMINATION / SUBSTITUTION (most effective)

- 1. Remove hazard (cut tree, clean debris, stabilize surface)
- 2. Avoid entry (confined space, trench)
- 3. Stop work due to unsafe conditions (weather, visibility)
- 4. Modify or relocate the task
- 5. Depressurize or shut down natural gas/water systems
- 6. Substitute with a safer chemical or product

### ENGINEERING CONTROLS

- 1. Barriers, guardrails, trench boxes, shoring
- 2. Ventilation or exhaust
- 3. Gas detection (H2S, O2, LEL monitors)
- 4. Machine guards
- 5. Lockout/Tagout
- 6. Traffic control devices (signboards, cones, barricades)
- 7. Equipment alarms or beacons
- 8. Secondary containment for chemicals

### ADMINISTRATIVE CONTROLS

- 1. Safe work practices followed
- 2. Pre-trip inspections completed
- 3. Utility locates confirmed (OneCall)
- 4. Spotter assigned
- 5. Traffic Accommodation Plan in place
- 6. Lone worker check-ins are active
- 7. Operator competency verified
- 8. Weather controls (shade, warm-up breaks, hydration)
- 9. Public access restricted (signage, barricades)
- 10. Communication plan in place (radios, phones)
- 11. Spraying conditions verified (wind, humidity, inversion)

### PPE (least effective)

- 1. High-visibility clothing
- 2. CSA-approved footwear
- 3. Task-specific gloves
- 4. Safety glasses, goggles, or a face shield
- 5. Hard hat
- 6. Hearing protection
- 7. Respiratory protection (N95, cartridges, SCBA)
- 8. Fall protection
- 9. Gas monitor
- 10. Chemical-resistant PPE for spraying
- 11. Insect repellent or tick protection

## RISK RATING (S + P + E)

Potential Severity (S)	Probability of Occurrence in the foreseeable future (P)	Exposure of workers to hazards (E)
1. First Aid / Minor Property Damage	1. Unlikely to occur	1. A small number of workers are rarely exposed

Manager Name & Signature: \_\_\_\_\_

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

Policy: H&S 40 Version 01



## FLHA Hazard & Control Reference Sheet

Policy: H&S 40 Version 01

2. Lost-time injury / Significant Property Damage	2. Could occur	2. Small number of workers frequently exposed / Large number of workers rarely exposed
3. Fatality or Permanent Disability / Major Property Damage	3. Will occur if not attended to	3. A large number of workers are frequently exposed

**S + P + E = Total Risk Rating**

**High (H)** = Total of 8, or 9 (Requires CAO approval)

**Moderate (M)** = Total of 6 or 7 (Requires Manager approval)

**Low (L)** = Total of 4 or 5 (Requires Supervisor/Worker approval)

**Minimal (Min)** = Total of 3 (Proceed with standard controls)

# DECEMBER

# CAO REPORT



**Department:** CAO

### **1. Key Accomplishments**

December was a busy month, as Administration focused on wrapping up projects and addressing outstanding issues prior to year-end.

It was also a particularly active month in the area of human resources. Lakeland HR assisted management with several disciplinary matters, and our consultant attended the office for in-person meetings with managers and staff.

Administration continues to dedicate significant resources to the Highway 28/63 Regional Water Services Commission. In December, the Commission approved the 2026 budget and is preparing in January to dedicate time to membership agreements, as well as updated bylaws and policies

### **2. Operational Challenges & Solutions**

December continued to be a challenging month due to the vacancy in the CAO position. The management team and staff have been working collaboratively to minimize the impact of this vacancy on service levels; however, Administration recognizes that there may be missed opportunities and delays in responding to inquiries.

### **3. Progress on Strategic Goals**

The management team is in the process of pivoting to realign with Council's decision to rescind approval of the organizational chart. As we move through this period of uncertainty, we will continue to focus on providing good governance and maintaining organizational stability.

### **4. Staffing & Resources**

The organization is experiencing operational challenges due to several medical leaves and vacant positions within the Public Works and Finance Departments. In December, several staffing changes occurred.

A Grader Operator retired, and the position was posted and filled internally. This resulted in a vacant Operator position, which was also posted and filled internally by a temporary employee. The temporary position was intended to cover an employee who has been on long-term sick leave. This arrangement will be reevaluated in the new year to determine whether a temporary replacement will be required again.

Administration was saddened to learn of the passing of a long-term member of the Shop staff. This position has been temporarily covered; however, advertisements for the permanent role will be posted within the next month.

Recruitment for a Mechanic to fill a vacancy created through an internal promotion has begun. Interviews are anticipated, and the position is expected to be filled in January.

The Office Custodian will be leaving once a replacement is secured. Advertisements have been posted for this position and will remain open until a suitable candidate is found.

## **5. Interdepartmental Collaboration**

All departments worked collaboratively throughout the month to address several issues and initiatives, including policy development and communications. The management team also worked together to strategize communication approaches while navigating challenges related to road safety during freezing rain, blowing snow, and extreme cold temperatures.

## **6. Next Steps & Outlook**

The coming year will provide an opportunity to look ahead and prioritize key projects. The policy review process will continue, with a particular focus on human resources policies and staff job descriptions.

Preparation for the year-end audit will require a significant amount of the Interim CAO's time and attention; therefore, coordination across departments will be necessary to ensure that day-to-day operations continue to function efficiently and effectively.

**Department:** Executive Services

## **1. Key Accomplishments**

During the month of December, Executive Services prepared agenda packages for both Council meetings and the HWY 28/63 Regional Water Commission Meeting. Assistance was also provided for the Christmas dinners associated with these meetings, ensuring smooth coordination and a positive experience for attendees. The review of Bylaws and Policies continued with each department, and the Natural Gas department successfully completed its review, with updates scheduled to be presented in the new year. In terms of professional development, final marks were received for the University of Alberta NACLA courses: *Local Government* and *Municipal Law*, with both courses achieving a final mark of 91%. Additionally, subdivision authority clerk training was successfully completed, further enhancing departmental expertise.

## **2. Operational Challenges & Solutions**

Coordinating departments for Bylaw and Policy review proved challenging during the holiday season due to limited availability and competing priorities. Despite these challenges, all departments navigated through effectively by maintaining communication and adjusting timelines where necessary.

## **3. Progress on Strategic Goals**

Executive Services made progress toward strategic goals by continuing the review of bylaws and policies across departments and ensuring governance processes remained on track. Professional development achievements also supported long-term objectives for organizational capacity building.

## **4. Staffing & Resources**

Staffing levels remained stable throughout December, and resources were managed effectively despite the holiday season. Training and professional development continued as planned, contributing to enhanced knowledge and skills within the department.

## **5. Interdepartmental Collaboration**

Executive Services collaborated closely with all departments to review bylaws and policies, ensuring alignment and compliance. The department also supported governance processes by drafting Requests for Decision (RFDs) and CAO reports, facilitating informed decision-making.

## **6. Next Steps & Outlook**

Looking ahead to January 2026, Executive Services will begin new University of Alberta NACLAA courses, including *Information Access and Protection of Privacy Foundations*, *Local Government Finance*, and *Public Administration Professionalism*. The department will continue the bylaw and policy review with each department to maintain momentum and compliance. Additionally, attendance is planned for the Alberta Emergency Management Instructor Training for Director of Emergency Management and Basic Emergency Management in Grande Prairie on January 27 and 28, 2026.

**Department:** Legislative Services

## **1. Key Accomplishments**

During the month of December, Legislative Services supported the smooth operation of County business by preparing agenda packages and recording minutes for key meetings, including budget meetings, Council, the Agricultural Service Board, and Joint Health and Safety. This helped ensure meetings were well organized and that decisions were clearly documented. Municipal filing was kept up to date, supporting accurate records and easy access to information. Legislative Services also worked closely with the Reeve to complete the Reeves Report, assisting with clear and effective reporting. In addition to regular duties, Legislative Services helped create a positive workplace atmosphere by decorating the office with staff and sending Christmas cards on behalf of the County, supporting staff morale and community connections.

## **2. Operational Challenges & Solutions**

Legislative Services did not encounter any major challenges during this reporting period. With December being a shorter month, the focus was on staying on top of daily tasks and completing any outstanding work before the end of the year. This helped ensure everything was finished on time and the year was wrapped up smoothly.

## **3. Progress on Strategic Goals**

Legislative Services contributed to the County's strategic plan by supporting clear and organized decision-making. Preparing agenda packages and taking minutes for Council, budget, and committee meetings helped ensure meetings ran smoothly and all decisions were properly recorded. Municipal records were kept up to date, and reports like the Reeves Report were completed to support compliance, accountability, and easy access to information. Legislative Services also coordinated with the Communications department to post minutes, policies, and bylaws on the website, supporting transparency. Additionally, assisting with office initiatives, like sending Christmas cards, helped strengthen relationships with staff, the public, and stakeholders, supporting the County's goals of good governance and strong community connections.

## **4. Staffing & Resources**

There were no staffing issues throughout the month of December. Regular work continued as usual; however, December was a shorter in-office month due to the holidays, which meant some deadlines were tighter. All responsibilities were still completed as required. Legislative Services continued with the University of Alberta NACLA courses and is pleased to report that both courses have been completed. These courses provided useful knowledge in Access to

Information, as well as Coaching and Mentoring. The courses were enjoyable and provided valuable opportunities for learning and professional growth, helping to strengthen skills and support continued development within the department.

## **5. Interdepartmental Collaboration**

Throughout the month, Legislative Services worked closely with several County departments to support effective communication, coordination, and decision-making. Collaboration with Executive Services and the Interim CAO focused on the preparation of Council agendas and meeting minutes, ensuring accuracy, timeliness, and alignment with organizational priorities. Legislative Services also worked with the Communications Officer to post approved information online that could be shared with the public, supporting transparency and public access to information. In addition, Legislative Services worked with Planning and Development to compile agenda materials for an upcoming Municipal Planning Commission meeting, ensuring all required documents were organized and ready for review. Ongoing collaboration also included reviewing the action list with all departments at the start of each week. These weekly check-ins provided an opportunity for departments to discuss upcoming items, identify support needs, and ensure tasks were progressing as planned. This regular collaboration continues to be valuable in strengthening communication and teamwork across departments.

## **6. Next Steps & Outlook**

Legislative Services aims to take a more active role in preparing materials for Council meetings, including drafting, reviewing, and organizing documents to ensure they are complete and ready for distribution. Legislative Services would like to work more in depth with Executive Services on reviewing and updating outdated policies to ensure they are current, effective, and compliant with all applicable legislation, which helps reduce risk and strengthens governance. A key focus will be on improving agenda package wait times for Council, so members receive information in a timely manner and can make informed decisions. A major long-term priority is the 2026 project to reorganize the municipal file system and move paper records to an electronic format. This involves assessing current filing systems, planning a new structure, identifying which records should be digitized first, and ensuring proper organization so that files are easier to access and maintain. Early planning and preparation for this project will begin in the new year. Legislative Services also plans to continue professional development through the NACLAA program to gain additional skills in areas like Access to Information and Coaching and Mentoring. In addition, exploring records management courses will help build expertise needed to successfully reorganize files and improve overall records management practices within the department.

**Department:** Finance

## **1. Key Accomplishments**

Significant time in December went toward achieving a balanced budget prior to Christmas break. During two meetings with council, the budget was revised until we reached the balance where tax increase would be limited while providing enough funds to allow the organization to meet Council Service levels. A presentation was prepared for public engagement. The 2026 budget was approved by Council on December 18, 2025.

## **2. Operational Challenges & Solutions**

Developing a realistic and sustainable 2026 Budget continues to be a significant challenge. The budget was balanced by further adjusting and deferring capital equipment replacement as well as cancelling planned transfers to reserves for future capital needs. New revenue sources such as development will provide revenue that can be used towards a long-term capital replacement plan.

## **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**

The Finance Department is looking forward to being back to full staff in January as year end financial statement preparation become the focus.

## **5. Interdepartmental Collaboration**

Finance collaborated with Public Works to gather and review grader data. This information will be consolidated into a report for the next Council meeting.

## **6. Next Steps & Outlook**

Key priorities for January include:

- Ensuring payroll, accounts payable and accounts receivable transactions are recorded.
- Year end reporting and audit preparation
- Follow up from the Tax sale be held December 12.
- Prepare an update on grader information with options for future capital replacement

**Department:** Health & Safety

## **1. Key Accomplishments**

During December, the Health and Safety Department achieved several significant accomplishments. The Coordinator completed the Field Level Hazard Assessment (FLHA) / Tailgate Meeting Policy and presented it to the Health and Safety Committee for review before preparing the Request for Decision (RFD) for Council's final approval. In collaboration with the Communications Department, the Coordinator developed a Health and Safety page for the County's website, which outlines the County's commitment to health and safety, explains departmental functions, highlights the annual safety meeting, details the COR process and current status, and describes the role of the Health and Safety Committee. Additionally, three Safe Work Practices were completed: one for the new SHARK 36" Torrent Mulcher, one for the new DAVCO Brush Cutter, and an update to the Tree Clearing Safe Work Practice following an incident. This process involved conducting formal hazard assessments for the tasks, reviewing operators' manuals, and interviewing equipment operators to ensure accuracy and practicality. The Coordinator also received the 2025 Internal Audit Tool from AMHSA, completed all required Quality Assurance revisions before the December 30 deadline, and is awaiting final approval before sharing audit results. Furthermore, the Coordinator successfully completed AMHSA's Psychological Health and Safety Program, which included five modules: Champion Psychological Health and Safety, Be a Psychologically Safe Leader, Enhance Emotional Intelligence and Resilience, Manage Workplace Mental Health Issues, and Foster a Civil & Respectful Workplace.

In Emergency Management, the Coordinator maintained Alberta Emergency Alerter status by completing the required monthly practice alert. The Coordinator also assisted the County's Director of Emergency Management in finalizing the Hazard, Risk, and Vulnerability Assessment (HRVA) Report from the September 10 Emergency Management Agency Meeting.

Operationally, the Coordinator prepared the agenda and provided guidance for the Joint Health and Safety Committee's monthly meeting, updated a modified work offer for an injured employee, and worked closely with WCB to ensure effective disability management and modified duties. The Coordinator also conducted worksite audits on two separate days to verify that Job Safety Analyses (JSAs) and Driver Vehicle Inspection Reports were completed.

## **2. Operational Challenges & Solutions**

The primary operational challenge during this reporting period was limited knowledge of the operations of County-owned equipment. This was resolved through collaboration with experienced County workers and by referencing operators' manuals, ensuring accurate and practical Safe Work Practices. Through teamwork and resourcefulness, this issue was effectively addressed.

### **3. Progress on Strategic Goals**

The department also made progress on strategic goals by contributing to the Emergency Preparedness priority in the Strategic Plan. This was achieved by maintaining Alberta Emergency Alerter status and assisting with the completion of the HRVA report, supporting the County's commitment to providing full-service emergency capabilities.

### **4. Staffing & Resources**

There were no staffing changes within the department during this reporting period.

### **5. Interdepartmental Collaboration**

Interdepartmental collaboration continued to be a cornerstone of success, with the Joint Health and Safety Committee serving as a vital forum for sharing concerns and developing solutions. Collaboration was essential in completing formal hazard assessments and Safe Work Practices with relevant departments, while external collaboration with AMHSA ensured the successful completion of audit quality assurance revisions before the December 30 deadline. The Coordinator also worked closely with Environmental Services and WCB to update a modified work offer for an injured employee, ensuring compliance with modified duty requirements.

### **6. Next Steps & Outlook**

For the next reporting period, the Coordinator will continue updating policies, procedures, and Safe Work Practices to ensure they remain relevant and compliant with legislative requirements. Efforts will focus on guiding departments through formal hazard assessments for all tasks, strengthening the Health and Safety Management System, and identifying additional Safe Work Practices and policies needed to maintain staff safety. Random site visits will continue to verify completion of required health and safety documentation. The Coordinator is awaiting AMHSA's final approval of the 2025 Internal Audit and will communicate results and key findings to all employees once received. An action plan will then be developed to address any items scoring below 80%, ensuring continuous improvement and readiness for next year's audit. For Emergency Management, the Coordinator will assist in updating the Emergency Response Plan, ensure completion of the Local Authority Elected Officials (LAEO) Course, and participate in additional emergency management training hosted in Holden, AB.



## **December 2025 Summary of Incidents**

**Date:** December 4, 2025

**Type:** Ratepayer Property Damage Incident

**Description:** While plowing snow in Unit 122, the operator started backing up and started sliding backwards, causing them to hit a planter that was located on the ratepayers' property, damaging the planter.

**Cause:** Icy road conditions and limited visibility due to large sanding equipment on the back of the Unit.

**Short-term action:** The Public Works Shop will be installing a backup camera on the unit for increased visibility and will be replacing the front tires on the Unit to improve traction on icy road conditions, as they were worn down and had limited tread remaining.

**Long-term action:** The County will provide training to the operator regarding pre-trip inspections, as the tread issues on the Unit weren't noted on the DVIR from the date of the incident, or prior to the incident.

**Date:** December 11, 2025

**Type:** Potential Fleet Damage Near Miss

**Description:** While travelling on County roads, a worker was approached by oncoming traffic and moved closer to the shoulder of the road to give space to the oncoming traffic. While doing this, the passenger tire of Unit 203A caught the shoulder of the road and pulled the Unit into the ditch. No damage occurred, and the Unit was pulled out by a County worker.

**Cause:** Unclear road dimensions due to snow buildup.

**Short-term action:** Get road maintenance crews to identify where the shoulder of the road is, and ensure the near miss is communicated at the next toolbox meeting to advise operators to slow down around corners and bends.

**Long-term action:** Public Works to conduct regular road inspections and plowing during the winter months to prevent this near miss from recurring.

**Date:** December 19, 2025

**Type:** Potential Equipment Damage Near Miss



**Description:** While grading the roads, a blue SUV sped past Unit 502A and hit the flag extending from the moldboard of the unit, as they had passed by with very limited space between the grader and their SUV.

**Cause:** Operator error.

**Short-term action:** Ensure the operator of the grader receives documented training on operating the equipment, as they should have seen the ratepayer and adjusted their operations to allow them to pass. Also, have the communications department post information for ratepayers regarding safe driving practices around graders and snow-clearing equipment.

**Long-term action:** Conduct employee and ratepayer education programs.

**Department:** Planning and Development Department

## **1. Key Accomplishments**

During this reporting period, the Planning and Development Department was able to process and issue a total of 2 Development Permits and close a total of 1 subdivision file, bringing the total number of Development Permits issued for 2025 to **48** and the total number of subdivision files closed to **7**.

The Planning and Development Manager has been assisting the Chief Administrative Officer and Executive Services regarding the proposed annexation by the Village of Waskatenau. Following the joint meeting of County and Village Councils on November 6, 2025, the Planning and Development Manager provided the Village with additional information that was requested by the Village. A response was provided by the Village to the County dated December 8, 2025. The Village has since sent a subsequent response to the County which will be discussed at the January 8<sup>th</sup> Council meeting.

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 early 2026.

The Planning and Development Department has processed a number of applications for Road Closure Bylaws and the lease of municipally-owned properties. The Planning and Development Manager met with the owners of the former Waskatenau Nuisance Ground to discuss the challenges facing their proposed project and to discuss next steps. Following this meeting it was identified that a meeting with representatives from Alberta Transportation and Economic Corridors is required to establish the parameters of the Area Structure Plan that they have indicated is necessary for them to provide their approval of a Roadside Development Permit for the proposed development. The Planning and Development Manager is working with the applicant to arrange said meeting and to determine the next steps required to advance the project.

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. Following the required 60-day notice being given on October 3, 2025, Bylaws No. 1494-25 & 1495-25 were given all three readings at the December 18<sup>th</sup> Council meeting. The Planning and Development Manager is preparing the necessary

documentation for Land Titles to have said Bylaws registered on the Certificate of Title for each property.

## **2. Operational Challenges & Solutions**

The Planning and Development Department did not experience any operational challenges during this reporting period. During the reporting period, applications for Development Permits, subdivisions and other applications is typically slower than at other points during the year which has allowed the Department to catch up on some other work, such as policy review and development, miscellaneous projects/inquiries (e.g. boat launches, property inquiries, etc.) and filing.

## **3. Progress on Strategic Goals**

The Planning and Development Department has assisted Council in meeting its Strategic Priorities in the following ways:

- 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 #1 – Grow Employment Opportunities & Priority #2 – Proactivity in Development).
- Facilitation of discussion with owners of the former Waskatenau Nuisance Ground to discuss project constraints and how these challenges can be overcome (Priority #2 – Proactivity in Development). This will also assist the County's vision for new highway commercial growth and business development along key highway corridors.
- Supporting the GIS Operator with the implementation of the County's new Service Request system. (Priority #2 – Proactivity in Development)

## **4. Staffing & Resources**

The Planning and Development Department continues to work efficiently and has been able to stay on top of the Department's priority tasks and projects. The Department does not have the resources available to take on additional projects of a significant scope at this time.

## **5. Interdepartmental Collaboration**

The Planning and Development Department has worked in collaboration with other Departments in the following ways:

- Worked with the Public Works Department to review information relating to work proposed for Mons Lake Erosion Control Project and Pakan and Desjarlais Crossing boat launches. Target date for project completion is spring 2026.

- 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 Chief Administrative Officer and Executive Services to prepare a new Procedural Bylaw.
- Worked with the Chief Administrative Officer and Executive Services to prepare a new Public Participation Policy.
- Worked with the Communications Officer on a new Communications Policy/Plan.

## **6. Next Steps & Outlook**

The Department's primary focus during the next reporting period will be to complete a review of open subdivision and development permit files and to close out as many as possible before the end of the year. The Planning and Development Manager also plans to complete filing that has accumulated over the past few months.

The Planning and Development Manager will also continue 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 continue to work 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 assist the Public Works Department with the implementation of 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 new Development Permit, subdivision, business license, road closure, Municipal Historic Resource and Compliance Certificate applications, and responding to public inquiries/complaints as they arise.

**Department:** Communications

### **1. Key Accomplishments**

During December, Communications focused on providing timely, accurate, and accessible information to support Council transparency, and public engagement. Website updates ensured residents had clear access to Council and committee information, including agenda packages, Committee of the Whole materials, meeting links, meeting minutes, calendars, and Council Highlights. Public engagement was supported through public hearing advertising and the posting of Budget Open House information and presentations. Several new and updated webpages improved transparency and usability, including a dedicated CAO reports page, a Health and Safety page, updated land ownership maps, municipal committee information, meeting minutes, the Reeve's report, and news releases such as the Physicians and Health Care Committee appointment. Holiday office closures, landfill and transfer station hours, and the December Grapevine newsletter were also clearly communicated.

Social media continued to be a key tool for timely communication, sharing information related to public hearings, budget updates, emergency room disruptions, AHS programming, and interagency updates such as RCMP media releases. Operational messaging addressed snow removal guidelines, road conditions following freezing rain and snowfall, responsible dumpster usage, and holiday service schedules.

Recruitment communications supported staffing needs by promoting the Journey Mechanic position on the County website and through external platforms, including RMA and several post-secondary institutions. Mass notifications were issued to inform residents about public hearings, the Budget Open House, and the availability of the Grapevine newsletter. The monthly Alberta Emergency Alert practice was successfully completed to maintain emergency readiness.

Work also continued updating the County's Communications Policy and guidelines to strengthen consistency and coordination across departments.

### **2. Operational Challenges & Solutions**

Work continued redeveloping the Communications Policy and guidelines to address inconsistencies and operational complexity. Effort is being focused on establishing clear, consistent, and practical direction to improve coordination, accountability, and the effectiveness of County communications.

### **3. Progress on Strategic Goals**

- Good Governance & Community Engagement

Each advertising initiative reinforced the County's commitment to openness and citizen participation in the democratic process. Public engagement advertising of the 2026 Virtual

Budget Open House and Public Hearing supports the strategic vision of creating a strong, well-informed community.

- Cultural Diversity & Education

Publishing of the monthly Grapevine, Council Meeting Highlights and maintaining active social media channels promoted inclusivity, knowledge-sharing, transparency and community connectedness.

- Emergency Services

By providing timely updates on emergency room service disruptions, RCMP media releases, changing road conditions and monthly emergency alert practice, Communication's has advanced Council's priority to ensure residents have access to safe and reliable emergency services through proactive information-sharing.

#### **4. Staffing & Resources**

There has been no staffing changes or training that occurred during this reporting period.

#### **5. Interdepartmental Collaboration**

The Communications Department works collaboratively with all County departments to provide the public with timely service updates and information. During the reporting period, the department supported the Finance Manager by promoting the Tax Sale and Budget Open House and assisted the Environmental Operations Manager with advertising modified Landfill hours for the Christmas holidays. Communications also works closely with Legislative Services to post passed bylaws, adopted or amended policies, and approved minutes to the website once documents are finalized. In addition, ongoing work is underway with the Director of Planning and Community Services and Executive Services to review the Communications Policy and develop supporting guidelines.

#### **6. Next Steps & Outlook**

Looking ahead, the Communications Department will:

- Continuing day-to-day responsibilities, including social media engagement, website updates, and promotion of County programs and services.
- Continue to review and update Communications policies and bylaws to ensure clarity and effectiveness along with creating operational guidelines for the department.
- In the new year, complete the required training for the Incident Command System (ICS) Information Officer role.

## **Monthly Manager's Report Template**

**Department:** Fire Protective Services **Reporting Period:** December 1-24, 2025

### **1. Key Accomplishments**

During December, eight invoices were submitted to Alberta Transportation for cost recovery. The department is actively managing three open insurance claims in collaboration with insurance companies, adjusters, and fire investigators. With accumulating snow and winter conditions, 31 fire permits were issued, of which 23 required on-site inspection and seven requested permits required special conditions as the brush burning is adjacent to a provincial highway. Smoky Lake County Fire Protective Services continues to coordinate with permit holders and Encom to reinforce and implement safe burning practices adjacent to provincial highways.

Smoky Lake County Fire Protective Services continues to work on updating the Fire Underwriters Insurance Survey under a regional service delivery model. Increased staffing levels are being incorporated into the survey, which is expected to result in an improved fire protection rating for the residents. Administration is finalizing fire expense documentation in support of the 2025 Fire Services Training Grant and the Enbridge Training Grant. With the new Council, existing mutual aid agreements will be reviewed, updated, and executed with surrounding municipalities for the next 4 year term.

### **2. Operational Challenges & Solutions.**

During winter driving conditions, fire crews responded to three tanker rollovers transporting dangerous goods. Crews worked in coordination with Alberta Environment and the Alberta Energy Regulator to ensure the products were safely contained and removed. Due to treacherous road conditions on Highway 831, vehicle and product recovery for two of the tanker rollovers was delayed by several days. The delays resulted in concerned individuals contacting the RCMP and County administration to report poor road conditions. Smoky Lake County Fire Protective Services worked with the Communications Department and the CAO to release public information through social media, directing residents to the appropriate highway maintenance contractors and providing clarifying on which contractor is responsible for the highways within Smoky Lake County.

### **3. Progress on Strategic Goals**

The region continues to strengthen its fire protection capabilities, with the Smoky Lake County Regional Fire Rescue Services Bylaw now formally adopted by all participating municipalities. Smoky Lake County Administration is currently developing the implementation plan, with rollout scheduled to begin in early 2026.

#### **4. Staffing & Resources**

Fire Protective Services continues to experience challenges related to resource availability for emergency response. In December, mutual aid was requested on four occasions due to limited personnel and equipment resources. In two of these instances, the initially dispatched fire department had no members available to respond.

- Incident Responses:
  - Smoky Lake Fire: 7 collisions, 1 structure fire, 2 medical calls, 4 fire alarms.
  - Vilna Fire: 4 collisions, 1 structure fire, 1 vehicle fire, 2 medical calls, 2 fire alarms.
  - Waskatenau Fire: 2 collisions

Incident Command System (ICS) 100 training was assigned to the twelve NFPA 1001 Level I students, with Smoky Lake County Fire Protective Services receiving seven certificates upon completion. One member completed the assigned cyber security training, and one member has completed the NFPA 1021 Fire Officer Level I program.

#### **5. Interdepartmental Collaboration**

The Fire Protective Services Department continues to collaborate with multiple County departments. Public Works Shop supporting mechanical repairs to keep apparatus in service. The Fire Chief relies on the Legislative Services Department for guidance and support when updating and amending bylaws presented to Council. Additionally, the Fire Chief worked with the Communications Department to provide accurate information on which highway maintenance contractor is responsible for the provincial highways and contact information to report concerns.

#### **6. Next Steps & Outlook**

Transportation of Dangerous Goods training is scheduled for January 5, 2026, and First Aid, AED and CPR is scheduled for January 10-11, 2026. NFPA 1001 Hazard Awareness Training, STARS Landing Zone Training and training will be scheduled for the first quarter of 2026.

**Department:** Environmental Operations

**1. Key Accomplishments to be completed: What are you working on?**

During this month's reporting period we have completed routine maintenance, station checks and documentation of all our water, wastewater and Regional Water line facilities. The area had a lot of snow accumulation and blowing winds and have been busy this month with snow removal and sanding icy surfaces at the water sites, transfer station sites, and administration office.

The Christmas lights were put up at the office and Hamlets of Spedden, Bellis and Warspite.

A few minor repairs including heat tape repairs issues have been resolved. Recycled oils and paints have been picked up. Staff have been working with the waste removal contractors to ensure easy access to the bins during all the snow.

The SCADA system for the regional waterline has been commissioned on December 22<sup>nd</sup> so far, no issues.

**2. Operational Challenges & Solutions**

December staff constantly tried to keep up with snow removal; to complete the snow removal, the department borrowed the public works skid steer trailer and are very thankful that Council has approved purchasing a new trailer for the Environmental Operations Department.

**3. Staffing & Resources:**

It appears that all staffing and resources are working well and will have all landfills and transfer stations operating during the Holidays and have Parks and Recreation staff standing by for snow removal. Additionally, a water operator on call as well.

**4. Interdepartmental Collaboration**

Thank you for the public works staff for the trailers and snow removal equipment and assisting us with snow removal. Also, the shop staff for quick repairs and working late shifts to keep equipment running.

**5. Next Steps & Outlook**

Staff will be working on removing Christmas lights after all the holidays are complete English and Ukrainian Christmas. In the months of January and February the department will be working on our Alberta Environment and Protected Areas annual Water, Wastewater, and Land fill reports.

**Department:** Public Works

**1. Key Accomplishments to be completed:**

Graders have been out steady on the roads this month. The snow and wind have been keeping staff busy. The graders have been putting a lot of hours in making sure the roads are open.

Snowplows have been out sanding and plowing oil based roads and resorts. 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-ways has been done when operators weren't clearing snow

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 finished up moving material.

Public Works also completed winter yard cleaning, including organizing material stockpiles equipment.

Mechanics remained busy keeping all County fleet and assets operational, 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.
- Ensuring all heavy equipment is fully operational for snow and ice control.
- Ensuring 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.

MOTION NO.	RESOLUTION	Assigned to	Due Date	Status	Comments
			<b>09-Jan-25</b>		
			<b>09-Feb-25</b>		
			<b>13-Mar-25</b>		
			<b>10-Apr-25</b>		
			<b>22-Apr-25</b>		
			<b>24-Apr-25</b>		
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		Completed	This Policy will be brought to the December 18, Regular Council 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.
			<b>08-May-25</b>		
			<b>12-Jun-25</b>		
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. Coordinate with the Gas department 50th and County 65. Form a committee on Jan 12.
611-25 Halisky	That Smoky Lake County Council direct administration to prepare parade floats for the following: *Vilna Boomtown Days	Legislative Services & Executive Services		Completed	Completed
			<b>28-Aug-25</b>		
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		Complete	
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		Completed	The Town of Smoky Lake passed their Bylaw No.04-2025 on November 17th, 2025. Smoky Lake County Bylaw NO. 1488-25 will be updated with the new Bylaw number.
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		Complete	
			<b>04-Sep-25</b>		
			<b>11-Sep-25</b>		
			<b>25-Sep-25</b>		

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		Completed	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			Meeting to be set up with the Planning department, Exec Services, Peace Officer and the Interim CAO.
817-25 Halisky	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.		Completed	Added to the December 18th Regular Council Meeting

### 09-Oct-25

09-Oct-25	That Smoky Lake County Council accept the offer to lease the lands legally described as SW-1-61-18- W4M, SW-2-61-18-W4M, NW-2-61-18-W4M, NE-3-61-18-W4M, SW-11-61-18-W4M & SE-10-61-18-W4M, in the amount of \$200.00/year for each parcel (cumulative total of \$1,200.00), dated October 1, 2025, received from Mr. Kevin 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 has not signed the offer to the lease. Delegation to Council is scheduled January 8th, 2026.
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		Completed	
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		Completed	Bylaw will be presented at the December 2nd Committee of the Whole Meeting Bylaw will be on the Agenda for the December 18, 2025 for 1st reading.
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		Completed	Councillor Serben was appointed as the Board member at the October 30th Organization meeting. Terms of Reference will be brought to the December 18th Regular Council 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		Completed	Bylaw No.1487 was given Third and Final Reading at the November 27th, 2025 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		Complete	Will be brought to the Dec 18th Regular Council meeting
<b>30-Oct-25</b>					
918-25: 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	Will be added to the next JMM Agenda; Jan 19, 2026
922-25: 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		Completed	
<b>10-Nov-25</b>					
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		Completed	Policy has been updated with the amendments. Policy reposted to the website December 12, 2025.

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	Will book rooms for Council and CAO. Hotel has not release rooms as of Dec 19 2025
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		In Progress	Awaiting a response from St. Paul County. Phone calls and voicemails have been made.
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.
<b>14-Nov-25</b>					
966-25 Lukinuk	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.	Lakeland HR		Completed	
<b>27-Nov-25</b>					
979-25 Lukinuk	That Smoky Lake County deny the property tax exemption request submitted by Metis Crossing for the lands and buildings situated on the Metis 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.	Finance		Completed	The resolution was emailed to Metis Crossing on December 8th, 2025
980-25 Serben	That Smoky Lake County Council agree to enter into a Winter Haul Route Agreement with Vance Auger / PEA Holdings HAC/ASG, effective from January 2026 to the end of February 2026, for hauling operations on Range Road 181 and Township Road 604, permitting up to 75 loads per day.	Public Works		Completed	
982-25 Barker	That Smoky Lake County Council request administration follow up with Smoky Lake RCMP and K Division to reschedule another meeting with Supt. Hanson and Nina Sahasrabuddhe from K Division as a delegation to a future council meeting.	Leg Services		Completed	Rescheduled for January 22nd
986-25 Halisky	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.	Finance/Planning and Development		Completed	The letter was sent December 4th, 2025

987-25 Kully	That Smoky Lake County award the purchase of a new motor grader to Finning Canada for the supply of a Caterpillar 160-ISA AWD Motor Grader for a total cost not to exceed \$732,900.00, as per the submitted quote Including packers	Public Works		Completed	The Grader has been purchased, awaiting delivery (December 15th, 2025)
988-25 Serben	That Smoky Lake County Council administration put together a full list of the current graders and list should show the year each grader was made, the total hours on it, current work hours, and any rebuilding or maintenance details to help Council decide about future graders.	Public Works		In Progress	Research Completed and will be brought to the next committee of the whole meeting.
997-25 Haliksy	That Smoky Lake County Council accept the offer to lease the lands legally described as: PT. NE-30-59-14-W4M, in the amount of \$50.00/year, for a twenty-five (25) year term, dated October 10, 2025, and received from Spencer Kotylak, President, Smoky Lake Snowmobile Trail Twisters (1998) Society, in response to the Limited Invitation to Tender extended by Smoky Lake County.	Planning and Development/Finance		Completed	Completed on Friday December 12th, 2025
1005-25 Haliksy	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.	Leg Services		Completed	
1009-25 Haliksy	That Smoky lake County Council defer the Letter regarding Appreciation and Request for Assistance received on October 21, 2025, on behalf of the Canadian Youth Friendship Society of Edmonton, to the next Council meeting for further information.	Finance		In Progress	Finance has sent an email with the information requests from Council PW is working with them and nothing can happen can to the spring.
1010-25	That Smoky Lake County Council approve the registration and attendance of any Council members who wish to participate in the 2026 Municipal Law Seminars, either virtually or in person, scheduled for February 6, 2026, in Edmonton, Alberta, and March 6, 2026, in Grande Prairie, Alberta, or through virtual attendance.	Leg Services		Completed	
1012-25 Serben	That Smoky Lake County Council acknowledge receipt of the Pine Creek Retreat request for support, Year-Round Indigenous Resort Project letter dated, November 17, 2025 and direct administration to request a delegation with Pine Creek Retreat representative to a Council meeting in the first quarter of 2026.	Leg Services		In progress	Email was sent regarding delegation availability December 12, 2025.
1014-25 Lukinuk	That Smoky Lake County Council direct administration to request a delegation for Mr. Kevin D. Kisilevich, from GO EAST of Edmonton Regional Tourism within the first quarter of 2026.	Leg Services		Completed	Attending Jan 8, 2026 Council Meeting
<b>01-Dec-25</b>					
1026-25 Haliksy	That Smoky Lake County Council approve the Ten Year Capital Budget as presented.	Finance		Completed	
1027-25 Lukinuk	That Smoky Lake County request cost estimates for repairs to Range Road 125 and Township Road 594 and present the information at a future Council meeting.	Public Works		In Progress	Will be brought to a meeting in Feb 2026
1028-25 Serben	That Smoky Lake County direct administration for the estimated repair costs associated with Township Road 604 between 181 and 182 and bring back to the February County Council meeting.	Public Works		In Progress	Will be brought back to a meeting in 2026

1029-25 Halisky	That Smoky Lake County direct administration for the estimated repair costs and focusing on dust suppression associated with Township Road 610 and Range Road 160 and Range Road 155 and bring back to the February County Council meeting.	Public works		In Progress	Will be brought back to a meeting in 2026
1030-25 Halisky	That Smoky Lake County direct administration for the estimated repair costs and dust suppression associated with Range Road 161 to Edwand and bring back information to the first quarter in 2026.	Public Works		In Progress	Will be brought back to a meeting in 2026
1031-25 Serben	That Smoky Lake County direct administration to prepare cost estimates for the costs of dust suppression and oil repairs associated with Highway 28 up to Range Road 191 and bring back information to the February County Council meeting.	Public Works		In Progress	Will be brought back to a meeting in 2026
1032-25 Barker	That Smoky Lake County direct administration to send out an inquiry to Kortex to see what options they can provide pertaining road repair costs on Range 133 between Township Road 620 and Township Road 621 including Paradise Cove.	Public Works		In Progress	Will be brought back to a meeting in 2026
1033-25 Barker	That Smoky Lake County direct administration for the estimated paving repair associated with Range Road 122 and bring back to the February County Council meeting.	Public Works		In Progress	Will be brought back to a meeting in 2026
1037-25 Serben	That Smoky Lake County Council direct administration to research information regarding cost analysis on the box replacement of unit 191 and bring the information back to the December 18, 2025 Regular County Council incorporated into the budget.	Public Works		In Progress	Will be brought back to a meeting in 2026
1138-25 Barker	That Smoky Lake County Council direct Administration to present the proposed 2026 Municipal Interim Budget with recommended changes at the Virtual Public Participation scheduled for December 11, 2025 at 5:30 p.m. and at the Council meeting scheduled for December 18, 2025.	Public Works		Completed	

### 18-Dec-25

1158-25 Serben	That Smoky Lake County Council give Bylaw 1495-25: A Bylaw Designating the Wynnyk House, located on the lands legally described as SW-27-58-13-W4M, as a Municipal Historic Resource, Third Reading.	Planning and Development/Legislative Services		Completed	
1162-25 Halisky	That Smoky Lake County Council give Bylaw 1494-25: A Bylaw Designating the St. Elias (Pakan) Church, located on the lands legally described as Plan 5011CE, Block A, as a Municipal Historic Resource, Third Reading.	Planning and Development/Legislative Services		Completed	
1166-25 Halisky	That Smoky Lake County Council give Third and Final Reading to Bylaw 1490-25 - Procedural Bylaw.	Legislative Services/Communications		Completed	
1170-25 Serben	That Smoky Lake County Council give Third and Final Reading to Bylaw 1493-25 - Records Retention & Disposition Bylaw.	Legislative Services/Communications		Completed	
1171-25 Barker	That Smoky Lake County Council approve Policy 01-05 - Council Orientation Policy as presented.	Legislative Services/Communications		Completed	
1172-25 Kully	That Smoky Lake County Council approve Policy 01-51- Public Participation Policy as presented.	Legislative Services/Communications		Completed	

1173-25 Halisky	That Smoky Lake County Council approve Policy 01-11 - Municipal Office Policy as with the following amendment: 3.4 Customer Service Standards – Provide alternative options for contacting the office in the voicemail message	Legislative Services/Communications		Completed	
1174-25 Barker	That Smoky Lake County Council approve Policy 07-02 - Playground and Parks Safety Policy as presented.	Legislative Services/Communications		Completed	
1175-25 Kully	That Smoky Lake County Council direct Administration to apply to the Alberta Professional Outfitters Society Wildlife Management Fund for \$90,000 over three years (2026-2029) to support the Coyote Reduction Program under Policy 62-31-01, and incorporate the program into the 2026 Budget for implementation pending grant approval.	Ag. Fieldman		Completed	
1176-25 Barker	That Smoky Lake County Council direct Administration to bring back Policy No. 62-31-01, with additional information regarding the handling of mangy coyotes, to a regular Council meeting at the end of January.	Ag. Fieldman		In progress	Will be on the January 27, 2026 meeting
1178-25 Barker	That Smoky Lake County Council approves the revised Peace Officer Patrol Vehicle Policy CPO-37-02, with the following amendments: Removal of the section titled "Unmarked Vehicle" Inclusion of Occupational Health and Safety (OHS) requirements Clarification of responsibilities under the Alberta Traffic Safety Act and OHS requirements	CPO/Legislative Services/Communications		Completed	
1179-25 Kully	That Smoky Lake County Council approve Policy 01-55 – Agricultural Society Council Appointment (Non-Voting Member) with the following amendments: Appointment of one member and one alternate Change "Councillor" to "Councillors"	Executive Services/Leg. Services/Communications		In Progress	Policy will be amended and prepared for signatures, filed, and posted to the website
1180-25	That Smoky Lake County Council rescind policies: • Agenda Item: # Policy 01-01 - Procedures for Transacting County Business - superseded by the new Procedural Bylaw. • Policy 01-16 - Procedures for Business of Council. • Policy 01-26 - Agenda Format Policy • Policy 01-27 - Request for Decision Policy • Policy 01-49 - Delegations to Council • Policy 01-33 - County Operations Policy • Policy 01-06 - Public Hearing Procedures • Policy 01-40 - Governance Policies • Policy 01-12 - Reduction in Municipal Staff • Policy 01-02 - Election of Reeve and Deputy Reeve • Policy 10-03 - Waste Bin Rental Agreement.	Executive Services/Leg. Services/Communications		In Progress	
1181-25 Halisky	That Council Approve to pay invoice Number 021860 for reclamation completed the North East corner of the boulevard at 51st 49 ave Bellis, Alberta. For the sum of \$367.50 to 1848812AB Ltd.	Environmental Operations		Completed	

1182-25 Serben	That Smoky Lake County appoint Councillor and Reeve Craig Lukinuk and Deputy Reeve Lorne Halisky to represent Smoky Lake County on the Northeast Alberta Alliance for Growth & Opportunities (NAAGO), effective immediately, and further, that this appointment be formally incorporated into the annual Organizational Meeting appointment list beginning in 2026 and direct administration to notify the Northeast Alberta Alliance for Growth & Opportunities (NAAGO) regarding the appointments.	Legislative Services		Completed	Letter was sent on behalf of Smoky Lake County regarding the Councillor Appointments on December 18th.
1183-25 Halisky	That Smoky Lake County approve to allocate funding from the 2026 Family and Community Support Services (FCSS) Grant budget in accordance with Policy no 08-17-01: Family and Community Support Services (FCSS) grant as follows:  \$2,500 to Smoky Lake Minor Hockey for the Respect in Sports Program \$2,100 to the Smoky Lake Holubka Dancers for 2026 Volunteer Appreciation	Finance		In Progress	
1184-25 Halisky	That Smoky Lake County Council direct Administration to budget \$14,000 for funding assistance to halls within Smoky Lake County, to be completed prior to March 31.	Gas Manager		In Progress	Will be brought to the committee of the whole meeting
1187-25 Lukinuk	That Smoky Lake County Council direct Administration to withdraw from the Lakeland Agricultural Research Association contract, in accordance with Motion No. 212-25 and the recommendation from the Agricultural Service Board.	Ag. Fieldman		In Progress	
1188-25	That Smoky Lake County Council approve the addition of an Assistant Agricultural Services Fieldman position, and: • Direct Administration to proceed with the hiring and advertising process for the position; and • Direct Administration to communicate that the agricultural services previously provided by the Lakeland Agricultural Research Association will continue to be delivered by Smoky Lake County.	Lakeland HR		In Progress	
1189-25 Serben	That Smoky Lake County Council approve the Year-2026 Interim Municipal Budget, with revenues in the amount of \$22,142,201 and total Expenditures in the amount of \$24,140,633 including amortization expense in the amount of \$1,998,432.	Finance		In Progress	
1194-25 Kully	That Smoky Lake County Council approve the purchase of a 2026 cushion tilt trailer 83" x 24' trailer for \$18,771.00 as an unbudgeted expenditure.	Environmental Operations		Completed	Trailer was purchased on Dec 19, 2025, Insured, Registered and plan to pick up Monday, pending road conditions.
1190-25 Serben	That Smoky Lake County write off \$106.63 tax penalties on tax roll 33220211 if payment of \$888.62 is received on or before January 31, 2026	Finance		In progress	
1191-25 Barker	That Smoky Lake County Council approve the amendment of Policy 08-18-13 section 3.9 to remove reference to the the Smoky Lake Alberta Treasury branch stating only, "Smoky Lake County will contribute nine percent (9%) of gross remuneration to a Registered Retirement Pension Plan (RRSP).	Finance		In progress	

1192-25 Halisky	That Smoky Lake County provide a letter to the County of St Paul in support of an application for the Alberta Community Partnership (ACP) 2025-26 Grant Intake, under the intermunicipal Collaboration Stream, for the purposes of obtaining grant funding for the Alberta HUB Skyways project; and further, approve County of St Paul 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	Executive Services			
1194-25 Kully	That Smoky Lake County Council approve the purchase of a 2026 cushion tilt 83" x 24' trailer for \$18,771.00 as an unbudgeted expenditure.	Environment and Parks		In progress	
1205-25 Serben	That Smoky Lake County Council accept the Village of Waskatenau – Village Response to Proposed County Conditions and Negotiated Items for the Proposed Village of Waskatenau Annexation, dated December 8, 2025, as information, and defer consideration of the response to a future Regular Council Meeting.	Planning and Development		In progress	Will be on the Jan 8, 2026 regular meeting
1212-25	That Smoky Lake County Council enter into an agreement with Travel Lakeland to participate in the Boat and Sportsman Show at the Edmonton EXPO Centre from March 19–22, 2026, and that the matter of cost sharing for the event be brought forward to the Joint Municipalities meeting scheduled for January 19, 2025.	Executive Services		In Progress	Will be on the Jan 19, 2025 JMM Meeting agenda
1217-25 Serben	That Smoky Lake County Council rescind Resolution No. 855-25 regarding the approval of the Organizational Chart due to a procedural error and bring the matter back for further discussion at the next Regular Council Meeting.	Legislative Services/Communications		Completed	Rescind Policy No. and Remove from the website

## Chyenne Shaw

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**To:** Brenda Adamson  
**Subject:** RE: We're heading north — Join us in Peace River next fall | Oct 6–8

**From:** RhPAP <[info@rhpap.ca](mailto:info@rhpap.ca)>  
**Sent:** Tuesday, December 2, 2025 10:01:45 AM  
**To:** Lorne Halisky <[lhalisky@smokylakecounty.ab.ca](mailto:lhalisky@smokylakecounty.ab.ca)>  
**Subject:** We're heading north — Join us in Peace River next fall | Oct 6–8

Save the dates Oct 6-8, 2026

## We're heading north: Join us in Peace River next fall



# RhPAP

Rural healthcare has always been more than systems and services—it's about people, relationships, and the deep connections that make a community strong.

That's why we're proud to share that the RhPAP conference is returning **October 6–8, 2026**, in **Peace River, Alberta**, with the theme: **Rooted in Community: Building the Future of Rural Healthcare**.

This theme reflects what rural Alberta knows best: that the most powerful solutions grow from the ground up—from local wisdom, shared experiences, strong partnerships, and the resilience that rural communities live every day.

Peace River's northern setting allows us to experience rural health where it happens, surrounded by the people and places that inspire our work.

## [Learn more about the Conference](#)

*\*\*\*More info and full conference website coming January 2026\*\*\**



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RhPAP supports healthcare services throughout rural Alberta, which are provided on both historical and contemporary Indigenous lands. These lands include the territories that are home to Treaty 6, Treaty 7, and Treaty 8, as well as the Métis Regions and the Inuit people. We

recognize and acknowledge the Indigenous people who have for generations been the traditional keepers of these lands.

**From:** PSES Alberta Police Funding Model <[ABPFM@gov.ab.ca](mailto:ABPFM@gov.ab.ca)>  
**Sent:** December 22, 2025 3:30 PM  
**To:** CAO <[cao@smokylakecounty.ab.ca](mailto:cao@smokylakecounty.ab.ca)>  
**Subject:** RE: Police Funding Model Changes – Preliminary Estimation Process

Some people who received this message don't often get email from [abpfm@gov.ab.ca](mailto:abpfm@gov.ab.ca). [Learn why this is important](#)

Attention: Chief Administrative Officers

Further to the [Government of Alberta's announcement](#) on December 18, 2025, and the Minister's correspondence to Chief Elected Officials of that date, I am writing with additional details and next steps with respect to the changes to the Police Funding Model that will take effect on April 1, 2026.

The department is finalizing preliminary five-year cost estimates for each municipality under the renewed Police Funding Model. While figures will change as updated information becomes available, these estimates are intended to demonstrate how the renewed formula will be applied and to support municipal budget planning. For example:

- The five-year cost estimate calculations will utilize 2024–25 PPSA frontline policing actuals, assuming an 8% annual increase to policing costs and a five-year phase-in.
- The five-year cost estimate calculations will utilize 2024–25 population, equalized assessment, preliminary occurrence data, and vacancy data.

It is important to note that each year updated data for each formula factor will be used to determine final amounts payable under the model.

If your municipality would like to receive this estimate and related information, please provide the following by return email to [abpfm@gov.ab.ca](mailto:abpfm@gov.ab.ca): Insert the following in the **Subject line: “Request for PFM Preliminary Estimate.”**

- Designated municipal contact name and title (an alternate if applicable)
- Direct phone number
- Email address

[The updated Police Funding Regulation](#) is available on the Alberta King's Printer site.

You can access [the Renewed Police Funding Model Fact Sheet here](#).

I look forward to working with your municipality to transition to the Renewed Police Funding Model.

Sincerely,

C.M. (Curtis) Zablocki, O.O.M.

Assistant Deputy Minister

Director of Law Enforcement